

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
March 21, 2018

The Regular Meeting of the Board of Directors was called to order at 7:04 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President
Caryl F. Sheehan, 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
Paul Dietrich, Project Manager
Rex Meurer, Water Efficiency Supervisor

VISITORS:

Dane Wadle, CA Special District Association

PLEDGE OF ALLEGIANCE:

Board President Raymond Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Minutes of the Regular Meeting – February 21, 2018.
Revenue Analysis Report for February 2018.
Assessor/Collector's Roll Adjustment for February 2018.
Treasurer's Report for February 2018.
Treasurer's Report of Fund Balances for February 2018.
Operations Budget Analysis for February 2018.
Capital Projects Summary February 2018.
Warrants for February 2018.

CAL–Card Distributions for February 2018.
Summary of 2018 Employees, Officers and Directors Training Courses, Seminars and Conference.

Employee Recognitions.

Long Range Board Agenda (I)

Board Agenda Items Planned for Upcoming Meetings.

Engineering Department Report (I)

Significant assignments and activities for the Engineering and Capital Projects Department is summarized.

Operations Department Report (I)

Monthly report on construction and maintenance activities.

2018 Water Supply – Purchased and Produced (I)

Report on annual water supply including comparison with prior years.

Water Supply Reliability (I)

Receive status report on surface water supplies available to the Citrus Heights Water District (District).

Water Efficiency Program Update (I)

Review and consider one amendment to District Fiscal Management Policy No. 6300, Investment of District Funds.

FEBRUARY 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64893	Alan Mateer	Customer Refund	\$49.62
64894	Kristin K Armstrong	Customer Refund	\$19.57
64895	Roberts/Cindy Estes	Customer Refund	\$37.74
64896	Ryan M/Arianna D Aten	Customer Refund	\$26.16
64897	Erma H Robinson Trust	Customer Refund	\$133.20
64898	GM Construction & Developers	Customer Refund	\$1,768.36
64899	Kevin S Nakamura	Customer Refund	\$20.48
64900	Richard S Bernard	Customer Refund	\$11.72
64901	Richard A McKinney	Customer Refund	\$270.00
64902	James C/Amber L Durgin	Customer Refund	\$57.10
64903	Manijeh Zانbaghdoust	Customer Refund	\$14.37
64904	Jay/Jennifer M Bryant	Customer Refund	\$57.81
64905	Raul/Maria Melendez	Customer Refund	\$35.20
64906	Yideli Intl Trading Inc	Customer Refund	\$195.26
64907	ABA DABA Rentals & Sales	Supplies-Field	\$406.10
64908	Alexander's Contract Services	Contract Services-Meter Reading	\$5,067.47

64909	Antelope Rd Christian Fellowship Church	Toilet Rebate Program	\$900.00
64910	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
64911	Melvin J Ball	Toilet Rebate Program	\$75.00
64912	Bart/Riebes Auto Parts	Repair-Trucks	\$17.18
64913	BSK Associates	Water Analysis	\$288.00
64914	California Landscape Associates Inc	Janitorial	\$200.00
64915	California Surveying & Drafting Supply	Small Tools	\$15.00
64916	Citrus Heights Police Department	Equipment Rental-Office	\$50.00
64917	County of Sacramento	Permit Fees	\$757.20
64918	Dawson Oil Company	Gas & Oil	\$921.95
64919	Donald or Beverly Edy	Toilet Rebate Program	\$75.00
64920	Express Office Products Inc	Office Expense	\$272.93
64921	Future Ford	Repair-Trucks	\$726.30
64922	Ferguson Enterprises Inc #1423	Material	\$5,782.94
64923	Mitchell L or Kimberly A Hoffelt	Toilet Rebate Program	\$75.00
64924	J4 Systems	Contract Services-Other	\$5,751.67
64925	Tina Kautzman	Toilet Rebate Program	\$75.00
64926	Lords Electric Inc.	Contract Services-Other	\$5,000.00
64927	Maze & Associates	Legal & Audit	\$1,500.00
64928	Charlene McCollor	Toilet Rebate Program	\$75.00
64929	Moonlight BPO	Contract Services-Bill Print	\$3,407.75
64930	Office Depot	Office Expense	\$192.28
64931	Pace Supply Corp	Material	\$55.44
64932	Pacific Gas & Electric	Utilities	\$5,038.67
64933	Devin Tinny	Toilet Rebate Program	\$75.00
64934	Titan Workforce LLC	PC-Temporary Labor	\$756.00
64935	Traffic Management Inc.	Field Miscellaneous	\$66.27
64936	Susan G Walker	Toilet Rebate Program	\$150.00
64937	Watkins Family Revocable Trust	Toilet Rebate Program	\$75.00
64938	Secretary of State	Fees	\$910.00
64939	ACWA/JPIA	Workers Comp Insurance	\$19,494.12
64940	Best Best & Krieger	Legal & Audit	\$16,157.34
64941	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving	\$35,961.65
64942	Domenichelli and Associates, Inc	Contract Services- Engineering	\$8,759.75

64943	Ferguson Enterprises Inc #1423	Material	\$15,219.69
64944	PNP Construction, Inc	Contract Services- Engineering	\$265,780.00
64945	San Juan Water District	Purchased Water	\$627,164.80
64946	SMUD	Utilities	\$9,381.43
64947	SWRCB	Dues & Subscriptions	\$46,457.05
64948	Donald P/Anita V Marsolais	Customer Refund	\$193.10
64949	Jon E Harnew	Customer Refund	\$173.25
64950	John A/Geraldine A Hanson	Customer Refund	\$5.49
64951	Dominic C Vella	Customer Refund	\$76.25
64952	Bradley D Kirkpatrick	Customer Refund	\$81.45
64953	William D Anderson	Customer Refund	\$95.79
64954	Bruce Wilson	Customer Refund	\$29.14
64955	A & M Properties Investment, Inc	Customer Refund	\$207.14
64956	Fiberco Incorporated	Customer Refund	\$850.59
64957	ABA DABA Rentals & Sales	Supplies-Field	\$126.88
64958	AFLAC	Employee Paid Insurance	\$238.56
64959	American Water Works Association	Continued Education	\$4,070.00
64960	Bart/Riebes Auto Parts	Repair-Trucks	\$219.60
64961	Betty Ann Bertoglio	Contract Services-Miscellaneous	\$3,000.00
64962	Robin Cope	Health Insurance	\$422.30
64963	Corix Water Products, Inc	Material	\$4,844.47
64964	Cybex	Equipment Rental-Office	\$149.21
64965	Integrity Administrators Inc	Health Insurance	\$305.76
64966	J4 Systems	Contract Services-Other	\$2,241.25
64967	KBA DOCUSYS	Equipment Rental-Office	\$23.20
64968	KBA Docusys Inc	Equipment Rental-Office	\$342.63
64969	Kei Window Cleaning #12	Janitorial	\$94.00
64970	Luhdorff & Scalmanini	Contract Services-Wells	\$3,410.55
64971	Miles Treaster & Associates	Office Expense	\$1,123.45
64972	Moonlight BPO	Contract Services- Bill Print	\$3,209.97
64973	Planning Partners Inc	Contract Services-Wells	\$1,316.25
64974	Protection One Alarm Monitoring	Equip Rent-Office	\$140.00
64975	Republic Services #922	Utilities	\$210.48
64976	River City Staffing Group	Contract Services- Conservation	\$4,304.00
64977	SAWWA	Dues & Subscriptions	\$800.00

64978	Les Schwab Tires	Repair-Trucks	\$424.75
64979	Sierra Office and Printing	Water Conservation-Materials	\$2,429.00
64980	Sonitrol	Equipment Rental-Office	\$168.56
64981	State Water Resources Control Board	Dues & Subscriptions	\$65.00
64982	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,604.05
64983	US Bank I.M.P.A.C. Government Services	Continued Education	\$7,473.25
64984	Warren Consulting Engineers Inc	Contract Services-Engineering	\$750.00
64985	World Environment & Energy Inc	Contract Services-Miscellaneous	\$371.05
64986	Carl E/Beverly A Eichman	Customer Refund	\$140.10
64987	Cecil B Callison	Customer Refund	\$168.63
64988	Gary L Grimm	Customer Refund	\$134.78
64989	Bryce/Reinalda Tirrell	Customer Refund	\$5.49
64990	John R/Debra A Thomas	Customer Refund	\$167.69
64991	Village Properties	Customer Refund	\$92.04
64992	Debra M. Odle Living Trust	Customer Refund	\$9.67
64993	David C Filimon	Customer Refund	\$82.17
64994	Kayla Minear	Customer Refund	\$135.47
64995	James Mandes III	Customer Refund	\$66.10
64996	Carl/Susan Kennedy	Customer Refund	\$8.20
64997	Matthew E Noxon	Customer Refund	\$34.71
64998	Brittany/Christopher Wesely	Customer Refund	\$80.20
64999	Rajesh/Sonu Sharma	Customer Refund	\$70.19
65000	Alexander's Contract Services	Contract Services-Meter Reading	\$3,435.62
65001	AnswerNet	Telephone-Answer Service	\$277.35
65002	California Surveying & Drafting Supply	Small Tools	\$10.00
65003	CirclePoint	Contract Services- Conservation	\$6,851.33
65004	Consolidated	Telephone-Local/Long Distance	\$1,745.55
65005	Corelogic Information Solutions Inc	Dues & Subscriptions	\$200.00
65006	County of Sacramento Municipal Services	Field Miscellaneous	\$94.10
65007	Dawson Oil Company	Gas & Oil	\$1,035.48
65008	Tamar Dawson	Continued Education	\$282.44
65009	Employee Relations Inc	Contract Services-Other	\$76.00
65010	Ethan Wade Graphics	Water Conservation-Other	\$439.52

65011	Express Office Products Inc	Office Expense	\$300.63
65012	Gaynor Telesystems Incorporated	Contract Services-Other	\$247.50
65013	Ferguson Enterprises Inc #1423	Material	\$165.08
65014	J4 Systems	Contract Services-Other	\$843.75
65015	Kaiser Foundation Health Plan, Inc	Health Insurance	\$23,917.35
65016	Lowe's	Supplies-Field	\$70.02
65017	Pace Supply Corp	Material	\$390.71
65018	Pacific Gas & Electric	Utilities	\$160.95
65019	Red Wing Shoe Store	Small Tools	\$253.30
65020	SMAQMD	Permit Fees	\$2,325.00
65021	Superior Equipment Repair	Repair-Trucks	\$1,581.83
65022	SureWest Directories	Telephone-Local/Long Distance	\$49.00
65023	Borey Swing	Continued Education	\$378.14
65024	A. Teichert & Son, Inc.	Road Base	\$2,387.69
65025	Wanda F Schlosser	Customer Refund	\$13.11
65026	John C/Mary M Moran	Customer Refund	\$107.84
65027	Herman R/Marcia A Caldwell	Customer Refund	\$117.42
65028	Keller Wiliams Realty	Customer Refund	\$183.47
65029	Richard/Sandra Geottman	Customer Refund	\$1,407.27
65030	Larry A/Deborah J Brown	Customer Refund	\$15.41
65031	Doumit Construction Inc	Customer Refund	\$1,460.73
65032	A&A Stepping Stone Manufacturing	Supplies-Field	\$28.28
65033	Alexander's Contract Services	Contract Services-Meter Reading	\$2,736.94
65034	Area West Engineers Inc	Contract Services- Engineering	\$5,320.00
65035	Avalon Custodial Care	Janitorial	\$695.00
65036	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
65037	Bart/Riebes Auto Parts	Repair-Trucks	\$94.25
65038	BSK Associates	Water Analysis	\$672.00
65039	California Surveying & Drafting Supply	Small Tools	\$10.00
65040	City of Citrus Heights	Permit Fees	\$1,500.00
65041	County of Sacramento	Permit Fees	\$131.00
65042	Sacramento County Utilities	Utilities	\$186.75
65043	Express Office Products Inc	Office Expense	\$24.66
65044	J4 Systems	Contract Services-Other	\$846.25
65045	Moonlight BPO	Contract Services-Bill Print	\$3,971.96

65046	One Print Source & Graphics	Printing	\$251.78
65047	WaterWise Consulting, Inc	Contract Services- Conservation	\$2,450.00
TOTAL			<u>\$1,208,247.49</u>

ACH	INVOICE CLOUD	Bank Fee	\$4,805.60
ACH	VALIC	Deferred Compensation	\$2,954.50
ACH	PERS GASB 68	PERS	\$30,046.58
ACH	JANUARY 2018	Bank Fee	\$3,670.44
ACH	JANUARY 2018 WB	Bank Fee	\$87.98
ACH	JANUARY 2018FD	Bank Fee	\$119.98
ACH	JANUARY 2018PH	Bank Fee	\$122.70
ACH	PAYCHEX -SERVICE FEE	Contract Services-Other	\$881.50
ACH	PERS 2/7/18 PAY DAY	PERS	\$17,552.41
ACH	VALIC 2/8/18 PAY DAY	Deferred Compensation	\$2,954.50
ACH	VANCO JANUARY 2018	Contract Services-Other	\$30.28
ACH	VOYA 2/22/18 PAY DAY	Deferred Compensation	\$25.00
ACH	WHA MARCH 2018	Health Insurance	\$12,617.04
ACH	VOYA 2/8/18 PAY DAY	Deferred Compensation	\$25.00
TOTAL			<u>\$75,893.51</u>

GRAND TOTAL			<u><u>\$1,284,141.00</u></u>
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March Checks Approved at the March Board Meeting

65089	Azteca Systems Inc	Maintenance Agreement-Software	\$19,995.00
65090	Central Valley Engineering & Asphalt, Inc.	Contract Services- Paving	\$23,676.88
65091	City of Roseville	Contract Services-Miscellaneous	\$15,252.39
65092	Ferguson Enterprises Inc #1423	Material	\$28,266.72
65093	Luhdorff & Scalmanini	Contract Services- Wells	\$9,598.60
65094	PNP Construction, Inc	Contract Services-Engineering	\$249,495.00
65095	SMUD	Utilities	\$9,998.54
65096	US Bank I.M.P.A.C. Government Services	See March Agenda Item CC-9	\$13,132.50
65097	Circlepoint	Contract Services- Conservation	\$19,202.39
TOTAL			<u>\$388,618.02</u>

Employee Recognitions— Sixteen employees received recognition for attendance during January 2018, and seventeen were recognized for outstanding customer service and quality of work during the month of February 2018. Directors were provided with a list of the employees and items for which each received recognition.

The 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 February 2018.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 10/18/17 (Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Asset Inventory in progress. Customer Advisory Committee (CAC) Orientation scheduled for 03/19/18.
CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project	Engineering	Engineering Manager, Project Manager & Senior Construction Inspector	On-going	TBD	Yes	2017 design & construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, & Safety & Efficiency Upgrades.	Board approved contract on 07/24/17. Punchlist items being completed. 96% Complete.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Restart Project. Engineering meeting scheduled for 03/29/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, 01/17/18 (Award of Contract)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Contractor to begin construction starting 02/26/18.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, 01/17/18 (Con Bid Pkg Req)	Yes	2017 design, 2018 construction.	Project out to bid on 02/28/18. Pre-bid meeting scheduled for 03/15/18. Bid opening scheduled for 03/29/18.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistance Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	75% Plans received from Engineer on 02/05/18. Potholing scheduled for March 2018.
CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main	Engineering	Assistant Engineer and GIS Specialist	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Survey completed on 11/30/17. Potholing to be scheduled for March/April.
CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" & 6" Water Mains	Engineering	Assistant Engineer and GIS Specialist	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Survey completed on 11/03/17. Potholing to be scheduled for March/April. Received Preliminary Plans from Engineer on 12/08/17.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Road East Side Wall	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	New Item. We anticipate this project being included in the 2019 CIP. Begin communication with SJUSD during Q1 2018.
CAPITAL IMPROVEMENT PROJECT Fair Way Intertie	Engineering	Project Manager	Complete	Yes, April	Yes	Intertie with City of Roseville	Project complete. Invoice received and being processed.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector	On-going	Yes, TBD	No	95% Complete.	District met on 03/01/18. District to follow-up with developer.
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	Senior Construction Inspector	On-going	Yes, TBD	No	Private development.	Project and punch list items complete except for easements.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	On-site and off-site water mains installed and tested. Punchlist items remaining. Coordinate easement with engineer.
PRIVATE DEVELOPMENT 3 lot Residential Subdivision - 5648- 5696 San Juan Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	3 lot subdivision.	No update.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	Project under Environmental Review. Engineer preparing Improvement Plans for proposed land exchange.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	15 lot subdivision located on Antelope Road.	Final plans received on 01/23/18. Developer grading site. Water installation anticipated in April 2018.
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Sent Will Serve letter on 09/13/17. Responded to Engineer's questions on 11/02/17. Awaiting revised plans from developer.
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Reviewed plans and provided comments 09/28/17. Fire flow analysis request submitted on 02/05/18.
PRIVATE DEVELOPMENT 8027 Holly Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Sent 95% plans with comments to Engineer on 02/26/18.
PRIVATE DEVELOPMENT Sunrise Blvd_5437-5439 - Sunrise Village Retail Center - parcel split	Engineering	Engineering Manager and Assistant Engineer	On-going	TBD	No	Parcel being split into 3 for individual sales that previously occurred.	Sent comments to City 09/13/17. Awaiting to determine if developer/owner chooses to split the parcel.
PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	District signed plans on 12/21/17. Awaiting construction.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Received easement information on 11/30/17. Signed plans on 02/26/18.
PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent comments to City on 11/27/17. Awaiting to determine if developer/owner chooses to split the parcel.
PRIVATE DEVELOPMENT 6199 Sunrise Blvd US Bank Parcel Split	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/27/17. Awaiting to determine if developer/owner chooses to split the parcel.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/28/17. Awaiting plans from developer for District review.
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in Spring 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts.
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage Improvements along West Side of Sunrise from Sayonara to north and Storm Drain Improvements.	Bidding closed on 02/02/18. Awaiting construction. City of CH scheduled pre-construction meeting for 03/14/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Received signed Utility Agreement. Anticipate bid and start of construction in Spring 2018.
CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Weigh station and off-ramp improvements.	Sent water facility maps and as-builts to Engineer on 11/20/17. Awaiting plans from CalTrans for District review.
Annexations	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Strategic Planning Item.	Scoping meeting to be scheduled in April 2018.
Easements	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Strategic Planning Item.	Scoping meeting scheduled in 04/18/18.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 103 work orders were performed during the month of February 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.

2018 Water Supply – Purchased and Produced

The District's total water use during the month of February 2018 (525.73 acre-feet) was 13.3 percent below that of February 2013 (602.52 acre-feet).

Surface Water Supply Reliability

As of March 1, 2018, storage in Folsom Lake (Lake) was at 525,300 acre-feet, 54 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 56,672 acre-feet in the past month.

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, Safety and Meter Program activities during the month of January 2018 include:

- 14 ultra-low-flush toilet (ULFT) rebates were processed for the month of January. A total of \$3,000.00 in rebates were issued for February.
- To better align with SMUD's schedule for reporting monthly numbers, staff will begin reporting HECW rebates on a quarterly basis beginning April 2018.
- 16 water waste calls were received during the month of January. No reports of water waste were received through CHWD's Drought Resources web page.
- The Safety Committee has organized a series of group safety presentations. The group safety presentations will be presented by all staff members throughout the year. On Thursday February 15, 2018, the first of a series of 11 presentations was given. The presentation covered the "Dangers of Salmonella Poisoning".
- Staff began a telephone outreach campaign promoting the District's free Irrigation Efficiency Reviews. WaterWise Consulting is working with staff to contact many of CHWD's high water use customers. They are currently reaching out to CHWD's single-family customers. Due to this effort, a total of 12 additional Irrigation Efficiency Reviews were generated and completed for the month of February. A total of 52 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017.

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

Month	R-GPCD 2017	R-GPCD 2018	% CHANGE
January	75	77	+3%
February	72	85	+18%
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Below is a recap of the region's overall water saving in January 2018 as compared to 2013.

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	Jan. 2018 Reduction	Annual to Date 2018 Reduction
San Juan Water District	19.6%	19.6%
California American Water	17.4%	17.4%
Fair Oaks Water District	14.5%	14.5%
El Dorado Irrigation District	13.1%	13.1%
Orange Vale Water Company	13.1%	13.1%
City of Woodland	12.4%	12.4%
Citrus Heights Water District	11.9%	11.9%
City of Sacramento	11.5%	11.5%
City of West Sacramento	11.0%	11.0%
Rio Linda/Elverta CWD	11.0%	11.0%
City of Yuba City	10.4%	10.4%
Del Paso Manor Water District	10.3%	10.3%
Elk Grove Water District	8.4%	8.4%
City of Davis	7.9%	7.9%
Carmichael Water District	7.6%	7.6%
City of Roseville	7.4%	7.4%
City of Lincoln	5.0%	5.0%
Rancho Murieta CSD	4.8%	4.8%
City of Folsom	4.7%	4.7%
Sacramento Suburban WD	3.4%	3.4%
Golden State Water Company	1.8%	1.8%
Placer County Water Agency	-9.9%	-9.9%
Sacramento County Water Agency	-25.2%	-25.2%
Average	7.5%	7.5%
Minimum	-25.2%	-25.2%
Maximum	19.6%	19.6%

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

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

PRESENTATIONS:

California Special Districts Association Update

Dane Wadle, the California Special Districts Association (CSDA) Public Affairs Field Coordinator for the Sierra Network including Sacramento County gave a presentation on legislative issues CSDA is tracking pertinent to the District. He called out SB 929, CSDA sponsored legislation which requires districts to have a website. The legislation also provides for exceptions where Districts would be able to claim exemption from the requirement. Mr. Wadle stated that CSDA is requesting District support of the bill.

Mr. Wadle also called out SB 831, a bill that would prohibit Districts from charging fees on Accessory Dwelling Units (ADUs). CSDA opposes the bill, and Mr. Wadle explained that CSDA staff is attempting to educate District's that could be effected by the issue of its potential consequences.

Finally, Mr. Wadle distributed an information packet to the Board members, noting various additional legislative proposals that affect CSDA members, as well as training opportunities available to those members.

BUSINESS:

Discussion and Possible Action to Approve a Resolution Amending the Customer Advisory Committee Membership

Management Services Supervisor/Chief Board Clerk Castruita requested the Board consider adoption of Resolution 04-2018, amending the Customer Advisory Committee membership. On January 17, 2018 the Citrus Heights Water District (CHWD) Board of Directors (Board) approved Resolution 01-2018, establishing the Customer Advisory Committee. Based on Board direction at previous CHWD Board meetings, Resolution 01-2018 prescribed a 22 seat body made up of 19 voting members and three ex-officio members, for a total 22 seats, including:

1. 17 seats for residential customers located throughout the CHWD service area;
2. Two seats representing commercial interests from the Citrus Heights Chamber of Commerce and Sunrise MarketPlace, respectively; and
3. Three ex-officio seats for the San Juan Unified School District, the Sunrise Parks and Recreation District, and Sylvan Cemetery District, respectively.

Changes to Business and Ex-Officio Members

In the days following the January Board Meeting, two additional local stakeholders came to light. First, staff reviewed the volumetric usage of the City of Citrus Heights (City), and found that the City uses a significant amount of water to irrigate street medians and maintain their City Hall complex. Given that CHWD appointed other local government agencies with significant water usage (San Juan Unified School District, Sylvan Cemetery District, and Sunrise Recreation and Parks District) to ex-officio seats on the Board, staff recommended adding an ex-officio seat for the City as well.

In addition, staff was made aware of the existence of the Auburn Boulevard Business Association (ABBA), a non-profit membership association created in 2016 to represent the business and property owners along Auburn Boulevard between Sylvan Corners and I-80. Ms. Kimberly Berg, a CAC

residential member, is a member of the ABBA Board, and was recommended as the ABBA representative to the CAC. Thus, staff recommended seating Ms. Berg as a commercial voting member in order to allow for an ABBA representative.

Filling Seat of Resigned CAC Member

As noted at the February 21, 2018 Board Meeting, CAC member Russell Blair submitted a letter of resignation to staff on February 16, 2018. At their February meeting, the Board directed staff to select a prospective CAC member from the current applicant pool, whose membership in the CAC the Board would consider at their next Regular Board Meeting on March 21, 2018.

Staff recommended the appointment of Mr. Richard Moses, a resident of Citrus Heights Neighborhood Area 8. In considering the applicants, staff took into account the geographic distribution of CAC residential members, the application materials submitted by the remaining applicant pool, and contacted the individual to confirm their willingness to participate.

ACTION: Director Sheehan moved and Director Dains seconded a motion to receive and file a preview of the 2018 Strategic Plan.

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

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTORS' AND REPRESENTATIVES' REPORTS:

Regional Water Authority (Dains)

General Manager Straus stated that the Powerhouse Science Center will be coming online soon.

Sacramento Groundwater Authority (Sheehan)

Director Sheehan Caryl stated that at the most recent budget SGA meeting, she learned there will be no fee increases. Fair Oaks Water District and Sacramento Suburban Water District will see fee decreases because their respective service territories straddle the North American sub-basin and the sub-basin to the south of the North American. These agencies will be required to pay fees based on the number of connections located within the sub-basin. Director Sheehan noted that the SGA budget is trimmer than in past years.

San Juan Water District (All)

No report.

Association of California Water Agencies (ACWA) (Dains)

No report.

ACWA Joint Powers Insurance Authority (JPIA) (Dains/Castruita)
No report.

City of Citrus Heights (Pieri)

Operations Manager Gordon stated that staff is continuing to work with the City General Services Director Rhonda Sherman and City Engineer Stuart Hodgkins District concerns over pavement restoration specifications as well as issues with telecommunications utilities contractors. City staff has been willing to help find solutions to issues that arise in the field, and District staff is grateful for their willingness to address these issues.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

Water Efficiency Supervisor Meurer noted that new Chamber Executive Director Cendrinne DeMattei has brought a lot of energy to the organization. General Manager Straus stated that Ms. DeMattei is looking for partnerships and sponsorships, and staff will review whether it may be feasible to include a sponsorship from the District as part of the 2019 budget proposal.

RWA Lobbying Program Update (Gordon/Meurer)

Operations Manager Gordon noted that a legislative update was included in the March FYI Report, providing updates on significant legislative issues. In addition, he noted that staff will track significant issues of concern that CSDA brought up as part of their report.

Other Reports

Operations Manager Gordon made note that staff intends to hold a discussion on the water supply agreement with the Board in the coming months, and will provide further information as feasible.

Operations Manager Gordon also stated that a regional group of water providers had a good meeting with the State Water Resources Control Board regarding the potential use of aquifer storage and recovery (ASR) technologies. They discussed regional concerns over potential red tape that could be faced, and the State representatives resolved multiple concerns that the water agency representatives brought up. SGA is exploring how to get economies of scale to partner on technical and financial feasibility studies of ASR technologies.

Administrative Services Manager Sohal made note of a recent customer request directed to the Board. A customer submitted a written request to have a required deposit refunded to their account and associated late penalties and reconnection fees waived. Administrative Services Manager Sohal stated that customers are given 25 days to pay their bill, and a 10-day grace period following the due date. At the conclusion of the grace period, a 5% late penalty is assessed to all outstanding balances. Customers then receive 20 days to pay a second invoice. At that point, staff issues a Notice of Intent to Terminate Service (NOITS) via FedEx. Customers are given 7-10 days to pay the bill following issuance of NOITS. Administrative Services Manager Sohal stated that over the past 2 years, the customer has been reaching the point of issuance of a NOITS, and would typically make payment at that point.

The customer was recently shut off following issuance of the NOITS and the required 7-10 day waiting period. Per policy, staff then required the customer to submit a deposit on the account to reconnect service. The deposit would be refunded with interest after 1 year of making payments in a timely fashion. Staff intends to issue a response of the policies and procedures surrounding shut-off to clarify this with the customer.

General Manager Straus and Director Riehle provided a brief update on the Project 2030 Customer Advisory Committee meeting. General Manager Straus stated that the CAC is a diverse group of folks, with some customers living in the District for decades, and others arriving here within months of the CAC formation. He is excited to work with the team. Director Riehle stated that he was very proud of Engineering Manager Pieri's performance at the meeting. He stated that recording and making the video available via YouTube is very important to the long-term success of the project. The Committee has a lot of very bright people, and he is eager to get more people running for office because they understand the need to serve their community, and not just because it provides them an elected seat.

MANAGEMENT SERVICES REPORT:

Meter Replacement Study Update

General Manager Straus and Water Efficiency Supervisor Meurer provided an update concerning the Meter Replacement Program. The administrative group composed of General Managers from the participating agencies has finalized a draft MOU. They expect to issue the draft to all participating agencies for final review tomorrow, March 22. Following this review, the group will schedule meetings with each respective agency's Board for review and approval of the MOU. General Manager Straus was happy to announce that the group recently welcomed Fair Oaks Water District to the group at the L1 level. Following the completion of work by the administrative group, the technical group will finalize and issue the RFP for services.

2018 Strategic Planning Process Update

Management Services Supervisor Castruita provided an update on the Strategic Planning process for use at the June Strategic Planning meeting. Staff has discussed the Board's input to include the Customer Advisory Committee in the process at the June meeting. Following discussion with Laura Mason-Smith, the District's strategic planning facilitator, staff proposes the following agenda:

- 8:45 a.m. – 12 noon: with CAC Participation
 - Teambuilding and recognition of District accomplishments and strengths
 - Recognize the District's Mission, Vision, Core Values, and Commitments
 - Identify significant issues, factors, and trends facing the District
- 12 noon – 1 p.m.: Lunch Break
- 1 p.m. – 3:30 p.m.: CAC welcome to view proceedings
 - Define Goals and SMART Objectives
 - Confirm or adjust the five District Three-Year Goals

- Identify the top 3-4 Measurable SMART Objectives for the Goals in 2019

The Board provided consensus direction to proceed in this manner.

Director Dains expressed support for the format, and also informed the group that, due to a scheduling conflict, he would not be able to attend the Strategic Planning Session on June 7. The Board provided dates that they are available in late May and early June, and directed staff to utilize one of these predetermined dates to schedule the meeting.

CORRESPONDENCE:

None.

CLOSED SESSION:

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 8:29 pm.

APPROVED:



CHRISTOPHER CASTRUITA
Deputy Secretary
Citrus Heights Water District



RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District