

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
December 15, 2021

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

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

Staff:

Bryan Abaya, Principal Information Technology Analyst
Paul Dietrich, Project Manager
Lea Park-Kim, Communications & Public Outreach Manager
Brittney Moore, Senior Management Analyst/ Deputy Board Clerk
Joshua Nelson, Assistant General Counsel
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

PUBLIC COMMENT:

None

CONSENT CALENDAR:

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

- CC-1a. Minutes of the Special Meeting – November 10, 2021 (A)
- CC-1b. Minutes of the Special Meeting – November 17, 2021 (A)
- CC-1c. Minutes of the Regular Meeting – November 17, 2021 (A)
- CC-1d. Minutes of the Special Meeting – December 6, 2021 (A)
 - Recommendation: Approve the minutes of the November 10, 2021 Special Meeting; the Minutes of the November 17, 2021 Regular and Special Meetings; and the Minutes of the December 6, 2021 Special Meeting.
- CC-2. Revenue Analysis Report for November 2021 (I)
- CC-3. Assessor/Collector's Roll Adjustment for November 2021 (I)
- CC-4. Treasurer's Report for November 2021 (I)
- CC-5. Treasurer's Report of Fund Balances for November 2021 (I)
- CC-6. Operating Budget Analysis for November 2021 (I)
- CC-7. Capital Projects Summary for November 2021 (I)
- CC-8. Warrants for November 2021 (I)
- CC-9. Purchase Card Distributions for November 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 November 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 Agreement with Lund Construction Co. for the Pratt Avenue Water Transmission Main Project (A)

Recommendation:

Accept the bid of Lund Construction Co. in the amount of \$403,870.00 and establish a contingency fund in the amount of \$40,387.00 (10%), for a total amount of \$444,257.00. Authorize the General Manager to execute an agreement with Lund Construction Co.

- CC-19. Discussion and Possible Action to Amend the Agreement with Flowline Contractors for the Fair Oaks Boulevard Water Main Project (A)

Recommendation:

Amend the agreement with Flowline Contractors for the Fair Oaks Boulevard Water Main Project in the amount of \$18,327 and establish a new contingency fund in the amount of \$5,000 for a total amount of \$23,327.

ACTION:

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

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

PRESENTATIONS:

None.

PUBLIC HEARINGS:

PH-1. Public Hearing and Resolution for Electoral Divisions Based on 2020 Federal Census

President Wheaton opened the Public Hearing at 6:38pm.

President Wheaton closed the Public Hearing at 6:40pm.

ACTION:

Vice President Sheehan moved and Director Riehle seconded a motion to conduct the public hearing and adopt Resolution 12-2021 Approving Boundaries for the District's Electoral Divisions.

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

STUDY SESSION:

None.

BUSINESS:

B-1. Selection of President and Vice President.

ACTION:

President Wheaton moved and Director Riehle seconded a motion to select Director Sheehan as President.

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

ACTION:

President Sheehan moved and Director Wheaton seconded a motion to select Director Riehle as Vice President.

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

B-2. Discussion and possible action to appoint 2021-2022 Representatives and Alternates

ACTION:

Director Wheaton moved and Vice President Riehle seconded a motion to approve appointments of member of the Board of Directors or Staff to serve as District representatives to various organizations as follows:

Organization	Representative	Alternate
ACWA JPIA Director Rep	David C. Wheaton	Raymond A. Riehle
ACWA JPIA Staff Rep	Brittney Moore	Sheila Shah
ACWA Region 4	Caryl F. Sheehan	David C. Wheaton

Organization	Representative	Alternate
Chamber of Commerce Gov't Issues Committee	Lea Park-Kim	Susan Talwar
San Juan Family of Agencies Director Rep	Raymond A. Riehle	Caryl F. Sheehan
San Juan Family of Agencies Staff Rep	Hilary M. Straus	General Manager Appointee Based on Issue
RWA Director Rep	Caryl F. Sheehan	Raymond A. Riehle
RWA Staff Rep	Hilary M. Straus	Rebecca A. Scott
SGA	Caryl F. Sheehan	David C. Wheaton
Sacramento Water Forum	Rebecca A. Scott	Management Analyst - Operations

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

B-3. Appoint District Officers.

ACTION:

Director Wheaton moved and Vice President Riehle seconded a motion to approve appointments for Officer Positions for the District as follows:

Appointments	Officer	Deputy
Assessor/Collector	Alberto Preciado	Dana R. Mellado
Treasurer	Susan K. Talwar	Alberto Preciado
Secretary	Hilary M. Straus	Brittney C. Moore

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

B-4 Discussion and possible action to approve a Cost-of-Living Adjustments.

ACTION:

Director Wheaton moved and Vice President Riehle seconded a motion to amend District Policy No. 4101.A1 to include a 3.2 percent Cost-of-Living Adjustment to the District's Salary Schedule effective January 3, 2022.

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

ACTION:

Director Wheaton moved and Vice President Riehle seconded a motion to amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 to include a 3.2 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees to reflect said adjustments in the CPI-U.

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

ACTION:

The Directors provided direction to staff regarding Compensation of the Board of Directors; there will be no change.

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

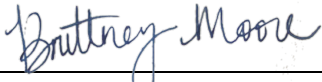
CLOSED SESSION:

None.

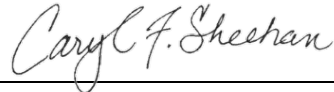
ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:25 p.m.

APPROVED:



BRITTNEY C. MOORE
Deputy Board Clerk
Citrus Heights Water District



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