

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS DEL PASO MANOR WATER DISTRICT

September 3, 2019

6:30 PM

1817 Maryal Drive, Suite 300, Sacramento

The Board of Directors of the Del Paso Manor Water District convened their regular monthly meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on September 3, 2019 at 6:30 p.m.

Call to Order:

President Lenahan called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

President Lenahan led the Pledge of Allegiance.

Roll Call:

Directors Present: Marissa Burt, Trish Harrington John Lenahan, Robert Matteoli, & Gregory Schneider
Directors Absent: None
Staff Present: Leo Havener, Interim General Manager
Legal Counsel Present: Adam Brown
Public Present: Several members of the public were in attendance.

Announcements:

There were no announcements.

Public Comment:

Several members of the public addressed the Board.

Items for Discussion and/or Action:

1. Review, discuss and possible action to approve the 2019-2020 District Budget.
Director Burt presented the budget and explained a few changes after meeting with CPA Robert Merritt. Robert Merritt spoke and stated that the Fiscal Year 18/19 Budget will be closed within 30-45 days. Director Burt explained that the budget is a working document and stated that the Interim General Manager Havener will bring back the Budget in the next 3 months with the District's actuals from the last fiscal year.

Director Harrington moved to approve the amended budget. Director Burt seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
------	--

Noes	0
Absent	0

2. Finance Ad Hoc Committee: a. Review, discuss, and possible action on updating computer system. President Lenahan presented the quote from Terrapin Technology Group. Director Schneider expressed concerns with the software costs. Interim General Manager Havener agreed to double check the costs for software and come back to the Board with answers.

Director Harrington moved to contract with Terrapin Technology Group to purchase a computer system. Director Burt seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

3. Check signing rotation discussion.
Interim General Manager Havener expressed concerns with late checks. He asked the Director take turns signing checks twice a month.
4. Review, discuss, and possible action to hire a temporary employee to work with the Safety and Security Ad Hoc Committee along with General Manager to secure and organize District files.
Director Schneider explained that 40% of our District files were at our facility on Lusk Drive. He explained that they are now at District office on Maryal Drive, but the files are in boxes need be organized and filed. He explained that it's extremely difficult to find any files in the office due to the lack of organization with the current filing system. Director Schneider gave an example on how he would like the files to be organized. He explained we need to hire a temporary employee to work on a first pass at organizing.

Director Burt moved to hire a temporary employee to organize our District's files not to exceed \$35 per hour for 3 weeks. Director Harrington seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

5. Update on SSWD Mutual Aid Agreement.
Interim General Manager Havener explained that he is working on a service agreement with Sacramento Suburban Water District but was unsure if the District would extend its mutual aid agreement for another month.
6. Review and adopt minutes of August 6, 2019 Regular Meeting.
Director Burt moved to adopt the minutes of August 6, 2019. Director Schneider seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

7. Review and authorize payment of invoices for August 2019.

Director Schneider moved to authorize the invoices of August 6, 2019. Director Harrington seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

8. Review, discuss and possible action to accept the resignation of District General Counsel Adam Brown as Board Secretary and appoint Interim General Manager Leo Havener as the new Board Secretary.

Director Burt moved to accept the resignation of District General Counsel Adam Brown as Board Secretary and appoint Interim General Manager Leo Havener as the new Board Secretary. Director Schneider seconded.

The motion passed by unanimous vote.

Ayes	Burt, Harrington, Lenahan, Matteoli, Schneider
Noes	0
Absent	0

9. Review, discuss and possible action to repair/replace District vehicle.

No action was taken.

Report on Meeting and Committees: (Per AB 1234)

10. Transition Committee Meeting – Burt/Lenahan

The committee assisted the District with transitioning to a new payroll provider.

11. Finance Committee Meeting – Burt/Lenahan

See Agenda Item #1.

12. Succession Planning Committee Meeting – Harrington/Lenahan

No report

13. Policy Manual Review Committee Meeting Harrington/Burt

No report

14. Human Resources Committee Meeting – Schneider/Lenahan

No report

15. Regional Water Authority Meeting – Harrington / Matteoli

Report will be given to the Board at the next meeting.

16. Safety and Security Committee Meeting – Burt/Schneider

The committee gave a PowerPoint presentation that explained the updates at the Lusk facility.

17. Other Reports – AB 1234

None

Upcoming Meetings:

18. None

Report from General Manager:

19. Interim General Manager explained that he has been putting in some hours, but things are running smoothly.

Report from Attorney:

20. The attorney researched the current Maryal Drive lease. There were two versions and explained the lease expires in March of 2021.

Report on Field Operations:

21. Field Report was attached to the Board Packet.

Board General Discussion:

Director Matteoli explained that he was not paid for a meeting he attended.

Director Harrington thanked the staff for providing her the Foresgren report that she requested.

Closed Session Pursuant to Government Code § 54956.9:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Discuss potential initiation of litigation pursuant to subdivision (c) of Section 54956.9)

Number of potential cases: 1

Closed Session Pursuant to Government Code § 54957:

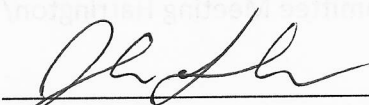
PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Interim General Manager

Return to Open Session:

Nothing to report.

Adjournment:

President Lenahan adjourned the meeting at 10:20 p.m.



John Lenahan, President

ATTEST:



Leo Havener, Secretary