

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
February 20, 2019

The Regular Meeting of the Board of Directors was called to order at 6:38 p.m. by President Sheehan and roll was called. Present were:

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President
David C. Wheaton, 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
Jeff Ott, Principal Information Technology Analyst
Brady Chambers, Water Efficiency Technician

VISITORS:

None.

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

President Sheehan asked for consideration and/or approval of the Consent Calendar.

Minutes of the Special Meeting – January 16, 2019
Minutes of the Regular Meeting – January 16, 2019
Revenue Analysis Report for January 2019

Assessor/Collector's Roll Adjustment for January 2019

Treasurer's Report for January 2019

Treasurer's Report of Fund Balances for January 2019

Operations Budget Analysis for January 2019

Capital Projects Summary January 2019

Warrants for January 2019

CAL-Card Distributions for January 2019

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.

2019 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 Resolution Clarifying Typographical Errors in Resolution No. 18-2018 (A)

Adopt Resolution 03-2019 clarifying typographical errors in Resolution No. 18-2018 establishing Water Rates and Miscellaneous Charges and Fees for Citrus Heights Water District effective 2019.

Discussion and Possible Action to Approve Investment of District Funds Policy (A)

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

JANUARY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66778	Bradley P Hubbard	Customer Refund	\$16.16
66779	Sherry Wallin	Customer Refund	\$23.69
66780	James H/Joyce A Donaker	Customer Refund	\$348.53
66781	Ginther Family Living Trust	Customer Refund	\$16.88
66782	Douglas E/Dianne L Peck	Customer Refund	\$100.00
66783	Kibibi Roberson	Customer Refund	\$68.43
66784	D P & C R Blanco 2007 Trust	Customer Refund	\$13.48
66785	Norman L Chan	Customer Refund	\$37.13
66786	Karen A/David N Lee	Customer Refund	\$62.25

66787	Caswell Acquisitions LLC	Customer Refund	\$219.89
66788	Hazel Wrieden	Customer Refund	\$21.27
66789	Airgas USA, LLC	Supplies-Field	\$84.37
66790	Alexander's Contract Services	Contract Services -Meter Read	\$2,014.51
66791	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
66792	Backflow Distributors Inc	Small Tools	\$260.08
66793	Barracuda Networks, Inc	Maintenance Agreement-Software	\$1,672.00
66794	Bart/Riebes Auto Parts	Repair-Trucks	\$24.21
66795	Best Best & Krieger	Legal & Audit	\$7,350.21
66796	BSK Associates	Water Analysis	\$968.00
66797	California Landscape Associates Inc	Janitorial	\$200.00
66798	Certex Usa Inc	Supplies-Field	\$463.52
66799	Cybex	Equipment Rental-Office	\$158.16
66800	Dawson Oil Company	Gas & Oil	\$729.59
66801	Fast Action Pest Control	Contract Services-Miscellaneous	\$230.00
66802	Global Machinery West	Fixed Assets	\$347.23
66803	Ferguson Enterprises Inc #1423	Material	\$1,913.84
66804	J4 Systems	Contract Services-Other	\$1,028.00
66805	Kei Window Cleaning #12	Janitorial	\$96.00
66806	Lenovo	Small Office Equipment	\$1,465.31
66807	Moonlight BPO	Contract Services-Bill Print/Mail	\$2,113.01
66808	One Stop Truck Shop	Repair-Trucks	\$2,401.93
66809	Petty Cash	Petty Cash	\$364.44
66810	Republic Services #922	Utilities	\$320.41
66811	Sonitrol	Equipment Rental-Office	\$175.10
66812	S.I.C.H.	Office Miscellaneous	\$60.00
66813	Staples Advantage	Office Expense	\$56.87
66814	State Water Resources Control Board	Dues & Subscriptions	\$60.00
66815	Titan Workforce LLC	Contract Services-Temporary Labor	\$6,636.38
66816	Verizon Wireless	Telephone-Wireless	\$1,215.91
66817	Vice's Collision Repair	Repair-Trucks	\$2,755.76
66818	Warren Consulting Engineers Inc	Contract Services-Engineering	\$937.50
66819	West Yost Associates	Contract Services-Engineering	\$766.50
66820	B&M Builders	Contract Services-Engineering	\$18,311.88
66821	Best Best & Krieger	Legal & Audit	\$9,499.53
66822	Central Valley Engineering & Asphalt, Inc.	CS-Paving	\$40,172.75

66823	ESRI	Maintenance Agreement-Equipment	\$11,200.00
66824	Ferguson Enterprises Inc #1423	Material	\$10,847.38
66825	Northridge Grove 46, LLC	Contract Services-Engineering	\$68,710.00
66826	SMUD	Utilities	\$8,772.35
66827	SWRCB	Dues & Subscriptions	\$46,609.60
66828	Lyda Family Rev Trust	Customer Refund	\$14.55
66829	Ronald T/Helen M Smedberg	Customer Refund	\$60.16
66830	Claude H Jr/Terrie I Maxfield	Customer Refund	\$348.43
66831	Sheryl A Strickland	Customer Refund	\$19.11
66832	Aaron M/Michelle Y Larson	Customer Refund	\$82.74
66833	Mary Yao	Customer Refund	\$40.11
66834	Pentecostal Church of God	Customer Refund	\$35.10
66835	Judy Padilla Trust	Customer Refund	\$21.49
66836	Sharon Wheat	Customer Refund	\$20.79
66837	Scott A Wood	Customer Refund	\$236.67
66838	Alvernaz Partners LLC	Customer Refund	\$24.30
66839	General Engineering Technology	Customer Refund	\$1,585.27
66840	Manzyuk Enterprises Inc	Customer Refund	\$170.95
66841	A&A Stepping Stone Manufacturing	Supplies-Field	\$240.82
66842	AFLAC	Employee Paid Insurance	\$395.99
66843	Afman Supply	Small Tools	\$134.73
66844	AIA Services, LLC/NDS	Water Conservation- Material/Supplies	\$30.53
66845	Alexander's Contract Services	Contract Services-Meter Read	\$1,770.25
66846	Bart/Riebes Auto Parts	Repair-Trucks	\$3.76
66847	Batteries Plus Bulbs	Small Tools	\$84.90
66848	CirclePoint	Contract Services-Water Conservation	\$5,934.90
66849	Citrus Heights Chamber of Commerce	Continued Education	\$5,000.00
66850	Robin Cope	Health Insurance	\$439.00
66851	County of Sacramento - Clerk	Publication Notices	\$40.00
66852	Express Office Products Inc	Office Expense	\$121.62
66853	Integrity Administrators Inc	Health Insurance	\$331.24
66854	J4 Systems	Contract Services-Other	\$1,625.00
66855	John Tony David	Field Miscellaneous	\$500.00
66856	KBA Docusys Inc	Equipment Rental-Office	\$342.63
66857	Missy Pieri	Continued Education	\$110.02
66858	Smoke Busters	Repair-Trucks	\$240.00

66859	Sylvan Trailer & Supply	Repair-Trucks	\$1,115.00
66860	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,477.40
66861	US Bank I.M.P.A.C. Government Services	Continued Education	\$7,986.22
66862	Pace Supply Corp	Material	\$996.82
66863	FP Mailing Solutions	Equipment Rental-Office	\$164.86
66864	Benjamin H/Thelma M Beard	Customer Refund	\$203.08
66865	Russell B/Valerie D Blair	Customer Refund	\$11.57
66866	Betty L Stevens	Customer Refund	\$30.36
66867	Gibson Family Revocable Trust	Customer Refund	\$159.90
66868	Jessica J Parks	Customer Refund	\$27.51
66869	Alcon General Engineering	Customer Refund	\$921.40
66870	R Wilson Trust	Customer Refund	\$110.21
66871	Warren M Hartzell	Customer Refund	\$85.72
66872	Jaime G Angulo	Customer Refund	\$38.45
66873	ABA DABA Rentals & Sales	Supplies-Field	\$269.43
66874	AnswerNet	Telephone-Answering Service	\$287.35
66875	Blue Jay Trucking LLC	Contract Services-Other	\$348.00
66876	Burketts	Office Expense	\$69.42
66877	Citrus Heights Police Department	Equipment Rental-Office	\$35.00
66878	Consolidated	Telephone-Local/Long Distance	\$1,836.90
66879	County of Sacramento	Permit Fees	\$130.50
66880	Dawson Oil Company	Gas & Oil	\$744.04
66881	Express Office Products Inc	Office Expense	\$219.65
66882	Government Finance Officers Association	Dues & Subscriptions	\$150.00
66883	J4 Systems	Contract Services-Other	\$3,855.00
66884	KBA Document Solutions, LLC	Equipment Rental-Office	\$820.13
66885	Lenovo	Small Office Equipment	\$1,496.10
66886	Liebert Cassidy Whitmore	Legal & Audit	\$829.00
66887	Lowe's	Supplies-Field	\$339.87
66888	Pace Supply Corp	Material	\$893.35
66889	Pape Machinery Exchange	Fixed Assets	\$457.94
66890	Pacific Gas & Electric	Utilities	\$191.86
66891	Protection One Alarm Monitoring	Equipment Rental-Office	\$206.05
66892	RW Trucking	Contract Services-Miscellaneous	\$372.09
66893	Regional Water Authority	Dues & Subscriptions	\$100.00
66894	Les Schwab Tires	Repair-Trucks	\$1,978.27

66895	SureWest Directories	Telephone-Local/Long Distance	\$49.00
66896	SWRCB	Dues & Subscriptions	\$2,268.00
66897	A. Teichert & Son, Inc.	Road Base	\$2,071.73
66898	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,564.36
66899	Richard A Sorensen	Customer Refund	\$153.76
66900	Krayenbuhl Family Trust	Customer Refund	\$242.60
66901	James E/Kathleen B Dax	Customer Refund	\$345.00
66902	Gregory B/Mary L Chambers Trust	Customer Refund	\$9.37
66903	Tri Star Realty LLC	Customer Refund	\$14.61
66904	Connie F Pressley Living Trust	Customer Refund	\$127.79
66905	Kari A Foster	Customer Refund	\$126.47
66906	Marshall/Peggy Thompson	Customer Refund	\$13.66
66907	Brian Pickens	Customer Refund	\$63.11
66908	Tracy K Gold	Customer Refund	\$300.00
66909	Jay/Ana Andrus	Customer Refund	\$30.97
66910	Jeffrey M Wheeler	Customer Refund	\$5.83
66911	Aleh Usovich	Customer Refund	\$1,494.64
66912	Christopher/ Julia Wing	Customer Refund	\$18.11
66913	Sarah N/Gloria C Pace	Customer Refund	\$19.38
66914	Eric Manmano	Customer Refund	\$225.00
66915	Opendoor Labs Inc	Customer Refund	\$24.01
66916	ABA DABA Rentals & Sales	Supplies-Field	\$155.80
66917	Alexander's Contract Services	Contract Services-Meter Read	\$6,711.45
66918	AREA Restroom Solutions	Equipment Rental-Field	\$119.81
66919	Avalon Custodial Care	Janitorial	\$695.00
66920	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
66921	Bart/Riebes Auto Parts	Repair-Trucks	\$275.43
66922	Best Best & Krieger	Legal & Audit	\$7,986.51
66923	BSK Associates	Water Analysis	\$1,081.00
66924	California Water Efficiency Partnership	Water Conservation-Other	\$3,773.52
66925	City of Citrus Heights	Permit Fees	\$1,310.00
66926	Corelogic Information Solutions Inc	Dues & Subscriptions	\$200.00
66927	Corix Water Products, Inc	Material	\$7,741.32
66928	Dawson Oil Company	Gas & Oil	\$992.75
66929	Diana Miller Photography	Contract Services-Miscellaneous	\$200.00
66930	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00

66931	FP Mailing Solutions	Equipment Rental-Office	\$164.86
66932	Future Ford	Repair-Trucks	\$1,820.85
66933	Gaynor Telesystems Incorporated	Contract Services-Other	\$1,859.39
66934	Gladwell Governmental Services Inc	Contract Services-Financial	\$150.00
66935	Kiwanis of Citrus Heights	Continued Education	\$227.00
66936	Maze & Associates	Legal & Audit	\$1,500.00
66937	Moonlight BPO	Contract Services-Bill Print/Mail	\$5,782.77
66938	Occu-Med	Office Miscellaneous	\$116.00
66939	Pace Supply Corp	Material	\$95.04
66940	Regional Government Services	Contract Services-Other	\$6,339.48
66941	Robin Shockley	Continued Education	\$77.19
66942	Sierra Safety	Small Tools	\$108.45
66943	Susan Sohal	Continued Education	\$92.29
66944	Sonsray Machinery, LLC	Fixed Assets	\$123.46
66945	S.I.C.H.	Office Miscellaneous	\$60.00
66946	State Water Resources Control Board	Dues & Subscriptions	\$80.00
66947	Thomson Reuters	Dues & Subscriptions	\$67.88
66948	Titan Workforce LLC	Contract Services-Temporary Labor	\$787.50
66949	Voyager Fleet Systems Inc	Gas & Oil	\$2,174.42
66950	Warren Consulting Engineers Inc	Contract Services-Engineering	\$3,250.00
66951	Linda Elkins	Customer Refund	\$338.03
66952	William/Ibolya E James	Customer Refund	\$18.61
66953	Debra/Joe L Baldes	Customer Refund	\$12.47
66954	Wayman D James	Customer Refund	\$108.70
66955	Valeriy Khokhlov	Customer Refund	\$9.89
66956	Clint D Haworth	Customer Refund	\$26.53
66957	ABW Investments LLC	Customer Refund	\$6.85
66958	California Family Home Buyers LLC	Customer Refund	\$20.66
66959	Alexander's Contract Services	PC-Meter Read	\$1,856.50
66960	Bart/Riebes Auto Parts	Repair-Trucks	\$179.86
66961	Bartel Associates LLC	Contract Services-Financial	\$3,500.00
66962	Best Best & Krieger	Legal & Audit	\$6,082.26
66963	City of Citrus Heights	Permit Fees	\$800.00
66964	Express Office Products Inc	Office Expense	\$40.74
66965	Hansen Software Corporation	Maintenance Agreement-Software	\$400.00
66966	Indoor Environmental Services	Maintenance Agreement-Equipment	\$331.68

66967	Integrity Administrators Inc	Health Insurance	\$5,000.00
66968	Moonlight BPO	Contract Services-Bill Print/Mail	\$3,784.53
66969	Red Wing Shoe Store	Small Tools	\$87.26
66970	Amanda Rued	Toilet Rebate Program	\$150.00
66971	S.I.C.H.	Office Miscellaneous	\$60.00
66972	Staples Advantage	Office Expense	\$56.99
66973	State Water Resources Control Board	Dues & Subscriptions	\$90.00
66974	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,856.80
66975	Sean Twilla	Toilet Rebate Program	\$75.00
66976	Verizon Wireless	Telephone-Wireless	\$1,136.96
66977	West Yost Associates	Contract Services-Engineering	\$7,304.50
66978	State Water Resources Control Board	Dues & Subscriptions	\$60.00
66979	State Water Resources Control Board	Dues & Subscriptions	\$60.00
Total			<u>\$411,303.00</u>
ACH	PERS 1/24/19 PAYDAY	PERS	\$28,010.25
ACH	PAYCHEX	Contract Services-Other	\$428.35
ACH	KEY WEST HOLDINGS DBA MONSTER CONTRACTOR	Contract Services-Other	\$2,845.00
ACH	KEY WEST HOLDINGS DBA MONSTER CONTRACTOR	Contract Services-Other	\$827.82
ACH	CHASE JAN 2019	Bank Fee	\$2,328.51
ACH	DECEMBER 2018 PH	Bank Fee	\$1,327.35
ACH	DECEMBER 2018FD	Bank Fee	\$119.98
ACH	KAISER FEB 2019	Health Insurance	\$24,725.40
ACH	PERS 1/10/19 PAYDAY	PERS	\$18,987.22
ACH	PERS 12/27/18PDA	PERS	\$18,396.26
ACH	PERS ADMIN FEE	PERS	\$200.00
ACH	POSTAGE RELOAD 1/2019	Equipment Rental-Office	\$1,000.00
ACH	SAN JUAN WATER DISTRICT REF REV BOND	COP Debt Service	\$128,017.59
ACH	VALIC 1/10/19 PAYDAY	Deferred Compensation	\$2,154.50
ACH	VALIC 1/24/19 PAYDAY	Deferred Compensation	\$5,746.28
ACH	VOYA 1/10/19 PAYDAY	Deferred Compensation	\$25.00
	VOYA 1/24/19 PAYDAY	Deferred Compensation	\$25.00
Total			<u>\$235,164.51</u>
Grand Total			<u><u>\$646,467.51</u></u>

February Checks Approved at February Board Meeting

ACH	US BANK I.M.P.A.C GOVERNMENT SERVICES	See February Agenda Item CC-9	\$8,531.99
ACH	US BANK I.M.P.A.C GOVERNMENT SERVICES	See February Agenda Item CC-9	\$1,096.98
ACH	HARRIS & ASSOCIATES	Contract Services-Engineering	\$20,581.25
67017	ACWA/JPIA	Workers Comp Insurance	\$22,338.43
67018	ELK GROVE AUTO GROUP INC	Fixed Assets	\$32,141.96
67019	FERGUSON ENTERPRISES INC #1423	Material	\$52,660.12
67020	INDOOR ENVIRONMENTAL SERVICES	Maintenance Agreement-Equipment	\$8,855.00
67021	PROUD AV INC	Contract Services-Other	\$9,584.49
67022	SAN JUAN WATER DISTRICT	Purchased Water	\$715,174.09
67023	SMUD	Utilities	\$9,758.03
Total			\$880,722.34

Employee Recognitions — Sixteen employees received recognition for attendance during December 2018, and sixteen were recognized for outstanding customer service and quality of work during the month of January 2019. 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 January 2019:

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.	Spending and Funding Alternatives Review in process. CAC Workshop #4 occurred on 02/05/19. CAC Workshop #5 to be held on 02/26/19.

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 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 reviewed the Space Needs Assessment Report prepared by consultant. Staff is preparing draft Request for Proposal for next phase of the Project.
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. Staff anticipates Construction to begin in March 2019.
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 completed. Plans are 85% 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.

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 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. Survey completed on 12/24/18. Received 30% plans from Consultant. District to provide 60% mark-ups to Consultant.
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. Survey completed on 12/24/18. Received 30% plans from Consultant. District to provide 60% mark-ups to Consultant.
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. Survey completed on 12/24/18. Received 30% plans from Consultant. District to provide 60% mark-ups to Consultant.
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.	This project will be included in the 2019 Capital Improvement Program. Staff to begin communication with SJUSD during Q1 2019. District to prepare engineering agreement with Consultant.

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 Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, 01/16/18	No	Private development.	Meeting with developer on 12/12/18. Settlement Agreement approved by the Board on 01/16/18. Project complete.
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 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. Engineering plans being prepared by Developer's Engineer. District received revised water model on 01/31/19.
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.

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 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 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	Received Project Referral and proposed site plan on 11/13/18. District sent Will Serve Letter on 12/04/18. District reviewing plans.
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. 98% Complete.
PRIVATE DEVELOPMENT 8043 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.	Received initial plans on 10/01/18. District provided comments to the Engineer on 01/02/19.
PRIVATE DEVELOPMENT 8116 Holly Dr Parcel Split 1 - 2	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 2 with 2 existing homes and meters.	Received Project Referral 11/16/18. Conditions of Approval letter sent 11/28/18.
PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	District signed plans on 12/21/17. Awaiting construction.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Received easement information on 11/30/17. Received submittal from engineer on 10/11/18. Met with engineer on 11/19/18. Awaiting resubmittal from engineer. 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.
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. 100% Complete except for punchlist items.

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 8501 Auburn Blvd Parcel Split	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. Waiting for the developer to complete draft agreement with tenants for fire line service and to prepare easements.
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. Received initial plans from developer on 12/17/18. Sent developer plan review comments on 01/30/19. Coordinating easements with developer.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Proposed multi-unit housing complex for low-income and homeless.	Received Project Referral and initial plans on 10/11/2018. Will-Serve letter sent 11/21/2018.
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 208 Langley Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	All fees paid. District completed water service installation. 100% Complete
PRIVATE DEVELOPMENT Livoti Development	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Six Parcel Subdivision.	Received initial plans on 12/17/18. District providing comments.

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. Mariposa Ave Project - District to meet with the City to discuss project revisions.
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. All work 100% complete. Letter of Final Acceptance sent on 01/14/19. 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
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 received revised plans on 01/30/19.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along east side of Mariposa Ave from Madison to Skycrest School.	Sent existing utility information to City's engineer. Attended kick-off meeting with the City on 01/14/19.
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. Staff had a meeting with Sacramento LAFCo on 12/13/18. Staff meeting scheduled for 02/13/19 to review draft RFP.
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.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 183 work orders were performed during the month of January 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.

2019 Water Supply – Purchased and Produced

The District's total water use during the month of January 2019 (520.86 acre-feet) was 13.6 percent below that of January 2013 (602.52 acre-feet).

Water Supply Reliability

As of February 1, 2019, storage in Folsom Lake (Lake) was at 522,500 acre-feet, 53 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 210,900 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 January 2019 include:

- 9 High Efficiency Toilet (HET) rebates were processed for the month of January 2019. This compares to 27 rebates issued for the month of January 2018. The 5 year average (2014-2018) of January HET rebates is 22. A total of \$675.00 in HET rebates were issued during January 2018.
- 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.
- 11 service calls were received during the month of January. There were no reports of water waste received through CHWD's Water Efficiency web page.
- On January 23, 2019 staff gave a presentation to 4th & 5th grade students at Oakview Elementary School. The presentation covered the water cycle, where our water comes from and how drinking water is treated.
- Five WaterSmart classes are planned for 2019. The first three classes will be held at the Citrus Heights Community Center. The classes are scheduled for Saturday, April 6, 2019, Saturday, May

11, 2019 and Saturday, June 22, 2019. The topics covered will include: spring gardening tips, spring planting tips, mulching and irrigation troubleshooting.

- CHWD began a telephone outreach campaign promoting the District’s free Irrigation Efficiency Reviews. WaterWise Consulting worked with staff to contact many of CHWD’s high water use customers. Staff focused on single family customers. A total of 89 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. For the customers who have completed an Irrigation Efficiency Review during this outreach campaign, staff conducted a year-over-year comparison of their water usage. A presentation on the results of the Irrigation Efficiency Review outreach campaign, and the year-over-year comparison was to be given as Item P-1 at the February 20, 2019 Board meeting.
- Recently, OSHA adopted the new Globally Harmonized System of Classification and Labeling of Chemicals (GHS). GHS was formerly known as the Material Safety Data Sheets (MSDS) system. On Thursday, January 24th, staff completed the District’s annual Hazard Communication refresher training on GHS.
- Staff is discussing an option to rent up to three garden plots at the Sylvan Ranch Community Garden. The plots will feature water efficient landscaping, and serve as a backdrop for one or more water efficiency/community outreach events each year. Funding for the rental and maintenance of the garden plots is included in the 2019 budget.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2018	R-GPCD 2019	% CHANGE
January	77	76	-.01%

Discussion and Possible Action to Approve Resolution Clarifying Typographical Errors in Resolution No. 18-2018

On December 5, 2018, the Board of Directors adopted a rate schedule for 2019 for water rates and miscellaneous charges and fees. The rates were adopted after a duly held public hearing, which was noticed in accordance with applicable law. Specifically, notice of the water rate increases was mailed to all affected property owners and customers of record, and such notice included the proposed rates for 2019.

At the public hearing, the Board was presented with information relating to the proposed 2019 rates. After the conclusion of the public hearing, and after finding that a protest was not filed by the majority of the owners of separate parcels, the Board determined to adopt the proposed rates by adopting Resolution 18-2018. However, as a result of a typographical error, the rate table included in Resolution 18-2018 included the prior rates of the District.

The purpose of this action is to correct typographical errors on Resolution No. 18-2018 to reflect the rates adopted by the Board, consistent with the rates provided to property owners and customers of record and included in the staff report presented to the Board at the December 5, meeting. The rates included in the corrected Resolution No. 18-2018 are the same rates that were included in the notice of public hearing, and in the staff report at the December 5, 2018 meeting.

Discussion and Possible Action to Approve Investment of District Funds Policy

Section 6300.90 of the District's investment policy specifies that the policy shall be reviewed, modified as necessary and re-adopted or amended at least annually. The policy was last reviewed by the Board on February 21, 2018.

The Policy has been reviewed by District staff and by District Assistant General Counsel Josh Nelson. Assistant General Counsel Nelson's regular review covers the existing Policy and the current California Government Code Sections related to public agency investments.

For this year's review, Assistant General Counsel Nelson reports minor edits within Policy as noted:

Policy	Description
6300.50.L	Language was updated to match new legislation recently adopted by State Legislature.

The changes are recommended to keep the language in the District Policy consistent with language updated in the Government Code. The major change is as follows:

Original Statute and District Policy language were interpreted to prohibit the District from purchasing investments (e.g. bonds or certificates) which had an original term greater than five years. The language has been clarified to permit the purchase of investments, regardless of original term, so long as the remaining term of the investment is five years or less. The short length of the remaining term requirement is to ensure high liquidity for public agencies (to avoid scenarios like Orange County).

The District's requirement within its Investment Policy to perform an annual review exceeds requirements of the California Government Code. The Code requirement to perform annual review of investment policies was removed in 2006, and the District could choose to remove or amend the annual review requirement set forth in Investment Policy. District staff is not recommending any change to the annual review requirement.

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

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

PRESENTATIONS:

Irrigation Efficiency Review Outreach Campaign

Water Efficiency Supervisor Meurer and Water Efficiency Technician Chambers requested that the Board received a presentation on the results of the Irrigation Efficiency Review outreach campaign. In December 2017, CHWD began a telephone outreach campaign promoting the District's free Irrigation Efficiency Reviews. WaterWise Consulting worked with staff to contact many of CHWD's high water use customers. The Single-Family outreach campaign and analysis are complete and the results of the year-over-year comparison were presented.

STUDY SESSIONS:

None.

BUSINESS:

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTORS' AND REPRESENTATIVES' REPORTS:

Regional Water Authority (Riehle)

General Manager Straus stated that RWA Executive Director John Woodling will retire from the agency on March 1, 2019. Next week, they will hold a special meeting to approve current staff member Rob Swartz as the interim Executive Director. The position is expected to be filled as early as June of this year.

Sacramento Groundwater Authority (SGA) (Sheehan)

Director Sheehan stated that at the SGA meeting a study was presented that estimates it will cost the Sacramento region approximately \$2 million dollars to implement the Sustainable Groundwater Management Act (SGMA). The study also shows that no subsidence has occurred within the region.

San Juan Water District (All)

General Manager Straus stated that various partnership models were discussed at a recent meeting of the General Managers of the San Juan family of agencies, including models in the Livermore valley and Santa Clarita valley.

Association of California Water Agencies (ACWA) (Riehle)

General Manager Straus discussed the schedule for the ACWA Spring Conference in May 2019 taking place in Monterey, California.

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

City of Citrus Heights (Pieri)

Engineering Manager Pieri stated that staff is coordinating with the developer of the Studio Movie Grill/Big Lots parcels to complete the project. In addition, she provided an update on the status of the Mitchell Farms project.

Chamber of Commerce Update (Straus/Castruita/Meurer)

General Manager Straus informed the Board that Chamber Executive Director Cendrinne DeMattei resigned from her post in early February. Chamber President Johnnise Downs is working with Office Administrator Renee Larscheid and the Board to begin recruitment for a replacement.

RWA Legislative and Regulatory Affairs Update (Castruita/Meurer)

Management Services Supervisor Castruita provided a brief update on legislative and regulatory items of interest.

Customer Advisory Committee (CAC) (Riehle/Pieri)

Engineering Manager Pieri stated that at the next meeting, scheduled for February 26, 2019 the CAC will review replacement and funding options for the replacement of water mains, and begin to winnow down the options to a short list of options for further discussion at their March meeting.

Other Reports

Water Efficiency Supervisor Meurer provided the Board with an update of a planned partnership with the Sylvan Ranch Community Garden, located at 7450 Stock Ranch Road.

MANAGEMENT SERVICES REPORT:

Meter Replacement Program Update

Operations Manager Gordon updated the Board on the consultant selection process for the Meter Replacement Program Planning Study and next steps.

Long Range Board Agenda

Management Services Supervisor Castruita, Operations Manager Gordon, and Principal Information Technology Analyst Ott previewed upcoming items that will go to the Board, including a presentation by ACWA JPIA Executive Director Andy Sells, a request to purchase real estate for a projected eighth well site, and a request to issue a Request for Proposal for an electronic document management software system.

CORRESPONDENCE:

None.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

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


ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:55 pm.

APPROVED:



CHRISTOPHER CASTRUITA
Deputy Secretary
Citrus Heights Water District



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