

Minutes

Sacramento Suburban Water District
Regular Board Meeting
Monday, October 16, 2023

Location:

3701 Marconi Avenue, Sacramento, CA 95821, Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #819 2365 3725

Call to Order

President Boatwright called the meeting to order at 6:17 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, Julie Nemitz, Dana Dean, Jeff Ott, Greg Bundesen, Tommy Moulton, David Armand, Lynn Pham, and Todd Artrip.

Public Present: Legal Counsel Josh Horowitz, Carl Jones, and Jennifer Harris.

Announcements

General Manager Dan York (GM York) announced:

- The District was honored by the EPA WaterSense Program at the WaterSmart Innovations Conference in Las Vegas with an award for Excellence in Education for the District's 2022 Water Conservation and Customer Outreach programs for raising awareness of the WaterSense label. This is the second WaterSense Excellence in Education Award SSWD has been honored with for its efforts.

Public Comment

None.

Consent Items

1. **Draft Minutes of the September 18, 2023, Regular Board Meeting**
2. **Draft Minutes of the October 2, 2023, Special Board Workshop**

3. **Treasurer’s Report**
4. **Regional Water Authority Executive Committee Member Support**
5. **Policy Review - Impaired Capital Asset Policy (PL - Fin 008)**
6. **Policy Review - Capacity Fee Setting Policy (PL - Fin 010)**
7. **Policy Review - Payment of Demands Policy (PL - Fin 014)**

Director Thomas moved to approve all Consent Items; Director Jones 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. **Calendar Year 2024 Budget Review**

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

Staff clarified that there is not a scheduled rate increase in 2025.

Director Locke recommended staff conduct a rate study in 2024, to determine if a rate increase is needed for 2025 through 2029.

Director Wichert agreed with Director Locke’s recommendation.

President Boatwright confirmed that the direction from the Board was to conduct a rate study in 2024.

Greg Bundesen presented justification for the Water Conservation Technician position and answered clarifying questions.

Jennifer Harris (Ms. Harris) asked clarifying questions about the SCADA system upgrades.

Director Wichert commented that he felt that salary ranges were 5% higher than listed, as he felt the vacation in lieu of pay when at the top of the pay band should be included in the salary.

Director Wichert requested staff have milestones for Auburn Constructors for Wells 81, 82, and 83, and 84.

GM York agreed and expressed that he can add that as part of the District Goals for 2024.

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. **Supervisory Control and Data Acquisition Asset Management Plan Implementation Status**

Mr. Ott presented the staff report.

Director Wichert asked clarifying questions and requested more frequent updates.

Director Wichert noted he was not comfortable operating outside of the FCC license.

GM York expressed he was aware that the District was out of compliance with the radio frequency license portion, noting it would be an exorbitant cost to correct the radio frequency, which would not be advised as the District was moving away from radio frequency and transitioning into cellular. He further expressed he would still check if there was anything the District could do for the time being to be in compliance.

GM York and Mr. Ott answered additional clarifying questions.

10. **Committee and Liaison Appointments for 2023**

President Boatwright presented the staff report. He appointed Director Thomas to replace Director Locke on the GM Performance Review Committee, noting Director Locke was unavailable to serve on the committee due to schedule conflicts.

President Boatwright additionally appointed himself as an alternate on the Facilities and Operations Committee.

General Manager’s Report

11. **General Manager’s Report**

GM York presented the staff report.

a. *County Paving*

GM York presented the staff report.

Ms. Harris asked clarifying questions.

b. *Association of California Water Agency Election Results*

GM York presented the staff report.

Department/Staff Reports

12. **Groundwater Well Status Report**
Tommy Moulton presented the staff report.
13. **Engineering Report**
Dana Dean presented the staff report.
 - 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.
14. **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.
15. **District Activity Report**
Todd Artrip presented the staff report.

Information Items

16. **Municipal Services Review Update**
GM York presented the staff report.
17. **ACA 13 Support Letter and ACA 13 Opposition Rebuttal Letter**
Mr. Bundesen presented the staff report.
18. **Upcoming Water Industry Meetings/Conferences**
A written report was provided.

Director Wichert expressed he planned on putting himself in the running for a seat on the Executive Committee.

19. **Upcoming Policy Review**

A written report was provided.

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

b. *Engagement of Auditor Policy – (PL – Fin 001)*

c. *Debt Management Policy – (PL - Fin 011)*

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

20. a. Regional Water Authority (Director Wichert)

The Agenda from the September 14, 2023, meeting was provided.

b. Sacramento Groundwater Authority (Director Boatwright)

None.

Director Wichert provided an oral report of the last SGA Board meeting.

c. Director Reports – AB 1234

Director Thomas provided an oral report of the DPMWD Board meeting he attended on September 5, 2023; the meeting he had with the General Manager on September 13, 2023; the AeroJet CAG meeting he attended on September 20, 2023; and the meeting he had with the General Manager on September 27, 2023.

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

Committee Reports

21. a. Carmichael Water District/SSWD 2x2 Committee Meeting (Director Locke)

The Agenda for the October 11, 2023, meeting was provided.

Director Locke provided an oral summary of the meeting.

Director’s Comments/Staff Statements and Requests

None.

Adjournment

President Boatwright adjourned the meeting at 7:49 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District