

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
NOVEMBER 8, 2016 beginning at 6:30 PM**



**CITRUS
HEIGHTS
WATER
DISTRICT**

6230 Sylvan Road
P.O. Box 286
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California
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**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (A)

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

- CC-1. Minutes of the Regular Meeting – October 13, 2016.
- CC-2. Revenue Analysis Report for October 2016.
- CC-3. Assessor/Collector's Roll Adjustment for October 2016.
- CC-4. Treasurer's Report for October 2016.
- CC-5. Treasurer's Report of Fund Balances for October.
- CC-6. Operations Budget Analysis for October 2016.
- CC-7. Capital Projects Summary October 2016.
- CC-8. Warrants for October 2016.
- CC-9. CAL-Card Distributions for October 2016.
- CC-10. Summary of 2016 Employees, Officers and Directors Training Courses, Seminars and Conference.

Board of Directors

**Allen B. Dains
Caryl F. Sheehan
Raymond A. Riehle**

*General Manager/
Secretary*

Robert A. Churchill

*Assistant General
Manager/Treasurer*

Hilary M. Straus

*Accounting Supervisor
Assessor/Collector*

Susan K. Sohal

- CC-11. Amendments to Policy No. 6700 - Fixed Assets Accounting Control
Adopt Policy amendments to revise Policy 6700 Fixed Assets Accounting Control.
- CC-12. Citrus Heights Memory Care Easement Acceptance
Consider adoption of Resolution 28-2016 accepting an easement from Citrus Heights Memory Care, LLC.
- CC-13. Water Efficiency Program Update
Water Efficiency Program updates for October 2016.

PRESENTATIONS:

- P-1. Churchill Commendation for Outstanding Service (A)
Consider adoption and presentation of Resolution 27-2016 commending retiring General Manager Robert A. Churchill for 40+ years of service to the District.

OLD BUSINESS:

- O-1. Amendments to Policy No. 4101.A1 - Salary Schedule
Consider correcting amendments to Human Resources Policy No. 4101.A1 - Salary Schedule.

NEW BUSINESS:

- N-1. Training/Continued Education /Meetings (I)
Discuss training, continued education, and meeting opportunities.
- N-2 Appoint 2016-2017 Representatives and Alternates
Consider appointments of member of the Board of Directors or Officers to serve as District representatives to various organizations.
- N-3 Appoint District Officers (A)
Consider appointment and reconfirmations of District Officers.
- N-4. Interconnections with City of Roseville (A)
 - a. Consider adoption of Resolution 29-2016 Approving an Interconnection Agreement between Citrus Heights Water District and the City of Roseville.
 - b. Consider expenditure approval of construction costs.
- N-5. Amendments to Policy No. 4701 – Safety Officer
Consider amendments to Human Resources Policy No. 4701 – Safety Officer.
- N-6. San Juan Water District General Manager Retirement (A)
Consider adoption of Resolution No. 30-2016 Commending Shauna Lorange for Outstanding Service to San Juan Water District.

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

PROJECT MANAGER'S REPORTS (I):

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

OPERATIONS MANAGER'S REPORTS (I):

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

RECESS: The Meeting will have a brief recess.

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

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

MANAGEMENT SERVICES REPORTS (I):

- MS-1. Employee Recognition.
- MS-2. Long Range Board Agenda.

GENERAL MANAGER'S REPORTS (I):

- GM-1. General Manager's Task List.
- GM-2. Top 20 Oldest Businesses in Citrus Heights Nomination.
- GM-3. RWA/SGA Holiday Social.
- GM-4. ACWA News Article on GM Churchill Retirement

CORRESPONDENCE:

None

CLOSED SESSION:

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

| | | |
|-------------------|---------|-----------------|
| November 15, 2016 | 6:30 PM | Special Meeting |
| December 13, 2016 | 6:30 PM | Regular Meeting |
| January 10, 2017 | 6:30 PM | Regular Meeting |

ADJOURNMENT:

CERTIFICATION:

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



LISA SMOOT, Chief Board Clerk

Dated: November 3, 2016
