

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

The Regular Meeting of the Board of Directors was called to order at 6:56 p.m. by President Sheehan and roll was called. Present were:

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

Staff:

David Gordon, Director of Operations
Madeline Henry, Administrative Services Manager/Chief Board Clerk
Rex Meurer, Water Efficiency Supervisor
Josh Nelson, Assistant General Counsel
Jeff Ott, Principal IT Analyst
Missy Pieri, Director of Engineering/District Engineer
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

PLEDGE OF ALLEGIANCE:

Board President 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. Minutes of the Special Meeting – November 20, 2019 (A)
- CC-1b. Minutes of the Regular Meeting – November 20, 2019 (A)
- CC-1c. Minutes of the Special Meeting – November 20, 2019 (A)
- CC-1d. Minutes of the Special Meeting – November 25, 2019 (A)

Recommendation: Approve the minutes of the November 20, 2019 Regular and Special Meetings and the November 25, 2019, Special Board of Directors Meetings.

- CC-2. Revenue Analysis Report for November 2019 (I)
- CC-3. Assessor/Collector's Roll Adjustment for November 2019 (I)
- CC-4. Treasurer's Report for November 2019 (I)
- CC-5. Treasurer's Report of Fund Balances for November 2019 (I)
- CC-6. Operating Budget Analysis for November 2019 (I)
- CC-7. Capital Projects Summary November 2019 (I)

CC-8. Warrants for November 2019 (A)

Recommendation: Approve disbursements issued for payment dated November 14, 2019 through December 12, 2019 per Policy 6460.20.

CC-9. Purchase Card Distributions for November 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 an Agreement with NEKO Industries for an Electronic Document & Records Management System (A)

Recommendation:

1. Authorize the General Manager to execute an agreement with NEKO Industries for an Electronic Document & Records Management System.

CC-19. Discussion and Possible Action to Amend Policy 2060: Educational and Training Functions (A)

Recommendation:

1. Approve update to policy Board of Directors and Officers Policy 2060 Educational and Training Functions.

CC-20. Resolution Commending Steve Nugent for Outstanding Service to the Water Industry

Recommendation:

1. Approve the accompanying resolution commending Steve Nugent for his outstanding service to the water industry on the occasion of his retirement.

ACTION:

Director Wheaton moved and Vice President Riehle 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. Selection of President and Vice President (A)

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

1. Appoint Director Riehle as President
2. Appoint Director Wheaton as Vice President.

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

B-2. Discussion and Possible Action to Appoint 2019-2020 Representatives and Alternates (A)

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

Appoint the following Board Members and Staff to serve as District representatives to various organizations:

	Representative	Alternate
ACWA JPIA Director Rep	David C. Wheaton	Raymond A. Riehle
ACWA JPIA Staff Rep	Hilary M. Straus	Madeline A. Henry
ACWA Region 4	Raymond A. Riehle	Hilary M. Straus
Chamber of Commerce Gov't Issues Committee	Susan K. Talwar	Madeline A. Henry
RWA Director Rep	Raymond A. Riehle	David C. Wheaton
RWA Staff Rep	Hilary M. Straus	David M. Gordon
SGA	Caryl F. Sheehan	David C. Wheaton
Sacramento Water Forum	David M. Gordon	Rex W. Meurer

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

B-3. Appoint District Officers (A)

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

Appoint the following staff to officer positions:

	Officer	Deputy
Assessor/Collector	Albert Preciado	Dana Mellado
Treasurer	Susan Talwar	Alberto Preciado

	Officer	Deputy
Secretary	Hilary Straus	Madeline Henry

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

B-4. Discussion and Possible Action to Approve Updates to District Policies to Comply with SB998 (A)

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

Approve revisions to the following District policies to comply with SB998: Policy 7120, Customer Account Deposits; Policy 7170, General Billing Procedures for Bi-Monthly Accounts; Policy 7200 Establishing and Closing Customer Accounts; Policy 7270 Service Termination / Re-Establishment; Policy 7330 Disputed Water Consumption Charges.

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

B-5. Consideration and Approval of Resolution of Intent to Convert from At-Large to By-District Election System

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

Adopt Resolution 24-2019 Declaring Intention to Transition from Of-Division to By-District Elections

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

B-6. Discussion and Possible Action to Cast Ballot on Sacramento Local Agency Formation Commission Run-off Election of an Alternate Special District Commissioner

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

Cast a vote for Charlea Moore as Alternate Special District Commissioner.

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

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.

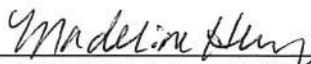
CLOSED SESSION:

None.


ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:04 pm.

APPROVED:



MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District



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