CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
June 23, 2026

The Regular Meeting of the Board of Directors was called to order at 7:02 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 were:

Khandriale Clark, Public Affairs Analyst
Todd Jordan, Director of Operations
Annie Liu, Director of Administrative Services
Viviana Munoz, Management Technician
Joshua 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

VISITORS:

Revekka Balancier, Axiom of Purpose
Heather Flores, LSL, LLP
Robert Heather, ZanjeroAMS
Mytra Huynh, Two Twenty Photos
Kelley List, Rincon Consultants, Inc.
Craig Locke, Sacramento Suburban Water District Board Member President
Hannah Mize, Rincon Consultants, Inc.
Steven "Berrett" Warnick, LSL, LLP

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

CC-1a. Minutes of the Special Meeting – May 18, 2026 (A)
CC-1b. Minutes of the Special Meeting – May 20, 2026 (A)
CC-1c. Minutes of the Special Meeting – May 26, 2026 (A)

CC-1d. Minutes of the Regular Meeting – May 26, 2026 (A)

Recommendation:

Approve the minutes of the May 18, 2026; May 20, 2026; and May 26, 2026 Special Meetings, and the May 26, 2026 Regular Meeting.

CC-2. Revenue Analysis Report for May 2026 (I)

CC-3. Assessor/Collector's Roll Adjustment for May 2026 (I)

CC-4. Treasurer's Report for May 2026 (I)

CC-5. Treasurer's Report of Fund Balances for May 2026 (I)

CC-6. Operating Budget Analysis for May 2026 (I)

CC-7. Capital Projects Summary for May 2026 (I)

CC-8. Warrants for May 2026 (I)

CC-9. Purchase Card Distributions for May 2026 (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. Water Supply (I)

CC-15. Water Supply Reliability (I)

CC-16. Water Efficiency (I)

CC.17. Discussion and Possible Action to Approve a Task Order Agreement with Two Twenty Photos (A)

Recommendation:

Approve the task order agreement with Two Twenty Photos and authorize the General Manager to execute the agreement.

CC-18. Discussion and Possible Action to Approve a Task Order Agreement with Axiom of Purpose (A)

Recommendation:

Approve the task order agreement with Axiom of Purpose and authorize the General Manage to execute the agreement.

CC-19. Discussion and Possible Action to Approve a Professional Services Agreement with Rincon Consultants, Inc. (A)

Recommendation:

Approve the professional services agreement with Rincon Consultants, Inc., and authorize the General Manager to execute the agreement.

CC-20. 2027 Strategic Plan Approval (A)

Recommendation:

Approve the 2027 Strategic Plan, and direct that Strategic Plan Objectives be included in the 2027 proposed budget, which will be considered by the Board of Directors for adoption later in 2026, for the 2027 budget year.

CC-21. Discussion and Possible Action to Amend Policy 5700A: Records Retention Schedule (A)

Recommendation:

Approve updates to District Policy 5700A: Records Retention Schedule and authorize staff to update the Retention Schedule Index with the 2026 revisions.

ACTION:
Vice President Wheaton moved, and Director Riehle seconded a motion to approve the Consent Calendar.

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

PRESENTATIONS:

None.

PUBLIC HEARINGS:

PH-1. Review and Consideration of the 2025 Urban Water Management Plan (A)

President Sheehan opened the public hearing at 7:51 p.m.
There were no public comments.

Robert Heather with ZanjeroAMS, presented information on the 2025 Urban Water Management Plan and Water Shortage Contingency Plan.

President Sheehan closed the public hearing at 7:52 p.m.

ACTION:
Vice President Wheaton moved, and Director Riehle seconded a motion to adopt Resolution No. 11-2026 Adopting the Water Shortage Contingency Plan and Resolution No. 12-2026 Adopting the 2025 Urban Water Management Plan

The motion carried 3-0 with Directors voting yes.

STUDY SESSION:

None.

BUSINESS:

B-1. Annual Comprehensive Financial Report (ACFR) for Year Ended December 31, 2025(A)

ACTION:
Director Riehle moved, and Vice President Wheaton seconded a motion to receive and file the District's Annual Report for the Year Ended December 31, 2025 and Internal Control and Required Communications for the Year Ended December 31, 2025

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. Other Reports

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:14 p.m.

APPROVED:

KShepard
KAYLEIGH SHEPARD
Deputy Board Clerk
Citrus Heights Water District

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