

## Minutes

Sacramento Suburban Water District  
**Facilities and Operations Committee**  
Thursday, June 23, 2016

### Call to Order

Director Locke called the meeting to order at 4:01 p.m.

### Roll Call

Directors Present: Craig Locke and Neil Schild.

Directors Absent: None.

Staff Present: General Manager Robert Roscoe, Assistant General Manager Dan York, Amy Bullock, Lynne Yost, Mitch Dion, John Valdes, Dave Jones, David Espinoza, Rachel Middlestead, Chantell Garvin.

**Public Present:** William Eubanks, Ben Borba, Mark Rollins and Eric Wunschel.

### Consent Items

#### 1. Minutes of the April 1, 2016 Facilities and Operations Committee Meeting

General Manager Robert Roscoe (GM Roscoe) presented the report.

William Eubanks (Mr. Eubanks) withdrew his comments.

Director Locke moved to approve Item 1; Director Schild seconded. The motion carried by unanimous vote.

AYES:	Schild and Locke.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

### Items for Discussion and Action

#### 2. Master Service Contracting Process For Main Replacement Program

GM Roscoe introduced the staff report. Mitch Dion (Mr. Dion) presented the report.

Director Schild stated that he believed that the contract extension ended, but in fact, whatever project they have been given prior to December would still be under contract, and the specific project would need to be finished.

GM Roscoe confirmed that no new awards would be given after the first of the year but existing task orders would still be required to be completed.

Director Schild inquired that because the District is a County Water District, then the District would not be required to go out and bid a potential new contract which consists of a 3 year contract with 1 or 2 year extensions?

Mr. Dion responded that is correct.

Discussion ensued regarding prevailing wage rates.

Mr. Dion informed the Committee that whatever rates were in effect when the District went out to bid, would be the rate the District would use.

Director Schild noted that the recommended Committee action was to consider options for proceeding, however, he felt that there were not enough options presented.

No action was taken.

### **3. Master Service Agreement For Main Replacements**

Mr. Dion introduced Eric Wunschel (Mr. Wunschel), a Finance Controller for Doug Veerkamp General Engineering, Inc. who presented a PowerPoint presentation.

Director Locke inquired what percentage of their business was for the District.

Doug Veercamp Construction staff stated 10-12 percent.

Mr. Eubanks stated that he was not clear on what staff was asking the Committee to do.

GM Roscoe stated that staff was requesting to extend the contract with Doug Veercamp Construction for one year.

Mr. Eubanks noted that he was very proud that the District had come full circle and felt that Doug Veercamp Construction was doing a great job. He further noted that they should get credit for their terrific job and that the Committee should move forward with approving the contract.

Director Schild agreed.

Director Locke agreed with the staff recommendation.

Director Schild inquired about clarification on the Master Services Agreement.

Mr. Jones clarified the Master Services Agreement.

Director Schild commended Veerkamp on doing a good job. He further noted that he felt uneasy without a competitive bidding process, but he recommended the one year extension, stating that when that contract is up, staff should look at a new 5 year contract.

Director Locke agreed with Director Schild commenting that staff should look at the workload and see whether one year makes the most sense or if we should extend into further years.

The Committee recommended presenting this item to the full Board with a recommendation of approval that the contract be extended for another year.

**4. Recommendation to Initiate Application by Sacramento Suburban Water District and Carmichael Water District to initiate LAFCo's Proceedings for Annexation/Detachment**

Chantell Garvin (Ms. Garvin) presented the staff report.

Director Schild stated that these properties were all located in the Carmichael Water District area; however they were all being billed by the District.

Director Schild asked what property is vacant. Are we going to have to install our meters on the properties?

Ms. Garvin informed the Committee that the District will install its meters and meter reading system at these locations.

Director Schild is ok to move forward, but feels there may be a problem with the customers and LAFCo.

The Committee unanimously agreed to recommend the Board to move forward with the customer notification and LAFCo process.

**5. Update On Forensic Analysis and Testing of Pipe**

Mr. Dion presented the staff report.

Director Schild felt that Director Wichert had the direction on this matter in the past and agreed to move forward.

GM Roscoe clarified that this item was presented as an update; no action was required.

Mr. Eubanks withdrew his comment.

**6. Board Packet Preparation Process And Schedule**

GM Roscoe presented the staff report.

Director Schild did not feel that computer tablets are a viable option and secure method for the board reports.

GM Roscoe stated that staff needed 6-7 business days to get a current financial report from the Finance Department, and preferred to keep the current schedule.

Director Locke suggested using the previous month's financial report even though it would be slightly dated in order to receive the board packet earlier.

Mr. Eubanks stated that he did not feel the more time you give the Board members to review the board packet is a good thing. He thinks the computer tablets are a useless expense. Mr. Eubanks stated he still wants the hard copy. In Mr. Eubanks opinion on Regular Board meetings the agenda items could be condensed to 7-8 agenda items. Mr. Eubanks felt the Board gets bogged down about things that are not important drawing out the meeting time longer than it needs to be.

Director Locke stated that he did not want a computer tablet, or to change the meeting time, he just requested to get the packet earlier. He noted that he was in favor of option 3 in the staff report.

Director Schild agreed with option 3 as well.

GM Roscoe stated that staff will attempt to assemble and deliver the Board packets by the Wednesday before the meeting.

**7. 2736 Auburn Blvd. – Potential Lot Split**

Mr. Dion presented the staff report.

Mr. Eubanks withdrew his comment.

Director Schild noted that he felt that this was an information item not an action item.

GM Roscoe agreed and stated nothing much has changed since the last time this was in front of the Committee.

Director Locke is not in favor of putting additional money towards this issue in the staff report, noting the \$50,000.00

GM Roscoe concurred. No action was taken and no additional staff direction was provided.

**8. 2016 Compensation Study**

GM Roscoe presented the staff report.

Director Schild inquired why staff needed this study and how much it was going to cost for the study.

GM Roscoe stated that the RFP's are out on the street now and that proposals are due after the 4<sup>th</sup> of July. The projected cost of this study is identified in the budget and was believed to be around \$15,000.00.

GM Roscoe stated that the last time a study was done was in 2013 and staff needed the study for future salaries and budgeting purposes. The Compensation Study is presented to the Committee for informational purposes. No action was taken.

**9. Water System Master Plan Update**

GM Roscoe presented the staff report. No recommended action required.

**Adjournment**

Director Locke adjourned the meeting at 5:37 p.m.

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Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District