

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
October 16, 2019

The Regular Meeting of the Board of Directors was called to order at 7:16 p.m. by President Sheehan and roll was called. Present were:

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

Staff:

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

**PLEDGE OF ALLEGIANCE:**

Board President Caryl 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 – September 18, 2019 (A)
- CC-1b. Minutes of the Regular Meeting – September 18, 2019 (A)
- CC-1c. Minutes of the Special Meeting – September 18, 2019 (A)
- CC-2. Revenue Analysis Report for September 2019 (I)
- CC-3. Assessor/Collector's Roll Adjustment for September 2019 (I)
- CC-4. Treasurer's Report for September 2019 (I)
- CC-5. Treasurer's Report of Fund Balances for September 2019 (I)
- CC-6. Operating Budget Analysis for September 2019 (I)
- CC-7. Capital Projects Summary September 2019 (I)
- CC-8. Warrants for September 2019 (A)
- CC-9. CAL–Card Distributions for September 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. Consider Adopting Resolution 14-2019 in Support of Sarah Palmer for the Position of ACWA Vice President (A)

**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:**

None.

**STUDY SESSIONS:**

- S-1. Presentation of 2020 Water Rates, Miscellaneous Fees and Charges and Capacity Fees (A)

The Board provided consensus direction for staff to have the 2020 Water Rates, Miscellaneous Fees and Charges and Capacity Fees on the agenda as one of four Public Hearings for Board consideration at the Budget and Rate Adoption meeting on 11/25/19.

**BUSINESS:**

- B-1. Discussion and Possible Action to Inform Affected Property Owners Regarding the District-wide Annexation Project (A)

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

1. Annexation (aka: inclusion) fees are to be collected from the Undeveloped Properties (Group A) and Declined Annexation Properties (Group B) at such time as these properties apply to the District for Inclusion.
2. Annexation (aka: inclusion) fees are to be waived for the Public Agency Properties (Group C), Miscellaneous Properties (Group D), Roadways (Group E) and Detachments (Group F).

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

- B-2. Discussion and Possible Action to Delegate Authority to Record Notices of Completion (A)

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

Adopt Resolution 15-2019 delegating authority to record Notices of Completion for District Public Works Projects to the General Manager or Designee.

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

B-3. Discussion and Possible Action to Approve a Cost of Living Adjustment (A)

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

1. Amend District Policy No. 4101.A1 to include a 2.6% Cost-of-Living Adjustment to the District's Salary Schedule effective January 06, 2020.
2. Amend District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule and other proposed revisions.
3. The Board took no action to adjust its compensation for 2020.  
The motion carried 3-0 with all Directors voting yes.

B-3. Discussion and Possible Action to Fill Three Vacant Seats on the Customer Advisory Committee and Add an Ex-Officio Seat for Sacramento Metropolitan Fire (A)

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

1. Appoint Andrew Johnson, Pamela Shulz, Debra Walker and Alan Utzig to fill vacant residential seats on the Customer Advisory Committee.
2. Adopt Resolution 16-2019 Establishing a Customer Advisory Committee, which revises Resolution 04-2018 to add information about the Meter Replacement Program and adds an ex-officio seat for Sacramento Metropolitan Fire District.

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 (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/Pieri).
- D-10. Other Reports.


**CLOSED SESSION:**


None.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 8:50 pm.

APPROVED:

  
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MADELINE A. HENRY  
Deputy Secretary  
Citrus Heights Water District

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