

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
February 15, 2023

The Regular Meeting of the Board of Directors was called to order at 7:08 p.m. by President Riehle and role was called. Present were:

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

Staff:

Bryan Abaya, Principal Information Technology Analyst
Brittney Moore, Administrative Services Manager/ Chief Board Clerk
Josh Nelson, Assistant General Counsel
Lea Park-Kim, Communications and Public Engagement Manager
Missy Pieri, Director of Engineering
Rebecca Scott, Director of Operations
Kayleigh Shepard, Management Analyst
Hilary Straus, General Manager
Carlos Urrutia, Interim Director of Finance and Administrative Services

VISITOR:

Jay Martinez, Customer

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

CC-1a. Minutes of the Special Meeting – January 18, 2023 (A)

CC-1b. Minutes of the Regular Meeting – January 18, 2023 (A)

Recommendation:

Approve the minutes of the January 18, 2023 Special and Regular Meeting.

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

CC-3. Assessor/Collector's Roll Adjustment for January 2023 (I)

CC-4. Treasurer's Report for January 2023 (I)

CC-5. Treasurer's Report of Fund Balances for January 2023 (I)

CC-6. Operating Budget Analysis for January 2023 (I)

CC-7. Capital Projects Summary for January 2023 (I)

CC-8. Warrants for January 2023 (I)

CC-9. Purchase Card Distributions for January 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. ACWA JPIA Executive Committee Nomination (A)

Recommendation:

Adopt Resolution 02-2023 nominating David C. Wheaton as a candidate for the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority.

ACTION:

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

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

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

- S-1. Legislative Updates for Hybrid Public Meetings

BUSINESS:

- B-1. Easement Agreement with the San Juan Unified School District for Construction of a Water Well (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion to approve the Grant of Permanent Exclusive Utility Easement and Easement Purchase Agreement with the San Juan Unified School District and authorized the General Manager to execute the agreement.

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

- B-2. Discussion and Possible Action to Approve District Policy Updates (A)

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to:

1. Review District Policy 6255.00—Water Main Replacement Reserve and adopt as amended
2. Review and adopt District Policy 6290—Reserve Fund Management

3. Receive and file the Annual review of District Policy No 6300—Investment of District Funds, and re-adopt as required by District policy
4. Review and adopt District Policy 6500.26—Task Order Agreement
5. Review and adopt District Policy 6600—Appeal of Administrative Penalty

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 8:28 p.m.

APPROVED:



BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District



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