

# Minutes

Sacramento Suburban Water District  
**Special Board Meeting**  
Monday, March 30, 2009

## Call to Order

President Schild called the meeting to order at 6:01 p.m.

## Roll Call

Directors Present: Ken Decio, Thomas Fellenz, Frederick Gayle, Stephen Hanson and Neil Schild.  
Directors Absent: None.  
Staff Present: General Manager Robert Roscoe, Dan Bills, Ed Formosa, Jan Gentry, Dave Jones, Warren Jung, Annette O'Leary, John Valdes, Dan York, Lynne Yost and Legal Counsel Joshua Horowitz.  
Public Present: Bill Eubanks.

## Public Comment

Bill Eubanks asked for clarification of what this meeting would cover and when the CIP would be discussed. He also asked about the meeting scheduled for April 1, 2009.

## Items for Discussion and Action

1. **Presentation Concerning Board Governance, Roles and Responsibilities**  
Legal Counsel Horowitz made a brief PowerPoint presentation on board governance, roles and responsibilities, which included the following:
  - Definition of governance
  - The board's fundamental role and basic responsibilities
  - Board conduct standards
  - Results of proper board conduct
  - Responsibilities of the board president
  - General manager's role and duties
  - Effective boards
  - Meeting conduct tips
  
2. **Presentation and Discussion of Key Current and Long Range Planning Issues Impacting the District**  
General Manager Roscoe wants to be confident that staff and the Board are aligned in what the important areas are for District direction. A new director was elected in November, so his perspective should be included in District direction. General Manager Roscoe opined that the Board will make good decisions when they have the right level of accurate information and he wanted to ensure Directors were comfortable with the level of detail they were receiving in staff reports.

Director Hanson stated he is comfortable with the existing committee structure and gave as an example the Finance and Audit Committee's detailed work on debt restructuring. He believes the one-on-one meetings with the General Manager are productive.

Legal Counsel Horowitz left the meeting at 6:25 p.m.

General Manager Roscoe led the discussion on issues concerning the District. He noted that on each action staff report item there is a section that indicates how the agenda item aligns with SSWD's strategic plan.

Water supply issues discussion ensued and included:

- Consider marketing space in the cooperative pipeline to other water entities. Cal-Am's contract is up to 2,500 AF this year.
- City of Sacramento appears to be more open to the groundwater accounting framework that SGA is trying to move forward.
- The District's water master plan provides a good synopsis of the District's water supply.
- The water conservation element of the Water Forum Agreement will be coming to the Board at a future meeting.
- Director Fellenz requested that the Board be appraised on a regular basis regarding the groundwater contamination plumes.
- Conservation will be much more prevalent than in the past. There will be more outreach and effort to change behavior. Demand management will be a large part of the future.
- Director Hanson is interested in advertising the regional 800 hotline for water waste on District vehicles.
- The District's water master plan has a good synopsis of the District's water supply.

Operations issues discussion ensued and included:

- District facility consolidation should continue to be actively investigated.
- RWA did not use a consultant and they are moving ahead with their new facility.
- Consider land swaps.
- The Board consensus was for staff to continue to look at facility consolidation without consultants.
- San Juan Water District is completing a study on fluoridation for their area. To fluoridate the NSA, initial capital costs could be paid by a grant and SSWD would pay the operation and maintenance costs.
- The next asset management area to focus on is tanks, pump stations and structures. This will be done in-house as time permits.
- An update on generators was provided.

Governance issues discussion ensued and included:

- The Arden-Arcade cityhood was discussed. This area is in the City of Sacramento's sphere of influence in their general plan.

- The Fulton-El Camino Park District took a position on cityhood.
- Director Hanson requested a staff report at the May regular Board meeting.

Finance issues discussion ensued and included:

- The Board is comfortable the level of financial information provided in the Board packets.
- The 2010 budgeting process will look at water rates.

Directors are interested in moving the regular Board meetings along faster by shortening the time spend on information items.

### 3. **Review Purpose of District’s Strategic Plan and Consider Possible Changes to the Plan**

Discussion ensued and included:

- There is no high staff turnover, which is good.
- No change to the mission statement or values.
- Under water supply section add the word “conservation” in addition to “demand management” in C.
- Under customer service section add “conservation” to D.
- No changes to the facilities and operations section.
- Under the customer service section, change the goal verbiage from “high quality” to “superior.”
- Dan Bills suggested some changes to the finance section that staff will bring to the Board with the other directed changes for consideration at a future Board meeting.
- Under the leadership section, consider statewide along with regional aspects.
- Staff will bring back recommended changes to the strategic plan at future Board meeting.

Bill Eubanks stated the workshop format was fine.

General Manager Roscoe asked the Board if staff was hitting the right level for customer communications. There are costs associated with community outreach efforts, e.g. printing, overtime. Based on the discussion, General Manager Roscoe stated that the Board believes the District’s public communication is at the right level.

Regarding the workshop, the Board suggested to continue the less structured format. Director Gayle stated that Legal Counsel Horowitz’ was good to hear and directors should be reminded of the purpose of their positions.

The Board is satisfied with the number of District committees.

The Board is comfortable with the level of detail provided in staff reports.

The Board took no action.

**Adjournment**

President Schild adjourned the meeting at 8:21 p.m.

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Robert S. Roscoe  
General Manager/Secretary