

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
April 15, 2020

The Regular Meeting of the Board of Directors was called to order at 6:36 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  
David Gordon, Director of Operations  
Madeline Henry, Administrative Services Manager/Chief Board Clerk  
Brittney Moore, Management Analyst/Deputy Board Clerk  
Josh Nelson, Assistant General Counsel  
Missy Pieri, Director of Engineering  
Rebecca Scott, Senior Management Analyst  
Hilary Straus, General Manager  
Susan Talwar, Director of Finance and Administrative Services  
Roderick Wood, Retired Annuitant

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

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

- CC-1a. Minutes of the Special Meeting – March 18, 2020 (A)
- CC-1b. Minutes of the Regular Meeting – March 18, 2020 (A)
- CC-1c. Minutes of the Special Meeting – March 30, 2020 (A)  
Recommendation: Approve the minutes of the March 18, 2020 Regular and Special Meetings and the March 30, 2020 Special Meeting.
- CC-2. Revenue Analysis Report for March 2020 (I)
- CC-3. Assessor/Collector's Roll Adjustment for March 2020 (I)
- CC-4. Treasurer's Report for March 2020 (I)
- CC-5. Treasurer's Report of Fund Balances for March 2020 (I)
- CC-6. Operating Budget Analysis for March 2020 (I)
- CC-7. Capital Projects Summary March 2020 (I)
- CC-8. Warrants for March 2020 (A)  
Recommendation: Approve disbursements issued for payment dated March 11, 2020 through April 9, 2020 per Policy 6460.20.
- CC-9. Purchase Card Distributions for March 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 Approve an Agreement with Mason-Smith Success Strategies (A)

Recommendation:

Approve a task order agreement with Mason-Smith Success Strategies, and authorize the General Manager to execute the agreement.

- CC-18. Discussion and Possible Action to Approve an Agreement with Godbe Research (A)

Recommendation:

Approve a task order agreement with Godbe Research, and authorize the General Manager to execute the agreement for on call public opinion research services.

- CC-19. Discussion and Possible Action to Authorize Staff to Initiate Proceedings with Sacramento Local Agency Formation Commission for the Annexation and Detachment of Various Properties throughout the District.

Recommendation:

Adopt Resolution 02-2020 Authorizing Staff to Initiate Proceedings with Sacramento Local Agency Formation Commission for the Annexation and Detachment of Various Properties Throughout the District.

- CC-20. Discussion and Possible Action to Approve a Task Order Agreement with Howell Consulting for Emergency Planning Support services.

Recommendation:

Approve the task order agreement with Howell Consulting for Emergency Planning Support services, and authorize the General Manager to execute the agreement.

**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:**

None.

**STUDY SESSIONS:**

None.

**BUSINESS:**

- B-1. Discussion and Possible Action to Purchase Highland Avenue Property (A)

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded a motion to adopt Resolution No. 01-2020 authorizing the purchase of the northern 0.52 acre of 7725 Highland Avenue ("Property") and adopt a Mitigated Negative Declaration, Additional Information to the Mitigated Negative Declaration and a Mitigation Monitoring and Reporting Program for the Highland Avenue Well Site Project (Project)

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

- B-2. Discussion and Possible Action to Reconsider Request from Mitchell Village Project Developer to Bond Capacity Fees for the Mitchell Village Project (A)

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded a motion to require Owner to secure bond for the Capacity Fees by June 1, 2020 or require deferment of the 2020 Project Charges and Fees using Option 2 as described in the staff report.

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

- B-3. Discussion and Possible Action to Ratify the Proclamation of a Local Emergency

**ACTION:**

Adopt Resolution No. 03-2020 ratifying the General Manager's proclamation of a local emergency and adopt Resolution No. 04-2020 adopting the Federal Emergency and Federal Grant Procurement Procedures.

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 8:32 pm.

**APPROVED:**



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MADELINE A. HENRY  
Deputy Secretary  
Citrus Heights Water District



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