

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

The Regular Meeting of the Board of Directors was called to order at 6:44 p.m. by President Sheehan and roll was called. Present were:

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

Staff:

Hilary Straus, General Manager  
Paul Dietrich, Project Manager  
David Gordon, Operations Manager  
Missy Pieri, Principal Civil Engineer  
Susan Sohal, Accounting Supervisor  
Rex Meurer, Water Efficiency Supervisor

**VISITORS:**

No Visitors.

**PLEDGE OF ALLEGIANCE:**

Board President Caryl Sheehan led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

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

Minutes of the Regular Meeting – April 11, 2017.  
Minutes of the Special Meeting – January 5, 2017  
Revenue Analysis Report for April 2017.  
Assessor/Collector's Roll Adjustment for April 2017.  
Treasurer's Report for April 2017.  
Treasurer's Report of Fund Balances for April 2017.  
Operations Budget Analysis for April 2017.  
Capital Improvements Budget Analysis for April 2017.  
Warrants for April 2017.  
CAL-Card Purchases for April 2017.

Summary of 2017 Directors, Officers and Employees Training, Seminars and Conference Expenses.

**APRIL 2017 WARRANTS**

63221	CA-NV AWWA	Dues & Subscriptions	\$180.00
63222	CA-NV AWWA	Dues & Subscriptions	\$180.00
63223	Albietz Law Firm	Legal & Audit	\$9,429.32
63224	Domenichelli and Associates, Inc	Contract Services- Engineering	\$16,295.23
63225	SMUD	Utilities	\$13,955.12
63226	US Bank I.M.P.A.C. Government Services	See April Agenda Item CC-9	\$8,991.34
63227	Patrick/Rebecca Hutton	Customer Refund	\$150.00
63228	Arthur W. Doell Estate	Customer Refund	\$7,753.45
63229	Luis G/Sarah R Gracidas	Customer Refund	\$246.78
63230	Jaelyn Thuy T Le	Customer Refund	\$342.52
63231	AFLAC	Employee Paid Insurance	\$238.56
63232	Alexander's Contract Services	Contract Services- Meter Read	\$3,438.38
63233	American General Life Insurance Company	Disability & Life Insurance	\$3,100.00
63234	Axcient Inc	Maintenance Agreement-Software	\$444.30
63235	Robin Cope	Health Insurance	\$412.00
63236	Corix Water Products, Inc	Material	\$1,221.90
63237	Cybex	Equipment Rental-Office	\$149.21
63238	Dawson Oil Company	Gas & Oil	\$1,403.77
63239	Gaynor Telesystems Incorporated	Fixed Assets	\$434.50
63240	Katy or Michael Hinton	Toilet Rebate Program	\$150.00
63241	David Holman	Toilet Rebate Program	\$75.00
63242	J4 Systems	Contract Services- Other	\$3,140.00
63243	Kei Window Cleaning #12	Janitorial	\$92.00
63244	Moonlight BPO	Contract Services- Bill Print	\$3,734.69
63245	One Print Source & Graphics	Printing	\$166.28
63246	Pace Supply Corp	Material	\$101.78
63247	Pollardwater.com - East	Small Tools	\$1,531.09
63248	USPS	Postage	\$236.00
63249	Quenby Rubin-Sprague	Contract Services-Financial	\$2,762.50
63250	Sierra Safety	Small Tools	\$83.32
63251	Sonitrol	Equipment Rental- Office	\$168.56
63252	SureWest Directories	Telephone- Local/Long Distance	\$49.00
63253	Twin Home Services	Janitorial	\$95.00
63254	Christina Wang	Toilet Rebate Program	\$150.00

63255	Warren Consulting Engineers Inc	Contract Services- Engineering	\$4,400.00
63256	Elerson Trust	Customer Refund	\$14.38
63257	Debra K McClain	Customer Refund	\$231.36
63258	Rachelle Hall	Customer Refund	\$261.12
63259	GM Construction & Developers	Customer Refund	\$1,742.95
63260	Keivan M Hassan	Customer Refund	\$118.69
63261	ABA DABA Rentals & Sales	Supplies-Field	\$151.22
63262	AnswerNet	Telephone-Answering Service	\$138.14
63263	Blind Magic/Sierra Services	Janitorial	\$271.93
63264	BSK Associates	Water Analysis	\$600.00
63265	Burketts	Office Expense	\$140.10
63266	California Landscape Associates Inc	Janitorial	\$200.00
63267	Consolidated	Telephone- Local/Long Distance	\$1,718.00
63268	Corelogic Information Solutions Inc	Dues & Subscriptions	\$196.83
63269	Future Ford	Repair-Trucks	\$324.50
63270	Government Finance Officers Association	Dues & Subscriptions	\$85.00
63271	Global Machinery West	Fixed Assets	\$1,193.49
63272	Grainger	Small Tools	\$159.36
63273	Headsets.com	Office Expense	\$483.74
63274	J4 Systems	Contract Services- Other	\$2,958.75
63275	KBA DOCUSYS	Equipment Rental- Office	\$283.34
63276	KBA Docusys Inc	Equipment Rental- Office	\$342.63
63277	Moonlight BPO	Contract Services- Bill Print	\$5,206.18
63278	Neighborly Pest Management	Janitorial	\$139.00
63279	One Print Source & Graphics	Printing	\$241.00
63280	Pace Supply Corp	Material	\$405.48
63281	Protection One Alarm Monitoring	Equipment Rental- Office	\$140.00
63282	Quenby Rubin-Sprague	Contract Services-Financial	\$2,762.50
63283	River City Fire Equipment	Repair- Equipment/Hardware	\$628.72
63284	RW Trucking	Contract Services-Miscellaneous	\$1,638.75
63285	Sac-Val Janitorial Supply	Supplies-Field	\$17.78
63286	Les Schwab Tires	Repair-Trucks	\$189.35
63287	Twin Home Services	Janitorial	\$95.00
63288	Colantuono, Highsmith & Watley, PC	Legal & Audit	\$26.50
63289	Regional Government Services	Contract Services- Other	\$3,620.00
63290	Eugene P/Penni Roth	Customer Refund	\$33.00
63291	Gerald E Wilson	Customer Refund	\$75.26
63292	Leslie Haynes	Customer Refund	\$94.17
63293	Candace L Grasse	Customer Refund	\$14.97
63294	Airgas USA, LLC	Supplies-Field	\$71.98
63295	Altisource Residential LP	Customer Refund	\$64.98

63296	Astral Communications Inc	Telephone-Wireless	\$1,178.00
63297	Avalon Custodial Care	Janitorial	\$695.00
63298	BSK Associates	Water Analysis	\$2,505.00
63299	Corix Water Products, Inc	Material	\$504.27
63300	Sacramento County Utilities	Utilities	\$183.41
63301	Dawson Oil Company	Gas & Oil	\$1,080.56
63302	HD Supply Waterworks LTD	Material	\$380.36
63303	Indoor Environmental Services	Maintenance Agreement- Equipment	\$1,462.63
63304	J4 Systems	Contract Services- Other	\$1,255.00
63305	Kaiser Foundation Health Plan, Inc	Health Insurance	\$16,130.46
63306	Miles Treaster & Associates	Office Expense	\$88.82
63307	Roseville Auto Upholstery	Repair-Trucks	\$489.65
63308	Les Schwab Tires	Repair-Trucks	\$207.78
63309	A. Teichert & Son, Inc.	Road Base	\$1,849.47
63310	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,748.25
63311	WaterWise Consulting, Inc	Contract Services- Water Conservation	\$350.00
63312	West Yost Associates	Contract Services- Engineering	\$6,049.42
63313	Deborah J Brown	Toilet Rebate Program	\$75.00
63314	Dana Tibbetts	Toilet Rebate Program	\$75.00
63315	Elk Grove Auto Group Inc	Fixed Assets	\$23,881.84
63316	Elk Grove Auto Group Inc	Fixed Assets	\$23,881.84
63317	Diana Cummings	Customer Refund	\$206.22
63318	Victoria L Hutton	Customer Refund	\$88.10
63319	John E/Rosa P Johnson	Customer Refund	\$73.00
63320	Peter Lowell Prince Trust	Customer Refund	\$12.39
63321	Dorothy K Goette Revocable Trust	Customer Refund	\$224.95
63322	Lee A Schall	Customer Refund	\$200.00
63323	Brian M Grenoble	Customer Refund	\$169.65
63324	Ray S Stanley	Customer Refund	\$94.45
63325	Joshua Tree Homes, LLC	Customer Refund	\$101.21
63326	Jeremy Smith	Customer Refund	\$12.12
63327	Oleksandr Huzovatyy	Customer Refund	\$22.92
63328	HPOF Two LP	Customer Refund	\$36.95
63329	Miguel Tovar	Customer Refund	\$699.92
63330	Dottco Inc	Customer Refund	\$31.77
63331	Alexander's Contract Services	Contract Services- Meter Read	\$5,126.12
63332	AREA Restroom Solutions	Equipment Rental-Field	\$114.30
63333	Bartel Associates LLC	Contract Services-Financial	\$5,000.00
63334	CH&D Architects Inc	Contract Services- Engineering	\$5,250.00
63335	Capital Rubber Co Ltd	Material	\$187.73

63336	Gaynor Telesystems Incorporated	Fixed Assets	\$470.00
63337	Office Depot	Office Expense	\$74.53
63338	One Print Source & Graphics	Printing	\$46.33
63339	Pacific Gas & Electric	Utilities	\$30.28
63340	Pollardwater.com - East	Small Tools	\$71.59
63341	Titan Workforce LLC	Contract Services-Temporary Labor	\$992.26
63342	Verizon Wireless	Telephone-Wireless	\$1,247.33
63343	Voyager Fleet Systems Inc	Gas & Oil	\$1,719.78
<b>Total</b>			<u>\$218,757.41</u>
ACH	APRIL 2017 POSTAGE RELOAD	Equipment Rental- Office	\$1,000.00
ACH	MARCH 2017 WEB	Bank Fee	\$4,746.18
ACH	MARCH 2017 FD	Bank Fee	\$296.82
ACH	VALIC 4/20/17 PD	Deferred Compensation	\$2,642.50
ACH	VANCO00008113653	Contract Services- Other	\$124.64
ACH	WHA	Health Insurance	\$15,894.10
ACH	PAYCHEX	Contract Services- Other	\$350.00
ACH	MARCH 2017 PH	Bank Fee	\$230.79
ACH	Mar-17	Bank Fee	\$2,436.93
ACH	PERS 4/6/17 PDAY	PERS	\$15,749.75
ACH	VALIC0007055996	Deferred Compensation	\$2,642.50
ACH	VOYA 4/6/17 PDAY	Deferred Compensation	\$25.00
ACH	VOYA 4/20/17 PDAY	Deferred Compensation	\$25.00
<b>Total</b>			<u>\$46,164.21</u>
<b>Grand Total</b>			<u><u>\$264,921.62</u></u>

**May Checks Approved at May Board Meeting**

63354	Sophos Solutions	Contract Services-Other	\$8,080.00
63347	CirclePoint	Contract Services- Water Conservation	\$8,355.17
63349	J4 Systems	Contract Services-Other	\$8,450.28
63357	Warren Consulting Engineers Inc	Contract Services-Engineering	\$9,000.00
63351	Maze & Associates	Legal & Audit	\$11,348.00
63345	Best Best & Krieger	Legal & Audit	\$12,023.43
63353	SMUD	Utilities	\$12,595.55
63355	US Bank I.M.P.A.C. Government Services	Continued Education	\$12,980.03
63346	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving/Concrete	\$20,292.95
63348	Ferguson Enterprises Inc #1423	Material	\$25,520.60

63350	Martin Bros Construction Inc	Road Base	\$38,739.43
63352	San Juan Water District	Purchased Water	\$292,363.66
			<u>\$459,749.10</u>

Project Management and Engineering Departmental Report

Project Manager Dietrich presented a report on the following activities during the month of May 2017 by the Project Management and Engineering Department.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
<b>PROJECT 2030 Water Main Replacement Project</b>	Engineering	Missy Pieri		Yes, 8/8/17 (Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Released RFP 4/7/17 - Mandatory Pre-proposal Meeting - 4/26/17 @ 10:00 am (City of CH Comm Center)
<b>CAPITAL IMPROVEMENT PROJECT Corporation Yard Improvements - Phase 1</b>	Engineering	Paul Dietrich		Yes, 5/16/17	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Preparing 100% plans, specifications, and final pre-bid cost estimate.
<b>CAPITAL IMPROVEMENT PROJECT Space Needs / Operations Building Remodel Design</b>	Engineering	Paul Dietrich	On-going	July or August	Yes	2017 Masterplan for office space requirements through 2040.	Reviewing Needs Assessment draft. Preparing scalable options with cost estimates and lists of pros and cons for each option.
<b>CAPITAL IMPROVEMENT PROJECT Highland Ave &amp; Rosa Vista Ln 8" Water Mains</b>	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, 5/16/17	No	2017 design and construction. Potholing complete.	Preparing easements for Rosa Vista Ave. Preparing 90% plans.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
<b>CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains</b>	Engineering	Tamar Dawson	On-going	Yes, TBD	No	2017 design, 2018 construction. Received 60% plans.	Preparing 60% plan mark-ups are under review.
<b>PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums</b>	Engineering	John Spinella	On-going	Yes, TBD	No	85% Complete	Private developer will complete work on the 47+ water services once the site work is done.
<b>PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd</b>	Engineering	John Spinella	On-going	Yes, TBD	No	Pre-Con Meeting 12/1/16	Private developer completed bldg work then water improvements along Sunrise will be performed.
<b>PRIVATE DEVELOPMENT Louis-Orlando Bus Transfer Point - Louis Ln at Orlando Ave</b>	Engineering	John Spinella	On-going	Yes, TBD	No	Plans Signed 2/4/16	Preconstruction Meeting scheduled for 4/26/17.
<b>PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 Lot Subdivision</b>	Engineering	Missy Pieri	On-going	Yes, TBD	No	Signed 5/23/16 - Pre-con Meeting 3/27/17	Waiting for submittals and fee payment.
<b>PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln</b>	Engineering	John Spinella	On-going	Yes, TBD	No	Plans Signed 6/8/16	
<b>PRIVATE DEVELOPMENT 3 Lot Residential Subdivision - 5648-5696 San Juan Ave</b>	Engineering	Missy Pieri	On-going	Yes, TBD	No	Plans Signed 11/14/16	

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
<b>PRIVATE DEVELOPMENT 7940 Patton Ave - Replace Existing Home</b>	Engineering	Missy Pieri	On-going	Yes, TBD	No	Plans Signed 1/11/17	
<b>PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive</b>	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, TBD	No	200-300 unit development by Watt Communities	Working on a land swap with the Mitchell Farms Well
<b>CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Ph 2A (C16-142)</b>	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, TBD	No	Frontage Improvements along West Side of Sunrise from Sayonara to north and Storm Drain Improvements	Reviewing Plans from engineer. Need to mark-up plans. Waiting on pothole data from the City.
<b>Annexations:</b>	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, TBD	No	Livoti Tract, Sacramento County, and Verne Tract Territory to SJWD	
	Engineering	Missy Pieri	On-going	Yes, TBD	No	7311 Hickory Avenue - Property owner annexing parcel into District to allow for water to be provided by CHWD	Annexation was approved at the LAFCo hearing on 4/5/17. CHWD will need to prepare a resolution for the June Board Meeting.

Operations Departmental Report.

Operations Manager Gordon reported as follows:

A total of 178 work orders were performed during the month of May 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.

2017 Water Supply – Purchased and Produced.



The District's total water use during the month of April 2017 (575.52 acre-feet) was 44.1% below that of April 2013 (1,029.73 acre-feet).

#### Surface Water Supply

As of midnight on April 30, 2017, storage in Folsom Lake (Lake) was at 723,656 acre-feet, 74 percent of the total capacity of 977,000 acre-feet. This is about 99 percent of historical average for this date. This represents an increase in storage of 132,627 acre-feet in the past month.

The District's total water use during the month of April 2017 (575.52 acre-feet) was 44.1 percent below that of April 2013 (1,029.73 acre-feet).

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. All District wells (Bonita, Mitchell Farms, Palm, Skycrest, Sylvan, and Sunrise) remain operational and are being operated on a rotational or as-needed basis.

#### 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 April 2017 include:

- 14 ultra-low-flush toilet (ULFT) rebates were processed for the month of April. A total of 38 ULFT rebates have been processed for a total of \$2,850.00 year to date.
- For the period of January-April, 11 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 11 HECW rebates were processed by SMUD for District customers.
- 31 water waste calls were received during the month of April. 2 reports of water waste were received through the CHWD's Drought Resources web page. An additional 6 service requests were generated in-house by staff. A total of 22 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The California Water Code (CWC) directs the Department of Water Resources (DWR) to report to the legislature once every five years on the status of submitted Urban Water Management Plan's (UWMP). In meeting this legislative requirement, DWR reviews all submitted UWMP's. DWR has reviewed the District's 2015 Urban Water Management Plan. DWR's review of the District's 2015 UWMP has found that the UWMP addresses the requirements of the CWC. The District has fulfilled the requirements of the 2015 UWMP.
- On April 27<sup>th</sup> staff attended a Level 3 Water Loss Workshop. Attendees included S. Sohal, D. Gordon, and R. Meurer. Once staff has completed all four levels of the training, the District will be able to self-certify the 2015 Water Loss balance sheet, which is required by SB 555.

This training and self-certification will allow the District to remain in compliance with SB 555. October 2017 is the deadline for the District to self-certify the Water Loss balance sheet.

- An inter-active info-graphic explaining the District’s 5 water conservation stages is available on the District website. By placing the cursor on each conservation stage, the customer can view the specific requirements of the stage.
- The following table summarizes the R-GPCD values for CHWD to date:

Month	R-GPCD 2016	R-GPCD 2017	% CHANGE
January	80	75	-.06%
February	77	72	-.06%
March	77	80	.04%
April	107		
May	155		
June	213		
July	237		
August	242		
September	189		
October	123		
November	85		
December	76		

Below is a recap of the region’s overall water saving in January 2017 as compared to 2013.

<b>REDUCTION BY AGENCY (Data compared to 2013)</b>		
<b>Water Agency</b>	<b>Mar. 2017 Reduction</b>	<b>Jun. 2016- Mar. 2017 Reduction</b>
Orange Vale Water Company	63.0%	31.9%
San Juan Water District	59.3%	24.2%
Fair Oaks Water District	44.5%	27.1%
City of Davis	43.4%	22.5%
Rancho Murieta CSD	41.9%	23.4%
El Dorado Irrigation District	39.8%	20.7%
City of Lincoln	39.4%	21.8%
City of Roseville	38.8%	23.8%
Carmichael Water District	37.5%	25.3%
Sacramento County Water Agency	36.1%	20.7%
California American Water	35.5%	28.1%
Elk Grove Water District	34.7%	25.3%
City of West Sacramento	33.7%	23.4%
<b>Citrus Heights Water District</b>	<b>33.3%</b>	<b>25.3%</b>
Golden State Water Company	32.3%	20.4%
Rio Linda/Elverta CWD	32.1%	23.9%

<b>REDUCTION BY AGENCY (Data compared to 2013)</b>		
City of Sacramento	30.8%	25.5%
Del Paso Manor Water District	29.8%	24.4%
Placer County Water Agency	29.0%	18.5%
City of Yuba City	28.7%	23.9%
Sacramento Suburban WD	28.7%	22.8%
City of Folsom	27.5%	11.3%
City of Woodland	23.8%	23.2%
Average	36.7%	23.4%
Minimum	23.8%	11.3%
Maximum	63.0%	31.9%

Update to Policy 1035—Conflict of Interest Code Update

Senior Management Services Specialist Evans reported that the District is required to biennially update its Conflict of Interest Code with the California Fair Political Practices Commission (FPPC). This process began in January of 2017 with the District’s filing of its Biennial Notice.

The present changes to the District’s Code are considered non-substantive, as the only amendments are to update minor verbiage changes to reflect the FPPC-approved code, to retitle the following positions as follows:

- Human Resources Specialist to Management Services Supervisor
- Purchasing Specialist to Senior Management Services Specialist
- Water Quality Supervisor to Water Resources Supervisor/Chief Operator,

and to add the following new designated positions:

- Water Efficiency Supervisor
- Senior Accountant
- Management Services Specialist

This change was approved by the FPPC on April 12, 2017 with an effective date of May 12, 2017. The amendment to the District’s Conflict of Interest Code Policy is recommended in order to mirror the FPPC-approved Code.

A copy of the FPPC approval letter is attached along with a full copy of the FPPC-approved Code for the District.

The recommended action was approve amendments to the following District General Policy: Policy 1035 – Conflict of Interest Code, Appendix A, and Appendix B

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : GENERAL  
POLICY TITLE : CONFLICT OF INTEREST CODE-APPENDIX A  
DESIGNATED OFFICIALS AND EMPLOYEES  
POLICY NUMBER : 1035.A  
DATE ADOPTED : DECEMBER 8, 1992  
DATE AMENDED : APRIL 12, 2017  
AMENDMENTS : (1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002;  
(4) JUNE 12, 2007; (5) AUGUST 14, 2012; (6) OCTOBER 9, 2012; (7) JANUARY 8, 2013; (8)  
NOVEMBER 19, 2014; (9) APRIL 14, 2015

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APPENDIX A-DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Disclosure Category</u>
General Manager	1, 2, 3
Assistant General Manager	1, 2, 3
Operations Manager	1, 2, 3
Project Manager	1, 2, 3
Principal Civil Engineer/District Engineer	1
Accounting Supervisor	1
Assessor/Collector	1
Management Services Supervisor	1
Deputy Assessor/Collector	1
Water Distribution Supervisor	1
Senior Management Services Specialist	1
Water Resources Supervisor/Chief Operator	1
Water Efficiency Supervisor	1
Senior Accountant	1
Management Services Specialist	1
Attorney	1
Consultant/New Position	*

Note: The position of Attorney is filled by an outside consultant, but acts in a staff capacity.

\*Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's or new position's duties and, based upon that description,

a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

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Public Officials Who Manage Public Investments

The following positions are NOT covered by the conflict-of-interest code because they must file statements of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for informational purposes only:

- Directors
- Treasurer
- Deputy Treasurer
- Consultants who manage public investments

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : GENERAL  
POLICY TITLE : CONFLICT OF INTEREST CODE-APPENDIX B  
DISCLOSURE CATEGORIES  
POLICY NUMBER : 1035.B  
DATE ADOPTED : DECEMBER 8, 1992  
DATE AMENDED : APRIL 12, 2017  
AMENDMENTS : (1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002;  
(4) JUNE 12, 2007; (5) OCTOBER 9, 2012; (6) JANUARY 8, 2013 (7) FEBRUARY 12,  
2013

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APPENDIX B-DISCLOSURE CATEGORY

CATEGORY 1

Investments and business positions in business entities and income, including receipt of loans, gifts, and travel payments, from sources that has provided services, supplies, materials, machinery, or equipment of the type utilized by the District. Sources may include, but are not limited to engineering and

environmental consulting firms, water and soil testing companies, products and service contractors, mechanical vendors, farmers, and their agents.

#### CATEGORY 2

Interests in real property, located in whole or in part within the boundaries of the District or within two miles of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

#### CATEGORY 3

Investments and business positions in business entities, and sources of income including receipt of gifts, loans, and travel payments from, entities that have filed a claim, or have a claim pending against the District.

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#### Approval of Lot Mergers at District Corporation Yard

Project Manager Dietrich reported that Citrus Heights Water District (the District) is currently preparing to undertake improvements to its Corporation Yard. The Corporation Yard currently consists of five separate legal parcels. As part of the Corporation Yard Improvement project, Citrus Heights Water District wishes to merge these parcels into a single parcel.

Staff contacted the City of Citrus Heights (the City) to begin the process of merging these parcels. The City can process the proposal administratively without City Council approval. However, it must do so in two separate transactions because City policy only allows four parcels to be merged at once. Accordingly, if CHWD wishes to proceed, staff would file one application to merge four parcels (APN 243-0180-005, -006, -007 and -046). Once this merger was finalized, staff would file a second application to merge this new parcel with the remaining parcel (APN 243-180-009). The District's engineer consultant, Domenichelli & Associates, has prepared the necessary applications and worked with the City Engineer to prepare the necessary maps.

To proceed, the Board of Directors must authorize staff to file the two applications to merge the five parcels into a single parcel for the Corporation Yard Improvement project. Doing so will ensure that the Corporation Yard is a single legal parcel and not a collection of separate parcels.

The recommended action was to authorize the General Manager or General Manager's designee to file two applications with the City to first merge parcels (APN 243-0180-005, -006, -007 and -046) and to file a second application to merge this new parcel with the remaining parcel (APN 243-180-009).

**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:**

Water Awareness Poster Contest

Water Efficiency Supervisor Meurer reported that the District's water conservation staff, in conjunction with Orange Vale Water Company, Fair Oaks Water District and San Juan Water District sponsored the twenty-first annual Water Awareness Poster Contest. A total of 342, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students at five elementary schools within the District's service area submitted posters based on this year's theme, "How I Can Be A Conservation Kid."

Each agency awards a first-place prize of \$100.00 and two runner-up prizes of \$50.00. In addition, each winning student's class receives an award of \$100.00 for the winning entry. The winning entries will also be featured in the 2018 Water Conservation Awareness Calendar. The Grand Prize Winner is featured on the cover and in the month of May, which represents Water Awareness Month. The Grand Prize Winner receives an additional \$100.00 check.

The winners for schools within the Citrus Heights Water District are:

First Place Winner: Charlotte Bakker, 5<sup>th</sup> Grade, Oakview School  
Teacher: Kristie Hanson

Runner-Up: Katelynne Hall, 6<sup>th</sup> Grade, Woodside School  
Teacher: Susanne Slayton

Runner-Up: Brookelyn Smith, 6<sup>th</sup> Grade, Kingswood Elementary School  
Teacher: Robin Emmond

The contest entries in the Citrus Heights Water District service area were judged by Alison Bermudez from the City of Citrus Heights; Rosa Umbach representing the Citrus Heights Chamber of Commerce; and Virgil Anderson from the Sunrise Recreation and Park District.

The winners and their families, teachers, and friends were invited to the Board of Directors meeting on May 16, 2017 to receive their awards and recognition for their efforts.

**BUSINESS:**

Discussion and Possible Action to Approve a Task Order Agreement with Regional Government Services (RGS) (A)

Accounting Supervisor Sohal reported that during the past several months, CHWD had been working with Regional Government Services (RGS) on a Time-and-Materials/Hourly Billable basis to complete several human resources projects, including recruitments. CHWD staff has leveraged RGS's work and resources to complete assigned projects in a timely and effective manner. For example, RGS has been able to significantly increase the number of qualified applicants for consideration for vacant positions at CHWD.

As CHWD maintains a small staff, utilizing contract resources such as RGS, is essential to keeping ongoing operational expenses down, while assuring that the resources are available as required and on an

as-needed basis to complete projects in a timely and effective manner. While CHWD leverages RGS, staff works closely to provide oversight and ensures that projects are completed as directed.

RGS, a Joint Powers Authority (JPA), has been providing administrative, staffing, and consulting services to other public agencies since its inception in 2002. RGS's staff, many of whom have worked for local government agencies, is experienced, knowledgeable, and dedicated to public service with an in-depth understanding of the unique operational requirements and responsibilities of public agencies. RGS does not operate on a for-profit basis, and it is supported solely by fees for services.

Moving forward, it is recommended that CHWD formalize a task order style professional services agreement with RGS. In addition to human resources services support, the scope of services in the accompanied task order agreement includes accounting/finance, communications, customer service, engineering, operations support, strategic planning, and special projects as required.

The task order style agreement is structured to offer the options of a Time-and-Materials/Hourly Billable arrangement or Project Basis/Not-to-Exceed (NTE) amount with a defined scope of work, schedule, and a not-to-exceed budget. The term of the updated agreement is ongoing, but includes a fifteen (15) day termination provision by either party without cause.

Funding for the various services covered in the agreement are budgeted for in the 2017 Operating Budget, and work performed will be subject to availability of budgeted funds.

The recommended action was to approve the professional services agreement with Regional Government Services, and authorize the General Manager to execute the agreement.

**ACTION:** Director Sheehan moved and Director Dains seconded a motion approving the professional services agreement with Regional Government Services, and authorize the General Manager to execute the agreement

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

#### Discussion and Possible Action to Approve Construction Bid Package for Corporation Yard East Side Improvements (A)

Project Manager Dietrich reported that the project objectives set forth in October 2017 were to work in collaboration with District Staff to design and manage construction of the Corporation Yard Master Plan Phase 1 Improvements, which include a Covered Vehicular Wash Station and two (2) Open Vacuum Excavation Dump Pits, using a Water Oil Separation System to comply with wastewater regulations. The improvements also include Covered Material Storage Areas, expanded parking, paving, lighting, and security improvements, underground utility improvements, and a sound wall along the south and east property lines.

- On October 11, 2017 the Board of Directors authorized an agreement with Domenichelli & Associates for design and construction management services.
- On February 14, 2017 a presentation of the 60% project plans was presented to the Board of Directors.



- On April 11, 2017 a presentation of the 90% project plans and cost estimate were presented to the Board of Directors.

The 100% plans, specifications, and project cost estimate are complete and are incorporated as an attachment to this report. Project Manager, Paul Dietrich and Sara Rogers, P.E. Domenichelli & Associates will provide a presentation for discussion and possible action.

ACTION: Director Dains moved and Director Riehle seconded a motion to approve the construction bid package for construction bids for the Corporation Yard East Side Improvements. Authorize the General Manager to solicit construction bids for the project.

The motion passed 3-0 with Directors Sheehan, Riehle and Dains voting yes.

#### State Water Conservation Regulations Update (I/D/A)

Water Efficiency Meurer reported that on Tuesday, April 25, 2017 AB 968 (Urban Water Management Planning) & 1654 (Urban Water Use Efficiency) passed through the California State Assembly Committee on Water, Parks, and Wildlife (the Committee) with bipartisan support and zero "no" votes. The Committee's analyses for the bills listed over 90 supporters for the two bills. Dozens of representatives for water suppliers, associations and industry groups testified in support of the bills at Tuesday's hearing. These bills were supported by ACWA, RWA and CHWD.

At the same hearing, the two Assembly bills that incorporated Governor Jerry Brown's Administration's (the Administration) budget trailer bill language, AB 1668 & 1669 (the Bills) passed out of Committee on votes of 10-5 and 9-6, respectively. Many of the supporters of AB 968 & 1654 also testified in opposition to AB 1668 & 1669. Among their provisions, AB 1668 & 1669 includes problematic language proposed by the Administration. Language contained in the Bills would give the State Water Resources Control Board permanent authority to mandate and enforce water conservation targets with no legislative input. Those standards could limit water use throughout California today and into the future regardless of local water supply conditions, water rights and contracts, ratepayer investments in water supply reliability, and drought preparedness.

Over the coming weeks, staff will be updating the Board on how the District can most effectively express our support/opposition for these water supplier-developed alternatives to the Administration's proposed Assembly Bills.

ACTION: Director Riehle moved and Director Dains seconded opposing AB 1668 and AB 1669 and any related legislation or proposed regulations. The motion also directed staff to continue to monitor legislation and regulatory developments and advise the Board as required.

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

#### 2017 Strategic Plan Update and Upcoming 2018 Strategic Planning Session (I/D)

Accounting Supervisor Sohal reported that beginning with the 2017 budget process, CHWD initiated an annual Strategic Planning process. The goal of Strategic Planning has been 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. One key follow-up item of this planning process is to prepare a budget for the coming year that reflects the results of the Strategic Plan.

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

This year's *education component* includes an update of the current 2017 Strategic Plan and a key issues briefing associated with this agenda packet item (a PowerPoint presentation will be provided by staff at the May 16<sup>th</sup> Board Meeting). Also, a tour of the Sidney Peterson Water Treatment Plant at San Juan Water District, and a driving tour of the Citrus Heights Water District service area will be provided on May 31, 2017 to new General Counsel Steve Anderson and Assistant General Counsel Josh Nelson.

The *Team Building* and *Work Program Development* components will take place on June 01, 2017, in a session attended by the Board of Directors, key District staff, and facilitated by Laura Mason-Smith.

The recommended action was to receive an update of the 2017 Strategic Plan and key issues briefing provided by staff at the May 16, 2017 Board Meeting.

The Board meeting recessed at 9:08 PM.

The Board meeting reconvened at 9:15 PM.

#### **CONSULTANTS' AND LEGAL COUNSEL REPORTS (I):**

None.

#### **DIRECTOR'S AND REPRESENTATIVES REPORTS:**

Regional Water Authority (Dains, Straus)

No Report.

Sacramento Groundwater Authority (Sheehan)

Director Sheehan reported that SGA adopted its budget for the coming fiscal year.

San Juan Water District

No Report.

ACWA Joint Powers Insurance Authority (Churchill)

No report.

Sacramento Local Agency Formation Commission

No Report.

City of Citrus Heights

No Report.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)  
No Report.

Other Reports:

Director Riehle was reaffirmed by consensus by the Board to serve as the liaison to the Project 2030 Customer Advisory Committee (CAC).

**MANAGEMENT SERVICES REPORT:**

SMS Evans reported as follows:

- Twenty-three employees received recognition for were recognized for attendance during March 2017, and outstanding customer service and quality of work during the month of April 2017. Directors were provided with a list of the employees and items for which each received recognition.
- Long Rage Board Agenda was provided showing Directors upcoming items for future scheduled Board Meetings.

**CORRESPONDENCE:**

None.

**CLOSED SESSION:**

No closed session was held.

**FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:**

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

The Board agreed by consensus to move its regular monthly meetings from the second Tuesday of the month to the third Wednesday of the month beginning in August 2017. The change in meeting date will provide Finance staff to prepare the month-end financials for inclusion in the Board agenda packet, and more evenly distribute workloads throughout the course of the month.

**ADJOURNMENT:**

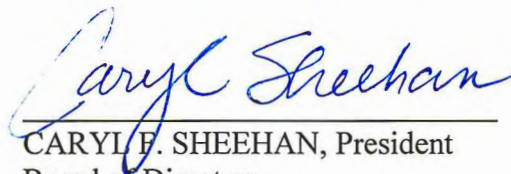
There being no other business to come before the Board, the meeting was adjourned at 9:47 PM.

APPROVED:



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HILARY M. STRAUS  
Secretary  
Citrus Heights Water District



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