

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
December 20, 2023

The Regular Meeting of the Board of Directors was called to order at 6:42 p.m. by President Riehle and roll was called. Present were:

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

Also Present:

Steve Anderson, General Counsel
Annie Liu, Director of Administrative Services
Ashley Metzger, Strategic Advisor
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
Hilary Straus, General Manager

VISITORS:

Ted Costa, San Juan Water District
Mark Duncan
Pam Groft
Paul Helliker, San Juan Water District
Nick Spiers

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

Paul Helliker, San Juan Water District

CONSENT CALENDAR:

- CC-1a. Minutes of the Special Meeting –November 14, 2023 (A)
- CC-1b. Minutes of the Special Meeting –November 15, 2023 (A)
- CC-1c. Minutes of the Regular Meeting –November 15, 2023 (A)

Recommendation:

Approve the minutes of the November 14, 2023 Special Meeting, and the minutes of the November 15, 2023 Regular and Special Meetings.

- CC-2. Revenue Analysis Report for November 2023 (I)
- CC-3. Assessor/Collector's Roll Adjustment for November 2023 (I)

- CC-4. Treasurer's Report for November2023 (I)
- CC-5. Treasurer's Report of Fund Balances for November2023 (I)
- CC-6. Operating Budget Analysis for November2023 (I)
- CC-7. Capital Projects Summary for November2023 (I)
- CC-8. Warrants for November2023 (I)
- CC-9. Purchase Card Distributions for November2023 (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. 2023 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Customer Advisory Committee Updates (A)

Recommendation:

Adopt Resolution 20-2023 Establishing a Customer Advisory Committee

ACTION:

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

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

PRESENTATIONS:

P-1. CSDA Presentation (I/D)

No presentation was held. Agenda item moved to the January 17, 2024 Regular Meeting.

P-2. Resolution 21-2023 Recognizing the Life of Jack Duncan (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded the motion to Adopt Resolution 21-2023 Recognizing the Life of Jack Duncan.

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

B-1. Selection of President and Vice President (A)

ACTION:

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

1. Appoint Director Sheehan as President.

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

Director Riehle moved and President Sheehan seconded a motion to:

2. Reappoint Vice President Wheaton as Vice President

The roll call vote carried two (2) yes votes. Vice President Wheaton abstained.

B-2. Discussion and Possible Action to Appoint 2023-2024 Representatives and Alternates (A)

ACTION:

Director Riehle moved and Vice President Wheaton 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 |
|--|----------|-----------------------|--|
| Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) | Director | David C. Wheaton | Raymond A. Riehle |
| | Staff | Brittney Moore | Kayleigh Shepard |
| Association of California Water Agencies (ACWA) Region 4 | | Raymond A. Riehle | David C. Wheaton |
| Citrus Heights Regional Chamber of Commerce Government Issues Committee | | Raymond A. Riehle | |
| San Juan Family of Agencies | Director | Raymond A. Riehle | Caryl F. Sheehan |
| | Staff | Hilary M. Straus | General Manager Appointee Based on Issue |
| Regional Water Authority (RWA) | Director | Caryl F. Sheehan | Raymond A. Riehle |
| | Staff | Hilary M. Straus | Rebecca A. Scott |
| Sacramento Groundwater Authority (SGA) | | Caryl F. Sheehan | Raymond A. Riehle |
| Sacramento Water Forum | | Rebecca Scott | Jace Nunes |

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

B-3. Appoint District Officers (A)

ACTION:

Director Riehle moved and Vice President Wheaton seconded a motion to appoint District Officers as follows:

| | Officer | Deputy |
|--------------------|-----------------|-----------------|
| Assessor/Collector | Michael Shorter | Dana Mellado |
| Treasurer | Annie Liu | Michael Shorter |
| Secretary | Hilary Straus | Brittney Moore |

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

B-4. Discussion and Possible Action to Consider Selection of a Regional Water Authority (RWA) 2024 Vice Chair and Executive Committee Members (A)

ACTION:

1. Director Riehle moved and Vice President Wheaton seconded a motion to select Michael Saunders from Georgetown Divide Public Utility as the 2024 Regional Water Authority (RWA) Vice Chair.

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

2. Vice President Wheaton moved and Director Riehle seconded a motion to rank candidates for the 2024 RWA Executive Committee as follows:

1. Michael Saunders, Georgetown Divide Public Utility
2. Sean Bigley, City of Roseville
3. William Roberts, City of West Sacramento

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

B-5. Discussion and Possible Action to Approve Updates and a Cost of Living Adjustment to Salary Schedule 4101.A1; Retiree Insurance Benefits; Directors' Compensation; and Other Compensation Adjustments (A)

ACTION:

1. Vice President Wheaton moved and Director Riehle seconded a motion to amend District Policy No. 4101.A1 Salary Schedule as presented to include a market adjustment to the Water Resources Job Series; job title and classification updates; and a Cost-of-Living Adjustment (COLA) effective January 1, 2024

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

2. Director Riehle moved and Vice President Wheaton seconded a motion to

amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 as presented to include a 5 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees

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

3. Vice President moved and Director Riehle seconded a motion to amend District Policy No. 4101.A2 Other Compensation to include an Adjustment to the District's Standby Duty Pay (effective December 21, 2023) and Personal Cellular Telephone Reimbursement (effective January 1, 2024)

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

4. The Directors provided consensus 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 (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 (Straus).
- 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 8:15 p.m.

APPROVED:

B Moore

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

Caryl Sheehan

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