

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
November 20, 2019

The Regular Meeting of the Board of Directors was called to order at 6:50 p.m. by Vice President Riehle and roll was called. Present were:

Raymond A. Riehle, Vice President
David Wheaton, Director

Absent:

Caryl F. Sheehan, President

Staff:

Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services
David Gordon, Director of Operations
Missy Pieri, Director of Engineering/District Engineer
Tim Cutler, Water Distribution Supervisor
Tamar Dawson, Assistant Engineer
Madeline Henry, Acting Senior Management Analyst/Chief Board Clerk
Rebecca Scott, Senior Management Analyst
Rex Meurer, Water Efficiency Supervisor
Beth Shockley, Management Analyst
Josh Nelson, Assistant General Counsel
Steve Anderson, General Counsel

PLEDGE OF ALLEGIANCE:

Board Vice President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

CC-1a. Minutes of the Special Meeting – October 10, 2019 (A)
CC-1b. Minutes of the Regular Meeting – October 16, 2019 (A)
CC-1c. Minutes of the Special Meeting – October 16, 2019 (A)
Recommendation: Approve the minutes of the October 10, 2019 Special Meeting and the October 16, 2019, Special and Regular Board of Directors Meetings.

CC-2. Revenue Analysis Report for October 2019 (I)
CC-3. Assessor/Collector's Roll Adjustment for October 2019 (I)
CC-4. Treasurer's Report for October 2019 (I)

CC-5. Treasurer's Report of Fund Balances for October 2019 (I)
CC-6. Operating Budget Analysis for October 2019 (I)
CC-7. Capital Projects Summary October 2019 (I)
CC-8. Warrants for October 2019 (A)
Recommendation: Approve disbursements issued for payment dated October 10, 2019 through November 14, 2019 per Policy 6460.20.

CC-9. Purchase Card Distributions for October 2019 (I)
CC-10. Summary of 2019 Employees and Directors Training Courses, Seminars and Conference (I)
CC-11. Employee Recognitions (I)
CC-12. Long-Range Agenda (I)
CC-13. Engineering Department Report (I)
CC-14. Operations Department Report (I)
CC-15. 2019 Water Supply – Purchased and Produced (I)
CC-16. Water Supply Reliability (I)
CC-17. Water Efficiency and Safety Program Update (I)
CC-18. Strategic Plan Update (I)
CC-19. Resolution Commending Gilbert J. Garcia for Service to the Citrus Heights Water District (A)

Recommendation:

1. Adopt Resolution No. 17-2019 Commending Gilbert J. Garcia for his service to the District.

CC-20. Approve Agreement for the Exchange of Real Property with Watt Companies, Inc. (A)

Recommendation:

1. Approve agreement based on Board direction.

CC-21. 2020 Board Meeting Schedule (A)

ACTION:

Director Wheaton moved and Vice President Riehle seconded a motion to approve the Consent Calendar.

The motion carried 2-0 with all Directors voting yes.

PRESENTATIONS:

None.

STUDY SESSIONS:

S-1. Electronic Document Retention Management System (EDRMS) (I)

The Board provided consensus direction for staff to bring back the EDRMS agreement for consideration at the Regular Meeting on 12/18/19.

BUSINESS:

- B-1. Discussion and Possible Action to Approve the 2019 Emergency Operations Plan Update and the Emergency Operations Center Annex, and updates to Policy 5100 (A)

ACTION: Director Wheaton moved and Vice President Riehle seconded a motion to:

1. Adopt Resolution 18-2019 approving the 2019 Emergency Operations Plan Update and the Emergency Operations Center Annex
2. Approve updates to District Policy 5100
3. Authorize the General Manager to execute documents related to the District's Emergency Operations Plan

The motion carried 2-0 with all Directors voting yes.

- B-2. Discussion and Possible Action to Approve a Task Order Agreement with Waterwise Consulting, Inc. (A)

ACTION: Director Wheaton moved and Vice President Riehle seconded a motion to:

Authorize the General Manager to execute a task order agreement with Waterwise Consulting, Inc. for Water Efficiency Services.

The motion carried 2-0 with all Directors voting yes.

Vice President Riehle requested that the Board consider item B-5 before B-3.

- B-5. Merit-Based Salary Adjustment for General Manager (A)

ACTION: Director Wheaton moved and Vice President Riehle seconded a motion to:

Approve a merit-based salary adjustment for the General Manager.

The motion carried 2-0 with all Directors voting yes.

- B-3. Discussion and Possible Action to Approve a Mutual Aid Interconnection Agreement with Carmichael Water District (A)

ACTION: Director Wheaton moved and Vice President Riehle seconded a motion to:

Authorize the General Manager to execute a Mutual Aid Interconnection Agreement with Carmichael Water District

The motion carried 2-0 with all Directors voting yes.

- B-4. Discussion and Possible Action to Designate the District's Voting Representative for the December 4 General Session Membership Meeting at the 2019 ACWA Fall Conference (A)

ACTION: Director Wheaton moved and Vice President Riehle seconded a motion to:

1. Designate Vice President Riehle as the District's voting delegate for the ACWA General Session Membership meeting.
2. Authorize the General Manager or designee to complete and submit the Proxy Designation Form to ACWA.

The motion carried 2-0 with all Directors voting yes.

Vice President Riehle adjourned to the Special Meeting at 8:39pm.

Vice President Riehle reopened the Regular Meeting at 8:45pm.

MANAGEMENT SERVICES REPORTS (I):

None.

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

- D-1. Regional Water Authority (Riehle).
- D-2. Sacramento Groundwater Authority.
- 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/Pieri).
- D-10. Other Reports.


CLOSED SESSION:

None.


ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:05 pm.

APPROVED:



MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District



RAYMOND A. RIEHLE, Vice President
Board of Directors
Citrus Heights Water District