

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
June 21, 2023

The Regular Meeting of the Board of Directors was called to order at 6:57 p.m. by President Riehle and roll was called. Present were:

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

**Staff:**

Tim Katkanov, Engineering/GIS Technician  
Annie Liu, Director of Administrative Services  
Ashley Metzger, Communications Advisor  
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  
Hilary Straus, General Manager

Bryan Noblett, Consultant

**VISITORS:**

Paul Dietrich, Customer

**PLEDGE OF ALLEGIANCE:**

President Riehle led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

- CC-1a. Minutes of the Special Meeting – May 17, 2023 (A)
- CC-1b. Minutes of the Regular Meeting – May 17, 2023 (A)
- CC-1c. Minutes of the Special Meeting – May 23, 2023 (A)

**Recommendation:**

Approve the minutes of the May 17, 2023 Special and Regular Meetings and the minutes of the May 23, 2023 Special Meeting.

- CC-2. Revenue Analysis Report for May 2023 (I)
- CC-3. Assessor/Collector's Roll Adjustment for May 2023 (I)
- CC-4. Treasurer's Report for May 2023 (I)
- CC-5. Treasurer's Report of Fund Balances for May 2023 (I)
- CC-6. Operating Budget Analysis for May 2023 (I)

- CC-7. Capital Projects Summary for May 2023 (I)  
CC-8. Warrants for May 2023 (I)  
CC-9. Purchase Card Distributions for May 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 Adopt Resolution 10-2023 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll and Resolution 11-2023 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Placer County to Collect Such Charges on the Tax Roll (A)  
Recommendation:  
Adopt Resolutions 10-2023 (Sacramento County) and 11-2023 (Placer County) approving and confirming the Report of Delinquent Utilities Charges and requesting the respective county to place such charges on the respective tax roll.  
CC-18. Discussion and Possible Action to Approve a Professional Services Agreement with Mosaic Public Partners (A)  
Recommendation:  
Approve the professional services agreement with Mosaic Public Partners and authorize the General Manager to execute the agreement and subsequent task orders.

**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:**

None.

**BUSINESS:**

B-1. Discussion and Possible Action to Approve District Policy Updates (A)

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve updates to District Policy 5750: Disposal of Surplus Property and approve updates to the District's Fiscal Management Policies 6500: Purchasing and Procurement.

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

Vice President Wheaton moved and Director Sheehan seconded a motion to approve new Policy 6800: Customer Refunds for Meter Mis-Reads.

The motion carried 2-0 with 1 abstention.

B-2. Customer Advisory Committee (CAC) Updates (A)

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve Resolution 07-2023 Establishing a Customer Advisory Committee

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

Vice President Wheaton moved and Director Sheehan seconded a motion to approve a \$50.00 per diem per meeting for CAC residential member participation

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

B-3. Appointment of District Officers (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion to approve appointments to Officer Positions for the District

	<b>Officer</b>	<b>Deputy Officer</b>
<b>Assessor/Collector</b>	Annie Liu	Dana R. Mellado
<b>Treasurer</b>	Annie Liu	Brittney C. Moore
<b>Secretary</b>	Hilary M. Straus	Brittney C. Moore

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 (Straus).
- 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 7:57 p.m.

APPROVED:



BRITTNEY C. MOORE  
Chief Board Clerk  
Citrus Heights Water District



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