

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
May 28, 2024

The Regular Meeting of the Board of Directors was called to order at 6:33 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:

Steve Anderson, General Counsel  
Al Johnson, Strategic Advisor  
Todd Jordan, Principal Civil Engineer  
Tim Katkanov, Engineering/GIS Technician  
Annie Liu, Director of Administrative Services  
Brittney Moore, Administrative Services Manager/Chief Board Clerk  
Jace Nunes, Management Analyst  
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:**

Sarah Boddy, Woodside Elementary School  
Paul Dietrich, Resident  
Anna Feygin, Woodside Elementary School  
Leah Hernandez, Woodside Elementary School  
Angelo Johnson, Trajan Elementary School  
Andre Powe, Del Campo High School

**PLEDGE OF ALLEGIANCE:**

President Sheehan led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

CC-1a. Minutes of the Special Meeting – April 23, 2024 (A)

CC-1b. Minutes of the Regular Meeting – April 23, 2024 (A)

CC-1c. Minutes of the Special Meeting – May 13, 2024 (A)

Recommendation:

Approve the minutes of the April 23, 2024 Special and Regular Meetings and the minutes of the May 13, 2024 Special Meeting.

- CC-2. Revenue Analysis Report for April 2024 (I)
- CC-3. Assessor/Collector's Roll Adjustment for April 2024 (I)
- CC-4. Treasurer's Report for April 2024 (I)
- CC-5. Treasurer's Report of Fund Balances for April 2024 (I)
- CC-6. Operating Budget Analysis for April 2024 (I)
- CC-7. Capital Projects Summary for April 2024 (I)
- CC-8. Warrants for April 2024 (I)
- CC-9. Purchase Card Distributions for April 2024 (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. 2024 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. 2024 Strategic Plan Update (I/D)

Recommendation:

Receive and file an update of the 2024 Strategic Plan.

CC-18. Professional Services Agreement with A.N.G. Audio Visual Services, Inc. (A)

Recommendation:

Approve the professional services agreement with A.N.G. Audio Visual Services, Inc. and authorize the General Manager to execute the agreement and subsequent task orders.

CC-19. Discussion and Possible Action to Approve a Master Services Agreement for Architectural and Supplementary Support Services with 19six Architects (A)

Recommendation:

Approve the professional services agreement with 19six Architects and authorize the General Manager to execute the agreement.

CC-20. Discussion and Possible Action to Adopt Resolution 05-2024 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll and Resolution 06-2024 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Placer County to Collect Such Charges on the Tax Roll (A)

Recommendation:

Adopt Resolution 05-2024 (Sacramento County) and 06-2024 (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-21. Discussion and Possible Action to Reject All Bids for The Admin Re-roof Project and Award a Contract to Cobex Construction Group

Recommendation:

Reject all bids for the project and award a contract in the amount of \$36,477.00 to Cobex Construction Group for the project (A)

**ACTION:**

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

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

**PRESENTATIONS:**

- P-1. Water Poster Contest Presentation (I/D)
- P-2. Certificate of completion for High School Intern (I/D)

**PUBLIC HEARINGS:**

None.

**STUDY SESSION:**

- S-1. Water System Master Plan (I/D).

**BUSINESS:**

None.

**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 (Riehle).
- D-8. RWA Legislative and Regulatory Affairs Update (Nunes/Scott).
- D-9. Customer Advisory Committee (Riehle/Moore).
- D-10. Other Reports.

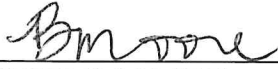
**CLOSED SESSION:**

None.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 8:17 p.m.

APPROVED:



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BRITTNEY C. MOORE  
Chief Board Clerk  
Citrus Heights Water District



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