

**BOARD MEETING AGENDA  
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
SEPTEMBER 23, 2024 beginning at 6:00 PM**



**DISTRICT ADMINISTRATIVE OFFICE  
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Members of the public may attend the meeting in person at the District headquarters.

Materials related to an agenda item for an open session of a regular meeting of the Citrus Heights Water District are posted on the Citrus Heights Water District website at [www.chwd.org](http://www.chwd.org).

**CALL TO ORDER:**

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

**ROLL CALL OF DIRECTORS:**

**PLEDGE OF ALLEGIANCE:**

**VISITORS:**

**PUBLIC COMMENT:**

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

**CLOSED SESSION:**

**CL-1. CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code, section 54957.6

Agency designated representatives: Hilary Straus, General Manager

Josh Nelson, Assistant General Counsel

Annie Liu, Director of Administrative Services

Kayleigh Shepard, Management Analyst

Shellie Anderson, Bryce Consulting

Employee Organization: Unrepresented Employees

**CL-2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

(1 case)

**CONSENT CALENDAR: (I/A)**

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

CC-1. Customer Advisory Committee Appointments (A)

Recommendation:

Appoint residential alternate members, Julie Beyers and Alan Utzig to the vacant residential member seats; and appoint Carla Comiter and Alfred Sanchez as CAC residential alternate members.

**PRESENTATIONS:**

P-1. Financial Planning & 2025 Budget Workshop (I/D)

**FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:**

October 22, 2024	6:30 PM	Regular Meeting
November 26, 2024	6:30 PM	Regular Meeting
December 16, 2024	6:30 PM	Regular Meeting

**ADJOURNMENT:**

**CERTIFICATION:**

I do hereby declare and certify that this agenda for this Special Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours prior to the special meeting in accordance with Government Code Section 54956.

  
\_\_\_\_\_  
Brittney Moore, Chief Board Clerk

Dated: September 19, 2024

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 23, 2024 SPECIAL MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO FILL A VACANCY ON THE  
CUSTOMER ADVISORY COMMITTEE

STATUS : Action Item

REPORT DATE : September 5, 2024

PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk  
Kayleigh Shepard, Management Analyst/Deputy Board Clerk

### **OBJECTIVE:**

Consider appointing two replacements to the vacancies on the Customer Advisory Committee (CAC) and appointing two additional alternate members.

### **BACKGROUND AND ANALYSIS:**

Resolution 20-2023 established a Customer Advisory Committee made up of 17-21 voting members and business and institutional representation, including:

1. Nine to thirteen (9-13) seats for residential customers who live throughout the Citrus Heights Water District (CHWD or District) service area.
2. Three seats representing commercial interests from the Citrus Heights Chamber of Commerce, and the Sunrise Marketplace and
3. Five ex-officio seats for the San Juan Unified School District, the Sunrise Parks and Recreation District, Sylvan Cemetery District, the Sacramento Metropolitan Fire District, and the City of Citrus Heights.

In the instance that a member resigns, the Resolution states that the CHWD Board will include one of the approved alternates to fill the vacancy.

On October 20, 2023, the CHWD Board appointed Jay Martinez and Debora Garcia as residential CAC members. On July 16, 2024, Mr. Martnez notified District staff of his CAC registration due to relocation out of the District service area. Additionally, on August 19, 2024, Ms. Garcia notified District staff that due to private matters, she has decided to step down from the CAC. We deeply appreciate both Mr. Martinez and Ms. Garcia's valuable dedication to the CAC, and we wish Ms. Garcia a speedy and full recovery.

### **Filling Vacant CAC Seats**

With two vacancies from the resignations of Jay Martinez and Debra Garcia, staff requests to appoint residential alternate members, Julie Beyers and Alan Utzig to the open member seats. Ms. Beyers and Mr. Utzig have served on the CAC since 2019. Staff would like to recognize Ms. Beyers and Mr. Utzig's exemplary meeting attendance, dedication, and insightful contribution to the CAC. It is recommended that priority consideration be given to alternate members who served as regular members of the CAC previously to move from an alternate position to a regular position on the CAC.

Additionally, staff requests the appointment of Carla Comiter and Alfred Sanchez to the residential alternate seats. Attached to this staff report are the application materials for Ms. Comiter and Mr. Sanchez. Staff will be ready to provide additional information for these positions at the September 24<sup>th</sup> Board Meeting should the Board wish to receive such input.

**RECOMMENDATION:**

Appoint residential alternate members, Julie Beyers and Alan Utzig to the vacant residential member seats; and appoint Carla Comiter and Alfred Sanchez as CAC residential alternate members.

**ATTACHMENTS:**

1. Julie Beyers Customer Advisory Committee Application
2. Alan Utzig Customer Advisory Committee Application
3. Carla Comiter Customer Advisory Committee Application
4. Alfred Sanchez Customer Advisory Committee Application

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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# **ATTACHMENT 1**

**Julie Beyers CAC Application**

**Customer Advisory Committee Application : Entry #  
7912**

**Name:**

Julie Beyers

**Address (Residence):**

[REDACTED]  
Fair Oaks, California 95628  
United States  
[Map It](#)

**Email:**

[REDACTED]

**Phone:**

[REDACTED]

**Occupation:**

Retired (30+ yrs County & City gov't; program planning, accounting, contracts.

**Other community involvement:**

Prior CAC member  
Volunteer:Boy Scouts (32 yrs)  
Had Sac County CERT course  
Neighborhood Watch

**How long have you been a CHWD customer?**

11-30 Years

**Please tell us why you would like to join the Customer Advisory Committee? (100 word max)**

My experience with CAC has been interesting and personally rewarding. The community process allows for diverse opinions to be shared and considered. Working with CHWD staff and community representatives has allowed me to meet folks in our greater neighborhood that I would not have interacted with during my usual day-to-day activities. I believe my background/ experiences could still be helpful and provide additional input to CAC meetings. I would like to continue to represent my neighborhood.  
Thank you for your consideration of my application.  
Julie Beyers

**Notes**



**Admin Notification (ID: 64f8e0878b290)**

added October 2, 2023 at 12:42 am

WordPress successfully passed the notification email to the sending server.

## **ATTACHMENT 2**

Alan Utzig CAC Application

**Customer Advisory Committee Application : Entry #  
7849**

**Name:**

Alan Utzig

**Address (Residence):**

[REDACTED]

Citrus Heights, California 95610

United States

[Map It](#)

**Email:**

[REDACTED]

**Phone:**

[REDACTED]

**Occupation:**

Retired

**Other community involvement:**

California State Railroad Museum

Placerville & Sacramento Valley Railroad

**How long have you been a CHWD customer?**

More than 30 years

**Please tell us why you would like to join the Customer Advisory Committee? (100 word max)**

I have served on the committee for over a year and would like to continue to serve.

**Notes**



**Admin Notification (ID: 64f8e0878b290)**

added September 20, 2023 at 2:10 pm

WordPress successfully passed the notification email to the sending server.



# **ATTACHMENT 3**

**Carla Comiter CAC Application**

**Customer Advisory Committee Application : Entry # 7815**

**Name:**

Carla Comiter

**Address (Residence):**

[REDACTED]  
Citrus Heights, California 95621  
United States  
[Map It](#)

**Email:**

[REDACTED]

**Phone:**

[REDACTED]

**Occupation:**

Sr. Minister, Unity Spiritual Community in Citrus Heights

**Other community involvement:**

Citrus Heights Women's Club  
Connect Citrus Heights  
Supporter of CH Holiday Outreach Program

**How long have you been a CHWD customer?**

11-30 Years

**Please tell us why you would like to join the Customer Advisory Committee? (100 word max)**

I have over 20 years experience in municipal utilities as a trainer and project manager for utility billing software. I implemented software and trained clients in over 60 cities, and have retained my passion for providing clean water and other services for the citizens of the community.

As a minister, I serve as CEO of a non-profit organization as well as the spiritual leader providing Sunday talks, workshops and classes.

As a resident of Citrus Heights since 2005, I have grown in appreciation for the advantages of living here. I have been impressed with my occasional interactions with the Police Department, I admire the City Council members and the variety of programs that are offered, and I am a graduate of the Chamber of Commerce Leadership Training Program.

**Notes**



**Admin Notification (ID: 64f8e0878b290)**

added September 14, 2023 at 6:29 pm

WordPress successfully passed the notification email to the sending server.

# **ATTACHMENT 4**

Alfred Sanchez CAC Application

**Customer Advisory Committee Application : Entry #  
7800**

**Name:**

Alfred Sanchez

**Address (Residence):**

[REDACTED]  
Citrus Heights, California 95621  
United States  
[Map It](#)

**Email:**

[REDACTED]

**Phone:**

[REDACTED]

**Occupation:**

Retired senior

**Other community involvement:**

Former REACH board  
Neighborhood Ass area 4.  
8 yrs Citrus Heights Construction Board of Appeals  
HART

**How long have you been a CHWD customer?**

11-30 Years

**Please tell us why you would like to join the Customer Advisory Committee? (100 word max)**

Clean water is essential not only for people but wildlife in the area.  
I look forward to serving Citrus Heights once again in a different capacity.  
Thank you for your consideration.  
Alfred Sanchez

**Notes**



**Admin Notification (ID: 64f8e0878b290)**

added September 13, 2023 at 5:42 pm

WordPress successfully passed the notification email to the sending server.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 23, 2024 SPECIAL MEETING

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SUBJECT : REVIEW OF UPDATES TO THE LONG-RANGE FINANCIAL PLAN FOR THE DISTRICT AND 2025 BUDGET WORKSHOP  
STATUS : Presentation  
REPORT DATE : September 12, 2024  
PREPARED BY : Annie Liu, Director of Administrative Services

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**OBJECTIVE:**

Review and discuss key revenue and cost drivers related to the draft Operating & Maintenance and Capital Improvement Budgets for 2025.

**BACKGROUND AND ANALYSIS:**

Following the Strategic Planning Session on June 18, 2024, staff has updated the Financial Model and prepared the proposed 2025 Operating & Maintenance and Capital Improvement Budgets. At the September 23, 2024 Special Board Meeting, staff will provide a presentation concerning projected Operating & Maintenance and Capital expenses for the coming year. The presentation will highlight key programs and projects planned for 2025 and rate/funding options.

Staff will seek direction from the Board regarding funding options for consideration. Should the Board wish to further consider more than one option, a refined set of funding options will be presented to the Board at a future Board Meeting.