



**CITRUS  
HEIGHTS  
WATER  
DISTRICT**

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*Board of Directors*

**Raymond A. Riehle  
David C. Wheaton  
Caryl F. Sheehan**

*General Manager/  
Secretary*  
**Hilary M. Straus**

*Director of Finance  
and Administrative  
Services/Treasurer*  
**Carlos Urrutia**

February 15, 2023

Hon. Cyril Shah, President/Chair and Member of the Board of Directors  
American River Flood Control District  
185 Commerce Circle  
Sacramento, CA 95815

**RE: Request for Nomination—Association of California Water Agencies Joint Powers  
Insurance Authority (ACWA JPIA) Executive Committee Membership**

Dear Board President Shah and Members of the Board of Directors:

I am writing to express my interest to serve on ACWA JPIA’s Executive Committee, and I would appreciate your agency’s nomination to serve on that panel. Accompanying this letter is my Candidate Statement for the Executive Committee, highlighting my water district and local government policy, program and management experience.

It would be a privilege to represent your agency’s interests at ACWA JPIA, and I appreciate your consideration for my nomination to serve on ACWA JPIA’s Executive Committee.

In order to be considered a concurring resolution will need to be provided to ACWAJPIA by Friday, March 24, 2023 at 4:30pm. A sample concurring resolution and nomination procedure instructions are accompanying this letter.

If you have any questions, or would like to discuss the Executive Committee further, please let me know at 916-871-0494 or my email is [dwheaton@chwd.org](mailto:dwheaton@chwd.org).

Thank you for your consideration.

Best,

David C. Wheaton  
Vice President, Board of Directors  
Citrus Heights Water District Board of Directors



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*Interim Director of  
Finance and  
Administrative Services*  
**Carlos A. Urrutia**

**Candidate Statement for ACWA JPIA Executive Committee**

**David C. Wheaton, Vice President, Citrus Heights Water District Board of Directors**

**February 2023**

I would appreciate your support to serve on ACWA JPIA's Executive Committee. I would like to commit my time and my policy-level and professional background to work in a team setting to further the work of ACWA JPIA as it continues to effectively manage its resources and provide a wide array of insurance coverage and value-added services to member agencies.

I currently serve on ACWA JPIA's Workers' Compensation Program Committee, and several aspects of my background can assist in my effectively supporting member agencies' interests on ACWA JPIA's Executive Committee, including:

- Currently, I serve as Vice President of the Citrus Heights Water District (CHWD) Board of Directors, a longstanding member of ACWA JPIA. I have served five (5) years on the CHWD Board, and I am in my second term as a Board Member
- I served as Vice Chair of Citrus Heights Water District's twenty-four (24) member Customer Advisory Committee (CAC), helping CHWD identify a strategy that will lead to the replacement of over seventy percent (70%) of CHWD's two hundred fifty (250) miles of aging water mains through 2080
- During my tenure on the Citrus Heights Water District Board, CHWD has implemented a long-term financial strategy to grow its capital and operational reserves, while completing water main replacements and other capital reinvestment projects; expanded its groundwater program; led/planned for a regional meter asset management program; expanded its water efficiency program, including constructing a demonstration water efficient garden; successfully recruited several customers to serve on a volunteer Garden Corps committee to maintain the new garden and become active in their water district; and, effectively operated and maintained an urbanized water distribution system over a nearly thirteen (13) square mile area with approximately 67,000 residents. All of these accomplishments were done with a focus on safety, loss prevention and effectively managing CHWD's insurance coverages with ACWA JPIA.
- Served as Interim City Manager, Assistant City Manager, Interim Public Works Director, Administrative Services Director and Community Services Director at the City of Menlo Park, during which time I managed that city's risk management and loss prevention programs
- Served as General Services Director (Public Works Director) for the City of Citrus Heights, overseeing that city's Capital Improvement Program
- Served as the Assistant to the City Manager at the City of Richmond
- Served as a Management Analyst at the City of Redwood City
- Served as Chief Executive Officer for the Cities/Counties/Schools Partnership Program, a joint powers authority of the California School Board Association, California State Association of Counties and League of California Cities
- I am located in the Sacramento region, within fifteen minutes of the ACWA JPIA office, offering easy availability to attend meetings in-person when required

It would be a privilege to represent your agency's interests at ACWA JPIA, and I appreciate your consideration for support to serve on ACWA JPIA's Executive Committee. If you have any questions, or would like to discuss the Executive Committee further, please let me know at 916-871-0494 or my email is [dwheaton@chwd.org](mailto:dwheaton@chwd.org).

Thank you for your consideration.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF THE

(NAME OF MEMBER DISTRICT)

**CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE**

OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
JOINT POWERS INSURANCE AUTHORITY ("JPIA")

**WHEREAS**, this district is a member district of the JPIA; and

**WHEREAS**, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's **Executive Committee**, three member districts must concur with the nominating district, and

**WHEREAS**, another JPIA member district, the (NAME OF NOMINATING DISTRICT) has requested that this district concur in its nomination of its member of the JPIA Board of Directors to the **Executive Committee** of the JPIA;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the (NAME OF MEMBER DISTRICT) that this district concur with the nomination of (NAME OF NOMINEE) of (NAME OF NOMINATING DISTRICT) to the **Executive Committee** of the JPIA.

**BE IT FURTHER RESOLVED** that the District Secretary is hereby directed to transmit a certified copy of this resolution to the JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

**ADOPTED** this (DATE) day of (MONTH), 2023.

(SIGNATURE)  
Board President

ATTEST:

(SIGNATURE)  
Secretary

## ACWA JPIA Nomination Procedures for Executive Committee

### Approximately 120 Days before Election (January 9, 2023)

All ACWA JPIA Directors and Member Districts are to be notified of:

- A) Date and place of Election;
- B) Executive Committee positions and terms of office to be filled by Election;
- C) Nomination Procedures.

### 120 to 45 Days before Election (January 9 – March 24, 2023)

- A) A district (that participates in all four of the JPIA's programs: Liability, Property, Workers' Compensation and Employee Benefits) may place into nomination its member of the Board of Directors of ACWA JPIA with the concurrence of three districts, then members of the ACWA JPIA, in addition to the nominating district.
- B) Sample resolutions are available on the ACWA JPIA website.
- C) The **district is solely responsible** for timely submission of the nominating resolution and the three additional concurring in nomination resolutions of its candidate for office.

### 45 Days before Election (March 24, 2023)

- A) Deadline and location for receiving the nominating and concurring in nomination resolutions in the ACWA JPIA office:

**Friday – March 24, 2023 – 4:30 p.m.**

Laura Baryak  
Administrative Assistant II  
(lbaryak@acwajpia.com)  
ACWA JPIA  
P. O. Box 619082  
Roseville, CA 95661-9082

- B) Candidates' statement of qualifications must be submitted, if desired, with the nominating resolutions. The statement of qualifications must be submitted on one side of an 8½ x 11" sheet of paper suitable for reproduction and distribution to all districts. (MSWord or PDF documents preferred).

### 14 Days before Election (April 24, 2023)

Final notice of the upcoming Election of Executive Committee members will be included as part of the Board of Directors' meeting packet. Final notice shall include:

- A) Date, Time, and Place of Election;
- B) Name and District of all qualified candidates;
- C) Candidate's statement of qualifications (if received); and
- D) Election Procedures and Rules.