

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
JULY 11, 2017

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

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

Absent:

None.

Staff:

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

VISITORS:

Shellie Anderson, Bryce Consulting

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Minutes of the Regular Meeting – June 13, 2017.
Revenue Analysis Report for June 2017.
Assessor/Collector's Roll Adjustment for June 2017.
Treasurer's Report for June 2017.
Treasurer's Report of Fund Balances for June 2017.
Operations Budget Analysis for June 2017.
Capital Projects Summary June 2017.

Warrants for June 2017.

CAL-Card Distributions for June 2017.

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

Employee Recognitions.

Long Range Board Agenda (I)

Board Agenda Items Planned for Upcoming Meetings.

Engineering and Capital Projects Departmental Report (I)

Significant assignments and activities for the Engineering and Capital Projects Department are summarized.

Operations Departmental Report (I)

Monthly report on construction and maintenance activities.

2017 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).

JUNE 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63494	Gail L Thompson	Customer Refund	\$199.92
63495	Emily/William Craig	Customer Refund	\$324.78
63496	Gary D/Gwendolyn F Taft	Customer Refund	\$83.45
63497	Peter Lowell Prince Trust	Customer Refund	\$45.35
63498	Ronald W McManus Revocable Trust	Customer Refund	\$66.62
63499	Elizabeth J Gray	Customer Refund	\$323.00
63500	Daniel D/Nicole E Gray	Customer Refund	\$10.95
63501	Newpoint Realty	Customer Refund	\$127.77
63502	Myrna McAlpin	Customer Refund	\$18.39
63503	Andrea Bouwer	Customer Refund	\$611.58
63504	ABA DABA Rentals & Sales	Supplies-Field	\$114.86
63505	Alexander's Contract Services	Contract Services-Meter Read	\$5,070.92
63506	AnswerNet	Telephone- Answering Service	\$236.62
63507	Bart/Riebes Auto Parts	Repair-Trucks	\$273.69
63508	BSK Associates	Water Analysis	\$972.00
63509	Burketts	Office Expense	\$92.50
63510	Chris Castruita	Continued Education	\$99.57
63511	Robin Cope	Health Insurance	\$412.00
63512	County of Sacramento - Clerk	Publication Notices	\$40.00
63513	Cybex	Equipment Rental-Office	\$149.21
63514	Global Machinery West	Fixed Assets	\$222.10

63515	Integrity Administrators Inc	Health Insurance	\$303.25
63516	J4 Systems	Contract Services-Other	\$1,516.25
63517	Moonlight BPO	Contract Services-Bill Print	\$4,770.78
63518	Public Agency Risk Management Assoc	Dues & Subscriptions	\$150.00
63519	Les Schwab Tires	Repair-Trucks	\$884.52
63520	Sierra Office and Printing	Contract Services- Water Conservation	\$2,429.00
63521	Sonitrol	Equipment Rental-Office	\$168.56
63522	A. Teichert & Son, Inc.	Road Base	\$1,375.81
63523	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,103.57
63524	Deborah J Thornton	Customer Refund	\$211.80
63525	Airgas USA, LLC	Supplies-Field	\$10,349.86
63526	Best Best & Krieger	Legal & Audit	\$12,735.04
63527	Ferguson Enterprises Inc #1423	Material	\$13,157.65
63528	SMUD	Utilities	\$13,004.62
63529	SWRCB	Dues & Subscriptions	\$46,457.05
63530	US Bank I.M.P.A.C. Government Services	Continued Education	\$16,594.35
63531	West Yost Associates	Contract Services-Engineering	\$17,238.25
63533	Dorinda C Raimond	Customer Refund	\$77.06
63534	Carol L Orlando	Customer Refund	\$173.57
63535	Federico Lopez	Customer Refund	\$15.02
63536	Karemullah Popal	Customer Refund	\$41.78
63537	ABA DABA Rentals & Sales	Supplies-Field	\$125.14
63538	AFLAC	Employee Paid Insurance	\$238.56
63539	All American Publishing	Contract Services-Conservation	\$374.00
63540	AREA Restroom Solutions	Equipment Rental-Field	\$114.30
63541	Associated Sound	Contract Services-Other	\$693.00
63542	Avalon Custodial Care	Janitorial	\$695.00
63543	Caltronics Business System	Small Office Equip	\$790.89
63544	David W or Kathy H Casten	Toilet Rebate Program	\$150.00
63545	Employee Relations Inc	Contract Services-Other	\$51.85
63546	Indoor Environmental Services	Maintenance Agreement-Equipment	\$525.00
63547	Integrity Administrators Inc	Health Insurance	\$5,000.00
63548	J4 Systems	Contract Services-Other	\$3,052.04
63549	KBA Docusys Inc	Equipment Rental-Office	\$342.63
63550	Kei Window Cleaning #12	Janitorial	\$94.00
63551	L and D Landfill	Contract Services- Miscellaneous	\$2,409.26
63552	Lance Luzny	Toilet Rebate Program	\$150.00
63553	Moonlight BPO	Contract Services-Bill Print	\$1,203.96
63554	Lora A Moore	Toilet Rebate Program	\$150.00

63555	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
63556	ROI Commercial Roofing And Solar Systems	Field Miscellaneous	\$3,100.00
63557	Sacramento Bee	Publication Notices	\$422.83
63558	CH&D Architects Inc	Contract Services-Engineering	\$5,250.00
63559	RH Davis & Co. LTD	Contract Services-Engineering	\$1,200.00
63560	Warren Consulting Engineers Inc	Contract Services-Engineering	\$6,562.50
63561	West Yost Associates	Contract Services-Engineering	\$2,409.91
63562	ACWA/JPIA	Workers Comp Insurance	\$16,059.35
63563	Stan Frank	Customer Refund	\$300.00
63564	Michael W/Lorri Sharp	Customer Refund	\$73.52
63565	Marmas Family Investments LLC	Customer Refund	\$42.93
63566	Harry J Rimelen Revocable 2009 Trust	Customer Refund	\$14.01
63567	Brookshire Family Living Trust	Customer Refund	\$101.03
63568	Marvin M/Marjorie L Ransom	Customer Refund	\$38.89
63569	William/Amanda C Robins	Customer Refund	\$69.46
63570	Lora A Moore Trust	Customer Refund	\$41.21
63571	Newpoint Realty	Customer Refund	\$72.30
63572	Elena Streltsova	Customer Refund	\$65.21
63573	Colleen Spillane	Customer Refund	\$173.74
63574	Charles B Shumate	Customer Refund	\$11.00
63575	Louis Manley	Customer Refund	\$16.42
63576	Vulgara Tile Hardwood & Carpet	Customer Refund	\$47.96
63577	Dawud Alekozai	Customer Refund	\$56.42
63578	AIA Services, LLC/NDS	Contract Services- Water Conservation	\$3,535.40
63579	Alexander's Contract Services	Contract Services-Meter Read	\$3,437.00
63580	Bart/Riebes Auto Parts	Repair-Trucks	\$109.64
63581	Best Best & Krieger	Legal & Audit	\$236.00
63582	California Landscape Associates Inc	Janitorial	\$200.00
63583	California Surveying & Drafting Supply	Small Tools	\$10.00
63584	CirclePoint	Contract Services-Water Conservation	\$6,633.34
63585	Corix Water Products, Inc	Material	\$468.72
63586	County of Sacramento	Permit Fees	\$200.09
63587	Dawson Oil Company	Gas & Oil	\$2,266.84
63588	Indoor Environmental Services	Maintenance Agreement-Equipment	\$322.00
63589	J4 Systems	Contract Services-Other	\$1,586.25
63590	Luhdorff & Scalmanini	Contract Services-Wells	\$4,461.50
63591	Moonlight BPO	Contract Services-Bill Print	\$3,419.69
63592	RW Trucking	Contract Services- Miscellaneous	\$7,495.00
63593	Water Education Foundation	Dues & Subscriptions	\$1,521.00

63594	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$350.00
63595	Walker Trust	Customer Refund	\$66.59
63596	Bailey Trust	Customer Refund	\$72.74
63597	Charlotte M Kurtz	Customer Refund	\$99.19
63598	Richard H/Marta A Martinson	Customer Refund	\$197.58
63599	Albion 2005 Family Trust	Customer Refund	\$175.48
63600	Avenir Slivinskiy	Customer Refund	\$34.65
63601	Stephen S/Susan G Runkle	Customer Refund	\$18.68
63602	Hugh/Deborah Charles	Customer Refund	\$284.59
63603	Joseph/Virginia Pagliaro	Customer Refund	\$70.94
63604	James M/Rachel Corry	Customer Refund	\$9.49
63605	James G Ball	Customer Refund	\$9.37
63606	Robert J Churchill	Customer Refund	\$13.32
63607	Denis Yarosh	Customer Refund	\$14.15
63608	Derik/Michelle Harris	Customer Refund	\$177.36
63609	Southwest Grading Inc	Customer Refund	\$324.18
63610	Cody Leppener	Customer Refund	\$444.87
63611	Robert/ Kristianne Simpson	Customer Refund	\$26.46
63612	Nova II LLC	Customer Refund	\$149.65
63613	Melinda C/ Raymond J Wetzel	Customer Refund	\$90.44
63614	Dhirendra Prasad	Customer Refund	\$108.01
63615	ABA DABA Rentals & Sales	Supplies-Field	\$114.86
63616	Afman Supply	Small Tools	\$842.91
63617	Alexander's Contract Services	Contract Services-Meter Read	\$2,739.01
63618	Bartel Associates LLC	Contract Services-Financial	\$2,000.00
63619	BSK Associates	Water Analysis	\$1,036.00
63620	CirclePoint	Contract Services-Water Conservation	\$5,663.26
63621	Consolidated	Telephone-Local/Long Distance	\$1,724.78
63622	Corelogic Information Solutions Inc	Dues & Subscriptions	\$197.33
63623	Corix Water Products, Inc	Material	\$5,474.26
63624	2014-1 IH Borrower	Customer Refund	\$11.49
63625	J4 Systems	Contract Services-Other	\$3,027.50
63626	Kaiser Foundation Health Plan, Inc	Health Insurance	\$21,077.25
63627	KBA DOCUSYS	Equipment Rental-Office	\$20.06
63628	Rex Meurer	Contract Services- Water Conservation	\$48.70
63629	Mitch's Certified Classes	Continued Education	\$250.00
63630	Moonlight BPO	Contract Services-Bill Print	\$1,961.96
63631	One Print Source & Graphics	Printing	\$46.33
63632	Pace Supply Corp	Material	\$2,480.78

63633	Red Wing Shoe Store	Small Tools	\$275.00
63634	Javed T or Amna J Siddiqui	Customer Refund	\$75.00
63635	Sophos Solutions	Contract Services-Other	\$3,440.00
63636	Traffic Management Inc.	Field Miscellaneous	\$547.80
63637	Verizon Wireless	Telephone-Wireless	\$1,408.39
63638	Zee Medical Company	Supplies-Field	\$110.51
63639	County of Sacramento Dept of Community Dev	Contract Services-Engineering	\$810.40
63640	SureWest Directories	Telephone-Local/Long Distance	\$49.00
63641	Alan P Schedler	Customer Refund	\$42.52
63642	Michael E/Elizabeth B Sabel	Customer Refund	\$55.85
63643	Tony R/Marie L Spangler	Customer Refund	\$82.88
63644	Joseph S/Dava J Chacon	Customer Refund	\$12.59
63645	Laura L Fournier	Customer Refund	\$10.79
63646	Laurel M Smith Family Trust	Customer Refund	\$9.65
63647	Bree M Kaspari	Customer Refund	\$73.07
63648	Phetsamorn/Thip Khotpanya	Customer Refund	\$95.01
63649	Epperly Huggins Living Trust	Customer Refund	\$82.10
63650	Leonardo/Courtney E Del Rio	Customer Refund	\$180.88
63651	Rebecca M Situmorang	Customer Refund	\$280.99
63652	Deborah Roten	Customer Refund	\$386.28
63653	Amna LLC	Customer Refund	\$212.95
63654	Austin T/Heather M Phillips	Customer Refund	\$18.14
63655	Victor A Negrete	Customer Refund	\$203.68
63656	Jason M Riches	Customer Refund	\$111.89
63657	Conservice	Customer Refund	\$225.00
63658	ABA DABA Rentals & Sales	Supplies-Field	\$145.09
63659	Absolute Secured Shredding Inc	Equipment Rental-Office	\$40.00
63660	AnswerNet	Telephone- Answering Service	\$198.69
63661	Gary S Arce	Toilet Rebate Program	\$150.00
63662	AREA Restroom Solutions	Equipment Rental-Field	\$114.30
63663	Bart/Riebes Auto Parts	Repair-Trucks	\$6.45
63664	Bennett Engineering Services, Inc	Contract Services-Engineering	\$129.04
63665	BSK Associates	Water Analysis	\$528.00
63666	Burketts	Office Expense	\$269.06
63667	Corix Water Products, Inc	Material	\$156.24
63668	Sacramento County Utilities	Utilities	\$183.41
63669	Dawson Oil Company	Gas & Oil	\$1,007.12
63670	Ecolandscape California	Contract Services-Conservation	\$2,500.00
63671	Stan Frank	Customer Refund	\$300.00
63672	Ferguson Enterprises Inc #1423	Material	\$4,293.38
63673	Liebert Cassidy Whitmore	Legal & Audit	\$3,377.50

63674	Moonlight BPO	Contract Services-Bill Print	\$3,189.52
63675	One Print Source & Graphics	Printing	\$2,052.69
63676	One Stop Truck Shop	Repair-Trucks	\$3,928.34
63677	Pace Supply Corp	Material	\$197.99
63678	Patrick Kuske Productions	Contract Services- Miscellaneous	\$300.00
63679	Pacific Gas & Electric	Utilities	\$10.15
63680	Sonsray Machinery, LLC	Fixed Assets	\$824.93
63681	State Water Resources Control Board	Dues & Subscriptions	\$115.00
63682	A. Teichert & Son, Inc.	Road Base	\$463.90
63683	Titan Workforce LLC	Contract Services-Temporary Labor	\$315.00
63684	Voyager Fleet Systems Inc	Gas & Oil	\$1,374.53
63685	World Environment & Energy Inc	Contract Services- Miscellaneous	\$325.00
63686	Zane Dezign	Contract Services-Water Conservation	\$576.68
63687	Alexander's Contract Services	Contract Services-Meter Read	\$2,387.11
Total			<u>\$335,297.57</u>

ACH	6/1/17 PAYDAY	PERS	\$15,749.75
ACH	JULY 2017 HEALTH	Health Insurance	\$15,352.83
ACH	MAY 2017	Bank Fee	\$2,125.62
ACH	MAY 2017 FD	Bank Fee	\$328.07
ACH	MAY 2017 PH	Bank Fee	\$235.52
ACH	MAY 2017 S FEE	Contract Services-Other	\$375.60
ACH	MAY 2017 VANCO	Contract Services-Other	\$119.04
ACH	PAYCHEX	Contract Services-Other	\$197.25
ACH	PERS 6/15/17 PAYDAY	PERS	\$15,749.75
ACH	VALIC 6/1/17 PAYDAY	Deferred Compensation	\$2,942.50
ACH	VALIC 6/15/17 PAYDAY	Deferred Compensation	\$3,442.50
ACH	VOYA 6/15/17 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 6/8/17 PAYDAY	Deferred Compensation	\$25.00
ACH	MAY 2017 WEB	Bank Fee	\$4,736.81
Total			<u>\$61,405.24</u>

Grand Total			<u><u>\$396,702.81</u></u>
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July Checks Approved at July Board Meeting

63688	Best Best & Krieger	Legal & Audit	\$11,298.72
63689	Corix Water Products, Inc	Material	\$19,991.24
63690	Domenichelli and Associates, Inc	PC-Engineer	\$43,276.16
63691	SMUD	Utilities	\$11,478.19

63692	US Bank I.M.P.A.C. Government Services	Continued Education	\$9,573.34
			\$95,617.65

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

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

Engineering Department Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of July 2017.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PROJECT 2030 Water Main Replacement Project	Engineering	Missy Pieri		Yes, 8/16/17 (Anticipated 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. Interviews completed week of June 19th. Second interviews of top 3 firms tentatively scheduled for week of July 17th. Award of contract anticipated for August 16th Board Meeting.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Corporation Yard Improvements - Phase 1	Engineering	Paul Dietrich		Yes	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Released Notice Inviting Bids 6/1/17. Pre-bid Meeting 6/14/17. Bid Opening 6/28/17. Lowest responsive bid and other project costs under review. Staff formulating options for Board review. To be presented in July.
CAPITAL IMPROVEMENT PROJECT Space Needs Operations Building Remodel Design	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.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Missy Pieri/ Tamar Dawson	On-going	Yes, 5/16/17	Yes	2017 design and construction. Potholing complete.	Consultant finalizing easements for Rosa Vista Ave. Preparing 90% plans. Notice of Exemption posted on 5/31/17.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Tamar Dawson/ Paul Dietrich	On-going	Yes, TBD	Yes	2017 design, 2018 construction. Received 60% plans.	60% plans reviewed & mark-ups completed. Determining schedule for pot-hole work by Operations.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Tamar Dawson/ Paul Dietrich	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Signed PSA for Drafting and Surveying with Area West Engineers on 5/31/17. Pre-walk with surveyor on 6/14/17, survey to happen next week.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	John Spinella	On-going	Yes, TBD	No	90% Complete.	Private developer's contractor has installed 39 of 48 water meter setters. Fire hydrants extension and concrete pads remain. Valve boxes will be completed during pavement placement.
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	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.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT Louis-Orlando Bus Transfer Point - Louis Ln at Orlando Ave	Engineering	John Spinella	On-going	Yes, TBD	No	Plans Signed 2/4/16	Preconstruction Meeting scheduled for 4/26/17. Water construction began 5/24/17. District crews replaced section of main. Waiting for pavement and valve box installation.
PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 Lot Subdivision	Engineering	Missy Pieri/John Spinella	On-going	Yes, TBD	No	7 Lot Subdivision by developer. Water main contractor is Blackrock.	All fees paid. Rough grading in progress. Storm drain work has begun.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Missy Pieri/John Spinella	On-going	Yes, TBD	No	Medical Office Building by developer. Plans Signed 6/8/16	Waiting on submittals. Building under construction. Utilities to begin in Aug/Sep after building is erected. Possible water work on Greenback & Fountain Square Drive sooner.
PRIVATE DEVELOPMENT 3 Lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Missy Pieri	On-going	No	No	Plans Signed 11/14/16	

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT 7940 Patton Ave - Replace Existing Home	Engineering	Missy Pieri	On-going	No	No	Plans Signed 1/11/17. Single Family Dwelling - Replace 1" water service to new home.	All fees paid. Project given to Operations for them to complete the water service replacement.
PRIVATE DEVELOPMENT 7311 Hickory Ave	Engineering	Missy Pieri	On-going	No	No	Single Family Dwelling - Install 1" water service with backflow to new home.	All fees paid. Project given to Operations for them to complete the water service/backflow installation.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	Missy Pieri/ Tamar Dawson	On-going	Yes, TBD	No	200-300 unit development by Watt Communities	2nd plan submittal received and reviewed on 5/31/17. City of Citrus Heights completing environmental process. Received draft agreement for Exchange of Real Property from BBK on 6/19/17 for review. Anticipate bringing to the Board in the coming months.
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	Tamar Dawson/ Missy Pieri	On-going	No	No	15 lot subdivision located on Antelope Road	Plans received and staff reviewing plans.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	Tamar Dawson/ Borey Swing	On-going	Yes, TBD	No	Highland Ave, Wonder St, Dana Butte Way, Sunhill Dr Storm Drain Project	Preparing utility maps for the various locations.
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	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	Received updated plans on 6/27/17. Anticipate bid and start of construction in Spring 2018. City and CHWD to prepare a cost sharing agreement.
Annexation	Engineering	Missy Pieri/ Tamar Dawson	On-going	Yes, TBD	No	Livoti Tract, Sacramento County, and Verne Tract Territory to SJWD	Strategic Planning Objective for 2018.
Annexation	Engineering	Missy Pieri	On-going	Yes, TBD	No	7311 Hickory Avenue - Property owner annexing parcel into District to allow for water to be provided by CHWD	Annexation was approved at the LAFCo hearing on 4/5/17. Send copies of signed Resolution to LAFCo and property owner. Update Inclusion /Exclusion Map.

Operations Department Report.

Operations Manager Gordon reported as follows:

A total of 151 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 72 samples, have met all California Department of Drinking Water (DDW) requirements.

2017 Water Supply – Purchased and Produced.

The District's total water use during the month of June 2017 (1,412.95 acre-feet) was 23.0% below that of June 2013 (1,816.73 acre-feet).

Surface Water Supply Reliability

As of midnight on July 5, 2017, storage in Folsom Lake (Lake) was at 955,900 acre-feet, 97.8 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 8,692 acre-feet in the past month.

The District's total water use during the month of June 2017 (1,412.95 acre-feet) was 23.0 percent below that of June 2013 (1,816.73 acre-feet).

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

Water Efficiency Program Update

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

ACTIVITIES AND PROGRESS REPORT

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

- 28 ultra-low-flush toilet (ULFT) rebates were processed for the month of June. A total of 66 ULFT rebates have been processed for a total of \$4,950.00 year to date.
- For the period of January-June, 11 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 11 HECW rebates were processed by the Sacramento Municipal Utility District (SMUD) for District customers.
- 52 water waste calls were received during the month of June. 15 reports of water waste were received through CHWD's Drought Resources web page. An additional 12 service requests were generated in-house by staff. A total of 68 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- On June 29, Operations staff received their individual respirators and filters. This completes the initial training required to implement the respirator program.
- Two Ecolandscape classes were held during the month of June. The first class, titled "Getting The Best Yard With The Least Water", was held on Saturday, June 10 from 9am-12pm. The second class, titled "Designing Eco-Friendly Landscapes and Water Wise Irrigation Systems", was held on Saturday, June 24 from 9am-12pm. Both classes were held at the Citrus Heights Community Center located at 6300 Fountain Square Drive, Citrus Heights CA, 95621. The

next Ecolandscape class is scheduled for Saturday, August 12.

- The following table summarizes the Residential Gallons Per Capita Per Day (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 May 2017 as compared to 2013.

REDUCTION BY AGENCY (Data compared to 2013)		
Del Paso Manor Water District	41.9%	27.2%
City of Woodland	36.8%	27.0%
Orange Vale Water Company	30.0%	32.9%
El Dorado Irrigation District	29.7%	23.2%
California American Water	29.3%	29.6%
Citrus Heights Water District	29.0%	27.0%
Elk Grove Water District	28.4%	26.6%
Carmichael Water District	27.6%	27.0%
City of Sacramento	27.4%	26.8%
Fair Oaks Water District	26.7%	28.7%
San Juan Water District	26.6%	27.0%
City of West Sacramento	25.9%	25.3%
Golden State Water Company	25.7%	22.0%
Sacramento Suburban WD	23.3%	24.5%
Rio Linda/Elverta CWD	21.7%	24.9%
City of Roseville	20.9%	24.9%
City of Davis	20.2%	23.7%
Rancho Murieta CSD	19.3%	24.7%
City of Yuba City	18.3%	24.3%
Sacramento County Water Agency	17.2%	22.0%

REDUCTION BY AGENCY (Data compared to 2013)		
City of Lincoln	16.5%	22.7%
Placer County Water Agency	14.8%	19.2%
City of Folsom	12.7%	13.2%
Water Agency	May 2017 Reduction	Jun. 2016- May 2017 Reduction
Average	24.8%	25.0%
Minimum	12.7%	13.2%
Maximum	41.9%	32.9%

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

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

PRESENTATIONS:

None.

The Regular Meeting of the Board of Directors was adjourned at 6:32 p.m.

The Regular Meeting of the Board of Directors reconvened at 6:47 p.m.

BUSINESS:

Approval of 2018 Strategic Plan Update

Management Services Supervisor/Chief Board Clerk Castruita presented the accompanying staff report for the Citrus Heights Water District 2018 Strategic Plan Update. This is the second year that CHWD has engaged in a Strategic Planning process to help shape the development of its annual budget. The goal of Strategic Planning has been to bring the Board of Directors and key District staff together to identify and prioritize the District's key policy, program and project issues, and to identify what items, given limited resources (i.e., funding, time and staffing resources) the District should be working on over and above daily operations in the coming year.

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

The *Education/Issues Briefing Component* consisted of a 2017 Strategic Plan Update and Key Issues Briefing by CHWD staff at the May 16, 2017 regular Board meeting, and a tour of the Sidney Peterson

Water Treatment Plant at San Juan Water District and tour of the Citrus Heights Water District service area for the District's new General Counsel and Assistant General Counsel and new staff on May 31, 2017.

The *Team Building* and *Work Program Development* components took place on June 1, 2017, in a session attended by the Board of Directors and key District staff, facilitated by Laura Mason-Smith.

Accompanying this staff report are the Strategic Planning notes, prepared by facilitator Laura Mason-Smith. District leadership staff has made initial assignments as to who will serve as Project/Issue Lead and who will serve on the Project or Issue/Team to accomplish each objective.

District leadership staff will be reviewing progress on the Strategic Plan several times each month, and update the Board of Directors quarterly or more often as requested.

ACTION: Director Dains moved and Director Riehle seconded a motion to approve the 2018 Strategic Plan Update.

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

Discussion and Possible Action to Approve Task Order Agreement with Bryce Consulting (A)

Management Services Supervisor/Chief Board Clerk Castruita reported that over the past year, Citrus Heights Water District (CHWD) has been working with Bryce Consulting, Inc. (Bryce) on a Project/Not-to-Exceed (NTE) basis to complete a job classification and compensation study. CHWD staff has leveraged their specialized aptitudes and abilities to complete the assigned project in a timely and effective manner.

As CHWD maintains a small staff, utilizing contract resources, such as Bryce Consulting is essential to keeping ongoing operational expenses down, while assuring that the resources are available as required and on an as-needed basis to complete projects efficiently. Bryce Consulting's specialized proficiencies in Human Resources-specific projects, such as job classification and employee development and training, will add to the resources that CHWD may draw upon in order to complete projects and manage peak workload.

Bryce was established in 1995 to provide Human Resources consulting services to governmental clients including counties, cities and special districts. Their principal Shellie Anderson provided CHWD with a job classification and compensation study in Spring 2016, and has been working over the proceeding months to assist staff with the implementation of these new job classifications. She brings more than 15 years of human resources consulting experience, specifically within the public sector. Her background includes managing and participating in compensation and classification studies ranging from single position to city-wide studies.

Moving forward, it is recommended that CHWD formalize a task order style professional services agreement with Bryce. In addition to job classification and compensation studies, the scope of services in the accompanied task order agreement includes Human Resources-related projects such as employee development and training, organizational and management review and analysis, and Human Resources systems improvement.

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

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

ACTION: Director Riehle moved and Director Dains seconded a motion to approve the Task Order Agreement with Bryce Consulting.

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

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

Regional Water Authority (Dains, Straus)

No report.

Sacramento Groundwater Authority (Sheehan)

Board Member Dains reported that SGA staff reported that the GSA governance structure currently under consideration for the GSA formation calls for 3 representatives from agriculture-based communities and 2 representatives from urban communities. CHWD needs to monitor this process closely.

San Juan Water District (All)

No report.

Association of California Water Agencies (Dains)

No report.

ACWA Joint Powers Insurance Authority (Dains/Castruita)

No report.

Sacramento Local Agency Formation Commission (Riehle)

No report.

City of Citrus Heights (Pieri)

Engineering Manager/District Engineer Pieri reported the City of Citrus heights sent a Notice of Preparation of the Mitchell Farms subdivision.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

No report.

RWA Lobbying Program Update (Gordon/Meurer)

Water Efficiency Supervisor Meurer reported updates on water use and conservation bills. David Gordon, Operations Manager reported on updates on lead bills for school facilities.

Other Reports:

MANAGEMENT SERVICES REPORT:

Meter Replacement Study Update

General Manager Straus reported Orangevale and Sacramento Suburban will have representatives at a meeting currently being scheduled in mid-August.

Report on Proposed Land Swap Agreement for Mitchell Farms Well

Engineering Manager/District Engineer Pieri reported the Draft agreement is being reviewed at staff level. Agreement will be presented to Board before going to the developer later this year.

Update on Corporation Yard Safety Improvements

General Manager Straus reported that staff will present four options for the Corporation Yard Safety Improvements project at an upcoming Special Board meeting. The Board agreed by consensus to hold the meeting on Monday July 27, 2017 at 6:00 p.m.

CORRESPONDENCE:

None.

CLOSED SESSION:

None.

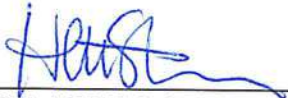
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

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 7:59 p.m.

APPROVED:



HILARY M. STRAUS
Secretary
Citrus Heights Water District



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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
JULY 24, 2017

The Special Meeting of the Board of Directors was called to order at 6:14 p.m. by President Sheehan and roll was called. Present were:

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

Staff:

Hilary Straus, General Manager
Susan Sohal, Administrative Services Manager
Chris Castruita, Management Services Specialist/Chief Board Clerk
David Gordon, Operations Manager
Missy Pieri, Engineering Manager/District Engineer
Paul Dietrich, Project Manager
Tim Cutler, Water Distribution Supervisor
James Ferro, Water Distribution Worker/Operator
Daniel Hess, Water Distribution Lead Worker/Operator

VISITORS:

Sara Rogers, Domenichelli and Associates
Joe Domenichelli, Domenichelli and Associates

PLEDGE OF ALLEGIENCE:

Board President Sheehan led the pledge of allegiance.

PUBLIC COMENTS:

None.

TOUR OF CORPORATE YARD SAFETY IMPROVEMENT PROJECT SITE:

Staff led the Board in a tour of the District's Corporate Yard and discussed the Corporation Yard Safety Improvements Project site.

BUSINESS:

DISCUSSION AND POSSIBLE ACTION—CORPORATION YARD SAFETY IMPROVEMENTS PROJECT

As background, Citrus Heights Water District received five bids on June 28, 2017 as follows:

1. PnP Construction, Inc.	\$ 1,764,474.00
2. BRCO Constructors, Inc.	\$ 1,856,000.00
3. Myers and Sons Construction, Inc.	\$ 1,883,000.00
4. Civil Engineering Construction, Inc.	\$ 2,039,000.00
5. BOBO Construction, Inc.	\$ 2,368,500.00

CHWD's contract engineer, Domenichelli and Associates, analyzed the bids and determined that the lowest bidder is PnP Construction, Inc. of Auburn, CA. The Engineer's Estimate was \$1.329 million.

Next Steps

The Project Team provided a comprehensive presentation to the Board concerning the Project. A PowerPoint presentation was provided by staff to discuss the Corporation Yard Safety Improvements Project and options for the Board to consider with regards to the Project's next steps.

The presentation included the following elements:

- Why this project was initiated
- Funding history of this project
- Overview of how the Engineer's Estimate was developed
- Analysis of the bids, including the lowest responsive bid, versus the Engineer's Estimate
- Presentation and Analysis of the following Options:
 - Do not Build/No Project
 - Re-bid the Project for completion in 2018
 - Phase the Project over 2018 and 2019
 - Build the Project Now with Lowest Responsive Bidder

A copy of the construction agreement with PnP Construction accompanied the staff report (Attachment 2) was presented for discussion and possible approval should the Board opt to implement Option 4. Moreover, to implement Option 4, Board approval of a contract amendment with Domenichelli and Associates was requested to ensure that the necessary support services were in place during the construction phase of the Project. Additional engineering support work was required due to the discovery issues in the field concerning the required abandonment/replacement of a sewer line, identified during the Plans, Specifications & Estimates (PS&E) phase; Stormwater Pollution Prevention Plan (SWPPP)/environmental compliance support work; and, other construction support work required based upon the final scope of work identified through the Project Committee/PS&E process.

After analyzing the qualitative and quantitative issues associated with each option, the staff recommended Option 4.

ACTION: Director Dains moved and Director Riehle seconded to Accept a bid dated June 28, 2017 from PnP Construction for construction of the Corporate Yard Safety Improvements Project, rejecting all other bids, authorizing the General Manager to execute an agreement with PnP Construction for a not-to-exceed amount of \$1,764,474; encumbering \$1,385,688 in funds from the 2017 budget; authorizing a budget amendment in the amount of \$1,246,639; and, authorizing the General Manager to execute a contract amendment with Domenichelli and Associates for construction management services.

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

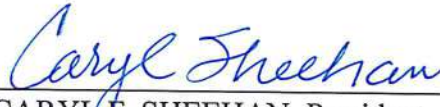
ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:11 PM.

APPROVED:



HILARY M. STRAUS
Secretary
Citrus Heights Water District



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