

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
December 21, 2022

The Regular Meeting of the Board of Directors was called to order at 7:13 p.m. by President Sheehan and role was called. Present were:

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

Staff:

Steve Anderson, General Counsel  
Tim Katkanov, Engineering / GIS Technician  
Brittney Moore, Administrative Services Manager/ Chief Board Clerk  
Jace Nunes, Management Analyst  
Lea Park-Kim, Communications and Public Engagement Manager  
Missy Pieri, Director of Engineering  
Kayleigh Shepard, Management Analyst  
Hilary Straus, General Manager  
Carlos Urrutia, Interim Director of Finance and Administrative Services

Thais Alves, Colantuono Highsmith and Whatley  
Darby Howard, JDH Corrosion  
Kelye Mckinney, West Yost  
Brandon Olsen, JDH Corrosion

**PLEDGE OF ALLEGIANCE:**

President Sheehan led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

- CC-1a. Minutes of the Regular Meeting – November 16, 2022 (A)
- CC-1b. Minutes of the Special Meeting – December 5, 2022 (A)
- CC-1c. Minutes of the Special Meeting – December 12, 2022 (A)

**Recommendation:**

Approve the minutes of the November 16, 2022, Regular Meeting, and the minutes of the December 5, 2022, and December 12, 2022 Special Meetings.

- CC-2. Revenue Analysis Report for November 2022 (I)
- CC-3. Assessor/Collector's Roll Adjustment for November 2022 (I)
- CC-4. Treasurer's Report for November 2022 (I)
- CC-5. Treasurer's Report of Fund Balances for November 2022 (I)
- CC-6. Operating Budget Analysis for November 2022 (I)

- CC-7. Capital Projects Summary for November 2022 (I)
- CC-8. Warrants for November 2022 (I)
- CC-9. Purchase Card Distributions for November 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 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.

- CC-18. Discussion and Possible Action to Approve a Professional Services Agreement with JDH Corrosion Consultants, Inc. (A)

Recommendation:

Approve the Professional Services Agreement with JDH Corrosion Consultants, Inc. and Authorize the General Manager to Execute the Agreement

- CC-19. Discussion and Possible Action to Approve a Professional Services Agreement with West Yost Associates, Inc.

Recommendation:

Approve the Professional Services Agreement with West Yost Associates, Inc. and Authorize the General Manager to Execute the Agreement and Subsequent Task Orders.

- CC-20. Discussion and Possible Action to Approve a Professional Services Agreement with CPS HR Consulting

Recommendation:

Approve the professional services agreement with CPS HR Consulting and authorize the General Manager to execute the agreement and subsequent task orders.

- CC-21. Discussion and Possible Action to Ratify Appointment of PERS Annuitant Carlos Urrutia as Interim Director of Finance and Administrative Services, Pursuant to Procedure in Government Code Section 21221(h)

Recommendation:

Approve Resolution No 15-22, requesting approval of PERS for the hiring of PERS annuitant, Carlos Urrutia to Perform Temporary and Critical Services of Interim Director of Finance and Administrative Services, pursuant to the Procedure set forth in Government Code Section 21221(h)

**ACTION:**

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

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

**PRESENTATIONS:**

P-1. Administer Oath of Office to Raymond A. Riehle and David C. Wheaton

**PUBLIC HEARINGS:**

None.

**STUDY SESSION:**

None.

**BUSINESS:**

B-1. Selection of President and Vice President

**ACTION:**

President Sheehan moved and Director Wheaton seconded a motion to select Director Riehle as President.

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

**ACTION:**

Director Sheehan moved and President Riehle seconded a motion to select Director Wheaton as Vice President.

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

B-2. Discussion and Possible Action to Appoint 2022-2023 Representatives and Alternates

**ACTION:**

Director Sheehan moved and Vice President Wheaton seconded a motion to approve appointments of members of the Board of Directors or staff to serve as District representatives to various organizations as follows:

| <b>Organization</b>  |          | <b>Representative</b> | <b>Alternate</b>  |
|--|----------|-----------------------|-------------------|
| <b>Association of California Water Agencies<br/>Joint Powers Insurance Authority<br/>(ACWA/JPIA)</b> | Director | David C. Wheaton      | Raymond A. Riehle |
|  | Staff    | Brittney Moore        | Kayleigh Shepard  |
| <b>Association of California Water<br/>Agencies (ACWA) Region 4</b>                                  | Director | Caryl F. Sheehan      | David C. Wheaton  |
| <b>Citrus Heights Regional Chamber of<br/>Commerce Government Issues<br/>Committee</b>               | Staff    | Lea Park-Kim          | Brittney Moore    |

| <b>Organization</b>                            |          | <b>Representative</b> | <b>Alternate</b>                               |
|--|----------|-----------------------|--|
| <b>San Juan Family of Agencies</b>             | Director | Raymond A. Riehle     | Caryl F. Sheehan                               |
|  | Staff    | Hilary Straus         | General Manager<br>Appointee Based<br>on Issue |
| <b>Regional Water Authority (RWA)</b>          | Director | Raymond A. Riehle     | Caryl F. Sheehan                               |
|  | Staff    | Hilary Straus         | Rebecca Scott                                  |
| <b>Sacramento Groundwater Authority (SGA)*</b> | Director | Caryl F. Sheehan      | David C. Wheaton                               |
| <b>Sacramento Water Forum</b>                  | Staff    | Rebecca Scott         | Jace Nunes                                     |

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

B-3. Appoint District Officers

**ACTION:**

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

|                    | <b>Officer</b>    | <b>Deputy Officer</b> |
|--------------------|-------------------|-----------------------|
| Assessor/Collector | Carlos A. Urrutia | Dana R. Mellado       |
| Treasurer          | Carlos A. Urrutia | Brittney C. Moore     |
| Secretary          | Hilary M. Straus  | Brittney C. Moore     |

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

B-4. Discussion and Possible Action to Approve a Cost of Living Adjustment (A)

**ACTION:**

1. Vice President Wheaton moved and Director Sheehan seconded a motion to amend District Policy No. 4101.A1 Salary Schedule to include a 4.8 percent Cost-of-Living Adjustment to the District's Salary Schedule effective January 2, 2023

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

2. Director Sheehan moved and Vice President Wheaton seconded a motion to amend District Policy 4831 Insurance Benefits for Retirees Retiring after March 19, 1996 to include a 4.8 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees.

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

3. Vice President Wheaton moved and Director Sheehan seconded a motion to amend District Policy No. 4101.A2 Other Compensation to include an adjustment to the District's Standby Duty Pay

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

4. The Directors provided direction to staff regarding Compensation of the Board of Directors; there will be no change.

#### B-5. Discussion and Possible Action to Approve District Policy Updates

##### **ACTION:**

Vice President Wheaton moved and Director Sheehan seconded a motion to approve updates to the District's Human Resources Policies 4311: Compassionate Leave and 4350: Holidays

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

#### **MANAGEMENT SERVICES REPORTS (I):**

MS-1. 2023 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 (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 8:34 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