

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
October 11, 2016

The Regular Meeting of the Board of Directors was called to order at 6:35 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President  
Caryl F. Sheehan, Vice President  
Raymond A. Riehle, Director  
Robert A. Churchill, General Manager  
Hilary M. Straus, Assistant General Manager  
Paul A. Dietrich, Project Manager  
David M. Gordon, Operations Manager  
Susan K. Sohal, Accounting Supervisor  
Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk  
Beth Shockley, Management Services Specialist, Deputy Board Clerk  
Rex W. Meurer, Water Efficiency Supervisor  
Kelly R. Drake, Water Meter Technician

**VISITORS:**

Christopher J. Nichols, Water Quality Technician

**PLEDGE OF ALLEGIANCE:**

Director Dains led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

President Dains asked for consideration and/or approval of the Consent Calendar consisting of the following action or information items:

Minutes of the Regular Meeting – September 13, 2016.  
Minutes of the Special Meeting – August 29, 2016.  
Minutes of the Special Meeting – September 19, 2016.  
Revenue Analysis Report for September 2016.  
Assessor/Collector's Roll Adjustment for September.  
Treasurer's Report for September 2016.  
Treasurer's Report of Fund Balances for September 2016.  
Operations Budget Analysis for September 2016.  
Capital Improvements Budget Analysis for September.

Payables for September.  
CAL–Card Purchases for September 2016.  
Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.

Operation Policy No. 0000 Closed Circuit Television Policy.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to accept the Consent Calendar.

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

**PRESENTATIONS:**

Proposed State Water Efficiency Mandates

Water Efficiency Supervisor Rex Meurer provided the Board with an update to the proposed Water Efficiency Mandate framework to be announced by the Department of Water Resources and the State Water Resource Control Board in January 2017.

2017 Schedule of Water Rates, Miscellaneous Fees, Charges and Capacity Fees

Accounting Supervisor Susan Sohal presented a report proposing Miscellaneous Fees and Charges for 2017 and Capacity Fees for 2017. Other significant elements of the 2017 water rate schedule include: Wheeling Water Charges, Construction Meters and Fire Sprinkler Charges. Adjustments to these charges are based on an analysis of staff time, equipment, materials and other costs associated in providing the specified services.

**OLD BUSINESS:**

Mariposa Avenue 12-Inch Water Main replacement Project

On April 12, 2016 the Board of Directors accepted the bid of Civil Engineering Construction, Inc. in the amount of \$442,685.00 and established a change order contingency fund in the amount of \$44,000.00 (9.9%). On May 10, 2016, a contract was executed with Civil Engineering Construction, Inc. for installing and connecting approximately 1,471 lineal feet (lf) of 12-inch water main, 110 lineal feet (lf) of 8-inch water main, 43 lineal feet (lf) of 6-inch water main and related appurtenances along Mariposa Avenue between Northridge Drive and Farmgate Way and along Mariposa Avenue between Eastgate Avenue and Northeast Circle (South) in the City of Citrus Heights.

The final amount negotiated with the contractor is \$500,936.70, exceeding the authorized contingency fund by \$14,251.70. The costs above the original bid amount included variations between the bid item estimates and the actual totals measured, including additional trench depth to clear numerous utilities at unforeseen depths and minor additional paving required by the City of Citrus Heights. Project Manager Paul Dietrich requested the Board to consider authorization for an additional \$14,251.70 for additional trench depth, additional paving, abandoned and unknown utilities and a field change directed by the District for the Project.

The variations totaled an additional cost of \$48,600.00. Other costs were due to a field change directed by the District to provide a better service connection and to minimize water outages to Skycrest Elementary School in the future. Those costs totaled \$5,052.58. There was also a change order for several abandoned and unknown utilities not shown on the project plans totaling \$4,599.12.

**ACTION:** Director Riehle moved and Director Sheehan seconded a motion to: approve Additional Project Funding of \$14,251 as necessary to complete the Mariposa Avenue 12-Inch Water Main Replacement Project.

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

Project Manager Paul Dietrich requested the Board to consider acceptance of the Mariposa Avenue 12-Inch Water Main Replacement Project (2016-30), and authorize execution and recording of a Notice of Completion for the Project.

**CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 26-2016**

**RESOLUTION OF THE BOARD OF DIRECTORS  
ACCEPTING  
THE MARIPOSA AVENUE 12-INCH  
WATER MAIN REPLACEMENT PROJECT**

WHEREAS, on April 12, 2016 the Board of Directors of the Citrus Heights Water District authorized the award of a contract to Civil Engineering Construction, Inc. for the Mariposa Avenue 12-Inch Water Main Replacement Project; and

WHEREAS, on May 10, 2016 the contract was fully executed between the District and Civil Engineering Construction, Inc.; and

WHEREAS, Civil Engineering Construction, Inc. has completed the work for the Mariposa Avenue 12-Inch Water Main Replacement Project in accordance with the plans, specifications and contract documents prepared by the District pursuant to a final inspection on October 3, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District that the Mariposa Avenue 12-Inch Water Main Replacement Project is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the Mariposa Avenue 12-Inch Water Main Replacement Project and to have said Notice recorded with the Office of the Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 11th day of October 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

ACTION: Director Riehle moved and Director Sheehan seconded a motion to approve Resolution 26-2016 authorizing The Mariposa Avenue 12-Inch Water Main Replacement Project.

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

#### Regional Water Authority Water Reliability Plan

Robert Swartz, Technical Services Manager for the Regional Water Authority, provided the CHWD Board of Directors with an overview of RWA's Regional Water Reliability Study at the regular Board of Directors Meeting of July 12, 2016. At that time, the CHWD Board indicated interest in CHWD participating in this RWA initiative.

At the Board Meeting, Mr. Swartz explained why RWA is undertaking this Plan preparation as called for in RWA's 2013 Strategic Plan. The drought has highlighted significant threats to local water resources and the Plan could help protect long-term water resources in the region. Swartz then presented some key elements that would be anticipated to be included in the Plan and expected outcomes, including a Regional Water Bank. He concluded by providing an overview of the Plan development's budget and anticipated cost to each participating agency, including CHWD. CHWD's Phase 1 share of cost is anticipated to be \$9,600, with a not-to-exceed cost of \$16,000.

At the Board's consideration of action on this item at their August 9, 2016 Board Meeting the Board requested additional information regarding possible redundancy with the San Juan Water District Wholesale Reliability Plan and Public Outreach to elected officials. Mr. Swartz' responded to these concerns in his email dated on October 4, 2016. To the satisfaction of the Board.

General Manager Robert Churchill requested the Board to consider approval of a Project Agreement with the Regional Water Authority to participate in a Regional Water Reliability Plan.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to:  
Approve entering into a Project Agreement with the Regional Water Authority to participate in a Regional Water Reliability Plan and Authorize The General Manager to execute the Agreement.

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

**NEW BUSINESS:**

Training/Continued Education/Meetings

No new business.

Corporation Yard Masterplan Phase 1 Improvements Design and Construction Management Services

On August 18, 2016, the District issued a Request for Proposals (RFP) to twenty-one (21) engineering and architectural firms to provide design and construction management services for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02). The Project objectives are to work in collaboration with District Staff to design and manage construction of the Corporation Yard Master Plan Phase 1 Improvements, which include a Covered Vehicular Wash Station and two (2) Open Vacuum Excavation Dump Pits using a Water Oil Separation System to comply with wastewater regulations. The improvements also include Covered Material Storage Areas, expanded parking, paving and security improvements, underground utility improvements, and a sound wall along the south and east property lines.

The District's Technical Review Committee, comprised of key staff members, reviewed proposals and interviewed three (3) responsive firms, inquired with references and are recommending the following firm to provide design and construction management services for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02).

Project Manager Paul Dietrich requested the Board to consider the authorization of the General Manger to execute a Professional Services Agreement with Domenichelli and Associates, Inc. to provide design and construction management services for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02).

ACTION: Director Riehle moved and Director Sheehan seconded a motion to:  
Approve a Professional Services Agreement with Domenichelli and Associates, Inc. for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02). At a cost not to exceed \$198,423.00.

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

Right of Entry and Option to Purchase Agreement

Operations Manager David Gordon requested the Board to consider approval of the Right of Entry and Option to Purchase Agreement template that will be used for future wellsite property acquisitions. The Agreement will be between the property owner, "Grantor" and the District. Authorize the General Manager to utilize the Agreement template for future wellsite property acquisitions.

Director Dains asked if the Purchase Agreement Template is a standard template. OM Gordon responded that the model of the template was received from Sacramento Suburban Water District

and that although new to us, it is the standard and legal counsel has reviewed it.

**ACTION:** Director Sheehan moved and Director Riehle seconded a motion to: Approve The Right of Entry and Option to Purchase Agreement template that will be used For future wellsite property acquisitions and authorize the General Manager to Utilize the Agreement template for future wellsite property acquisitions.

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

#### Customer Refund Request

Accounting Supervisor Sohal requested the Board approve a refund from CHWD to customer Sunrise Knoll Townhomes Assoc., 7812 Windsor Lane, concerning a recent internal audit comparing our billing service charge to the actual water meter equipment.

**ACTION:** Director Riehle moved and Director Sheehan seconded a motion to: Approve the refund in the amount of \$39,267.50 from CHWD to Sunrise Knoll Townhome Association.

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

An Emergency was declared to add the following to the Agenda.

**ACTION:** Director Sheehan moved and Director Riehle seconded a motion to: Add “Call for a Public Hearing” to the Agenda.

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

#### Call for Public Hearings on November 15, 2016

Accounting Supervisor Sohal requested the Board of Directors hold Public Hearings on November 15, 2016 on the Proposed 2017 Operating and Capital Improvements Budgets, 2017 Water Rates and Miscellaneous Charges and Fees, and 2017 Capacity Charges on Tuesday November 15, 2016 at the Rusch Park Community Center, 7801 Auburn Blvd at 6:30 PM.

**ACTION:** Director Sheehan moved and Director Riehle seconded a motion to: Approve a call for Public Hearings to be held November 15, 2016 at the Rusch Park Community Center, 7801 Auburn Blvd at 6:30 PM.

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

#### **PROJECT MANAGER’S REPORT:**

Project Manager Dietrich presented a report on the following activities during the month of September 2016 by the Project Management and Engineering Department. *New values or projects noted in bold italics*

## 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>
<i>California American Water Co.</i>	<i>38 l.f.</i>	<i>8-Inch DIP Water Main</i>	<i>\$3,500.00</i>
<i>San Juan Avenue</i>	<i>1</i>	<i>8-Inch Gate Valve</i>	
<i>Tank-Water Service</i>	<i>1</i>	<i>1-Inch Metered Water Service</i>	
<i>5444 San Juan Ave (2015-50)</i>	<i>1</i>	<i>2-Inch Blow-off</i>	
<i>Capitol Nursery Plaza</i>	<i>1,674 l.f.</i>	<i>8-Inch DIP Water Main</i>	<i>\$242, 663.00</i>
<i>Commercial Center</i>	<i>81 l.f.</i>	<i>6-Inch DIP Water Main</i>	
<i>Sunrise Blvd @ Madison Ave (2015-50)</i>	<i>18 l.f.</i>	<i>4-Inch DIP Water Main</i>	
	<i>10</i>	<i>8-Inch Gate Valve</i>	
	<i>9</i>	<i>6-Inch Gate Valve</i>	
	<i>3</i>	<i>6-Inch Post Indicator Valve</i>	
	<i>1</i>	<i>4-Inch Gate Valve</i>	
	<i>8</i>	<i>Steamer Fire Hydrant</i>	
	<i>1</i>	<i>3-Inch Metered Water Service</i>	
	<i>1</i>	<i>2-Inch Metered Water Service</i>	
	<i>4</i>	<i>1½"-Inch Water Service</i>	
	<i>1</i>	<i>1-Inch Metered Irrigation Service</i>	
	<i>1</i>	<i>1-Inch Water Service</i>	
	<i>1</i>	<i>2-Inch Blow-off</i>	

## 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>
<i>McDonalds (2015-60)</i>	<i>5402 Sunrise Blvd</i>	<i>Substantially Complete</i>
<i>Northridge Grove 47 Condominiums (2013-59)</i>	<i>5555 Mariposa Ave</i>	<i>80% Complete</i>
<i>Citrus Heights City Hall (2015-54)</i>	<i>6350 Fountain Square Dr</i>	<i>Substantially Complete</i>
<i>Memory Care Facility (2015-56)</i>	<i>6825-33 Sunrise Blvd</i>	<i>Substantially Complete</i>
<i>Sunrise Mall Parking Lot (2016-50)</i>	<i>6198 Sunrise Blvd</i>	<i>25% Complete</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
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CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
Louis-Orlando Bus Transfer Point (2015-66)	Louis Ln @ Orlando Ave	Plans Signed 2/4/16
Dignity Health Building (2015-55)	7115 Greenback Ln	Plans Signed 6/8/16
Bearpaw Expansion Commercial Building (2015-59)	7524 Old Auburn Rd	Plans Signed 6/15/16
<b><i>Commercial Building Remodel</i></b>	<b><i>5414-50 Sunrise Blvd</i></b>	<b><i>Plans Signed 10/4/16</i></b>

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>
Fair Way Intertie with City of Roseville	9955 Fair Way	<b><i>Agreement – 99% Plans – 100% Cost Estimate – 100%</i></b>
Blossom Hill Dr Intertie with City of Roseville	Blossom Hill Dr at 1100 Main Sail Cir	<b><i>Agreement – 99% Plans – 100% Cost Estimate – 100%</i></b>
Crestmont Ave Intertie with City of Roseville	Crestmont Ave at 8199 Bonnie Oak Way	<b><i>Agreement – 99% Plans – 100% Cost Estimate – 100%</i></b>
Corporation Yard Improvements Phase 1	6230 Sylvan Rd	<b><i>Recommendation of Domenichelli and Associates, Inc.</i></b>
Highland Ave & Rosa Vista Ln 8” Water Mains Warren Consulting Engineers (2015-33)	Highland Ave at Rosa Vista	<b><i>Awaiting 30% Submittal</i></b>



<u>Project</u>	<u>Location</u>	<u>Status</u>
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**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 Civil Engineering Construction (2016-30)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<b><i>Complete</i></b>

**CITY OF CITRUS HEIGHTS PROJECTS**

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

*None*

**OPERATIONS MANAGER’S REPORT:**

Operations Manager Gordon reported as follows:

A total of 272 work orders were performed during the month of August 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 Drinking Water (DDW) requirements.

The District’s total water use during the month of September 2016 (1,257.91 acre-feet) was 16.7% below that of September 2013 (1,509.82 acre-feet).

As of midnight on October 2, 2016, storage in Folsom Reservoir was at 303,382 acre-feet, 31 percent of the total capacity of 977,000 acre-feet. This is about 55 percent of historical average for this date. This represents a decrease in storage of 36,677 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 (Bonita, Mitchell Farms, Palm, Skycrest, Sylvan and Sunrise) remain operational and are being operated on a rotational, or as-needed, basis

Director Dains called for a short recess at 8:18 PM.

Project Manager Dietrich, Operations Manager Gordon and Accounting Supervisor Sohal left the meeting.

Director Dains reconvened the meeting at 8:27 PM.

**DIRECTOR’S AND REPRESENTATIVES REPORTS:**

Regional Water Authority (Dains, Churchill)  
No Report.  
Sacramento Groundwater Authority (Sheehan)

No Report.  
 San Juan Water District  
 Director Riehle gave a report.  
 ACWA Joint Powers Insurance Authority (Churchill)  
 No report.  
 Sacramento Local Agency Formation Commission  
 No Report.  
 City of Citrus Heights  
 No Report  
 Chamber of Commerce Government Issues Committee (Straus)  
 No Report.  
 Other Reports:  
 No report.

**ASSISTANT GENERAL MANAGER’S REPORT:**

Assistant General Manager Straus reported as follows:

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

- 14 ultra-low-flush toilet rebates for the month of September. A total of \$9,150 in rebates have been provided to customers during 2016 to date.
- For the period of September 2016, 2 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers.
- 93 water waste calls were received during the month of Septembers. 11 reports of water waste were received through the CHWD’s Drought Resources web page. An additional 12 service requests were generated in house by staff. A total of 87 contacts (mostly visits to customers’ homes and phone calls) have been completed based on these reports.

**GENERAL MANAGER’S REPORT:**

1. Twenty six employees received recognition for superior attendance, outstanding customer service and quality of work during the month of September 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. Long Range Board Agenda.

<b>Meeting Date</b>	<b>Item</b>	<b>Assigned To</b>
November 8, 2016	2016-2017 Committee Assignments	Churchill
	2016-2017 District Officers	Churchill
November 8, 2016	Dental, Vision, Life, STD/LTD Renewal	Smoot
November 8, 2016	On Call Concrete Contractor	Gordon
November 15, 2016	Operating and Capital Budgets	Straus/Sohal

	Water Rates, Charges & Fees	Straus/Sohal
	Capacity Fees	Straus/Sohal
	Water Shortage Charges	Straus/Sohal
December 13, 2016	Confined Space Entry Program	Drake/Gordon
<b>FUTURE SCHEDULED REPORTS</b>		
Jan-17	Strategic Planning Update	Straus
Jan-17	CIP Adoption	Sohal
Jun-17	Strategic Planning Meeting	Sohal
Jul-17	Finance Corporation, confirm & Appoint Officers of the Finance Corp., Status of Finance Corp	Sohal
Aug-17	Budget Rate Model Workshop	Sohal
Nov-17	Operating and Capital Budgets	Straus/Dietrich/gordon
	Water Rates, Charges & Fees	Straus/Sohal
	Capacity Fees	Straus/Sohal
	Water Shortage Charges	Straus/Sohal
	Confined Space Program	Drake/Gordon

**CORRESPONDENCE:**

None

**CLOSED SESSION:**

Public Employee Compensation-discussion under Personnel Exemption (California Government Code Section 54957)

No closed session was held.

**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 8:57 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