

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
January 17, 2024

The Regular Meeting of the Board of Directors was called to order at 6:31 p.m. by President Sheehan and roll was called. Present were:

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

Also Present:

Tamar Dawson, Assistant Engineer
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
Hilary Straus, General Manager

Laura Mason-Smith, Facilitator
Dane Wadle, California Special District Association
Pat West, Facilitator

VISITORS:

Paul Dietrich
Nick Spiers

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

- CC-1a. Minutes of the Special Meeting – December 18, 2023 (A)
- CC-1b. Minutes of the Special Meeting – December 20, 2023 (A)
- CC-1c. Minutes of the Regular Meeting – December 20, 2023 (A)

Recommendation:

Approve the minutes of the December 18, 2023 Special Meeting, and the minutes of the December 20, 2023 Special and Regular Meetings.

- CC-2. Revenue Analysis Report for December 2023 (I)

- CC-3. Assessor/Collector's Roll Adjustment for December 2023 (I)
- CC-4. Treasurer's Report for December 2023 (I)
- CC-5. Treasurer's Report of Fund Balances for December 2023 (I)
- CC-6. Operating Budget Analysis for December 2023 (I)
- CC-7. Capital Projects Summary for December 2023 (I)
- CC-8. Warrants for December 2023 (I)
- CC-9. Purchase Card Distributions for December 2023 (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. 2023 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Approve a Professional Services Agreement with Area West Engineers, Inc. (A)

Recommendation:

Approve the professional services agreement with Area West Engineers, Inc., and authorize the General Manager to execute the agreement.

ACTION:

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

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

PRESENTATIONS:

- P-1. CSDA Presentation (I/D)

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

- B-1. 2023 Strategic Plan Update and 2024 Strategic Plan Preview (A)

ACTION:

Vice President Wheaton moved, and Director Riehle seconded the motion to adopt the amended 2024 Strategic Plan incorporating the proposed decision-making principles.

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

- B-2. Discussion and possible action to approve a Merit-Based salary adjustment for the General Manager (A)

ACTION:

Vice President Wheaton moved, and Director Riehle seconded the motion to approve the proposed salary adjustments for the General Manager.

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 (Riehle/Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Riehle).
- D-8. RWA Legislative and Regulatory Affairs Update (Nunes/Scott).
- D-9. Customer Advisory Committee (Riehle/Moore).
- D-10. Other Reports.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:03 p.m.

APPROVED:



BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District



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