

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
October 13, 2015

The Regular Meeting of the Board of Directors was called to order at 6:30 PM by President Dains and roll was called. Present were:

Allen B. Dains, President  
Caryl F. Sheehan, Vice President  
Raymond A. Riehle, Director  
Robert Churchill, General Manager  
Hilary M. Straus, Assistant General Manager  
David Gordon, Interim Operations Manager  
Paul A. Dietrich, Project Manager  
Susan Sohal, Accounting Supervisor  
Rex Meurer, Water Efficiency Coordinator  
James Buford, Distribution Lead Worker/Operator

VISITORS

David Alvey, Maze and Associates

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

No public comment.

CONSENT CALENDAR

President Dains asked for a motion on the Consent Calendar.

**Motion:** It was moved by Director Riehle and seconded by Director Sheehan to accept the Consent Calendar consisting of:

- 1a. Minutes of the Regular Meeting of September 8, 2015.
- 1b. Minutes of the Special Meeting of September 8, 2015.
2. Assessor/Collector's Report for September 2015.
3. AR Analysis Report for September 2015.
4. Assessor/Collector's Roll Adjustments for September 2015.
5. Treasurer's Report for September 2015.
6. Funds and Reserves for September 2015.
7. Operations Budget Analysis for September 2015.
8. Capital Improvements for September 2015.
9. Payables for September 2015.
10. CAL-Card Purchases – September 2015.

11. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.
12. Administration Building Improvements Project.
13. Skycrest Well Equipping Project

ASSESSOR/COLLECTOR'S REPORT TO THE BOARD OF DIRECTORS		
CITRUS HEIGHTS WATER DISTRICT		
Month of Sept 30, 2015		
<b>BEGINNING ACCOUNTS RECEIVABLE BALANCE</b>		<b>\$1,090,358</b>
<b>ACCRUED REVENUE</b>		
Penalties & Costs	\$6,012	
Fire Protection Services Charge	\$2,883	
Backflow Service Charge	\$3,167	
Dom - Commercial - Cons	\$34,552	
Dom - Residential - Cons	\$356,371	
Dom - Public Agency - Cons	\$2,145	
Construction Meters - Cons	\$1,186	
Irrigation - Cons	\$2,982	
Irrg - Commercial - Cons	\$8,951	
Irrg - Residential - Cons	\$13,356	
Irrg - Public Agency - Cons	\$9,261	
Dom - Commercial - SvcChg	\$17,635	
Dom - Residential - SvcChg	\$512,534	
Dom - Public Agency - SvcChg	\$1,121	
Construction Meters - SvcChg	\$586	
Irrg - Commercial - SvcChg	\$3,088	
Irrg - Residential - SvcChg	\$7,651	
Irrg - Public Agency - SvcChg	\$1,441	
Tap Fees	\$4,525	
Surplus and Repair (S & R)	\$391	
S & R Inspection	\$8,188	
S&R Plan Check Fees	\$751	
Turn-off Fees	\$8,730	
Connection Fees	\$6,189	
Miscellaneous Income	\$1,336	
New Acct Setup	\$3,120	
Toilet Rebate RWA Reimbursement	\$900	
Small Tools & Supplies - lock off tools	\$55	
ACWA/JPIA RPA Liability Insurance Fund Refund	\$285	
Cobra Insurance reimbursement	\$1,461	
	<b>TOTAL REVENUE</b>	<b>\$1,020,854</b>
<b>ADJUSTMENTS</b>		
Total Cash Receipts	\$1,077,158	
Toilet Rebate Credits Applied	\$900	
Deposits refunded to acct	\$2,175	
Deposit Interest refunded to acct	\$176	
Web pmts applied but not settled by Bank	\$1,055	
Account Adjustments	\$1,142	
Transactions in Transit	\$3,630	
Web pmts settled but applied prior Month	(\$1,774)	
Cash Receipts to Deposits	(\$7,223)	
Customer Refunds	(\$7,144)	
Returned Checks	(\$1,061)	
	<b>TOTAL ADJUSTMENTS</b>	<b>(\$1,069,035)</b>
	<b>TOTAL RECEIVABLES</b>	<b>\$1,042,177</b>
<b>BEGINNING LIENS RECEIVABLE BALANCE</b>		<b>\$268</b>
Liens Assessed	\$0	
Liens Redeemed	(\$268)	
	<b>TOTAL LIENS RECEIVABLE</b>	<b>\$0</b>
<b>BEGINNING GRANTS RECEIVABLE BALANCE</b>		<b>\$1,173</b>
Grants Submitted	\$0	
Grants Funds Received	\$0	
	<b>TOTAL GRANTS RECEIVABLE</b>	<b>\$1,173</b>
	<b>TOTAL RECEIVABLES</b>	<b>\$1,043,351</b>
<p>I, <b>Susan K. Sohal</b>, Assessor/Collector of CITRUS HEIGHTS WATER DISTRICT, do hereby swear that the foregoing report is true and correct to the best of my knowledge and belief.</p>		
		SUSAN K. SOHAL, Assessor/Collector
<p>RECEIPT OF TREASURER: I hereby acknowledge the receipt from the Assessor/Collector of CITRUS HEIGHTS WATER DISTRICT of the sums set forth in the above report.</p>		
		Filed: October 13, 2015
<b>HILARY STRAUS</b> , Treasurer		<b>ROBERT A. CHURCHILL</b> , Secretary

October 13, 2015  
Board of Directors Meeting

CITRUS HEIGHTS WATER DISTRICT																
2015 ACCOUNTS RECEIVABLE ANALYSIS																
Mo-Yr	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Est. Revenue	To Date	Balance	% Collected
Metered Service Charges	440,514	541,975	542,444	670,735	475,969	527,128	568,261	577,537	544,057				6,674,668	4,888,622	1,786,046	73.2%
Metered Water Deliveries	122,655	186,081	156,132	221,021	166,384	266,544	313,535	408,182	428,804				4,594,209	2,269,339	2,324,870	49.4%
Penalties	13,786	13,820	12,831	11,020	11,897	15,285	12,999	15,946	14,742				215,600	122,325	93,275	56.7%
Interest	4,180	9	9	9	4,195	0	18		9				0	8,429	-8,429	0.0%
New Acct, Fire & Backflow Fees	8,502	14,694	8,570	17,613	10,373	14,802	10,569	18,514	9,170				115,243	112,809	2,434	97.9%
WS Install & S&R	4,428	44,319	9,630	1,196	29,308	5,780	9,497	1,443	13,854				26,626	119,455	-92,829	448.6%
Grant Funds	5,000	0	0	0	1,000	0	1,634	0	900				0	8,534	-8,534	0.0%
Misc*	1,590	278,568	41,905	26,207	88,165	12,031	10,163	8,666	9,326				120,510	476,621	-356,111	395.5%
Wheeling Water	6,171	0	0	0	0	0	0	0	0				4,429	6,171	-1,742	139.3%
<b>Total</b>	<b>606,826</b>	<b>1,079,467</b>	<b>771,522</b>	<b>947,801</b>	<b>787,292</b>	<b>841,570</b>	<b>926,676</b>	<b>1,030,288</b>	<b>1,020,863</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,751,285</b>	<b>8,012,304</b>	<b>3,738,981</b>	<b>68.2%</b>
* Includes Assessments, Inclusions, Back Charges, Capacity Fees and other Miscellaneous Revenue Sources																

ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR					
September 30, 2015					
Board Of Directors					
Citrus Heights Water District					
Pursuant to Policy No. 7315 the following charges have been cancelled.					
LID	CID	Charge Type	Date	Reason For Cancellation	Amount
12027	0010656	3-DAY DOOR HANG	9/2/2015	Pmt made prior to NOIT Del'y	\$25.00
15868	0032220	3-DAY DOOR HANG	9/2/2015	Fed Ex Del'y Error	\$25.00
17127	0029541	3-DAY DOOR HANG	9/14/2015	Pmt made prior to NOIT Del'y	\$25.00
00321	0000287	3-DAY DOOR HANG	9/15/2015	Post Office Error	\$25.00
03143	0002862	3-DAY DOOR HANG	9/30/2015	New Owner	\$25.00
03611	0003305	DEFAULT	9/1/2015	One Time Courtesy	\$4.11
18156	0010631	DEFAULT	9/1/2015	One Time Courtesy	\$3.88
05102	0004557	DEFAULT	9/2/2015	One Time Courtesy	\$3.69
01830	0001639	DEFAULT	9/3/2015	One Time Courtesy	\$1.04
09682	0008599	DEFAULT	9/3/2015	One Time Courtesy	\$3.27
17234	0015204	DEFAULT	9/10/2015	new owner	\$3.99
02813	0002567	DEFAULT	9/10/2015	new owner	\$5.35
02813	0002567	DEFAULT	9/10/2015	Title Company Pmt Delay	\$3.19
00813	0000710	DEFAULT	9/14/2015	One Time Courtesy	\$3.70
00321	0000287	DEFAULT	9/15/2015	Post Office Error	\$4.19
19830	0020321	DEFAULT	9/17/2015	One Time Courtesy	\$5.00
17228	0015203	DEFAULT	9/17/2015	One Time Courtesy	\$3.04
04083	0016475	DEFAULT	9/17/2015	One Time Courtesy	\$2.42
01605	0032671	DEFAULT	9/21/2015	One Time Courtesy	\$3.95
01908	0032664	DEFAULT	9/21/2015	One Time Courtesy	\$4.28
16676	0017299	DEFAULT	9/21/2015	One Time Courtesy	\$4.03
04862	0029504	DEFAULT	9/23/2015	One Time Courtesy	\$4.23
18341	0017836	DEFAULT	9/23/2015	One Time Courtesy	\$2.38
04862	0029504	DEFAULT	9/23/2015	One Time Courtesy	\$0.56
17634	0015556	DEFAULT	9/24/2015	One Time Courtesy	\$2.50
11470	0010152	DEFAULT	9/24/2015	One Time Courtesy	\$7.43
19118	0015879	DEFAULT	9/28/2015	One Time Courtesy	\$21.73
19604	0020621	DEFAULT	9/28/2015	One Time Courtesy	\$5.20
01061	0000902	DEFAULT	9/28/2015	One Time Courtesy	\$4.71
08227	0007359	DEFAULT	9/28/2015	Misapplied Pmt	\$3.48
08720	0024077	DEFAULT	9/28/2015	Title Company Pmt Delay	\$5.25
07638	0000460	DEFAULT	9/29/2015	One Time Courtesy	\$3.57
14579	0012951	DEFAULT	9/29/2015	One Time Courtesy	\$1.82
08472	0032196	DEFAULT	9/30/2015	One Time Courtesy	\$3.48
16432	0028044	DEFAULT	9/30/2015	One Time Courtesy	\$4.44
03534	0032653	DEFAULT	9/30/2015	Misapplied Pmt	\$2.83
15868	0032220	DISCONNECT CHG	9/2/2015	Fed Ex Del'y Error	\$58.00
06534	0025085	NEW ACCOUNT FEE	9/23/2015	New Owner	\$30.00
					<b>\$345.74</b>

October 13, 2015  
Board of Directors Meeting

<b>TREASURER'S REPORT TO THE BOARD OF DIRECTORS</b>				
<b>CITRUS HEIGHTS WATER DISTRICT</b>				
Month of September 30, 2015				
<b>RECEIPTS:</b>				
Received from Collector			1,083,137	
Interest on Accounts				
2010 COP Reserve Account	5			
Money Mkt Activity Acct	5			
Total Interest			9	
Voided Checks			384	
Total Receipts			1,083,530	
Balance from Last Report			8,953,440	
Total			10,036,970	
<b>DISBURSEMENTS:</b>				
Checks Issued / ACH Payments	1,252,036			
Interest to SJ/CH COP Debt Service	3,715			
Bank Adj	(330)			
Employee Payroll & Taxes	313,431			
Director's Payroll	1,450			
Returned Checks	1,454			
			1,571,756	
<b>TOTAL BALANCE</b>				\$8,465,214
<b>RECONCILEMENT:</b>				
Bank of the West (General Account)			\$ 965,193	
Local Agency Investment Fund			\$ 6,536,777	
COP Reserve Account			\$ 529,745	
Money Mkt Activity Account			\$ 530,418	
Total			\$ 8,562,132	
Less Outstanding Checks - Bank of the West			\$ (106,365)	
Bank Adj			\$ 330	
Deposits in Transit			\$ 9,117	
<b>TOTAL BALANCE</b>				\$8,465,214
<b>CASH &amp; INVESTMENT SUMMARY</b>				
Bank of the West (General Account)			\$ 868,275	
Local Agency Investment Fund			\$ 6,536,777	
COP 2010 Reserve Account			\$ 529,745	
Money Mkt Activity Account			\$ 530,418	
<b>Total</b>			\$ 8,465,214	
	<b>MATURITY</b>	<b>INT</b>	<b>DEPOSIT</b>	<b>DATE OF LAST</b>
<b>INSTITUTION</b>	<b>DATE</b>	<b>RATE</b>	<b>AMOUNT</b>	<b>TRANSACTION</b>
<b>Local Agency Investment Fund</b>	<b>Daily</b>	<b>0.25%</b>	<b>4,617.50</b>	<b>8/1/2015</b>
I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.				
<b>HILARY STRAUS, Treasurer</b>			<b>ROBERT A. CHURCHILL, Secretary</b>	

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TREASURER'S REPORT OF FUND BALANCES							
September 30, 2015							
	Beginning Balance 1/1/2015	Year to Date Transfers in / Collections	Year to Date Transfers Out	Current Month Transfers in / Collections	Current Month Transfers Out	08/31/2015 Ending Balance	2015 Target Balance per Policy
Connection Fund	\$ -	\$ 660,032	\$ -	\$ 77,862	\$ (737,894)	\$ -	N/A
Operating Fund	\$ 2,733,934	\$ 8,158,651	\$ (9,316,337)	\$ 4,526,527	\$ (2,574,466)	\$ 3,528,309	\$1,918,930
Operating Reserve	\$ 2,835,988	\$ -	\$ -	\$ -	\$ (923,725)	\$ 1,912,263	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ (366,000)	\$ 634,000	\$1,000,000
Depreciation Reserve	\$ 983,540	\$ 700,000	\$ (776,416)	\$ 1,148,725	\$ (1,247,680)	\$ 808,169	\$949,000
Capital Improvement Reserve	\$ 656,209	\$ 850,000	\$ (408,441)	\$ 1,737,894	\$ (1,989,805)	\$ 845,857	\$2,370,756
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Fleet Equipment Reserve	\$ 290,635	\$ -	\$ -	\$ 75,000	\$ (74,066)	\$ 291,569	\$296,708
Employment-Related Benefits Reserve	\$ 316,967	\$ -	\$ (11,244)	\$ 120,000	\$ (29,413)	\$ 396,310	\$864,229
	<b>\$ 9,354,236</b>	<b>\$ 10,368,683</b>	<b>\$ (10,512,438)</b>	<b>\$ 7,686,007</b>	<b>\$ (7,943,048)</b>	<b>\$ 8,953,440</b>	
HILARY STRAUS, Treasurer							

TREASURER'S REPORT OF FUND BALANCES							
September 30, 2015							
<b>Fund Transfers Summary:</b>							
The Depreciation Reserve Transferred:	\$ 1,247,680.00	to Operating Fund to Repay for capital Asset Replacements					
	\$ 1,247,680.00						
The Employment-Related Benefits Reserve Transferred:	\$ 29,412.54	to Operating Fund to Repay for capital Asset Replacements					
	\$ 29,412.54						
The Operating Fund received:	\$ 4,526,526.57	from funds collected in Aug 2015 per Treasurer's Report					
	\$ 366,000.00	from Rate Stabilization Reserves					
	\$ 74,066.03	from Fleet Equipment Reserve					
	\$ 29,412.54	from Employment-Related Benefits Reserve					
	\$ 1,247,680.00	from Depreciation Reserves					
	\$ 1,989,805.00	from Capital Improvement Fund to Repay for capital improvement purchases					
	\$ 8,233,490.14						
The Operating Fund transferred:	\$ 1,076,604.00	disbursements made in Aug 2015 per Treasurer's Report					
	\$ 77,861.57	to Connection Fund to Repay Connection Fees					
	\$ 300,000.00	to Depreciation Reserve to bring closer to Target					
	\$ 1,000,000.00	to Capital Improvement Reserve to for the 2015 budgeted Capital Improvement Reserve Collection					
	\$ 120,000.00	to Employment-Related Benefit Reserves as budgeted for FY 2015					
	\$ 2,574,465.57						
The Connection Fund received:	\$ 77,861.57	from Operating Funds to Repay connection fees.					
	\$ 77,861.57						
The Connection Fund Transferred:	\$ 737,893.57	from Connection Fund to Repay Capital Improvement Reserves.					
	\$ 737,893.57						
The Operating Reserve transferred:	\$ 848,725.00	to bring Depreciation Reserve closer to target					
	\$ 75,000.00	to bring Fleet Equipment Reserve to target balance					
	\$ 923,725.00						
The Depreciation Reserve received:	\$ 848,725.00	from Operating Reserves to bring Depreciation Reserve closer to target					
	\$ 300,000.00	from Operating Fund to bring Depreciation Reserve closer to target					
	\$ 1,148,725.00						
The Depreciation Reserve transferred:	\$ 1,247,680.00	To Repay the Operating Fund for the 2015 budgeted Capital Improvement Reserve collection					
	\$ 1,247,680.00						
The Capital Improvement Reserve received:	\$ 737,893.57	from the Operating Fund for the 2015 budgeted Capital Improvement Reserve collection					
	\$ 1,000,000.00	from the Operating Fund to bring the Capital Improvement Reserve closer to target balance					
	\$ 1,737,893.57						
The Capital Improvement Reserve transferred:	\$ 1,989,805.00	to the Operating Fund for reimbursement of new Capital Project expenditures to date in 2015					
	\$ 1,989,805.00						
The Fleet Equipment Reserve received:	\$ 75,000.00	from the Operating Reserve to bring the Fleet Equipment Reserve closer to its 2015 Target Balance					
	\$ 75,000.00						
The Fleet Equipment Reserve transferred:	\$ 74,066.03	to the Operating Fund for reimbursement for equipment purchased to date in 2015					
	\$ 74,066.03						
The Employment-Related Benefits Reserve received:	\$ 120,000.00	from the Operating Fund for the 2015 budgeted Employment-Related Benefits Reserve collection					
	\$ 120,000.00						
The Employment-Related Benefits Reserve transferred:	\$ 29,412.54	to the Operating Fund for reimbursement for Employment-Related Benefits expenditures to date in 2015					
	\$ 29,412.54						

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Board of Directors Meeting

CITRUS HEIGHTS WATER DISTRICT						
2015 OPERATING EXPENDITURE VS BUDGET						
September 30, 2015						
Account	Description	2015 MTD Expense	2015 YTD Expense	2015 Budget	Variance \$	Variance %
<b>Water Demand Management</b>						
	WATER DEMAND MANAGEMENT - POSTAGE	-	11,269	13,390	2,021	84.9%
	WATER DEMAND MANAGEMENT - PRINTING	-	8,423	7,004	(1,419)	120.3%
	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	-	8,593	8,137	(456)	105.6%
	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	4,136	42,398	71,032	28,634	59.7%
	WATER DEMAND MANAGEMENT - OTHER	-	4,552	7,132	2,580	63.8%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	1,725	13,276	27,500	14,224	48.3%
	WATER DEMAND MANAGEMENT - DROUGHT RESPONSE	27,594	51,235	146,000	94,765	35.1%
		<b>33,455</b>	<b>139,846</b>	<b>280,195</b>	<b>140,349</b>	<b>49.9%</b>
<b>Operations</b>						
	PURCHASED WATER	-	1,408,240	2,295,483	887,243	61.3%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	-	-	5,000	5,000	0.0%
	POWER TO WELLS	7,078	74,286	177,495	103,209	41.9%
	WELLS - REPAIR / MAINTENANCE	371	3,837	23,228	19,391	16.5%
	WATER QUALITY ANALYSIS	3,116	16,090	19,432	3,342	82.8%
	FIELD MISCELLANEOUS - DUMP FEES	-	961	-	(961)	0.0%
	FIELD MISCELLANEOUS - OTHER	-	91	500	409	18.2%
	SMALL TOOLS - FIELD	1,917	19,997	15,000	(4,997)	133.3%
	SUPPLIES - FIELD	2,508	21,756	18,000	(3,756)	120.9%
	MATERIALS	60,107	227,498	35,000	(192,498)	650.0%
	MATERIALS (Allocation to CIP)	(25,720)	(213,572)	-	-	0.0%
	ROADBASE	2,873	17,979	35,000	17,021	51.4%
	MAINTENANCE AGREEMENTS - EQUIPMENT	361	1,646	6,670	5,024	24.7%
	MAINTENANCE AGREEMENTS - SOFTWARE	119	119,036	114,037	(4,999)	104.4%
	REPAIR - FLEET EQUIPMENT	5,277	26,393	32,000	5,607	82.5%
	REPAIR - TOOLS AND EQUIPMENT	1,365	3,938	12,000	8,062	32.8%
	GAS AND OIL	4,822	32,022	51,000	18,978	62.8%
	EQUIPMENT RENTAL - FIELD	106	1,691	5,000	1,309	56.4%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	710	11,780	11,500	(200)	101.7%
	PERMIT FEE - AIR QUALITY / HAZ MAT	-	5,301	4,800	(501)	110.4%
	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	-	3,726	14,000	10,274	26.6%
	PERMIT FEE - ENCROACHMENT PERMITS	-	25,172	29,000	3,828	86.8%
		<b>65,011</b>	<b>1,807,668</b>	<b>2,902,225</b>	<b>880,784</b>	<b>62.3%</b>
<b>Professional &amp; Contract Services</b>						
	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	-	18,855	13,000	(5,855)	145.0%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	2,047	28,658	5,000	(23,658)	573.2%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR (Allocation to CIP)	(361)	(13,804)	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - WELLS	-	-	10,000	10,000	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	-	-	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - METER READING	6,766	77,013	108,960	31,947	70.7%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	2,238	19,993	26,400	6,407	75.7%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	-	-	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OTHER	4,344	42,738	312,169	269,432	13.7%
	CONTRACT SERVICES - CONCRETE	-	7,649	10,000	2,351	76.5%
	CONTRACT SERVICES - MISC FIELD / O&M	8,353	27,259	30,400	3,141	89.7%
	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	-	-	2,000	2,000	0.0%
	CONTRACT SERVICES - PAVING	-	8,820	25,000	16,180	35.3%
		<b>23,386</b>	<b>217,180</b>	<b>542,929</b>	<b>311,946</b>	<b>40.0%</b>
<b>Administration &amp; General Services</b>						
	ADMINISTRATIVE	399	4,092	9,313	5,221	43.9%
	BANK FEES	5,890	46,477	71,000	24,524	65.5%
	OFFICE EXPENSE	1,375	9,210	15,000	5,790	61.4%
	SMALL OFFICE EQUIPMENT	2,099	7,341	2,000	(5,341)	367.1%
	DUES & SUBSCRIPTIONS	624	89,732	102,210	12,478	87.8%
	POSTAGE	12,761	76,249	98,500	22,252	77.4%
	PRINTING	3,062	6,325	6,000	(325)	105.4%
	TELEPHONE - WIRELESS	1,181	10,383	11,244	861	92.3%
	TELEPHONE - LOCAL / LONG DISTANCE	951	8,756	16,220	7,464	54.0%
	TELEPHONE - ANSWERING SERVICE	241	1,715	2,400	685	71.5%
	TITLES	2,805	21,648	18,720	(2,928)	115.6%
	LEGAL & AUDIT	-	43,368	57,680	14,312	75.2%
	CONTINUED EDUCATION	661	14,672	31,580	16,908	46.5%
	PUBLICATION NOTICES	-	-	1,236	1,236	0.0%
	OFFICE MISC - DISTRICT EVENTS	-	3,926	4,903	977	80.1%
	OFFICE MISC - MEETING ACCOMMODATIONS	257	403	309	(94)	130.5%
	OFFICE MISC - OTHER	23	6,830	1,200	(5,630)	569.2%
	OFFICE MISC - MILESTONE EVENTS	1,752	1,752	2,100	348	83.4%
	COMPUTER SOFTWARE	-	-	3,605	3,605	0.0%
		<b>34,080</b>	<b>352,879</b>	<b>455,220</b>	<b>102,341</b>	<b>77.5%</b>
<b>Administration Other</b>						
	ELECTION EXPENSE	-	-	-	-	0.0%
	DIRECTORS MEETING COMPENSATION	1,450	12,325	20,300	7,975	69.7%
	RETIREE HEALTH CARE BENEFIT	2,537	22,822	41,565	18,743	54.9%
		<b>3,987</b>	<b>35,147</b>	<b>61,865</b>	<b>26,718</b>	<b>56.8%</b>
<b>Salary &amp; Benefits</b>						
	SALARY - GENERAL MANAGER	13,869	129,737	186,302	56,565	69.6%
	SALARY - ASSISTANT GENERAL MANAGER	10,386	102,908	141,960	39,052	72.5%
	SALARY - OFFICE (6 authorized positions)	26,969	252,388	348,136	95,748	72.5%
	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	10,976	105,415	145,936	40,521	72.2%
	SALARY - ADMIN (Allocation to CIP)	(2,702)	(24,601)	-	24,601	0.0%
	SALARY - OPERATIONS MANAGER	151,744	239,213	141,522	(97,691)	169.0%
	SALARY - FIELD / O&M (15 authorized positions)	84,859	744,058	1,069,222	325,164	69.6%
	STANDBY DUTY	1,280	12,160	16,640	4,480	73.1%
	SALARY - OPERATIONS (Allocation to CIP)	(197,942)	(420,925)	-	420,925	0.0%
	SALARY - PROJECT MGMT & ENGINEERING	26,153	247,982	-	-	0.0%
	SALARY - PROJECT MGMT & ENGINEERING (Allocation to CIP)	(15,045)	(117,264)	-	-	0.0%
	EMPLOYEE BENEFIT - VISION INSURANCE	408	3,620	5,040	1,420	71.8%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	3,257	33,516	41,258	7,742	81.2%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	29,317	283,882	351,272	67,390	80.8%
	EMPLOYEE BENEFIT - PERS RETIREMENT	38,143	512,942	591,083	78,140	86.8%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	12,091	109,162	144,642	35,480	75.5%
	EMPLOYEE BENEFIT - MEDICARE	4,783	27,515	33,827	6,312	81.3%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	79	5,469	6,825	1,356	80.1%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	5,553	19,410	26,000	6,590	74.7%
	EMPLOYEE SALARY AND BENEFITS - (Allocation to CIP)	(159,987)	(390,771)	(629,907)	(239,136)	62.0%
		<b>44,190</b>	<b>1,875,816</b>	<b>2,619,757</b>	<b>874,659</b>	<b>71.6%</b>
<b>Insurance</b>						
	INSURANCE - LIABILITY & COMPREHENSIVE	19,709	48,070	68,845	20,775	69.8%
	INSURANCE - DISABILITY & LIFE	1,899	21,342	28,300	6,958	75.4%
	INSURANCE - WORKER'S COMPENSATION	-	24,068	54,319	30,251	44.3%
		<b>21,607</b>	<b>93,480</b>	<b>151,464</b>	<b>57,984</b>	<b>61.7%</b>
<b>Reserves &amp; Debt Services</b>						
	RATE STABILIZATION RESERVE	-	-	1,000,000	1,000,000	0.0%
	DEPRECIATION RESERVE	-	776,416	949,000	172,584	81.8%
	CAPITAL IMPROVEMENT RESERVE	-	408,441	1,000,000	591,559	40.8%
	EMPLOYMENT-RELATED BENEFITS RESERVE	-	11,244	120,000	108,756	9.4%
	DEBT SERVICE - COP SERIES 2010	509,596	572,808	569,200	(3,608)	100.6%
	DEBT SERVICE - COP SERIES 2012	-	64,858	167,268	102,410	38.8%
		<b>509,596</b>	<b>1,833,767.45</b>	<b>3,805,487.50</b>	<b>1,971,720.05</b>	<b>48.2%</b>
		<b>735,312</b>	<b>\$ 6,355,984</b>	<b>\$ 10,819,142</b>	<b>\$ 4,466,500</b>	<b>58.75%</b>

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Citrus Heights Water District Capital Projects Summary Fiscal Period End as of Sept 2015										
Project No.	Description	Budget				Remaining Commitments	Amounts Paid			Remaining Projections
		Total Project	Expenditures to 12/2014	Total Remaining Commitments	2015 Expenditures		Current Unpaid Committed	Month to Date	Year to Date	
2014-30	Sonora Way 8" and Hanson Avenue 6" Water Main Replacement Project	517,094	56,427	460,667	482,192	15,708	2,904	377,533	433,960	-
2015-31	Baird Way 12" Water Main Replacement Project	510,255	-	510,255	38,606	-	-	-	-	471,648
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project	46,262	-	46,262	-	-	-	-	-	46,262
2015-33	Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project	33,469	-	33,469	-	-	-	-	-	33,469
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project	255,821	-	255,821	-	-	-	-	-	20,049
2015-35	Sunrise Blvd Streetscape Phase III	165,067	-	165,067	165,067	-	59,753	64,114	64,114	-
2015-36	Sylvan Road Street Improvements	67,948	-	67,948	67,948	-	702	3,191	3,191	-
2012-03	Auburn Blvd - Watson Way 8" Distribution Main Replacement	592,103	647,154	(55,051)	-	-	-	-	647,154	-
2013-31	Park Drive/Poplar 8" Distribution Main Replacement	835,599	531,063	304,536	474,695	19,122	-	172,593	703,696	-
<b>Distribution Mains - Replacement</b>		<b>3,023,617</b>	<b>1,234,644</b>	<b>1,788,973</b>	<b>1,228,508</b>	<b>34,830</b>	<b>63,360</b>	<b>617,430</b>	<b>1,852,074</b>	<b>571,428</b>
2015-14	Fire Hydrants - Replacements / Upgrades / Infill / New	173,738	-	173,738	173,738	-	4,408	81,684	81,684	-
<b>Fire Hydrants - Replacements/Upgrades/New</b>		<b>173,738</b>	<b>-</b>	<b>173,738</b>	<b>173,738</b>	<b>-</b>	<b>4,408</b>	<b>81,684</b>	<b>81,684</b>	<b>-</b>
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	-	109,500	109,500	-	-	-	-	-
2015-03	Annual Fleet and Field Operations Equipment Improvements/Replacements	174,000	-	174,000	174,000	-	-	-	-	-
2015-04	Annual Technology Hardware and Software Improvements/Replacements	503,500	-	503,500	53,500	-	-	1,884	1,884	450,000
2015-10	Water Main Pipeline Replacements	20,877	-	20,877	20,877	-	3,954	49,306	49,306	-
2015-11	Water Valve Replacements	100,976	-	100,976	100,976	-	-	49,233	49,233	-
2015-12	Water Service Replacements	678,080	-	678,080	678,080	-	287,812	878,350	878,350	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	28,073	-	28,073	28,073	-	-	-	-	-
2015-39	Calvin Water Lincoln Oaks Water Tank 8" Interconnection Project	58,582	-	58,582	58,582	-	600	3,767	3,767	-
2015-40	Other City Partnership Opportunities	100,000	-	100,000	100,000	-	174	580	580	-
2015-41	Other Miscellaneous Infrastructure Projects	100,000	-	100,000	100,000	-	-	33,993	33,993	-
<b>Miscellaneous Projects</b>		<b>1,873,588</b>	<b>-</b>	<b>1,873,588</b>	<b>1,423,588</b>	<b>-</b>	<b>292,539</b>	<b>1,017,113</b>	<b>1,017,113</b>	<b>450,000</b>
2012-13	Administration Building Expansion / Renovation Project	1,111,872	119,246	1,012,626	978,171	39,967	45,103	1,198,503	1,317,749	-
<b>Miscellaneous Projects - Facilities</b>		<b>1,111,872</b>	<b>119,246</b>	<b>1,012,626</b>	<b>978,171</b>	<b>39,967</b>	<b>45,103</b>	<b>1,198,503</b>	<b>1,317,749</b>	<b>-</b>
2015-01	Annual Non-Project Specific Project Management & Engineering Salaries & Benefits	291,761	-	291,761	291,761	-	-	-	-	-
<b>Miscellaneous Projects-Miscellaneous CIP</b>		<b>291,761</b>	<b>-</b>	<b>291,761</b>	<b>291,761</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
2013-30	San Juan High School 24" North Property Line Transmission Main Installation	544,364	17,277	527,087	522,968	-	1,262	29,639	46,916	-
2014-36	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	378,304	123	378,181	346,419	-	3,066	41,362	41,485	-
2015-30	Poplar Avenue 14" Transmission Main Installation	142,325	-	142,325	12,680	-	364	4,756	4,756	129,645
<b>Transmission Mains - New</b>		<b>1,064,993</b>	<b>17,400</b>	<b>1,047,593</b>	<b>882,067</b>	<b>-</b>	<b>4,692</b>	<b>75,757</b>	<b>93,157</b>	<b>129,645</b>
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue	471,102	12,853	458,249	439,026	-	5,880	60,082	72,935	-
2014-32	Sunrise Blvd./Highwood 12" Pipeline Replacement	79,879	139,237	2,211	57,573	-	-	57,650	196,887	-
<b>Transmission Mains - New and Distribution Mains - Replacement</b>		<b>550,981</b>	<b>152,090</b>	<b>460,460</b>	<b>496,599</b>	<b>-</b>	<b>5,880</b>	<b>117,732</b>	<b>260,822</b>	<b>-</b>
2015-13	Water Meter Replacements	28,441	-	28,441	28,441	-	8,674	70,868	70,868	-
<b>Water Meters</b>		<b>28,441</b>	<b>-</b>	<b>28,441</b>	<b>28,441</b>	<b>-</b>	<b>8,674</b>	<b>70,868</b>	<b>70,868</b>	<b>-</b>
2011-01	Fair Way 12" x 8" Interconnection w/ RV	76,128	-	76,128	28,405	-	-	-	-	47,723
2012-09	Blossom Hill Drive 6" x 10" Interconnection w/ RV	25,655	-	25,655	25,655	-	-	-	-	-
2012-10	Crestmont Avenue 6" Interconnection w/ RV	20,155	-	20,155	20,155	-	-	-	-	-
2012-11	Skycrest Well No. 13 Construction	316,483	327,209	(10,726)	62,254	-	10,940	9,813	337,022	-
2013-21	Skycrest Well No. 13 Construction	2,081,569	487,554	1,594,015	1,640,805	10,538	209,941	989,756	1,477,310	-
2015-20	Groundwater Well Improvements	51,829	-	51,829	51,829	-	-	840	840	-
2015-37	C-Bar-C Pressure Control Station	300,000	-	300,000	-	-	-	-	-	300,000
<b>Water Meters - Emergency Inertile Water Meters</b>		<b>2,871,819</b>	<b>814,763</b>	<b>2,057,056</b>	<b>1,829,102</b>	<b>10,538</b>	<b>220,882</b>	<b>1,000,409</b>	<b>1,815,172</b>	<b>347,723</b>
<b>Grand Total</b>		<b>11,010,809</b>	<b>2,338,143</b>	<b>8,734,235</b>	<b>7,331,976</b>	<b>85,334</b>	<b>645,537</b>	<b>4,179,498</b>	<b>6,517,641</b>	<b>1,458,796</b>

\$701,397.51

**September 30, 2015 Payables**

60110	Papineau & Abboud Family Trust	Overpayments	\$105.21
60111	Teresa Luevano	Overpayments	\$125.51
60112	Area West Engineers Inc	Contract Services-Engineering	\$2,161.25
60113	Bart/Riebes Auto Parts	Repair-Trucks	\$92.23
60114	Burketts	Office Expense	\$32.88
60115	Caltronics Business System	Small Office Equipment	\$1,536.84
60116	Custom Transitions Inc	Contract Services-Other	\$190.00
60117	Dawson Oil Company	Gas & Oil	\$1,133.07
60118	GreatAmerica Leasing Corp	Equipment Rental-Office	\$218.79
60119	Groeniger & Company	Material	\$4,146.48
60120	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$45,096.11
60121	KASL Consulting Engineers	Contract Services-Engineering	\$466.50



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60122	Douglas A MacTaggart	Contract Services- Paving Concrete	\$7,358.00
60123	Miles Treaster & Associates	Office Expense	\$25,348.12
60124	Office Depot	Office Expense	\$200.04
60125	Pace Supply Corp	Material	\$423.36
60126	R E Smith Contractor Inc	Contract Services- Wells	\$143,141.70
60127	Republic Services #922	Utilities	\$203.45
60128	Regional Water Authority	Dues & Subscriptions	\$960.00
60129	Sac-Val Janitorial Supply	Supplies-Field	\$185.92
60130	Sharp Inspection Group	Contract Services- Engineering Maintenance	\$6,450.00
60131	SHI International Corp	Agreement-Software	\$1,462.02
60132	SMUD	Utilities	\$10,641.48
60133	Titan Workforce LLC	Contract Services- Temporary Labor	\$1,707.05
60134	US Bank I.M.P.A.C. Government Services	See September Agenda Item CC:6	\$4,026.72
60135	Joe E/Vicky L Cardenas	Overpayments	\$86.21
60136	Void	Void	\$0.00
60137	Nicholas Kepler	Overpayments	\$96.94
60138	Devon Edwards	Overpayments	\$15.92
60139	Lavaun C Gold	Overpayments	\$37.42
60140	Altisource Single Family Inc	Overpayments	\$107.59
60141	Alvernaz Enterprises LLC	Overpayments	\$270.46
60142	Afman Supply	Small Tools	\$347.85
60143	Alexander's Contract Services California Surveying & Drafting Supply	Contract Services- Meter Read	\$2,389.87
60144	Coverall North America Inc	Small Tools	\$5.00
60145	Groeniger & Company	Janitorial	\$399.00
60146	ICM Group, Inc.	Material	\$803.52
60147	Integrity Administrators Inc	Contract Services- Miscellaneous	\$11,418.50
60148	Kaler/Dobler Construction Inc	Health Insurance	\$264.00
60149	KASL Consulting Engineers	Contract Services- Engineering	\$3,535.00
60150	Liebert Cassidy Whitmore	Contract Services- Engineering	\$1,792.00
60151	Martin General Engineering Inc	Legal & Audit	\$180.00
60152	Protection One Alarm Monitoring	Overpayments	\$127,417.80
60153		Equipment Rental- Office	\$120.00

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		Contract Services-	
60154	RW Trucking	Miscellaneous	\$3,358.75
60155	Sylvan Professional Plaza LLC	Fixed Assets	\$2,108.41
60156	Gaynor Telesystems Incorporated	Fixed Assets	\$12,910.18
		Workers Comp	
60157	ACWA/JPIA	Insurance	\$79,974.77
60158	Joan A Lewis	Overpayments	\$44.03
	Charles R/Claudette M Dunn		
60159	Trust	Overpayments	\$7.38
60160	Tammy Phillips	Overpayments	\$122.25
60161	Gary L Rentmeister	Overpayments	\$5.42
60162	Dieter G Hellmann Trust	Overpayments	\$43.02
60163	Jason W/Jennifer S Smith	Overpayments	\$13.17
60164	Christopher/Kathryn N Lumsden	Overpayments	\$12.23
60165	Aimee P Staats/Sue O'Donnell	Overpayments	\$25.81
60166	Zachary Bishop	Overpayments	\$79.54
	A&A Stepping Stone		
60167	Manufacturing	Supplies-Field	\$374.85
		Contract Services-	
60168	Alexander's Contract Services	Meter Read	\$2,024.86
60169	Awards By Kay Inc	Office Expense	\$48.60
60170	BSK Associates	Water Analysis	\$488.00
	California State Disbursement		
60171	Unit	Garnishment	\$184.61
	California State Disbursement		
60172	Unit	Garnishment	\$109.61
60173	Robin Cope	Health Insurance	\$397.00
		Repair-	
60174	Holt of California	Equipment/Hardware	\$1,365.24
60175	Integrity Administrators Inc	Health Insurance	\$2,500.00
		Contract Services-	
60176	J4 Systems	Other	\$4,290.00
		Contract Services-	
60177	Moonlight BPO	Bill Print/Mail	\$4,076.06
60178	Lawrence B Ortiz III	Overpayments	\$12.71
60179	Julie A Ball	Overpayments	\$108.16
60180	Stephen N McKee	Overpayments	\$128.12
60181	Von Bergen Family Trust	Overpayments	\$13.19
60182	Farid Vaghefi	Overpayments	\$658.00
60183	Steven O'Camb	Overpayments	\$79.20
60184	Raymond P Gesey Trust	Overpayments	\$139.88
60185	Serena Syn Family Trust	Overpayments	\$75.15
60186	Nader/Fariba Shirakh	Overpayments	\$7.66
60187	Patricia T Whiting	Overpayments	\$69.48

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60188	Carlos/Martha Gutierrez	Overpayments	\$101.17
60189	Ivan/Inna Sushchik	Overpayments	\$801.07
60190	Gerard Family Trust	Overpayments	\$62.05
60191	Air Works Inc./Summit Air Co	Overpayments	\$59.82
	Euro Pacific Mortgage		
60192	LLC/Navdip Singh	Overpayments	\$99.39
60193	ABA DABA Rentals & Sales	Supplies-Field	\$275.00
		Equipment Rental-	
60194	Absolute Secured Shredding Inc	Office	\$40.00
	ACWA/JPIA Health Benefits	Disability & Life	
60195	Authority	Insurance	\$3,985.09
		Contract Services-	
60196	Alexander's Contract Services	Meter Read	\$1,866.85
		Telephone-	
60197	AT&T Payment Center	Local/Long Distance	\$60.00
60198	BSK Associates	Water Analysis	\$1,112.00
		Equipment Rental-	
60199	Comcast	Office	\$328.58
		Maintenance	
		Agreement-	
60200	Connected Document Solutions	Equipment	\$70.47
		Telephone-	
60201	Consolidated	Local/Long Distance	\$892.13
	Corelogic Information Solutions	Dues &	
60202	Inc	Subscriptions	\$623.83
60203	Corix Water Products, Inc	Material	\$7,009.20
60204	Dan Martin/George Brown	Overpayments	\$76.18
60205	Future Ford	Repair-Trucks	\$2,576.85
60206	Groeniger & Company	Material	\$5,813.00
60207	HD Supply Waterworks LTD	Material	\$944.46
60208	Hesse, Daniel	Small Tools	\$20.00
60209	Void	Void	\$0.00
		Contract Services-	
60210	J4 Systems	Other	\$360.00
	Kaiser Foundation Health Plan,		
60211	Inc	Health Insurance	\$13,288.03
		Contract Services-	
60212	Moonlight BPO	Bill Print/Mail	\$2,231.94
60213	Office Depot	Office Expense	\$163.98
60214	Pirtek Power Inn	Repair-Trucks	\$127.14
60215	Red Wing Shoe Store	Small Tools	\$720.00
60216	Sac-Val Janitorial Supply	Supplies-Field	\$72.49
		Maintenance	
60217	SHI International Corp	Agreement-Software	\$2,048.83
60218	Snyder Commercial Real Estate	Overpayments	\$53.58

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60219	SureWest Directories	Telephone- Local/Long Distance	\$49.00
60220	A. Teichert & Son, Inc.	Road Base	\$1,756.54
60221	Titan Workforce LLC	Contract Services- Temporary Labor	\$2,376.00
60222	Unum Life Insurance Co of America	Disability & Life Insurance	\$1,741.82
60223	WaterWise Consulting, Inc	Contract Services- Water Conservation	\$2,250.00
60224	Zee Medical Company	Supplies-Field	\$155.44
60225	NV5 / Nolte Associates, Inc.	Contract Services- Engineering	\$10,940.49
60226	City of Citrus Heights	Permit Fees	\$125.00
60227	Diane Redman	Overpayments	\$165.69
60228	Lance/Patricia West	Overpayments	\$68.51
60229	Marjorie Edwards-Lechner Trust	Overpayments	\$540.94
60230	Jeffrey McBride/Betty J McBride	Overpayments	\$5.19
60231	Walter A/Barbara J Johnson	Overpayments	\$11.86
60232	Timothy K/Deborah L O'Neill	Overpayments	\$8.31
60233	JD Pasquetti	Overpayments	\$1,461.97
60234	Desert Bay Partners LLC	Overpayments	\$70.00
60235	Alexander's Contract Services	Contract Services- Meter Read	\$2,639.96
60236	AnswerNet	Telephone- Answering Service	\$241.11
60237	AREA Restroom Solutions	Equipment Rental- Field	\$106.20
60238	Automate Mailing	Contract Services- Bill Print/Mail	\$3,648.97
60239	Bart/Riebes Auto Parts	Repair-Trucks	\$50.58
60240	Bennett Engineering Services, Inc	Contract Services- Engineering	\$364.00
60241	BSK Associates	Water Analysis	\$568.00
60242	James Buford	Small Tools	\$116.92
60243	Burketts	Office Expense	\$455.95
60244	California State Disbursement Unit	Garnishment	\$184.61
60245	California State Disbursement Unit	Garnishment	\$109.61
60246	Caltronics Business System	Small Office Equipment	\$378.00
60247	CirclePoint	Contract Services- Water Conservation Maintenance	\$261.25
60248	Connected Document Solutions	Agreement- Equipment	\$321.84

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60249	Cybex	Equipment Rental- Office	\$129.12
60250	Dawson Oil Company Michael B or Jelena E Grizelj or	Gas & Oil	\$1,225.18
60251	Michael J Laptalo	Overpayments	\$163.26
60252	Hodge Products	Supplies-Field Maintenance Agreement-	\$664.84
60253	Indoor Environmental Services	Equipment Contract Services-	\$260.00
60254	J4 Systems Bruins Legal Document Preparation	Other	\$100.00
60255	Liebert Cassidy Whitmore	Office Miscellaneous	\$80.00
60256	Moonlight BPO	Legal & Audit	\$60.00
60257	Office Depot	Contract Services- Bill Print/Mail	\$2,141.89
60258	One Print Source & Graphics	Office Expense	\$75.13
60259	Paladin Private Security	Printing	\$150.68
60260	Pacific Gas & Electric	Contract Services- Other	\$3,168.00
60261	Regional Water Authority	Utilities	\$10.65
60262	The Sacramento Gazette	Dues & Subscriptions	\$40.00
60263	Les Schwab Tires	Publication Notices	\$83.05
60264	Sylvan Professional Plaza LLC	Repair-Trucks	\$416.48
60265	A. Teichert & Son, Inc.	Fixed Assets	\$2,108.31
60266	Titan Workforce LLC	Road Base	\$760.36
60267	Tree Pros, Inc	Contract Services- Temporary Labor	\$2,938.00
60268	Jason E Tupper	Contract Services- Miscellaneous	\$1,650.00
60269	Verizon Wireless	Continued Education	\$50.00
60270	Voyager Fleet Systems Inc	Telephone-Wireless	\$1,180.94
60271	Wallace Kuhl & Associates Inc	Gas & Oil	\$1,963.65
60272	Joseph R or Erica F Hall	Contract Services- Miscellaneous	\$606.25
60273	David Lipford	Toilet Rebate Program	\$150.00
60274	Dana L McFadden	Toilet Rebate Program	\$150.00
60275	Arnold J or Laura A Meert	Toilet Rebate Program	\$75.00
60276	Jeffrey J Newbold	Toilet Rebate Program	\$225.00
60277	Robert B or Gerhild M Peters	Overpayments	\$75.00
60278		Toilet Rebate	\$150.00

October 13, 2015  
Board of Directors Meeting

		Program	
60279	ABA DABA Rentals & Sales	Supplies-Field	\$110.93
		Contract Services-	
60280	Alexander's Contract Services	Meter Read	\$4,125.62
60281	BSK Associates	Water Analysis	\$1,332.00
		Contract Services-	
60282	CirclePoint	Water Conservation	\$7,800.00
60283	Dawson Oil Company	Gas & Oil	\$1,633.47
		Equipment Rental-	
60284	FP Mailing Solutions	Office	\$165.24
60285	David Gordon	Continued Education	\$79.99
		Equipment Rental-	
60286	GreatAmerica Leasing Corp	Office	\$255.67
60287	HD Supply Waterworks LTD	Material	\$480.38
		Contract Services-	
60288	J4 Systems	Other	\$840.00
		Contract Services-	
60289	Moonlight BPO	Bill Print/Mail	\$2,646.41
60290	Office Depot	Office Expense	\$534.78
60291	Pace Supply Corp	Material	\$6,214.49
		Dues &	
60292	Regional Water Authority	Subscriptions	\$40.00
60293	Les Schwab Tires	Repair-Trucks	\$388.05
		Maintenance	
60294	SHI International Corp	Agreement-Software	\$50.32
60295	A. Teichert & Son, Inc.	Road Base	\$756.61
	US Bank I.M.P.A.C. Government		
60296	Services	Continued Education	\$5,162.19
<b>Total</b>			<b>\$653,078.98</b>
ACH	PERS 8/27/15	PERS	\$13,332.84
ACH	PERS 9/10/15	PERS	\$13,332.84
ACH	ELAVON AUG 2015 FD	Bank Fee	\$202.92
ACH	ELAVON AUG 2015 WEB	Bank Fee	\$2,701.25
ACH	BANK OF THE WEST	Bank Fee	\$2,030.39
		Contract Services-	
ACH	PAYCHEX	Other	\$341.40
ACH	ELAVON AUG2015 PH	Bank Fee	\$121.91
		Equipment Rental-	
ACH	FP MAILING	Office	\$1,000.00
ACH	WHA	Health Insurance	\$16,604.00
		Deferred	
ACH	VALIC 9/10/15	Compensation	\$27,120.00
		Deferred	
ACH	VOYA 9/10/15	Compensation	\$45.00

October 13, 2015  
Board of Directors Meeting

ACH	WELLS FARGO	COP Debt Service	\$505,981.50
ACH	PERS9/24/15PAYROL	PERS	\$12,723.17
		Deferred	
ACH	VALIC 9/24/15	Compensation	\$3,320.00
ACH	VANCO AUGUST 2015	Bank Fee	\$54.50
		Deferred	
ACH	VOYA 9/24/15	Compensation	\$45.00
<b>Total</b>			<b>\$598,956.72</b>
<b>Grand Total</b>			<b>\$1,252,035.70</b>

**October  
Checks  
Approved  
At  
October  
Board  
Meeting**

60302	Regional Water Authority	Dues & Subscriptions	\$8,478.00
60304	SMUD	Utilities	\$9,670.26
60299	Douglas A MacTaggart	Contract Services- Paving/ Concrete	\$9,911.00
60303	Sharp Inspection Group	Contract Services- Engineering	\$13,400.00
60298	Kaler/Dobler Construction Inc	Contract Services- Engineering	\$20,577.54
60297	Groeniger & Company	Material	\$35,100.00

<b>US BANK - CAL-Card Distributions</b>														
September 2015														
<i>i:/users/ap/CalCard/(current year) -Distribution for monthly payment.xls</i>														
<b>TOTAL</b>	<b>BILL</b>	11180-00	52300-02	54210	54211	1-54211-00	1-54211-01	54241-01	56200	56230	56830	56890-02	56890-04	
		Fixed Asset/Office Equip	Wells Main	Tools	Supplies	CIP/Supplies	CIP/Supplies/Wells	Repair Truck	Office Exp	Postage	C.E.	Mtg Accom	Office Misc. Milestone Events	
<b>\$5,161.29</b>														
Churchill	\$ 47.26								30.00					17.26
Cutler	\$ 282.89			15.08	115.89		41.94							109.98
Dains	\$ -													
Dietrich	\$ 119.79											119.79		
Evans	\$ 2,982.73			180.12		1,037.79		963.54	107.96				59.73	633.59
Hensley	\$ 1,441.08		371.03								80.00			990.05
Straus	\$ 78.40							19.99			58.41			
Smoot	\$ 200.25									95.95	36.00	68.30		
Townsel	\$ 8.89												8.89	
	\$ -													
	\$ -													
	<b>\$ 5,161.29</b>	<b>\$ -</b>	<b>\$ 371.03</b>	<b>\$ 195.20</b>	<b>\$ 115.89</b>	<b>\$ 1,037.79</b>	<b>\$ 41.94</b>	<b>\$ 983.53</b>	<b>\$ 137.96</b>	<b>\$ 95.95</b>	<b>\$ 174.41</b>	<b>\$ 256.71</b>	<b>\$ 1,750.88</b>	
<b>V#:</b>														
<b>Date:</b>	9/30/15													
<b>Doc #:</b>														
		52300-02	Wells Main	\$ 371.03										
		54210	Tools	\$ 195.20										
		54211	Supplies	\$ 115.89										
		54241-01	Rep-Truck	\$ 983.53										
		56200	Off Exp	\$ 137.96										
		56230	Postage	\$ 95.95										
		56830	CE	\$ 174.41										
		56890-01	Off Misc - Dist Event	\$ -										
		56890-02	Mtg Accom	\$ 256.71										
				<b>5,162.19</b>										

OCTOBER 13, 2015 - AGENDA  
ITEM: CC-10

Citrus Heights Water District													
2015 Employee Training Courses/Seminars/Conferences													
as of 11/5/2015													
<small>i:/users/Continued @/Continued @/2009.xls</small>													
Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi phone	
7/19/15-7/23/15	4	ESRI User Conference	ESRI	San Diego	Borey Swing	1,489.27		942.16	314.00		175.11	58.00	
6/7/15-6/10/15	3	AWWA Annual Conference	AWWA	Anaheim	Paul Dietrich	1,670.56	845.00	290.00	254.20		201.36	80.00	
06/24/15	1	Sacramento Valley Chapter Meeting	CSMFO	Yuba City	Susan Sohal	30.00							
07/24/15	1	Intermediate Government Accounting	CSMFO	Menlo Park	Susan Sohal	369.83	150.00	219.83					
10/08/15	4	WaterSmart	WaterSmart	Las Vegas	Rex Meurer	1,027.60	430.00	369.60	228.00				
10/25/15	3	CalPERS Yearly Conference	CalPERS	San Jose	Lisa Smoot	1,054.00	399.00	655.00					
10/18/15	3	Board Secretary/Clerk Conference and Cert Program	CSDA	Lake Tahoe	Lisa Smoot	750.00	750.00	0.00	0.00				
						0.00							
						0.00							
						0.00							
						0.00							
						<b>6,391.26</b>	<b>2604.00</b>	<b>2476.59</b>	<b>796.20</b>	<b>0.00</b>	<b>376.47</b>	<b>138.00</b>	

OCTOBER 13, 2015 - AGENDA ITEM: CC-11

### Administration Building Improvements Project

GM Churchill reported that the Administration Building Expansion and Renovation Project is substantially complete with the City of Citrus Heights Building Department's final inspection/approval on October 8, 2015. Minor cosmetic corrective items remain to be addressed over the next few weeks. Furniture installation began on October 8 and the administrative staff will be moving back from 7011 Sylvan Road between October 9th and 11th. The office is planned to reopen for customers on October 12 and followed by this Board of Directors Meeting on October 13.

A Grand Reopening to celebrate completion of the project followed by light refreshments is contemplated for Thursday November 5 at 11:30 AM with a ribbon cutting by the Board, Staff, Architect and Contractor.



Skycrest Well Equipping Project

At the January 13, 2015 Board Meeting the Board accepted the bid of R.E. Smith Contractor, Inc. in the amount of \$1,822,000.00 and established a change order contingency fund in the amount of \$90,000.00 (4.94%) for equipping the Skycrest Well. This work includes the pump, motor, building, electrical and mechanical components, water and storm drain piping, fencing and other site improvements.

An Agreement for Construction Services between the District and R.E. Smith Contractor, Inc. was executed on February 23, 2015. Completion date has been extended to December 11, 2015.

Construction at the site continues. Final tie-ins to the water system have been completed. Finish grading has begun, with above ground piping, and building electrical nearing completion.

The building roof has been installed.

Construction of the wellhead is next, with the installation of the pump and motor to follow.

\*\*\*

The motion to approve the Consent Agenda passed 3-0 with all Directors voting yes.

OLD BUSINESS

Antelope Pump-Back Booster Pump Station Project

GM Churchill reported that a meeting is scheduled for October 19, 2015 at 1:00 PM at SJWD with all CTP Participants to discuss utilization of the Cooperative Transmission Pipeline (CTP) to facilitate water deliveries from the Antelope Pump-Back Booster Pump Station Project.

Call for Public Hearings

Accounting Supervisor Sohal presented that District staff is requesting that the Board of Directors hold public hearings on its Budgets, Rates, Fees, Capacity Charges and Water Shortage Rate Structure. The District's required Proposition 218 Notice to all property owners was mailed on September 30, 2015 for hearings to be held on November 17, 2015 at the Rusch Park Community Center, 7801 Auburn Blvd at 6:30 PM.

The Public hearings are proposed to be held on November 17, 2015 on the following:

- a. 2016 Operating and Capital Improvement Budgets
- b. 2016 Water Rates and Miscellaneous Charges and Fees
- c. 2016 Capacity Charges
- d. 2016 and On-going Water Shortage Rate Structure

## NEW BUSINESS

### Training/Continued Education/Meetings

The Board was informed of various upcoming training, continued education opportunities and meetings.

### Selection of District Auditor

AS Sohal reported that Richardson and Company has completed the annual audit of the District's Financial Statements for a period of five consecutive years, and District staff has been satisfied with the work that the firm has performed. The District's Financial Audit Policy 6010.02 recommends that a new auditing firm be selected at least every five years in order to maintain the highest level of objectivity and impartiality in reviewing CHWD's financial transactions.

To that end, the District issued a Request for Proposals (RFP) for the selection of a new audit firm in August 2015. Proposals were received from the following 4 firms:

Gallina LLP, Roseville

The Pun Group, Santa Ana

Vavrinek, Trine, Day & Company, Sacramento

Maze & Associates, Pleasant Hill

An Auditor Selection Committee composed of Director Caryl Sheehan, AGM Hilary Straus, AS Susan Sohal and HR Specialist Lisa Smoot met on September 3, 2015, to review the proposals. Proposals were reviewed based on criteria including completeness of the response to the RFP, professional qualifications and experience and cost. Based on that criteria, the committee interviewed three of the four firms on September 15, 2015. After ranking proposals and checking references of the top-ranking firm, the recommendation of the Committee is that the District contract with Maze & Associates for financial auditing services and to prepare the State Controller's Report for the budget years ending December 31, 2015 through 2019 with an annual review every year. Funding is included in this year's and next year's budget for the auditing work and preparation of the State Controller's Report. Funding will be included in future year's budgets for future year's work performed by Maze and Associates under the accompanying Agreement.

Maze & Associates is a local accounting firm with demonstrated knowledge and

experience in performing financial audits for California special districts and water agencies. Recent clients include Contra Costa Water District, Placer County Water Agency, Delta Diablo, and El Dorado Irrigations District. References had high praise for Maze & Associates' services and staff. Maze and Associates' proposed fee for services is \$23,915 each year for annual audits and preparation of the State Controller's Report during 2015 through 2019. Please find attached a copy of Maze & Associates' proposal (Attachment 1) to accompany professional services agreement (Attachment 2).

**Motion:** It was moved by Director Sheehan and seconded by Director Riehle to authorize the General Manager to execute an Agreement for Financial Audit Services with Maze & Associates in accordance with their proposal.

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

#### Associate Civil Engineering Services

PM Dietrich reported that The Engineering/Project Management Department has experienced a significant increase in work load. Active Private Developer Projects have increased from 5 to 10 in the last month, and 5 more Private Developer Projects are currently under plan review. In addition to these challenges, the regular Engineering/Project Management Department staff has been reduced from 4 to 3 with a promotion of one of the two Associate Civil Engineers to another department.

To fill the Associate Civil Engineering position vacancy, Ernest L. Leporini, P.E. was selected and started work on September 21, 2015. Currently, Mr. Leporini is working on an approximately 24-hour per week basis under a short-term Professional Services Agreement with a not-to-exceed amount of \$20,000. Mr. Leporini's vast experience and understanding of water system design and construction has enabled Engineering/Project Management Department to stay current with project schedules and deadlines with a minimal amount of orientation and training.

The Engineering/Project Management Department wishes to retain Mr. Leporini's services on a part-time interim basis to fill the vacant Associate Civil Engineering position for 6 to 8 months at his current hourly rate of \$120.00 per hour.

**Motion:** It was moved by Director Riehle and seconded by Director Sheehan to approve a Professional Services Agreement with Ernest L. Leporini, P.E. at a not-to-exceed amount of \$80,000.00 in addition to the \$20,000.00 short-term agreement. Authorize the General Manager to execute the Agreement.

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

Construction Inspection Services

PM Dietrich reported that the District’s Engineering/Project Management Department has identified the need for supplemental construction inspection services likely to be needed over the course of the next 6 to 8 months. Of particular need are services specific to the San Juan High School 24-Inch Transmission Main Installation Project, the San Juan Park 12-Inch Transmission Main and 8-Inch Distribution Main Installation Project and numerous Private Developer Projects.

The Engineering/Project Management Department has experienced a significant increase in work load. Active Private Developer Projects have increased from 5 to 10 in the last month, and 5 more Private Developer Projects are currently under plan review. In addition to these challenges, the regular Engineering/Project Management Department staff has been reduced from 4 to 3 with a promotion to another department.

Sharp Inspection Group, Inc. has provided inspection services on numerous projects over the last 15 years and is currently providing inspection services for the Mariposa Avenue 18-Inch Transmission Main Installation and 8-Inch Distribution Main Replacement Project. They are familiar with our specifications and standards, and they are able to provide multiple inspectors as needed for these overlapping projects.

Sharp Inspection Group, Inc. will continue to offer inspection services at an all-inclusive hourly rate of \$100.00 per hour.

2015 Budgeted Inspection Services

San Juan High School 24-Inch Transmission Main Installation Project	26,500.00
San Juan Park 12-Inch Transmission Main and 8-Inch Main Installation Project	25,000.00

Additional Private Development Inspection Services

Numerous Private Developments as Needed	<u>35,000.00</u>
Total Not-to-Exceed	86,500.00

**Motion:** It was moved by Director Riehle and seconded by Director Sheehan to approve a Professional Services Agreement with Sharp Inspection Group, Inc. at a not-to-exceed amount of \$86,500.00. Authorize the General Manager to execute the Agreement.

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

San Juan Park Water Main Project

PM Dietrich reported that a new ground water well, constructed by CHWD on a property adjacent to the Skycrest School, will be operational in December 2015. CHWD will transmit water produced by the well throughout the area by means of a 12-inch water transmission main, which is being constructed as the area around San Juan Park develops. A new 12-inch water transmission main will be constructed from the new well, through the 5555 Mariposa Avenue condominium complex under construction adjacent to the north property line of the Park. CHWD will connect to the new main at the north property line of the Park and continue the main through the Park to its south property line. The UC Davis Medical Center, adjacent to the south property line of the Park on Madison Avenue, was constructed with a 12-inch water transmission main running northerly through the property terminating at the south property line of the Park. Connecting to this existing main will complete a loop from the well site all the way to Madison Avenue. Additionally, CHWD will construct a new 8-inch main through the western portion of the Park to connect the new 12-inch water transmission main to an existing 8-inch water main which terminates at the end of Kalamazoo Drive along the west property line of the Park. (See attached map)

With this new water system in place, further emergency redundancy will allow water to flow through the area from the new well site and the surrounding area. This redundancy is an important factor to CHWD for insuring greater safety and reliability to the community.

Project Plans were prepared by KASL Consulting Engineers and the District Engineering Department and distributed to twenty-three contractors and three material suppliers for installing and connecting approximately 1,102 lineal feet (lf) of 12-inch water main, 123 lf of 8-inch water main and related appurtenances at San Juan Park in the City of Citrus Heights.

The District received nine (9) sealed proposals on September 30, 2015, at which time proposals were opened and read publicly. The apparent low bidder is Cal Sierra Construction, Inc. of Carmichael, CA. Bids received are as follows:

1. **Cal Sierra Construction, Inc. \$165,774.70**
2. C. E. Cox General Engineering \$192,790.00
3. Tetra Tech, Inc. \$201,260.50
4. Rawles Engineering, Inc. \$228,841.00
5. McGuire and Hester \$241,660.00
6. RTC Construction Management \$242,946.00
7. Ranger Pipelines, Inc. \$267,767.00
8. Martin General Engineering, Inc. \$275,572.00
9. JJM Engineering Constructors, Inc. \$309,380.00

The District's budget estimate (Nov 2014) for the Project was \$275,241.  
The District's final engineering estimate (August 2015) for this Project was \$254,000.

**Motion:** It was moved by Director Riehle and seconded by Director Sheehan to accept the bid of Cal Sierra Construction, Inc. in the amount of \$165,774.70 and establish a change order contingency fund in the amount of \$16,500.00 (10.0%). Authorize the General Manager to execute the contract.

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

PROJECT MANAGER'S REPORT

PM Dietrich presented a report on the following activities during the month of October 2015 by the Project Management and Engineering Department.

*New values or projects noted in bold italics*

PM-1 ACCEPTED WATER SYSTEMS

Recent additions to the District's water distribution system that were constructed by independent State Licensed contractors on behalf of private developers / owners, inspected by the District and formally accepted:

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<b><i>Bubba's Car Wash 7411 Greenback Ln (2015-51)</i></b>		<b><i>Property of Owner</i></b>	<b><i>n/a</i></b>

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

Water distribution system facilities currently under construction by independent State Licensed contractors on behalf of private developers / owners requiring District inspection:

<u>Project</u>	<u>Location</u>	<u>Status</u>
The Village at Fair Oaks 55 Condominiums (2014-53)	6800 Madison Ave	<b><i>99% Complete</i></b>
California American Water Co. San Juan Avenue Tank - Intertie and Water Service	5444 San Juan Ave	<b><i>Construction Continues</i></b>

<u>Project</u>	<u>Location</u>	<u>Status</u>
(2015-39)		
Stock Ranch Retail - Interior Drive Aisle Improvements (2015-52)	Auburn Blvd at Stock Ranch Retail Center	<b>99% Complete</b>
Capitol Nursery Plaza (2015-50)	Sunrise Blvd @ Madison Ave	<b>40% Complete</b>
Suds Car Wash (2015-65)	7711 Sunrise Blvd	<b>80% Complete</b>
<b><i>Sylvan Middle School (2015-63)</i></b>	<b><i>7085 Auburn Blvd</i></b>	<b><i>Construction Underway</i></b>
<b><i>Citrus Heights City Hall (2015-54)</i></b>	<b><i>6350 Fountain Square Dr</i></b>	<b><i>Construction Underway</i></b>
<b><i>Northridge Grove 47 Condominiums (2013-59)</i></b>	<b><i>5555 Mariposa Ave</i></b>	<b><i>Construction Underway</i></b>
<b><i>Memory Care Facility (2015-56)</i></b>	<b><i>6825-33 Sunrise Blvd</i></b>	<b><i>Construction Underway</i></b>
<b><i>Applebee's Restaurant (2015-53)</i></b>	<b><i>6900 Auburn Blvd</i></b>	<b><i>Construction Underway</i></b>

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
Convenience Store	8244 Auburn Blvd	Plans Approved December 23, 2014

PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

Project Plans and Contracts currently under review and development by the Engineering Department:

<u>Project</u>	<u>Location</u>	<u>Status</u>
San Juan Park 12” Water Main KASL Consulting Engineers, Inc. (2014-36)	5555 Mariposa Ave to U.C. Davis Medical Center	<b><i>Bid Opening September 30, 2015</i></b>
Mesa Verde High School 14” Water Main Bennett Engineering Services (2015-30)	Northwest Corner of Property West from Poplar Avenue	<b><i>Coordinating with Arborist and School</i></b>
<b><i>Fair Way Intertie with City of Roseville (2011-01)</i></b>	<b><i>9955 Fair Way</i></b>	<b><i>90% Submittal Review</i></b>
<b><i>Blossom Hill Dr Intertie with City of Roseville (2012-09)</i></b>	<b><i>Blossom Hill Dr at 1100 Main Sail Cir</i></b>	<b><i>90% Submittal Review</i></b>
<b><i>Crestmont Ave Intertie with City of Roseville (2012-10)</i></b>	<b><i>Crestmont Ave at 8199 Bonnie Oak Way</i></b>	<b><i>90% Submittal Review</i></b>
<b><i>Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc. (2015-40)</i></b>	<b><i>Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)</i></b>	<b><i>Awaiting 30% Submittal</i></b>
<b><i>Baird Way 12” Water Main Area West Engineers, Inc.</i></b>	<b><i>Auburn Blvd to Holly Dr</i></b>	<b><i>Awaiting 30% Submittal</i></b>

PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mariposa Ave 18” and 8” Water Main Martin General Engineering, Inc. (2014-33)	Sycamore Drive to Pratt Avenue	<b><i>75% Complete</i></b>



<u>Project</u>	<u>Location</u>	<u>Status</u>
San Juan High School 24” Water Main Lamon Construction Company (2013-30)	Along North Property Line	<b><i>Awaiting Construction Start</i></b>

**PM-6 CITY OF CITRUS HEIGHTS PROJECTS**

City of Citrus Heights Projects requiring coordination and inspection by the District:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Sunrise Blvd Complete Streets Phase III CHWD Operations Dept. to Complete Water Improvements (2015-35)	Antelope Road to Northern City Limits	<b><i>Construction Continues</i></b>
Sylvan Road Accessibility & Safety Improvements CHWD Operations Dept. to Complete Water Improvements (2015-36)	6312 to 6448 Sylvan Road	<b><i>Construction Continues</i></b>

**OPERATIONS MANAGER’S REPORT**

OM Townsel reported as follows:

1. A total of 167 work orders were performed during the month of September by Field Operations crews, Administration Field crews and District contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Public Health requirements.
2. District-wide water consumption for the calendar year 2015 through the end of September 2015 was 7,945.63 acre-feet, a decrease of 33.6% percent compared with the water consumption during the same period in 2013.
3. As of midnight on September 30, 2015, storage in Folsom Lake was at 173,699 acre-feet, 18 percent of the total capacity of 977,000 acre-feet. This is about 31 percent of historical average for this date. This represents a decrease in storage of 19,432 acre-feet in the past month. CHWD continues to assist with preserving surface water supplies in the lake by operating its groundwater wells. All District

wells remain operational and are being operated on a rotational or as-needed basis.

Director Dains called a recess to the meeting at 8:26 PM.

PM Dietrich and IOM Gordon left the meeting.

Director Dains reconvened the meeting at 8:30 PM.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

D-1. Regional Water Authority (Sheehan, Churchill)

No report.

D-2. Sacramento Groundwater Authority (Dains)

Directors Dains and Sheehan discussed the SGA meeting from the previous month when SGA staff provided an update on the status of hexavalent chromium contamination in some ground water areas in the Sacramento region, and SGA is reviewing whether or not it should pursue serving as the Groundwater Sustainability Agency (GSA) for the region in light of several member agencies considering forming their own GSAs.

D-3. San Juan Water District

No report.

D-4. Association of California Water Agencies (Dains)

No report.

D-5. ACWA Joint Powers Insurance Authority (Churchill)

No report.

D-6. Sacramento Local Agency Formation Commission

No report.

D-7. City of Citrus Heights

No report.

D-8. Chamber of Commerce Government Issues Committee (Straus)

AGM Straus attended the October 1, 2015 Committee meeting and relayed

the summary of updates provided by Federal, State, and County Representatives. Also, Diane Riehle provided a brief presentation on “We support our Police Initiative.”

D-9. Other Reports:

None.

ASSISTANT GENERAL MANAGER’S REPORT

AGM Straus reported as follows:

1. Directors were provided with a summary of Water Efficiency Program activities year-to-date through September 2015.
2. The following is a summary of Drought Response Plan activities in September:
  - Staff sent out over 180 letters to our Top 20% of CII customers asking for a written water reduction plans as compared to their 2013 irrigation schedule. The letter also covered the current Stage 4 drought regulations. The top 20% CII customers have been provided an opportunity to sign up for a free landscape irrigation review instead of submitting their own written plan. To date 49 water reduction plans have been submitted.
  - A key element of the Regional Water Authority’s (RWA) Water Efficiency Program (WEP) is to support the water conservation programs of the 20 member agencies. RWA’s Regional Water Efficiency Drought Measures Project (“Project”) is designed to accelerate the water conservation goals and programs of RWA’s WEP Participants. The primary goal of the Project is to utilize funds awarded to the WEP through the California Department of Water Resources’ (“DWR”) Proposition 84 Drought Grant, intended to improve the reliability of water supply systems in the state.

The WEP identified landscape irrigation efficiency incentives such as rebates for irrigation system upgrades, replacing lawns with low-water use plants or the purchase and installation of weather-based "smart" irrigation controllers as effective strategies. The Prop 84 Grant will allow CHWD to conduct water efficiency surveys and provide customers with landscape equipment upgrade recommendations and incentive funding with the goal of increasing onsite irrigation water efficiency. The funds allocated to CHWD are only applicable to water efficiency incentives. CHWD will supply a “local cost share” through the water efficiency audits it provides to participating customers. This is equivalent to a 25% cost share for CHWD. Customers eligible for the rebate can receive up to \$500 for single family and multi-family residents or \$1,500 for commercial

and institutional accounts. \$10,000 has been awarded to CHWD for this project.

- Staff is working with Circlepoint on a weekly basis to update and monitor CHWD’s Facebook wall and updates to CHWD’s website. CHWD has a total of 338 “likes” on our Facebook page.
- CHWD partnered with the City of Citrus Heights, Cal-Am Water District and Sacramento Suburban Water District to sponsor a WaterSmart Ecolandscape class for homeowners. The class was held September 19<sup>th</sup> at the Citrus Heights Community Center. The class covered how to identify the right plant and the best placement, how to convert or upgrade sprinkler systems and how to position irrigation equipment to ensure efficient watering. It was a huge success with over 70 people attending.
- The District sponsored a booth at the annual Citrus Heights Sunday FunDay on September 27, 2015, from 11:00 AM to 3:00 PM at Rusch Park. Seven District employees participated in staffing the booth for this event. The young children and the adults had a good time answering our water conservation questions and they learned a few new things along the way. The District participates in this event each year as an opportunity to gain public exposure for its services and water conservation programs.

3. Paladin Night Patrol began conducting night time water waste monitoring on July 29<sup>th</sup>, 2015. Below is a chart illustrating the number of incidents reported by category for August and September.

Status Report				
Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
<b>Totals</b>				
	<b>204</b>	<b>126</b>	<b>170</b>	<b>1</b>

\*A single incident report can include one or more violation categories. One incident report can overlap into multiple categories.

4. The following is a summary of current noteworthy Finance activities over and above normal operations:
  - Board Member Sheehan, AGM Straus, Accounting Supervisor Sohal, and Human Resources Specialist Smoot interviewed three accounting firms that submitted proposals for auditing services. The review committee is unanimously recommending Maze and Associates to the Board for auditing services for CHWD. A proposed professional services agreement is included on the October 13th Board meeting agenda for Board consideration.
  - The Board will consider adopting the proposed budget and 2016 rates and fees on November 17th. A public engagement and information effort is being undertaken leading, beginning with the recent mailing of a Proposition 218 Notice, leading up to the November 17th Board consideration of the proposed 2016 rates and fees.

#### GENERAL MANAGER'S REPORT

1. Twenty-Three employees received recognition for superior attendance, outstanding customer service and quality of work during the month of October 2015. Directors were provided with a list of the employees and items for which each received recognition.
2. A list of the General Manager's significant assignments and activities was provided.

#### FUTURE CHWD BOARD OF DIRECTORS MEETING DATES

Dates and locations of upcoming Regular Meetings of the Board of Directors were noted for the calendar.

#### ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 9:09 PM.

APPROVED:

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ROBERT A. CHURCHILL  
Secretary  
Citrus Heights Water District

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ALLEN B. DAINS, President  
Board of Directors  
Citrus Heights Water District