CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
AUGUST 16, 2017

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

   Caryl F. Sheehan, President
   Raymond A. Riehle, Vice President
   Allen B. Dains, Director

Absent:
   None.

Staff:
   Hilary Straus, General Manager
   Susan Sohal, Administrative Services Manager
   Chris Castruita, Management Services Supervisor/Chief Board Clerk
   David Gordon, Operations Manager
   Missy Pieri, Engineering Manager/District Engineer
   Paul Dietrich, Project Manager
   Rex Meurer, Water Efficiency Supervisor
   Brian Hensley, Water Resources Supervisor

VISITORS:

Shellie Anderson, Bryce Consulting
Bobbi Bennett, Human Resources Advisor, Regional Government Services
Thomas Elson, Luhdorff & Scalmanini Consulting Engineers
Jeff Ott, Chief Operating Officer, Sophos Solutions, LLC

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Item CC-1b

63711  One Stop Truck Shop
63712  Pace Supply Corp
63713  The Sacramento Gazette
63714  Les Schwab Tires
63715  Sonitrol
63716  Sonsray Machinery, LLC
63717  SureWest Directories
63718  A. Teichert & Son, Inc.
63719  The Lincoln National Life Insurance Company
63720  Union Bank Trust Department-Fees
63721  Adam/Sarah Jane Culich
63722  Wendie R Mironyuk
63723  Gary B/Pamela D Data
63724  AIA Services, LLC/NDS
63725  Alexander's Contract Services
63726  Consolidated
63727  Robin Cope
63728  J4 Systems
63729  KBA DOCUSYS
63730  Moonlight BPO
63731  One Print Source & Graphics
63732  One Stop Truck Shop
63733  Red Wing Shoe Store
63734  RW Trucking
63735  Les Schwab Tires
63736  Villara Corporation
63737  WaterWise Consulting, Inc
63738  Miles Treaster & Associates
63739  Tanya Akkerman
63740  Glenda J Holland
63741  Magill Family 1998 Revocable Trust
63742  Catherine N Soulin
63743  Paul T/Johanna M E Redmon
63744  James T Bell Living Trust
63745  Alan/Marialice S Garrett
63746  Teresa J Crocker
63747  Mills Trust
63748  Roberta J Haskell
63749  Aimee M/James T Ashbaugh
63750  Ecotech Holdings Inc
63751  David J Woods
63752  David A/Vera M Lopez
63753  Ascending Stairways LLC
63754  AnswerNet
63755  Applied Best Practices
63756  Best Best & Krieger
63757  BSK Associates
63758  California Landscape Associates Inc
63759  Caltronics Business System
63760  City of Citrus Heights
63761  Corelogic Information Solutions Inc
63762  Corix Water Products, Inc
63763  County of Sacramento Municipal Services
63764  Dawson Oil Company
Repair-Trucks  $3,376.04
Material  $2,140.03
Publication Notices  $96.60
Repair-Trucks  $868.83
Equipment Rental-Office  $168.56
Fixed Assets  $647.89
Telephone-Local/Long Distance  $49.74
Road Base  $942.28
Disability & Life Insurance  $6,157.90
Small Office Equipment  $270.15
Customer Refund  $9.38
Customer Refund  $110.26
Customer Refund  $75.14
Water Conservation-Material/Supplies  $3,406.35
Contract Services- Meter Reading  $3,887.57
Telephone-Local/Long Distance  $1,729.67
Health Insurance  $412.00
Contract Services-Other  $2,506.25
Equipment Rental-Office  $316.79
Contract Services- Bill Print  $3,852.12
Printing  $46.33
Repair-Trucks  $686.25
Small Tools  $261.00
Contract Services- Miscellaneous  $4,485.00
Repair-Trucks  $42.36
Equipment Rental-Office  $7,337.00
Contract Services- Conservation  $525.00
Office Expense  $6,425.06
Customer Refund  $59.84
Customer Refund  $56.36
Customer Refund  $316.64
Customer Refund  $108.55
Customer Refund  $750.00
Customer Refund  $66.96
Customer Refund  $90.70
Customer Refund  $331.43
Customer Refund  $443.68
Customer Refund  $457.74
Customer Refund  $29.20
Customer Refund  $27.10
Customer Refund  $139.94
Customer Refund  $196.09
Customer Refund  $147.65
Telephone-Answering Service  $125.51
Contract Services-Financial  $1,200.00
Legal & Audit  $855.50
Water Analysis  $276.00
Janitorial  $200.00
Small Office Equipment  $484.88
Permit Fees  $175.00
Dues & Subscriptions  $200.08
Material  $810.29
Field Miscellaneous  $129.60
Gas & Oil  $702.21
Board of Directors Regular Meeting
Minutes of August 16, 2017
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63765 Ecolandscape California
63766 Gilbert Garcia
63767 Gaynor Telesystems Incorporated
63768 Elizabeth F Howard
63769 J4 Systems
63770 Jobs Available Inc
63771 Paul Johnson
63772 L and D Landfill
63773 Liebelt Cassidy Whitmore
63774 Moonlight BPO
63775 Richard Moses
63776 Pacific Staffing
63777 Pacific Gas & Electric
63778 Protection One Alarm Monitoring
63779 Republic Services #922
63780 Roseville Auto Upholstery
63781 Sac-Val Janitorial Supply
63782 Voyager Fleet Systems Inc
63783 Agnes Willis
63784 Lindi S Spiers
63785 Jonathan C/Kathy D Long
63786 Zoran/Slavia Jovanovic
63787 Garrett Revocable Trust
63788 Gina R Byers
63789 Evan A/April C Nordstrom
63790 Kelli Wilson
63791 Monique MacDonnell
63792 Jason/Shawn Hardi
63793 Oksana Lavrenchuk
63794 Anthony Galluzzo
63795 ABA DABA Rentals & Sales
63796 AREA Restroom Solutions
63797 Avalon Custodial Care
63798 Best Best & Krieger
63799 BSK Associates
63800 City of Citrus Heights
63801 City of Compton Municipal Utilities Billing
63802 College Oak Towing
63803 Corix Water Products, Inc
63804 Tim Foley
63805 Stan Frank
63806 Future Ford
63807 Ferguson Enterprises Inc #1423
63808 San Gabriel Temporary Staffing Svs LLC
63809 Moonlight BPO
63810 Pace Supply Corp
63811 Pacific Staffing
63812 Les Schwab Tires
63813 Sophos Solutions
63814 A. Teichert & Son, Inc.
63815 Titan Workforce LLC

Total

Water Conservation-Other $2,500.00
Small Tools $225.00
Contract Services-Other $430.50
Toilet Rebate Program $150.00
Contract Services-Other $1,251.25
Dues & Subscriptions $45.00
Toilet Rebate Program $150.00
Contract Services-Miscellaneous $154.44
Legal & Audit $2,020.00
Contract Services-Bill Print $3,734.43
Toilet Rebate Program $150.00
Contract Services-Office Labor $2,175.00
Utilities $9.65
Equipment Rental-Office $140.00
Utilities $141.41
Repair-Trucks $131.88
Supplies-Field $239.44
Gas & Oil $1,681.24
Toilet Rebate Program $65.00
Customer Refund $392.05
Customer Refund $34.07
Customer Refund $71.65
Customer Refund $14.24
Customer Refund $83.23
Customer Refund $109.75
Customer Refund $43.74
Customer Refund $174.50
Customer Refund $39.60
Customer Refund $51.27
Customer Refund $16.36
Supplies-Field $117.36
Equip Rental-Field $114.30
Janitorial $695.00
Legal & Audit $7,715.51
Water Analysis $975.00
Permit Fees $6,192.40
Customer Refund $90.00
Repair-Trucks $260.00
Material $698.25
Toilet Rebate Program $149.00
Customer Refund $300.00
Repair-Trucks $2,145.58
Material $2,079.25
Contract Services-Temporary Labor $672.69
Contract Services-Bill Print $7,050.00
Material $2,113.91
Contract Services-Office Labor $800.00
Material $26.94
Contract Services-Other $7,600.00
Road Base $4,568.18
Contract Services-Temporary Labor $2,110.50

$241,663.71

ACH JULY 2017 GASB

PERS $30,046.58
### Board of Directors Regular Meeting
#### Minutes of August 16, 2017

**Item CC-1b**

<table>
<thead>
<tr>
<th>ACH</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>JUNE 2017</td>
<td>Bank Fee</td>
<td>$2,430.60</td>
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<td>JUNE 2017 FD</td>
<td>Bank Fee</td>
<td>$917.12</td>
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<td>JUNE 2017 GASB68</td>
<td>PERS</td>
<td>$26,741.84</td>
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<td>JUNE 2017 PH</td>
<td>Bank Fee</td>
<td>$261.55</td>
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<tr>
<td>JUNE 2017 VANCO</td>
<td>Contract Services-Other</td>
<td>$114.28</td>
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<tr>
<td>JUNE 2017 WB</td>
<td>Bank Fee</td>
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<tr>
<td>PAYCHEX JUNE2017</td>
<td>Contract Services-Other</td>
<td>$354.00</td>
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<tr>
<td>PERS 7/13/17</td>
<td>PERS</td>
<td>$16,286.78</td>
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<td>PERS 7/27/17</td>
<td>PERS</td>
<td>$16,025.63</td>
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<td>PERS6/29/17 PDAY</td>
<td>PERS</td>
<td>$16,224.31</td>
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<tr>
<td>VALIC 6/29/17PD</td>
<td>Deferred Compensation</td>
<td>$0.50</td>
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<tr>
<td>VALIC 6/29/17PDA</td>
<td>Deferred Compensation</td>
<td>$3,542.00</td>
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<tr>
<td>VALIC 7/13/17 PD</td>
<td>Deferred Compensation</td>
<td>$3,542.50</td>
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<tr>
<td>VALIC 7/27/17</td>
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<td>$3,692.50</td>
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<td>VOYA 6/29/17PDAY</td>
<td>Deferred Compensation</td>
<td>$25.00</td>
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<td>VOYA 7/13/17PDAY</td>
<td>Deferred Compensation</td>
<td>$25.00</td>
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<tr>
<td>VOYA 7/17/201777</td>
<td>Deferred Compensation</td>
<td>$25.00</td>
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<tr>
<td>JULY 2017INTEREST</td>
<td>COP Debt Service</td>
<td>$44,865.84</td>
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<td><strong>Total</strong></td>
<td></td>
<td><strong>$170,163.53</strong></td>
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<td><strong>Grand</strong></td>
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<td><strong>$411,827.24</strong></td>
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### August Checks Approved at August Board Meeting

<table>
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<tr>
<th>ACH</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>63816</td>
<td>SWRCB</td>
<td>$527.00</td>
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<tr>
<td>63817</td>
<td>ACWA/JPIA</td>
<td>$17,956.76</td>
</tr>
<tr>
<td>63818</td>
<td>CH&amp;D Architects Inc</td>
<td>$8,510.00</td>
</tr>
<tr>
<td>63819</td>
<td>CirclePoint</td>
<td>$15,636.58</td>
</tr>
<tr>
<td>63820</td>
<td>Domenichelli and Associates, Inc</td>
<td>$9,022.91</td>
</tr>
<tr>
<td>63821</td>
<td>Regional Water Authority</td>
<td>$67,944.00</td>
</tr>
<tr>
<td>63822</td>
<td>San Juan Water District</td>
<td>$624,331.13</td>
</tr>
<tr>
<td>63823</td>
<td>Sacramento Groundwater Authority</td>
<td>$34,263.00</td>
</tr>
<tr>
<td>63824</td>
<td>SMUD</td>
<td>$8,410.73</td>
</tr>
<tr>
<td>63825</td>
<td>US Bank I.M.P.A.C. Government Services</td>
<td>See August Agenda Item CC-9</td>
</tr>
<tr>
<td>63826</td>
<td>West Yost Associates</td>
<td>$10,382.07</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$811,783.22</strong></td>
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Employee Recognitions—Fifteen employees received recognition for attendance during June 2017, and seventeen were recognized for outstanding customer service and quality of work during the month of July 2017. Directors were provided with a list of the employees and items for which each received recognition.

Long Range Board Agenda was provided showing Directors upcoming items for future scheduled Board Meetings.

**Engineering Department Report**

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of August 2017.
<table>
<thead>
<tr>
<th>Items of Interest</th>
<th>Department</th>
<th>Point of Contact</th>
<th>Date</th>
<th>To Board? If Yes, Date</th>
<th>Strategic Planning Item</th>
<th>Item Description</th>
<th>Update from Last Report</th>
</tr>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8&quot; Water Mains</td>
<td>Engineering</td>
<td>Tamar Dawson/ Paul Dietrich</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>Yes</td>
<td>2017 design, 2018 construction. 60% sent to engineer with new comments and water main realignment on 07/31/17. Determining schedule for pot-hole work by Operations or creating an on-call pot-hole contract service.</td>
<td></td>
</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8&quot; Water Mains</td>
<td>Engineering</td>
<td>Tamar Dawson/ Paul Dietrich</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>Yes</td>
<td>2017 design, 2018 construction. 1st submittal of plans from Area West received 07/24/17. Plans under review.</td>
<td></td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums</td>
<td>Engineering</td>
<td>John Spinella</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>Private developer’s contractor has installed 47 of 48 water meter setters. Irrigation backflow, fire hydrants extension and concrete pads remain. Valve boxes will be completed during pavement placement.</td>
<td></td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd</td>
<td>Engineering</td>
<td>John Spinella</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>Pre-Con Meeting 12/01/16 Fire service back flow assembly installed 07/21/17. Tie-in #1 completed 07/26/17 (night work).</td>
<td></td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT Louis-Orlando Bus Transfer Point - Louis Ln at Orlando Ave</td>
<td>Engineering</td>
<td>John Spinella</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>Plans Signed 02/04/16 Water construction began 05/24/17. District crews replaced section of main. Waiting for pavement and valve box installation.</td>
<td></td>
</tr>
<tr>
<td>Items of Interest</td>
<td>Department</td>
<td>Point of Contact</td>
<td>Date</td>
<td>To Board? If Yes, Date</td>
<td>Strategic Planning Item</td>
<td>Item Description</td>
<td>Update from Last Report</td>
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</tr>
<tr>
<td>PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 Lot Subdivision</td>
<td>Engineering</td>
<td>Missy Pieri/John Spinella</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>7 Lot Subdivision by developer. Water main contractor is Blackrock.</td>
<td>All fees paid. Received water submittals 07/24/17. Water work starting week of 07/24/17. Pre-Construction Meeting 07/25/17.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT 3 Lot Residential Subdivision - 5648-5696 San Juan Ave</td>
<td>Engineering</td>
<td>Missy Pieri</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Plans Signed 11/14/16</td>
<td></td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT 7940 Patton Ave - Replace Existing Home</td>
<td>Engineering</td>
<td>Missy Pieri</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Plans Signed 01/11/17. Single Family Dwelling - Replace 1&quot; water service to new home.</td>
<td>All fees paid. Project given to Operations for them to complete the water service replacement.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT 7311 Hickory Ave</td>
<td>Engineering</td>
<td>Missy Pieri</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>Single Family Dwelling - Install 1&quot; water service with backflow to new home.</td>
<td>All fees paid. Project given to Operations for them to complete the water service/backflow installation.</td>
</tr>
<tr>
<td>Items of Interest</td>
<td>Department</td>
<td>Point of Contact</td>
<td>Date</td>
<td>To Board? If Yes, Date</td>
<td>Strategic Planning Item</td>
<td>Item Description</td>
<td>Update from Last Report</td>
</tr>
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</tr>
<tr>
<td>PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive</td>
<td>Engineering</td>
<td>Missy Pieri/Tamar Dawson</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>200-300 unit development by Watt Communities.</td>
<td>2nd plan submittal received and reviewed on 05/31/17. City of Citrus Heights completing environmental process. Received draft agreement for Exchange of Real Property from BBK on 06/19/17 for review. Anticipate bringing to the Board in the coming months. EIR Scoping Mtg 07/25/17</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road</td>
<td>Engineering</td>
<td>Tamar Dawson/Missy Pieri</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>15 lot subdivision located on Antelope Road.</td>
<td>Plans received 06/29/17, staff reviewing plans.</td>
</tr>
<tr>
<td>PRIVATE DEVELOPMENT Citrus Place Subdivision</td>
<td>Engineering</td>
<td>Tamar Dawson/Missy Pieri</td>
<td>On-going</td>
<td>No</td>
<td>No</td>
<td>7 lot subdivision located near Wachtel Way &amp; Talbot Way</td>
<td>Plans received 06/06/17. Staff researched old plans from 2007. Staff preparing a Will Serve Letter.</td>
</tr>
<tr>
<td>CITY OF CITRUS HEIGHTS PROJECT City Drainage Project</td>
<td>Engineering</td>
<td>Tamar Dawson/Borey Swing</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.</td>
<td>Utility maps and as-built data sent 07/17/17. Received &quot;B&quot; Plans and Transmittal Letter on 08/02/17, under review.</td>
</tr>
<tr>
<td>CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)</td>
<td>Engineering</td>
<td>Missy Pieri/Tamar Dawson</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>Frontage Improvements along West Side of Sunrise from Sayonara to north and Storm Drain Improvements</td>
<td>Received updated plans on 06/27/17. Anticipate bid and start of construction in Spring 2018. City and CHWD to prepare a cost sharing agreement.</td>
</tr>
<tr>
<td>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III</td>
<td>Engineering</td>
<td>Missy Pieri/Tamar Dawson</td>
<td>On-going</td>
<td>Yes, TBD</td>
<td>No</td>
<td>Frontage Improvements along East side of Mariposa Ave south of Limerick Dr.</td>
<td>Received plans on 06/02/17. District prepared cost spreadsheet. CHWD to prepare a cost sharing agreement.</td>
</tr>
</tbody>
</table>
Operations Department Report.

Operations Manager Gordon reported as follows:

A total of 65 work orders were performed during the month of July by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 90 samples, have met all California Department of Drinking Water (DDW) requirements.


The District’s total water use during the month of July 2017 (1,650.76 acre-feet) was 26.5% below that of July 2013 (2,059.21 acre-feet).

Surface Water Supply Reliability

As of midnight on August 1, 2017, storage in Folsom Lake (Lake) was at 879,552 acre-feet, 90 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 67,656 acre-feet in the past month.

The District’s total water use during the month of July 2017 (1,650.76 acre-feet) was 26.5 percent below that of July 2013 (1,816.73 acre-feet).

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District’s groundwater production wells, Bonita, Mitchell Farms, Skycrest, and Sylvan, are operational and used on a rotational or as-needed basis.

Water Efficiency Program Update
Water Efficiency Supervisor Meurer provided the Water Efficiency program updates below.

**ACTIVITIES AND PROGRESS REPORT**

Water Efficiency Program activities during the month of June 2017 include:

- 12 ultra-low-flush toilet (ULFT) rebates were processed for the month of July. A total of 78 ULFT rebates have been processed for a total of $5,850.00 year to date.

- For the period of January-July, 11 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 11 HECW rebates were processed by the Sacramento Municipal Utility District (SMUD) for District customers.

- 58 water waste calls were received during the month of July. 5 reports of water waste were received through CHWD's Drought Resources web page. An additional 8 service requests were generated in-house by staff. A total of 70 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.

- Staff completed and submitted the District's 2016 California Urban Water Conservation Council (CUWCC) Best Management Practice (BMP) report. This report is an annual requirement by the United States Bureau of Reclamation (USBR). Once the report is submitted, it is reviewed for completeness by the USBR. Once the BMP report is approved, the District will fulfill USBR's annual reporting requirements for 2016.

- An Ecolandscape class was held on Saturday, August 12 from 9:00 am-12:00 pm. The class, titled “Keeping Your Eco-Friendly Landscape Looking Great with Less Water, Less Work and Fewer Chemicals”. The class was held at the Citrus Heights Community Center located at 6300 Fountain Square Drive, Citrus Heights CA, 95621.

- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

<table>
<thead>
<tr>
<th>Month</th>
<th>R-GPCD 2016</th>
<th>R-GPCD 2017</th>
<th>% CHANGE</th>
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<tbody>
<tr>
<td>January</td>
<td>80</td>
<td>75</td>
<td>-06%</td>
</tr>
<tr>
<td>February</td>
<td>77</td>
<td>72</td>
<td>-06%</td>
</tr>
<tr>
<td>March</td>
<td>77</td>
<td>80</td>
<td>04%</td>
</tr>
<tr>
<td>April</td>
<td>107</td>
<td>87</td>
<td>-19%</td>
</tr>
<tr>
<td>May</td>
<td>155</td>
<td>166</td>
<td>07%</td>
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<tr>
<td>June</td>
<td>213</td>
<td>213</td>
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<tr>
<td>July</td>
<td>237</td>
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<tr>
<td>August</td>
<td>242</td>
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<tr>
<td>September</td>
<td>189</td>
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<tr>
<td>October</td>
<td>123</td>
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<tr>
<td>November</td>
<td>85</td>
<td></td>
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</tr>
<tr>
<td>December</td>
<td>76</td>
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</tr>
</tbody>
</table>
Below is a recap of the region’s overall water saving in June 2017 as compared to 2013.

### REDUCTION BY AGENCY (Data compared to 2013)

<table>
<thead>
<tr>
<th>Water Agency</th>
<th>June 2017 Reduction</th>
<th>June 2016 - June 2017 Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Del Paso Manor Water District</td>
<td>24.7%</td>
<td>26.9%</td>
</tr>
<tr>
<td>City of Sacramento</td>
<td>24.5%</td>
<td>26.6%</td>
</tr>
<tr>
<td>Rio Linda/Elvera CWD</td>
<td>24.3%</td>
<td>24.8%</td>
</tr>
<tr>
<td>California American Water</td>
<td>24.2%</td>
<td>29.1%</td>
</tr>
<tr>
<td>San Juan Water District</td>
<td>22.5%</td>
<td>26.5%</td>
</tr>
<tr>
<td>Orange Vale Water Company</td>
<td>22.3%</td>
<td>31.7%</td>
</tr>
<tr>
<td>Citrus Heights Water District</td>
<td>22.2%</td>
<td>26.5%</td>
</tr>
<tr>
<td>City of Woodland</td>
<td>22.0%</td>
<td>26.5%</td>
</tr>
<tr>
<td>City of West Sacramento</td>
<td>20.4%</td>
<td>24.8%</td>
</tr>
<tr>
<td>Golden State Water Company</td>
<td>20.0%</td>
<td>21.8%</td>
</tr>
<tr>
<td>City of Yuba City</td>
<td>19.6%</td>
<td>23.8%</td>
</tr>
<tr>
<td>Carmichael Water District</td>
<td>19.3%</td>
<td>26.2%</td>
</tr>
<tr>
<td>City of Davis</td>
<td>19.3%</td>
<td>23.3%</td>
</tr>
<tr>
<td>Elk Grove Water District</td>
<td>18.4%</td>
<td>25.8%</td>
</tr>
<tr>
<td>Fair Oaks Water District</td>
<td>18.4%</td>
<td>27.5%</td>
</tr>
<tr>
<td>El Dorado Irrigation District</td>
<td>17.7%</td>
<td>22.6%</td>
</tr>
<tr>
<td>Rancho Murieta CSD</td>
<td>16.1%</td>
<td>23.8%</td>
</tr>
<tr>
<td>City of Roseville</td>
<td>14.2%</td>
<td>23.8%</td>
</tr>
<tr>
<td>City of Lincoln</td>
<td>13.2%</td>
<td>21.7%</td>
</tr>
<tr>
<td>Sacramento County Water Agency</td>
<td>12.8%</td>
<td>21.0%</td>
</tr>
<tr>
<td>Placer County Water Agency</td>
<td>12.1%</td>
<td>18.4%</td>
</tr>
<tr>
<td>Sacramento Suburban WD</td>
<td>11.5%</td>
<td>23.2%</td>
</tr>
<tr>
<td>City of Folsom</td>
<td>9.1%</td>
<td>12.7%</td>
</tr>
</tbody>
</table>

**Average** 18.6%  24.3%

**Minimum** 9.1%  12.7%

**Maximum** 24.7%  31.7%

### REDUCTION BY AGENCY (Data compared to 2013)

<table>
<thead>
<tr>
<th>Water Agency</th>
<th>June 2017 Reduction</th>
<th>June 2016 - June 2017 Reduction</th>
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</thead>
<tbody>
<tr>
<td>Del Paso Manor Water District</td>
<td>41.9%</td>
<td>27.2%</td>
</tr>
<tr>
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<td>27.0%</td>
</tr>
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<td>32.9%</td>
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<td>REDUCTION BY AGENCY (Data compared to 2013)</td>
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<thead>
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<tbody>
<tr>
<td>Average</td>
<td>24.8%</td>
<td>25.0%</td>
</tr>
<tr>
<td>Minimum</td>
<td>12.7%</td>
<td>13.2%</td>
</tr>
<tr>
<td>Maximum</td>
<td>41.9%</td>
<td>32.9%</td>
</tr>
</tbody>
</table>

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

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

PRESENTATIONS:

Groundwater Well Sites Assessment Study

Water Resources Supervisor Hensley and Thomas Elson of Luhdorff & Scalmanini Consulting Engineers presented a well assessment study. A PowerPoint presentation was used to guide the discussion.

Sunrise Groundwater Well (1992):
In 2013, the Sunrise Groundwater Well began to experience a marked decline in the pumping water level. This decline created a situation where the water from the upper perforations was falling to the pumping water level, thus causing air entrainment. Air entrainment in the groundwater can lead to
water quality issues and possible mechanical damage to the groundwater well.

In 2014, the well was mechanically brushed to remove encrustation. The pump and motor were also replaced at this time due to wear. Unfortunately, the maintenance and repair did not improve the pumping water level. The 2017 Strategic Plan identified that a needs assessment was required on the well in order to identify the issues with the pumping water level, and the well has been off-line.

_Palm Ground Well (1991):_  
The Palm Well has experienced a lower groundwater production yield since early 2016. A service technician performed a performance test and identified that the pump and motor needed to be replaced due to wear. The replacement of the pump and motor was budgeted in the 2017 budget. A Variable Frequency Drive (VFD) for the well was also budgeted for purchase and installation in the 2017 budget. The 2017 Strategic Plan identified that a needs assessment was required on the well in order to identify the issues with the reduced groundwater production yield, and the well has been off-line.

_LSCE Assessment:_  
In March of 2017, Citrus Heights Water District (the District) entered into an Agreement with LSCE to perform an assessment on the Sunrise and Palm Groundwater Wells. The evaluation of the wells was based on recent well performance tests, pump and well records, recent video and drift survey logs, regional water level data and site inspections. The findings from LSCE’s assessment are that both wells exhibit significant degradation in their groundwater production yield since the wells were installed. LSCE recommends that both wells receive extensive rehabilitation, involving both a mechanical and chemical treatment of the well louvers. Further, LSCE recommends performing both rehabilitations under the same contract to realize cost savings for the economies of scale. LSCE’s findings will require well rehabilitation work that was not anticipated when the 2017 budget was developed. Therefore, as part of this Presentation item, Board consensus direction will be sought to authorize staff to release a Request for Proposals (RFP) to hire a contractor to complete the well rehabilitation work called for by LSCE, and at time of award of contract, a budget amendment will be requested. It is noteworthy that CHWD maintains a Water Supply Reserve that will be proposed as the funding source for the budget amendment when requested.

_Additional Parts for Wells:_  
Moreover, on March 14, 2017, the Board approved the proposal by Kirby’s Pump & Mechanical to remove and replace the Palm Well existing pump and motor with a water-lubricated vertical turbine and video imaging of the well for a needs assessment. LSCE reviewed the drift survey log of the Palm Well and discovered alignment issues that will require the use of a submersible pump in place of the planned water-lubricated vertical turbine. The change in motor-type will require a contract amendment with Kirby’s Pump & Mechanical to cover the increase in cost for the submersible pump and motor.

District staff intends to present the contract amendment with Kirby’s Pump & Mechanical to the Board after the rehabilitation of the well is complete.

Hensley requested that the Board to authorize staff by consensus direction to issue an RFP for the rehabilitation of Sunrise and Palm Wells. The Board directed staff to move forward with the RFP for the rehabilitation of Sunrise and Palm Wells.
Information Technology Program Update

Management Services Supervisor/Chief Clerk of the Board Castruita, Administrative Services Manager Sohal, Shellie Anderson of Bryce Consulting, and Jeff Ott of Sophos Solutions provided an overview of the CHWD technology program, including current professional services agreements and staffing levels. A PowerPoint presentation was used to guide the discussion.

The Citrus Heights Water District (CHWD) employs a variety of IT systems to support its operations and service to customers and staff. Employees have access to these systems both through Personal Computer (PC) workstations in CHWD’s office and via mobile devices in the field. CHWD uses a variety of software for office productivity, information analysis, document management, customer support, network security and stability, and other purposes. The IT program, the support and upgrade of these systems and troubleshooting of problems when they occur, is essential to the successful operation of CHWD.

CHWD staff does not possess the knowledge or expertise to support these systems independently. CHWD instead contracts out with two firms for the operations and maintenance of its IT systems. J4 Systems has been under contract with CHWD to install, maintain and support CHWD’s computer network, including computer servers and PC workstations, since 2012. Sophos Systems has provided CHWD with business application support, including the Finance Information system, Customer Information and Billing system, Mapping and Infrastructure system, and Maintenance Management system since 2010.

CHWD revised its IT services agreement with J4 Systems in January 2017 as part of its ongoing review of programs from a cost, quality of service, and operational efficiency perspective. This updated agreement relies on a time and materials-based billing approach, allowing CHWD to better understand the cost for providing IT services via contract.

The 2018 Strategic Plan has set out the objective of completing an IT Program Review as part of the “Organization-Wide Objectives” Goal. In advance of this, staff presented analysis and findings of the current IT program at the August 16, 2017 Board of Directors meeting, with the goal of hearing discussion and receiving input as to how to structure the CHWD budget so as to meet the goals of this review. Available options for the budget include:

1. Continue to contract for all IT Services;
2. Shift to a Blended Approach, Utilize both contract and in-house IT professionals; or
3. Implement a Shared Services Agreement for IT Services.

The Board provided consensus direction to amend Policy 4101.A1 and add an IT Classification Series. The Board also directed staff by consensus to include one Principal IT Analyst in the proposed 2018 Budget for consideration at the August 30, 2017 Board Meeting.

The Regular Meeting of the Board of Directors was adjourned to the Annual Meeting of the Citrus Heights Water District Financing Corporation at 7:59 p.m.
The Regular Meeting of the Board of Directors reconvened at 8:01 p.m.

**BUSINESS:**

Update of Cross-Connection and Backflow Regulations

Water Resources Supervisor Hensley presented an update of Cross-Connection and Backflow Regulations. Title 17 of the California Code of Regulations requires water suppliers to protect the public water supply from contamination by the implementation of a Cross-Connection Control Program. This program requires the installation of a backflow preventer at the customer’s water service connection when a threat of contamination, actual or potential, has been identified. Resolution No. 10-2017, accompanying this staff report, revises and updates original Ordinance No. 3-88, adopted in 1988, regarding Citrus Heights Water District’s (District) cross-connection and backflow policies. Updates include current Title 17 language and specification of current District cross-connection and backflow testing protocols. District General Counsel has reviewed and assisted in the preparation of the proposed Resolution.

Notable proposed changes include:

- Specifies that installation of a backflow prevention assembly as required shall be a condition of water service;
- Provides a defined period of time to comply with required installation of backflow prevention assembly;
- Specifies that all required testing shall be done by District authorized personnel;
- Adds a severability provision to protect the Resolution from being nullified if a section is deemed impermissible by a court.

Lastly, the following is an explanation as to why the updated Cross-Connection Control program originally adopted by Ordinance is being adopted by Resolution. Generally, prior enactments must be amended or repealed by the same action (i.e., ordinances by ordinances, resolutions by resolutions, motions by motions). This ensures that actions are amended or repealed following the same procedures as their adoption. However, Irrigation Districts such as CHWD do not have the general authority to adopt ordinances for many policy issues. Rather, they are empowered to adopt “rules and regulations,” and Ordinance No. 3-88 adopted the rules and regulations applicable to cross-connection control. Based on this, moving forward, Resolution No. 10-2017 can be used to supersede Ordinance No. 3-88, and is a more appropriate legislative method to accomplish the goals set forth.

**ACTION:** Director Dains moved and Director Riehle seconded a motion to approve the Update of Cross-Connection and Backflow Regulations.

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

**CONSULTANTS’ AND LEGAL COUNSEL’S REPORTS:**

None.
DIRECTOR'S AND REPRESENTATIVES REPORTS:

Regional Water Authority (Dains, Straus)

Board member Dains provided an update on the status of the Integrated Regional Water Plan that is in development.

Sacramento Groundwater Authority (Sheehan)

Board President Sheehan reported about recent changes to State reporting requirements, including a ruling that invalidates the State Department of Public Health’s maximum contaminant levels (MCL) for Hexavalent Chromium and the State Water Board’s recent adoption of MCLs for 1,2,3-Trichloropropane. Water Resources Supervisor Hensley noted that the District already implemented testing that is in line with the new MCLs set by the Water Board in preparation for the potential adoption of these regulations.

San Juan Water District (All)

Board Member Dains and General Manager Straus reported on the passing of San Juan Water District Member Bob Walters. General Manager Straus noted that San Juan Water District will accept applications for the appointment to replace Board Member Walters through September 8, 2017.

Association of California Water Agencies (Dains)

No report.

ACWA Joint Powers Insurance Authority (Dains/Castruita)

No report.

Sacramento Local Agency Formation Commission (Riehle)

No report.

City of Citrus Heights (Pieri)

No report.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

Water Efficiency Supervisory Meurer reported that at the recent Chamber of Commerce Government Issues Committee meeting San Juan Water District General Manager Paul Heliker provided an update concerning legislation being considered by the State that could impact local water agencies.

RWA Lobbying Program Update (Gordon/Meurer)

Water Efficiency Supervisor Meurer provided updates on water use and conservation bills. David Gordon, Operations Manager provided updates on legislation requiring Lead testing at school facilities.

Other Reports:

GM Straus provided an update to the Board concerning the Groundwater Sustainability Agency
(GSA’s) progress to develop a Groundwater Sustainability Plan (GSP). As part of the update, GM Straus informed the Board that CHWD staff is participating with a staff level GSA committee working on the development of the GSP. Board President Sheehan requested an update on the GSP development activities later this year.

**MANAGEMENT SERVICES REPORT:**

**Customer Advisory Committee Update - Customer Engagement Component for the Project 2030 Water Main Replacement Program and District-wide Water Meter Replacement Program**

Management Services Supervisor Castruita reported on the status of the creation of the Customer Advisory Committee (CAC). The CAC application launched on the District website on Monday, 08/14/17, and is available at chwd.org/customer-advisory-committee/.

**Project 2030 Consultant Selection Process**

Engineering Manager/District Engineer Pieri provide an update to the Board on the status of the Project 2030 Water Main Replacement Study consultant selection process.

**Meter Replacement Study Update**

Water Efficiency Supervisory Meurer and General Manager Straus provided an update to the Board on the status of the Meter Replacement Program Study Request for Proposals (RFP) and staff efforts to identify other water district partners who may wish to participate in the Meter Replacement Program Study with a potential goal of developing a multi-agency program.

**Corporation Yard Safety Improvements Project Update**

Project Manager Dietrich provided an update to the Board on the status of the Corporation Yard Safety Improvement Project.

**Update on Scheduling of Board Meetings and Communications**

Management Services Supervisor Castruita and General Manager Straus explained that in recent years, the District has initiated its Budget Development process by presenting the “building blocks” of the budget and highlighting how the proposed budget will fund the Board’s strategic planning goals at a Special Board Meeting. The Board agreed by consensus to hold this meeting on August 30, 2017.

Management Services Supervisor Castruita also sought input on the schedule of the distribution of the FYI Report, a monthly update of programs and projects of interest to the Board. The Board agreed by consensus to move the date of release of the FYI Report to the first Thursday of the following month.

**CORRESPONDENCE:**

None.
CLOSED SESSION:

The meeting convened into Closed Session at 9:06 p.m. to discuss the following items as listed on the Closed Session Regular Meeting Agenda:

CL-1. Pursuant to Government Code Section 54957

Public Employee Performance Evaluation
Title: General Manager

No reportable action.

CL-2. Pursuant to Government Code Section 54957

Public Employee Performance Evaluation
Title: General Counsel

No reportable action.

The Board adjourned out of closed session at 9:58 p.m.

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 9:59 p.m.

APPROVED:

HILARY M. STRAUS
Secretary
Citrus Heights Water District

CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District