



**Regular Board Meeting  
Monday, April 21, 2025, 6:00 p.m.**

**Carmichael Water District  
7837 Fair Oaks Boulevard  
Carmichael, CA 95608**

**MINUTES**

**The Carmichael Water District Board of Directors met in Regular Session this 21<sup>st</sup> day of April at 6:00 p.m. in person and via teleconference.**

**ATTENDANCE:**

**Directors: Ronald Davis, Mark Emmerson, Ron Greenwood, Jeff Nelson  
Staff: Cathy Lee, Gaby Padilla, Debbie Martin and Julia Sanders  
Public: Six (6) Members of the Public**

**CALL TO ORDER:** President Greenwood called the meeting to order at: **6:00 p.m.**

**PRESIDENTS COMMENTS:** President Greenwood led the Pledge of Allegiance.

**PUBLIC COMMENT**

**1. Public Comment**

Mr. Breedlove commented that he lives on the side of the Garfield Well and his backyard goes to the well. He mentioned that his back gate has an RV access through the Garfield Well site. He mentioned that his wife's parents have lived in that house for over 60 years and they have always had access to the Garfield Well site. He understands that it has been a privilege to use CWD's property to access his RV gates. Recently, due to insurance reasons they received a letter and had to remove their locks and now they do not have access to their Sea-doo's and a garage with classic cars. He mentioned that they were wondering if they signed a release or liability form or if they can do something to continue having access to exit and enter through that well site. He commented that they never abused this privilege and have only entered the well site when they needed to enter and exit through their RV gate. The General Manager informed the Board of Directors that they did send out a letter which was included in the Board Packet about two months ago. The letter gave all the surrounding residents 30 days to vacate the properties and included any belongings that they had.

Directors inquired if there was anything they can do to give Mr. Breedlove access.

The General Manager informed the Board of Directors that it would need to be discussed with CWD's insurance and legal counsel.

Mr. Breedlove commented that he understands that it has been a privilege to have access for the past 60 years and they are just requesting to continue to have the access to exit and enter through this driveway.

Ms. Young commented that they have never had any incidents before.

Directors commented to give them some time to do some research about the request and they will get back to them. They then inquired if they had provided their contact information.

Ms. Young commented that they would appreciate this and that her contact information was on the Comment Card.

Directors inquired as to how often they need access.

Ms. Young commented that they only use it during the summer months and her sister very rarely uses it for her classic cars.

Mr. Hanscom commented that he thinks the rate study should have gone out for a competitive bid. He also wanted to mention that he agrees with the idea that RWA should be doing the rate study for all the water districts in the region since the rates that are looked at are in the region and a lot of the same information will be applied to all the water districts as well. He believes that by doing it this way the water agencies will be able to get a better deal because the current amount is about \$9,000 for 40 hours of work. He believes it would be incumbent on the districts around this area to look in to this and come up with a way of doing it through RWA.

Directors commented that they would like to talk to Mr. Hanscom more about this and see if this is something that

is feasible. They also mentioned that this is why RWA was formed, to have mutual help on items like this.

Mr. Warrick commented that he is the Royal Knight at the Elks Lodge which is like being the Vice President. He is in charge of the activities at the lodge. He mentioned that last year CWD participated in the 4<sup>th</sup> of July community parade as a platinum sponsor. He felt like it was important to come and make a formal request to have the Board authorize CWD to participate again this year as a platinum sponsor. He informed the Board that it takes about \$3,000 to put on the parade and they do not receive any tax base funds so they go out and ask for donations to be able to do these types of activities. This year is the 65<sup>th</sup> 4<sup>th</sup> of July parade that is being hosted by the Elks Lodge.

Directors commented that they feel like it is important to participate in the parade.

Mr. Warrick commented that if they do participate in the parade the Elks Lodge will get a classic car for them to ride in. He also mentioned that it is only \$300 or less to be a platinum sponsor.

Directors commented that in the past parades that they have participated in the community was happy to see CWD in the parade and were often times yelling "we love our water."

Directors inquired if this was something that the Board had to vote on.

The General Manager informed the Board of Directors that they do not have to vote on this due to the fact that it has already been approved in the budget. The only things the Board has to decide is who will be in the parade and whether they would like to ride in a classic car or a CWD truck.

Directors inquired as to how many years CWD has been a sponsor for this event.

The General Manager informed the Board of Directors that they have done it for the past three or four years.

Mr. Warrick commented that they had to skip a year during COVID and that it is the 65<sup>th</sup> parade.

Mr. Warrick commented that if CWD builds a float then it would be right in the front of the parade with the other floats.

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**PRESENTATION****2. Deterding Elementary School Water Conservation Outreach by District Intern**

Directors inquired if there was a total lack of knowledge in the classes about the water process.

Ms. Sanders informed the Board of Directors that she thinks they had a basic knowledge about the water process but the presentation she gave went into further detail.

Directors commented that Mr. Christian would be very interested to know about this school outreach because he wants the younger generation should learn and get involved in water.

Directors commented that it is fantastic that Ms. Sanders did this and thanked her for everything she did.

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**CONSENT CALENDAR****3. Minutes for the Regular Board Meeting – March 17, 2025****4. Minutes for the Special Board Meeting – March 31, 2025****5. Monthly Expenditure Report – February 2025**

Directors inquired about the BHI Management Consulting payment.

The General Manager informed the Board of Directors that this is the billing for the work that the consultant has done. She then mentioned that there are several items that are still missing from his draft report including the communications plan. The communication plans were discussed with BHI and the Board as one of the goals and he completely missed this portion. BHI directed the General Manager to work with senior staff to come up with the rest of the items that are missing. The report was emailed to the Board Members with a request for feedback.

Directors commented that they read that email as BHI wanted staff to do his work.

Directors inquired as where staff was at with this project.

The General Manager informed the Board of Directors that they were waiting for direction from the Board on how to move forward.

Directors commented that it has been a year since this project has started and all that has been done is an initial meeting for direction from the Board. BHI is supposed to develop a strategic plan but there is not even a draft completed yet. All they have seen is the results from the staff survey and even that felt incomplete.

The General Manager informed the Board of Directors that staff thinks the Board should discuss how to move forward

as a lot of things are left out from the skeleton outline.

Directors commented that what has presented so far is lacking and they did not know how to respond because of how much is missing.

Directors commented that they felt that the email he sent to the General Manager was just to get input from staff and then the next step was to get more input from the Board to create a more complete outline.

The General Manager informed the Board of Directors that they do not know what the next steps are.

Directors commented that they need to solve the confusion and ask BHI to return do to a focused workshop so they can continue the discussion and move forward to complete the strategic plan. The Board decided to try to do a workshop in May for the week of the 19<sup>th</sup>.

## **6. Budget to Actual Report –February 2025**

M/S Emmerson / Davis to approve the consent calendar.

Mark Emmerson	Aye	✓	Nay		Absent		Abstain	
Jeff Nelson	Aye	✓	Nay		Absent		Abstain	
Ronald Davis	Aye	✓	Nay		Absent		Abstain	
Ron Greenwood	Aye	✓	Nay		Absent		Abstain	
Paul Selsky	Aye		Nay		Absent	✓	Abstain	
Board Totals:	Ayes:		Nays:	0	Absent:	1	Abstain:	0

**Passed Unanimously:**

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## **ACTION ITEMS**

### **7. Garfield Well – Amendment 2 to the Professional Services Agreement for Electrical Engineering Design and Construction Services with Frisch Engineering, Inc.**

Staff recommends that the Board of Directors authorize the General Manager to execute Amendment 2 to the Professional Services Agreement with Frisch Engineering, Inc. for Electrical Engineering Design, Construction, and Programming Services for \$90,385.00. Approval of Amendment 2 will increase the approved not-to-exceed fee for this work to \$196,905.00.

Directors inquired how big this parcel is.

The General Manager informed the Board of Directors that it is about a quarter of an acre.

Directors inquired as to how much the current well takes up.

The General Manager informed the Board of Directors that right now the well does not take up a whole lot but in the future there will be a generator, building storage for treatment and the new well has to be 50 feet away from the current well.

Directors commented that it seems like it is not compatible to grant the neighbors access to the well site.

The General Manager informed the Board of Directors that they were correct and especially not during construction.

Directors commented that it is the attorneys and insurance company that also agree that the neighbors should not have access.

Directors inquired if the new electrical system will be compatible with the new well.

The General Manager informed the Board of Directors that Frisch Engineering designed the electrical system with the new well in mind so that is will be compatible with the new well.

Director inquired if the electrical system will be moved to accommodate the new well.

The General Manager informed the Board of Directors that it will not. The new well will just need to have lines that connects to the electrical panels.

Directors inquired if the electrical panels will stay where the old well is and if this will mean that the well and generator will be spread out in the lot.

The General Manager informed the Board of Directors that this was correct.

Director inquired if the new generator will be diesel.

The General Manager informed the Board of Directors that the new generator will be diesel.

Directors inquired if they could receive a copy of the pressure zone map.

The General Manager informed the Board of Directors that they will print one out for them.

M/S Nelson / Emmerson to approve staff's recommendation.

Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0
<b>Passed Unanimously:</b> <input checked="" type="checkbox"/>								

#### 8. La Vista Tank and Booster Pump Project: Advance Authorization for Upcoming Change Orders

Staff recommends that the Board of Directors authorize the General Manager to approve Change Orders that may be needed during the agreed upon work period of February 19, 2025 through May 23, 2026 for a total not-to-exceed amount of \$75,000.

Directors commented that they thought that Toppel was going to be attending every meeting moving forward. The General Manager informed the Board of Directors that the direction that was given was that Mr. Toppel would be in attendance for any significant activity which is in the meeting minutes. Staffing will facilitate for Mr. Toppel to be in attendance in the next Board meeting and on a quarterly basis based on the Board's concerns. If the Board would prefer him to be here on a monthly basis then this is something that can be requested (for additional scope of work for Toppel Consulting).

Directors commented that they would like to have him at every meeting either via Zoom or in person until they feel more comfortable and confident in this project.

Directors commented that they would like to see any future change orders listed in the staff report.

The General Manager informed the Board of Directors that they will present all change orders in the monthly staff report for the La Vista project.

Directors commented that change orders are inevitable on projects like this and they trust the General Manager and the engineering staff to make those decisions to approve. The only thing they ask is for the list of change orders and if there is any slippage in the schedule.

The General Manager informed the Board of Directors that so far there is no slippage but staff will inform the Board if there are any schedule changes and any change orders.

M/S Emmerson / Davis to approve staff's recommendation.

Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0
<b>Passed Unanimously:</b> <input checked="" type="checkbox"/>								

#### 9. Admin Building Security Remodel Project - Notice of Completion and Release of Retainage

Staff recommends that the Board of Directors

1. Accept the Lobby Remodel/Employee Work Area Project as complete; and
2. Accept the filed Notice of Completion for the Project and release \$5,588.70 in retainage to the Contractor.

Directors inquired if it was complete.

The General Manager informed the Board of Directors that the wall is complete and in addition to the wall the contractor also installed two cubicles in the downstairs area.

M/S Davis / Nelson to approve staff's recommendation.

Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>

Ron Greenwood	Aye	✓	Nay	Absent		Abstain	
Paul Selsky	Aye		Nay	Absent	✓	Abstain	
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain: 0
<b>Passed Unanimously:</b>							

**10. Budget Adjustment for Raw Water Pump VFD Replacement**

Staff recommends the Board of Directors

1. approve a budget transfer in the amount of \$48,000 from the Bajamont Water Treatment Plant Building Rehab capital improvement project to Water Treatment Plant Systems Maintenance line item within the Operations and Maintenance Production Department Water Treatment Operations, in the approved FY 24-25 Budget, and
2. if Item 1 is approved, authorize the General Manager to execute a contract with ACE Electric Motor to replace one variable frequency drive on Raw Water Pump, 112, with a new Nidec model.

No comments.

M/S Emmerson / Nelson to approve staff's recommendation.

Mark Emmerson	Aye	✓	Nay		Absent		Abstain	
Jeff Nelson	Aye	✓	Nay		Absent		Abstain	
Ronald Davis	Aye	✓	Nay		Absent		Abstain	
Ron Greenwood	Aye	✓	Nay		Absent		Abstain	
Paul Selsky	Aye		Nay		Absent	✓	Abstain	
Board Totals:	Ayes:	4	Nays:	0	Absent:	1	Abstain:	0
<b>Passed Unanimously:</b>								

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**INFORMATIONAL ITEMS****11. Fiscal Year 2025-2026 Draft Budget**

Discussed with the Board.

**12. La Vista Tank and Booster Pump Project, Continuous Update #2**

Directors requested that if next month it can include a look ahead schedule.

The General Manager informed the Board of Directors that they will include this in next month's report.

**13. Amendments to Regulation 1010 to Delegate the Authority to Allow, Deny, or Settle Government Claims for Money or Damages Not Exceeding \$10,000 to the General Manager**

Directors commented that they thought that the General Manager already had this authority but then came to learn that it is not written anywhere in the policies. This type of authority is common in most businesses and they do not see an issue approving this next month.

**14. Congressional Funding for FY 26 Appropriations**

Directors commented that it is great to see our Senator and Assembly Member supporting our projects and working with our congressional delegation by supporting them.

**15. Ladera/Winding Way Wells Topside Construction Statement of Qualifications Selection**

Directors inquired if staff thought about retaining GEI as the designer to check on what they are doing.

The General Manager informed the Board of Directors that GEI has a lot of contracts with CWD and they wanted to have a new set of eyes on this project. WSC have been contracted for the first portion of this project to review the contractor qualifications and will be retained for the second half if staff feels like they are doing a good job. Otherwise it will go out to bid and GEI is more than welcome to submit a bid.

**16. WaterSMART Planning and Project Design Grant Selection**

Directors commented that the estimated annual conservation of water is impressive.

Directors commented that this works out to about \$360 an acre foot over a 50 year period of time. They then inquired how much it cost to produce an acre foot of water.

The General Manager informed the Board of Directors that it cost more than that to produce an acre foot of water if all operations and CIP constructions are included. If it's just the production of water it is less.

**17. Bajamont Water Treatment Plant Wildfire Defensible Space Follow-up**

No comments.

**18. Water Forum - Monthly Runoff and Allocation Report – March 2025**

No comments.

**19. RWA – Sacramento-Area Water Providers Boost Groundwater Reserves in 2024**

Directors commented that they think it is a great article.

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**COMMITTEE REPORTS**

**20. Sacramento Groundwater Authority (SGA) Board Meeting**

Director Selsky Reports Out.

Director Selsky was absent therefore there is no report.

**21. Regional Water Authority Executive Committee and Regular Meeting**

Director Greenwood Reports Out.

Director Greenwood reported that at the last meeting there was four key items that was discussed. The first was the reclassifications of jobs within RWA. The Board Clerk position was reclassified to Project Manager for the Board of Directors and the Finance and Administrative Manager was reclassified to Finance Director. The second topic was about several programs and initiatives and among them was the water bank, the North American Sub basin Groundwater Sustainability Plan, and the Water Forum Agreement. The third item was the budget for fiscal year 2025-2026. He mentioned that the projected income was going to be a negative but now there is a surplus of \$120,000 due to cutting of certain spending. RWA announced that due to the surplus in the budget, there will not be an increase in dues for its members. The last item was about the process when a Board member stepped down while on the Executive Committee. There is nothing in RWA's policies or bylaws on how to fill that vacancy; so a sub-committee was formed to create a procedure for instances like this.

**22. Carmichael Chamber of Commerce**

Director Nelson Reports Out.

Director Nelson reported that in the last meeting they discussed that SMUD is going to have a 2.75% rate increase, the state homeless budget with 40% of it going towards programs for sobriety and addiction oversight, Trump's \$3 federal tax for every dollar a state gives to illegal aliens, and potential purchase for the nursery property on Manzanita which is for sale for \$4 million.

**23. Other Committee Report**

Directors Report Out.

Director Emmerson reported attending the ACWA Region 4 Board Meetings and he met the Interim Executive Director, Marwan Khalifa. Director Emmerson commented that he is a very personable and intelligent person and that he is going to be putting his hat for the Executive Director position.

Director Nelson reported attending the Water Forum meeting and the Water Forum 2050 Agreement final draft is out for review.

The General Manager informed the Board of Directors that the final draft was given to the Directors in December and not much has changed since then. The only change is in the GFA and this will be in the next Board packet for the Boards review. Water Forum is not looking for substantial editorial changes but are looking for comments or concerns. There will also be a tour to all the water agencies within the Water Forum and the new Executive Director will be doing the presentations.

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**STAFF REPORTS:**

**24. General Manager and District Activity Report – March 2025**

Discussed with the Board.

**25. Director's Expense Reimbursement Summary – March 2025**

No comments.

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**GENERAL CORRESPONDENCE/INFORMATION:**

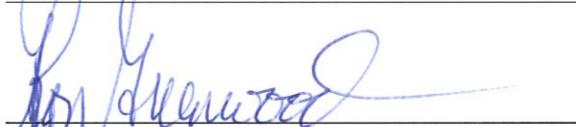
**26. Director's Written and/or Oral Reports**

No reports.

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**ADJOURNMENT:** President Greenwood adjourned the meeting at: **9:22 p.m.**

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Ron Greenwood, Board President



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Cathy Lee, Board Secretary