

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
December 16, 2024

The Special Meeting of the Board of Directors was called to order at 6:01 p.m. by President Sheehan.
Present were:

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

Also present were:

Steve Anderson, General Counsel
Tammy Gordon, Director of Public Affairs
Annie Liu, Director of Administrative Services
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
Kayleigh Shepard, Management Analyst/Deputy Board Clerk
Michael Shorter, Accounting Manager
Hilary Straus, General Manager
Andrew Tran, Information Technology Manager

Jennifer Liebermann, Jennifer Liebermann Consulting

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

President Sheehan adjourned the meeting to Closed Session at 6:01 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Section 54956.8:

Property: Parcel Number 233-0440-031-0000

Agency Negotiators: Steve Anderson, Brian Hensley, Rebecca Scott,

Jessica Lomakin, Josh Nelson, Hilary Straus, Annie Liu,

Brittney Moore, Missy Pieri, Carlos Urrutia, Tammy Gordon

Negotiating Parties: DCR 10 CA LLC.

Under Negotiation: Price and Terms of Payment

No reportable action.

CL-2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Section 54956.8:

Property: Parcel Number 243-0180-002-0000

Agency Negotiators: Steve Anderson, Brian Hensley, Rebecca Scott,
Josh Nelson, Hilary Straus, Annie Liu, Brittney Moore, Missy Pieri, Carlos
Urrutia, Tammy Gordon

Negotiating Parties: Ashwani Kumar, Teresita Kumar

Under Negotiation: Price and Terms of Payment

No reportable action.

CL-3. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

CHWD v. San Juan Water District, Sacramento Superior Court,
Case No. 24WM000064

No reportable action.

CL-4. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

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

No reportable action.

CL-5. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section
54956.9: (1 case)

No reportable action.

President Sheehan adjourned the meeting back to Open Session at 7:10 p.m.

CONSENT CALENDAR:

CC-1a. Minutes of the Special Meeting – November 18, 2024 (A)

CC-1b. Minutes of the Special Meeting – November 29, 2024 (A)

CC-1c. Minutes of the Special Meeting – December 10, 2024 (A)

Recommendation:

Approve the minutes of the October November 18, 2024 Special Meeting, the
minutes of the November 29, 2024 Special Meeting, and the minutes of the
December 10, 2024 Special Meeting.

CC-2. Revenue Analysis Report for November 2024 (I)

CC-3. Assessor/Collector's Roll Adjustment for November 2024 (I)

CC-4. Treasurer's Report for November 2024 (I)

CC-5. Treasurer's Report of Fund Balances for November 2024 (I)

CC-6. Operating Budget Analysis for November 2024 (I)

CC-7. Capital Projects Summary for November 2024 (I)

CC-8. Warrants for November 2024 (I)

CC-9. Purchase Card Distributions for November 2024 (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. 2024 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Award of Contract for 2025-2026 On-Call Trucking Services (A)

Recommendation:

Accept the bid by Blue Jay Trucking, Inc. for on-call trucking services throughout the District service area. Authorize the General Manager to execute the accompanying agreement with Blue Jay Trucking, Inc.

- CC-18. Consideration and Possible Action to Approve a Professional Services Agreement with Jennifer Liebermann Consulting (Facilitator) (A)

Recommendation:

Approve a task order style agreement with Jennifer Liebermann Consulting, and authorize the General Manager to execute the agreement.

- CC-19. Award of a Contract for 2025/26 On-Call Pavement Restoration Services (A)

Recommendation:

Approve the accompanying contract with Action Asphalt and Concrete, Inc. for 2025/26 On-Call Pavement Restoration Services throughout the District service area for the amount of \$17 per 3" to 6" AC patch paving restoration, \$17 per 3" to 6" AC pipeline trench paving restoration, and \$12 per 1.5"-2" grind & paving restoration and authorize the General Manager to execute the agreement.

- CC-20. Water Rates Effective 2025 (A)

Recommendation:

Adopt Resolution No. 16-2024 Amending Resolution No. 13-2024.

ACTION:

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

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

PRESENTATIONS:

- P-1. Administer Oath of Office to Caryl F. Sheehan

PUBLIC HEARINGS:

None.

STUDY SESSIONS:

None.

BUSINESS:

- B-1 Discussion and Possible Action for Selection of a Regional Water Authority (RWA) Executive Committee Vice Chair and Executive Committee Members (A)

ACTION:

Vice President Wheaton moved, and Director Riehle seconded the motion to vote for Michael Saunders as Vice Chair and ranked five (5) potential Executive Committee Members in the following order: Robert Wichert, Chris Nelson, Sean Bigley, Brett Ewart, Ron Greenwood for 2025.

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

B-2 Discussion and Possible Action to Approve Policy Updates and a Cost-Of-Living-Adjustment (COLA) to Salary Schedule 4101.A1; Retiree Insurance Benefits; and Directors' Compensation (A)

ACTION:

1. Vice President Wheaton moved, and Director Riehle seconded the motion to approve amendments to District Policy 4101.A1 Salary Schedule to include a 6.75 percent market adjustment to the Information Technology Job Series; and a 3.5 percent Cost-Of-Living-Adjustment (COLA) effective January 13, 2025.

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

2. Vice President Wheaton moved, and Director Riehle seconded the motion to approve amendments to District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1965 to include a 3.5 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees.

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

3. Director Riehle moved, and Vice President Wheaton seconded the motion to approve amendments to District Policy 4210 Health Insurance to include a 3.5 percent Cost-of-Living Adjustment to the monthly insurance contribution for staff with Tier 1 benefits effective February 1, 2025.

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

4. Vice President Wheaton moved, and Director Riehle seconded the motion to approve updates to District Policy 4310.05 Accrued but Unused Sick Leave at Retirement or Separation, and Policy 4901.02 Employee Meal Expenses.

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

5. The Board provided consensus direction to staff regarding Compensation of the Board of Directors.

B-3 Selection of President and Vice President (A)

ACTION:

1. President Sheehan moved, and Vice President Wheaton seconded the motion appoint Director Riehle as President.

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

2. Vice President Wheaton moved, and President Riehle seconded the motion to appoint Director Sheehan as Vice President.

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

B-4 Appointment of District Officers (A)

ACTION:

Director Wheaton moved, and Vice President Sheehan seconded the motion to appoint District Officers as follows:

	Officer	Deputy
Assessor/Collector	Michael Shorter	Dana R. Mellado
Treasurer	Annie Liu	Michael Shorter
Secretary	Hilary Straus	Brittney C. Moore

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

B-5 Discussion and Possible Action to Appoint 2024-2025 Representatives and Alternates (A)

ACTION:

Vice President Sheehan moved, and Director Wheaton seconded the motion to approve appointments of members of the Board of Directors or Staff to service 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		Tammy Gordon	Public Affairs Staff
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	David C. Wheaton	Raymond A. Riehle
	Staff	Hilary M. Straus	Rebecca A. Scott
Sacramento Groundwater Authority		Caryl F. Sheehan	Raymond A. Riehle

(SGA)*			
Sacramento Water Forum		Rebecca Scott	Jace Nunes
*Changes must be confirmed by City of Citrus Heights			

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


ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:37 p.m.

APPROVED:



BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District



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