

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
January 18, 2023

The Regular Meeting of the Board of Directors was called to order at 6:47p.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  
Steve Anderson, General Counsel  
Brittney Moore, Administrative Services Manager/ Chief Board Clerk  
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

Pat West, Pat West LLC  
Phil Danie, SDI Presence

**PLEDGE OF ALLEGIANCE:**

President Riehle led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

CC-1a. Minutes of the Special Meeting – December 21, 2022 (A)

CC-1b. Minutes of the Regular Meeting – December 21, 2022 (A)

**Recommendation:**

Approve the minutes of the December 21, 2022 Special and Regular Meeting.

- CC-2. Revenue Analysis Report for December 2022 (I)
- CC-3. Assessor/Collector's Roll Adjustment for December 2022 (I)
- CC-4. Treasurer's Report for December 2022 (I)
- CC-5. Treasurer's Report of Fund Balances for December 2022 (I)
- CC-6. Operating Budget Analysis for December 2022 (I)
- CC-7. Capital Projects Summary for December 2022 (I)
- CC-8. Warrants for December 2022 (I)
- CC-9. Purchase Card Distributions for December 2022 (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. 2022 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 an Update to District Policy 4101.A2 Other Compensation (A)  
Recommendation:  
Amend District Policy No. 4101.A2 Other Compensation to include Certification pay for Water Use Efficiency Practitioners, Backflow Certification, and Cross Connection Certification.
- CC-18. Resolution 01-2023 Commending Paul Dietrich for Service to the Citrus Heights Water District (A)  
Recommendation:  
Adopt Resolution 01-2023 Commending Paul Dietrich for Service to the Citrus Heights Water District
- CC-19. Discussion and Possible Action to Update Appointments for 2023 Representatives and Alternates (A)  
Recommendation:  
Update the Regional Water Authority Director Representative and Alternate Director Representative
- CC-20. 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.

**ACTION:**

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

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

President Riehle requested to withdraw the motion and propose an amendment for Consent Calendar Item CC-19.

The recommended Action for CC-19 was amended to update the Regional Water Authority Director Representative to be Caryl Sheehan, and to update the Association of California Water Agencies Representative to be Raymond Riehle.

**ACTION:**

Director Sheehan moved and Vice President Wheaton seconded a motion to update the

Regional Water Authority Director Representative, and to update the Association of California Water Agencies Representative to Raymond Riehle for item CC-19, and approve the full consent calendar.

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

**PRESENTATIONS:**

P-1. Capital Improvement Program (CIP) Update

**PUBLIC HEARINGS:**

None.

**STUDY SESSION:**

None.

**BUSINESS:**

B-1. Discussion and Possible Action to Approve a Professional Services Agreement with SDI Presence for Information Technology Services

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded a motion to approve the professional services agreement with SDI Presence and authorize 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 a Merit-Based salary adjustment for General Manager

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded a 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 (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 7:56 p.m.

APPROVED:



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BRITTNEY C. MOORE  
Chief Board Clerk  
Citrus Heights Water District



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