

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
August 17, 2022

The Regular Meeting of the Board of Directors was called to order at 6:30 p.m. by President Sheehan and role was called. Present were:

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

**Staff:**

Bryan Abaya, Principal Information Technology Analyst  
Timothy Cutler, Water Distribution Supervisor  
Brian Hensley, Water Resources Supervisor  
Brittney Moore, Administrative Services Manager/ Chief Board Clerk  
Lea Park-Kim, Communications & Public Engagement Manager  
Alberto Preciado, Interim Director of Finance and Administrative Services  
Missy Pieri, Director of Engineering  
Rebecca Scott, Director of Operations  
Hilary Straus, General Manager

Shellie Anderson, Bryce Consulting

**PLEDGE OF ALLEGIANCE:**

President Sheehan led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

Vice President Riehle requested CC-18 be pulled from Consent Calendar.  
After discussion, Vice President Riehle added CC-18 back to the Consent Calendar

President Sheehan asked for consideration and/or approval of the Consent Calendar.

- CC-1a. Minutes of the Special Meeting – June 15, 2022 (A)
- CC-1b. Minutes of the Regular Meeting – June 15, 2022 (A)
- CC-1c. Minutes of the Special Meeting – June 28, 2022 (A)
- CC-1d. Minutes of the Special Meeting – August 8, 2022 (A)

**Recommendation:**

Approve the minutes of the June 15, 2022 Special and Regular Meetings, minutes of the June 28, 2022 Special Meeting, and the minutes of the August 8, 2022

Special Meeting.

- CC-2. Revenue Analysis Report for June and July 2022 (I)
- CC-3. Assessor/Collector's Roll Adjustment for June and July 2022 (I)
- CC-4. Treasurer's Report for June and July 2022 (I)
- CC-5. Treasurer's Report of Fund Balances for June and July 2022 (I)
- CC-6. Operating Budget Analysis for June and July 2022 (I)
- CC-7. Capital Projects Summary for June and July 2022 (I)
- CC-8. Warrants for June and July 2022 (I)
- CC-9. Purchase Card Distributions for June and July 2022 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report for June and July 2022 (I)
- CC-14. 2022 Water Supply (I)
- CC-15a. Water Supply Reliability for July (I)
- CC-15b. Water Supply Reliability for August (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Extend Resolution 07-2021 Authorizing Remote Public Meetings (A)
  - Recommendation:  
Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.
- CC-18. Discussion and Possible Action to Approve Amendments to the Citrus Heights Water District Conflict of Interest Code Pursuant to the Political Reform Act of 1974 (A)
  - Recommendation:
    1. Adopt Resolution 11-2022 and Updated Policy 1035 Appendix A and Appendix B to amend the Conflict of Interest Code pursuant to the Political Reform Act of 1974
    2. Authorize the General Manager to Execute the CEO Declaration
- CC-19. 2022 Compensation (A)
  - Recommendation:  
Receive and file the 2022 Total Compensation Study
- CC-20. Discussion and Possible Action to Adopt Information Technology Policy 10101.00 (A)
  - Recommendation:  
Adopt the Information Technology policy (Exhibit A) accompanying the Board report.
- CC-21. 2022 Strategic Plan Update and 2023 Strategic Plan Approval (A)
  - Recommendation:
    1. Receive and file an update of the 2022 Strategic Plan.
    2. Approve the 2023 Strategic Plan, and direct that Strategic Planning Objectives be included in the 2023 proposed budget, which will be considered by the Board of Directors for adoption later in 2022 for the 2023 budget year.

**ACTION:**

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

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

**PRESENTATIONS:**

P-1. Capital Improvement Program (CIP) Update (I/D)

**PUBLIC HEARINGS:**

None.

**STUDY SESSION:**

None.

**BUSINESS:**

B-1. Agreement with Stonehouse Drilling and Construction, LLC. For Test Hole Drilling (A)

**ACTION:**

- Director Wheaton moved and Vice President Riehle seconded a motion to
1. Approve the agreement with Stonehouse Drilling & Construction, LLC in the Base amount of \$221,900 and establish a change order contingency fund in the amount of \$22,190 (10%).
  2. Authorize total expenditure of not-to-exceed \$244,090.
  3. Authorize the General Manager to execute the agreement and issue a Notice to Proceed.

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

**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 (Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Park-Kim).

- D-8. RWA Legislative and Regulatory Affairs Update (Park-Kim).
- D-9. Customer Advisory Committee (Riehle/Park-Kim).
- D-10. Other Reports.

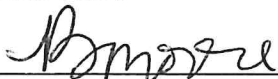
**CLOSED SESSION:**


None.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 7:39 p.m.

APPROVED:

  
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BRITTNEY C. MOORE  
Chief Board Clerk  
Citrus Heights Water District

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