

**SAN JUAN WATER DISTRICT  
SPECIAL BOARD MEETING AGENDA  
9935 Auburn Folsom Road  
Granite Bay, CA 95746**

Revised  
1/8/2022

**January 11, 2022  
6:00 p.m.**

**This Board meeting will be conducted both in-person at the District's Boardroom at the address above, and via videoconference. Due to State guidelines on physical distancing in public gatherings, the Boardroom can accommodate a maximum of 10 members of the public at one time. The District recommends that members of the public participate in Board meetings via videoconference per the instructions below. Persons who do plan to attend the meeting in person are urged to contact the Board Secretary prior to the meeting. The contact information for the Board Secretary is:**

**Teri Grant  
(916) 791-6905  
tgrant@sjwd.org**

**To attend via videoconference, please use the following link:**

**Please join the meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/783206021>

**You can also dial in using your phone.**

United States: [+1 \(312\) 757-3121](tel:+13127573121)

**Access Code:** 783-206-021

**Please mute your line.**

**Whether attending via videoconference or in person, the public is invited to listen, observe, and provide comments during the meeting. The Board President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.**

**\*\*\*Important Notice: For any meetings that include a closed session, the videoconference will be terminated when the Board adjourns into closed session. Members of the public who would like to receive the report out from closed session and time of adjournment from closed session into open session and adjournment of the meeting should provide a valid email address to the District's Board Secretary, Teri Grant, at: [tgrant@sjwd.org](mailto:tgrant@sjwd.org), before or during the meeting. No other business will be conducted after the Board adjourns from closed session into open session. Promptly after the meeting, the Secretary will email the written report to all persons timely requesting this information.**

The Board may take action on any item on the agenda, including items listed on the agenda as information items. The Board may add an item to the agenda (1) upon a determination by at least three Board members that an emergency situation exists, or (2) upon a determination by at least four Board members (or by three Board members if there are only three Board members present) that the need to take action became apparent after the agenda was posted.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker. Upon request, agenda items may be moved up to accommodate those in attendance wishing to address that item. Please inform the General Manager if you have such a request to expedite an agenda item.

Documents and materials that are related to an open session agenda item that are provided to the District Board less than 72 hours prior to a regular meeting will be made available for public inspection and copying at the District office during normal District business hours.

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting, please call Teri Grant, Board Secretary, at 916-791-0115, or email Ms. Grant at [tgrant@sjwd.org](mailto:tgrant@sjwd.org).

***Please silence cell phones and refrain from side conversations during the meeting.***

**I. ROLL CALL**

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

*Discuss and provide direction for filling vacant seat on Board of Directors*

**III. 2022 BOARD OFFICERS**

**Action:** *Elect the Board Vice President*

**IV. ADJOURN**

**UPCOMING MEETING DATES**

January 12, 2022 – Special Meeting

January 26, 2022 – Regular Meeting

February 23, 2021 – Regular Meeting

I declare under penalty of perjury that the foregoing agenda for the January 11, 2022 special meeting of the Board of Directors of San Juan Water District was posted by January 10, 2022, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and on the District's website at sjwd.org, and was freely accessible to the public.

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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