

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
October 22, 2024

The Regular Meeting of the Board of Directors was called to order at 6:48 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:

Jen Covino, Covino Smith & Simon
Tammy Gordon, Director of Public Affairs
Todd Jordon, Principal Civil Engineer
Annie Liu, Director of Administrative Services
Tim Loper, Carollo Engineers, Inc.
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
Ali Shafaq, Associate Civil Engineer
Kayleigh Shepard, Management Analyst/Deputy Board Clerk
Michael Shorter, Accounting Manager
Hilary Straus, General Manager
Andrew Tran, Information Technology Manager

VISITORS:

Castle Dains
Colton Dains
Paul Dietrich

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

- CC-1a. Minutes of the Special Meeting – August 26, 2024 (A)
- CC-1b. Minutes of the Special Meeting – August 27, 2024 (A)
- CC-1c. Minutes of the Regular Meeting – August 27, 2024 (A)
- CC-1d. Minutes of the Special Meeting – September 23, 2024 (A)
- CC-1e. Minutes of the Special Meeting – September 30, 2024 (A)

Recommendation:

Approve the minutes of the August 26, 2024 Special Meeting, minutes of the August 27, 2024 Special and Regular Meetings, minutes of the September 23, 2024 Special Meeting, and the minutes of the September 30, 2024 Special Meeting.

- CC-2. Revenue Analysis Report for August and September 2024 (I)
- CC-3. Assessor/Collector's Roll Adjustment for August and September 2024 (I)
- CC-4. Treasurer's Report for August and September 2024 (I)
- CC-5. Treasurer's Report of Fund Balances for August and September 2024 (I)
- CC-6. Operating Budget Analysis for August and September 2024 (I)
- CC-7. Capital Projects Summary for August and September 2024 (I)
- CC-8. Warrants for August and September 2024 (I)
- CC-9. Purchase Card Distributions for August and September 2024 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13a. Operations Department Report for August 2024 (I)
- CC-13b. Operations Department Report for September 2024 (I)
- CC-14. 2024 Water Supply (I)
- CC-15a. Water Supply Reliability for August 2024 (I)
- CC-15b. Water Supply Reliability for September 2024 (I)
- CC-16a. Water Efficiency and Safety Program Update for August 2024 (I)
- CC-16b. Water Efficiency and Safety Program Update for September 2024 (I)
- CC-17. Discussion and Possible Action to Approve a Professional Services Agreement with Covino Smith and Simon (A)

Recommendation:

Approve the professional services agreement with Covino Smith & Simon and authorize the General Manager to execute the agreement.

- CC-18. Discussion and Possible Action to Designate the District's Voting Representative for the December 4 Membership Meeting at the 2024 Association of California Water Agencies (ACWA) Fall Conference

Recommendations:

1. Designate Vice President Wheaton as the District's voting representative, and Director Riehle as the alternate representative for the ACWA Membership Meeting.
2. Authorize the General Manager or designee to complete and submit the Authorized Voting Representative Form to ACWA.

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. Resolution Recognizing the Life and Service of Al Dains

ACTION:

Vice President Wheaton moved, and Director Riehle seconded the motion to approve Resolution 10-2024 recognizing the life of Al Dains and his contributions to the Citrus Heights Water District and the Community of Citrus Heights.

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

PUBLIC HEARINGS:

None.

STUDY SESSION:

S-1. 2025 Miscellaneous Fees and Charges and Capacity Fees

The Board provided consensus direction to staff concerning the draft Miscellaneous Fees, Charges and Capacity Fees for 2025.

BUSINESS:

B-1. Discussion and Possible Action to Adopt Ordinance 01-2024 Relating to Theft and Unauthorized Use of Water (A)

ACTION:

Director Riehle moved, and Vice President Wheaton seconded the motion to Adopt Ordinance 01-2024: Theft and Unauthorized Use of Water.

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

B-2. Discussion and Possible Action to Approve a Professional Services Agreement for Engineering Services with Carollo Engineers, Inc. for the District's Water System Master Plan Award of Contract

ACTION:

Vice President Wheaton moved, and Director Riehle seconded the motion to Approve the Professional Services Agreement with Carollo Engineers, Inc. in the Amount of \$476,785.00 and to Establish a Contingency Fund in the Amount of \$47,678.00 (10%); and Authorized the General Manager to Execute the Agreement with Carollo Engineers, Inc.

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

MANAGEMENT SERVICES REPORTS (I):

MS-1. 2025 Board Meeting Schedule

The Board provided consensus direction to staff concerning the 2025 Board Meeting Schedule.

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.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:02 p.m.

APPROVED:



BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District



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