

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
February 19, 2020

The Regular Meeting of the Board of Directors was called to order at 6:59 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
Paul Dietrich, Project Manager
David Gordon, Director of Operations
Madeline Henry, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services
Roderick Wood, Retired Annuitant

PLEDGE OF ALLEGIANCE:

Board President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

- CC-1. Minutes of the Regular Meeting – January 15, 2020 (A)
Recommendation: Approve the minutes of the January 15, 2020 Regular Meeting.
- CC-2. Revenue Analysis Report for January 2020 (I)
- CC-3. Assessor/Collector's Roll Adjustment for January 2020 (I)
- CC-4. Treasurer's Report for January 2020 (I)
- CC-5. Treasurer's Report of Fund Balances for January 2020 (I)
- CC-6. Operating Budget Analysis for January 2020 (I)
- CC-7. Capital Projects Summary January 2020 (I)
- CC-8. Warrants for January 2020 (A)
Recommendation: Approve disbursements issued for payment dated January 11, 2020 through February 13, 2020 per Policy 6460.20.

- CC-9. Purchase Card Distributions for January 10, 2020 (I)
- CC-10. Summary of 2020 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. 2020 Water Supply – Purchased and Produced (I)
- CC-16. Water Supply Reliability (I)
- CC-17. Water Efficiency and Safety Program Update (I)
- CC-18. Discussion and Possible Action to Approve Agreement with Rawles Engineering Inc. for Michigan Drive and Cologne Lane Water Main Project (A)

Recommendation:

Accept the bid of Rawles Engineering, Inc. in the amount of 387,667.75 and establish a contingency fund in the amount of \$38,766.00 (10%), for a total amount of \$426,433.75. Authorize the General Manager to execute an agreement with Rawles Engineering, Inc.

- CC-19. Discussion and Possible Action to Approve the Purchase of Two Heavy Duty Vacuum Excavators (A)

Recommendation:

Authorize staff to proceed with the purchase of two heavy duty vacuum excavators from RDO Vermeer in the amount of \$283,872.70.

- CC-20. Discussion and Possible Action to Approve Board of Directors Travel Per Policy 2060 (A)

Recommendation:

Approve updates to Board of Directors and Officers Policy 2060 Educational and Training Functions.

- CC-21. Review and Possible Action to Approve Investment of District Funds Policy (A)

Recommendation:

Review District Policy 6300, Investment of District Funds, and re-adopt as required by Section 6300.90 of the District's investment policy.

- CC-22. Discussion and Possible Action to Approve Agreement with Hunt & Sons, Inc. for the Provision of Diesel Fuel (A)

Recommendation:

Approve the Fuel Procurement Sub-Agreement with Hunt & Sons, Inc. for the provision of diesel fuel and authorize the General Manager to execute the agreement.

ACTION:

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

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

Chief Board Clerk Henry requested that the Board consider item B-1 before P-1.

BUSINESS:

- B-1. Discussion and Possible Action to Approve Task Order Agreement with IB Consulting, LLC. for Financial Services (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion to approve the task order agreement with IB Consulting, LLC., and authorize the General Manager to execute the agreement.

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

PRESENTATIONS:

- P-1. Sacramento Groundwater Authority Update (I)

James Peifer, Regional Water Authority/Sacramento Groundwater Authority (RWA/SGA) Executive Director and Robert Swartz, RWA/SGA Manager of Technical Services provided an update on SGA.

STUDY SESSIONS:

None.

BUSINESS:

- B-2. Discussion and Possible Action to Amend the Easement Policy (A)

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to amend District Operations Policy 5550, Easements, to include direction on subordinations.

The motion carried 3-0 with all Directors voting yes

- B-3. Discussion and Possible Action to Approve a Memorandum of Understanding for the Sacramento Region Water Utility Collaboration/Integration Study (A)

ACTION:

The Board requested that staff bring this item back for further discussion at a March 2, 2020 Special Meeting.

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 9:26 pm.

APPROVED:



MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District



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