

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
May 27, 2025

The Regular Meeting of the Board of Directors was called to order at 6:44 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, Public Affairs Analyst  
Tamar Dawson, Assistant Engineer  
Todd Jordan, Principal Civil Engineer  
Annie Liu, Director of Administrative Services  
Brittney Moore, Administrative Services Manager/Chief Board Clerk  
Jace Nunes, Management Analyst  
Melissa Pieri, Director of Engineering/District Engineer  
Rebecca Scott, Director of Operations  
Kayleigh Shepard, Management Analyst/Deputy Board Clerk  
Hilary Straus, General Manager  
Torrance York, Information Technology Technician

Rhodora Biagtan, West Yost Associates, Inc.  
Ashley Casey, Water Forum  
Ben Crawford, Crawford & Associates, Inc.  
Craig Spiess, Wood Rodgers, Inc.  
Tom Dugan, Dugan Management & Engineering, Inc.

**VISITORS:**

Liliana Hodges, Trajan Elementary School  
Sophia Richards, Trajan Elementary School  
Lyra Rutherford, Woodside K-8  
Susanne Slayton, Woodside K-8  
Sallee Weston, Trajan Elementary School

**PLEDGE OF ALLEGIANCE:**

President Riehle led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

- CC-1a. Minutes of the Special Meeting – April 22, 2025 (A)
- CC-1b. Minutes of the Regular Meeting – April 22, 2025 (A)
- CC-1c. Minutes of the Special Meeting – April 28, 2025 (A)
- CC-1d. Minutes of the Special Meeting – May 7, 2025 (A)

Recommendation:

Approve the minutes of the March 25, 2025 Special and Regular Meetings, the minutes of the April 28, 2025 Special Meeting, and the minutes of the May 7, 2025 Special Meeting.

- CC-2. Revenue Analysis Report for April 2025 (I)
- CC-3. Assessor/Collector's Roll Adjustment for April 2025 (I)
- CC-4. Treasurer's Report for April 2025 (I)
- CC-5. Treasurer's Report of Fund Balances for April 2025 (I)
- CC-6. Operating Budget Analysis for April 2025 (I)
- CC-7. Capital Projects Summary for April 2025 (I)
- CC-8. Warrants for April 2025 (I)
- CC-9. Purchase Card Distributions for April 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 Adopt Resolution 07-2025 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll and Resolution 08-2025 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Placer County to Collect Such Charges on the Tax Roll (A)

Recommendation:

Adopt Resolutions 07-2025 (Sacramento County) and 08-2025 (Placer County) approving and confirming the Report of Delinquent Utilities Charges and requesting the respective county to place such charges on the respective tax roll.

- CC-18. Discussion and Possible Action to Approve the Water Forum Fiscal Year 2025-2026 Funding Agreement (A)

Recommendation:

Approve the FY26 funding agreement for the Water Forum and authorize the General Manager to execute the agreement.

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

Recommendation:

Approve the professional services agreement with Dugan Management & Engineering, Inc., and authorize the General Manager to execute the agreement.

- CC-20. Discussion and Possible Action to Approve a Professional Services Agreement with Crawford and Associates, Inc. (A)

Recommendation:

Approve the professional services agreement with Crawford & Associates,

- Inc., and authorize the General Manager to execute the agreement.
- CC-21. Discussion and Possible Action to Approve a Professional Services Agreement with Wood Rodgers, Inc. (A)

Recommendation:

Approve the professional services agreement with Wood Rodgers, Inc., and authorize the General Manager to execute the agreement.

- CC-22. Discussion and Possible Action to Fill Vacancies on the Customer Advisory Committee (A)

Recommendation:

Appoint residential alternate members, Paul Dietrich and Julia Eunice, to the vacant residential member seats; and appoint Amanda Camacho as a CAC residential alternate member.

**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:**

- P-1. Water Awareness Poster Contest (I/D)

- P-2. Facilities Modernization and Expansion Project Update (I/D)

**PUBLIC HEARINGS:**

None.

**STUDY SESSION:**

None.

**BUSINESS:**

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

The Board requested additional time to review the proposed Engineering Standards and District policy updates. By unanimous consent, the item was deferred and will be brought back for consideration at the June 24, 2025 Regular Board Meeting. No motion was made, and no action was taken.

- B-2. Appointment of District Officers (A)

**ACTION:**

Vice President Sheehan moved, and Director Wheaton seconded a motion to appoint and/or reconfirm the following District Officers:

	Officer	Deputy Officer
Assessor/Collector	Annie Liu	Dana R. Mellado
Treasurer	Annie Liu	Accounting Manager

Secretary	Hilary M. Straus	Brittney C. Moore
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The motion carried 3-0 with all Directors voting yes.

- B-3. Discussion and Possible Action to Designate the District's Voter Representative for the ACWA 2025 Election (A)

The Board provided consensus direction for the General Manager to receive the election material. An overview of the candidates will be presented at a future board meeting, and the Board will provide directions on how to complete the ballot. No motion was made, and no action was taken.

**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
- 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 7:56 p.m.

APPROVED:

  
BRITTNEY C. MOORE  
Chief Board Clerk  
Citrus Heights Water District

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