

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 15-2023

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 20,300 water service connections in Sacramento and Placer Counties and has responsibility for operating, maintaining, repairing and replacing its facilities and assets; and

WHEREAS, in 2018, as part of its public engagement and stakeholder outreach efforts, the Board of Directors of CHWD established a Customer Advisory Committee (“CAC”) to consider alternatives, funding options and recommendations concerning CHWD’s Project 2030 –Water Main Replacement Program (“Project 2030”) and Water Meter Asset Management Program; and

WHEREAS, the Board of Directors adopted Resolution 07-2023 to update the composition and broaden the scope of the CAC to support the CHWD in meeting its mission, goals, and objectives as defined in its Strategic Plan and budget; and

WHEREAS, the Board of Directors seeks to adopt Resolution 15-2023 to accomplish the goals of Resolution 07-2023 and allow for the appointment of alternate residential members; and

WHEREAS, the goal of the CAC is to develop community education and leadership among its customers and other stakeholders regarding CHWD policies, projects, and programs;

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

Section 1. The foregoing Recitals are true and correct, and are incorporated herein and made an operative part of this Resolution.

Section 2. This Resolution 15-2023 hereby supersedes Resolutions No. 07-2023, 01-2021, 16-2019, 04-2018, and 01-2018, which are no longer in full 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.

Section 3. Establishment and Purpose
The CAC is hereby reestablished as set forth herein. The general purpose of CAC is hereby set forth herein.

The general purpose of the CAC, shall be to, as assigned:

- A. Provide input to the Board of Directors and staff on policies, programs, projects and major initiatives.
- B. Serve as ambassadors of the CHWD and its Board of Directors.

Section 4. Membership.

The CAC shall be comprised of 17 to 21 voting members, appointed as follows:

- A. Residential Representation
Nine to thirteen (9-13) members appointed by the CHWD Board of Directors, representing various areas geographically distributed throughout the District's service area.
- B. Business Representation
Three (3) Business Representation positions are appointed by the CHWD Board of Directors. Each organization will appoint its representative and may change its representative at any time.
One (1) Citrus Heights Chamber of Commerce representative.
One (1) Sunrise MarketPlace representative.
One (1) Auburn Boulevard Business Association representative.
- C. Institutional Representation
Five (5) Institutional Representation positions are appointed by the CHWD Board of Directors. Each organization will appoint its representative and may change its representative at any time.
One (1) representative from San Juan Unified School District, elected official, faculty or staff.
One (1) representative from Sunrise Parks and Recreation District, elected official, management or administration.
One (1) representative from Sylvan Cemetery District, elected official, management or administration.
One (1) representative from the City of Citrus Heights, elected official, management or administration.
One (1) representative from the Sacramento Metropolitan Fire District, elected official, management or administration.

Section 5. Term of Membership.

Members of the CAC shall serve up to a three-year (3) term from the date of appointment.

Section 6. Termination of Membership.

Membership on the CAC is an 'at-will' appointment, made at the sole discretion of the CHWD Board of Directors. The Board of Directors may remove a CAC member for no reason or for any of the following reasons:

- A. Resignation from CAC.
- B. Affiliation changes of Business or Institutional Representatives.
- C. Two (2) or more unexcused absences from CAC meetings in any 12-month period.
- D. Violation of the Ralph M. Brown Act.

- E. Violation of applicable provisions within District Policy No. 2100 – Standards of Conduct for Directors and Officers.

In the event of a CAC member removal, the District shall endeavor to fill the vacancy.

Section 7. Officers

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.

Section 8. Alternates

The Board of Directors may approve up to four alternates for residential CAC members. Alternates must meet all criteria as CAC members, will be invited to attend all CAC meetings, and may be eligible for a per diem at the discretion of the Board. Alternate attendance is optional. When a member from the CAC resigns or is removed, the Board will include one of the alternates from the list to replace said member. The term of an alternate is also up to three years. If appointed as a member, they will serve the remainder of the three-year term.

Section 9. Meetings.

Based on Board-directed policy, the CHWD General Manager or the General Manager’s designee shall work with the CAC Chair/Alternate Chair to determine the place and times for CAC meetings, assist the Chair/Alternate Chair in preparing and distributing agendas, serve as a CAC liaison to CHWD staff, and perform other administrative tasks necessary to support the mission, goals and objectives of the CAC. From time to time, there may be committee work, as required by the District. All meetings shall comply with California’s open meetings law for public agencies (the Ralph M. Brown Act, Government Code Sections 54950 et seq.) CHWD may establish a per diem for meeting attendance for residential members and alternates.

Section 10. Quorum and Voting.

A quorum of the CAC shall consist of a majority of the CAC’s voting membership and does not include alternates. 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 11. Responsibilities of the CAC and Alternates.

The CAC shall have the following responsibilities and such other duties as the District may from time to time assign:

- 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 timely recommendations for District consideration on issues

relevant to the District.

- D. Provide stakeholder input on the development of District policies, projects and issues.
- E. Serve as ambassadors of CHWD by sharing positions in support of the mission, goals and objectives of the District.
- F. 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.

Operations of the CAC may also be subject to Administrative Procedures in keeping with, but not addressed by, this Resolution.

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 its Board of Directors. Any activities of the CAC shall be performed as provided for in this Resolution and in compliance with all laws.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 30th day of October, 2023 by the following vote, to wit:

AYES: Directors-

NOES: Directors-

ABSTAIN: Directors-

ABSENT: Directors-

SEAL

RAYMOND RIEHLE, President
Board of Directors
Citrus Heights Water District