

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
December 15, 2025

The Regular Meeting of the Board of Directors was called to order at 6:30 p.m. by President Riehle, and roll was called. Present were:

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

Also present were:

Khandriale Clark, Public Affairs Analyst
Mary Elise Conzelmann, Principal Public Affairs Analyst
Teresa Highsmith, Employment Practices Counsel
Todd Jordan, Director of Operations
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Melissa Pieri, Director of Engineering
Kayleigh Shepard, Senior Management Analyst/Deputy Board Clerk
Ben Strange, Accounting Manager
Hilary Straus, General Manager
Andrew Tran, Information Technology Manager
Pat West, Board/Executive Advisor

VISITORS:

None.

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

- CC-1a. Minutes of the Special Meeting – October 28, 2025 (A)
- CC-1b. Minutes of the Regular Meeting – October 28, 2025 (A)
- CC-1c. Minutes of the Special Meeting – November 3, 2025 (A)
- CC-1d. Minutes of the Regular Meeting – November 12, 2025 (A)
- CC-1e. Minutes of the Special Meeting – December 8, 2025 (A)

Recommendation:

Approve the minutes of the October 28, 2025 Special and Regular

Meetings, the minutes of the November 3, 2025 Special Meeting, the minutes of the November 12, 2025 Regular Meeting, and the minutes of the December 8, 2025 Special Meeting.

- CC-2. Revenue Analysis Report for October and November 2025 (I)
- CC-3. Assessor/Collector's Roll Adjustment for October and November 2025 (I)
- CC-4. Treasurer's Report for October and November 2025 (I)
- CC-5. Treasurer's Report of Fund Balances for October and November 2025 (I)
- CC-6. Operating Budget Analysis for October and November 2025 (I)
- CC-7. Capital Projects Summary for October and November 2025 (I)
- CC-8. Warrants for October and November 2025 (I)
- CC-9. Purchase Card Distributions for October and November 2025 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13a. Operations Department Report for October 2025 (I)
- CC-13b. Operations Department Report for November 2025 (I)
- CC-14. Water Supply (I)
- CC-15a. Water Supply Reliability for October 2025 (I)
- CC-15b. Water Supply Reliability for November 2025 (I) \
- CC-16a. Water Efficiency and Safety Program Update for October 2025(I)
- CC-16b. Water Efficiency and Safety Program Update for November 2025 (I)
- CC-17. Water Rates Effective 2026 (A)
 - Recommendation:
Adopt Resolution No. 20-2025 Amending Resolution No. 16-2025.
- CC-18. Discussion and Possible Action to Approve a Construction Agreement with Doug Veerkamp General Engineering, Inc. for On-Call Construction Services (A)
 - Recommendation:
Approve the construction agreement with Doug Veerkamp General Engineering, Inc., and authorize the General Manager to execute the agreement.
- CC-19. Discussion and Possible Action to Approve Update to the District's Purchasing and Procurement Policy (6500) (A)
 - Recommendation:
Discussion and Possible Action to Approve Update to the District's Purchasing and Procurement Policy (6500) (A)
- CC-20. Discussion and Possible Action to Approve Update to the District's Purchasing and Procurement Policy (6500) (A)
 - Recommendation:
Update the existing contractual engagement with Tee Janitorial and authorize the General Manager to enter into a new on-call/task order style Maintenance Services Agreement.

ACTION:

Director Wheaton moved, and Vice President 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 4000 series policy updates and a Cost-Of-Living-Adjustment (COLA) to Salary Schedule 4101.A1; Retiree and Tier 1 Insurance Benefits; and Directors' Compensation (A)

ACTION:

Director Wheaton moved, and Vice President Sheehan seconded a motion to amend District Policy No. 4101.A1 Salary Schedule to include a 3 percent Cost-of-Living Adjustment (COLA); and market adjustments to the General Manager, Director of Public Affairs, Director of Administrative Services, and Director of Operations job classifications, effective January 12, 2026; and to amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 to include a 3 percent Cost-of-Living; and to amend District Policy 4210 Health Insurance to include a 3 percent Cost-of-Living Adjustment to the monthly insurance contribution for staff with Tier 1 benefits; and to approve updates to the 4000 Series (Human Resources) Policies.

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

The Board of Directors also provided consensus direction to staff to prepare an ordinance necessary to consider a proposed update to Directors' compensation at a future Board meeting.

- B-2. Discussion and Possible Action to Approve the General Manager's Salary Adjustment (A)

ACTION:

Vice President Sheehan moved, and Director Wheaton seconded a motion to approve a Salary Adjustment for the General Manager.

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

- B-3. Discussion and Possible Action to Authorize the Establishment of Subfund(s) and Payroll Trust Funds (A)

ACTION:

Vice President Sheehan moved, and Director Wheaton seconded a motion to adopt Resolution No. 19-2025 authorizing the General Manager or designee to establish subfund(s) within the District’s Enterprise Fund; and to approve the establishment of a Payroll Trust Fund to hold payroll-related liabilities-including accrued wages, payroll taxes, retirement contributions, and other benefits obligations – until remitted to employees, agencies, or benefit providers.

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

- B-4. Discussion and Possible Action to Consider Selection of a Regional Water Authority (RWA) Executive Committee Vice Chair and Executive Committee Members (A)

ACTION:

The Board provided consensus direction to staff to select Sean Twilla for the RWA 2026 Vice Chair position and ranked the RWA 2026 Executive Committee candidates as follows: 1) Ron Greenwood; 2) Brett Ewart; 3) Sean Twilla; 4) Robert Wichert; 5) Chris Nelson; 6) Bruce Kamilos; 7) Michael Grinstead.

- B-5. Appointment of Board Representatives and Alternates (A)

ACTION:

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

| 2026 Appointments of Board Representatives and Alternates | | | |
|--|----------|-----------------------|--|
| Organization | | Representative | Alternate |
| Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) | Director | David C. Wheaton | Raymond A. Riehle |
| | Staff | Brittney Moore | Kayleigh Shepard |
| Association of California Water Agencies (ACWA) Region 4 | Director | Raymond A. Riehle | David C. Wheaton |
| Citrus Heights Regional Chamber of Commerce Government Issues Committee | Staff | Mary Elise Conzelmann | Public Affairs Staff |
| San Juan Family of Agencies | Director | Raymond A. Riehle | Caryl F. Sheehan |
| | Staff | Hilary M. Straus | General Manager Appointee Based on Issue |
| Regional Water Authority | Director | David C. Wheaton | Raymond A. Riehle |

| | | | |
|--|----------|------------------|---|
| (RWA) | Staff | Hilary M. Straus | Todd Jordan and/or General Manager Designee |
| Sacramento Groundwater Authority (SGA)* | Director | Caryl F. Sheehan | Raymond A. Riehle |
| Sacramento Water Forum | Staff | Todd Jordan | General Manager Designee |

*Changes must be confirmed by City of Citrus Heights

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

B-6. Appointment of District Officers (A)

ACTION:

Director Wheaton moved, and Vice President Sheehan seconded a motion to appoint District Officers as follows:

| | Officer | Deputy |
|---------------------------|------------------|-------------------|
| Accessor/Collector | Ben Strange | Dana R. Mellado |
| Treasurer | Annie Liu | Ben Strange |
| Secretary | Hilary M. Straus | Brittney C. Moore |

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

B-7. Selection of President and Vice President (A)

ACTION:

1. Director Wheaton moved, and Vice President Sheehan seconded a motion to appoint Vice President Sheehan as President.

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

2. Director Riehle moved, and President Sheehan seconded a motion to appoint Director Wheaton as Vice President.

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 (Wheaton/Straus).
- D-2. Sacramento Groundwater Authority (Sheehan/Riehle).
- 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 (Conzelmann).
- D-8. RWA Legislative and Regulatory Affairs Update (Conzelmann).
- D-9. Customer Advisory Committee (Riehle/Conzelmann).
- D-10. Other Reports.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:23 p.m.

APPROVED:



BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District



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