

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
February 9, 2016

The Regular Meeting of the Board of Directors was called to order at 6:32 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 M. Straus, Assistant General Manager  
David M. Gordon, Interim Operations Manager  
Paul A. Dietrich, Project Manager  
Lisa A. Smoot, Human Resources Specialist  
Mellie D. Deano, Temporary Accounting Staff

VISITORS

Pam Pinkston  
Pam Banks  
Debra Derosiers

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

Pam Pinkston inquired about agenda item number CC-2a which were answered by AGM Straus and Temporary Accounting Staff Deano.

Pam Banks inquired about the funds and accounting processes and suggested a District map showing the areas where repairs have been completed and areas where projects are currently in progress.

CONSENT CALENDAR

President Dains asked for consideration and/or approval of the Consent Calendar.

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

- CC-1. Minutes of the Regular Meeting – January 12, 2015.
- CC-2a. Accounts Receivable Analysis Report for December 2015.
- CC-2b. Accounts Receivable Analysis Report for January 2016.
- CC-3a. Assessor/Collector's Roll Adjustments for December 2015.
- CC-3b. Assessor/Collector's Roll Adjustments for January 2016.

- CC-4a. Treasurer's Report for December 2015.
- CC-4b. Treasurer's Report for January 2016.
- CC-5a. Funds and Reserves Report for December 2015.
- CC-5b. Funds and Reserves Report for January 2016.
- CC-6a. Operations Budget Analysis for December 2015.
- CC-6b. Operations Budget Analysis for January 2016.
- CC-7a. Capital Improvements Budget Analysis for December 2015.
- CC-7b. Capital Improvements Budget Analysis for January 2016.
- CC-8a. Warrants for December 2015.
- CC-8b. Warrants for January 2016.
- CC-9a. CAL-Card Purchases for December 2015.
- CC-9b. CAL-Card Purchases for January 2016.
- CC-10a. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.
- CC-10b. Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.
- CC-11. 7085 Auburn Blvd Easement.  
Adoption of Resolution 04-2016 accepting an easement at 7085 Auburn Boulevard.
  
- CC-12. Claim for Property Damages.  
Deny Claim for property damages at 6348 Stoddard Rd On behalf of the District, our insurance provider ACWA/JPIA (Association of California Water Agencies / Joint Powers Insurance Authority) has forwarded this claim to Lamon Construction Company, Inc., the contractor who performed the work. Based on implied and express contractual indemnity as stated in the contract with the District and Lamon Construction, the contractor will handle any and all claims related to the work performed under said contract.
- CC-13. Skycrest Well Equipping Project.  
At the January 13, 2015 Board Meeting the Board accepted the bid of R.E. Smith Contractor, Inc. in the amount of \$1,822,000.00 and established a change order contingency fund in the amount of \$90,000.00 (4.94%) for equipping the Skycrest Well. This work includes the pump, motor, building, electrical and mechanical components, water and storm drain piping, fencing and other site improvements. An Agreement for Construction Services between the District and R.E. Smith Contractor, Inc. was executed on February 23, 2015. Completion date TBD, contingent on weather.
- CC-14. Administration Building Improvements Project  
At the January 12, 2016 Board of Directors Meeting, the General Manager received authorization to execute agreement amendments with Blackbird Associates and Kaler Dobler Construction, Inc. with an overall expenditure limit of up to \$81,800 to enclose the patio area to accommodate 160 square foot office addition. This additional office space could accommodate up to three work stations as may be needed for staff reorganization or temporary staffing. The authorization above was contingent upon written indication from the Sacramento Metro Fire District that the addition would be treated as a new project and thus not trigger fire sprinkler requirements. Written confirmation was received on January 15, 2016 that fire sprinklers will not be required. A task order has been approved with Blackbird Associates to proceed with the design work. Staff and Blackbird Associates have reviewed Kaler Dobler's cost

proposal and are in agreement. A change order authorizing Kaler Dobler to proceed with construction will be forthcoming.

DECEMBER 31, 2015 PAYABLES			
Check #	Vendor	Description	Amount
60628	ACWA	Dues & Subscriptions	\$12,725.00
60629	Central Valley Engineering & Asphalt, Inc.	Contract Services Paving/Concrete	\$13,658.59
60630	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$98,970.58
60631	KASL Consulting Engineers	Contract Services-Engineering	\$8,071.50
60632	Lamon Construction CO, INC	Contract Services-Engineering	\$80,522.00
60633	Ernest L Leporini	Contract Services-Engineering	\$12,480.00
60634	R E Smith Contractor Inc	Contract Services-Wells	\$81,328.83
60635	SMUD	Utilities	\$10,185.09
60636	CalSierra Construction Inc	Contract Services-Engineering	\$108,751.25
60637	Sharp Inspection Group	Contract Services-Engineering	\$21,825.00
60638	Cody Leppener	Customer Refund	\$600.00
60639	Coldwell Banker/Mark A Delgado	Customer Refund	\$66.15
60640	Gloria P Senftner	Customer Refund	\$19.27
60641	PG&E/Jaime Robles	Customer Refund	\$1,441.91
60642	ABA DABA Rentals & Sales	Supplies-Field	\$316.33
60643	Alexander's Contract Services	Contract Services-Meter Reading	\$2,456.11
60644	Awards By Kay Inc	Office Expense	\$16.20
60645	BSK Associates	Water Analysis	\$1,056.00
60646	Burketts	Office Expense	\$341.13
60647	California Landscape Associates Inc	Janitorial	\$187.00
60648	California State Disbursement Unit	Garnishment	\$184.61
60649	California State Disbursement Unit	Garnishment	\$87.69
60650	Caltronics Business System	Small Office Equipment	\$162.00
60651	CEUS-Irrigation Association	Dues & Subscriptions	\$100.00
60652	Corix Water Products, Inc	Material	\$3,822.17
60653	County of Sacramento	Permit Fees	\$32.00
60654	Coverall North America Inc	Janitorial	\$450.00
60655	Cybex	Equipment Rental-Office	\$129.12
60656	GreatAmerica Leasing Corp	Equipment Rental-Office	\$218.79
60657	Groeniger & Company	Material	\$426.60
60658	Integrity Administrators Inc	Health Insurance	\$253.00
60659	KASL Consulting Engineers	Contract Services-Engineering	\$2,142.00
60660	Moonlight BPO	Contract Services-Bill Print	\$5,391.18
60661	David R O'Brien	Toilet Rebate Program	\$150.00
60662	Office Depot	Office Expense	\$149.02
60663	Pace Supply Corp	Material	\$479.99
60664	Sonitrol	Equipment Rental-Office	\$156.23
60665	State Water Resources Control Board	Dues & Subscriptions	\$60.00
60666	A. Teichert & Son, Inc.	Road Base	\$1,591.09
60667	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,688.30
60668	US Bank I.M.P.A.C. Government Services	See December Agenda Item CC:9	\$7,887.71
60669	Verizon Wireless	Telephone-Wireless	\$1,186.53
60670	Zane Dezin	Contract Services-Water Conservation	\$91.60
60671	Robin Cope	Health Insurance	\$397.00
60672	Manuel A Sanchez	Customer Refund	\$167.24
60673	John Millet	Customer Refund	\$600.00
60674	Sharon M Huddle	Customer Refund	\$168.07
60675	Denis Pavlov	Customer Refund	\$53.68
60676	Hamid Hosseini	Customer Refund	\$131.77
60677	ABA DABA Rentals & Sales	Supplies-Field	\$81.42
60678	AFLAC	Employee Paid Ins	\$330.86
60679	Alexander's Contract Services	Contract Services-Meter Reading	\$1,668.82
60680	AnswerNet	Telephone-Answering Service	\$195.29
60681	Blackbird Associates	Contract Services-Engineering	\$116.64
60682	Burketts	Office Expense	\$824.08
60683	Sacramento County Utilities	Utilities	\$173.38
60684	Dept of Toxic Substances Control	Permit Fees-Air Quality	\$22.50

	Accounting Unit		
60685	Irrigation Association - Certification	Dues & Subscriptions	\$100.00
60686	J4 Systems	Contract Services-Other	\$2,850.00
60687	Kurey & Associates	Contract Services-Engineering	\$3,060.00
60688	Douglas A MacTaggart	Contract Services Paving/Concrete	\$5,422.00
60689	Maze & Associates	Legal & Audit	\$5,375.00
60690	Missy Pieri	Continued Education	\$116.00
60691	USPS	Postage	\$225.00
60692	Powerplan	Repair-Trucks	\$941.79
60693	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
60694	Republic Services #922	Utilities	\$200.12
60695	RW Trucking	Contract Services-Miscellaneous	\$831.25
60696	Sacramento Bee	Publication Notices	\$83.36
60697	Sac-Val Janitorial Supply	Supplies-Field	\$232.99
60698	SureWest Directories	Telephone-Local/Long Distance	\$49.00
60699	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,583.20
60700	Zee Medical Company	Supplies-Field	\$210.75
60701	Citrus Heights Chamber of Commerce	Continued Education	\$650.00
60702	Jeffrey D Keeton	Customer Refund	\$11.53
60703	David Sangster	Customer Refund	\$14.51
60704	Tohinoa Lomano	Customer Refund	\$200.00
60705	Stephanie S Gualderama	Customer Refund	\$36.75
60706	Teyann M Stout	Customer Refund	\$166.29
60707	Allan C/Verna B Dungo	Customer Refund	\$96.72
60708	Tuan A Tran	Customer Refund	\$292.81
60709	Minesh Patel	Customer Refund	\$23.54
60710	Alexander's Contract Services	Contract Services-Meter Reading	\$1,775.77
60711	AM Conservation Group Inc	Water Conservation-Materials	\$765.48
60712	BSK Associates	Water Analysis	\$452.00
60713	California State Disbursement Unit	Garnishment	\$184.61
60714	California State Disbursement Unit	Garnishment	\$87.69
60715	City of Citrus Heights	Permit Fees	\$5,000.00
60716	Comcast	Equipment Rental-Office	\$22.06
60717	Connected Document Solutions	Maintenance Agreement-Equipment	\$355.45
60718	Corelogic Information Solutions Inc	Dues & Subscriptions	\$298.33
60719	Coverall North America Inc	Janitorial	\$399.00
60720	Daniel Noonan DBA: Intependent Plumbing	Contract Services-Miscellaneous	\$425.00
60721	Indoor Environmental Services	Maintenance Agreement-Equipment	\$130.00
60722	J4 Systems	Contract Services-Other	\$1,400.00
60723	Rex Meurer	Water Conservation-Materials	\$131.70
60724	Sophos Solutions	Contract Services-Other	\$2,015.00
60725	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,590.60
60726	Voyager Fleet Systems Inc	Gas & Oil	\$1,491.45
60727	Stanley A/Bonnie L Evans	Customer Refund	\$22.92
60728	Charles T/Suzanne M Rose	Customer Refund	\$16.25
60729	Richard D/Victoria Bradford	Customer Refund	\$7.86
60730	Vicky Carillo	Customer Refund	\$10.69
60731	Eric/Sara Freeman	Customer Refund	\$106.36
60732	Julie A Barkhurst	Customer Refund	\$146.51
60733	Lonny Fawver	Customer Refund	\$118.36
60734	Nicholas Pershing	Customer Refund	\$88.11
60735	Arun Vinnakota	Customer Refund	\$93.49
60736	ABA DABA Rentals & Sales	Supplies-Field	\$821.23
60737	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,701.09
60738	Airgas NCN	Supplies-Field	\$469.43
60739	Alexander's Contract Services	Contract Services-Meter Reading	\$2,737.63
60740	AREA Restroom Solutions	Equip Rental-Field	\$114.34
60741	Area West Engineers Inc	Contract Services-Engineering	\$5,697.50
60742	Bart/Riebes Auto Parts	Repair-Trucks	\$91.64
60743	BSK Associates	Water Analysis	\$1,992.00
60744	Caltronics Business System	Small Office Equipment	\$270.00
60745	Channing Bete Company	Water Conservation-Materials	\$459.11
60746	Connected Document Solutions	Maintenance Agreement-Equipment	\$278.86
60747	Norman/Cynthia K Miller	Customer Refund	\$71.35
60748	Grainger	Small Tools	\$41.47
60749	HD Supply Waterworks LTD	Material	\$1,157.28

60750	Brian M Hensley	Continued Education	\$566.42
60751	Integrity Administrators Inc	Health Insurance	\$2,000.00
60752	Kaiser Foundation Health Plan, Inc	Health Insurance	\$15,948.25
60753	Kei Window Cleaning #12	Janitorial	\$92.00
60754	Moonlight BPO	Contract Services-Bill Print	\$5,001.88
60755	One Print Source & Graphics	Printing	\$149.45
60756	Pace Supply Corp	Material	\$478.85
60757	Pacific Gas & Electric	Utilities	\$91.63
60758	Pirtek Power Inn	Repair-Trucks	\$245.31
60759	Red Wing Shoe Store	Small Tools	\$1,075.56
60760	San Juan Water District	Purchased Water	\$6,269.37
60761	Smoke Busters	Repair-Trucks	\$240.00
60762	A. Teichert & Son, Inc.	Road Base	\$2,052.31
60763	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,321.50
60764	Traffic Management Inc.	Field Miscellaneous	\$45.00
60765	Unum Life Insurance Co of America	Disability & Life Insurance	\$1,654.52
60766	Verizon Wireless	Telephone-Wireless	\$1,186.74
60767	World Environment & Energy Inc	Contract Services-Miscellaneous	\$375.00
60768	Jerry N Lewis	Customer Refund	\$17.32
60769	Jeff Mullins Trust	Customer Refund	\$89.99
60770	ABA DABA Rentals & Sales	Supplies-Field	\$96.14
60771	AFLAC	Employee Paid Insurance	\$330.86
60772	Alexander's Contract Services	Contract Services-Meter Reading	\$4,412.66
60773	R. Michael or Donna M Beaumont	Toilet Rebate Program	\$75.00
60774	Burketts	Office Expense	\$344.83
60775	California State Disbursement Unit	Garnishment	\$184.61
60776	California State Disbursement Unit	Garnishment	\$87.69
60777	Caltronics Business System	Small Office Equipment	\$237.02
60778	Connected Document Solutions	Maintenance Agreement-Equipment	\$36.24
60779	Robert Conway	Toilet Rebate Program	\$75.00
60780	Corporate Design Group Inc	Contract Services-Other	\$1,739.28
60781	Culver Company, Inc	Water Conservation-Materials	\$1,774.76
60782	Dawson Oil Company	Gas & Oil	\$618.33
60783	Paul Elwood	Toilet Rebate Program	\$75.00
60784	Franchise Tax Board	Garnishment	\$100.00
60785	Future Ford	Repair-Trucks	\$2,155.97
60786	Grainger	Small Tools	\$579.31
60787	GreatAmerica Leasing Corp	Equipment Rental-Office	\$218.79
60788	Groeniger & Company	Material	\$505.25
60789	Holt of California	Repair-Equipment/Hardware	\$3,074.84
60790	Integrity Administrators Inc	Health Insurance	\$253.00
60791	J4 Systems	Contract Services-Other	\$146.25
60792	John Leymaster	Toilet Rebate Program	\$150.00
60793	Moonlight BPO	Contract Services-Bill Print	\$4,013.19
60794	Jasmine Nguyen	Customer Refund	\$2,800.00
60795	Christopher Nichols	Continued Education	\$65.00
60796	One Print Source & Graphics	Printing	\$217.93
60797	Pace Supply Corp	Material	\$5.71
60798	Paul N Phillips, Attorney at Law	Legal & Audit	\$5,000.00
60799	Road Machinery LLC	Repair-Trucks	\$1,556.41
60800	SWRCB	Dues & Subscriptions	\$6,690.16
60801	State Water Resources Control Board	Dues & Subscriptions	\$60.00
60802	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,577.50
60803	Utility Services Associates LLC	Contract Services-Water Conservation	\$2,654.00
60804	Vocantas Inc	Customer Refund	\$5.00
60805	US Bank I.M.P.A.C. Government Services	Continued Education	\$4,752.24
60806	City of Citrus Heights	Permit Fees	\$35.00
<b>TOTAL</b>			<b>\$636,342.62</b>
ACH	12/3/15 PAYROLL	PERS	\$12,668.37
ACH	12/30/15PAYROLL	Deferred Compensation	\$2,650.00
ACH	GASB 68	PERS	\$2,550.00
ACH	NOV2015 VANCO	Contract Services-Other	\$74.30
ACH	12/3/15PAYROLL	Deferred Compensation	\$3,020.00
ACH	12/30/15PAYROLL	Deferred Compensation	\$25.00
ACH	12/17/15PAYROLL	Deferred Compensation	\$25,600.31
ACH	NOV 2015WB	Bank Fee	\$3,782.09

ACH	NOV2015BANK FEE	Bank Fee	\$2,419.31
ACH	NOV2015FD	Bank Fee	\$262.47
ACH	NOV2015PH	Bank Fee	\$198.66
ACH	PAYCHEX2015112600	Contract Services-Other	\$452.45
ACH	PERS121715PAYROLL	PERS	\$12,956.47
ACH	VK7077 12/3/15	Deferred Compensation	\$45.00
ACH	VK7077121715	Deferred Compensation	\$45.00
ACH	WHAJAN2015HEALTH	Health Insurance	\$15,146.70
ACH	WHAJAN2016COBRA	Health Insurance	\$1,457.30
<b>TOTAL</b>			\$83,353.43
<b>GRAND TOTAL</b>			\$719,696.05
<b>January Checks Signed at January Board Meeting</b>			
60814	Sharp Inspection Group	PC-Engineer	\$11,050.00
60808	Albietz Law Firm	Legal & Audit	\$11,470.25
60815	SMUD	Utilities	\$11,524.02
60809	ESRI	Maint Agree-Equip	\$12,416.00
60807	ACWA/JPIA	Workers Comp Ins	\$13,400.00
60810	J4 Systems	PC-Other	\$15,177.60
60812	Ernest L Leporini	PC-Engineer	\$16,260.00
60811	Lamon Construction CO, INC	PC-Engineer	\$35,079.89
60813	R E Smith Contractor Inc	PC-Wells	\$92,495.73
			\$218,873.49

<b>JANUARY 31, 2016 PAYABLES</b>			
<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
60807	ACWA/JPIA	Workers Comp Insurance	\$13,400.00
60808	Albietz Law Firm	Legal & Audit	\$11,470.25
60809	ESRI	Maintenance Agreement-Equipment	\$12,416.00
60810	J4 Systems	Contract Services-Other	\$15,177.60
60811	Lamon Construction CO, INC	Contract Services-Engineering	\$35,079.89
60812	Ernest L Leporini	Contract Services-Engineering	\$16,260.00
60813	R E Smith Contractor Inc	Contract Services-Wells	\$92,495.73
60814	Sharp Inspection Group	Contract Services-Engineering	\$11,050.00
60815	SMUD	Utilities	\$11,524.02
60868	Lorraine Lew	Customer Refund	\$90.19
60869	Joyanne Dent	Customer Refund	\$11.55
60870	Stephanie A Flora	Customer Refund	\$3,936.24
60871	R Jeff Reimund	Customer Refund	\$126.09
60872	Serena Syn Family Trust	Customer Refund	\$76.64
60873	Robert B/Denise I Eckart	Customer Refund	\$80.08
60874	Buffets Inc #0717	Customer Refund	\$539.60
60875	Shannon M Blockton	Customer Refund	\$177.26
60876	Keith Tresh	Customer Refund	\$10.30
60877	All American Publishing	Water Conservation-Other	\$374.00
60878	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
60879	Bart/Riebes Auto Parts	Repair-Trucks	\$543.97
60880	Burketts	Office Expense	\$124.35
60881	California Landscape Associates Inc	Janitorial	\$187.00
60882	Caltronics Business System	Small Office Equipment	\$59.40
60883	Coverall North America Inc	Janitorial	\$450.00
60884	Cybox	Equipment Rental-Office	\$129.12
60885	Dawson Oil Company	Gas & Oil	\$1,388.88
60886	FP Mailing Solutions	Equipment Rental-Office	\$165.24
60887	Holt of California	Repair-Equipment/Hardware	\$2,245.91
60888	Infinisource	Contract Services-Other	\$300.00
60889	J4 Systems	Contract Services-Other	\$3,425.00
60890	KASL Consulting Engineers	Contract Services-Engineering	\$2,631.50
60891	Douglas A MacTaggart	Contract Services-Paving/Concrete	\$3,687.00
60892	Office Depot	Office Expense	\$67.69
60893	Pace Supply Corp	Material	\$84.20
60894	Powerplan	Repair-Trucks	\$442.04
60895	Republic Services #922	Utilities	\$199.52
60896	Road Machinery LLC	Repair-Trucks	\$658.11
60897	SHI International Corp	Maintenance Agreement-Software	\$829.34
60898	Sonitrol	Equipment Rental-Office	\$156.23

60899	State Water Resources Control Board	Dues & Subscriptions	\$150.00
60900	A. Teichert & Son, Inc.	Road Base	\$1,205.17
60901	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,186.50
60902	Daniel A/Susan M Paul	Customer Refund	\$509.59
60903	Seventh Day Adventist Church	Customer Refund	\$91.35
60904	Karen A Seward	Customer Refund	\$213.14
60905	Joe E/Vicky L Cardenas	Customer Refund	\$85.25
60906	Florinel/Nicoleta Osanu	Customer Refund	\$165.58
60907	Jane Montgomery-Crowden Revocable Trust	Customer Refund	\$11.50
60908	Jenson Family Trust	Customer Refund	\$38.17
60909	Tatyana/Gevorg Aslanyants	Customer Refund	\$29.23
60910	Kathleen Brainard Trust/Dianne Kruger	Customer Refund	\$14.43
60911	David J Young	Customer Refund	\$187.92
60912	Elahe Z Panah	Customer Refund	\$48.38
60913	Sara V Cardozo	Customer Refund	\$86.01
60914	Michael J Dutra	Customer Refund	\$83.65
60915	Gerald B Swanick	Customer Refund	\$166.90
60916	AnswerNet	Telephone-Answering Service	\$164.75
60917	BSK Associates	Water Analysis	\$276.00
60918	Burketts	Office Expense	\$44.80
60919	City of Citrus Heights	Permit Fees	\$75.00
60920	Connected Document Solutions	Maintenance Agreement-Equipment	\$23.87
60921	Robin Cope	Health Insurance	\$402.00
60922	Grainger	Small Tools	\$17.93
60923	Headsets.com	Office Expense	\$918.69
60924	Moonlight BPO	Contract Services-Bill Print	\$3,450.05
60925	Office Depot	Office Expense	\$15.11
60926	Pace Supply Corp	Material	\$478.40
60927	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
60928	Ramos Environmental Services	Field Miscellaneous	\$437.04
60929	RW Trucking	Contract Services-Miscellaneous	\$1,472.50
60930	SAWWA	Dues & Subscriptions	\$90.00
60931	Les Schwab Tires	Repair-Trucks	\$1,872.90
60932	SHI International Corp	Maintenance Agreement-Software	\$767.91
60933	SureWest Directories	Telephone-Local/Long Distance	\$49.00
60934	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,515.00
60935	United Textile	Supplies-Field	\$217.90
60936	OLIVIERI FAMILY TRUST	Customer Refund	\$15.12
60937	William O Gotthardt	Customer Refund	\$75.75
60938	Robert J/Laura A Pierson	Customer Refund	\$39.18
60939	Janet H Gertz	Customer Refund	\$14.16
60940	Scott L/Ineika C Collins	Customer Refund	\$345.33
60941	Jose E/Rachelle M Chavez	Customer Refund	\$177.48
60942	Christopher J Lamson	Customer Refund	\$20.27
60943	Chad M/Rebecca L Geyer	Customer Refund	\$96.89
60944	William R/Rosemary B Girvin	Customer Refund	\$10.36
60945	VLK Investment Inc	Customer Refund	\$18.66
60946	Gch Enterprises, Inc	Customer Refund	\$172.64
60947	Manoj/Rita Shah	Customer Refund	\$11.73
60948	Justin K Widdershoven	Customer Refund	\$11.89
60949	Nicksam Properties LLC	Customer Refund	\$159.20
60950	Stix Development	Customer Refund	\$77.46
60951	Granite Park Properties Inc	Customer Refund	\$24.08
60952	ABA DABA Rentals & Sales	Supplies-Field	\$110.93
60953	Alexander's Contract Services	Contract Services-Meter Read	\$1,867.54
60954	Water Research Foundation	Dues & Subscriptions	\$3,680.00
60955	Bart/Riebes Auto Parts	Repair-Trucks	\$14.03
60956	BSK Associates	Water Analysis	\$444.00
60957	Cogsdale	Contract Services-Other	\$1,550.90
60958	Connected Document Solutions	Maintenance Agreement-Equipment	\$12.55
60959	Corelogic Information Solutions Inc	Dues & Subscriptions	\$232.83
60960	Dawson Oil Company	Gas & Oil	\$891.07
60961	Grainger	Small Tools	\$7.10
60962	Griffin Electric, Inc.	Wells Maintenance	\$162.00
60963	Integrity Administrators Inc	Health Insurance	\$5,000.00
60964	Kaiser Foundation Health Plan, Inc	Health Insurance	\$13,931.06

60965	Moonlight BPO	Contract Services-Bill Print	\$4,215.78
60966	Pace Supply Corp	Material	\$3,252.12
60967	Nick Pershing	Water Conservation-Other	\$500.00
60968	Pacific Gas & Electric	Utilities	\$135.71
60969	Placer County Water Agency	Contract Services-Engineering	\$6,678.70
60970	Placer County Department of Public Works	Permit Fees	\$75.00
60971	SAWWA	Dues & Subscriptions	\$540.00
60972	Sophos Solutions	Contract Services-Other	\$5,115.00
60973	State Water Resources Control Board	Dues & Subscriptions	\$60.00
60974	A. Teichert & Son, Inc.	Road Base	\$2,129.72
60975	Thomson Reuters	Dues & Subscriptions	\$52.93
60976	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,694.00
60977	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$3,375.00
60978	Warren Consulting Engineers Inc	Contract Services-Engineering	\$1,875.00
60979	William H/Julie D Taylor	Customer Refund	\$106.07
60980	Richard A Noell	Customer Refund	\$8.42
60981	John L/Joan Black	Customer Refund	\$18.25
60982	William L/Sandra K McDonald	Customer Refund	\$153.12
60983	Brad/Susanne Dacus Trust	Customer Refund	\$167.62
60984	John/Jan L Rodli Nelson	Customer Refund	\$9.67
60985	Mary L MacMurray	Customer Refund	\$38.82
60986	James W/Grace C Yount	Customer Refund	\$112.98
60987	Chad B Johnston	Customer Refund	\$84.04
60988	Urapar Petroleum Inc	Customer Refund	\$120.30
60989	Rachael M Field	Customer Refund	\$72.17
60990	Nehemiah Community Reinvestment Ent LLC	Customer Refund	\$118.06
60991	Andrey Petrashishin	Customer Refund	\$48.22
60992	Absolute Secured Shredding Inc	Equipment Rental-Office	\$40.00
60993	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,703.09
60994	Airgas NCN	Supplies-Field	\$155.08
60995	Alexander's Contract Services	Contract Services-Meter Read	\$2,638.27
60996	Bart/Riebes Auto Parts	Repair-Trucks	\$5.07
60997	BSK Associates	Water Analysis	\$256.00
60998	Burketts	Office Expense	\$53.39
60999	California State Disbursement Unit	Garnishment	\$369.22
61000	California State Disbursement Unit	Garnishment	\$175.38
61001	Franchise Tax Board	Garnishment	\$200.00
61002	Greenback Ln Parners LLC	Customer Refund	\$322.62
61003	Integrity Administrators Inc	Health Insurance	\$265.65
61004	J4 Systems	Contract Services-Other	\$240.00
61005	KBA DOCUSYS	Maintenance Agreement-Equipment	\$12.34
61006	OCT Academy	Continued Education	\$350.00
61007	Missy Pieri	Continued Education	\$60.00
61008	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,146.50
61009	Verizon Wireless	Telephone- Wireless	\$1,383.97
61010	Voyager Fleet Systems Inc	Gas & Oil	\$1,442.05
<b>Total</b>			<b>\$337,635.44</b>
ACH	1/14/16 PAYROLL	PERS	\$12,742.62
ACH	1/14/16 PAYROLL	Deferred Compensation	\$2,520.00
ACH	DECEMBER 2015	Bank Fee	\$67.80
ACH	JAN 2016 POSTAGE	Equipment Rental-Office	\$1,000.00
ACH	VK7077 1/14/16	Deferred Compensation	\$45.00
ACH	0006603565 012816	Deferred Compensation	\$2,520.00
ACH	12/30/15 PAYROLL	PERS	\$10,245.59
ACH	2015122400 DEC15	Bank Fee	\$336.50
ACH	BOWDecember 2015 Bank Fee	Bank Fee	\$2,532.62
ACH	BOW DEC2015FD	Bank Fee	\$298.03
ACH	BOW DEC2015PH	Bank Fee	\$321.84
ACH	BOW DEC2015WEB	Bank Fee	\$3,394.32
ACH	VK70771/28/16PD	Deferred Compensation	\$45.00
ACH	WHA001396718	Health Insurance	\$15,129.90
<b>Total</b>			<b>\$51,199.22</b>
<b>Grand Total</b>			<b>\$388,834.66</b>
<b>February Checks Approved at February Board</b>			



<b>Meeting</b>			
60827	Ernest L Leporini	Contract Services-Engineering	\$8,340.00
60832	SMUD	Utilities	\$10,446.02
60833	Ferguson Enterprises Inc #1423	Material	\$11,930.34
60831	SHI International Corp	Maintenance Agreement-Software	\$13,274.68
60828	Martin General Engineering Inc	Contract Services-Engineering	\$15,683.97
60826	Corix Water Products, Inc	Material	\$16,044.96
60825	CalSierra Construction Inc	Contract Services-Engineering	\$27,098.75
60829	R E Smith Contractor Inc	Contract Services-Wells	\$68,833.66
60830	San Juan Water District	Purchased Water	\$463,116.39
<b>Total</b>			<b>\$634,768.77</b>

**CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 04-2016**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
ACCEPTING AN EASEMENT FROM  
SAN JUAN UNIFIED SCHOOL DISTRICT  
FOR WATER DISTRIBUTION FACILITIES AT  
APN 211-0020-003-0000, 7085 Auburn Blvd., Citrus Heights, CA**

Whereas SAN JUAN UNIFIED SCHOOL DISTRICT, 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 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 County of Sacramento, State of California particularly described as follows:

All that portion of Section 26, Township 10 North, Range 6 East, M.D.M. lying Northwest of the public right-of-way now known as Auburn Boulevard, and lying east of Sylvan Park Unit Number 3, recorded in Book 49 of Maps at Page 18 on file in the Office of the Recorder, County of Sacramento, State of California.

Beginning at a point on the northwesterly right of way of Auburn Boulevard, said point bearing North 66°52'00" East 321.52 feet from the Southeast corner of Lot 173 of said Sylvan Park Unit Number 3.

Thence the following four (4) courses:

1. Leaving aforesaid northwesterly right-of-way of Auburn Boulevard North 19°57'51" West 21.65 feet;
2. North 70°02'09" East 19.81 feet;
3. South 19°57'51" East 20.55 feet to the aforesaid northwesterly right of way;
4. Along said northwesterly right-of-way South 66°52'00" West 19.84 feet to the Point of Beginning.

Basis of bearing for this description is identical to that of said Sylvan Park Unit Number 3.

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 9th day of February 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 04-2016 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 9<sup>th</sup> day of February 2016.

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ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

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

OLD BUSINESS:  
None

NEW BUSINESS:

Training/Continued Education/Meetings

AWWA CA/NV Spring Conference, Sacramento, March 21-24 - GM Churchill, AGM Straus, and Interim OM Gordon will attend.

ACWA-JPIA Spring Conference, Monterey, May 2-3 – Director Dains, GM Churchill and AGM Straus will attend.

Agreement with J. Crowley Group, Inc. to Prepare 2015 Urban Water Management Plan

WCS Meurer and J. Crowley Group provided a presentation concerning the for the proposed work plan of the 2015 Urban Water Management Plan (UWMP). Every five years since 1990, the District has produced an UWMP in compliance with the State Urban Water Management Planning Act. The UWMP is widely considered to be a water agency’s most important public water planning document, and provides comprehensive information on the agency’s water supply, reliability planning, and use of water by customer types, water demand management and other information. The District's most recent five-year update was adopted by the Board in June 2011.

ACTION: Director Riehle moved and Director Sheehan seconded the motion to: Approve a Professional Service Agreement with the J. Crowley Group, Inc. at an amount not-to-exceed \$40,000, and authorize the General Manager to execute the Agreement.

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 January 2016 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>
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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	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>85% Complete</b>
Sylvan Middle School	7085 Auburn Blvd	<b>95% Complete</b>
Citrus Heights City Hall	6350 Fountain Square Dr	<b>80% Complete</b>
Northridge Grove 47 Condominiums	5555 Mariposa Ave	Awaiting System 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	Northwest Corner of Property West from Poplar Avenue	Coordinating with Arborist and School
Bennett Engineering Services Fair Way Intertie with City of Roseville	9955 Fair Way	90% Submittal Review
Blossom Hill Dr Intertie with City of Roseville	Blossom Hill Dr at 1100 Main Sail Cir	90% Submittal Review

<u>Project</u>	<u>Location</u>	<u>Status</u>
Crestmont Ave Intertie with City of Roseville	Crestmont Ave at 8199 Bonnie Oak Way	90% Submittal Review
Mariposa Ave, Limerick Way and Dublin Way Water Mains	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<b>60% Plan Development Underway</b>
KASL Consulting Engineers, Inc. Baird Way 12" Water Main	Auburn Blvd to Holly Dr	<i>Awaiting 30% Plans</i>
Area West Engineers, Inc.		
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	5555 Mariposa Ave to U.C. Davis Medical Center	<b>Landscape Restoration Underway</b>
KASL Consulting Engineers, Inc. San Juan High School 24" Water Main	Along North Property Line	<b>Landscape Restoration Underway</b>
Lamon Construction Company		

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

District-wide water consumption for the calendar year 2016 through the end of January was 539.60 acre-feet, a decrease of 10.4% percent compared with the water consumption during the same period in 2013.

As of midnight on January 31, 2016, storage in Folsom Lake was at 528,563 acre-feet, 54 percent of the total capacity of 977,000 acre-feet. This is about 104 percent of historical average for this date. This represents an increase in storage of 285,232 acre-feet in the past month.

The state-wide snow pack data, as of January 4, 2016, was 116% of normal.

Director Dains called a recess to the meeting at 7:58 PM.

PM Dietrich and IOM Gordon left the meeting.

Director Dains reconvened the meeting at 8:04 PM.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

- D-1. Regional Water Authority (Dains, Churchill)  
Director Dains reported on the election of officers and the talk of establishing water bank.
- D-2. Sacramento Groundwater Authority (Sheehan)  
Director Sheehan reported that the next meeting Thursday February 11, 2016.
- D-3. San Juan Water District  
GM Churchill reported that both San Juan Water District and the Regional Water Authority are embarking on reliability studies. Director Dains commented that the American River Basin Cooperating Agencies (ARBCA) Report needs to be looked at.
- 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 yearlong Management Training Group.
- D-6. Sacramento Local Agency Formation Commission
- D-7. City of Citrus Heights  
It was reported that the city is beginning evaluating a street improvement project from Rusch Park North to the City limit
- D-8. Chamber of Commerce Government Issues Committee (Straus)  
No report.
- D-9. Other Reports:  
Director Riehle reported on the Water Education Foundation that he attended.

ASSISTANT GENERAL MANAGER'S REPORT

AGM Straus reported as follows:

Water Efficiency Program activities during the month of January 2016 included:

- 26 ultra-low-flush toilet rebates for the month of January. A total of \$1,950 in rebates has been provided to customers during 2016 to date.
- For the period of January 2016, no High Efficiency Clothes Washer (HECW) rebates were

processed by SMUD for District customers.

- 10 water waste calls were received during the month of January. An additional 2 reports of water wasting have been received through the CHWD’s Drought Resources web page. A total of 9 contacts (mostly visits to customers’ homes and phone calls) have been completed based on these reports.
- The January 2016 Residential Gallon per Capita per Day (R-GPCD) was 80. For the month of December 2015 the R-GPCD was 75 November 2015 82 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 January:

- Letters to Citrus Heights Water District’s top 20% of Commercial, Industrial and Institutional (CIIs) users and Large Landscape customers were distributed requesting water reduction plans for 2015 water use as compared to their 2013 irrigation schedule. To date, 84 water reduction plans have been submitted. The response rate is about 50%. Staff is considering more targeted and effective options when approaching CHWD’s CII and Large Landscape customers, and will discuss a proposed strategy update with the Board on February 9, 2016 as part of the Water Efficiency Update Presentation.

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 2015 through January 2016.

Date	*Incident Report	Status Report		
		Wrong Day	Equipment Waste	Theft
<b>AUGUST</b>				
2015	108	79	90	1
<b>SEPTEMBER</b>				
2015	96	47	80	0
<b>OCTOBER</b>				
2015	46	37	42	0
<b>NOVEMBER</b>				
2015	69	15	69	0
<b>DECEMBER</b>				
2015	56	31	54	0
<b>JANUARY</b>				
2016	32	15	32	0
<b>Totals</b>	<b>407</b>	<b>224</b>	<b>367</b>	<b>1</b>

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

### GENERAL MANAGER'S REPORT

1. Twenty-one employees received recognition for superior attendance, outstanding customer service and quality of work during the month of January 2016. 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.
3. San Juan Water District has embarked on a Wholesale Water Management and Reliability Study and has selected MWH Engineers to conduct the Study. As part of their February 2, 2016 Water Supply & Reliability Committee Meeting, a two hour Project Kickoff Meeting was held. In addition to SJWD representatives and MWH engineers, GM Churchill attended along with three representatives of Orange Vale Water Company. Director Sheehan has elected to participate in these meetings. Board members expressed concerns that there are currently several different studies relating to the same topics and are unclear why the same studies are being conducted by different groups

### 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 8:48 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