



**CITRUS  
HEIGHTS  
WATER  
DISTRICT**

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**BOARD MEETING AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT  
SEPTEMBER 13, 2016 beginning at 6:30 PM**

**DISTRICT ADMINISTRATIVE OFFICE  
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Assistant General Manager or Management Services Supervisor/Chief Board Clerk at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

**CALL TO ORDER:**

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

**ROLL CALL OF DIRECTORS:**

**PLEDGE OF ALLEGIENCE:**

**VISITORS:**

**PUBLIC COMMENT:**

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

- (A) Action Item                                      (D) Discussion Item                                      (I) Information Item

**CONSENT CALENDAR: (A)**

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

- CC-1 Minutes of the Regular Meeting – August 9, 2016.
- CC-1a. Minutes of the Special Meeting – August 9, 2016.
- CC-1b. Minutes of the Special Meeting – August 29, 2016. (defer approval to October regular meeting)
- CC-2. Revenue Analysis Report for August 2016.
- CC-3. Assessor/Collector's Roll Adjustment for August 2016.
- CC-4. Treasurer's Report for August 2016.
- CC-5. Treasurer's Report of Fund Balances for August.
- CC-6. Operations Budget Analysis for August 2016.
- CC-7. Capital Projects Summary August 2016.
- CC-8. Warrants for August 2016.
- CC-9. CAL-Card Distributions for August 2016.

*Board of Directors*  
**Allen B. Dains**  
**Caryl F. Sheehan**  
**Raymond A. Riehle**

*General Manager/  
Secretary*  
**Robert A. Churchill**

*Assistant General  
Manager/Treasurer*  
**Hilary M. Straus**

*Accounting Supervisor  
Assessor/Collector*  
**Susan K. Sohal**

CC-10. Summary of 2016 Employees, Officers and Directors Training Courses, Seminars and Conference.

CC-11. Call for a Special Meeting (A)

Call of a Special Joint Workshop Meeting of the San Juan Water District Member Agencies at 6:00 PM on Monday September 19, 2016 at the Administrative Office of Fair Oaks Water District.

CC-12. Call for a Special Meeting (A)

Call of a Special Meeting of the Citrus Heights Water District Board of Directors at 6:30 PM on Tuesday, November 15, 2016, for Discussion/Possible Action concerning the Citrus Heights Water District 2017 Operating and Capital Budgets, 2017 Water Rates and Miscellaneous Charges and Fees and 2017 Capacity Charges Budget, Rates/Fees Schedule, at the Board Room of the Citrus Heights Water District.

**OLD BUSINESS:**

O-1. Southgrove Drive Surplus Property Sale (A)

- a. Consider approval of Resolution 22-2016 authorizing the recording of a Lot Line Adjustment to delineate the new lot lines between the District and Mitchell parcels.
- b. Consider approval of Resolution 23-2016 authorizing execution of a Grant Deed for sale of 0.128 acres of surplus real property to Mark S. and Linda G. Mitchell.
- c. Consider approval of Resolution 24-2016 authorizing execution of a Grant Deed by and between Citrus Heights Water District.

O-2. Sacramento County Proposed Trench Restoration (I/D)

Receive verbal report on status of proposed revisions to Sacramento County's requirements for trench restoration.

O-3. Policy Amendments—Adoption of New Salary Ranges and Elimination of the Employer Paid Member Contribution (EPMC) of the CalPERS Pension Benefit (D/A)

- a. Adopt policy amendments to implement changes to the CHWD's Salary Schedule as a result of the District's Total Compensation Study and to provide a Salary offset as a result of the elimination of EPMC.
- b. Adopt policy amendments to streamline policies, to implement Career Ladders and to reflect organizational changes.
- c. Adopt Resolution 25-2016 Approving a Contract amendment with the California Public Employees Retirement System (Cal-PERS) to eliminate the Employer Paid Member Contribution (EPMC).

**Note**—Items a and b can be taken with one motion, and Item c must be considered with a separate motion.

- O-4. Employment Agreement Amendments to Eliminate the Employer Paid Member Contribution of the CalPERS Pension Benefit and Salary Adjustments (D/A)
- a. Discussion/Possible Action to Amend Current General Manager Employment Agreement.
  - b. Discussion/Possible Action to Amend Incoming General Manager Employment Agreement.
  - c. Discussion/Possible Action Amend the Executive / Manager / Supervisor Employment Agreements for the Operations Manager and Project Manager.
  - d. Discussion/Possible Action Amend the Executive / Manager / Supervisor Employment Agreement Template.

**Note**—Items a, b, c & d will be considered with separate motions.

- O-5. 2017 Budgets & Water Rates (D)  
Review and discuss major issues related to the draft Operating and Capital Improvement Budgets for 2017, water rates issues for 2017 and discuss water rate adjustment options for 2017.

**NEW BUSINESS:**

- N-1. Training/Continued Education/Meetings (I)  
Discuss training, continued education, and meeting opportunities.
- N-2. Advance Payment of General Manager Accrued Leaves (A)  
Consider advance payment of the retiring General Manager's current leave accruals.
- N-3. ASCE Annual Civil Engineering Conference (A)  
Consider approval of the General Manager's attendance at the American Society of Civil Engineers (ASCE) Annual Conference in Portland, Oregon.

**CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):**

**PROJECT MANAGER'S REPORTS (I):**

- PM-1. Accepted Water Systems.  
PM-2. Projects Under Construction by Private Developers.  
PM-3. Contractor / Developer Projects Pending Construction.  
PM-4. Proposed District Capital Improvement Projects.  
PM-5. Projects Contracted by Citrus Heights Water District.  
PM-6. City of Citrus Heights Projects.

**OPERATIONS MANAGER'S REPORTS (I):**

- OM-1. Monthly report on construction and maintenance activities plus water analysis reports.  
OM-2. 2016 Water Supply – Purchased and Produced.  
OM-3. Surface Water Supply.

**RECESS:** The Meeting will have a brief recess.

**DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):**

- D-1. Regional Water Authority (Dains, Churchill).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District.
- D-4. Association of California Water Agencies (Dains).
- D-5. ACWA Joint Powers Insurance Authority.
- D-6. Sacramento Local Agency Formation Commission.
- D-7. City of Citrus Heights.
- D-8. Chamber of Commerce Government Issues Committee (Straus).
- D-9. Other Reports:

**ASSISTANT GENERAL MANAGER'S REPORTS (I):**

- AGM-1. Water Efficiency Program Update.

**GENERAL MANAGER'S REPORTS (I):**

- GM-1. Employee Recognition.
- GM-2. General Manager's Task List.
- GM-3. Long Range Board Agenda.

**CORRESPONDENCE:**

None

**CLOSED SESSION:**

None

**FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:**

September 19, 2016	6:00 PM	Joint Board Workshop at FOWD
October 11, 2016	6:30 PM	Regular Meeting
November 8, 2016	6:30 PM	Regular Meeting
November 15, 2016	6:30 PM	Special Meeting

**ADJOURNMENT:**

**CERTIFICATION:**

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 72 hours prior to the regular meeting in accordance with Government Code Section 54954.2.

  
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BETH SHOCKLEY, Deputy Board Clerk

Dated: September 8, 2016

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