

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, May 17, 2021
6:00 p.m.

This meeting will be conducted both in-person in the District’s Boardroom at the address above, and by videoconference and teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by any method provided. The President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

Due to State guidelines on physical distancing in public gatherings, the Boardroom can accommodate a maximum occupancy of 14 members of the public at one time. Members of the public shall be admitted on a first-come basis with no reservations. When the occupancy maximum of 14 is reached, any remaining individuals will be directed to attend via video/teleconference remotely. Although the Boardroom will be setup to maintain required physical distancing, attendees must follow current State and County requirements. Prior to entry into the building, attendees will be asked to answer COVID-related health questions. Based on the answers, or if attendee refuses to answer questions, entry may be denied. Face masks are required to be worn at all times. Hand sanitizer and masks will be available at the entrance for attendees to use. Additionally, eating and drinking while in the building is prohibited, as it is not possible to maintain face coverings while eating and/or drinking.

The District recommends that members of the public participate in public meetings via videoconference and/or teleconference per the instructions below.

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following login information for videoconferencing or teleconferencing:

Join the meeting from a computer, tablet or smartphone:

<https://us02web.zoom.us/j/86285016959?pwd=MzRvWkxqTWY3VjUybDFZTUFTYjFWdz09>

Meeting ID: 862 8501 6959

Password: 556190

You can also dial in using your phone: 1 (669) 900-6833

New to Zoom? Get the app now and be ready when your first meeting starts: <https://zoom.us/>. Zoom uses encryption of data during Zoom meetings. The District uses a secure password to restrict access to scheduled meetings. The meeting host has control of content sharing, recording, and chat.

Please mute your line.

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the address listed above.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Persons who wish to comment on either agenda or non-agenda items should fill out a Comment Card and give it to the General Manager. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Sacramento Suburban Water District Human Resources at 916.679.3972. Requests must be made as early as possible and at least one full business day before the start of the meeting.

Call to Order

Pledge of Allegiance

Roll Call

Announcements

Public Comment

This is the opportunity for the public to comment on non-agenda items within the Board's jurisdiction. Comments are limited to 3 minutes.

Consent Items

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Board member, staff, or interested person requests that an item be removed from the Consent Items, it will be considered with the Items for Discussion and/or Action.

1. Minutes of the April 19, 2021, Regular Board Meeting
Recommendation: Approve subject minutes

2. Policy Review - Unclaimed Check Policy (PL - Fin 007)
Recommendation: Approve subject policy with changes.
3. Policy Review - Drug and Alcohol Program Policy (PL - HR 010)
Recommendation: Approve subject policy with changes.
4. Policy Review - Electronic Mail Management and Retention Policy (PL – IT 003)
Recommendation: Approve subject policy with changes.
5. Memorandum of Understanding with Placer County Water Agency for the Right to Convey up to 15 Million Gallons Per Day of Wheeling Capacity through the Cooperative Transmission Pipeline and Antelope Transmission Pipeline
Recommendation: Approve a Memorandum of Understanding with PCWA to provide it the right to negotiate to lease/purchase a portion of the District's capacity for conveying up to 15 million gallons per day through the Cooperative Transmission Pipeline and Antelope Transmission Pipeline, and authorize the General Manager to sign the Memorandum of Understanding.

Public Hearing

6. 2020 Urban Water Management Plan and Water Shortage Contingency Plan – Public Hearing
Recommendation: Conduct public hearing on the District's 2020 Urban Water Management Plan and Water Shortage Contingency Plan.

Items for Discussion and/or Action

7. Resolution No. 21-04 Adopting an Urban Water Management Plan and Resolution No. 21-05 Adopting a Water Shortage Contingency Plan
Recommendation: Approve Resolution No. 21-04 Urban Water Management Plan and Resolution No. 21-05 Water Shortage Contingency Plan.
8. 2021 Water Conservation Stage Declaration
Recommendation: Declare Normal Water Supply Conditions and Approve additional water efficiency activities that will increase the Water Conservation Budget by \$25,000.
9. 2020 Comprehensive Annual Financial Report and Annual Audit Results
Recommendation: Accept the 2020 Comprehensive Annual Financial Report and related Audit Results.
10. Employee Handbook Overview
Recommendation: Direct the General Manager to begin the process of extracting provisions stating the District's employee compensation and benefits programs from

the Employee Handbook, and place the extracted provisions in separate Board-approved policy or document.

11. Employee Handbook Review
Recommendation: Direct the General Manager to make changes to the Employee Handbook.
12. 2021 Committee and Liaison Appointments
Recommendation: Discuss the potential to initiate discussions with Carmichael Water District to develop a 2X2 Ad Hoc Committee.

General Manager's Report

13. General Manager's Report
 - a. 2021 Water Transfer Update

Department/Staff Reports

14. Financial Report
 - a. COVID-19 Financial Update
 - b. Cash Expenditures – April 2021
 - c. Purchase Card Expenditures – April 2021
 - d. Directors Compensation and Expense Accounting – First Quarter 2021
 - e. Financial Highlights
 - f. Statements of Net Position
 - g. Statements of Revenues, Expenses, and Changes in Net Position
 - h. Budgets
 - i. Debt – March 2021
 - j. Investments Outstanding and Activity – March 2021
 - k. District Reserve Balances – March 2021
 - l. Information Required by LOC Agreement

15. District Activity Report
16. Engineering Report
 - a. Major Capital Improvement Program (CIP) Projects
 - b. Planning Documents
 - c. Other

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

17. a. Regional Water Authority (Director Jones)
Agendas for the May 6, 2021, and May 10, 2021, meetings.

Regional Water Authority Executive Committee (General Manager York)
Agenda for the April 28, 2021 meeting.
- b. Sacramento Groundwater Authority (Director Wichert)
None.
- c. Director Reports – AB 1234

Committee Reports

18. a. Facilities and Operations Committee (Director Wichert)
Draft notes from the April 27, 2021 meeting.
- b. Employee Benefits Ad Hoc Committee (Director McPherson)
Draft notes from the May 3, 2021 meeting.
- c. Finance and Audit Committee (Director Thomas)
Draft notes from the May 5, 2021 meeting.

Information Items

19. Sacramento Suburban Water District Goals – 2021 Update
20. Winter Storm Impacts Follow-up
21. Upcoming Water Industry Events

22. Upcoming Policy Review
 - a. Catastrophic Leave Policy (PL – HR 008)

Director’s Comments/Staff Statements and Requests

The Board and District staff may ask questions for clarification and make brief announcements and comments, and Board members may request staff to report back on a matter or direct staff to place a matter on a subsequent agenda.

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

23. Conference with real property negotiator involving the purchase, sale, lease or exchange of APN 219-0042-016-0000, Sacramento, CA. Dan York, District negotiator, will negotiate with Pham Family Trust. Instructions to the negotiator may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)
24. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); *Sacramento Suburban Water District v. United States*, United States Court of Federal Claims case no. 1:17-cv-00860-RHH, and *Sacramento Suburban Water District v. United States, et al.*, United States District Court for the Eastern District of California, case no. 2:17-cv-01353-TLN-AC.
25. Conference with legal counsel – potential litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiating litigation involving the State Water Resources Control Board’s proceedings related to the California Water Fix and the Bay-Delta Water Quality Control Plan Update.
26. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiating litigation involving claims related to TCP contamination.

Adjournment

Upcoming Meetings

Monday, June 21, 2021, at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the May 17, 2021, meeting of the Sacramento Suburban Water District Board of Directors was posted by May 14, 2021, in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was freely available to the public.

Dan York
General Manager/Secretary
Sacramento Suburban Water District