

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
November 14, 2018

The Regular Meeting of the Board of Directors was called to order at 6:34 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
Rex Meurer, Water Efficiency Supervisor

VISITORS:

David Wheaton

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.

Minutes of the Special Meeting – October 17, 2018
Minutes of the Regular Meeting – October 17, 2018
Minutes of the Special Meeting – October 29, 2018
Revenue Analysis Report for October 2018
Assessor/Collector's Roll Adjustment for October 2018
Treasurer's Report for October 2018

Treasurer's Report of Fund Balances for October 2018
Operations Budget Analysis for October 2018
Capital Projects Summary October 2018
Warrants for October 2018
CAL-Card Distributions for October 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 Approve an Agreement with Central Valley Engineering and Asphalt, Inc. for 2019/20 On-Cal Pavement Restoration Project (A)

Consider acceptance of a responsive bid for 2019/20 On-Call Pavement Restoration Services for Citrus Heights Water District. Consider authorizing the General Manager or General Manager's designee to execute an agreement with Central Valley Engineering & Asphalt, Inc. for this project.

Discussion and Possible Action to Approve Mobile Devices Policy (A)

Consider amendments to Policy No. 4932: Mobile Devices and Policy 4101.A2: Other Compensation.

Discussion and Possible Action to Approve a Professional Services Agreement for Engineering Services with Warren Consulting Engineers, Inc. (A)

Consider approval of an agreement with Warren Consulting for engineering services.

Discussion and Possible Action to Approve Board of Directors Meeting Policy (A)

Consider amendments to Policy No. 3000: Board of Directors Meetings.

OCTOBER 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66288	Richard J/Christine Redding III	Customer Refund	\$110.52
66289	David V/Carmelita M Bloom	Customer Refund	\$167.62
66290	Daciana Iancu	Customer Refund	\$14.47
66291	Brad/Susanne Dacus Trust	Customer Refund	\$128.92

OCTOBER 2018 WARRANTS

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66292	William T/Kimberly A A Hudson	Customer Refund	\$97.84
66293	Mary E Trigueiro	Customer Refund	\$30.36
66294	Madeline R Cheney Trust	Customer Refund	\$19.45
66295	Shirley A Nelson	Customer Refund	\$255.75
66296	Joel/Christina Le Fohn	Customer Refund	\$14.20
66297	Randall G/Karen J Luke	Customer Refund	\$32.06
66298	Shalyn Swaton	Customer Refund	\$105.81
66299	Richard A/Terri L Wilkins	Customer Refund	\$51.76
66300	Deborah L Mello	Customer Refund	\$61.00
66301	Staci Looney	Customer Refund	\$29.03
66302	Zarko Maletin	Customer Refund	\$241.86
66303	Kourtney New	Customer Refund	\$227.09
66304	Juan Ponce	Customer Refund	\$320.35
66305	Doumit Construction, Inc.	Customer Refund	\$1,503.94
66306	AFLAC	Employee Paid Insurance	\$395.99
66307	Airgas USA, LLC	Supplies-Field	\$252.13
66308	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
66309	Bart/Riebes Auto Parts	Repair-Trucks	\$81.41
66310	California Landscape Associates Inc	Janitorial	\$200.00
66311	City of Citrus Heights	Permit Fees	\$2,053.00
66312	Robin Cope	Health Insurance	\$422.30
66313	Corix Water Products, Inc	Material	\$4,989.91
66314	Cybex	Equipment Rental-Office	\$158.16
66315	Government Finance Officers Association	Dues & Subscriptions	\$235.00
66316	Integrity Administrators Inc	Health Insurance	\$318.50
66317	J4 Systems	Contract Services-Other	\$6,625.00
66318	Kei Window Cleaning #12	Janitorial	\$96.00
66319	Moonlight BPO	Contract Services-Bill Print	\$4,599.30
66320	Office Depot	Office Expense	\$161.57
66321	One Print Source & Graphics	Printing	\$154.87
66322	Pace Supply Corp	Material	\$587.11
66323	Protection One Alarm Monitoring	Equipment Rental-Office	\$196.95
66324	Red Wing Shoe Store	Small Tools	\$439.84
66325	Republic Services #922	Utilities	\$281.18

OCTOBER 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66326	Regional Government Services	Contract Services-Other	\$34.88
66327	RW Trucking	Contract Services-Miscellaneous	\$2,363.85
66328	Les Schwab Tires	Repair-Trucks	\$955.58
66329	Sonitrol	Equipment Rental-Office	\$175.10
66330	Superior Equipment Repair	Repair-Trucks	\$1,242.91
66331	A. Teichert & Son, Inc.	Road Base	\$2,636.92
66332	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,472.60
66333	Titan Workforce LLC	Contract Services-Temporary Labor	\$5,163.45
66334	ACWA/JPIA	Workers Comp Insurance	\$74,443.00
66335	CirclePoint	Contract Services-Conservation	\$10,591.22
66336	Ferguson Enterprises Inc #1423	Material	\$10,630.96
66337	Innovyze	Maintenance Agreement-Software	\$30,600.00
66338	Kirby's Pump and Mechanical, Inc	Wells Maintenance	\$38,833.74
66339	SMUD	Utilities	\$45,078.85
66340	Michael/Jeannette Matteucci Trust	Customer Refund	\$278.61
66341	Jean/Richmond Dean Trust	Customer Refund	\$122.00
66342	MDM Properties LLC	Customer Refund	\$103.69
66343	Mihail/Tamara Marchenko	Customer Refund	\$21.43
66344	Adam Rehfeldt	Customer Refund	\$149.33
66345	Jeremy M Cozakas	Customer Refund	\$120.29
66346	Yevgeniy Tsurkan	Customer Refund	\$63.28
66347	Priya Singh	Customer Refund	\$42.46
66348	James Yates	Customer Refund	\$161.25
66349	A&A Stepping Stone Manufacturing	Supplies-Field	\$474.10
66350	ABA DABA Rentals & Sales	Supplies-Field	\$384.86
66351	Alexander's Contract Services	Contract Services-Meter Read	\$3,426.65
66352	Bart/Riebes Auto Parts	Repair-Trucks	\$413.20
66353	Best Best & Krieger	Legal & Audit	\$6,757.25
66354	Brake Masters #220	Repair-Trucks	\$471.43
66355	California Society of Municipal Finance Officers	Dues & Subscriptions	\$740.00
66356	City of Citrus Heights	Permit Fees	\$6,114.00
66357	College Oak Towing	Repair-Trucks	\$405.00
66358	Consolidated	Telephone-Local/Long Distance	\$1,844.41
66359	Corelogic Information Solutions Inc	Dues & Subscriptions	\$400.00

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<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66360	County of Sacramento - Clerk	Publication Notices	\$40.00
66361	Express Office Products Inc	Office Expense	\$40.31
66362	Gaynor Telesystems Incorporated	Contract Services-Other	\$50.00
66363	Grainger	Small Tools	\$34.38
66364	Ferguson Enterprises Inc #1423	Material	\$4,574.99
66365	J4 Systems	Contract Services-Other	\$4,500.00
66366	KBA DOCUSYS	Equipment Rental-Office	\$408.86
66367	KBA Docusys Inc	Equipment Rental-Office	\$450.96
66368	Liebert Cassidy Whitmore	Legal & Audit	\$2,448.75
66369	Lowe's	Supplies-Field	\$718.83
66370	Pape Machinery Exchange	Fixed Assets	\$388.69
66371	Public Agency Risk Management Assoc	Dues & Subscriptions	\$150.00
66372	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,582.00
66373	City of Citrus Heights	Permit Fees	\$987.50
66374	James E Schilnski	Customer Refund	\$9.07
66375	James L/Betty M Haigh	Customer Refund	\$143.15
66376	Jones Family Living Trust	Customer Refund	\$203.94
66377	Steven P Sharp	Customer Refund	\$144.71
66378	James H/Louisa Coyne	Customer Refund	\$86.20
66379	Nichole A Folsom	Customer Refund	\$22.75
66380	Sara Javidan	Customer Refund	\$1,500.00
66381	Tonya M Stroup	Customer Refund	\$9.16
66382	Anna D Campbell	Customer Refund	\$23.94
66383	Thomas A Clayton	Customer Refund	\$306.04
66384	SSV Investments LLC	Customer Refund	\$97.91
66385	Lily To	Customer Refund	\$203.12
66386	M & N Investment Props Inc	Customer Refund	\$106.99
66387	Coolshannagh Enterprises LLC	Customer Refund	\$36.58
66388	Capitol Equities LLC	Customer Refund	\$65.30
66389	ABA DABA Rentals & Sales	Supplies-Field	\$39.51
66390	AnswerNet	Telephone-Answering Service	\$277.35
66391	Bart/Riebes Auto Parts	Repair-Trucks	\$352.09
66392	Best Best & Krieger	Legal & Audit	\$6,410.46
66393	Bryce Consulting, Inc	Legal & Audit	\$80.00

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66394	BSK Associates	Water Analysis	\$1,356.00
66395	Burketts	Office Expense	\$38.01
66396	Citrus Heights Saw & Mower	Repair-Equipment/Hardware	\$140.08
66397	Dawson Oil Company	Gas & Oil	\$1,634.05
66398	Express Office Products Inc	Office Expense	\$44.85
66399	Innovyze	Maintenance Agreement-Software	\$3,200.00
66400	J4 Systems	Contract Services-Other	\$4,000.00
66401	Kiwanis of Citrus Heights	Continued Education	\$454.00
66402	Miles Treaster & Associates	Office Expense	\$40.41
66403	Moonlight BPO	Contract Services-Bill Print	\$3,663.13
66404	Petty Cash	Petty Cash	\$126.13
66405	Pacific Gas & Electric	Utilities	\$10.25
66406	RDO Equipment	Repair-Trucks	\$4,871.60
66407	Regional Government Services	Contract Services-Other	\$6,431.40
66408	River City Fire Equipment	Repair-Equipment/Hardware	\$94.74
66409	Sonsray Machinery, LLC	Fixed Assets	\$83.36
66410	Superior Equipment Repair	Repair-Trucks	\$537.74
66411	SureWest Directories	Telephone-Local/Long Distance	\$49.00
66412	Sutter Medical Foundation-Corporate	Contract Services-Other	\$320.00
66413	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,500.94
66414	Voyager Fleet Systems Inc	Gas & Oil	\$2,483.80
66415	WaterWise Consulting, Inc	Contract Services-Conservation	\$1,225.00
66416	Warren Consulting Engineers Inc	Contract Services-Engineering	\$397.50
66417	World Environment & Energy Inc	Contract Services-Miscellaneous	\$204.00
66418	Donald A Peterson	Customer Refund	\$148.69
66419	Richard/LaVerne Dyba Family Trust	Customer Refund	\$44.57
66420	Geoffrey A/Janice S Simcoe	Customer Refund	\$71.00
66421	Robert J/Sandra L Wyatt	Customer Refund	\$110.04
66422	Linda Farris	Customer Refund	\$93.36
66423	Christopher D Anderson	Customer Refund	\$47.75
66424	Vincent S Oddo	Customer Refund	\$75.84
66425	Lisa Overton	Customer Refund	\$68.66
66426	Roar Investments, Inc.	Customer Refund	\$11.87
66427	ABA DABA Rentals & Sales	Supplies-Field	\$282.68

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66428	Alexander's Contract Services	Contract Services-Meter Read	\$2,734.87
66429	Avalon Custodial Care	Janitorial	\$695.00
66430	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
66431	Sacramento County Utilities	Utilities	\$190.10
66432	Kelly R Drake	Printing	\$241.81
66433	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
66434	Future Ford	Repair-Trucks	\$2,483.42
66435	Grainger	Small Tools	\$210.69
66436	J4 Systems	Contract Services-Other	\$5,000.00
66437	KBA DOCUSYS	Equipment Rental-Office	\$23.20
66438	Rick Kelley	Continued Education	\$65.00
66439	Rex Meurer	Water Conservation-Material/Supplies	\$155.05
66440	Moonlight BPO	Contract Services-Bill Print	\$4,186.46
66441	One Print Source & Graphics	Printing	\$360.61
66442	Pace Supply Corp	Material	\$2,067.76
66443	Sac-Val Janitorial Supply	Supplies-Field	\$260.99
66444	Sacramento Local Agency Formation Commission	Dues & Subscriptions	\$1,806.00
66445	State Water Resources Control Board	Dues & Subscriptions	\$60.00
66446	A. Teichert & Son, Inc.	Road Base	\$2,560.34
66447	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,658.50
66448	Verizon Wireless	Telephone-Wireless	\$1,271.42
66449	West Yost Associates	Contract Services-Engineering	\$575.50
Total			\$375,015.32
ACH	10/18/18 PAY DAY VALIC	Deferred Compensation	\$2,904.50
ACH	10/4/18 PAY DAY PERS	PERS	\$19,051.25
ACH	1168-2018-10 IC	Bank Fee	\$3,713.25
ACH	1168-2018-9 IC	Bank Fee	\$4,528.95
ACH	9/20/18 PAY DAY PERS	PERS	\$19,271.75
ACH	CHASE SEPT 2018	Bank Fee	\$2,464.40
ACH	KAISER NOV 2018	Health Insurance	\$22,911.73
ACH	LUND RET2035	Contract Services-Engineering	\$25,537.96
ACH	OCT 2018 POSTAGE	Equipment Rental-Office	\$1,500.00
ACH	SEPT 2018 PH	Bank Fee	\$117.98

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ACH	SEPT 2018 FD	Bank Fee	\$119.98
ACH	US Bank I.M.P.A.C. Government Services	See September Agenda Item CC:9	\$14,747.07
ACH	SEPT 2018 WB	Bank Fee	\$87.98
ACH	BOW SEPTEMBER 2018	Bank Fee	\$1,900.53
ACH	VALIC 10/4/18 PAYDAY	Deferred Compensation	\$2,904.50
ACH	VOYA 10/4/18 PAYDAY	Deferred Compensation	\$25.00
ACH	WHA NOV 2018	Health Insurance	\$13,885.21
ACH	VOYA 10/8/18 PAYDAY	Deferred Compensation	\$25.00
ACH	PAYCHEX SEPT 2018	Bank Fee	\$502.75
Total			\$136,199.79
Grand Total			\$511,215.11

November Checks Approved at November Board Meeting

66504	ACWA	Dues & Subscriptions	\$18,300.00
66505	Pace Supply Corporation	Material	\$10,377.04
66506	San Juan Water District	Purchased Water	\$705,240.10
66507	SMUD	Utilities	\$22,272.94
66508	ACWA/JPIA	Workers Compensation	\$17,759.25
ACH	US Bank I.M.P.A.C Government Services	See November Agenda Item CC:9	\$12,323.15
			\$786,272.48

Employee Recognitions — Eighteen employees received recognition for attendance during September 2018, and twenty-three were recognized for outstanding customer service and quality of work during the month of October 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 scheduled for future Board Meetings.

Engineering Department Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of October 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, 04/17/19 (60% Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	CAC Workshop #2 was held on 08/28/18. Water Main Assessment in Progress. CAC Workshop #3 scheduled for 12/11/18
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.
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.
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.	Plans complete. Construction to be completed by District Operation staff.
CAPITAL IMPROVEMENT PROJECT Pleasantview 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 began on 09/03/18. Plans are 75% complete.
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.
CAPITAL IMPROVEMENT PROJECT Old Auburn Road - Daffodil to Wooddale 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction	Facilities request letters sent to Utilities on 09/20/18. Obtaining proposal from Engineering Firm for design.

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 Cologne Way 6" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction	Facilities request letters sent to Utilities on 09/20/18. Obtaining proposal from Engineering Firm for design.
CAPITAL IMPROVEMENT PROJECT Quiet Oak Lane 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction	Facilities request letters sent to Utilities on 09/20/18. Obtaining proposal from Engineering Firm for design.
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 provided comments to the draft easement received from the City on 08/01/18. Awaiting response from the City.
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. 90% Complete.
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. Project approved by City of Citrus Heights City Council on 08/23/18. 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	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. 99% Complete. Punchlist provided to the Contractor.
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.	Plans signed on 09/19/18. Awaiting construction.
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. District Operations staff began construction on 09/25/18. 95% Complete.
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. Received submittal from engineer on 10/11/18. 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. Preconstruction meeting on 04/30/18. Final Acceptance Letter sent on 09/10/18. 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 8501 Auburn Blvd Big Lots	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	Commercial Development.	Plans signed on 08/23/18. Preconstruction meeting occurred on 09/24/18. Coordinating easements with developer. 70% Complete.
PRIVATE DEVELOPMENT 8501 Auburn Blvd	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Potential parcel split from one parcel to four parcels.	Sent conditions of approval letter on 09/06/18.
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. Coordinating easements with developer.
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. Engineering sent cost estimate of improvements to owner on 10/30/18. Awaiting payment from customer.
PRIVATE DEVELOPMENT 103 Lazy Oak	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Payment received from customer. Operations installed water service on 09/24/18. Project complete.
PRIVATE DEVELOPMENT 208 Langley Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Coordinating water system requirements with property owner.
PRIVATE DEVELOPMENT 7613 Scribner Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Operations installed water service 09/12/18. Project complete.

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 2019. "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. Awaiting as-builts from the City.
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.	City contractor paved Sunrise Blvd on 09/27/18. Contractor 99% complete with water related work. CHWD 99% complete with water facility relocations.
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 2019. 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.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
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 11/14/18.
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 was held on 10/24/18.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 120 work orders were performed during the month of October 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 October 2018 (1,061.88 acre-feet) was 18.2 percent below that of October 2013 (1,297.42 acre-feet).

Water Supply Reliability

As of November 1, 2018, storage in Folsom Lake (Lake) was at 397,000 acre-feet, 41 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 69,900 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, Mitchell Farms, and Sylvan, are operational and used on a rotational or as-needed basis. Other District groundwater production wells: Palm and Sunrise, are at various stages of repairs.

Water Efficiency Program Update

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

- 14 High Efficiency Toilet (HET) rebates were processed for the month of October. This compares to 21 rebates issued for the month of October 2017. The 5 year average (2013-2017) of October HET rebates is 26. A total of \$10,050.00 in rebates were issued year to date.
- A total of 3 High Efficiency Clothes Washer (HECW) rebates were issued during the third quarter

of 2018. This compares to 2 HECW rebates issued for the third quarter of 2017. To better align with SMUD's schedule for reporting monthly numbers, staff is reporting HECW rebates on a quarterly basis.

- 42 service calls were received during the month of October. There were no reports of water waste received through CHWD's Drought Resources web page. A total of 254 service calls were received year to date.
- Staff is preparing class content and the schedule for next year's WaterSmart classes. Five WaterSmart classes are planned for 2019.
- CHWD 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. Staff has shifted the focus of the outreach campaign to multi-family customers. Due to this effort, a total of 4 multi-family Irrigation Efficiency Reviews were generated and completed for the month of October. 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 total of 89 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 47 Irrigation Efficiency Reviews completed for the same time in December 2016 through October 2017.
- On Thursday, October 11, staff completed the ninth presentation in the annual group participation safety program. The presentation topic was "Being Prepared". The presenters included Desiree Smith, Nick Spiers, and Hilary Straus.
- 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%
August	229	231	+.01%
September	217	200	+.08%
October	170	154	-.09%

Discussion and Possible Action to Approve an Agreement with Central Valley Engineering and Asphalt, Inc. for 2019/20 On-Call Pavement Restoration Project

Staff requested that the Board consider acceptance of a responsive bid for 2019/20 On-Call Pavement Restoration Services for Citrus Heights Water District. Consider authorizing the General Manager or General Manager’s designee to execute an agreement with Central Valley Engineering & Asphalt, Inc. for this project. The District’s Operations work crews are involved in daily maintenance of the District’s underground water infrastructure. This includes, but is not limited to, streets, driveways and parking lot excavations for repair to and/or replacement work of the District’s underground infrastructure. After the District repairs and/or replaces the underground infrastructure within a paved area, a contractor hired by the District will follow up with pavement restoration as necessary. The District does not have the equipment or the qualified staff to restore the pavement on an as-needed basis; therefore, it is necessary to contract out pavement restoration work.

Based on history, the quantities of the patch pavement repair needed varies between 1,000 and 3,000 square feet (SF) during any two (2) month period. The quantities of the pipeline pavement repair varies by job, but will typically vary between 1,000 and 5,000 SF, per main replacement project. The District is located within the City of Citrus Heights, Sacramento County, Placer County, and the City of Roseville. The scope of work requires the contractor to comply with the requirements set forth by each jurisdictional inspector, as well as a District inspector.

The Notice for the project was sent to 20 pavement restoration contractors within the greater Sacramento Region and posted at the local bid houses. In response, four sealed bids were received on October 30, 2018, at which time the bids were opened and read publicly. The apparent low bidder is Central Valley Engineering & Asphalt, Inc. of Roseville, CA. The bids received are as follows:

Bidder	AC Patch Paving		AC Pipeline Trench Paving		Total
	\$/SF	\$/15,000 SF	\$/SF	\$/10,000 SF	
Central Valley Engineering & Asphalt, Inc.	\$ 15.50	\$ 232,500	\$ 15.00	\$ 150,000	\$ 382,500.00
Martin Brothers Construction	\$ 18.85	\$ 282,750	\$ 18.85	\$ 188,500	\$ 471,250.00
B&M Builders	\$ 19.00	\$ 285,000	\$ 19.00	\$ 190,000	\$ 475,000.00
Sierra Asphalt Inc.	\$ 19.90	\$298,500	\$ 20.60	\$ 206,000	\$ 504,500.00

Central Valley Engineering & Asphalt, Inc. has proposed an optional 24-month contract extension to this new contract ending December 31, 2020, with a six percent (6%) increase on the proposed bid items shown above. Cost factors that contribute to the proposed increase being higher than Consumer Price Index (CPI) are a result of current significant economic growth/activity, demand for construction contractors, material and fuel costs.

The District’s previous contract amount for pavement restoration for the same bid items is \$10.75 per SF for asphalt patch paving restoration, and \$10.75 per SF for asphalt pipeline trench paving restoration.

District staff recommends that the Board accept the bid by Central Valley Engineering & Asphalt, Inc.

because the price for asphalt services continues to increase with market demand and the cost of construction. If the District and the contractor agree to extend the contract for the optional 24-month period, the contractor will provide a new payment and performance bond.

Discussion and Possible Action to Approve Mobile Devices Policy

Staff requested that the Board consider amendments to Policy 4932: Mobile Devices and Policy 4101.A2: Other Compensation. The Citrus Heights Water District's (CHWD's) mobile devices policy, Policy No. 4932, was first adopted in March 2008, and amendments were made in April 2016. The current policy contains many common provisions for the appropriate use of District mobile devices by authorized staff members, including language on personal use, privacy and access to information on the devices. This item is intended to update CHWD policy to align with various Human Resources changes implemented since the Mobile Device policy was updated in 2016.

At its last strategic planning workshop, the Board identified reviewing and updating the District's policies as a strategic planning item. Section 4932.01 identifies "Department Managers" as the only staff members who may use personal devices for work purposes, limiting staff's ability to operate in as efficient a manner as possible. When the policy was updated in April 2016, Department Managers were the sole staff members clearly classified as exempt employees through their employment agreements. Exempt status is a legal classification identified in the Fair Labor Standards Act, a federal law that defines who is eligible to receive overtime pay and who employers may classify as "exempt" from overtime pay.

As a best practice, positions eligible to receive overtime should be limited from using personal devices in order to limit wage claims against CHWD where individuals use their personal devices for business purposes outside of work hours. Since April 2016, additional positions have been identified as exempt positions according to the Fair Labor Standards Act, including supervisor positions and certain professional positions such as the Principal Information Technology Analyst. Staff recommends revising Section 4932.01 to authorize CHWD to allow any exempt employee to utilize their personal devices for District purposes.

Personal Cellular Telephone Reimbursement

Section 4932.01 identifies that staff members who utilize their personal devices in the course of CHWD business are authorized to receive a monthly stipend to offset the costs of the device. According to Policy 4101.A2, the dollar amount of the stipend is currently \$30 per month as first set forth in December 2016. Based upon increases in cellular rates, an assessment of cellular usage (business versus personal), and a survey of surrounding agencies (see Attachment 3), it is recommended that the cellular stipend be updated to \$49 per month. The financial impact will not exceed \$2,508 per year assuming all eligible employees begin to receive the stipend. Funds are provided for this cost in the proposed 2019 budget.

Discussion and Possible Action to Approve a Professional Services Agreement with Warren Consulting Engineers

Staff requested that the Board consider approval of an agreement with Warren Consulting Engineers for engineering services. During the past three (3) years, CHWD has been working with Warren Consulting Engineers (WCE) to complete several projects, including surveying services, drafting

services, and easement preparation services. CHWD staff has leveraged WCE's work and resources to complete assigned projects in a timely and effective manner.

As CHWD maintains a small staff, utilizing contract resources such as WCE is essential to keeping ongoing operating 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 WCE, staff works closely to provide engineering design and oversight and ensures that projects are completed as directed.

WCE has been providing services to public agencies since its inception in 1988. WCE's staff is experienced and knowledgeable, with an in-depth understanding of the challenges involved in water main replacement projects and easement development. Their work product is carefully reviewed for completeness and accuracy before delivery to CHWD.

It is recommended that CHWD formalize a task order style professional services agreement with WCE. 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 2018 Operating Budget, and is also included the proposed 2019 budget. Work performed will be subject to the availability of budgeted funds.

Discussion and Possible Action to Approve Board of Directors Meetings Policy

Staff requested the Board consider amendments to Policy No. 3000, Board of Directors Meetings. The Citrus Heights Water District's (CHWD's) Board of Directors Meetings policy, Policy No. 3000, was first adopted in April 1996, and amendments were made in April 2001, December 2010, and February 2012. The current policy contains many common provisions for the scheduling of regular meetings, process for calling special and emergency meetings, and the designated location for meetings. This item is administrative in nature, and intended to align policies with current practices.

Currently, Section 3000.01 states that Board of Directors regular meetings will be held on the second Tuesday of each month (see Attachment 1). At their May 16, 2017 meeting, the Board agreed by consensus to hold all future regular Board meetings on the third Wednesday of the month beginning in August 2017 (see Attachment 2, p. 19). To align policies with current practices, it is recommended that policy No. 3000 be revised to denote this new schedule for regular meetings.

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:

2019 Water Rates, Miscellaneous Fees and Charges and Capacity Fees

Administrative Services Manager Sohal requested that the Board review and discuss the proposed Capacity Fees and Water Rates, Miscellaneous Fees and Charges for 2019. A schedule comparing current 2018 adopted Water Rates, Miscellaneous Fees and Charges and Capacity Fees with the proposed 2019 Water Rates, Miscellaneous Fees and Charges and Capacity Fees was presented to the Board. Significant elements of the 2019 water rate schedule are as follows:

- Other charges, such as Wheeling Water Charges, Construction Meters, and Fire Sprinkler Charges, are proposed to increase consistent with the same rate increase proposed to CHWD's customers.
- Adjustments to Other Charges and Fees are based on a staff analysis of staff time, equipment, materials and other costs involved in providing the specified services.

Administrative Services Manager Sohal requested to place the proposed 2019 Water Rates, Miscellaneous Fees and Charges and Capacity Fees schedule on the agenda as a Public Hearing for Board consideration at the Budget and Rate Adoption meeting on December 5, 2018.

BUSINESS:

Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits and Directors' Compensation

Management Services Supervisor Castruita requested that the Board:

1. Consider amending District Policy No. 4101.A1 to include a Cost-of-Living Adjustment to the District's Salary Schedule effective January 01, 2019;
2. Consider amending District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule.
3. Provide direction to staff regarding a Cost-of-Living Adjustment for Compensation of the Board of Directors.

CHWD Policy 4102, Salary Cost of Living Adjustments (COLA), provides for considering a COLA to CHWD's salary schedule upon recommendation by the General Manager and approval by the Board of Directors. The policy directs staff to utilize the Consumer Price Index for All Urban West Consumers (CPI-U), an index of thirteen states, including California, produced by the U.S. Department of Labor. The CPI-U increased by 3.4 percent for the twelve-month period ending in September 2018 (Attachment 1). A significant driver of the year over year increase was energy prices, which rose by 9.5 percent over the year.

Consistent with policy, the period of September 2017 to September 2018 was utilized. Use of the

September CPI-U rate, which was published in October, aligns with the budget development process, as finance staff refines budgetary estimates during the third quarter of each calendar year.

Included with this report is the current Salary Schedule Policy No. 4101.A1 (Attachment 2), and a proposed revised Salary Schedule (Attachment 3) that includes salary range adjustments that reflect the recommended 3.4 percent increase. The revised schedule shows salary ranges based upon hourly rates and a calculated average monthly rate based upon the hourly rate. Dollar amounts on the schedule are rounded to the nearest whole cent or dollar as applicable.

Consistent with past practice, the District's 2019 budget includes a combined increase of up to 4.5 percent in merit adjustments of salary and Cost of Living Adjustments (COLA). While the COLA component will be larger than in previous years, the overall adjustment will be a consistent percentage allocation of dollars compared with the 2018 budget. The amended policy would be effective on January 7, 2019, the start of the first full bi-weekly pay period in 2019.

Retiree Insurance Benefits

District Human Resources Policy No. 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 provides that the amount of District financial participation in retiree health insurance set forth in the policy will be amended annually in the amount of the percent change in the CPI-U referenced above. A copy of Policy No. 4831 (Attachment 4) with the monthly amounts amended by a 3.4 percent increase is included with this report.

Cost-of-Living Adjustment for Directors' Compensation

The Board of Directors approved Ordinance No. 01-2017 on April 5, 2017 setting Directors' compensation at \$150.00 per day for attending Board meetings and other Board-sanctioned functions. This amount was an update from the previous rate of \$145 per day set forth in Ordinance 01-2008, approved on January 8, 2008.

Under the current Ordinance and District Board of Directors and Officers Policy 2040 (Attachment 5), changes in compensation of Directors requires approval of the Board of Directors (adoption of a new ordinance adjusting the compensation) during an Open Session at a Regular Meeting held at least 60 days prior to the effective date of the change.

A 3.4 percent COLA increase in Directors' compensation would result in an increase of \$5.10 in the daily compensation rate, making the rate \$155.10.

If the Board wishes to consider adopting an increase in Director's compensation, a new ordinance will need to be prepared for consideration at a future Board meeting. If adopted, the ordinance would go into effect 60 days following adoption, pursuant to provisions of the State Water Code.

Director Dains stated that he would want information to compare the current Directors rate of pay with surrounding agencies, as he believes that San Juan Water District pays a lower rate per day to its Board members. Director Riehle agreed, and stated that he is disinclined to consider an adjustment to the Directors rate of pay at this time. General Manager Straus stated that staff could include directors compensation in the scope of the total compensation survey scheduled to take place in 2019 per District policy.

ACTION: Director Sheehan moved and Director Dains seconded a motion to

1. Amend District Policy No. 4101.A1 to include a Cost-of-Living Adjustment to the District's Salary Schedule effective January 01, 2019; and
2. Amend District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule.

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)

Director Dains stated that the new Legislative and Regulatory Affairs Manager, Ryan Ojakian, was introduced at the recent RWA meeting. It was noted that the legislative program will become an RWA core program in 2019. In addition, at the meeting, the Board approved a contract for irrigated land imaging. General Manager Straus stated that the contract is related to the new regulations that the State Water Resources Control Board (SWRCB) is developing, saying that they could possibly require water utilities to move to water budgets. The contract would provide local utilities with their own data on the amount of area within each jurisdiction that can be irrigated, the area of hardscape, and the area of structures so that District's won't have to simply rely on the SWRCB for this information.

Sacramento Groundwater Authority (Sheehan)

No report.

San Juan Water District (All)

No report.

Association of California Water Agencies (ACWA) (Dains)

General Manager Straus reminded the Board that the ACWA Fall Conference will take place from November 27 to November 30 in San Diego. He will attend along with Administrative Services Manager Sohal, Directors Sheehan, and incoming Director David Wheaton.

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

No report.

City of Citrus Heights (Pieri)

Engineering Manager Pieri stated that the City's annual moratorium on digging on major city streets for holidays has begun, and will continue through New Year's Day. She also provided an update on the redevelopment of the former K Mart/Smart and Final location at end of Auburn Blvd. The parcel was split into two, with the North half of the parcel intended for a

Big Lots, and the south lot intended for use as a Studio Movie Grill. Staff is trying to work with the developer to facilitate development inasmuch as is practicable.

Chamber of Commerce Government Issues Committee (Castruita/Meurer)

Water Efficiency Supervisor Meurer stated that at their most recent meeting, the Chamber Government Issues Committee discussed the annual crime statistics, and noted that property crime is down. General Manager Straus informed the Board that he has accepted a position on the Chamber Board of Directors for 2019.

RWA Lobbying Program Update (Gordon/Meurer)

General Manager Straus stated that he and Management Services Supervisor Castruita met with Legislative and Regulatory Affairs Manager Ryan Ojakian on November 13, 2018, to relay the District's perspective on the RWA lobbying activities.

Customer Advisory Committee (Riehle/Pieri)

Engineering Manager Pieri reminded the Board the next CAC meeting will take place on December 11, 2018.

Other Reports

Management Services Supervisor Castruita stated the RWA Holiday Social will take place on Thursday, December 6, from 6:00 pm at the North Ridge Country Club in Fair Oaks. Administrative Services Manager Sohal informed the Board that there will be a luncheon for retiring Director Al Dains on December 13, 2018, with a formal invitation out in the coming days.

MANAGEMENT SERVICES REPORT:

Meter Replacement Program Update

Operations Manager Gordon updated the Board on the consultant selection process for the planning study for the Meter Replacement Program and next steps. He stated that the multi-agency consortium received six proposal for their RFP. They will be meeting tomorrow, November 15, 2018 to come to agreement as to which of the firms to interview. General Manager Straus stated that at this point some of the agencies at the L1 level may decide to become L2 members of the consortium and take part in portions of the study. For this reason, there may need to be significant time to negotiate the scope, schedule, and budget with the selected firm. General Manager Straus reminded the Board that, as the lead agency, Citrus Heights Water will contract with the consulting team and be responsible for the management of the consulting team's work program, with reimbursement from the consortium partners.

2019 Board Meeting Schedule

Management Services Supervisor Castruita reviewed and requested to receive direction on the draft 2019 Board Meeting times and dates. The Board members agreed by consensus that the 2019 budget hearing should be held on December 2, 2019, given that Thanksgiving Day will be on the final Thursday of November in 2019, and that the Fall ACWA conference will

preclude it from taking place on the first Wednesday of December.

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 7:56 pm.

APPROVED:



CHRISTOPHER CASTRUITA
Deputy Secretary
Citrus Heights Water District



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