



**CITRUS
HEIGHTS
WATER
DISTRICT**

6230 Sylvan Road
P.O. Box 286
Citrus Heights
California
95611-0286

phone
916/ 725-6873

fax
916/ 725-0345

website
www.chwd.org

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
OCTOBER 11, 2016 beginning at 6:30 PM**

**DISTRICT ADMINISTRATIVE OFFICE
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Assistant General Manager or Management Services Supervisor/Chief Board Clerk at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (A)

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

- CC-1. Minutes of the Regular Meeting – September 13, 2016.
- CC-1a. Minutes of the Special Meeting – August 29, 2016.
- CC-1b. Minutes of the Special Meeting – September 19, 2016.
- CC-2. Revenue Analysis Report for September 2016.
- CC-3. Assessor/Collector's Roll Adjustment for September 2016.
- CC-4. Treasurer's Report for September 2016.
- CC-5. Treasurer's Report of Fund Balances for September.
- CC-6. Operations Budget Analysis for September 2016.
- CC-7. Capital Projects Summary September 2016.
- CC-8. Warrants for September 2016.
- CC-9. CAL-Card Distributions for September 2016.
- CC-10. Summary of 2016 Employees, Officers and Directors Training Courses, Seminars and Conference.

Board of Directors
Allen B. Dains
Caryl F. Sheehan
Raymond A. Riehle

*General Manager/
Secretary*
Robert A. Churchill

*Assistant General
Manager/Treasurer*
Hilary M. Straus

*Accounting Supervisor
Assessor/Collector*
Susan K. Sohal

CC-11. Closed Circuit Television Policy.

PRESENTATIONS:

- P-1. Proposed State Water Efficiency Mandates (I)
Provide the Board an update to the proposed Water Efficiency Mandate framework to be announced by the Department of Water Resources and the State Water Resource Control Board in January 2017.
- P-2. 2017 Water Rates, Miscellaneous Fees and Charges and Capacity Charges (I/D)
Review and discuss the proposed Capacity Fees and Water Rates, Miscellaneous Fees and Charges for 2017.

OLD BUSINESS:

- O-1. Mariposa Avenue 12-Inch Water Main Replacement Project (A)
a. Consider authorization for additional \$14,251.70 for additional trench depth, additional paving, abandoned and unknown utilities and a field change directed by the District for the Project.
b. Consider Acceptance of the Mariposa Avenue 12-Inch Water Main Replacement Project (2016-30), and authorize execution and recording of a Notice of Completion for the Project.
- O-2. Regional Water Authority Water Reliability Plan (A)
Consider approval of a Project Agreement with the Regional Water Authority (RWA) to participate in a Regional Water Reliability Plan.

NEW BUSINESS:

- N-1. Training/Continued Education /Meetings (I)
Discuss training, continued education, and meeting opportunities.
- N-2. Corporation Yard Masterplan Phase 1 Improvements Design and Construction Management Services (A)
Consider authorization of a Professional Services Agreement (PSA) with Domenichelli and Associates, Inc. to provide design and construction management services for the Corporation Yard Master plan Phase 1.
- N-3. Right of Entry and Option to Purchase Agreement (A)
Consider approval of the Right of Entry and Option to Purchase Agreement template that will be used for future wellsite property acquisitions. The Agreement will be between the property owner, "Grantor" and the District. Authorize the General Manager to utilize the Agreement template for future wellsite property acquisitions.
- N-4. Customer Refund Request (A)
Consider a refund from CHWD customer Sunrise Knoll Townhomes Assoc., 7812 Windsor Lane.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):

PROJECT MANAGER'S REPORTS (I):

- PM-1. Accepted Water Systems.
- PM-2. Projects Under Construction by Private Developers.
- PM-3. Contractor / Developer Projects Pending Construction.
- PM-4. Proposed District Capital Improvement Projects.
- PM-5. Projects Contracted by Citrus Heights Water District.
- PM-6. City of Citrus Heights Projects.

OPERATIONS MANAGER'S REPORTS (I):

- OM-1. Monthly report on construction and maintenance activities plus water analysis reports.
- OM-2. 2016 Water Supply – Purchased and Produced.
- OM-3. Surface Water Supply.

RECESS: The Meeting will have a brief recess.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):

- D-1. Regional Water Authority (Dains, Churchill).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District.
- D-4. Association of California Water Agencies (Dains).
- D-5. ACWA Joint Powers Insurance Authority.
- D-6. Sacramento Local Agency Formation Commission.
- D-7. City of Citrus Heights.
- D-8. Chamber of Commerce Government Issues Committee (Straus).
- D-9. Other Reports:

ASSISTANT GENERAL MANAGER'S REPORTS (I):

- AGM-1. Water Efficiency Program Update.

GENERAL MANAGER'S REPORTS (I):

- GM-1. Employee Recognition.
- GM-2. General Manager's Task List.
- GM-3. ASCE 2016 Conference.

CORRESPONDENCE:

None

CLOSED SESSION:

- CL-1. Public Employee Compensation - discussion under Personnel Exemption (California Government Code Section 54957)

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

- F-1. Long Range Board Agenda.

November 8, 2016	6:30 PM	Regular Meeting
November 15, 2016	6:30 PM	Special Meeting
December 13, 2016	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 72 hours prior to the regular meeting in accordance with Government Code Section 54954.2.

Lisa Smoot

LISA SMOOT, Chief Board Clerk

Dated: October 6, 2016

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
September 13, 2016

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

Allen B. Dains, President
Caryl F. Sheehan, Vice President
Raymond A. Riehle, Director
Robert A. Churchill, General Manager
Hilary M. Straus, Assistant General Manager
Paul A. Dietrich, Project Manager
David M. Gordon, Operations Manager
Susan K. Sohal, Accounting Supervisor
Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk
Beth Shockley, Management Services Specialist, Deputy Board Clerk

VISITORS:

Nick Spiers, Assistant Water Distribution Supervisor
James Buford, Water Distribution Lead Worker/Operator
Chris Nichols, Water Quality Technician
Rex Meurer, Water Efficiency Supervisor
Kelly Drake, Water Meter Technician
Rick Williams
Beryl Turner-Weeks
Christaki Mastorakos

PLEDGE OF ALLEGIANCE:

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT:

Rick Williams is a resident of Granite Bay, who is running for the San Juan Water District Board of Directors, attended the meeting to introduce himself and gave information about his campaign.

Beryl Turner-Weeks is a CHWD customer and expressed concerns regarding rate increases particularly service charge increases.

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 – August 9, 2016.
Minutes of the Special Meeting – August 9, 2016.
Revenue Analysis Report for August 2016.
Assessor/Collector's Roll Adjustment for August.
Treasurer's Report for August 2016.
Treasurer's Report of Fund Balances for August 2016.
Operations Budget Analysis for August 2016.
Capital Improvements Budget Analysis for August.
Payables for August.
CAL-Card Purchases for August 2016.
Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.

Call for a Special Meeting

Call of a Special Joint Workshop Meeting of the San Juan Water District Member Agencies at 6:00 PM on Monday September 19, 2016 at the Administrative Office of Fair Oaks Water District.

Call for a Special Meeting

Call of a Special Meeting of the Citrus Heights Water District Board of Directors at 6:30 PM on Tuesday, November 15, 2016, for Discussion/Possible Action concerning the Citrus Heights Water District 2017 Operating and Capital Budgets, 2017 Water Rates and Miscellaneous Charges and Fees and 2017 Capacity Charges Budget, Rates/Fees Schedule, at the Board Room of the Citrus Heights Water District.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to accept the Consent Calendar. The motion carried 3-0 with all Directors voting yes.

OLD BUSINESS:

Southgrove Drive Surplus Property Sale

As approved at the October 14, 2014 Board of Directors Meeting, the District agreed to sell a small portion of its 1.3 acre property located at 5640 Southgrove Drive to Mark S. and Linda G. Mitchell for \$3,500. Legal Counsel Albiez reviewed the proposal and has cited a section of the Government Code that permits the District to sell surplus land to an adjacent property owner if said land has no public access, is less than 10,000 square feet, and is contiguous to only one adjacent property. All of these conditions apply to this transaction. This small 0.128 acre portion of the District's Skycrest Well site and is not needed for the groundwater well project and due to the topography of the land proposed as surplus, incorporating it land into the project would be problematic and costly.

A Lot line Adjustment to facilitate this transaction has been approved by the City of Citrus Heights and will be recorded concurrently with the Grant Deed from the District to the Mitchells.

Additionally, as required by the Sacramento County Assessor's Office, the District must grant to itself the resulting remainder 1.172 acres of land.

Similarly, although not an action of the District Mark S. and Linda G. Mitchell will need to similarly grant to themselves their resulting property that has increased in size by 0.128

GM Churchill requested the Board adopt Resolution 22-2016 Authorizing the recording of a lot line adjustment to delineate the new lot lines between the District's Skycrest Well property and the property of Mark S. Mitchell and Linda G. Mitchell.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 22-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
AUTHORIZING RECORDING OF A LOT LINE ADJUSTMENT

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT) is the owner of that certain 56,619 square feet (1.300 acres) more or less of real property at 5640 Southgrove Drive in Citrus Heights, California, further identified by Sacramento County Assessor's Parcel Number 233-0060-007-0000; and

WHEREAS, pursuant to DISTRICT Resolution 10-2014 adopted October 14, 2014, the DISTRICT determined that 5,545 square feet (0.127 acres) more or less of said real property is surplus land and not needed by the DISTRICT due to its location and topography and pursuant to Government Code Section 54221 (e) (2) (C), agreed to sell said surplus land to Mark S. and Linda G. Mitchell (MITCHELL) located at 7540 Wells Avenue in Citrus Heights, California, further identified by Sacramento County Assessor's Parcel Number 233-0060-005-0000 for the sum of \$3,500.00; and

WHEREAS, a minor correction to the legal description of the surplus land has determined that it is 5,555 square feet (0.128 acres) more or less; and

WHEREAS, a Lot Line Adjustment is necessary to delineate the new lot lines between the DISTRICT and MITCHELL parcels; and

WHEREAS, the City of Citrus Heights has granted approval dated October 6, 2015 that said Lot Line Adjustment – LLA-15-0002 may be legally recorded.

THEREFORE BE IT RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT approves the Lot Line Adjustment – LLA-15-0002 and authorizes and consents to the recording of same.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 13th day of September, 2016 by the following vote, to-wit:

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

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

SEAL

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

Adopt Resolution 23-2016 authorizing execution of a Grant Deed for sale of 0.128 acres of surplus real property to Mark S. Mitchell and Linda G. Mitchell.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 23-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
AUTHORIZING EXECUTION OF A GRANT DEED FOR SALE OF SURPLUS REAL
PROPERTY TO MARK S. MITCHELL AND LINDA G. MITCHELL

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT) is the owner of that certain 56,619 square feet (1.300 acres) more or less of real property at 5640 Southgrove Drive in Citrus Heights, California, further identified by Sacramento County Assessor's Parcel Number 233-0060-007-0000; and

WHEREAS, pursuant to DISTRICT Resolution 10-2014 adopted October 14, 2014, the DISTRICT determined that 5,545 square feet (0.127 acres) more or less of said real property is surplus land and not needed by the DISTRICT due to its location and topography and pursuant to Government Code Section 54221 (e) (2) (C), agreed to sell said surplus land to Mark S. and Linda G. Mitchell (MITCHELL) located at 7540 Wells Avenue in Citrus Heights, California, further identified by Sacramento County Assessor's Parcel Number 233-0060-005-0000 for the sum of \$3,500.00; and

WHEREAS, a minor correction to the legal description of the surplus land has determined that it is 5,555 square feet (0.128 acres) more or less; and

WHEREAS, the surplus real property to be sold to MITCHELL pursuant to a Grant Deed is described as follows:

A PORTION OF PARCEL A AND B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID PARCEL A, THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 36' 02" EAST, 81.00 FEET TO THE SOUTHEAST CORNER OF PARCEL 3 AS SHOWN ON THAT PARCEL MAP RECORDED IN BOOK 45 OF PARCEL MAPS, AT PAGE 14, RECORDS OF SAID COUNTY, ALSO BEING THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING, SOUTH 0° 58' 56" EAST, 9.89 FEET;
THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;
THENCE NORTH 0° 03' 44" WEST, 128.58 FEET;
THENCE NORTH 3° 38' 19" WEST, 6.69 FEET;
THENCE NORTH 0° 27' 54" WEST, 70.64 FEET;
THENCE SOUTH 89° 59' 54" WEST, 23.47 FEET TO THE EAST LINE OF SAID PARCEL 3;
THENCE ALONG THE EAST LINE OF SAID PARCEL 3, SOUTH 0° 58' 51" EAST, 194.96 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 3;
THENCE ALONG THE SOUTH LINE OF SAID PARCEL 3, SOUTH 88° 36' 02" WEST, 87.35 FEET TO THE SAID POINT OF BEGINNING.
SAID PARCEL CONTAINS 5,555 SQ. FT. (0.128 ACRES)

THEREFORE BE IT RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT approves the execution of a Grant Deed for sale of said surplus real property to Mark S. and Linda G. Mitchell and authorizes the President of the Board of Directors to execute said Grant Deed.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 13th day of September, 2016 by the following vote, to-wit:

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

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

SEAL

ROBERT A. CHURCHILL, Secretary

Adopt Resolution 24-2016 authorizing execution of a Grant Deed by and between Citrus Heights Water District for the resulting 1.172 acre Skycrest Well property.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 24-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
AUTHORIZING EXECUTION OF A GRANT DEED FOR RESULTANT REAL PROPERTY TO
CITRUS HEIGHTS WATER DISTRICT

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT) was the owner of that certain 56,619 square feet (1.300 acres) more or less of real property at 5640 Southgrove Drive in Citrus Heights, California, further identified by Sacramento County Assessor's Parcel Number 233-0060-007-0000; and

WHEREAS, the DISTRICT pursuant to a Grant Deed and Resolution 23-2016 has authorized the sale of a portion of said real property declared as surplus to the needs of the DISTRICT totaling 5,555 square feet (0.128 acres) to Mark. S. Mitchell and Linda G. Mitchell; and

WHEREAS, the resultant real property of the DISTRICT after the sale of surplus property referenced above is described as follows:

A PORTION OF PARCEL A AND B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID PARCEL A, THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 36' 02" EAST, 81.00 FEET

THENCE LEAVING THE NORTH LINE OF SAID PARCEL A, SOUTH 00° 58' 56" EAST, 9.89 FEET;

THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;

THENCE NORTH 0° 03' 44" WEST, 128.58 FEET;

THENCE NORTH 3° 38' 19" WEST, 6.69 FEET;

THENCE NORTH 0° 27' 54" WEST, 70.64 FEET;

THENCE SOUTH 89° 59' 54" WEST, 23.47 FEET TO THE WEST LINE OF SAID PARCEL B;

THENCE ALONG THE WEST LINE OF SAID PARCEL B, NORTH 0° 58' 51" WEST, 83.65 FEET;

THENCE ALONG THE NORTHEAST LINE OF SAID PARCEL B, ALSO BEING A NON-TANGENT CURVE TO THE RIGHT AND HAVING A RADIUS OF 50.00 FEET, THE RADIAL LINE FROM SAID CURVE BEARS SOUTH 0° 58' 49" EAST, THROUGH A CENTRAL ANGLE OF 89° 59' 56" AND HAVING AN ARC LENGTH OF 78.54 FEET TO THE EAST LINE OF SAID PARCEL B;

THENCE ALONG THE EAST LINE OF SAID PARCEL B SOUTH 0° 58' 51" EAST, 228.26 FEET TO THE NORTHEAST CORNER OF SAID PARCEL A;

THENCE ALONG THE EAST LINE OF SAID PARCEL A, SOUTH 0° 59' 13" EAST, 198.00 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL A;

THENCE ALONG THE SOUTH LINE OF SAID PARCEL A, SOUTH 88° 35' 47" WEST, 218.35 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL A;

THENCE ALONG THE WEST LINE OF SAID PARCEL A, NORTH 0° 59' 13" WEST, 198.02 FEET TO THE SAID POINT OF BEGINNING FOR RESULTANT PARCEL "2". SAID PARCEL CONTAINS 51,064 SQ. FT. (1.172 ACRES).

THEREFORE BE IT RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT approves the execution of a Grant Deed between Citrus Heights Water District and Citrus Heights Water District and authorizes the President of the Board of Directors to execute said Grant Deed.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 13th day of September, 2016 by the following vote, to-wit:

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

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

SEAL

ROBERT A. CHURCHILL, Secretary

ACTION: Director Riehle moved and Director Sheehan seconded a motion to approve Resolution 22-2016 authorizing the recording of a lot line adjustment, Resolution 23-2016 authorizing execution of a Grant Deed for sale of surplus real property to Mark S. Mitchell and Linda g. Mitchell, and Resolution 24-2016 authorizing execution of a Grant Deed for resultant real property to Citrus Heights Water District.

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

Sacramento County Proposed Trench Restoration

OM Gordon presented an update regarding revisions to the Sacramento County Proposed Trench Restoration. Sacramento County is considering reducing pavement restoration requirements 20 percent less than originally proposed.

Policy Amendments-Adoption of New Salary Ranges and Elimination of the Employer Paid Member Contribution (EPMC) of the Cal PERS Pension Benefit

Management Services Supervisor Lisa Smoot presented to the Board Policy Amendments to implement changes to the Citrus Heights Water District's (CHWD) Salary Ranges and Adopt Resolution 25-2016 Approving a Contract Amendment with the California Public Employees Retirement System (CalPERS) to eliminate the Employer Paid Member Contribution (EPMC).

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 25-2016

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITRUS HEIGHTS WATER DISTRICT
FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

WHEREAS, the governing body of the Citrus Heights Water District has the authority to implement Government Code Section 20691;

WHEREAS, the governing body of the Citrus Heights Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Citrus Heights Water District of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Citrus Heights Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of Classic First Level and Classic Second Level Membership Category.

- This benefit shall consist of paying 0% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be September 19, 2016.

NOW, THEREFORE, IT BE RESOLVED that the governing body of the Citrus Heights Water District elects to pay EPMC, as set forth above.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 13th day of September 2016, by the following vote, to-wit:

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

S E A L

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

ACTION: Director Riehle moved and Director Sheehan seconded a motion to accept the changes to the salary schedule, policy amendments, and increase salary and ranges by 7% to offset the CalPERS EPMC. The motion carried 3-0 with all Directors voting yes.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to accept Resolution 25-2016 Contract Amendment with the California Public Employees Retirement System to eliminate Employer Paid Member Contribution (EPMC). The motion carried 3-0 with all Directors voting yes.

Employment Agreement Amendments to Eliminate the Employer Paid Member Contribution of the CalPERS Pension Benefit and Salary Adjustments

AGM Straus presented to the Board updated information presented at the August 29, 2016 Closed Session regarding the transferring of responsibility for member contributions from the District to the employees including those employees under Employment Agreements.

ACTION: Director Sheehan moved and Director Riehle seconded a motion to amend current General Manager's Employment Agreement. The motion carried 3-0 with all Directors voting yes.

ACTION: Director Sheehan moved and Director Riehle seconded a motion to amend incoming General Manager's Employment Agreement. The motion carried 3-0 with all Directors voting yes.

ACTION: Director Sheehan moved and Director Riehle seconded a motion to amend Executive/Manager/Supervisor Employment Agreements for the Operations Manager and Project Manager. The motion carried 3-0 with all Directors voting yes.

ACTION: Director Sheehan moved and Director Riehle seconded a motion to amend Executive/Manager/Supervisor Employment Agreement Template. The motion carried 3-0 with all Directors voting yes.

2017 Budgets & Water Rates

The Board reviewed and discussed major issues related to the draft Operating and Capital Improvement Budgets for 2017, water rates issues, and discuss water rate adjustments options. Moving forward, the Board provided direction to staff on the draft budgets and water rates for 2017 to be used to make any desired changes or refinements as staff moves forward with the preparation of the Proposition 218 Notice, utilizing a 13 percent rate increase as the maximum ceiling for consideration.

NEW BUSINESS:

Training/Continued Education/Meetings

No new business.

Advanced Payment of General Manager Accrued Leaves

GM Churchill asked the Board to consider advance payment of his current leave accruals at his rate of pay prior to an adjustment due to the CalPers contract revisions. This would save the District approximately \$6,400.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to: Approve Advance Payment of General Manager Accrued Leaves.

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

ASCE Annual Civil Engineering Conference

GM Churchill requested the Board to consider approval of the General Manager's attendance at the American Society of Civil Engineers (ASCE) Annual Conference in Portland, Oregon. It is his Life Year (40 Years) of (ASCE) membership. The total anticipated cost of the Conference is \$1,800, less \$400 with GM Churchill responsible for travel and meal expenses.

ACTION: Director Sheehan moved and Director Riehle seconded a motion to: Approve the General Manager's attendance at the Annual (ASCE) Conference, at a cost not exceed \$1,400.

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

PROJECT MANAGER’S REPORT:

PM Dietrich presented a report on the following activities during the month of August 2016 by the Project Management and Engineering Department. *New values or projects noted in bold italics*

ACCEPTED WATER SYSTEMS

Recent additions to the District’s water distribution system that were constructed by independent State Licensed contractors on behalf of private developers / owners, inspected by the District and formally accepted:

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<i>None</i>			

PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

Water distribution system facilities currently under construction by independent State Licensed contractors on behalf of private developers / owners requiring District inspection:

<u>Project</u>	<u>Location</u>	<u>Status</u>
McDonalds	5402 Sunrise Blvd	95% Complete
Northridge Grove 47 Condominiums	5555 Mariposa Ave	75% Complete
Citrus Heights City Hall	6350 Fountain Square Dr	Substantially Complete
Memory Care Facility	6825-33 Sunrise Blvd	90% Complete
California American Water Co.	5444 San Juan Ave	Substantially Complete
San Juan Avenue Tank - Intertie and Water Service		
Capitol Nursery Plaza Commercial Center (2015-50)	Sunrise Blvd @ Madison Ave	Substantially Complete
Sylvan Middle School (2015-63)	7085 Auburn Blvd	Substantially Complete

CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
<i>Dignity Health Building</i>	<i>7115 Greenback Ln</i>	<i>Awaiting System Construction</i>
<i>Bearpaw Expansion Commercial Building</i>	<i>7524 Old Auburn Rd</i>	<i>Awaiting System Construction</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
<i>Louis-Orlando Bus Transfer Point</i>	<i>Louis Ln @ Orlando Ave</i>	<i>Awaiting System Construction</i>
<i>Meier Estates 7 Lot Subdivision</i>	<i>North Sims Way</i>	<i>Awaiting System Construction</i>

PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

Project Plans and Contracts currently under review and development by the Engineering Department:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Fair Way Intertie with City of Roseville	9955 Fair Way	<i>Agreement – 99% Plans – 100% Cost Estimate – 100%</i>
Blossom Hill Dr Intertie with City of Roseville	Blossom Hill Dr at 1100 Main Sail Cir	<i>Agreement – 99% Plans – 100% Cost Estimate – 100%</i>
Crestmont Ave Intertie with City of Roseville	Crestmont Ave at 8199 Bonnie Oak Way	<i>Agreement – 99% Plans – 100% Cost Estimate – 100%</i>
Baird Way 12” Water Main Area West Engineers, Inc.	Auburn Blvd to Holly Dr	<i>Preparing to Pothole</i>
Corporation Yard Improvements Phase 1	6230 Sylvan Rd	<i>Design Proposals due September 12th</i>
Highland Ave & Rosa Vista Ln 8” Water Mains Warren Consulting Engineers	Highland Ave at Rosa Vista	<i>Awaiting 30% Submittal</i>

PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc.	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<i>90% Complete- Underground Work Complete</i>

Project

Location

Status

CITY OF CITRUS HEIGHTS PROJECTS

City of Citrus Heights Projects requiring coordination and inspection by the District:

None

OPERATIONS MANAGER'S REPORT:

OM Gordon reported as follows:

A total of 130 work orders were performed during the month of August 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.

The District's total water use during the month of August 2016 (1,579.80 acre-feet) was 17.9% below that of August 2013 (1,924.28 acre-feet).

As of midnight on September 6, 2016, storage in Folsom Reservoir was at 340,059 acre-feet, 35 percent of the total capacity of 977,000 acre-feet. This is about 57 percent of historical average for this date. This represents a decrease in storage of 129,093 acre-feet in the past month.

CHWD 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

Director Dains called a recess to the meeting at 8:55 PM.

Director Dains called for a short recess at 8:37 PM

Director Dains called for a short recess at 8:37 PM

PM Dietrich, OM Gordon and AS Sohal left the meeting.

Director Dains reconvened the meeting at 8:49 PM.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

Regional Water Authority (Dains, Churchill)

Director Dains gave a report.

Sacramento Groundwater Authority (Sheehan)

Director Sheehan gave a report.

San Juan Water District

No report.

ACWA Joint Powers Insurance Authority (Churchill)

No report.

Sacramento Local Agency Formation Commission

Director Reihle gave a report.

City of Citrus Heights

No Report

Chamber of Commerce Government Issues Committee (Straus)

General Manager Churchill gave a report.
Other Reports:
No report.

ASSISTANT GENERAL MANAGER’S REPORT:

AGM Straus reported as follows:

Water Efficiency Program activities during the month of August 2016 included:

- 10 ultra-low-flush toilet rebates for the month of August. A total of \$8,100 in rebates have been provided to customers during 2016 to date.
- For the period of August 2016, No High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers.
- 48 water waste calls were received during the month of August. 11 reports of water waste were received through the CHWD’s Drought Resources web page. An additional 22 service requests were generated in house by staff. A total of 81 contacts (mostly visits to customers’ homes and phone calls) have been completed based on these reports.

GENERAL MANAGER’S REPORT:

1. Twenty five employees received recognition for superior attendance, outstanding customer service and quality of work during the month of August 2016. Directors were provided with a list of the employees and items for which each received recognition.
2. A list of the General Manager’s significant assignments and activities was provided.
3. Long Range Board Agenda.

Meeting Date	Item	Assigned To
October 11, 2016	Roseville Intertie Agreement	Churchill
October 11, 2016	Engineering/Design Firm Award of Contract – Corporation Yard Improvements	Dietrich
October 11, 2016	CIP Adoption	Churchill/Dietrich/Gordon/Straus/Sohal/Pieri
October 11, 2016	Water Charges and Fees— Presentation of Proposed Updates	Straus/Sohal
October 11, 2016	Water Efficiency Program Update (Bad-Bad) P-1	Meurer/Leatham
October 11, 2016	Minutes of the Special Meeting August 29, 2016	Smoot
November 8, 2016	2016-17 Committee Assignments	Churchill
	2016-17 District Officers	Churchill

November 15, 2016	Operating and Capital Budgets	Straus/Dietrich/Gordon
	Water Rates, Charges & Fees	Straus/Sohal
	Capacity Fees	Straus/Sohal
	Water Shortage Charges	Straus/Sohal
December 13, 2016		

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 9:26 PM.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
August 29, 2016

The Regular Meeting of the Board of Directors was called to order at 6:36 PM by President Dains and roll was called. Present were:

Allen B. Dains, President
Caryl F. Sheehan, Vice President
Raymond A. Riehle, Director
Robert A. Churchill, General Manager
Hilary M. Straus, Assistant General Manager
Susan K. Sohal, Accounting Supervisor
Paul A. Dietrich, Project Manager
Missy A. Pieri, Associate Civil Engineer
David M. Gordon, Operations Manager
Lisa A. Smoot, Management Services Supervisor/ Chief Board Clerk

VISITORS

None

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

No public comment.

NEW BUSINESS

2017 Budget Workshop (Information/Discussion)

AGM Straus and Accounting Supervisor Sohal provided the Board with background concerning the proposed 2017 Budget and Rate Model.

AGM Straus gave an overview of 2017 Budget and advised the Board that staff was seeking direction on the budget and rates for 2017. A PowerPoint presentation was used to guide the discussion.

The budget process was reviewed: The process began with an overview of the Board/Leadership Staff Strategic Planning Session, followed by a Rate Model Update and Budget Study Session (August), presentation of the proposed budget (September) and Board consideration/adoption of the budget and rate schedule for the following

calendar year (November). District Key Issues for 2017 were discussed. Those include, Financial Stability, San Juan Wholesale Family of Agencies Engagement, continued organizational development, proposed addition of an Operations Technician position, property acquisition for wells, corporation yard safety improvements, billing software, advanced planning for a Project 2030 plan, a Meter Replacement plan and development of a new rate model.

As the Citrus Heights Water District plans for 2017, some of the key issues the budget addresses are as follows:

- **Economic activity.** The recent upswing in building and economic activity in the area has a spillover effect on workload in various areas of District operations, from increased need for operations staff to cover in-house projects to greater customer service activity related to buying and selling of property. With building activity on the rise, the District is beginning to see the effect in the form of higher bids for projects.
- **Workforce transition.** The composition of the District's long-tenured workforce continues to undergo change as more employees reach retirement age. The District has experienced more employee retirements in the past three years than it did during the ten previous years. The succession and retirement planning is continuing forward into the year. Most forwardly is the retirement of the General Manager. With the incoming new General Manager, a flattening the organization is proposed by eliminating the Assistant General Manager position. Earlier this year in March, the single purpose Human Resources Specialist and the Accounts Payable Specialist positions were reclassified to a general purpose Management Services Supervisor and a Management Services Specialist positions. A Senior Accountant was added to the Finance Department. As succession planning continues, the Associate Civil Engineer is proposed to be upgraded to the Principal Engineer and to serve as the District Engineer due to the General Manager's departure. Looking ahead, as career ladders are further developed with job descriptions, the District will be monitoring how to better utilize the staffing resources for efficiency in a multipurpose and cross functioning organization. The transition has some positive aspects from a financial standpoint as new employees are hired, it creates a cost savings and reduces the growth of rate of costs.
- **Addition of Operations Technician.** The proposed budget options reflect and addition of an Operations Technician to better staff the District's Operations Department as opposed to utilizing temporary help. Cost for the new position are potentially offset by the elimination of temporary hours.
- **Water Supply Agreement with San Juan Wholesale District.** On June 2016, the SJWD Board of Directors proposed a 16% Overall Wholesale Water Rate Adjustment. This resulted in a 19% aggregate increase for the District in

purchased water.

- **Replenishment and Creation of Reserves.** The proposed budget restores the remaining \$266,000 over a two year period to the Rate Stabilization Reserve. Per Option A, \$300,000 is proposed to begin funding a newly proposed Water Meter Replacement Reserve for build-up of funds toward Meter Replacements at the end of their useful life, projected to start in 2025.

After further discussion, the Board directed staff to come back with budgets reflecting a 13%, 9% and 7.5% increase as well as a strategic plan for community outreach.

Next Steps:

AGM Straus said that staff will return to the Board on September 13th with a plan for consideration which will include;

- *Option A* - Proposed 13% revenue increase, which is modeled through the 2013 approved Financial Plan.
- *Option B* - Proposed 9% revenue increase, which is modeled through the 2013 approved Financial Plan.
- *Option C* - Proposed 7.25% revenue increase, which is modeled through the 2013 approved Financial Plan.

At that time staff will seek further direction to issue a Proposition 218 notice.

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 10:10 PM.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
September 19, 2016

The Special Meeting of the Board of Directors at the Administrative Office of Fair Oaks water District was called to order at 6:23 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President
Caryl F. Sheehan, Vice President
Raymond A. Riehle, Director
Robert A. Churchill, General Manager
Hilary M. Straus, Assistant General Manager
David M. Gordon, Operations Manager

OTHER ATTENDEES

Members of the Board of Directors and staff of Fair Oaks Water District (FOWD)
Members of the Board of Directors and staff of San Juan Water District (SJWD)
Members of the Board of Directors of Orange Vale Water Company (OVWC)
Marcus Yasutake, Staff of the City of Folsom
Rick Williams, Candidate for the San Juan Water District Board of Directors

PUBLIC COMMENT

No public comment.

NEW BUSINESS

The joint Board meeting of the agencies was led by members of FOWD and SJWD 2 x 2 Committee that has been meeting to facilitate collaboration between those two agencies. Topics of the meeting included:

1. Review of agreements in place that define agency relationships including Wholesale Water Supply Agreements and the Cooperative Transmission Pipeline (CTP) Agreement
2. Discussion of business practices and processes
3. Water Transfers
4. SJWD's Wholesale Financial Plan and Water Rate Study
5. SJWD's Wholesale Water Reliability Study

To set up a process for discussing issues that will impact each of the agencies; it was recommended that each agency appoint a member of its governing board to meet as needed to discuss items of mutual interest and concern. President Dains appointed Director Riehle to represent the District and Director Sheehan as an alternate.

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 8:10 p.m.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

DRAFT

**CITRUS HEIGHTS WATER DISTRICT
2016 REVENUE ANALYSIS**

Mo-Yr	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Actual Revenue	Budgeted Revenue	Variance	% Collected
Metered Service Charges	99,738	346,471	750,526	530,498	648,666	801,158	482,374	772,534	518,611	4,950,576	7,609,121	2,658,545	65.1%
Metered Water Deliveries	35,969	118,197	180,494	144,723	229,594	387,965	309,781	656,158	468,418	2,531,300	4,581,136	2,049,836	55.3%
Penalties	17,458	12,003	15,564	13,906	11,522	11,970	13,995	16,815	13,467	126,699	150,000	23,301	84.5%
Interest		0		0	26	0	0	0	0	26	0	-26	0.0%
New Acct, Fire & Backflow													
Fees	8,550	12,603	9,758	13,813	7,909	18,395	5,554	16,983	7,405	100,972	95,866	-5,106	105.3%
WS Install & S&R	8,360	4,598	6,501	0	11,800	22,769	27,953	11,646	13,844	107,470	26,626	-80,844	403.6%
Grant Funds		540,000	0	0	60,000	0	715	0	0	600,715	0	-600,715	0.0%
Misc*	6,052	1,416	15,603	2,318	52,164	71,025	150,147	13,219	18,908	330,852	120,510	-210,342	274.5%
Connection Fees	15,037	6,683	6,683	0	0	0	0	0	0	28,403			
Wheeling Water	2,217	0	0	0	0	0	0	0	0	2,217	4,429	2,212	50.1%
Reserves				0	0	0	0	0	0	0	0	0	0.0%
Total	193,380	1,041,971	985,129	705,258	1,021,682	1,313,282	990,518	1,487,356	1,040,654	8,779,230	12,587,688	3,808,458	69.7%

Outstanding Receivables

Aged Trial Balance					
Total ₁	Current	31-90	91-150	>150	Unapplied Current
1,029,424	619,637	331,873	157,260	8,297	(87,644)

General Ledger Balance	Total
Outstanding A/R	1,053,401
Outstanding Liens	0
Outstanding Grants	61,247
Less Unapplied Payments	(88,074)
Total	\$ 1,026,574

* Includes Assessments, Inclusions, Back Charges, Capacity Fees and other Miscellaneous Revenue Sources

Assessor/Collector Roll Adjustment		
September-16		
	Dollar	Count
3-DAY DOOR HANG		
One Time Courtesy	\$ 22.00	1
New Owner	\$ 22.00	1
Misapplied Payment	\$ 22.00	1
3-DAY DOOR HANG Total	\$ 66.00	3
DEFAULT		
One Time Courtesy	\$ 46.67	9
Property Sold in the Middle of Billing	\$ 6.43	1
DEFAULT Total	\$ 53.10	10
Grand Total	\$ 119.10	13

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
September 30, 2016**

Board Of Directors
Citrus Heights Water District

Pursuant to Policy No. 7315 the following charges have been cancelled.

LID	CID	Charge Type	Date	Reason For Cancellation	Amount
15613	0013767	3-DAY DOOR HANG	9/1/2016	New Owner	22.00
08084	0033030	3-DAY DOOR HANG	9/12/2016	One Time Courtesy	22.00
04079	0028404	3-DAY DOOR HANG	9/14/2016	Misapplied Payment	22.00
05980	0005309	DEFAULT	9/6/2016	One Time Courtesy	4.51
03445	0003148	DEFAULT	9/20/2016	One Time Courtesy	5.25
16543	0031753	DEFAULT	9/20/2016	One Time Courtesy	3.68
00406	0000395	DEFAULT	9/21/2016	Property Sold in the Middle of Billing	6.43
08302	0022282	DEFAULT	9/26/2016	One Time Courtesy	5.60
17220	0015194	DEFAULT	9/26/2016	One Time Courtesy	4.60
14663	0013025	DEFAULT	9/27/2016	One Time Courtesy	8.40
10818	0009597	DEFAULT	9/27/2016	One Time Courtesy	6.75
15782	0013915	DEFAULT	9/27/2016	One Time Courtesy	5.69
12646	0032376	DEFAULT	9/29/2016	One Time Courtesy	2.19
					<u>\$ 119.10</u>

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT
 Month of September 2016

Bank of the West
Balance Per Bank Sept 2016 \$2,498,854

RECEIPTS: 1,317,047

DISBURSEMENTS:

Checks Issued / ACH Payments	925,991		
Payroll	273,324		
Returned Checks	1,310		
		1,200,625	116,422

Bank of the West
Balance per Bank September 30, 2016 2,615,276

Outstanding Checks (649,245)
 Deposit in Transit 14,195

Balance Per Books September 30, 2016 \$1,980,226

RECONCILEMENT:

Bank of the West	\$1,980,226
Local Agency Investment Fund	6,042,040
COP Reserve Account	533,354
Money Mkt Activity Account	530,453

TOTAL BALANCE \$9,086,073

CASH & INVESTMENT SUMMARY:

Bank of the West (General Account)	\$1,980,226
Local Agency Investment Fund	6,042,040
COP 2010 Reserve Account	533,354
Money Mkt Activity Account	530,453
Total	\$9,086,073

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.32%	4,928.02	1/14/2016

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.



HILARY M. STRAUS, Treasurer



ROBERT A. CHURCHILL, Secretary

Signed: 09/08/2016

TREASURER'S REPORT OF FUND BALANCES
September 30, 2016

		Beginning Balance 1/1/2016	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	09/30/2016 Ending Balance	2016 Target Balance per Policy
0-28600-00	Operating Fund	\$ 3,611,289	\$ 1,093,920	\$ (1,575,163)	\$ 1,317,047	\$ (1,200,625)	\$ 3,246,468	\$1,918,930
0-28100-00	Operating Reserve	\$ 1,912,263					\$ 1,912,263	N/A
0-28200-00	Rate Stabilization Fund	\$ 634,000					\$ 634,000	\$1,000,000
0-28300-00	Depreciation Reserve	\$ 808,169		\$ (808,169)			\$ -	N/A
0-28400-00	Capital Improvement Reserve	\$ 845,857	\$ 808,169				\$ 1,654,026	\$2,760,316
0-28510-00	Restricted for Debt Service	\$ 536,963					\$ 536,963	N/A
0-28700-00	Fleet Equipment Reserve	\$ 291,569					\$ 291,569	\$316,968
0-28800-00	Employment-Related Benefits Reserve	\$ 396,310					\$ 396,310	\$864,229
		\$ 9,036,420	\$ 1,902,089	\$ (2,383,332)	\$ 1,317,047	\$ (1,200,625)	\$ 8,671,599	

CITRUS HEIGHTS WATER DISTRICT
2016 OPERATING EXPENDITURE VS BUDGET
September 30, 2016

<i>Account</i>	<i>Description</i>	<i>2016 MTD Expense</i>	<i>2016 YTD Expense</i>	<i>2016 Budget</i>	<i>Variance \$</i>	<i>Variance %</i>
Water Demand Management						
	WATER DEMAND MANAGEMENT - POSTAGE	5,264	5,264	14,000	8,736	37.6%
	WATER DEMAND MANAGEMENT - PRINTING	1,508	7,948	25,000	17,052	31.8%
	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	-	9,281	11,500	2,219	80.7%
	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	7,451	133,167	221,000	87,833	60.3%
	WATER DEMAND MANAGEMENT - OTHER	-	3,949	8,000	4,051	49.4%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	1,050	10,475	30,000	19,525	34.9%
		15,273	170,082	309,500	139,418	55.0%
Operations						
	PURCHASED WATER	-	1,478,558	2,387,701	909,143	61.9%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	-	-	5,000	5,000	0.0%
	POWER TO WELLS	19,512	100,633	244,904	144,271	41.1%
	WELLS - REPAIR / MAINTENANCE	-	4,826	22,000	17,174	21.9%
	WATER QUALITY ANALYSIS	2,873	19,370	41,000	21,630	47.2%
	FIELD MISCELLANEOUS - DUMP FEES	-	1,169	1,000	(169)	0.0%
	FIELD MISCELLANEOUS - OTHER	-	56	1,000	944	5.6%
	SMALL TOOLS - FIELD	2,949	21,491	23,400	1,909	91.8%
	SUPPLIES - FIELD	1,326	15,974	19,000	3,026	84.1%
	MATERIALS	37,698	207,285	6,000	(201,285)	3454.7%
	MATERIALS (Allocation to CIP)	(26,043)	(201,719)	-	-	0.0%
	ROADBASE	1,401	27,402	20,000	(7,402)	137.0%
	MAINTENANCE AGREEMENTS - EQUIPMENT	130	4,540	6,700	2,160	67.8%
	MAINTENANCE AGREEMENTS - SOFTWARE	3,244	132,124	134,332	2,208	98.4%
	REPAIR - FLEET EQUIPMENT	2,038	34,818	40,000	5,182	87.0%
	REPAIR - TOOLS AND EQUIPMENT	3,200	13,283	12,000	(1,283)	110.7%
	GAS AND OIL	3,067	25,604	51,000	25,396	50.2%
	EQUIPMENT RENTAL - FIELD	114	3,748	3,000	(748)	124.9%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	829	8,050	14,366	6,316	56.0%
	EQUIPMENT (Allocation to CIP)	(56,709)	(201,719)	-	-	0.0%
	PERMIT FEE - AIR QUALITY / HAZ MAT	-	2,723	5,700	2,978	47.8%
	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	-	6,618	14,000	7,382	47.3%
	PERMIT FEE - ENCROACHMENT PERMITS	-	4,653	44,000	39,347	10.6%
		(4,370)	1,709,487	3,096,103	983,178	55.2%
Professional & Contract Services						
	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	-	275	20,000	19,725	1.4%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	7,463	68,832	50,000	(18,832)	137.7%
	PROFESSIONAL / CONTRACT SERVICES - WELLS	-	-	10,000	10,000	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	-	52,277	130,000	77,723	0.0%
	PROFESSIONAL / CONTRACT SERVICES - METER READING	5,896	78,755	108,960	30,205	72.3%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	2,077	21,523	27,600	6,077	78.0%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	4,350	13,870	5,000	(8,870)	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OTHER	8,345	100,537	133,460	32,923	75.3%
	CONTRACT SERVICES - CONCRETE	-	-	8,000	8,000	0.0%
	CONTRACT SERVICES - MISC FIELD / O&M	-	34,113	30,000	(4,113)	113.7%
	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	448	1,982	2,000	18	99.1%
	CONTRACT SERVICES - PAVING	-	1,791	9,000	7,209	19.9%
		28,579	373,953	534,020	160,067	70.0%
Administration & General Services						
	JANITORIAL	1,082	7,358	11,100	3,742	66.3%
	BANK FEES	6,572	56,883	71,000	14,117	80.1%
	OFFICE EXPENSE	1,431	10,592	15,000	4,408	70.6%
	SMALL OFFICE EQUIPMENT	-	2,362	2,000	(362)	118.1%
	DUES & SUBSCRIPTIONS	1,169	95,771	112,210	16,439	85.3%
	POSTAGE	12,634	95,486	103,000	7,514	92.7%
	PRINTING	-	915	7,700	6,785	11.9%
	TELEPHONE - WIRELESS	1,042	10,224	16,800	6,576	60.9%
	TELEPHONE - LOCAL / LONG DISTANCE	1,791	18,348	12,500	(5,848)	146.8%
	TELEPHONE - ANSWERING SERVICE	233	1,561	2,400	839	65.0%
	UTILITIES	964	14,081	19,700	5,619	71.5%

CITRUS HEIGHTS WATER DISTRICT
2016 OPERATING EXPENDITURE VS BUDGET
September 30, 2016

<i>Account</i>	<i>Description</i>	<i>2016 MTD Expense</i>	<i>2016 YTD Expense</i>	<i>2016 Budget</i>	<i>Variance \$</i>	<i>Variance %</i>
	LEGAL & AUDIT	4,787	52,767	78,900	26,133	66.9%
	CONTINUED EDUCATION	3,029	28,153	45,780	17,627	61.5%
	PUBLICATION NOTICES	-	536	1,500	964	35.7%
	OFFICE MISC - DISTRICT EVENTS	1,232	4,195	5,110	915	82.1%
	OFFICE MISC - MEETING ACCOMODATIONS	159	1,587	2,000	413	79.4%
	OFFICE MISC - OTHER	98	1,962	2,200	238	89.2%
	OFFICE MISC - MILESTONE EVENTS	567	926	5,100	4,174	18.2%
	BAD DEBT EXPENSE	1,389	4,441	5,000	559	88.8%
	COMPUTER SOFTWARE	-	400	3,700	3,300	10.8%
		38,178	408,548	522,700	114,152	78.2%
Administration Other						
	ELECTION EXPENSE	-	-	29,000	29,000	0.0%
	DIRECTORS MEETING COMPENSATION	1,595	10,440	20,300	9,860	51.4%
	RETIREE HEALTH CARE BENEFIT	3,201	27,359	43,547	16,188	62.8%
		4,796	37,799	92,847	55,048	40.7%
Salary & Benefits						
	SALARY - GENERAL MANAGER	103,916	223,057	292,854	69,797	76.2%
	SALARY - MANAGER (3 authorized positions)	11,427	191,054	375,083	184,029	50.9%
	SALARY - OFFICE (6 authorized positions)	36,534	177,762	454,100	276,338	39.1%
	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	11,473	110,762	156,088	45,326	71.0%
	SALARY - FIELD / O&M (15 authorized positions)	83,585	793,535	1,118,893	325,359	70.9%
	STANDBY DUTY	1,380	13,020	17,940	4,920	72.6%
	SALARY - ENGINEERING	18,627	139,774	315,145	-	0.0%
	EMPLOYEE BENEFIT - VISION INSURANCE	771	8,802	5,100	(3,702)	172.6%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	3,058	39,537	43,200	3,663	91.5%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	30,097	278,676	375,272	96,596	74.3%
	EMPLOYEE BENEFIT - PERS RETIREMENT	29,141	390,786	422,554	31,768	92.5%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	11,770	108,596	153,444	44,848	70.8%
	EMPLOYEE BENEFIT - MEDICARE	4,263	26,999	35,886	8,888	75.2%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	272	6,506	7,875	1,369	82.6%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	1,350	21,687	26,000	4,313	83.4%
	EMPLOYEE SALARY & BENEFITS - (Allocation to CIP)	(21,164)	(375,004)	(339,867)	35,137	110.3%
		326,500	2,155,549	3,459,568	1,128,649	62.3%
Insurance						
	INSURANCE - LIABILITY & COMPREHENSIVE	59,862	121,510	75,300	(46,210)	161.4%
	INSURANCE - DISABILITY & LIFE	2,179	23,754	28,300	4,546	83.9%
	INSURANCE - WORKER'S COMPENSATION	11,698	40,560	54,319	13,759	74.7%
		73,739	185,824	157,919	(27,905)	117.7%
Reserves & Debt Services						
	RATE STABLIZATION RESERVE	-	-	100,000	100,000	0.0%
	DEPRECIATION RESERVE	-	-	1,001,744	1,001,744	0.0%
	CAPITAL IMPROVEMENT RESERVE	-	-	1,000,000	1,000,000	0.0%
	DEBT SERVICE - COP SERIES 2010	520,599	571,102	571,200	98	100.0%
	DEBT SERVICE - COP SERIES 2012	-	168,871	169,063	192	99.9%
		520,599	739,972.39	2,842,007	2,102,035	26.0%
		\$ 1,003,295	\$ 5,781,215	\$ 11,014,664	\$ 4,654,640	52.49%

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of September 2016

Project No.	Description	Budget				Remaining Commitments	Amounts Paid			Remaining Projections
		Total Project Budget	Adopted Budget 2016	Expenditures to 12/2015	Total Remaining Commitments	Current Upaid Committed	Month to Date	Year to Date	Project to date	2017
2015-31	Baird Way 12" Water Main Replacement Project	504,283		5,698	498,586		-	9,677	15,375	476,781
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project			-	-	-	-	-	-	
2015-33	Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project	396,672	24,619	-	396,672	-	-	-	-	372,053
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project			-	-	-	-	-	-	
2015-35	Sunrise Blvd Streetscape Phase III			162,183	(162,183)	-	-	1,083	163,266	
2015-36	Sylvan Road Street Improvements			4,161	(4,161)	-	-	-	4,161	
2016-31	Wind Way 8-Inch and Longwood Way 6-Inch Water Main Replacements	324,446		-	324,446	-	-	-	-	
2016-34	Auburn Blvd - Rusch Park to Placer County Line	158,252	8,968	-	158,252	-	-	-	-	323,446
Distribution Mains - Replacement		1,383,653	33,587	172,041	728,914	-	-	10,760	182,801	1,172,280
2016-14	Fire Hydrants - Replacements / Upgrades / Infill / New	147,092	147,092	-	147,092	-	3,655	21,065	21,065	-
Fire Hydrants - Replacements/Upgrades/New		147,092	147,092	-	147,092	-	3,655	21,065	21,065	-
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	109,500	-	109,500	-	1,453	20,432	20,432	-
2016-03	Annual Fleet and Field Operations Equipment Improvements/Replacements	32,200	32,200	-	32,200	-	-	53,105	53,105	75,000
2015-04	Annual Technology Hardware and Software Improvements/Replacements	750,000	300,000	3,356	746,644	-	-	27,233	30,590	450,000
2016-04	Annual Technology Hardware and Software Improvements/Replacements	38,934	38,934	-	38,934	-	-	51,817	51,817	-
2016-10	Water Main Pipeline Replacements	28,465	28,465	-	28,465	-	-	870	870	-
2016-11	Water Valve Replacements	91,281	91,281	-	91,281	-	10,437	13,301	13,301	-
2016-12	Water Service Replacements	757,685	757,685	-	757,685	-	49,685	64,800	64,800	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	27,111	27,111	-	27,111	-	-	-	-	-
2015-39	Cal Am Inter Connection			4,064	(4,064)	-	246	232	4,296	-
2016-40	Other City Partnership Opportunities	99,057	99,057	-	99,057	-	-	-	-	149,284
2016-41	Other Miscellaneous Infrastructure Projects	99,057	99,057	-	99,057	-	-	-	-	-
Miscellaneous Projects		2,033,290	1,583,290	7,420	2,025,870	-	61,822	231,790	239,210	674,284
2012-13	Administration Building Expansion / Renovation Project			1,205,171	-	-	-	4,785	1,209,957	-
2016-25	Other Miscellaneous Infrastructure Projects - Admin Building Extension	100,000	100,000	-	-	-	-	78,347	78,347	-
Miscellaneous Projects - Facilities		-	-	1,205,171	-	-	-	83,132	1,288,303	-
2013-30	San Juan High School 24" North Property Line Transmission Main Installation	483,671	225,591	312,473	171,198	-	-	86,605	399,077	-
2014-36	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	348,800	198,842	177,630	171,170	-	-	67,773	245,402	-
2015-30	Poplar Avenue 14" Transmission Main Installation	112,335	99,655	4,756	107,579	-	-	8,727	13,483	-
Transmission Mains - New		944,806	524,088	494,858	449,948	-	-	163,104	657,962	-
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue			414,356	-	-	-	15,769	430,125	-
2016-30	Mariposa Avenue 12-inch Mains	533,706	533,706	10,214	523,493	-	138,612	634,656	644,869	-
2016-33	Limerick Way 8-Inch Main Replacements	239,415	239,415	-	-	-	17,426	79,499	79,499	-
Transmission Mains - New and Distribution Mains - Replacement		773,121	773,121	424,570	523,493	-	156,038	729,924	1,154,494	-
2016-13	Water Meter Replacements	53,158	53,158	-	53,158	-	2,973	5,937	5,937	-
Water Meters		53,158	53,158	-	53,158	-	2,973	5,937	5,937	-
2011-01	Fair Way 12" x 8" Interconnection w/ RV	28,105	28,105	-	28,105	-	-	-	-	-
2012-09	Blossom Hill Drive 6" x 10" Interconnection w/ RV	25,480	25,480	-	25,480	-	-	-	-	-
2012-10	Crestmont Avenue 6" Interconnection w/ RV	19,980	19,980	-	19,980	-	-	-	-	-
2013-21	Skycrest Skycrest Construction	2,081,569	-	2,145,695	-	-	-	242,170	2,387,865	-
2016-20	Groundwater Well Improvements	48,900	48,900	-	48,900	-	-	-	-	-
2015-37	C-Bar-C Pressure Control Station	200,000	200,000	-	200,000	-	-	-	-	-
Water Meters - Emergency Intertie Water Meters		2,404,034	322,465	2,145,695	322,465	-	-	242,170	2,387,865	-
Grand Total		7,739,154	3,436,801	4,449,756	4,250,939	-	224,488	1,487,882	5,937,637	1,846,564

SEPTEMBER 2016 WARRANTS

62134	Yong Cha Talbert	Customer Refund	\$10,948.00
62135	Civil Engineering Construction, Inc.	Contract Services-Miscellaneous	\$45,530.36
62136	Rawles Engineering Inc	Contract Services-Miscellaneous	\$9,570.00
62137	SMUD	Utilities	\$9,796.42
62138	Jeffrey A Harris	Customer Refund	\$37.71
62139	Kenneth S/Regan C Miller	Customer Refund	\$9.70
62140	Ronald P Siebell	Customer Refund	\$41.67
62141	Virginia L Moore	Customer Refund	\$119.39
62142	Lawrence S Ruthven	Customer Refund	\$76.29
62143	Tracy/Colleen Petersen	Customer Refund	\$75.58
62144	Glenn D/Denise K Burnett	Customer Refund	\$12.01
62145	James M/Nicole Mercado	Customer Refund	\$80.95
62146	Jennifer A David	Customer Refund	\$12.11
62147	Paul Feitser	Customer Refund	\$14.36
62148	John Menig	Customer Refund	\$17.15
62149	Ryan/Margo Uhde	Customer Refund	\$201.47
62150	Folsom Devco LLC/Chase Dev LLC	Customer Refund	\$1,443.90
62151	Buyng R Lee	Customer Refund	\$18.42
62152	Jennifer D Vu	Customer Refund	\$84.94
62153	ABA DABA Rentals & Sales	Supplies-Field	\$346.30
62154	Alexander's Contract Services	Contract Services-Meter Read	\$4,411.28
62155	Burketts	Office Expense	\$131.92
62156	CirclePoint	Contract Services-Water Conservation	\$4,629.50
62157	Robin Cope	Health Insurance	\$402.00
62158	Cybex	Equipment Rental-Office	\$139.45
62159	David Gordon	Continued Education	\$103.17
62160	J4 Systems	Contract Services-Other	\$5,095.00
62161	K & B Electric Inc	Contract Services-Miscellaneous	\$448.00
62162	KBA DOCUSYS	Equipment Rental-Office	\$18.84
62163	KBA Docusys Inc	Equipment Rental-Office	\$343.43
62164	L and D Landfill	Contract Services-Miscellaneous	\$83.28
62165	Moonlight BPO	Contract Services-Bill Print/Mail	\$2,783.81
62166	Occu-Med	Office Miscellaneous	\$216.00
62167	Pace Supply Corp	Material	\$316.46
62168	Pape Machinery Exchange	Fixed Assets	\$1,126.01
62169	Missy Pieri	Continued Education	\$60.00
62170	The Sacramento Gazette	Publication Notices	\$75.50
62171	Sonitrol	Equipment Rental-Office	\$162.27
62172	Sonsray Machinery, LLC	Fixed Assets	\$2,276.96
62173	SureWest Directories	Telephone-Local/Long Distance	\$49.00
62174	A. Teichert & Son, Inc.	Road Base	\$2,070.29
62175	Zane Dezin	Contract Services-Water Conservation	\$920.16
62176	Republic Services #922	Utilities	\$200.80
62177	Quan & Quan LLC	Customer Refund	\$229.57
62178	Thomas D/Lourdes P Fisher	Customer Refund	\$5.24
62179	Steven J Mowles	Customer Refund	\$14.60
62180	Marilyn H Chiang Trust	Customer Refund	\$107.85
62181	Thomas Van Codina	Customer Refund	\$34.23
62182	Robert E Ferko	Customer Refund	\$125.53
62183	David/Giovanna Searls	Customer Refund	\$15.82
62184	Paul Feitser	Customer Refund	\$85.82
62185	Danny A/Mary A Gregory	Customer Refund	\$92.69
62186	Jessica E Dyer	Customer Refund	\$170.08
62187	Jason W Graham	Customer Refund	\$281.99
62188	GP Equities INC	Customer Refund	\$47.56

62189	Jennifer Hutsell	Customer Refund	\$11.38
62190	Bridgecourt Investment LLC	Customer Refund	\$21.09
62191	Good Times Investments LLC	Customer Refund	\$106.76
62192	American Dream Brokerage House Company	Customer Refund	\$29.08
62193	ABA DABA Rentals & Sales	Supplies-Field	\$117.62
62194	ACWA/JPIA	Workers Comp Insurance	\$1,395.00
62195	Alexander's Contract Services	Contract Services-Meter Read	\$1,867.54
62196	AREA Restroom Solutions	Equip Rental-Field	\$114.34
62197	Automate Mailing	Contract Services-Bill Print/Mail	\$6,771.89
62198	Axcient Inc	Maintenance Agreement-Software	\$444.30
62199	Burketts	Office Expense	\$268.08
62200	Corelogic Information Solutions Inc	Dues & Subscriptions	\$212.83
62201	Robyn J Evans	Continued Education	\$824.21
62202	Ferguson Enterprises Inc #1423	Material	\$486.97
62203	J4 Systems	Contract Services-Other	\$862.50
62204	Liebert Cassidy Whitmore	Legal & Audit	\$3,036.80
62205	Moonlight BPO	Contract Services-Bill Print/Mail	\$6,180.98
62206	Paul N Phillips, Attorney at Law	Legal & Audit	\$1,750.00
62207	RW Trucking	Contract Services-Miscellaneous	\$6,460.00
62208	A. Teichert & Son, Inc.	Road Base	\$1,400.72
62209	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,862.70
62210	Twin Home Services	Janitorial	\$95.00
62211	Stanley W/Linda M Ruggles Jr	Customer Refund	\$45.99
62212	John H/Nancy C Newman	Customer Refund	\$20.42
62213	Linda M Weiler Revocable Trust	Customer Refund	\$34.07
62214	Michael C/Marilyn K Houston	Customer Refund	\$100.13
62215	Marguerite McLean	Customer Refund	\$15.04
62216	Terri L List	Customer Refund	\$97.17
62217	Russell A/Victoria L Skutley	Customer Refund	\$31.59
62218	Joseph E/Shirley G Rath	Customer Refund	\$122.00
62219	Karen M Crane	Customer Refund	\$61.89
62220	Anh Truong	Customer Refund	\$136.42
62221	Heather Tegerdine	Customer Refund	\$162.61
62222	James J/Sarah M Rafferty	Customer Refund	\$16.52
62223	William/Lisa Christman	Customer Refund	\$28.38
62224	Carl/Abbe McNeelan	Customer Refund	\$160.26
62225	Keller Williams Realty	Customer Refund	\$200.00
62226	Michelle D Peeler	Customer Refund	\$10.88
62227	Linda Alderman	Customer Refund	\$91.55
62228	Christiaan P/Amber M Bauer	Customer Refund	\$248.26
62229	Tandra Bell	Customer Refund	\$70.09
62230	Alexander's Contract Services	Contract Services-Meter Read	\$2,638.27
62231	Allstar Printing	Printing	\$567.00
62232	AnswerNet	Telephone-Answering Service	\$232.67
62233	AT&T Payment Center	Telephone-Local/Long Distance	\$60.00
62234	Avalon Custodial Care	Janitorial	\$695.00
62235	Bart/Riebes Auto Parts	Repair-Trucks	\$5.71
62236	Bryce Consulting, Inc	Legal & Audit	\$3,661.00
62237	BSK Associates	Water Analysis	\$1,742.00
62238	California Landscape Associates Inc	Janitorial	\$200.00
62239	Consolidated	Telephone-Local/Long Distance	\$1,731.57
62240	Corix Water Products, Inc	Material	\$4,295.16
62241	Dawson Oil Company	Gas & Oil	\$1,067.46
62242	Future Ford	Repair-Trucks	\$49.87
62243	Indoor Environmental Services	Maintenance Agreement-Equipment	\$483.91
62244	Integrity Administrators Inc	Health Insurance	\$5,000.00
62245	J4 Systems	Contract Services-Other	\$1,242.50

62246	Kaiser Foundation Health Plan, Inc	Health Insurance	\$14,287.76
62247	Office Depot	Office Expense	\$216.39
62248	Pace Supply Corp	Material	\$1,113.15
62249	Pacific Mechanical Services Inc	Contract Services-Maintenance/Repair	\$417.13
62250	Quenby Rubin-Sprague	Contract Services-Financial	\$4,350.00
62251	Red Wing Shoe Store	Small Tools	\$757.30
62252	Les Schwab Tires	Repair-Trucks	\$651.69
62253	John Spinella	Small Tools	\$230.00
62254	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,669.65
62255	Wallace Kuhl & Associates Inc	Contract Services-Miscellaneous	\$352.50
62256	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$1,575.00
62257	Lavon Burks	Toilet Rebate Program	\$150.00
62258	Marcia or Herman Caldwell	Toilet Rebate Program	\$75.00
62259	Scott Howard	Toilet Rebate Program	\$75.00
62260	Nazy N Shamlou	Toilet Rebate Program	\$150.00
62261	Crissy Sabo	Toilet Rebate Program	\$75.00
62262	William C/Darlene P Houston	Customer Refund	\$223.64
62263	Steven J Mowles	Customer Refund	\$72.68
62264	Henry S/Linda E Chrz	Customer Refund	\$6.70
62265	Laretta Setterlund Family Trust	Customer Refund	\$28.05
62266	Jeffrey S/Michelle D Lloyd	Customer Refund	\$181.24
62267	Arsen Petrosyan	Customer Refund	\$171.28
62268	Florin/Daniela Dumitrascu	Customer Refund	\$47.43
62269	Elk Grove Builders, Inc.	Customer Refund	\$1,436.73
62270	ABA DABA Rentals & Sales	Supplies-Field	\$117.62
62271	Alexander's Contract Services	Contract Services-Meter Read	\$4,122.17
62272	Bart/Riebes Auto Parts	Repair-Trucks	\$180.65
62273	BSK Associates	Water Analysis	\$1,430.00
62274	Burketts	Office Expense	\$201.24
62275	Caltronics Business System	Small Office Equipment	\$244.08
62276	College Oak Towing	Repair-Trucks	\$75.00
62277	Corix Water Products, Inc	Material	\$2,582.40
62278	FP Mailing Solutions	Equipment Rental-Office	\$165.24
62279	Ferguson Enterprises Inc #1423	Material	\$7,235.46
62280	J4 Systems	Contract Services-Other	\$317.50
62281	Kei Window Cleaning #12	Janitorial	\$92.00
62282	Moonlight BPO	Contract Services-Bill Print/Mail	\$4,408.25
62283	Pace Supply Corp	Material	\$1,605.86
62284	Pacific Mechanical Services Inc	Contract Services-Maintenance/Repair	\$190.00
62285	Sierra Office and Printing	Water Conservation-Material/Supplies	\$1,722.00
62286	SMUD	Utilities	\$5,649.22
62287	Sophos Solutions	Contract Services-Other	\$3,440.00
62288	State Water Resources Control Board	Dues & Subscriptions	\$55.00
62289	Sylvan Supply	Repair-Trucks	\$750.00
62290	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,100.03
62291	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,565.46
62292	United Textile	Supplies-Field	\$106.59
62293	US Bank I.M.P.A.C. Government Services	See Agenda Item CC-9	\$7,686.63
62294	Utility Services Associates LLC	Contract Services-Water Conservation	\$2,654.00
62295	Verizon Wireless	Telephone-Wireless	\$1,042.32
62296	Voyager Fleet Systems Inc	Gas & Oil	\$1,999.77
TOTAL			<u>\$256,407.83</u>
ACH	AUG 2016 FD	Bank Fee	\$313.88
ACH	AUG 2016 PH	Bank Fee	\$216.63

ACH	AUG 2016 VANCO	Contract Services-Other	\$99.02
ACH	AUG 2016 WEB	Bank Fee	\$4,027.97
ACH	AUG/SEPT ACCRUAL LIABILITY	PERS	\$53,518.59
ACH	AUG 2016 SERVICE FEE	Bank Fee	\$2,013.28
ACH	PERS PAYDAY 9/8/16	PERS	\$14,676.67
ACH	VALIC 9/22/16 PAYDAY	Deferred Compensation	\$3,350.00
ACH	VALIC 9/8/16 PAYDAY	Deferred Compensation	\$3,370.00
ACH	VOYA 9/8/16 PAYDAY	Deferred Compensation	\$45.00
ACH	VOYA9/22/16 PAYDAY	Deferred Compensation	\$23,305.00
ACH	WHA OCT 2016	Health Insurance	\$16,907.59
ACH	PAYCHEX	Contract Services-Other	\$372.20
ACH	9/30/16 REVENUE REFUNDING CERT	COP Debt Service	\$520,599.07
ACH	PERS 9/22/16 PAYDAY	PERS	\$14,535.76
TOTAL			<u>\$657,350.66</u>
GRAND TOTAL			<u><u>\$913,758.49</u></u>

September Checks Approved at September Board Meeting

62303	ACWA/JPIA	Workers Comp Insurance	\$11,698.00
62299	GM Construction & Developers	Contract Services-Other	\$11,943.50
62301	SMUD	Utilities	\$14,625.38
62300	Ferguson Enterprises Inc #1423	Material	\$19,906.56
62297	ACWA/JPIA	Workers Comp Insurance	\$79,815.63
62298	Civil Engineering Construction, Inc.	Contract Services-Miscellaneous	\$98,116.00
			<u>\$236,105.07</u>

US BANK - CAL-Card Distributions
September 2016

	Tools	Supplies	Main Agree Software	Repair Truck	Repair - Equip/Hardware	Office Exp	Postage	Continued Ed.	Office Misc, District Event	Mtg Accom	Office Misc. Other
Total Bill											

Churchill	\$ -											
Cutler	\$ 425.24		379.96							45.28		
Dains	\$ -											
Dietrich	\$ 15.99			15.99								
Evans	\$ 4,946.87	965.03	558.31	1,273.65	1,488.77	141.43			519.68			
Gordon	\$ -											
Hensley	\$ 404.11		16.18			273.98		113.95				
Riehle	\$ -											
Sheehan	\$ -											
Shockley	\$ 939.20						64.50	761.13		113.57		
Smoot	\$ 624.18						58.05	541.13			25.00	
Straus	\$ 331.04			250.00	8.00						73.04	
	\$ 7,686.63	965.03	954.45	250.00	1,297.64	1,488.77	415.41	122.55	1,416.21	519.68	158.85	98.04

Date: 9/30/16

October 11, 2016 - AGENDA ITEM: CC-9

Citrus Heights Water District
 2016 Director Training Courses/Seminars/Conferences
 as of 10/6/2016

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/ phone
02/04/16	1	Water Workshop 101	AWWA CA/NV	West Sacramento	Ray Riehle	225.00	225.00					
05/02/16	2	ACWA Spring Conference	ACWA	Monterey	Al Dains	1,650.87	695.00	675.41		246.10	34.36	
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
					Grand Total	1,875.87						

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : CLOSED CIRCUIT TELEVISION POLICY
STATUS : Action Item
REPORT DATE : September 28, 2016
PREPARED BY : Kelly Drake, Water Meter Technician/Safety Officer
Hilary M. Straus, Assistant General Manager

OBJECTIVE:

Consider adoption of a Closed-Circuit Television (CCTV) Policy.

BACKGROUND AND ANALYSIS:

Closed-Circuit Televisions/video monitoring (CCTV) has been in use by both public and private industry for safety and as a security measure throughout the world for many years. Citrus Heights Water District began using CCTV for security purposes at its main facility in June 2008, and has since expanded its use to encompass many of the remote sites. During the annual Association of California Water Agencies Joint Powers Insurance Agency's (ACWA JPIA) Liability, Property, and Workers' Compensation Programs Risk Assessment on November 30, 2015, ACWA JPIA's Senior Risk Management Consultant conducting the assessment noted that there were CCTV cameras in use and inquired if CHWD had a policy regarding use of the system. In a letter to CHWD, dated December 10, 2015 ACWA/JPIA, recommended that CHWD develop and adopt a policy for the approved use of the CCTV system.

After reviewing multiple sample documents, a Citrus Heights Water District Closed-Circuit Television policy is ready for review and action. This document has been reviewed and sanctioned by both CHWD's and ACWA/JPIA's legal counsel.

RECOMMENDATION:

Adopt the Closed-Circuit Television (CCTV) Policy as written (Attachment "A").

ACTION:

Adopt the Closed-Circuit Television (CCTV) Policy as proposed.

Moved by Director _____, Seconded by Director _____, Carried _____

ATTACHMENT A
CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : CLOSED-CIRCUIT TELEVISION (CCTV) POLICY
POLICY NUMBER : 0000
DATE ADOPTED : October 11, 2016

0000.00 PURPOSE

The Citrus Heights Water District (CHWD) is committed to providing a safe and secure work environment. This is accomplished through a variety of strategies, including the use of technology. Electronic monitoring or monitoring & recording equipment are used to enhance safety or security of District facilities. The following operational procedures are intended to provide safety and security guidelines in the management, use and installation of electronic monitoring or monitoring & recording video technology on all District owned or controlled properties.

These policy and procedures do not apply to a District's Supervisory Control and Data Acquisition (SCADA) System.

0000.01 Scope

Closed Circuit Television Systems (CCTV), also known as video surveillance systems, will only be installed and operated at CHWD facilities expressly approved by action of the General Manager or designee. Use of video surveillance at CHWD facilities shall at all times comply with federal and state laws. CCTV cameras shall be installed only in identified public areas, except as otherwise may be provided in this document.

These procedures & guidelines are for the use of CCTVs on CHWD property in a way that enhances safety or security, but also respects the expectation of reasonable privacy among staff, patrons and visitors of the District.

Legitimate safety and security purposes for CCTV Systems include, but are not limited to:

- A. Safeguard of District staff, patrons and visitors and protection of District property and facilities;
- B. Verification of alarms or access systems; and
- C. Investigation of criminal activity.

0000.02 Coverage Areas

CHWD shall generally employ a philosophy of perimeter coverage viewing entrance and egress to District facilities. Placement of CCTV cameras shall be along the outside of buildings or otherwise aimed and focused on the perimeter. Insofar as possible, perimeter cameras shall have overlapping fields of view to ensure that all areas along the perimeter are included in the CCTV coverage.

Upon approval of the General Manager or designee, exceptions to the philosophy of perimeter CCTV coverage may be made to provide such coverage within the District's property perimeter and in the interior of a site building to monitor areas of high value (e.g., lobby, office, computer rooms, warehouse equipment storage) or area with specific concern.

CCTV cameras shall not be placed in areas where there may be a reasonable expectation of privacy by staff, patrons or visitors (e.g., rest rooms, locker rooms, private offices, conference rooms, staff lounges) unless associated with an ongoing law enforcement or criminal investigation. Viewing areas off District property such as into neighboring property, into vehicles, or of any areas where there is an expectation of privacy is also prohibited unless associated with an ongoing law enforcement or criminal investigation. No sound is to be monitored or recorded in connection with the CCTV.

Each District facility utilizing a CCTV system shall be posted with signs stating that the District has installed CCTV system to reduce property damage, loss, and property management. Signs shall be conspicuous in size so that a reasonable person would be able to discern their contents. Signs shall be in addition to any **No Trespassing** or use of facilities signs and shall be posted at gated or common access points to District facilities.

0000.03 Authorized CCTV Users

Authorized users of the CCTV system shall be approved and appointed by the General Manager or designee and shall be the individual who will have control and oversight of the CCTV system. To prevent unauthorized access the General Manager or designee shall maintain a list of all District employees and other officials with authorized access to the control of cameras and to any stored recording media.

Authorized users shall receive training regarding proper use of the CCTV equipment, rules regulating privacy and District policies; including the Non- Discrimination Policy, the Sexual Harassment Policy, and other relevant policies.

0000.04

Protection of Information and Disclosure

Security and retention of digital images will be the responsibility of the General Manager or designee. Disclosure of video images or information shall be consistent with federal and state laws. All recorded video images will be stored and secured to ensure confidentiality. Video recordings will not be stored longer than thirty (30) calendar days after initial recording; whereupon such recordings will be erased except if they contain images involving a pending or potential security or safety issue. Copies of video recordings created for evidence shall be retained as long as is necessary. Disposal and destruction of media containing video recordings will conform to proper and legal disposal methods.

0000.05

Storage & Recall of Recorded CCTV Information

The General Manager or designee shall approve requests for access to recorded and stored video images.

Access to CCTV images may be viewed in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, for quality control purposes, or for other reasons the General Manager or designee may deem appropriate. In accordance with federal and state laws, access to view video recording will be permitted only if:

- A. The person requesting access is the only identifiable subject on the video recording, or
- B. If other persons are shown in the image, written permission has been obtained from all other visible person(s) or their parents/ guardians (for minors).

Upon written request, CHWD will provide a written summary of the video recorded incident(s) to a person pictured on a video recording or a minor's parent/guardian.

Requests for viewing will be made to the General Manager or designee within ten (10) business days of the date of recording. Approval/Denial for viewing shall be made within five (5) business days of receipt of the request and so communicated to the requesting individual. Video recordings will be made available for viewing within three (3) business days of the request approval.

Actual viewing will be permitted only at CHWD's main office.

Only the portion of the video concerning the requesting individual will be made available for viewing. Video recordings will remain the property of CHWD and may be reproduced only in accordance with the law.

All CCTV recording media shall be considered legal evidence and treated as confidential or as directed by Counsel.

All copies of images recorded from the CCTV system which are to be removed from CHWD shall be approved by the General Manager or designee. When images recorded from the CCTV system are requested by any law enforcement agency as part of an ongoing investigation, a duplicate copy of the images shall be provided for that purpose.

Original CCTV media shall never be edited or manipulated in any manner. The original CCTV recording media shall be protected from accidental overwrite or erasure during the duplicating process.

0000.06 CCTV Maintenance & Repairs

CCTV operating system software shall not be altered, downloaded, copied, edited or modified by anyone other than a qualified CCTV vendor or a CHWD employee authorized to do so. Corrupted software resulting from tampering may void system warranties and incur expense.

Any defect in system operation shall be reported in writing to the designated CHWD employee(s) as soon as possible to ensure that any guarantees or warranties are maintained in force. All physical damage to the CCTV system shall be documented and investigated.

A CCTV system repair log shall be maintained at each site, which records repairs or notices of malfunction. Such system logs shall be maintained on an ongoing basis and kept available in secure storage for no less than three years.

00000.07 Policy Updates or Revisions

This policy may be updated or amended by the General Manager or designee as needed.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : PROPOSED STATE WATER EFFICIENCY MANDATES
STATUS : Information Item
REPORT DATE : October 4, 2016
PREPARED BY : Rex W. Meurer, Water Efficiency Coordinator

OBJECTIVE:

Provide the Board an update to the proposed Water Efficiency Mandate framework to be announced by the Department of Water Resources and the State Water Resource Control Board in January 2017.

BACKGROUND AND ANALYSIS:

Executive Order B-37-16 (EO) was issued May 9, 2016 by Governor Brown. This EO strengthens current Water Efficiency standards set by previous EO B-26-14, EO B-28-14, EO B-29-15 and EO B-36-15 issued since April 2014.

A Water Efficiency update will be provided focusing on these proposed State-wide water efficiency regulations, Association of California Water Agencies (ACWA) proposed response to the State's regulations and Sacramento Regional Water Authority (RWA) input.

RECOMMENDATION:

None

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : 2017 WATER RATES, MISCELLANEOUS FEES AND CHARGES
AND CAPACITY FEES
STATUS : Discussion Item
REPORT DATE : October 3, 2016
PREPARED BY : Susan K Sohal – Accounting Supervisor
Hilary Straus, Assistant General Manager

OBJECTIVE:

Review and discuss the proposed Capacity Fees and Water Rates, Miscellaneous Fees and Charges for 2017.

BACKGROUND AND ANALYSIS:

This report presents the proposed Miscellaneous Fees and Charges for 2017, and Capacity Fees for 2017.

2017 Schedule of Water Rates, Miscellaneous Fees, Charges and Capacity Fees

A schedule comparing current 2016 adopted Water Rates, Miscellaneous Fees and Charges and Capacity Fees with the proposed 2017 Water Rates, Miscellaneous Fees and Charges and Capacity Fees accompanying this staff report. Significant elements of the 2017 water rate schedule are as follows:

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

Next Steps:

The proposed 2017 Water Rates, Miscellaneous Fees and Charges and Capacity Fees schedule will be on the agenda as a Public Hearing for Board consideration at the November 15th budget and rate adoption meeting.

RECOMMENDATION:

1. Review and discuss the proposed Water Rates, Miscellaneous Fees, Charges and Capacity Fees 2017
 2. Provide direction to staff on the draft Water Rates, Miscellaneous Fees, Charges and Capacity Fees for 2017.
-

THIS PAGE LEFT BLANK

CITRUS HEIGHTS WATER DISTRICT
 2017 Proposed WATER RATES
 Proposed Rate Options-- September 13, 2016

Type of Charge	Applied Basis or Frequency	2016	2017	\$ Change
		Adopted	Proposed	
Charges for Metered Rate Customer Accounts				
<i>Service Charge, Domestic, Commercial & Irrigation Meters</i>				
¾-inch meter	bi-monthly, per meter	\$42.05	\$47.52	\$5.47
1-inch meter	bi-monthly, per meter	\$63.98	\$72.30	\$8.32
1½-inch meter	bi-monthly, per meter	\$78.60	\$88.82	\$10.22
2-inch meter	bi-monthly, per meter	\$151.69	\$171.41	\$19.72
3-inch meter	bi-monthly, per meter	\$239.42	\$270.54	\$31.12
4-inch meter	bi-monthly, per meter	\$473.35	\$534.89	\$61.54
<i>Service Charge, Combination Meters</i>				
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00	\$0.00
4-inch meter	bi-monthly, per meter	\$151.69	\$171.41	\$19.72
6-inch meter	bi-monthly, per meter	\$239.42	\$270.54	\$31.12
8-inch meter	bi-monthly, per meter	\$473.35	\$534.89	\$61.54
10-inch meter	bi-monthly, per meter	\$1,153.17	\$1,303.08	\$149.91
Public Agencies with Mutual Assistance Agreements				
(SJUSD, SRPD, SCD) (Multiplier = 0.50)				
<i>Service Charge, Domestic, Commercial & Irrigation Meters</i>				
¾-inch meter	bi-monthly, per meter	\$21.02	\$23.75	\$2.73
1-inch meter	bi-monthly, per meter	\$31.99	\$36.15	\$4.16
1½-inch meter	bi-monthly, per meter	\$39.30	\$44.41	\$5.11
2-inch meter	bi-monthly, per meter	\$75.84	\$85.70	\$9.86
3-inch meter	bi-monthly, per meter	\$119.71	\$135.27	\$15.56
4-inch meter	bi-monthly, per meter	\$236.67	\$267.44	\$30.77
<i>Service Charge, Combination Meters</i>				
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00	\$0.00
4-inch meter	bi-monthly, per meter	\$75.84	\$85.70	\$9.86
6-inch meter	bi-monthly, per meter	\$119.71	\$135.27	\$15.56
8-inch meter	bi-monthly, per meter	\$236.67	\$267.44	\$30.77
10-inch meter	bi-monthly, per meter	\$576.58	\$651.54	\$74.96
Other Service Charges				
<i>Service Charge, Construction Meters</i>				
2½-inch and 3-inch meters	bi-monthly, per meter	\$239.42	\$270.54	\$31.12
<i>Service Charge, North Ridge Country Club Meter</i> (multiplier = 3.00, not annexed)				
	bi-monthly, per meter	\$191.94	\$216.89	\$24.95
<i>Service Charge, Mount Vernon Memorial Park</i> (multiplier = 2.31, based upon property annexed)				
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00	\$0.00
8-inch Combination meter	bi-monthly, per meter	\$1,093.43	\$1,235.58	\$142.15
<hr/>				
<u>Usage Charges for Water Consumed</u>				
<i>Domestic, Commercial, Irrigation, Combination</i>				
All meter sizes	per unit	\$0.8735	\$0.9871	\$0.1136
<i>Construction Meters</i>				
	per unit, for all units bi-monthly	\$2.6205	\$2.9600	\$0.3395
<i>North Ridge Country Club Meter</i>				
	per unit, for all units bi-monthly	\$2.6205	\$2.9600	\$0.3395
<i>Mount Vernon Memorial Park (2.31 multiplier)</i>				
	per unit, for all units bi-monthly	\$2.0177	\$2.2800	\$0.2623
<hr/>				
<i>Unannexed property (surplus water only)</i>	multiplier times annexed rate, applied to service charge and commodity charge	3		

CITRUS HEIGHTS WATER DISTRICT
 2017 Proposed WATER RATES
 Proposed Rate Options-- September 13, 2016

Type of Charge	Applied Basis or Frequency	2016	2017	\$ Change
		Adopted	Proposed	
Wheeling Water Charge (unless otherwise adopted by mutual aid agreement)				
	per acre-foot to Cal-American WC	\$49.30	\$56.20	\$6.90
	per acre-foot to Carmichael WD	\$49.30	\$56.20	\$6.90
	per acre-foot to Fair Oaks WD	\$49.30	\$56.20	\$6.90
	per acre-foot to Orangevale WD	\$3.36	\$3.83	\$0.47
	per acre-foot to City of Roseville	\$49.30	\$56.20	\$6.90
	per acre-foot to Sac. Suburban WD	\$49.30	\$56.20	\$6.90
	per acre-foot to San Juan WD	\$3.36	\$3.83	\$0.47
Commercial Fire Sprinkler Service Charges				
4-inch and smaller	per service, bimonthly	\$66.83	\$75.52	\$8.69
6-inch	per service, bimonthly	\$86.69	\$97.96	\$11.27
6-inch; one-half shared	per service, bimonthly	\$43.34	\$48.98	\$5.64
6-inch; one-third shared	per service, bimonthly	\$28.88	\$32.65	\$3.77
8-inch	per service, bimonthly	\$105.58	\$119.31	\$13.73
8-inch; one-half shared	per service, bimonthly	\$52.79	\$59.65	\$6.86
10-inch	per service, bimonthly	\$142.32	\$160.82	\$18.50
12-inch	per service, bimonthly	\$188.56	\$213.07	\$24.51
Construction Water Charges				
minimum charge		\$194.79	\$220.11	\$25.32
Schedule A - Projects	per lot	\$133.94	\$151.35	\$17.41
Schedule B - Trenches, Excavations & Grading	per 100 cubic yards	\$36.17	\$40.87	\$4.70
Schedule C - Tank Trucks	per 1,000 gallons	\$6.00	\$6.78	\$0.78
Schedule D - Metered Use	meter rate	-----	-----	
Schedule E - Non-Profit	per day	\$40.69	\$45.98	\$5.29
Plan Check Charges				
	minimum charge + per connection	\$928.00	\$975.00	\$47.00
	per connection	\$18.80	\$21.24	\$2.44
Easement/Quitclaim				
	per easement/quitclaim	\$626.00	\$649.00	\$23.00
Inspection Charges				
Minimum	min. + per connect. + per main tie-in	\$973.00	\$1,007.00	\$34.00
Plus per connection	per connection	\$164.00	\$185.32	\$21.32
Plus per main tie-in	per main tie-in	\$1,019.00	\$1,001.00	(\$18.00)
AC pipe disposal charge	per foot, 4 feet minimum (\$200 min.)	\$50.00	\$52.00	\$2.00
Hydrostatic pressure test	each	\$278.00	\$273.00	(\$5.00)
Backflow Prevention Assembly Testing Charge for New Development				
	per assembly	\$83.00	\$80.00	(\$3.00)
Bacteriological water test sampling	minimum	\$308.00	\$302.00	(\$6.00)
Additional Bacteriological water sample	additional samples after minimum	\$77.00	\$75.00	(\$2.00)
Chlorination & Flushing	per project	\$185.00	\$183.00	(\$2.00)
Weekend/After Hours	per hour (4 hr. minimum)	\$124.00	\$124.00	\$0.00
Holiday	per hour (4 hr. minimum)	\$155.00	\$157.00	\$2.00
Water Service Installation Charges				
¾-inch services w/meter	per service	\$4,138.00	\$4,092.00	(\$46.00)
1-inch service w/meter	per service	\$4,265.00	\$4,219.00	(\$46.00)
1¼-inch & larger service w/meter	actual cost, with minimum charge	\$4,265.00	\$4,265.00	\$0.00
Service abandonments/relocations				
Meter set charge:				
¾ inch x ¾ inch	per meter	\$414.00	\$416.00	\$2.00
¾ inch	per meter	\$469.00	\$471.00	\$2.00
1 inch	per meter	\$574.00	\$576.00	\$2.00
1½ inch	per meter	\$808.00	\$810.00	\$2.00
2 inch	per meter	\$956.00	\$958.00	\$2.00
>2 inch	actual cost			
Backflow prevention assembly installation charge				
¾ inch	each	\$3,088.00	\$3,036.00	(\$52.00)
1 inch	each	\$3,281.00	\$3,230.00	(\$51.00)
1½ inch	each	\$3,802.00	\$3,750.00	(\$52.00)
2 inch	each	\$4,031.00	\$3,980.00	(\$51.00)
>2 inch	actual cost			

CITRUS HEIGHTS WATER DISTRICT
 2017 Proposed WATER RATES
 Proposed Rate Options-- September 13, 2016

Type of Charge	Applied Basis or Frequency	2016	2017	\$ Change
		Adopted	Proposed	
Capacity Fees				
Residential- Multi-Family:				
Townhomes/Condos/Duplexes w/¾-inch max.	per service + non-residential uses	\$4,177.00	\$4,343.00	\$166.00
Townhomes/Condos/Duplexes w/1-inch max.				
Fire Sprinklers w/1-inch max.	per service + non-residential uses	\$6,683.00	\$6,948.00	\$265.00
Residential- Single Family:				
0 - 2.499 acres with 1-inch max.	per service	\$6,683.00	\$6,948.00	\$265.00
2.500 - 4.999 acres with 1¼-inch max.	per service	\$7,518.00	\$7,817.00	\$299.00
5.00 - 7.500 acres with 1½-inch max.	per service	\$8,354.00	\$8,685.00	\$331.00
Over 7.500 acres with 2-inch max.	per service	\$16,708.00	\$17,370.00	\$662.00
Nonresidential Users:				
Based on service size, including, but not limited to, commercial, industrial, irrigation, commercial swimming pools, and clubhouse applications:				
⅝ inch	per service	\$2,506.00	\$2,606.00	\$100.00
¾ inch	per service	\$4,177.00	\$4,343.00	\$166.00
1 inch	per service	\$6,683.00	\$6,948.00	\$265.00
1¼ inch	per service	\$7,518.00	\$7,817.00	\$299.00
1½ inch	per service	\$8,354.00	\$8,685.00	\$331.00
2 inch	per service	\$16,708.00	\$17,370.00	\$662.00
3 inch	per service	\$26,732.00	\$27,792.00	\$1,060.00
4 inch	per service	\$53,464.00	\$55,584.00	\$2,120.00
6 inch	per service	\$208,844.00	\$217,125.00	\$8,281.00
8 inch	per service	\$400,980.00	\$416,880.00	\$15,900.00
10 inch	per service	\$634,885.00	\$660,060.00	\$25,175.00
12 inch	per service	\$835,375.00	\$868,500.00	\$33,125.00
Other Charges and Fees				
Inclusion / Annexation Fee	per gross acre, ½ acre or greater minimum to ½ acre	\$2,223.00 \$1,111.50	\$1,486.00 \$743.00	(\$737.00) (\$368.50)
Agenda-By-Mail Charge (e-mail delivery free)	per packet	\$30.00	\$24.00	(\$6.00)
Agenda-By-Mail Charge (e-mail delivery free)	per year	\$371.00	\$183.00	(\$188.00)
Standby Service Charge	per hour, 1 hour minimum	\$97.00	\$96.00	(\$1.00)
Returned Check Fee	per check	\$25.00	\$26.00	\$1.00
Late Payment Penalty	5% of overdue account balance	5.00%	\$0.05	\$0.00
Turn-off Notice Service Charge	per occurrence	\$22.00	\$23.00	\$1.00
<u>Missed Appointment/No-Show Fee</u>	<u>per occurrence</u>	<u>\$0.00</u>	<u>\$49.00</u>	<u>NEW</u>
Disconnect / Reconnect Service Charge	per occurrence	\$100.00	\$98.00	(\$2.00)
Meter Re-Read / Maintenance Charge	per occurrence	\$39.00	\$41.00	\$2.00
Customer Account Deposit	per account	\$200.00	\$225.00	\$25.00
Construction Meter Deposit	per meter	\$1,769.00	\$1,770.00	\$1.00
Copy Charge	per page	\$0.10	\$0.10	\$0.00
Backflow Prevention Assembly Testing Charge	per assembly bimonthly	\$12.50	\$12.50	\$0.00
Backflow Prevention Assembly Re-testing Charge	per test	\$80.00	\$78.00	(\$2.00)
Fire Flow Certification Letter	per letter	\$22.00	\$23.00	\$1.00
Fire Flow Modeling	per modeling	\$333.00	\$333.00	\$0.00
Fire Flow Modeling & Certification Letter	per modeling plus letter	\$355.00	\$355.00	\$0.00
Tamper Charge	per occurrence	\$100.00	\$98.00	(\$2.00)
Water Conservation Violation Charge (1)	first occurrence	\$50.00	\$50.00	\$0.00
Water Conservation Violation Charge (2)	second occurrence	\$75.00	\$75.00	\$0.00
Water Conservation Violation Charge (3)	third occurrence	\$100.00	\$100.00	\$0.00

THIS PAGE LEFT BLANK



Notice of Public Hearing on Proposed Water Rate Adjustments

Thank you for your continued support of the Citrus Heights Water District (CHWD). With your help, we've been able to maintain and implement much needed improvements to our infrastructure and facilities. These investments and reinvestments to more than 19,800 service connections help us continue to provide reliable service to you. This year alone, we've replaced many water mains, services, and added another high capacity groundwater well to serve you. Thank you, again, for your support as we move forward with a continued proactive program of system-wide investments and reinvestments.

CHWD has and will continue to control operating costs, including personnel expenses, as a result of efficiencies, such as maintaining a small workforce, reorganization and pension reform.

Your dollars are already hard at work throughout the District on key capital

PUBLIC HEARING: Tuesday, November 15, 2016 6:30 PM	HEARING LOCATION: Rusch Park Community Center, SunrisePatio Room 7801 Auburn Boulevard, Citrus Heights, California
At a Public Hearing on Tuesday, November 15, 2016, at 6:30 PM, the Citrus Heights Water District (CHWD, or District) Board of Directors will consider the adoption of a rate increase on bi-monthly service charges and usage charges for water consumed.	

improvement projects that will keep our water supply healthy and balanced. To maintain our stewardship over District costs, we need to continue making a number of system replacements and upgrades. This includes: 1) replacing aging water mains; 2) expanding the District's system of groundwater supply wells; and 3) replacing aging water meters. These future infrastructure replacements and upgrades require the District to maintain a sound financial position. In order to continue to provide our customers with the best possible value, and to cover the costs of the required replacements and upgrades, CHWD will be requesting a rate increase for 2017.

1. Water Main Replacements—Many of CHWD's water mains were installed from the 1960s through the 1980s when the majority of residential and commercial development occurred in the District. Real estate developers installed most of the existing infrastructure as a condition of the new development. Now, it's CHWD's responsibility to maintain, repair and replace this aging infrastructure. We currently operate, maintain, and repair more than 271 miles of pipelines that carry water underground throughout the District's 12-square mile service area. Many of these decades-old pipelines must be replaced over the next 5 to 25 years in phases. Replacing the old water mains is

Why a Rate Increase is Needed



SUPPORTING DEPENDABLE INFRASTRUCTURE

Water Main Replacements are required to prevent costly watermain failures, disruptions in service, and water loss.



SECURING A DIVERSE WATER SUPPLY

Groundwater Wells will help improve system reliability and flexibility and reduce our reliance on surface water.



INCREASE ACCURACY & CUSTOMER CONTROL

Water Meter Replacements ensure accurate meter reads and will help customers manage water usage by providing real time data.

crucial to maintaining highly dependable service, which means that we need to plan and set aside funds today.

If the water delivery system is not kept up to date, catastrophic incidents, caused by malfunctions become more likely. System failures can cause property damage from flooding and waste large quantities of precious water. These incidents are expensive, so taking the necessary precautions are much less costly over time.



2. Groundwater Wells—Increasing the number of groundwater supply wells will help add reliability and flexibility to the CHWD system, while reducing our dependency on surface water. Approximately one-third of CHWD’s operations and maintenance budget is currently spent on purchasing treated surface water from Folsom Lake through the San Juan Water District (SJWD). SJWD’s current Financial Plan projects significant annual increases in wholesale water rates to continue to treat and deliver water to CHWD in the future. These projections will result in growing costs for us and our customers.

Groundwater sourced from wells is available in our District as a supplementary resource. We currently have six groundwater supply wells, with a forecasted need to build an additional four wells. Additional wells add variety to our water sources and provide access to more water, which translates into reliable service during times of limited

surface water availability and cost savings over the long-term. These wells cost approximately \$3 million each, factoring in land acquisition, design, construction and permitting.

3. Water Meter Replacements—In compliance with Federal mandates, the majority of water meters for customers were installed in the early 2000s. Like other infrastructure and facilities, meters need to be replaced to ensure reliability and compatibility with new and more efficient technology. By 2020, we will need to begin the process of replacing the oldest meters. New, more cost-effective meter technology will better serve customers as the new meters will provide real time data that will help you manage water usage.

CHWD will continue to take steps to prevent infrastructure failures by investing in capital improvements. Previous capital improvement activities have resulted in a decrease in water main leaks in the District’s system from 85 in 2001 to 14 water main leaks in 2015, a nearly 84% reduction.

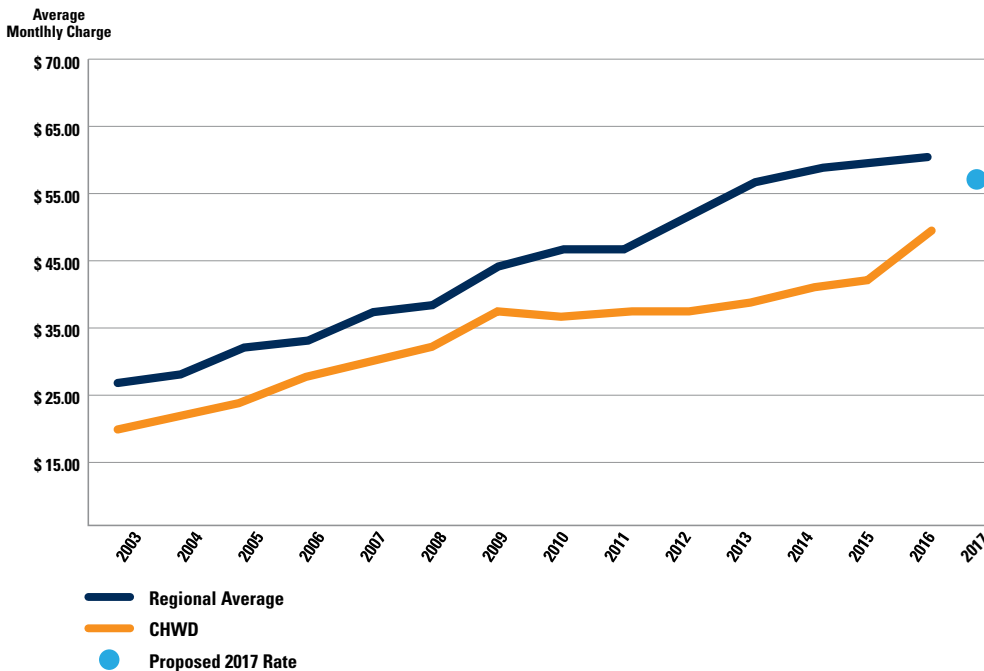
CHWD is committed to continuing this focus on system reinvestments.

Droughts in California have placed a stress on water agencies’ finances throughout the State. To combat future droughts, and increase our efficiency, CHWD is requesting to increase rates to ensure that

Regional Rate Comparison

Still Below the Regional Average

CHWD has a proven record of providing quality service at low rates. CHWD rates have been significantly lower than the average for the region. The District’s current rates are nearly 15% below the region’s average. Even with the proposed rate increase, CHWD customers will pay considerably lower rates compared to many other water customers in the Sacramento area.



What does it mean for me?

The proposed rate increase, based on average consumption for a family of four in a single family home with a one-inch water meter, is about \$6.43 per month.

adequate funding is available for necessary capital improvement projects. Paying as we go and maintaining contingency funding instead of using bonds to finance

Gradual rate increases reduce the overall costs to our customers over time. These additional funds allow CHWD to avoid relying on debt service and associated debt

economic hurdles in the short-term and long-term.

Throughout the year, we will keep our customers informed by providing progress reports concerning water main replacements, other capital improvements, and system reinvestment projects. Customers can stay up to date with our *WaterLine* newsletter, Facebook page and website updates about infrastructure and financial planning efforts for medium and long-term capital investments and reinvestments.

New meters provide real-time data, making it easier to manage your water usage.

necessary capital improvements will save costs to our customers over time, and mitigate large and unexpected expenses in the future. It's more cost effective for CHWD and our customers to incur gradual rate increases versus maintaining current rates, thereby delaying planned and needed improvements.

service costs and restrictions. Moreover, a dependence on debt financing would undermine our local control over water rates—as debt service includes covenants mandating rate increases to maintain required ratios of revenue over expense. Periodic rate increases would protect CHWD and its customers from unforeseen

Summary of Rates

Below is a summary of the proposed changes to the bi-monthly customer service charges and usage charges for water consumed.

TYPE OF CHARGE	APPLIED BASIS OR FREQUENCY	2016 ADOPTED	2017 PROPOSED	\$ BI-MONTHLY CHANGE
Charges for Metered Rate Customer Accounts				
Service Charge, Domestic, Commercial & Irrigation Meters				
¾-inch meter	bi-monthly, per meter	\$ 42.05	\$ 47.52	\$ 5.47
1-inch meter	bi-monthly, per meter	\$ 63.98	\$ 72.30	\$ 8.32
1½-inch meter	bi-monthly, per meter	\$ 78.60	\$ 88.82	\$ 10.22
2-inch meter	bi-monthly, per meter	\$ 151.69	\$ 171.41	\$ 19.72
3-inch meter	bi-monthly, per meter	\$ 239.42	\$ 270.54	\$ 31.12
4-inch meter	bi-monthly, per meter	\$ 473.35	\$ 534.89	\$ 61.54
Service Charge, Combination Meters				
Low flow bypass meter	bi-monthly, per meter	\$ 0.00	\$ 0.00	\$ 0.00
4-inch meter	bi-monthly, per meter	\$ 151.69	\$ 171.41	\$ 19.72
6-inch meter	bi-monthly, per meter	\$ 239.42	\$ 270.54	\$ 31.12
8-inch meter	bi-monthly, per meter	\$ 473.35	\$ 534.89	\$ 61.54
10-inch meter	bi-monthly, per meter	\$ 1,153.17	\$ 1,303.08	\$ 149.91
Usage Charges for Water Consumed (1 unit = 100 cubic feet = 748 gallons)				
Domestic, Commercial, Irrigation & Combination Meter				
All meter sizes	per unit	\$ 0.8735	\$ 0.9871	\$ 0.1136
Commercial Fire Sprinkler Service Charges				
4-inch and smaller	per service, bimonthly	\$ 66.83	\$ 75.52	\$ 8.69
6-inch	per service, bimonthly	\$ 86.69	\$ 97.96	\$ 11.27
6-inch; one-half shared	per service, bimonthly	\$ 43.34	\$ 48.98	\$ 5.64
6-inch; one-third shared	per service, bimonthly	\$ 28.88	\$ 32.65	\$ 3.77
8-inch	per service, bimonthly	\$ 105.58	\$ 119.31	\$ 13.73
8-inch; one-half shared	per service, bimonthly	\$ 52.79	\$ 59.65	\$ 6.86
10-inch	per service, bimonthly	\$ 142.32	\$ 160.82	\$ 18.50
12-inch	per service, bimonthly	\$ 188.56	\$ 213.07	\$ 24.51



P.O. Box 286
Citrus Heights, CA
95611-0286



Street Address 6230 Sylvan Road Citrus Heights, CA 95610-5610	Directors Allen B. Dains, President Caryl F. Sheehan, Vice President Raymond A. Riehle, Director Robert A. Churchill, General Manager/Secretary Hilary M. Straus, Assistant General Manager/Treasurer Susan K. Sohal, Accounting Supervisor/ Assessor/Collector
Office Hours M-Th: 8:00 am – 5:30 pm Closed on Friday, Holidays	
24-Hour Phone: (916) 725-6873	
Fax: (916) 725-0345	
Web: www.chwd.org	
Email: custserv@chwd.org	

Postal Customer and Water Consumer in Citrus Heights Water District

How to protest the proposed rate increase

All owners and tenants of property receiving water service from Citrus Heights Water District are invited to attend the Public Hearing on Tuesday, November 15, 2016 and to comment on the proposed rate increase. Proposition 218 allows property owners to file a written protest before or during the public hearing. If written protests are presented by a majority of the property owners, a rate increase will not be approved. Only one written protest per identified parcel or property will be counted for purposes of determining whether there is a majority protest. Protests must be received in writing prior to the close of the Public Hearing to be considered. Electronic delivery of protests by fax or e-mail will not be accepted.

The written protest must be signed by the property owner(s) and must include a description of the affected property, including address and/or Assessor's Parcel Number. If you were not identified as the owner of the property on the most recent Sacramento County or Placer County tax roll, include written evidence that you presently own the property.

Written protests can be mailed to:

District Secretary
Citrus Heights Water District
P.O. 286
Citrus Heights, CA 95611-0286

Or, written protests may be hand-delivered to Citrus Heights Water District officials or staff at the District Administration Office by 5:30 PM on November 15, 2016, or up to the close of the Public Hearing on the night of the meeting, November 15, 2016, at the Board of Directors meeting location at the Rusch Park Community Center—Sunrise/Patio Room, 7801 Auburn Boulevard, Citrus Heights, California.

The CHWD Administration Office is located at 6230 Sylvan Road, Citrus Heights, CA 95610. Office Hours are Monday through Thursday, 8 AM to 5:30 PM. For the latest information from CHWD, and the proposed rate increase, please visit our website www.chwd.org. Be sure to follow us on Facebook at <https://www.facebook.com/citrusheightswaterdistrict>.

CITRUS HEIGHTS WATER DISTRICT
 2017 Proposed WATER RATES
 Proposed Rate Options-- September 13, 2016

Type of Charge	Applied Basis or Frequency	2016	2017	\$ Change
		Adopted	Proposed	
Charges for Metered Rate Customer Accounts				
<i>Service Charge, Domestic, Commercial & Irrigation Meters</i>				
¾-inch meter	bi-monthly, per meter	\$42.05	\$47.52	\$5.47
1-inch meter	bi-monthly, per meter	\$63.98	\$72.30	\$8.32
1½-inch meter	bi-monthly, per meter	\$78.60	\$88.82	\$10.22
2-inch meter	bi-monthly, per meter	\$151.69	\$171.41	\$19.72
3-inch meter	bi-monthly, per meter	\$239.42	\$270.54	\$31.12
4-inch meter	bi-monthly, per meter	\$473.35	\$534.89	\$61.54
<i>Service Charge, Combination Meters</i>				
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00	\$0.00
4-inch meter	bi-monthly, per meter	\$151.69	\$171.41	\$19.72
6-inch meter	bi-monthly, per meter	\$239.42	\$270.54	\$31.12
8-inch meter	bi-monthly, per meter	\$473.35	\$534.89	\$61.54
10-inch meter	bi-monthly, per meter	\$1,153.17	\$1,303.08	\$149.91
Public Agencies with Mutual Assistance Agreements				
(SJUSD, SRPD, SCD) (Multiplier = 0.50)				
<i>Service Charge, Domestic, Commercial & Irrigation Meters</i>				
¾-inch meter	bi-monthly, per meter	\$21.02	\$23.75	\$2.73
1-inch meter	bi-monthly, per meter	\$31.99	\$36.15	\$4.16
1½-inch meter	bi-monthly, per meter	\$39.30	\$44.41	\$5.11
2-inch meter	bi-monthly, per meter	\$75.84	\$85.70	\$9.86
3-inch meter	bi-monthly, per meter	\$119.71	\$135.27	\$15.56
4-inch meter	bi-monthly, per meter	\$236.67	\$267.44	\$30.77
<i>Service Charge, Combination Meters</i>				
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00	\$0.00
4-inch meter	bi-monthly, per meter	\$75.84	\$85.70	\$9.86
6-inch meter	bi-monthly, per meter	\$119.71	\$135.27	\$15.56
8-inch meter	bi-monthly, per meter	\$236.67	\$267.44	\$30.77
10-inch meter	bi-monthly, per meter	\$576.58	\$651.54	\$74.96
Other Service Charges				
<i>Service Charge, Construction Meters</i>				
2½-inch and 3-inch meters	bi-monthly, per meter	\$239.42	\$270.54	\$31.12
<i>Service Charge, North Ridge Country Club Meter</i> (multiplier = 3.00, not annexed)				
	bi-monthly, per meter	\$191.94	\$216.89	\$24.95
<i>Service Charge, Mount Vernon Memorial Park</i> (multiplier = 2.31, based upon property annexed)				
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00	\$0.00
8-inch Combination meter	bi-monthly, per meter	\$1,093.43	\$1,235.58	\$142.15
<hr/>				
<u>Usage Charges for Water Consumed</u>		<i>1 unit = 100 cubic feet = 748 gallons</i>		
<i>Domestic, Commercial, Irrigation, Combination</i>				
All meter sizes	per unit	\$0.8735	\$0.9871	\$0.1136
<i>Construction Meters</i>				
	per unit, for all units bi-monthly	\$2.6205	\$2.9600	\$0.3395
<i>North Ridge Country Club Meter</i>				
	per unit, for all units bi-monthly	\$2.6205	\$2.9600	\$0.3395
<i>Mount Vernon Memorial Park (2.31 multiplier)</i>				
	per unit, for all units bi-monthly	\$2.0177	\$2.2800	\$0.2623
<i>Unannexed property (surplus water only)</i>				
	multiplier times annexed rate, applied to service charge and commodity charge	3		

CITRUS HEIGHTS WATER DISTRICT
 2017 Proposed WATER RATES
 Proposed Rate Options-- September 13, 2016

Type of Charge	Applied Basis or Frequency	2016	2017	\$ Change
		Adopted	Proposed	
Wheeling Water Charge (unless otherwise adopted by mutual aid agreement)				
	per acre-foot to Cal-American WC	\$49.30	\$56.20	\$6.90
	per acre-foot to Carmichael WD	\$49.30	\$56.20	\$6.90
	per acre-foot to Fair Oaks WD	\$49.30	\$56.20	\$6.90
	per acre-foot to Orangevale WD	\$3.36	\$3.83	\$0.47
	per acre-foot to City of Roseville	\$49.30	\$56.20	\$6.90
	per acre-foot to Sac. Suburban WD	\$49.30	\$56.20	\$6.90
	per acre-foot to San Juan WD	\$3.36	\$3.83	\$0.47
Commercial Fire Sprinkler Service Charges				
4-inch and smaller	per service, bimonthly	\$66.83	\$75.52	\$8.69
6-inch	per service, bimonthly	\$86.69	\$97.96	\$11.27
6-inch; one-half shared	per service, bimonthly	\$43.34	\$48.98	\$5.64
6-inch; one-third shared	per service, bimonthly	\$28.88	\$32.65	\$3.77
8-inch	per service, bimonthly	\$105.58	\$119.31	\$13.73
8-inch; one-half shared	per service, bimonthly	\$52.79	\$59.65	\$6.86
10-inch	per service, bimonthly	\$142.32	\$160.82	\$18.50
12-inch	per service, bimonthly	\$188.56	\$213.07	\$24.51
Construction Water Charges				
minimum charge		\$194.79	\$220.11	\$25.32
Schedule A - Projects	per lot	\$133.94	\$151.35	\$17.41
Schedule B - Trenches, Excavations & Grading	per 100 cubic yards	\$36.17	\$40.87	\$4.70
Schedule C - Tank Trucks	per 1,000 gallons	\$6.00	\$6.78	\$0.78
Schedule D - Metered Use	meter rate	-----	-----	
Schedule E - Non-Profit	per day	\$40.69	\$45.98	\$5.29
Plan Check Charges				
	minimum charge + per connection	\$928.00	\$975.00	\$47.00
	per connection	\$18.80	\$21.24	\$2.44
Easement/Quitclaim				
	per easement/quitclaim	\$626.00	\$649.00	\$23.00
Inspection Charges				
Minimum	min. + per connect. + per main tie-in	\$973.00	\$1,007.00	\$34.00
Plus per connection	per connection	\$164.00	\$185.32	\$21.32
Plus per main tie-in	per main tie-in	\$1,019.00	\$1,001.00	(\$18.00)
AC pipe disposal charge	per foot, 4 feet minimum (\$200 min.)	\$50.00	\$52.00	\$2.00
Hydrostatic pressure test	each	\$278.00	\$273.00	(\$5.00)
Backflow Prevention Assembly Testing Charge for New Development				
	per assembly	\$83.00	\$80.00	(\$3.00)
Bacteriological water test sampling	minimum	\$308.00	\$302.00	(\$6.00)
Additional Bacteriological water sample	additional samples after minimum	\$77.00	\$75.00	(\$2.00)
Chlorination & Flushing	per project	\$185.00	\$183.00	(\$2.00)
Weekend/After Hours	per hour (4 hr. minimum)	\$124.00	\$124.00	\$0.00
Holiday	per hour (4 hr. minimum)	\$155.00	\$157.00	\$2.00
Water Service Installation Charges				
¾-inch services w/meter	per service	\$4,138.00	\$4,092.00	(\$46.00)
1-inch service w/meter	per service	\$4,265.00	\$4,219.00	(\$46.00)
1¼-inch & larger service w/meter	actual cost, with minimum charge	\$4,265.00	\$4,265.00	\$0.00
Service abandonments/relocations				
Meter set charge:				
¾ inch x ¾ inch	per meter	\$414.00	\$416.00	\$2.00
¾ inch	per meter	\$469.00	\$471.00	\$2.00
1 inch	per meter	\$574.00	\$576.00	\$2.00
1½ inch	per meter	\$808.00	\$810.00	\$2.00
2 inch	per meter	\$956.00	\$958.00	\$2.00
>2 inch	actual cost			
Backflow prevention assembly installation charge				
¾ inch	each	\$3,088.00	\$3,036.00	(\$52.00)
1 inch	each	\$3,281.00	\$3,230.00	(\$51.00)
1½ inch	each	\$3,802.00	\$3,750.00	(\$52.00)
2 inch	each	\$4,031.00	\$3,980.00	(\$51.00)
>2 inch	actual cost			

CITRUS HEIGHTS WATER DISTRICT
 2017 Proposed WATER RATES
 Proposed Rate Options-- September 13, 2016

Type of Charge	Applied Basis or Frequency	2016	2017	\$ Change
		Adopted	Proposed	
Capacity Fees				
Residential- Multi-Family:				
Townhomes/Condos/Duplexes w/¾-inch max.	per service + non-residential uses	\$4,177.00	\$4,343.00	\$166.00
Townhomes/Condos/Duplexes w/1-inch max.				
Fire Sprinklers w/1-inch max.	per service + non-residential uses	\$6,683.00	\$6,948.00	\$265.00
Residential- Single Family:				
0 - 2.499 acres with 1-inch max.	per service	\$6,683.00	\$6,948.00	\$265.00
2.500 - 4.999 acres with 1¼-inch max.	per service	\$7,518.00	\$7,817.00	\$299.00
5.00 - 7.500 acres with 1½-inch max.	per service	\$8,354.00	\$8,685.00	\$331.00
Over 7.500 acres with 2-inch max.	per service	\$16,708.00	\$17,370.00	\$662.00
Nonresidential Users:				
Based on service size, including, but not limited to, commercial, industrial, irrigation, commercial swimming pools, and clubhouse applications:				
⅝ inch	per service	\$2,506.00	\$2,606.00	\$100.00
¾ inch	per service	\$4,177.00	\$4,343.00	\$166.00
1 inch	per service	\$6,683.00	\$6,948.00	\$265.00
1¼ inch	per service	\$7,518.00	\$7,817.00	\$299.00
1½ inch	per service	\$8,354.00	\$8,685.00	\$331.00
2 inch	per service	\$16,708.00	\$17,370.00	\$662.00
3 inch	per service	\$26,732.00	\$27,792.00	\$1,060.00
4 inch	per service	\$53,464.00	\$55,584.00	\$2,120.00
6 inch	per service	\$208,844.00	\$217,125.00	\$8,281.00
8 inch	per service	\$400,980.00	\$416,880.00	\$15,900.00
10 inch	per service	\$634,885.00	\$660,060.00	\$25,175.00
12 inch	per service	\$835,375.00	\$868,500.00	\$33,125.00
Other Charges and Fees				
Inclusion / Annexation Fee	per gross acre, ½ acre or greater minimum to ½ acre	\$2,223.00 \$1,111.50	\$1,486.00 \$743.00	(\$737.00) (\$368.50)
Agenda-By-Mail Charge (e-mail delivery free)	per packet	\$30.00	\$24.00	(\$6.00)
Agenda-By-Mail Charge (e-mail delivery free)	per year	\$371.00	\$183.00	(\$188.00)
Standby Service Charge	per hour, 1 hour minimum	\$97.00	\$96.00	(\$1.00)
Returned Check Fee	per check	\$25.00	\$26.00	\$1.00
Late Payment Penalty	5% of overdue account balance	5.00%	\$0.05	\$0.00
Turn-off Notice Service Charge	per occurrence	\$22.00	\$23.00	\$1.00
<u>Missed Appointment/No-Show Fee</u>	<u>per occurrence</u>	<u>\$0.00</u>	<u>\$49.00</u>	<u>NEW</u>
Disconnect / Reconnect Service Charge	per occurrence	\$100.00	\$98.00	(\$2.00)
Meter Re-Read / Maintenance Charge	per occurrence	\$39.00	\$41.00	\$2.00
Customer Account Deposit	per account	\$200.00	\$225.00	\$25.00
Construction Meter Deposit	per meter	\$1,769.00	\$1,770.00	\$1.00
Copy Charge	per page	\$0.10	\$0.10	\$0.00
Backflow Prevention Assembly Testing Charge	per assembly bimonthly	\$12.50	\$12.50	\$0.00
Backflow Prevention Assembly Re-testing Charge	per test	\$80.00	\$78.00	(\$2.00)
Fire Flow Certification Letter	per letter	\$22.00	\$23.00	\$1.00
Fire Flow Modeling	per modeling	\$333.00	\$333.00	\$0.00
Fire Flow Modeling & Certification Letter	per modeling plus letter	\$355.00	\$355.00	\$0.00
Tamper Charge	per occurrence	\$100.00	\$98.00	(\$2.00)
Water Conservation Violation Charge (1)	first occurrence	\$50.00	\$50.00	\$0.00
Water Conservation Violation Charge (2)	second occurrence	\$75.00	\$75.00	\$0.00
Water Conservation Violation Charge (3)	third occurrence	\$100.00	\$100.00	\$0.00



Notice of Public Hearing on Proposed Water Rate Adjustments

Thank you for your continued support of the Citrus Heights Water District (CHWD). With your help, we've been able to maintain and implement much needed improvements to our infrastructure and facilities. These investments and reinvestments to more than 19,800 service connections help us continue to provide reliable service to you. This year alone, we've replaced many water mains, services, and added another high capacity groundwater well to serve you. Thank you, again, for your support as we move forward with a continued proactive program of system-wide investments and reinvestments.

CHWD has and will continue to control operating costs, including personnel expenses, as a result of efficiencies, such as maintaining a small workforce, reorganization and pension reform.

Your dollars are already hard at work throughout the District on key capital

PUBLIC HEARING: Tuesday, November 15, 2016 6:30 PM	HEARING LOCATION: Rusch Park Community Center, SunrisePatio Room 7801 Auburn Boulevard, Citrus Heights, California
At a Public Hearing on Tuesday, November 15, 2016, at 6:30 PM, the Citrus Heights Water District (CHWD, or District) Board of Directors will consider the adoption of a rate increase on bi-monthly service charges and usage charges for water consumed.	

improvement projects that will keep our water supply healthy and balanced. To maintain our stewardship over District costs, we need to continue making a number of system replacements and upgrades. This includes: 1) replacing aging water mains; 2) expanding the District's system of groundwater supply wells; and 3) replacing aging water meters. These future infrastructure replacements and upgrades require the District to maintain a sound financial position. In order to continue to provide our customers with the best possible value, and to cover the costs of the required replacements and upgrades, CHWD will be requesting a rate increase for 2017.

1. Water Main Replacements—Many of CHWD's water mains were installed from the 1960s through the 1980s when the majority of residential and commercial development occurred in the District. Real estate developers installed most of the existing infrastructure as a condition of the new development. Now, it's CHWD's responsibility to maintain, repair and replace this aging infrastructure. We currently operate, maintain, and repair more than 271 miles of pipelines that carry water underground throughout the District's 12-square mile service area. Many of these decades-old pipelines must be replaced over the next 5 to 25 years in phases. Replacing the old water mains is

Why a Rate Increase is Needed



SUPPORTING DEPENDABLE INFRASTRUCTURE

Water Main Replacements are required to prevent costly watermain failures, disruptions in service, and water loss.



SECURING A DIVERSE WATER SUPPLY

Groundwater Wells will help improve system reliability and flexibility and reduce our reliance on surface water.



INCREASE ACCURACY & CUSTOMER CONTROL

Water Meter Replacements ensure accurate meter reads and will help customers manage water usage by providing real time data.

crucial to maintaining highly dependable service, which means that we need to plan and set aside funds today.

If the water delivery system is not kept up to date, catastrophic incidents, caused by malfunctions become more likely. System failures can cause property damage from flooding and waste large quantities of precious water. These incidents are expensive, so taking the necessary precautions are much less costly over time.

Acting now is key to ensuring dependable service and a quality water supply for our future.



2. Groundwater Wells—Increasing the number of groundwater supply wells will help add reliability and flexibility to the CHWD system, while reducing our dependency on surface water. Approximately one-third of CHWD’s operations and maintenance budget is currently spent on purchasing treated surface water from Folsom Lake through the San Juan Water District (SJWD). SJWD’s current Financial Plan projects significant annual increases in wholesale water rates to continue to treat and deliver water to CHWD in the future. These projections will result in growing costs for us and our customers.

Groundwater sourced from wells is available in our District as a supplementary resource. We currently have six groundwater supply wells, with a forecasted need to build an additional four wells. Additional wells add variety to our water sources and provide access to more water, which translates into reliable service during times of limited

surface water availability and cost savings over the long-term. These wells cost approximately \$3 million each, factoring in land acquisition, design, construction and permitting.

3. Water Meter Replacements—In compliance with Federal mandates, the majority of water meters for customers were installed in the early 2000s. Like other infrastructure and facilities, meters need to be replaced to ensure reliability and compatibility with new and more efficient technology. By 2020, we will need to begin the process of replacing the oldest meters. New, more cost-effective meter technology will better serve customers as the new meters will provide real time data that will help you manage water usage.

CHWD will continue to take steps to prevent infrastructure failures by investing in capital improvements. Previous capital improvement activities have resulted in a decrease in water main leaks in the District’s system from 85 in 2001 to 14 water main leaks in 2015, a nearly 84% reduction.

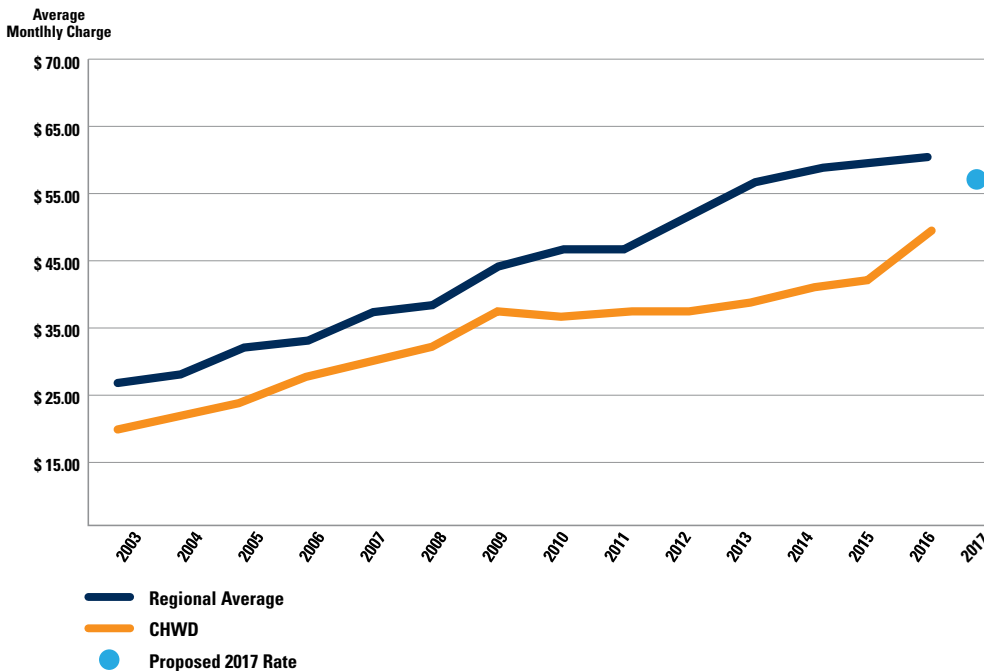
CHWD is committed to continuing this focus on system reinvestments.

Droughts in California have placed a stress on water agencies’ finances throughout the State. To combat future droughts, and increase our efficiency, CHWD is requesting to increase rates to ensure that

Regional Rate Comparison

Still Below the Regional Average

CHWD has a proven record of providing quality service at low rates. CHWD rates have been significantly lower than the average for the region. The District’s current rates are nearly 15% below the region’s average. Even with the proposed rate increase, CHWD customers will pay considerably lower rates compared to many other water customers in the Sacramento area.



What does it mean for me?

The proposed rate increase, based on average consumption for a family of four in a single family home with a one-inch water meter, is about \$6.43 per month.

adequate funding is available for necessary capital improvement projects. Paying as we go and maintaining contingency funding instead of using bonds to finance

Gradual rate increases reduce the overall costs to our customers over time. These additional funds allow CHWD to avoid relying on debt service and associated debt

economic hurdles in the short-term and long-term.

Throughout the year, we will keep our customers informed by providing progress reports concerning water main replacements, other capital improvements, and system reinvestment projects. Customers can stay up to date with our *WaterLine* newsletter, Facebook page and website updates about infrastructure and financial planning efforts for medium and long-term capital investments and reinvestments.

New meters provide real-time data, making it easier to manage your water usage.

necessary capital improvements will save costs to our customers over time, and mitigate large and unexpected expenses in the future. It's more cost effective for CHWD and our customers to incur gradual rate increases versus maintaining current rates, thereby delaying planned and needed improvements.

service costs and restrictions. Moreover, a dependence on debt financing would undermine our local control over water rates—as debt service includes covenants mandating rate increases to maintain required ratios of revenue over expense. Periodic rate increases would protect CHWD and its customers from unforeseen

Summary of Rates

Below is a summary of the proposed changes to the bi-monthly customer service charges and usage charges for water consumed.

TYPE OF CHARGE	APPLIED BASIS OR FREQUENCY	2016 ADOPTED	2017 PROPOSED	\$ BI-MONTHLY CHANGE
Charges for Metered Rate Customer Accounts				
Service Charge, Domestic, Commercial & Irrigation Meters				
¾-inch meter	bi-monthly, per meter	\$ 42.05	\$ 47.52	\$ 5.47
1-inch meter	bi-monthly, per meter	\$ 63.98	\$ 72.30	\$ 8.32
1½-inch meter	bi-monthly, per meter	\$ 78.60	\$ 88.82	\$ 10.22
2-inch meter	bi-monthly, per meter	\$ 151.69	\$ 171.41	\$ 19.72
3-inch meter	bi-monthly, per meter	\$ 239.42	\$ 270.54	\$ 31.12
4-inch meter	bi-monthly, per meter	\$ 473.35	\$ 534.89	\$ 61.54
Service Charge, Combination Meters				
Low flow bypass meter	bi-monthly, per meter	\$ 0.00	\$ 0.00	\$ 0.00
4-inch meter	bi-monthly, per meter	\$ 151.69	\$ 171.41	\$ 19.72
6-inch meter	bi-monthly, per meter	\$ 239.42	\$ 270.54	\$ 31.12
8-inch meter	bi-monthly, per meter	\$ 473.35	\$ 534.89	\$ 61.54
10-inch meter	bi-monthly, per meter	\$ 1,153.17	\$ 1,303.08	\$ 149.91
Usage Charges for Water Consumed (1 unit = 100 cubic feet = 748 gallons)				
Domestic, Commercial, Irrigation & Combination Meter				
All meter sizes	per unit	\$ 0.8735	\$ 0.9871	\$ 0.1136
Commercial Fire Sprinkler Service Charges				
4-inch and smaller	per service, bimonthly	\$ 66.83	\$ 75.52	\$ 8.69
6-inch	per service, bimonthly	\$ 86.69	\$ 97.96	\$ 11.27
6-inch; one-half shared	per service, bimonthly	\$ 43.34	\$ 48.98	\$ 5.64
6-inch; one-third shared	per service, bimonthly	\$ 28.88	\$ 32.65	\$ 3.77
8-inch	per service, bimonthly	\$ 105.58	\$ 119.31	\$ 13.73
8-inch; one-half shared	per service, bimonthly	\$ 52.79	\$ 59.65	\$ 6.86
10-inch	per service, bimonthly	\$ 142.32	\$ 160.82	\$ 18.50
12-inch	per service, bimonthly	\$ 188.56	\$ 213.07	\$ 24.51



P.O. Box 286
Citrus Heights, CA
95611-0286



Street Address 6230 Sylvan Road Citrus Heights, CA 95610-5610	Directors Allen B. Dains, President
Office Hours M-Th: 8:00 am – 5:30 pm Closed on Friday, Holidays	Caryl F. Sheehan, Vice President
24-Hour Phone: (916) 725-6873	Raymond A. Riehle, Director
Fax: (916) 725-0345	Robert A. Churchill, General Manager/Secretary
Web: www.chwd.org	Hilary M. Straus, Assistant General Manager/Treasurer
Email: custserv@chwd.org	Susan K. Sohal, Accounting Supervisor/ Assessor/Collector

Postal Customer and Water Consumer in Citrus Heights Water District

How to protest the proposed rate increase

All owners and tenants of property receiving water service from Citrus Heights Water District are invited to attend the Public Hearing on Tuesday, November 15, 2016 and to comment on the proposed rate increase. Proposition 218 allows property owners to file a written protest before or during the public hearing. If written protests are presented by a majority of the property owners, a rate increase will not be approved. Only one written protest per identified parcel or property will be counted for purposes of determining whether there is a majority protest. Protests must be received in writing prior to the close of the Public Hearing to be considered. Electronic delivery of protests by fax or e-mail will not be accepted.

The written protest must be signed by the property owner(s) and must include a description of the affected property, including address and/or Assessor's Parcel Number. If you were not identified as the owner of the property on the most recent Sacramento County or Placer County tax roll, include written evidence that you presently own the property.

Written protests can be mailed to:

District Secretary
Citrus Heights Water District
P.O. 286
Citrus Heights, CA 95611-0286

Or, written protests may be hand-delivered to Citrus Heights Water District officials or staff at the District Administration Office by 5:30 PM on November 15, 2016, or up to the close of the Public Hearing on the night of the meeting, November 15, 2016, at the Board of Directors meeting location at the Rusch Park Community Center—Sunrise/Patio Room, 7801 Auburn Boulevard, Citrus Heights, California.

The CHWD Administration Office is located at 6230 Sylvan Road, Citrus Heights, CA 95610. Office Hours are Monday through Thursday, 8 AM to 5:30 PM. For the latest information from CHWD, and the proposed rate increase, please visit our website www.chwd.org. Be sure to follow us on Facebook at <https://www.facebook.com/citrusheightswaterdistrict>.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : MARIPOSA AVENUE 12-INCH WATER MAIN REPLACEMENT PROJECT
 STATUS : Action Item
 REPORT DATE : September 28, 2016
 PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider authorization for additional \$14,251.70 for additional trench depth, additional paving, abandoned and unknown utilities and a field change directed by the District for the Project.

BACKGROUND AND ANALYSIS:

On April 12, 2016 the Board of Directors accepted the bid of Civil Engineering Construction, Inc. in the amount of \$442,685.00 and established a change order contingency fund in the amount of \$44,000.00 (9.9%). The final amount negotiated with the contractor is \$500,936.70, exceeding the authorized contingency fund by \$14,251.70.

The costs above the original bid amount included variations between the bid item estimates and the actual totals measured, including additional trench depth to clear numerous utilities at unforeseen depths and some minor additional paving required by the City of Citrus Heights. The variations totaled an additional cost of \$48,600.00. Other costs were due to a field change directed by the District to provide a better service connection and to minimize water outages to Skycrest Elementary School in the future. Those costs totaled \$5,052.58. There was also a change order for several abandoned and unknown utilities not shown on the project plans totaling \$4,599.12. These additional costs totaled \$58,251.70 (11.6%).

RECOMMENDATION:

Authorize additional Project funding of \$14,251.70 as necessary to complete the Project.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : MARIPOSA AVENUE 12-INCH WATER MAIN REPLACEMENT PROJECT
STATUS : Action Item
REPORT DATE : September 28, 2016
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider Acceptance of the Mariposa Avenue 12-Inch Water Main Replacement Project (2016-30), and authorize execution and recording of a Notice of Completion for the Project.

BACKGROUND AND ANALYSIS:

On May 10, 2016, a contract was executed with Civil Engineering Construction, Inc. for installing and connecting approximately 1,471 lineal feet (lf) of 12-inch water main, 110 lineal feet (lf) of 8-inch water main, 43 lineal feet (lf) of 6-inch water main and related appurtenances along Mariposa Avenue between Northridge Drive and Farmgate Way and along Mariposa Avenue between Eastgate Avenue and Northeast Circle (South) in the City of Citrus Heights.

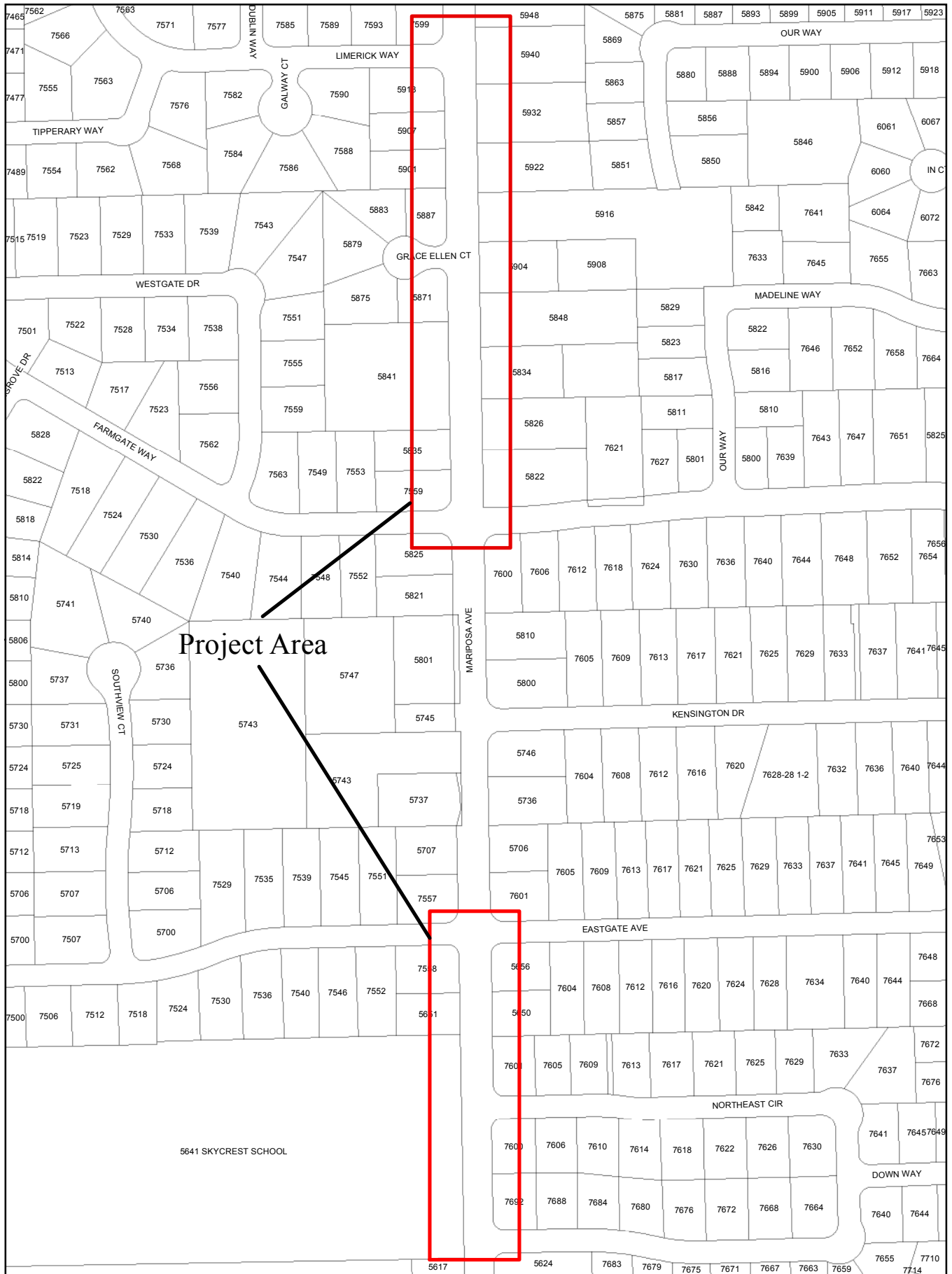
The original contract amount was \$442,685.00 with a change order contingency fund in the amount of \$44,000.00 (9.9%). The amount paid to the contractor is \$500,936.70 for material, labor and equipment. The costs above the original bid amount included variations between the bid item estimates and the actual totals measured, including additional trench depth to clear numerous utilities at unforeseen depths and some minor additional paving required by the City of Citrus Heights. The variations totaled an additional cost of \$48,600.00. Other costs were due to a field change directed by the District to provide a better service connection and to minimize water outages to Skycrest Elementary School in the future. Those costs totaled \$5,052.58. There was also a change order for several abandoned and unknown utilities not shown on the project plans totaling \$4,599.12. These additional costs totaled \$58,251.70 (11.6%) as presented in the previous Agenda Item O-1a.

RECOMMENDATION:

Adopt Resolution 26-2016 Mariposa Avenue 12-Inch Water Main Replacement Project (2016-30), and authorize the District Secretary to execute and record a Notice of Completion for the Project.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____



CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 26-2016

RESOLUTION OF THE BOARD OF DIRECTORS
ACCEPTING
THE MARIPOSA AVENUE 12-INCH
WATER MAIN REPLACEMENT PROJECT

WHEREAS, on April 12, 2016 the Board of Directors of the Citrus Heights Water District authorized the award of a contract to Civil Engineering Construction, Inc. for the Mariposa Avenue 12-Inch Water Main Replacement Project; and

WHEREAS, on May 10, 2016 the contract was fully executed between the District and Civil Engineering Construction, Inc.; and

WHEREAS, Civil Engineering Construction, Inc. has completed the work for the Mariposa Avenue 12-Inch Water Main Replacement Project in accordance with the plans, specifications and contract documents prepared by the District pursuant to a final inspection on October 3, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District that the Mariposa Avenue 12-Inch Water Main Replacement Project is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the Mariposa Avenue 12-Inch Water Main Replacement Project and to have said Notice recorded with the Office of the Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 11th day of October 2016 by the following vote, to wit:

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

SEAL

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : RWA REGIONAL WATER RELIABILITY PLAN
 STATUS : Action Item
 REPORT DATE : October 6, 2016
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider approval of a Project Agreement with the Regional Water Authority to participate in a Regional Water Reliability Plan.

BACKGROUND AND ANALYSIS:

Robert Swartz, Technical Services Manager for the Regional Water Authority, provided the CHWD Board of Directors with an overview of RWA’s Regional Water Reliability Study at the regular Board of Directors Meeting of July 12, 2016. At that time, the CHWD Board indicated interest in CHWD participating in this RWA initiative.

At the Board Meeting, Mr. Swartz explained why RWA is undertaking this Plan preparation as called for in RWA’s 2013 Strategic Plan. The drought has highlighted significant threats to local water resources and the Plan could help protect long-term water resources in the region. Swartz then presented some key elements that would be anticipated to be included in the Plan and expected outcomes, including a Regional Water Bank. He concluded by providing an overview of the Plan development’s budget and anticipated cost to each participating agency, including CHWD.

CHWD’s Phase 1 share of cost is anticipated to be \$9,600, with a not-to-exceed cost of \$16,000.

At the Board’s consideration of action on this item at their August 9, 2016 Board Meeting the Board requested additional information regarding possible redundancy with the San Juan Water District Wholesale Reliability Plan and Public Outreach to elected officials. Mr. Swartz’ response to these concerns is attached in his email dated October 4, 2016.

RECOMMENDATION:

Approve entering into a Project Agreement with the Regional Water Authority to participate in a Regional Water Reliability Plan and authorize the General Manager to execute the Agreement.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

Robert Churchill

From: Rob Swartz <rswartz@rwah2o.org>
Sent: Tuesday, October 04, 2016 9:55 AM
To: Robert Churchill
Cc: Hilary Straus
Subject: Questions from your Board

Hi Bob,

I wanted to respond to a couple of questions (as I understand them) that came up from your Board regarding the Regional Water Reliability Plan (RWRP):

1) Is this redundant with the San Juan study? No. I believe that the studies will be complimentary. The San Juan study will develop important information around the opportunities that exist between it and its retail/wholesale service areas. The RWRP will, in turn, identify opportunities (possibly needs from other agencies) beyond that area. The initial work on the concept of developing a Regional Water Bank under the RWMP will be important as it could increase the likelihood of being able to store excess wet year water for use in dry years. I also believe that CHWD should want to participate because the RWRP will look at CHWD opportunities with partners outside of the San Juan retail/wholesale agencies.

2) Where is the plan for outreach with local and other electeds? The work plan in the project agreement only describes work that is necessary to be authorized with the technical consultant on the study. We have not lost site of the need for outreach. That will be conducted by RWA staff. We are currently in the process of hiring a legislative/regulatory affairs manager at RWA. That position will conduct extensive outreach to electeds regarding the RWRP. We have already conducted more than a dozen briefings to electeds and other key agencies and will continue to do so. We are also available upon request to brief those electeds that participating agenceis feel it is necessary to interact with.

Please let me know if this answers the questions that were raised. If you feel it is necessary, I can attend your next meeting to answer questions directly.

Rob

Robert J. Swartz, PG, CHG
Regional Water Authority
Sacramento Groundwater Authority
5620 Birdcage Street, Suite 180
Citrus Heights, CA 95610
(916) 967-7692
(916) 967-7322 Fax

DRAFT

**REGIONAL WATER AUTHORITY
PROJECT AGREEMENT**

REGIONAL WATER RELIABILITY PLAN

This Agreement is made and entered into as of the ____ day of _____, 2016, by and between the Regional Water Authority (“RWA”), a joint exercise of powers authority formed under California Government Code section 6500, and following, and the Members and Contracting Entities of RWA listed in Exhibit 1 to this Agreement, upon their execution of this Agreement (who are collectively referred to in this Agreement as “Participants”), to provide for carrying out a project or program that is within the authorized purposes of RWA, and sharing in the cost and benefits by the Participants.

RECITALS

A. RWA is a joint powers authority, formed to serve and represent regional water supply interests and to assist its members in protecting and enhancing the reliability, availability, affordability and quality of water resources.

B. The joint powers agreement (“RWA JPA”) pursuant to which RWA was formed and operates, authorizes RWA to enter into a “Project or Program Agreement,” which is defined in the RWA JPA as an agreement between RWA and two or more of its Members or Contracting Entities to provide for carrying out a project or program that is within the authorized purposes of RWA, and sharing in the cost and benefits by the parties to the Project or Program Agreement.

C. Article 21 of the RWA JPA states: “The Regional Authority’s projects are intended to facilitate and coordinate the development, design, construction, rehabilitation, acquisition or financing of water-related facilities (including sharing in the cost of federal, State or local projects) on behalf of Members and/or Contracting Entities. The Regional Authority may undertake the development, design, construction, rehabilitation, acquisition or funding of all or any portion of such projects on behalf of Members and/or Contracting Entities in the manner and to the extent authorized by such Members and/or Contracting Entities as provided in this Agreement, but shall not accomplish these functions, nor acquire or own water-related facilities in its own name.”

D. Article 22 of the RWA JPA states: “Prior to undertaking a project or program, the Members and/or Contracting Entities who elect to participate in a project or program shall enter into a Project or Program Agreement. Thereafter, all assets, benefits and obligations attributable to the project shall be assets, benefits and obligations of those Members and/or Contracting Entities that have entered into the Project or Program Agreement. Any debts, liabilities, obligations or indebtedness incurred by the Regional Authority in regard to a particular project or program, including startup costs advanced by the Regional Authority, shall be obligations of the

DRAFT

participating Members and/or Contracting Entities, and shall not be the debts, liabilities, obligations and indebtedness of those Members and/or Contracting Entities who have not executed the Project or Program Agreement.”

E. RWA and the Participants desire to carry out a project and share in the costs and benefits of the project, as a Project or Program Agreement as provided for in Articles 21 and 22 of the RWA JPA.

In consideration of the promises, terms, conditions and covenants contained herein, the parties to this Agreement hereby agree as follows:

1. **Recitals Incorporated.** The foregoing recitals are hereby incorporated by reference.
2. **Defined Terms.** Terms defined in the RWA JPA will have the same meaning in this Agreement.
3. **Description of the Project.** The project (“Project”) that RWA and the Participants desire to carry out is the development of a Regional Water Reliability Plan (“RWRP”) to improve the reliability of water supplies of the Participants. To achieve time and cost efficiencies, this RWRP is being integrated with an existing effort to develop a Regional Drought Contingency Plan (“RDCP”) among five large municipal water agencies^a with United States Bureau of Reclamation water service or settlement contracts that will also participate in the RWRP. A more detailed scope of work, schedule, and budget for the RWRP is attached hereto as Exhibit 2 (“Project Description”).
4. **Project Committee.** The Participants hereby form a Project Committee consisting of one representative (and alternates) designated by each Participant. The Project Committee will meet as necessary from time to time to administer and implement this Agreement on behalf of the Participants. A majority of the members of the Project Committee will constitute a quorum, and a majority of the members of the Project Committee will be required for an affirmative vote to take action on behalf of the Participants.
5. **Sharing in Project Costs and Benefits.** The total estimated cost to complete the Project is \$821,000. Of that total, \$361,000 is funded through an RDCP grant, an existing RWA designation for integrated water management, and RDCP Participant and RWA in-kind services. While it is anticipated that other sources of funding will be pursued during development of the RWRP, the Participants will be responsible for funding up to the not-to-exceed identified funding need of \$460,000. No obligations exceeding this amount will be incurred without prior approval of the Participants. Project funds will be collected over multiple phases from the Participants, with a Phase 1 collection total of \$276,000. The remaining funds will be collected if attempts to secure additional funding from other sources are unsuccessful. Additional phases of collecting funds from the Participants will not occur prior to July 1, 2017. The existing

^a The RDCP agencies include: Placer County Water Agency, the cities of Folsom, Roseville, and Sacramento, and San Juan Water District.

DRAFT

sources of funds, funding levels of the Participants, Phase 1 assessments, and not-to exceed budgets for each Participant are further described and attached hereto as Exhibit 3 (“Financing Plan”). Each of the Participants will make one or more payments to RWA for completion of the Project.

At the conclusion of the Project, RWA will pay back any surplus funds to the Participants on a pro rata basis reflecting the amount of the payments made by each of the Participants.

6. Role of RWA. The RWA will (a) ensure that the interests of Members and Contracting Entities of RWA who do not participate in this Project are not adversely affected in performing this Agreement, (b) provide information to the Participants on the status of implementation of the Project, (c) assist the Project Committee in carrying out its activities under this Agreement, d) secure consultant support services through a competitive selection process as identified in RWA Policy 300.2; and e) manage consultant support services in completion of the Project.

7. Authorization to Proceed with the Project. The Project is authorized to proceed upon the commitment of \$100,000 from Project Participants to fund initial Project costs. Upon execution of this Agreement, the Participants agree to fund portion of the Project costs in an amount and manner as described in Exhibit 3 (“Financing Plan”) to this Agreement.

8. Term. This Agreement will remain in effect for so long as any obligations under this Agreement and/or obligations from other sources of funding secured for completing the Project remain outstanding.

9. Withdrawal. A Participant may withdraw from this Agreement without requiring termination of this Agreement, effective upon ninety days’ notice to RWA and the other Participants, provided that, the withdrawing Participant will remain responsible for any indebtedness incurred by the Participant under this Agreement prior to the effective date of withdrawal.

10. Amendments. This Agreement may be amended from time to time with the approval of all of the Participants and RWA.

11. General Provisions. Any notice to be given under this Agreement may be made by: (a) depositing in any United States Post Office, postage prepaid, and shall be deemed received at the expiration of 72 hours after its deposit; (b) transmission by facsimile copy; (c) transmission by electronic mail; or (d) personal delivery. This Agreement shall be governed by the laws of the State of California. This Agreement may be executed by the parties in counterpart, each of which when executed and delivered shall be an original and all of which together will constitute one and the same document.

DRAFT

The foregoing Regional Water Reliability Plan Project Agreement is hereby agreed to by RWA and the Participants.

Dated: _____, 2016

_____, 2016

Signature

Signature

Name

Name

Regional Water Authority

Agency

DRAFT

EXHIBIT 1

PROJECT PARTICIPANTS

REGIONAL WATER AUTHORITY

REGIONAL WATER RELIABILITY PLAN PROJECT

Agency (Proposed)

California American Water
Carmichael Water District
Citrus Heights Water District
City of Folsom
City of Lincoln
City of Roseville
City of Sacramento
Del Paso Manor Water District
El Dorado County Water Agency
El Dorado Irrigation District
Elk Grove Water District
Fair Oaks Water District
Golden State Water Company
Orange Vale Water Company
Placer County Water Agency
Rancho Murieta Community Services District
Rio Linda/Elverta Community Water District
Sacramento County Water Agency
Sacramento Regional County Sanitation District
Sacramento Suburban Water District
San Juan Water District

DRAFT

EXHIBIT 2

PROJECT DESCRIPTION

REGIONAL WATER AUTHORITY

REGIONAL WATER RELIABILITY PLAN PROJECT

[insert Exhibit 2 here]

REGIONAL WATER AUTHORITY REGIONAL WATER RELIABILITY PLAN

SCOPE OF WORK / SCHEDULE / BUDGET

A. SCOPE OF WORK

This scope of work includes both North American Basin Regional Drought Contingency Plan (RDCP) and Regional Water Authority Regional Water Reliability Plan (RWRP) activities. Some tasks/subtasks are combined efforts, while others apply to only one plan.

Task 1 – Vulnerability Assessment

This is a combined RDCP/RWRP activity.

Purpose:

This task will evaluate the risks and impact of current and future drought in the RDCP and RWRP areas. Assessment of the region's vulnerabilities in terms of its water supply reliability will be conducted for each of the 22 RWA member agencies¹, 2 RWA associate member agencies², and 1 water agency that is not an RWA member³ to allow for more complete assessment of potential mitigation and response actions that can leverage regional collaboration and coordinated actions.

Due to the limited timeframe for completion of the RDCP and RWRP, collecting the information and data needed to develop the Vulnerability Assessment, RDCP, and RWRP must be done efficiently and make effective use of existing and readily available sources. It is anticipated that sources will include regional, State, and federal studies and datasets; local agency information; existing modeling datasets.

A survey/questionnaire template will be developed. Existing and available information will be reviewed and summarized before finalizing the survey questions. This will allow for most efficient use of the resources and agency staff time. Summarized information will be distributed for each agency prior to its survey to allow for verification of the developed information.

Assumptions:

- One interview per agency (total of up to 25 agencies)
- Maximum of two follow-up calls/emails per agency to acquire outstanding information/data
- Agencies will provide requested information, data, and other materials in a timely manner and be responsive to follow-up communications
- Information and data from the interviews and follow-up communications will be included in the RDCP or RWRP

¹ RWA member agencies in the RDCP area include: California American Water Company, Carmichael Water District, Citrus Heights Water District, City of Folsom, City of Lincoln, City of Roseville, City of Sacramento, Del Paso Manor Water District, Fair Oaks Water District, Golden State Water Company, Orange Vale Water Company, Placer County Water Agency, Rio Linda/Elverta Community Services District, Sacramento County Water Agency, Sacramento Suburban Water District, San Juan Water District.

Additional RWA member agencies in the RWRP area include: City of West Sacramento, City of Yuba City, El Dorado Irrigation District, Elk Grove Water District, Rancho Murieta Community Service District, Woodland-Davis Clean Water Agency.

² RWA associate member agencies in the RWRP area include: El Dorado County Water Agency and Sacramento Regional County Sanitation District.

³ Natomas Central Mutual Water Company will also be interviewed because it has the potential for key mitigation measures in the RWRP and RDCP.

Description:

Vulnerability assessment is the process of identifying, quantifying, and prioritizing the key factors that can negatively affect water supply reliability. The vulnerability assessment process involves the following activities:

(1) Develop Agency Water Supply Portfolio –

Develop summary of each agency's water rights and contract entitlements, groundwater production capacity, and recycled water. Assess the priority and place of use restrictions for surface water rights, and reliability of contract entitlements.

Using historical water use information and other available information, develop an estimate of total water demands under existing and projected future demands at build-out (2035). Estimate total source capacity and storage capacity (i.e., surface water, groundwater pumping capacity, available storage, and interconnections). Compare total source capacity with estimated water demands for existing and future demand conditions, and under dry and average hydrologic conditions. This comparison will be developed for each agency to highlight the demand variability throughout the course of year, and variability of supplies across multiple years of different hydrological conditions.

(2) Inventory Major Regional Water Infrastructure & Interties –

Develop an inventory of key water infrastructure assets (diversions, interties, water treatment, groundwater wells, etc.). A geographical information system (GIS) based map of major regional water infrastructure will be developed to identify the current ability to move water around the region. Data in the map will include water system interconnections between agencies, as well as information on major pipelines and system operating pressures. Status of system fluoridation will also be identified, as it is a key barrier for regional interconnections. This information will be used to characterize the adequacy of regional conveyance capacities and interconnections.

(3) Establish Agency's Preference for Level of Service and Type of Mitigation –

For each agency, establish two levels of desired service – (1) a minimum water supply reliability threshold under extreme drought conditions, and (2) a preferred level of service (slightly above the minimum) – and both a short-term and long-term outlook. These thresholds will be used to measure the degree of vulnerability facing each agency from the various threats. As part of the survey, gauge each agency preference for the various types of mitigation actions, and establish any policy limitations on its participation in certain actions (e.g., fluoridated supplies).

(4) Identify Potential Vulnerabilities –

Assess vulnerabilities of water supply reliability under conditions of:

- Hydrologic and regulatory droughts (low reservoir storage, low precipitation and snow pack, water rights curtailments, water contract entitlement reductions, state-mandated conservation targets)
- Future climate change using the existing climate impacts assessment included in the American River Basin Integrated Regional Water Management Plan (ARB IRWMP). Additionally, information from recently completed Reclamation basin study of the Sacramento and San Joaquin Basins will be used to inform vulnerabilities under future climate conditions.

Summarize other identified regional water treatment and delivery challenges, and highlight agency-specific needs.

Identify the key vulnerabilities and organize them into logical categories that facilitate identification and evaluation of potential mitigation and response actions. Examples of potential categories include: treatment facility conditions, treated water conveyance and interconnections, untreated water conveyance, operational efficiency and utilization, and institutional/regulatory.

Development of Data/Information Needs and Conduct of Water Agency Interviews:

- Develop a consolidated list of information and data needed and sources (from Subtasks 2.1, 2.2, and 8.4, and the RDCP portion of Task 3)
- Develop survey/questionnaire template
- For each agency, pre-populate survey/questionnaire with existing and readily available information
- Schedule and conduct 23 interviews
- Conduct agency follow-up (as needed)

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
List of information and data needed and sources – electronic copy	✓	✓
Draft agency survey/questionnaire template – electronic copy	✓	✓
Revised agency survey/questionnaire template – electronic copy	✓	✓
Pre-populated surveys/questionnaires (by agency) – electronic copy for email; 2 hard copies of each survey/questionnaire for interview	✓	✓
Brief Interview Summaries – electronic copies	✓	✓
Draft Vulnerability Assessment TM – electronic copy	✓	✓
Final Vulnerability Assessment TM – electronic copy	✓	✓

Task 2 – Mitigation Actions and Response Actions

Subtask 2.1 Mitigation Actions

This is a combined RDCP/RWRP activity.

Purpose:

This task will identify, evaluate, and prioritize actions and activities to improve the region’s resiliency in the face of drought conditions. In particular, the vulnerabilities identified in Task 1 will be used to develop mitigation actions.

Description:

This task include the following activities:

(1) Identify Mitigations Actions –

Identification of mitigation actions will be through facilitated workgroup meetings among the water agencies to discuss their vulnerabilities (identified above) and then begin identifying potential actions. Prior to workgroup meetings, a potential range of mitigation actions will be identified from existing regional plans and studies (e.g., the ARB IRWMP, Urban Water Management Plans). This range of actions will be summarized and used a starting points for workgroup discussions. It is anticipated that up to four (4) workgroup meetings will be conducted for the water agencies. In addition, Reclamation input will be used identify what range of actions are appropriate to explore with respect to coordinated local and Federal actions.

The range of mitigation actions will include:

- Structural improvements
- Operational improvements
- Institutional/Administrative improvements

(2) Develop Evaluation Criteria and Metrics –

To evaluate the identified mitigation actions, evaluation criteria and metrics will be developed. The evaluation criteria will be cover the following considerations:

- Achieving and maintaining the reliability in water supply threshold (desired level of service) under various hydrologic conditions.
- Meeting both short-term and long-term growth needs, and providing flexibility to address uncertainty from the dynamic urban growth
- Protecting the groundwater basin by pumping within the long-term average annual sustainable yield, as defined in the Water Forum Agreement.
- Maintaining compatibility with existing and planned water supply infrastructure
- Leveraging regional solutions to achieve resiliency goals for multiple agencies in a cost-efficient matter.
- Implementation complexity and practicability

The evaluation criteria will be vetted and refined by the participating agencies during the workgroup meetings planned for developing the mitigation actions.

(3) Preliminary Screening of Mitigation Actions –

The developed evaluation criteria will be used to evaluate the mitigation actions. The evaluation will be conducted using available information and done at conceptual levels. The purpose of this high level evaluation is to identify major flaws or undesirable attributes of the compiled mitigation actions, which will be eliminated from further considerations.

(4) Prioritization of Mitigations Actions –

The screened mitigation actions will be further evaluated to assess implementation requirements, costs, and how whether these actions can be implemented by individual agencies or are part of a broader regional actions (e.g., federally recognized groundwater bank). Additional synergy and discord among different alternatives will be also reviewed and reported.

Evaluation of screened mitigation actions will not involve detailed hydraulic analysis for facility planning, or detailed operation modeling of the integrated surface water and groundwater resources. Spreadsheet tools will be used to post process information from existing studies and available historical data.

The mitigation actions will be classified into short-, mid-, and long-term actions. The actions will also be grouped into actions by single agency, by multiple adjacent agencies, and broad regional actions. The result of the evaluation and classification of mitigation actions will be used prioritize the mitigation actions for implementation.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft Mitigation Actions TM – electronic copy	✓	✓
Final Mitigation Actions TM – electronic copy	✓	✓

Subtask 2.2 – Response Actions

This is a combined RDCP/RWRP activity.

Purpose:

This task will identify, evaluate, and prioritize response actions and activities that can expeditiously mitigate impacts during an ongoing drought.

Description:

The task will include the following activities:

(1) Summarize Water Shortage Contingency Plans –

This task involve collecting existing water shortage contingency plans in the RDCP and RWRP areas. These water shortage plans identify specific trigger and water cutback requirements based on water supply stages. These response actions will be organized into logical categories to facilitate comparison.

(2) Develop Regional Response Actions –

Based on a review and summary of existing water shortage stage actions, recommended regional response actions related to the drought monitoring framework (Subtask 8.4) will be developed.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft Response Actions TM – electronic copy	✓	✓
Final Response Actions TM – electronic copy	✓	✓

Task 3 – Conjunctive Use Program Operational Analysis

This is a combined RDCP/RWRP activity.

Purpose:

Evaluating larger conjunctive use opportunities and a groundwater bank will require an understanding of the conjunctive use potential of the groundwater basin. This task will use existing and available information to gain a high-level understanding of the capacity of the North and South American River groundwater basins for these activities.

Description:

This task includes the following activities:

(1) Characterize the Groundwater Basin Storage Potential –

- Describe and illustrate the storage potential of the groundwater basins underlying the Sacramento Groundwater Authority, the Western Placer County Partnership Area, and the Sacramento Central Groundwater Authority. Consider the evacuated storage space based on spring, 2016 groundwater level conditions.
- Describe the capacity of the basin to store groundwater within the existing pumping depressions in the areas listed above.
- Identify, evaluate and describe potential limiting factors that may be encountered by raising groundwater levels to realize full conjunctive use capacity of basins (i.e. clean-up at McClellan, Mather, Aerojet, increase in groundwater loss to rivers, etc.)

- Plot and describe winter groundwater use over the past 5 years in each of the basins and management areas within the basins
- Define (Plot) the refill and extraction characteristics.

(2) Evaluate the Recharge Potential for the Groundwater Basin –

Information to support analysis under this subtask is collected under subtask 1.1. *Develop Agency Water Supply Portfolio.*

- Evaluate the timing and frequency of water available for recharge within the watershed and correlate this to groundwater basin refill rate. Information to support this activity is collected under Task 1.1. *Develop Agency Water Supply Portfolio.*
- Summarize and describe how the available water entitlements in region compare to the groundwater recharge potential.
- Describe groundwater extraction capacity and typical production patterns, considering the following:
 - o Location and pumping capacity of extraction wells,
 - o Spring and summer production pattern
 - o Fall and winter production
 - o Production during prolonged drought periods
- Develop an estimate for the potential recharge potential in the basin

(3) Evaluate Existing Infrastructure Limitations and Constraints –

Information to support analysis under this subtask is collected under subtask 1.2. *Inventory Major Regional Water Infrastructure & Interties, and subtask 1.4. Identify Potential Vulnerabilities”.*

- What are the infrastructure constraints/limitations on conjunctive use potential in basins? Describe the integration of surface water infrastructure and groundwater storage – where are the existing limitations in the system, consider:
 - o Capacity of Surface Water Treatment Plants
 - o Member agency water distribution
 - o Regional water transmission pipelines
- Water Quality Considerations
 - o Fluoridation at treatment plants
 - o Fluoridation of groundwater by water districts – who do, who does not, how do we mitigate
- Describe energy use patterns under various put and take scenarios for conjunctive use. Does energy pose a constraint to realizing full conjunctive use potential in the basin?

These activities are covered under **Task 1 - Vulnerability Assessment:** “Inventory Major Regional Water Infrastructure & Interties”, and “Identify Potential Vulnerabilities”

(4) Develop a Conjunctive Use Operations Tool

- Develop a spreadsheet-based tool for analyzing conjunctive use operations in the North and South American River groundwater basins. The tool integrates information on water surface availability, treatment capacity, conveyance limitations, and groundwater recharge potential.
- Apply the tool to evaluate the mitigation options identified in task 2.1.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft Conjunctive Use Program Operational Analysis TM – electronic copy	✓	✓
Final Conjunctive Use Program Operational Analysis TM – electronic copy	✓	✓

Task 4 – Implementation Road Map

Subtask 4.1 – Operational and Administrative Framework

This is a combined RDCP/RWRP activity.

Purpose:

This task will develop and describe the roles, responsibilities, and procedures for conducting drought monitoring, initiating mitigation and response actions, and updating both the RDCP and RWRP. Funding mechanisms for these activities will also be addressed. Anticipated frequencies will be discussed. (NOTE that some activities may be initiated based on a trigger or other event, as opposed to a pre-selected date or timeframe.) Conduct of this task will include RWA and the 23 water agencies.

Description:

- Develop framework meeting facilitation plan, agenda, and other materials. The purpose of this meeting will be to get input on proposed roles, responsibilities, procedures, funding mechanisms, and activity frequencies.
- Schedule and conduct framework meeting.
- Develop draft Operational and Administrative Framework (based on input received at framework meeting).

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Meeting materials – 20 hard copies	✓	✓
Draft Operational and Administrative Framework TM – electronic copy	✓	✓

Subtask 4.2 – Update Process

This is a combined RDCP/RWRP activity.

Purpose:

This task will develop and describe a process and schedule for monitoring, evaluating, and updating both the RDCP and RWRP. Coordination with other ongoing regional efforts and updates will be addressed. (NOTE that some activities may be initiated based on a trigger or other event, as opposed to a pre-selected date or timeframe.) Conduct of this task will include RWA and the 23 water agencies.

Description:

- Develop proposed RDCP update process materials for use in Subtask 4.2 meeting (unless it is determined that a separate meeting is needed to address the update process)
- Develop draft RDCP Update Process (based on input received at Subtask 4.2 meeting)

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Proposed update process materials (for Subtask 4.2 meeting)	✓	✓
Draft Update Process TM – electronic copy	✓	✓

Subtask 4.3 – Develop High-Level Framework for Larger CU Opportunities and Regional GW Bank

This is a RWRP only activity.

Purpose:

This task will develop a high-level framework for regional conjunctive use and the proposed regional groundwater bank. Conduct of this task will focus on the North and South American River groundwater basins.

Description:

This task will include 4 activities:

1. Develop and conduct a survey to understand stakeholder issues, concerns, and interests
2. Identify and summarize governance structures of existing groundwater banks and water transfer programs (e.g., Kern Water Bank, Semitropic Groundwater Storage Bank, Apex Ranch, Yuba County Water Agency's Lower Yuba River Accord)
3. Review and discussion of existing SGA Water Accounting Framework in relation to a potential future regional groundwater bank
4. Using information from #1 - #3, develop a high-level framework for regional conjunctive use and the proposed regional groundwater bank. This framework will include recommendations for next steps for future development and implementation.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft High-Level Framework for Regional Conjunctive Use & GW Banking TM – electronic copy		✓
Revised Draft High-Level Framework for Regional Conjunctive Use & GW Banking TM – electronic copy		✓

Task 5 – Documentation and Reporting

Subtask 5.1a – Prepare Draft Regional Drought Contingency Plan

This is a RDCP only activity.

Purpose:

This task will prepare the draft RDCP for review.

The six required DCP elements include:

- Drought Monitoring (Subtask 8.4) – Section 2
- Vulnerability Assessment (Task 1) – Section 3
- Mitigation Actions (Subtask 2.1) – Section 4
- Response Actions (Subtask 2.2) – Section 5
- Operational and Administrative Framework (Subtask 4.1) – Section 6
- Plan Update Process (Subtask 4.2) – Section 7

The draft TMs developed in each subtask listed above will be included in the draft RDCP as chapters. An Introduction section (Section 1) will be added to provide background information; describe pre-RDCP development activities (DPTF, overall work plan, C&O Plan); summarize efforts of the planning leads and DPTF as well as stakeholder and public outreach; and describe document organization.

Description:

- Develop annotated outline for RDCP (note that this outline will be developed for use in the kick-off meeting; it will likely be revised during conduct of Subtasks 2.1, 2.2, and 8.4, and the RDCP portion of Task 3, depending on the outcomes of those tasks/subtasks)
- Develop draft Section 1 (Introduction)
- Prepare draft RDCP using draft Section 1 and the draft TMs from Subtasks 2.1, 2.2, 4.1, 4.2, 8.4, and the RDCP portion of Task 3. Appendices to the draft RDCP will include any appendices to the draft TMs, the revised C&O Plan, and other summaries/materials (as appropriate).

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
RDCP Annotated Outline – electronic copy	✓	
Draft RDCP – electronic copy; 10 hard copies	✓	

Subtask 5.1b – Prepare Final Regional Drought Contingency Plan

This is a RDCP only activity.

Purpose:

This task will produce the Final RDCP for public release.

Following completion of the draft RDCP, a review copy will be submitted to Reclamation to ensure the plan meets program requirements. Additionally, a draft of the RDCP will be provided to the DPTF participants and other interested stakeholders for a 30-day review period. This task will address comments and prepare a final version of the RDCP.

Description:

- Provide draft RDCP to Reclamation, DPTF participants, and other interested stakeholders.
- Compile comments. Planning Leads will review comments and determine how to address them.
- Produce final RDCP.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Final RDCP – electronic copy; 10 hard copies	✓	

Subtask 5.2a – Prepare Draft RWRP

This is a RWRP only activity.

Purpose:

This task will prepare the draft RWRP for review. The RWRP will include a 4-pages Executive Summary (or “visioning document”).

Following completion of the draft RDCP, a review copy will be submitted to Reclamation to ensure the plan meets program requirements. Additionally, a draft of the RDCP will be provided to the DPTF participants and other

interested stakeholders for a 30-day review period. This task will address comments and prepare a final version of the RDCP.

Description:

- Develop annotated outline for RWRP (including Executive Summary).
- Provide annotated outline for review by RWA staff and others (as appropriate).
- Compile comments. RWA staff and contractor will review comments and determine how to address them.
- Produce revised annotated outline for RWRP.
- Prepare draft RWRP, based on revised annotated outline and using the draft TMs from Tasks 1, 2.1, 2.2, 3, 4.1, 4.2. Appendices to the draft RWRP will include any appendices to the draft TMs and other summaries/materials (as appropriate).

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft RWRP Annotated Outline – electronic copy		✓
Revised RWRP Annotated Outline – electronic copy		✓
Draft RWRP – electronic copy; 6 hard copies		✓

Subtask 5.2b – Prepare Final RWRP

This is a RWRP only activity.

Purpose:

This task will produce the Final RWRP for public release.

Following completion of the draft RWRP, a review copy will be provided to the DPTF participants, RWA member agencies, and other interested stakeholders for a 30-day review period. This task will address comments and prepare a final version of the RWRP.

Description:

- Provide draft RWRP to DPTF participants, RWA member agencies, and other interested stakeholders.
- Compile comments. RWA staff and contractor will review comments and determine how to address them.
- Produce final RWRP.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Final RWRP – electronic copy; 6 hard copies		✓

Task 6 – Prepare Proposition 1 IRWM Planning Grant Application

This is a RWRP only activity.

Purpose:

RWA intends to submit an application for Proposition 1 IRWM planning grant funds to develop portions of the RWRP that address potential effects of climate change on water supply availability and the necessary response and

mitigation actions to help ensure long-term water supply reliability in the RWRP area (i.e., area not currently covered by RDCP efforts and funding), as this information is germane to an update of the ARB IRWMP.

It is anticipated that the planning grant PSP will be released in June 2016, applications will be due in August 2016, and final awards will be approved in September 2016.

Description:

- Attend DWR’s applicant workshop
- Develop draft application sections; this effort will likely require coordination with RWA staff and others (member agencies, Water Forum, DWR, etc.)
- Provide draft application sections for review by RWA staff and others (as appropriate)
- Compile comments. RWA staff and contractor will review comments and determine how to address them.
- Produce final application sections and upload to the GRanTS website.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft planning grant application sections – electronic copies		✓
Final planning grant application sections – electronic copies		✓

Task 7 – CVP Partner Engagement

This is a RWRP only activity.

Purpose:

Opportunities to operate a regional groundwater bank may involve internal (intra-basin) or external partners. Through this task, RWA and others (SGA, member agencies, etc. as appropriate) will engage potential CVP partners to explore water transfer opportunities. These potential partners could include Reclamation or agencies that have contracts for CVP water.

Task activities will be conducted, up to the currently budgeted amount.

Description:

- Investigate potential CVP partners
- Schedule and participate in discussions with interested CVP partners
- Develop supporting meeting materials (as appropriate)
- Engage RWA or SGA legal counsel (as appropriate)

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Meeting materials (as appropriate) – hard copies		✓
Other documentation (as appropriate) – electronic or hard copies		✓

Task 8 – Administrative Activities

Subtask 8.1 – Establish RDCP Drought Planning Task Force

This is a RDCP only activity.

Purpose:

This task will establish a Drought Planning Task Force (DPTF) and conduct a kick-off meeting. The Partners and RWA will act as the Planning Leads. A minimum of 12 additional water supply agencies in the project area will be engaged as potential active participants. These agencies represent the M&I and agricultural water suppliers in the RDCP area. Additionally, the Sacramento Water Forum will be engaged as a key representative of the environmental interest for water. DWR will be engaged as a potential participant. Reclamation will be engaged as a key interest within the RDCP area and beyond.

Meeting content is assumed to come from the work plan (Subtask 8.2) and Communications and Outreach Plan (C&O Plan) (Subtask 8.3).

Description:

- Develop kick-off meeting facilitation plan, agenda, and other materials. There are several objectives for this meeting – refine the purpose, goals, and objectives for the RDCP; confirm roles and responsibilities; discuss potential constraints for planning purposes; agree on protocols for communications and interactions with elected officials and other organizations/agencies that may be become involved in this process; and agree on the RDCP schedule and milestones. As this group will likely be making decisions related to the RDCP, this group will be chartered.
- Schedule and conduct kick-off meeting with DPTF.
- Note: Subtask 8.1 only includes establishing the DPTF. Tasks 4 and 5 include convening the DPTF for development of the draft and final RDCPs.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
RDCP kick-off meeting materials, including draft DPTF charter (based on RDCP work plan) – 10 hard copies	✓	
RDCP kick-off meeting summary – electronic copy	✓	

Subtask 8.2a – Develop Detailed RDCP Work Plan

This is a RDCP only activity.

Purpose:

This task will develop a detailed work plan prior to commencing substantive work on the RDCP. This work plan will include the tasks, schedule, and budget required to complete the RDCP.

Description:

- Develop draft work plan for preparation of the RDCP including detailed task descriptions, project schedule (with task timelines, meetings, deliverables and other plan development milestones, and review periods), budget, and a RACI chart for involved parties (Planning Leads, consultant, Reclamation, DPTF, stakeholders and other interested parties). Note that this RACI chart will be developed through the C&O plan (Subtask 8.3).
- Provide draft RDCP work plan to Reclamation for review.

- Address Reclamation comments and develop revised RDCP work plan.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft RDCP work plan – electronic copy	✓	
Revised RDCP work plan – electronic copy	✓	

Subtask 8.2b – Develop RWRP Scope of Work / Schedule / Budget

This is a RWRP only activity.

Purpose:

This task will develop the scope of work, schedule, and budget for the RWRP. This work plan will build on the RDCP work plan.

Description:

- Develop draft scope of work / schedule / budget preparation of the RWRP including task descriptions, project schedule (with task timelines, meetings, deliverables and other plan development milestones, and review periods), budget, and a RACI chart for involved parties.
- Provide draft RWRP scope of work / schedule / budget to RWA for review.
- Address RWA comments and develop revised RWRP scope of work / schedule / budget.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft RWRP scope of work / schedule / budget – electronic copy		✓
Revised RWRP scope of work / schedule / budget – electronic copy		✓

Subtask 8.3 – Develop RDCP Communications & Outreach Plan

This is a RDCP only activity.

Purpose:

The task will develop a C&O Plan to ensure active stakeholder and public engagement in preparation of the RDCP. Work with current stakeholders, including Reclamation, to identify if there are any additional stakeholders that should be involved in the process. The C&O Plan will identify how to reach out to those stakeholders and how to keep them engaged or informed of the RDCP development process.

This task will capitalize on the strengths, skills, and existing processes that have been employed by RWA as well as the ongoing stakeholder relationships RWA has developed over the course of many years and projects. The C&O Plan will be prepared as a “living document,” adjustable as circumstances and information change. Utilizing existing information and processes, the C&O Plan will provide overall direction and coordination with other planning functions. It will include:

- **Goals** by activity and audience (internal and external).
- **Roles and Responsibilities:** A RACI responsibility matrix (RACI chart) will be developed for the involved parties (Planning Leads, consultant, Reclamation, DPTF, stakeholders and other interested parties), defining the participation by those groups in developing the RDCP. This RACI chart will help to track accountability, to improve the value of meetings, and to see the bigger picture.
- **Relevant Key Messages:** Key messages will be developed for the RDCP and for each audience identified in the RACI responsibility matrix.
- **Activities and Tools:** A range of outreach activities and tools will be identified for each audience and targeted according to their unique needs and communication preferences, and consistent with the RACI responsibility matrix.
- **Measures of Success:** Specific measurable outcomes will be identified.
- **Timeline:** A timeline for completing tasks and evaluating results will be developed so the Planning Leads and DPTF remain on target for completion of the RDCP.

Description:

- Develop the draft C&O Plan. Provide to Reclamation for review.
- Address Reclamation comments and developed revised C&O Plan.
- Note: Task 8.3 only includes developing the C&O Plan. Implementation of the C&O Plan is included in development of the draft and final RDCPs.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft C&O Plan (up to 10 pages) – electronic copy	✓	
Revised C&O Plan (up to 10 pages) – electronic copy	✓	

Subtask 8.4 – RDCP Drought Monitoring

This is a RDCP only activity.

Purpose:

This task will create a framework for predicting and confirming future droughts by establishing data metrics used to indicate drought conditions in the RDCP area.

Description:

This task include the following activities:

(1) Summarize Water Availability Data –

The region currently has significant ongoing monitoring efforts. Sources of data include State, federal, and local data available on the California Data Exchange Center (CDEC), participating water supply agencies, and regional groundwater management agencies. The available data for near- and long-term water availability in the RDCP area will be reviewed, consolidated, and summarized.

(2) Summarize Water Supply Conditions Indices –

A number of indices exists that describe the water supply conditions for different sources. Through the Water Forum process, local water suppliers define water conditions based on unimpaired inflow to Folsom Reservoir. Inflow dictates when certain agencies can divert surface water or when they must use groundwater as an alternate water source. In turn, Reclamation uses conditions throughout its Central

Valley reservoirs to define supply conditions to assign annual allocations to its contractors. It is possible to have relatively normal conditions in the American River watershed, while having dry conditions in other parts of the Central Valley Project (CVP). These various indices need to be understood to develop effective mitigation strategies in the RDCP. The various water supply indices affecting supply sources in the region will be compiled and described.

(3) Explore Developing a Water Supply Index for the American River Basin –

There is a need for a composite index for the American River Basin that describes the overall water supply conditions in the region that accounts for both the hydrological conditions, as well as the CVP water supply conditions. This index will facilitate prediction and confirmation of future droughts. Various potential formulations of this index will be explored and their performance against historical record will be investigated. Input will be sought from the participating agencies, Reclamation, and DWR to gauge acceptance and utility of this potential index.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft RDCP Drought Monitoring TM – electronic copy	✓	
Final RDCP Drought Monitoring TM – electronic copy	✓	

Subtask 8.5 – Reclamation Agreement Management for RDCP

This is a RDCP only activity.

Purpose:

This task will ensure that all project activities are in compliance with the Reclamation funding agreement. This task will be consistent with the RDCP work plan schedule (developed in Subtask 8.2a).

Description:

- Procure contractor to support Planning Leads in development of RDCP.
- Prepare semi-annual reports for submission to Reclamation.
- Prepare reimbursement requests for submission to Reclamation.
- Prepare final project report for submission to Reclamation.

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Contractor RFP, selection, and contract/agreement execution	✓	
Semi-annual RDCP reports (assume 3 reports – June 2016, December 2016, June 2017)	✓	
Final RDCP project report (assume 1 report – December 2017)	✓	
Monthly RDCP reimbursement requests (assume 21 requests – April 2016 – December 2017)	✓	

Subtask 8.6 – RWRP Project Management

This is a RWRP only activity.

Purpose:

This task will ensure that all project activities are in compliance with the Reclamation funding agreement. This task will be consistent with the work plan schedule (developed in Task 2).

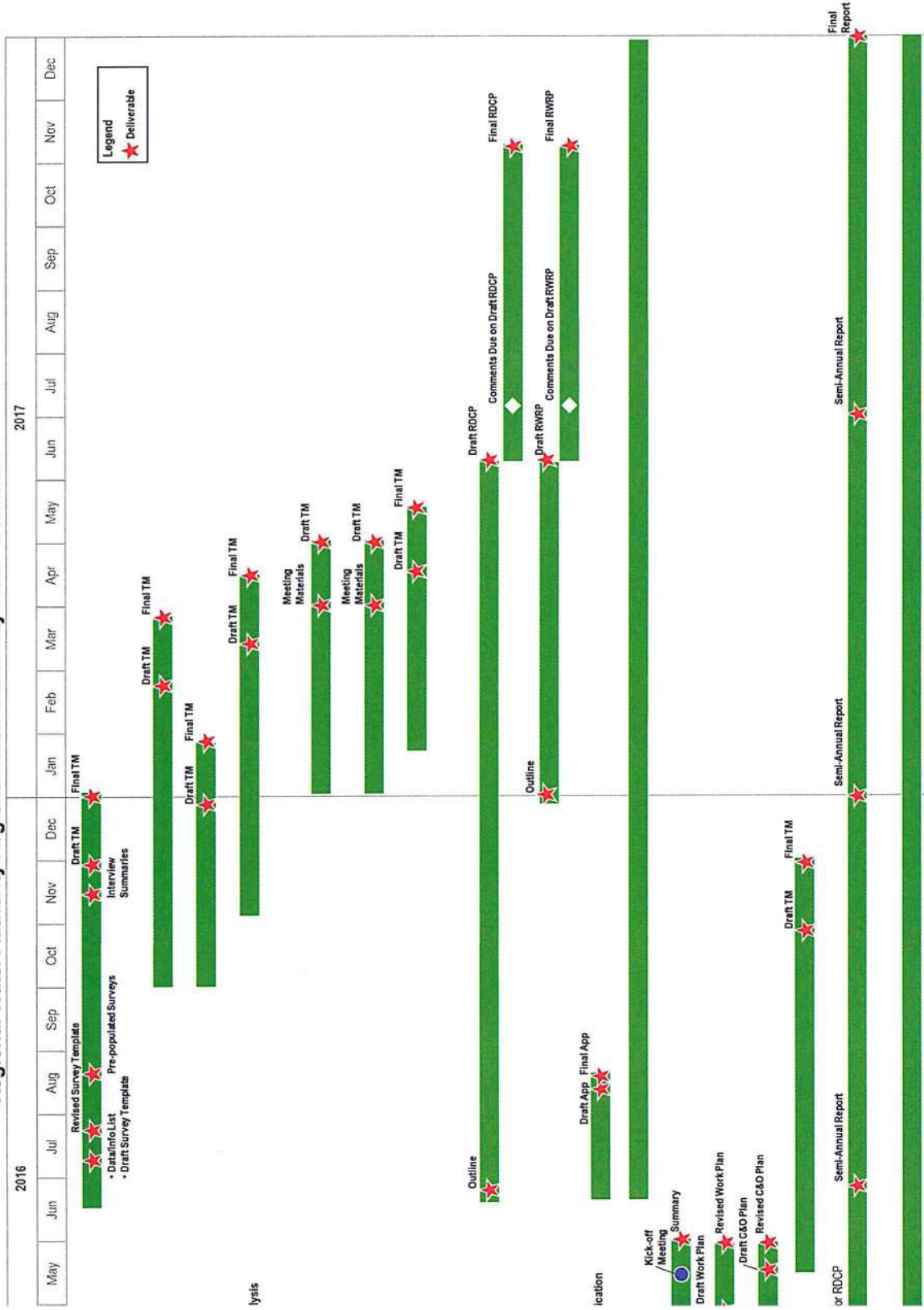
Description:

- Prepare and execute project agreements with RWA member agencies for development of the RWRP
- Provide periodic RWRP updates at RWA and SGA board meetings
- Conduct periodic RWRP workgroup meetings to facilitate plan development
- Process contractor invoices and payments

Deliverables:

Deliverable	Included in:	
	RDCP	RWRP
Draft and executed project agreements		✓
RWA and SGA board meeting materials (as needed)		✓
RWRP workgroup meeting materials (as needed)		✓
Contractor agreement execution and payments		✓

Regional Water Authority Regional Water Reliability Plan – Schedule



This page is intentionally left blank.

**RWA Regional Water Reliability Plan
Scope of Work / Schedule / Budget**

C. Budget

RWA RWRP Budget

RWRP TASKS	RDCP		RWRP	Total
	Budget	Reclamation Work Plan Task(s)	Additional Budget	
Task 1 – Vulnerability Assessment	\$ 113,900	4.2	\$ 29,800	\$ 143,700
Task 2 – Mitigation Actions & Response Actions				
2.1 Mitigation Actions	\$ 98,300	4.3	\$ 25,600	
2.2 Response Actions	\$ 24,000	4.4	\$ 6,400	\$ 154,300
Task 3 – Conjunctive Use Program Operational Analysis	\$ 20,000	4.3	\$ 173,200	\$ 193,200
Task 4 – Implementation Road Map				
4.1 Operational & Administrative Framework	\$ 17,200	4.5	\$ 4,700	
4.2 Update Process	\$ 11,000	4.6	\$ 3,400	
4.3 Develop Framework for Larger CU Opportunities and Regional GW Bank		n/a	\$ 50,000	\$ 86,300
Task 5 – Documentation and Reporting				
5.1 RDCP (draft and final)	\$ 51,000	5		
5.2 RWRP (draft and final)		n/a	\$ 47,000	\$ 98,000
Task 6 – Prepare Proposition 1 IRWM Planning Grant Application		n/a	\$ 25,000	\$ 25,000
Task 7 – CVP Partner Engagement		n/a	\$ 25,000	\$ 25,000
Task 8 – Administrative Activities				
8.1 Establish RDCP DPTF	\$ 11,400	1		
8.2 Develop Work Plans (RDCP and RWRP)	\$ 17,600	2	\$ 4,800	
8.3 Develop RDCP C&O Plan	\$ 8,500	3		
8.4 RDCP Drought Monitoring	\$ 21,000	4.1		
8.5 Reclamation Agreement Management for RDCP	\$ 18,000	6		
8.6 RWRP Project Management		n/a	\$ 14,200	\$ 95,500
	\$ 411,900		\$ 409,100	\$ 821,000

This page is intentionally left blank.

DRAFT

EXHIBIT 3

FINANCING PLAN

REGIONAL WATER AUTHORITY

REGIONAL WATER RELIABILITY PLAN PROJECT

As shown in the table below, the total estimated cost to complete the Project is \$821,000. Of that total, \$361,000 in funding is currently available through in-kind time, an existing grant, and an existing designation from RWA. This leaves an unmet funding amount of \$460,000.

Total Project Cost	\$821,000
Existing Sources of Funding:	
Approved In-Kind Staff Time to Prepare RDCP	\$111,000
Reclamation Grant to Prepare RDCP	\$200,000
Existing RWA Designation for IRWM	\$50,000
Unmet Funding Need to Complete Project	\$460,000

During implementation of the Project, additional sources of funding (e.g., grants) will likely be pursued to supplement the unmet funding need. To ensure the unmet funding need is covered if the other sources are not realized, a not-to-exceed fee of \$460,000 is being established for the Project Participants.

Fees will be collected from Participants through multiple phased assessments. The Phase 1 assessment will collect 60% of the not-to-exceed fee (\$276,000 of the \$460,000 total). Any assessments beyond the Phase 1 assessment, if necessary, will not occur prior to July 1, 2017. For purposes of establishing the Participant fees, multiple factors were considered, including: 1) the agency customer service connections; 2) whether the Participant is also a Regional Drought Contingency Plan Partner; and 3) whether the Participant is within, partially within, or outside the core American River Basin Integrated Regional Water Management Plan area. For agencies outside the core area, no fee is being assessed. Activities with those agencies will consist of limited surveying/interviewing, with those costs being covered through the existing RWA IRWM designation. Because there are no fees to the agencies outside the core area, they will not be required to execute a Project agreement with RWA and will not be considered Project Participants. The resulting fees for the Project Participants are shown in the table below.

DRAFT

DRAFT - FOR DISCUSSION PURPOSES

Agencies to be consulted or interviewed during plan development

	Phase 1	Not-to-Exceed
California American Water	\$ 24,000	\$ 40,000
Carmichael Water District	\$ 7,800	\$ 13,000
Citrus Heights Water District	\$ 9,600	\$ 16,000
City of Folsom (1)	\$ 18,000	\$ 30,000
City of Lincoln	\$ 9,600	\$ 16,000
City of Roseville (1)	\$ 30,000	\$ 50,000
City of Sacramento (1)	\$ 30,000	\$ 50,000
City of West Sacramento (3)	\$ -	\$ -
City of Yuba City (3)	\$ -	\$ -
Del Paso Manor Water District	\$ 1,800	\$ 3,000
El Dorado County Water Agency (2)	\$ 6,000	\$ 10,000
El Dorado Irrigation District (2)	\$ 6,000	\$ 10,000
Elk Grove Water District	\$ 7,800	\$ 13,000
Fair Oaks Water District	\$ 7,800	\$ 13,000
Golden State Water Company	\$ 9,600	\$ 16,000
Orange Vale Water Company	\$ 2,400	\$ 4,000
Placer County Water Agency (1)	\$ 30,000	\$ 50,000
Rancho Murieta Community Services District (2)	\$ 1,200	\$ 2,000
Rio Linda/Elverta Community Water District	\$ 2,400	\$ 4,000
Sacramento County Water Agency	\$ 24,000	\$ 40,000
Sacramento Regional County Sanitation District	\$ 12,000	\$ 20,000
Sacramento Suburban Water District	\$ 24,000	\$ 40,000
San Juan Water District (1)	\$ 12,000	\$ 20,000
Woodland-Davis Clean Water Agency (3)	\$ -	\$ -
	\$ 276,000	\$ 460,000

(1) RDCP Partner

(2) Partially in contiguous core planning area

(3) Not in contiguous core planning area

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : October 6, 2016
 PREPARED BY : Robert A. Churchill, General Manager

Upcoming training, continued education and meeting opportunities for Directors and Management Staff for consideration. New items are noted in *bold italics*.

Common Abbreviations:	ACWA	Association of California Water Agencies
	ASCE	American Society of Civil Engineers
	AWWA	American Water Works Association
	CSDA	California Special Districts Association
	JPIA	Joint Powers Insurance Authority
	WEF	Water Education Foundation

A. Oct 24-27 AWWA CA/NV Section Fall Conference
San Diego, CA

Recommended Attendees:

B. Nov 28-29 ACWA-JPIA Fall Conference
Anaheim, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus

C. Nov 30-Dec 2 ACWA Fall Conference
Anaheim, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus

D. WEF 2016 Water Tours

Nov 2-3 San Joaquin River Restoration Tour

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : Corporation Yard Masterplan Phase 1 Improvements Design and Construction Management Services
 STATUS : Action Item
 REPORT DATE : October 5, 2016
 PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider authorization of a Professional Services Agreement (PSA) with Domenichelli and Associates, Inc. to provide design and construction management services for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02).

BACKGROUND AND ANALYSIS:

On August 18, 2016, the District issued a Request for Proposals (RFP) to twenty-one (21) engineering and architectural firms to provide design and construction management services for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02). The project objectives are to work in collaboration with District Staff to design and manage construction of the Corporation Yard Master Plan Phase 1 Improvements, which include a Covered Vehicular Wash Station and two (2) Open Vacuum Excavation Dump Pits using a Water Oil Separation System to comply with wastewater regulations. The improvements also include Covered Material Storage Areas, expanded parking, paving and security improvements, underground utility improvements, and a sound wall along the south and east property lines.

The District’s Technical Review Committee, comprised of key staff members, reviewed proposals and interviewed three (3) responsive firms, inquired with references and are recommending the following firm to provide design and construction management services for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02):

<u>Consulting Engineer Recommendation</u>	<u>Cost</u>
Domenichelli and Associates, Inc.	\$198,423.00

A preliminary engineer’s estimate for construction of the project was \$1,297,780 which includes a contingency of twenty percent (20%).

The Board of Directors will be provided a presentation of the project at the 90% phase of design to allow review and consultation prior to finalization of the plans.

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement with Domenichelli and Associates, Inc. in an amount not to exceed \$198,423.00 for design and construction management services for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02).

Moved by Director _____, Seconded by Director _____, Carried _____

Description of Scope of Services

Based on the project RFP requirements, D&A will accomplish the following tasks in the performance of the Engineering Services for Corporation Yard Master Plan Phase 1 Improvements Project.

Task 1 – Project Management & Meetings

1a. Project Management – Domenichelli & Associates (D&A) will provide a proactive project management strategy to include close communication with the District and all project team members.

Progress reports will outline work completed and work to be completed during the next period. Exceptions to the schedule if any will be noted and actions described to get the project back on track. This task will also include management of costs associated with monthly billing. Each billing statement will include information on services provided during that billing period and remaining budget.

1b. QA/QC – This task includes effort budgeted for quality review by principle team members ultimately responsible for the final products. Joe Domenichelli will review all work products before submittal to the District.

1c. Project review meetings – This task includes monthly meetings with the District staff regarding the design progress.

Task 1 Deliverable: Monthly Progress Reports sent electronically via e-mail. Meeting agendas and minutes.

Task 2 – Pre-design Services

2a. Determine final project scope – Based on the information provided in the RFP we understand that the District desires the following components for their Corporation Yard Improvements:

1. Covered Vehicular Wash Station
2. Two (2) Open Vacuum Excavation Dump Pits with a Water Oil Separation System
3. Covered Material Storage Areas
4. Expanded parking, paving and security improvements
5. Sound wall along the south and east property lines
6. Stormwater and Drainage Improvements
7. Water pipeline improvements including the addition of fire hydrants

During the pre-design process D&A will work with the District to determine the final layout of the Corporation Yard Improvements. This will include multiple site visits with the District staff to finalize the proposed layout and design requirements. We do not anticipate the need for additional surveying as part of this effort and will utilize the background survey information available from the District.

D&A will also coordinate with other utilities as necessary, including Sacramento County, the City of Citrus Heights, and the Sacramento Area Sewer District for storm water and sewer connections. Based on a preliminary review of the assessor's parcel information there appears to be a county roadway (Schuman Lane) that runs through the property. D&A will work with the District to determine if there is an existing easement through the property and any restrictions on improvements proposed within that easement.

This task will also include review of the District's proposed improvements related to existing regulations and permitting requirements.

D&A's electrical sub-consultant will also work with the District to identify proposed electrical improvements and requirements for the final design.

2b. Geotechnical Site Evaluation – D&A will utilize Paragon Geotechnical to perform a geotechnical analysis of the site. The geotechnical evaluation will consist of the following:

1. Review selected published and available geotechnical/geologic information pertaining to the site vicinity.
2. Field exploration consisting of drilling 4 borings in the area of the proposed improvements to depths of between about 10 and 20 feet, or to refusal on dense soil/rock, whichever is shallower. Dry borings will be backfilled with drill cuttings (materials generated from drilling of borings). If groundwater is encountered, the borings will be backfilled with cement grout. Excess cuttings will be left on site, and will remain the property and responsibility of CHWD.

We assume CHWD staff will locate their underground utilities and/or select areas that are clear of underground utilities – prior to drill day.

Any borings advanced within existing pavement will be patched with concrete.

3. Perform geotechnical laboratory testing on select samples of earth materials recovered from the borings. Testing is anticipated to consist primarily of moisture content/unit weight, particle size analyses, plasticity (fine-grained soils), corrosivity of soil (pH, minimum resistivity, sulfate and chloride content), shear strength, and R-value (for pavement design).
4. Perform engineering analyses and produce a report containing our geotechnical observations, and conclusions and recommendations for site grading, foundation support for structures in Phase 1 (excludes the Future Building), lateral earth pressures for below-grade structures, pavement design, and geotechnical drainage. Soil corrosion properties from the laboratory testing will also be summarized.

Soil foundation support conditions at the Future Building area will be characterized.

2c. Final Pre-Design Technical Memorandum and Workshop Review – D&A will prepare a brief technical memorandum outlining the final proposed site improvements. The pre-design TM will provide an overview of the final design and permitting requirements to complete the project.

D&A will provide a draft TM for review by the District prior to a review workshop. The workshop will include a detailed review of the plan for completion and allow for any final revisions prior to starting final design of the project. The TM will include 30% plan layouts for approval. Following incorporation of comments received from the District, D&A will provide a final pre-design TM.

Task 2 Deliverable: Copies of the Draft and Final Pre-Design Technical Memorandum (PDF and hard copies as required).

Task 3 – Environmental Support (CEQA Exemption)

EN2 Resources will provide environmental support for the project including preparing supporting documentation for a Categorical Exemption claim under the California Environmental Quality Act (CEQA). Under these tasks D&A and EN2 will also assist the District in determining any permits required with the City of Citrus Heights, including any requirements for tree removal. The subtasks required for this are described below.

3a. Preliminary Evaluation – Task 3a involves the review of existing environmental documents for the proposed Project site and conducting a site visit to confirm the findings of the desktop evaluation.

A preliminary assessment of the Project site will be made in order to identify biological, cultural and other potential resources of concern prior to the preparation of the CEQA Exemption. A reconnaissance-level site survey will be conducted if database searches show recorded occurrences within a three mile buffer area of the project site.

Biological Resources – A search of the California Natural Diversity Database (CNDDDB) and the U.S. Fish and Wildlife Service (USFWS) database will be conducted to identify recorded occurrences of special-status species and sensitive vegetation communities near the proposed project site.

Cultural Resources – A Phase I Cultural Resources investigation for historic and pre-historic resources within the project site will be requested of the North Central Information Center (NCIC). The results of the NCIC search will identify any areas previously surveyed for cultural resources within the project Area of Potential Effect (APE) and whether the need exists for a Cultural Resources Survey to be performed by qualified archaeologists. EN2 will review the results of the NCIC report, and if additional cultural resource work is required, EN2 will seek the services of qualified cultural professionals that would be retained under a modified scope of work and budget.

EN2 will transmit the NCIC results to the California Native American Heritage Commission (NAHC) to obtain contact information for Native American tribes that have cultural resources in the project area. EN2 will then send letters to those tribal entities to inform them of the proposed project and to contact the District if they have concerns about the potential for the project to disturb cultural artefacts.

3b. Preparation of Categorical Exemption Documents – Provided that the database searches and inquiries to Native American tribes do not indicate that there are sensitive resources that would be impacted by the proposed project, EN2 will prepare a Project Description and an Administrative Draft Notice of Exemption and supporting documentation for the proposed project, for review by D&A and the District. After review and approval of the draft document, EN2 will prepare final Notice of Exemption document within 10 business days of receiving approval. The Notice of Exemption would be filed by the District with the Sacramento County Clerk and the Office of Planning and Research (OPR) State Clearinghouse after the project has been approved by the District Board of Directors.

Key Assumptions

The proposed timeline and cost estimate for the proposed Project assumes that:

- If potentially significant impacts are identified during the environmental documentation phase, then EN2 would develop a separate proposed scope of work and budget amendment in order to proceed with an alternate CEQA process.
- The cultural resources investigation will indicate that subsurface cultural resources are unlikely to be found and that there are no tribal or other Native American issues to be addressed.
- The biological resources investigation will conclude that the Project will not likely adversely affect special-status species or their habitats.
- No detailed protocol-level field surveys (cultural or biological) will be needed.
- EN2 will not perform soil sampling or analysis.
- All deliverables will be sent to D&A and the District electronically as either Word or PDF format.

EN2 assumes that the District will perform the following CEQA process matters:

- Process checks for payment of CEQA filing fees.
- File the CEQA Notice of Exemption with the appropriate agencies.
- Satisfy requirements for posting CEQA notices by placing local newspaper ads, and other media contacts as necessary.

Task 4 – Final Design of Improvements

All construction documents will be prepared in conformance with District standards. The front end documents will utilize the District's standard document. Technical specifications will be prepared in

Construction Specifications Institute format. Specifications will include a schedule of required submittals, including section reference and submittal purpose.

Electrical design will include drawings and specifications at 60%, 90% and final submittal levels and will include the following features:

- Gate with motorized operator
- Electrical Panel Breakers
- Security Lights and Cameras
- Pressure Washer
- Associated Station Power Outlets and Lighting (Vacuum Extraction, Wash Station, Materials Storage, Clean Spoils Pile, Asphalt and Concrete Storage)
- Associated conduits and duct banks including conduits for future buildings
- Construction cost estimates

The following is a breakdown of sub-tasks for preparation of contract documents.

4a. 60% Design – The D&A team will build on preliminary level design plans and comments from the District to complete 60% design documents which will show profiles and details not included in the preliminary design.

The 60% submittal will also include preliminary specifications, a demolition plan, an updated construction schedule, and an updated preliminary cost estimate. The plans and specifications will address in detail contractor responsibilities before, during and after construction.

4b. 90% Design – The 90% design will be considered a complete biddable set of documents for the District's final review and comment. At this stage all plans, specifications and the engineer's estimate will be complete. Joe Domenichelli will provide the final review of all 90% documents for the D&A design team (these review efforts are budgeted under Task 1b).

4c. Design Reviews Workshops – Design review meetings will be held after the 60% and 90% design submittals to discuss District comments and establish goals for the subsequent submittals. We anticipate that these will be workshop type meetings taking approximately two hours to thoroughly discuss all comments and to brainstorm any outstanding issues.

These design review workshops will be in addition to the monthly project update and review meetings as listed in Task 1c.

4d. 100% Bid Documents – After receipt of the 90% comments from the District and the 90% review workshop, the D&A design team will prepare 100% design documents for the project. These documents will include design plans, specifications, engineer's estimate, and final copies of the pre-design report.

Task 4 Deliverables:

50% Design – 3-1/2 sized sets and 1 electronic version of 50% design drawings, 3 hard copies and one electronic version of the Preliminary Specifications, and updated Preliminary Cost Estimate.

90% Design – 3-1/2 sized, 1-full sized and 1 electronic version of the 90% design plans, 3-hard copies of the 90% Specifications and Cost Estimate.

100% Design – 3-1/2 sized, 1-full sized and 1 electronic version of the 100% design plans, 3-hard copies and an electronic version of the 100% Specifications and Cost Estimate, and an electronic version of all final supporting documents.

Electronic documents will be provided in AutoCAD (latest version) and Microsoft Word/Excel.

Task 5 – Bidding Services

5a. Bid Period Services – D&A will provide the following services during the bid period:

- Attend the pre-bid meeting with walk through and respond to questions.
- Prepare responses to bidder's questions during the bid period.
- Prepare and distribute addenda as necessary.

We anticipate up to 2-addenda under this scope.

5b. Bid Reviews and Conformed Drawings – D&A will review all bids received and will make recommendations to the District regarding the completeness/responsiveness of the bids, the bidder's capabilities, and will make a recommendation for award of the contract. Before the final recommendation for award, D&A will conduct reference, license and bonding checks of the apparent low bidder.

Task 5 Deliverables: Up to 2 Addenda distributed as required. One set of reproducible and one electronic copy of conformed drawings

D&A will incorporate the addenda into an original reproducible set of "conformed for construction" drawings and specifications as directed by the District.

Task 6 – Construction Management and Engineering Services During Construction

The following scope includes full construction management and engineering services during construction. We have also included optional inspection services for consideration. The final level of CM and inspection services can be negotiated based on the District needs.

6a. Construction Meetings/Coordination – D&A will schedule and run a pre-construction meeting held at the District office to: introduce the construction management team to the contractor, describe and discuss responsibilities, review the contractor's schedule and special procedural plans such as traffic control, job safety, and pollution prevention, describe mobilization and staging areas, and set up lines of communication. The Construction Manager (CM) will coordinate and run the weekly progress meetings. Meeting minutes from the previous meeting will also be distributed for discussion and approval of the team.

6b. Request for Information, Submittal Review and Pay request review – All RFI's, submittals and other correspondence will be logged and a copy filed at the CM's office and transmitted to the appropriate project personnel. The CM will also review and approve progress payments and track costs during construction. Prior to passing any documentation to the Design Engineer or the District's Project Manager, the CM will review the content of the document to assure that the information and format correspond with the requirements of the project specifications. This scope assumes a total of 20 submittals, 10 RFI's, 1 change orders and 6 progress payments will be required.

6c. Contract Change Order & Claims – The CM will evaluate and administer all contract modifications and change orders. All change orders and claims shall be reviewed for merit and a recommendation will be made to the District for approval. If the proposed change causes a significant change to the project, either by scope or cost, the CM will notify the District's Project Manager.

The CM will evaluate and resolve claims, negotiate change orders and make recommendations to the District. The CM will work with the on-site Inspector to anticipate and identify potential claims and make recommendations to the District to resolve them.

6d. Geotechnical Testing Services – Paragon Geotechnical will provide geotechnical and specialty inspection services. The following services are proposed for this project:

Geotechnical Testing:

1. Site Work

- Observation during drilling of Soundwall pier foundations (1 visit estimated)
- Sample pickup of AB for laboratory testing (1 visit estimated)
- Testing of trench backfill (1 visits estimated)
- Testing of structure pads (2 visits estimated)
- Testing of structure backfill (3 visits estimated)
- Testing of pavement subgrade and AB (2 visits estimated)
- Laboratory compaction curve of soil and AB (2 tests estimated)

2. Reports

- Preparation of a compaction test summary.

Special Inspection

1. Concrete

- Sampling & field testing during concrete placement (4 visits estimated):
 - Soundwall piers (1 pour)
 - Vac Pits (2 pours)
 - Wash Station, Material Storage and Clean Spoils Pile (1 pour)
 - Retrieval of samples and delivery to the laboratory
- Laboratory compressive strength testing of concrete (4 sets estimated)

2. Reports

- Copies of Special Inspection reports and results of concrete strength laboratory testing.

Testing services will be performed on a time and materials basis.

6e. Record Drawings – D&A will use construction plans edited by the contractor and the inspectors to prepare final record (“as built”) drawings of the project. The drawings will be submitted in electronic (AutoCAD) format and in hard copy.

6f. Project Completion – D&A will prepare a letter report documenting the installation of the facilities and provide other pertinent information. D&A will conduct a final meeting with the District staff and contractor to discuss all remaining issues including any acceptance required from property owners. D&A will provide the District with a letter of acceptance that the facilities have been constructed per plans and specifications and are ready for operation.

Task 6 Deliverables – *Construction Meeting Minutes, Submittal copies and log updates, copies of RFI responses, optional inspector’s reports, electronic version of record drawings, and 2-hard copies (one full & one half sized set) of record drawings.*

Testing services not included:

- Services during construction do not include material testing. D&A will coordinate with a testing service contracted by the District or by the Contractor. D&A can also provide these services for an additional fee which can be negotiated prior to construction.



Proposed Project Costs

The following presents our proposed costs for the project. Our proposed level of effort is based on our past experience with similar projects.

CORPORATION YARD MASTER PLAN PHASE 1 IMPROVEMENTS												
CITRUS HEIGHTS WATER DISTRICT												
Design Project Fee Breakdown												
Task Description	D&A						Total D&A labor	D&A Expenses	Electrical Design EDEA	Environ Support EN2	Geotechnical Paragon	Totals
	QC JD	PM SR	PE DH	EI AM	DFT JC	CM TD						
rates/hr	185	150	135	105	90	135						
1 Project Administration & Management												
a Project Management			40				\$ 6,000	\$ 50	\$ 1,197			\$ 7,247
b QA/QC	24	8					\$ 5,640	\$ 100	\$ -			\$ 5,740
c Project Review Meeting	8	16	8				\$ 4,960	\$ 100	\$ -			\$ 5,060
Subtotal Task 1		64	0	0	0	0	\$ 16,600	\$ 250	\$ 1,197	\$ -	\$ -	\$ 18,047
2 Pre-design Services												
a Determine final project scope and cost estimate	2	12	24	8	0		\$ 6,250	\$ 100	\$ 598	\$ -	\$ -	\$ 6,948
b Geotechnical Evaluation		2	2				\$ 570	\$ -	\$ -	\$ -	\$ 8,140	\$ 8,710
c Final Pre-design TM and Workshop Review	2	8	24	12	40		\$ 9,670	\$ 100	\$ -	\$ -	\$ -	\$ 9,770
Subtotal Task 2	4	22	50	20	40	0	\$ 16,490	\$ 200	\$ 598	\$ -	\$ 8,140	\$ 25,428
3 Environmental Support												
a Preliminary Evaluation			2	4			\$ 840	\$ -	\$ -	\$ 6,521	\$ -	\$ 7,361
b Preparation of Categorical Exemption Docs			2	2			\$ 570	\$ -	\$ -	\$ 7,952	\$ -	\$ 8,522
Subtotal Task 3	0	4	6	0	0	0	\$ 1,410	\$ -	\$ -	\$ 14,473	\$ -	\$ 15,883
4 Final Design of Improvements												
a 60% Design	4	16	60	24	60		\$ 19,160	\$ 250	\$ 8,596	\$ -	\$ -	\$ 28,006
b 90% Design	2	8	42	24	40		\$ 13,360	\$ 500	\$ 2,500	\$ -	\$ -	\$ 16,360
c Design Review Workshops	2	8	8	8	0		\$ 3,490	\$ 50	\$ 500	\$ -	\$ -	\$ 4,040
d 100% Bid Documents	2	8	16	16	16		\$ 6,850	\$ 500	\$ 850	\$ -	\$ -	\$ 8,200
Subtotal Task 4	10	40	126	72	116	0	\$ 42,860	\$ 1,300	\$ 12,446	\$ -	\$ -	\$ 56,606
							\$ 75,950	\$ 1,750	\$ 14,241	\$ 14,473	\$ 8,140	\$ 115,964
BID AND CONSTRUCTION SERVICES												
5 Bidding Services												
a Bid period Services			4	8	16		\$ 3,360	\$ 100	\$ 960	\$ -	\$ -	\$ 4,420
b Bid Reviews and Conformed Drawings			4	8	4	8	\$ 2,820	\$ 50				\$ 2,870
Subtotal Task 5	0	8	16	20	8	0	\$ 6,180	\$ 150	\$ 960	\$ -	\$ -	\$ 7,290
6 Services During Construction												
a Construction Meetings/Coordination			4	16		160	\$ 24,360	\$ 100	\$ 961	\$ -	\$ -	\$ 25,421
b RFIs, Submittal Review, Pay Request Review			4	40	24	40	\$ 13,920	\$ 100	\$ 1,995	\$ -	\$ -	\$ 16,015
c Contract Change Order & Claims			4	16		8	\$ 5,640	\$ 400	\$ 906	\$ -	\$ -	\$ 6,946
d Geotechnical Testing Services							\$ -	\$ 1,000	\$ 1,144	\$ -	\$ 10,890	\$ 13,034
e Record Drawings			4	8	16	16	\$ 5,340	\$ 200	\$ 1,584	\$ -	\$ -	\$ 7,124
f Project Completion			4	8		24	\$ 4,920	\$ 200	\$ 1,507	\$ -	\$ -	\$ 6,627
Subtotal Task 6	0	20	88	40	24	244	\$ 54,180	\$ 2,000	\$ 8,098	\$ -	\$ 10,890	\$ 75,168
TOTAL DESIGN AND CONSTRUCTION SERVICES							\$ 136,310	\$ 3,900	\$ 23,299	\$ 14,473	\$ 19,030	\$ 198,423

NOTE - Sub-consultants are marked up 10%

Domenichelli and Associates, Inc. Rates

The following rates are provided for the duration of the project.

Domenichelli and Associates Rates

Type of Service	Classification	Rates	Current Personnel Under this Category
QA/QC	Principal Engineer, PE	\$185/hr	Joe Domenichelli
Senior Project Manager	Principal Engineer, PE	\$150/hr	Sara Rogers
Project Manager 1	Principal Engineer, PE	\$145/hr	
Project Manager 2	Senior Engineer, PE	\$135/hr	Tom Dugan, Daryl Heigher
Senior Project Engineer	Senior Engineer, PE	\$125/hr	Brian Hammer
Project Engineer 1	Associate Engineer, PE	\$115/hr	
Staff Engineer 1	Associate Engineer, EIT	\$105/hr	Adam Motiejunas
Staff Engineer 2	Associate Engineer, EIT	\$95/hr	David Cooper, John Carey, Juana Tellez
CAD Drafter	CAD Tech or Intern	\$90/hr	Jim Cade

El Dorado Engineering & Architecture Rates

Classification	Rates
Electrical Engineer, PE	\$165/hr
CADD	\$105/hr
Admin	\$82/hr

EN2 Resources, Inc. Rates

Classification	Rates
Rick Lind	\$176
Kris Kiehne	\$127
Jeremy Waites	\$108
GIS Technician	\$98
Jenna Gillespie	\$65
Rayann La France	\$76


PARAGON GEOTECHNICAL, INC.
 CONSULTING ENGINEERS

2016 SCHEDULE OF CHARGES
 Effective January 1, 2016

PERSONNEL

<u>Staff Level</u>	<u>Rate</u>
Principal Engineer/Geologist.....	\$190/hr
Senior Engineer/Geologist.....	\$160/hr
Project Engineer/Geologist.....	\$145/hr
Sr. Staff Engineer.....	\$130/hr
Special Inspector / Technician.....	\$95/hr
Laboratory Technician.....	\$80/hr
Drafting.....	\$75/hr
Clerical Support.....	\$72/hr
Technician/Inspector	
1. 2-hr minimum, 3-hr minimum for night work.	
2. Night work (between 6 p.m. and 6 a.m.).....	add \$25/hr
3. Overtime (over 8 hours in one day, Saturdays).....	add \$40/hr
4. Overtime (Sundays, Holidays).....	add \$65/hr
5. Certified Welding Inspector.....	add \$10/hr

FIELD EQUIPMENT

<u>Description</u>	<u>Rate</u>
Field Vehicle.....	Included in technician hourly rates
Vehicle Mileage.....	\$0.70/mile
Nuclear Density Gauge.....	Included in technician hourly rates
Concrete Sampling Equipment.....	Included in technician hourly rates
Coring Equipment.....	\$100/day
Paint Thickness Gauge.....	\$80/day
Outside Services.....	Cost plus 15%

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : Right of Entry and Option to Purchase Agreement
 STATUS : Action Item
 REPORT DATE : October 6, 2016
 PREPARED BY : David M. Gordon, Operations Manager

OBJECTIVE:

Consider approval of the Right of Entry and Option to Purchase Agreement template that will be used for future wellsite property acquisitions. The Agreement will be between the property owner, “Grantor” and the District. Authorize the General Manager to utilize the Agreement template for future wellsite property acquisitions.

BACKGROUND AND ANALYSIS:

Citrus Heights Water District continues with the goal of developing several new groundwater production wells. That development begins with an analysis of groundwater availability and vulnerability within the District. If a property becomes available on the market, within the District service area, and fits the criteria of an ideal groundwater source location, District staff will utilize this Agreement to perform test hole drilling of the property. If, after testing the groundwater availability through test hole drilling, the property continues to meet the District’s potential well site criteria, the District will move forward to purchase the property from the seller, as outlined and negotiated in the Agreement.

The timeline of signing an Agreement, performing test hole drilling, purchasing the property, engineering design, and development of a groundwater production well is a two to three (2-3) year process on paper, but may take much longer. This Agreement will allow District staff to mobilize on available property with minimal delay.

In considering approval of the Agreement template, the Board of Directors would be approving the template for use by the General Manager.

RECOMMENDATION:

Approve of the Right of Entry and Option to Purchase Agreement template that will be used for future wellsite property acquisitions and authorize the General Manager to utilize the Agreement template for future wellsite property acquisitions.

Moved by Director _____, Seconded by Director _____, Carried _____

CITRUS HEIGHTS WATER DISTRICT
AGREEMENT FOR RIGHT OF ENTRY AND OPTION TO PURCHASE

This Agreement for Right of Entry and Option to Purchase (“Agreement”) is entered into as of this _____ day of _____, 20__ (“Effective Date”), by _____ (“Grantor”) and Citrus Heights Water District, a public entity and an irrigation district organized and existing under and pursuant to Division 11 of the Water Code of the State of California (“District”).

RECITALS:

A. This Agreement concerns certain property and improvements located at: _____, more particularly described in Exhibit A attached hereto and incorporated herein by reference (the “Property”).

B. Purchaser finds it necessary to enter upon the Property for the purpose of the “Project” as described in Exhibit B attached hereto and incorporated by reference.

C. Code of Civil Procedure Section 1245.010 authorizes a public entity considering the acquisition of property for a public use to enter the Property for purposes of the Project. Section 1245.020 provides that where the entry may cause damage or may interfere with the use of the Property, the public entity shall first secure either the written consent of the owner of the Property, or obtain a Court Order permitting the entry, subject to the conditions that Court may impose.

D. The Grantor acknowledges that the District has the power to acquire the Property for public purposes by eminent domain. If the District does not obtain the Property within the time provided, the District may begin eminent domain proceedings to obtain such possession or title. The Parties agree and stipulate that the net amount payable to the Grantor shall conclusively be deemed the just compensation for the acquisition of the Property in such proceedings, and this Agreement may be filed with the court as the stipulation upon which judgment may be entered in an eminent domain proceeding as to the just compensation to be paid to the Grantor. The Grantor waives all other defenses in such proceedings.

NOW, THEREFORE, for good and valuable consideration, the amount and sufficiency of which are hereby acknowledged, the Grantor and the District agree as follows:

1. For consideration in the amount of _____ Dollars (\$_____) payable by the District to the Grantor upon execution of this Agreement and on the terms and conditions set forth in this Agreement, (“Option Payment”), the Grantor grants to the District an irrevocable, and exclusive option to purchase the Property (“Option to Purchase”), subject to the conditions in this Agreement. In consideration of the Option Payment, the Grantor gives permission to the District to enter the Property to conduct the Project. Unless objected to by the Grantor, the Project will be conducted during normal business hours as reasonably practical with possible exception(s), if any, as noted in Exhibit B.

2. For purposes of the Project, the District from time to time may require the Grantor to execute documents and permits since the District is not the owner of the Property. Any fees associated with these documents and permits shall be paid for by the District. Grantor agrees under the conditions of this Agreement to comply with and sign documents and permits at the District's request. The Grantor further agrees that compensation for the time and effort required of the Grantor to execute said documents and permits is included in the Option Payment.
3. It is understood and agreed by and between the Parties hereto that this is a Right of Entry onto the Property and an Option to Purchase from the Grantor should the results of the Project meet the District's requirements.
4. The District shall provide the Grantor written confirmation within _____ (__) months from the date of District's execution of this Agreement that the results of the Project were deemed acceptable or unacceptable to the District.
 - a) If deemed acceptable, the District shall have _____ (__) months from the date of acceptable confirmation to exercise the Option to Purchase, enter into an Agreement for the Purchase and Sale, and close escrow on the Property. If the Property is not purchased by the District within these _____ (__) months, the Grantor shall have the option to terminate, in writing, this Agreement without any further responsibility or liability to the District.
 - b) If deemed unacceptable, the Property and any other property damaged as a result of the work done by the District, its employees, agents, consultants, or contractors, shall be repaired and restored by the District, or the District shall pay the cost to repair and restore it. Completion of the repair and restoration shall occur within _____ (__) months of the date of unacceptable confirmation. The District and the Grantor will meet and review the repairs and restoration and when satisfactory, the Grantor will provide written acknowledgement to the District that the repairs and restoration are satisfactorily complete. The Agreement will thereafter be considered terminated and the Parties shall have no further responsibility or liability to one another.
5. The District reserves the right at any time to either: terminate the Option to Purchase in the event that toxic or hazardous substances are found on the Property that exceed allowable levels, as defined by California State and/or federal laws; or request that the Grantor remediate the Property. If the Grantor is requested to remediate the Property, it shall be at the Grantor's sole expense and discretion to remediate the Property so that it does not exceed action levels, as defined by State or federal laws. In the event that this Agreement is terminated pursuant to conditions stated in this clause, the District must do so in writing. The District will repair and restore, or pay the cost to repair and restore, the Property and any property damaged as a result of the work done by the District, its employees, agents, consultants, or contractors. After the completion of the repairs or restoration to the written satisfaction of the Grantor, the Agreement will then be deemed concluded and the Parties shall have no further responsibility or liability to one another.
6. Should the Option to Purchase be exercised, the Parties agree to enter into an agreement for Purchase and Sale of the Property, which will include the following:

- a) The District shall pay the sum of _____ Dollars (\$_____) as just compensation for the value of the Property. In the event the District and the Grantor are unable to agree on the value of the Property, they agree to the procedure set out in Exhibit C: Appraisal Procedure for Determination of Value of Property. The amount of the Option Payment will be applied toward the total amount of just compensation to be paid by District to the Grantor for the value of the Property.
- b) Closing costs will be split equally between the Grantor and the District as is normal and customary.
7. Should entry onto the Property be required for any additional purposes after the Project has concluded, the District, its employees, agents, consultants, or contractors, have the right to enter the Property in accordance with the terms and conditions and subject to the limitations of this Agreement without any further notice.
8. It is understood and agreed that the District will leave the Property in a clean and orderly condition. The District will hold the Grantor harmless from any claims of damages to persons or property arising out of the District's entry upon the Property by its employees, agents, consultants, or contractors in accordance with this Agreement. This indemnification, however, does not extend to any property damage the Grantor may have suffered by reason of hazardous waste that may have already existed on the Property. Nor does it indemnify the Grantor from any liability as a consequence of the presence of hazardous waste should it exist on the Property.
9. To the fullest extent permitted by law, District agrees to be solely responsible for any and all injuries, damages, and claims to persons or property arising out of its use of Grantor's facilities, except for any such claims arising out of the sole negligence or willful misconduct of the Grantor. The District agrees to immediately defend, hold harmless, and indemnify the Grantor against any and all such injuries, damages, and claims. This indemnification agreement shall not be restricted to any insurance proceeds.
10. The District shall provide and maintain general liability insurance (as broad as ISO Occurrence Form CG 0001) with limits of at least one million dollars (\$1,000,000) per occurrence or the full per occurrence limit of the policy, whichever is greater (\$2,000,000 general aggregate, if used) for bodily injury, personal injury and property damage arising out of the activities and properties as described herein. Coverage shall include contractual liability covering the District's obligations in provision 9. The general liability coverage shall give Grantor insured status using ISO endorsement as broad as CG 201185 or both CG 20 10 plus and CG 20 37 (if later revisions used). The District shall provide the Grantor with a certificate of insurance and additional insured endorsement before scheduled use. Such insurance shall be primary and any insurance, self-insurance or other coverage maintained by the Grantor shall not contribute to it (as broad as ISO endorsement CG 20 01). Coverage is to be placed with a carrier with an A.M. Best rating of no less than A:VII, or equivalent, or as otherwise approved by the Grantor. In the event that the District employs other contractors or sub-contractors as part of the work covered by this agreement, it shall be the District's responsibility to require and confirm that each contractor or sub-contractor meets the minimum insurance requirements specified above. The District shall, upon demand of the Grantor, deliver to the Grantor copies such policy or policies of insurance and the receipts for payment of premiums thereon.

11. The District shall insure, or be a qualified self-insured, with respect to the applicable laws relating to workers' compensation coverage (California Labor Code Section 3700), all of the District's employees working on or about the Grantor's facilities. The District shall provide the Grantor with a certificate of Workers' Compensation and Employer's Liability insurance coverage to be placed with a carrier with an A.M. Best rating of no less than A:VII, or equivalent, or as otherwise approved by the Grantor. The employer's liability limit shall be no less than \$1,000,000 each accident or disease. In the event that the District employs other contractors or sub-contractors as part of the work covered by this agreement, it shall be the District's responsibility to require and confirm that each sub-contractor meets the minimum workers' compensation coverage specified above. The District shall, upon demand of the Grantor, deliver to the Grantor copies such policy or policies of insurance and the receipts for payment of premiums thereon.
12. Should an extension of time be required for any portion of this Agreement, it must be in writing and mutually agreed upon by both Parties. If the terms of this Agreement expire and an extension is not mutually agreed upon prior to expiration, the Parties shall have no further responsibility or liability to one another and the Agreement will be deemed terminated.
13. Unless otherwise indicated in this Agreement, the Grantor and the District hereby represent to each other that there are no brokers, finders, or other persons entitled to a commission, finder's fee or other payment in connection with this Agreement. The Grantor and the District agree to indemnify, defend, protect, and hold the other harmless from and against any claims, liabilities, or damages for commissions or finder's fees brought by any third party who has dealt or claims to have dealt with the indemnifying party pertaining to the Property.
 - a) The Grantor and the District acknowledge the existence of a Real Estate Agency Agreement and Commission Agreement between the District and _____ attached as Exhibit D.
 - b) The Grantor and the District acknowledge the existence of a Real Estate Agency Agreement and Commission Agreement between the Grantor and _____ attached as Exhibit E.
14. The Grantor warrants that it is not a foreign person or entity as defined in the Foreign Investment in Real Property Tax Act of 1980, and should the Option to Purchase be exercised, prior to the close of Escrow, the Grantor will deposit an affidavit certifying same.
15. All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or sent by national overnight courier service or by registered or certified mail, first class postage prepaid, return receipt requested, and shall be deemed received and effective upon the earlier of (i) the date of delivery to the address of the person to receive such notice, or (ii) three (3) business days after the date of posting with the United States Postal Service at the following addresses:

To District: Citrus Heights Water District
Attention: General Manager
P. O. Box 286
Citrus Heights, CA 95611-0286

To Grantor: _____

- 16. This Agreement shall be binding upon the Parties hereto, their respective heirs, personal representatives, administrators, successors and assignees until the earlier of: termination of the Agreement occurs; or escrow closes.
- 17. It is understood that under this Agreement, the Grantor shall continue to maintain liability insurance for the Property and continue to be responsible for the payment of all taxes, penalties, redemptions, and costs allocable to the Property.
- 18. The Grantor represents and warrants that it has the authority to accept the terms of this Agreement herein made, and that it holds fee title to the Property and can convey the Property.

19. Miscellaneous Provisions:

- a) Waiver. The waiver by either Party of a breach by the other of any provision of this Agreement shall not constitute a waiver of any subsequent breach of either the same or a different provision of this Agreement. No provision of this Agreement may be waived unless in writing and signed by all Parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.
- b) Governing Law and Venue. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be in Sacramento County, California.
- c) Dispute Resolution.
 - (1) Mediation of Disputes. The District and the Grantor shall facilitate an effort to resolve any dispute arising out of this Agreement through informal mediation involving the Parties on a voluntary basis during the thirty-day period following written notice of a dispute arising out of this Agreement by either Party to the other Party. Mediation costs will be borne equally by both Parties. Thereafter, if the Parties have not agreed to a resolution of the dispute or an extension of time, the dispute shall be resolved by binding arbitration under the California Arbitration Act (Code of Civil Procedure Sections 1280 through 1294.2).
 - (2) Arbitration of Disputes.

- i. Any controversies or claims between the Grantor and the District arising from or related to this Agreement shall be settled by arbitration in Sacramento County, California, in accordance with the arbitration rules of JAMS, a private alternative dispute resolution (ADR) provider, (Judy-need to define this) if not inconsistent with other provisions of this Agreement, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction. The Parties submit to the jurisdiction of the Superior Court of the State of California, Sacramento County, for purposes of confirming any such award and entering judgment. Each Party shall bear its own costs and expenses of arbitration.
- ii. NOTICE: BY INITIALING IN THE SPACE BELOW, YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW, YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.
- iii. THE UNDERSIGNED HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL ARBITRATION.

Grantor's Initials: _____

District Authorized Representative's Initials: _____

- d) Headings. The section headings in this Agreement are for convenience and reference only and shall not be construed or held in any way to explain, modify or add to the interpretation or meaning of the provisions of this Agreement.
- e) Severability. The provisions of this Agreement are severable. The invalidity, or unenforceability or any one provision in this Agreement shall not affect the other provisions.
- f) Interpretation. The Parties acknowledge that this Agreement in its final form is the result of the combined efforts of the Parties and that, should any provision of this Agreement be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this Agreement in favor of or against any Party, but rather by construing the terms in accordance with their generally accepted meaning.
- g) Attorney's Fees. If either Party is required to commence any proceeding or legal

action to enforce or interpret any term, covenant or condition of this Agreement, the prevailing Party in such proceeding or action shall be entitled to recover from the other Party its reasonable attorney's fees and legal expenses, including the reasonable value of the District's Legal Counsel services.

h) Precedence of Documents. In the event of any conflict between the body of this Agreement and any Exhibit or Attachment hereto, the terms and conditions of the body of this Agreement shall control and take precedence over the terms and conditions expressed within the Exhibit or Attachment.

i) Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

j) Exhibits and Attachments. Each Exhibit and Attachment referenced herein is by such reference incorporated into and made a part of this Agreement for all purposes.

k) Extent of Agreement. Each Party acknowledges that they have read and fully understand the contents of this Agreement and the attached Exhibits. This Agreement represents the entire and integrated agreement between the Parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by written instrument duly authorized and executed by both the Grantor and the District.

l) Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signature pages may be detached from the counterparts and attached to a single copy of this Agreement to physically form one document.

20. Time is of the essence of each and every term, condition, and covenant hereof.

21. The Grantor understands and agrees that as a condition precedent hereto, this Agreement shall have no force and effect until approved by an authorized representative of the Citrus Heights Water District. Upon execution by the District, this Agreement shall become a contract to enter the Property and conduct the Project and the Option to Purchase is binding upon the Grantor and the District, their heirs, executors, administrators, successors in interest, and assignees. This Agreement will remain in full force and effect until terminated or the Option to Purchase is exercised, whichever comes sooner.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Grantor and the District have executed this Agreement

Grantor: (signature) _____

By: (printed name) _____

Citrus Heights Water District

By: (signature) _____

By: (printed name) _____

Its: _____

EXHIBIT A

Legal Description of Option Property:

EXHIBIT B

Project Description:

EXHIBIT C

Appraisal Procedure for Determination of Value of the Property:

The following procedure shall be used to determine the value of the Property in the event the District and the Grantor are unable to agree on the value of the Property:

1. Any appraiser designated to serve as provided in this Exhibit C shall be disinterested, shall be a Certified General (AG) Real Estate Appraiser licensed by the State of California Bureau of Real Estate Appraisers and shall be familiar with residential and commercial property values in Sacramento County, California.
2. The District at its sole discretion shall designate and compensate the first appraiser (the "First Appraiser"), who shall prepare an appraisal ("District's Appraisal") of the value of the Property within thirty (30) days of such designation. The District shall give the Grantor written notice of the District's Appraisal, together with a copy of such appraisal. If the Grantor does not agree

with District's Appraisal within ten (10) days of such notice, the Grantor at its sole discretion shall designate and compensate a second appraiser (the "Second Appraiser"), who shall prepare an appraisal ("Grantor's Appraisal") of the value of the Property within thirty (30) days of such designation. Grantor shall give the District written notice of the Grantor's Appraisal, together with a copy of such appraisal. If the District does not agree with Grantor's Appraisal within ten (10) days of such notice, the following shall apply:

3. If the difference between District's Appraisal and Grantor's Appraisal is ten percent (10%) or less, the two appraisals shall be averaged and the figure calculated shall be deemed to be the value. If the difference between the two appraisals exceeds ten percent (10%), the Parties shall jointly appoint and compensate a third appraiser (the "Third Appraiser") who shall be a competent and impartial person, which Third Appraiser shall be agreed upon by the Parties within fifteen (15) days. If the Parties do not so agree, then either Party, on behalf of both, may request that such appointment be made by the presiding judge of the Superior Court for the County of Sacramento or any successor court of original jurisdiction from a list of appraisers then provided by the Parties. If the Parties shall fail to agree on a list of appraisers, any person meeting the qualifications required by this Exhibit C may be appointed by such presiding judge.
4. The Third Appraiser shall prepare an appraisal of the value of the Property within thirty (30) days of such designation and provide a copy of such appraisal to each Party. The value of the Property shall be determined by taking the average of the two appraisals that are closest in value of the three appraisals that were prepared in accordance within this Exhibit C.; provided, however, that if the third appraisal is lower than the lowest of the first two appraisals or higher than the highest of the first two appraisals, it shall be disregarded and the value shall be determined by taking the average of the first two appraisals.
5. In the event any appraiser is unable, fails or refuses to act, a new appraiser shall be appointed in his or her stead. That appointment shall be made in the same manner as provided above for the First, Second or Third Appraisals. Each Party shall pay the fees and expenses of the appraiser they designate, or in whose stead, as provided above, such appraiser was appointed, and the fees and expenses of the Third Appraiser and all other expenses, if any, shall be borne equally by both Parties.

EXHIBIT D

Real Estate Agency Agreement and Commission Agreement between the District and _____.

EXHIBIT E

Real Estate Agency Agreement and Commission Agreement between the Grantor and _____.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : CUSTOMER REFUND REQUEST
STATUS : Action Item
REPORT DATE : October 03, 2016
PREPARED BY : Susan K. Sohal, Accounting Supervisor / Assessor-Collector

OBJECTIVE:

Consider a refund from CHWD customer Sunrise Knoll Townhomes Assoc., 7812 Windsor Lane, concerning a recent internal audit comparing our billing service charge to the actual water meter equipment.

BACKGROUND AND ANALYSIS:

In our recent internal audit, staff compared billing charges to the actual water meter equipment that serves the above mentioned property. The audit identified a billing error for service at 7812 Windsor Lane. Citrus Heights Water District staff physically confirmed that the water meter installed at this service address is a 1 ½" irrigation water meter with a 4-digit display. However, it was identified that the water meter was read incorrectly, and imported into the billing system, using a 5 digit read as opposed to 4 digit read. This increased the total meter consumption charges to the account by a factor of ten.

CHWD's billing system has been corrected to bill using the 4-digit water meter read, effective with the December 25, 2015 bill. The billing error was limited to the consumption rate charge and did not affect the amount that had been billed for the water service charge. The total amount due to the customer of \$39,267.50 has been calculated from the start of error on February 22, 2008.

RECOMMENDATION:

Consider the refund from CHWD to customer Sunrise Knoll Townhome Assoc., 7812 Windsor Lane, concerning a request by District Staff for a refund in the amount of \$39,267.50.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried _____

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : PROJECT MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : October 4, 2016
 PREPARED BY : Paul A. Dietrich, Project Manager

Significant assignments and activities for the Project Manager (PM) and District engineering, construction inspection, and geographical information system maintenance staff are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

New values or projects noted in bold italics

PM-1 ACCEPTED WATER SYSTEMS

Recent additions to the District's water distribution system that were constructed by independent State Licensed contractors on behalf of private developers / owners, inspected by the District and formally accepted:

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<i>California American Water Co.</i>	<i>38 l.f.</i>	<i>8-Inch DIP Water Main</i>	<i>\$3,500.00</i>
	<i>1</i>	<i>8-Inch Gate Valve</i>	
<i>San Juan Avenue Tank - Water Service</i>	<i>1</i>	<i>1-Inch Metered Water Service</i>	
<i>5444 San Juan Ave (2015-39)</i>	<i>1</i>	<i>2-Inch Blow-off</i>	
<i>Capitol Nursery Plaza Commercial Center</i>	<i>1,674 l.f.</i>	<i>8-Inch DIP Water Main</i>	<i>\$242, 663.00</i>
<i>Sunrise Blvd @ Madison Ave (2015-50)</i>	<i>81 l.f.</i>	<i>6-Inch DIP Water Main</i>	
	<i>18 l.f.</i>	<i>4-Inch DIP Water Main</i>	
	<i>10</i>	<i>8-Inch Gate Valve</i>	
	<i>9</i>	<i>6-Inch Gate Valve</i>	
	<i>3</i>	<i>6-Inch Post Indicator Valve</i>	
	<i>1</i>	<i>4-Inch Gate Valve</i>	
	<i>8</i>	<i>Steamer Fire Hydrant</i>	
	<i>1</i>	<i>3-Inch Metered Water Service</i>	
	<i>4</i>	<i>2-Inch Metered Water Service</i>	
	<i>1</i>	<i>1½"-Inch Water Service</i>	
	<i>1</i>	<i>1-Inch Metered Irrigation Service</i>	
	<i>1</i>	<i>1-Inch Water Service</i>	
	<i>1</i>	<i>2-Inch Blow-off</i>	

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

Water distribution system facilities currently under construction by independent State Licensed contractors on behalf of private developers / owners requiring District inspection:

<u>Project</u>	<u>Location</u>	<u>Status</u>
McDonalds (2015-60)	5402 Sunrise Blvd	<i>Substantially Complete</i>
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	<i>80% Complete</i>
Citrus Heights City Hall (2015-54)	6350 Fountain Square Dr	<i>Substantially Complete</i>
Memory Care Facility (2015-56)	6825-33 Sunrise Blvd	<i>Substantially Complete</i>
<i>Sunrise Mall Parking Lot (2016-50)</i>	<i>6198 Sunrise Blvd</i>	<i>25% Complete</i>

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
Louis-Orlando Bus Transfer Point (2015-66)	Louis Ln @ Orlando Ave	Plans Signed 2/4/16
Meier Estates 7 Lot Subdivision (2015-68)	North Sims Way	Plans Signed 5/23/16
Dignity Health Building (2015-55)	7115 Greenback Ln	Plans Signed 6/8/16
Bearpaw Expansion Commercial Building (2015-59)	7524 Old Auburn Rd	Plans Signed 6/15/16
<i>Commercial Building Remodel</i>	<i>5414-50 Sunrise Blvd</i>	<i>Plans Signed 10/4/16</i>

PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

Project Plans and Contracts currently under review and development by the Engineering Department:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	Agreement – 99% Plans – 100% Cost Estimate – 100%
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	Agreement – 99% Plans – 100% Cost Estimate – 100%
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	Agreement – 99% Plans – 100% Cost Estimate – 100%
Corporation Yard Improvements Phase 1 (2015-02)	6230 Sylvan Road	<i>Recommendation of Domenichelli and Associates, Inc.</i>
Highland Ave & Rosa Vista Ln 8” Water Mains Warren Consulting Engineers (2015-33)	Highland Ave at Rosa Vista Ln	Awaiting 30% Submittal

PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mariposa Ave Civil Engineering Construction (2016-30)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<i>Complete</i>

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

City of Citrus Heights Projects requiring coordination and inspection by the District:

None

CITRUS HEIGHTS WATER DISTRICT

OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : October 5, 2016

ABANDON MAIN: (1)

September 6, 2016 7599 LIMERICK WAY

ABANDON SERVICE: (1)

September 13, 2016 6348 STODDARD LN

BLOW OFF LOCATE: (4)

September 12, 2016 6637 CHALLIS CT
 September 15, 2016 6920 ROSA VISTA AVE
 September 19, 2016 6200 GREENBACK LN
 September 21, 2016 8585 WACHTEL WAY

BLOW OFF REPLACEMENT: (2)

September 12, 2016 6637 CHALLIS CT
 September 21, 2016 8049 INDIAN CREEK DR

CONVERT TR TO RADIO READ METER: (1)

September 7, 2016 7401/03 SAINT PHILOMENA WAY

HYDRANT MAINTENANCE: (3)

September 6, 2016 500 ROSEVILLE RIDGE CT
 September 6, 2016 8892 MARIPOSA AVE
 September 6, 2016 8501 AUBURN BLVD

HYDRANT MAINTENANCE/PAINT: (71)

September 6, 2016 530 ROSEVILLE RIDGE CT
 September 6, 2016 8501 AUBURN BLVD
 September 6, 2016 8655 AUBURN BLVD
 September 6, 2016 8477 AUBURN BLVD
 September 6, 2016 8421 AUBURN BLVD
 September 6, 2016 7437 AUBURN OAKS CT
 September 6, 2016 7437 AUBURN OAKS CT
 September 6, 2016 7325 AUBURN OAKS CT
 September 6, 2016 7319 AUBURN OAKS CT
 September 6, 2016 7307 AUBURN OAKS CT
 September 6, 2016 7401 AUBURN OAKS CT

September 7, 2016	8420 AUBURN BLVD
September 7, 2016	8446 AUBURN BLVD
September 7, 2016	8512 AUBURN BLVD
September 7, 2016	111 EDDIE ST
September 7, 2016	306 LIVOTI AVE
September 8, 2016	200 FRANCES AVE
September 8, 2016	509 LIVOTI AVE
September 8, 2016	200 LANGLEY AVE
September 12, 2016	607 LIVOTI AVE
September 12, 2016	501 WHYTE AVE
September 12, 2016	104 FRANCES AVE
September 12, 2016	401 WHYTE AVE
September 12, 2016	301 WHYTE AVE
September 13, 2016	9800 POWEL CT
September 13, 2016	7560 LINDEN AVE
September 13, 2016	7591 LINDEN AVE
September 13, 2016	8433 JEWEL WAY
September 13, 2016	7704 PINE AVE
September 13, 2016	9809 MARIPOSA AVE
September 13, 2016	8449 ROBIE WAY
September 13, 2016	8504 ROBIE WAY
September 13, 2016	8438 DONALD WAY
September 13, 2016	8424 HARPER WAY
September 13, 2016	8502 FAIR WAY
September 13, 2016	8600 FAIR WAY
September 13, 2016	8437 VICTORY WAY
September 13, 2016	7859 TWIN OAKS AVE
September 13, 2016	8401 BLOSSOM HILL CT
September 13, 2016	8425 BLOSSOM HILL CT
September 14, 2016	1450 NEW ENGLAND DR
September 14, 2016	1203 CHESAPEAKE DR
September 14, 2016	1109 MAIN SAIL CIR
September 19, 2016	8505 SUNRISE BLVD
September 19, 2016	8149 SUNRISE BLVD
September 19, 2016	8429 SUNRISE BLVD
September 19, 2016	1207 SCHOONER DR
September 19, 2016	1219 CHESAPEAKE DR
September 19, 2016	1431 NEW ENGLAND DR
September 19, 2016	8013 TWIN OAKS AVE
September 19, 2016	8041 TWIN OAKS AVE
September 19, 2016	8061 TWIN OAKS AVE
September 20, 2016	8151 BONNIE OAK WAY
September 20, 2016	8199 BONNIE OAK WAY
September 20, 2016	8241 BONNIE OAK WAY
September 20, 2016	8281 BONNIE OAK WAY
September 20, 2016	7434 AUBURN OAKS CT
September 20, 2016	7434 AUBURN OAKS CT
September 20, 2016	7434 AUBURN OAKS CT
September 20, 2016	7441 AUBURN OAKS CT
September 20, 2016	7434 AUBURN OAKS CT
September 20, 2016	8421 AUBURN BLVD

September 20, 2016	7405 AUBURN OAKS CT
September 20, 2016	7401 AUBURN OAKS CT
September 22, 2016	8344 DEVILLE OAKS WAY
September 22, 2016	8300 DEVILLE OAKS WAY
September 22, 2016	8304 DEVILLE OAKS WAY
September 22, 2016	7453 SANDALWOOD DR
September 22, 2016	7456 SANDALWOOD DR
September 27, 2016	8124 AUBURN BLVD
September 28, 2016	7581 BAIRD WAY

HYDRANT PAINT: (1)

September 6, 2016	222 BRYAN AVE
-------------------	---------------

HYDRANT REPLACEMENT: (1)

September 6, 2016	7520 CANADY LN
-------------------	----------------

MAIN REPAIR: (1)

September 7, 2016	6020 DUBLIN WAY
-------------------	-----------------

MAIN REPLACE: (1)

September 7, 2016	LIMERICK WAY
-------------------	--------------

METER BOX MAINTENANCE: (1)

September 19, 2016	5516 CEDAR CREEK WAY
--------------------	----------------------

METER INSTALL: (2)

September 22, 2016	6825 SUNRISE BLVD
September 22, 2016	6825 SUNRISE BLVD

POT HOLE SERVICE: (1)

September 19, 2016	5512 CEDAR CREEK WAY
--------------------	----------------------

RADIO READ METER INSTALL: (4)

September 14, 2016	6411 BRANDO LOOP
September 20, 2016	6407 BRANDO LOOP
September 20, 2016	6401 BRANDO LOOP
September 20, 2016	6409 BRANDO LOOP

RADIO READ MIU R900 CHANGE OUT: (1)

September 1, 2016	7944 ARCADE LAKE LN
-------------------	---------------------

REGISTER CHANGE OUT: (7)

September 6, 2016	8458 BANNOCK CT
September 8, 2016	8062 BAYBERRY CT
September 12, 2016	7220 BROOKRIDGE CT
September 13, 2016	8039 GREENBACK LN
September 19, 2016	6068 SUNRISE MALL
September 20, 2016	6520 GILSTON CT
September 20, 2016	8261 NORTHWIND WAY

RELOCATE SERV & METER: (1)

September 6, 2016 7599 LIMERICK WAY

SADDLE REPLACEMENT: (4)

September 13, 2016 5527 CEDAR CREEK WAY
September 13, 2016 5525 CEDAR CREEK WAY
September 15, 2016 5521 CEDAR CREEK WAY
September 20, 2016 8052 INDIAN CREEK DR

SERVICE RAISE/LOWER: (1)

September 13, 2016 7424 WESTGATE DR

SERVICE REPAIR: (1)

September 27, 2016 7563 TIPPERARY WAY

SERVICE REPLACEMENT: (4)

September 27, 2016 7412 THALIA CT
September 27, 2016 7416 THALIA CT
September 28, 2016 7433 THALIA CT
September 28, 2016 7437 THALIA CT

SERVICE/SADDLE REPLACEMENT: (18)

September 7, 2016 5544/46 CEDAR CREEK WAY
September 13, 2016 5549/51 CEDAR CREEK WAY
September 13, 2016 5545/47 CEDAR CREEK WAY
September 13, 2016 5548/50 CEDAR CREEK WAY
September 14, 2016 8143 MESA OAK WAY
September 15, 2016 5520 CEDAR CREEK WAY
September 20, 2016 8049 INDIAN CREEK DR
September 22, 2016 7426/28 GALLANT CIR
September 22, 2016 7430/32 GALLANT CIR
September 22, 2016 7431/33 GALLANT CIR
September 27, 2016 7332/34 GALLANT CIR
September 27, 2016 7400/02 GALLANT CIR
September 27, 2016 7406/08 GALLANT CIR
September 27, 2016 7410/12 GALLANT CIR
September 27, 2016 7416/18 GALLANT CIR
September 27, 2016 7420/22 GALLANT CIR
September 28, 2016 8480 OLD RANCH RD
September 28, 2016 8484 OLD RANCH RD

VALVE BOX MAINTENANCE: (1)

September 21, 2016 7601 HICKORY AVE

VALVE EXERCISE: (131)

September 6, 2016 500 ROSVILLE RIDGE CT
September 6, 2016 212 LANGLEY AVE
September 6, 2016 8501 AUBURN BLVD
September 6, 2016 8655 AUBURN BLVD
September 6, 2016 8655 AUBURN BLVD
September 6, 2016 8537 AUBURN BLVD

September 6, 2016	8655 AUBURN BLVD
September 6, 2016	8477 AUBURN BLVD
September 6, 2016	8477 AUBURN BLVD
September 6, 2016	9477 AUBURN BLVD
September 6, 2016	8477 AUBURN BLVD
September 6, 2016	8421 AUBURN BLVD
September 6, 2016	8421 AUBURN BLVD
September 6, 2016	7417 AUBURN OAKS CT
September 6, 2016	7417 AUBURN OAKS CT
September 6, 2016	7319 AUBURN OAKS CT
September 6, 2016	7319 AUBURN OAKS CT
September 6, 2016	7401 AUBURN OAKS CT
September 6, 2016	7401 AUBURN OAKS CT
September 6, 2016	7401 AUBURN OAKS CT
September 7, 2016	8420 AUBURN BLVD
September 7, 2016	8446 AUBURN BLVD
September 7, 2016	8446 AUBURN BLVD
September 7, 2016	8446 AUBURN BLVD
September 7, 2016	8446 AUBURN BLVD
September 7, 2016	8446 AUBURN BLVD
September 7, 2016	8512 AUBURN BLVD
September 7, 2016	200 WHYTE AVE
September 7, 2016	200 WHYTE AVE
September 7, 2016	100 LOUIS LN
September 7, 2016	1201 OLEANDER DR
September 7, 2016	301 LIVOTI AVE
September 7, 2016	201 LIVOTI AVE
September 7, 2016	306 LIVOTI AVE
September 7, 2016	200 LIVOTI AVE
September 7, 2016	200 LIVOTI AVE
September 8, 2016	200 FRANCES AVE
September 8, 2016	200 FRANCES AVE
September 8, 2016	200 FRANCES AVE
September 8, 2016	201 LANGLEY AVE
September 8, 2016	201 LANGLEY AVE
September 8, 2016	201 LANGLEY AVE
September 8, 2016	200 LANGLEY AVE
September 8, 2016	600 LIVOTI AVE
September 8, 2016	601 LIVOTI AVE
September 12, 2016	614 LIVOTI AVE
September 12, 2016	614 LIVOTI AVE
September 12, 2016	600 HEARTLAND CT
September 12, 2016	600 HEARTLAND CT
September 12, 2016	9796 MARIPOSA AVE
September 12, 2016	9796 MARIPOSA AVE
September 12, 2016	9796 MARIPOSA AVE
September 12, 2016	9801 MARIPOSA AVE
September 12, 2016	9801 MARIPOSA AVE
September 12, 2016	9801 MARIPOSA AVE
September 12, 2016	9801 MARIPOSA AVE
September 12, 2016	665 WHYTE AVE

September 12, 2016	100 LANGLEY AVE
September 12, 2016	502 WHYTE AVE
September 12, 2016	502 WHYTE AVE
September 12, 2016	502 WHYTE AVE
September 12, 2016	502 WHYTE AVE
September 12, 2016	400 WHYTE AVE
September 12, 2016	401 WHYTE AVE
September 12, 2016	210 WHYTE AVE
September 12, 2016	210 WHYTE AVE
September 12, 2016	210 WHYTE AVE
September 13, 2016	7591 LINDEN AVE
September 13, 2016	7600 LINDEN AVE
September 13, 2016	7597 LINDEN AVE
September 13, 2016	7640 LINDEN AVE
September 13, 2016	8433 JEWEL WAY
September 13, 2016	7705 PINE AVE
September 13, 2016	7705 PINE AVE
September 13, 2016	8504 ROBIE WAY
September 13, 2016	8504 ROBIE WAY
September 13, 2016	7829 TWIN OAKS AVE
September 13, 2016	8600 FAIR WAY
September 13, 2016	8501 VICTORY WAY
September 13, 2016	8429 BLOSSOM HILL CT
September 14, 2016	1453 NEW ENGLAND CT
September 14, 2016	1453 NEW ENGLAND CT
September 14, 2016	1453 NEW ENGLAND CT
September 14, 2016	1456 NEW ENGLAND CT
September 14, 2016	1139 CHESAPEAKE DR
September 14, 2016	1139 MAIN SAIL CIR
September 14, 2016	1100 MAIN SAIL CIR
September 14, 2016	1100 MAIN SAIL CIR
September 14, 2016	1100 MAIN SAIL CIR
September 19, 2016	8449 SUNRISE BLVD
September 19, 2016	8449 SUNRISE BLVD
September 19, 2016	8449 SUNRISE BLVD
September 19, 2016	8429 SUNRISE BLVD
September 19, 2016	1215 SCHOONER DR
September 19, 2016	1219 CHESAPEAKE DR
September 19, 2016	1430 NEW ENGLAND DR
September 19, 2016	8041 TWIN OAKS AVE
September 20, 2016	8169 BONNIE OAK WAY
September 20, 2016	8199 BONNIE OAK WAY
September 20, 2016	8201 BONNIE OAK WAY
September 20, 2016	8198 BONNIE OAK WAY
September 20, 2016	8249 BONNIE OAK WAY
September 20, 2016	7434 AUBURN OAKS CT
September 20, 2016	7434 AUBURN OAKS CT
September 20, 2016	7413 AUBURN OAKS CT
September 20, 2016	7413 AUBURN OAKS CT
September 20, 2016	7413 AUBURN OAKS CT
September 20, 2016	7445 AUBURN OAKS CT

September 20, 2016	8421 AUBURN BLVD
September 20, 2016	8421 AUBURN BLVD
September 20, 2016	7401 AUBURN OAKS CT
September 20, 2016	8391 TWIN OAKS AVE
September 20, 2016	8421 AUBURN BLVD
September 20, 2016	8421 AUBURN BLVD
September 20, 2016	8421 AUBURN BLVD
September 21, 2016	8100 TWIN OAKS AVE
September 22, 2016	8344 DEVILLE OAKS WAY
September 22, 2016	8344 DEVILLE OAKS WAY
September 22, 2016	7482 BELLBROOK CT
September 22, 2016	8300 DEVILLE OAKS WAY
September 22, 2016	8300 DEVILLE OAKS WAY
September 22, 2016	8301 DEVILLE OAKS WAY
September 22, 2016	8329 DEVILLE OAKS WAY
September 22, 2016	7456 SANDALWOOD DR
September 22, 2016	7453 SANDALWOOD DR
September 22, 2016	7478 SANDALWOOD DR
September 22, 2016	7456 SANDALWOOD DR
September 27, 2016	7435 SANDALWOOD DR
September 27, 2016	8124 AUBURN BLVD
September 28, 2016	8119 HOLLY DR
September 28, 2016	8119 HOLLY DR

VALVE LOCATE: (5)

September 21, 2016	7300 GOLDWOOD WAY
September 22, 2016	7601 MCCONNEL DR
September 22, 2016	7545 COOK AVE
September 22, 2016	7895 MCLIN WAY
September 29, 2016	6617 RAYWOOD CT

VANDALISM SVC POINT REPAIR: (2)

September 8, 2016	8401 CRANFORD WAY
September 8, 2016	8180 TALBOT WAY

Total Count: 272

WATER ANALYSIS REPORTS:

Bacteriological testing has met all California Department of Public Health requirements.

72 samples were collected with no positive results.

CITRUS HEIGHTS WATER DISTRICT
OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS
OCTOBER 11, 2016 REGULAR BOARD MEETING

SUBJECT : 2016 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : October 5, 2016
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

OBJECTIVE:

Report on annual water supply including comparison with prior years and current 5 - 10% voluntary reduction directive.

Month	2013			2014			2015			2016				Year-to-Date Comparison to 2013	
										Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
	acre feet			acre feet			acre feet			acre feet				acre feet	%
Jan	602.52	602.39	570.05	463.53	76.07	539.60	539.60	-62.92	-10.4%						
Feb	606.36	450.96	511.52	387.51	97.02	484.53	1,024.13	-184.75	-15.3%						
Mar	819.55	612.20	725.95	442.62	74.94	517.56	1,541.69	-486.74	-24.0%						
Apr	1,029.73	737.30	761.02	609.95	67.86	677.81	2,219.50	-838.66	-27.4%						
May	1,603.43	1,190.07	869.08	882.03	97.46	979.49	3,198.99	-1,462.60	-31.4%						
Jun	1,816.73	1,548.66	1,065.10	1,270.95	72.81	1,343.76	4,542.75	-1,935.57	-29.9%						
Jul	2,059.21	1,622.10	1,184.95	1,418.32	126.25	1,544.57	6,087.32	-2,450.21	-28.7%						
Aug	1,924.28	1,477.49	1,188.18	1,456.87	122.93	1,579.80	7,667.12	-2,794.69	-26.7%						
Sep	1,509.82	1,275.11	1,069.78	1,161.21	96.70	1,257.91	8,925.03	-3,046.60	-25.4%						
Oct	1,297.42	1,030.74	918.67												
Nov	911.55	682.48	589.6												
Dec	700.94	563.15	519.57												
Total	14,881.54	11,792.65	9,973.47	8,092.99	832.04	8,925.03	8,925.03								
				90.68%	9.32%										

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : SURFACE WATER SUPPLY
STATUS : Information Item
REPORT DATE : October 5, 2016
PREPARED BY : David M. Gordon, Operations Manager

OBJECTIVE:

Receive status report on surface water supplies available to the District.

BACKGROUND AND ANALYSIS:

As of midnight on October 2, 2016, storage in Folsom Lake was at 303,382 acre-feet, 31 percent of the total capacity of 977,000 acre-feet. This is about 55 percent of historical average for this date. This represents a decrease in storage of 36,677 acre-feet in the past month.

The District's total water use during the month of September 2016 (1,257.91 acre-feet) was 16.7% below that of September 2013 (1,509.82 acre-feet).

CHWD 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.

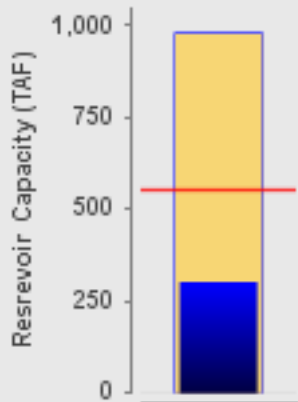


Reservoir Conditions - Folsom Lake



Folsom Lake Conditions

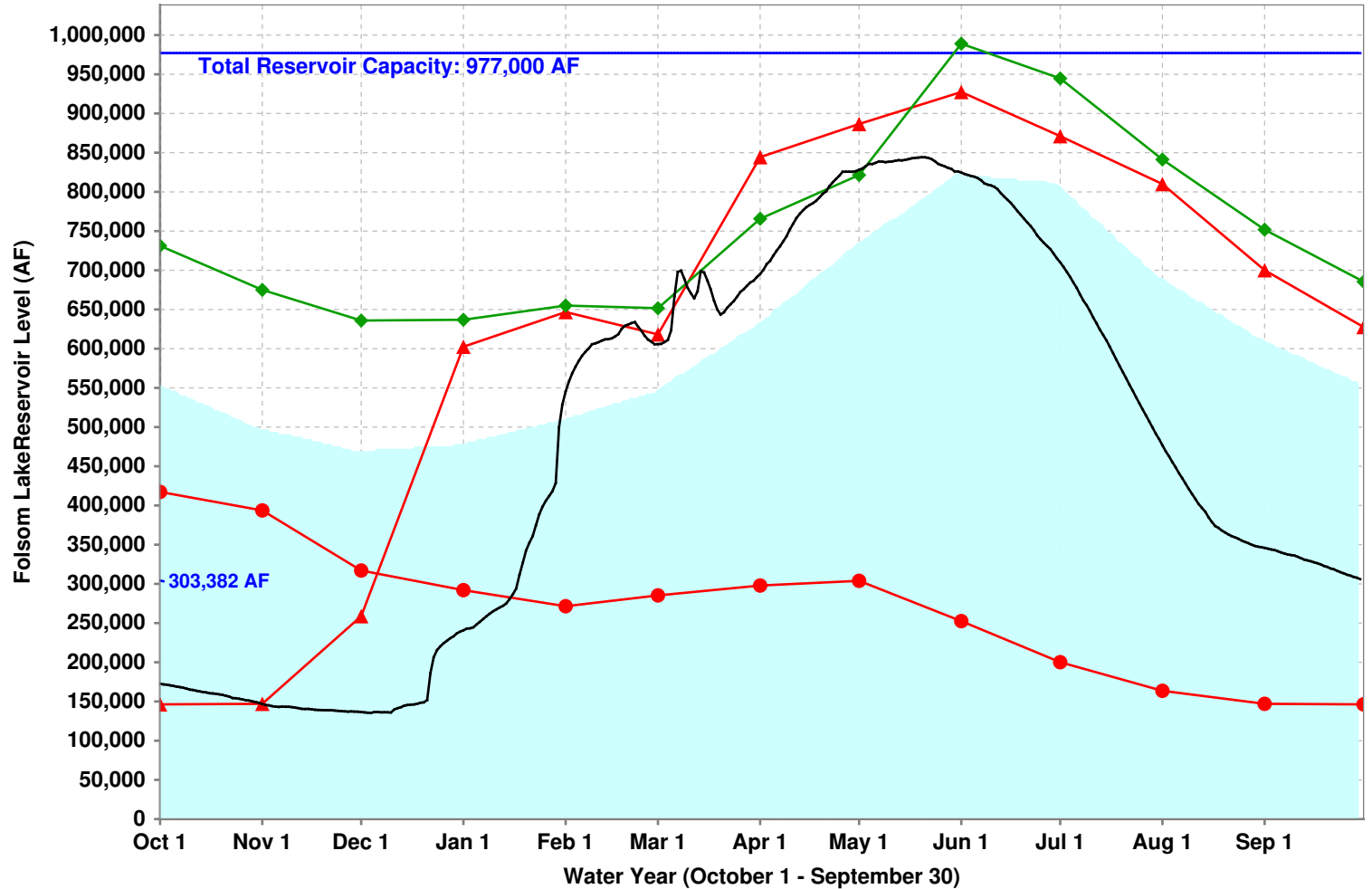
(as of Midnight - October 2, 2016)



Current Level: 303,382 AF

31% (Total Capacity) | 55% (Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight October 2, 2016



■ Historical Average
 — Total Reservoir Capacity
 ● 1976-1977 (Driest)
 ▲ 1977-1978
 ◆ 1982-1983 (Wettest)
 — 2015-2016
 — Current: 2016-2017

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : October 4, 2016
 PREPARED BY : Hilary M. Straus, Assistant General Manager
 Rex W. Meurer, Water Efficiency Coordinator

Water Efficiency program updates are summarized below.

AGM-1 WATER EFFICIENCY PROGRAM UPDATE

Water Efficiency Program activities during the month of September 2016 include:

- 14 ultra-low-flush toilet rebates for the month of September 2016. A total of \$9,150 in rebates has been provided to customers' year to date.
- For the month of September 2016, 2 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 11 HECW rebates were processed by SMUD for District customers.
- 93 water waste calls were received during the month of September. 6 reports of water waste were received through the CHWD's Drought Resources web page. An additional 12 service requests were generated in-house by staff. A total of 87 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The following table summarizes the R-GPCD values for CHWD to date:

Month	R-GPCD 2015	R-GPCD 2016
January	75	80
February	83	77
March	108	77
April	117	107
May	129	155
June	163	213
July	176	237
August	172	242
September	160	Not Available
October	140	
November	82	
December	75	

- Below is a recap of the regions overall water saving in August as compared to 2013.

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	August 2016 Reduction	June 15-August 16 Reduction
California American Water	24.6%	33.4%
Carmichael Water District	18.8%	31.4%
Citrus Heights Water District	17.9%	31.4%
City of Davis	15.3%	25.3%
City of Folsom	4.6%	22.1%
City of Lincoln	13.2%	28.1%
City of Roseville	17.2%	30.1%
City of Sacramento	23.2%	28.2%
City of West Sacramento	20.4%	28.8%
City of Woodland	9.4%	29.8%
City of Yuba City	20.8%	26.6%
Del Paso Manor Water District	19.9%	33.2%
El Dorado Irrigation District	14.3%	27.0%
Elk Grove Water District	20.0%	31.7%
Fair Oaks Water District	20.5%	32.1%
Golden State Water Company	18.3%	28.4%
Orange Vale Water Company	24.3%	35.8%
Placer County Water Agency	12.2%	25.3%
Rancho Murieta CSD	17.6%	25.5%
Rio Linda/Elverta CWD	23.7%	30.6%
Sacramento County Water Agency	14.9%	29.7%
Sacramento Suburban WD	14.2%	28.0%
San Juan Water District	10.4%	29.1%
Average	17.2%	29.2%
Minimum	4.6%	22.1%
Maximum	24.6%	35.8%

- Recognizing that the world of water use efficiency and conservation has changed dramatically since its inception in 1991, the California Urban Water Conservation Council (CUWCC) Board of Directors voted on Wednesday, September 14, 2016 to implement significant changes to the organization. Below are some highlights the CUWCC will be redirecting their efforts toward:
 - A move away from the focus on BMP implementation and reporting, while keeping the BMP reporting database and support for reporting available to those members who choose to continue to report or are required to do so by other agreements or contracts

- Expansion of Council core activities such as research, training, tool development, serving as an information clearinghouse, advancing modern data analytics, and providing technical advice and networking opportunities
- Re-dedicating the Council to focus on helping utility members achieve their conservation and efficiency goals
- Replacing the membership model of Groups 1, 2 and 3 with a “one member, one vote” model. Decision-making at the Board and membership level will be by majority vote
- To reflect these substantial changes, members will choose a new name for the organization
- The Board agreed that implementation of these changes would take place via amendments to the organization’s bylaws.
- Details on the timeline for decision-making and organizational transition will be provided as soon as they are finalized

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : October 6, 2016

The following District employees were recognized for superior attendance, outstanding customer service and quality of work during the month of September 2016.

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

Missy Pieri: Work Quality – Night shift inspection of Sunrise Mall Improvement Project –
 2016 Sep 27
 Work Quality – 2017 Draft Capital Budget Preparation for Board Meeting –
 2016 Sep 13

John Spinella: Superior Attendance
 Work Quality – Mariposa Ave 12” Project Friday Inspection – 2016 Sep 09

Borey Swing: Work Quality – Employee Recognition Event Committee – 2016 Sep 21

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Superior Attendance
 Work Quality – Sunday Funday Participation – 2016 Sep 25

Tim Cutler: Superior Attendance

Robyn Evans: Superior Attendance
 Work Quality – Employee Recognition Event Committee Lead – 2016 Sep 21
 Work Quality – Completed update on CityWorks consumption history – 2016 Sep 21

James Ferro: Superior Attendance

Jarrett Flink: Superior Attendance

Gil Garcia: Customer Service – Call from customer at 5533 Mariposa Avenue acknowledging
 courtesy & professionalism – 2016 Aug 30
 Work Quality – Assistance with Vault / Records Center Remodel Project –
 2016 Sep 29

Brian Hensley: Superior Attendance

Dan Hesse: Superior Attendance
 Work Quality – Sunday Funday Participation – 2016 Sep 25

Rick Jimenez: Superior Attendance
Work Quality – Assistance with Vault / Records Center Remodel Project –
2016 Sep 29

Mike Mariedth: Superior Attendance
Customer Service – Call from customer at 5533 Mariposa Avenue acknowledging
courtesy & professionalism – 2016 Aug 30

Chris Nichols: Work Quality – Assistance with IT E-waste storage at Bonita Storage building –
2016 Sep 08

Ryon Ridner: Work Quality – Sunday Funday Participation – 2016 Sep 25

Nick Spiers: Superior Attendance
Work Quality – Employee Recognition Event Preparation & Purchasing –
2016 Sep 21
Work Quality – Assistance with Vault / Records Center Remodel Project –
2016 Sep 29

Jason Tupper: Work Quality – Performed water quality sampling for Limerick Way project – 2016
Sep 02 Friday

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Superior Attendance
Customer Service – Call from customer at 8423 Aster Court complimenting on
explaining the difference between private and District water Lines –
2016 Aug 30
Customer Service – Email from customer at 5281 Heritage Drive acknowledging
courtesy & professionalism – 2016 Sep 01

Kelly Drake: Customer Service – Customer at 5848 Mariposa Avenue acknowledged help in
explaining possible leak situation – 2016 Sep 01
Work Quality – Assisted B. Leatham with isolating irrigation meter for Kohl’s
irrigation system repair work – 2016 Sep 07

Barbara Leatham Work Quality - Isolating irrigation meter for Kohl’s irrigation system repair work –
2016 Sep 07

Dana Mellado: Work Quality – Resolved IT issues with J4 in enabling staff to connect to server –
2016 Sep 26

Rex Meurer: Superior Attendance
Work Quality – Safety Meeting Presentation on “Extension Cord Safety” –
2016 Sep 22

Alberto Preciado: Superior Attendance
Work Quality – Sunday Funday Participation – 2016 Sep 25
Work Quality – Staff training on Excel Spreadsheets – 2016 Sep

Beth Shockley: Superior Attendance
Work Quality – Assistance with Vault / Records Center Remodel Project –
2016 Sep 29

Desiree Smith: Superior Attendance
Work Quality – Employee Recognition Event Committee – 2016 Sep 21

Lisa Smoot: Work Quality – Managing the Vault / Records Center Remodel Project with
Corporate Design Group – 2016 Sep 29

Susan Sohal: Work Quality – 2017 Draft Budget Preparation and Board Presentation – 2016 Sep 13

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : October 6, 2016

Significant assignments and activities for the General Manager (GM) are listed on the attached list. I will be available at the meeting to answer questions and/or provide additional details.

**Citrus Heights Water District
General Manager's Task List
Date: 10/6/2016**

TASK LIST NO. 130	October 11, 2016	GM-2b
--------------------------	-------------------------	--------------

Category	Red: Top Priority Items	GM Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Annexations: Livi ti Tract	40	Churc hill		
Administration	Annexations: Sa c ra me n to Co unty	80	Churc hill		
Administration	Annexation of Ve me Tract Te rito ry to SJWD	40	Churc hill & SJWD		
Administration	Citrus Heights Water Take rs Assn - Tra nsc ribe Me e ting Minute s	20	Sta ff	8-Nov-2016	1917-1922 Ha nd wri tte n Minute s of Pre de ce sso r to CHID / CHWD
Water Distribution	District Capital Project 2011-02: Be e ch Ave Me te re d Inte rc onne ctio n with Orange Vale WC	5	OVWC	8-Nov-2016	Dra ft Agre e me nt se nt to OVWC - a wa iting co mme nts
Water Distribution	District Capital Project 2011-01: Fa ir Way 8" Me te re d Inte rc onne ctio n with Ro se ville	20	Ro se ville	8-Nov-2016	To CHWD Board and City Council in No ve mber
Water Distribution	District Capital Project 2012-09: Blo sso m Hill Dr 6" Me te re d Inte rc onne ctio n with Ro se ville	20	Ro se ville	8-Nov-2016	To CHWD Board and City Council in No ve mber
Water Distribution	District Capital Project 2012-10: Cre stmo nt Dr 6" Me te re d Inte rc onne ctio n with Ro se ville	20	Ro se ville	8-Nov-2016	To CHWD Board and City Council in No ve mber
Water Supply	SJWD Who le sa le Wa te r Sup ply Agre e me nt	30	Churc hill/ Albie tz		SJWD GM Re vie wing
Water Supply	Inte rc onne ctio n Agre e me nts	5			
	HOURS SUBTOTAL:	280			

**Citrus Heights Water District
General Manager's Task List
Date: 10/6/2016**

Category	Blue: Future Items by Others	Est. Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Master Plan Update: RFP for Engineering Services	10	PM/ Engr Dept		
Administration	Policies & Procedures: Write Missing Policies	32	Straus/ Staff	ongoing	
Administration	2018 District Election	10	Straus/ Smoot	8-Nov-2018	Division Three (4 year)
Administration	Conflict of Interest Code - Biennial Update	15	Smoot/ FPPC	31-Dec-2016	Biennial Update
Administration	Division Boundary Analysis	0	2020 Census	1-Jun-2021	Reviewed May 2011
Administration	Board of Directors Policies "3000 Series"	10	Straus		
Administration	Fiscal Management Policy - Disbursement of Funds	2	Straus/ Sohal		
Human Resources	Salary Schedule Update	40	Smoot	13-Sep-2019	Every 3 Years
Human Resources	GASB 45 Actuarial Analysis	10	Sohal		Every Year
Water Distribution	PIV Photos & Logs	3	OPS		
Water Quality	Cross Connection Ordinance Update	5	Heasley		
Water Quality	Private Well Policy	5	Heasley		
Water Supply	SJWD Hydraulic Model Maintenance Agreement	5	Churhill		
Water Supply	Sites Reservoir Advocacy	40	Straus/ Riehle		
Water Supply	Patterson Ave Well Property Disposal			Hold	No Interested Parties
Water Supply	Watson Way Well Property Disposal			Hold	No Interested Parties
Water Supply	Public Health Goal Report & Public Hearing	1	OM, WRS	12-Jul-2019	Every 3 Years
Water Supply	Locate and Secure additional Well Sites	40	GM / OPS/ WRS	ongoing	
Water Supply	Find Property Deeds: Wells Ave. Well Site	10			Discuss with City of CH
	HOURS SUBTOTAL:	238			

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : ASCE 2016 CONFERENCE
STATUS : Information Item
REPORT DATE : October 6, 2016

GM Churchill attended the American Society of Civil Engineers (ASCE) Conference in Portland, OR from Thursday September 29 to Saturday October 1, 2016.

Sessions Attended included:

Thursday September 29, 2016

- Opening Plenary Session
- Building the Grand Coulee Dam
- Celebration of Leaders Luncheon
- Engineering Community Resilience Through Public Policy
- Building the Golden Gate Bridge

Friday September 30, 2016

- ASCE Annual Business Meeting & Leadership and Society Awards Breakfast including recognition of Life Members (40 years) including GM Churchill
- Guidance for Disaster Resilience Planning
- Portland's Drinking Water: Past and Present
- Industry Leaders Forum
- Leveraging Water Projects to Enhance Communities
- Order of the Engineer Ceremony

Saturday October 1, 2016

- ASCE Luncheon & General Session

The Board of Directors approved conference registration and lodging expenses up to \$1,400.00. Actual expenses for these items totaled \$1,364.17. As agreed, GM Churchill was responsible for travel and meal expenses that were not part of the conference registration.

CITRUS HEIGHTS WATER DISTRICT

CHIEF BOARD CLERKS REPORT TO BOARD OF DIRECTORS OCTOBER 11, 2016 REGULAR MEETING

SUBJECT : LONG RANGE BOARD AGENDA
 STATUS : Information Item
 REPORT DATE : October 4, 2016

In an effort to plan workloads and schedules, Executive staff has been maintaining a Long Range Board Agenda, and the October update is provided below. Please let Chief Board Clerk Smoot know if you have any questions or comments.

MEETING DATE	AGENDA	ITEM DESCRIPTION	ASSIGNED
UPCOMING			
November 8, 2016	Annual	2016-2017 Committee Assignments	Churchill
	Annual	2016-2017 District Officers	Churchill
November 8, 2016		Dental, Vision, Life, STD/LTD Renewal	Smoot
November 8, 2016		On Call Concrete Contractor	Gordon
November 15, 2016	Annual	Operating and Capital Budgets	Straus/Dietrich/Gordon
		Water Rates, Charges & Fees	Straus/Sohal
		Capacity Fees	Straus/Sohal
		Water Shortage Charges	Straus/Sohal
December 13, 2016		Confined Space Entry Program	Drake/Gordon
FUTURE SCHEDULED REPORTS			
Jan-17	Quarterly	Strategic Planning Update	Straus/ Smoot
Jan-17	Annual	CIP Adoption	Dietrich/Gordon/ Straus/Sohal/Pieri
Jun-17	Annual	Strategic Planning Meeting	Straus
Jul-17	Annual	Finance Corporation, Confirm & Appoint Officers of the Finance Corp., Status of Finance Corp.	Sohal
Aug-17	Annual	Budget Rate Model Workshop	Sohal
Nov-17	Annual	Operating and Capital Budgets	Straus/Dietrich/Gordon
		Water Rates, Charges & Fees	Straus/Sohal
		Capacity Fees	Straus/Sohal
		Water Shortage Charges	Straus/Sohal
		Confined Space Entry Program	Drake/Gordon