

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
October 28, 2025

The Regular Meeting of the Board of Directors was called to order at 6:50 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:

Kelly Drake, Water Efficiency Supervisor
Todd Jordan, Director of Operations
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Kayleigh Shepard, Senior Management Analyst/Deputy Board Clerk
Hilary Straus, General Manager
Torrance York, Information Technology Analyst

Jim Beck, Alexander's Contract Services, Inc.

VISITORS:

Glenn Mandelkern, Customer
Jenna Moser, Customer
Mel Silva, Guest

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

Glenn Mandelkern, Customer

CONSENT CALENDAR:

- CC-1a. Minutes of the Regular Meeting –September 23, 2025 (A)
 Recommendation:
 Approve the minutes of the September 23, 2025 Regular Meeting
- CC-2. Revenue Analysis Report for September 2025 (I)
CC-3. Assessor/Collector's Roll Adjustment for September 2025 (I)
CC-4. Treasurer's Report for September 2025 (I)
CC-5. Treasurer's Report of Fund Balances for September 2025 (I)
CC-6. Operating Budget Analysis for September 2025 (I)

- CC-7. Capital Projects Summary for September 2025 (I)
- CC-8. Warrants for September 2025 (I)
- CC-9. Purchase Card Distributions for September 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 No. 14-2025 Adding a Regular Meeting for November 12, 2025; November 18, 2025; and December 15, 2025 (A)

Recommendation:

Adopt Resolution 14-2025 adding Regular Meetings for November 12, 2025, November 18, 2025, and December 15, 2025.

- CC-18. Correction to the September 23, 2025 Staff Report—Customer Advisory Committee (CAC) Appointments (A)

Recommendation:

Correct the administrative error identified in the September 23, 2025 staff report by clarifying that Lana Crum was the intended appointee to the CAC residential alternate seat, in place of Staci Lawless.

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. Resolution No.15-2025 Commending Jenna Moser for her Service as Chair of the Customer Advisory Committee (CAC) (A)

ACTION:

Vice President Sheehan moved, and Director Wheaton seconded a motion to adopt Resolution No. 15-2025 Commending Jenna Moser for her service on the CAC and serving as its first Chair.

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

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Consider Selection of Local Agency Formation Commission (LAFCo) Special District Representatives (A)

ACTION:

President Riehle moved, and Director Wheaton seconded a motion to select Robert “Bob” Wichert as the Four-Year Regular Term Candidate; Brandon D. Rose as the Two-Year Regular Term Candidate; and Charlea Moore as the Four-Year Alternate Term Candidate for the Local Agency Formation Commission (LAFCo) Special District Representatives.

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

- B-2. Discussion and Possible Action to Approve an Amendment to the Professional Services Agreement with Alexander’s Contract Services, Inc. for Meter Reading and Support Services (A)

ACTION:

Vice President Sheehan moved, and Director Wheaton seconded a motion to approve the amendment to the professional services agreement with Alexander’s Contract Services, Inc., and authorized the General Manager to execute the agreement.

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

MANAGEMENT SERVICES REPORTS (I):

- MS-1. 2026 Board Meeting Schedule (I)

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.

CLOSED SESSIONS:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:39 p.m.

APPROVED:



BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District



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