

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
April 23, 2024

The Regular Meeting of the Board of Directors was called to order at 7:48 p.m. by President Sheehan and roll was called. Present were:

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

Also Present:

Steve Anderson, General Counsel
Tamar Dawson, Assistant Engineer
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Melissa Pieri, Director of Engineering/District Engineer
Rebecca Scott, Director of Operations
Kayleigh Shepard, Management Analyst/Deputy Board Clerk
Hilary Straus, General Manager

VISITORS:

Paul Dietrich, Resident
Paul Helliker, San Juan Water District

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

Paul Helliker, San Juan Water District

CONSENT CALENDAR:

CC-1a. Minutes of the Special Meeting –March 26, 2024 (A)

CC-1b. Minutes of the Regular Meeting –March 26, 2024 (A)

Recommendation:

Approve the minutes of the March 26, 2024 Special and Regular Meetings.

CC-2. Revenue Analysis Report for March 2024 (I)

CC-3. Assessor/Collector's Roll Adjustment for March 2024 (I)

CC-4. Treasurer's Report for March 2024 (I)

CC-5. Treasurer's Report of Fund Balances for March 2024 (I)

CC-6. Operating Budget Analysis for March 2024 (I)

- CC-7. Capital Projects Summary for March 2024 (I)
- CC-8. Warrants for March 2024 (I)
- CC-9. Purchase Card Distributions for March 2024 (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. 2024 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Amend Policy 5700A: Records Retention Schedule (A)

Recommendation:

Approve Updates to District Policy 5700.A: Records Retention Schedule and Authorize Staff to Update the Retention Schedule Index with the 2024 Revisions.

- CC-18. Discussion and Possible Action to Approve Amendments to the Citrus Heights Water District Conflict of Interest Code Pursuant to the Political Reform Act of 1974 (A)

Recommendation:

1. Adopt Resolution 04-2024 and Updated Policy 1035 Appendix A and Appendix B to amend the Conflict-of-Interest Code pursuant to the Political Reform Act of 1974
2. Authorize the General Manager to Execute the CEO Declaration

ACTION:

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

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

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Approve Agreement with Flowline Contractors, Inc. for the Admiral Avenue and Anchor Circle Water Main Project (A)

ACTION:

Director Riehle moved and Vice President Wheaton seconded a motion to Accept the bid of Flowline Contractors, Inc. in the amount of \$709,481.00 and establish a contingency fund in the amount of \$70,948.10 (10%), for a total amount of \$780,429.10; and authorized the General Manager to execute an agreement with Flowline Contractors, Inc.

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 (Riehle/Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Riehle).
- D-8. RWA Legislative and Regulatory Affairs Update (Nunes/Scott).
- D-9. Customer Advisory Committee (Riehle/Moore).
- D-10. Other Reports.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:21 p.m.

APPROVED:



BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District



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