

**MINUTES OF EMERGENCY BOARD MEETING**  
**OF THE BOARD OF DIRECTORS OF**  
**DEL PASO MANOR WATER DISTRICT**

The Board of Directors of the Del Paso Manor Water District held an emergency meeting as authorized by Government Code § 54956.5 at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on May 31, 2019 at 6:31PM. President Lenahan called the meeting to order. Directors Marissa Burt, Trish Harrington, John Lenahan, and Gregory Schneider were present. Robert Matteoli arrived after the Pledge of Allegiance, present. Also present were Attorney Adam Brown and Ken Ingle, District Operations and Maintenance Tech II.

**PLEDGE OF ALLEGIANCE:**

President Lenahan led the Pledge of Allegiance.

**ANNOUNCEMENTS:**

Attorney Adam Brown provided background for the meeting, noting that the District General Manager, Field Superintendent and Administrative Assistant all tendered their resignations at 3:00 p.m. which were effective immediately, and had vacated the office at 4:30. Attorney Brown stated that an emergency meeting was permitted under the Brown Act, given that only one District employee remained, as it constituted an activity which severely impaired public health, safety or both. Attorney Brown stated that the purpose of the meeting was to hear from District O&M Tech Ken Ingle regarding the status of District operations and the District's capacity to respond to leaks and any other water distribution emergencies over the weekend. Attorney Brown asked the Board President to entertain a motion for a Board determination that such conditions existed so the meeting could proceed. Director Harrington made a motion. Director Burt seconded the motion. The motion carried by the following roll call vote:

Ayes: Burt, Harrington, Lenahan, Matteoli, Schneider

Noes: None

Sacramento Suburban Water District (SSWD) General Manager Dan York stated that he received a request for mutual aid from President Lenahan that afternoon and had already communicated that request to his staff and the SSWD Board as provided in the Mutual Aid and Assistance Agreement between the District and SSWD. The Mutual Aid agreement does have requirements for enacting it and requires a verbal or written request from an authorized official of the District. Attorney Adam Brown and Dan York agreed that President Lenahan was an authorized official given the circumstances.

President Lenahan described the short term challenges facing the District and how he was attempting to obtain systems access and make sure the District has continued operations. President Lenahan described how the Board would need to appoint Ken Ingle as Chief Operator for our water permit and Dan York explained the process and requirements. Dan York encouraged Ken Ingle to contact the State Water Resources Control Board, Division of Drinking Water to notify them of the chief operator change and to contact the systems engineer that day with information that the Mutual Aid and Assistance Agreement with SSWD has been activated and they are ready to assist if needed. Director Matteoli

asked about Ken Ingle's duties and responsibilities for the role along with potentially reviewing his pay at a future date under the circumstances.

Dan York described the Mutual Aid and Assistance Agreement, entered into between the District and SSWD in January 2011, and there was some Board discussion. Dan York requested that the Board activate the Mutual Aid and Assistance Agreement. Director Harrington made a motion to activate the Mutual Aid and Assistance Agreement with SSWD. Director Burt seconded the motion. The motion carried by the following roll call vote:

Ayes: Burt, Harrington, Lenahan, Matteoli, Schneider

Noes: None

Attorney Adam Brown suggested that Ken Ingle provide an update as to at the District's preparedness to handle emergencies and any immediate needs. Ken Ingle mentioned his concerns with being on call 24/7 with no backup and Dan York responded that his team would be available for coverage and assistance as needed. Ken Ingle shared a story about how the Del Paso Manor Water District had reached out to Carmichael Water District for mutual aid in the past. A representative from Carmichael Water District commented that they were willing to help during this crisis. Ken Ingle and Dan York had a discussion about after-hours and the phone answering service. Ken will be first in the call list and a SSWD contact will be second. Ken Ingle asked about contacting GM Construction for large issues, like a tree falling over or a large pipe break. President Lenahan commented that we would use GM Construction as the District has in the past and that SSWD is available to help with issues.

It was noted that Board action was needed to appoint Ken Ingle as Chief Operator. Director Harrington made a motion. Director Burt seconded the motion. The motion carried by the following roll call vote:

Ayes: Burt, Harrington, Lenahan, Matteoli, Schneider

Noes: None

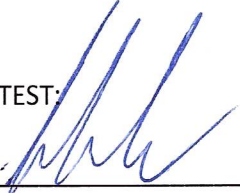
Ken Ingle continued with his update on the District and gave the Board an update on the work-in-progress with Well #8. It has run into some complications but the pump is out for repair and authorization has been provided for additional parts and work. The work is expected to continue for the next 2-3 weeks. Ken Ingle recommended that the phones be forwarded to the answering service and also informed the Board that the May invoices are ready to go.

There was brief Board discussion about the state of the District.

President Lenahan asked if there was any public comment. Roger Nelson made a brief comment about the District staff resignations.

There being no further business to come before the Board, President Lenahan adjourned the meeting at 7:10PM.

ATTEST:

  
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Adam Brown, Secretary

  
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John Lenahan, President