

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
JUNE 13, 2017

The Regular Meeting of the Board of Directors was called to order at 6:30 p.m. by Vice President Riehle and roll was called. Present were:

Raymond A. Riehle, Vice President, who served as presiding Board officer for this meeting.  
Allen B. Dains, Director

Absent:

Caryl F. Sheehan, President

Staff:

Hilary Straus, General Manager  
Susan Sohal, Administrative Services Manager  
David Gordon, Operations Manager  
Missy Pieri, Engineering Manager/District Engineer  
Paul Dietrich, Project Manager  
Rex Meurer, Water Efficiency Supervisor  
Alberto Preciado, Senior Accountant

**VISITORS:**

John Bartel, President, Bartel Associates, LLC  
Mark Wong, Shareholder, Maze & Associates  
Zach Korach, Supervisor, Maze & Associates  
Mitch Dion

**PLEDGE OF ALLEGIANCE:**

Board Vice President Ray Riehle led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

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

Minutes of the Regular Meeting – May 16, 2017.  
Minutes of the Special Meeting – June 1, 2017  
Revenue Analysis Report for May 2017.

Assessor/Collector's Roll Adjustment for May 2017.  
 Treasurer's Report for May 2017.  
 Treasurer's Report of Fund Balances for May 2017.  
 Operations Budget Analysis for May 2017.  
 Capital Improvements Budget Analysis for May 2017.  
 Warrants for May 2017.  
 CAL-Card Purchases for May 2017.  
 Summary of 2017 Directors, Officers and Employees Training, Seminars and Conference Expenses.  
 Long Range Agenda  
 Project Management and Engineering Report  
 Operations Departmental Report  
 Water Supply—Purchased and Produced  
 Water Supply Reliability  
 Water Efficiency Program Update  
 Approval of a Resolution 05-2017, Granting Sewer Easement to Sacramento Area Sewer District  
 Approval of Resolutions 07-2017 and 087-2017 Accepting Lot Mergers at District Corporation Yard  
 Approval of On-Call Trucking Services Agreements with Rayce Wilson Trucking and Blue Jay Trucking, LLC  
 Approval of Resolution 06-2017, Approving the Annexation of 7311 Hickory Avenue, Orangevale

**MAY 2017 WARRANTS**

63344	Regional Government Services	Contract Services- Other	\$1,635.50
63345	Best & Krieger	Legal & Audit	\$12,023.43
63346	Central Valley Engineering & Asphalt, Inc.	Contract Services- Concrete	\$20,292.95
63347	CirclePoint	Contract Services- Water Conservation	\$8,355.17
63348	Ferguson Enterprises Inc #1423	Material	\$25,520.60
63349	J4 Systems	Contract Services- Other	\$8,450.28
63350	Martin Bros Construction Inc	Road Base	\$38,739.43
63351	Maze & Associates	Legal & Audit	\$11,348.00
63352	San Juan Water District	Purchased Water	\$292,363.66
63353	SMUD	Utilities	\$12,595.55
63354	Sophos Solutions	Contract Services- Other	\$8,080.00
63355	US Bank I.M.P.A.C. Government Services	Continued Education	\$12,980.03
63356	WaterWise Consulting, Inc	Contract Services- Water Conservation	\$175.00
63357	Warren Consulting Engineers Inc	Contract Services- Engineering	\$9,000.00



63358	Sergio Cota	Customer Refund	\$124.12
63359	David A/Pilar E Winters	Customer Refund	\$12.46
63360	Dawn A Titus	Customer Refund	\$118.82
63361	Keller Williams Realty	Customer Refund	\$184.03
63362	Renee J/Christopher L Jorgensen	Customer Refund	\$76.59
63363	Avalon Custodial Care	Janitorial	\$695.00
63364	BSK Associates	Water Analysis	\$856.00
63365	California Society of Municipal Finance Officers	Dues & Subscriptions	\$30.00
63366	City of Citrus Heights	Permit Fees	\$180.00
63367	Robin Cope	Health Insurance	\$412.00
63368	Corix Water Products, Inc	Material	\$2,712.09
63369	Cybox	Equipment Rental- Office	\$149.21
63370	Kelly R Drake	Printing	\$85.90
63371	HD Supply Waterworks LTD	Material	\$180.00
63372	Hesse, Daniel	Small Tools	\$130.00
63373	Integrity Administrators Inc	Health Insurance	\$303.25
63374	J4 Systems	Contract Services- Other	\$6,300.00
63375	Kei Window Cleaning #12	Janitorial	\$94.00
63376	Liebert Cassidy Whitmore	Legal & Audit	\$2,874.20
63377	Mary F Marler	Customer Refund	\$48.22
63378	Moonlight BPO	Contract Services- Bill Print	\$7,611.62
63379	Office Depot	Office Expense	\$1,097.63
63380	Pace Supply Corp	Material	\$262.69
63381	Patrick Kuske Productions	Contract Services- Miscellaneous	\$800.00
63382	Power Services Inc	Wells Maintenance	\$500.00
63383	Protection One Alarm Monitoring	Equipment Rental- Office	\$140.00
63384	Protective Life Insurance Company	Disability & Life Insurance	\$2,121.53
63385	Sonitrol	Equipment Rental- Office	\$168.56
63386	State Water Resources Control Board	Dues & Subscriptions	\$105.00
63387	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,172.53
63388	Warren Consulting Engineers Inc	Contract Services- Engineering	\$4,000.00
63389	Liebert Cassidy Whitmore	Legal & Audit	\$1,940.00
63390	Manirva Roboz	Customer Refund	\$201.87
63391	City of Citrus Heights	Permit Fees	\$4,006.55
63392	Jerrold F/Mary C Bach	Customer Refund	\$118.14
63393	Potter Taylor & Co	Customer Refund	\$121.39
63394	Randy A/Hollie J Watson	Customer Refund	\$37.89
63395	Karyn G Markus	Customer Refund	\$34.57
63396	ABA DABA Rentals & Sales	Supplies-Field	\$114.86
63397	AFLAC	Employee Paid Insurance	\$238.56

63398	Charlotte Bakker	Water Conservation-Other	\$100.00
63399	Bart/Riebes Auto Parts	Repair-Trucks	\$911.11
63400	Burketts	Office Expense	\$43.60
63401	City of Citrus Heights	Permit Fees	\$125.00
63402	Corelogic Information Solutions Inc	Dues & Subscriptions	\$181.33
63403	County of Sacramento	Permit Fees	\$138.02
63404	Dawson Oil Company	Gas & Oil	\$1,018.53
63405	Tamar Dawson	Continued Education	\$118.75
63406	Future Ford	Repair-Trucks	\$875.58
63407	Grainger	Small Tools	\$13.06
63408	Katelynne Hall	Water Conservation-Other	\$50.00
63409	KBA DOCUSYS	Equipment Rental- Office	\$20.06
63410	KBA Docusys Inc	Equipment Rental- Office	\$342.63
63411	Kingswood Elementary c/o Robin Emmond	Water Conservation-Other	\$100.00
63412	L and D Landfill	Contract Services- Miscellaneous	\$62.40
63413	Luhdorff & Scalmanini	Contract Services- Wells	\$2,976.00
63414	Dana Mellado	Continued Education	\$54.72
63415	Oakview School c/o Kristie Hanson	Water Conservation-Other	\$100.00
63416	Occu-Med	Office Miscellaneous	\$278.00
63417	Petty Cash	Petty Cash	\$95.78
63418	Brookelyn Smith	Water Conservation-Other	\$50.00
63419	SureWest Directories	Telephone-Local/Long Distance	\$49.00
63420	Woodside School c/o Susanne Slayton	Water Conservation-Other	\$100.00
63421	W. Morgan Johnson Trust	Customer Refund	\$68.00
63422	Timothy A/Robin Chaffin	Customer Refund	\$27.36
63423	Claudia M Cory	Customer Refund	\$129.13
63424	Jennifer A Horst	Customer Refund	\$79.67
63425	Hugh/Deborah Charles	Customer Refund	\$21.34
63426	Bryan J Whitten	Customer Refund	\$173.35
63427	Allan W/Mary T Ruggles	Customer Refund	\$72.19
63428	Hydro Flow Products, Inc	Small Tools	\$1,474.04
63429	Jimmy W/Amanda G Shafer	Customer Refund	\$28.26
63430	Melville Family Trust	Customer Refund	\$28.33
63431	Maren Vidal	Customer Refund	\$76.13
63432	Marcus E/ Jennifer Gumm	Customer Refund	\$24.33
63433	Donald/Kimberley Henderson	Customer Refund	\$180.12
63434	Joan B Thompson	Customer Refund	\$16.66
63435	Frank W/Stacey Varbel	Customer Refund	\$63.76
63436	Paul W Apfel	Customer Refund	\$15.65
63437	Bruce Cooper	Customer Refund	\$143.48
63438	Alexander's Contract Services	Contract Services- Meter Read	\$3,887.57



63530	US Bank I.M.P.A.C. Government Services	June Agenda Item CC-9	\$16,594.35
63531	West Yost Associates	Contract Services- Engineering	\$17,238.25
63529	SWRCB	Dues & Subscriptions	\$46,457.05
63562	ACWA JPIA	Workers Comp Insurance	\$16,059.35
			\$145,596.17

Employee Recognitions—Twenty-five employees received recognition were recognized for attendance during April 2017, and outstanding customer service and quality of work during the month of May 2017. Directors were provided with a list of the employees and items for which each received recognition.

Long Rage Board Agenda was provided showing Directors upcoming items for future scheduled Board Meetings.

Project Management and Engineering Departmental Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of June 2017 by the Project Management and Engineering Department.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
<b>PROJECT 2030 Water Main Replacement Project</b>	Engineering	Missy Pieri		Yes, 8/8/17 (Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Released RFP 4/7/17 - Mandatory Pre-proposal Meeting - 4/26/17 Proposals due May 26th. Award of contract anticipated for August 16th Board Meeting.
<b>CAPITAL IMPROVEMENT PROJECT Corporation Yard Improvements - Phase 1</b>	Engineering	Paul Dietrich		Yes, 5/16/17	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency	<b>Released Notice Inviting Bids 6/1/17. Pre-bid Meeting 6/14/17. Bid Opening 6/28/17.</b>

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
						Upgrades.	
<b>CAPITAL IMPROVEMENT PROJECT Space Needs Operations Building Remodel Design</b>	Engineering	Paul Dietrich	On-going	July or August	Yes	2017 Masterplan for office space requirements through 2040.	Reviewing Needs Assessment draft. Preparing scalable options with cost estimates and lists of pros and cons for each option.
<b>CAPITAL IMPROVEMENT PROJECT Highland Ave &amp; Rosa Vista Ln 8" Water Mains</b>	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, 5/16/17	No	2017 design and construction. Potholing complete.	<b>Consultant finalizing easements for Rosa Vista Ave. Preparing 90% plans. NOE posted on 5/31/17.</b>
<b>CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains</b>	Engineering	Tamar Dawson	On-going	Yes, TBD	No	2017 design, 2018 construction. Received 60% plans.	<b>60% plans reviewed &amp; mark-ups completed. Determining schedule for pot-hole work.</b>
<b>PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums</b>	Engineering	John Spinella	On-going	Yes, TBD	No	85% Complete	Private developer will complete work on the 47+ water services once the site work is done.
<b>PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd</b>	Engineering	John Spinella	On-going	Yes, TBD	No	Pre-Con Meeting 12/1/16	Private developer completed building work then water improvements along Sunrise will be performed.
<b>PRIVATE</b>	Engineering	John	On-	Yes,	No	Plans Signed	Preconstruction

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
<b>DEVELOPMENT Louis-Orlando Bus Transfer Point - Louis Ln at Orlando Ave</b>		Spinella	going	TBD		2/4/16	Meeting scheduled for 4/26/17. <b>Water construction began 5/24/17. District crews replaced section of main.</b>
<b>PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 Lot Subdivision</b>	Engineering	Missy Pieri	On-going	Yes, TBD	No	Signed 5/23/16 - Pre-con Meeting 3/27/17	Waiting for submittals and fee payment. <b>Rough grading in progress.</b>
<b>PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln</b>	Engineering	John Spinella	On-going	Yes, TBD	No	Plans Signed 6/8/16	<b>Ribbon cutting was held on 5/23/17. GM Straus, District Engineer Pieri, and Assistant Engineer Dawson attended. Building pad grading complete.</b>
<b>PRIVATE DEVELOPMENT 3 Lot Residential Subdivision - 5648-5696 San Juan Ave</b>	Engineering	Missy Pieri	On-going	Yes, TBD	No	Plans Signed 11/14/16	
<b>PRIVATE DEVELOPMENT 7940 Patton Ave</b>	Engineering	Missy Pieri	On-going	Yes, TBD	No	Plans Signed 1/11/17	



Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
- Replace Existing Home							
<b>PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive</b>	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, TBD	No	200-300 unit development by Watt Communities	Working on a land swap agreement with the Mitchell Farms Well. Preparing Memorandum of Understanding for Board Consideration. <b>2nd plan submittal received and reviewed on 5/31/17.</b>
<b>CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)</b>	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, TBD	No	Frontage Improvements along West Side of Sunrise from Sayonara to north and Storm Drain Improvements	Reviewing Plans from engineer. Need to mark-up plans. Waiting on pothole data from the City.
<b>Annexation</b>	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, TBD	No	Livoti Tract, Sacramento County, and Verne Tract Territory to SJWD	<b>Strategic Planning Objective for 2018.</b>
<b>Annexation</b>	Engineering	Missy Pieri	On-going	Yes, TBD	No	7311 Hickory Avenue - Property owner annexing parcel into District to allow for water	Annexation was approved at the LAFCo hearing on 4/5/17. CHWD will need to prepare a resolution for the June Board



Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
						to be provided by CHWD	Meeting.

Operations Departmental Report.

Operations Manager Gordon reported as follows:

A total of 181 work orders were performed during the month of June 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.

2017 Water Supply – Purchased and Produced.

The District’s total water use during the month of May 2017 (1,138.73 acre-feet) was 29.0% below that of May 2013 (1,603.43 acre-feet).

Surface Water Supply Reliability

As of midnight on June 4, 2017, storage in Folsom Lake (Lake) was at 947,208 acre-feet, 97 percent of the total capacity of 977,000 acre-feet. This is about 116 percent of historical average for this date. This represents an increase in storage of 223,552 acre-feet in the past month.

The District’s total water use during the month of May 2017 (1,138.73 acre-feet) was 29.0 percent below that of May 2013 (1,603.43 acre-feet).

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

Water Efficiency Program Update

Water Efficiency Supervisor Meurer provided the Water Efficiency program updates below.

**ACTIVITIES AND PROGRESS REPORT**

Water Efficiency Program activities during the month of May 2017 include:

- 0 ultra-low-flush toilet (ULFT) rebates were processed for the month of May. A total of 38 ULFT rebates have been processed for a total of \$2,850.00 year to date.
- For the period of January-May, 11 High Efficiency Clothes Washer (HECW) rebates were

processed. Year-to-date, 11 HECW rebates were processed by SMUD for District customers.

- 46 water waste calls were received during the month of May. 0 reports of water waste were received through the CHWD’s Drought Resources web page. An additional 8 service requests were generated in-house by staff. A total of 28 contacts (mostly visits to customers’ homes and phone calls) have been completed based on these reports.
- On May 4<sup>th</sup>, JPIA trained District staff in the proper procedures while working in a confined space.
- On May 25<sup>th</sup> the District held a Respirator Protection Program class for staff. The class included training on equipment, a medical evaluation and respirator fit testing. 11 staff members were approved for the respirator program. The training was sponsored by JPIA.
- Two Ecolandscapes are scheduled for the month of June. The first class, titled “Getting The Best Yard With The Least Water”, will be held on Saturday, June 10<sup>th</sup> from 9am-12pm. The second class, titled “Designing Eco-Friendly Landscapes and Water Wise Irrigation Systems”, will be held on Saturday, June 24<sup>th</sup> from 9am-12pm. Both classes will be held at the Citrus Heights Community Center located at 6300 Fountain Square Drive C.H. CA 95621.
- The following table summarizes the R-GPCD values for CHWD to date:

Month	R-GPCD 2016	R-GPCD 2017	% CHANGE
January	80	75	-.06%
February	77	72	-.06%
March	77	80	.04%
April	107	87	-.19%
May	155	166	.07%
June	213		
July	237		
August	242		
September	189		
October	123		
November	85		
December	76		

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

<b>REDUCTION BY AGENCY (Data compared to 2013)</b>		
Water Agency	Apr. 2017	Jun. 2016 - Apr. 2017



	Reduction	Reduction
San Juan Water District	60.5%	27.1%
Orange Vale Water Company	50.8%	33.2%
Fair Oaks Water District	50.5%	28.9%
City of Woodland	49.9%	25.7%
El Dorado Irrigation District	47.7%	22.5%
Rancho Murieta CSD	47.3%	25.3%
Carmichael Water District	47.0%	27.0%
California American Water	46.7%	29.7%
Sacramento Suburban WD	45.4%	24.6%
City of West Sacramento	45.1%	25.2%
<b>Citrus Heights Water District</b>	<b>44.1%</b>	<b>26.8%</b>
Del Paso Manor Water District	43.7%	25.7%
City of Roseville	43.0%	25.4%
City of Davis	42.3%	24.1%
Rio Linda/Elverta CWD	41.7%	25.2%
City of Lincoln	41.6%	23.4%
Sacramento County Water Agency	41.1%	22.5%
Elk Grove Water District	40.7%	26.4%
City of Sacramento	40.4%	26.8%
Golden State Water Company	35.9%	21.6%
City of Yuba City	35.8%	24.9%
City of Folsom	34.8%	13.2%
Placer County Water Agency	33.7%	19.7%
Average	43.9%	25.0%
Minimum	33.7%	13.2%
Maximum	60.5%	33.2%

Resolution Granting Sewer Easement to Sacramento Area Sewer District

Project Manager Dietrich reported that sewer service for a portion of the CHWD Corporation Yard is provided by SASD through facilities installed adjacent to the southerly border of the site. An easement to SASD from CHWD is a requirement for receiving sewer service from SASD.

The Grant-of-Easement document, including legal description and plat map, have been prepared by Area West Engineers and reviewed by CHWD staff to facilitate granting of the easement.

The recommended action for this item was to adopt Resolution 05-2017 granting an easement to the Sacramento Area Sewer District (SASD) at the Citrus Heights Water District (CHWD) Corporation

Yard.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 05-2017

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
APPROVING GRANTING AN EASEMENT  
TO  
SACRAMENTO AREA SEWER DISTRICT

WHEREAS, CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, is the owner of that certain property identified by Sacramento County Assessor's Parcel Number 243-0180-009, further known as a portion of the Citrus Heights Water District Corporation Yard, 6230 Sylvan Road; and

WHEREAS, CITRUS HEIGHTS WATER DISTRICT receives utility service to said property from the SACRAMENTO AREA SEWER DISTRICT; and

WHEREAS, the SACRAMENTO AREA SEWER DISTRICT has installed facilities over and upon said property for the purpose of providing utility service to CITRUS HEIGHTS WATER DISTRICT and others; and

WHEREAS, the SACRAMENTO AREA SEWER DISTRICT, as a requirement of providing service to said property, is requiring an easement across said property.

NOW THEREFORE BE IT RESOLVED that, for a valuable consideration, CITRUS HEIGHTS WATER DISTRICT does hereby approve the granting of an easement to the SACRAMENTO AREA SEWER DISTRICT over that certain real property situate in the City of Citrus Heights, County of Sacramento, State of California, particularly described as follows:

The South 21.00 feet of Parcel 3 as described in the Grant Deed to Citrus Heights Water District recorded in Book 20080613 of Official Records of Sacramento County, page 1361, State of California.

Said Parcel 3 being described as follows:

BEGINNING at a point from which the Southeast corner of Lot 4A as shown on the Official Plat of Citrus Heights Addition No. 3, filed in Book 12 of Maps, Map No. 2, in the Office of the County Recorder of Sacramento County, bears the following courses and distances: (1) South 00°25' West, 128.41 feet, to a point on the South line of said Lot 4A, said line also being on the centerline of Greenback lane; and (2) East 210.5 feet, along said South line and said centerline; THENCE from said POINT OF BEGINNING West, 20.00 feet; THENCE North 00°25' East, 288.42 feet, to a point on the North line of said Lot 4A; THENCE East, 20.00 feet, along said North line; THENCE South 00°25' West, 288.42 feet, to the POINT OF BEGINNING.



BE IT FURTHER RESOLVED that the President of the Board of Directors is hereby authorized to execute said Grant of Easement on behalf of the District.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 13<sup>th</sup> day of June 2017, by the following vote, to wit:

AYES: Directors: Riehle and Dains  
NOES: Directors:  
ABSTAIN: Directors:  
ABSENT: Directors: Sheehan

SEAL

\_\_\_\_\_  
RAY RIEHLE, Vice President  
Board of Directors  
Citrus Heights Water District

ATTEST:

\_\_\_\_\_  
HILARY M. STRAUS, Secretary  
Citrus Heights Water District

**CERTIFICATION:**

I, HILARY M. STRAUS, hereby certify and acknowledge that Resolution 05-2017 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 13<sup>th</sup> day of June 2017.

\_\_\_\_\_  
HILARY M. STRAUS, Secretary

Resolutions Accepting Lot Mergers at District Corporation Yard

Project Manager Dietrich reported that Citrus Heights Water District is currently preparing to undertake improvements to its Corporation Yard. The Corporation Yard currently consists of six (6) separate legal parcels. As part of the Corporation Yard Improvement project, Citrus Heights Water District wishes to

merge these parcels into a single parcel.

The City of Citrus Heights processed the proposal administratively without City Council approval. However, it had to be done in two separate transactions because City policy only allows four parcels to be merged at once. Accordingly, if CHWD wishes to proceed, staff will record one application to merge four parcels (APN 243-0180-005, -006, -007 and -046) with the County of Sacramento. Once this merger is finalized, staff would file a second application to merge this new parcel with the remaining two (2) parcels (APN 243-180-009 and -011). The District's engineer consultant, Domenichelli & Associates, has prepared the necessary documents and worked with the City Engineer to prepare the necessary maps and process the applications.

To proceed, the Board of Directors must authorize staff to record the two (2) mergers of the six (6) parcels into a single parcel for the Corporation Yard Improvement project. Doing so will finalize the mergers and ensure that the Corporation Yard is a single legal parcel and not a collection of separate parcels.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 07-2017

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
ACCEPTING PARCEL MERGERS AT THE CORPORATON YARD AT 6230 SYLVAN ROAD

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT) is the owner of four (4) certain real properties as follows:

- |             |                  |                  |
|-------------|------------------|------------------|
| 1. Parcel 1 | 6209 Shuman Lane | APN 243-0180-005 |
| 2. Parcel 2 | 6221 Shuman Lane | APN 243-0180-006 |
| 3. Parcel 3 | 6210 Shuman Lane | APN 243-0180-007 |
| 4. Parcel 4 | 6230 Sylvan Road | APN 243-0180-046 |

WHEREAS, the DISTRICT hereby determines that merging said four (4) parcels into a single parcel removes coexisting parcel lines and creates a uniform parcel; thus enabling a best use of the property.

NOW THEREFORE BE IT RESOLVED that, for a valuable consideration, CITRUS HEIGHTS WATER DISTRICT does hereby ACCEPT the merger of said four (4) parcels into a single parcel.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 13<sup>th</sup> day of June 2017, by the following vote, to wit:

AYES: Directors: Riehle and Dains  
NOES: Directors:  
ABSTAIN: Directors:  
ABSENT: Directors: Sheehan

SEAL

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RAY RIEHLE, Vice President  
Board of Directors  
Citrus Heights Water District

ATTEST:

\_\_\_\_\_  
HILARY M. STRAUS, Secretary  
Citrus Heights Water District

**CERTIFICATION:**

I, HILARY M. STRAUS, hereby certify and acknowledge that Resolution 07-2017 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 13<sup>th</sup> day of June 2017.

\_\_\_\_\_  
HILARY M. STRAUS, Secretary  
Citrus Heights Water District

**CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 08-2017**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
ACCEPTING PARCEL MERGERS AT CORPORATON YARD AT 6230 SYLVAN ROAD**

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT) is the owner of three (3) certain real properties as follows:

1. Parcel 1    6230 Sylvan Road                      APN 243-0180-005,006, 007, 046 (Previously Merged)
2. Parcel 2    Shuman Lane (Private Road)    APN 243-0180-009
3. Parcel 3    6206 Shuman Lane                      APN 243-0180-011

WHEREAS, the DISTRICT herby determines that merging said three (3) parcels into a single parcel removes coexisting parcel lines and creates a uniform parcel; thus enabling a best use of the property.

NOW THEREFORE BE IT RESOLVED that, for a valuable consideration, CITRUS HEIGHTS WATER DISTRICT does hereby ACCEPT the merger of said three (3) parcels into a single parcel.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 13<sup>th</sup> day of June 2017, by the following vote, to wit:

AYES: Directors: Riehle and Dains  
NOES: Directors:  
ABSTAIN: Directors:  
ABSENT: Directors: Sheehan

SEAL

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RAY RIEHLE, Vice President  
Board of Directors  
Citrus Heights Water District

ATTEST:

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HILARY M. STRAUS, Secretary  
Citrus Heights Water District

**CERTIFICATION:**

I, HILARY M. STRAUS, hereby certify and acknowledge that Resolution 08-2017 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 13<sup>th</sup> day of June 2017.

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HILARY M. STRAUS, Secretary  
Citrus Heights Water District

Discussion and Possible Action to Approve On-Call Trucking Services Agreements with Rayce Wilson Trucking and Blue Jay Trucking, LLC

Operations Manager Gordon reported that 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, excavations in streets, driveways, parking lots, landscaped and unimproved areas for repair to and/or replacement work of the District's underground infrastructure. After the District repairs and/or replaces the underground infrastructure, the District backfills the excavation using soil materials that are compliant with the standard of the District and the applicable municipal jurisdiction for excavation repair. The backfill soil materials (e.g., sand, crushed rock and aggregate base) are imported to the District's Corporation Yard by a contracted trucking company for as-needed use in the field. The field excavation spoils (e.g., asphalt, concrete, and excavated native soil) are hauled to the District's



Corporation Yard by the District's crews for stockpiling. When the stockpiles of the excavated spoils reach a specific quantity, a contracted trucking company is utilized to remove the stockpiles for proper disposal.

The District's dump trucks are properly sized for the daily operations of small excavations sites such as fire hydrant installations and water service replacements. For larger ongoing excavations, it is more efficient to use larger dump trucks which consist of a truck and trailer(s). Use of the District's dump trucks requires a class "C" driver's license, which is the required license for anyone driving a 2-axle vehicle in California. In order to drive a larger dump truck and trailer, the driver must possess a class "A" license, which is not a requirement for any current full-time position at the District. Therefore, contracting out trucking services for use of large dump trucks to import and export materials to and from the District is essential.

The District issued a Request for Proposals for on-call trucking services on May 26, 2017. In response, six (6) sealed bids were received on June 6, 2017, at which time the proposals were opened and read publicly. The two apparent low bidders are Rayce Wilson Trucking of Fair Oaks, CA and Blue Jay Trucking, LLC of Sacramento, CA. Bids items and bid results are as follows:

Bid Item #	Bid Item Description	Est. # of Hours
1	Haul in materials w/transfer (5 axles)	300
2	Haul in materials w/ten (10) wheel	300
3	Haul out spoils w/transfer (5 axles)	275
4	Haul out spoils w/ten (10) wheel	275
5	End Dump	150

Name / Company	Item 1 (\$/HR)	Item 2 (\$/HR)	Item 3 (\$/HR)	Item 4 (\$/HR)	Item 5 (\$/HR)
Rayce Wilson Trucking	\$ 85.00	\$ 80.00	\$ 85.00	\$ 80.00	\$ 85.00
Blue Jay Trucking, LLC.	\$ 87.00	\$ 80.00	\$ 87.00	\$ 80.00	\$ 87.00
West Coast Water & Trucking, Inc.	\$ 94.00	\$ 89.00	\$ 94.00	\$ 89.00	\$ 94.00
Foothill Machine, Inc.	\$ 100.00	\$ 90.00	\$ 100.00	\$ 90.00	\$ 105.00
Bob's Trucking, Inc.	\$ 100.00	\$ 90.00	\$ 100.00	\$ 90.00	\$ 105.00
GR Trucking, Inc.	\$ 100.00	\$ 95.00	\$ 100.00	\$ 95.00	\$ 100.00

The District's previous cost for trucking services was \$95.00 per hour for a 5 or 10 axle truck and trailer(s). The current trucking service does not provide the use of an end dump for the disposal of spoils.

The timeline to perform trucking services for material import and export requires a quick response time. Based on this need, the District will issue the contracted company with a Notice to Proceed when trucking services are required. The contract then allows the contractor two days to respond to the Notice to Proceed. If the contractor does not respond or is unable to provide services, the District can then issue a Notice to Proceed to a back-up hauler. This expedited on-call service is to ensure that the District's Corporation Yard does not overflow with excavation spoils or lack materials for backfilling during a larger scale emergency or project. The District would like to enter into contract agreements with the two (2) lowest bidders in order to ensure redundancy and a quick response for a time sensitive issue. The District will provide the low bidder with a Notice to Proceed first, followed by the second.

The District is seeking to reduce the amount of continuous bidding for annual operations projects; therefore, the bidding on the project has an optional three (3) percent increase for Rayce Wilson Trucking and a zero (0) percent increase for Blue Jay Trucking, LLC on the bid items for the 24-months following the end of the initial contract term date of December 31, 2018.

The recommended action was to accept the proposal by Rayce Wilson Trucking and Blue Jay Trucking, LLC for on-call trucking services throughout the District service area. Authorize the General Manager to execute the accompanying agreements with Rayce Wilson Trucking and Blue Jay Trucking, LLC for hauling materials into and out of the District's Corporation Yard and project jobsites as necessary. Authorize the General Manager to utilize the contractors as necessary during the term of the agreements.

#### 7311 Hickory Avenue Annexation

District Engineer Pieri reported that 7311 Hickory Avenue (Assessor's Parcel Number 257-0200-018-0000), located in Orangevale, was recently purchased and a new single family dwelling is being constructed on the 2.5 acres. The property is within the Sphere of Influence of the District, but has never been formally annexed to the District. Annexation Fees in the amount of \$3,715 have been paid to the District by the property developer. The annexation documents have been properly executed and approved by Sacramento LAFCo.

The recommended action was to adopt Resolution 06-2017 approving the annexation of 7311 Hickory Avenue in Orangevale to the Citrus Heights Water District.



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

The motion carried 2-0 with all Directors present voting yes.

**PRESENTATIONS:**

Presentation of Other Post Employment Benefits (OPEB) Study

An actuarial analysis of Other Post-Employment Benefits (OPEB) was performed for Citrus Heights Water District by Bartel Associates, LLC, a consulting actuary. OPEB principally involves retiree health care, but may also include life insurance, disability, legal and other services. The District participates in retiree health care benefits at this time. This analysis complies with Governmental Accounting Standards Board Statement 45 (GASB 45) related to liability for other post-employment benefits. John Bartel, Bartel Associates, LLC discussed the details of the results of the analysis and available for questions.

Following the presentation, the Board indicated that it would like to consider two pre-funding options, a twenty year pre-fund and a thirty year pre-fund option at the time the Board considers the 2018 budget.

Resolution Commending Robyn J. Evans for Service to the Citrus Heights Water District (A)

Administrative Services Manager Sohal reported that Senior Management Services Specialist Robyn J. Evans will be retiring from the District on June 30, 2017 after providing over 8 years of service to the District.

A Resolution acknowledging and commending Robyn's service is presented for the Board consideration.

The recommended action was to Adopt Resolution No. 09-2017 Commending Robyn J. Evans for her service to the District.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 09-2017  
RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
COMMENDING ROBYN J. EVANS FOR OUTSTANDING SERVICE

WHEREAS, Robyn J. Evans began her career with Citrus Heights Water District as the Purchasing/Inventory Specialist on October 13, 2008; and

WHEREAS, Robyn J. Evans was further appointed to serve as the District's Senior Management Services Specialist on November 14, 2016; and

WHEREAS, Robyn J. Evans has been an outstanding leader of the District providing exceptional service and value to customers and employees through many noteworthy accomplishments such as significant enhancements to the District's purchasing and store room process, implementing technologies to meet customer and staff needs, and planning the efficient delivery of services while preparing for the future; and

WHEREAS, Robyn J. Evans's personal work ethic and dedication to fulfilling the mission of the District has earned her the respect of Directors, General Manager, co-workers, and customers, service providers and consultants that she has interacted with throughout her career with the District; and

WHEREAS, Robyn J. Evans is retiring from Citrus Heights Water District on June 30, 2017 with more than eight years of dedicated service.

THEREFORE BE IT RESOLVED that the Board of Directors of the Citrus Heights Water District does hereby commend Robyn J. Evans for her dedication and outstanding service to the Citrus Heights Water District, and extends best wishes for many years filled with happiness and good health during her retirement.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 13<sup>th</sup> day of June, 2017 by the following vote, to-wit:

AYES:	Directors:	Dains, Riehle
NOES:	Directors:	None
ABSTAIN:	Directors:	None
ABSENT:	Directors:	Sheehan

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RAY RIEHLE, Vice President  
Board of Directors  
Citrus Heights Water District

ATTEST:

SEAL

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Hilary M. Straus, General Manager/Secretary

ACTION: Director Dains moved and Director Riehle seconded a motion approving Resolution 09-2017.

The motion carried 2-0 with all Directors present voting yes.

**BUSINESS:**

Audited Financial Report for Year Ended December 31, 2016 (A)



Senior Accountant Preciado reported that accompanying the staff report are the Audited Financial Statements of the District for the year ending December 31, 2016. The Audit was conducted by Maze and Associates, an Accountancy Corporation of Pleasant Hill, California. This is the second year of a five-year engagement for financial auditing services with Maze & Associates.

The Financial Statements include the following sections:

- Independent Auditor's Report
- Management Discussion and Analysis
- Basic Financial Statements

The Financial Statements summarize the financial activity in the previous year, as well as the net position of the District at December 31, 2016 and provides a narrative explanation in the Management Discussion and Analysis of significant policies, events, and activities from the past year. As valuable historical information, these documents are used to identify and track revenue and expenditure trends, evaluate past actions and decisions, and to develop budgets and make future plans and decisions.

The audit shows that the District's financial statements present fairly the financial position of the District and that its accounting practices continue to conform with generally accepted accounting principles. The Management's Discussion and Analysis section contained in Pages 3 through 12 of the Audited Financial Statements, prepared by District management, provides a narrative of financial highlights, an overview of the financial statements, and a discussion of economic factors and future budget considerations.

As mentioned in the Management and Discussion Analysis, following are the financial highlights of 2016:

- The District's assets exceeded its liabilities at the end of 2016 by \$59,651,741 as compared to \$55,862,679 in 2015;
- District's Assets in 2016 totaled \$69,686,423 and \$66,958,041 in 2015, or an increase of \$2,728,382; due mainly to increased capital improvement;
- Liabilities in 2016 amounted to \$9,574,888 and \$10,265,741 in 2015, a decrease of \$690,853;
- Unrestricted net position in 2016 was \$6,782,716 and \$4,434,324 in 2015;
- Net Income in 2016 was \$3,789,062 and \$3,690,618 in 2015.

**ACTION:** Director Dains moved and Director Riehle seconded a motion to approve the Audited Financial Statements and for the Year Ended December 31, 2016, and authorize staff to submit the completed Audit Report to the State Controller's Office.

The motion carried 2-0 with all Directors present voting yes.

Discussion and Possible Action to Approve On-Call Pavement Restoration with Central Valley Engineering & Asphalt (A)

Operations Manager Gordon reported that 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,

through that process. The Brown Administration is currently in discussion with three water agencies and the with the water conservation community. Budget trailer bills also include mandatory state requirements for water efficiency, taking away local control. The trailer bills are the wild card. CHWD's lobbying update report will be distributed on the third Wednesday of the month.

Other Reports:

**MANAGEMENT SERVICES REPORTS**

**Meter Replacement Study Update**

Water Efficiency Supervisor Meurer provided an overview of the Request for Proposals developed to date of the Meter Replacement Study. CHWD is taking the lead to reach out to potential partner water agencies to participate in the meter replacement study, and staff will report back to the Board regularly on outreach efforts and efforts to develop and coordinate a multi-agency study.

**CORRESPONDENCE:**

None.

The Board adjourned to a recess at 8:28 PM.

The Board reconvened at 8:35 PM and adjourned into Closed Session.

**CLOSED SESSION:**

Reportable Action: The Board provided an authorization to staff concerning the rental of land at Property: APN 224-0162-006

The Board reconvened into open session at 9:10 PM.

**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:**

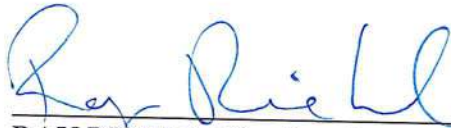
There being no other business to come before the Board, the meeting was adjourned at 9:10 PM.



APPROVED:



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HILARY M. STRAUS  
Secretary  
Citrus Heights Water District



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RAY RIEHLE, Vice President  
Board of Directors  
Citrus Heights Water District