

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
September 8, 2015

The Regular Meeting of the Board of Directors was called to order at 6:31 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  
John J. Townsel, Operations Manager  
Paul A. Dietrich, Project Manager  
Susan Sohal, Accounting Supervisor  
David Gordon, Associate Civil Engineer  
Missy Pieri, Associate Civil Engineer  
Nick Spiers, Water Distribution Specialist  
James Buford, Distribution Lead Worker/Operator

VISITORS

None.

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 August 11, 2015.
- 1b. Minutes of the Special Meeting of August 18, 2015.
- 1c. Minutes of the Special Meeting of August 25, 2015.
2. Assessor/Collector's Report for August 2015.
3. AR Analysis Report for August 2015.
4. Assessor/Collector's Roll Adjustments for August 2015.
5. Treasurer's Report for August 2015.
6. Funds and Reserves for August 2015.
7. Operations Budget Analysis for August 2015.
8. Capital Improvements for August 2015.
9. Payables for August 2015.

10. CAL-Card Purchases – August 2015.
11. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.
12. Greenback Lane Easements Acceptance.
13. Southgrove Drive Grant of Easement to SMUD

<b>ASSESSOR/COLLECTOR'S REPORT TO THE BOARD OF DIRECTORS</b>		
<b>CITRUS HEIGHTS WATER DISTRICT</b>		
Month of Aug 31, 2015		
<b>BEGINNING ACCOUNTS RECEIVABLE BALANCE</b>		<b>\$866,896</b>
<b>ACCRUED REVENUE</b>		
Penalties & Costs	\$5,014	
Fire Protection Services Charge	\$8,893	
Backflow Service Charge	\$6,052	
Dom - Cons	\$1,019	
Dom - Commercial - Cons	\$40,873	
Dom - Residential - Cons	\$322,192	
Dom - Public Agency - Cons	\$9,206	
Construction Meters - Cons	\$86	
Irrigation - Cons	\$3,880	
Irrg - Commercial - Cons	\$8,408	
Irrg - Residential - Cons	\$13,248	
Irrg - Public Agency - Cons	\$9,269	
Dom - Commercial - SvcChg	\$36,117	
Dom - Residential - SvcChg	\$520,361	
Dom - Public Agency - SvcChg	\$3,270	
Construction Meters - SrvChg	\$98	
Irrg - Commercial - SvcChg	\$6,342	
Irrg - Residential - SvcChg	\$8,566	
Irrg - Public Agency - SvcChg	\$2,614	
FS - Fire Service - SvcChg	\$168	
Tap Fees	\$2,300	
Surplus and Repair (S & R)	(\$8,316)	
S & R Inspection	\$6,610	
S&R Plan Check Fees	\$850	
Turn-off Fees	\$10,932	
Miscellaneous Income	\$2,371	
New Acct Setup	\$3,570	
Proceeds from Sale of Asset	\$4,834	
Cobra Insurance reimbursement	\$1,461	
	<b>TOTAL REVENUE</b>	<b>\$1,030,288</b>
<b>ADJUSTMENTS</b>		
Total Cash Receipts	\$814,942	
Deposits refunded to acct	\$5,392	
Deposit Interest refunded to acct	\$32	
Web pmts applied but not settled by Bank	\$1,774	
Web pmts settled but applied prior Month	(\$182)	
Cash Receipts to Deposits	(\$6,393)	
Customer Refunds	(\$6,656)	
Returned Checks	(\$641)	
	<b>TOTAL ADJUSTMENTS</b>	<b>(\$808,268)</b>
	<b>TOTAL RECEIVABLES</b>	<b>\$1,088,916</b>
<b>BEGINNING LIENS RECEIVABLE BALANCE</b>		
Liens Assessed	\$0	<b>\$268</b>
Liens Redeemed	\$0	
	<b>TOTAL LIENS RECEIVABLE</b>	<b>\$268</b>
<b>BEGINNING GRANTS RECEIVABLE BALANCE</b>		
Grants Submitted	\$0	<b>\$1,173</b>
Grants Funds Received	\$0	
	<b>TOTAL GRANTS RECEIVABLE</b>	<b>\$1,173</b>
	<b>TOTAL RECEIVABLES</b>	<b>\$1,090,358</b>
I, <b>Susan K. Sohal</b> , Assessor/Collector of <b>CITRUS HEIGHTS WATER DISTRICT</b> , do hereby swear that the foregoing report is true and correct to the best of my knowledge and belief.		
		SUSAN K. SOHAL, Assessor/Collector
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.		
		Filed: August 11, 2015
<b>SUSAN K. SOHAL</b> , Deputy Treasurer		<b>ROBERT A. CHURCHILL</b> , Secretary

September 8, 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					6,674,668	4,344,565	2,330,103	65.1%
Metered Water Deliveries	122,655	186,081	156,132	221,021	166,384	266,544	313,535	408,182					4,594,209	1,840,535	2,753,674	40.1%
Penalties	13,786	13,820	12,831	11,020	11,897	15,285	12,999	15,946					215,600	107,583	108,017	49.9%
Interest	4,180	9	9	9	4,195	0	18						0	8,420	-8,420	0.0%
New Acct. Fire & Backflow Fees	8,502	14,694	8,570	17,613	10,373	14,802	10,569	18,514					115,243	103,639	11,604	89.9%
WS Install & S&R	4,428	44,319	9,630	1,196	29,308	5,780	9,497	1,443					26,626	105,601	-78,975	396.6%
Grant Funds	5,000	0	0	0	1,000	0	1,634	0					0	7,634	-7,634	0.0%
Misc*	1,590	278,568	41,905	26,207	88,165	12,051	10,163	8,666					120,510	467,295	-346,785	387.8%
Weeding Water	6,171	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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,751,285</b>	<b>6,991,442</b>	<b>4,759,843</b>	<b>59.5%</b>
* Includes Assessments, Inclusions, Back Charges, Capacity Fees and other Miscellaneous Revenue Sources																

September 8, 2015  
Board of Directors Meeting

ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR					
August 31, 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
02276	0032166	3-DAY DOOR HANG	8/4/2015	New Owner	\$25.00
20552	0032059	3-DAY DOOR HANG	8/10/2015	New Owner	\$25.00
00169	0032701	3-DAY DOOR HANG	8/10/2015	New Owner	\$25.00
06017	0030869	3-DAY DOOR HANG	8/11/2015	One Time Courtesy	\$25.00
04719	0004194	3-DAY DOOR HANG	8/11/2015	One Time Courtesy	\$25.00
00936	0028988	3-DAY DOOR HANG	8/12/2015	Misapplied Payment	\$25.00
06534	0024806	3-DAY DOOR HANG	8/13/2015	New Owner	\$25.00
08733	0007817	3-DAY DOOR HANG	8/13/2015	One Time Courtesy	\$25.00
13739	0025376	3-DAY DOOR HANG	8/13/2015	Misapplied Payment	\$25.00
14615	0025376	3-DAY DOOR HANG	8/13/2015	Misapplied Payment	\$25.00
06825	0025442	3-DAY DOOR HANG	8/19/2015	One Time Courtesy	\$25.00
08638	0031404	3-DAY DOOR HANG	8/24/2015	New Owner	\$25.00
05381	0032763	3-DAY DOOR HANG	8/27/2015	Pmt Rec'd Prior to NOIT Del'y	\$25.00
10720	0009500	3-DAY DOOR HANG	8/31/2015	Pmt Rec'd Prior to NOIT Del'y	\$25.00
05651	0005031	DEFAULT	8/3/2015	One Time Courtesy	\$3.38
15051	0024179	DEFAULT	8/3/2015	One Time Courtesy	\$4.51
06095	0027273	DEFAULT	8/3/2015	One Time Courtesy	\$4.57
08817	0021050	DEFAULT	8/4/2015	One Time Courtesy	\$3.99
13735	0012202	DEFAULT	8/5/2015	One Time Courtesy	\$1.67
10580	0030308	DEFAULT	8/6/2015	One Time Courtesy	\$3.46
16174	0027577	DEFAULT	8/10/2015	One Time Courtesy	\$3.08
20552	0032059	DEFAULT	8/10/2015	One Time Courtesy	\$3.98
20552	0032059	DEFAULT	8/10/2015	One Time Courtesy	\$2.81
13427	0011923	DEFAULT	8/10/2015	One Time Courtesy	\$3.69
12045	0010671	DEFAULT	8/11/2015	One Time Courtesy	\$3.92
00936	0028988	DEFAULT	8/12/2015	Misapplied Payment	\$4.22
10145	0008973	DEFAULT	8/12/2015	Misapplied Payment	\$5.30
06534	0024806	DEFAULT	8/13/2015	New Owner	\$5.07
07535	0022672	DEFAULT	8/13/2015	New Owner	\$3.38
02370	0002138	DEFAULT	8/13/2015	One Time Courtesy	\$3.19
08765	0004856	DEFAULT	8/13/2015	One Time Courtesy	\$3.42
13739	0025376	DEFAULT	8/13/2015	Misapplied Payment	\$7.30
14615	0025376	DEFAULT	8/13/2015	Misapplied Payment	\$39.16
04695	0004148	DEFAULT	8/17/2015	One Time Courtesy	\$3.80
14678	0026414	DEFAULT	8/18/2015	New Owner	\$3.07
00374	0031925	DEFAULT	8/18/2015	One Time Courtesy	\$3.92
06183	0005496	DEFAULT	8/19/2015	One Time Courtesy	\$6.45
06887	0024056	DEFAULT	8/19/2015	One Time Courtesy	\$7.83
17590	0023629	DEFAULT	8/24/2015	One Time Courtesy	\$3.30
00829	0025174	DEFAULT	8/24/2015	One Time Courtesy	\$3.96
08638	0031404	DEFAULT	8/24/2015	New Owner	\$3.96
05694	0024567	DEFAULT	8/25/2015	Billing Distribution Error	\$4.03
08166	0031099	DEFAULT	8/26/2015	One Time Courtesy	\$4.15
13718	0022881	DEFAULT	8/26/2015	One Time Courtesy	\$2.11
11064	0020881	DEFAULT	8/27/2015	One Time Courtesy	\$1.32
04988	0028741	DEFAULT	8/31/2015	One Time Courtesy	\$3.69
01971	0001761	DEFAULT	8/31/2015	One Time Courtesy	\$4.84
03890	0003540	DEFAULT	8/31/2015	One Time Courtesy	\$3.80
13816	0012271	DISCONNECT CHG	8/11/2015	Pmt Made Prior to Shut off	\$58.00
02328	0002095	DISCONNECT CHG	8/12/2015	Pmt Made Prior to Shut off	\$58.00
13570	0026158	NSF	8/10/2015	Fraud on Customer Account	\$20.00
					<b>\$656.33</b>



September 8, 2015  
Board of Directors Meeting

TREASURER'S REPORT OF FUND BALANCES							
August 31, 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	07/31/2015 Ending Balance	2015 Target Balance per Policy
Connection Fund	\$ -	\$ 660,032	\$ -			\$ 660,032	N/A
Operating Fund	\$ 2,733,934	\$ 7,152,470	\$ (8,011,358)	\$ 1,006,181	\$ (1,304,979)	\$ 1,576,248	\$1,918,930
Operating Reserve	\$ 2,835,988	\$ -	\$ -			\$ 2,835,988	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -			\$ 1,000,000	\$1,000,000
Depreciation Reserve	\$ 983,540	\$ 700,000	\$ (776,416)			\$ 907,124	\$949,000
Capital Improvement Reserve	\$ 656,209	\$ 850,000	\$ (408,441)			\$ 1,097,768	\$2,370,756
Restricted for Debt Service	\$ 536,963	\$ -	\$ -			\$ 536,963	N/A
Fleet Equipment Reserve	\$ 290,635	\$ -	\$ -			\$ 290,635	\$296,708
Employment-Related Benefits Reserve	\$ 316,967	\$ -	\$ (11,244)			\$ 305,723	\$864,229
	<u>\$ 9,354,236</u>	<u>\$ 9,362,502</u>	<u>\$ (9,207,459)</u>	<u>\$ 1,006,181</u>	<u>\$ (1,304,979)</u>	<u>\$ 9,210,481</u>	
SUSAN K SOHAL, Deputy Treasurer							
TREASURER'S REPORT OF FUND BALANCES							
August 31, 2015							
<b>Fund Transfers Summary:</b>							
The Operating Fund received:	\$ 1,006,180.77	from funds collected in July 2015 per Treasurer's Report					
	<u>\$ 1,006,180.77</u>						
The Operating Fund transferred:	\$ (1,304,978.79)	disbursements made in July 2015 per Treasurer's Report					
	<u>\$ (1,304,978.79)</u>						

September 8, 2015  
Board of Directors Meeting

TREASURER'S REPORT OF FUND BALANCES							
August 31, 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	06/30/2015 Ending Balance	2015 Target Balance per Policy
Connection Fund	\$ -	\$ 660,032	\$ -	\$ 76,826	\$ (736,858)	\$ -	N/A
Operating Fund	\$ 2,733,934	\$ 7,152,470	\$ (8,011,358)	\$ 366,000	\$ (226,826)	\$ 2,014,220	\$1,918,930
Operating Reserve	\$ 2,835,988	\$ -	\$ -			\$ 2,835,988	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -		\$ (366,000)	\$ 634,000	\$1,000,000
Depreciation Reserve	\$ 983,540	\$ 700,000	\$ (776,416)			\$ 907,124	\$949,000
Capital Improvement Reserve	\$ 656,209	\$ 850,000	\$ (408,441)	\$ 886,858		\$ 1,984,626	\$2,370,756
Restricted for Debt Service	\$ 536,963	\$ -	\$ -			\$ 536,963	N/A
Fleet Equipment Reserve	\$ 290,635	\$ -	\$ -			\$ 290,635	\$296,708
Employment-Related Benefits Reserve	\$ 316,967	\$ -	\$ (11,244)			\$ 305,723	\$864,229
	<b>\$ 9,354,236</b>	<b>\$ 9,362,502</b>	<b>\$ (9,207,459)</b>	<b>\$ 1,329,684</b>	<b>\$ (1,329,684)</b>	<b>\$ 9,509,279</b>	
<u>HILARY M. STRAUS, Treasurer</u>							

TREASURER'S REPORT OF FUND BALANCES							
August 31, 2015							
<b>Fund Transfers Summary:</b>							
The Operating Fund received:	\$ 366,000.00	from funds collected in June 2015 per Treasurer's Report					
	<u>\$ 366,000.00</u>						
The Operating Fund transferred:	\$ (226,826.00)	disbursements made in June 2015 per Treasurer's Report					
	<u>\$ (226,826.00)</u>						

September 8, 2015  
Board of Directors Meeting

CITRUS HEIGHTS WATER DISTRICT 2015 OPERATING EXPENDITURE VS BUDGET August 31, 2015							
Account	Description	2015 MTD Expense	2015 YTD Expense	2015 Budget	Variance \$	Variance %	
<b>Water Demand Management</b>							
0000-51000-01	WATER DEMAND MANAGEMENT - POSTAGE	5,613	11,369	13,390	2,021	84.9%	
0000-51000-02	WATER DEMAND MANAGEMENT - PRINTING	2,678	8,423	7,004	(1,419)	120.3%	
0000-51000-03	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	-	8,593	8,137	(456)	105.6%	
0000-51000-04	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	3,920	38,262	71,032	32,770	53.9%	
0000-51000-05	WATER DEMAND MANAGEMENT - OTHER	450	4,552	7,132	2,580	63.8%	
0000-51000-06	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	2,250	11,551	27,500	15,949	42.0%	
0000-51000-11	WATER DEMAND MANAGEMENT - DROUGHT RESPONSE	4,429	23,641	146,000	122,359	16.2%	
		<b>19,340</b>	<b>106,390</b>	<b>280,195</b>	<b>173,804</b>	<b>38.0%</b>	
<b>Operations</b>							
0000-52000-00	PURCHASED WATER	-	1,408,240	2,295,483	887,243	61.3%	
0000-52050-00	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	-	-	5,000	5,000	0.0%	
0000-52300-01	POWER TO WELLS	8,279	67,208	177,495	110,287	37.9%	
0000-52300-02	WELLS - REPAIR MAINTENANCE	1,217	3,466	23,228	19,762	14.9%	
0000-52400-00	WATER QUALITY ANALYSIS	1,124	12,974	19,432	6,458	66.8%	
0000-54200-01	FIELD MISCELLANEOUS - DUMP FEES	-	961	-	(961)	0.0%	
0000-54200-03	FIELD MISCELLANEOUS - OTHER	37	91	500	409	18.2%	
0000-54210-00	SMALL TOOLS - FIELD	155	18,080	15,000	(3,080)	120.5%	
0000-54211-00	SUPPLIES - FIELD	1,238	19,248	18,000	(1,248)	106.9%	
0000-54220-00	MATERIALS	15,619	167,390	35,000	(132,390)	478.3%	
0002-54220-00	MATERIALS (Allocation to CIP)	(18,043)	(187,852)	-	-	0.0%	
0000-54222-00	ROADBASE	1,141	15,166	35,000	19,834	43.2%	
0000-54231-01	MAINTENANCE AGREEMENTS - EQUIPMENT	25	1,285	6,670	5,385	19.3%	
0000-54231-02	MAINTENANCE AGREEMENTS - SOFTWARE	2,176	118,917	114,037	(4,881)	104.3%	
0000-54241-01	REPAIR - FLEET EQUIPMENT	2,493	21,115	32,000	10,885	66.0%	
0000-54241-02	REPAIR - TOOLS AND EQUIPMENT	-	2,573	12,000	9,427	21.4%	
0000-54242-00	GAS AND OIL	5,686	27,200	51,000	23,800	53.3%	
0000-54243-01	EQUIPMENT RENTAL - FIELD	106	1,585	3,000	1,415	52.8%	
0000-54243-02	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	1,193	11,070	11,580	510	45.8%	
0000-54250-03	PERMIT FEE - AIR QUALITY / HAZ MAT	-	5,301	4,800	(501)	110.4%	
0000-54250-04	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	-	3,726	14,000	10,274	26.6%	
0000-54250-05	PERMIT FEE - ENCROACHMENT PERMITS	3,151	25,172	29,000	3,828	86.8%	
		<b>25,598</b>	<b>1,742,857</b>	<b>2,902,225</b>	<b>971,515</b>	<b>60.1%</b>	
<b>Professional &amp; Contract Services</b>							
0000-56840-01	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	-	18,855	13,000	(5,855)	145.0%	
0000-56840-02	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	3,680	26,611	5,000	(21,611)	532.2%	
0002-56840-02	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR (Allocation to CIP)	(2,619)	(13,443)	-	-	0.0%	
0000-56840-03	PROFESSIONAL / CONTRACT SERVICES - WELLS	-	-	10,000	10,000	0.0%	
0000-56840-04	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	-	-	-	-	0.0%	
0000-56840-05	PROFESSIONAL / CONTRACT SERVICES - METER READING	9,019	70,247	108,960	38,713	64.5%	
0000-56840-06	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	2,683	17,756	26,400	8,644	67.3%	
0000-56840-08	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	-	-	-	-	0.0%	
0000-56840-09	PROFESSIONAL / CONTRACT SERVICES - OTHER	6,775	38,394	312,140	273,746	12.3%	
0000-54223-01	CONTRACT SERVICES - CONCRETE	800	7,649	10,000	2,351	65.5%	
0000-54223-02	CONTRACT SERVICES - MISC FIELD / O&M	3,594	18,906	30,400	11,494	62.2%	
0000-54223-03	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	-	-	2,000	2,000	0.0%	
0000-54223-04	CONTRACT SERVICES - PAVING	-	8,820	25,000	16,180	35.3%	
		<b>23,931</b>	<b>193,794</b>	<b>542,929</b>	<b>335,692</b>	<b>35.7%</b>	
<b>Administration &amp; General Services</b>							
0000-56120-00	LANTORIAL	399	3,693	9,113	5,620	39.7%	
0000-56150-00	BANK FEES	6,580	40,587	71,000	30,413	37.2%	
0000-56200-00	OFFICE EXPENSE	699	7,835	15,000	7,165	52.2%	
0000-56210-00	SMALL OFFICE EQUIPMENT	5,242	5,242	2,000	(3,242)	262.1%	
0000-56220-00	DUES & SUBSCRIPTIONS	1,193	89,108	102,210	13,102	87.2%	
0000-56230-00	POSTAGE	4,365	63,487	98,500	35,013	64.5%	
0000-56240-00	PRINTING	5	3,263	6,000	2,737	54.4%	
0000-56250-01	TELEPHONE - WIRELESS	2,561	9,202	11,244	2,042	81.8%	
0000-56250-02	TELEPHONE - LOCAL / LONG DISTANCE	1,218	7,805	16,220	8,415	48.1%	
0000-56250-04	TELEPHONE - ANSWERING SERVICE	188	1,474	2,400	926	61.4%	
0000-56251-00	UTILITIES	2,576	18,843	18,720	(123)	100.7%	
0000-56810-00	LEGAL & AUDIT	-	43,368	57,680	14,312	75.2%	
0000-56830-00	CONTINUED EDUCATION	1,638	14,010	31,580	17,570	44.4%	
0000-56846-00	PUBLICATION NOTICES	-	-	1,236	1,236	0.0%	
0000-56890-01	OFFICE MISC - DISTRICT EVENTS	260	3,926	4,903	977	80.1%	
0000-56890-02	OFFICE MISC - MEETING ACCOMMODATIONS	7	147	309	162	47.4%	
0000-56890-03	OFFICE MISC - OTHER	-	6,807	1,200	(5,607)	567.3%	
0000-56890-04	OFFICE MISC - MILESTONE EVENTS	-	-	2,100	2,100	0.0%	
0000-56950-00	COMPUTER SOFTWARE	-	-	3,605	3,605	0.0%	
		<b>26,730</b>	<b>318,799</b>	<b>455,220</b>	<b>136,421</b>	<b>70.0%</b>	
<b>Administration Other</b>							
0000-56845-00	ELECTION EXPENSE	-	-	-	-	0.0%	
0000-54110-00	DIRECTORS MEETING COMPENSATION	725	10,875	20,300	9,425	53.6%	
0000-54110-01	RETIREE HEALTH CARE BENEFIT	2,527	20,286	41,565	21,279	36.8%	
		<b>3,262</b>	<b>31,161</b>	<b>61,865</b>	<b>30,704</b>	<b>50.4%</b>	
<b>Salary &amp; Benefits</b>							
0000-54120-01	SALARY - GENERAL MANAGER	13,869	115,868	186,302	70,434	62.2%	
0000-54120-02	SALARY - ASSISTANT GENERAL MANAGER	10,386	92,522	141,960	49,438	65.2%	
0000-54120-03	SALARY - OFFICE (6 authorized positions)	26,629	225,420	348,136	122,717	64.8%	
0000-54120-04	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	12,991	94,440	145,936	51,496	64.7%	
0002-54120-00	SALARY - ADMIN (Allocation to CIP)	(2,736)	(21,898)	-	-	0.0%	
0000-54130-01	SALARY - OPERATIONS MANAGER	10,352	87,468	141,522	54,053	61.8%	
0000-54130-02	SALARY - FIELD / O&M (15 authorized positions)	77,465	659,199	1,069,222	410,023	61.7%	
0000-54130-03	STANDBY DUTY	1,280	10,880	16,640	5,760	65.4%	
0002-54130-00	SALARY - OPERATIONS (Allocation to CIP)	(29,774)	(222,983)	-	222,983	0.0%	
0001-54140-01	SALARY - PROJECT MNGMT & ENGINEERING	26,370	221,829	-	-	0.0%	
0002-54140-01	SALARY - PROJECT MNGMT & ENGINEERING (Allocation to CIP)	(17,813)	(102,219)	-	-	0.0%	
0000-56400-01	EMPLOYEE BENEFIT - VISION INSURANCE	408	3,212	5,040	1,828	63.7%	
0000-56400-02	EMPLOYEE BENEFIT - DENTAL INSURANCE	3,257	30,259	41,258	10,999	73.3%	
0000-56400-03	EMPLOYEE BENEFIT - HEALTH INSURANCE	29,317	254,565	351,272	96,707	72.5%	
0000-56400-04	EMPLOYEE BENEFIT - PERS RETIREMENT	12,087	474,799	591,083	116,283	80.3%	
0000-56400-05	EMPLOYEE BENEFIT - SOCIAL SECURITY	11,128	97,070	144,642	47,571	67.1%	
0000-56400-06	EMPLOYEE BENEFIT - MEDICARE	2,633	22,732	33,827	11,095	67.2%	
0000-56400-07	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	63	5,390	6,825	1,435	79.0%	
0000-56400-08	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	264	13,857	26,009	12,143	53.3%	
0000-56402-00	EMPLOYEE SALARY AND BENEFITS - (Allocation to CIP)	(60,273)	(230,784)	(629,907)	(399,123)	36.6%	
		<b>127,353</b>	<b>1,831,626</b>	<b>2,619,757</b>	<b>907,742</b>	<b>69.9%</b>	
<b>Insurance</b>							
0000-56310-01	INSURANCE - LIABILITY & COMPREHENSIVE	(23,883)	28,362	68,845	40,484	41.2%	
0000-56310-02	INSURANCE - DISABILITY & LIFE	1,899	19,443	28,300	8,857	68.7%	
0000-56310-03	INSURANCE - WORKERS COMPENSATION	24,068	24,068	54,319	30,251	44.3%	
		<b>2,084</b>	<b>71,873</b>	<b>151,464</b>	<b>79,591</b>	<b>47.5%</b>	
<b>Reserves &amp; Debt Services</b>							
0000-28200-00	RATE STABILIZATION RESERVE	-	-	1,000,000	1,000,000	0.0%	
0000-28300-00	DEPRECIATION RESERVE	-	776,416	949,000	172,584	81.8%	
0000-28400-00	CAPITAL IMPROVEMENT RESERVE	-	408,441	1,000,000	591,559	40.8%	
0000-28800-00	EMPLOYMENT-RELATED BENEFITS RESERVE	-	11,244	120,000	108,756	9.4%	
0000-59000-01	DEBT SERVICE - COP SERIES 2010	-	63,213	569,200	505,987	11.1%	
0000-59010-01	DEBT SERVICE - COP SERIES 2012	-	64,858	167,288	102,429	38.8%	
		-	<b>1,324,171.95</b>	<b>3,805,487.50</b>	<b>2,481,315.55</b>	<b>34.8%</b>	
			<b>238,298</b>	<b>\$ 5,620,672</b>	<b>\$ 10,819,142</b>	<b>\$ 5,116,785</b>	<b>51.95%</b>



September 8, 2015  
Board of Directors Meeting

Citrus Heights Water District Capital Projects Summary Fiscal Period End as of Aug 2015										
Project No.	Description	Budget				Remaining	Amounts Paid			Remaining
		Total Project	Expenditures to 12/2014	Total Remaining Commitments	2015 Expenditures	Current Committed	Month to Date	Year to Date	Project to date	2016
2014-30	Sonora Way 8" and Hanson Avenue 6" Water Main Replacement Project	517,094	56,427	460,667	482,192	15,708	289	349,485	405,912	-
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	-	117	3,661	3,661	-
2015-36	Sylvan Road Street Improvements	67,948	-	67,948	67,948	-	271	2,012	2,012	-
2012-03	Auburn Blvd - Watson Way 8" Distribution Main Replacement	592,103	647,154	(55,051)	-	-	583	1,553	648,707	-
2013-31	Park Drive/Poplar 8" Distribution Main Replacement	835,599	531,063	304,536	474,695	19,122	240	108,152	639,215	-
<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>1,501</b>	<b>464,863</b>	<b>1,699,507</b>	<b>571,428</b>
2015-14	Fire Hydrants - Replacements / Upgrades / Infill / New	173,738	-	173,738	173,738	-	31,115	76,945	76,945	-
<b>Fire Hydrants - Replacements/Upgrades/New</b>		<b>173,738</b>	<b>-</b>	<b>173,738</b>	<b>173,738</b>	<b>-</b>	<b>31,115</b>	<b>76,945</b>	<b>76,945</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	-	-	-	-	450,000
2015-10	Water Main Pipeline Replacements	20,877	-	20,877	20,877	-	-	42,153	42,153	-
2015-11	Water Valve Replacements	100,976	-	100,976	100,976	-	812	45,920	45,920	-
2015-12	Water Service Replacements	678,080	-	678,080	678,080	-	75,837	486,165	486,165	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	28,073	-	28,073	28,073	-	-	-	-	-
2015-39	Cal-Am Water Lincoln Oaks Water Tank 8" Interconnection Project	58,582	-	58,582	58,582	-	-	288	288	-
2015-40	Other City Partnership Opportunities	100,000	-	100,000	100,000	-	-	-	-	-
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>76,649</b>	<b>608,520</b>	<b>608,520</b>	<b>450,000</b>
2012-13	Administration Building Expansion / Renovation Project	1,131,872	119,246	1,012,626	978,171	39,967	964	1,040,544	1,159,790	-
<b>Miscellaneous Projects - Facilities</b>		<b>1,131,872</b>	<b>119,246</b>	<b>1,012,626</b>	<b>978,171</b>	<b>39,967</b>	<b>964</b>	<b>1,040,544</b>	<b>1,159,790</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	-	7,580	14,929	32,206	-
2014-36	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	378,304	123	378,181	346,419	-	934	32,713	32,836	-
2015-30	Poplar Avenue 14" Transmission Main Installation	142,325	-	142,325	12,680	-	790	2,266	2,266	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>9,303</b>	<b>49,908</b>	<b>67,308</b>	<b>129,645</b>
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue	471,102	12,853	458,249	439,026	-	3,101	33,235	40,088	-
2014-32	Sunrise Blvd/Highwood 12" Pipeline Replacement	79,879	139,237	2,211	57,573	-	-	56,575	195,812	-
<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>3,101</b>	<b>89,811</b>	<b>241,901</b>	<b>-</b>
2015-13	Water Meter Replacements	28,441	-	28,441	28,441	-	14,347	58,433	58,433	-
<b>Water Meters</b>		<b>28,441</b>	<b>-</b>	<b>28,441</b>	<b>28,441</b>	<b>-</b>	<b>14,347</b>	<b>58,433</b>	<b>58,433</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	-	283	(569)	326,640	-
2013-21	Skycrest Well No. 13 Construction	2,081,569	487,554	1,594,015	1,640,805	10,538	2,065	588,003	1,075,557	-
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 Interie 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>2,348</b>	<b>588,273</b>	<b>1,403,036</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>139,327</b>	<b>2,977,297</b>	<b>5,315,440</b>	<b>1,498,796</b>

**August 31, 2015 PAYABLES**

59935	Sylvan Professional Plaza LLC	Fixed Assets	\$2,750.00
59936	Olga Babchanik	Overpayments	\$96.00
		Employee Paid	
59937	AFLAC	Insurance	\$330.86
		Contract Services-	
59938	Alexander's Contract Services	Meter Reading	\$3,445.28
59939	Aqua Sierra Controls	Wells Maintenance	\$660.60
59940	Bart/Riebes Auto Parts	Repair-Trucks	\$8.62
59941	BSK Associates	Water Analysis	\$264.00
59942	James Buford	Small Tools	\$239.22
59943	Burketts	Office Expense	\$419.04
	Central Valley Engineering & Asphalt,	Contract Services-	
59944	Inc.	Paving/Concrete	\$10,964.88
59945	City of Citrus Heights	Permit Fees	\$155.00
59946	Corix Water Products, Inc	Material	\$4,782.24

September 8, 2015  
Board of Directors Meeting

59947	Sacramento County Utilities	Utilities	\$171.89
59948	Dawson Oil Company	Gas & Oil	\$1,236.79
59949	Groeniger & Company	Material	\$27.04
59950	J4 Systems	Contract Services- Other	\$1,240.00
59951	Kaler/Dobler Construction Inc	Contract Services- Engineering	\$59,170.57
59952	KASL Consulting Engineers	Contract Services- Engineering	\$10,543.00
59953	Douglas A MacTaggart	Contract Services- Paving/Concrete	\$9,637.00
59954	Moonlight BPO	Contract Services- Bill Print	\$1,371.33
59955	Christopher Nichols	Continued Education	\$271.18
59956	Office Depot	Office Expense	\$186.30
59957	Paul Phillips Law Office	Legal & Audit	\$5,437.50
59958	R E Smith Contractor Inc	Contract Services- Wells	\$76,243.39
59959	Republic Services #922	Utilities	\$204.28
59960	Regional Water Authority	Dues & Subscriptions	\$23,232.00
59961	The Sacramento Gazette	Publication Notices	\$67.75
59962	San Juan Water District	Purchased Water Maintenance	\$502,135.26
59963	SHI International Corp	Agreement-Software	\$3,106.11
59964	SMUD	Utilities	\$9,471.41
59965	State Water Resource Control Board	Permit Fees	\$2,062.00
59966	Titan Workforce LLC	Contract Services- Temporary labor Dues &	\$1,217.00
59967	Water Research Foundation	Subscriptions	\$1,800.00
59968	Kidwell's Glass Sunrise Rec Park Dist/Stock Ranch	Liability Insurance	\$184.92
59969	Nature	Overpayments	\$450.00
59970	Joseph M Dion	Overpayments	\$35.39
59971	Mohsen/Dana L Samadzadeh	Overpayments	\$100.00
59972	Samuel R Jones	Overpayments	\$27.99
59973	Paula Zetz	Overpayments	\$12.78
59974	K L & C J Hake Family Trust	Overpayments	\$64.00
59975	Debby L Tippin	Overpayments	\$77.52
59976	Paul R/Melissa A Burke	Overpayments	\$100.58
59977	Alla Osetinsky	Overpayments	\$48.14
59978	Charlotte M Davis	Overpayments	\$79.66
59979	Roy/Irene Silvernail	Overpayments	\$31.88

September 8, 2015  
Board of Directors Meeting

59980	Jodi A Becket	Overpayments	\$165.32
59981	Kraft Real Estate	Overpayments	\$31.44
59982	Taylor R Tatman	Overpayments	\$13.62
59983	Adam Farrand	Overpayments	\$155.01
59984	Robert J Kolstad	Overpayments	\$77.13
59985	Daniel R Stevens	Overpayments	\$56.90
59986	Sarah V Sawyer-Majesie	Overpayments	\$64.37
59987	Oleksandr Huzovatyy	Overpayments	\$35.05
59988	Jeremiah Santiago	Overpayments	\$22.61
59989	CA Leaping Tiger LP	Overpayments	\$72.57
59990	Todd Collins	Overpayments	\$47.47
59991	Brian Coons	Overpayments	\$21.97
59992	SSV Investments LLC	Overpayments	\$65.28
59993	Cedar Trust 7535-1/2	Overpayments	\$59.76
59994	AnswerNet	Telephone- Answering Service	\$187.66
59995	BSK Associates	Water Analysis Dues & Subscriptions	\$264.00
59996	State of CA Dept. of Consumer Affairs	Subscriptions	\$115.00
59997	California State Disbursement Unit	Garnishment	\$184.61
59998	California State Disbursement Unit	Garnishment	\$109.61
59999	California Surveying & Drafting Supply	Small Tools Equipment Rental- Office	\$5.00
60000	Comcast	Office	\$328.58
60001	Robin Cope	Health Insurance	\$397.00
60002	Coverall North America Inc	Janitorial Maintenance	\$399.00
60003	DLT Solutions LLC	Agreement-Software Contract Services- Other	\$1,035.60
60004	Employee Relations Inc	Other	\$18.50
60005	Future Ford Fleet Service Center	Repair-Trucks	\$343.20
60006	Steven Glynn	Overpayments	\$800.00
60007	Groeniger & Company	Material	\$461.91
60008	Hesse, Daniel	Small Tools	\$1,159.92
60009	Integrity Administrators Inc	Health Insurance	\$264.00
60010	Kaiser Foundation Health Plan, Inc	Health Insurance	\$13,288.03
60011	Office Depot	Office Expense Contract Services- Miscellaneous	\$28.88
60012	RW Trucking	Miscellaneous	\$1,618.75
60013	Les Schwab Tires	Repair-Trucks Maintenance	\$1,327.52
60014	SHI International Corp	Agreement-Software Water Conservation- Materials/Supplies	\$2,852.99
60015	Sierra Office and Printing	Materials/Supplies	\$2,304.00

September 8, 2015  
Board of Directors Meeting

60016	Valley Rubber & Gasket Co., Inc.	Supplies-Field	\$140.47
60017	Verizon Wireless	Telephone-Wireless	\$1,175.29
60018	World Environment & Energy Inc	Contract Services- Miscellaneous	\$375.00
60019	J4 Systems	Contract Services- Other	\$2,550.00
60020	Lidiya Levenets	Overpayments	\$93.19
60021	Charles M/Nancy D Creech	Overpayments	\$176.88
60022	Von Bergen Family Trust	Overpayments	\$105.31
60023	Eileen F Wright	Overpayments	\$230.61
60024	Alan J/Andrea M Zulberti	Overpayments	\$39.83
60025	Alla Osetinsky	Overpayments	\$132.37
60026	Alex/Lydia Aceves	Overpayments	\$116.99
60027	Timothy M Worny	Overpayments	\$35.88
60028	Celeste G Rodgers	Overpayments	\$60.78
60029	Sarah E Oettle	Overpayments	\$82.74
60030	Schumer Enterprises LLC	Overpayments	\$150.12
60031	Susan A Schueler	Overpayments	\$84.48
60032	Sports Destiny Investments INC	Overpayments	\$282.88
60033	Todd/Jennifer Mannerino	Overpayments	\$165.55
60034	Golden Valley Investors LLC	Overpayments	\$81.19
60035	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,985.09
60036	All American Publishing	Water Conservation - Other	\$374.00
60037	AREA Restroom Solutions	Equipment Rental- Field	\$106.20
60038	Bart/Riebes Auto Parts	Repair-Trucks	\$16.19
60039	Bennett Engineering Services, Inc	Contract Services- Engineering	\$1,789.46
60040	BSK Associates	Water Analysis	\$260.00
60041	Capital Partners Development Company	Overpayments	\$265.00
60042	City of Citrus Heights	Permit Fees	\$1,228.40
60043	Consolidated	Telephone-Local/ Long Distance	\$894.57
60044	Corelogic Information Solutions Inc	Dues & Subscriptions	\$470.83
60045	Timothy R Cutler	Continued Education	\$103.17
60046	J4 Systems	Contract Services- Other	\$2,770.00
60047	Moonlight BPO	Contract Services- Bill Print	\$2,838.62
60048	Protection One Alarm Monitoring	Equipment Rental- Office	\$688.99
60049	Sacramento Local Agency Formation	Dues &	\$1,775.00

September 8, 2015  
Board of Directors Meeting

	Commission	Subscriptions	
60050	Sophos Solutions	Contract Services- Other	\$1,860.00
60051	TechnoFlo Systems	Repair- Equipment/Hardware	\$1,216.90
60052	A. Teichert & Son, Inc.	Road Base	\$1,890.46
60053	Titan Workforce LLC	Contract Services- Temporary labor	\$2,294.33
60054	Tree Pros, Inc	Contract Services- Miscellaneous	\$1,000.00
60055	Unum Life Insurance Co of America	Disability & Life Insurance	\$1,741.82
60056	Voyager Fleet Systems Inc	Gas & Oil	\$4,499.79
60057	WaterWise Consulting, Inc	Water Conservation- Contract Services	\$1,500.00
60058	Warren Consulting Engineers Inc	Contract Services- Engineering	\$4,250.00
60059	Deven S or Natalie L Detwiler	Toilet Rebate Program	\$75.00
60060	Michael A or Janet A Dokey	Toilet Rebate Program	\$150.00
60061	Kristina Foley	Toilet Rebate Program	\$75.00
60062	Albert D or Ramona S Gonzales	Toilet Rebate Program	\$75.00
60063	Brian D or Cari L Gruelle	Toilet Rebate Program	\$75.00
60064	John J or Armenia Harned	Toilet Rebate Program	\$75.00
60065	Michael J or Virginia J Herte	Toilet Rebate Program	\$75.00
60066	Victoria Nunes	Toilet Rebate Program	\$150.00
60067	Sharon R Reeves	Toilet Rebate Program	\$150.00
60068	Sunrise Recreation & Park District	Water Conservation - Other	\$450.00
60069	Maria or Eleazar Cholula	Toilet Rebate Program	\$150.00
60070	Craig C or Elizabeth Cook	Toilet Rebate Program	\$75.00
60071	Eftihia Pantelias	Overpayments	\$81.58
60072	Sandra A Artesi	Overpayments	\$7.35
60073	Joan Tait Living Trust	Overpayments	\$133.42
60074	Mitchel/Susan Benson	Overpayments	\$13.72
60075	Barry J Lucas	Overpayments	\$6.70

September 8, 2015  
Board of Directors Meeting

60076	Frances Sandin TTE/Elba Sandin Trust	Overpayments	\$11.55
60077	Meredith Hansen	Overpayments	\$214.18
60078	Carolyn J Fisher	Overpayments	\$79.94
60079	Steve's Pizza	Overpayments	\$248.43
60080	Kelley E/Susan G Simmons	Overpayments	\$66.76
60081	Eric T Whitley	Overpayments	\$167.75
60082	Diana Garcia	Overpayments	\$61.68
60083	Dale Callaghan	Overpayments	\$22.35
60084	Sergii Ryshko	Overpayments	\$132.28
60085	Randy/Beth Lind	Overpayments	\$39.45
60086	4Neighbours LLC	Overpayments	\$177.68
60087	Valli Construction Inc.	Overpayments	\$1,191.53
60088	ABA DABA Rentals & Sales	Supplies-Field Employee Paid Insurance	\$248.56 \$330.86
60089	AFLAC	Contract Services- Meter Reading	\$2,737.63
60090	Alexander's Contract Services	Water Conservation- Contract Services	\$2,561.25
60091	CirclePoint	Maintenance Agreement- Equipment	\$312.40
60092	Connected Document Solutions	Material	\$1,055.17
60093	Corix Water Products, Inc	Equipment Rental- Office	\$129.12
60094	Cybex	Fixed Assets	\$589.89
60095	Gaynor Telesystems Incorporated	Continued Education	\$341.19
60096	Brian M Hensley	Contract Services- Other	\$900.00
60097	J4 Systems	Contract Services- Bill Print	\$2,919.08
60098	Moonlight BPO	Petty Cash	\$177.88
60099	Petty Cash	Utilities	\$10.27
60100	Pacific Gas & Electric	Permit Fees	\$1,922.60
60101	Sacramento County	Maintenance Agreement-Software	\$1,341.12
60102	SHI International Corp	Equipment Rental- Office	\$305.23
60103	Sonitrol	Telephone-Local/ Long Distance	\$49.00
60104	SureWest Directories	Contract Services- Temporary labor	\$3,948.00
60105	Titan Workforce LLC	Contract Services- Miscellaneous	\$600.00
60106	Tree Pros, Inc	Telephone-Wireless	\$1,185.63
60107	Verizon Wireless		

September 8, 2015  
Board of Directors Meeting

60108	California State Disbursement Unit	Garnishment	\$184.61
60109	California State Disbursement Unit	Garnishment	<u>\$109.61</u>
<b>Total</b>			<u>\$832,631.49</u>
ACH	VANCO JULY 2015	Bank Fee	\$71.80
ACH	PAYCHEX AUGUST 2015	Contract Services- Other	\$507.40
ACH	VALIC 8/13/15	Deferred Compensation	\$2,020.00
ACH	VALIC 8/23/15	Deferred Compensation	\$2,020.00
ACH	VOYA 8/13/15	Deferred Compensation	\$45.00
ACH	VOYA 8/23/15	Compensation	\$45.00
ACH	PERS 7/30/15 PAYROLL	PERS	\$13,332.84
ACH	PERS 8/13/15 PAYROLL	PERS	\$13,332.84
ACH	BANK OF THE WEST 8/20/15	Bank Fee	\$2,621.73
ACH	ELAVON JULY2015FD	Bank Fee	\$504.97
ACH	ELAVON JULY2015PH	Bank Fee	\$205.23
ACH	ELAVON JULY2015WEB	Bank Fee	\$3,247.88
ACH	WHA Sept 2015	Health Insurance	<u>\$16,604.00</u>
<b>Total</b>			<u>\$54,558.69</u>
<b>Grand Total</b>			<u><u>\$887,190.18</u></u>

**September Checks Approved At September Board Meeting**

60132	SMUD	Utilities	\$10,641.48
60123	Miles Treaster & Associates	Office Expense	\$25,348.12
60120	Kaler/Dobler Construction Inc	PC-Engineer	\$45,096.11
60126	R E Smith Contractor Inc	PC-Wells	<u>\$143,141.70</u>
			<u>\$224,227.41</u>

ACH	ELAVON 2015PH	Bank Fee	\$162.72
ACH	UNION BANK 2015 INTEREST		
ACH	PYMT	COP Debt Service	\$48,643.75
ACH	ELAVON 2015FD	Bank Fee	\$213.99
ACH	ELAVON 2015WEB	Bank Fee	\$2,486.75
ACH	PAYCHEX 7/10/15	Contract Services- Other	\$343.85

ACH	PERS 7/16/15	PERS	<u>\$13,468.14</u>
<b>Total</b>			<u>\$65,319.20</u>
			<hr/>
<b>Grand Total</b>			<u><u>\$65,319.20</u></u>

**August Checks Approved At August Board Meeting**

59964	SMUD	Utilities	\$9,471.41
59953	Douglas A MacTaggart	Contract Services- Paving/Concrete	\$9,637.00
59952	KASL Consulting Engineers	Contract Services- Engineering	\$10,543.00
59944	Central Valley Engineering & Asphalt, Inc.	Contract Services- Paving/Concrete	\$10,964.88
59960	Regional Water Authority	Dues & Subscriptions	\$23,232.00
59951	Kaler/Dobler Construction Inc	Contract Services- Engineering	\$59,170.57
59958	R E Smith Contractor Inc	Contract Services- Wells	\$76,243.39
59962	San Juan Water District	Purchased Water	<u>\$502,135.26</u>
			<u>\$701,397.51</u>



US BANK - CAL-Card Distributions

September 2015

i:\users\ap\CalCard\current year - Distribution for monthly payment.xls

TOTAL BILL	11180-00	52300-02	54210	54211	54241-01	56200	56230	56830	56890-01	56890-02	56890-04	
\$5,162.19	Fixed Asset/Office Equip	Wells Main	Tools	Supplies	Repair Truck	Office Exp	Postage	C.E.	Office Misc. District Event	Mtg Accom	Office Misc. Milestone Events	
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			633.59	59.73		
Hensley	\$ 1,441.98	371.03						80.00	990.95			
Straus	\$ 78.40				19.99			58.41				
Smoot	\$ 200.25						95.95	36.00		68.30		
Townsel	\$ 8.89									8.89		
\$	-											
\$	-											
\$	5,162.19	\$ -	\$ 371.03	\$ 195.20	\$ 1,153.68	\$ 1,025.47	\$ 137.96	\$ 95.95	\$ 174.41	\$ 1,734.52	\$ 256.71	\$ 17.26

V#:

Date: 9/30/15

Doc #:

52300-02	Wells Main	\$ 371.03
54210	Tools	\$ 195.20
54211	Supplies	\$ 1,153.68
54241-01	Rep-Truck	\$ 1,025.47
56200	Off Exp	\$ 137.96
56230	Postage	\$ 95.95
56830	C.E.	\$ 174.41
56890-01	Off Misc - Dist Event	\$ 1,734.52
56890-02	Mtg Accom	\$ 256.71
		<u>5,162.19</u>

OCTOBER 13, 2015 -  
AGENDA ITEM: CC-6

Citrus Heights Water District												
2015 Director Training Courses/Seminars/Conferences												
as of 10/7/2015												
i:\users\Continued Ed\Continued Ed-2015.xls												
Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/phone
5/6/15-5/7/15	2	ACWA Spring Conference	ACWA	Sacramento	Al Dains	670.00	560.00				110.00	
5/6/15-5/7/15	2	ACWA Spring Conference	ACWA	Sacramento	Ray Riehle	670.00	560.00				110.00	
5/6/15-5/7/15	2	ACWA Spring Conference	ACWA	Sacramento	Caryl Sheehan	600.00	600.00					
					Grand Total	1,940.00						

September 8, 2015 - AGENDA ITEM: CC-11

7411 Greenback Lane Easements Acceptance

PM Dietrich wrote that construction of the Bubba's Carwash at 7411 Greenback Lane included extending a new 8-inch water main along San Juan Avenue to provide for a future fire protection as redevelopment occurs to the surrounding properties. This work was completed by District Operations forces and paid for by the District. Bubba's Greenback 1, Inc. granted an easement for the new 8-inch water main along San Juan Avenue and a second easement for an existing fire hydrant and water service on Greenback Lane.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 20-2015

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
ACCEPTING AN EASEMENT FROM  
BUBBA'S GREENBACK 1, INC.  
FOR WATER DISTRIBUTION FACILITIES AT  
7411 Greenback Lane, Citrus Heights, CA

Whereas BUBBA'S GREENBACK 1, INC., for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress therefrom for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the City of Citrus Heights, State of California particularly described as follows:

An easement twenty feet in width for public water purposes over a portion of The Lands of Bubba's Greenback 1, Inc. as described in the Grant Deed recorded on October 28, 2014 in Document No. 2014-10281480, Official Records of Sacramento County, the West sideline being described as follows:

Beginning at the most Westerly corner of the certain tract of land designated "Erickson Construction Company and Henry Kroeger 5.211 acres Net Area" as filed January 19, 1960, in Book 15 of Survey at Page 26;

Thence from said Point of Beginning, along a curve concave northeasterly, having a radius of 560.00 feet, through a central angle of 25° 47' 58", the initial radial of which bears North 77° 54' 21" West to the Point of Termination.

The herein described area contains 4,910 square feet, more or less.

Affecting a portion of APN 243-0020-007.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 8th day of September 2015 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle  
NOES: Directors:  
ABSTAIN: Directors:  
ABSENT: Directors:

SEAL

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

ATTEST:

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ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 21-2015

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
ACCEPTING AN EASEMENT FROM  
BUBBA'S GREENBACK 1, INC.  
FOR WATER DISTRIBUTION FACILITIES AT  
7411 Greenback Lane, Citrus Heights, CA

Whereas BUBBA'S GREENBACK 1, INC., for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress therefrom for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the City of Citrus Heights, State of California particularly described as follows:

An easement ten feet in width for public water purposes over a portion of The Lands of

Bubba’s Greenback 1, Inc. as described in the Grant Deed recorded on October 28, 2014 in Document No. 2014-10281480, Official Records of Sacramento County, the South sideline being described as follows:

Beginning at the northeast corner of a “Public Highway or Road” Right of Way as described in the Right of Way Deed recorded on November 10, 1993 in Book 931110 at Page 556 Official Records of Sacramento County;

Thence from said Point of Beginning, along the North line of said Right-of-Way, North 88° 44' 50" West 43.00 feet to the Point of Termination.

The herein described area contains 430 square feet, more or less.

Affecting a portion of APN 243-0020-007

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 8th day of September 2015 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle  
NOES: Directors:  
ABSTAIN: Directors:  
ABSENT: Directors:

SEAL

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

ATTEST:

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ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

5640 Southgrove Drive Grant of Easement to SMUD

General Manager Churchill wrote that as a condition of receiving electrical service to the Skycrest Well site at 5640 Southgrove Drive, SMUD is requiring an easement from the District. The easement requested is 10.00 feet in width along the northerly site frontage.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 22-2015

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
APPROVING GRANTING AN EASEMENT  
TO  
SACRAMENTO MUNICIPAL UTILITY DISTRICT

WHEREAS, CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, is the owner of that certain property identified by Sacramento County Assessor's Parcel Number 233-0060-007, further known as the Skycrest Well, 5640 Southgrove Drive; and

WHEREAS, CITRUS HEIGHTS WATER DISTRICT, receives utility service to said property from the SACRAMENTO MUNICIPAL UTILITY DISTRICT; and

WHEREAS, the SACRAMENTO MUNICIPAL UTILITY DISTRICT has installed facilities over and upon said property for the purpose of providing utility service to CITRUS HEIGHTS WATER DISTRICT and others; and

WHEREAS, the SACRAMENTO MUNICIPAL UTILITY DISTRICT, as a requirement of providing service to said property, is requiring an easement across said property.

NOW THEREFORE BE IT RESOLVED that, for a valuable consideration, CITRUS HEIGHTS WATER DISTRICT does hereby approve the granting of an easement to the SACRAMENTO MUNICIPAL UTILITY DISTRICT over that certain real property situate in the City of Citrus Heights, County of Sacramento, State of California, particularly described as follows:

A strip of land 10.00 feet in width, the centerline of which is described as follows: Beginning at a point on the south line of Parcel 4 as shown on the Parcel Map entitled "A Portion of Lot 22, as shown on the "Plat of Citrus Heights" Bk 10 Maps 7" recorded in the Office of the Recorder of Sacramento County on February 1, 1979 in Book 45 of Parcel Maps at Page 14, located North 89°41'15" East 16.22 feet from the southwest corner of said Parcel 4; thence from said point of beginning South 59° 28'42" East 29.88 feet; thence North 88°35'48" East 35.15 feet; thence

North 20° 48'34" East 15.68 feet to a point on the south line of Parcel 3 as shown on said Parcel Map.

BE IT FURTHER RESOLVED that the President of the Board of Directors is hereby authorized to execute said Grant of Easement on behalf of the District.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 8th day of September 2015 by the following vote, to wit:

AYES:	Directors:	Dains, Sheehan, Riehle
NOES:	Directors:	None
ABSTAIN:	Directors:	None
ABSENT:	Directors:	None

SEAL

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

ATTEST:

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ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

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

## OLD BUSINESS

### 2016 Budgets & Water Rates

The Board of Directors reviewed and discussed major issues related to the draft Operating and Capital Improvement Budgets for 2016, water rate issues for 2016 and water rate adjustment options for 2016. Following discussion, the Board provided direction to the staff to issue a Proposition 218 notice describing a proposed 14% rate adjustment, and to move forward with a public engagement and public information program concerning the issues driving the proposed rate increase. The Board direction included bringing back a budget for consideration that includes the new proposed Senior Construction Inspector position.

The Board adjourned for a break at 8:33 PM.

The Board reconvened at 8:45 PM.

### Antelope Pump-Back Booster Pump Station Project

General Manager Churchill reported that a meeting that was scheduled for September 8<sup>th</sup> with SJWD AGM Keith Durkin to continue discussion on the utilization of the Cooperative Transmission Pipeline (CTP) to facilitate water deliveries from the Antelope Pump-Back Booster Pump Station Project did not occur due to conflicts with other activities.

Key to the discussion will be a review of the CTP Ownership, Operations and Maintenance Agreement between SJWD, CHWD, FOWD, OVWC and SSWD and whether the Agreement needs to be amended to facilitate the Project.

### Administration Building Improvements

GM Churchill provided an update on the status of the Administration Building Improvement project.

On December 9, 2014, the Board of Directors accepted the Bid of Kaler/Dobler Construction, Inc. in the amount of \$743,200 for construction of the Administration Building Expansion and Renovation Project.

Subsequently, as authorized, the General Manager executed an Agreement for Construction Services with the Contractor. A project contingency amount of \$50,000 was initially authorized for change orders and supplemented by an additional \$20,000, primarily for changes to the window orientation in the General Manager's office.

Construction began on Tuesday January 20, 2015. The construction efforts are on schedule that forecast completion by September 22, 2015. Completion of the Project is now estimated to be September 18, 2015. The project is estimated at 95% complete.

The amount paid to the contractor to date is \$683,182.29 This amount is inclusive of \$53,737.00 in change orders as approved for addressing unknown conditions and for additional work, including replacement and upgrading existing insulation, kitchen exhaust fan, complete exterior painting, electrical changes and asphalt sealing.

Tasks remaining to be completed per the contract schedule are as follows:

Building:

- Casework/Millwork Repairs
- Glazing at Customer Service Counters
- Signage
- Flooring in GM Office
- New Window and Window Abandonment in GM Office
- Equipment and System Startups

Furnishing purchased through Miles-Treaster & Associates has arrived and is in their storage.

#### Skycrest Well Equipping

Operations Manager Townsel provided an update on the Skycrest Well development 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 is expected by November 1, 2015.

Construction at the site continues. Rough grading has been completed and the installation of the 12-inch piping is complete. Pipe chlorination and bac-t sampling are pending before the final tie-in to the system will be done.

The building is complete.

The site finish grading and fencing will begin after the final tie in to the system.



NEW BUSINESS

Training/Continued Education/Meetings

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

Purchase of One Inch Water Meters

Water Meter Technician Kelly Drake reported that in 2007 CHWD, purchased a stock of 300 Neptune one inch potable water radio read meters for a housing development that was in progress by William Lyon Homes and for general stock. In 2008, after the first phase was completed and housing sales dropped off, the project was put on hold with approximately 160 units left to build, leaving CHWD with a stock on hand of over 250 one inch meters on hand. In 2012, the Marquee development was purchased by KB Homes and construction resumed. CHWD started installing water meters shortly thereafter. In the meantime, along with using the meters in stock for replacements, two other developments began construction, with 101 units proposed combined.

Installation of meters for these projects started in October 2014, utilizing the meters in stock. CHWD’s stock of one inch meters has dwindled to 51 on hand, with a current projected need of 141 for development in progress. CHWD Staff is currently equipped to read meters with the Neptune Technology Group R900 technology. The following chart highlights past, present and projected inventory needs.

TIMELINE	STOCK	USE
2007	300	Purchased for stock & William Lyon Home development(Marquee)
		Approximately 50 used for Marquee & replacement of failed meters
2008	250	Marquee development stops construction on new homes
2012		KB Homes purchases Marquee & resumes construction on new homes
2013	210	Stock count
2014		Costruction begins on Autumnwood & Village at Fair Oaks by Watt Communities (101 unit combined)
Present	51	Stock on hand
Projected	141	Three in-progress housing developments and other commercial projects
Proposed purchse	100	From Equarius Waterworks
Future Stock	10	After current projects are fully metered

On August 5, 2015 CHWD Staff released a Request for Quotes (RFQ) for the purchase of one hundred (100) one inch radio read residential potable cold water displacement meters, compatible with the District's radio read equipment, to the following meter suppliers:

- Equarius Waterworks – \$35,100.00
- Badger Meter, Inc. - No quote received.
- Golden State Flow Measurement – Did not meet RFQ requirements.
- Metron-Farnier Meters – No quote received.

**Motion:** It was moved by Director Riehle and seconded by Director Sheehan to authorize the purchase of 100 Neptune T-10 water meters with R900i registers from Equarius Waterworks, plus a 5% contingency (\$1,755.00). Total authorization requested is \$36,855.00.

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

#### Mariposa Avenue Project Drafting and Surveying Services

PM Dietrich reported that the City of Citrus Heights is currently designing the Mariposa Avenue Safe Routes to School Phase III Project, which involves installing new sidewalks and drainage facilities along Mariposa Avenue between Northridge Drive and Eastgate Avenue. Work is anticipated to start in 2016. Citrus Heights Water District has three (3) projects on the current Capital Improvement Plan which overlap the City's project. These projects have been combined together into the Mariposa Avenue, Limerick Way and Dublin Way Water Main Replacement Project and are part of the 2016 Proposed Capital Improvement Budget.

KASL Consulting Engineers, Inc. provided a proposal for drafting and surveying services for the District's project. They also provided a proposal for the City's project and are therefore familiar with the City's project and have included coordination with the City's Engineer in preparing plans for the District's project. KASL Consulting Engineers, Inc. has provided drafting and surveying services for the District on recent projects and is fully qualified to support the District's Engineering Department on this project.

The recommended funding for the drafting and surveying portion of the work as well as the District staff time required is to use project 2015-40 "Other City Partnership Opportunities". This will allow design to begin immediately. Construction can then start in early 2016 using funding from the 2016 budget. This timeline will allow the District's project to conclude prior to the start of the City's project.

Mariposa Avenue, Limerick Way and Dublin Way Water Main Replacement Project:

Engineer's Preliminary Construction Cost Estimate	\$640,866.00
KASL Consulting Engineers, Inc. Drafting and Surveying Proposal	\$37,047.00
Percentage of Preliminary Construction Cost Estimate	5.78%

**Motion:** It was moved by Director Riehle and seconded by Director Sheehan to authorize the General Manager to execute a Professional Services Agreement with KASL Consulting Engineers, Inc. in an amount not to exceed \$37,047 for drafting and surveying services for the Mariposa Avenue, Limerick Way and Dublin Way Water Main Replacement Project.

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

Retirement of John J. Townsel

General Manager Churchill reported that Operations Manager John J. Townsel will be retiring from the District on September 10, 2015 after providing over 17 years of service to the District. A retirement celebration/luncheon is planned to be held at the Citrus Heights Community Center on Fountain Square Drive in Citrus Heights beginning at noon on Thursday September 10, 2015.

A Resolution acknowledging and commending Mr. Townsel's service is presented for the Board consideration.

General Manager Churchill read the resolution into the record.

**Motion:** It was moved by Director Riehle and seconded by Director Sheehan to adopt Resolution No. 23-2015 Commending John J. Townsel for his service to the District.

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

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 23-2015

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
COMMENDING JOHN J. TOWNSEL FOR OUTSTANDING SERVICE

WHEREAS, John J. Townsel began his career as Operations Superintendent with Citrus Heights Water District on July 1, 1998 and became Operations Manager on March 1, 2006; and

WHEREAS, John J. Townsel been an outstanding leader of the District in managing the Operations and Water Quality Department through its key functions of water distribution system maintenance, construction, operations, groundwater production and water quality monitoring and regulations; and

WHEREAS, John J. Townsel's decades of experience in the industry, personal work ethic and dedication to fulfilling the mission of the District has earned him the respect of Directors, co-workers, and customers of the District and the high regard from his public agency peers and private contractors that he has interacted with throughout his career with the District; and

WHEREAS; John J. Townsel is retiring from Citrus Heights Water District on September 10, with more than seventeen years of dedicated service.

THEREFORE BE IT RESOLVED that the Board of Directors of the Citrus Heights Water District does hereby commend John J. Townsel for his dedication and outstanding service to the Citrus Heights Water District and extends best wishes for many years filled with happiness during his retirement.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 8th day of September, 2015 by the following vote, to-wit:

AYES:	Directors:	Dains, Sheehan, Riehle
NOES:	Directors:	None
ABSTAIN:	Directors:	None
ABSENT:	Directors:	None

SEAL

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

ATTEST:

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ROBERT A. CHURCHILL, Secretary

PROJECT MANAGER’S REPORT

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

*New values or projects are 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>
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*None*

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>98% Complete</b>
California American Water Co. San Juan Avenue Tank (2015-39)	5444 San Juan Ave	<b>Construction Continues</b>
Bubba’s Car Wash (2015-51)	7411 Greenback Ln	<b>98% Complete</b>
Stock Ranch Retail - Interior Drive Aisle Improvements (2015-52)	Auburn Blvd at Stock Ranch Retail Center	<b>95% Complete</b>

<u>Project</u>	<u>Location</u>	<u>Status</u>
Capitol Nursery Plaza (2015-50)	Sunrise Blvd @ Madison Ave	<b>20% Complete</b>
<b><i>Suds Car Wash (2015-65)</i></b>	<b><i>7711 Sunrise 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
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	Plans Approved January 29, 2015
Memory Care Facility (2015-56)	6825-33 Sunrise Blvd	Plans Approved July 21, 2015
Sylvan Middle School (2015-63)	7085 Auburn Blvd	Plans Approved July 27, 2015
<b><i>Applebee's Restaurant</i></b>	<b><i>6900 Auburn Blvd</i></b>	<b><i>Plans Approved August 10, 2015</i></b>
<b><i>Citrus Heights City Hall (2015-54)</i></b>	<b><i>6350 Fountain Square Dr</i></b>	<b><i>Plans Approved August 26, 2015</i></b>

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 Avenue to U.C. Davis Medical Center	<b><i>SRPD Easement Approved August 6, 2015</i></b>

<u>Project</u>	<u>Location</u>	<u>Status</u>
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>

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>20% Complete</i></b>
<b><i>San Juan High School 24” Water Main Lamon Construction Company (2013-30)</i></b>	<b><i>Along North Property Line</i></b>	<b><i>Submittals Underway</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>Awaiting Start of Work</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 141 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 90 samples, have met all California Department of Public Health requirements.
2. District-wide water consumption for the calendar year 2015 through the end of August 2015 was 6,875.85 acre-feet, a decrease of 34.3% percent compared with the water consumption during the same period in 2013.
3. As of noon on September 1, 2015, storage in Folsom Lake was at 191,131 acre-feet, 20.0 percent of the total capacity of 977,000 acre-feet. This is about 32 percent of historical average for this date. This represents a decrease in storage of 85,284 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 9:44 PM.

OM Townsel and PM Dietrich left the meeting.

Director Dains reconvened the meeting at 9:46 PM.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

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

A meeting is scheduled for September 10, 2015.

D-2. Sacramento Groundwater Authority (Dains)

Director Sheehan attended for CHWD. Director Sheehan reported that 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

San Juan Water District is considering hiring a consultant to identify additional water supply options.

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 reported that he would be attending the next Government Issues Committee meeting on October 1, 2015.

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 August 2015.
2. The following is a summary of Drought Response Plan activities in August:
  - District staff is working with the top 20% of water consumers, focusing initially on the larger commercial, industrial and institutional (CII) users. Staff is sending out a letter to our Top 20% of CII customers. The letter covers the current Stage 4 drought regulations. In addition CHWD is requesting these customers submit a written irrigation reduction plan as compared to their 2013 irrigation schedule. The top 20% CII customers are

given an opportunity to sign up for a free landscape irrigation review instead of submitting their own written plan.

- Staff is working with CirclePoint on an ad to be placed in the Sacramento Bee. The message will be a Thank You to our customers for their current conservation efforts. The ad will also remind customers to continue their efforts into the fall and winter months. The ad will be in both hard copy newspaper and online format. Orange Vale Water Company, San Juan Water District and Fair Oaks Water District are interested in partnering with us to produce the ad.
  - CHWD placed an ad on Facebook promoting our Facebook page. The ad resulted in 269 additional “likes” on CHWD’s Facebook page. CHWD currently has 332 total likes.
  - Staff is working with Circlepoint on a weekly basis to update and monitor CHWD’s Facebook wall and updates to CHWD’s website.
  - CHWD is partnering 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 will cover identifying 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 will be held at the City of Citrus Heights community center on September 19<sup>th</sup> from 9am to Noon. The class is free of charge.
  - With Board consent General Manager Churchill executed the RWA extended public outreach budget agreement. CHWD’s portion of \$8,478.00 will come out of the Drought Response Plan budget.
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 per day, how the calls are categorized and how many service calls were created based on these reports since patrols began.

Paladin  
Status Report

Date	Incident Report	Wrong Day	Equipment Waste	Theft	Service Orders	Invalid Address	Duplicate Address
7/30/2015	16	16	10	0	16	0	0
8/1/2015	15	6	14	1	14	0	0
8/3/2015	15	15	11	0	13	2	0
8/11/2015	11	5	11	0	9	2	0
8/13/2015	16	15	16	0	16	0	0
8/20/2015	15	14	9	0	14	1	0
8/21/2015	20	8	19	0	14	2	3
<b>Totals</b>	<b>108</b>	<b>79</b>	<b>90</b>	<b>1</b>	<b>96</b>	<b>7</b>	<b>3</b>

4. The following is a summary of current noteworthy Finance activities over and above normal operations:
- Accounting Supervisor (AS) Sohal issued a Request for Proposals (RFP) to retain a new auditing firm to conduct the annual audit and prepare and submit the annual State Comptroller’s Report on July 27<sup>th</sup>. Four proposals were received, and the selection process continues. The plan is to present a proposed contract with a new accounting firm for Board consideration at its October 13<sup>th</sup> Board meeting.
  - AGM Straus and AS Sohal are presenting the proposed 2016 Budget based upon direction received by the Board at the Rate Model and Budget Study Session on August 25<sup>th</sup>. The Board will consider adopting the proposed budget and 2016 rates and fees on November 10<sup>th</sup>.

GENERAL MANAGER’S REPORT

1. Twenty-Three employees received recognition for superior attendance, outstanding customer service and quality of work during the month of September 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.

AGM Straus left the meeting at 10:13 PM.

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The Board of Directors adjourned into Closed Session at 10:14 PM regarding:

Public Employee Appointment – Management Position under Personnel Exemption pursuant to Government Code Chapter VI, Section 54957.

The Board reconvened into Regular Session at 10:43 PM.

Board President Dains reported that there was no reportable action.

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ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 10:49 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