

**Agenda**  
**Sacramento Suburban Water District**  
**Special Board Meeting**

3701 Marconi Avenue, Suite 100  
Sacramento, California 95821

Wednesday, December 29, 2021  
4:30 p.m.

**This meeting will be conducted both in-person in the District's Boardroom at the address above, and by videoconference and teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by any method provided. The President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.**

**The District recommends that members of the public participate in public meetings via videoconference and/or teleconference per the instructions below.**

**For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following login information for videoconferencing or teleconferencing:**

**Join the meeting from a computer, tablet or smartphone:**

<https://us02web.zoom.us/j/85117767525?pwd=SFlaWUtuWFMrS2lmR0xxcmRTVlcxZz09>

**Meeting ID:** 851 1776 7525

**Password:** 015380

**You can also dial in using your phone:** 1 (669) 900-6833

New to Zoom? Get the app now and be ready when your first meeting starts: <https://zoom.us/>  
Zoom uses encryption of data during Zoom meetings. The District uses a secure password to restrict access to scheduled meetings. The meeting host has control of content sharing, recording, and chat.

**Please mute your line.**

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the address listed above.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Persons who wish to comment on either agenda or non-agenda items should fill out a Comment Card and give it to the General Manager. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Sacramento Suburban Water District Human Resources at 916.679.3972. Requests must be made as early as possible and at least one full business day before the start of the meeting.

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Announcements**

**Public Comment**

This is the opportunity for the public to comment on non-agenda items within the Board's jurisdiction. Comments are limited to 3 minutes.

**Board Vacancy**

1. Division 2 Board Vacancy Interview Process  
*Recommendation: Discuss and approve the process to fill the Division 2 vacancy and direct staff as appropriate.*

**Closed Session (Closed Session Items are not opened to the public)**

2. Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957.
3. Conference to provide the District's labor negotiator, Director Craig Locke, with direction concerning changes to the General Manager's compensation and benefits; Government Code sections 54954.5(f) and 54957.6.

**Adjournment**

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**Upcoming Meetings**

Wednesday, January 5, 2022, at 4:30 p.m., Special Board Meeting

Monday, January 10, 2022, at 4:30 p.m., Special Board Meeting

Monday, January 24, 2022, at 5:45 p.m., Financing Corporation Meeting

Monday, January 24, 2022, at 6:00 p.m., Regular Board Meeting

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I certify that the foregoing agenda for the December 29, 2021 meeting of the Sacramento Suburban Water District Board of Directors was posted by December 22, 2021 in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was freely available to the public.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District



## Agenda Item: 1

**Date:** December 29, 2021

**Subject:** Division 2 Board Vacancy Interview Process

**Staff Contact:** Dan York, General Manager

**Recommended Board Action:**

The Board will determine the following:

- Finalize pool of applicants
- Finalize interview questions
- Determine process to interview each applicant

**Discussion:**

On November 15, 2021, the General Manager was given a letter of resignation, effective immediately, from Kathleen McPherson, who was at that time the District's Division 2 Director. The District held a Special Board meeting on November 22, 2022, to discuss the procedure for filling the vacant seat on the District's Board of Directors due to the vacancy created by the resignation of Ms. McPherson.

The Board chose to fill the vacant seat by appointment, rather than by special election, or appointment by the Sacramento County Board of Supervisors. By choosing to appoint a Director, the District has until January 14, 2022, to fill the vacancy. Staff was directed to conduct the following:

- Notify the Sacramento County Registrar of Voters of the vacancy no later than 15 days following either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later. Staff notified the Registrar of the vacancy prior to the November 30, 2021 deadline.
- At a minimum, the District must post a notice of the vacancy in three or more conspicuous places within the District at least 15 days before the appointment of a successor is made. The notice of vacancy may (but is not required to) invite qualified applicants to apply for the position. A notice of vacancy was mailed to all residents within the Division 2 boundary. In addition, the notice was placed at the District's Administration Building, Corp yard building, website, and local library.

## Division 2 Board Vacancy Interview Process

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In addition, the Board made the decision to collectively discuss and choose the desired qualifications, application requirements and selection process to be used to appoint a successor Director. Therefore, the full Board will conduct the selection process collectively. This procedure will be conducted in a completely public process because there are no Brown Act exemptions permitting the entire Board to conduct any part of a Director selection process in closed session. The key advantage of this option is that it permits all four remaining Directors to fully participate in selecting their new colleague.

The deadline for an applicant to submit a Letter of Interest and Resume was end of business December 20, 2021. A total of thirteen applicants provided a Letter of Interest and Resume by the set deadline. A copy of each applicant's Letter of Interest and Resume was provided to the Directors on December 20, 2021.

In order for a successor to be qualified to serve on the Board, they must be a voter of the District, and have their primary residence in Division 2. (Water Code §§ 30500 and 30735.) Staff is in the process of confirming that all thirteen candidates are registered voters and reside in Division 2.

The following are discussion points on how to proceed with the interview process:

- Questions – Upon finalizing the interview questions, should they be provided to the candidates in advance of the meeting, or not.
- Interviews – Should all candidates be allowed in the Boardroom, or should they be asked to wait outside of the Boardroom until notified by staff.

Once the process has been finalized, staff will ensure to follow the guidelines set forth by the Board in conducting the interviews at the January 5, 2022, Special Board meeting.