

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
September 18, 2019

The Regular Meeting of the Board of Directors was called to order at 6:31 p.m. by President Sheehan and roll was called. Present were:

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

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
Madeline Henry, Acting Senior Management Analyst/Chief Board Clerk
Rex Meurer, Water Efficiency Supervisor
Paul Dietrich, Project Manager
Kelly Drake, Senior Water Efficiency Specialist
Steve Anderson, General Counsel
Josh Nelson, Assistant General Counsel

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

- CC-1a. Revised Minutes of the Special Meeting – June 19, 2019 (A)
- CC-1b. Minutes of the Special Meeting – August 22, 2019 (A)
- CC-1c. Minutes of the Regular Meeting – August 22, 2019 (A)
- CC-1d. Minutes of the Special Meeting – August 22, 2019 (A)
- CC-2. Revenue Analysis Report for August 2019 (I)
- CC-3. Assessor/Collector's Roll Adjustment for August 2019 (I)
- CC-4. Treasurer's Report for August 2019 (I)
- CC-5. Treasurer's Report of Fund Balances for August 2019 (I)
- CC-6. Operating Budget Analysis for August 2019 (I)
- CC-7. Capital Projects Summary August 2019 (I)
Citrus Heights Water District
- CC-8. Warrants for August 2019 (A)
- CC-9. CAL–Card Distributions for August 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. Discussion and Possible Action to Approve the Notice of Completion for the 2019 Test Hole Drilling Services Project (A)
- CC-19. Discussion and Possible Action to Approve an Amendment to the Injury and Illness Prevention Program to Include a Lock-Out/Block-Out Plan

ACTION:

Director Wheaton requested to pull item CC-1a for a separate vote because he was absent for that meeting.

Vice President Riehle moved and Director Wheaton seconded a motion to accept CC-1a.

The motion carried 2-0 with President Sheehan and Vice President Riehle voting yes and Director Wheaton abstaining.

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

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

ADJOURNED TO SPECIAL MEETING:

President Sheehan temporarily adjourned the meeting at 6:34pm, in order to go into the Special Meeting.

REOPEN REGULAR MEETING:

President Sheehan reopened the meeting at 7:16pm.

PRESENTATIONS:

None.

STUDY SESSIONS:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Authorize the General Manager to Execute a Sales Order Agreement with Automatic Data Processing, LLC. For Workforce Now Solutions Annual Subscription and Associated Implementation Services (A)

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

1. Authorize the General Manager to execute a sales order agreement with

Automatic Data Processing, LLC for its Workforce Now Solutions annual subscription and associated implementation services.

2. Authorize the General Manager to make future price modifications to the agreement to reflect increases/decreases associated with the District's changing personnel counts as needed up to the approved limit stated in the District's Support Services budget.

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

B-2. Discussion and Possible Action to Amend the District's Easement Policies (A)

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

1. Amend District Operations Policy No. 5550 to reflect current easement acquisition procedures.
2. Delete District Operations Policy No. 5501A.
3. Amend District Fiscal Management Policy No. 6500 to authorize the General Manager to purchase easements and other interests in real property of \$25,000 or less.

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

B-3. 2019 Budget Workshop (A)

The Board provided consensus direction for staff to prepare a Proposition 218 Notice proposing a rate adjustment up to 11.9% effective January 1, 2020.

MANAGEMENT SERVICES 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/Pieri).
- D-10. Other Reports.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 10:05 pm.

APPROVED:



MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District



CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District