

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
May 20, 2020

The Regular Meeting of the Board of Directors was called to order at 7:03 p.m. by President Riehle and roll was called. Present were:

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

**Staff:**

Steve Anderson, General Counsel  
David Gordon, Director of Operations  
Madeline Henry, Administrative Services Manager  
Brian Hensley, Water Resources Supervisor  
Rex Meurer, Water Efficiency Supervisor  
Brittney Moore, Management Analyst  
Josh Nelson, Assistant General Counsel  
Missy Pieri, Director of Engineering/District Engineer  
Alberto Preciado, Accounting Manager  
Hilary Straus, General Manager  
Susan Talwar, Director of Finance and Administrative Services

Theresa Highsmith, Colantuono, Highsmith & Whatley, PC  
Habib Isaac, IB Consulting, Inc.  
Doug Johnson, National Demographics Corporation  
Vikki Rodriguez, Maze and Associates

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

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

- CC-1a. Minutes of the Special Meeting – April 15, 2020 (A)
- CC-1b. Minutes of the Special Meeting – April 15, 2020 (A)
- CC-1c. Minutes of the Regular Meeting – April 15, 2020 (A)
- CC-1d. Minutes of the Special Meeting – May 6, 2020 (A)  
Recommendation: Approve the minutes of the April 15, 2020 Regular and Special Meetings and May 6, 2020 Special Meeting.
- CC-2. Revenue Analysis Report for April 2020 (I)
- CC-3. Assessor/Collector's Roll Adjustment for April 2020 (I)
- CC-4. Treasurer's Report for April 2020 (I)
- CC-5. Treasurer's Report of Fund Balances for April 2020 (I)

CC-6. Operating Budget Analysis for April 2020 (I)

CC-7. Capital Projects Summary April 2020 (I)

CC-8. Warrants for April 2020 (A)

Recommendation:

Approve disbursements issued for payment dated April 10, 2020 through May 14, 2020 per Policy 6460.20.

CC-9. Purchase Card Distributions for April 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. 2020 Strategic Plan Update (I)

CC-18. Discussion and Possible Action to Call for a November 3, 2020 Election (A)

Recommendation:

Consider adoption of Resolutions 06-2020 (Sacramento County) and 07-2020 (Placer County) calling for a November 3, 2020 election of a Director for a regular 4-year term in Division One.

CC-19. Discussion and Possible Action to Approve an Agreement with Colantuono, Highsmith & Whatley, PC for Special Counsel Services (A)

Recommendation:

Approve the agreement with Colantuono, Highsmith & Whatley, PC, and authorize the General Manager to execute the agreement for special counsel services.

CC-20. Discussion and Possible Action to Approve an Agreement with J Comm, Inc. for Communication Services (A)

Recommendation:

Approve the agreement with J Comm, Inc. and authorize the General Manager to execute the agreement for communication services.

CC-21. Discussion and Possible Action to Fill One Vacant Seat on the Customer Advisory Committee (A)

Recommendation:

Appoint Jodi Ash to fill a vacant residential seat on the Customer Advisory Committee.

**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.

**PRESENTATIONS:**

P-1. Water Awareness Poster Contest (I)

Water Efficiency Supervisor, Rex Meurer, announced the winners of this year's Water Efficiency Poster Contest conducted by Citrus Heights Water District and the San Juan Family of Agencies. The winners for schools within the Citrus Heights Water District are:

First Place Winner: Shelby Wanless, 4<sup>th</sup> Grade, Oakview Elementary School; Teacher: Kelsey Lamb

Runner-Up: Kendra Ezell, 4<sup>th</sup> Grade, Trajan Elementary School; Teacher: Christy Blake

Runner-Up: Kenadie Russel, 4<sup>th</sup> Grade, Oakview Elementary School; Teacher: Kelsey Lamb

**PUBLIC HEARING:**

PH-1. Hold Public Hearing #4 to Receive Public Comments on Transition to “By-District” Electoral System under the California Voting Rights Act and Adopt Ordinance 01-2020 to Transition to “By-District” Electoral System under the California Voting Rights Act (A)

President Riehle opened the public hearing at 7:17 p.m.

There was no public comment.

President Riehle closed the public hearing at 7:25 p.m.

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded a motion to hold Public Hearing #4 to Receive Public Comments on Transition to “By-District” Electoral System under the California Voting Rights Act and Adopt Ordinance 01-2020 to Transition to “By-District” Electoral System under the California Voting Rights Act.

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

**STUDY SESSIONS:**

S-1. Groundwater Program Update

Director of Operations, David Gordon; Water Resources Supervisor, Brian Hensley; and Habib Isaac, IB Consulting, Inc. presented an overview of the District’s Groundwater Program.

S-2. Study Session on Financial Policies Update

Assistant General Counsel, Joshua Nelson; and Director of Finance and Administrative Services, Susan Talwar, presented an overview of the 6000 Series – Fiscal Management Policies and recommendations for policy updates.

**BUSINESS:**

B-1. Discussion and Possible Action to Accept a Comprehensive Annual Financial Report for Year Ending December 31, 2019 (A)

**ACTION:**

Director Sheehan moved and Vice President Wheaton seconded a motion to Accept the Audited Financial Statements of the Citrus Heights Water District for Year ending December 31, 2019 and related reports; and accept the Memorandum on Internal Control and Required Communications for the Year ended December 31, 2019.

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 (Henry).

**CLOSED SESSION:**

None.

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

- June 17, 2020 6:30 PM Regular Meeting
- July 15, 2020 6:30 PM Regular Meeting—Cancelled
- September 15, 2020 6:30 PM Regular Meeting
- October 21, 2020 6:30 PM Regular Meeting
- November 18, 2020 6:30 PM Regular Meeting
- December 16, 2020 6:30 PM Regular Meeting

**ADJOURNMENT:**


There being no other business to come before the Board, the meeting was adjourned at 9:34 p.m.

**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