

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
January 12, 2016

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

Allen B. Dains, President  
Caryl F. Sheehan, Director  
Raymond A. Riehle, Director  
Robert A. Churchill, General Manager  
Hilary Straus, Assistant General Manager  
David Gordon, Interim Operations Manager  
Paul A. Dietrich, Project Manager  
Lisa Smoot, Human Resources Specialist  
Mellie Deano, Temporary Accounting Staff

VISITORS

Pam Pinkston, Customer  
Pam Banks, Customer

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment at this time.

CONSENT CALENDAR

President Dains asked for the Consent Calendar.

**Motion:** It was moved by Director Riehle and seconded by Director Sheehan to accept the Consent Calendar consisting of CC-1 and CC-11 – CC-16, due to the early absence of the Accounting Supervisor the financials CC-2 – CC-10 will be deferred to the February 9, 2016 Board Meeting.

CC-1. Minutes of the Regular Meeting – December 8, 2015.  
~~CC 2. Accounts Receivable Analysis Report for December 2015.~~  
~~CC 3. Assessor/Collector's Roll Adjustments for December 2015.~~  
~~CC 4. Treasurer's Report for December 2015.~~  
~~CC 5. Funds and Reserves Report for December 2015.~~  
~~CC 6. Operations Budget Analysis for December 2015.~~  
~~CC 7. Capital Improvements Budget Analysis for December 2015.~~  
~~CC 8. Warrants for December 2015.~~  
~~CC 9. CAL Card Purchases for December 2015.~~

~~CC-10. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.~~

- CC-11. 7711 Sunrise Blvd Quitclaim Deed Approval  
Consider adoption of Resolution 01-2016 approving a Quitclaim Deed for an easement within the property at 7711 Sunrise Boulevard.
- CC-12. 5311 Sable Wood Lane Easement Acceptance  
Consider adoption of Resolution 02-2016 accepting an easement at the Village at Fair Oaks, 5311 Sable Wood Lane.
- CC-13. 5400 Heritage Tree Lane Easement Acceptance  
Consider adoption of Resolution 03-2016 accepting an easement at 5400 Heritage Tree Lane.
- CC-14. Skycrest Well Equipping Project  
An Agreement for Construction Services between the District and R.E. Smith Contractor, Inc. was executed on February 23, 2015. Completion date TBD, contingent on weather. Electrical service installed by SMUD. Wall installation is done, with the remainder of the fencing and gate to follow. Final electrical installation is proceeding, testing to follow.
- CC-15. Health Plan Coverage for District Employees for 2016  
There were no proposed changes to the health care plans for 2016. The monthly premium costs for the two plans compared with the 2015 rates came in as follows: Kaiser 5% increase and Western Health Advantage a 0% increase. Both numbers came in below the budgeted 12% increase we were anticipating therefore no changes were recommended at this time.
- CC-16. Policy Amendments to Fill Senior Construction Inspector Position  
This item is administrative in nature. The Board of Directors approved the 2016 budget, which included a new Senior Construction Inspector position. The position is funded in this year's budget at \$104,000 total cost (salary plus benefits). However, in order to fill the position, two District policies must be amended, General Policy 1030—Organizational Structure and Chart and Human Resources Policy 4101.A1—Salary Schedule. Both policies have been updated to incorporate the new Senior Construction Inspector position.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 01-2016

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
APPROVING A QUITCLAIM DEED  
TO

JCJK PROPERTIES, LLC  
AT APN 224-0030-008-0000, 7711 Sunrise Blvd., Citrus Heights, CA

WHEREAS, JCJK PROPERTIES, LLC, are the owners of that certain property identified by Sacramento County Assessor's Parcel Number 224-0030-008-0000, further known as 7711 Sunrise Boulevard; and

WHEREAS, CITRUS HEIGHTS WATER DISTRICT, has no interest in an easement previously granted to the District pursuant to that certain document recorded in Book 90 01-5, Page 0616, Sacramento County Records, as described below.

NOW THEREFORE BE IT RESOLVED that, for a valuable consideration, receipt of which is hereby acknowledged, CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, does hereby remise, release and forever QUITCLAIM to JCJK PROPERTIES, LLC, all right, title and interest in real property in the, City of Citrus Heights, County of Sacramento, State of California, particularly described as follows:

A strip of land, 10 feet in width, situate in the County of Sacramento, California, being a portion of Lot 152, Citrus Heights Addition No. 7 recorded in Book 12 of Maps, No. 41, recorded in said County in Section 24, Township 10 North, Range 6 East, M.D.B. & M., the centerline of which is described as follows:

Commencing at the southwest corner of said Lot 152; thence northerly along the west boundary of said Lot, 10 feet to POINT OF BEGINNING; thence from said POINT OF BEGINNING:

Easterly and parallel with the southerly boundary of said Lot 152 a distance of 22.00 feet; thence northerly and parallel with said west boundary of Lot 152 a distance of 31.00 feet; thence westerly and parallel with said southerly boundary of Lot 152 a distance of 14.00 feet.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Quitclaim Deed in the Office of the County Recorder of Sacramento County.

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

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 12<sup>th</sup> day of January 2016, 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

**CERTIFICATION:**

I, ROBERT A. CHURCHILL, hereby certify and acknowledge that Resolution 01-2016 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 12th day of January 2016.

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ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

**CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 02-2016**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
ACCEPTING AN EASEMENT FROM  
THE VILLAGE AT FAIR OAKS, LLC  
FOR WATER DISTRIBUTION FACILITIES AT  
APN 239-0340-038-0000, 5311 Sable Wood Lane, Fair Oaks, CA**

Whereas THE VILLAGE AT FAIR OAKS, LLC, A Delaware Limited Liability Company, 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 unincorporated area of Sacramento County, State of California particularly described as follows:

A Portion of Lot 38, as shown on the final map of "The Village at Fair Oaks", filed in Book 385 of Maps, at Page 2, Sacramento County Records.

BEGINNING at the northwest corner of said Lot 38, thence South 33°31'58" East, a distance of 50.56 feet to the southerly line of said Lot 38; thence along said southerly line the following three (3) courses: 1) North 89°41'47" West, a distance of 2.94 feet; 2) North 51°51'56" West, a distance of 21.56 feet; 3) North 69°15'50" West, a distance of 8.17 feet to the southwest corner of said Lot 38; thence along the west line of said Lot 38 North 00°51'20" West, a distance of 25.93 feet to the POINT OF BEGINNING.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT hereby 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 12th day of January 2016 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. 03-2016

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
ACCEPTING AN EASEMENT FROM  
FAIRFIELD SUNRISE, LLC  
FOR WATER DISTRIBUTION FACILITIES AT  
APN 233-0044-011-0000, 5400 Heritage Tree Lane, Citrus Heights, CA

Whereas FAIRFIELD SUNRISE, LLC, a Delaware limited liability company, 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 non-exclusive 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 there from 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:

A strip of land 15.00 feet wide being a portion of the land conveyed to A. Robert Fischer and Robert F. Friedman under the corporation Quitclaim Deed recorded January 23, 1978 in Book 7801-23, Page 542, Sacramento County Records, and a portion of Parcel 2 as shown on the Parcel Map filed in Book 30 at Page 38, Sacramento County Records, the centerline of which is described as follows:

Commencing at the southerly terminus of the westerly line of the land described in said quitclaim deed, said point also being on the northerly right-of-way line for Madison Avenue, a public road; thence northerly along said westerly line North 01°32'55" West 329.20 feet to the POINT OF BEGINNING for this description; thence from said POINT OF BEGINNING South 89°57' 11" East 11.17 feet; thence South 41 °26' 11" East 12.95 feet; thence South 86°51 '27" East 11.31 feet.

The basis of bearing for this description is the southerly line of Parcel A as shown on the Parcel Map recorded in Book 40, Page 30, Sacramento County Records taken as North 88°33'43" East.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT hereby 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 12th day of January 2016 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

OLD BUSINESS  
Administration Building Improvements Project (I)

GM Churchill and AGM Strauss requested authorization to proceed with enclosing the

Administration Building patio area to create and additional office subject to confirmation of job status by the Sacramento Metro Fire District. The additional space could accommodate up to three work stations as may be needed for staff reorganization or temporary staffing. The estimated budget for completion of the project is as follows:

Work Item	Cost
Blackbird Associates	
Design/Construction Support	\$7,365
Direct Costs Reimbursement	500
Kaler Dobler Construction, Inc.	50,435
Miscellaneous Project Expenses (e.g., Permits)	1,000
Furniture, Fixtures & Equipment (includes computers/printers)	15,000
Project Contingency (10%)	7,500
<b>Total Estimated Cost</b>	<b>\$81,800</b>

Directors questioned the costs in regards to the size of the space. However they authorized the General Manager to execute agreement amendments with Blackbird and Associates and KalerDobler Construction and authorized the expenditure of up to \$81,800 for completion of this project.

ACTION: Director Dains moved to approve contingent on approval from the Sacramento Metro Fire District, Director Sheehan second and all three in favor.

Sacramento LAFCo Special District Advisory Committee (A)

Consider Nomination of Board Member to the Sacramento Local Agency Formation Commission Special District Advisory Committee. Director Riehle expressed interest on being part of the Advisory Committee.

ACTION: Director Sheehan nominates, Director Dains seconds, all three in favor.

NEW BUSINESS:

Training/Continued Education/Meetings

The Board was informed of various upcoming training, continued education opportunities and meetings. Director Dains will attend the ACWA Spring conference in Monterey, Director Riehle will consider ACWA Spring conference, **is also interested in the CAP to CAP.**

Policy Amendments

HR Specialist Lisa Smoot reported that this item contained proposed amendments to two District Policies. Policy number 4112-Overtime Pay and Recruitment, amend policy to clarify situations in which an employee qualifies for overtime pay and to clarify the Districts holiday overtime rule. Policy number 4120-Water Distribution Standby Duty & Call Outs, amend section 4120.03 to clarify work days as well as District observed holidays in relation to Standby Duty and Pay.

ACTION: Director Sheehan moved to and Board member Riehle seconded the motion to: 1) Amend

Policy 4112 – Overtime Pay and Recruitment; 2) Amend Policy 4120 – Water Distribution Standby Duty & Call-Outs.

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 November 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>Suds Car Wash 7711 Sunrise Blvd (2015-65)</i></b>		<b><i>Property of Owner Fire Hydrant Removal</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	6800 Madison Ave	99% Complete
California American Water Co. San Juan Avenue Tank - Intertie and Water Service	5444 San Juan Ave	Awaiting System Construction
Capitol Nursery Plaza	Sunrise Blvd @ Madison Ave	<b><i>80% Complete</i></b>
Sylvan Middle School	7085 Auburn Blvd	<b><i>90% Complete</i></b>
Citrus Heights City Hall	6350 Fountain Square Dr	<b><i>80% Complete</i></b>
Northridge Grove	5555 Mariposa Ave	Awaiting System



<u>Project</u>	<u>Location</u>	<u>Status</u>
47 Condominiums		Construction
Memory Care Facility	6825-33 Sunrise Blvd	<b>50% Complete</b>
Applebee's Restaurant	6900 Auburn Blvd	<b>Substantially Complete</b>
Dundee Estates	Mariposa Ave @ Highland Ave	80% Complete

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
None		

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>
Mesa Verde High School 14" Water Main Bennett Engineering Services (2015-30)	Northwest Corner of Property West from Poplar Avenue	Coordinating with Arborist and School
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	90% Submittal Review
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	90% Submittal Review
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	90% Submittal Review
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc. (2015-40)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	Awaiting Utility Maps
Baird Way 12" Water Main Area West Engineers, Inc. (2015-31)	Auburn Blvd to Holly Dr	Awaiting Utility Maps

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>
San Juan Park 12” Water Main KASL Consulting Engineers, Inc. (2014-36)	5555 Mariposa Ave to U.C. Davis Medical Center	<b>80% Complete</b>
San Juan High School 24” Water Main Lamon Construction Company (2013-30)	Along North Property Line	<b>80% Complete</b>

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

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

*None*

#### OPERATIONS MANAGER’S REPORT

Interim Operations Manager David Gordon reported as follows:

A total of 205 work orders were performed during the month of December by field operations crews, administration field crews and district contractors. The results of recent bacteriological testing, at a total of 72 samples, have met all California Department of Public Health requirements.

District-wide water consumption for the calendar year 2015 through the end of December 2015 was 9,973.47 acre-feet, a decrease of 33% percent compared with the water consumption during the same period in 2013.

As of midnight on January 3, 2016, storage in Folsom Lake was at 243,331 acre-feet, 25 percent of the total capacity of 977,000 acre-feet. This is about 21 percent of historical average for this date. This represents an increase in storage of 107,270 acre-feet in the past month.

Regarding the state-wide snow pack data, as of January 4, 2016, the snow pack was 107% of normal.

Director Dains called a recess to the meeting at 7:30PM.

PM Deitrich and IOM Gordon left the meeting.

Director Dains reconvened the meeting at 7:34 PM.

#### DIRECTOR’S AND REPRESENTATIVES REPORTS:

- D-1. Regional Water Authority (Dains, Churchill)  
No report.
- D-2. Sacramento Groundwater Authority (Sheehan)  
Caryl Sheehan elected to be Chair in 2016.
- 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)  
AGM Straus and IOM Gordon are part of the year long Management Training Group.
- D-6. Sacramento Local Agency Formation Commission  
GM Churchill reported that LAFCo is looking for nominees for its Special District Advisory Committee This item will be placed on the next Board agenda for consideration.
- D-7. City of Citrus Heights  
No report.
- D-8. Chamber of Commerce Government Issues Committee (Straus)  
No report.
- D-9. Other Reports:  
No report.

#### ASSISTANT GENERAL MANAGER'S REPORT

AGM Straus reported as follows:

Water Efficiency Program activities during the month of December 2015 included:

- 19 ultra-low-flush toilet rebates for the month of November. A total of \$21,000 in rebates has been provided to customers during 2015 to date.
- For the period of January 2015 through December 2015, 17 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers for a total of \$850 in HECW rebates.

- 28 water waste calls were received during the month of December. An additional 5 reports of water wasting have been received through the CHWD’s Drought Resources web page. A total of 21 contacts (mostly visits to customers’ homes and phone calls) have been completed based on these reports.
- The December 2015 R-GPCD was 75. For the month of November 2015 R-GPCD was 82. For the month of October 2015 the R-GPCD was 140 the September R-GPCD was 160 August the R-GPCD was 172. The July R-GPCD was 176. The June R-GPCD 2015 was 163. The May R-GPCD was 129. The April R-GPCD was 117. The March R-GPCD was 108. The February R-GPCD 83. The January R-GPCD was 75. The December 2014 was 84. The November was 98, and October was 153. This information is submitted monthly to the State Water Resources Control Board.

The following is a summary of Drought Response Plan activities in November:

- An RFP to complete CHWD’s 2015 Urban Water Management Plan (UWMP) has been sent to consulting firms. The Department of Water Resources requires an UWMP update every 5 years. The update includes a comprehensive assessment and description of the District's water distribution system, water demands, water supplies, conservation and demand management, and demand to supply contingency planning. The deadline for RFP submittals is Friday January 22<sup>nd</sup>.
- Staff is developing a turn off/turn on policy for Water Demand Management. The policy will be used as an enforcement tool for repeat violators of water efficiency regulations. Staff recommendations will be presented to the Board on a future date.

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 through November.

<b>Status Report</b>				
<b>Date</b>	<b>*Incident Report</b>	<b>Wrong Day</b>	<b>Equipment Waste</b>	<b>Theft</b>
<b>AUGUST 2015</b>	<b>108</b>	<b>79</b>	<b>90</b>	<b>1</b>
<b>SEPTEMBER 2015</b>	<b>96</b>	<b>47</b>	<b>80</b>	<b>0</b>
<b>OCTOBER 2015</b>	<b>46</b>	<b>37</b>	<b>42</b>	<b>0</b>
<b>NOVEMBER 2015</b>	<b>69</b>	<b>15</b>	<b>69</b>	<b>0</b>
<b>DECEMBER 2015</b>	<b>56</b>	<b>31</b>	<b>54</b>	<b>0</b>
<b>Totals</b>	<b>375</b>	<b>209</b>	<b>335</b>	<b>1</b>

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

AGM Straus gave a follow-up to the Board's approval of employee benefits through Lincoln Financial in November, staff has conducted additional research and determined that for a nominal additional cost, the District can offer \$100,000 of term life insurance coverage to all of its employees. The current policy coverage provides for managers and supervisors to be covered at the \$100,000 level and all other employees to be covered at the \$50,000 level. According to the District's benefits broker, Gallagher and Company, this proposed change, which falls within the General Manager's expenditure authority, will cost an additional \$76 per month for all employees or \$912 per year. The higher level of benefit is recommended as it will promote employee retention and enhance the District's future recruitment efforts.

#### GENERAL MANAGER'S REPORT

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

#### CORRESPONDENCE:

None.

#### 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 8:08 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