

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 01-2021

RESOLUTION OF THE BOARD OF DIRECTORS
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

WHEREAS, the Citrus Heights Water District (CHWD) is an Irrigation District formed pursuant to the California Irrigation District Law (California Water Code, section 20500 et seq.); and

WHEREAS, CHWD provides drinking water to an estimated service area population of 67,000 customers via approximately 19,600 water service connections in Sacramento and Placer Counties and has responsibility for operating, maintaining and planning for the replacement of its water assets, including water mains; and

WHEREAS, CHWD anticipates that, beginning in 2030, it will be necessary to replace many aging water mains, the majority of which were installed between 1960 and 1985 by private developers and later became donated assets to CHWD; and

WHEREAS, on October 18, 2017, the CHWD Board of Directors approved an agreement with Harris & Associates for the Project 2030 Water Main Replacement Study, known as “Project 2030”; and

WHEREAS, Project 2030 will include a public engagement and stakeholder outreach process in which a Project 2030 Customer Advisory Committee focus group (the “CAC”) will consider various alternatives, funding options and recommendations and will develop a formal recommendation for CHWD’s water main replacement strategy for consideration by the Board of Directors, and

WHEREAS, the CAC also will provide further stakeholder input on the development of the Meter Replacement Program, which is a multi-agency effort to develop strategies for the regular replacement of water meters expected to start before the end of 2019; and

WHEREAS, the Meter Replacement Program is projected to take 18 months beginning in 2019 and the CAC would be empaneled for the duration of that time and consist of 25 members; and

WHEREAS, on December 20, 2017, the Board of Directors selected 17 applicants for appointment to the CAC and agreed by consensus to expand the appointees to 19 members to include one Citrus Heights Chamber of Commerce representative and one Sunrise MarketPlace representative to represent large commercial accounts, and to provide three additional ex-officio seats for representatives of the San Juan Unified School District, the Sunrise Parks and Recreation District, and the Sylvan Cemetery District; and

WHEREAS on March 21, 2018, the Board of Directors agreed to revise the appointment

of one applicant to serve as the Auburn Boulevard Business Association representative, and to provide an additional ex-officio seat for a representative of the City of Citrus Heights; and

WHEREAS on October 16, 2019, the Board of Directors has decided to add an additional Institutional Ex-Officio Member designated for the Sacramento Metropolitan Fire District;

WHEREAS on April 21, 2021, the Board of Directors has decided to transition the Institutional Members (San Juan Unified School District, the Sunrise Parks and Recreation District, and the Sylvan Cemetery District, the City of Citrus Heights; and the Sacramento Metropolitan Fire District) from ex-officio members to voting members;

WHEREAS, the CAC may be called upon by the Board of Directors or staff to provide further stakeholder input on strategic programs of the District; and

WHEREAS, the Board of Directors wishes to establish the CAC and governing principles that will guide the CAC's activities.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Establishment and Purpose

The Customer Advisory Committee (the "CAC") is hereby established as set forth herein. The general purpose of the CAC is to consider various policy alternatives, funding options and recommendations to develop a formal recommendation for CHWD's water main replacement strategy for consideration by the CHWD Board of Directors. The CAC also will provide stakeholder input on the development of the Meter Replacement Program, which will develop strategies for the regular replacement of water meters. The CAC will further provide input on other CHWD matters as requested by the Board of Directors or staff.

Section 2. Membership.

The CAC shall include 19 voting members, appointed as follows:

- A. Residential
Sixteen (16) members appointed by the CHWD Board of Directors.

- B. Significant Commercial Accounts
One (1) Citrus Heights Chamber of Commerce representative.
One (1) Sunrise MarketPlace representative.
One (1) Auburn Boulevard Business Association representative.

- C. Institutional
One (1) representative from San Juan Unified School District.
One (1) representative from Sunrise Parks and Recreation District.

- One (1) representative from Sylvan Cemetery District.
- One (1) representative from the City of Citrus Heights.
- One (1) representative from the Sacramento Metropolitan Fire District.

In the event that a member resigns from the CAC, that member shall promptly notify CHWD and CHWD shall take any steps necessary fill the vacancy.

Section 3. Term Of Membership.

Members of the CAC shall serve at a minimum during the duration of the Meter Replacement Program period.

Section 4. Termination of Membership.

The Board of Directors may dismiss a CAC member for no reason or for any of the following reasons:

- A. One or more unexcused absences from CAC meetings.
- B. Violation of the Ralph M. Brown Act.
- C. Violation of applicable provisions within District Policy No. 2100 – Standards of Conduct for Directors and Officers.

Section 5. Officers and Subcommittees.

The CAC shall nominate a Chairperson and an Alternate Chairperson, whose appointments to this office shall be ratified by the Board of Directors. The Chairperson shall call meetings to order, shall have all the powers and duties of the presiding officer as described in the standardized rules of parliamentary procedure determined to be applicable by CHWD, and shall perform such other duties as may from time to time be prescribed by CHWD or the Board of Directors. The Alternate Chairperson shall have all of the powers and duties of the Chairperson in the event the Chairperson is absent or unable to act.

The CAC may create and appoint members of the CAC to subcommittees.

Section 6. Meetings.

The CHWD General Manager or the General Manager’s designee shall determine the place and times for meetings of the CAC, and shall administer the CAC’s activities and serve as a CAC liaison with support from other CAC staff as may be necessary. All meetings shall comply with California’s open meetings law for public agencies (the Ralph M. Brown Act, Government Code Sections 54950 et seq.).

Section 7. Quorum and Voting.

A quorum of the CAC shall consist of a majority of the CAC’s voting membership. Any necessary decisions of the CAC shall, whenever possible, be determined by consensus. If consensus cannot be reached, any necessary decisions shall be determined by majority vote.

Section 8. Responsibilities of the CAC.

The CAC shall have the responsibilities as provided in this section and such other duties as the Board of Directors may from time to time decide:

- A. Diligently review all documents and materials provided by the CHWD General Manager or the General Manager's designee relevant to the purposes referenced in Section 1.
- B. Serve as a forum for public input and feedback on issues related to the purposes referenced in Section 1.
- C. Develop a timely written recommendation for consideration by the Board of Directors for CHWD's water main replacement strategy.
- D. Provide stakeholder input on the development of the Meter Replacement Program, referenced in Section 1.
- E. Abide by all relevant policies and procedures in the District Policy No. 2100 – Standards of Conduct for Directors and Officers, including participating in any training and making any disclosures that CHWD deems necessary to ensure compliance with all laws.

Any and all feedback, advice or other actions taken by the CAC shall be deemed to be advisory only and shall not be binding upon CHWD or the Board of Directors. Any activities of the CAC shall be performed as provided for in this Resolution and in compliance with all laws. This Resolution supersedes Resolution No. 04-2018, which is of no further force or effect, provided that all actions of the CAC predating this Resolution remain in force and effect and are hereby ratified to the extent required.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 21st day of April, 2021 by the following vote, to wit:



A handwritten signature in black ink, appearing to read "D. Wheaton", written over a horizontal line.

DAVID C. WHEATON, President
Board of Directors
Citrus Heights Water District

ATTEST:

A handwritten signature in blue ink, appearing to read "Madeline Henry", written over a horizontal line.

MADELINE HENRY, Chief Board Clerk
Citrus Heights Water District