

# **SAN JUAN WATER DISTRICT**

## **Board of Director's Special Board Meeting Minutes**

January 11, 2022 – 6:00 p.m.

### **BOARD OF DIRECTORS**

Ken Miller	President
Ted Costa	Director
Dan Rich	Director via videoconference
Pam Tobin	Director via videoconference

### **SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF**

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Operations Manager
Andrew Pierson	Engineering Services Manager
Greg Turner	WTP Manager
Teri Grant	Board Secretary/Administrative Assistant
Ryan Jones	General Counsel

### **OTHER ATTENDEES**

Ray Riele	Citrus Heights Water District
Tom Gray	Fair Oaks Water District
Craig Locke	Sacramento Suburban Water District
Mitch Dion	Self

### **AGENDA ITEMS**

- I. Roll Call**
- II. Vacant Position - Board of Directors**
- III. 2022 Board Officers**
- IV. Adjourn**

President Miller called the meeting to order at 6:00 p.m.

#### **I. ROLL CALL**

The Board Secretary took a roll call of the Board. The following directors were present in-person: Ted Costa and Ken Miller. The following directors were present via teleconference: Dan Rich and Pam Tobin.

#### **II. VACANT POSITION - BOARD OF DIRECTORS**

GM Helliker reviewed a staff report which will be attached to the meeting minutes. He explained that Director Marty Hanneman resigned from his position effective January 6, 2022. He explained that the Board has two choices, which is either call a special election or appoint a successor to Director Hanneman. He reviewed a proposed schedule to follow should the Board direct staff to move forward with the process of appointing a candidate to the vacant seat on the Board of Directors. The Board discussed the matter and agreed that appointing to the position would be

***Director Tobin moved to follow staff's recommended schedule and put a notice out regarding the vacancy. Director Costa seconded the motion.***

Director Rich commented that the Wholesale Customer Agencies should be made aware of the vacant position so that they could recommend some candidates. GM Helliker pointed out that this is an At-Large position with a term that ends after the November 2022 election, and the November 2022 election will be Division-based elections for Division 1, 3 and 5.

Mr. Tom Gray addressed the Board and requested that the District consider doing additional outreach to the wholesale service area beyond the typical posting and outside of Granite Bay. President Miller stated that the position represents the District At-large which encompasses the wholesale service area. Director Tobin suggested that the Wholesale Customer Agencies post the notice in their newsletter and on their websites to seek out candidates in their retail services areas.

Mr. Mitch Dion addressed the Board and mentioned that the seat that the District is replacing was once held by Director Bob Walters and would currently fall into Division 5 as it is laid out for the future. He commented that Director Walters represented the broader area of Fair Oaks, Orangevale and Folsom for many years.

***The motion carried with the following roll call vote:***

***Ayes: Directors Costa, Miller, Rich and Tobin***  
***Noes: None***  
***Abstain: None***

### **III. 2022 BOARD OFFICERS**

President Miller informed the Board that the position of Vice President was open.

***Director Costa moved to elect Director Rich as Board Vice President. Director Rich seconded the motion and it carried with the following roll call vote:***

***Ayes: Directors Costa, Miller and Rich***  
***Noes: Tobin***  
***Abstain: None***

### **IV. ADJOURN**

The meeting was adjourned at 6:14 p.m.

ATTEST:

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KENNETH MILLER, President  
Board of Directors  
San Juan Water District

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TERI GRANT, Board Secretary

# STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: January 11, 2022  
Subject: Selection of a New Board Member

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## RECOMMENDED ACTION

Direct staff to solicit applicants for the vacant seat on the San Juan Water District Board of Directors

## BACKGROUND

On January 6, 2022, Director Marty Hanneman notified me and other representatives of the District that he was resigning from the Board of Directors, effective immediately. The Board must now determine the process it will use to replace Director Hanneman.

Pursuant to Government Code Section 1780, the Board may appoint a successor to Director Hanneman no later than 60 days after notice of the Board vacancy was received – which in this case would mean the deadline for a decision would be March 7. Government Code section 1780 does not specify a process for the Board to fill a vacancy, so that process may be structured as the Board chooses. Instead of appointing a successor to Director Hanneman, the Board could call a special election to fill the vacancy, which could occur no earlier than 130 days after the Board's decision. If the Board decides on this course of action prior to January 28, the special election would occur during the June 7 primary election. After January 28, the election would occur as part of the November 8 general election, which would be the normal cycle for this position. Staff is investigating the cost of such a special election, but Sacramento County elections officials estimate that the cost of holding a special election just in that county to be over \$1,000,000.

Should the Board decide to appoint the new Director, the Board would need to authorize the posting of a notice of the vacancy which would need to be displayed in three locations within the San Juan Water District service territory for no less than 15 days before it makes a selection. A copy of a draft notice is attached for the Board's consideration. The notice would require that applicants submit a resume and a letter of interest.

The following is a recommended schedule for this process:

January 11	Board authorizes staff to proceed with advertisement
February 11	Applications are due to the District
February 16	Board meeting – candidate interviews
February 22	Board meeting – candidate selection

Another option would be for the Board to appoint an ad hoc committee to review applications and recommend one or more candidates for the Board to interview and select.

Should the Board not act to either appoint a new Director or schedule a special election within 60 days of the notice of vacancy (March 7), the decision would then become the responsibility of the Board of Supervisors of Sacramento County because it is the county in which the larger portion of the District is located.

In order to be appointed to serve on the Board, applicants must be registered voters of the District. If the Board appoints someone to fill the vacancy, the appointee would hold office until the 2022 District election, which will be the first election in which the three seats on the ballot will be subject to the division-based elections process. The three divisions that will be on the ballot in that election will be Divisions 1, 3 and 5.



**NOTICE OF VACANCY**  
**SAN JUAN WATER DISTRICT BOARD OF DIRECTORS**

Pursuant to Government Code Section 1780, notice is hereby given that a vacancy exists on the Board of Directors of San Juan Water District. The Board of Directors is seeking letters of interest and resumes from qualified members of the public wishing to fill the vacancy. The Board may appoint a replacement Director no earlier than after 15 days from the date of this notice.

Persons interested in applying to fill the vacancy to serve on the Board of Directors must be registered voters living within the San Juan Water District's wholesale water service area, which includes the district's retail water service area, Citrus Heights Water District, Fair Oaks Water District, Orange Vale Water Company, and the City of Folsom north of the American River. Qualified persons may submit letters of interest and resumes to the San Juan Water District, attention Board Secretary, by mail at P.O. Box 2157, Granite Bay, CA, 95746, or in person at 9935 Auburn Folsom Road, Granite Bay, by no later than February 11, 2022. An email with the letter of interest and resume attached can be sent to [tgrant@sjwd.org](mailto:tgrant@sjwd.org); however, please call 916-791-6905 to confirm receipt of your email. The remaining four Directors intend to select a replacement from among the qualified applications received by the deadline. The new Director's term will run until the November 2022 District election.

Directors are stewards of the public's resources and set the policy and budgetary priorities for the San Juan Water District. All Directors are required to attend board meetings on the fourth Wednesday of every month beginning at 6:00 p.m. More information can be found at <http://www.sjwd.org/>.

Dated: January 12, 2022

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TERI GRANT  
Board Secretary