

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

JUNE 4, 2019

4:00 PM

1817 Maryal Drive, Suite 300, Sacramento, California

The Board of Directors of the Del Paso Manor Water District held a special meeting at the District office located at 1817 Maryal Drive, Suite 300, Sacramento, California on June 4, 2019 at 4:00 p.m.

Call to Order:

President Lenahan called the meeting to order at 4:00 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: O&M Tech and Construction Coordinator, Ken Ingle
Legal Counsel Present: Adam Brown
Public Present: Several members of the public were in attendance.

Announcements:

President Lenahan announced that the Board will not discuss any employees who have resigned in the interest of employee privacy concerns.

Public Comment:

Several members of the public addressed the Board expressing concern for the District after three employees resigned and retired. Another member of the public asked about the amended agenda for the special meeting. Legal Counsel, Adam Brown, explained that the District is allowed to post an amended agenda up to 24 hours in advance of a special meeting. There were also several comments about disparaging and unproductive posts on social media.

Items for Discussion and/or Action:

1. Discuss District's staffing needs: immediate, temporary, and long term

President Lenahan explained the District has an immediate need for District staffing and would like to hear the opinions from the other Directors. Director Burt suggested that a temporary General Manager be brought in on a short-term basis. She also requested that the District hire a temporary employee to

help with front desk responsibilities and answer the phone. This would allow the District to re-open its doors within a week.

2. Discuss and possible action regarding temporary staffing

This agenda item was tabled by President Lenahan

3. Update on Sacramento Suburban Water District Mutual Aid and Assistance Agreement

President Lenahan explained that he has been in constant contact with Sacramento Suburban Water District (SSWD) over the past several days. Dan York, General Manager of SSWD, was present and addressed the Board. Mr. York requested a draft written request from DPMWD finalizing the verbal request for aid made during the emergency meeting on May 31, 2018. President Lenahan stated that the document would be sent to SSWD by tomorrow morning after legal counsel reviews it. Mr. York thanked President Lenahan for his constant engagement and was hopeful his staff would be able to send Ken Ingle some assistance and relief soon. Director Matteoli asked what the chain of command would be. Dan York explained that his employees would be under the supervision of DPMWD employee Ken Ingle. He also explained that the next step would be to have his staff immediately coordinate with Ken.

4. Review and discuss roles and responsibilities of District O&M Tech and Construction Coordinator in light of current District staffing.

President Lenahan explained that he does not want Ken Ingle to be overwhelmed with administrative duties. Ken is able to reach out to SSWD at any time for any assistance. Ken Ingle explained his work schedule. He is currently working on the Del Paso Manor School Project, coordinating the rehab work on well #8, and will be involved with the planned construction on the vacant lot at El Camino and Eastern. A member of the public asked how much the assistance from SSWD will cost the District. Mr. York explained it would be at the cost they pay their employees and would be on a per hour basis. Director Schneider explained that Ken also has the authority to call GM Construction for larger leak issues. Another rate payer asked how long the assistance will last. Dan York explained the aid could be up to 60 days. Legal Counsel Adam Brown explained that hiring temporary help would be at the discretion of the Board.

5. Discussion regarding the role and responsibilities of the Board President pending engagement of new General Manager; appointment by President of Transition Committee

President Lenahan explained that our legal counsel recommended a Transition Committee be established. Attorney Adam Brown explained that the Board sets policy and operations are staff responsibility. However due to this extraordinary emergency situation, the President out of necessity will need to take a more active role until interim staff is in place. Director Burt asked if this committee could be a standing committee. Adam Brown stated the committee may need to meet immediately, and the agenda and notice requirements applicable to a standing committee may not be suitable in this situation. Director Burt suggested that the entire Board meet once a week to hear updates from the Transition Committee as well as any updates from Dan York and Ken Ingle. Director Schneider stated that these committees are very cost effective considering that the two committee members are only paid for a maximum of two meetings per month. Director Harrington agrees that a Transition

Committee is a great idea. President Lenahan assigned himself and Director Burt to the new Transition Committee. Members from the public asked about the President's qualifications. Another member of the public asked if rate payers can volunteer. Attorney Brown said that having volunteers raises liability issues for the District and he does not recommend it for this purpose.

6. Authorize Board President and/or District legal counsel to evaluate impacts on District operations resulting from staff resignations and engage outside experts as needed

Attorney Adam Brown explained that it may become necessary to engage experts for short term needs such as data recovery. Director Burt asked if there is any evidence that items may have been deleted. Adam Brown explained that when you have three employees leave without notice, it's important to make sure that there was no data loss. A member of the public asked if they can send in a public records request to determine the outcome. The attorney stated that if there is a record that it will be disclosed.

Director Harrington Moved to Authorize Board President and/or District legal counsel to evaluate impacts on District operations resulting from staff resignations and engage outside experts as needed. Director Burt seconded. The motion passed by unanimous vote.


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

7. Review and discuss Master Plan (2009) and district strategy.

This agenda item was tabled by President Lenahan.

Adjournment:

President Lenahan adjourned the meeting at 5:03 p.m.



John Lenahan, President

ATTEST:



Adam Brown, Secretary