

## **Minutes**

Sacramento Suburban Water District  
**Regular Board Meeting**  
November 20, 2023

### **Location:**

3701 Marconi Avenue, Sacramento, CA 95821, Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #831 3763 0770

### **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, Kevin Thomas, and Robert Wichert.

Directors Absent: Craig Locke and Dave Jones.

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, Tom Dickinson, Mitchell McCarthy, Dylan Huntzinger, Joe Crockett, and Ann Bradford.

Public Present: Trevor Joseph, Laura Dickinson, Jackie Dickinson, Tommy Dickinson, Scarlet Dickinson, and Paul Helliker.

### **Announcements**

General Manager Dan York (GM York) announced:

- Happy Thanksgiving to all.

### **Public Comment**

None.

### **Consent Items**

1. **Draft Minutes of the October 16, 2023, Special Board Meeting**
2. **Draft Minutes of the October 16, 2023, Regular Board Meeting**
3. **Draft Minutes of the November 2, 2023, Special Board Meeting**
4. **Treasurer's Report**

5. **2023 Audit Engagement Letter and Task Order 4**
6. **Policy Review - Training and Career Development Policy (PL - HR 004)**
7. **Policy Review - Engagement of Auditor Policy (PL – Fin 001)**
8. **Policy Review - Debt Management Policy (PL - Fin 011)**
9. **Revised Capacity Fee Setting Policy (PL – Fin 010)**

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

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

**Items for Discussion and/or Action**

**9.5 Resolution No. 23-06 Honoring Tom Dickinson on his Retirement**

GM York presented the staff report.

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

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

GM York presented a ceremonial resolution to Tom Dickinson (Mr. Dickinson).

Mr. Dickinson expressed his appreciation for the staff and noted that the District was in great shape with great leadership.

**10. Sacramento Regional Water Bank**

Assistant General Manager Matt Underwood (AGM Underwood) summarized the staff report and introduced Trevor Joseph (Mr. Joseph), Manager of Technical Services with the Regional Water Authority, who presented the PowerPoint Presentation and answered clarifying questions.

Director Wichert requested staff send the PowerPoint presentation to the Directors.

**11. Auburn Contractors – Progressive Design-Build Projects Update**

Mitchell McCarthy summarized the staff report and introduced Bryan Truce Project Manager with Auburn Constructors, who presented the PowerPoint Presentation and answered clarifying questions.

Director Wichert requested to see the schedules in detail. He additionally requested staff provide milestones that included additional budget details.

**11.5 Regional Water Authority Vice Chair and Executive Committee 2024 Election**  
GM York presented the staff report.

Director Wichert provided his comments, noting he requested the Board approve the following order:

For RWA Vice Chair:

William Roberts in the first position for Vice Chair.  
Michael Saunders in the second position for Vice Chair.

For RWA Executive Committee:

1. Robert Wichert
2. Sean Bigley
3. Bruce Kamilos
4. Ron Greenwood
5. William Roberts
6. Michael Saunders

The Board agreed with Director Wichert's recommendations and directed staff to submit the voting ballot to Regional Water Authority.

**12. State Urban Water Use Objective Update**

Greg Bundesen summarized the staff report, presented the PowerPoint Presentation, and answered clarifying questions.

**13. Groundwater Well Asset Management Plan Implementation Status**

AGM Underwood presented the staff report and answered clarifying questions.

Director Wichert requested staff provide a monthly update to the Board starting in January 2024, until a schedule is presented.

**General Manager's Report**

**14. General Manager's Report**

GM York presented the staff report.

- a. *Regional General Manager & Utility Directors Workshop*  
GM York presented the staff report.

## Department/Staff Reports

15. **Groundwater Well Status Report**  
Tommy Moulton presented the staff report and answered clarifying questions.
16. **Engineering Report**  
Dana 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.
17. **Financial Report**  
Jeff Ott (Mr. Ott) presented the staff report.
  - a. *Financial Highlights*  
A written report was provided.
  - b. *Financial Statements*  
A written report was provided.
  - c. *Budgets*  
A written report was provided.
18. **District Activity Report**  
AGM Underwood presented the staff report.

## Information Items

19. **Carmichael Water District/Sacramento Suburban Water District - Combination Discussion**  
GM York presented the staff report.
20. **Carmichael Water District/Sacramento Suburban Water District - Major Themes Document**  
GM York presented the staff report.
21. **Consolidated District Billing**  
Julie Nemitz presented the staff report.

The Board agreed with the changes presented.

22. **Fieldman, Rolapp and Associates, Inc. - SEC Settlement**  
Mr. Ott presented the staff report and answered clarifying questions.

23. **Upcoming Water Industry Meetings/Conferences**  
A written report was provided.

24. **Upcoming Policy Review**  
A written report was provided.

*a. Water Banking and Transfer Policy (PL - BOD 006)*

*b. Investment Policy (PL - Fin 003)*

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

25. a. Regional Water Authority (Director Wichert)  
The Agenda from the November 9, 2023, Board Meeting was provided.

b. Sacramento Groundwater Authority (Director Boatwright)  
None.

c. Director Reports – AB 1234

Director Thomas provided an oral report of his meeting with the General Manager on October 10, 2023; the SGA Board meeting he attended on October 12, 2023; the webinar he attended on October 17, 2023; and the SJWD Board meeting he attended on October 25, 2023.

**Committee Reports**

26. a. Carmichael Water District/SSWD 2x2 Committee Meeting (Director Locke)  
The Draft Minutes from the October 11, 2023, meeting were provided.

b. Facilities and Operations Committee Meeting (Director Jones)  
The Draft Minutes from the October 19, 2023, meeting were provided.

President Boatwright requested staff place an item on the December Regular Board meeting Agenda for the Board to consider staff conducting a valuation on Kirby's Pump & Mechanical, Inc.

c. Carmichael Water District/SSWD Joint Board Meeting (Director Boatwright)  
The Draft Minutes from the October 24, 2023, meeting were provided.

d. Water Banking Committee Meeting (Director Thomas)  
The Draft Minutes from the October 30, 2023, meeting were provided.

- e. Audit Committee Meeting (Director Locke)  
The Draft Minutes from the November 1, 2023, meeting were provided.

**Director’s Comments/Staff Statements and Requests**

None.

GM York announced that Ryan Saunders, a Director of Del Paso Manor Water District, has announced that he was resigning from the Board of Directors in early 2024.

**Closed Session (Closed Session Items are not opened to the public)**

The Board convened in Closed Session at 9:02 p.m. to discuss the following:

- 27. Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957.

**Return to Open Session**

The Board convened in Open Session at 9:05 p.m. There was no reportable action.

- 28. **Report from Closed Session.**  
A written report was provided.

**Adjournment**

President Boatwright adjourned the meeting at 9:06 p.m.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District