



Minutes

Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting

January 8, 2025

Location:

3701 Marconi Avenue, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #848 0870 1843

Call to Order – Videoconference/Audioconference Meeting

Sacramento Suburban Water District (SSWD) Board President Robert Wichert (Chair Wichert) called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Chair Wichert led the Pledge of Allegiance.

Roll Call

SSWD Directors

Present: Craig Locke, Diana Lynch, Kevin Thomas, and Robert Wichert.

SSWD Directors

Absent: Jay Boatwright.

DPMWD Directors

Present: Carl Dolk, Trish Harrington, Chuck Mensch, Gwynne Pratt, and David Ross.

DPMWD Directors

Absent: None.

SSWD Staff Present: SSWD General Manager Dan York (SSWD GM York), Jeff Ott, and Heather Hernandez-Fort.

DPMWD Staff

Present: Del Paso Manor Water District (DPMWD) General Manager Adam Coyan (DPMWD GM Coyan).

Public Present: SSWD Legal Counsel Josh Horowitz, DPMWD Legal Counsel Mona Ebrahimi, Jay Boatwright, William Eubanks, Victoria Hoppe, Roy Wilson, Alan Driscoll, Alex Peterson, Jose Henriquez, Emily Hathaway, Sabrina Gluch, J Hannum, and Kathy Lauer.

Announcements:

None.

Public Comment

None.

Consent Items

1. Draft Minutes of December 11, 2024, Del Paso Manor Water District and Sacramento Suburban Water District Joint Special Board Meeting

DPMWD Director Dolk moved to approve the Consent Item; DPMWD Director Pratt seconded.

The DPMWD motion passed by unanimous vote.

DPMWD Vote:

AYES:	Dolk, Harrington, Mensch, Pratt, and Ross.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

SSWD Director Thomas moved to approve the Consent Item, SSWD Director Lynch seconded.

The SSWD motion passed by unanimous vote.

SSWD Vote:

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

Items for Discussion and/or Action

2. Plan for Services and Sacramento Local Agency Formation Commission Application Update

SSWD GM York pointed out an error in the staff report, noting that in the third paragraph, there was a statement that Sacramento Local Agency Formation Commission (LAFCo) would officially certify the reorganization of DPMWD with SSWD on March 5, 2025, and he clarified that they would not be officially certifying, but rather LAFCo would either accept or deny the request to reorganize.

DPMWD Director Harrington inquired where the 21-day advance notice would be published at.

Jose Henriquez, Executive Officer for LAFCo (Mr. Henriquez) commented that the notice would be published in several places such as the Daily Recorder, the Board of Supervisors chambers, the LAFCo office, the LAFCo website, and the districts websites.

DPMWD Director Dolk inquired that if everything were to be approved, when the certification date would be.

Mr. Henriquez expressed that he would be drafting a plan to provide to the General Managers, but that the typical process was if there was an approval by the LAFCo Commission, then there is a 30-day reconsideration period, where members of the public would be able to request a reconsideration if they provided evidence that was not already considered by the LAFCo Commission. Then, he noted, the typical process would be for either a hearing to take place where members of the public could protest, or that hearing could be bypassed under a specific section in the Government Code. If the LAFCo Commission approved it, then both districts would have 12 months to comply with any conditions of approval. Once all of the conditions have been completed, LAFCo would then file a Certificate of Completion, formalizing the reorganization into one district. He noted that he felt this could be complete around the summer of 2025. He then answered additional clarifying questions.

William Eubanks (Mr. Eubanks) asked clarifying questions of the reorganization process.

SSWD GM York commended Matt Underwood on his efforts getting the Plan for Services Application submitted to LAFCo.

3. **Grant Funding Application – Memorandum of Understanding**

Jeff Ott (Mr. Ott) presented the staff report and provided a status update.

Chair Wichert requested for all documents to reflect that this process is a reorganization as opposed to a consolidation, as he noticed it was occasionally referred to a consolidation.

DPMWD Director Dolk pointed out that in the very first paragraph of the Memorandum of Understanding (MOU), the term should be districts, not district.

DPMWD Director Harrington pointed out that under section A, the word “report” needed to be added after “Sacramento Grand Jury.”

DPMWD Director Harrington pointed out that under section D, the duplicate word “would” should be removed.

DPMWD Director Harrington pointed out that at the top of the second page, she requested to include the word “Board” after DPMWD, and placed before staff and counsel.

DPMWD Director Pratt inquired if Section 4. Confidentiality, was appropriate, as she was unaware of any information that would be confidential.

Clarification was provided about Section 4. Confidentiality, noting that the paragraph was appropriate for confidential information such as customer information or litigation, or similar information.

Chair Wichert requested to include a specific reference to the Forsgren contract under Section D, to say, “undertake such representations with the additions that we have already talked about including design contract with Forsgren Associates, and their respective consultants.”

Chair Wichert clarified that it was his desire for SSWD to manage the Forsgren contract, noting that any changes would need to be approved by the DPMWD Board.

DPMWD Legal Counsel Mona Ebrahimi (Ms. Ebrahimi) expressed concern about SSWD managing the contract, as the contract is between DPMWD and Forsgren, noting SSWD was not a signatory to the contract.

Discussion ensued regarding SSWD managing the Forsgren contract, options on how that could work, and the decision was made that the MOU already gave SSWD the authority to move forward with the grant application submittals, and that through the operational agreement, SSWD would work with Forsgren to ensure completion, but not necessarily give direction, to Forsgren.

Ms. Ebrahimi pointed out that as a part of the Board motion when approving the MOU, she recommended to direct the General Manager to direct Forsgren to work cooperatively with SSWD to fulfil the contract terms.

Alan Driscoll, Manager of Sacramento Operations for Forsgren Associates, (Mr. Driscoll) pointed out that there was already a Master Services Agreement in place with both DPMWD, as well as SSWD, and that there was already a good working relationship between both districts and their firm, and that he was confident that it would be a cooperative effort going forward.

Kathy Lauer (Ms. Lauer) inquired about drought planning.

SSWD Director Thomas moved to approve the staff recommendation, including any approved edits as suggested, SSWD Director Locke seconded.

The SSWD motion passed by unanimous vote.

SSWD Vote:

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

DPMWD Director Ross moved to approve the staff recommendation, including any approved edits as suggested; DPMWD Director Pratt seconded.

The DPMWD motion passed by unanimous vote.

DPMWD Vote:

AYES:	Dolk, Harrington, Mensch, Pratt, and Ross.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

4. **Grant Funding Application – Status Update**

Mr. Ott presented the staff report and provided a status update.

Mr. Ott provided an explanation of the terms “90% design,” and “90% shovel ready,” noting the Division of Financial Assistance expressed that 90% percent design is all that was required.

Alex Peterson, with Forsgren Associates, clarified that Forsgren intended to work with the State Revolving Fund to understand exactly what they require for the design to ensure they provide it.

Additional clarifying questions were answered.

Chair Wichert requested additional details of the schedule.

Ms. Lauer inquired if the grant funding was not approved, if there were other funding options to look into, and encouraged staff to inquire.

5. **Reorganization Task List – Status Update**

SSWD GM York presented the staff report and answered clarifying questions.

6. **Operations Assistance Update**

DPMWD GM Coyan presented the staff report noting DPMWD appreciated the assistance from SSWD staff.

SSWD GM York expressed that while SSWD staff is willing to assist with DPMWD, it does put a strain on operations within SSWD, noting that he was hopeful to come up with ideas on how to address this issue. He noted that it is fine as a temporary situation, but if the reorganization lasted beyond 6 months, it could take a toll on SSWD’s operations.

SSWD GM York commented that there are currently three operational positions currently vacant at DPMWD and it would be more appropriate to initiate recruitment for two operators under SSWD’s recruitment process rather than DPMWD’s recruitment process.

SSWD Director Locke pointed out that SSWD should consider discussing the topic at a SSWD Board meeting, noting that adding an additional couple of positions would be appropriate.

DPMWD Director Harrington asked clarifying questions about the maintenance required on the well runs, noting some of them are not in service.

Ms. Lauer expressed she felt better about having SSWD staff assist DPMWD.

Mr. Eubanks expressed that he supported SSWD adding additional staff positions.

7. **Communications Plan Update**

SSWD GM York presented the staff report, noting a more detailed report would be presented at the February Joint Board meeting.

It was suggested to consider conducting an Open House near the time the reorganization is finalized.

8. **Agenda Items for Future Joint Board Meetings**

SSWD GM York presented the staff report.

Chair Wichert requested the same items remain on the next Agenda and additionally requested to receive a more detailed schedule for Forsgren.

9. **Director Comments**

There were no Director comments.

Adjournment

Chair Wichert adjourned the meeting at 7:10 p.m.

DPMWD Director Dolk adjourned the meeting at 7:10 p.m.

Heather Hernandez-Fort
Board Secretary
Sacramento Suburban Water District