

Minutes

Sacramento Suburban Water District
Regular Board Meeting
Monday, March 20, 2023

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, Audio Conference at 1-669-900-6833,
and Video Conference using Zoom at Meeting Id #842 8375 2757

Call to Order

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

Pledge of Allegiance

President Boatwright 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, Todd Artrip, Hector Segoviano, Susan Schinnerer, and Julie Nemitz.

Public Present: William Eubanks, Dane Wadle, Bruce Hartzell, and Christine Kohn.

Announcements

General Manager Dan York (GM York) announced:

- AWWA Utility Management Conference is March 28-31, 2023, at the Convention Center in Sacramento.

Public Comment

Dane Wadle, with California Special District Association (CSDA), updated the Board with current topics and initiatives that CSDA is working on and requested support from the Board when needed.

William Eubanks (Mr. Eubanks) asked clarifying questions.

Consent Items

1. **Minutes of the February 22, 2023, Special Board Meeting**
2. **Minutes of the February 27, 2023, Regular Board Meeting**

3. **Treasurer’s Report**
4. **Facilities and Operations Committee Mission Statement and Charter Update**
5. **Resolution No. 23-02, a Resolution of the Board of Directors of the Sacramento Suburban Water District Authorizing the General Manager to Execute a Letter of Agreement and Individual Annual Contracts for a Period of Five Years for Surplus Central Valley Project Water Under Section 215 Between the District and the United States Bureau of Reclamation**

Director Wichert requested to pull Item 3.

Director Thomas moved to approve Items 1, 2, 4, and 5; Director Locke seconded. The motion passed by unanimous vote.

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

Regarding Item 3, Director Wichert asked clarifying questions on the Treasurer’s Report.

Jeff Ott (Mr. Ott) provided clarification.

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

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

Items for Discussion and/or Action

6. **Committee and Liaison Appointments for 2023**
 President Boatwright introduced the item and expressed that Regional Water Authority (RWA) no longer allowed remote attendance for their Board meetings. He expressed that he would like to appoint all Directors as alternates, in the event the Board representative was not able to make a meeting, an alternate would have the ability to fill in.

Director Locke expressed his displeasure with RWA’s decision to no longer allow remote attendance, noting they are supposed to be represented by each member agency in the region. He further pointed out that it did not seem very transparent for them to not allow members of the public to listen into their meetings.

Director Thomas echoed Director's Locke's sentiments.

The Board requested for President Boatwright to draft a letter to the Executive Director of RWA expressing their displeasure of the new changes.

7. **Carmichael Water District and Sacramento Suburban Water District
Combination Discussion – Communications Plan**

GM York presented the staff report.

Director Locke summarized the discussion of the item at the last CWD/SSWD 2x2 Committee meeting.

GM York stated that District legal counsel weighed in, expressing to be mindful of what pros and cons that were listed and to ensure that it was neutral and factual.

Christine Kohn (Ms. Kohn), with In Communications, presented each of the attachments in the staff report.

Director Locke expressed that he was interested in having a one-page summary included.

Mr. Eubanks suggested that the districts get together for a joint meeting to vote on how they want to proceed to ensure everyone is on the same page.

Director Wichert requested to ensure that there were no statistics from the Raftelis report included in the outreach materials.

Ms. Kohn indicated that the documents were being prepared for the public information sessions as public documents, noting the Board could decide what they want as public documents and what they want as internal documents.

Discussion ensued on what would be the best method for all Directors to provide their edits on the attachments.

Mr. Eubanks reiterated that the District needed to get a firm commitment from both Boards that everyone was interested in moving forward.

President Boatwright requested the Committee review and edit the attachments as discussed.

8. **Water Meter Asset Management Plan**

Todd Artrip (Mr. Artrip) presented the Item and reviewed the Water Meter Asset Management Plan (Meter AMP).

Director Wichert asked clarifying questions, and expressed he would like the target dates to be inserted into the Meter AMP.

Director Wichert moved to approve the staff recommendation, with the amendment to add the Risk Assessment and Improvement Opportunities target dates into the Meter AMP; Director Thomas seconded. The motion passed by unanimous vote.

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

9. **Ordinance No. 2023-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Amending Regulations 2, 3, 5, and 6 of the Regulations Governing Water Service**

Mr. Ott presented the staff report and answered clarifying questions.

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

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

General Manager’s Report

10. **General Manager’s Report**

GM York presented the staff report.

a. *Employee Handbook Updates*

GM York presented the staff report.

Department/Staff Reports

11. **Financial Report**

Mr. Ott presented the staff report and provided an update to the Silicon Valley Bank collapse and its impact on the District.

Mr. Eubanks expressed he was confused and displeased that the financial documents were still in draft form.

Mr. Ott expressed that the financial documents would not be complete until the auditors have reviewed the final accounting transactions, and provided their audit opinion, which would not be complete until the audit was complete. He expressed the documents would remain in draft until that process was finalized.

a. *Draft - Financial Statements*

A written report was provided.

b. *Draft - Financial Highlights*
A written report was provided.

c. *Budgets*
A written report was provided.

12. **District Activity Report**

Mr. Artrip presented the staff report.

13. **Engineering Report**

Dana Dean presented the staff report and answered clarifying questions.

President Boatwright commented that he has requested to see a 3-month schedule for Kirby.

GM York informed the Board that staff was in the process of providing a report in April that would suffice President Boatwright's request.

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

14. **2022 Budget Transfers**

Mr. Ott presented the staff report.

15. **2022 Budget Reconciliation**

Mr. Ott presented the staff report.

Mr. Eubanks expressed his discontent with the report.

16. **Upcoming Water Industry Meetings/Conferences**

A written report was provided.

17. **Upcoming Policy Review**

A written report was provided.

a. *Legislative Response Policy (PL – Adm 004)*

A written report was provided.

b. *Improvement Standards and Technical Specifications (PL – Eng 001)*

A written report was provided.

c. *Water Service Rates, Fees and Charges Setting Policy (PL – Fin 009)*

A written report was provided.

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

18. a. Regional Water Authority (Director Wichert)

The agenda for the March 9, 2023, Board meeting was provided.

Regional Water Authority Executive Committee

The agenda for the February 21, 2023, meeting was provided.

b. Sacramento Groundwater Authority (Director Boatwright)

None.

c. Director Reports – AB 1234

Director Jones provided an oral report on the meeting he had with the General Manger on January 18, 2023.

Director Thomas provided an oral report on the SGA Board Meeting he attended on February 9, 2023; the ACWA Regulatory Meeting he attended on February 15, 2023; and the Del Paso Manor Water District Board Meeting he attended on February 21, 2023.

President Boatwright and Director Locke provided written reports of their meetings attended.

Committee Reports

19. a. Del Paso Manor Water District/SSWD 2x2 Committee Meeting (Director Wichert)
Draft Minutes from the February 14, 2022, meeting were provided.

b. Facilities and Operations Committee Meeting (Director Jones)
Draft Minutes from the March 1, 2023, meeting were provided.

c. Carmichael Water District/SSWD 2x2 Committee Meeting (Director Locke)
Draft Minutes from the March 3, 2023, meeting were provided.

Director's Comments/Staff Statements and Requests

None.

Adjournment

President Boatwright adjourned the meeting at 8:11 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District