

Minutes

Sacramento Suburban Water District

Regular Board Meeting

Monday, August 21, 2023

Location:

3701 Marconi Avenue, Sacramento, CA 95821, Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #883 3332 0698

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, Craig Locke, Dave Jones, Kevin Thomas, and Robert Wichert.

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, Heather Hernandez-Fort, Mitchell McCarthy, Lynn Pham, Dana Dean, Susan Schinnerer, Jeff Ott, Greg Bundesen, Todd Artrip, and Julie Nemitz.

Public Present: Brian Campbell, Kyler Rayden, and Jennifer Harris.

Announcements

None.

Public Comment

None.

Consent Items

1. **Draft Minutes of the July 17, 2023, Regular Board Meeting**
2. **Draft Minutes of the August 7, 2023, Special Board Workshop – Strategic Plan Meeting**
3. **Treasurer’s Report**
4. **Policy Review - Unclaimed Funds Policy (PL – Fin 007)**
5. **Policy Review - Communications and Team Building Policy (PL – Adm 008)**

- 6. **Urban Community Drought Relief Grant**
- 7. **Sacramento Local Agency Formation Commission Election of Special District Representative**

Director Wichert requested to pull Item 2 for discussion.

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

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

Regarding Item 2, Director Wichert pointed out that during the August 7, 2024, Special Board Workshop Strategic Plan Meeting, there was a part of the discussion that was missing from the minutes. He explained that he asked for consideration of allowing handymen to be allowed to perform leak repairs and clarified that he was speaking directly about gardeners. He requested that the discussion be placed in the minutes.

Director Wichert moved to approve Item 2, with the addition of his comments noted above, Director Thomas seconded. The motion passed by unanimous vote.

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

Items for Discussion and/or Action

- 8. **Voluntary Agreement Early Implementation Funding Agreement**
General Manager Dan York (GM York) presented the staff report and answered clarifying questions.

Director Thomas inquired how much the Regional Water Authority (RWA) was being compensated for doing the administrative work for the project and asked that staff report back to the Board on the final amount after the project was completed.

GM York expressed that RWA was being compensated roughly 1.1 million dollars for managing the project, and explained further details on how the grant funding was being divided and accounted for. He expressed he would provide an update to the Board on further details about the committee that is being formed to monitor the project.

Director Wichert inquired if the member agencies could oversee the contract for the consultant, as he was not confident there would be a lot of work for a consultant to do.

GM York stated he would bring up Director Wichert’s questions with RWA as he is on the committee.

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

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

9. **Auburn Constructors – Progressive Design-Build Projects Update**

Mitchell McCarthy (Mr. McCarthy) summarized the staff report and introduced Brian Campbell, Project Manager for Auburn Constructors, who presented the Power Point presentation.

Mr. McCarthy answered clarifying questions.

Director Wichert requested to have a follow-up presentation which would include the budget and schedule.

Mr. McCarthy provided an overview of the schedule and answered clarifying questions.

GM York expressed the budget would be discussed during the budget workshop presentation.

10. **2023 Mid-Year Budget Update**

Jeff Ott (Mr. Ott) summarized the staff report, presented the Power Point presentation, and answered clarifying questions.

GM York expressed there has been discussions between some of the General Managers and Utility Directors in the region to discuss a regional collaboration effort on a purchasing program, and expressed he would keep the Board apprised of those discussions.

11. **Calendar Year 2024 Budget Assumptions**

Lynn Pham presented the staff report and answered clarifying questions.

Director Wichert expressed the policy targets the midpoint of the third quartile for merit, noting he felt that staff actually received 5% above that, due to the fact that when someone has reached the top of their pay band, they receive up to 5% vacation in lieu of merit, noting he felt like it was exceeding the policy allotment. He recommended terminating that program in an effort to encourage staff to seek promotions.

Director Locke pointed out that the program only applied to those staff that have reached the top of their pay band.

Director Wichert expressed that regardless of where staff was in their pay band, it was still an option for staff to essentially earn above the allotment agreed upon in the policy, clarifying that it is not the money that is being spent, but rather the salary ranges that is adjusted by 5% over the midpoint of the third quartile.

GM York clarified that when a person reaches the top of their pay band, their performance evaluation determines the merit increase, which could be anywhere from 3, 4, or 5 percent and further explained how the merit pool worked.

Director Wichert pointed out that the in lieu of vacation amount was not taken into account during the compensation study.

Susan Schinnerer clarified that typically merit was not considered in a compensation study as it was not a guaranteed increase to salary.

Director Locke pointed out that it was not a lot of money and asked additional clarifying questions.

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

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

12. Recommended Change to Board Policy Review Period

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

Director Locke expressed he was happy with the 2-year review period as he felt it kept the Policies accurate, and additionally noted that reviewing the Policies at least every 4 years would allow for each Director to see each policy at least once during their term. He expressed he was not in support of all of the proposed changes.

Director Wichert stated he agreed with Director Locke.

President Boatwright expressed he supported a 4-year review period, noting a lot of the Policies were reviewed by legal counsel as well.

The Board expressed they would like to table this item for further discussion.

13. Association of California Water Agencies Region 4 Board Election

GM York presented the staff report.

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

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

14. **Association of California Water Agencies President and Vice President Election**
GM York presented the staff report.

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

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

15. **Reservoir and Booster Pump Station Asset Management Plan – Status Update**
Todd Artrip (Mr. Artrip) presented the staff report and answered clarifying questions.

General Manager’s Report

16. **General Manager’s Report**
GM York presented the staff report.
- a. *Federal/State Agencies Tour of District Facilities*
GM York provided an update and showed pictures and video of the tours that took place.

Department/Staff Reports

17. **Groundwater Well Status Report**
Dana Dean (Mr. Dean) presented the staff report.
18. **Engineering Report**
Mr. Dean presented the staff report and answered clarifying questions.
- a. *Major Capital Improvement Program Projects*
A written report was provided.
- b. *Planning Documents*
A written report was provided.
- c. *Other Projects*
A written report was provided.

19. **Financial Report**

Mr. Ott presented the staff report.

a. *Financial Statements*

A written report was provided.

b. *Financial Highlights*

A written report was provided.

c. *Budgets*

A written report was provided.

20. **District Activity Report**

Mr. Artrip presented the staff report.

Julie Nemitz presented information on the new payment system, Invoice Cloud.

Jennifer Harris commented that she likes the new payment system.

Information Items

21. **Association of California Water Agencies Committee Appointment Considerations for the 2024-2025 Term**

GM York presented the staff report.

Director Wichert expressed his interest in being considered for the Energy Committee.

President Boatwright expressed his interest in the Groundwater Committee.

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

A written report was provided.

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

23. a. Regional Water Authority (Director Wichert)
None.

b. Sacramento Groundwater Authority (Director Boatwright)
None.

President Boatwright provided an oral report of the SGA Board meeting.

c. Director Reports – AB 1234

Director Thomas provided an oral report of the Water Forum Meeting he attended on July 12, 2023; the meeting he had with the General Manager on July 13, 2023; the AeroJet CAG Meeting he attended on July 19, 2023; the EPA Wildfire Impact

on Drinking Water Meeting he attended on July 28, 2023; and the San Juan Water District Board Meeting he attended on July 26, 2023.

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

Committee Reports

24. a. Carmichael Water District/SSWD 2x2 Committee Meeting (Director Locke)
The Agenda from the August 9, 2023, meeting was provided.

Director Locke provided an oral report of the meeting.

Director's Comments/Staff Statements and Requests

None.

Adjournment

President Boatwright adjourned the meeting at 7:56 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District