CITRUS ADMINISTRATIVE COMMITTEE

Citrus Administrative Committee Meeting

August 5, 2026

Dundee CGA Conference Room and via Zoom

GROWER MEMBERS

Affiliation	Member	Fname	Lname	Yes	No
Cooperative	*Member*	Steve	Callaham	*Y*	
Independent	*Member*	Dan	Richey		*X*
Independent	*Member*	Jordan	Feek	*Y / Z*	
Independent	*Member*	Jimmy	Martin	*Y*	
Independent	*Member*	Adam	Roe		*X*
Independent	*Member*	Jerry	Mixon	*Y*	
Independent	*Member*	Sydney	Allison		*X*
Independent	*Member*	Ron	Mahan	*Y / Z*	
Independent	*Member*	Matt	Machata		*X*
Independent	*Member*	Jarred	Eddy	*Y*	
Public	*Member*	Vance	Whitaker	*Y / Z*	

GROWER ALTERNATE MEMBERS

Affiliation	Alternate	Fname	Lname	Yes	No
Cooperative	*Alternate*	Jennifer	Schaal	*Y*	
Independent	*Alternate*	Tom	Mitchell		*X*
Independent	*Alternate*	Doug	Feek	*Y*	
Independent	*Alternate*	Greg	Nelson		*X*
Independent	*Alternate*	Quentin	Roe		*X*
Independent	*Alternate*	John	Stephens	*Y*	
Independent	*Alternate*	Melanie	Ressler	*Y*	
Independent	*Alternate*	Kevin	Koppelman	*Y / Z*	
Independent	*Alternate*	Ned	Hancock	*Y / Z*	
Independent	*Alternate*	John	Paul	*Y / Z*	
Public	*Alternate*	Zhifeng	Gao	*Y / Z*	

John Stephens seated for Adam Roe

Jennifer Schaal seated for Dan Richey

Melanie Ressler seated for Sydney Allison

Ned Hancock via Zoom seated for Matt Machata

Guests:
Jen Varela
Rebecca Geller
Steven Kauffman
Noah Kelley
Delaney Fuhrmeister

Staff: *Peter Chaires*

Ms. Varela called the meeting to order.

Mr. Chaires performed a roll-call.

Ms. Varela informed the Committee that the nominees have been confirmed by the secretary and that they are now officially seated.

Ms. Varela asked Mr. Chaires to report on the recommendations of the officer nominating committee. This recommendation came in the form of a motion:

Ron Mahan	Chairman
Melanie Ressler	Vice Chairman
Jimmy Martin	Treasurer
Jennifer Schaal	Secretary

Mr. Mixon offered a second to the motion. Motion passed.

Mr. Mahan assumed the chairmanship of the meeting.

Mr. Mahan asked Mr. Chaires for recommendations for Public Member and Alternate Public Member. Mr. Chaires stated that the nominating committee made a motion that Dr. Vance Whitaker serve as Public Member and Dr. Zhifeng Gao serve as Alternate Public Member. Mr. Martin offered a second to the motion. Motion passed.

Ms. Varela conducted an orientation for the Committee with the aid of PowerPoint. This file is affixed to these minutes. She also read an antitrust and anti-lobbying statements.

Mr. Chaires presented the minutes from the November 12, 2025, meeting. Mr. Callaham made a motion to approve, seconded by Mr. Martin. Motion passed.

Mr. Chaires confirmed that the Committee had not yet received an official letter from the recent Compliance Review. However, Mr. Chaires did note that the exit interview suggested that recommendation might address a change to Internal Controls. The reviewer will likely suggest the addition of a spending limit for the Manager, over which he would be required to seek approval from the Treasurer, Chair or Vice Chair. No other suggestions are expected.

Mr. Chaires presented the CPA letter of engagement from Dearolf Mereness. Mr. Mixon made a motion, seconded by Mr. Martin, to approve the letter, subject to Mr. Chaires returning to the CPA firm for a review and confirmation of the rate. The Committee recently elected to change to more conventional Generally Accepted Accounting Principles audit, rather than a yellow book audit, to reduce costs. However, the rate in the letter is virtually the same as the yellow book audit the year before. Mr. Chaires agreed to do so, and the motion was passed.

Mr. Chaires presented a proposed 2026/27 budget for the Committee. File was provided in advance and attached to these minutes. He explained that he had polled all handlers to help determine the appropriate 4/5-bushel equivalent volume on which to base the budget. Total movement was approx. 4.6mm in 2025/26. Handler estimates varied greatly. The range was 4.95mm to 7.4mm. Mr. Chaires proposed a budget of $114,954. He used 5mm 4/5-bushel equivalent cartons, for an anticipated total revenue of $125,000. If this volume is achieved, it would contribute approximately $10,000 to reserves at the end of the 2026/27 season. The Committee concluded that 5mm cartons is conservative and Mr. Callaham made a motion, seconded by Mr. Martin, to approve the budget as proposed. Motion passed.

Ms. Ressler reviewed the June 30, 2026, financial statements previously supplied to the Committee. Ms. Ressler remarked that income increased approximately 27% year-over-year. Reserves were not increased much due to reduced volume potential from the freeze. There was general agreement that more of the crop would likely have shifted to fresh had the freezes not have occurred. Expenses were very similar to the prior year. This is a basic budget and not much changes. The balance sheet shows a reduction in cash, again because of reduced income. Ms. Ressler requested input and questions from the members. Hearing none, Ms. Ressler moved approval, seconded by Mr. Mixon. Motion passed.

Chairman Mahan asked Mr. Chaires to review the MOA with FFVA for the 2026/27. Mr. Chaires reminded the Committee that FFVA had requested and received a 2% cost increase the year prior but did not request an increase for 2026/27. The agreement terms are identical to prior year. Mr. Martin made a motion, seconded by Mr. Hancock, to approve the MOA with FFVA as presented. Motion passed.

Chairman Mahan asked Mr. Chaires to walk through the eCompliance and to offer a general explanation of the purpose of the document. Mr. Chaires explained that this document outlines the details for the administration of Marketing Order 905 by the Committee and staff. When the annual compliance review is conducted, this is the document that the Committee is measured against. Though it doesn't change a lot from year to year, it is important for Committee members to remain aware of its contents. Mr. Chaires then highlighted numerous sections of the eCompliance document and stated that a final version would include the new officers just elected for the 2026/28 term. Mr. Mixon made a motion, seconded by Ms. Schaal, to approve the eCompliance document as presented and distributed, with the addition of the new officers. File is attached to these minutes. Motion passed.

Chairman Mahan moved the discussion to the Internal Controls document, also provided to the Committee in advance. In consideration that, other than dates, it was unchanged, Mr. Callaham made a motion, seconded by Mr. Martin, to approve the Internal Controls as presented. Motion passed.

Chairman Mahan asked Mr. Chaires to address the written credit card statement. Mr. Chaires stated, that as was the case with the Internal Controls, there were no suggested changes to the Credit Card Statement. The only change is the applicable dates. Mr. Mixon made a motion, seconded by Ms. Ressler, to approve the Credit Card Policy as presented. Motion passed.

The Committee reviewed the 2026/27 Regulatory Bulletin #1. Mr. Chaires noted that it would soon be necessary to discuss changes to regulated varieties that are still reported and regulated, but that now represent a very small percentage of the industry. They are not likely to return to larger volumes. All agreed that this discussion is overdue. Ms. Varela suggested getting such recommendations submitted 6-8 months prior to season opening. Mr. Mixon made a motion, seconded by Mr. Callaham, to approve the 2026/27 Regulatory Bulletin #1 as presented. Motion passed.

The Committee reviewed the 2026/27 Handler Registration form to achieve greater familiarity, but no action was required.

Mr. Hancock made a motion, seconded by Mr. Mixon, to approve Mr. Peter Chaires and Mr. Halston Fernandez, as check signers for the 2026/27 season and to set the mileage rates at the allowable IRS limits and meal per diem (when applicable) at $10.00 (paid at the end of the season). Motion passed.

As a final order of business, Mr. Callaham made a motion, seconded by Mr. Hancock, to approve Mr. Chaires as manager of the Committee for the 2026/27 season. Motion passed.

Ms. Ressler made a motion to adjourn the meeting, seconded by Mr. Mixon. Motion passed.