

**BOARD MEETING AGENDA  
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
FEBRUARY 22, 2022 beginning at 6:30 PM**



**PHONE CALL IN: (253) 215-8782  
PHONE MEETING ID: 880 8676 3908**

**COMPUTER AUDIO/LIVE MEETING PRESENTATIONS:** <https://us06web.zoom.us/j/88086763908>

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The meeting will be held at the listed physical location and electronically through the above phone number.

Members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above. Per order of the California Department of Public Health, all unvaccinated individuals are required to wear face coverings in all indoor public settings, unless they are exempt per the order.

**CALL TO ORDER:**

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

**ROLL CALL OF DIRECTORS:**

**PLEDGE OF ALLEGIANCE:**

**PUBLIC COMMENT:**

**CONSENT CALENDAR: (I/A)**

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

CC-1a. Minutes of the Special Meeting – January 19, 2022 (A)

CC-1b. Minutes of the Regular Meeting – January 19, 2022 (A)

CC-1c. Minutes of the Special Meeting – January 31, 2022 (A)

Recommendation:

Approve the minutes of the January 19, 2022 Regular and Special Meetings, and the Minutes of the January 31, 2022 Special Meeting.

CC-2. Discussion and Possible Action to Extend Resolution 07-2021 Authorizing Remote Public Meetings (A)

Recommendation:

Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

**BUSINESS:**

None.

**CLOSED SESSION:**

- CL-1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):  
(one case)

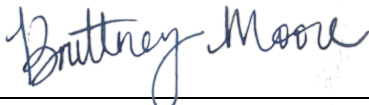
**FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:**

March 16, 2022	6:30 PM	Regular Meeting
April 20, 2022	6:30 PM	Regular Meeting
May 18, 2022	6:30 PM	Regular Meeting
June 15, 2022	6:30 PM	Regular Meeting
August 17, 2022	6:30 PM	Regular Meeting
September 21, 2022	6:30 PM	Regular Meeting
October 19, 2022	6:30 PM	Regular Meeting
November 16, 2022	6:30 PM	Regular Meeting
December 21, 2022	6:30 PM	Regular Meeting

**ADJOURNMENT:**

**CERTIFICATION:**

I do hereby declare and certify that this agenda for this Special Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours prior to the special meeting in accordance with Government Code Section 54956.



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Brittney Moore, Deputy Board Clerk

Dated: February 17, 2022

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
January 19, 2022

The Special Meeting of the Board of Directors was called to order at 6:01 p.m. by President Sheehan and roll was called. Present were:

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

Staff:

Brittney Moore, Senior Management Analyst/Deputy Board Clerk  
Joshua Nelson, Assistant General Counsel  
Melissa Pieri, Director of Engineering/ District Engineer  
Hilary Straus, General Manager

Betsy Cline, Consultant  
Charley Howard, Consultant  
Laura Mason-Smith, Consultant

**PLEDGE OF ALLEGIANCE:**

President Sheehan led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

President Sheehan adjourned to closed session at 6:02 p.m.

**CLOSED SESSION:**

CL-1. Conference with Real Property Negotiators

- a. Pursuant to Section 54956.8:  
Property: Parcel Number 243-0180-004-0000  
Agency Negotiators: Rebecca Scott, Josh Nelson, Melissa Pieri,  
Hilary Straus, Susan Talwar, Steve Anderson, Brittney Moore, Betsey  
Cline  
Negotiating Parties: Dean Eichelmann  
Under Negotiation: Price and Terms of Payment
  
- b. Pursuant to Section 54956.8:  
Property: Parcel Number 243-0180-002-0000

Agency Negotiators: Rebecca Scott, Josh Nelson, Melissa Pieri,  
Hilary Straus, Susan Talwar, Steve Anderson, Brittney Moore, Betsey  
Cline

Negotiating Parties: Teresita Kumar, Ashwani Kumar

Under Negotiation: Price and Terms of Payment

There was no reportable action.

CL-2. Pursuant to Government Section 54957:  
Public Employee Performance Evaluation: General Manager

Board provided direction to the General Manager.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 6:29 p.m.

**APPROVED:**

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Brittney C. Moore  
Deputy Secretary  
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
January 19, 2022

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 C. Wheaton, Director

Staff:

Paul Dietrich, Project Manager  
Brittney Moore, Senior Management Analyst/ Deputy Board Clerk  
Joshua Nelson, Assistant General Counsel  
Lea Park-Kim, Communications & Public Outreach Manager  
Melissa Pieri, Director of Engineering/ District Engineer  
Rebecca Scott, Director of Operations  
Sheila Shah, Management Technician  
Hilary Straus, General Manager  
Susan Talwar, Director of Finance and Administrative Services

Christine Chua, Consultant  
Jeanine Foster, Consultant  
Terri Highsmith, Special Labor Counsel  
Anne Staines, Consultant

**PUBLIC COMMENT:**

None

**CONSENT CALENDAR:**

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

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

- CC-1a. Minutes of the Regular Meeting – December 15, 2021 (A)
- CC-1b. Minutes of the Special Meeting – December 20, 2021 (A)
- CC-1c. Minutes of the Special Meeting – January 10, 2022 (A)

Recommendation: Approve the minutes of the December 15, 2021  
Regular Meeting, the Minutes of the December 20, 2021 Special Meeting

and the Minutes of the January 10, 2022 Special Meeting.

- CC-2. Revenue Analysis Report for December 2021 (I)
- CC-3. Assessor/Collector's Roll Adjustment for December 2021 (I)
- CC-4. Treasurer's Report for December 2021 (I)
- CC-5. Treasurer's Report of Fund Balances for December 2021 (I)
- CC-6. Operating Budget Analysis for December 2021 (I)
- CC-7. Capital Projects Summary for December 2021 (I)
- CC-8. Warrants for December 2021 (I)
- CC-9. Purchase Card Distributions for December 2021 (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. 2021 Water Supply – Purchased and Produced (I)
- CC-15. Water Supply Reliability for December 2021 (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Extend Resolution 07-2021 Authorizing Remote Public Meetings (A)

Recommendation:

Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

- CC-18. Discussion and Possible Action to Approve a Maintenance Service Agreement with West Coast Arborists (A)

Recommendation:

Approve the maintenance services agreement with West Coast Arborists, and authorize the General Manager to execute the agreement.

- CC-19. Discussion and Possible Action to Approve District Policy Updates (A)

Recommendation:

1. Approve updates to the District's Policy 4831: Insurance Benefits for Retirees
2. Approve updates to the District's Policy 7200: Establishing and Closing Customer Accounts
3. Approve updates to the District's Policy 7330: Disputed Water Consumption Charges

**ACTION:**

Vice President Riehle moved and Director Wheaton seconded a motion to approve the consent calendar.

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

**PRESENTATIONS:**

P-1. CHWD Branding and Marketing Updates (I/D)

**PUBLIC HEARINGS:**

None.

Staff asked for Board consideration to review item B-1 before item S-1.

**STUDY SESSION:**

S-1. 2021 Strategic Plan Update and 2022 Strategic Plan Preview (I/D)

**BUSINESS:**

B-1. Discussion and Possible Action to Adopt the Sacramento County Local Hazard Mitigation Plan Update (A)

Recommendation:

Adopt Resolution No. 01-2022 to Adopt the Sacramento Local Hazard Mitigation Plan Update

ACTION:

Vice President Riehle moved and Director Wheaton seconded a motion to adopt the Sacramento Local Hazard Mitigation Plan Update.

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

B-2. Discussion and possible action to approve a Merit-Based salary adjustment for General Manager (A)

Recommendation:

Approve a salary adjustment for the General Manager

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 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 (Sheehan/Straus).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Sheehan).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Park-Kim/Talwar).
- D-8. RWA Legislative and Regulatory Affairs Update (Talwar/Moore).
- D-9. Customer Advisory Committee (Riehle/Park-Kim).
- D-10. Other Reports.

**CLOSED SESSION:**

None.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 9:17 p.m.

APPROVED:

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BRITTNEY C. MOORE  
Deputy Board Clerk  
Citrus Heights Water District

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



CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
January 31, 2022

The Special Meeting of the Board of Directors was called to order at 6:30 p.m. by President Sheehan and roll was called. Present were:

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

Staff:

Steve Anderson, General Counsel  
Lea Park-Kim, Communications & Public Outreach Manager  
Alberto Preciado, Accounting Manager  
Sheila Shah, Management Technician  
Hilary Straus, General Manager  
Susan Talwar, Director of Finance and Administrative Services

Glenn Lazof, Regional Government Services  
Sharon Rahban Navizadeth, Consultant  
Tina White, Regional Government Services

**PLEDGE OF ALLEGIANCE:**

President Sheehan led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

President Sheehan adjourned the meeting to closed session at 6:01 p.m.

**CLOSED SESSION:**

CL-1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):  
(one case)

There was no reportable action.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 10:03 p.m.

**APPROVED:**

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Brittney C. Moore  
Deputy Secretary  
Citrus Heights Water District

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

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 22, 2022 SPECIAL MEETING

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SUBJECT : DISCUSSION AND POSSIBLE ACTION TO EXTEND RESOLUTION 07-2021  
AUTHORIZING REMOTE PUBLIC MEETINGS

STATUS : Action Item

REPORT DATE : February 10, 2022

PREPARED BY : Brittney Moore, Senior Management Analyst  
Susan Talwar, Director of Finance and Administrative Services  
Joshua Nelson, Assistant General Counsel

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### **OBJECTIVE:**

Consider extending Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

### **BACKGROUND AND ANALYSIS:**

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

On October 20, 2021 CHWD Board of Directors adopted Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors consistent with the requirements of AB 361. CHWD Board of Directors voted 3-0 to extend Resolution 07-2021 at its November 17, 2021, December 15, 2021, and January 19, 2022 Regular Meetings.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the Board must, within thirty (30) days of its first meeting under AB 361, and every thirty (30) days thereafter, make findings that (a) state or local officials continue to recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees. The findings need not be in the form of a resolution, but a resolution is helpful in formalizing these findings.

Because the Board meets regularly on the third Wednesday of each month, it is possible that more than thirty days may elapse between consecutive meetings. AB 361 is silent as to whether special meetings are required on a more frequent basis to keep up with the thirty-day renewal of findings requirement, although scheduling such meetings would ensure strict compliance. Alternatively, if the Board does not meet within thirty days after its prior meeting, the Board should make its renewed findings at the beginning of its next meeting prior to any other action or discussion. If the Board wishes to continue meetings remotely, staff recommends the Board extend Resolution 07-2021 by motion, and continuously consider this Resolution as a monthly consent calendar item while there is a declared state of emergency, or until state and local orders aimed at containing the COVID-19 virus are rescinded.

### **RECOMMENDATION:**

Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

**ATTACHMENT:**

Resolution No. 07-2021 Resolution of the Board of Directors of the Citrus Heights Water District  
Authorizing Remote Public Meetings

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 07-2021

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
AUTHORIZING REMOTE PUBLIC MEETINGS

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (“CHWD”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of CHWD’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in CHWD’s meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor’s executive orders, CHWD has been permitting virtual participation in meetings during the pandemic in the interest of protecting the health and safety of the public, staff, and Directors; and

WHEREAS, the Governor’s executive order related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in CHWD, specifically, a state of emergency has been proclaimed related to COVID-19, State and Sacramento County officials are recommending measures to promote social distancing, and because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

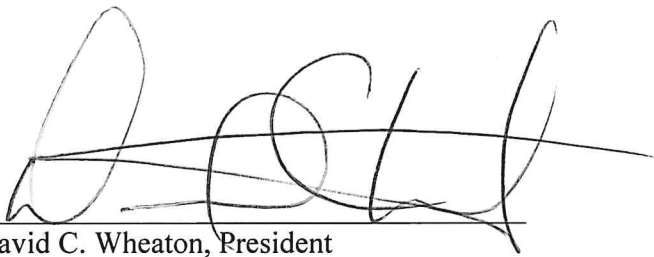
Section 2. Remote Teleconference Meetings: Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state and local officials in Sacramento County have recommended measures to promote social distancing in connection with COVID-19, including indoor mask recommendations and minimum recommend distance between attendees; and (3) due to the COVID-19 emergency, the transfer of novel coronavirus from person-to-person, and the associated risk of serious illness or death from COVID-19, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board of Directors and other CHWD legislatives bodies under the provisions of Government Code Section 54953(e).

Section 3. Effective Date of Resolution. This Resolution shall take effect October 20, 2021, and shall be effective for 30 days or until this Resolution is extended by a majority vote of the Board of Directors in accordance with Section 4 of this Resolution.

Section 4. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to thirty days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

PASSED, APPROVED, AND ADOPTED this 20th day of October, 2021.

AYES:  
NOES:  
ABSENT:  
ABSTAINED:



David C. Wheaton, President

ATTEST:



Brittney Moore, Deputy Board Clerk