

Minutes

Sacramento Suburban Water District
Regular Board Meeting
Monday, September 19, 2022

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, Audio Conference at 1-669-900-6833,
and Video Conference using Zoom at Meeting Id #836 1238 1932

Call to Order

President Locke called the meeting to order at 6:00 p.m.

Pledge of Allegiance

President Locke led the Pledge of Allegiance.

Roll Call

Directors Present: Jay Boatwright, Dave Jones, Craig Locke, Kevin Thomas, and Robert Wichert.

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, Heather Hernandez-Fort, Jeff Ott, Dana Dean, Ann Bradford, Aaron Caudillo, David Armand, Monica Vazquez, Todd Artrip, and Susan Schinnerer.

Public Present: William Eubanks, J Hannum, and Legal Counsel Josh Horowitz.

Announcements

General Manager Dan York (GM York) announced:

- Water Professional's Appreciation Week, October 1-9, 2022.
- District's Open House, Thursday, October 6, 2022, from 5:00 p.m. – 7:00 p.m.

Public Comment

None.

Consent Items

1. **AB 361 Findings to Continue Permitting Director Remote Participation in Board Meetings**
2. **Minutes of the August 15, 2022, Regular Board Meeting**
3. **Treasurer's Report**

4. **Policy Review – Public Works Contracting Policy (PL – Eng 002)**
5. **Policy Review – Environmental Sustainability Policy (Adm 005)**
6. **Policy Review – Directors’ Compensation and Expense Reimbursement Policy (PL - BOD 003)**
7. **Policy Review – Information Technology/Disaster Recovery Policy (PL - IT 004)**

Director Wichert requested to pull Item 3 for discussion.

Director Thomas moved to approve all Consent Items, except Item 3; Director Wichert seconded. The motion passed by unanimous vote.

AYES:	Boatwright, Jones, Locke, Thomas and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Regarding Item 3, Director Wichert inquired why there was a payment to the City of Sacramento, as he didn’t think the District owed them anything.

Jeff Ott (Mr. Ott) explained that it was an annual payment to maintain the surface water contract rights to the Area D water.

Mr. Ott answered clarifying questions.

Director Wichert moved to approve Item 3; President Locke seconded. The motion passed by unanimous vote.

AYES:	Boatwright, Jones, Locke, Thomas and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Public Hearing

8. **2022 Triennial Public Health Goal Report**
 President Locke opened the Public Hearing on the 2022 Triennial Public Health Goal Report.

GM York provided a summary of the need for the Public Hearing.

David Armand (Mr. Armand) and Monica Vazquez presented the staff report and answered clarifying questions.

Mr. Armand stated that no verbal and written comments have been received to date regarding the 2022 Triennial Public Health Goal Report.

President Locke requested comments from the public.

President Locke closed the Public Hearing.

Items for Discussion and/or Action

9. **Accepting the 2022 Triennial Public Health Goal Report**

Mr. Armand presented the staff report.

Director Thomas moved to approve the staff recommendation; President Locke seconded. The motion passed by unanimous vote.

AYES:	Boatwright, Jones, Locke, Thomas and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

10. **Long-Term Contract With a Groundwater Well Contractor – Kirby’s Pump and Mechanical, Inc.**

Assistant General Manager Matt Underwood (AGM Underwood) presented the staff report and answered clarifying questions.

J Hannum (Mr. Hannum) with Kirby’s Pump and Mechanical Inc. (Kirby’s) clarified that Kirby’s works on wells and pump systems with the motors and piping, and downhole maintenance, but that they do not drill wells.

Director Jones identified that this was a service contract to keep the existing wells maintained, adding to the District’s reliability of the water supply. He supported the staff recommendation.

AGM Underwood continued in his presentation, discussing the contract terms.

Director Jones expressed he wanted to be sure there was a way the District could get out of the contract if needed, as a safeguard.

AGM Underwood continued with noting that there was a potential for collaboration opportunities; if mutually agreeable, the District could release Kirby’s to contract with other agencies at the District’s discretion.

Director Wichert expressed he would be more comfortable in that scenario, if the District had the authority to negotiate price with other agencies, rather than the contractor. He additionally expressed any sub-contracted work should not be below the approved amount from the District.

AGM Underwood answered additional clarifying questions.

Mr. Eubanks commented the he felt there should be added language in the contract to address any unexpected issues or conflicts.

Director Boatwright requested the \$9,600 daily rate be broken out to explain what it included.

The Board agreed to have staff and District legal counsel include some of the Director comments into the contract, and bring it back at a Special Board Meeting to be held on Monday, September 26, 2022, at 5:00 p.m.

11. Succession Planning Program

GM York presented the staff report, PowerPoint presentation, and answered clarifying questions.

Director Wichert moved to allow the creation of a floating box with no time limit, Director Jones seconded. The motion passed by unanimous vote.

AYES:	Boatwright, Jones, Locke, Thomas and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

12. Water Distribution Operator Vendor Showcase

AGM Underwood presented the staff report, PowerPoint Presentation, and answered clarifying questions.

General Manager's Report

13. General Manager's Report

GM York presented the staff report.

a. *Del Paso Manor Water District/Sacramento Suburban Water District 2x2 Committee Meeting*

GM York presented the staff report.

b. *Conflict of Interest Code*

GM York presented the staff report.

c. *Heat Wave Response*

GM York presented the staff report.

Department/Staff Reports

14. **Financial Report**

Mr. Ott presented the staff report.

a. Summary

A written report was provided.

b. Financial Statement Highlights

A written report was provided.

c. Budgets

A written report was provided.

15. **District Activity Report**

Todd Artrip presented the staff report and answered clarifying questions.

Director Wichert requested a trend graph on the leaks, service requests, main leaks etc., either a year or whatever staff felt was appropriate.

16. **Engineering Report**

Dana Dean presented the staff report.

a. Major Capital Improvement Program Projects

A written report was provided.

b. Active Wells

A written report was provided.

c. Planning Documents

A written report was provided.

d. Other Projects

A written report was provided.

Information Items

17. **Report on 2023 CalPERS Health Plan Premiums**

Susan Schinnerer presented the staff report.

18. **Upcoming Water Industry Events**

A written report was provided.

19. **Upcoming Policy Review**

A written report was provided.

- a. Procurement Policy (PL – Fin 005)
- b. Driver Record and Insurance Review Policy (PL – HR 006)
- c. Lease and Subscription-Based Information Technology Arrangements Accounting Policy (PL – Fin 015)
- d. Capital Improvement Program Policy (PL – Eng 003)

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

- 20. a. Regional Water Authority (Director Jones)
The agenda for the September 8, 2022 meeting was provided.

President Locke requested to bring the Committee and Liaison Appointments to the October Regular Board meeting as an Action Item.

Regional Water Authority Executive Committee (General Manager York)
The agenda for the August 24, 2022 meeting was provided.
- b. Sacramento Groundwater Authority (Director Wichert)
None.
- c. Director Reports – AB 1234
Director Thomas provided an oral report of the DPMWD Board meeting he attended on August 1, 2022; the webinar on North State Drinking Water that he attended on August 5, 2022; the ACWA Water Efficiency Subcommittee he attended on August 10, 2022; and the Hydro Power Webinar he attended on August 24, 2022.

Director’s Comments/Staff Statements and Requests

None.

Adjournment

President Locke adjourned the meeting at 8:19 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District