

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
August 16, 2023

The Regular Meeting of the Board of Directors was called to order at 6:46 p.m. by President Riehle and roll was called. Present were:

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

Also Present:

Bryan Abaya, Principal Information Technology Analyst  
Thais Alvez, Special Labor Counsel  
Brian Hensley, Water Resources Supervisor  
Annie Liu, Director of Administrative Services  
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  
Nick Spiers, Assistant Water Distribution Supervisor  
Hilary Straus, General Manager  
Brandon Young, Lance, Auditor, Soll & Lunghard, LLP

**VISITORS:**

Paul Dietrich, Customer  
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 – June 15, 2023 (A)
- CC-1b. Minutes of the Special Meeting – June 21, 2023 (A)
- CC-1c. Minutes of the Regular Meeting – June 21, 2023 (A)
- CC-1d. Minutes of the Special Meeting – July 17, 2023 (A)
- CC-1e. Minutes of the Special Meeting – August 7, 2023 (A)

**Recommendation:**

Approve the minutes of the June 15, 2023 Special Meeting, the minutes of the June 21, 2023 Special and Regular Meetings, the minutes of the July

17, 2023 Special Meeting, and the minutes of the August 7, 2023 Special Meeting.

- CC-2. Revenue Analysis Report for June and July 2023 (I)
- CC-3. Assessor/Collector's Roll Adjustment for June and July 2023 (I)
- CC-4. Treasurer's Report for June and July 2023 (I)
- CC-5. Treasurer's Report of Fund Balances for June and July 2023 (I)
- CC-6. Operating Budget Analysis for June and July 2023 (I)
- CC-7. Capital Projects Summary for June and July 2023 (I)
- CC-8. Warrants for June and July 2023 (I)
- CC-9. Purchase Card Distributions for June and July 2023 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13a. Operations Department Report for June 2023 (I)
- CC-13b. Operations Department Report for July 2023 (I)
- CC-14. 2023 Water Supply (I)
- CC-15a. Water Supply Reliability for July (I)
- CC-15b. Water Supply Reliability for August (I)
- CC-16a. Water Efficiency and Safety Program Update for June (I)
- CC-16b. Water Efficiency and Safety Program Update for July (I)
- CC-17. 2023 Strategic Plan Update and 2024 Strategic Plan Approval (A)

Recommendation:

1. Receive and file an update of the 2023 Strategic Plan.
2. Approve the 2024 Strategic Plan, and direct that Strategic Planning Objectives be included in the 2024 proposed budget, which will be considered by the Board of Directors for adoption later in 2023 for the 2024 budget year.

- CC-18. Discussion and Possible Action to Adopt Resolution 13-2023 Establishing a Grievance Procedure to Assure the Prompt and Fair Resolution of Complaints that Allege Unlawful Discrimination Under Section 7.90 of Title 40 of the Code of Federal Regulations ("C.F.R.") (A)

Recommendation:

Adopt Resolution 13-2023 Establishing a Grievance Procedure to Assure the Prompt and Fair Resolution of Complaints that Allege Unlawful Discrimination Under Section 7.90 of Title 40 of the Code of Federal Regulations ("C.F.R.")

- CC-19. 2023 Compensation Study (A)

Recommendation:

Receive and file the 2023 Total Compensation Study

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded the 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. Annual Comprehensive Financial Report for Years Ended December 31, 2022 (A)

**ACTION:**

Director Sheehan moved and Vice President Wheaton seconded the motion to receive and file the District's Annual Report for the Year Ended December 31, 2022 and to receive and file the Report on Internal Controls and Required Communication for the Year Ended December 31, 2022.

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

B-2. Discussion and Possible Action to Consider Selection of President and Vice President for the Association of California Water Agencies (ACWA) 2023 Board Officers' Election (A)

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded the motion to cast a vote for Cathy Green for President and Michael Saunders for Vice President in ACWA's 2023 Board Officers' Election for the 2024-2025 term.

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

B-3. Discussion and Possible Action to Approve District Policy Updates (A)

**ACTION:**

Director Sheehan moved and Vice President Wheaton seconded the motion to approve updates to the District's General Policies (1000 Series) and updates to the District's Human Resources Policies (4000 Series).

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 7:41 p.m.

APPROVED:



BRITTNEY C. MOORE  
Chief Board Clerk  
Citrus Heights Water District



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