

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
August 15, 2018

The Regular Meeting of the Board of Directors was called to order at 6:33 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
David Gordon, Operations Manager
Missy Pieri, Engineering Manager
Chris Castruita, Management Services Supervisor/Chief Board Clerk
Alberto Preciado, Senior Accountant
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Rex Meurer, Water Efficiency Supervisor

VISITORS:

David Wheaton
Josette Reina-Luken

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 Special Meeting – July 17, 2018
Minutes of the Special Meeting – July 18, 2018

Minutes of the Regular Meeting – July 18, 2018

Revenue Analysis Report for July 2018

Assessor/Collector's Roll Adjustment for July 2018

Treasurer's Report for July 2018

Treasurer's Report of Fund Balances for July 2018

Operations Budget Analysis for July 2018

Capital Projects Summary July 2018

Warrants for July 2018

CAL-Card Distributions for July 2018

Summary of 2018 Employees and Directors Training Courses, Seminars and Conferences

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 are 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 and Safety Program Update (I)

Monthly report on Water Efficiency and Safety programs activities.

Discussion and Possible Action to Authorize Administrative Services and Water Efficiency

Staff to Attend Conferences and Trainings (A)

Consider authorizing the Principal Information Technology Analyst and Management Services Specialist to attend the Harris Customer Training Conference, and authorizing the Senior Water Efficiency Specialist and Water Efficiency Technician to attend the 2018 N-Gage Water Meter School. Consider authorizing the General Manager to approve expenses related to conference/training attendance.

Discussion and Possible Action to Approve Proposal for IT Infrastructure Upgrade

Consider approving the proposal from J4 Systems for the network infrastructure and server upgrade authorized in the 2018 budget and part of the 2018 Strategic Plan.

Discussion and Possible Action to Approve a Letter Opposing State of California Senate Bill

998

Consider authorizing the General Manager to issue a letter in opposition to Senate Bill 998 (Dodd).

JULY 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65808	Karel/Miluse Mojzis	Customer Refund	\$247.96
65809	James M White	Customer Refund	\$32.16
65810	ABA DABA Rentals & Sales	Supplies-Field	\$256.56
65811	Best Best & Krieger	Legal & Audit	\$7,259.54
65812	Burketts	Office Expense	\$33.96
65813	2014-1 IH Borrower	Customer Refund	\$70.89
65814	Express Office Products Inc	Office Expense	\$34.78
65815	FP Mailing Solutions	Equipment Rental- Office	\$181.76
65816	Government Finance Officers Association	Dues & Subscriptions	\$370.00
65817	J4 Systems	Support Services	\$3,403.75
65818	Kei Window Cleaning #12	Janitorial	\$94.00
65819	Kiwanis of Citrus Heights	Continued Education	\$452.00
65820	Liebert Cassidy Whitmore	Legal & Audit	\$2,425.00
65821	Moonlight BPO	Support Services	\$3,749.69
65822	Pace Supply Corp	Material	\$546.46
65823	Red Wing Shoe Store	Small Tools	\$803.08
65824	Republic Services #922	Utilities	\$357.78
65825	Sac-Val Janitorial Supply	Supplies-Field	\$229.60
65826	Les Schwab Tires	Repair-Trucks	\$185.60
65827	Union Bank Trust Department-Fees	Small Office Equip	\$270.15
65828	Best Best & Krieger	Legal & Audit	\$15,665.00
65829	Central Valley Engineering & Asphalt, Inc.	Support Services	\$26,708.38
65830	CirclePoint	Support Services	\$14,935.73
65831	Ferguson Enterprises Inc #1423	Material	\$12,214.54
65832	Miles Treaster & Associates	Office Expense	\$25,195.58
65833	Regional Water Authority	Dues & Subscriptions	\$25,614.00
65834	Sacramento Groundwater Authority	Dues & Subscriptions	\$33,977.00
65835	SMUD	Utilities	\$8,226.71
65836	Regional Water Authority	Dues & Subscriptions	\$43,579.00
65837	Floyd M/Deloris R Norris	Customer Refund	\$105.93
65838	Carol J Lymath Family Trust	Customer Refund	\$92.32

JULY 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65839	Mark C/Jeanne Pickett	Customer Refund	\$14.03
65840	Gerald L Houseman	Customer Refund	\$23.77
65841	Walter L/Janet S Nichols	Customer Refund	\$65.68
65842	Rodney J/Donna M Vanbebber	Customer Refund	\$11.95
65843	Rodger C/Carol M Leever Trust	Customer Refund	\$18.36
65844	Michael L Kasjaka estate	Customer Refund	\$81.34
65845	Regina C Hansen	Customer Refund	\$60.21
65846	John M/Trudy C Rua	Customer Refund	\$53.60
65847	Frank D/Marian J Janicik	Customer Refund	\$53.18
65848	Krzysztof/Maria Bilski	Customer Refund	\$71.76
65849	Zachary N/Chelsea A McKiernan	Customer Refund	\$134.65
65850	Timothy R/Karla M Quadro	Customer Refund	\$104.53
65851	Marvin / R Stark Family Trust	Customer Refund	\$38.67
65852	Erlinda Sabino	Customer Refund	\$8.86
65853	Kelsey Nosworthy	Customer Refund	\$231.36
65854	Lorne Green	Customer Refund	\$174.95
65855	Carrington Mortgage Services LLC	Customer Refund	\$190.35
65856	AFLAC	Employee Paid Insurance	\$395.99
65857	AIA Services, LLC/NDS	Water Conservation- Material/Supplies	\$3,809.56
65858	Robin Cope	Health Insurance	\$422.30
65859	Corix Water Products, Inc	Material	\$1,264.99
65860	Cybex	Equipment Rental- Office	\$158.16
65861	Express Office Products Inc	Office Expense	\$28.15
65862	Ferguson Enterprises Inc #1423	Material	\$1,023.63
65863	Indoor Environmental Services	Maintenance Agreement- Equipment	\$374.53
65864	Integrity Administrators Inc	Health Insurance	\$318.50
65865	KBA Docusys Inc	Equipment Rental- Office	\$342.63
65866	Rex Meurer	Water Conservation- Material/Supplies	\$190.85
65867	OCT Academy	Continued Education	\$390.00
65868	Office Depot	Office Expense	\$245.04
65869	RW Trucking	Support Services	\$1,763.75
65870	Sonitrol	Equipment Rental- Office	\$175.10
65871	S.I.C.H.	Office Miscellaneous	\$420.00

JULY 2018 WARRANTS

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65872	Spot on Signs & Graphics	Support Services	\$1,639.49
65873	State Water Resources Control Board	Dues & Subscriptions	\$60.00
65874	Sylvan Trailer & Supply	Repair-Trucks	\$1,600.00
65876	Lynne A Clair	Customer Refund	\$15.86
65877	Garth L Freeman	Customer Refund	\$40.42
65878	Ryan Ross	Customer Refund	\$97.24
65879	James M Mazzarelli	Customer Refund	\$165.56
65880	Leonardo J Guimoye	Customer Refund	\$13.48
65881	Alimasi Buxilaji	Customer Refund	\$284.28
65882	Denae/Nathaniel A Castillo	Customer Refund	\$69.32
65883	Hagen Lendewig	Customer Refund	\$144.29
65884	Samboo Inc.	Customer Refund	\$68.88
65885	Richard L/Jeanette C Abbott	Customer Refund	\$381.54
65886	A&A Stepping Stone Manufacturing	Supplies-Field	\$29.61
65887	ABA DABA Rentals & Sales	Supplies-Field	\$262.86
65888	Alexander's Contract Services	Support Services	\$1,858.57
65889	Bob Anderson	Field Miscellaneous	\$25.80
65890	AnswerNet	Telephone-Answer Service	\$287.35
65891	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
65892	Axcient Holdings LLC	Maintenance Agreement- Software	\$444.30
65893	Best Best & Krieger	Legal & Audit	\$7,820.18
65894	BSK Associates	Water Analysis	\$390.00
65895	CirclePoint	Support Services	\$7,872.50
65896	City of Citrus Heights	Permit Fees	\$770.00
65897	Consolidated	Telephone-Local/Long Distance	\$1,728.57
65898	Corelogic Information Solutions Inc	Dues & Subscriptions	\$200.00
65899	Corix Water Products, Inc	Material	\$142.23
65900	County of Sacramento	Permit Fees	\$112.00
65901	Dawson Oil Company	Gas & Oil	\$1,778.65
65902	Harris & Associates	Support Services	\$5,494.88
65903	J4 Systems	Support Services	\$572.50
65904	KBA DOCUSYS	Equipment Rental- Office	\$402.03
65905	Lords Electric Inc.	Support Services	\$5,000.00
65906	Moonlight BPO	Support Services	\$4,890.59

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<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65907	Occu-Med	Office Miscellaneous	\$16.00
65908	Office Depot	Office Expense	\$82.67
65909	Pace Supply Corp	Material	\$3,211.16
65910	ReScape California	Support Services	\$2,500.00
65911	John Sullivan	Customer Refund	\$113.63
65912	SureWest Directories	Telephone-Local/Long Distance	\$49.00
65913	Borey Swing	Continued Education	\$308.93
65914	Wallace Kuhl & Associates Inc	Support Services	\$2,685.00
65915	WaterWise Consulting, Inc	Support Services	\$525.00
65916	Warren Consulting Engineers Inc	Support Services	\$4,562.50
65917	Suzanne E Ritter 1998 Living Trust	Customer Refund	\$18.78
65918	Gary M/Linda R Ellis	Customer Refund	\$284.33
65919	Michelle T Toulouse Trust	Customer Refund	\$22.93
65920	George W Schaefer	Customer Refund	\$7.80
65921	Patricia A Barcal	Customer Refund	\$184.42
65922	Darin A//Melissa Hieb	Customer Refund	\$8.61
65923	Craig E/April L Johnson	Customer Refund	\$33.83
65924	Monique Pelletier	Customer Refund	\$262.36
65925	Debora E Roberts	Customer Refund	\$24.63
65926	Shad G/Desirae R Schoer	Customer Refund	\$21.44
65927	Christina/Shawn Flanary	Customer Refund	\$10.01
65928	Doumit Construction Inc	Customer Refund	\$1,491.11
65929	ACWA	Dues & Subscriptions	\$1,398.00
65930	Afman Supply	Small Tools	\$448.41
65931	Airgas USA, LLC	Supplies-Field	\$535.13
65932	Alexander's Contract Services	Support Services	\$6,724.56
65933	Avalon Custodial Care	Janitorial	\$695.00
65934	Awards By Kay Inc	Office Expense	\$64.95
65935	Bart/Riebes Auto Parts	Repair-Trucks	\$32.30
65936	Best Best & Krieger	Legal & Audit	\$7,858.75
65937	BSK Associates	Water Analysis	\$1,677.00
65938	California Landscape Associates Inc	Janitorial	\$200.00
65939	Grainger	Small Tools	\$180.89
65940	Ferguson Enterprises Inc #1423	Material	\$767.83

JULY 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65941	Kaiser Foundation Health Plan, Inc	Health Insurance	\$24,389.47
65942	Lowe's	Supplies-Field	\$212.86
65943	John Miglio	Field Miscellaneous	\$145.00
65944	Occu-Med	Office Miscellaneous	\$100.00
65945	Pacific Gas & Electric	Utilities	\$10.41
65946	Protection One Alarm Monitoring	Equipment Rental- Office	\$230.40
65947	Sonsray Machinery, LLC	Fixed Assets	\$789.62
65948	TriFresh Technologies, Inc.	Wells Maintenance	\$2,032.56
65949	Voyager Fleet Systems Inc	Gas & Oil	\$2,273.55
65950	Mae W Walls	Customer Refund	\$40.79
65951	Pamela A Slye	Customer Refund	\$138.27
65952	Bolin Trust	Customer Refund	\$16.99
65953	Haven Properties	Customer Refund	\$90.73
65954	Richard Azevedo	Customer Refund	\$13.93
65955	Karen K Petersen	Customer Refund	\$18.56
65956	Void	Void	\$0.00
65957	Bart/Riebes Auto Parts	Repair-Trucks	\$129.56
65958	Best Best & Krieger	Legal & Audit	\$6,490.31
65959	California Landscape Associates Inc	Janitorial	\$200.00
65960	Central Valley Engineering & Asphalt, Inc.	Support Services	\$698.75
65961	City of Citrus Heights	Permit Fees	\$200.00
65962	Corix Water Products, Inc	Material	\$358.81
65963	County of Sacramento	Permit Fees	\$724.00
65964	Dawson Oil Company	Gas & Oil	\$825.88
65965	Fast Action Pest Control	Support Services	\$115.00
65966	Golden State Flow Measurement, Inc	Material	\$3,088.55
65967	Harris Industrial Gases	Supplies-Field	\$122.81
65968	J4 Systems	Support Services	\$1,840.00
65969	Brian A or Caitlin M Kane	Toilet Rebate Program	\$150.00
65970	Kei Window Cleaning #12	Janitorial	\$96.00
65971	Maze & Associates	Legal & Audit	\$3,782.00
65972	Moonlight BPO	Support Services	\$7,139.98
65973	Valeriy Pulber	Toilet Rebate Program	\$150.00
65974	Red Wing Shoe Store	Small Tools	\$1,356.96

JULY 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65975	Regional Water Authority	Dues & Subscriptions	\$500.00
65976	Sacramento Suburban Water District	Continued Education	\$75.00
65977	Juanita Schultz	Toilet Rebate Program	\$75.00
65978	Sophos Solutions	Support Services	\$1,200.00
65979	Statewide Traffic Safety and Signs	Supplies-Field	\$4,434.14
65980	A. Teichert & Son, Inc.	Road Base	\$3,411.04
65981	United Textile	Supplies-Field	\$109.58
65982	Underground Service Alert	Dues & Subscriptions	\$7,127.88
65983	Priscila B Vital	Toilet Rebate Program	\$75.00
65984	Zee Medical Company	Supplies-Field	\$165.73
TOTAL			<hr/> \$396,913.16 <hr/>
ACH	AUGUST 2018	Health Insurance	\$13,885.21
ACH	GASB 68 PRE PAY	PERS	\$404,158.00
ACH	JUNE 2018	Bank Fee	\$2,061.65
ACH	JUNE 2018 FD	Bank Fee	\$119.98
ACH	JUNE 2018 PH	Bank Fee	\$122.77
ACH	JUNE 2018 WB	Bank Fee	\$87.98
ACH	JUNE 2018 BOW	Bank Fee	\$2,010.04
ACH	LUND CONSTRUCTION 2035-001	Support Services	\$55,717.50
ACH	LUND CONSTRUCTION APP #2	Support Services	\$210,043.10
ACH	PERS 7/5/18 PAYDAY	PERS	\$17,772.46
ACH	UNION BANK JULY 2018	COP Debt Service	\$43,047.17
ACH	US Bank I .M.P.A.C Government Services	See July Agenda Item CC:9	\$11,716.98
ACH	VALIC 7/26/18 PAYDAY	Deferred Compensation	\$2,904.50
ACH	VANCO JUNE 2018	Support Services	\$0.28
ACH	PAYCHEX 7/10/18	Support Services	\$413.80
ACH	PERS 6/28/18 PAYDAY	PERS	\$18,050.62
ACH	VALIC 7/12/18 PAYDAY	Deferred Compensation	\$2,904.50
ACH	VOYA 7/12/18 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 7/26/18 PAYDAY	Deferred Compensation	\$25.00
ACH	INVOICE CLOUD JUNE 2018	Bank Fee	\$3,978.60
TOTAL			<hr/> \$789,045.14 <hr/>

JULY 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
GRAND			\$1,185,958.30
TOTAL			

August Payments Approved at August Board Meeting

ACH	LUND CONSTRUCTION 2031-RET	Support Services	\$18,899.23
ACH	LUND CONSTRUCTION 2035-003	Support Services	\$209,580.16
ACH	US Bank I.M.P.A.C Government Services	See August Agenda Item CC:9	\$12,557.08
65991	MP Nexlevel of California, Inc	Support Services	\$8,720.78
65989	Ferguson Enterprises Inc #1423	Material	\$9,630.00
65993	SMUD	Utilities	\$16,323.43
65986	B&M BUILDERS	Support Services	\$20,239.38
65985	ACWA/JPIA	Workers Comp Insurance	\$21,781.71
65990	HANLEES CHRYSLER DODGE	Fixed Assets	\$35,890.85
65992	SAN JUAN WATER DISTRICT	Purchased Water	\$694,483.41
TOTAL			\$1,048,106.03

Employee Recognitions— Eighteen employees received recognition for attendance during June 2018, and twenty-five were recognized for outstanding customer service and quality of work during the month of July 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 August 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, 09/19/18 (30% Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Asset Inventory and water demand projections in progress. CAC Workshop #2 scheduled for 08/28/18. 30% Presentation to the Board at the September Board Meeting.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Staff continues to review Space Needs Assessment completed by consultant. Additional meetings scheduled with the goal of presenting to the Board in Q4 2018.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 06/20/18 (Notice of Completion) 09/19/18 or 10/17/18 (Easements)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Notice of Completion approved at 06/20/18 Board Meeting. Easements being prepared by District. Anticipate bringing to the Board at the September/Oct ober Board Meeting.

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 Graham Cir and Circuit Dr 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 04/18/18 (Award of Contract) Yes, 09/19/18 (Notice of Completion)	Yes	2017 design, 2018 construction.	Contract signed and work began on 05/21/18. 99% Complete. Contractor completing punch list items. Notice of Completion anticipated to be brought to the Board at the September Board Meeting.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Received response from Division of Drinking Water on 07/30/18. Awaiting response from City of Citrus Heights. Prepare final plans.
CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/01/18. Potholing to be scheduled for August 2018.
CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" & 6" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/02/18. Potholing completed. Preparing 90% plans. Staff to verify easements.

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.	We anticipate this project will be included in the 2019 Capital Improvement Program. Staff to begin communication with SJUSD during 2018.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, TBD	No	Private development.	District met on 03/01/18. District sent cost-sharing agreement for system improvements made in conjunction with the project on 05/23/18. District to respond.
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.	Project complete. Perform project closeout. District to review draft easement received from the City of Citrus Heights on 08/01/18.
PRIVATE DEVELOPMENT 3 lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Senior Construction Inspector	On-going	No	No	3 lot subdivision.	Preconstruction meeting occurred on 03/12/18. Construction in progress. 75% Complete.

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 Mitchell Farms - 7925 Arcadia Drive	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	District submitted Conditions of Approval for the project on 05/07/18. Engineer preparing Improvement Plans for proposed land exchange.
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	15 lot subdivision located on Antelope Road.	Final plans received on 01/23/18. Developer grading site. Water preconstruction meeting occurred on 06/25/18. 70% Complete.
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Received updated plans from engineer on 04/30/18. District sent back comments on 05/22/18. Awaiting a resubmittal.
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.	Engineer submitted revised plans on 03/22/18. Comments sent to engineer on 04/04/18. Resubmittal received on 05/02/18. Comments sent to engineer on 06/04/18.

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 8053 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.	Final plans signed and fees received on 05/10/18. Awaiting final plans.
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.
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Received easement information on 11/30/17. Signed plans on 02/26/18. Preconstruction meeting on 04/30/18. Awaiting easements for entire Stock Ranch area.
PRIVATE DEVELOPMENT 7030 Auburn Blvd Stock Ranch - Traffic Circulation	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Plans signed on 02/26/18. Fees paid on 05/22/18. 95% Complete. Awaiting easements for entire Stock Ranch area.

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 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 final plans from developer for District review.
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 Big Lots	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 05/23/18. Received 2nd submittal for review on 07/25/18. District sent review comments on 08/03/18. Review easements for project.
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. Review easements for project.
PRIVATE DEVELOPMENT 7312 Veterans Lane	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home on a private street.	Sent review comments on 08/03/18. Awaiting revised plans.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
COMCAST	Engineering	Assistant Engineer and GIS Specialist	On-going	No	No	Various communications boring projects throughout the service area.	District has provided water utility maps for all requested projects. Awaiting resubmittal from Comcast Engineer. Awaiting as-builts on all completed projects.
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 Summer 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.
CITY OF CITRUS HEIGHTS PROJECT Bonita, Old Auburn Rd, & Mariposa Ave Storm Drain Improvements	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Bonita Way, Old Auburn Road, & Mariposa Ave Storm Drain Project.	Received 30% plans at the meeting with Dokken Engineering on 05/21/18. District sent engineer data on 08/03/18.
CITY OF CITRUS HEIGHTS PROJECT Baird Way Storm Drain Improvements	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Baird Way Storm Drain Project.	Construction complete by City contractor. This item is complete.

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 Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Frontage improvements along west side of Sunrise from Sayonara to north and Storm Drain Improvements.	Attended preconstruction meeting on 03/14/18. Construction in progress by City contractor. CHWD 60% complete with water facility relocations. Need to coordinate valve raising with contractor.
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. Start of construction in Summer 2018. Received plans for review on 05/17/18. Pre-bid meeting on 06/05/18. District awaiting final plans.
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	Annex properties into the District to clarify and revise District boundaries.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services. A follow-up meeting is scheduled for 08/08/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
Easements	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/ revisions.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services. A follow-up meeting is scheduled for 08/08/18.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 70 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.

2018 Water Supply – Purchased and Produced

The District’s total water use during the month of July 2018 (1,737.13 acre-feet) was 24.6 percent below that of July 2013 (2,059.21 acre-feet).

Surface Water Supply Reliability

As of July 1, 2018, storage in Folsom Lake (Lake) was at 630,900 acre-feet, 65 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 209,700 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, Skycrest, and Sylvan, are operational and used on a rotational or as-needed basis. Mitchell Farms, Palm, and Sunrise wells are at various stages of repair.

Water Efficiency Program Update

Water Efficiency, Safety and Meter Program activities during the month of July 2018 include:

- 12 Ultra-Low-Flush Toilet (ULFT) rebates were processed for the month of July. This compares to 12 rebates issued for the month of July 2017. The 5 year average (2013-2017) of June ULFT rebates is 17. A total of \$6,450.00 in rebates were issued year to date.

- A total of 7 High Efficiency Clothes Washer (HECW) rebates have been issued during the second quarter of 2018. This compares to 3 HECW rebates issued for the second quarter of 2017. To better align with SMUD's schedule for reporting monthly numbers, staff will report HECW rebates on a quarterly basis.
- 26 water waste calls were received during the month of July. 1 reports of water waste was received through CHWD's Drought Resources web page. A total of 139 services calls were received year to date.
- A WaterSmart class was held on Saturday, July 14 from 9:00 am – 12:00 pm. The class was titled "Picking the Best WaterSmart Plants for Your Landscape & How to Maintain Them". This was the fourth class in a series of 5 classes to be held by the District this year. The next class, titled "Pruning and Maintaining Your WaterSmart Landscape" will be on Thursday September 27 from 6:00 pm – 8:30 pm. Classes are held at the Citrus Heights Community Center located at 6300 Fountain Square Dr.
- 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. WaterWise has completed reaching out to CHWD's single-family customers. Due to this effort, a total of 1 Irrigation Efficiency Review was generated and completed for the month of July. This compares to 11 Irrigation Reviews completed during the same month in 2017. A total of 84 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 37 Irrigation Efficiency Reviews completed for the same time in December 2016 thru July 2017. Staff has shifted the focus of the outreach campaign to Multi-Family customers. For the customers who have completed an Irrigation Efficiency Review during this outreach campaign, staff will conduct a year over year comparison of their water usage. A presentation will be provided to the Board for a complete recap of the findings during the fourth quarter of 2018.
- Staff completed a meter testing program for all meters 3 inch and larger. The testing is part of the Water Loss Program requirement contained in SB555. The meters were tested for accuracy during high, medium and low flow conditions. The testing program was completed on July 17th. Staff is currently analyzing the test results and determining a repair/replacement schedule for failing meters.
- On Thursday, July 12, staff completed the sixth presentation in the annual group participation safety program. The presentation topic was "Smoking Cessation". The presenters included Chris Castruita, Ricky Kelly, and Dan Hesse.
- 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	80	79	-.01%
April	87	100	+13%
May	166	156	-.06%
June	209	213	-.02%
July	241	253	+.05%

- Since 2013, RWA has been providing the District with a recap of the region’s individual Agency R-GPCD for the current month/year, including a year to date comparison for 2013. RWA has reformatted the monthly update and will no longer be providing the regional water savings comparison.

Discussion and Possible Action to Authorize Administration Services and Water Efficiency Staff to Attend Conferences and Trainings

Staff requested that the Board consider authorizing Administrative Services and Water Efficiency staff to attend Conferences and Trainings.

The District has set a goal for staff to remain current in their subject-matter field of expertise (i.e., finance/accounting/information technology and water efficiency, respectively), and in general, in professional areas involving technical issues, applicable policies, laws and practices, leadership/organizational skills, and to build and maintain professional networks. At the same time, it has set a goal for management to offer opportunities that will grow and develop employees as they aspire to move up the professional ladder, which also aids in succession planning.

Per District Policy 2060, “Educational and Training Functions,” (see Attachment 1), any conference attendance occurring outside the West Coast (California, Nevada, Oregon or Washington) requires Board approval, and any “actual and necessary expenses while in attendance at [these] functions” outside the West Coast “shall require formal approval of the Board of Directors.” The Board has the authority to delegate the expense reimbursement authority to the General Manager, should the Board wish to do so, and that authorization is included in the recommended action below.

Funding has been included in the 2018 Operating Budget for two such training opportunities:

1. For two Administrative Services Department staff members, the Principal IT Analyst and the Management Services Specialist assigned to Accounts Receivables/Customer Service, to attend the annual Cogsdale Conference from Oct. 31 to Nov. 2, 2018 in Chicago, Illinois. The conference provides training on the District’s finance, accounting, and customer service software system.
2. For two Water Efficiency Division staff members, the Senior Water Efficiency Specialist and Water Efficiency Technician, to attend the annual Meter School training from Nov. 6-8, 2018 in Tallasee, Alabama. The training provides training on the selection, installation, repair, and troubleshooting of District water meters and meter reading systems.

Estimated conference expenses (per attendee) include:

Category:	Cogsdale Conference	Meter School
Registration Fee	\$900	\$295
Airfare	\$600	\$510
Hotel	\$750	\$390
Non-Airfare Transportation	\$80	\$300
Meals*	\$160	\$250
Total	\$2,490	\$1,745

*Some, but not all, meals will be included in the conference. For those meals that are not, there will be an additional reimbursable cost. Per District Policy 2060, meals that are expensed are reimbursed at: Breakfast: \$20/day; Lunch: \$25/day; Dinner: \$45/day.

Total expenses per attendee are estimated to be below \$2,500/attendee for the Cogsdale Conference, and below \$1,800 for the Meter School. Funding is available in the 2018 Continued Education Budget for these requested trainings.

Key Cogsdale Conference breakout sessions include: Customer Service Management (CSM) Road Map , CSM New Features, Great Plains (GP)- What's New, Backflow Management, Month End/Year End Processes, CSM Tips and Tricks, GP – Tips and Tricks, API's, Budget Billing, Collections – Reducing Your Workload, Customer Portals, Customer Communications – Keeping your Customers Informed, Auditing, Bill Template.

Neptune's Meter School is specifically designed to train utility personnel and provide them with the skills to: Size and select meters properly for the application, install meters correctly, repair and test meters as needed, troubleshoot meter and radio endpoints in the field, download and review data logging information to address consumption anomalies. Participation in the 2018 N_GAGE Meter School will provide for 12 (twelve) CEUs. Neptune offers this training program to ensure that water revenue is maximized.

Discussion and Possible Action to Approve Proposal for IT Infrastructure Upgrade

Staff requested that the Board consider approving a proposal for IT Infrastructure upgrade.

The District has long maintained the standard of updating the network server infrastructure every 5 years. The last server infrastructure update was performed in 2013. The next refresh is due this year, 2018. While computer hardware could be pushed to a longer life, the current servers are being replaced for the following:

- The operating system is 10 years old and will be unsupported by Microsoft in 2020.
- Risk of hardware failure begins to increase substantially after 5 years.
- New operating systems require current hardware to operate.
- Our systems require a more current database management system to allow continued upgrades.

The 2018 Strategic Plan and subsequent 2018 budget includes funding for the infrastructure update.

In 2016 the District issued an RFP for IT Support Services. Part of the scope of this RFP was for the selected vendor to provide “advanced planning, implementation and customization where needed and applicable, hardware and software acquisition/disposition and, full range engineering services for network infrastructure”. J4 Systems was the selected vendor from this RFP and has been providing services for the District. As such, this current proposal was sole sourced from J4 Systems in accordance to District Policy 6500.16 for Single Source Purchases. As the District’s competitively selected IT support services vendor, J4 Systems has extensive knowledge of the District’s network and systems, which provides savings in future maintenance and support activities.

District staff has reviewed the proposal and has validated the major hardware items pricing from publicly available vendors to determine fair value of the equipment purchases. In total, the cost of the major items in the proposal are less than the price the District could obtain itself from publicly available sites.

The proposal cost is broken down as follows:

Total of Recommended Products (Hardware/Software)	\$42,128.75
Labor Cost for Scope of Work (Services)	\$35,660.00
Contingency	\$ 7,778.00
TOTAL	\$85,566.75

Funds have been budgeted and are available to fund this acquisition through project C17-004A.

Discussion and Possible Action to Approve a Letter Opposing State of California Senate Bill 998

Staff requested that the Board consider approving a Letter opposing State of California Senate Bill 998. State of California (State) Senate Bill (SB) 998, authored by State Senator Bill Dodd of Napa, proposes to change existing water service shut-off policy. The bill would institute a statewide policy that prevents service shut-offs for a minimum of 60 days for delinquent customers; institutes a cap on fees to reconnect service; and extends the authority of the State Water Resources Control Board and Attorney General to enforce provisions of the bill. In the process, the bill would supersede the Citrus Heights Water District’s (CHWD’s) current shut-off procedures and reduce the ability of the District to recover costs associated with the physical disconnection and reconnection of water service on delinquent accounts.

In other words, the legislation would result in new unfunded mandates and a loss in local control. Under current CHWD policy, customers who fail to pay their bills and any associated late charges are issued a Notice of Intent to Terminate Water Service (NOIT) at least 30 days after the issuance of the regular bill. The NOIT notifies the customer that they have three (3) business days to make payment or face termination of service. Following the termination of service, a disconnect/reconnect service charge of \$104 is placed on the account in order to recover costs associated with processing the termination on the utility billing system, and having two CHWD staff members physically disconnect and reconnect water service at the location of the delinquent account. SB 998 would restrict CHWD

from charging this reconnection fee, and instead require that the service fee be set at a maximum of \$50. By disallowing CHWD from charging the delinquent customer the full cost of disconnection and reconnection, it would have the unintended effect of shifting those unrecovered costs onto other customers.

The Association of California Water Agencies (ACWA) strongly opposes the proposed new regulations. ACWA encourages member agencies to notify their local state representatives of similar positions of opposition.

Should the Board authorize the General Manager to issue the letter in opposition to SB 998, staff stated they would distribute the letter to the Chair of the Assembly Appropriations Committee, Assembly Member Lorena Gonzalez Fletcher of San Diego, who at that time was reviewing the bill in advance of making a determination as to whether to submit it to the Assembly floor for a vote. In addition, staff would circulate the letter to the State representatives who represent the CHWD service territory.

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:

None.

STUDY SESSIONS:

Other Post-Employment Benefits Trust Presentation

Senior Accountant Preciado asked the Board to consider a presentation on the California Public Employers' Retirement System (CalPERS) concerning the Other Post-Employment Benefit (OPEB) Trust, known as the California Employers' Retiree Benefit Trust Fund (CERBT). Senior Accountant Preciado stated that this trust is being considered as an option for the accelerated payoff of the District's OPEB unfunded actuarial liability (UAL), as authorized by the Board in the 2018 Adopted Budget.

He introduced Matt Goss of CalPERS, who discussed the benefits of this program as part of the implementation of the Governmental Accounting Standards Board (GASB) Statement Number 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

Board Member Riehle asked if anyone has reached out to other agencies to see if CalPERS staff provide good customer service. Senior Accountant Preciado stated that he had spoken to professional contacts who had only positive feedback. Board Member Riehle asked if staff had reached out to other local water agencies to see if any have contracted with CalPERS. Senior Accountant Preciado stated that he has not, but can reach out to them in the near future.

The Board directed staff via consensus direction to provide this additional information and return at the September Board meeting with a request to prefund Other Post-Employment Benefits through the CalPERS CERBT.

Meter Replacement Study Update

Operations Manager Gordon and Water Efficiency Supervisor Meurer provided an overview of the Request for Proposal (RFP) for the planning study for the Meter Replacement Program, a regional effort being made by a consortium of agencies including CHWD. The RFP is scheduled to be released in late August. Staff described the requested Scope of Services, the Consultant Selection Process, and Schedule in the RFP.

Board Member Riehle asked if the consortium of water agencies intends to issue a press release about the RFP being released and describing the achievement of the consortium. Board Member Sheehan suggested the consortium might consider following through on Board Member Riehle's suggestion once the contract has been awarded to a firm. Board Member Riehle agreed with Board Member Sheehan's suggestion, and General Manager Straus stated that he would inquire with the other consortium member about this at his next opportunity.

Local resident and customer David Wheaton suggested that CHWD consider adding a provision to the RFP disallowing potential respondents from contacting any consortium agency staff member or elected official about the procurement other than the official contacts for the RFP process. He stated that this can prove to be a particular concern in larger communities where vendors are sometimes known for trying to partially circumvent the procurement process in order to obtain a contract with these more political communities. He stated that such a provision would help to protect the integrity of the process. The Board agreed by consensus that staff should endeavor to add such a clause to the RFP prior to issuance.

BUSINESS:

Discussion and Possible Action to Approve the 2019 Strategic Plan

Management Services Supervisor Castruita requested that the Board consider approving the 2019 Strategic Plan. This is the third year that CHWD has engaged in a Strategic Planning process to help shape the development of its annual budget. The goal of Strategic Planning is to bring the Board of Directors and key District staff together to identify and prioritize the District's key policy, program and project issues, and to identify what items, given limited resources (i.e., funding, time and staffing resources) the District should be working on over and above daily operations in the coming year.

The Strategic Planning process includes three major components: 1) Education/Issues Briefing; 2) Team Building; 3) Work Program Development.

The *Education/Issues Briefing Component* consisted of a 2018 Strategic Plan Update and Key Issues Briefing by CHWD staff at the May 16, 2018 Regular Board meeting.

The *Team Building* and *Work Program Development* components took place on July 17, 2018, in a

session attended by the Board of Directors and key District staff, facilitated by Laura Mason-Smith.

Management Services Supervisor Castruita stated that District leadership staff made initial assignments as to who will serve as the Executive responsible for the project, the Project Lead, and who will serve on the Project Team to accomplish each objective. District leadership staff then reviewed the draft Strategic Plan, highlighting several key projects under each of the five goals slated for 2019. Staff expects to update the Board of Directors quarterly or more often as requested.

ACTION: Director Dains moved and Director Sheehan seconded a motion to approve the 2019 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)

No report.

Sacramento Groundwater Authority (Sheehan)

Board Member Sheehan stated that at the most recent meeting Rob Swartz provided an update on the GSP development, and stated that she wants the plan to be prescriptive as to how the costs will be allocated so that CHWD has certainty as to how it will be billed in future years.

General Manager Straus stated that SGA will be holding their 20 year anniversary since formation on Thursday, October 18 at 11:30 a.m. at the Northridge Country Club. Management Services Supervisor Castruita to confirm details with the Board and to follow up with RWA Administrative Assistant Cecilia Partridge to finalized details.

San Juan Water District (All)

No report.

Association of California Water Agencies (ACWA) (Dains)

General Manager Straus informed the Board that ACWA's Fall Conference will be on November 27-30 in San Diego. Board Member Riehle stated that he was interested in attending the event, and Management Services Supervisor Castruita to confirm details of the trip.

ACWA Joint Powers Insurance Authority (JPIA) (Dains/Castruita)

No report.

City of Citrus Heights (Pieri)

Engineering Manager Pieri stated that the city recently hired a new Assistant Engineer.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

Management Services Supervisor Castruita informed the Board that he attended the August meeting, and informed the Committee of the recent water conservation legislation passed by the State of California. Staff has developed a one-page handout, which was sent to the Chamber for distribution to members of the public.

Board Member Riehle stated that he will be moderating the Chamber's Citrus Heights City Council Candidates Forum on August 29 at the Citrus Heights Community Center.

RWA Lobbying Program Update (Gordon/Meurer)

Operations Manager Gordon reported that the State's Budget Trailer Bill may be amended for final vote. ACWA has been reaching out to agencies, monitoring the situation, and will notify immediately if they need member agencies to assist with outreach to local legislators.

General Manager Straus informed the Board that RWA will be reopening the recruitment for the position of Legislative Affairs Manager, which was previously held by Adam Robin.

Customer Advisory Committee (Riehle/Pieri)

Engineering Manager Pieri reported that the next Customer Advisory Committee meeting will take place on Tuesday, August 28. In advance of the meeting, staff will meet with Chair Jenna Moser and Vice Chair David Wheaton to review the draft agenda. Chair Jenna Moser and staff will then provide the 30% completion update on the Project 2030 Water Main Replacement Study at the September 19 Board Meeting.

Other Reports

Operations Manager Gordon provided the Board with a brief update on the procurement of potential wells sites.

MANAGEMENT SERVICES REPORT:

None.

CORRESPONDENCE:

None.

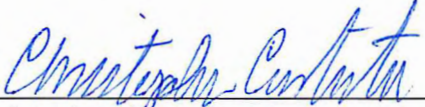
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

Dates and locations of upcoming Regular Meetings of the Board of Directors were noted for the calendar.

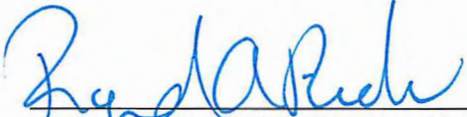
ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:22 pm.

APPROVED:



Christopher Castruita
Deputy Secretary
Citrus Heights Water District



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