

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
June 17, 2020

The Regular Meeting of the Board of Directors was called to order at 7:36 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
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/ District Engineer
Alberto Preciado, Accounting Supervisor
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

- CC-1a. Minutes of the Special Meeting – May 20, 2020 (A)
- CC-1b. Minutes of the Regular Meeting – May 20, 2020 (A)
Recommendation: Approve the minutes of the May 20, 2020 Regular and Special Meetings.
- CC-2. Revenue Analysis Report for May 2020 (I)
- CC-3. Assessor/Collector's Roll Adjustment for May 2020 (I)
- CC-4. Treasurer's Report for May 2020 (I)
- CC-5. Treasurer's Report of Fund Balances for May 2020
- (I) CC-6. Operating Budget Analysis for May 2020 (I)
- CC-7. Capital Projects Summary May 2020 (I)
- CC-8. Warrants for May 2020 (A)
Recommendation: Approve disbursements issued for payment dated May 15, 2020 through June 11, 2020 per Policy 6460.20.
- CC-9. Purchase Card Distributions for May 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 & Possible Action to Approve the Disposition of Real Property
(A) Recommendation: Adopt Resolution 08-2020 (approving a Quitclaim Deed within the property at 8501 Auburn Boulevard) and approve the Quitclaim Deed for said property.
- CC-18. Discussion & Possible Action to Approve Agreement with Flowline Contractors, Inc. for the Whyte Avenue and Langley Avenue Water Main Project (A)
Recommendation: Accept the bid of Flowline Contractors, Inc. in the amount of \$544,094.00 and establish a contingency fund in the amount of \$54,409.00 (10%), for a total amount of \$598,503.00. Authorize the General Manager to execute an agreement with Flowline Contractors, Inc.
- CC-19. Discussion and Possible Action to Adopt Resolution 09-2020 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll and Resolution 10-2020 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Placer County to Collect Such Charges on the Tax Roll (A)
Recommendation: Adopt Resolutions 09-2020 (Sacramento County) and 10-2020 (Placer County) approving and confirming the Report of Delinquent Utilities Charges and requesting the respective county to place such charges on the respective tax roll.
- CC-20. Travel/Per Diem Policy Update (A)
Recommendation: Consider amending District Board and Officers Policy No. 2060.54, Meals Expense and (2) amending District Human Resources Policy No. 4901.02, Employee Meal Expenses, to refine the per diem meals and expense policies.

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. CHWD Brand Update (I)

P-2. Budget Document Introduction (I)

BUSINESS:

B-1. Discussion and Possible Action to Approve the Financial Policy Update (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion to approve updates to the District's Financial Policies.

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

B-2. Discussion and Possible Action to Update Policy 5300: Maintenance of Water Meters (A)

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to amend District Operations Policy No. 5300, to address access to water services located outside of a right-of-way, public utility easement, or dedicated easement to the District; and amend the Application for Customer Account to incorporate revisions.

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 9:35 p.m.

APPROVED:



MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District



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