

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
September 2, 2025

The Special Meeting of the Board of Directors was called to order at 6:01 p.m. by President Riehle. Roll was called, and present were:

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

Also present were:

Mary Elise Conzelmann, Principal Public Affairs Analyst
Ann Marie Gallant, Strategic Advisor
Habib Isaac, IB Consulting, Inc.
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/District Engineer
Megan Selling, Senior Accountant
Kayleigh Shepard, Senior Management Analyst
Ben Strange, Accounting Manager
Hilary Straus, General Manager
Andrew Tran, Information Technology Manager

VISITORS:

None.

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
CHWD v. San Juan Water District, Sacramento Superior Court,
Case No. 24WM000064

No reportable action.

CL-2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Section 54956.8:

Property: Parcel Number 243-0180-002-0000
Agency Negotiators: Steve Anderson, Brian Hensley, Josh Nelson, Hilary Straus, Annie Liu, Brittney Moore, Missy Pieri, Carlos Urrutia, Kayleigh Shepard, Todd Jordan, Jace Nunes, Mary Elise Conzelmann, Greg Snarr
Negotiating Parties: Ashwani Kumar, Teresita Kumar
Under Negotiation: Price and Terms of Payment

No reportable action.

CONSENT CALENDAR:

- CC-1a. Minutes of the Special Meeting – June 24, 2025 (A)
- CC-1b. Minutes of the Regular Meeting – June 24, 2025 (A)
- CC-1c. Minutes of the Special Meeting – July 22, 2025 (A)
- CC-1d. Minutes of the Special Meeting – August 11, 2025 (A)
- CC-1e. Minutes of the Special Meeting – August 18, 2025 (A)

Recommendation:

Approve the minutes of the June 24, 2025 Special and Regular Meetings, minutes of the July 22, 2025 Special Meeting, minutes of the August 11, 2025 Special Meeting, and the minutes of August 18, 2025 Special Meeting.

- CC-2. Revenue Analysis Report for June and July 2025 (I)
- CC-3. Assessor/Collector's Roll Adjustment for June and July 2025 (I)
- CC-4. Treasurer's Report for June and July 2025 (I)
- CC-5. Treasurer's Report of Fund Balances for June and July 2025 (I)
- CC-6. Operating Budget Analysis for June and July 2025 (I)
- CC-7. Capital Projects Summary for June and July 2025 (I)
- CC-8. Warrants for June and July 2025 (I)
- CC-9. Purchase Card Distributions for June and July 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 June 2025 (I)
- CC-13b. Operations Department Report for July 2025 (I)
- CC-14. Water Supply (I)
- CC-15a. Water Supply Reliability for June 2025 (I)
- CC-15b. Water Supply Reliability for July 2025 (I)
- CC-16a. Water Efficiency and Safety Program Update for June 2025 (I)
- CC-16b. Water Efficiency and Safety Program Update for July 2025 (I)
- CC-17. Presentation of Candidates for the Association of the California Water Agencies (ACWA) 2026-2027 Election (I)

Recommendation:

Receive and file the Statement of Qualifications for the ACWA 2026–2027 President and Vice President Candidates.

- CC-18. Approve an Amendment to the Representation Agreement Between Citrus Heights Water District and Cushman & Wakefield Of California (A)

Recommendation:

Approve Amendment No. 1 to the Representation Agreement with Cushman & Wakefield.

CC-19. Consideration and Possible Action to Approve a Professional Services Agreement (PSA) with Go Live, Technology, Inc. (A)

Recommendation:

Approve and authorize execution of the Professional Services Agreement with Go Live Technology, Inc., for ERP implementation support.

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. Financial Planning & 2026 Budget Workshop (I/D)

The Board provided consensus direction to staff to prepare and present a budget to include financial plan scenario seven (7) for consideration at a future Board meeting/public hearing. The direction included preparing a statutorily compliant notice to be sent to all customers concerning the maximum rate adjustment that the Board will consider at a properly noticed public hearing at least forty-five (45) days after the release of the statutorily compliant notice to customers. The Board also provided consensus direction to staff to update the water shortage fee schedule to remain aligned with base rates; and to extend the wholesale rate increase pass-through provision for an additional five years.

The Board also provided consensus direction to include two new Analyst positions in the 2026 budget, and authorized staff to fill the two new positions in 2025, utilizing 2025 budget savings.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:42 p.m.

APPROVED:



BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District



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