

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
April 22, 2025

The Regular Meeting of the Board of Directors was called to order at 7:03 p.m. by President Riehle and roll was called. Present were:

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

Also present were:

Steve Anderson, General Counsel
Mary Elise Conzelmann, Public Affairs Analyst
Tamar Dawson, Assistant Engineer
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Melissa Pieri, Director of Engineering/District Engineer
Rebecca Scott, Director of Operations
Mrunal Shah, BBK Associate
Kayleigh Shepard, Management Analyst/Deputy Board Clerk
Michael Shorter, Accounting Manager
Hilary Straus, General Manager
Andrew Tran, Information Technology Manager

Leslie Bloom, NHA Advisors, LLC.
Mark Northcross, NHA Advisors, LLC.
Carlos Urrutia, Strategic Advisor

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

- CC-1a. Minutes of the Special Meeting – March 25, 2025 (A)
- CC-1b. Minutes of the Regular Meeting – March 25, 2025 (A)

Recommendation:

Approve the minutes of the March 25, 2025 Special and Regular Meetings

- CC-2. Revenue Analysis Report for March 2025 (I)
- CC-3. Assessor/Collector's Roll Adjustment for March 2025 (I)
- CC-4. Treasurer's Report for March 2025 (I)
- CC-5. Treasurer's Report of Fund Balances for March 2025 (I)

- CC-6. Operating Budget Analysis for March 2025 (I)
- CC-7. Capital Projects Summary for March 2025 (I)
- CC-8. Warrants for March 2025 (I)
- CC-9. Purchase Card Distributions for March 2025 (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. Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. 2025 Strategic Plan Update (I/D)

Recommendation:

Receive and file an update of the 2025 Strategic Plan.

- CC-18. Discussion and Possible Action to Approve an Agreement with Doug Veerkamp General Engineering, Inc. for the Fair Oaks Boulevard – 12021 to Leafcrest Way Water Main Project (A)

Recommendation:

Accept the bid of Doug Veerkamp General Engineering, Inc. in the Amount of \$347,285.00 and establish a contingency fund in the amount of \$34,728.50 (10%), for a total amount of \$382,013.50. Authorize the General Manager to execute an agreement with Doug Veerkamp General Engineering, Inc.

- CC-19. Discussion and Possible Action to Amend the Contract for Design, Testing, and Construction Management Services for the Ella Way Well Project (A)

Recommendation:

Approve a Contract Amendment with Water Systems Consulting, Inc. for the Ella Way Well Project in the amount of \$43,670.00 and a Contingency Fund in the amount of \$25,000.00 for a Total Project Budget of \$781,378.00.

- CC-20. Resolution 06-2025 Commending Nick Spiers for Service to the Citrus Heights Water District (A)

Recommendation:

Adopt Resolution No. 06-2025 Commending Nick Spiers for service to the Citrus Heights Water District.

- CC-21. Discussion and Possible Action to Amend Human Resources Policy Number 4101.A1: Compensation/Salary Schedule (A)

Recommendation:

Approve the salary range update and reclassification of the Assistant Water Distribution Supervisor position from FLSA non-exempt to FLSA exempt; and amend Human Resources Policy Number 4101.A1 accordingly with an effective date of May 26, 2025.

- CC-22. 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 2025 revisions.

Director of Operations Rebecca Scott requested that the Board approve Item CC-19 with non-substantive legal edits received after the agenda packet was posted and distributed.

President Riehle pulled Item CC-19 from the Consent Calendar for further clarification from staff.

ACTION:

Director Wheaton moved, and Vice President Sheehan seconded a motion to approve the consent calendar, with the exception of Item CC-19.

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

Vice President Sheehan moved, and Director Wheaton seconded the motion to approve Item CC-19 with non-substantive legal edits received after the packet was posted.

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 a Task Order Agreement with NHA Advisors, LLC. for Municipal Advisory Services

ACTION:


Vice President Sheehan moved, and Director Wheaton seconded a motion to approve the professional services agreement with NHA Advisors, LLC for municipal advisory services, and authorized the General Manager to execute the agreement.

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


ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:25 p.m.

APPROVED:



BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District



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