

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
June 24, 2025

The Regular Meeting of the Board of Directors was called to order at 6:31 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:

Steve Anderson, General Counsel
Mary Elise Conzelmann, Principal Public Affairs Analyst
Tamar Dawson, Assistant Engineer
Brian Hensley, Water Resources Supervisor
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Jace Nunes, Senior Management Analyst
Melissa Pieri, Director of Engineering/District Engineer
Megan Selling, Senior Accountant
Kayleigh Shepard, Senior Management Analyst/Deputy Board Clerk
Hilary Straus, General Manager
Abigail Warren, Student Intern
Torrance York, Information Technology Technician

Nick Parkins, Lance, Soll & Lunghard, LLP
Jan Perkins, Raftelis Financial Consultants, Inc.
Bonnie Robinson, West Yost Associates, Inc.
Nielsine Sherk, Lance, Soll & Lunghard, LLP

VISITORS:

Dan DeVries, Resident
Ben Strange

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

Dan DeVries, Resident

CONSENT CALENDAR:

CC-1a. Minutes of the Special Meeting –May 27, 2025 (A)

CC-1b. Minutes of the Regular Meeting –May 27, 2025 (A)

Recommendation:

Approve the minutes of the May 27, 2025 Special and Regular Meetings

CC-2. Revenue Analysis Report for May 2025 (I)

CC-3. Assessor/Collector's Roll Adjustment for May 2025 (I)

CC-4. Treasurer's Report for May 2025 (I)

CC-5. Treasurer's Report of Fund Balances for May 2025 (I)

CC-6. Operating Budget Analysis for May 2025 (I)

CC-7. Capital Projects Summary for May 2025 (I)

CC-8. Warrants for May 2025 (I)

CC-9. Purchase Card Distributions for May 2025 (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 and Safety Program Update (I)

CC-17. Discussion and Possible Action to Approve Task Order Style Master Services Agreement with Raftelis Financial Consultants, Inc. (A)

Recommendation:

Approve the task order-style master services agreement with Raftelis Financial Consultants, Inc., and authorize the General Manager to execute the agreement.

CC-18. Resolution commending Tim Cutler for Service to the Citrus Heights Water District (A)

Recommendation:

Adopt Resolution No.10-2025 Commending Tim Cutler for service to the Citrus Heights Water District.

CC-19. Approval of 2026 Strategic Plan (A)

Recommendation:

Approve the 2026 Strategic Plan, and direct that Strategic Planning Objectives be included in the 2026 proposed budget, which will be considered by the Board of Directors for adoption later in 2025 for the 2026 budget year.

CC-20. Update of Cross-Connection Resolution (A)

Recommendation:

Adopt Resolution No.11-2025 - A Resolution adopting a cross-connection control program to protect the public water system.

CC-21. Appointment of District Staff Representatives and Alternates (A)

Recommendation:

Appoint and/or reappoint Representatives and Alternates to Various Organizations.

CC-22. Resolution Endorsing Ernesto Avila for Association of California Water Agencies (ACWA) President (A)

Recommendation:

Adopt Resolution No. 12-2025 Endorsing Ernesto Avila for ACWA President

Administrative Services Manager/Chief Board Clerk, Brittney Moore requested that the Board approve Item CC-17 with non-substantive edits to the signature block of the agreement after the agenda packet was posted and distributed.

ACTION:

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

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

PRESENTATIONS:

None.

PUBLIC HEARINGS:

President Riehle declared the public hearing open at 6:37 p.m.

PH-1. 2025 Public Health Goals Report (A)

Recommendations:

1. Hold a public hearing and receive comments on the draft water quality Public Health Goals Report.
2. Adopt the 2025 Public Health Goals Report

ACTION:

Vice President Sheehan moved, and Director Wheaton seconded a motion to adopt the 2025 Public Health Goals Report.

The Board provided consensus direction to staff to notify the State Water Resources Control Board (SWRCB) Division of Drinking Water of report completion.

President Riehle closed the public hearing at 6:49 p.m.

STUDY SESSION:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Adopt Engineering Standards and Approve District Policy Updates (A)

ACTION:

Director Wheaton moved, and Vice President Sheehan seconded a motion to approve Resolution 09-2025 Adopting District Engineering Standards; and approved the updates to District policies

(5000, 7000, 8000, and 9000 series)

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

- B-2. Annual Comprehensive Financial Report for the Year Ended December 31, 2024 (A)

ACTION:

Vice President Sheehan moved, and Director Wheaton seconded a motion to receive and file the District's Annual Comprehensive Financial Report for the year ended December 31, 2024; and to receive and file the Report on Internal Control and Required Communications for the year ended December 31, 2024.

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

- B-3. Discussion and Possible Action to Designate the District's Representative for the 2023-2025 Regional Water Authority (RWA)/Sacramento Groundwater Authority (SGA) Executive Director Performance Review (A)

ACTION:

Director Wheaton moved, and Vice President Sheehan seconded a motion to designate the General Manager as the District's representative for the 2023-2025 Regional Water Authority (RWA)/Sacramento Groundwater Authority (SGA) Executive Director performance review.

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 7:40 p.m.

APPROVED:



BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District



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