

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, February 28, 2022
6:00 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/84155784873?pwd=NFdkZFVMOEZTd0ZJa3MyWm1LNjZKdz09>

Meeting ID: 841 5578 4873

Password: 133604

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

Roll Call

Action Item

1. AB 361 Findings to Continue Permitting Director Remote Participation in Board Meetings
Recommendation: Consider finding by a majority vote under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held in part by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

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.

Consent Items

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Board member, staff, or interested person requests that an item be removed from the Consent Items, it will be considered with the Items for Discussion and/or Action.

2. Minutes of the January 24, 2022, Regular Board Meeting
Recommendation: Approve subject minutes.
3. Minutes of the February 7, 2022, Special Board Meeting
Recommendation: Approve subject minutes.

4. Treasurer's Report
Recommendation: Approve the items in the report as recommended.
5. Policy Review - Debt Management Policy (PL – Fin 011)
Recommendation: Ratify subject policy without changes.
6. Policy Review - Reasonable Accommodation and Interactive Process Policy (PL – HR 014)
Recommendation: Approve subject policy with changes.
7. Policy Review - Disconnection of Residential Water Service Policy (PL – CS 001)
Recommendation: Approve subject policy with changes.

Items for Discussion and/or Action

8. Presentation on District's 20 Year Anniversary
Recommendation: Receive staff presentation on the District's 20-year anniversary.
9. Resolution No. 22-05 Authorizing the Issuance of Not to Exceed \$52,000,000 Refunding Revenue Bonds in Multiple Issues and Approving the Execution and Delivery of Certain Documents in Connection Therewith and Certain Other Matters
Recommendation: Approve Resolution No. 22-05 Authorizing the Issuance of Not to Exceed \$52,000,000 Refunding Revenue Bonds in Multiple Issues and Approving the Execution and Delivery of Certain Documents in Connection Therewith and Certain Other Matters.
10. Social Media Outreach Program Discussion
Recommendation: No action. Receive staff report regarding potential use of a social media outreach program and direct staff as appropriate.
11. Combination Study Business Case Analysis – Proposal Update
Recommendation: No action. Receive staff report on the Combination Study Business Case Analysis between Carmichael Water District and Sacramento Suburban Water District.
12. Policy Review – Directors' Compensation and Expense Reimbursement Policy (PL – BOD 003)
Recommendation: Review the Directors' Compensation and Expense Reimbursement Policy (PL – BOD 003) and direct staff as appropriate.
13. Policy Review - Rules for Proceedings of the Board of Directors (PL - BOD 002)
Recommendation: Approve subject policy with changes.

General Manager's Report

14. General Manager's Report
 - a. Barrett Ranch Property Acquisition
 - b. Redistricting Update
 - c. Urban Water Management Plan

Department/Staff Reports

15. Financial Report
 - a. COVID-19 Financial Update
 - b. Financial Highlights
 - c. Budgets
 - d. Information Required by LOC Agreement
16. District Activity Report
17. Engineering Report
 - a. Major Capital Improvement Program Projects
 - b. Active Wells
 - c. Planning Documents
 - d. Other Projects

Information Items

18. Safety Center Award – Excellence in Safety
19. ACWA/JPIA Liability, Property, and Workers' Compensation Risk Review
20. ACWA/JPIA President's Special Recognition Award
21. Upcoming Water Industry Events

22. Upcoming Policy Review

- a. Training and Career Development Policy (PL - HR 004)

Director’s Reports (Per AB 1234, Directors will report on their meeting activities)

23. a. Regional Water Authority (Director Jones)

None.

Regional Water Authority Executive Committee (General Manager York)
Agenda for the January 26, 2022 Executive Committee Meeting.

b. Sacramento Groundwater Authority (Director Wichert)

Agenda for the February 10, 2022 Board Meeting.

c. Director Reports – AB 1234

Director’s Comments/Staff Statements and Requests

The Board and District staff may ask questions for clarification and make brief announcements and comments, and Board members may request staff to report back on a matter or direct staff to place a matter on a subsequent agenda.

Closed Session (Closed Session Items are not open to the public)

- 24. Public employee performance evaluation involving the General Manager under Government Code section 54954.5(e) and 54957.

Adjournment

Upcoming Meetings

Monday, March 21, 2022, at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the February 28, 2022, meeting of the Sacramento Suburban Water District Board of Directors was posted by February 18, 2022, 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.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 10

Date: February 28, 2022

Subject: Social Media Outreach Program Discussion

Staff Contact: Greg Bundesen, Water Conservation Supervisor

Recommended Board Action:

No action. Receive staff report regarding potential use of a social media outreach program and direct staff as appropriate.

Executive Summary:

At the October 2021 Board meeting, the Board of Directors directed staff to look into having a social media page and bring additional details to a future Board meeting. Since October 2021, staff has been researching the benefits of utilizing social media as an outreach tool, drafted goals for the use of social media, evaluated the risk of implementing the use of social media, drafted procedural details to ensure minimal risk to staff and customers, reviewed the use of social media by other regional water agencies, began evaluating various staff levels for social media implementation, and reviewed the costs of social media implementation. Staff's current research shows that, when executed properly, social media is a cost effective tool to effectively communicate District activities with customers and encourage customers to engage with District staff.

Background:

Use of social media outreach for District communications has been in discussion for several years. To date, District staff has elected not to utilize social media outreach for District communications for the following reasons:

1. Risk Management
 - a. Perform a risk assessment to identify potential problems that could arise from using social marketing.
 - b. Security and Privacy
 - i. Consideration of District privacy and security rights, including procedures for accessing and posting on social media sites.
2. Resources
 - a. The need for additional staff resources to effectively implement and monitor social media sites.
 - b. The infrastructure and software required to ensure District resources are kept safe.
 - c. Social media marketing training is essential to ensure constructive staff and customer interactions.

Existing Board Policy establishes the guidelines for social media use. According to the PL – IT 005, the General Manager has the authority to establish a District procedure that allows an employee to access to social media sites for the purpose of customer communications and the use of social media as a tool. Communications must be executed in a manner that does not create a public forum.

At the October 15, 2021, Board Meeting, the Board of Directors directed staff to generate a report regarding the possible use of social media for District communications. The following are staff's findings.

Discussion:

According to a Pew Research Study (Study) conducted in 2021, 81% of Americans engage in some form of social media platform, with You Tube (81%) and Facebook (66%) being the top two platforms. The Study reports that users visit their preferred social media platform multiple times per day and, according to another PEW Research article, 48% of American adults say they get their news from social media, “often” or “sometimes,” with Facebook the preferred platform. The District has an opportunity to capitalize on social media outreach by creating a social media presence and engaging with customers.

Social media outreach is proven to be a cost effective tool to communicate water utility activities with the public (Water Research Foundation (WRF), 2017). Staff reviewed several publications regarding social media use by public water utilities; however, the 2017 study conducted by the WRF, *Social Media for Water Utilities*, was the most compelling and was used to inform in the following discussion. The WRF study provides information from a nation-wide survey conducted on members of the public regarding:

- Water utility use of social media,
- Utility benchmarking regarding social media use amongst water utilities,
- Frequently asked questions about starting a social media presence for water utilities,
- Literature review regarding the reasoning to implement a social media presence for water utilities;
- And, case studies regarding the successes and challenges of implementing an effective social media presence for water utilities.

According to the American Water Works Association (AWWA), if leveraged correctly, social media outreach can build support for and provide understanding of public interest issues for water and wastewater treatment. A 2019 AWWA study, *Trending in an Instant*, provides a guide to enhance the ability to communicate effectively by helping water utilities: (1) understand today's communication environment and the opportunities created by social media and risk communication, (2) build standing in the community as a trusted information source, (3) respond effectively to community concerns that may stem from misinformation, (4) learn from other utilities that have experienced a negative media cycle and maintained and grown their reputation, and (5) access the best of recent utility-focused communication research (AWWA, 2019).

Using the aforementioned research studies from the Pew Institute, the WRF and the AWWA, staff has drafted the following report including: (1) a set of objectives and goals for utilizing social media outreach, (2) a social media outreach risk assessment, (3) generate a social media outreach procedure, (4) a survey of other regional water agencies regarding their use of social media outreach, (5) a discussion regarding the staffing level required to successfully implement social media outreach, and (6) some of the costs associated with social media.

Objectives & Goals

The objective of using social media outreach is to responsibly increase District communications and engagement with District customers in a cost effective manner. The District's social media use goals are as follows as informed by the WRF study:

- Increase customer trust
 - Transparency is important when operating in the public forum.
- Improve the District's reputation
 - Effective social media outreach can improve the District's public brand.
- Ease communications with customers
 - District messages may be sent out quickly without waiting for print ads.
- Immediately reduce the cost of print advertisements
 - The need for newspaper and print ads could be significantly reduced.
- Increase the volume of interaction opportunities with customers
 - Posting frequent relevant information allows customers to interact with District staff and provide valuable feedback.
- Build support for utility projects, goals, and rate adjustments
 - Information about operations and budgets can be easily shared, and customer feedback may be evaluated and responded to in a timely manner. Customers can also be invited to Board meetings for the opportunity to provide public comment on agenda items.
- Modernize District public relations efforts
 - Current efforts rely on print advertisements. The District's website will continue to serve as the primary source of customer information. Social media will be used to direct customers to the District's website for information regarding operations.

The aforementioned goals can be adjusted based on staff's initial and ongoing social media use.

Risk Assessment

In December 2021, staff conducted a Risk Assessment (Assessment) regarding the use of social media outreach. The Assessment reviewed such topics as protecting the District's reputation, protecting District customers, protecting District staff, privacy concerns, anti-virus protection, and social media platform access.

According to the results of the Assessment, which can be furnished upon request, specific controls will have to be in place in order to reduce the risk of social media use. If used improperly, social media can introduce risks to the District's computer network, the District's reputation, District customers, and District staff. In response to the identified risks, staff will

create a Social Media Outreach Procedure to ensure any risk from the use of social media is minimal.

Procedure

To ensure that District staff and customers understand how to utilize the District's social media sites, staff is drafting a procedure for the General Manager's review. The procedure outlines how staff is to properly access and utilize social media sites and the guidelines for customers who choose to interact with District social media accounts. Staff will strive to implement the principles of RESPECT (WRF, 2017) when utilizing social media as follows:

- Reply promptly to public comments when warranted
- Enhance public value when posting messages
- Simplify our message
- Ensure validity of information sources
- Correct problems immediately and effectively
- Tell the truth all the time

The procedure will identify the risks of using social media and how staff plans to minimize those risks. Risks will be minimized by limiting the number of staff authorized to use District social media platforms, limit network access for social media interactions, and establish a set of posting guidelines for staff and the public to District social media platforms.

As part of the developing the procedure, staff utilized the WRF's *Social Media for Water Utilities*, particularly the Literature Review section. The literature review summarizes published findings from scholars and practitioners about how utilities, with effective planning, should use social media in their customer communication and outreach efforts. According to the literature review, "*Social media use is a great way to foster and promote public service as part of the brand.*" Some examples of topics to keep in mind are:

- Safety tips
- Emergencies
- Water conservation programs
- Upcoming events
- Relevant news
- Local success stories
- Ways to reduce bills
- Outage information
- New programs and services

Reviewing customer feedback is essential and responding appropriately will determine the success of a utility's social media outreach program. Staff will review options for allowing comments and responding to comments in a timely, appropriate manner that reinforces the fact that the District prides itself on providing superior customer service.

Other Agency Social Media Use

In November 2021, staff solicited other Sacramento region water agencies regarding their use of social media communications. Of the 8 agencies polled, four responded. The results of social media outreach have been very positive for the other agencies. None of the four agencies reported malware infiltrating their District's network as a result of social media use. The responding agencies stated that an average of 3 to 10 hours per week is spent on posting and maintaining social media platforms, though it was expressed that the weekly time allotted for social media communications is predicated on the level of activity each individual district desires to dedicate to social media activity. On average, these utilities posted to their Facebook Platform 3 times per week. All of the responding agencies allow customers to interact with their respective social media accounts. Only one of the agencies had a social media policy for the public. Posts that violate the public social media policy are allowed to remain, but are hidden from public view. One agency expressed that social media has been an "extremely effective" communication tool, one agency expressed that social media has been a "very effective" communication tool, and two agencies expressed that social media has been a "somewhat effective" communication tool. All four agencies stated that they have experienced no disadvantages for utilizing social media. The four agencies utilize social media sites for the following activities:

- Scheduled water outages (one agency)
- Water Conservation messaging (four agencies)
- Board meeting invitations (one agency)
- Community outreach events (four agencies)
- Water Conservation Rebates (four agencies)
- Employee achievements (three agencies)
- District milestones (four agencies)
- Emergencies (three agencies)

Staffing

A primary concern of implementing a social media outreach program is the level of staff time it would take to post on social media platforms, monitor comments on social media platforms, and respond to social media comments. Staff considered outsourcing social media outreach and discussed the effort with the District's current public relations consultant. The consultant recommended that the District control social media outreach as staff will be subject matter experts and will be able to post information and respond to customer questions or concerns in a timely fashion. As part of the survey staff sent out to other regional agencies, 83% of the responding agencies stated that posting, monitoring, and responding to social marketing takes between 3 and 10 hours per week depending on the level of effort the agency desired to dedicate to social media outreach. The WRF research states: "*Utilities should expect to commit somewhere between 10 and 80 hours of staff time per week [for social media]*". Staff believes that if the District chooses to implement social media outreach, staff should participate at a level that includes allowing customer comments and engaging customers through various social media platforms.

Currently, the responsibilities of outreach and communication is spread through several different employees. Staff's initial consideration was to add the responsibility of social media outreach to an existing staff position and leave the other outreach and communications responsibilities to other staff; however, the tasks of outreach and social media may be too great for an existing staff position. Staff recommends that if the board approves the use of social media, the District should begin and remain very active on all of its social media accounts. Generating content and responding to customer inquiries could possibly require greater than the 10 hours of staff time per week reported from other agencies in the region. Staff will continue to vet the staffing requirement based on the Board's decision regarding social media use and report back to the Board at a later meeting.

Staff is continuing to evaluate the level of staffing necessary and is seeking direction from the Board regarding desired level of involvement in social media.

Social Media Costs

The primary benefit to implementing social media outreach is to expand customer engagement. Additional costs for social media engagement will be incurred; however, the benefits will by far surpass the costs. The associated costs for producing graphics and the staff-time associated with posting and monitoring social media platforms will increase the Operations and Maintenance (O&M) budget; however, using traditional media as a means of outreach (print and direct mail) is much more expensive. For example, a singular post on social media would cost approximately \$400 for the development of graphics. If the same graphic was used as a publication and sent to customers via newspapers and U.S. mail, the cost would be greater than \$30,000. Mailing print ads is a tactic employed by staff when necessary to inform customers of important information (i.e. water use restrictions) and social media could replace those efforts at a lower cost. When comparing to social media there is no question that traditional communications are more expensive and time consuming. Social media is more cost effective when compared to traditional print advertisements.

The District also utilizes local newspapers to advertise District activities several times per year. There are no statistics on how effective local newspaper ads have been. One print ad in a local newspaper costs \$500 each. Utilizing social media would significantly reduce the need for newspaper advertisements potentially saving the District over \$2,000 per year.

With social media, District staff can dictate its own run schedule for daily posts. Multiple ads per day informing customers of District happenings can be prepared and sent out with minimal cost. A District social media account can be utilized multiple times per day or week, for a fraction of the cost of traditional printed outreach.

Opening a Facebook account also allows the District to advertise via Facebook to targeted zip codes. Facebook will not allow advertising unless the advertiser has an active Facebook account. The benefits of advertising with Facebook are great to reach District customers. In October 2021, staff held a community event at the Garden on Eden. Beginning in September, the District used the Regional Water Authority's Be Water Smart Facebook account to advertise the event.

Nearly 40 customers attended the event, and when asked, about 85% of those in attendance stated they read about the event on Facebook. Though advertising with Facebook has a benefit of reaching more customers, there is a cost. Advertising on Facebook costs approximately \$850 per graphic ad. Staff is recommending that six Facebook advertisements be generated per year at an estimated annual cost of \$5,100. The same level of print advertising, 6 ads per year, would cost an estimated \$1,350.

In an effort to increase customer awareness, staff utilized the Be Water Smart Facebook account to run an advertisement regarding the District's water conservation rebate program. Ads began running on November 19th and generated 628 clicks and reached 29,571 people. As a result, the Water Conservation Department has experienced an increase in customer rebate inquiries. When customers contact the District, many are stating that they saw the Facebook advertisement and responded.

Existing False Facebook Page

There is an existing District related Facebook page that was created by a member of the public without the knowledge or authorization of the District. Staff has communicated with Facebook in an attempt to either gain administrative control of the unauthorized page or have the page removed from the platform. Facebook has informed staff that the District cannot assume administration of the page; however, the page can be removed from Facebook. We submitted a request to remove the page and it has since been removed.

Fiscal Impact:

Unknown at this time. If implemented, there would be associated costs for social media platforms and staffing such a program.

Strategic Plan Alignment:

Goal B – Optimize Operational and Organizational Efficiencies

Goal D – Maintain Excellent Customer Service

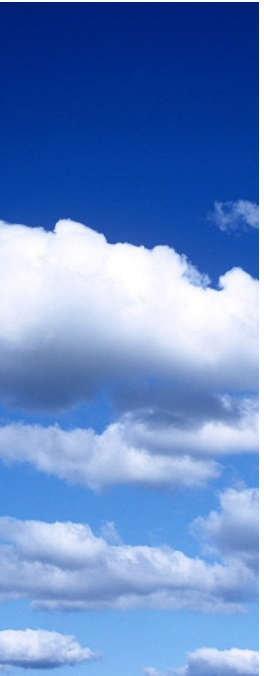
The Districts Mission is to “deliver a high quality, reliable supply of water and superior customer service at the lowest responsible water rate.” Social media is a proven effective outreach tool. Social media will allow the District to increase its communication outreach and customer engagement. Past ads for the District run on Facebook were highly effective at communicating events and programs to District customers. A full social media program will only enhance the District's standing with customers.

Attachments:

1. Presentation Slides

References:

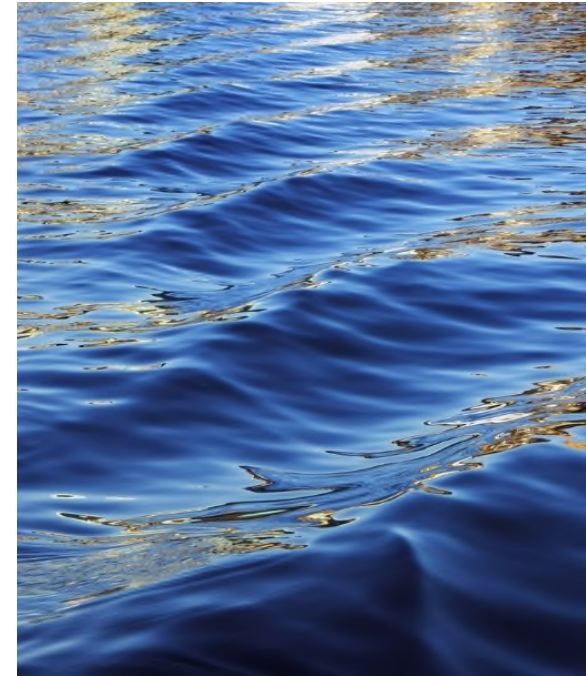
- Eckl, E., Howder, E., Ganus, L., Huisman, A., and Brown, C. (2017). *Social Media for Water Utilities*, Water Research Foundation.
- American Water Works Association. (2019). *Trending in an Instant, A Risk Communication Guide for Water Utilities*, 2019.
- Auxier and Anderson. (2021). *Social Media Use in 2021*. Pew Research Center.



Sacramento Suburban Water District

Social Media Outreach Discussion

Greg Bundesen, Water Conservation Supervisor
February 28, 2022



Background

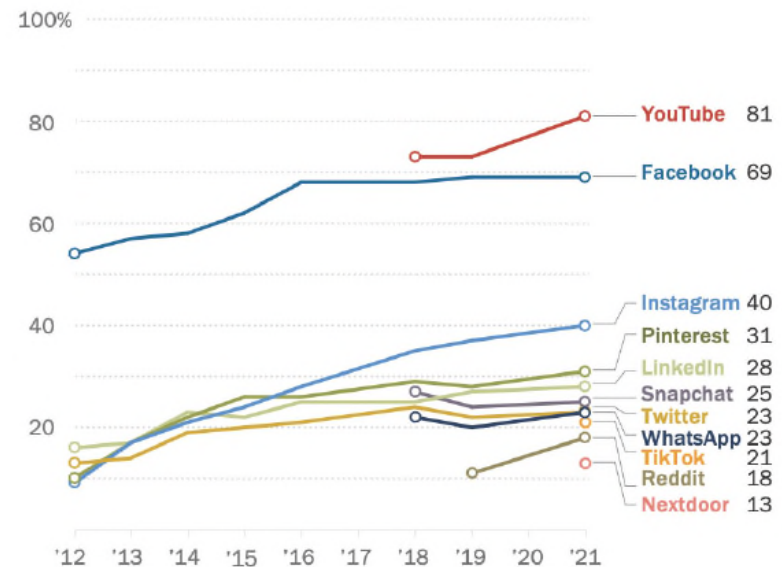
- Use of social media to date
 - PL – IT 005
- Risk Management
 - Effective implementation to ensure the District IT resources remain safe and secure.
- Resources
 - Staffing
 - Infrastructure
 - Training



People are using social media

- 81% of Americans engage on social media.
- You Tube and Facebook dominate social media platform use.

% of U.S. adults who say they ever use ...

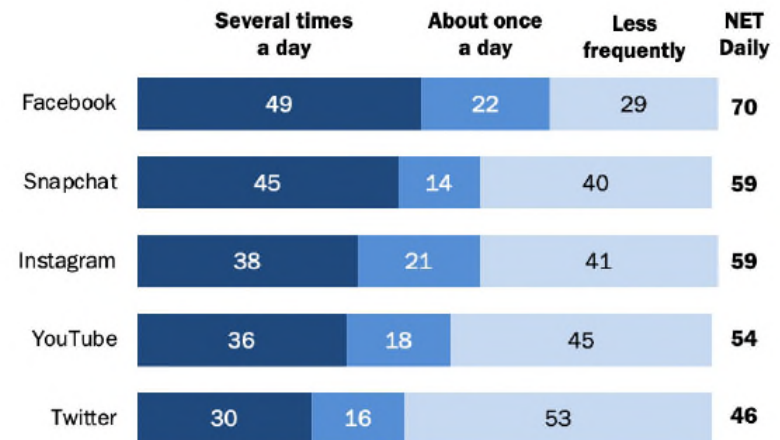


Review Process

- Objectives and Goals
- Risk Assessment
- Social Media Outreach Procedure
- Implementation by other agencies
- Staffing level required for implementation

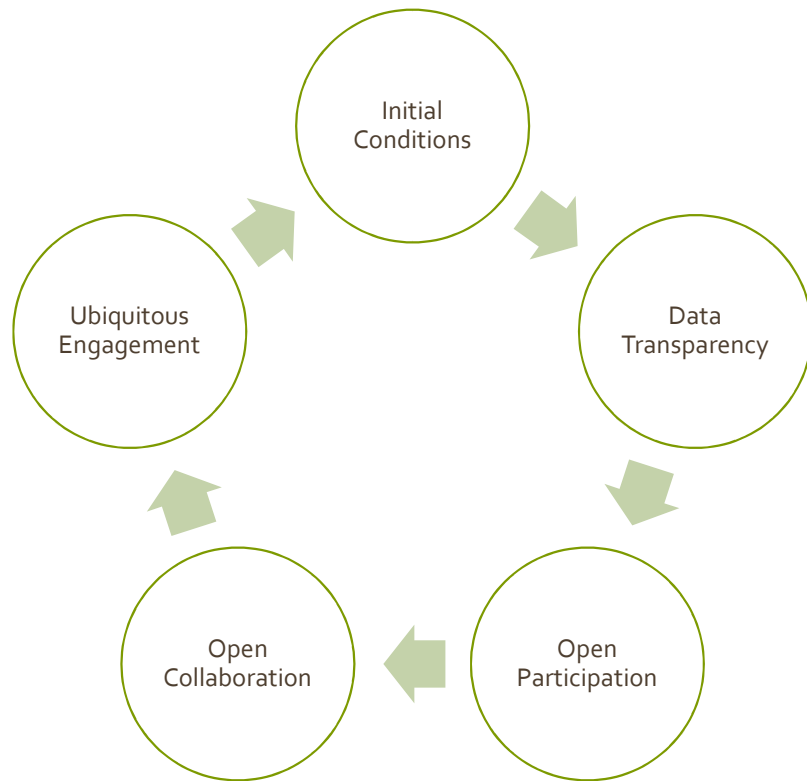
Seven-in-ten Facebook users say they visit site daily

Among U.S. adults who say they use ____, % who use that site ...



Social Media Objectives and Goals

- Increase Customer Trust
- Improve District Reputation
- Easing Communications with Customers
- Reducing costs of print advertisements
- Increase number of interaction opportunities
- Building support for District projects, goals, and rate adjustments
- Modernizing District public relations



Social Media Examples

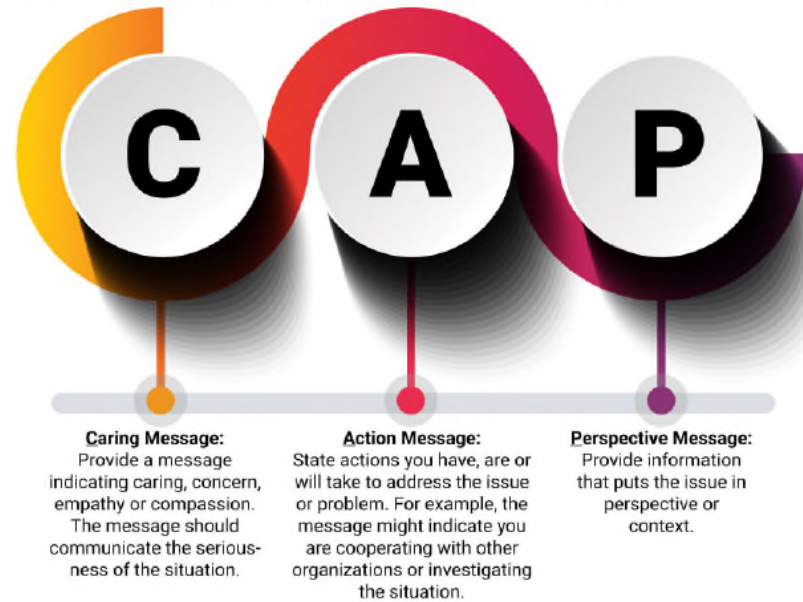


Risk Assessment

- Procedure
 - Responding to a crisis
 - Laws
 - Negative brand impacts
 - Compliance with policy
 - Monitoring
 - Physical security
 - Spreading malware
 - Managing access
 - Lack of separation of personal and professional accounts
 - Retention
 - Employee training

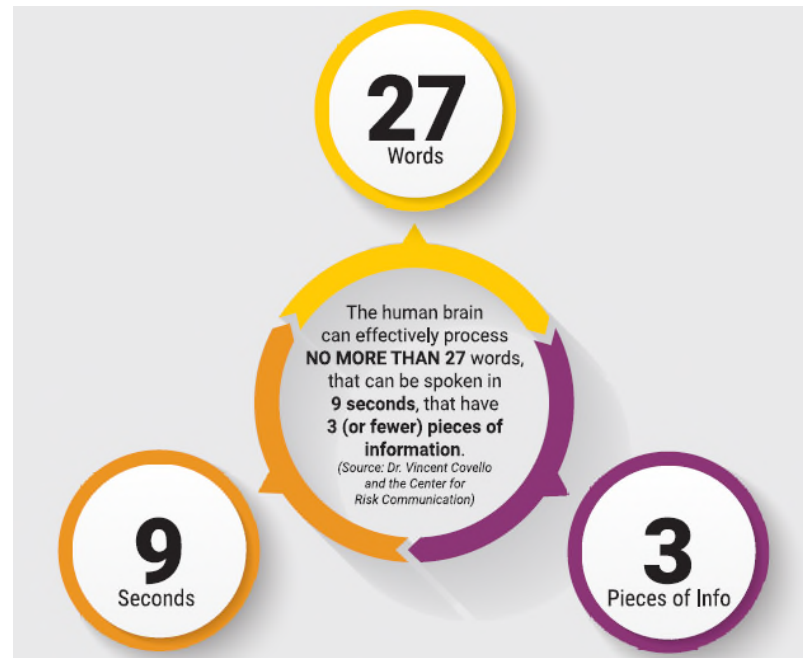
Example Template (CAP)

Use when responding to a high-concern question or statement.



Procedure Using Principles of RESPECT

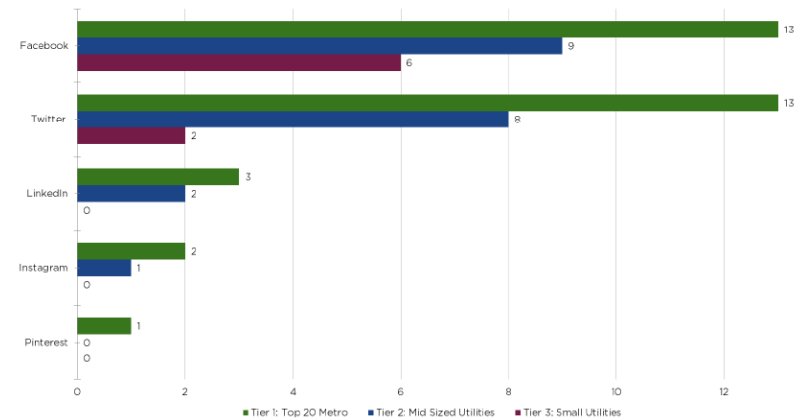
- Reply promptly to public comments when warranted
- Enhance public value when posting messages
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- Correct problems immediately and effectively
- Tell the truth all the time



Other Agency Social Media Use

- Safety tips
- Emergencies
- Water conservation programs
- Relevant News
- Local success stories
- Ways to cut bills
- Outage information
- New programs and services

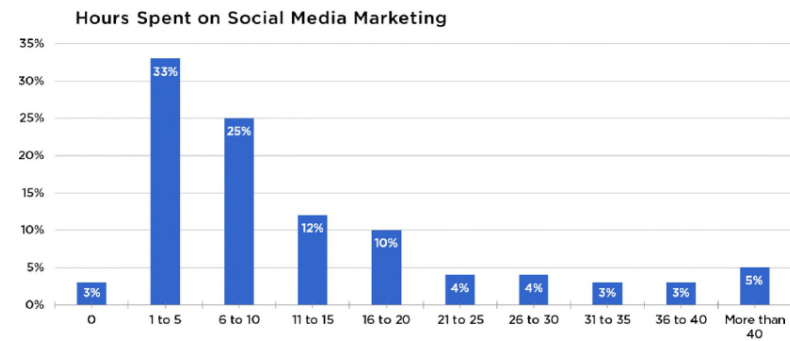
Figure 3: Which social media services water utilities use



Staffing Effort

- 10-80 Hours per week (WRF)
- 3-10 hours per week locally
- Dependent on level of engagement desired

Figure 6: Survey data showing how much time small businesses report spending on social media each week



Source: Stelzner 2015

Social Media Cost

- Cost for a single mailed publication
 - \$30,400
- Cost for Newspaper Advertisements
 - \$500
- Cost for a single social media post
 - \$0.00 to \$400
- Cost for a single social media advertisement (Facebook)
 - \$850

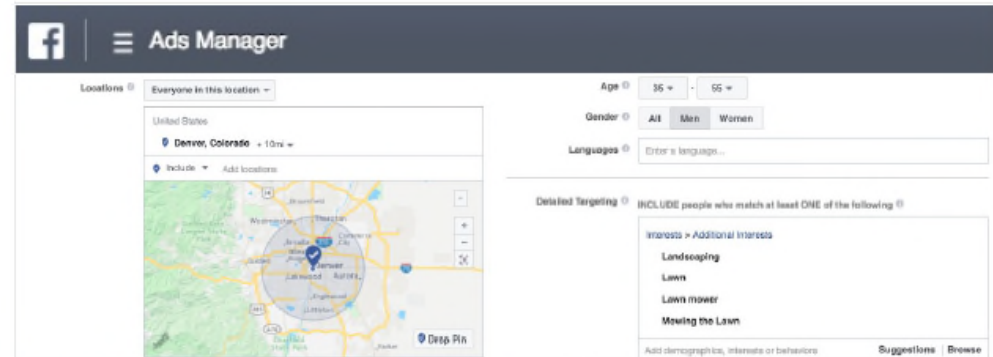


Figure 16: Facebook (and Twitter) make it possible for utilities to target messages with extreme precision.

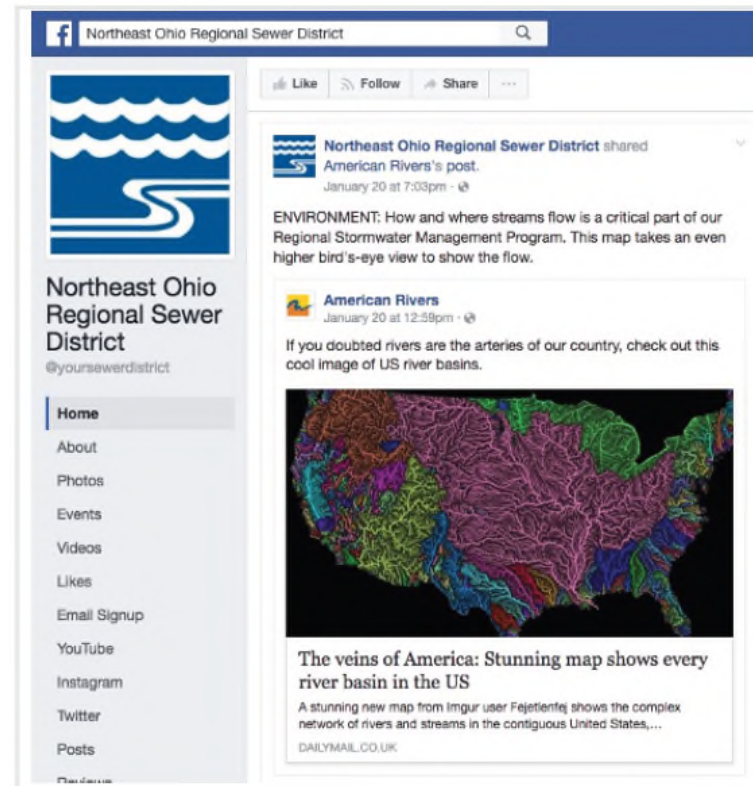
District Social Media Use Success

- Zip code targeted ads to District customers.
- Conservation in the Garden
- Conservation Rebates
 - 628 clicks
 - Reached 29,571 people



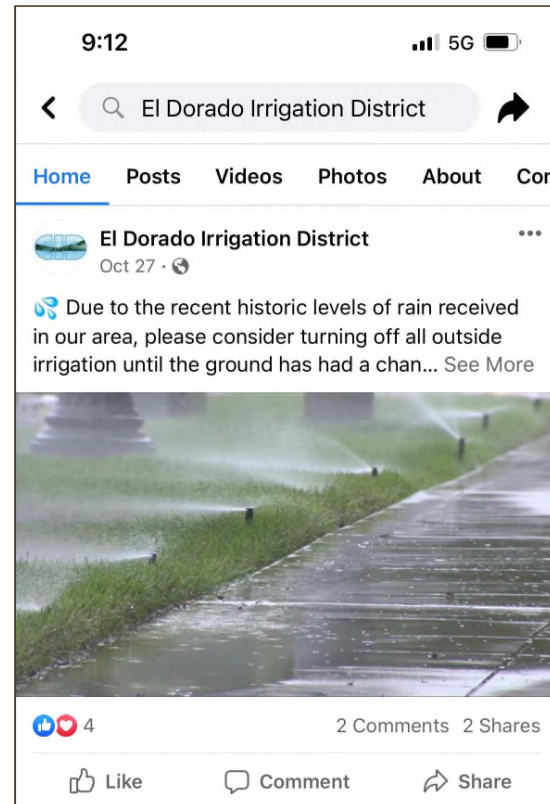
Existing Facebook Page

- Created without consent of the District.
- Has been removed by Facebook.



Recommendations

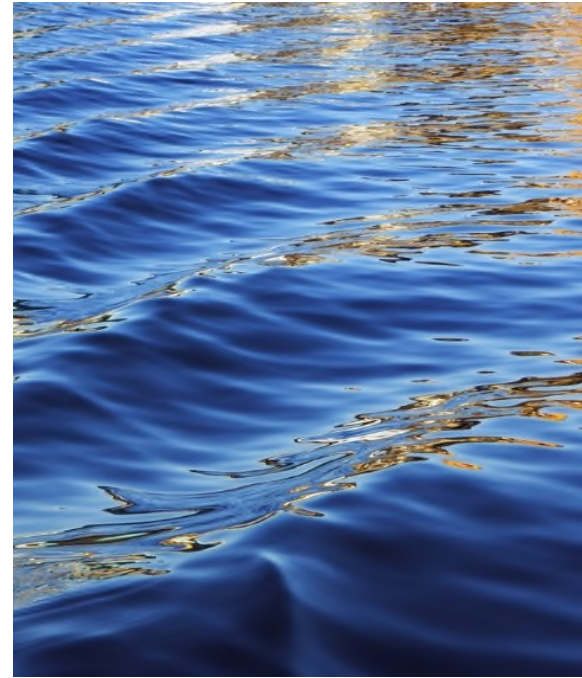
- Receive report regarding implementation.
- Direct staff to continue developing an implementation plan.





Questions?

Greg Bundesen, Water Conservation Supervisor
gbundesen@sswd.org



Policy Updates

- PL – IT 005 Electronic Mail, Internet, and Computer Use Policy
- PL – Adm 002 Records Retention Policy
- Emergency Response Plan

Do's and Don'ts for responding to a social media attack

Social Media Spotlight Do's and Don'ts	
Do	Don't
Respond quickly – within hours	Wait and see, and respond days later
Take the conversation offline	Engage with the customer extensively about their concern on the platform
Use a human tone, expressing empathy	Respond in "corporate speak"
Tailor your responses to the comment	Make the same generic response to every comment
Assume good intent	Take comments personally and respond in kind
Look into the issue quickly and post the resolution	Ignore the issue
Allow negative comments to be posted (if it meets your policy)	Delete negative comments
Monitor all your comments	"Set it and forget it" and check on your social media accounts infrequently
Thank positive commenters	Ignore those that take the time to tell you you're doing a good job

Social Media Costs

- Graphics
 - \$0.00 for posting information and updates with internally generated graphics or no graphics at all.
 - \$400 per week for graphics development by the District’s graphic designer.
 - Cheaper than mailings or print ads

Service	Average Cost to Reach 1,000	Average # of Clicks to Website	Average Cost Per Click to Website	Source
Facebook	\$719	27	27 cents	Gotter 2016
Twitter	\$9 to \$11	37	25 to 30 cents	Parsons 2016

Table 1: Average advertising costs on Facebook and Twitter



Agenda Item: 11

Date: February 28, 2022

Subject: Combination Study Business Case Analysis – Proposal Update

Staff Contact: Dan York, General Manager

Recommended Board Action:

No action. Receive staff report on the Combination Study Business Case Analysis between Carmichael Water District and Sacramento Suburban Water District.

Background:

At the October 6, 2021, Joint Board meeting between Carmichael Water District (CWD) and Sacramento Suburban Water District (SSWD), staff was directed to develop a draft Request for Proposal (RFP) for the purpose of conducting a business case analysis of a potential combination between CWD and SSWD. In addition to the RFP, staff was directed to provide an estimated budget to conduct the subject study. Staff initially estimated the budget for the study at approximately \$200,000.

The respective Boards of CWD and SSWD provided direction to the 2X2 Ad Hoc Committee to approve the RFP and proceed to distribute it to a pre-selected list of consultants, as well as place the RFP on the districts website. Once a consultant is selected, a Memorandum of Agreement (MOA) will be entered between CWD and SSWD. SSWD will be responsible for administering the contract for services of the consultant in accordance with SSWD procurement and contracting requirements and procedures. SSWD shall be reimbursed by CWD for their respective percentage share of any and all money ultimately paid to the consultant by SSWD.

Discussion:

Staff delivered the RFP to eleven consultants. Proposals were due by 2:00 p.m. on February 11, 2022. Only one proposal was received by the set deadline. The proposal was submitted by Raftelis. The 2X2 Ad Hoc Committee met on February 18, 2022 to discuss the proposal and provide input and direction to staff.

The General Managers and the 2X2 Ad Hoc Committee is planning to meet with Raftelis to finalize the scope of work and bring to the respective Boards a final scope of work, timeline and proposal cost.

Fiscal Impact:

The proposed cost for the study is \$155,119, which will be split 50/50 between CWD and SSWD. As noted in the consultant agreement, SSWD will be responsible for administration of the study.

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies

Goal C - Ensure Fiscal Responsibility and Affordable Rates



Agenda Item: 12

Date: February 28, 2022

Subject: Policy Review – Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003)

Staff Contact: Dan York, General Manager

Recommended Board Action:

Review the Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003) and direct staff as appropriate.

Background:

The Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003) (Policy) was adopted by the Board of Directors on July 21, 2003, and was last reviewed and approved with minor editorial changes by the Board on July 19, 2021.

Discussion:

A member of the Board has requested staff place this Policy on the February 28, 2022 agenda for discussion and possible action.

A copy of the Policy is attached for reference.

Fiscal Impact:

The fiscal impact will be dependent on changes that are made.

Strategic Plan Alignment:

Goal C: Ensure Fiscal Responsibility and Affordable Rates

Attachments:

1 – Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003)

Sacramento Suburban Water District

Directors' Compensation and Expense Reimbursement Policy

Adopted: July 21, 2003
Approved with Changes: July 19, 2021

100.00 Purpose of the Policy

This document sets forth the policy of the Sacramento Suburban Water District concerning Directors' compensation and the payment of actual and necessary expenses incurred in the performance of official duties and is intended to comply with the requirements of Government Code sections 53232 through 53232.4.

200.00 Directors' Compensation

200.10 Amount of Compensation

Each member of the Board of Directors of the District will be entitled to receive \$100 per day for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, as provided in article 200.20.

200.20 Types of Service for Which Compensation Will Be Provided

Applicable law (Government Code section 53232.1) permits the District to compensate Directors for each day's attendance at meetings of the Board, or for each day's service rendered as a Director, subject to a written policy adopted in a public meeting. A Director can be compensated for up to 10 days per calendar month of service in accordance with the Board's adoption of Ordinance No. 02-01. (Water Code section 20202.) The District encourages Directors to take advantage of opportunities to be informed concerning matters of interest to the District, and to inform others of the activities and interests of the District. The General Manager or his or her designee will provide to the Board on a monthly basis a list of meetings attended by each Director for which the Director will be compensated under this policy. Directors will be compensated (for up to 10 days per calendar month) for attending the following types of meetings:

- a. Meetings of the Board of Directors of the District and the Board of Directors of the Sacramento Suburban Water District Financing Corporation;
- b. Meetings of Board-appointed committees, attended as a member of the committee;

- d. Meetings of other governmental entities, associations or duly-recognized committees on which the District is officially represented, attended by the liaison representative of the Board and/or the liaison representative alternate who has been appointed to represent the District on the governmental entity or committee (both liaison representative and liaison representative alternate should attend all meetings to be informed on the issues and therefore both will be compensated for attending those meetings);
- e. Conferences, seminars, workshops and other events held within the State of California, State of Nevada, and State of Washington D.C. that are sponsored by industry associations or nonprofit entities for the purpose of discussing relevant water and local government issues, including days while attending the conference, seminar, workshop or event, but excluding days in transit to or from the conference, seminar, workshop or event (attendance at conferences, seminars, workshops and events held outside the State of California, State of Nevada, and State of Washington D.C. will be approved by the Board of Directors on a case-by-case basis);
- f. Educational training, seminars, and courses designed to improve Directors' understanding of District business and their obligations as public officials, including ethics training mandated under Government Code section 53235(a) and harassment prevention training under Government Code section 12950.1;
- g. Meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President; and

In connection with business, educational and ceremonial events for which the District has prepaid for a Director's attendance, the Director shall attend such events. If the Director is unable to attend the pre-paid event, the Director shall immediately notify the District. If the District cannot obtain a refund of fees paid, then the District shall bill the Director for reimbursement for all amounts paid, unless the Director's failure to attend the event arises from circumstances beyond the control of the Director.

300.00 Reimbursement of Directors' Expenses

300.10 Policy and General Rules

The District encourages Directors to attend conferences, seminars and other meetings that require their participation or provide an opportunity to be informed concerning matters of interest to the District. Each Director is entitled to reimbursement for the amount of the reasonable and prudent expenditures (i.e., registration fees, travel, meals, lodging, and other actual and necessary expenses) incurred in the performance of his or her official duties. When a Director pre-pays expenses (e.g. registration,

airfare, hotel), the Director may submit such items for expense reimbursement prior to the meeting occurrence as described in article 300.20.

A Director may use his or her personal funds for meeting registration. The District will reimburse the Director for the actual amount of the registration, if properly reported and documented in accordance with article 300.40. If requested, staff will register a Director for qualifying meetings as described in article 200.20.

The District's annual budget will set an appropriate level of funding for payment of Directors' expenses. A Director will not be entitled to receive in excess of \$7,500 per fiscal year for reimbursable expenses, exclusive of registration fees, unless the Board of Directors preapproves a Director's request to increase this amount for the applicable fiscal year. A maximum of five paid meeting days per conference will be allowed with the following exception: ancillary programs that are not a part of the main conference (e.g. ACWA/JPIA meetings). The General Manager or his or her designee will be responsible for ensuring that the budgeted amount is not exceeded without prior approval of the Board.

Any exceptions for expenses that do not come within the District's expense reimbursement policy must be approved by the Board in a public meeting. (Government Code, §53232.2, subd. (f).) Any question concerning the propriety of a particular expense should be resolved by the Board.

300.20 Reimbursable Expenses

Directors' direct expenses for attendance at meetings and events authorized by this policy, including registration fees, reasonable travel, lodging, and meal costs, and other actual necessary expenses, will be paid by the District in accordance with the guidelines and per diem rates for an accountable expense reimbursement plan as defined in the United States Internal Revenue Service's Publication 463 ("Travel, Entertainment, Gift and Car Expenses") and federal per diem rates published by the General Services Administration (GSA). A copy of these documents can be obtained from the Finance Director.

The following expenses are authorized business-related expenditures:

- a. **Personal Vehicle Mileage.** A Director will be reimbursed for actual vehicle travel miles at the rate authorized under the IRS Publications for all meetings attended and services provided as defined in article 200.20, Director's Compensation, above. A Director will be considered to have accounted for personal vehicle expenses by indicating the actual miles traveled, the business purpose of the travel, and the date of travel on the approved District expense reimbursement form and submitted in accordance with article 300.40. The District will not reimburse Directors for any other personal vehicle expenses.

- b. **Hotel Expenses.** A Director will be reimbursed for lodging expenses incurred in accordance with this Policy when a Director attends conferences, seminars or meetings, if the Director stays at the hotel or other lodging listed in the event's registration materials at the group rate obtained for the event. If a Director travels on District business for which no hotel is designated or is unable to book lodging at a specified conference rate, he or she will be reimbursed at the per diem hotel rate published by the GSA for the city in which the hotel is located.
- c. **Meals.** A Director may be reimbursed for the cost of meals while attending authorized conferences, seminars or meetings away from the District based on the per meal rate published by the GSA. A Director may either (a) report meals at the GSA per diem rate or (b) use the Director's personal funds to pay for meals, in which case the District will reimburse the Director for actual charges, but only up to the maximum per diem meal rates published by the GSA. If a Director is not traveling for a full day, defined as from 12:01 a.m. to 12:00 Midnight, the per diem meal/incidental allowance will be prorated according to the actual hours of travel unless a Director uses his or her personal funds to pay for meals, in which case the District will reimburse the Director for actual charges for meals incurred while traveling, but only up to the maximum per diem meal rate published by the GSA. If the District pre-pays the cost of one or more meals with a meeting, function or conference registration, a Director must attend the prepaid meals. If a Director fails to attend a pre-paid meal, a Director may not submit a claim for reimbursement for an alternative meal taken in lieu of the pre-paid meal.
- d. **Incidental Allowance.** Tips for meals will be reimbursed up to a maximum of 20% of the cost of the reimbursable portion of any meal in accordance with the tip shown on the receipt attached to an expense reporting form. The District will reimburse a Director for tips actually given to cabbies, baggage porters, bellhops and hotel housekeepers that are reasonable and customary for the area. A Director may be reimbursed for toll charges and parking fees up to the actual amount expended.
- e. **Common Carrier Travel.** When personal vehicle use for District business is impractical due to time and/or distance, a Director may use regularly-scheduled commercial carriers for travel. Consistent with scheduling needs and the most-direct route, a Director traveling by plane, train, rental vehicle, bus, taxi, or ride share will travel by the least-expensive fare actually available for the date and time of the travel. When possible, travel should be planned in advance to permit use of advance fares. Long-term parking must be used at airports for travel exceeding 24 hours. The District will reimburse the Director for the actual amount of the fare and related, necessary expenses (e.g., baggage fees), if properly reported in accordance with article 300.30.

- f. Telephone/Fax/Cellular/Internet. A Director will be reimbursed for actual telephone, fax and reasonable internet expenses incurred for District business. Telephone bills should identify which calls were made for District business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director can identify the percentage of calls made for District business.

300.30 Types of Expenses for Which Reimbursement Will Not Be Provided

Director expenses that are not deemed to be reimbursable business expenses may include, but are not limited to:

- a. Barber and/or beauty shop charges
- b. Fines for traffic or parking violations
- c. Expenses of any person accompanying a Director on a District-approved trip or event
- d. Personal telephone calls
- e. Fitness/Health Facility or Massages
- f. Alcoholic beverages
- g. Entertainment expenses (movies, sporting events, etc.)
- h. Non-Mileage vehicle expenses
- i. Charitable contributions

300.40 Expense Reporting Procedures

In order to be reimbursed for any expense authorized under this Policy, within 60 days of incurring the expense, a Director must fill out and sign a District-provided expense report form available from the Finance Department. The expense report form is designed to ensure that Directors' expense reimbursements comply with the requirements of Government Code section 53232.3 and IRS Publication 463. Accordingly, the General Manager will review each expense report form, and sign it to indicate compliance with the requirements of this policy. In all cases when a Director seeks reimbursement for expenses incurred while attending a conference, seminar or other meeting, a copy of the conference registration form must either be attached to his or her expense report or on file at the District (e.g. copy attached to check request or purchasing card paperwork). In addition, a Director will be required to attach the following documentation to his or her expense reimbursement report as a condition of receiving reimbursement for an appropriately-incurred business expense:

- a. Personal Vehicle Mileage. To verify mileage, the General Manager or designee will document personal vehicle mileage, using tools such as Google or MapQuest, which will be attached to the Director's expense report.
- b. Lodging Expenses. If a Director wishes to be reimbursed for lodging expenses, he or she must attach to the expense report an itemized bill issued

by the hotel and a copy of the credit card receipt or other proof of the Director's payment. Except when attending a conference, seminar or other meeting and using the available group rate booked for the event, the District will reimburse a Director only for the actual amount of the hotel expenses incurred at the pre-arranged rate at the convention hotel or up to the GSA per diem rate for events that do not have a host hotel.

- c. Meal Expenses. If a Director wishes to be reimbursed for meal expenses at the GSA per diem rate, he or she may fill out the expense report form and claim the expense without further documentation. If a Director pays for meals with his or her own funds, he or she must attach to the expense report an itemized bill, copy of a credit card receipt or other proof of the Director's payment. In such cases, the District will reimburse a Director only for the actual amount of the meal expense incurred up to a maximum amount of the applicable per diem rate published by the GSA.
- d. Common Carrier Travel. A Director must attach to his or her expense report the fare, coupon, or itemized bill from a travel agency, airline, rental vehicle, bus or train showing the actual amount expended for such travel. A boarding pass, conference badge, business receipt from the destination or other documentation indicating the travel occurred must be attached to the Director's expense report.
- e. Incidental Expenses. Whenever possible, a Director should obtain a receipt for incidental expenses such as tolls and parking fees. For incidental expenses where no receipt is available, such as tips and parking meter costs, a reimbursement request for such expenses may be claimed on the District approved expense report. Certification that such expenses were related to District business, reasonable, appropriate, and actually incurred by the Director is made when signing the District approved expense report form.

In all cases, the Director will remain responsible for filing an expense report and attaching the appropriate documentation obtained by the Director in conformance with paragraphs a. through e. above. Flat-rate advances or payments of expenses are prohibited under Government Code section 53232.2, except for per diem payments authorized in accordance with the GSA published rates.

A Director must substantiate all expenses on an expense report with the appropriate documentation attached within 60 days of incurring or paying the expense. An expense report submitted after the 60 days will only be paid if approved by the Board at a regular meeting. Any mis- or late-reported expenses incurred by a Director will be considered income to the affected Director. To comply with the applicable tax laws, the District will issue to a Director a Form W-2 including all mis- or late-reported expenses as income.

300.50 Disclosure

To comply with reporting requirements of Government Code section 53232.3, the District will prepare a list of the meetings attended by each Director for which the District provided compensation, and a list of the amount and purpose of each expense reimbursement paid by the District to each Director. This information will be reported quarterly at a regular monthly Board of Directors meeting. Regardless of the compensation and expense reporting frequency, at the next regular Board meeting Directors also must provide either an oral or written report of meetings and other authorized events attended for which they will be compensated by the District. If multiple officials attended the same event, a joint report may be made.

All expenses are subject to verification that they comply with this Policy. Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act, except that the District will ensure that no Director personal information, such as credit card numbers and home addresses, is provided to the public in the event of a request for such records.

300.60 Penalties

Government Code Section 53232.4 defines the penalties for falsifying or misusing public funds. The penalties include: (1) loss of the violator's reimbursement privileges; (2) restitution of misused District funds; (3) civil penalties of up to \$1,000 per day for each day of violation and three times the value of the public resources misused; and (4) criminal prosecution and lifetime bar from holding public office. The Board will report any violation of this Policy to the appropriate authorities.

300.70 Payment of Compensation and Expenses

All reimbursable expenses as outlined in this policy will be paid within the next payroll cycle upon receipt of a completed expense reporting form approved by the General Manager or designee.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 13

Date: February 28, 2022

Subject: Policy Review – Rules for Proceedings of the Board of Directors (PL – BOD 002)

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the Rules for Proceedings of the Board of Directors Policy (PL – BOD 002) with changes.

Background:

The Rules for Proceedings of the Board of Directors Policy (PL – BOD 002) (Policy) was adopted by the Board of Directors on February 20, 2002, and was last reviewed by the Board on October 21, 2019. This Policy was reviewed by legal counsel for this update.

On January 24, 2022, the Policy was brought to the Board for its biennial review. Director Wichert provided comments, recommended changes, additions, or deletions, and questions for legal counsel. (Attachment 1).

Discussion:

Staff and legal counsel are recommending clerical and clarification changes throughout, in addition to policy adjustments in the following sections:

Rule 3 – Time and Place for Regular Meetings: Change was made to update the start time of Regular meetings.

Rule 7 – Conflicts of Interest: Minor changes to the language added to clarify the process when a determination has been made that there is a disqualifying conflict of interest.

Rule 8 – Motions: Minor changes to the language added to clarify the process when a motion does not receive a second.

Rule 12 – Agenda and Agenda Materials: Language added to clarify when and where the agenda must be posted.

Rule 13 – Requests for Copies of Agendas and Agenda Materials: Language added to align retention of meeting recordings with the District’s Records Inspection, Retention, and Disposal Policy (PL - Adm 002).

Rule 23 – Closed Sessions: Language added to allow for withholding the specifics of the action until later if early disclosure would disadvantage the District’s ability to effectuate service or complete settlement negotiations.

Rule 24 – Meetings by Teleconference: Language added regarding the new AB 361 emergency teleconference rules.

Director Wichert is recommending the following changes:

Rule 16 – Oral Informational Reports: Adding that the Board may call on “consultants” and “members of the general public” for oral informational reports on matters not on the agenda. (District legal counsel strongly advises against including the “members of the general public” in this list. Full comment from legal counsel can be found in Attachment 2.)

Rule 17 – Public Participation: Adding “District consultants” to the list of public interacting with the Board. Adding language that public comments will be addressed to the Board that commenters will not respond directly to other commenters. (District legal counsel provided revised language in the redlined Policy regarding public comments.)

Rule 22 – Board Committees: Deleting language related to standing committees and ad hoc committees. (District legal counsel provided comment that these edits are inconsistent with the Brown Act and should not be made. Full comment from legal counsel can be found in Attachment 2.) Adding language that Directors attending committee meetings as observers are eligible for compensation. (District legal counsel provided comment that this is against existing Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003), and that as a legal matter, this probably would not qualify as a compensable meeting. Full comment from legal counsel can be found in Attachment 2.)

Director Wichert posed the following question, related to **Rule 7 – Conflicts of Interest**, to District legal counsel:

“Is a decision on retiree benefits a conflict of interest for retirees?”

District legal counsel provided the following response to Director Wichert’s question:

“Regarding the Rule 7 question, two comments. First, it’s complicated and the answer is, it would depend on the particular facts and circumstances. For example, a potential for a conflict would only exist if a Director retired from the District, currently meaning only Director Jones. The fact that a Director retired from another entity would not disqualify him or her from participating in Board discussion and action of SSWD retirement benefits. Even with a potentially conflicted Director, we would have to analyze each issue based on the facts and the Political Reform Act’s and FPPC regulations’ multi-step analysis. Second, the question is beyond the scope of the Board Rules. This issue is not governed by the Board because conflict issues themselves are so fact-specific and are personal obligations

of each Director to recognize and vet. They are not subject to hard and fast rules or analyses that can be stated with any clarity in a document that is focused on how the Board conducts its business.”

Both a redlined version (Attachment 2) and a clean version (Attachment 3) of the updated Policy are attached for reference.

Fiscal Impact:

Adopting the Policy updates does not have a fiscal impact.

Strategic Plan Alignment:

Goal B: Optimize Operational and Organizational Efficiencies

Attachments:

- 1 – Rules for Proceedings of the Board of Directors Policy (PL – BOD 002) – redlined (Director Wichert comments)
- 2 – Rules for Proceedings of the Board of Directors Policy (PL – BOD 002) – redlined
- 3 – Rules for Proceedings of the Board of Directors Policy (PL – BOD 002) – clean



Bob Wichert's comments are interspersed below. **Comments highlighted in yellow are items for Board discussion.** **Comments in bold green are recommended changes, additions, or deletions.** **Comments in bold orange are questions for legal counsel.**

Agenda Item: 21 d.

Date: January 24, 2022

Subject: Upcoming Policy Review – Rules for Proceeding of the Board of Directors Policy (PL – BOD 002)

Staff Contact: Dan York, General Manager

Summary:

The Rules for Proceeding of the Board of Directors Policy (PL – BOD 002) (Policy) is scheduled for its biennial review. The Policy was originally adopted by the Board on February 20, 2002, and last revised on October 21, 2019.

Staff are recommending changes based upon recommendations provided by legal counsel and from staff review.

The Policy is scheduled for Board consideration and adoption at the February 28, 2022 regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by January 31, 2022. If no comment is received, this Policy will be placed as a Consent Item on the February 28, 2022, regular Board meeting agenda.

Discussion:

Staff and legal counsel are recommending clerical and clarification changes throughout, in addition to policy adjustments in the following sections:

Rule 3 – Time and Place for Regular Meetings: Change was made to update the start time of Regular meetings.

Rule 7 – Conflicts of Interest: Minor changes to the language added to clarify the process when a determination has been made that there is a disqualifying conflict of interest.

Rule 8 – Motions: Minor changes to the language added to clarify the process when a motion does not receive a second.

Rule 12 – Agenda and Agenda Materials: Language added to clarify when and where the agenda must be posted.

Rule 13 – Requests for Copies of Agendas and Agenda Materials: Language added to align retention of meeting recordings with the District’s Records Inspection, Retention, and Disposal Policy (PL - Adm 002).

Upcoming Policy Review – Rules for Proceeding of the Board of Directors Policy (PL – BOD 002)

January 24, 2022

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Rule 23 – Closed Sessions: Language added to allow for withholding the specifics of the action until later if early disclosure would disadvantage the District’s ability to effectuate service or complete settlement negotiations.

Rule 24 – Meetings by Teleconference: Language added regarding the new AB 361 emergency teleconference rules.

In addition to the recommendations described above, staff and legal counsel would like to draw the attention of the Board to the language in Rule 22 – Board Committees that prohibits Directors who are not members of an *ad hoc* committee from attending an *ad hoc* committee meeting, which is a Brown Act requirement.

Both a redlined version (Attachment 1) and a clean version (Attachment 2) of the updated Policy are attached for reference.

Fiscal Impact:

Adopting the Policy updates does not have a fiscal impact.

Strategic Plan Alignment:

Goal B: Optimize Operational and Organizational Efficiencies

This Policy is a benefit for District customers as it provides fundamental principles of parliamentary law, protects the rights of Board members and those they represent, sets the deliberative process so their views are heard, and protects against instability.

Attachments:

- 1 – Rules for Proceeding of the Board of Directors Policy – redlined
- 2 – Rules for Proceeding of the Board of Directors Policy – clean

Sacramento Suburban Water District

**Rules for Proceedings of the
Board of Directors**

Adopted: February 20, 2002

Approved with Changes: ~~October 21, 2019~~ February 28, 2022.**Introduction**

These are the rules for proceedings of the Board of Directors of Sacramento Suburban Water District. (See Water Code section 30530.) The purposes of these rules are to facilitate public participation during meetings of the Board, protect the rights of all Directors, and to provide a process for conducting Board meetings in an orderly and efficient manner. The provisions of the County Water District Law (see Water Code sections 30000, *et seq.*), Brown Act (Government Code section 54950, *et seq.*) and any other applicable law will control over any inconsistent provision contained in these rules.

Rule 1 – Selection of Officers

The President and Vice-President of the Board will be elected by the members of the Board for a one-year term. The election will be held at the first regular meeting in December of each year or at any earlier special meeting called for the purpose of swearing in new members and organizing the Board. (See Water Code section 30520 and Elections Code section 10554.) The remaining provisions of this paragraph will be considered discretionary guidelines for the Board to follow in selecting its President and Vice-President, and will not be binding on the Board. The Board will normally follow a rotation for the election of President and Vice-President under which the Vice President will normally be elected President at the conclusion of the President's one-year term. If the membership on the Board of the President is terminated before the expiration of his or her one-year term of office, the Vice-President will automatically become the President for the balance of that term.

In the event of a contested election, the following is the recommended procedure for nominating and selecting the Board President or Vice President: (1) the then-presiding President should open nominations and ask if there are there any nominations for the contested office; (2) any Director then may make a nomination -- e.g., "I nominate Director X" -- no second is required for a nomination, although sometimes one or more Directors will second a nomination to indicate endorsement (a Director may nominate himself or herself, but nominations cannot be accepted from members of the public); (3) a Director may decline a nomination; (4) when it appears that no one else wishes to make a nomination, the President should ask if there are additional nominations -- if there is no response, the President then should declare that the nominations for the office are closed and state the names of the nominees (it is unnecessary to have a motion to close the nominations); (5) after nominations have been closed, nominations may be reopened only by a motion, second and majority vote to reopen them; (6) after nominations have been closed and

before the vote, the public should be provided an opportunity to comment on the agenda item; (7) the President then should call for votes on the nominees by a roll call vote on each nominee, and each Director should cast his or her yea or nay vote on each nominee, e.g., “For the first nominee for President, Director X, please state your vote by yea or nay;” (8) nominees should be voted on in the order in which they are nominated and the process should continue until there is a majority approval of one of the nominees; and (9) as soon as one of the nominees receives a majority vote, the President should declare that person elected to the office and no vote is taken on any remaining nominees.

The Board will by majority vote appoint a Secretary and Treasurer, who will serve at the pleasure of the Board. (See Water Code sections 30540-30543.)

Rule 2 – Duties of President of the Board

The President of the Board of Directors will be its presiding officer. (See Water Code section 30520.) The President's duties will include, but not be limited to, the following: acting as the liaison between the General Manager and the Board, calling special meetings of the Board, presiding over meetings of the Board, establishing and appointing committees of the Board, and appointing representatives of the District to associations of which the District is a member or in which it has a significant interest. **The Board will appoint representatives of the District to joint powers authorities of which the District is a member.** In the President's absence, the Vice-President of the Board will perform such duties. If both the President and Vice-President are absent from a noticed public meeting, the remaining three Board members will choose one of their number to preside.

Rule 3 – Time and Place for Regular Meetings

The regular monthly meeting of the Board of Directors will be held in the Boardroom at the District's administrative office (3701 Marconi Avenue, Suite 100, Sacramento, California) on the third Monday of each month, commencing at ~~6:30~~6:00 p.m., ~~(6:00 p.m. starting January 2018)~~ except that the January regular Board meeting will be held on the fourth Monday of that month due to the Martin Luther King, Jr. Holiday, and the February meeting will be held on the Monday following the President's Day Holiday. The location, day and time for holding regular meetings may be changed by the Board of Directors from time to time by resolution. If a regular meeting falls on a different holiday (as listed in Government Code section 6700), the meeting will be held on the day designated by the Board by minute order. (See Government Code section 54954(a).)

Rule 4 – Quorum Requirements

The Board of Directors consists of five members. Three members of the Board will constitute a quorum for the transaction of business. (See Water Code section 30524 and Resolution 04-09, adopted April 19, 2004).

Rule 5 – Majority Vote

Three members of the Board will be required to approve any ordinance, resolution or motion, unless a different voting requirement to approve a particular action is specified under State law. (See Water Code section 30525.)

Rule 6 – What Constitutes an Affirmative Vote

Unless a Director is not voting because of a conflict of interest, a Director who is present for a vote on a matter before the Board will be deemed to have voted in the affirmative on a matter unless the Director votes against the measure by casting a "no" vote. An "abstain" vote will constitute an "aye" vote. (See *Dry Creek Valley Association, Inc. v. Board of Supervisors* (1977) 67 Cal.App.3d 839.) When calling for the vote on a motion, the President of the Board may (a) call for "aye" and "no" votes, or (b) ask if there are any "no" votes, since the remaining Directors present will be deemed to have voted in the affirmative unless they are not voting due to a conflict of interest.

Rule 7 – Conflicts of Interest – Is a decision on retiree benefits a conflict of interest for retirees?

A member of the Board may not make, participate in making, or in any way attempt to use his or her official position to influence a decision of the Board of Directors in which he or she knows or has reason to know that he or she has a financial interest. (Government Code section 87100.) Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect, as defined and analyzed under the Fair Political Practices Commission's ["FPPC"] regulations, that is distinguishable from the effect on the public generally, involving the dollar amounts set by FPPC regulations from time to time, on (a) a business entity in which the Director has a direct or indirect investment, (b) real property in which the Director has a direct or indirect investment interest, (c) a source of income of the Director, within twelve months before the Board decision, (d) a source of gifts to the Director, within twelve months before the Board decision, or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent owns directly, indirectly or beneficially a ten percent interest or greater. (Government Code section 87103.)

If a member of the Board believes he or she may be disqualified from participating in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be used: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a

disqualifying conflict of interest, the Director will (1) will announce that he or she has a conflict of interest and provide an explanation of what constitutes the conflict; (2) not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists; and (3) leave the Board room until after the discussion, vote and any other disposition of the matter has been concluded, unless the matter has been placed on the consent agenda., except that However, the Director may return to the boardroom and speak as a member of the public on the matter during the time that the general public speaks on the matter. In such a case, the Board minutes will state: "Due to a potential conflict of interest, Director _____ did not participate in the discussion, deliberation or vote on this matter."

A Board member also is prohibited from having a financial interest in a contract with the District, or be purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. Any Director who has a prohibited interest in a contract proposed to be made by the District should declare the conflict as soon as it becomes known and the Board will not consider or take any further action in regard to such contract.

Rule 8 – Motions

The three steps for bringing a motion before the Board are: (a) a Director makes a motion, (b) another Director seconds the motion, and (c) the President states the motion. Once the motion has been stated by the President, it is open to formal discussion. A motion which does not receive a second dies and is not further considered. While only one motion can be considered at a time, and a motion must be disposed of before any other question is considered, (a) a motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second, which is then approved by the Board, or (b) a motion may be tabled before it is voted on by motion made to table, which is then seconded and approved by the Board, or (c) a motion may be rejected without further discussion of or action on the motion by a motion of "objection to consideration," which is then seconded and approved by the Board, or (d) further discussion of a motion can be terminated by a motion "to call the question," which is then seconded and approved by the Board. Any Director, including the President, may make or second a motion.

Rule 9 – Protection of Rights of Directors

One of the primary purposes for these rules of procedure is to protect the rights of all Directors. The President will allow each Director a reasonable opportunity to discuss a motion, after it has been made and seconded, and before it has been voted on. The President can set reasonable time limits for discussion of a motion. A Director can object to a procedural ruling by the President by stating: "Mister/Madam President, I rise to a point of order." The President must then ask the Director to state the point of order. The President will then rule on the point of order. The President's ruling on a point of order may be appealed by a motion made and seconded to appeal the decision, which is then voted on by the Board.

Rule 10 – Record of Vote

Except where action is taken by the unanimous vote of all Board members present and

voting, the ayes and noes taken upon the passage of all ordinances, resolutions or motions will be entered upon the minutes. (See Water Code section 30526.)

Rule 11 – Ordinances

The enacting clause of all ordinances passed by the Board will be: “Be it ordained by the Board of Directors of Sacramento Suburban Water District as follows:” (See Water Code section 30527.) All ordinances will be signed by the President and attested by the Secretary. (See Water Code section 30528.)

Rule 12 – Agenda and Agenda Materials

In consultation with the Board President, the General Manager will be responsible for preparing the agenda for regular Board meetings and meetings of standing and *ad hoc* committees (see Government Code section 54952 and Rule 22), and having the agenda for regular Board meetings and standing committee meetings posted at the District office in a location freely accessible to the public no later than seventy-two hours before a regular meeting and on the District’s website. The agenda will specify the time and location of the meeting and contain a brief, general description of each item of business to be transacted or discussed at the meeting, including closed session items. (See Government Code section 54954.2.) Any member of the Board may request the General Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting will be at 4 p.m., seven working days before the meeting. Any member of the public may make a request to the Board at any regular meeting to place an item for discussion on a future agenda, but such a request will be honored only if a majority of the Board approves by motion or consensus.

An agenda for a regular or special Board meeting will contain the following statements:

(a) “The public may address the Board concerning an agenda item either before or during the Board’s consideration of that agenda item.” (See Government Code section 54954.3(a).); (b) “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.” (See Government Code section 54957.5(b)(2).); and (c) “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 [insert the name and telephone number of the person designated by the General Manager]. Requests must be made as early as possible, and at least one-full business day before the start of the meeting.” (See Government Code section 54954.2(a).).

[Agendas for all regular and special Board meetings and all standing committee meetings will be posted on a freely accessible place on the outside of the District’s administrative office and on the District’s website at least 72 hours in advance of a regular Board meeting and 24 hours in advance of a special Board meeting. \(See Government Code section 54954.2.\)](#)

Rule 13 – Requests for Copies of Agendas and Agenda Materials

Any person may request the District to mail or electronically mail him or her a copy of the agenda or agenda packet for any meeting of the Board. When the District receives such a request, the General Manager or his/her designee will distribute copies of the requested materials (except for documents that are exempt from disclosure under the Public Records Act) to the requesting party at the time that the agenda is posted or when the agenda packets are distributed to a majority of the Board members, whichever occurs first. Any request for copies of agendas or agenda packets for all Board meetings in a given year will be valid for the calendar year in which the request is submitted, and the request must be renewed after January 1 of each year in which it is to remain in effect. (Government Code section 54954.1.)

Documents that are distributed to all or a majority of the members of the Board by any person in connection with a matter subject to discussion or consideration at a regular or special meeting of the Board will be disclosable public records under the California Public Records Act (commencing with Government Code section 6250), and will be made available upon request by a member of public without delay, except as to documents that are exempt from disclosure under the Public Records Act. Any public documents related to an open session agenda item that are distributed to all or a majority of Board members by staff or any third party less than 72 hours before a regular Board meeting will be made available for public inspection at the same time. Such documents will be available for public inspection in the customer service area of the District's Administrative Office. Documents that are distributed during a regular or special Board meeting that are subject to disclosure under the Public Records Act will be made available for public inspection at the meeting, if prepared by the District or a member of the Board, or after the meeting, if prepared by some other person. The District may charge a fee for responding to requests for copies of agendas, agenda packets or other documents, which fee will be limited to the District's copying and postage costs as provided in the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002). (See Government Code section 54957.5(a) and (b).)

Upon request, the agenda and other documents referred to in this rule will be made available in an appropriate alternative format to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132) and the federal rules and regulations adopted in implementation thereof. (See Government Code sections 54954.1, 54954.2(a) and 54957.5(b).) The District will not charge a special surcharge to provide documents requested in an alternative format by a person with a disability in accordance with the Americans with Disabilities Act and its implementing regulations. (See Government Code section 54957.5(c).)

If the District records the meeting, it will retain the recording in accordance with the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002)~~for at least thirty days following the meeting~~, after which it may will be erased or destroyed. The public may inspect the recording on a computer made available by the District, without charge. (See Government Code section 54953.5(b).)

Rule 14 – Authority to Act on Matters Not on the Agenda

The Board will not take action on or discuss any item not appearing on the posted agenda, except under the following conditions, in which cases the item will be publicly identified before discussion begins: (a) upon a determination by a majority of the Board that an emergency situation exists, as further described in Rule 25 hereof; (b) upon a determination by a two-thirds vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted; or (c) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. (See Government Code sections 54954.2 and 54956.5.)

Rule 15 – Consent Agenda

The General Manager may list on the agenda a “consent agenda,” which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent agenda items might include approval of minutes, financial reports, and routine resolutions. Any matter may be removed from the consent agenda and placed on the regular agenda at the request of any member of the Board. The entire consent agenda may be approved by a single motion made, seconded and approved by the Board.

Rule 16 – Oral Informational Reports

Any member of the Board may make an oral report at a regular meeting for the purpose of informing the Board of any matter of interest to the District. **Regular meeting agendas will include specific items for Directors’ reports and comments.** The Board also may call on the General Manager, District staff, **District Consultants, members of the general public**, or District legal counsel for oral informational reports on matters not on the agenda. Unless the Board makes the determinations required under Rule 14, there will be no more than limited discussion, and no action, on matters covered in such oral reports. (See Government Code section 54954.2(a).)

Rule 17 – Public Participation

Every agenda for a regular meeting will provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and that do not appear on the agenda. This agenda item will be described substantially as follows: “Opportunity for public comment on non-agenda items within the Board’s jurisdiction.” During the Public Forum, the Board may, at its discretion, not respond, briefly respond to statements made or questions posed by the public, or ask District staff **or District Consultants** for clarification, refer the matter to District staff or ask District staff **or District Consultants** to report back at a future meeting. (See Government Code sections 54954.2 and 54954.3.) The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations set forth in Rule 14. In order to facilitate public participation during the Public Forum session of the meeting, the Board may limit the total amount of time allocated for public comment on a particular issue **(ten minutes or less normally will be standard)**, and may limit the time allocated for public comment

by an individual speaker (three minutes or less normally will be standard). The President may declare any comment as out of order, irrelevant, repetitious or disruptive. (See Government Code section 54954.3.)

All comments will be addressed to the Board. Commenters will not respond directly to other commenters or ask questions of other commenters or answer questions posed by other commenters unless requested by the Board to do so.

It is the general policy of the Board to refer to the General Manager for resolution of complaints received from members of the public. If the complaint cannot be resolved, the General Manager will place it on a future meeting agenda for consideration by the Board.

The public may address the Board concerning an agenda item during a regular or special Board meeting, including commenting on the closed session agenda prior to the Board adjourning into closed session, either before or during the Board's consideration of that agenda item. (See Government Code section 54954.3(a).)

These rules are not intended to prohibit public criticism of policies, procedures, programs or services of the District, or of the acts or omissions of the Board. (See Government Code section 54954.3(c).)

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this section. Nothing in this section will prohibit the Board from readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (See Government Code section 54957.9.)

Rule 18 – Public Hearings

The procedure for conducting public hearings during a meeting of the Board will be as follows: (a) no earlier than the time set for the public hearing, the President of the Board will declare the public hearing open; (b) the President will ask the General Manager whether notice of the public hearing has been given in the manner required by law; (c) the President will ask the General Manager whether written comments on the subject matter of the public hearing have been received; (d) the President will ask whether any member of the public wishes to present written or oral comments on the subject of the public hearing; (e) in its discretion, the Board may set time limits on the amount of time an individual speaker is allowed to comment orally during the public hearing; and (f) following the close of presentation of comments and before any Board discussion and action on the subject matter, the President will declare the public hearing closed. The Board may continue a public hearing from time to time in accordance with the procedures described in Rule 19. (See Government Code section 54955.1.)

Rule 19 – Adjournment

A meeting of the Board will be adjourned by (a) loss of a quorum, (b) by declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board, or (c) by motion made, seconded and approved to adjourn the meeting. A regular or special meeting of the Board may also be adjourned for the purpose of continuing it to a specific day and time (a) by motion made, seconded and approved by a majority of the Board, (b) by approval of less than a quorum if a quorum is not present, or (c) by the Secretary of the Board if all members are absent from any regular or adjourned regular meeting. A copy of the order or notice of adjournment to continue a meeting to another date will be conspicuously posted on or near the door of the District office where the meeting was held within twenty-four hours after the time of adjournment. (See Government Code section 54955.)

Rule 20 – Special Meetings

A special meeting may be called at any time by the President or by a majority of the members of the Board, by delivering personally or by any other means, including mail, facsimile and electronic mail, written notice to each member and to each newspaper, radio or television station requesting notice in writing. Such notice must be received at least twenty-four hours before the time of such meeting as specified in the notice to constitute notice of the special meeting (except as to emergency meetings, in which case, the notice requirements specified in Rule 25 will be followed). Electronic mail will constitute notice of a special meeting only if the recipient confirms receipt, and it will be deemed to be received at the time of such confirmation. The call and notice for a special meeting must specify the time and place of the special meeting and the business to be transacted, and must include the statements specified in Rule 12. No other business will be considered at such meeting. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the District Secretary a written waiver of notice. Waiver may be given in person or by mail, facsimile, electronic mail or telegram. Such written notice may also be dispensed with as to any member who was actually present at the meeting at the time it convenes. Notice of a special meeting must also be posted at least twenty-four hours before the meeting in a location freely accessible to the public and on the District's website. (See Government Code sections 54954.3(a) and 54956.)

Rule 21 – Board Workshop Meetings

From time to time, the Board may set a regular or special meeting to be conducted as a “workshop meeting,” during which the Board would have the opportunity to receive presentations on and discuss matters identified on the agenda, but the Board would not normally take action on those items. Nothing in this rule is intended to prevent the Board from taking action on a matter during a workshop session if it is identified as an item for possible action on the agenda for that meeting.

Rule 22 – Board Committees

Board committees will be composed of less than three Directors, ~~and may be either standing committees or ad hoc advisory committees. A Board standing committee has continuing subject matter jurisdiction. (See Government Code section 54952.)~~ In accordance with Rule 12, **standing** committee meetings will be open to the public (except for authorized closed sessions), and the agenda for those meetings will be posted in the same manner as the agenda for regular Board meetings. ~~In addition, the President may from time to time~~

~~establish, and appoint the members of, *ad hoc* advisory committees to serve a limited or single purpose, which committees are to be dissolved once their specific task is completed. The meetings of an *ad hoc* advisory committee are not required to be open to the public, and notice of such meetings is not required to be posted. (See Government Code sections 54951 and 54952.)~~

Directors who are not members of a **standing** committee may attend a **standing** committee meeting only as observers, and they may not participate in the committee meeting, ask questions or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2.) ~~Directors who are not members of an *ad hoc* committee may not attend an *ad hoc* committee meeting. Directors attending committee meetings as observers are eligible for compensation for attending the meeting as an observer in accordance with _____.~~

Rule 23 – Closed Sessions

A closed session may be held on any subject authorized under the Brown Act. The agenda for a regular or special meeting will contain a brief, general description of the purpose of a closed session, in substantially the following form:

a. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); _____v. _____ [insert name of case, e.g., *Jones v. District*].

b. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); case name unspecified because _____ [insert either “disclosure would jeopardize service of process” or “disclosure would jeopardize existing settlement negotiations”].

c. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(2) and (3); significant exposure to litigation involving _____ [describe].

d. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving _____ [describe or specify only number of cases if confidentiality is required or deemed necessary].

e. Public employee appointment involving _____ [insert position(s) to be filled]; Government Code sections 54954.5(e) and 54957(b)(1).

f. Public employee performance evaluation involving _____
[insert position(s) being reviewed]; Government Code sections 54954.5(e) and 54957(b)(1).

g. Public employee discipline/dismissal/release; Government Code sections 54954.5(e) and 54957(b). [No additional information required.]

h. Conference with labor negotiator involving _____ [insert name of District negotiator] and _____ [insert name of employee organization involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

i. Conference with labor negotiator involving _____ [insert name of District negotiator] and unrepresented employee(s) in position(s) of _____ [insert position(s) of unrepresented employee(s) involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

j. Conference with real property negotiator involving the purchase, sale, lease or exchange of _____ [insert street address or other description of property], _____ and _____ [insert name of District negotiator(s)], District negotiator(s), will negotiate with _____ [insert name of other party(ies)]. Instructions to the negotiator(s) may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

k. Closed session consultation [insert the name, if applicable, of a law enforcement agency, and the title of the officer, or the name of an applicable agency representative (legal counsel or security officer) and title] concerning a threat to public services or facilities, or for the assessment of the security vulnerability of public facilities. (See Government Code sections 54954.5(e) and 54957(a).)

The Board will not keep minutes of its closed sessions. (See Government Code section 54957.2.) In the closed session, the Board will consider only those matters covered in its statement of reasons for holding the closed session. (See Government Code section 54957.7.)

Before holding a closed session to consider complaints or charges against a particular employee (as distinguished from evaluation of performance unrelated to any specific complaint or charge), the District will provide twenty-four hours' advance written notice to the employee of his or her right to have the matter heard in open session. If the employee requests, the complaint or charges must be heard in open session. (See Government Code section 54957(b)(2).)

A closed session may be held to meet with the District's negotiator regarding the salary and benefits of District officers and employees, but not including elected officials, but the District's available funds, funding priorities or budget will not be discussed during the closed session except to the extent necessary to permit the Board to provide instructions to its designated labor negotiator(s). (See Government Code section 54957.6.)

Following every closed session, the Board will reconvene to open session and publicly report any action and vote during the closed session in accordance with the following guidelines:

a. For action concerning final approval of a real property purchase, sale or exchange agreement or lease, report in open session at the same meeting the action taken (including the substance of the agreement) and vote, except that, if final approval rests with another party, the report may be deferred until the other party's approval. (See Government Code section 54957.1(a)(1).)

b. Approval given to legal counsel to defend or initiate a lawsuit, or seek appellate review will be reported in open session at the public meeting during which the closed session was held. [In the case of initiating or intervening in an action, the District may withhold the specifics of the action until later if early disclosure would disadvantage the District's ability to effectuate service or complete settlement negotiations.](#) (See Government Code section 54957.1(a)(2).)

c. Approval given to legal counsel to settle pending litigation or action taken to dispose of a claim will be reported in open session as soon as the settlement or claim disposition becomes final. (See Government Code section 54957.1(a)(3) and (4).)

d. For action to appoint, employ or dismiss, accept the resignation of, or otherwise affect the employment status of an employee, the Board will report in open session at the same meeting the action taken (including identity of employee or position and any change in compensation) and vote, except that, for any dismissal or non-renewal of a contract, the report back may be deferred until the first meeting after the exhaustion of administrative remedies. (See Government Code section 54957.1(a)(5).)

e. For action concerning a labor MOU, after the MOU has been approved by both parties, the Board will report in open session the action taken and vote. (See Government Code section 54957.1(a)(6).)

The District will make available after a closed session to anyone who has requested them in advance, agreements or other documents approved in closed session, unless the document needs to be revised, in which case it will be provided as soon as possible. After the closed session, changes to the agreement will be orally summarized if anyone present so requests. (See Government Code section 54957.1(b).)

A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required or authorized to be disclosed under the California Public Records Act.

A Director is not prohibited from taking the following actions in regard to a closed session of the Board: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the Board, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a

Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

A Director's violation of the duty to protect closed session confidences may be remedied as provided in Government Code section 54963(c). A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(See Government Code section 54963, and 76 Ops.Cal.Atty.Gen. 289, 290 (1993) and 80 Ops.Cal.Atty.Gen. 231 (1997).)

Rule 24 – Meetings by Teleconference

The Board may hold meetings by teleconference at any time under the following rules. (See Government Code section 54953(b).) For purposes of this rule, "meetings by teleconference" include meetings at which one or more Board member attends and participates in the meeting by telephone, video conferencing or any other electronic means using live audio or video, or both. For any meeting by teleconference conducted by the Board under the standard Brown Act rules, the following requirements will apply:

- a. At least a quorum of the Board must participate in the teleconference meeting from locations within the District's boundaries and each teleconference location (i.e., the location from which one or more Board members attends and participates in a meeting by teleconference) will be accessible to the public.
- b. When meetings by teleconference are held by telephone, speaker phones that allow all persons attending the meeting to hear and be heard will be used at the main meeting location and at any teleconference location where there are members of the public in attendance.
- c. All votes taken at a meeting by teleconference will be by roll call.
- d. The Board will conduct the meeting by teleconference in a manner that protects the statutory and constitutional rights of parties and the public to attend and participate in the meeting.
- e. Each teleconference location will be identified in the regular meeting agenda or special meeting notice, and the agenda or notice will state that members of the public will have the opportunity to address the Board from any teleconference location.
- f. Notice of any meeting by teleconference will be included in the meeting agenda or special meeting notice in substantially the following form:

"All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location(s) for the meeting are as follows:_____ . Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location."

- g. In addition to the usual notice and agenda requirements, the regular meeting agenda

or special meeting notice will be posted at all teleconference locations at least seventy-two hours before regular meetings or twenty-four hours before special meetings.

[h. Special rules for holding teleconference meetings during state-declared emergencies that modify certain of the above requirements have been temporarily enacted through January 1, 2024. If such an emergency is declared, the Board may determine to use the modified rules by making the required findings. \(See AB 361, Stats. 2021, Ch. 165, Sec. 3, codified in the version of Government Code section 54953, which sunsets on January 1, 2024.\)](#)

Rule 25 – Emergency Meetings

Under Government Code section 54956.5, a meeting to address an emergency may be held if a majority of the Board determines that a situation exists which involves matters upon which prompt action is necessary. An emergency situation is defined as: (1) a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both; or (2) a dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both.

As a condition of holding an emergency meeting, the Board President or his/her designee shall provide notice of the meeting by telephone to each local newspaper of general circulation, radio station and television station that has requested notice of special meetings. For a meeting for a “non-dire emergency” (Definition 1, above), the telephone notice must be provided at least one hour prior to the emergency meeting. In the case of a meeting for a “dire emergency” (Definition 2, above), the telephone notice must be provided to the media at or near the same time as notice is given to the members of the Board. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The Board may meet in closed session upon approval by a two-thirds vote of the Board (or the unanimous vote of the Board if less than two-thirds are present) to discuss security or employment matters related to the emergency situation. (See Government Code sections 54956.5(c) and 54957.)

With the exception of the 24-hour notice and posting requirements and any other exceptions provided in herein, all special meeting requirements described in Rule 20 shall be applicable to an emergency meeting called pursuant to this Rule.

The draft minutes of an emergency meeting called under this Rule must be posted in a public place for a minimum of 10 days as soon after the meeting as possible, and include a list of persons who the Board President or his/her designee notified or attempted to notify of the meeting, if applicable, any actions taken at the meeting, and a recording of any votes taken by roll call. (See Government Code section 54956.5(e).)

Rule 26 – Amendment of Rules

By motion made, seconded and approved, the Board in its discretion may at any meeting (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both, as long as any amendment or suspension is otherwise consistent with the Brown Act and other applicable laws. Unless amended earlier, District staff will review these Rules for Proceedings biennially and recommend changes for Board consideration and action.

Sacramento Suburban Water District

Rules for Proceedings of the Board of Directors

Adopted: February 20, 2002

Approved with Changes: ~~October 21, 2019~~February 28, 2022

Introduction

These are the rules for proceedings of the Board of Directors of Sacramento Suburban Water District. (See Water Code section 30530.) The purposes of these rules are to facilitate public participation during meetings of the Board, protect the rights of all Directors, and to provide a process for conducting Board meetings in an orderly and efficient manner. The provisions of the County Water District Law (see Water Code sections 30000, *et seq.*), Brown Act (Government Code section 54950, *et seq.*) and any other applicable law will control over any inconsistent provision contained in these rules.

Rule 1 – Selection of Officers

The President and Vice-President of the Board will be elected by the members of the Board for a one-year term. The election will be held at the first regular meeting in December of each year or at any earlier special meeting called for the purpose of swearing in new members and organizing the Board. (See Water Code section 30520 and Elections Code section 10554.) The remaining provisions of this paragraph will be considered discretionary guidelines for the Board to follow in selecting its President and Vice-President, and will not be binding on the Board. The Board will normally follow a rotation for the election of President and Vice-President under which the Vice President will normally be elected President at the conclusion of the President's one-year term. If the membership on the Board of the President is terminated before the expiration of his or her one-year term of office, the Vice-President will automatically become the President for the balance of that term.

In the event of a contested election, the following is the recommended procedure for nominating and selecting the Board President or Vice President: (1) the then-presiding President should open nominations and ask if there are there any nominations for the contested office; (2) any Director then may make a nomination -- e.g., "I nominate Director X" -- no second is required for a nomination, although sometimes one or more Directors will second a nomination to indicate endorsement (a Director may nominate himself or herself, but nominations cannot be accepted from members of the public); (3) a Director may decline a nomination; (4) when it appears that no one else wishes to make a nomination, the President should ask if there are additional nominations -- if there is no response, the President then should declare that the nominations for the office are closed and state the names of the nominees (it is unnecessary to have a motion to close the nominations); (5) after nominations have been closed, nominations may be reopened only by a motion, second and majority vote to reopen them; (6) after nominations have been closed and

before the vote, the public should be provided an opportunity to comment on the agenda item; (7) the President then should call for votes on the nominees by a roll call vote on each nominee, and each Director should cast his or her ye or nay vote on each nominee, e.g., "For the first nominee for President, Director X, please state your vote by ye or nay;" (8) nominees should be voted on in the order in which they are nominated and the process should continue until there is a majority approval of one of the nominees; and (9) as soon as one of the nominees receives a majority vote, the President should declare that person elected to the office and no vote is taken on any remaining nominees.

The Board will by majority vote appoint a Secretary and Treasurer, who will serve at the pleasure of the Board. (See Water Code sections 30540-30543.)

Rule 2 – Duties of President of the Board

The President of the Board of Directors will be its presiding officer. (See Water Code section 30520.) The President's duties will include, but not be limited to, the following: acting as the liaison between the General Manager and the Board, calling special meetings of the Board, presiding over meetings of the Board, establishing and appointing committees of the Board, and appointing representatives of the District to associations of which the District is a member or in which it has a significant interest. The Board will appoint representatives of the District to joint powers authorities of which the District is a member. In the President's absence, the Vice-President of the Board will perform such duties. If both the President and Vice-President are absent from a noticed public meeting, the remaining three Board members will choose one of their number to preside.

Rule 3 – Time and Place for Regular Meetings

The regular monthly meeting of the Board of Directors will be held in the Boardroom at the District's administrative office (3701 Marconi Avenue, Suite 100, Sacramento, California) on the third Monday of each month, commencing at ~~6:30:00 p.m.~~ ~~(6:00 p.m. starting January 2018)~~ except that the January regular Board meeting will be held on the fourth Monday of that month due to the Martin Luther King, Jr. Holiday, and the February meeting will be held on the Monday following the President's Day Holiday. The location, day and time for holding regular meetings may be changed by the Board of Directors from time to time by resolution. If a regular meeting falls on a different holiday (as listed in Government Code section 6700), the meeting will be held on the day designated by the Board by minute order. (See Government Code section 54954(a).)

Rule 4 – Quorum Requirements

The Board of Directors consists of five members. Three members of the Board will constitute a quorum for the transaction of business. (See Water Code section 30524 and Resolution 04-09, adopted April 19, 2004).

Rule 5 – Majority Vote

Three members of the Board will be required to approve any ordinance, resolution or motion, unless a different voting requirement to approve a particular action is specified under State law. (See Water Code section 30525.)

Rule 6 – What Constitutes an Affirmative Vote

Unless a Director is not voting because of a conflict of interest, a Director who is present for a vote on a matter before the Board will be deemed to have voted in the affirmative on a matter unless the Director votes against the measure by casting a "no" vote. An "abstain" vote will constitute an "aye" vote. (See *Dry Creek Valley Association, Inc. v. Board of Supervisors* (1977) 67 Cal.App.3d 839.) When calling for the vote on a motion, the President of the Board may (a) call for "aye" and "no" votes, or (b) ask if there are any "no" votes, since the remaining Directors present will be deemed to have voted in the affirmative unless they are not voting due to a conflict of interest.

Rule 7 – Conflicts of Interest

A member of the Board may not make, participate in making, or in any way attempt to use his or her official position to influence a decision of the Board of Directors in which he or she knows or has reason to know that he or she has a financial interest. (Government Code section 87100.) Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect, as defined and analyzed under the Fair Political Practices Commission's ["FPPC"] regulations, that is distinguishable from the effect on the public generally, involving the dollar amounts set by FPPC regulations from time to time, on (a) a business entity in which the Director has a direct or indirect investment, (b) real property in which the Director has a direct or indirect investment interest, (c) a source of income of the Director, within twelve months before the Board decision, (d) a source of gifts to the Director, within twelve months before the Board decision, or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent owns directly, indirectly or beneficially a ten percent interest or greater. (Government Code section 87103.)

If a member of the Board believes he or she may be disqualified from participating in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be used: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a

disqualifying conflict of interest, the Director will (1) ~~will announce that he or she has a conflict of interest and provide an explanation of what constitutes the conflict;~~ (2) not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists; and (3) leave the Board room until after the discussion, vote and any other disposition of the matter has been concluded, unless the matter has been placed on the consent agenda; ~~except that~~ However, the Director may return to the boardroom and speak as a member of the public on the matter during the time that the general public speaks on the matter. In such a case, the Board minutes will state: "Due to a potential conflict of interest, Director _____ did not participate in the discussion, deliberation or vote on this matter."

A Board member also is prohibited from having a financial interest in a contract with the District, or be purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. Any Director who has a prohibited interest in a contract proposed to be made by the District should declare the conflict as soon as it becomes known and the Board will not consider or take any further action in regard to such contract.

Rule 8 – Motions

The three steps for bringing a motion before the Board are: (a) a Director makes a motion, (b) another Director seconds the motion, and (c) the President states the motion. Once the motion has been stated by the President, it is open to formal discussion. A motion which does not receive a second dies and is not further considered. While only one motion can be considered at a time, and a motion must be disposed of before any other question is considered, (a) a motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second, which is then approved by the Board, or (b) a motion may be tabled before it is voted on by motion made to table, which is then seconded and approved by the Board, or (c) a motion may be rejected without further discussion of or action on the motion by a motion of "objection to consideration," which is then seconded and approved by the Board, or (d) further discussion of a motion can be terminated by a motion "to call the question," which is then seconded and approved by the Board. Any Director, including the President, may make or second a motion.

Rule 9 – Protection of Rights of Directors

One of the primary purposes for these rules of procedure is to protect the rights of all Directors. The President will allow each Director a reasonable opportunity to discuss a motion, after it has been made and seconded, and before it has been voted on. The President can set reasonable time limits for discussion of a motion. A Director can object to a procedural ruling by the President by stating: "Mister/Madam President, I rise to a point of order." The President must then ask the Director to state the point of order. The President will then rule on the point of order. The President's ruling on a point of order may be appealed by a motion made and seconded to appeal the decision, which is then voted on by the Board.

Rule 10 – Record of Vote

Except where action is taken by the unanimous vote of all Board members present and

voting, the ayes and noes taken upon the passage of all ordinances, resolutions or motions will be entered upon the minutes. (See Water Code section 30526.)

Rule 11 – Ordinances

The enacting clause of all ordinances passed by the Board will be: “Be it ordained by the Board of Directors of Sacramento Suburban Water District as follows:” (See Water Code section 30527.) All ordinances will be signed by the President and attested by the Secretary. (See Water Code section 30528.)

Rule 12 – Agenda and Agenda Materials

In consultation with the Board President, the General Manager will be responsible for preparing the agenda for regular Board meetings and meetings of standing and *ad hoc* committees (see Government Code section 54952 and Rule 22), and having the agenda for regular Board meetings and standing committee meetings posted at the District office in a location freely accessible to the public no later than seventy-two hours before a regular meeting and on the District’s website. The agenda will specify the time and location of the meeting and contain a brief, general description of each item of business to be transacted or discussed at the meeting, including closed session items. (See Government Code section 54954.2.) Any member of the Board may request the General Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting will be at 4 p.m., seven working days before the meeting. Any member of the public may make a request to the Board at any regular meeting to place an item for discussion on a future agenda, but such a request will be honored only if a majority of the Board approves by motion or consensus.

An agenda for a regular or special Board meeting will contain the following statements: (a) “The public may address the Board concerning an agenda item either before or during the Board’s consideration of that agenda item.” (See Government Code section 54954.3(a).); (b) “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.” (See Government Code section 54957.5(b)(2).); and (c) “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 [insert the name and telephone number of the person designated by the General Manager]. Requests must be made as early as possible, and at least one-full business day before the start of the meeting.” (See Government Code section 54954.2(a).).

Agendas for all regular and special ~~Board~~ meetings and all standing committee meetings will be posted on a freely accessible place on the outside of the District’s administrative office and on the District’s website at least 72 hours in advance of a regular ~~Board~~ meeting and 24 hours in advance of a special ~~Board~~ meeting. (See Government Code section 54954.2.)

Commented [JH1]: “Board” should not be capitalized except when directly referring to the SSWD Board of Directors. In this context, “board” is an adjective generally describing a type of meeting, rather than a noun referring to the District Board of Directors.

Rule 13 – Requests for Copies of Agendas and Agenda Materials

Any person may request the District to mail or electronically mail him or her a copy of the agenda or agenda packet for any meeting of the Board. When the District receives such a request, the General Manager or his/her designee will distribute copies of the requested materials (except for documents that are exempt from disclosure under the Public Records Act) to the requesting party at the time that the agenda is posted or when the agenda packets are distributed to a majority of the Board members, whichever occurs first. Any request for copies of agendas or agenda packets for all Board meetings in a given year will be valid for the calendar year in which the request is submitted, and the request must be renewed after January 1 of each year in which it is to remain in effect. (Government Code section 54954.1.)

Documents that are distributed to all or a majority of the members of the Board by any person in connection with a matter subject to discussion or consideration at a regular or special meeting of the Board will be disclosable public records under the California Public Records Act (commencing with Government Code section 6250), and will be made available upon request by a member of public without delay, except as to documents that are exempt from disclosure under the Public Records Act. Any public documents related to an open session agenda item that are distributed to all or a majority of Board members by staff or any third party less than 72 hours before a regular Board meeting will be made available for public inspection at the same time. Such documents will be available for public inspection in the customer service area of the District's Administrative Office. Documents that are distributed during a regular or special Board meeting that are subject to disclosure under the Public Records Act will be made available for public inspection at the meeting, if prepared by the District or a member of the Board, or after the meeting, if prepared by some other person. The District may charge a fee for responding to requests for copies of agendas, agenda packets or other documents, which fee will be limited to the District's copying and postage costs as provided in the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002). (See Government Code section 54957.5(a) and (b).)

Upon request, the agenda and other documents referred to in this rule will be made available in an appropriate alternative format to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132) and the federal rules and regulations adopted in implementation thereof. (See Government Code sections 54954.1, 54954.2(a) and 54957.5(b).) The District will not charge a special surcharge to provide documents requested in an alternative format by a person with a disability in accordance with the Americans with Disabilities Act and its implementing regulations. (See Government Code section 54957.5(c).)

If the District records the meeting, it will retain the recording in accordance with the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002)~~for at least thirty days following the meeting~~, after which it ~~may~~will be erased or destroyed. The public may inspect the recording on a computer made available by the District, without charge. (See Government Code section 54953.5(b).)

Rule 14 – Authority to Act on Matters Not on the Agenda

The Board will not take action on or discuss any item not appearing on the posted agenda, except under the following conditions, in which cases the item will be publicly identified before discussion begins: (a) upon a determination by a majority of the Board that an emergency situation exists, as further described in Rule 25 hereof; (b) upon a determination by a two-thirds vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted; or (c) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. (See Government Code sections 54954.2 and 54956.5.)

Rule 15 – Consent Agenda

The General Manager may list on the agenda a “consent agenda,” which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent agenda items might include approval of minutes, financial reports, and routine resolutions. Any matter may be removed from the consent agenda and placed on the regular agenda at the request of any member of the Board. The entire consent agenda may be approved by a single motion made, seconded and approved by the Board.

Rule 16 – Oral Informational Reports

Any member of the Board may make an oral report at a regular meeting for the purpose of informing the Board of any matter of interest to the District. Regular meeting agendas will include specific items for Directors’ reports and comments. The Board also may call on the General Manager, District staff, ~~District or consultants, members of the general public,~~ or District legal counsel for oral informational reports on matters not on the agenda. Unless the Board makes the determinations required under Rule 14, there will be no more than limited discussion, and no action, on matters covered in such oral reports. (See Government Code section 54954.2(a).)

Rule 17 – Public Participation

Every agenda for a regular meeting will provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and that do not appear on the agenda. This agenda item will be described substantially as follows: “Opportunity for public comment on non-agenda items within the Board’s jurisdiction.” During the Public Forum, the Board may, at its discretion, not respond, briefly respond to statements made or questions posed by the public, or ask District staff or District consultants for clarification, refer the matter to District staff or ask District staff or District consultants to report back at a future meeting. (See Government Code sections 54954.2 and 54954.3.) The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations set forth in Rule 14. In order to facilitate public participation during the Public Forum session of the meeting, the Board may limit the total amount of time allocated for public comment on a particular issue (ten minutes or less normally will be standard),

Commented [JH2]: I strongly advise against including the “members of the general public” in this list. SSWD board meetings, like other Brown Act meetings are limited public forums controlled by the District. If the Board starts treating certain members of the public as staff or consultant advisors, then the Board could become compelled to treat ALL members of the public this way. There is a reason the Brown Act requires the Board to receive public comment, but it should be left as comment only at the appropriate time. If the Board believes that a member of the public has some useful information or input, the General Manager or other appropriate staff member can be directed to meet with or contact that member of the public to discuss.

and may limit the time allocated for public comment by an individual speaker (three minutes or less normally will be standard). The President may declare any comment as out of order, irrelevant, repetitious or disruptive. (See Government Code section 54954.3.)

~~[All comments will be addressed to the Board. Commenters will not respond directly to other commenters, or ask questions of other commenters, or answer questions posed by other commenters, unless requested by the Board to do so.](#)~~

It is the general policy of the Board to refer to the General Manager for resolution of complaints received from members of the public. If the complaint cannot be resolved, the General Manager will place it on a future meeting agenda for consideration by the Board.

The public may address the Board concerning an agenda item during a regular or special Board meeting, including commenting on the closed session agenda prior to the Board adjourning into closed session, either before or during the Board's consideration of that agenda item. (See Government Code section 54954.3(a).) ~~[All public comments will be addressed to the Board. Members of the public will not respond directly to comments made by other members of the public, or ask questions of other commenters, or answer questions posed by other commenters. If a Director wishes to follow up on any comments or questions made by a member of the public, that Director will request leave of the Board President to do so.](#)~~

These rules are not intended to prohibit public criticism of policies, procedures, programs or services of the District, or of the acts or omissions of the Board. (See Government Code section 54954.3(c).)

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this section. Nothing in this section will prohibit the Board from readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (See Government Code section 54957.9.)

Rule 18 – Public Hearings

The procedure for conducting public hearings during a meeting of the Board will be as follows: (a) no earlier than the time set for the public hearing, the President of the Board will declare the public hearing open; (b) the President will ask the General Manager whether notice of the public hearing has been given in the manner required by law; (c) the President will ask the General Manager whether written comments on the subject matter of the public hearing have been received; (d) the President will ask whether any member of the public wishes to present written or oral comments on the subject of the public hearing; (e) in its discretion, the Board may set time limits on the amount of time an individual speaker is allowed to comment orally during the public hearing; and (f) following the close of presentation of comments and before any Board discussion and action on the subject matter, the President will declare the public hearing closed. The Board

may continue a public hearing from time to time in accordance with the procedures described in Rule 19. (See Government Code section 54955.1.)

Rule 19 – Adjournment

A meeting of the Board will be adjourned by (a) loss of a quorum, (b) by declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board, or (c) by motion made, seconded and approved to adjourn the meeting. A regular or special meeting of the Board may also be adjourned for the purpose of continuing it to a specific day and time (a) by motion made, seconded and approved by a majority of the Board, (b) by approval of less than a quorum if a quorum is not present, or (c) by the Secretary of the Board if all members are absent from any regular or adjourned regular meeting. A copy of the order or notice of adjournment to continue a meeting to another date will be conspicuously posted on or near the door of the District office where the meeting was held within twenty-four hours after the time of adjournment. (See Government Code section 54955.)

Rule 20 – Special Meetings

A special meeting may be called at any time by the President or by a majority of the members of the Board, by delivering personally or by any other means, including mail, facsimile and electronic mail, written notice to each member and to each newspaper, radio or television station requesting notice in writing. Such notice must be received at least twenty-four hours before the time of such meeting as specified in the notice to constitute notice of the special meeting (except as to emergency meetings, in which case, the notice requirements specified in Rule 25 will be followed). Electronic mail will constitute notice of a special meeting only if the recipient confirms receipt, and it will be deemed to be received at the time of such confirmation. The call and notice for a special meeting must specify the time and place of the special meeting and the business to be transacted, and must include the statements specified in Rule 12. No other business will be considered at such meeting. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the District Secretary a written waiver of notice. Waiver may be given in person or by mail, facsimile, electronic mail or telegram. Such written notice may also be dispensed with as to any member who was actually present at the meeting at the time it convenes. Notice of a special meeting must also be posted at least twenty-four hours before the meeting in a location freely accessible to the public and on the District’s website. (See Government Code sections 54954.3(a) and 54956.)

Rule 21 – Board Workshop Meetings

From time to time, the Board may set a regular or special meeting to be conducted as a “workshop meeting,” during which the Board would have the opportunity to receive presentations on and discuss matters identified on the agenda, but the Board would not normally take action on those items. Nothing in this rule is intended to prevent the Board from taking action on a matter during a workshop session if it is identified as an item for possible action on the agenda for that meeting.

Rule 22 – Board Committees

Commented [MU3]: Josh – please review these suggested edits in this section from Director Wichert to ensure they do not conflict with Brown Act.

Commented [JH4R3]: These edits are inconsistent with the Brown Act and should not be made. There is a difference between a standing committee and an ad hoc committee. I believe that Director Wichert expressed a dislike of ad hoc committees and suggested doing away with them. If this is the intent of his edits, and assuming a majority of the Board agrees, it would be acceptable to make appropriate edits to state that the Board will only form standing committees and then state the rules applicable to standing committees. But as edited by Director Wichert, the appropriate distinctions are not made. The Board as a whole should decide if banning ad hoc committees makes sense given they provide flexibility that standing committees do not. The better remedy would be to make formation of ad hoc committees subject to more study and debate to ensure that, if one is formed, it is done by consensus for a well-thought-out reason with a clear mandate and set of guardrails on scope.

Board committees will be composed of less than three Directors, and may be either standing committees or *ad hoc* advisory committees. A Board standing committee has continuing subject matter jurisdiction. (See Government Code section 54952.) In accordance with Rule 12, standing committee meetings will be open to the public (except for authorized closed sessions), and the agenda for those meetings will be posted in the same manner as the agenda for regular Board meetings. In addition, the President may from time to time establish, and appoint the members of, *ad hoc* advisory committees to serve a limited or single purpose, which committees are to be dissolved once their specific task is completed. The meetings of an *ad hoc* advisory committee are not required to be open to the public, and notice of such meetings is not required to be posted. (See Government Code sections 54951 and 54952.)

Directors who are not members of a standing committee may attend a standing committee meeting only as observers, and they may not participate in the committee meeting, ask questions or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2.) ~~Directors attending committee meetings as observers are eligible for compensation for attending the meeting as an observer in accordance with _____~~ Directors who are not members of an *ad hoc* committee may not attend an *ad hoc* committee meeting.

Rule 23 – Closed Sessions

A closed session may be held on any subject authorized under the Brown Act. The agenda for a regular or special meeting will contain a brief, general description of the purpose of a closed session, in substantially the following form:

- a. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); _____ v. _____ [insert name of case, e.g., *Jones v. District*].
- b. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); case name unspecified because _____ [insert either “disclosure would jeopardize service of process” or “disclosure would jeopardize existing settlement negotiations”].
- c. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(2) and (3); significant exposure to litigation involving _____ [describe].
- d. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving _____ [describe or specify only number of cases if confidentiality is required or deemed necessary].
- e. Public employee appointment involving _____ [insert position(s) to be filled]; Government Code sections 54954.5(e) and 54957(b)(1).

Commented [MU5]: Josh –

Per Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003), Directors are eligible to receive compensation for attending a Board-appointed committee, attended as a member of the committee.

Commented [JH6R5]: Matt, as you note, this is against existing policy based on AB 1234. As a legal matter, this probably would not qualify as a compensable meeting or day of service because observing Directors are not actively participating or contributing to the meeting. If the issue is important enough that the entire Board should participate and be compensated, the issue should be dealt with in a noticed special or regular board meeting.

f. Public employee performance evaluation involving _____ [insert position(s) being reviewed]; Government Code sections 54954.5(e) and 54957(b)(1).

g. Public employee discipline/dismissal/release; Government Code sections 54954.5(e) and 54957(b). [No additional information required.]

h. Conference with labor negotiator involving _____ [insert name of District negotiator] and _____ [insert name of employee organization involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

i. Conference with labor negotiator involving _____ [insert name of District negotiator] and unrepresented employee(s) in position(s) of _____ [insert position(s) of unrepresented employee(s) involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

j. Conference with real property negotiator involving the purchase, sale, lease or exchange of _____ [insert street address or other description of property], _____ and _____ [insert name of District negotiator(s)], District negotiator(s), will negotiate with _____ [insert name of other party(ies)]. Instructions to the negotiator(s) may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

k. Closed session consultation [insert the name, if applicable, of a law enforcement agency, and the title of the officer, or the name of an applicable agency representative (legal counsel or security officer) and title] concerning a threat to public services or facilities, or for the assessment of the security vulnerability of public facilities. (See Government Code sections 54954.5(e) and 54957(a).)

The Board will not keep minutes of its closed sessions. (See Government Code section 54957.2.) In the closed session, the Board will consider only those matters covered in its statement of reasons for holding the closed session. (See Government Code section 54957.7.)

Before holding a closed session to consider complaints or charges against a particular employee (as distinguished from evaluation of performance unrelated to any specific complaint or charge), the District will provide twenty-four hours' advance written notice to the employee of his or her right to have the matter heard in open session. If the employee requests, the complaint or charges must be heard in open session. (See Government Code section 54957(b)(2).)

A closed session may be held to meet with the District's negotiator regarding the salary and benefits of District officers and employees, but not including elected officials, but the District's available funds, funding priorities or budget will not be discussed during the closed session except to the extent necessary to permit the Board to provide instructions to its designated labor negotiator(s). (See Government Code section 54957.6.)

Following every closed session, the Board will reconvene to open session and publicly report any action and vote during the closed session in accordance with the following guidelines:

a. For action concerning final approval of a real property purchase, sale or exchange agreement or lease, report in open session at the same meeting the action taken (including the substance of the agreement) and vote, except that, if final approval rests with another party, the report may be deferred until the other party's approval. (See Government Code section 54957.1(a)(1).)

b. Approval given to legal counsel to defend or initiate a lawsuit, or seek appellate review will be reported in open session at the public meeting during which the closed session was held. In the case of initiating or intervening in an action, the District may withhold the specifics of the action until later if early disclosure would disadvantage the District's ability to effectuate service or complete settlement negotiations. (See Government Code section 54957.1(a)(2).)

c. Approval given to legal counsel to settle pending litigation or action taken to dispose of a claim will be reported in open session as soon as the settlement or claim disposition becomes final. (See Government Code section 54957.1(a)(3) and (4).)

d. For action to appoint, employ or dismiss, accept the resignation of, or otherwise affect the employment status of an employee, the Board will report in open session at the same meeting the action taken (including identity of employee or position and any change in compensation) and vote, except that, for any dismissal or non-renewal of a contract, the report back may be deferred until the first meeting after the exhaustion of administrative remedies. (See Government Code section 54957.1(a)(5).)

e. For action concerning a labor MOU, after the MOU has been approved by both parties, the Board will report in open session the action taken and vote. (See Government Code section 54957.1(a)(6).)

The District will make available after a closed session to anyone who has requested them in advance, agreements or other documents approved in closed session, unless the document needs to be revised, in which case it will be provided as soon as possible. After the closed session, changes to the agreement will be orally summarized if anyone present so requests. (See Government Code section 54957.1(b).)

A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required or authorized to be disclosed under the California Public Records Act.

A Director is not prohibited from taking the following actions in regard to a closed session of the Board: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the Board, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed

session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

A Director's violation of the duty to protect closed session confidences may be remedied as provided in Government Code section 54963(c). A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(See Government Code section 54963, and 76 Ops.Cal.Atty.Gen. 289, 290 (1993) and 80 Ops.Cal.Atty.Gen. 231 (1997).)

Rule 24 – Meetings by Teleconference

The Board may hold meetings by teleconference [at any time under the following rules](#). (See Government Code section 54953(b).) For purposes of this rule, "meetings by teleconference" include meetings at which one or more Board member attends and participates in the meeting by telephone, video conferencing or any other electronic means using live audio or video, or both. For any meeting by teleconference conducted by the Board [under the standard Brown Act rules](#), the following requirements will apply:

a. At least a quorum of the Board must participate in the teleconference meeting from locations within the District's boundaries and each teleconference location (i.e., the location from which one or more Board members attends and participates in a meeting by teleconference) will be accessible to the public.

b. When meetings by teleconference are held by telephone, speaker phones that allow all persons attending the meeting to hear and be heard will be used at the main meeting location and at any teleconference location where there are members of the public in attendance.

c. All votes taken at a meeting by teleconference will be by roll call.

d. The Board will conduct the meeting by teleconference in a manner that protects the statutory and constitutional rights of parties and the public to attend and participate in the meeting.

e. Each teleconference location will be identified in the regular meeting agenda or special meeting notice, and the agenda or notice will state that members of the public will have the opportunity to address the Board from any teleconference location.

f. Notice of any meeting by teleconference will be included in the meeting agenda or special meeting notice in substantially the following form:

"All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location(s) for the

meeting are as follows: _____. Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location.”

g. In addition to the usual notice and agenda requirements, the regular meeting agenda or special meeting notice will be posted at all teleconference locations at least seventy-two hours before regular meetings or twenty-four hours before special meetings.

[h. Special rules for holding teleconference meetings during state-declared emergencies that modify certain of the above requirements have been temporarily enacted through January 1, 2024. If such an emergency is declared, the Board may determine to use the modified rules by making the required findings. \(See AB 361, Stats. 2021, Ch. 165, Sec. 3, codified in the version of Government Code section 54953, which sunsets on January 1, 2024.\)](#)

Rule 25 – Emergency Meetings

Under Government Code section 54956.5, a meeting to address an emergency may be held if a majority of the Board determines that a situation exists which involves matters upon which prompt action is necessary. An emergency situation is defined as: (1) a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both; or (2) a dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both.

As a condition of holding an emergency meeting, the Board President or his/her designee shall provide notice of the meeting by telephone to each local newspaper of general circulation, radio station and television station that has requested notice of special meetings. For a meeting for a “non-dire emergency” (Definition 1, above), the telephone notice must be provided at least one hour prior to the emergency meeting. In the case of a meeting for a “dire emergency” (Definition 2, above), the telephone notice must be provided to the media at or near the same time as notice is given to the members of the Board. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The Board may meet in closed session upon approval by a two-thirds vote of the Board (or the unanimous vote of the Board if less than two-thirds are present) to discuss security or employment matters related to the emergency situation. (See Government Code sections 54956.5(c) and 54957.)

With the exception of the 24-hour notice and posting requirements and any other exceptions provided in herein, all special meeting requirements described in Rule 20 shall be applicable to an emergency meeting called pursuant to this Rule.

The draft minutes of an emergency meeting called under this Rule must be posted in a public place for a minimum of 10 days as soon after the meeting as possible, and include a list of persons who the Board President or his/her designee notified or attempted to notify of the meeting, if applicable, any actions taken at the meeting, and a recording of any votes taken by roll call. (See Government Code section 54956.5(e).)

Rule 26 – Amendment of Rules

By motion made, seconded and approved, the Board in its discretion may at any meeting (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both, as long as any amendment or suspension is otherwise consistent with the Brown Act and other applicable laws. Unless amended earlier, District staff will review these Rules for Proceedings biennially and recommend changes for Board consideration and action.

Sacramento Suburban Water District

**Rules for Proceedings of the
Board of Directors**

Adopted: February 20, 2002
Approved with Changes: February 28, 2022

Introduction

These are the rules for proceedings of the Board of Directors of Sacramento Suburban Water District. (See Water Code section 30530.) The purposes of these rules are to facilitate public participation during meetings of the Board, protect the rights of all Directors, and to provide a process for conducting Board meetings in an orderly and efficient manner. The provisions of the County Water District Law (see Water Code sections 30000, *et seq.*), Brown Act (Government Code section 54950, *et seq.*) and any other applicable law will control over any inconsistent provision contained in these rules.

Rule 1 – Selection of Officers

The President and Vice-President of the Board will be elected by the members of the Board for a one-year term. The election will be held at the first regular meeting in December of each year or at any earlier special meeting called for the purpose of swearing in new members and organizing the Board. (See Water Code section 30520 and Elections Code section 10554.) The remaining provisions of this paragraph will be considered discretionary guidelines for the Board to follow in selecting its President and Vice-President, and will not be binding on the Board. The Board will normally follow a rotation for the election of President and Vice-President under which the Vice President will normally be elected President at the conclusion of the President's one-year term. If the membership on the Board of the President is terminated before the expiration of his or her one-year term of office, the Vice-President will automatically become the President for the balance of that term.

In the event of a contested election, the following is the recommended procedure for nominating and selecting the Board President or Vice President: (1) the then-presiding President should open nominations and ask if there are there any nominations for the contested office; (2) any Director then may make a nomination -- e.g., "I nominate Director X" -- no second is required for a nomination, although sometimes one or more Directors will second a nomination to indicate endorsement (a Director may nominate himself or herself, but nominations cannot be accepted from members of the public); (3) a Director may decline a nomination; (4) when it appears that no one else wishes to make a nomination, the President should ask if there are additional nominations -- if there is no response, the President then should declare that the nominations for the office are closed and state the names of the nominees (it is unnecessary to have a motion to close the nominations); (5) after nominations have been closed, nominations may be reopened only by a motion, second and majority vote to reopen them; (6) after nominations have been closed and

before the vote, the public should be provided an opportunity to comment on the agenda item; (7) the President then should call for votes on the nominees by a roll call vote on each nominee, and each Director should cast his or her ye or nay vote on each nominee, e.g., “For the first nominee for President, Director X, please state your vote by ye or nay;” (8) nominees should be voted on in the order in which they are nominated and the process should continue until there is a majority approval of one of the nominees; and (9) as soon as one of the nominees receives a majority vote, the President should declare that person elected to the office and no vote is taken on any remaining nominees.

The Board will by majority vote appoint a Secretary and Treasurer, who will serve at the pleasure of the Board. (See Water Code sections 30540-30543.)

Rule 2 – Duties of President of the Board

The President of the Board of Directors will be its presiding officer. (See Water Code section 30520.) The President's duties will include, but not be limited to, the following: acting as the liaison between the General Manager and the Board, calling special meetings of the Board, presiding over meetings of the Board, establishing and appointing committees of the Board, and appointing representatives of the District to associations of which the District is a member or in which it has a significant interest. The Board will appoint representatives of the District to joint powers authorities of which the District is a member. In the President's absence, the Vice-President of the Board will perform such duties. If both the President and Vice-President are absent from a noticed public meeting, the remaining three Board members will choose one of their number to preside.

Rule 3 – Time and Place for Regular Meetings

The regular monthly meeting of the Board of Directors will be held in the Boardroom at the District's administrative office (3701 Marconi Avenue, Suite 100, Sacramento, California) on the third Monday of each month, commencing at 6:00 p.m., except that the January regular Board meeting will be held on the fourth Monday of that month due to the Martin Luther King, Jr. Holiday, and the February meeting will be held on the Monday following the President's Day Holiday. The location, day and time for holding regular meetings may be changed by the Board of Directors from time to time by resolution. If a regular meeting falls on a different holiday (as listed in Government Code section 6700), the meeting will be held on the day designated by the Board by minute order. (See Government Code section 54954(a).)

Rule 4 – Quorum Requirements

The Board of Directors consists of five members. Three members of the Board will constitute a quorum for the transaction of business. (See Water Code section 30524 and Resolution 04-09, adopted April 19, 2004).

Rule 5 – Majority Vote

Three members of the Board will be required to approve any ordinance, resolution or motion, unless a different voting requirement to approve a particular action is specified under State law. (See Water Code section 30525.)

Rule 6 – What Constitutes an Affirmative Vote

Unless a Director is not voting because of a conflict of interest, a Director who is present for a vote on a matter before the Board will be deemed to have voted in the affirmative on a matter unless the Director votes against the measure by casting a "no" vote. An "abstain" vote will constitute an "aye" vote. (See *Dry Creek Valley Association, Inc. v. Board of Supervisors* (1977) 67 Cal.App.3d 839.) When calling for the vote on a motion, the President of the Board may (a) call for "aye" and "no" votes, or (b) ask if there are any "no" votes, since the remaining Directors present will be deemed to have voted in the affirmative unless they are not voting due to a conflict of interest.

Rule 7 – Conflicts of Interest

A member of the Board may not make, participate in making, or in any way attempt to use his or her official position to influence a decision of the Board of Directors in which he or she knows or has reason to know that he or she has a financial interest. (Government Code section 87100.) Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect, as defined and analyzed under the Fair Political Practices Commission's ["FPPC"] regulations, that is distinguishable from the effect on the public generally, involving the dollar amounts set by FPPC regulations from time to time, on (a) a business entity in which the Director has a direct or indirect investment, (b) real property in which the Director has a direct or indirect investment interest, (c) a source of income of the Director, within twelve months before the Board decision, (d) a source of gifts to the Director, within twelve months before the Board decision, or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent owns directly, indirectly or beneficially a ten percent interest or greater. (Government Code section 87103.)

If a member of the Board believes he or she may be disqualified from participating in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be used: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict

of interest, the Director will (1) announce that he or she has a conflict of interest and provide an explanation of what constitutes the conflict; (2) not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists; and (3) leave the Board room until after the discussion, vote and any other disposition of the matter has been concluded, unless the matter has been placed on the consent agenda. However, the Director may return to the boardroom and speak as a member of the public on the matter during the time that the general public speaks on the matter. In such a case, the Board minutes will state: "Due to a potential conflict of interest, Director _____ did not participate in the discussion, deliberation or vote on this matter."

A Board member also is prohibited from having a financial interest in a contract with the District, or be purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. Any Director who has a prohibited interest in a contract proposed to be made by the District should declare the conflict as soon as it becomes known and the Board will not consider or take any further action in regard to such contract.

Rule 8 – Motions

The three steps for bringing a motion before the Board are: (a) a Director makes a motion, (b) another Director seconds the motion, and (c) the President states the motion. Once the motion has been stated by the President, it is open to formal discussion. A motion which does not receive a second dies and is not further considered. While only one motion can be considered at a time, and a motion must be disposed of before any other question is considered, (a) a motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second, which is then approved by the Board, or (b) a motion may be tabled before it is voted on by motion made to table, which is then seconded and approved by the Board, or (c) a motion may be rejected without further discussion of or action on the motion by a motion of "objection to consideration," which is then seconded and approved by the Board, or (d) further discussion of a motion can be terminated by a motion "to call the question," which is then seconded and approved by the Board. Any Director, including the President, may make or second a motion.

Rule 9 – Protection of Rights of Directors

One of the primary purposes for these rules of procedure is to protect the rights of all Directors. The President will allow each Director a reasonable opportunity to discuss a motion, after it has been made and seconded, and before it has been voted on. The President can set reasonable time limits for discussion of a motion. A Director can object to a procedural ruling by the President by stating: "Mister/Madam President, I rise to a point of order." The President must then ask the Director to state the point of order. The President will then rule on the point of order. The President's ruling on a point of order may be appealed by a motion made and seconded to appeal the decision, which is then voted on by the Board.

Rule 10 – Record of Vote

Except where action is taken by the unanimous vote of all Board members present and voting, the ayes and noes taken upon the passage of all ordinances, resolutions or motions will be

entered upon the minutes. (See Water Code section 30526.)

Rule 11 – Ordinances

The enacting clause of all ordinances passed by the Board will be: “Be it ordained by the Board of Directors of Sacramento Suburban Water District as follows:” (See Water Code section 30527.) All ordinances will be signed by the President and attested by the Secretary. (See Water Code section 30528.)

Rule 12 – Agenda and Agenda Materials

In consultation with the Board President, the General Manager will be responsible for preparing the agenda for regular Board meetings and meetings of standing and *ad hoc* committees (see Government Code section 54952 and Rule 22), and having the agenda for regular Board meetings and standing committee meetings posted at the District office in a location freely accessible to the public no later than seventy-two hours before a regular meeting and on the District’s website. The agenda will specify the time and location of the meeting and contain a brief, general description of each item of business to be transacted or discussed at the meeting, including closed session items. (See Government Code section 54954.2.) Any member of the Board may request the General Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting will be at 4 p.m., seven working days before the meeting. Any member of the public may make a request to the Board at any regular meeting to place an item for discussion on a future agenda, but such a request will be honored only if a majority of the Board approves by motion or consensus.

An agenda for a regular or special Board meeting will contain the following statements: (a) “The public may address the Board concerning an agenda item either before or during the Board’s consideration of that agenda item.” (See Government Code section 54954.3(a).); (b) “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.” (See Government Code section 54957.5(b)(2).); and (c) “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 [insert the name and telephone number of the person designated by the General Manager]. Requests must be made as early as possible, and at least one-full business day before the start of the meeting.” (See Government Code section 54954.2(a).).

Agendas for all regular and special board meetings and all standing committee meetings will be posted on a freely accessible place on the outside of the District’s administrative office and on the District’s website at least 72 hours in advance of a regular board meeting and 24 hours in advance of a special board meeting. (See Government Code section 54954.2.)

Rule 13 – Requests for Copies of Agendas and Agenda Materials

Any person may request the District to mail or electronically mail him or her a copy of the agenda or agenda packet for any meeting of the Board. When the District receives such a request, the General Manager or his/her designee will distribute copies of the requested materials (except for documents that are exempt from disclosure under the Public Records Act) to the requesting party at the time that the agenda is posted or when the agenda packets are distributed to a majority of the Board members, whichever occurs first. Any request for copies of agendas or agenda packets for all Board meetings in a given year will be valid for the calendar year in which the request is submitted, and the request must be renewed after January 1 of each year in which it is to remain in effect. (Government Code section 54954.1.)

Documents that are distributed to all or a majority of the members of the Board by any person in connection with a matter subject to discussion or consideration at a regular or special meeting of the Board will be disclosable public records under the California Public Records Act (commencing with Government Code section 6250), and will be made available upon request by a member of public without delay, except as to documents that are exempt from disclosure under the Public Records Act. Any public documents related to an open session agenda item that are distributed to all or a majority of Board members by staff or any third party less than 72 hours before a regular Board meeting will be made available for public inspection at the same time. Such documents will be available for public inspection in the customer service area of the District's Administrative Office. Documents that are distributed during a regular or special Board meeting that are subject to disclosure under the Public Records Act will be made available for public inspection at the meeting, if prepared by the District or a member of the Board, or after the meeting, if prepared by some other person. The District may charge a fee for responding to requests for copies of agendas, agenda packets or other documents, which fee will be limited to the District's copying and postage costs as provided in the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002). (See Government Code section 54957.5(a) and (b).)

Upon request, the agenda and other documents referred to in this rule will be made available in an appropriate alternative format to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132) and the federal rules and regulations adopted in implementation thereof. (See Government Code sections 54954.1, 54954.2(a) and 54957.5(b).) The District will not charge a special surcharge to provide documents requested in an alternative format by a person with a disability in accordance with the Americans with Disabilities Act and its implementing regulations. (See Government Code section 54957.5(c).)

If the District records the meeting, it will retain the recording in accordance with the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002), after which it will be erased or destroyed. The public may inspect the recording on a computer made available by the District, without charge. (See Government Code section 54953.5(b).)

Rule 14 – Authority to Act on Matters Not on the Agenda

The Board will not take action on or discuss any item not appearing on the posted agenda, except under the following conditions, in which cases the item will be publicly identified before discussion begins: (a) upon a determination by a majority of the Board that an emergency situation exists, as further described in Rule 25 hereof; (b) upon a determination by a two-thirds vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted; or (c) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. (See Government Code sections 54954.2 and 54956.5.)

Rule 15 – Consent Agenda

The General Manager may list on the agenda a “consent agenda,” which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent agenda items might include approval of minutes, financial reports, and routine resolutions. Any matter may be removed from the consent agenda and placed on the regular agenda at the request of any member of the Board. The entire consent agenda may be approved by a single motion made, seconded and approved by the Board.

Rule 16 – Oral Informational Reports

Any member of the Board may make an oral report at a regular meeting for the purpose of informing the Board of any matter of interest to the District. Regular meeting agendas will include specific items for Directors’ reports and comments. The Board also may call on the General Manager, District staff or consultants, or District legal counsel for oral informational reports on matters not on the agenda. Unless the Board makes the determinations required under Rule 14, there will be no more than limited discussion, and no action, on matters covered in such oral reports. (See Government Code section 54954.2(a).)

Rule 17 – Public Participation

Every agenda for a regular meeting will provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and that do not appear on the agenda. This agenda item will be described substantially as follows: “Opportunity for public comment on non-agenda items within the Board’s jurisdiction.” During the Public Forum, the Board may, at its discretion, not respond, briefly respond to statements made or questions posed by the public, or ask District staff or District consultants for clarification, refer the matter to District staff or ask District staff or District consultants to report back at a future meeting. (See Government Code sections 54954.2 and 54954.3.) The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations set forth in Rule 14. In order to facilitate public participation during the Public Forum session of the meeting, the Board may limit the total amount of time allocated for public comment on a particular issue (ten minutes or less normally will be standard), and may limit the time allocated for public comment by an individual speaker (three minutes or less normally will be standard). The President may declare any comment as out of order,

irrelevant, repetitious or disruptive. (See Government Code section 54954.3.)

It is the general policy of the Board to refer to the General Manager for resolution of complaints received from members of the public. If the complaint cannot be resolved, the General Manager will place it on a future meeting agenda for consideration by the Board.

The public may address the Board concerning an agenda item during a regular or special Board meeting, including commenting on the closed session agenda prior to the Board adjourning into closed session, either before or during the Board's consideration of that agenda item. (See Government Code section 54954.3(a).) All public comments will be addressed to the Board. Members of the public will not respond directly to comments made by other members of the public, or ask questions of other commenters, or answer questions posed by other commenters. If a Director wishes to follow up on any comments or questions made by a member of the public, that Director will request leave of the Board President to do so.

These rules are not intended to prohibit public criticism of policies, procedures, programs or services of the District, or of the acts or omissions of the Board. (See Government Code section 54954.3(c).)

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this section. Nothing in this section will prohibit the Board from readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (See Government Code section 54957.9.)

Rule 18 – Public Hearings

The procedure for conducting public hearings during a meeting of the Board will be as follows: (a) no earlier than the time set for the public hearing, the President of the Board will declare the public hearing open; (b) the President will ask the General Manager whether notice of the public hearing has been given in the manner required by law; (c) the President will ask the General Manager whether written comments on the subject matter of the public hearing have been received; (d) the President will ask whether any member of the public wishes to present written or oral comments on the subject of the public hearing; (e) in its discretion, the Board may set time limits on the amount of time an individual speaker is allowed to comment orally during the public hearing; and (f) following the close of presentation of comments and before any Board discussion and action on the subject matter, the President will declare the public hearing closed. The Board may continue a public hearing from time to time in accordance with the procedures described in Rule 19. (See Government Code section 54955.1.)

Rule 19 – Adjournment

A meeting of the Board will be adjourned by (a) loss of a quorum, (b) by declaration of the

President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board, or (c) by motion made, seconded and approved to adjourn the meeting. A regular or special meeting of the Board may also be adjourned for the purpose of continuing it to a specific day and time (a) by motion made, seconded and approved by a majority of the Board, (b) by approval of less than a quorum if a quorum is not present, or (c) by the Secretary of the Board if all members are absent from any regular or adjourned regular meeting. A copy of the order or notice of adjournment to continue a meeting to another date will be conspicuously posted on or near the door of the District office where the meeting was held within twenty-four hours after the time of adjournment. (See Government Code section 54955.)

Rule 20 – Special Meetings

A special meeting may be called at any time by the President or by a majority of the members of the Board, by delivering personally or by any other means, including mail, facsimile and electronic mail, written notice to each member and to each newspaper, radio or television station requesting notice in writing. Such notice must be received at least twenty-four hours before the time of such meeting as specified in the notice to constitute notice of the special meeting (except as to emergency meetings, in which case, the notice requirements specified in Rule 25 will be followed). Electronic mail will constitute notice of a special meeting only if the recipient confirms receipt, and it will be deemed to be received at the time of such confirmation. The call and notice for a special meeting must specify the time and place of the special meeting and the business to be transacted, and must include the statements specified in Rule 12. No other business will be considered at such meeting. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the District Secretary a written waiver of notice. Waiver may be given in person or by mail, facsimile, electronic mail or telegram. Such written notice may also be dispensed with as to any member who was actually present at the meeting at the time it convenes. Notice of a special meeting must also be posted at least twenty-four hours before the meeting in a location freely accessible to the public and on the District's website. (See Government Code sections 54954.3(a) and 54956.)

Rule 21 – Board Workshop Meetings

From time to time, the Board may set a regular or special meeting to be conducted as a “workshop meeting,” during which the Board would have the opportunity to receive presentations on and discuss matters identified on the agenda, but the Board would not normally take action on those items. Nothing in this rule is intended to prevent the Board from taking action on a matter during a workshop session if it is identified as an item for possible action on the agenda for that meeting.

Rule 22 – Board Committees

Board committees will be composed of less than three Directors, and may be either standing committees or *ad hoc* advisory committees. A Board standing committee has continuing subject matter jurisdiction. (See Government Code section 54952.) In accordance with Rule 12, standing committee meetings will be open to the public (except for authorized closed sessions), and the agenda for those meetings will be posted in the same manner as the agenda for regular

Board meetings. In addition, the President may from time to time establish, and appoint the members of, *ad hoc* advisory committees to serve a limited or single purpose, which committees are to be dissolved once their specific task is completed. The meetings of an *ad hoc* advisory committee are not required to be open to the public, and notice of such meetings is not required to be posted. (See Government Code sections 54951 and 54952.)

Directors who are not members of a standing committee may attend a standing committee meeting only as observers, and they may not participate in the committee meeting, ask questions or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2.) Directors who are not members of an *ad hoc* committee may not attend an *ad hoc* committee meeting.

Rule 23 – Closed Sessions

A closed session may be held on any subject authorized under the Brown Act. The agenda for a regular or special meeting will contain a brief, general description of the purpose of a closed session, in substantially the following form:

a. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); _____ v. _____ [insert name of case, e.g., *Jones v. District*].

b. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); case name unspecified because _____ [insert either “disclosure would jeopardize service of process” or “disclosure would jeopardize existing settlement negotiations”].

c. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(2) and (3); significant exposure to litigation involving _____ [describe].

d. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving _____ [describe or specify only number of cases if confidentiality is required or deemed necessary].

e. Public employee appointment involving _____ [insert position(s) to be filled]; Government Code sections 54954.5(e) and 54957(b)(1).

f. Public employee performance evaluation involving _____ [insert position(s) being reviewed]; Government Code sections 54954.5(e) and 54957(b)(1).

g. Public employee discipline/dismissal/release; Government Code sections 54954.5(e) and 54957(b). [No additional information required.]

h. Conference with labor negotiator involving _____ [insert name of

District negotiator] and _____ [insert name of employee organization involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

i. Conference with labor negotiator involving _____ [insert name of District negotiator] and unrepresented employee(s) in position(s) of _____ [insert position(s) of unrepresented employee(s) involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

j. Conference with real property negotiator involving the purchase, sale, lease or exchange of _____ [insert street address or other description of property], _____ and _____ [insert name of District negotiator(s)], District negotiator(s), will negotiate with _____ [insert name of other party(ies)]. Instructions to the negotiator(s) may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

k. Closed session consultation [insert the name, if applicable, of a law enforcement agency, and the title of the officer, or the name of an applicable agency representative (legal counsel or security officer) and title] concerning a threat to public services or facilities, or for the assessment of the security vulnerability of public facilities. (See Government Code sections 54954.5(e) and 54957(a).)

The Board will not keep minutes of its closed sessions. (See Government Code section 54957.2.) In the closed session, the Board will consider only those matters covered in its statement of reasons for holding the closed session. (See Government Code section 54957.7.)

Before holding a closed session to consider complaints or charges against a particular employee (as distinguished from evaluation of performance unrelated to any specific complaint or charge), the District will provide twenty-four hours' advance written notice to the employee of his or her right to have the matter heard in open session. If the employee requests, the complaint or charges must be heard in open session. (See Government Code section 54957(b)(2).)

A closed session may be held to meet with the District's negotiator regarding the salary and benefits of District officers and employees, but not including elected officials, but the District's available funds, funding priorities or budget will not be discussed during the closed session except to the extent necessary to permit the Board to provide instructions to its designated labor negotiator(s). (See Government Code section 54957.6.)

Following every closed session, the Board will reconvene to open session and publicly report any action and vote during the closed session in accordance with the following guidelines:

a. For action concerning final approval of a real property purchase, sale or exchange agreement or lease, report in open session at the same meeting the action taken (including the substance of the agreement) and vote, except that, if final approval rests with another party, the report may be deferred until the other party's approval. (See Government Code section 54957.1(a)(1).)

b. Approval given to legal counsel to defend or initiate a lawsuit, or seek appellate

review will be reported in open session at the public meeting during which the closed session was held. In the case of initiating or intervening in an action, the District may withhold the specifics of the action until later if early disclosure would disadvantage the District's ability to effectuate service or complete settlement negotiations. (See Government Code section 54957.1(a)(2).)

c. Approval given to legal counsel to settle pending litigation or action taken to dispose of a claim will be reported in open session as soon as the settlement or claim disposition becomes final. (See Government Code section 54957.1(a)(3) and (4).)

d. For action to appoint, employ or dismiss, accept the resignation of, or otherwise affect the employment status of an employee, the Board will report in open session at the same meeting the action taken (including identity of employee or position and any change in compensation) and vote, except that, for any dismissal or non-renewal of a contract, the report back may be deferred until the first meeting after the exhaustion of administrative remedies. (See Government Code section 54957.1(a)(5).)

e. For action concerning a labor MOU, after the MOU has been approved by both parties, the Board will report in open session the action taken and vote. (See Government Code section 54957.1(a)(6).)

The District will make available after a closed session to anyone who has requested them in advance, agreements or other documents approved in closed session, unless the document needs to be revised, in which case it will be provided as soon as possible. After the closed session, changes to the agreement will be orally summarized if anyone present so requests. (See Government Code section 54957.1(b).)

A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required or authorized to be disclosed under the California Public Records Act.

A Director is not prohibited from taking the following actions in regard to a closed session of the Board: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the Board, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

A Director's violation of the duty to protect closed session confidences may be remedied as provided in Government Code section 54963(c). A Director who willfully and knowingly discloses

for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(See Government Code section 54963, and 76 Ops.Cal.Atty.Gen. 289, 290 (1993) and 80 Ops.Cal.Atty.Gen. 231 (1997).)

Rule 24 – Meetings by Teleconference

The Board may hold meetings by teleconference at any time under the following rules. (See Government Code section 54953(b).) For purposes of this rule, “meetings by teleconference” include meetings at which one or more Board member attends and participates in the meeting by telephone, video conferencing or any other electronic means using live audio or video, or both. For a meeting by teleconference conducted by the Board under the standard Brown Act rules, the following requirements will apply:

a. At least a quorum of the Board must participate in the teleconference meeting from locations within the District’s boundaries and each teleconference location (i.e., the location from which one or more Board members attends and participates in a meeting by teleconference) will be accessible to the public.

b. When meetings by teleconference are held by telephone, speaker phones that allow all persons attending the meeting to hear and be heard will be used at the main meeting location and at any teleconference location where there are members of the public in attendance.

c. All votes taken at a meeting by teleconference will be by roll call.

d. The Board will conduct the meeting by teleconference in a manner that protects the statutory and constitutional rights of parties and the public to attend and participate in the meeting.

e. Each teleconference location will be identified in the regular meeting agenda or special meeting notice, and the agenda or notice will state that members of the public will have the opportunity to address the Board from any teleconference location.

f. Notice of any meeting by teleconference will be included in the meeting agenda or special meeting notice in substantially the following form:

“All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location(s) for the meeting are as follows: _____. Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location.”

g. In addition to the usual notice and agenda requirements, the regular meeting agenda or special meeting notice will be posted at all teleconference locations at least seventy-two hours before regular meetings or twenty-four hours before special meetings.

h. Special rules for holding teleconference meetings during state-declared emergencies that modify certain of the above requirements have been temporarily enacted through January 1, 2024. If such an emergency is declared, the Board may determine to use the modified rules by making the required findings. (See AB 361, Stats. 2021, Ch. 165, Sec. 3, codified in the version of Government Code section 54953, which sunsets on January 1, 2024.)

Rule 25 – Emergency Meetings

Under Government Code section 54956.5, a meeting to address an emergency may be held if a majority of the Board determines that a situation exists which involves matters upon which prompt action is necessary. An emergency situation is defined as: (1) a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both; or (2) a dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both.

As a condition of holding an emergency meeting, the Board President or his/her designee shall provide notice of the meeting by telephone to each local newspaper of general circulation, radio station and television station that has requested notice of special meetings. For a meeting for a “non-dire emergency” (Definition 1, above), the telephone notice must be provided at least one hour prior to the emergency meeting. In the case of a meeting for a “dire emergency” (Definition 2, above), the telephone notice must be provided to the media at or near the same time as notice is given to the members of the Board. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The Board may meet in closed session upon approval by a two-thirds vote of the Board (or the unanimous vote of the Board if less than two-thirds are present) to discuss security or employment matters related to the emergency situation. (See Government Code sections 54956.5(c) and 54957.)

With the exception of the 24-hour notice and posting requirements and any other exceptions provided in herein, all special meeting requirements described in Rule 20 shall be applicable to an emergency meeting called pursuant to this Rule.

The draft minutes of an emergency meeting called under this Rule must be posted in a public place for a minimum of 10 days as soon after the meeting as possible, and include a list of persons who the Board President or his/her designee notified or attempted to notify of the meeting, if applicable, any actions taken at the meeting, and a recording of any votes taken by roll call. (See Government Code section 54956.5(e).)

Rule 26 – Amendment of Rules

By motion made, seconded and approved, the Board in its discretion may at any meeting

(a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both, as long as any amendment or suspension is otherwise consistent with the Brown Act and other applicable laws. Unless amended earlier, District staff will review these Rules for Proceedings biennially and recommend changes for Board consideration and action.



Agenda Item: 14

Date: February 28, 2022

Subject: General Manager's Report

Staff Contact: Dan York, General Manager

a. Barrett Ranch Property Acquisition

The Barrett Ranch site property acquisition was completed and title recorded in January 2022. Staff is beginning the CEQA process and planning for the design of the new well project.

b. Redistricting Update

The data from the United States 2020 Decennial Census show that the largest difference between any two Divisions is at least 10%. Therefore, in compliance with Elections Code section 22000, redistricting is required. The deadline to complete redistricting is April 17, 2022. To meet this deadline, in compliance with Elections Code section 22001, the following tasks are to be conducted at two separate Special Board Meetings / Public Hearings to be held in March/April, 2022:

Special Board Meeting and Public Hearing No. 1

Action:

1. Board considers draft revised voting Division map
2. Public Hearing on draft revised voting Division map

Regular Board Meeting and Public Hearing No. 2

Action:

1. Board considers Adopting revised voting Division map
2. Public Hearing on proposed Adoption of revised voting Division map

c. Urban Water Management Plan

The District's 2020 Urban Water Management Plan (Plan) was submitted to the California State Department of Water Resources (DWR) in June 2021. DWR has completed their routine review of the District's Plan and has identified "minor items" to be addressed. All items identified by DWR have been addressed in an "errata sheet" that was provided to DWR and is posted on the District's web site for public access.



Agenda Item: 15

Date: February 28, 2022

Subject: Financial Report

Staff Contact: Jeffery S. Ott, Director of Finance and Administration

COVID-19 Financial Update:

Calendar year 2021 budget has factored in 6 months of COVID-19 related revenue reductions and expenses. With the expiration of the shut-off moratorium as of December 31, 2021 and the resumption of collections activities in March, staff projects that collection charge and late fee revenues will exceed budget for FY 2022. The allowance for doubtful accounts has been decreased by \$182,000 to reflect a reduction in potential uncollectable amounts from 2020/2021 deferred payments related to the Pandemic. As of December 31, 2021, there are approximately 1,781 accounts that would move to the collections two-day notice (Shut-off) with a balance of \$667,334. Staff will continue to monitor and report the status of outstanding receivables as the District begins collections activities again in March 2022. The table below shows the history of the delinquent customer count and amount since March 2021.

Month	Accounts	Amount	Month to Month Change
March 2021	1,550	\$ 912,985	
April 2021	1,487	858,633	-63: -54,352
May 2021	1,616	983,104	129: 124,471
June 2021	1,485	908,546	-131: -74,558
July 2021	1,436	942,663	-49: 34,117
August 2021	1,399	912,808	-37: -29,855
September 2021	1,597	1,001,874	198: 89,066
October 2021	1,702	1,078,778	105: 70,904
November 2021	1,788	1,221,842	86: 143,064
December 2021	1,781	667,334	-7: -554,508

In December, staff applied approximately \$691,000 to customer accounts from the funds received through the State Water Resources Control Board’s (SWRCB) arrearage payments program. The District is also entitled to recovery of administrative expenses relating to administering the program. Any excess funds will be returned to the State. Staff anticipates refunding approximately \$70,000 to the State. The moratorium on water disconnections expired on December 31, 2021. Staff will be preparing to start collection and disconnection activities in accordance with State regulations during March 2022. Staff will continue to report to the Board the status of these programs and any additional payments the District receives.

Summary:

This staff report contains summarized information on the District’s financial condition for the period ended December 31, 2021. More detailed information can be found in the following attached financial reports:

- Draft Financial Statements – December 2021
- Draft Budget to Actual Reports – December 2021
- Draft Information Required by LOC Agreement – December 2021

DRAFT - Financial Statements

These Financial Statements and certain other reports noted above are presented in Draft form and should not be relied upon for investment or other decision-making purposes. As December 31 is the District’s year-end for financial reporting purposes, amounts presented in this report will remain “Draft” until the external auditor’s financial audit is complete and the Board accepts the 2021 audited Annual Comprehensive Financial Report (ACFR). The results of the audit and the ACFR are expected to be complete and brought to the Board for approval at the April Board meeting.

Financial Highlights – December 2021

Financial Highlights from the Statements of Net Position and Statements of Revenues, Expenses, and Changes in Net Position are presented in the following table. They are gleaned from the financial statements attached to this report.

Statements of Net Position

	<u>Year-To-Date</u> <u>12/31/2021</u>	<u>Year-To-Date</u> <u>12/31/2020</u>
LIQUIDITY		
Cash and cash equivalents	\$15,882,280.07	\$8,442,697.62
INVESTMENT		
Investments	41,582,507.36	41,212,045.33
ACCOUNT RECEIVABLE		
Account Receivable	3,496,573.06	4,010,941.00
CAPITAL ASSETS		
Property, plant and equipment	521,919,056.20	503,966,119.11
Accumulated depreciation	(212,705,169.13)	(199,117,498.00)
	309,213,887.07	304,848,621.11

LIABILITIES

Long Term Debt	(65,276,298.60)	(70,839,532.40)
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NET POSITION

Net Position	283,851,285.65	272,104,643.58
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Statements of Revenues, Expenses and Changes in Net Position

	<u>Year-To-Date</u> <u>12/31/2021</u>	<u>Year-To-Date</u> <u>12/31/2020</u>
NET INCOME		
Operating Revenue	49,480,569.49	49,744,883.86
Operating Expense	(22,046,080.88)	(22,478,579.75)
Other, Net	(11,334,655.54)	(14,617,642.76)
	16,099,833.07	12,648,661.35

Key information from this report indicates the District's cash balance is \$7.4 million and investments are \$0.4 million more than on December 31, 2020; long-term debt has decreased by \$5.6 million; and net position has increased by \$11.7 million in the last 12 months as the District continues to invest in capital infrastructure replacements while decreasing its outstanding debt. With the Governor of California's Executive Order 42-20 suspending the disconnection of water service for non-payment for residential and certain commercial customers expiring on December 31, 2021, the staff is anticipating a decrease in outstanding receivables as the District resumes collections activities in March 2022. Accounts receivable have decreased \$0.6 million to \$3.5 million as of December 30, 2021 since December 31, 2020. There are two new items in the District's Statement of Net Position for FY2021: 1) a Deferred Outflow of Resources for Asset Retirement Obligation and 2) a Noncurrent Liability for Asset Retirement Obligation. The District implemented GASB Statement No.83 – Certain Asset Retirement Obligations – and will be recording a liability for the future cost of destroying inactive wells as required by Sacramento County code. Operating revenues decreased \$0.3 million and operating expenses decreased \$0.4 million, year to date compared to the same period a year ago.

Budgets:

Budget Item	Actual Amount	Budget Amount	Variance
Revenues and Sources of Funds	\$ 52,106,724	\$ 51,028,080	\$ 1,078,644
Operations and Maintenance	20,731,867	22,523,675	1,791,808
Capital	16,774,050	*23,884,907	7,110,857
Debt Service	2,110,011	2,566,647	456,636

*Includes \$4.0 million in rollover budget from 2020.

The Board of Directors approved two budget amendments at the December 18, 2021, regular Board meeting. The first budget amendment was a budget transfer from the operations and maintenance budget to the capital budget in the amount of \$540,000. The second budget amendment was a transfer from the property acquisition reserve to the capital budget in the amount of \$350,000. Those budget amendments are reflected in the above table.

The District's revenues through December 2021 are greater than budgeted due primarily to the net effects of: 1) capacity fees (facility development charges) are up \$0.9 million as the Barret Ranch development is completing more units than anticipated, 2) water sales and service charges are \$0.9 million more than budgeted for the last twelve months of the year due primarily to the 4.0% rate increase, 3) other Charges for Services decreased by \$0.2 million primarily as Collection Charges and Penalty Charges have not been levied to comply with government mandates and Board resolutions relating to the COVID-19 pandemic. 4) rent and other income is up \$0.9 million due primarily to \$0.7 million grant received from the State Water Resources Control Board's (SWRCB) arrearage payments program and rental income and other income increased more than expected, 5) wheeling water sales are down \$0.6 million as no PCWA surface water was available to wheel, 6) interest and investment income is down \$0.2 million as returns have dropped and 7) Grant income is less than budgeted as a granted project has not yet completed.

The District's operating and maintenance expenditures through December 2021 came in less than the approved amended budget by \$1.8 million. Most of this positive variance is due to: 1) water cost savings from not purchasing PCWA surface water due to PCWA surface water unavailability (\$0.9 million), 2) reduction in general and administrative expenses (\$0.7 million) and 3) saving from various operating expenses less than expected (\$0.1 million).

Operating Capital Program (OCP) expenditures for 2021 were \$1.1 million while \$0.3 million were committed. The 2021 amended budget for the year is \$2.3 million plus \$0.1 million in rollover funds from 2020 budget for a total of \$2.4 million.

The District's amended Capital Improvement Program (CIP) budget for 2021 is \$17.6 million plus \$3.9 million in rollover funds from 2020 budget for a total of \$21.5 million. For 2021, \$15.7 million has been spent while an additional \$3.8 million is under commitment. Expenditures continue to be primarily in new well construction, distribution system replacements, well rehabilitation, meter retrofit, and meter reading system projects.

The District's Debt budget for 2021 is \$7.5 million consisting of \$5.0 million for principal payments and \$2.5 million for interest. Interest expense consists of: 1) interest paid to bondholders, 2) letter-of-credit facility fees, 3) remarketing fees, 4) arbitrage rebate liabilities, and 5) net SWAP interest.

For the last twelve months of 2021, the District has incurred interest expense of \$2,110,011 versus a forecast of \$2,566,647, or a \$456,636 positive variance. The last reset for the last week of December saw rates at 0.09% compared to 1.23% the pre-pandemic level in the municipal Variable Rate Debt Obligation market.

Required by LOC Agreement

Per Article 5.2 (b) of the 2009A Certificate of Participation Reimbursement Agreement with Sumitomo Mitsui Banking Corporation (LOC Provider), year-to-date net revenues available for the payment of debt service costs and an estimate of debt service payments for the upcoming six months are provided.

	Actual Year-To-Date 12/31/21	Budget Year-To-Date 12/31/21
Revenues	51,993,938	50,328,080
Expenses	21,928,788	22,523,675
Net Revenue	30,065,150	27,804,405

The estimated total debt service payments for the next 6 months is \$1,027,069.

**Financial Statements
December 31, 2021**

DRAFT

**Sacramento Suburban Water District
Statements of Net Position**

As Of

	Year End	Restated
	12/31/2021	Year End
		12/31/2020
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$15,882,263.30	\$8,442,657.93
Restricted Cash and cash equivalents	16.77	39.69
Accounts receivable, net of allowance for uncollectible accounts	2,976,918.21	3,308,831.98
Interest receivable	101,259.76	133,920.34
Grants receivables	120,082.94	7,296.94
Other receivables	11,650.78	1,309,442.20
Inventory	1,049,000.22	763,599.95
Prepaid expenses and other assets	1,107,378.94	829,833.39
TOTAL CURRENT ASSETS	\$21,248,570.92	14,795,622.42
NONCURRENT ASSETS		
Investments	41,582,507.36	41,212,045.33
TOTAL NONCURRENT ASSETS	41,582,507.36	41,212,045.33
Property, plant and equipment	521,919,056.20	503,966,119.11
Accumulated depreciation	(212,705,169.13)	(199,117,498.00)
TOTAL CAPITAL ASSETS	309,213,887.07	304,848,621.11
TOTAL ASSETS	372,044,965.35	360,856,288.86
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on long-term debt refunding	4,041,991.04	4,702,735.40
Deferred outflow of effective swaps	1,162,609.00	1,162,609.00
Pension contribution subsequent to measurement date	1,720,366.00	1,960,128.00
Other post-employment benefits	578,563.00	240,049.00
Deferred outflow of Asset Obligation	966,186.87	1,048,188.00
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	380,514,681.26	369,969,998.26
LIABILITIES		
CURRENT LIABILITIES		
Current portion of long-term debt and capital leases	5,120,000.00	4,965,000.00
Current portion of Compensated Absences	880,000.00	880,000.00
Accounts payable	2,657,845.54	1,920,986.96
Accrued interest	222,475.86	210,326.61
Deferred revenue and other liabilities	3,612,980.98	3,658,254.59
Accrued expenses	643,387.26	943,346.10
TOTAL CURRENT LIABILITIES	13,136,689.64	12,577,914.26
NONCURRENT LIABILITIES		
Long-term debt	60,156,298.60	65,874,532.40
Compensated absences	318,732.37	366,140.02
Net pension liability	5,806,835.00	10,600,173.00
Net other post-employment benefits liability	3,590,451.00	4,642,228.00
Asset Retirement Obligation	5,080,865.00	5,401,379.00
Fair value of interest rate swaps	1,162,609.00	1,162,609.00
TOTAL NONCURRENT LIABILITIES	76,115,790.97	88,047,061.42
TOTAL LIABILITIES	89,252,480.61	100,624,975.68
DEFERRED INFLOWS OF RESOURCES		
Employee pensions	5,448,430.00	481,215.00
Other post-employment benefits	1,962,485.00	1,112,355.00
NET POSITION		
Invested in capital assets, net of related debt	238,711,824.11	238,711,824.11
Restricted	39.69	39.69
Unrestricted	45,139,421.85	29,039,588.78
TOTAL NET POSITION	283,851,285.65	267,751,452.58
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	380,514,681.26	369,969,998.26

Sacramento Suburban Water District
Statements of Revenues, Expenses and Changes in Net Position
Period Ended

	Year-To-Date <u>12/31/2021</u>	Restated Year-To-Date <u>12/31/2020</u>
OPERATING REVENUES		
Water consumption sales	\$15,392,015.44	\$15,948,171.99
Water consumption sales - raw water		\$979,431.48
Water service charge	33,167,169.08	31,694,041.42
Wheeling water charge	6,136.07	82,748.41
Other charges for services	408,565.30	523,530.94
TOTAL OPERATING REVENUES	48,973,885.89	49,227,924.24
OPERATING EXPENSES		
Source of supply	966,123.16	1,099,268.34
Source of supply raw water		762,215.07
Pumping	6,010,716.21	5,399,273.85
Transmission and distribution	5,219,541.50	4,760,776.28
Water conservation	501,882.46	533,853.52
Customer accounts	1,477,016.25	1,279,436.09
Administrative and general	7,632,288.43	8,643,756.60
TOTAL OPERATING EXPENSES	21,807,568.01	22,478,579.75
Operating income before depreciation	27,166,317.88	26,749,344.49
Depreciation and amortization	(13,587,671.13)	(13,715,124.92)
OPERATING INCOME	13,578,646.75	13,034,219.57
NON-OPERATING REV. (EXP.)		
Rental income	338,808.17	291,355.86
Interest and investment income	(320,615.41)	1,599,864.67
Interest expense and debt related costs	(2,172,521.46)	(2,552,074.41)
Other non-operating revenues	783,379.44	83,077.18
Grant revenue pass-through to sub recipients	468,000.00	
Other non-operating expenses	5,302.37	(5,292.62)
Sub recipient grant expenses	(468,000.00)	
Gain(loss) on disposal of capital assets	35,475.00	(1,348,331.09)
NON-OPERATING REV. (EXP.)	(1,330,171.89)	(1,931,400.41)
NET INCOME (LOSS) BEFORE CAPITAL	12,248,474.86	11,102,819.16
CAPITAL CONTRIBUTIONS		
Facility development charges	1,213,195.00	469,993.00
Developer contributions	2,525,377.21	1,045,489.56
Federal, state and local capital grants	112,786.00	30,359.63
TOTAL CAPITAL CONTRIBUTIONS	3,851,358.21	1,545,842.19
CHANGE IN NET POSITION	16,099,833.07	12,648,661.35
Net position, as previously reported	267,751,452.58	259,455,982.23
Prior period adjustment		(4,353,191.00)
Net position, beginning of year, as restated	267,751,452.58	255,102,791.23
NET POSITION AT END OF PERIOD	283,851,285.65	267,751,452.58

**Budget to Actual Reports
December 31, 2021**

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**Sacramento Suburban Water District
Schedule of Net Revenues
As Of**

	Actual Year-To-Date 12/31/2021	Budget Year-To-Date 12/31/2021	Variance Year-To-Date 12/31/2021
REVENUES			
Water consumption sales	\$15,392,015.44	\$14,907,912.00	\$484,103.44
Water service charge	33,167,169.08	32,801,168.00	366,001.08
Wheeling water charge	6,136.07	647,000.00	(640,863.93)
Other charges for services	408,565.30	530,000.00	(121,434.70)
Facility development charges	1,213,195.00	300,000.00	913,195.00
Interest and investment income	649,194.94	837,000.00	(187,805.06)
Rental & other income	1,157,662.61	305,000.00	852,662.61
Grant income	112,786.00	700,000.00	(587,214.00)
TOTAL REVENUES	52,106,724.44	51,028,080.00	1,078,644.44

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**Sacramento Suburban Water District
Operations and Maintenance Budget
Period Ended**

	2021 YTD		
	Actual	Budget	Variance
BUDGETED OPERATING EXPENSES			
Board of Directors	\$34,688.51	\$51,912.24	\$17,223.73
Administrative	2,327,632.20	2,568,901.60	241,269.40
Finance	1,001,776.27	1,168,001.40	166,225.13
Customer Services	1,251,359.16	1,351,492.36	100,133.20
Field Operations	606,518.29	616,956.76	10,438.47
Production	6,004,182.74	6,904,889.12	900,706.38
Environmental Compliance	594,011.17	626,034.52	32,023.35
Distribution	2,881,843.31	2,751,107.24	(130,736.07)
Field Services	1,320,546.17	1,526,552.36	206,006.19
Maintenance	718,341.71	703,902.52	(14,439.19)
Water Conservation	495,104.91	516,696.64	21,591.73
Engineering	1,551,965.65	1,605,504.36	53,538.71
GIS/CAD	372,980.05	371,829.40	(1,150.65)
Human Resources	280,704.05	346,623.76	65,919.71
Information Technology	1,081,516.40	1,202,226.76	120,710.36
Community Outreach	208,696.57	211,044.00	2,347.43
TOTAL OPERATING EXPENSES	20,731,867.16	22,523,675.04	1,791,807.88

**SACRAMENTO SUBURBAN WATER DISTRICT
OPERATING CAPITAL BUDGET
12/31/2021**

Project Number	Project Name	2021 Original Budget	2021 Amended Budget	Roll-Over From Prior Year Budget	Total Budget Available	Current Month Expenditures	Expenditures Year-To-Date	Committed Year- To-Date	Remaining Balance
SF20-485	OFF FURNITURE/WORKSTATIONS	\$ -	\$ -	\$ 3,407.75	\$ 3,407.75		\$ -		\$ 3,407.75
SF20-493	BOARD ROOM WALL MAP	\$ -		4,000.00	4,000.00		-	-	\$ 4,000.00
SF21-500	PROPERTY ACQUISITION	\$ 700,000.00	\$ 1,025,000.00		1,025,000.00	\$ 6,598.75	32,658.75	\$ 66,313.50	\$ 926,027.75
SF21-501	UPDATE URBAN WTR MGMT PLAN	\$ 175,000.00	85,000.00		85,000.00		75,051.25	-	\$ 9,948.75
SF21-502	CALIBRATION HYDROLIC MODEL	\$ 130,000.00	130,000.00		130,000.00	20,320.18	51,353.61	72,387.39	\$ 6,259.00
SF21-503	DEV PIPELINE CA GUIDELINE	\$ 75,000.00	-		-		-		\$ -
SF21-504	WATT/ELKH TREE REPL/IRRIGA MOD	\$ 55,500.00	55,500.00		55,500.00		-		\$ 55,500.00
SF21-505	FENCE REPL - 3 SITES	\$ 24,000.00	24,000.00		24,000.00	18,761.00	18,761.00	1,500.00	\$ 3,739.00
SF20-487	VEHICLE REPL - TRUCK# 46	\$ -	-	32,000.00	32,000.00		31,634.68	-	\$ 365.32
SF20-488	VEHICLE REPL - TRUCK# 49	\$ -	-	6,288.52	6,288.52		6,249.52	-	\$ 39.00
SF20-489	VEHICLE REPL - TRUCK# 54	\$ -	-	1,987.04	1,987.04		1,878.57	-	\$ 108.47
SF20-490	VEHICLE REPL - TRUCK# 56	\$ -	-	6,188.52	6,188.52		6,123.07	-	\$ 65.45
SF20-491	VEHICLE REPL - TRUCK# 4	\$ -	-	30,800.00	30,800.00		30,791.17	-	\$ 8.83
SF20-492	VEHICLE REPL - TRUCK# 16	\$ -	-	30,800.00	30,800.00		30,791.17	-	\$ 8.83
SF21-506	VEHICLE REPL-TRUCK# 9	\$ 31,900.00	31,900.00		31,900.00		-	27,993.00	\$ 3,907.00
SF21-507	VEHICLE REPL - TRUCK# 42	\$ 32,500.00	32,500.00		32,500.00		-	27,993.00	\$ 4,507.00
SF21-508	VEHICLE REPL - TRUCK# 50	\$ 47,600.00	47,600.00		47,600.00	42,443.06	42,443.06	-	\$ 5,156.94
SF21-509	VEHICLE REPL - TRUCK# 57	\$ 47,000.00	47,000.00		47,000.00	42,943.06	42,943.06	-	\$ 4,056.94
SF21-510	2020 JOHN DEERE 320G SKID STE	\$ 100,000.00	75,000.00		75,000.00		74,615.71	-	\$ 384.29
SF21-511	VACUUM TRAILER REPL-METER PM	\$ 51,000.00	51,000.00		51,000.00		50,911.89	-	\$ 88.11
SF21-512	IT - HARDWARE REFRESH	\$ 166,500.00	152,500.00	27,197.32	179,697.32	3,742.50	144,275.78	12,593.65	\$ 22,827.89
SF21-513	IT - SOFTWARE UPGRADE/ENHANCE	\$ 125,000.00	98,000.00		98,000.00	60,668.58	60,668.58	31,420.00	\$ 5,911.42
SF21-514	MARCONI OFFICE IMPRV/CUS SERV	\$ 100,000.00	178,000.00		178,000.00	8,400.00	177,146.45	-	\$ 853.55
SF21-515	HVAC/ROOF/BUILDING REPAIRS	\$ 20,000.00	20,000.00		20,000.00		19,780.85		\$ 219.15
SF21-516	2021 MASTER CIP SCHEDULE	\$ -	32,000.00		32,000.00		31,465.00	-	\$ 535.00
SF21-517	SCADA ASSET MGMT PLAN	\$ -	93,000.00		93,000.00		92,635.18	-	\$ 364.82
SF21-518	WELL PUMP/MOTOR STANDARDIZATION	\$ -	85,000.00		85,000.00	16,258.46	42,482.74	38,155.26	\$ 4,362.00
SF21-519	AMP IMPLEMENTATION	\$ -	20,000.00		20,000.00	2,228.98	11,640.75	3,044.25	\$ 5,315.00
SF21-520	BOARD ROOM CONFERENCE TABLES	\$ -	10,000.00		10,000.00		9,836.44		\$ 163.56
TOTAL		\$ 1,881,000.00	\$ 2,293,000.00	\$142,669.15	\$2,435,669.15	\$222,364.57	\$1,086,138.28	\$ 281,400.05 #	\$1,068,130.82

**Sacramento Suburban Water District
Capital Improvement Project Budget
12/31/2021**

Project No.	Project Name	2021 Original Budget	2021 Amended Budget	Roll-Over From Prior Year Budget	Total Budget Available	Current Month Expenditures	Expenditures Year- To-Date	Committed Year-To- Date	Remaining Balance
SC21-009	WELL REHAB/PUMP ST IMPROVEMENT	\$1,890,000.00	\$1,890,000.00	\$737,876.57	\$2,627,876.57	\$ 215,895.10	\$ 1,262,707.93	\$ 826,906.08	\$ 538,262.56
SC21-010	SCADA/COMMUNICATION IMPROVE	\$785,000.00	\$769,041.00	\$1,031,117.43	\$1,800,158.43	547,842.56	1,416,419.75	361,673.72	\$ 22,064.96
SC21-011	WELL DESTRUCTION/SITE DEMOLIT	\$152,000.00	\$123,000.00	\$81,697.28	\$204,697.28	-	134,717.64	-	\$ 69,979.64
SC21-012	WELL NEW CONSTRUCTION	\$4,620,000.00	\$6,327,139.00	\$955,531.81	\$7,282,670.81	2,044,860.09	4,798,976.73	2,098,056.97	\$ 385,637.11
SC21-018	DISTRIBUTION MAIN REPL/IMPROV	\$5,083,000.00	\$4,532,500.00	\$205,211.39	\$4,737,711.39	888,274.38	3,868,176.20	192,533.46	\$ 677,001.73
SC21-024	METER RETROFIT PROGRAM	\$2,000,000.00	\$1,339,280.00	\$88,078.56	\$1,427,358.56	37,277.00	1,409,332.39	8,737.74	\$ 9,288.43
SC21-034	RESERVIOR/TANK IMPROVEMENT	\$345,000.00	\$284,540.00	\$160,903.16	\$445,443.16	84,103.27	263,678.36	178,378.60	\$ 3,386.20
SC21-035	CORROSION CONTROL-TRAN MAIN	\$50,000.00	\$39,000.00	-	\$39,000.00	33,500.00	33,500.00	5,500.00	\$ -
SC21-037	VALVE/HYDRANT/SERV REPL	\$300,000.00	\$564,000.00	-	\$564,000.00	49,746.02	469,735.39	71,799.00	\$ 22,465.61
SC21-038	LARGE METER REPLACEMENT	\$40,000.00	\$0.00	-	\$0.00	-	-	-	\$ -
SC21-039	METER REPLACEMENT-PM	\$250,000.00	\$250,000.00	-	\$250,000.00	45,715.93	232,182.48	-	\$ 17,817.52
SC21-040	AMI ENDPOINTS	\$1,400,000.00	\$1,205,000.00	\$463,779.30	\$1,668,779.30	103,251.38	1,497,496.78	11,200.00	\$ 160,082.52
SC21-048	SPECIAL PROJECTS	\$5,000.00	\$100,500.00	\$77,042.17	\$177,542.17	50,958.50	173,797.63	3,163.32	\$ 581.22
SC21-049	WATER RELATED STREET IMPROV	\$200,000.00	\$174,000.00	\$50,000.00	\$224,000.00	46,770.00	127,190.00	31,950.00	\$ 64,860.00
		\$ 17,120,000.00	\$ 17,598,000.00	\$ 3,851,237.67	\$ 21,449,237.67	\$ 4,148,194.23	\$ 15,687,911.28	\$ 3,789,898.89	\$ 1,971,427.50

Information Required by LOC Agreement

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**Sacramento Suburban Water District
Schedule of Net Revenues
As Of**

	Actual Year-To-Date 12/31/2021	Budget Year-To-Date 12/31/2021
REVENUES		
Water sales charges	\$48,565,320.59	\$48,356,080.00
Other charges for service	\$408,565.30	\$530,000.00
Facility development charges	1,213,195.00	300,000.00
Interest and investment income	649,194.94	837,000.00
Rental & other income	1,157,662.61	305,000.00
TOTAL REVENUES	51,993,938.44	50,328,080.00
EXPENSES		
Source of supply	966,123.16	2,846,053.00
Pumping	5,954,983.64	4,684,870.64
Transmission and distribution	5,094,044.74	4,307,659.60
Water conservation	495,104.91	516,696.64
Customer accounts	1,460,055.73	1,562,536.36
Administrative and general	7,958,475.46	8,605,858.80
TOTAL EXPENSES	21,928,787.64	22,523,675.04
NET REVENUE	30,065,150.80	27,804,404.96

Sacramento Suburban Water District
6 - Months Debt Service Schedule
12/31/2021

Total SSWD Debt Service						
Month	Principal	Interest Adjustable/Fixed/Swap	Facility Fee	Remarketing	Debt Service	
January - 22	\$ -	\$ 87,527.76	\$ -	\$ -	\$ 87,527.76	
February - 22	-	87,527.76	-	-	87,527.76	
March - 22	-	87,527.76	50,400.00	13,125.00	151,052.76	
April - 22	-	462,380.01	-	-	462,380.01	
May - 22	-	87,527.76	-	-	87,527.76	
June - 22	-	87,527.76	50,400.00	13,125.00	151,052.76	

Series 2012A Fixed Rate Bonds (\$23,440,000.00)						
Month	Principal	Interest - Fixed 4.25%			Debt Service	
January - 22	\$ -	\$ -	\$ -	\$ -	\$ -	
February - 22	-	-	-	-	-	
March - 22	-	-	-	-	-	
April - 22	-	206,918.75	-	-	206,918.75	
May - 22	-	-	-	-	-	
June - 22	-	-	-	-	-	

Series 2009A Adjustable Rate COPs (\$42,000,000.00)						
Month	Principal	Interest, Adjustable 0.09%	Facility Fee 0.480%	Remarketing 0.125%	Debt Service	
January - 22		\$ 3,150.00			\$ 3,150.00	
February - 22		3,150.00			3,150.00	
March - 22		3,150.00	50,400.00	13,125.00	66,675.00	
April - 22		3,150.00			3,150.00	
May - 22		3,150.00			3,150.00	
June - 22		3,150.00	50,400.00	13,125.00	66,675.00	

Series 2018A Fixed Rate COPs (\$27,915,000)						
Month	Principal	Interest - Fixed 3.17%			Debt Service	
January - 22	\$ -	\$ -	\$ -	\$ -	\$ -	
February - 22	-	-	-	-	-	
March - 22	-	-	-	-	-	
April - 22	-	167,933.50	-	-	167,933.50	
May - 22	-	-	-	-	-	
June - 22	-	-	-	-	-	

2012 SWAP Interest, Net (\$33,000,000.00)						
Month	Principal	Interest, Swap Net 3.283%-(0.06236 +.18)%			Debt Service	
January - 22		\$ 84,377.76	-	-	84,377.76	
February - 22		\$ 84,377.76	-	-	84,377.76	
March - 22		\$ 84,377.76	-	-	84,377.76	
April - 22		\$ 84,377.76	-	-	84,377.76	
May - 22		\$ 84,377.76	-	-	84,377.76	
June - 22		\$ 84,377.76	-	-	84,377.76	



Agenda Item: 16

Date: February 28, 2022

Subject: District Activity Report

Staff Contact: Todd Artrip, Operations Manager

This report describes significant District Activities and milestones over the past month. Included in this report are:

1. Water Operations Monthly Activity and Exceptions Report

This shows the types and number of activities that are in the Field Operations Department.

2. District Claims Update Report

This summarizes claims received by the District. Under the District's Claims Processing Policy, the Board of Directors grants the General Manager, or his or her designee, the authority to review and to approve or reject a claim. The processing of all claims will be conducted in accordance with the Government Claims Act and Ordinance 02-02, including the time limits on claims processing and requirements for presenting claims. All claims will be presented as information to the Board of Directors at a regularly scheduled Board Meeting.

3. Customer Service Monthly Activity Report

This shows the total number of Customer Service phone calls received

4. Community Outreach Report

This provides the a copy of the monthly bill insert

1. Water Operations Monthly Activity Report

	January 2022	Monthly Average CY 2022	Total CY 2022	Total # in System	Goal CY 2022	% of Goal Completed in CY 2022
Preventive Maintenance Program - Distribution						
Fire Hydrants Inspected	146	146	146	6,173	1,235	11.8%
Fire Hydrant Valves Inspected	123	123	123	5,869	1,174	10.5%
Mainline Valves Inspected	249	249	249	11,023	2,205	11.3%
Blow Off Valves Inspected	6	6	6	1,049	210	2.9%
ARV/CARV Inspected	0	0	0	283	57	0.0%
Preventive Maintenance Program - Meters						
Meters Tested (3 - 10 inch)	16	16	16	450	120	13.3%
Meters Replaced (⁵ / ₈ - 1 inch)	10	10	10	41,167	1,000	1.0%
Meter Re-Builds (1 ¹ / ₂ - 2 inch)	2	2	2	2,449	245	0.8%
Preventive Maintenance Program - Production						
Air Release Valves	0	0	0	96	32	0.0%
Backflow Prevention Assembly Testing	0	0	0	47	47	0.0%
Chemical Systems - Sodium Hypochlorite	18	18	18	67	67	26.9%
Chemical Systems - Hydrofluorosilicic Acid	0	0	0	29	29	0.0%
Generator Inspection & Maintenance	0	0	0	23	23	0.0%
Generator Load Bank Testing	0	0	0	23	6	0.0%
Generator Battery Replacement	0	0	0	23	11	0.0%
Hydraulic Control Valves	0	0	0	48	48	0.0%
Level Transducers	0	0	0	36	36	0.0%
Motors (Vertical Turbine)	0	0	0	81	81	0.0%
Pressure Transducers	0	0	0	93	93	0.0%
Sumps and Associated Pumps	0	0	0	17	17	0.0%

	January 2022	Monthly Average	YTD Completed	Total With GPS	Total Assets	Percentage Completed
Global Positioning System						
GPS Coordinates Marked	140	140	140	25,945	84,541	30.7%

	January 2022	Monthly Average CY 2022	Total CY 2022
Water Quality			
Complaints	3	3	3
Taste & Odor Complaints	0	0	0
Service Requests			
Main Leaks	5	5	5
Service Line Leaks	6	6	6
Customer Pressure Inquiries	6	6	6
Water Main Shutdown			
-- Unscheduled	13	13	13
-- Scheduled	1	1	1
After Hours Activity (On-Call Technician)			
Calls Received Distribution	56	56	56
Calls Responded Distribution	34	34	34
Calls Received Production	13	13	13
Calls Responded Production	0	0	0

Exceptions Report

Hinkle Project Update

As previously discussed at the February 13, 2020, Facilities and Operations (F&O) Committee meeting and the February 24, 2020, regular Board meeting, the San Juan Water District’s (SJWD) 62 million gallon Hinkle Reservoir has a synthetic membrane liner and floating cover. The membrane has reached the end of its service life and needs to be replaced. The Hinkle Project will require taking the Hinkle Reservoir off-line for about 6 months to replace its liner and cover. This was previously scheduled to occur between November 2020 and April 2020; however, due to drought conditions it was postponed and is now anticipated to occur between November 2022 and April 2023.

In preparation for the project to begin, the District, SJWD, SJWD wholesale customers, and the U.S. Bureau of Reclamation are working together to simulate the conditions that are expected to occur when the reservoir is off line, as well as unexpected events that could occur. The District’s role in the project is to receive expected excess flows from the Peterson Water Treatment Plant (WTP) through the Antelope Pressure Reduction Valve Station, thus balancing the flow through the WTP. Testing began February 9, 2022, and is expected to be completed by March 9, 2022.

2. District Claims Update Report

This summarizes claims received by the District. Under the District’s Claims Processing Policy, the Board of Directors grants the General Manager, or his or her designee, the authority to review and to approve or reject a claim. The processing of all claims will be conducted in accordance with the Government Claims Act and Ordinance 02-02, including the time limits on claims processing and requirements for presenting claims. All claims will be presented as information to the Board of Directors at a regularly scheduled Board Meeting.

CLAIMS UNDER REVIEW/INVESTIGATION

Claim 22-0477

On January 6, 2022, two vehicles were damaged as the result of a damaged 20” x 33” traffic-rated blow-off box located in the street at 4300 Roseville Road. Cause of the incident was due to a pothole forming on the oncoming traffic side of the box, thus breaking the box and allowing the lid to flip up and strike the two Claimant’s vehicles.

The two Claimants are:

- Rodney Lewis – pending settlement for \$4,956.84
- Christopher Mitchell via Hartford Insurance – pending further information regarding damages

3. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of January 2022.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
2,447	23	.94	21s	6m, 13s	3m, 21s

4. Community Outreach Report

March Bill Insert

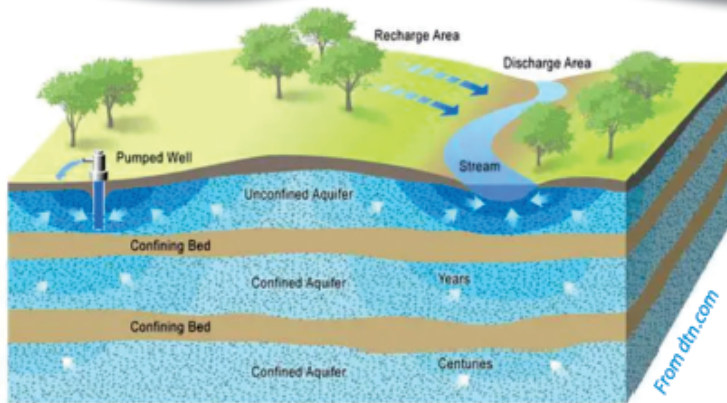
The March 2022 bill insert will begin on February 23, 2022, and will continue until March 28, 2022. A sample of the bill insert is shown below.

00289421



H₂O on the GO

March 2022



SSWD Welcomes New Board Member

On January 10, Jay Boatwright was appointed to the Board of Directors to represent Division 2.

Mr. Boatwright brings to the position extensive experience as a project manager and executive in the commercial construction industry after recently retiring from a 42-year career. He also has served on the Arden Arcade Community Planning Advisory Council and the San Juan Unified School District's Facilities, Transportation, and Finance committee, and is a long-time member, past president, and current

New Board Member | page 2

sswd.org

Phone: 916.972.7171

Fax: 916.972.7639

3701 Marconi Avenue, Suite 100

Sacramento, CA 95821-5346

Hours: M-F, 8:00 a.m. to 4:30 p.m.

20th Anniversary Story | Protecting the Aquifer

In honor of Groundwater Awareness Week (March 7-13), we are focusing on the significant efforts and investments Sacramento Suburban Water District (SSWD) has taken to protect the groundwater aquifer from which the District draws much of its water.

One of the first and most important actions SSWD took was to join the Sacramento Groundwater Authority (SGA) shortly after the District's formation in 2002. The SGA was created in 1998 to manage, stabilize, and sustain the groundwater aquifer in northern Sacramento County and grew out of the Water Forum negotiations.

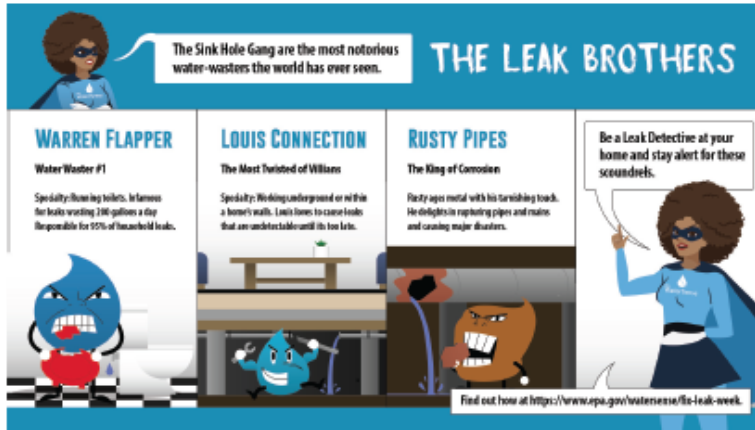
During the 1990s, the groundwater tables fell by 90 feet from historic levels and were dropping by a foot or more per year. Due to efforts coordinated by SGA, groundwater levels have stabilized thanks in a large part to the development of conjunctive use programs by SSWD and other water providers.

20th Anniversary | page 2

\$500 for Leak Repairs | Apply at sswd.org

Thanks to a grant from the Department of Water Resources, SSWD is offering rebates up to \$500 to cover the cost of repairing residential and business leaks. Complete details about the program and how to apply are at sswd.org. The funding for this program is being administered by the Department of Water Resources and made possible by California Proposition 1, passed by voters in 2014. Funding is provided to improve water quality, protect watersheds and ecosystems, and upgrade public water systems.





Flip Your Flapper for Fix a Leak Week | March 14 - 20

The average home loses nearly 10,000 gallons of water a year to leaks – and the number one culprit: TOILETS.

Toilets account for 95 percent of household leaks and can waste 200 gallons of water a day! Here is how you can tell if your toilet has a leak:

- Add some food coloring or a dye tablet to the tank of your toilet
- Wait 10 minutes
- If the color appears in the bowl, you have a toilet leak

A toilet leak is most often caused by a worn toilet flapper. Fortunately, it's easy to fix. Here's how:

- Turn off the water to the toilet and remove the flapper
- Take it to your hardware store and find a similar model
- Install and you're good to flush away

Find more ways to be a Leak Detective at: <https://www.epa.gov/watersense/fix-leak-week>.

In the market for a new toilet? Be sure to look for one with the WaterSense label. They are third-party certified to use less water without sacrificing performance. SSWD has rebates available to help with the cost.

Free Leak Investigation

SSWD offers complimentary leak investigations to help you determine if your home or business might have a leak. Contact Customer Service at 916.972.7171 or email help@sswd.org to schedule yours today.

20th Anniversary | from page 1

Conjunctive use is the coordinated management of surface water and groundwater. During wet years, SSWD uses more surface water through agreements with Placer County Water Agency and the City of Sacramento, allowing the groundwater aquifer to recharge. In those years, the District serves customers a mix of roughly 40 percent surface water and 60 percent groundwater. During dry years, the amount of groundwater pumped increases, often up to 100 percent, leaving more water in the rivers and lakes to protect the local environment.

SSWD has invested an estimated \$120 million over the years into the infrastructure that makes this possible. The District has been able to bank over 230,000 acre-feet of water in the aquifer to use in times of drought — enough water to serve over half a million families.

The aquifer is central to SSWD's functioning and its protection has been a hallmark of our efforts from the District's inception.

New Board Member | from page 1

treasurer of the Rotary Club of Carmichael.

SSWD is governed by a five-member Board of Directors elected to serve four-year terms. Mr. Boatwright was selected to fill a vacated seat that expires in 2024. The seat will be up for election in November.

Mr. Boatwright looks forward to using his expertise and experience to help guide SSWD into the future.





Agenda Item: 17

Date: February 28, 2022

Subject: Engineering Report

Staff Contact: Dana Dean, P.E., Engineering Manager

Summarized below are Engineering Department activities. The report is separated into the following sections: a) Major Capital Improvement Program (CIP) Projects; b) Active Wells; c) Planning Documents; and d) Other Projects.

Note on Availability of Parts and Materials

The impacts from COVID-19 on the world’s economies that began in mid-2020, particularly related to manufacturing and transportation of goods, continue to affect availability of parts and materials in the United States. This continues to impact the District’s ability to complete CIP projects. Suppliers in general are indicating delays continue to be likely and unfortunately are impossible to predict. As a result, the project completion timeframes listed here are staff’s best estimate and considered to be subject to change.

a. Major Capital Improvement Program Projects

The District continues to deliver CIP projects consistent with the Board’s approved funding program, albeit with some delays as discussed above.

SUPPLY – NEW WELLS

The table below shows stages of the current projects. Overall, projects are running a few months behind schedule due to construction phase delays.

Well	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
78 Butano / Cottage Pump Station	Complete	November 2022	See note below ¹
79 Verner / Panorama ² Pump Station	Complete	May 2022	Delays in materials delivery will delay completion from March to May 2022
80 Walnut / Auburn Production Well	Complete	Complete	Completed January 2022
80 Walnut / Auburn Pump Station	April 2022	September 2022	No Change

Well	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
81A, B, C North Antelope / Poker Production Wells	September 2022	December 2022	No Change

- ¹ Delays resulting from SMUD relocating power delivery (from overhead on west side of site within existing easement, to underground east of the project site in both public right of way and private land) necessitating new easements be obtained, as well as delays in obtaining SMUD-required materials for installing the electric service underground, have extended the estimated completion from March to November 2022. Staff is coordinating with SMUD staff on ways to reduce schedule impacts, and looking into alternatives to shorten materials procurement timelines.
- ² Grant-funded project: 2019 Proposition 1 Integrated Regional Water Management Implementation Grant.

DISTRIBUTION

Main Replacement Program

The table below shows stages of the current major main replacement/improvement projects. Overall, projects are on-track for completion consistent with planning.

Project	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
McClellan Bldg. 251 ¹	N/A ¹	May 2022	New project
Watt Main Extension	June 2022	October 2022	No Change
Q Street (4.7 miles of main)	March 2022	December 2024	No Change

- ¹ The *McClellan Bldg. 251* project is planned and budgeted for this year for both design and construction phases. Due to the rapid escalation in number and frequency of main failures that began late last year, as well as the high liability factor for aircraft, this project was placed on an emergency-track for immediate replacement this year. Construction began earlier this month and is expected to be completed this spring.

Meter Retrofit Program

The Meter Retrofit Program is on track to be complete in 2022, before the State deadline of January 2025. The remaining work consists of a relatively small number of unmetered services located throughout the District. Additionally, the final large metering component is the Greenberry condominium complex of about 200 units that began in fall of 2021 and is anticipated to be completed in June 2022.

Project	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
2022 Project (20 meters)	March 2022	October 2022	No Change
Greenberry Complex	Complete	June 2022	No Change

b. Active Wells

The District generally has numerous wells undergoing some type of typical lifecycle activity – from preventive maintenance to component repair/replacement. Current Engineering Department projects are listed below.

NORTH SERVICE AREA

Total Active capacity off-line for listed projects: 8,800 gpm

Condition Assessment and Investigative Projects

Listed below are current Condition Assessment (CA) and investigative projects. A CA is the initial step in assessing a well’s physical condition necessary to monitor the well’s health, and for use in planning any further work efforts. Projects in this category frequently move to the *Repair Projects* category following completion of the CA and/or investigative project.

Reactive Projects

N1 Evergreen

Capacity / Status: 1,100 gpm / Off-line
Reason: Water Quality (PFAS)
Project Phase: In progress (assessment)
Expected Completion: September 2022

Proactive Projects

None.

Repair Projects

Listed below are projects of well casing repair / rehabilitation, pump repair / replacement, water quality investigations, and other significant activities.

N10 Walnut

Capacity / Status: 700 gpm / Off-line
Reason: Pump replacement
Project Phase: In-Progress (pump in design)
Expected Completion: June 2022

N36 Panorama

Capacity / Status: 1,200 gpm / Off-line
Reason: Pump replacement
Project Phase: Construction (pump on order)
Expected Completion: May 2022

N38 Coyle

Capacity / Status: 1,200 gpm / Off-line
Reason: Water Quality (entrained gas)
Project Phase: In-progress (investigation of casing degradation)
Expected Completion: October 2022

N6A Palm

Capacity / Status: 1,700 gpm / Off-line
Reason: Water Quality (bacteriological)
Project Phase: Construction (well development)
Expected Completion: April 2022

N20 Cypress

Capacity / Status: 1,100 gpm / Off-line
Reason: Water Quality (manganese)
Project Phase: Construction (well cleaning)
Expected Completion: June 2022

N34 Cottage

Capacity / Status: 1,800 gpm / Off-line
Reason: Motor failure
Project Phase: Construction (motor on order)
Expected Completion: May 2022

Completed Projects

Listed below are projects recently completed and brought back online.

52 Weddigen/Gothberg

Capacity / Status: 800 gpm / On-line
Reason: Site electrical power supply line repair
Project Phase: Complete (January 2022)

N8 Field

Capacity / Status: 1,200 gpm / On-line
Reason: Site electrical power supply line repair
Project Phase: Complete (January 2022)

SOUTH SERVICE AREA

Total Active capacity off-line for listed projects: 6,800 gpm

Condition Assessment and Investigative Projects

Reactive Projects

32A Root/Eden

Capacity / Status: 1,600 gpm / Off-line
Reason: Pump motor failure
Project Phase: In-progress (investigation into incoming power quality)
Expected Completion: October 2022

35 Ulysses/Mercury

Capacity / Status: 800 gpm / Off-line
Reason: Pump motor failure
Project Phase: In-progress (investigation into incoming power quality)
Expected Completion: June 2022

68 Northrop/Dornajo

Capacity / Status: 1,600 gpm / Off-line
Reason: Water Quality (entrained gas, manganese)
Project Phase: In-progress (Condition Assessment)
Expected Completion: December 2022

69 Hilldale/Cooper

Capacity / Status: 500 gpm / Off-line
Reason: Water Quality (bacteriological)
Project Phase: In-progress (Condition Assessment)
Expected Completion: October 2022

70 Sierra/Blackmer

Capacity / Status: 600 gpm / Off-line
Reason: Pump failure
Project Phase: Planning (Condition Assessment)
Expected Completion: November 2022

Proactive Projects

60 Whitney/Concetta

Capacity / Status: 500 gpm / Off-line
Reason: Preventive Maintenance
Project Phase: In-progress (Condition Assessment)
Expected Completion: July 2022

Repair Projects

13 Calderwood/Marconi

Capacity / Status: 700 gpm / Off-line
Reason: Water Quality (entrained gas)
Project Phase: Construction (well cleaning)
Expected Completion: April 2022

41 Albatross/Iris

Capacity / Status: 500 gpm / Off-line
Reason: Site electrical power supply line repair
Project Phase: Construction (new power line installation)
Expected Completion: September 2022

c. Planning Documents

The District has planning documents (e.g., Asset Management Plans (AMPs) and Master Plans (MPs)) for all of its infrastructure categories. Plans are generally updated on a staggered schedule and the update frequencies range from 4 to 6 years. The table below lists the items scheduled for updates in the near future with their approximate completion time frame.

Plan	Approximate Completion	Change in Completion Status Since Last Report
Reservoir and Booster Pump Station AMP	September 2023	See note below ¹
Meter AMP	October 2022	Anticipated completion period of October 2022.

¹ Project initiation has been postponed until summer 2022 to allow time for completion of the three reservoir operational improvement projects at the Antelope Reservoir, Watt/Elkhorn Reservoir, and Enterprise Reservoir facilities (discussed below in *Other Projects*).

d. Other Projects

Administration Building – Safety Upgrades for the Backup Electrical System

This project will provide the Administration Building with an electrical distribution panel compliant with National Fire Protection Association’s Standard 70E (*Standard for Electrical Safety in the Workplace*). Material delays have extended the project estimated completion to June 2022 from the original estimate of March 2021.

Antelope & Watt/Elkhorn Reservoir and BPS – Operational Upgrades

This project will provide an operational retrofit of these two facilities to make them fully functional, and to allow for optimized energy efficiency during peak-hour demand periods. Project completion is expected to extend into March/April 2022 from the original expected completion of December 2021 due to delays in the delivery of parts and materials.

Enterprise Reservoir and BPS – Operational Upgrades

This project will allow turnover of the reservoir during groundwater deliveries to City of Sacramento, and optimized energy efficiency during peak-hour demand periods. Project completion is expected to extend into March 2022 from the original expected completion of Q4 2021 due to contractor delays in completing programmable logic controller programming.



Agenda Item: 18

Date: February 28, 2022

Subject: Safety Center Award – Excellence in Safety

Staff Contact: Ben Harris, Safety/Risk Officer

The Safety Center of Sacramento is a service organization dedicated to improving workplace and community safety throughout our region. They provide a variety of compliance training, safety symposiums, and collaborate with local businesses to drive and improve safety performance. Annually, the Safety Center recognizes organizations and individuals promoting safety improvement in their workplace with a variety of awards including Safety Organization of the Year, Safety Professional of the Year, and Excellence in Safety Award.

On January, 18, 2022, Matt Underwood, Assistant General Manager, nominated the District’s Blue Card Hazard Recognition safety program (Blue Card Program) created by Ben Harris, Safety/Risk Officer, for the Safety Center’s Excellence in Safety Award. The award is intended to recognize exemplary leadership in creating a culture of awareness and responsibility for safety in the workplace.

The Blue Card Program encourages staff to observe, recognize, and report unsafe workplace conditions through an incentive-based process. Blue Cards that are submitted are eligible for monthly, quarterly, and annual prize drawings. In 2021, the Blue Card Program delivered a 131% increase in identified safety hazards that were corrected. 34 prizes were awarded at a cost of \$925. The thousands of dollars in avoided potential costs from injuries with the resolution of these safety issues makes the program a great value to the District.

On February 8, 2022, the Safety Center held their annual Safety Symposium and announced that the District had won the Excellence in Safety Award. Ben Harris accepted the award on behalf of the District.

The District’s focus on continuously improving workplace safety is one aspect of the commitment to keeping employees healthy and safe on the job.

Attachments:
1 – Excellence in Safety Award



SACRAMENTO

SAFETY CENTER

INCORPORATED

2021

*Excellence in Safety
Chairman's Award of Merit*

**Sacramento Suburban
Water District**

*In recognition of exemplary leadership
in creating a culture of awareness and
responsibility for safety in the workplace.*



Agenda Item: 19

Date: February 28, 2022

Subject: ACWA/JPIA Liability, Property, and Workers' Compensation Risk Review

Staff Contact: Todd Artrip, Operations Manager

The District's insurance carrier, Association of California Water Agencies/Joint Powers Insurance Authority (JPIA), conducts an annual Liability, Property, and Workers' Compensation Risk Review to review District operations, claims, and risk management programs. Upon completion of a Risk Review, recommendations, if warranted, are given to assist in minimizing the potential for claims. A commitment to good risk management practices helps strengthen the District's goal to provide employees with a safe working environment and reduces the District's potential for expensive claims.

On January 14, 2022, Thor Benzing, Senior Risk Control Advisor for JPIA, conducted a Risk Review of the District's Liability, Property, and Workers' compensation programs. Due to the ongoing COVID-19 pandemic, the meeting was conducted virtually. During the Risk Review, Mr. Benzing discussed with staff the downward trend in Workers' Compensation claims, with only one new claim since the previous year's visit. Liability Program claims related to vehicle accidents and claims resulting in property increased due to water main breaks. Mr. Benzing commended the District for implementing a capital improvement project plan that is focused on main replacement, which has further reduced the risk of line breaks, one of the leading causes of past liability claims.

Also discussed during the assessment were the need to confirm the District has a volunteer resolution and facility recreational activity guidelines in place. Additionally, Thor confirmed the District has a Return-to-Work program in place for injured workers. Thor reminded the group that Interactive Policy, Return-to-Work program, and Human Resources Best Practices samples are available on JPIA's website.

The District has made great strides towards reducing liability, property, and workers' compensation risk over the past 19 years since coverage by ACWA/JPIA began, and continues to investigate new programs to increase the safety of our staff, customers, public, and to bolster efforts towards loss prevention in all categories.

Attachment:

1. Liability, Property, and Workers' Compensation Risk Review Letter



January 25, 2022

Mr. Daniel York, General Manager
Sacramento Suburban Water District
3701 Marconi Avenue, Suite 100
Sacramento, CA 95821-5303

Re: Liability, Property, and Workers' Compensation Risk Review

Dear Mr. York:

This letter is a follow-up to the virtual meeting held on January 14, 2022. The purpose was to obtain an update on District operations, review loss history, and evaluate risk exposures. It was excellent to learn that the District had conducted a tabletop exercise of its cyber security procedure and implemented other administrative controls. Please thank Matt Underwood, Assistant General Manager; Todd Artrip, Operations Manager; and Ben Harris, Safety Risk Officer; for their time and consideration. Below are highlights of our discussions and related ACWA JPIA resources.

Loss History

The District's loss history over the last five years was reviewed with an emphasis on claims that occurred in the previous policy year. These claims have the most impact on pooled coverage costs; and can assist with identifying trends, training, and best practices for risk reduction efforts.

Workers' Compensation

The District has experienced seven workers' compensation claims in the last five years. Claim frequency continues its downward trend, with only one new claim since the previous visit. The most recent injury was from a staff member lifting equipment in the field and straining their back. Ben shared that the District is going beyond training, they are re-training staff and discussing field ergonomics during toolbox meetings. There is an effort to develop a culture where staff reinforces best practices and standard operating procedures learned during the training and toolboxes. The District demonstrated this effort in its revised Hazard Identification Program recently submitted for an [H.R. LaBounty Safety Award](#). This program recognizes employees for identifying hazards and their efforts to implement effective corrective actions.

The JPIA provides ergonomic-related resources found in the [Risk Control Manual](#) and the [Commitment to Excellence](#) Program to aid members with their ergonomic programs. Additionally, the Risk Control team is currently working on new field ergonomic resources that should be available later in the year. These resources can aid the District in further developing its safety culture.

Property and Liability

The District experienced eight property claims and 27 liability claims in the last five years. SSWD should be commended for implementing a capital improvement project (CIP) plan that is focused on replacing and updating its mains, which will further reduce the risk of line breaks, one of the leading causes of past liability claims.

The District had 11 new liability claims since the last review. Most of these claims were related to mainline breaks, including a 12-inch line break that sent water into eight apartments. It was shared that the District was onsite and had the water turned off within 30 minutes of learning of the 12-inch break. Having a quick leak response, in addition to a robust CIP, is key to limiting the potential damages from a water leak.

Property Program Change

Any new property, assets, or other equipment must now be added within *90 days of acquisition* to ensure proper coverage; the additional premium will be pro-rated. After July 1, 2021, existing assets exceeding \$100,000 may be submitted for mid-year coverage and a full year's premium will be invoiced. For detailed questions about changes, please contact [Nidia Watkins](#) in Member Services at (916) 786-5742.

Volunteer Resolution

In 1997, the JPIA's Board of Directors approved a recommendation requiring all Liability Program members to adopt a resolution making volunteers subject to workers' compensation coverage. Thank your staff for confirming that the District passed a volunteer resolution (resolution 04-11) in 2004.

Covering volunteers under workers' compensation has significant benefits. Workers' compensation benefits are statutorily defined. Claims costs are usually significantly lower compared to liability lawsuits for the same injuries or illnesses. The claims are easier to control since litigation is generally avoided. Also, providing benefits to volunteer workers under the "no-fault" workers' compensation system can be seen as good public relations.

Recreational Activity

It was shared during the meeting that the District does not manage or host any recreational facilities or activities. If this changes, please contact [Nidia Watkins](#) in Member Services to discuss risk transfer language and best practices related to these activities. Member Services has provided [Risk Transfer](#) model language and guidelines members are encouraged to review with their legal counsel before finalizing any contract or agreement.

Return-to-Work

A return-to-work program is a set of protocols and guidelines to help injured workers reintegrate into their employment position after taking time off due to injury or illness. As soon as an employee is able, it is in everyone's best interest to return them to work in some capacity. Even if an injured employee cannot return to their regular job right away, bringing them back as soon as possible by providing modified-duty tasks, in line with any medical restrictions, can help them recover faster, feel productive, and maintain work relationships. A return-to-work program can also help reduce workers' compensation costs.

Mr. Daniel York, General Manager
Sacramento Suburban Water District
January 25, 2022
Page 3

Matt shared that the District reviewed its program in 2021. The JPIA has a sample [Return to Work Program](#) and [Interactive Policy](#) to aid members with their programs. These samples can be found alongside other HR resources located on the JPIA's [Human Resources Best Practices](#) site. Please contact [Patricia Slaven](#) if there are questions related to these or any of the HR resources.

I want to thank Sacramento Suburban Water District for its membership and participation in the pooled programs. Do not hesitate to contact me if you have questions or need further assistance. I can be reached at (530) 400-5629 or contact me via email at tbenzing@acwajpia.com.

Sincerely,



Thor Benzing, CSP, CEAS II
Senior Risk Control Advisor

125.tif

c: Matt Underwood, Assistant General Manager
Todd Artrip, Operations Manager
Ben Harris, Safety Risk Officer
JPIA Risk Management Committee
Kathleen McPherson, JPIA Board Member



Agenda Item: 20

Date: February 28, 2022

Subject: ACWA/JPIA President's Special Recognition Award

Staff Contact: Ben Harris, Safety/Risk Officer

Property, workers' compensation and liability insurance can be very costly to a public utility if measures are not taken to provide a safe and healthy work place for employees. Sacramento Suburban Water District (District) has made safety a primary goal and continues its commitment to ensure the health and safety of its employees and customers. Each year at its annual Fall Conference, the District's insurance carrier, ACWA/JPIA, provides recognition for the hard work and commitment of District staff and Board of Directors in keeping safety at the forefront.

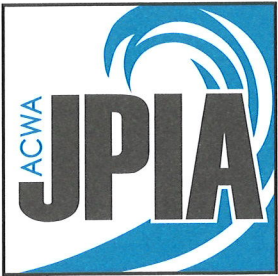
On November 3, 2021, the District received a letter from E.G. "Jerry" Gladbach, President of ACWA/JPIA, commending the District for its efforts in reducing claims (Attachment 1). On December 15, 2021, in recognition of this effort, ACWA/JPIA approved a President's Special Recognition Award certificate for the Workers' Compensation Program (Attachment 2).

This award was presented for achieving low ratios of "Paid Claims and Case Reserves" to "Deposit Premiums" in the Workers' Compensation Program for the period 07/01/2017 – 06/30/2020. A member district must have a loss ratio of 20% or less to receive the President's Special Recognition Award. Loss ratios are calculated by dividing incurred losses by the total premiums in a three year period.

Based on the type and volume of work conducted on a daily basis by member agencies throughout the state, District staff believes these awards are significant and represent the District's continued commitment to the health and safety of its customers and staff.

Attachments:

- 1 – Letter from ACWA/JPIA
- 2 – President's Special Recognition Award Certificate



YOUR BEST PROTECTION

ACWA JPIA

P. O. Box 619082
Roseville, CA 95661-9082

phone
916.786.5742
800.231.5742

www.acwajpia.com

President

E.G. "Jerry" Gladbach

Vice President

Tom Cuquet

Chief Executive Officer

Walter "Andy" Sells

Executive Committee

Fred Bockmiller

Tom Cuquet

David Drake

E.G. "Jerry" Gladbach

Brent Hastey

Melody A. McDonald

Randall Reed

J. Bruce Rupp

Pamela Tobin

Core Values

- People
- Service
- Integrity
- Innovation

November 03, 2021

Sacramento Suburban Water District (S053)
3701 Marconi Avenue, Ste. 100
Sacramento, CA 95821-5346

General Manager:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Sacramento Suburban Water District (S053) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2022.

Sincerely,

E.G. "Jerry" Gladbach
President

Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Sacramento Suburban Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Workers' Compensation Program for the period 07/01/2017 - 06/30/2020
announced at the Board of Directors' Meeting in Pasadena.*



E. G. "Jerry" Gladbach, President



December 15, 2021



Agenda Item: 21

Date: February 28, 2022

Subject: Upcoming Water Industry Events

Staff Contact: Heather Hernandez-Fort, Executive Assistant to the General Manager

Note that the Board adopted Policy governing Director compensation and expense reimbursement section 200.20(g) states that Directors may receive a meeting stipend (currently \$100.00) for “meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President...” Just because information is presented on upcoming water industry events, or regularly scheduled meetings of other water districts, does not necessarily imply that approval for a compensable meeting or reimbursement of expenses are triggered.

Below is a list of upcoming water industry events:

Upcoming Events

1. RWA Board Meeting
March 10, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>

2. RWA Executive Committee Meeting
March 23, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>

3. CSDA 2022 Special District Leadership Academy Conference
April 3-6, 2022
San Diego, CA
https://sdla.csda.net/home?_ga=2.238587200.132769913.1645038896-1876929480.1645038896

4. CA-NV AWWA Spring Conference
April 11-14, 2022
Anaheim, CA
https://www.ca-nv-awwa.org/canv/CNS/Events_Classes/Future_Events/CNS/EventsandClasses/Events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849

Upcoming Water Industry Events

February 28, 2022

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5. SGA Board Meeting
April 14, 2022
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
6. RWA Executive Committee Meeting
April 27, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
7. Cap-to-Cap
April 30 – May 4, 2022
Washington DC
<https://metrochamber.org/cap22/>
8. ACWA 2022 Spring Conference & Exhibition
May 3, 2022 – May 6, 2022
Sacramento, CA
<https://www.acwa.com/events/page/3/>
9. RWA Board Meeting
May 12, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
10. RWA Executive Committee Meeting
May 25, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
11. SGA Board Meeting
June 9, 2022
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
12. RWA Executive Committee Meeting
June 22, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
13. RWA Board Meeting
July 14, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>

Upcoming Water Industry Events

February 28, 2022

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14. RWA Executive Committee Meeting
July 27, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
15. SGA Board Meeting
August 11, 2022
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
16. RWA Executive Committee Meeting
August 24, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
17. RWA Board Meeting
September 8, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
18. RWA Executive Committee Meeting
September 28, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
19. SGA Board Meeting
October 13, 2022
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
20. CA-NV AWWA Annual Fall Conference
October 24-26, 2022
Sacramento, CA
https://www.ca-nv-awwa.org/canv/CNS/Events_Classes/Future_Events/CNS/EventsandClasses/Events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849
21. RWA Executive Committee Meeting
October 26, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
22. RWA Board Meeting
November 10, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>

23. ACWA 2022 Fall Conference & Exhibition

November 29, 2022 – December 2, 2022

Indian Wells, CA

<https://www.acwa.com/events/page/3/>

24. SGA Board Meeting

December 8, 2022

Virtual

<https://www.sgah2o.org/meetings/board-meetings/>

25. RWA Executive Committee Meeting

December 14, 2022

Virtual

<https://rwah2o.org/meetings/board-meetings/>

Below is a partial list of local Water Purveyors Regular Board Meeting information and websites:

- Carmichael Water District: <http://carmichaelwd.org/> - Every 3rd Tuesday of the month at 6:00 p.m.
- Citrus Heights Water District: <http://chwd.org/> - Every 3rd Wednesday of the month at 6:30 p.m.
- Del Paso Manor Water District: <https://www.delpasomanorwd.org/> (916)487-0419 - Every 1st Tuesday of the month at 6:30 p.m.
- El Dorado County Water Agency - <http://www.edlafco.us/> - Every 2nd Wednesday of the month at 10:00 a.m.
- El Dorado Irrigation District - <http://www.eid.org/> - Every 2nd and 4th Mondays of the month at 9:00 a.m.
- Fair Oaks Water District: <http://www.fowd.com/> - Every 2nd Monday of the month at 6:30 p.m.
- Natomas Mutual Water Company - <http://natomaswater.com/> - Every 2nd Tuesday of the month at 9:00 a.m.
- Orangevale Water Company - <https://orangevalewater.com/> - Every 1st Tuesday of the month at 4:00 p.m.
- Placer County Water Agency: <https://pcwa.net/> - Every 1st and 3rd Thursdays of the month at 2:00 p.m.

Upcoming Water Industry Events

February 28, 2022

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- Rio Linda/Elverta Community WD: <http://www.rlecwd.com/> - Every 3rd Monday of the month at 6:30 p.m.
- San Juan Water District: <http://www.sjwd.org/> - Every 4th Wednesday of the month at 6:00 p.m.



Agenda Item: 22 a.

Date: February 28, 2022

Subject: Upcoming Policy Review – Training and Career Development Policy (PL – HR 004)

Staff Contact: Susan Schinnerer, Human Resources Administrator

Recommended Board Action:

Approve the Training and Career Development Policy (PL – HR 004) with changes.

Background:

The Training and Career Development Policy (PL - HR 004) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on November 17, 2003, and was last reviewed by the Board on January 27, 2020.

This Policy is to establish guidance in establishing a program to provide District-wide training and career development opportunities for District employees.

Discussion:

Staff is recommending minor changes as described below:

1. **Section 100.00 Purpose of the Policy:** Minor adjustments from the previous language, including the addition of “opportunities” and “performance for employees.”
2. **Section 200.00 Policy:** Clarification of attending conferences “as appropriate.”

The Policy was brought to the January 24, 2022, Board meeting and staff requested Board feedback by January 31, 2022. Since no comments were received, this Policy is being placed as a Consent Item on this regular Board meeting agenda.

Fiscal Impact:

There is no fiscal impact related to the changes in this Policy.

Strategic Plan Alignment:

Goal E: Retain and Recruit a Qualified and Stable Workforce

Attachments:

- 1) Training and Career Development Policy - PL – HR 004 – redline
- 2) Training and Career Development Policy - PL – HR 004 – clean

Sacramento Suburban Water District

Training and Career Development Policy

Adopted: November 17, 2003

Approved with changes on: February 28, 2022~~January 27, 2020~~

100.00 Purpose of the Policy

The purpose of this policy is to establish a uniform and consistent program to provide District-wide training and career development opportunities for ~~District's~~ employees. This policy also serves as a guide to promote and conduct training and educational activities that provide for ~~the employee's~~ personal and professional growth, enhance job skills, and encourage positive professional ~~behavior~~performance for employees. ~~This policy is a reminder that~~ employees, managers, and human resources should all collaborate to build a continuous professional development culture, which is essential to the District's future operations.

200.00 Policy

The District will provide all of its employees a program of continuous training and career development that is tailored to their position, meets District goals, complies with all legal and regulatory requirements, and promotes professional enrichment. The District also promotes and encourages employees to participate in educational activities, formal training sessions, employee coaching and mentoring, ~~participating in~~ attending conferences as appropriate, on-the-job training, job shadowing, and job rotation to improve employee job proficiency, knowledge, and skills. This policy is expected to enhance the District's ability to retain and attract outstanding employees.

300.00 Authority and Responsibility

The General Manager or his/her designee is authorized and responsible for establishing a training program that a) provides all employees who require a license or certificate to perform critical District functions an opportunity to earn or maintain such a license or certificate, and b) provides an opportunity for employees to complete other mandatory training. The General Manager or his/her designee will pre-approve all mandatory training courses; fees and related expenses will be paid by the District.

The General Manager or his/her designee is further authorized to establish training and career development programs and pre-approve all non-mandatory training courses and programs that will enhance employee skills in accordance with the District's mission statement, values, goals, and principles; fees, tuition, and related expenses will be paid by the District as determined and approved by the General Manager.

400.00 Policy Review

This Policy will be reviewed at least biennially.

Sacramento Suburban Water District

Training and Career Development Policy

Adopted: November 17, 2003
Approved with changes on: February 28, 2022

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**REGIONAL WATER AUTHORITY
EXECUTIVE COMMITTEE AGENDA
January 26, 2022; 8:30 a.m.**

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. 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 Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 847-7589. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Executive Committee may consider any agenda item at any time during the meeting.

Meeting Information:

RWA Executive Committee meeting
Wed, Jan 26, 2022 8:30 AM - 10:30 AM (PST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/469596405>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 469-596-405

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.
- 3. CONSENT CALENDAR**
 - 3a. Authorize a Teleconference Meeting
 - 3b. Minutes of the December 13, 2021, Executive Committee Meeting**Action: Approve Consent Calendar**
- 4. STANDING AND AD HOC COMMITTEES**

Discussion: Dan York, Chair
- 5. STRATEGIC PLAN REVIEW**

Discussion: Jim Peifer, Executive Director
- 6. EMPLOYEE COMPENSATION STUDY AND POSITION RECLASSIFICATIONS**

Discussion: Jim Peifer, Executive Director

Action: Direct Executive Director to: 1) Undertake Compensation Survey; 2) develop position classifications for Government Relations Manager, Finance and Administration Manager II, and Program Analyst; and 3) include new position classifications in the Compensation Survey

7. LEGISLATIVE/REGULATORY UPDATE

Discussion: Ryan Ojakian, Legislative and Regulatory Affairs Manager

Action: Take Positions on Legislation

8. EXECUTIVE DIRECTOR'S REPORT

9. DIRECTORS' COMMENTS

ADJOURNMENT

Upcoming meetings:

Executive Committee Meeting: Wednesday, February 23, 2022 commencing 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

Regular Board Meeting: Thursday, March 10, 2022 commencing 9:00 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

The RWA Board Meeting electronic packet is available on the RWA website at <https://rwah2o.org/meetings/board-meetings/> to access and print the packet.

SACRAMENTO GROUNDWATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, February 10, 2022; 9:00 a.m.

AGENDA

The Board will discuss all items on this agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on this agenda but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. 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 on SGA's website. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact cpartridge@rwah2o.org. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Meeting Information:

SGA Board Meeting
Thu, Feb 10, 2022 9:00 AM - 11:00 AM (PST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/579295917>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 579-295-917

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.
- 3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request an item be removed for separate consideration.
 - a. Extend Resolution 2021-02, including requisite findings, to renew authorization to hold meetings of the Board of Directors via teleconference pursuant to Assembly Bill 361 until such time as the State of Emergency resulting from the COVID-19 pandemic no longer impacts the ability of Board members and the public to safely meet in person
 - b. Approve the minutes of December 9, 2021 Board meeting

Action: Approve Consent Calendar Items

4. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY

Presentation and Discussion: Jim Peifer, Executive Director

Action: Direct Staff to Proceed to Phase 2 of Process Roadmap to Develop a Governance Proposal for Sacramento Groundwater Authority – Sacramento Central Groundwater Authority Consolidation

5. DEVELOPMENT OF SGA FISCAL YEAR 2022 – 2023 BUDGET

Information and Presentation: Josette Reina-Luken, Finance and Administrative Services Manager

Action: Chair to Appoint Budget Subcommittee for Fiscal Year 2022 – 2023

6. GROUNDWATER SUSTAINABILITY PROGRAM UPDATE

Information and Presentation: Rob Swartz, Manager of Technical Services

7. EXECUTIVE DIRECTOR'S REPORT

8. DIRECTORS' COMMENTS

ADJOURNMENT

Next SGA Board of Director's Meetings:

April 7, 2022, 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights, the location is subject to change depending on the COVID-19 emergency.

Notification will be emailed when the SGA electronic packet is complete and posted on the SGA website at <https://www.sgah2o.org/meetings/board-meetings/>.

Agenda Item 22 c.

Craig Locke's AB1234 Reporting

January 27th
WFSE Plenary

January 26th
SJWD Board Meeting

January 25th
SGA Special Workshop

January 24th
SSWD Board Meeting

January 20th
Meet with Director Boatwright

January 19th
Aerojet CAG (listen only)

January 18th
Carmichael Board Meeting

January 13th

ASK THE AGENCY MANAGER – HOW TELEMATICS CAN BENEFIT YOUR ORGANIZATION

ACWA invites you to join ACWA Preferred Provider RMJ Technologies for a webinar. From cleaning sewer lines to becoming a general manager, Ask 30-year industry veteran Kirk Cloyd anything! Kirk will be discussing how telematics transformed his previous organizations and learn how the proper implementation can yield a safer, more cost-effective fleet operation while avoiding nuclear verdicts. RMJ excels in improving workforce productivity, increasing safe driving behaviors, optimizing fleet operations, ensuring regulatory compliance, and reducing fleet liability and risk through collaborative teamwork, creativity, and innovation. Built on long-term strategic partnerships with public agencies, our leadership experience in the fleet management solutions industry ensures that client fleet management solutions exceed their needs.

January 11th
SJWD Meeting

January 10th
Special SSWD Board Meeting

January 9th
Meet with Director Jones

January 5th**Russian state-sponsored cyber operations against U.S. critical infrastructure**

WaterISAC and the U.S. Environmental Protection Agency (EPA), in cooperation with AWWA and other water associations, are advising water and wastewater system owners and operators to take immediate action to mitigate risks presented by pressing cyber threats.

The Cybersecurity and Infrastructure Agency (CISA), the Federal Bureau of Investigation (FBI) and the National Security Agency (NSA) distributed two joint cybersecurity advisories last week. The advisories said owners and operators of critical infrastructure should immediately strengthen their computer network defenses due to persistent cyber threats from sophisticated actors.

On Dec. 16, 2021, the Cybersecurity and Infrastructure Security Agency (CISA), FBI, and the National Security Agency issued a joint advisory on Russian state-sponsored cyber operations against United States critical infrastructure. It complemented a Dec. 15, 2021 CISA publication - Preparing For and Mitigating Potential Cyber Threats. These advisories asserted that due to persistent cyber-threats from sophisticated actors, including nation-states and their proxies, critical infrastructure owners and operators should take immediate steps to strengthen their computer network defenses.

The advisory by WaterISAC and EPA distills key information for the water sector from these recent publications, including commonly observed tactics, techniques, and procedures; detection actions; incident response guidance; and mitigations. It is designed to help water and wastewater system owners and operators reduce the risk presented by these threats and to encourage the adoption of a heightened state of awareness.

January 5th**SSWD Special Meeting****January 4th****DPMWD Meeting**

Jay Boatwright
Attended meetings
January 2022

- 1/13/22: RWA Board Meeting – Initial observations and learning. Board elections
- 1/18/22: RWA Special meeting – water conservation rulemaking update
- 1/20/22: 2 hour anti-harassment training
- 1/24/22: Met with GM York re orientation. Attended Finance Committee board meeting and the regular board meeting.
- 1/25/22: SGA Special board of directors meeting re SGA/SCGA merger
- 1/26/22: RWA Executive Committee Meeting, strategic plan review, compensation study, legislative/regulatory affairs update