

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
December 16, 2020

The Regular Meeting of the Board of Directors was called to order at 6:30 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President  
David C. Wheaton, Vice President  
Caryl F. Sheehan, Director

Staff:

Steve Anderson, General Counsel  
Robert Churchill, Retired Annuitant  
Tamar Dawson, Assistant Engineer  
Madeline Henry, Administrative Services Manager/ Chief Board Clerk  
Brittney Moore, Management Analyst  
Missy Pieri, Director of Engineering/ District Engineer  
Rebecca Scott, Senior Management Analyst  
Hilary Straus, General Manager  
Susan Talwar, Director of Finance and Administrative Services

Jack Scroggs, Consultant

**PUBLIC COMMENT:**

None.

General Counsel, Steve Anderson asked for Consideration to add a new Business item to the agenda. Item B-5. Mitchell Village Subdivision Update and Policy Direction.

**ACTION:**

Vice President Wheaton Moved and Director Sheehan seconded a motion to add item B-5.

The motion carried 3-0 with all Directors voting yes.

**CONSENT CALENDAR:**

President Riehle asked for consideration and/or approval of the Consent Calendar.

CC-1a. Minutes of the Special Meeting – November 18, 2020 (A)

CC-1b. Minutes of the Regular Meeting – November 18, 2020 (A)

Recommendation: Approve the minutes of the November 18, 2020 Regular and Special Meetings.

- CC-2. Revenue Analysis Report for November 2020 (I)  
CC-3. Assessor/Collector's Roll Adjustment for November 2020 (I)  
CC-4. Treasurer's Report for November 2020 (I)  
CC-5. Treasurer's Report of Fund Balances for November 2020 (I)  
CC-6. Operating Budget Analysis for November 2020 (I)  
CC-7. Capital Projects Summary November 2020 (I)  
CC-8. Warrants for November 2020 (I)  
CC-9. Purchase Card Distributions for November 2020 (I)  
CC-10. Employee Recognitions (I)  
CC-11. Long-Range Agenda (I)  
CC-12. Engineering Department Report (I)  
CC-13. Operations Department Report (I)  
CC-14. 2020 Water Supply – Purchased and Produced (I)  
CC-15. Water Supply Reliability (I)  
CC-16. Water Efficiency and Safety Program Update (I)  
CC-17. Discussion and Possible Action to Authorize the Auction of Surplus Equipment (A)  
Recommendation:  
Authorize the sale of District Vehicle No. 31 at public auction.
- CC-18. Discussion and Possible Action to Approve a Professional Services Agreement with Alexander's Contract Services, Inc. for Meter Reading and Support Services (A)  
Recommendation:  
Approve the Professional Services Agreement with Alexander's Contract Services, and authorize the General Manager to execute the agreement.
- CC-19. Discussion and Possible Action to Approve Agreement with C.E. Cox Engineering, Inc. for the Wells Avenue & Wisconsin Drive Water Main Project (A)  
Recommendation:  
Accept the bid of C.E. Cox Engineering, Inc. in the amount of \$363,695.00 and establish a contingency fund in the amount of \$36,370.00 (10%), for a total amount of \$400,065.00. Authorize the General Manager to execute an agreement with C.E. Cox Engineering, Inc.
- CC-20. Discussion and Possible Action to Approve the Annexation of 6031 Sunrise Vista Drive (A)  
Recommendation:  
Adopt Resolution R19-2020 approving the annexation of the undeveloped property at 6031 Sunrise Vista Drive in Citrus Heights to the Citrus Heights Water District.

**ACTION:**

Director Sheehan moved and Vice President Wheaton seconded a motion to approve the consent calendar.

The motion carried 3-0 with all Directors voting yes.

**PRESENTATIONS:**

P-1. Resolution R15-2020 Recognizing the life of Jean Duncan (A)

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded a motion to Adopt Resolution R15-2020 Recognizing the life of Jean Duncan.

The motion carried 3-0 with all Directors voting yes.

P-2. Resolution R16-2020 Commending Jeffrey Slowey for Service to the Citrus Heights Community (A)

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded a motion to Adopt Resolution R16-2020 Commending Jeffrey Slowey for Service to the Citrus Heights Community.

The motion carried 3-0 with all Directors voting yes.

P-3. Update from Sacramento Groundwater Authority (I/D)

**PUBLIC HEARINGS:**

None.

**STUDY SESSIONS:**

None.

**BUSINESS:**

B-1. Selection of President and Vice President (A)

**ACTION:**

President Riehle moved and Director Sheehan seconded a motion to:

1. Appoint Vice President Wheaton as President.

The motion carried 3-0 with all Directors voting yes.

President Wheaton moved and Director Riehle seconded a motion to:

2. Appoint Director Sheehan as Vice President.

The motion carried 3-0 with all Directors voting yes.

B-2. Discussion and Possible Action to Appoint 2020-2021 Representatives and Alternates (A)

**ACTION:**

Vice President Sheehan moved and Director Riehle seconded a motion to approve appointments of member of the Board of Directors or Staff to serve as District representatives to various organizations a follows:

	Representative	Alternate
ACWA JPIA Director Rep	David C. Wheaton	Raymond A. Riehle
ACWA JPIA Staff Rep	Madeline A. Henry	Susan K. Talwar
ACWA Region 4	David C. Wheaton	Hilary M. Straus
Chamber of Commerce Gov't Issues Committee	Susan K. Talwar	Madeline A. Henry
Regional Collaboration Steering Committee	Raymond A. Riehle	Roderick J. Wood
RWA Director Rep	David C. Wheaton	Raymond A. Riehle
RWA Water Caucus	Raymond A. Riehle	
RWA Staff Rep	Hilary M. Straus	Rebecca A. Scott
SGA	Caryl F. Sheehan	David C. Wheaton
Sacramento Water Forum	Rebecca A. Scott	Brian M. Hensley
Customer Advisory Committee	Raymond A. Riehle	Caryl F. Sheehan

The motion carried 3-0 with all Directors voting yes.

B-3. Appoint District Officers (A)

ACTION:

Director Riehle moved and Vice President Sheehan seconded a motion to appoint District Officers as follows:

	Officer	Deputy
Assessor/Collector	Alberto Preciado	Dana Mellado
Treasurer	Susan Talwar	Alberto Preciado
Secretary	Hilary Straus	Madeline Henry

The motion carried 3-0 with all Directors voting yes.

B-4. Discussion and Possible Action to Approve the Citrus Heights Water District Annexation and Detachment of Select Parcels and Approve the Updated Citrus Heights Water District Service Area Boundary (A)

ACTION:

Director Riehle moved and Vice President Sheehan seconded a motion to

1. Adopt Resolution 17-2020 along with the accompanying Attachments approving the CHWD annexation and detachment of select parcels (Groups C, D, E, and F) throughout the District's service area.
2. Adopt Resolution 18-2020 along with the accompanying Attachments approving the updated CHWD service area boundary.

The motion carried 3-0 with all Directors voting yes.

ACTION:

Vice President Sheehan moved and Director Riehle seconded a motion for Option 2: allowing slab-only permit.

The motion carried 3-0 with all Directors voting yes.

**MANAGEMENT SERVICES REPORTS (I):**

None.

**CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):**

None.

**DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):**

- D-1. Regional Water Authority (Riehle).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).

- D-4. Association of California Water Agencies (Riehle).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Henry).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Talwar/Henry).
- D-8. RWA Legislative and Regulatory Affairs Update (Talwar/Henry).
- D-9. Customer Advisory Committee (Riehle/Gordon/Pieri).
- D-10. Other Reports.


**CLOSED SESSION:**

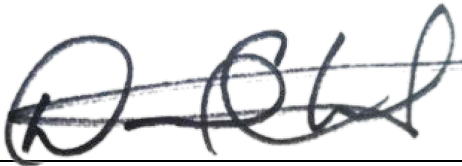
None.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 9:18 p.m.

APPROVED:

  
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MADELINE A. HENRY  
Deputy Secretary  
Citrus Heights Water District

  
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DAVID C. WHEATON, President  
Board of Directors  
Citrus Heights Water District