



**CITRUS  
HEIGHTS  
WATER  
DISTRICT**

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Citrus Heights  
California  
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**BOARD MEETING AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT  
JANUARY 10, 2017 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 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 Management Services Supervisor/Chief Board Clerk.

**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/I)**

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 – December 13, 2016.
- CC-2. Revenue Analysis Report for December 2016.
- CC-3. Assessor/Collector's Roll Adjustment for December 2016.
- CC-4. Treasurer's Report for December 2016.
- CC-5. Treasurer's Report of Fund Balances for December 2016.
- CC-6. Operations Budget Analysis for December 2016.
- CC-7. Capital Projects Summary December 2016.
- CC-8. Warrants for December 2016.
- CC-9. CAL-Card Distributions for December 2016.
- CC-10. Summary of 2016 Employees, Officers and Directors Training Courses, Seminars and Conference.
- CC-11. Training/Continued Education/Meetings.

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

*General Manager/  
Secretary*  
**Hilary M. Straus**

*Accounting Supervisor/  
Treasurer*  
**Susan K. Sohal**

*Senior Accountant/  
Assessor/Collector*  
**Alberto Preciado**

- CC-12. Water Efficiency Program Update.  
Water Efficiency Program updates for December 2016.
- CC-13. 2017 Fleet Vehicle Purchase.  
Consider approving the replacement of four pickup trucks and a dump truck, and the purchase of one new pickup truck as authorized in the 2017 budget.
- CC-14. Notice of Completion – Concrete.  
Consider acceptance of the 2016 Citrus Heights Water District Concrete Restoration Project (the Project) and authorize execution and recording of a Notice of Completion for the Project.
- CC-15. On-Call Concrete Restoration (A).  
Consider acceptance of a proposal for on-call concrete restoration services throughout the Citrus Heights Water District service area.
- CC-16. Cost-of-Living Adjustment Retiree Insurance Benefit.(A)  
Consider additional amendments to District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996.
- CC-17. Health Plan Coverage for District Employees for 2017. (A)  
Consider health care insurance coverage for District employees for the health plan year beginning February 1, 2017, and consider amendment to policy 4210.

**PRESENTATIONS:**

- P-1. Capital Improvement Model Presentation. (I)  
Provide the Board with an overview and discuss the new Capital Improvement Model.

**OLD BUSINESS:**

- O-1. Strategic Plan Update. (I)  
Staff will provide an update on the status of the Strategic Plan.
- O-2. State Water Board – Conservation Regulations Update.  
Staff will provide an update on the proposed State water efficiency regulations pertaining to Executive Order B-37-16.

**NEW BUSINESS:**

- N-1. Approval of IT Agreement. (A)  
Consider an agreement with Joseph Systems, INC, (dba J4 Systems) for consulting services to support the District's information technology systems.
- N-2. Award of Contract – Operations Building Needs Assessment. (A)  
Consider authorization of a Professional Services Agreement (PSA) with CH&D Architects to provide a Space Needs Assessment and Design Services for the Operations Building.
- N-3. Amendments to Human Resources Policy 4401 Education Assistance Program. (A)  
Consider approving amendments to District Human Resources Policy 4401, Education Assistance Program and adding Attachment Policy 4401.A1 Tuition Reimbursement Agreement.

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

None

**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).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Dains).
- D-5. ACWA Joint Powers Insurance Authority (Straus/Smoot).
- D-6. Sacramento Local Agency Formation Commission (Riehle).
- D-7. City of Citrus Heights (Pieri).
- D-8. Chamber of Commerce Government Issues Committee (Gordon/Meurer).
- D-9. Other Reports:

**MANAGEMENT SERVICES REPORTS (I):**

- MS-1. Employee Recognition.
- MS-2. Long Range Board Agenda.
- MS-3. Call for Special Meetings.

**CORRESPONDENCE:**

None

**CLOSED SESSION:**

None

**FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:**

February 14, 2017	6:30 PM	Regular Meeting
March 14, 2017	6:30 PM	Regular Meeting
April 11, 2017	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*

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LISA SMOOT, Chief Board Clerk

Dated: January 5, 2017

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

The Regular Meeting of the Board of Directors was called to order at 6:33 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  
Rex W. Meurer, Water Efficiency Supervisor  
Missy A. Pieri, Principal Civil Engineer/District Engineer  
Brian M. Hensley, Water Resources Supervisor/Chief Operator

**VISITORS:**

Charles Duncan, West Yost Associates  
Greg Chung, West Yost Associates  
Isabella Bangs, Student from Bella Vista High School  
Zachary Johnson, Student from Bella Vista High School  
Jessica Collins, Community Member

**PLEDGE OF ALLEGIANCE:**

Director Dains led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

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

Minutes of the Regular Meeting – November 8, 2016.  
Revenue Analysis Report for November 2016.  
Assessor/Collector's Roll Adjustment for November 2016.  
Treasurer's Report for November 2016.  
Treasurer's Report of Fund Balances for November 2016.  
Operations Budget Analysis for November 2016.  
Capital Improvements Budget Analysis for November 2016.  
Payables for November 2016.  
CAL–Card Purchases for November 2016.

Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.

Water Efficiency Program Update

Water Efficiency Program updates for November 2016:

- 15 ultra-low-flush toilet (ULFT) rebates were processed for the month of November. A total of 184 ULFT rebates have been processed for a total of \$13,800.00 year-to-date.
- For the month of November, 0 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 11 HECW rebates were processed by SMUD for District customers.
- 37 water-waste calls were received during the month of November. 1 report of water-waste was received through the CHWD's Drought Resources web page. An additional 7 service requests were generated in-house by staff. A total of 32 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 the 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	189
October	140	123
November	82	85
December	75	

Policy Amendments.

MSS Smoot requested that the Board approve amendments to the policies listed below. Revisions have been made to some of the policies to clarify policy language or revise the policy to reflect previously enacted or recommended policy updates. The Board was requested to amend the following District Human Resources Policies:

- Policy 4211 – Dental Insurance
- Policy 4212 – Vision Insurance
- Policy 4220 – Life Insurance and Accidental Death and Dismemberment Insurance
- Policy 4610 – Performance Evaluation

### Dental Insurance Policy Renewal

MSS Smoot requested the Board consider approving the renewal of the District's dental insurance for employees. The District provides dental, vision, life, and short/long term disability insurance to all employees. Beginning January 1, 2016, the policies have been provided through Lincoln Financial. These policies are set to renew on January 1, 2017. All policies were guaranteed at the same rate for two years with the exception of the dental insurance. Dental insurance coverage is renewed on an annual basis. The 2017 renewal rates for dental coverage have a minimal increase of 10%. This increase is below the Board-approved budgeted amount of 12%.

Moving forward, it is also recommended that the future renewal of the Dental, Vision, Life, and Short/Long Term Disability insurance, be handled administratively and only brought forward to the Board if there are any recommended policy or carrier changes, or if the rates come in above the approved budgeted amount.

### Government Accounting Standards Board (GASB) 45, Other Post-Employment Benefits (OPEB) Actuarial Analysis

AS Sohal presented the Board with the actuarial analysis of retiree health benefits that was performed for Citrus Heights Water District by Demsey Filliger & Associates, a consulting actuary. This analysis complies with Statement No. 45 of the Governmental Accounting Standards Board related to liability for other post-employment benefits. The results of the analysis were included in the District's FY2015 financial statements. The Board requested that a study session be conducted to review and discuss this item further.

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.

### **PRESENTATIONS:**

None

### **OLD BUSINESS:**

#### Sunrise Streetscape Valve Box Raising Acceptance (A)

OM Gordon requested that the Board consider acceptance of the Sunrise Boulevard Complete Street Improvement Project Phase III – Antelope Road to City of Citrus Heights City Limits/Placer County Line Valve Box Raising and Setting Project (Project No. 2015-35), and Adopt Resolution 34-2016, Sunrise Boulevard Complete Street Improvement Project Phase III – Antelope Road to City of Citrus Heights City Limits/Placer County Line Valve Box Raising and Setting (Project No. 2015-35), and authorize the District Secretary to execute and record a Notice of Completion for the Project.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 34-2016

RESOLUTION OF THE BOARD OF DIRECTORS  
ACCEPTING

THE SUNRISE BOULEVARD COMPLETE STREET IMPROVEMENT PROJECT PHASE III -  
ANTELOPE ROAD TO CITY OF CITRUS HEIGHTS CITY LIMITS/PLACER COUNTY LINE  
VALVE BOX RAISING AND SETTING PROJECT

WHEREAS, on June 13, 2016 the contract was fully executed between the District and Martin Brothers Construction, Inc.; and

WHEREAS, Martin Brothers Construction, Inc. has completed the work for the Sunrise Boulevard Complete Street Improvement Project Phase III – Antelope Road to City of Citrus Heights City Limits/Placer County Line Valve Box Raising and Setting Project in accordance with the plans, specifications and contract documents prepared by the District pursuant to a final inspection on December 7, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District that the Sunrise Boulevard Complete Street Improvement Project Phase III – Antelope Road to City of Citrus Heights City Limits/Placer County Line Valve Box Raising and Setting Project is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the Sunrise Boulevard Complete Street Improvement Project Phase III – Antelope Road to City of Citrus Heights City Limits/Placer County Line Valve Box Raising and Setting 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 13th day of December 2016 by the following vote, to wit:

AYES: Directors:  
NOES: Directors:  
ABSTAIN: Directors:  
ABSENT: Directors:

SEAL

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

ATTEST:

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HILARY M. STRAUS, Secretary  
Citrus Heights Water District



**ACTION:** Director Sheehan moved and Director Riehle seconded a motion to:  
Adopt Resolution 34-2016, Sunrise Boulevard Complete Street Improvement Project Phase III – Antelope Road to City of Citrus Heights City Limits/Placer County Line Valve Box Raising and Setting (Project No. 2015-35), and authorize the District Secretary to execute and record a Notice of Completion for the Project.

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

Limerick Acceptance (A)

OM Gordon requested the Board consider Adoption of Resolution 35-2016, Limerick Way, Dublin Way, Tipperary Way and Galway Court Pavement Restoration Project (Project No. 2016-33), and authorize the District Secretary to execute and record a Notice of Completion for the Project.

On September 9, 2016, a contract was executed between Citrus Heights Water District and Central Valley Engineering & Asphalt, Inc. for pavement restoration along portions of Limerick Way, Dublin Way, Tipperary Way, and Galway Court in Citrus Heights. The pavement restoration was the final trench restoration of Citrus Heights Water District's water main improvements along said streets. The pavement restoration project provides dependable road and trench maintenance above critical water infrastructure along Limerick Way, Dublin Way, Tipperary Way, and Galway Court and ensures safe travel for vehicular traffic and pedestrians.

**CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 35-2016**

**RESOLUTION OF THE BOARD OF DIRECTORS  
ACCEPTING**

**THE LIMERICK WAY, DUBLIN WAY, TIPPERARY WAY AND GALWAY COURT  
PAVEMENT RESTORATION PROJECT**

WHEREAS, on August 9, 2016 the Board of Directors of the Citrus Heights Water District authorized the award of a contract to Central Valley Engineering & Asphalt, Inc. for the Limerick Way, Dublin Way, Tipperary Way and Galway Court Pavement Restoration Project; and

WHEREAS, on September 9, 2016 the contract was fully executed between the District and Central Valley Engineering & Asphalt, Inc.; and

WHEREAS, Central Valley Engineering & Asphalt, Inc. has completed the work for the Limerick Way, Dublin Way, Tipperary Way and Galway Court Pavement Restoration Project in accordance with the plans, specifications and contract documents prepared by the District pursuant to a final inspection on November 16, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District that the Limerick Way, Dublin Way, Tipperary Way and Galway Court Pavement Restoration Project is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the Limerick Way, Dublin Way, Tipperary Way and Galway Court Pavement Restoration 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 13th day of December 2016 by the following vote, to wit:

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

SEAL

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

ATTEST:

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HILARY M. STRAUS, Secretary  
Citrus Heights Water District

ACTION: Director Riehle moved and Director Sheehan seconded a motion to: Adopt Resolution 35-2016, Limerick Way, Dublin Way, Tipperary Way and Galway Court Pavement Restoration Project (Project No. 2016-33), and authorize the District Secretary to execute and record a Notice of Completion for the Project.

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

**NEW BUSINESS:**

**Selection of President and Vice President**

MSS Smoot requested that the Board consider selection of President and Vice President of the Board of Directors. Pursuant to District Board of Director and Officers Policy No. 2010, a President and Vice President of the Board of Directors are to be elected by a majority vote of the Board in December of each year. Director Dains nominated Director Sheehan for President of the Board of Directors. Director Sheehan nominated Director Riehle for Vice President of the Board of Directors.

ACTION: Director Dains moved and Director Riehle seconded a motion to: Appoint Director Sheehan as the President of the Board of Directors. In a separate action Director Dains moved and director Sheehan seconded a motion to: Appoint Director Riehle for the Vice President of the Board of Directors.

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

### Hydraulic Model Update and Calibration

WRS Hensley requested the Board consider authorization of a Professional Services Agreement (PSA) with West Yost Associates to provide engineering services for the Hydraulic Model Update Project. Charles Duncan with West Yost Associates gave a presentation regarding the scope of work to be performed and information regarding the updated Hydraulic Model, which will serve as an important planning tool as CHWD undertakes advanced planning for the Project 2030 water main replacements, and as CHWD analyzes options for system-wide pressure reduction, both strategic planning items.

In a study completed in 2009, Brown and Caldwell Engineers completed the “San Juan Water District Wholesale Service Area Water System Hydraulic Model” for the family of agencies to use as a comprehensive planning tool for hydraulic analysis, dry year, and emergency condition water supply planning. With changing system demands and customer use patterns, District staff has determined that a model update and recalibration is required to maintain accurate distribution system analysis. The District solicited proposals from three (3) engineering firms to provide engineering services for the Hydraulic Model Update Project. The project’s objectives are for the consultant to work in collaboration with District Staff to: (1) update the District Hydraulic Model, (2) complete the Hydraulic Model Calibration and Validation, and (3) Prepare a Model Update Technical Memorandum. Therefore, WRS Hensley recommends that the Board authorize the General Manager to execute a Professional Services Agreement with West Yost Associates in an amount not to exceed \$42,350.00 (\$38,500.00 with 10% contingency) for engineering services Hydraulic Model Update Project.

**ACTION:** Director Dains moved and Director Riehle seconded a motion to:  
Authorize the General Manager to execute a Professional Services Agreement with West Yost Associates in an amount not to exceed \$42,350.00 (\$38,500.00 with 10% contingency) for engineering services for the Hydraulic Model Update Project.

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

### State Water Board – Conservation Regulation Updates

WES Meurer provided an update on the proposed State water efficiency regulations pertaining to Executive Order B-37-16, which is the proposed State regulation, entitled “Making Conservation A California Way of Life.” Comments are due on the proposed State regulations to the Water Board by December 19, 2016.

Staff attended an information and regional coordination meeting at the Sacramento Regional Water Authority (RWA) on December 9<sup>th</sup>. At that meeting, a regional response to the proposed State regulations was be discussed. Further, staff anticipates presenting an agency-specific response letter to the State Water Board at the December 13<sup>th</sup> meeting for Board discussion and possible action; however, no letters were available for presentation at the time of the meeting. The Board was asked to grant authority to GM Straus to review and sign the response letter on behalf of the District.

ACTION: Director Dains moved and Director Riehle seconded a motion to:  
Grant authority to the General Manager to review and sign the response letter to the Water Boards on behalf of the District.

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

#### Cost of Living Increase (COLA)

AS Sohal requested the Board amend District Policy No. 4101.A1 to include a Cost-of-Living Adjustment to the District's Salary Schedule effective January 09, 2017; amending District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule and other proposed revisions; and provide direction to staff regarding a Cost-of-Living Adjustment for Compensation of the Board of Directors as their compensation has not been increased since January 8, 2008. The Board requested a salary survey of other agencies be completed comparing the District's Directors compensation to comparable Districts, this will be brought back to the Board at a later date for further review.

ACTION 1: Director Riehle moved and Director Dains seconded a motion to:  
Amend District Policy No. 4101.A1 Salary Schedule (Attachment 1) as presented to include a +2.3 percent Cost-of-Living Adjustment to the District's Salary Schedule effective January 09, 2016.

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

ACTION 2: Director Riehle moved and Director Dains seconded a motion to:  
Amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 as presented to include a +2.3 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees to reflect said adjustments in the CPI-U.

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

#### Other Compensation Policy Amendments

AS Sohal requested that the Board consider approving an amendment to Human Resources Policy, 4101.A2.01 – Other Compensation. Pursuant to District Policy 4101.A2.01, Non-Exempt Regular Employees are authorized to receive other compensation when qualified as a certified Water System Operator and Water Treatment Operator by the State Water Resources Control Board.

The District's FLSA (Fair Labor Standards Act) Exempt status has been historically assigned to Department Heads (Senior Management). District Policy 4101.A2.01 Other Compensation authorizes non-exempt employee compensation to receive certification pay when qualified as a Certified California State Water Distribution System Operator and/or Certified California State Water Treatment Operators. Recently, non-department heads (Senior Management) employees have entered into an Employment Agreements with the District and have been converted to FLSA Exempt status. Currently, policy does not authorize the other compensation, provided by the District, to FLSA exempt employees. Certification Pay is compensation reportable for the purposes of calculating the CalPERS (California Public Employee's Retirement System) pension benefit for Tier 1 and Tier 2 (Classic) Employees.

ACTION: Director Riehle moved and Director Dains seconded a motion to:  
 Approve the proposed amendment to District Human Resources  
 Policy, 4101.A2.01 – Other Compensation

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

**PROJECT MANAGER’S REPORT:**

Project Manager Dietrich presented a report on the following activities during the month of November 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>Citrus Heights City Hall 6350 Fountain Square Dr (2015-54)</i>	<i>1,187 l.f. 37 l.f. 177 l.f. 3 4 2 5 1 1 1 1</i>	<i>8-Inch DIP Water Main 8-Inch PVC Water Main 6-Inch DIP Water Main 8-Inch Gate Valve 6-Inch Gate Valve 6-Inch Post Indicator Valve Steamer Fire Hydrant 2-Inch Metered Water Service 1 ½-Inch Metered Water Service 2-Inch Blow-off 1-Inch Air Vacuum Valve</i>	<i>\$155,300.00</i>
<i>Bearpaw Expansion Commercial Building 7524 Old Auburn Rd (2015-59)</i>	<i>12 l.f. 1 3 1 1</i>	<i>8-Inch DIP Water Main 8-Inch Gate Valve 6-Inch Post Indicator Valve</i>	<i>\$10,000.00</i>
<i>Sunrise Mall Parking Lot 6198 Sunrise Blvd (2016-50)</i>	<i>1</i>	<i>2-Inch Metered Irrigation Service</i>	<i>\$6,000.00</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>
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	85% Complete
<b>Commercial Building Remodel (2016-51)</b>	<b>5414-50 Sunrise Blvd</b>	<b>Pre-Construction Meeting 12/1/16</b>

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
<b>3 Lot Residential (2015-67)</b>	<b>5648-96 San Juan Ave</b>	<b>Plans Signed 11/14/16</b>

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%

<u>Project</u>	<u>Location</u>	<u>Status</u>
Corporation Yard Improvements Phase 1 Domenichelli and Associates, Inc. (2015-02)	6230 Sylvan Road	<b><i>Trees Trimmed and Cleared. City Review Underway.</i></b>
<b><i>Operations Building Remodel (2017-33)</i></b>	<b><i>6230 Sylvan Road</i></b>	<b><i>Recommendation for Architectural Services at 1/10/16 Meeting.</i></b>
<b><i>Mesa Verde High School 14-Inch Transmission Main Bennett Engineering, Inc. (2015-36)</i></b>	<b><i>Northwest Corner of Property</i></b>	<b><i>Easement Complete. Tree Trimming and Clearing 12/27 and 12/28.</i></b>
Highland Ave & Rosa Vista Ln 8" Water Mains Warren Consulting Engineers (2015-33)	Highland Ave at Rosa Vista Ln	Reviewing 30% Submittal

PROJECTS CONTRACTED BY THE CITRUS HEIGHTS WATER DISTRICT  
Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:  
*None*

CITY OF CITRUS HEIGHTS PROJECTS  
City of Citrus Heights Projects requiring coordination and inspection by the District:  
*None*

**OPERATIONS MANAGER'S REPORT:**

Operations Manager Gordon reported as follows:

A total of 117 work orders were performed during the month of November 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 November 2016 (561.82 acre-feet) was 38.4% below that of November 2013 (911.55 acre-feet).

As of midnight on December 6, 2016, storage in Folsom Lake was at 463,794 acre-feet, 47 percent of the total capacity of 977,000 acre-feet. This is about 99 percent of historical average for this date. This represents an increase in storage of 102,363 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 Sheehan called for a short recess at 8:42 PM.

Project Manager Dietrich, Operations Manager Gordon and Principal Engineer Pieri left the meeting.

Director Dains reconvened the meeting at 8:46 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

GM Straus gave a Report.

ACWA Joint Powers Insurance Authority (Churchill)

No report.

Sacramento Local Agency Formation Commission

No Report.

City of Citrus Heights

PCE Pieri gave a Report.

Chamber of Commerce Government Issues Committee (Straus)

No Report.

Other Reports:

No report.

**MANAGEMENT SERVICES REPORT:**

MSS Smoot reported as follows:

- Twenty four employees received recognition for superior attendance, outstanding customer service, and quality of work during the month of November 2016. Directors were provided with a list of the employees and items for which each received recognition.
- Long Range Board Agenda was provided showing Directors upcoming items for future scheduled Board Meetings.
- The District was presented with the JPIA President's Special Recognition Award. The District was recognized for having a loss ratio of 20% or less in the Property and Workers Compensation program.
- GM Straus, OM Gordon and AS Sohal presented the board with an update of the ACWA 2016 Fall Conference.

**CORRESPONDENCE:**

None

**CLOSED SESSION:**

The Board adjourned into Closed Session at 9:31 PM. The Board adjourned back into Regular Session at 10:08 PM.



Regarding Item CL-1, the reportable action is that the Board authorized staff to follow-up as recommended. Regarding Item CL-2, the reportable action is that the Board provided staff direction to issue a Request for Proposals (RFP) for legal services.

**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 10:24 PM.

APPROVED:

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HILARY M. STRAUS  
Secretary  
Citrus Heights Water District

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

**CITRUS HEIGHTS WATER DISTRICT  
2016 REVENUE ANALYSIS**

<b>Mo-Yr</b>	<b>Jan-16</b>	<b>Feb-16</b>	<b>Mar-16</b>	<b>Apr-16</b>	<b>May-16</b>	<b>Jun-16</b>	<b>Jul-16</b>	<b>Aug-16</b>	<b>Sep-16</b>	<b>Oct-16</b>	<b>Nov-16</b>	<b>Dec-16</b>	<b>Actual Revenue</b>	<b>Budgeted Revenue</b>	<b>Variance</b>	<b>% Collected</b>
Metered Service Charges	99,738	346,471	750,526	530,498	648,666	801,158	482,374	772,534	518,611	634,396	758,492	529,018	6,872,482	7,609,121	736,639	90.3%
Metered Water Deliveries	35,969	118,197	180,494	144,723	229,594	387,965	309,781	656,158	468,418	500,222	396,321	188,430	3,616,274	4,581,136	964,862	78.9%
Penalties	17,458	12,003	15,564	13,906	11,522	11,970	13,995	16,815	13,467	19,852	14,143	13,375	174,069	150,000	-24,069	116.0%
Interest		0		0	26	0	0	0	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	15,978	10,212	14,161	141,323	95,866	-45,457	147.4%
WS Install & S&R	8,360	4,598	6,501	0	11,800	22,769	27,953	11,646	13,844	0	0	0	107,470	26,626	-80,844	403.6%
Grant Funds		540,000	0	0	60,000	0	715	0	0	0	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	10,826	12,614	3,805	358,097	120,510	-237,587	297.2%
Connection Fees	15,037	6,683	6,683	0	0	0	0	0	0	0	0	0	28,403			
Wheeling Water	2,217	0	0	0	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	0	0.0%
<b>Total</b>	<b>193,380</b>	<b>1,041,971</b>	<b>985,129</b>	<b>705,258</b>	<b>1,021,682</b>	<b>1,313,282</b>	<b>990,518</b>	<b>1,487,356</b>	<b>1,040,654</b>	<b>1,181,274</b>	<b>1,191,782</b>	<b>748,789</b>	<b>11,901,076</b>	<b>12,587,688</b>	<b>686,612</b>	<b>94.5%</b>

**Outstanding Recievables**

<b>Aged Trial Balance</b>					
Total <sub>1</sub>	Current	31-90	91-150	>150	Unapplied Current
789,597	449,096	132,682	8,387	293,683	(94,252)

<b>General Ledger Balance</b>	<b>Total</b>
Outstanding A/R	877,350
Outstanding Liens	0
Outstanding Grants	1,247
Less Unapplied Payments	(94,723)
<b>Total</b>	<b>\$ 783,874</b>

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

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR  
December 31, 2016**

Board Of Directors  
Citrus Heights Water District

<b>Assessor/Collector Roll Adjustment</b>		
<b>December-16</b>		
	<b>Dollar</b>	<b>Count</b>
<b>3-DAY DOOR HANG</b>		
One-Time Courtesy	\$ 44.00	2
<b>3-DAY DOOR HANG Total</b>	<b>\$ 44.00</b>	<b>2</b>
<b>DEFAULT</b>		
New Owner	\$ 5.25	1
One-Time Courtesy	\$ 326.57	23
<b>DEFAULT Total</b>	<b>\$ 331.82</b>	<b>24</b>
<b>Grand Total</b>	<b>\$ 375.82</b>	<b>26</b>

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

<b>LID</b>	<b>CID</b>	<b>Charge Type</b>	<b>Date</b>	<b>Reason For Cancellation</b>	<b>Amount</b>
01082	0018884	3-DAY DOOR HANG	12/15/2016	One-Time Courtesy	22.00
15355	0018439	3-DAY DOOR HANG	12/27/2016	One-Time Courtesy	22.00
10104	0008935	DEFAULT	12/5/2016	One-Time Courtesy	5.47
03861	0003516	DEFAULT	12/6/2016	One-Time Courtesy	14.70
11938	0022688	DEFAULT	12/6/2016	One-Time Courtesy	4.47
04304	0003833	DEFAULT	12/6/2016	One-Time Courtesy	4.99
07583	0006785	DEFAULT	12/6/2016	One-Time Courtesy	5.60
19119	0029024	DEFAULT	12/7/2016	One-Time Courtesy	134.47
19120	0029024	DEFAULT	12/7/2016	One-Time Courtesy	15.52
19837	0021255	DEFAULT	12/8/2016	One-Time Courtesy	3.34
08692	0007777	DEFAULT	12/12/2016	One-Time Courtesy	5.99
04651	0004133	DEFAULT	12/12/2016	One-Time Courtesy	6.17
16490	0014519	DEFAULT	12/15/2016	One-Time Courtesy	3.90
16183	0025302	DEFAULT	12/19/2016	One-Time Courtesy	2.18
06439	0005735	DEFAULT	12/20/2016	One-Time Courtesy	6.34
20101	0025646	DEFAULT	12/21/2016	One-Time Courtesy	4.38
19876	0032555	DEFAULT	12/21/2016	One-Time Courtesy	11.02
18881	0032555	DEFAULT	12/21/2016	One-Time Courtesy	54.55
12628	0011189	DEFAULT	12/21/2016	One-Time Courtesy	9.31
05973	0023982	DEFAULT	12/22/2016	One-Time Courtesy	7.74
12397	0023964	DEFAULT	12/27/2016	One-Time Courtesy	10.06
07104	0016385	DEFAULT	12/27/2016	One-Time Courtesy	3.15
18683	0015445	DEFAULT	12/28/2016	One-Time Courtesy	4.07
16720	0031361	DEFAULT	12/28/2016	One-Time Courtesy	4.29
09834	0029716	DEFAULT	12/29/2016	One-Time Courtesy	4.86
09706	0008616	DEFAULT	12/29/2016	New Owner	5.25
					<u><u>\$ 375.82</u></u>

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

<hr/>				
<b>Bank of the West</b>				
<b>Beginning Balance</b>				\$2,750,418
<b>RECEIPTS:</b>		1,170,031		
<b>DISBURSEMENTS:</b>				
Checks Issued / ACH Payments	428,594			
Payroll	217,726			
Returned Checks	1,474			
		647,794	522,237	
<b>Bank of the West</b>				
<b>Balance per Bank December 31, 2016</b>				3,272,655
Outstanding Checks				(217,892)
Deposit in Transit				19,863
<b>Balance Per Books December 31, 2016</b>				\$3,074,626

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<b>RECONCILEMENT:</b>				
Bank of the West				3,074,626
Local Agency Investment Fund				6,069,412
COP Reserve Account				533,770
Money Mkt Activity Account				530,484
<b>TOTAL BALANCE</b>				\$10,208,292

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<b>CASH &amp; INVESTMENT SUMMARY:</b>				
Bank of the West (General Account)				\$3,074,626
Local Agency Investment Fund				6,069,412
COP 2010 Reserve Account				533,770
Money Mkt Activity Account				530,484
<b>Total</b>				\$10,208,292

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
<b>Local Agency Investment Fund</b>	<b>Daily</b>	<b>0.15%</b>	<b>9,208.18</b>	<b>10/14/2016</b>

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.


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**SUSAN K. SOHAL, Treasurer**


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**HILARY M. STRAUS, Secretary**

**TREASURER'S REPORT OF FUND BALANCES**  
**December 31, 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	12/31/2016 Ending Balance	2016 Target Balance per Policy
0-28600-00	<b>Operating Fund</b>	\$ 3,611,289	\$ 5,926,299	\$ (5,629,020)	\$ 1,170,031	\$ (647,794)	\$ 5,600,836	\$1,918,930
0-28100-00	<b>Operating Reserve</b>	\$ 1,912,263					\$ 1,912,263	N/A
0-28200-00	<b>Rate Stabilization Fund</b>	\$ 634,000					\$ 634,000	\$1,000,000
0-28300-00	<b>Depreciation Reserve</b>	\$ 808,169		\$ (808,169)			\$ -	N/A
0-28400-00	<b>Capital Improvement Reserve</b>	\$ 845,857	\$ 808,169				\$ 1,654,026	\$2,760,316
0-28510-00	<b>Restricted for Debt Service</b>	\$ 536,963					\$ 536,963	N/A
0-28700-00	<b>Fleet Equipment Reserve</b>	\$ 291,569					\$ 291,569	\$316,968
0-28800-00	<b>Employment-Related Benefits Reserve</b>	\$ 396,310					\$ 396,310	\$864,229
		<b>\$ 9,036,420</b>	<b>\$ 6,734,468</b>	<b>\$ (6,437,189)</b>	<b>\$ 1,170,031</b>	<b>\$ (647,794)</b>	<b>\$ 11,025,967</b>	

CITRUS HEIGHTS WATER DISTRICT  
2016 OPERATING EXPENDITURE VS BUDGET  
December 31, 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	14,000	8,736	37.6%
	WATER DEMAND MANAGEMENT - PRINTING	-	10,502	25,000	14,498	42.0%
	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	126	9,406	11,500	2,094	81.8%
	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	3,028	161,720	221,000	59,280	73.2%
	WATER DEMAND MANAGEMENT - OTHER	(150)	3,799	8,000	4,201	47.5%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	1,425	14,675	30,000	15,325	48.9%
		<b>4,428</b>	<b>205,365</b>	<b>309,500</b>	<b>104,135</b>	<b>66.4%</b>
Operations						
	PURCHASED WATER	-	2,191,145	2,387,701	196,556	91.8%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	3,274	3,274	5,000	1,726	65.5%
	POWER TO WELLS	13,496	128,496	244,904	116,408	52.5%
	WELLS - REPAIR / MAINTENANCE	10	7,554	22,000	14,446	34.3%
	WATER QUALITY ANALYSIS	2,212	25,883	41,000	15,117	63.1%
	FIELD MISCELLANEOUS - DUMP FEES	76	1,245	1,000	(245)	0.0%
	FIELD MISCELLANEOUS - OTHER	67	123	1,000	877	12.3%
	SMALL TOOLS - FIELD	348	29,322	23,400	(5,922)	125.3%
	SUPPLIES - FIELD	1,682	21,342	19,000	(2,342)	112.3%
	MATERIALS	22,669	269,036	6,000	(263,036)	4483.9%
	MATERIALS (Allocation to CIP)	(36,749)	(313,487)	-	-	0.0%
	ROADBASE	2,654	32,135	20,000	(12,135)	160.7%
	MAINTENANCE AGREEMENTS - EQUIPMENT	989	5,530	6,700	1,170	82.5%
	MAINTENANCE AGREEMENTS - SOFTWARE	2,994	141,107	134,332	(6,775)	105.0%
	REPAIR - FLEET EQUIPMENT	25,040	75,027	40,000	(35,027)	187.6%
	REPAIR - TOOLS AND EQUIPMENT	4,427	18,910	12,000	(6,910)	157.6%
	GAS AND OIL	1,890	33,762	51,000	17,238	66.2%
	EQUIPMENT RENTAL - FIELD	2,445	6,421	3,000	(3,421)	214.0%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	1,313	11,150	14,366	3,216	77.6%
	EQUIPMENT (Allocation to CIP)	(20,810)	(313,487)			
	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	5,000	33,843	44,000	10,157	76.9%
		<b>33,027</b>	<b>2,417,672</b>	<b>3,096,103</b>	<b>51,457</b>	<b>78.1%</b>
Professional & Contract Services						
	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	-	815	20,000	19,185	4.1%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	4,487	77,452	50,000	(27,452)	154.9%
	PROFESSIONAL / CONTRACT SERVICES - WELLS	-	-	10,000	10,000	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	-	52,788	130,000	77,212	0.0%
	PROFESSIONAL / CONTRACT SERVICES - METER READING	6,277	102,585	108,960	6,375	94.1%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	2,934	29,981	27,600	(2,381)	108.6%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	3,400	25,042	5,000	(20,042)	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OTHER	9,752	119,277	133,460	14,183	89.4%
	CONTRACT SERVICES - CONCRETE	1,947	1,947	8,000	6,053	24.3%
	CONTRACT SERVICES - MISC FIELD / O&M	784	36,013	30,000	(6,013)	120.0%
	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	-	1,982	2,000	18	99.1%
	CONTRACT SERVICES - PAVING	-	38,976	9,000	(29,976)	433.1%
		<b>29,581</b>	<b>486,858</b>	<b>534,020</b>	<b>47,162</b>	<b>91.2%</b>
Administration & General Services						
	JANITORIAL	1,282	11,719	11,100	(619)	105.6%
	BANK FEES	7,816	80,253	71,000	(9,253)	113.0%
	OFFICE EXPENSE	1,357	14,411	15,000	589	96.1%
	SMALL OFFICE EQUIPMENT	-	4,172	2,000	(2,172)	208.6%
	DUES & SUBSCRIPTIONS	331	96,525	112,210	15,685	86.0%
	POSTAGE	10,785	129,970	103,000	(26,970)	126.2%
	PRINTING	959	2,806	7,700	4,894	36.4%
	TELEPHONE - WIRELESS	1,321	13,880	16,800	2,920	82.6%
	TELEPHONE - LOCAL / LONG DISTANCE	1,781	23,692	12,500	(11,192)	189.5%
	TELEPHONE - ANSWERING SERVICE	539	2,386	2,400	14	99.4%
	UTILITIES	3,433	18,898	19,700	802	95.9%

CITRUS HEIGHTS WATER DISTRICT  
2016 OPERATING EXPENDITURE VS BUDGET  
December 31, 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	10,754	71,648	78,900	7,252	90.8%
	CONTINUED EDUCATION	6,330	43,989	45,780	1,791	96.1%
	PUBLICATION NOTICES	-	589	1,500	911	39.2%
	OFFICE MISC - DISTRICT EVENTS	(1,254)	4,239	5,110	871	83.0%
	OFFICE MISC - MEETING ACCOMODATIONS	116	1,725	2,000	275	86.3%
	OFFICE MISC - OTHER	116	2,161	2,200	39	98.2%
	OFFICE MISC - MILESTONE EVENTS	-	6,644	5,100	(1,544)	130.3%
	BAD DEBT EXPENSE	429	5,565	5,000	(565)	111.3%
	COMPUTER SOFTWARE	250	900	3,700	2,800	24.3%
		<b>46,346</b>	<b>536,172</b>	<b>522,700</b>	<b>(13,472)</b>	<b>102.6%</b>
Administration Other						
	ELECTION EXPENSE	1,669	1,669	29,000	27,331	0.0%
	DIRECTORS MEETING COMPENSATION	870	13,195	20,300	7,105	65.0%
	RETIREE HEALTH CARE BENEFIT	3,201	37,364	43,547	6,183	85.8%
		<b>5,740</b>	<b>52,228</b>	<b>92,847</b>	<b>40,619</b>	<b>56.3%</b>
Salary & Benefits						
	SALARY - GENERAL MANAGER	19,521	274,151	292,854	18,703	93.6%
	SALARY - MANAGER (3 authorized positions)	27,962	247,037	375,083	128,046	65.9%
	SALARY - OFFICE (6 authorized positions)	59,926	223,213	454,100	230,887	49.2%
	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	19,457	156,009	156,088	79	99.9%
	SALARY - FIELD / O&M (15 authorized positions)	135,284	1,100,098	1,118,893	18,796	98.3%
	STANDBY DUTY	2,100	16,500	17,940	1,440	92.0%
	SALARY - ENGINEERING	31,352	201,909	315,145	-	0.0%
	EMPLOYEE BENEFIT - VISION INSURANCE	-	10,398	5,100	(5,298)	203.9%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	-	45,924	43,200	(2,724)	106.3%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	(600)	341,741	375,272	33,531	91.1%
	EMPLOYEE BENEFIT - PERS RETIREMENT	10,414	444,969	422,554	(22,415)	105.3%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	15,597	144,797	153,444	8,647	94.4%
	EMPLOYEE BENEFIT - MEDICARE	4,070	36,495	35,886	(609)	101.7%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	100	6,952	7,875	923	88.3%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	203	25,564	26,000	436	98.3%
	EMPLOYEE SALARY & BENEFITS - (Allocation to CIP)	-	(601,583)	(339,867)	261,716	177.0%
		<b>325,387</b>	<b>2,674,174</b>	<b>3,459,568</b>	<b>672,159</b>	<b>77.3%</b>
Insurance						
	INSURANCE - LIABILITY & COMPREHENSIVE	-	121,805	75,300	(46,505)	161.8%
	INSURANCE - DISABILITY & LIFE	(92)	27,793	28,300	507	98.2%
	INSURANCE - WORKER'S COMPENSATION	-	40,560	54,319	13,759	74.7%
		<b>(92)</b>	<b>190,158</b>	<b>157,919</b>	<b>(32,239)</b>	<b>120.4%</b>
		<b>\$ 444,418</b>	<b>\$ 6,562,626</b>	<b>\$ 8,172,657</b>	<b>\$ 869,821</b>	<b>80.30%</b>

Citrus Heights Water District  
 Capital Projects Summary  
 Fiscal Period End as of December 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	-	-	18,341	24,038	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	-	1,560	1,471	1,471	372,053
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project	-	-	-	-	-	-	-	-	-
2015-35	Sunrise Blvd Streetscape Phase III	-	-	162,183	(162,183)	-	20,450	24,840	187,022	-
2015-36	Sylvan Road Street Improvements	-	-	4,161	(4,161)	-	-	89	4,250	-
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
<b>Distribution Mains - Replacement</b>		<b>1,383,653</b>	<b>33,587</b>	<b>172,041</b>	<b>728,914</b>	<b>-</b>	<b>22,010</b>	<b>44,740</b>	<b>216,781</b>	<b>1,172,280</b>
2016-14	Fire Hydrants - Replacements / Upgrades / Infill / New	147,092	147,092	-	147,092	-	22,223	106,708	106,708	-
<b>Fire Hydrants - Replacements/Upgrades/New</b>		<b>147,092</b>	<b>147,092</b>	<b>-</b>	<b>147,092</b>	<b>-</b>	<b>22,223</b>	<b>106,708</b>	<b>106,708</b>	<b>-</b>
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	109,500	-	109,500	-	7,780	67,565	67,565	-
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	-	-	14,613	14,613	-
2016-11	Water Valve Replacements	91,281	91,281	-	91,281	-	9,936	108,909	108,909	-
2016-12	Water Service Replacements	757,685	757,685	-	757,685	-	88,331	747,859	747,859	-
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)	-	-	3,007	7,071	-
2016-22	Well Site Acquisition	250,000	-	-	250,000	-	1,800	3,550	3,550	-
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	-	-	-	-	-
<b>Miscellaneous Projects</b>		<b>2,283,290</b>	<b>1,583,290</b>	<b>7,420</b>	<b>2,275,870</b>	<b>-</b>	<b>107,848</b>	<b>1,077,658</b>	<b>1,085,078</b>	<b>674,284</b>
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	-	-	-	-	79,887	79,887	-
<b>Miscellaneous Projects - Facilities</b>		<b>-</b>	<b>-</b>	<b>1,205,171</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>84,672</b>	<b>1,289,844</b>	<b>-</b>
2013-30	San Juan High School 24" North Property Line Transmission Main Installation	483,671	225,591	312,473	171,198	-	-	90,953	403,426	-
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	-	332	20,788	25,544	-
<b>Transmission Mains - New</b>		<b>944,806</b>	<b>524,088</b>	<b>494,858</b>	<b>449,948</b>	<b>-</b>	<b>332</b>	<b>179,514</b>	<b>674,373</b>	<b>-</b>
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	-	205	566,187	576,400	-
2016-33	Limerick Way 8-Inch Main Replacements	239,415	239,415	-	-	-	-	240,788	240,788	-
<b>Transmission Mains - New and Distribution Mains - Replacement</b>		<b>773,121</b>	<b>773,121</b>	<b>424,570</b>	<b>523,493</b>	<b>-</b>	<b>205</b>	<b>822,743</b>	<b>1,247,313</b>	<b>-</b>
2016-13	Water Meter Replacements	53,158	53,158	-	53,158	-	3,790	84,247	84,247	-
<b>Water Meters</b>		<b>53,158</b>	<b>53,158</b>	<b>-</b>	<b>53,158</b>	<b>-</b>	<b>3,790</b>	<b>84,247</b>	<b>84,247</b>	<b>-</b>
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	-	-	622	248,327	2,394,022	-
2016-20	Groundwater Well Improvements	48,900	48,900	-	48,900	-	-	206	206	-
2015-37	C-Bar-C Pressure Control Station	200,000	200,000	-	200,000	-	-	-	-	-
<b>Water Meters - Emergency Intertie Water Meters</b>		<b>2,404,034</b>	<b>322,465</b>	<b>2,145,695</b>	<b>322,465</b>	<b>-</b>	<b>622</b>	<b>248,533</b>	<b>2,394,228</b>	<b>-</b>
<b>Grand Total</b>		<b>7,989,154</b>	<b>3,436,801</b>	<b>4,449,756</b>	<b>4,500,939</b>	<b>-</b>	<b>157,031</b>	<b>2,648,816</b>	<b>7,098,572</b>	<b>1,846,564</b>



## DECEMBER 2016 WARRANTS

62620	Regional Water Authority	Dues & Subscriptions	\$110.00
62621	Sunrise Knoll Townhomes Assoc	Customer Refund	\$39,267.50
62622	Central Valley Engineering & Asphalt, Inc.	Contract Services-Concrete	\$35,511.00
62623	City of Citrus Heights	Permit Fees	\$18,753.50
62624	Civil Engineering Construction, Inc.	Contract Services-Miscellaneous	\$25,046.83
62625	Cogsdale	Contract Services-Other	\$59,332.10
62626	Domenichelli and Associates, Inc	Contract Services-Engineering	\$15,087.10
62627	Regional Water Authority	Dues & Subscriptions	\$9,600.00
62628	SMUD	Utilities	\$17,213.68
62629	US Bank I.M.P.A.C. Government Services	Continued Education	\$13,395.94
62630	Donald A/Kathleen M Brown	Customer Refund	\$7.31
62631	Ollie M. Foster Estate	Customer Refund	\$74.15
62632	Duane Lyons	Customer Refund	\$10.92
62633	William F/Mattie L Marling	Customer Refund	\$115.85
62634	Citrus Heights Community Church	Customer Refund	\$115.36
62635	Herzing Family Trust	Customer Refund	\$43.16
62636	Lori J Miller	Customer Refund	\$66.03
62637	Mitchell S Brown	Customer Refund	\$89.78
62638	Matthew/Dana Vargo	Customer Refund	\$148.71
62639	Chase A Benson	Customer Refund	\$180.03
62640	Waldner Living Trust	Customer Refund	\$29.36
62641	Qualls Family 2000 Trust	Customer Refund	\$166.32
62642	Karyn G Markus	Customer Refund	\$215.83
62643	Quality Construction by VM	Customer Refund	\$191.08
62644	KB Homes Sacramento Inc	Customer Refund	\$67.47
62645	Adam/Joanna Reed	Customer Refund	\$115.25
62646	Glen Gillum	Customer Refund	\$213.73
62647	Multigroup LLC	Customer Refund	\$38.31
62648	Andrew/Jacob Barker	Customer Refund	\$140.49
62649	Popat Tech Solutions Inc.	Customer Refund	\$184.58
62650	Jamal Alfadel	Customer Refund	\$16.68
62651	EJ Ventures LLC	Customer Refund	\$338.26
62652	Siarhei Dzemidovich	Customer Refund	\$19.19
62653	Absolute Secured Shredding Inc	Equipment Rental- Office	\$40.00
62654	AFLAC	Employee Paid Insurance	\$362.66
62655	AIA Services, LLC/NDS	Water Conservation-Material/Supplies	\$702.16
62656	Alexander's Contract Services	Contract Services-Meter Read	\$4,125.62
62657	AREA Restroom Solutions	Equipment Rental- Field	\$114.34
62658	Avalon Custodial Care	Janitorial	\$1,695.00
62659	Bart/Riebes Auto Parts	Repair-Trucks	\$936.21
62660	Bryce Consulting, Inc	Legal & Audit	\$480.00
62661	BSK Associates	Water Analysis	\$644.00
62662	Burketts	Office Expense	\$245.57
62663	C & D Power	Repair-Equipment/Hardware	\$4,290.55
62664	California Landscape Associates Inc	Janitorial	\$200.00
62665	Corix Water Products, Inc	Material	\$5,261.77
62666	Cybox	Equipment Rental- Office	\$139.45
62667	Void	Void	\$0.00
62668	Dawson Oil Company	Gas & Oil	\$1,228.97
62669	Ditch Witch	Fixed Assets	\$279.86
62670	Gaynor Telesystems Incorporated	Fixed Assets	\$233.00
62671	Grainger	Small Tools	\$812.47
62672	J4 Systems	Contract Services-Other	\$3,420.00
62673	KBA Docusys Inc	Equipment Rental- Office	\$343.43
62674	Kei Window Cleaning #12	Janitorial	\$92.00

62675	Liebert Cassidy Whitmore	Legal & Audit	\$1,505.00
62676	Moonlight BPO	Contract Services-Bill Print/Mail	\$3,768.68
62677	One Print Source & Graphics	Printing	\$57.24
62678	Pace Supply Corp	Material	\$495.97
62679	Protection One Alarm Monitoring	Equipment Rental- Office	\$140.00
62680	Republic Services #922	Utilities	\$1,922.57
62681	RH Davis & Co. LTD	Contract Services-Engineering	\$1,500.00
62682	Sac-Val Janitorial Supply	Supplies-Field	\$350.08
62683	Caryl Sheehan	Customer Refund	\$55.00
62684	Sonitrol	Equipment Rental- Office	\$162.27
62685	SureWest Directories	Telephone-Local/Long Distance	\$49.00
62686	Tree Pros, Inc	Contract Services-Miscellaneous	\$6,430.00
62687	Twin Home Services	Janitorial	\$95.00
62688	We-Do Equipment Repair & Supply Inc	Repair-Equipment/Hardware	\$1,755.00
62689	Shelley Campbell	Customer Refund	\$198.10
62690	Mikhail I Kolyadich	Customer Refund	\$114.39
62691	BSK Associates	Water Analysis	\$1,528.00
62692	City of Citrus Heights	Permit Fees	\$5,000.00
62693	Corelogic Information Solutions Inc	Dues & Subscriptions	\$224.33
62694	Gaynor Telesystems Incorporated	Fixed Assets	\$50.00
62695	David Gordon	Continued Education	\$105.00
62696	Brian M Hensley	Continued Education	\$388.18
62697	Integrity Administrators Inc	Health Insurance	\$5,000.00
62698	KBA DOCUSYS	Equipment Rental- Office	\$18.84
62699	Moonlight BPO	Contract Services-Bill Print/Mail	\$1,715.62
62700	Lisa Smoot	Continued Education	\$50.67
62701	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,870.25
62702	WaterWise Consulting, Inc	Water Cons-Contract	\$175.00
62703	County of Sacramento	Election Expense	\$1,669.00
62705	City of Citrus Heights	Permit Fees	\$4,800.00
62706	James G. Ferro	Continued Education	\$317.19
62707	Hesse, Daniel	Small Tools	\$292.76
62708	Ryon Ridner	Continued Education	\$760.78
62709	Eula J Lowrey	Customer Refund	\$33.27
62710	Walter A/Emily M Rodriquez	Customer Refund	\$98.52
62711	Downing Family Revocable Trust	Customer Refund	\$33.69
62712	Alicia Y Orchard	Customer Refund	\$15.00
62713	Lloyd W & Cora L Stephenson Family Trust	Customer Refund	\$100.67
62714	Douglas H Kraft	Customer Refund	\$20.99
62715	Wagner Family Trust	Customer Refund	\$9.29
62716	Steven M/Elizabeth S Arnold	Customer Refund	\$39.23
62717	ReMax Gold	Customer Refund	\$175.58
62718	Joseph C/Jennifer H Mazzei	Customer Refund	\$15.23
62719	Austin M Taylor	Customer Refund	\$9.66
62720	Foroughhzaman Tehranisadyorgi	Customer Refund	\$142.89
62721	Kati L Torrence	Customer Refund	\$166.98
62722	Tiara Way Partners LLC	Customer Refund	\$16.41
62723	Carlos/ Mercedes Quant	Customer Refund	\$26.19
62724	Ronald/Maureen Ashley	Customer Refund	\$25.49
62725	Rowan Trust 6011	Customer Refund	\$67.00
62726	Alexander's Contract Services	Contract Services-Meter Read	\$6,900.51
62727	AnswerNet	Telephone-Answering Service	\$539.44
62728	CA-NV AWWA	Dues & Subscriptions	\$55.00
62729	Bart/Riebes Auto Parts	Repair-Trucks	\$66.37
62730	Blueline Rental	Equipment Rental- Field	\$2,330.24
62731	Bryce Consulting, Inc	Legal & Audit	\$3,154.00
62732	Burketts	Office Expense	\$256.97

62733	Consolidated	Telephone-Local/Long Distance	\$1,732.41
62734	Ditch Witch	Fixed Assets	\$450.60
62735	David Gordon	Continued Education	\$1,950.00
62736	Ferguson Enterprises Inc #1423	Material	\$4,114.80
62737	Indoor Environmental Services	Maintenance Agreement-Equipment	\$322.00
62738	Irrigation Association - Certification	Dues & Subscriptions	\$100.00
62739	Kaiser Foundation Health Plan, Inc	Health Insurance	\$16,930.82
62740	Liebert Cassidy Whitmore	Legal & Audit	\$245.00
62741	Moonlight BPO	Contract Services-Bill Print/Mail	\$1,357.17
62742	Christopher Nichols	Continued Education	\$291.50
62743	One Print Source & Graphics	Printing	\$949.49
62744	Pacific Gas & Electric	Utilities	\$91.92
62745	Powerplan	Repair-Trucks	\$1,603.04
62746	Quenby Rubin-Sprague	Contract Services-Financial	\$3,045.00
62747	Smoke Busters	Repair-Trucks	\$200.00
62748	State Water Resources Control Board	Dues & Subscriptions	\$105.00
62749	A. Teichert & Son, Inc.	Road Base	\$2,654.20
62750	Voyager Fleet Systems Inc	Gas & Oil	\$1,234.33
62757	Sophos Solutions	Contract Services-Other	\$2,560.00
62758	Vice's Collision Repair	Repair-Trucks	\$490.19
62759	Colantuono, Highsmith & Watley, PC	Legal & Audit	\$6,068.50
62760	Regional Government Services	Contract Services-Other	\$1,677.50
62761	New Look Realty Co	Customer Refund	\$9.18
62762	ABA DABA Rentals & Sales	Supplies-Field	\$96.96
62763	Bennett Engineering Services, Inc	Contract Services-Engineering	\$196.50
62764	BSK Associates	Water Analysis	\$552.00
62765	California Surveying & Drafting Supply	Small Tools	\$10.00
62766	City of Citrus Heights	Permit Fees	\$200.25
62767	Corix Water Products, Inc	Material	\$557.28
62768	Sacramento County Utilities	Utilities	\$183.41
62769	Vicki L Derrick	Toilet Rebate Program	\$150.00
62770	Eric Devine	Toilet Rebate Program	\$75.00
62771	FP Mailing Solutions	Equipment Rental- Office	\$165.24
62772	Graham, Lynne	Toilet Rebate Program	\$150.00
62773	Ferguson Enterprises Inc #1423	Material	\$4,212.00
62774	J4 Systems	Contract Services-Other	\$455.00
62775	Kei Window Cleaning #12	Janitorial	\$92.00
62776	Moonlight BPO	Contract Services-Bill Print/Mail	\$2,944.67
62777	Pace Supply Corp	Material	\$5,010.05
62778	Petty Cash	Petty Cash	\$170.80
62779	Red Wing Shoe Store	Small Tools	\$275.00
62780	Albert E / Colleen H Rowe	Toilet Rebate Program	\$75.00
62781	San Juan Water District	Purchased Water	\$3,273.89
62782	Jeff D Showalter	Toilet Rebate Program	\$225.00
62783	Sylvan Supply	Repair-Trucks	\$1,135.41
62784	Carole Taylor	Toilet Rebate Program	\$150.00
62785	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,108.77
62786	Kathryn L Tillet	Toilet Rebate Program	\$75.00
62787	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,126.10
62788	Tree Pros, Inc	Contract Services-Miscellaneous	\$5,250.00
62789	Bette R Vance	Toilet Rebate Program	\$150.00
62790	Verizon Wireless	Telephone-Wireless	\$1,321.49
62791	J4 Systems	Contract Services-Other	\$175.00
<b>Total</b>			<b>\$401,159.57</b>

ACH	GASB 68 DEC 2016	PERS	\$26,741.84
ACH	NOV 2016 WB	Bank Fee	\$4,738.21
ACH	NOV2016 FD	Bank Fee	\$472.47
ACH	PERS 12/1/16 PD	PERS	\$15,436.52
ACH	VALIC 12/1/16 PD	Deferred Compensation	\$3,700.00
ACH	VALIC 12/15/16PD	Deferred Compensation	\$3,700.00
ACH	VALIC 12/29/16PD	Deferred Compensation	\$3,700.00
ACH	VOYA 12/1/16 PD	Deferred Compensation	\$25.00
ACH	VOYA 12/15/16 PD	Deferred Compensation	\$25.00
ACH	VOYA12/19/16PDAY	Deferred Compensation	\$25.00
ACH	00007891841VANCO	Contract Services-Other	\$125.20
ACH	0001585388 WHA	Health Insurance	\$11,854.59
ACH	2016120100 PAYCHEX	Contract Services-Other	\$597.65
ACH	NOV2016GASB68	PERS	\$26,741.84
ACH	NOV 2016 PH	Bank Fee	\$257.92
ACH	NOVEMBER2016 FEE	Water Conservation-Other	\$2,347.58
ACH	PERS12/15/16PDAY	PERS	\$14,881.55
<b>Total</b>			<b>\$115,370.37</b>
<b>Grand Total</b>			<b>\$516,529.94</b>

**January Checks Approved at January Board Meeting**

62792	ACWA	ACWA	\$13,360.00
62793	Domenichelli and Associates, Inc	Domenichelli and Associates	\$9,930.00
62794	GM Construction & Developers	GM Construction	\$12,484.25
62795	SMUD	SMUD	\$14,730.95
62796	Sonsray Machinery, LLC	Sonsray Machine	\$18,312.57
62797	US Bank I.M.P.A.C. Government Services	See January Agenda Item CC-8	\$19,563.93
			<b>\$88,381.70</b>

**US BANK - CAL-Card Distributions**

December 2016

*i:/users/ap/CalCard/(current year) -Distribution for monthly payment.xls*

<b>TOTAL</b>
<b>BILL</b>

	<b>54200-03</b>	<b>54210</b>	<b>54211</b>	<b>54241-01</b>	<b>54241-02</b>	<b>56200</b>	<b>56220</b>	<b>56230</b>	<b>56830</b>	<b>56840-08</b>	<b>2015-02</b>	<b>56890-01</b>	<b>56890-02</b>	<b>56890-03</b>	<b>56950</b>
	Offic Misc	Tools	Supplies	Repair Truck	Repair - Equip/Hardwar e	Office Exp	Dues & Subs	Postage	C.E.	Prof Cont- Other	Corp Yard	Office Misc, District Event	Mtg Accom	Office Misc, Other	Software

#REF!

	\$	-															
Cutler	\$	75.01	39.94		35.07												
Dains	\$	-															
Dietrich	\$	69.77			53.61		16.16										
Evans	\$	8,799.19	348.23	1,376.49	824.79	136.43	501.75	106.92			5,000.00	458.47	46.11				
Gordon	\$	820.39			44.90				775.49								
Hensley	\$	19.36					19.36										
Riehle	\$	-															
Sheehan	\$	-															
Shockley	\$	812.55						103.20	299.99	315.00			29.56	64.80			
Smoot	\$	14.93										14.93					
Sohal	\$	7,520.90							1,035.11		6,445.47		40.32				
Straus	\$	1,431.83			32.99				1,148.84							250.00	
	\$	19,563.93	39.94	348.23	1,411.56	956.29	136.43	537.27	106.92	103.20	3,259.43	315.00	11,445.47	473.40	115.99	64.80	250.00

2016

**V#:**

**Date:** 12/31/16

January 10, 2017 - AGENDA ITEM: CC-9



# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS  
 STATUS : Information Item  
 REPORT DATE : January 2, 2017  
 PREPARED BY : Lisa Smoot, Management Services Supervisor/Chief Board Clerk

The following summary highlights 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  
 AWWA American Water Works Association  
 CSDA California Special Districts Association  
 JPIA Joint Powers Insurance Authority  
 WEF Water Education Foundation

***Feb 3 CSDA 2017 – Board Member Best Practices  
 Sacramento, CA***

***Recommended Attendees: Directors Dains, Sheehan, Riehle***

***Feb 26-March 1 CSDA 2017 – Special District Leadership Academy (CSDA’s core governance  
 training for elected/appointed officials.)  
 San Diego, CA***

***Recommended Attendees: Directors Dains, Sheehan, Riehle***

***April 23-26 CSDA 2017 - Special District Leadership Academy (CSDA’s core governance  
 training for elected/appointed officials.)  
 San Luis Obispo, CA***

***Recommended Attendees: Directors Dains, Sheehan, Riehle***

***May 8-9 ACWA-JPIA 2017 Spring Conference  
 Monterey, CA***

***Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus, AS Sohal,  
 DE Pieri***

***May 9-12 ACWA 2017 Spring Conference  
 Monterey, CA***

***Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus, AS Sohal,  
 DE Pieri***

***June 25-27 CSDA 2017 – General Managers Leadership Summit  
 Newport Beach***

***Recommended Attendees: GM Straus***

***July 9-12***

***CSDA 2017 - Special District Leadership Academy (CSDA's core governance training for elected/appointed officials, same as listed above.)  
Napa, CA***

***Recommended Attendees: Directors Dains, Sheehan, Riehle***

**Nov 27-28**

**ACWA-JPIA 2017 Fall Conference  
Anaheim, CA**

**Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus, OM  
Gordon, AS Sohal**

**Nov 28-Dec 1**

**ACWA 2017 Fall Conference  
Anaheim, CA**

**Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus, OM  
Gordon, AS Sohal**

**May 7-8**

**ACWA-JPIA 2018 Spring Conference  
Sacramento, CA**

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

**May 8-11**

**ACWA 2018 Spring Conference  
Sacramento, CA**

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

**2017 Water Tours**

**WEF - TBA**

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# CITRUS HEIGHTS WATER DISTRICT

## WATER EFFICIENCY COORDINATOR REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : WATER EFFICIENCY PROGRAM UPDATE  
 STATUS : Information Item - Consent Calendar  
 REPORT DATE : January 4, 2017  
 PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

Water Efficiency program updates are summarized below.

### **ACTIVITIES AND PROGRESS REPORT**

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

- 19 ultra-low-flush toilet (ULFT) rebates were processed for the month of December. A total of 203 ULFT rebates have been processed for a total of \$15,225.00 year to date.
- For the month of December, 13 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 24 HECW rebates were processed by SMUD for District customers.
- 28 water waste calls were received during the month of December. 2 reports of water waste were received through the CHWD's Drought Resources web page. An additional 4 service requests were generated in-house by staff. A total of 27 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	% CHANGE
January	75	80	7%
February	83	77	-7%
March	108	77	-29%
April	117	107	-9%
May	129	155	20%
June	163	213	31%
July	176	237	35%
August	172	242	41%
September	160	189	18%
October	140	123	-12%
November	82	85	4%
December	75	76	1%

- Below is a recap of the region's overall water saving in November as compared to 2013.

<b>REDUCTION BY AGENCY (Data compared to 2013)</b>		
<b>Water Agency</b>	<b>Nov. 2016 Reduction</b>	<b>June 15 - Nov. 16 Reduction</b>
San Juan Water District	53.0%	29.3%
Fair Oaks Water District	49.6%	31.9%
Orange Vale Water Company	49.0%	35.2%
Elk Grove Water District	43.9%	30.8%
Carmichael Water District	42.1%	31.0%
Rancho Murieta CSD	40.6%	25.4%
Del Paso Manor Water District	40.2%	30.8%
City of Roseville	39.7%	29.6%
<b>Citrus Heights Water District</b>	<b>38.4%</b>	<b>30.9%</b>
El Dorado Irrigation District	37.6%	26.5%
City of Lincoln	37.1%	27.5%
Rio Linda/Elverta CWD	37.0%	30.0%
California American Water	36.9%	32.8%
Sacramento County Water Agency	35.9%	29.0%
Placer County Water Agency	34.8%	24.5%
City of Sacramento	33.9%	28.1%
City of Davis	33.0%	24.6%
City of West Sacramento	32.8%	28.0%
City of Yuba City	30.2%	26.0%
Golden State Water Company	29.3%	27.3%
City of Folsom	27.9%	21.1%
City of Woodland	27.0%	28.5%
Sacramento Suburban WD	22.8%	27.3%
Average	37.1%	28.5%
Minimum	22.8%	21.1%
Maximum	53.0%	35.2%

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : 2017 FLEET VEHICLE PURCHASE  
 STATUS : Action Item  
 REPORT DATE : January 5, 2017  
 PREPARED BY : David M. Gordon, Operations Manager

### **OBJECTIVE:**

Consider approving the replacement of four pickup trucks and a dump truck, and the purchase of one new pickup truck as authorized in the 2017 budget.

### **BACKGROUND AND ANALYSIS:**

The fleet vehicles shown below have reached the end of their useful life, as determined by the frequency of maintenance, the type and cost of maintenance required, and the replacement plan for the Citrus Heights Water District's (the District) fleet. The District's fleet replacement plan for vehicles is a 10-year cycle, but can run longer or shorter depending on the condition of the vehicle.

<u>Unit</u>	<u>Description</u>	<u>Purchase Price</u>	<u>Mileage</u>
#10	2007 Chevy 2500 ¾ Ton	\$ 16,200.00	56,963
#14	2007 Ford F150 ½ Ton	\$ 16,854.00	110,000
#19	2008 Ford F150 ½ Ton	\$ 15,440.00	42,645
#21	2008 Ford F150 ½ Ton	\$ 15,440.00	53,600
#24	2007 Ford F650 Dump	\$ 59,447.00	46,948

It is anticipated that Unit #10 will be used as floating vehicle or backup for operational use in subsequent years. Unit Nos. 14, 19, 21, and 24 will be presented to the Board of Directors later this year to deem them as surplus, and authorize staff to send them public auction.

For the purchase of the new vehicles, it is proposed that the District use the California State Bid (Contract Nos. 1-16-23-20B, 1-16-23-20E, 1-16-23-20H) as it has done since 1998. By using the State Bid, the District fulfills its public bidding responsibility and benefits from the State pricing, while avoiding the time and expense involved in the competitive bidding process. The vehicles to be purchased under the California State Bid are as follows:

<u>Qty.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Terms</u>	<u>Vendor</u>
4	2017 Dodge Ram 1500, Reg. Cab	\$ 24,390.83	\$500-20 days	Elk Grove Auto Group
1	2017 Dodge Ram 2500, Service Truck	\$ 34,712.11	\$500-20 days	Swift Superstore
1	2017 Ford F650, Dump Truck	\$ 92,307.53	\$500-20 days	Wondries Fleet Group
TOTAL: \$224,582.96				

The District has one pickup truck scheduled for purchase in 2017 for the new Operations Technician position. The 2017 budgeted amount for the District's Fleet purchase/replacement is \$265,000.

**RECOMMENDATION:**

Authorize staff to proceed with the replacement of four pickup trucks and a dump truck, and the purchase of one new pickup truck as authorized in the 2017 budget. Authorize the General Manager to sign the purchasing checks for the fleet vehicles in order to obtain the purchase discount of \$500 on each vehicle.

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : 2016 CITRUS HEIGHTS WATER DISTRICT CONCRETE RESTORATION  
Project  
STATUS : Action Item  
REPORT DATE : January 4, 2017  
PREPARED BY : David M. Gordon, Operations Manager

### **OBJECTIVE:**

Consider acceptance of the 2016 Citrus Heights Water District Concrete Restoration Project (the Project) and authorize execution and recording of a Notice of Completion for the Project.

### **BACKGROUND AND ANALYSIS:**

On April 11, 2016, a contract was executed between the Citrus Heights Water District (the District) and GM Construction & Developers, Inc. for on-call concrete restoration within the Citrus Heights Water District service area. The on-call concrete restoration is the final surface trench restoration completed after the District performs work involving improvements and repairs to the District's infrastructure. The on-call concrete restoration project provides dependable sidewalk, curb and gutter, facility protection, and trench maintenance above critical water infrastructure within the District's service area and ensures safe travel for vehicular and pedestrian traffic.

The original contract amount was bid at \$9.00 per square-foot for concrete flatwork restoration and \$29.00 per linear-foot of concrete curb and gutter restoration. A total number of four (4) Notices to Proceeds were issued to the contractor for the Project. The total amount invoiced by the contractor to date, is \$42,099.25 for material, labor and equipment. The final inspection of GM Construction & Developers, Inc.'s concrete restoration work was performed on December 22, 2016. A letter of final approval for the Project was sent to the contractor on December 28, 2016.

### **RECOMMENDATION:**

Adopt Resolution 1-2017, 2016 Citrus Heights Water District Concrete Restoration Project 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. 1-2017

RESOLUTION OF THE BOARD OF DIRECTORS  
ACCEPTING  
THE 2016 CITRUS HEIGHTS WATER DISTRICT  
CONCRETE RESTORATION PROJECT

WHEREAS, on April 11, 2016 a contract was fully executed between the Citrus Heights Water District (the District) and GM Construction & Developers, Inc. for on-call concrete restoration services; and

WHEREAS, GM Construction & Developers, Inc. has completed the work for the 2016 Citrus Heights Water District Concrete Restoration Project in accordance with the contract and specifications documents prepared by the District, pursuant to a final inspection on December 22, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Citrus Heights Water District that the 2016 Citrus Heights Water District Concrete Restoration Project is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the 2016 Citrus Heights Water District Concrete Restoration 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 10th day of January, 2017 by the following vote, to wit:

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

SEAL

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

ATTEST:

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HILARY M. STRAUS, Secretary  
Citrus Heights Water District

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : ON-CALL CONCRETE RESTORATION BIDS  
 STATUS : Action Item  
 REPORT DATE : January 5, 2017  
 PREPARED BY : David M. Gordon, Operations Manager

**OBJECTIVE:**

Consider acceptance of a proposal for on-call concrete restoration services throughout the Citrus Heights Water District (the District) service area. Authorize the General Manager to execute an Agreement with Central Valley Engineering & Asphalt, Inc. for the amount of \$13.35 per square-foot (SF) for concrete flatwork restoration and \$55.00 per linear-foot (LF) of concrete curb and gutter restoration.

**BACKGROUND AND ANALYSIS:**

The District Operations work crews are involved in daily maintenance of the District’s underground water infrastructure. This includes, but is not limited to, sidewalk, curb and gutter, and driveway excavation for repair to and/or replacement work of the District’s underground infrastructure. After the District repairs and/or replaces the underground infrastructure within a concrete area, a contractor hired by the District will follow up with concrete restoration as necessary. The District currently does not have the equipment or the qualified staff to restore concrete on an as-needed basis; therefore, contracting out concrete restoration work is essential.

The quantities of the concrete repairs vary between 500 to 2,500 (SF) during any two (2) month period. The District is located within four (4) municipal jurisdictions, which include the City of Citrus Heights, Sacramento County, Placer County, and the City of Roseville. The scope of work requires the contractor to comply with the requirements set forth by each jurisdictional inspector, as well as a District inspector.

The District issued a Request for Proposal for on-call concrete restoration service on December 15, 2016. In response, three (3) sealed bids were received on January 4, 2017, at which time the proposals were opened and read publicly. The apparent low bidder is Central Valley Engineering & Asphalt, Inc. of Roseville, CA. Bids received are as follows:

Bidder	Flatwork Restoration		Curb and Gutter Restoration		Total
	\$/SF	\$/14,000SF	\$/LF	\$/1,400 LF	
1. Central Valley Engineering & Asphalt, Inc.	\$ 13.35	\$ 186,900	\$ 55.00	\$ 77,000	\$ 263,900.00
2. GM Construction & Developers, Inc.	\$ 16.00	\$ 224,000	\$ 45.00	\$ 63,000	\$ 287,000.00
3. Rawles Engineering, Inc.	\$ 16.00	\$ 224,000	\$ 50.00	\$ 70,000	\$ 294,000.00

The CHWD’s previous contract amount for concrete restoration for the same bid quantities was \$9.00 per SF for concrete flatwork restoration and \$29.00 per LF of concrete curb and gutter restoration

**RECOMMENDATION:**

Accept the proposal by Central Valley Engineering & Asphalt, Inc. for on-call concrete restoration services throughout the District service area. Authorize the General Manager to execute an Agreement with Central Valley Engineering & Asphalt, Inc. for the amount of \$13.35 per SF for concrete flatwork restoration and \$55.00 per LF of concrete curb and gutter restoration.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : COST-OF-LIVING ADJUSTMENT RETIREE INSURANCE BENEFITS  
 STATUS : Action Item  
 REPORT DATE : January 3, 2017  
 PREPARED BY : Susan K. Sohal, Accounting Supervisor

**OBJECTIVE:**

Consider additional amendments to District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996.

**BACKGROUND AND ANALYSIS:**

This item is administrative in nature, and has been placed back on the January 10<sup>th</sup> Board agenda for consideration/adoption as there was an error to the approach of the calculation of the Cost of Living Adjustment approved by the Board on December 13, 2016. Specifically, the cost of living calculations were rounded to the nearest whole dollar versus the Policy-specified approach of rounding up to the nearest whole dollar.

The resulting calculation error from the December Board action and the Policy-specified calculations are highlighted as follows:

<u>Length of Employment</u>	<u>Maximum Monthly District Participation (December)</u>	<u>Maximum Monthly District Participation (Policy)</u>
20.00 years	\$328.00	\$329.00
25.00 years	\$369.00	\$370.00
30.00 years	\$411.00	\$412.00

Per District Policy 4831.50, “amendments shall be rounded up to the nearest whole dollar amount.” Staff is requesting Board consideration to amend the retiree health insurance benefit participation up by one dollar as listed above to remain in compliance within Policy.

**RECOMMENDATION:**

Amend District Policy 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 (Attachment 1) to include a 2.3 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees, reflecting adjustments in the Consumer Price Index-Urban West (CPI-U), and complying with District policy, rounding up to the nearest whole dollar amount.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

**ATTACHMENTS:**

- 1) Policy No. 4831 – Retiree Insurance Benefits



**ATTACHMENT 1**  
**POLICY 4831 INSURANCE FOR RETIREES**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : INSURANCE BENEFITS FOR RETIREES RETIRING AFTER  
MARCH 19, 1996  
POLICY NUMBER : 4831  
DATE ADOPTED : MARCH 19, 1996  
DATE AMENDED : ~~DECEMBER 08, 2015~~ JANUARY 10, 2017  
DATE EFFECTIVE : JANUARY 01, 2016 JANUARY 01, 2017  
AMENDMENTS : (1) JANUARY 16, 2001; (2) JANUARY 8, 2002; (3) JANUARY 7, 2003;  
(4) JANUARY 1, 2004; (5) FEBRUARY 10, 2004; (6) DECEMBER 13, 2005;  
(7) DECEMBER 12, 2006; (8) DECEMBER 11, 2007; (9) JANUARY 13, 2009;  
(10) DECEMBER 8, 2009 (11) DECEMBER 14, 2010; (12) DECEMBER 13, 2011;  
(13) DECEMBER 11, 2012; (14) DECEMBER 10, 2013; (15) DECEMBER 9, 2014;  
(16) DECEMBER 08, 2015

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4831.00                    INSURANCE BENEFITS FOR RETIREES

Citrus Heights Water District will participate in the cost of health, dental and vision insurance coverage for retired employees and their qualified spouse, registered domestic partner, and dependents based upon length of employment with the District.

4831.10                    LENGTH OF EMPLOYMENT AND ELIGIBILITY

For the purpose of calculating the length of employment to determine the District's participation in the cost of insurance benefits for retirees, total employment calculated/credited by PERS as years of service as an employee of Citrus Heights Water District shall be the basis and shall not include credit for years of service attributed to accrued sick leave or credit for purchased years of service time. Such employment shall be cumulative and need not be continuous. No credit will be provided for employment with the District in a Temporary capacity.

Employees must have been employed by the District for a minimum of twenty (20.00) years to qualify for benefits under this Policy. Employees retiring from the District with less than twenty (20.00) years of service do not qualify for benefits under this Policy.

4831.20                    APPLICATION OF POLICY

This policy shall apply to employees retiring from the District following the date of its adoption, March 19, 1996.

Insurance benefits afforded to employees that retired prior to the adoption of this policy shall continue to be governed by the policies, terms, or conditions existing at the time of said prior retirements (see Policy 4830).

4831.30

QUALIFICATION OF SPOUSE/REGISTERED DOMESTIC PARTNER/DEPENDENTS

The spouse, registered domestic partner and/or dependents of the employee as of the date of retirement from the District are eligible to participate in the benefits of this Policy. A spouse, registered domestic partner and/or dependents added after retirement are not eligible for participation. Qualified dependent children are eligible to participate up to the age limits as defined by state and/or federal health care regulations.

4831.40

SELECTION OF BENEFITS

A retiree can choose either to obtain health, dental and vision insurance on their own for themselves and their qualified dependents or, at the time of retirement, the retiree and each dependent covered under the District’s insurance plans, while the retiree was on active status, will be offered the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) option to continue health insurance coverage under the “qualifying event” provision as set forth in the law.

Retirees or their surviving dependents, as defined in Section 4831.30 of this policy, shall be eligible to receive reimbursement from the District in an amount not to exceed the maximum District financial participation shown in Section 4831.50 of this Policy. Reimbursement shall be made only upon presentation of written proof of coverage and proof of payment in a form acceptable to the District. Written proof of coverage must be provided to the Human Resources Department at the beginning of each calendar year before any reimbursement will be issued for the remainder of that year.

4831.50

DISTRICT PARTICIPATION

The District's financial participation under this Policy is dependent upon the length of employment with the District as follows:

<u>Length of Employment</u>	<u>Maximum Monthly District Participation</u>
20.00 years	<del>\$321.00</del> \$329.00
25.00 years	<del>\$361.00</del> \$370.00
30.00 years	<del>\$402.00</del> \$412.00

No credit, cash back refund, or other consideration will be provided for any unused portion of the maximum District participation.

The Maximum Monthly District Participation shall be amended as of and effective January 1 of each year by the percent change in the Consumer Price Index for All Urban West Consumers (CPI-U) during the latest twelve month reporting period (typically October to October) unless otherwise determined by the Board of Directors. Said amendments shall be rounded up to the nearest whole dollar amount.

Unless otherwise directed by the Board of Directors, the monthly amount of reimbursement received by eligible retirees will be increased by any increase pursuant to the paragraph above, but will not be

reduced by a decrease in the Maximum Monthly District Participation amount.

The District shall report contributions and make withholdings from contributions in accordance with applicable requirements of the Internal Revenue Service, the California State Franchise Tax Board and any and all other legal requirements. Retirees bear sole responsibility for the tax consequences of District contributions.

4831.85                    DEATH OF RETIREE

In the event of a retiree's death, a surviving qualified spouse, registered domestic partner, and/or dependents may choose to continue to participate in the benefits of this Policy. A spouse that remarries or a registered domestic partner that enters into another domestic partnership or marries is no longer eligible for participation.

4831.86                    DEATH OF QUALIFIED EMPLOYEE

In the event of the death, prior to retirement, of a District employee who otherwise has met the length of employment requirements necessary to qualify for insurance benefits for retirees, the surviving spouse, registered domestic partner and/or dependents may choose to participate in the benefits under the terms of this Policy.

4831.90                    AMENDMENTS

The District reserves the right to amend or discontinue this Policy at its sole discretion at any time.

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : HEALTH PLAN COVERAGE FOR DISTRICT EMPLOYEES FOR 2017  
 STATUS : Consent Calendar  
 REPORT DATE : December 19, 2017  
 PREPARED BY : Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk

### **OBJECTIVE:**

Consider health care insurance coverage for District employees for the health plan year beginning February 1, 2017, and consider amendment to policy 4210.

### **BACKGROUND AND ANALYSIS:**

The Citrus Heights Water District's (the District) health care insurance coverage for employees will expire after January 31, 2017. The District currently offers Kaiser Permanente (Kaiser) and Western Health Advantage (WHA) as its health care insurance providers for employees. Employees with spouses and employees with families pay an amount each pay period toward their health insurance premium; this amount was most recently increased in 2013. The District continues to combine higher co-payment insurance plans, specified levels of co-payment reimbursement, and employee contributions towards premiums to control health care benefit costs while maintaining a high level of health-care benefit for employees.

While the District continues to see changes to its health care insurance plans as a result of the Patient Protection and Affordable Care Act (PPACA), the plans proposed for 2017 are very similar to those that were offered to the District's employees in 2016. The plans being offered by Kaiser and WHA provide comparable coverage in benefits and co-payment levels, and continue the trend of having much higher annual out-of-pocket maximums than plans that were offered prior to the PPACA. Premium rates are determined by the individual age of the employee, and the individual ages of all covered family members including spouse or domestic partner, up to three children under the age of 21 (if there are more than three children under 21, they are covered at no additional cost), and all adult children ages 21 to 25. The rates change with each birthday after the age of 18.

The overall change in monthly premium costs for the two plans compared with 2016 rates are as follows:

Kaiser: 5% increase                      WHA: 8% increase

The District continues to offer in-lieu-of health insurance payments for employees who have duplicating health care coverage through a spouse's employer, and decline to be covered under a District offered health insurance plan. This practice reduces the District's overall health insurance premium costs while offering an incentive to employees who have the option to be covered under a spouse's plan. The District has a total of six employees taking advantage of this alternate health insurance payment. The District realizes a savings of more than \$51,844 annually from providing this in-lieu-of payment rather than paying for duplicating family insurance, and it is recommended that this program be continued.

It is further recommended that no additional contribution be required from employees to share in the cost of premiums for 2017. With the current employee contributions, the recommended plans (Kaiser Gold 80 HMO 0/30 and WHA Gateway 30) will maintain the existing high level of health care benefit and keep costs within the 2017 adopted budget limits.

Employee contribution amounts for health insurance premiums are set by District policy as follows:

Employee Only	No contribution
Employee + Spouse	\$25.00 per pay period (\$650 annually)
Employee + Family	\$50.00 per pay period (\$1,300 annually)

It is most equitable to not require those employees with “Employee Only” coverage to contribute toward the cost of health insurance premiums. This is because the cost of “Employee Only” premiums is significantly lower than those for “Employee + Spouse” or “Employee + Family”. The employee contributions to health care are a pre-tax contribution; therefore, the actual reduction of take-home pay is lower than the amounts shown above, depending upon the individual employee’s income tax bracket.

Staff recommends increasing the dollar “cap” for monthly health care premiums from the current level of \$1,786.00 per month to \$1,800.00 per month. There is currently one employee that has a monthly health insurance premium that exceeds the “cap”.

The District reimburses employees for specified amounts of their co-payments through the use of a Supplemental Medical Reimbursement Account (SMRA). In 2007, the District implemented an SMRA, in conjunction with switching to health plans with higher co-payments for medical services and prescriptions. The District offset the employees’ higher co-pay costs by reimbursing them for their co-payments through the use of a SMRA. This program has been successful in reducing the District’s health care costs while minimally impacting the out-of-pocket costs for the employees. It is recommended that the reimbursement limits set by District policy with (a 75 percent reimbursement limit for office visit co-payments for spouses and dependents) be kept in place. Brand name and non-formulary prescription drugs are reimbursed at 75 percent of the co-payment amount as an incentive for employees to request lower-cost generic drugs when available. As proposed, the District will continue to fully cover co-payments for other, more costly medical services such as emergency room visits, hospitalization and medical equipment. The SMRA co-payment utilization for 2016 was budgeted for \$26,000; the actual amount for 2016 was \$24,973, a total of \$1,027 under the budgeted amount. Co-payments within the two offered plans will remain substantially the same for 2017, so it is estimated that co-payment utilization will remain in the same range as well.

It is noteworthy that the total number of employees covered under District-sponsored health insurance plans is only 24 of the total 30 filled District positions at the beginning of 2017. Six employees are currently electing the option to not enroll in a District-provided health insurance plan by obtaining their health insurance coverage through a spouse’s employer as discussed above. These employees receive a credit in lieu of District-paid health insurance. Under District policy, employees making this election must provide written documentation to the District verifying their health insurance coverage at least every six months. One position is currently vacant.

The total estimated cost for the 2017 Plan Year is \$397,441, well within the total \$417,375 budgeted for insurance premiums and co-payment reimbursements when employee participation is included. The 2017 budgeted amount for co-payment reimbursements is \$30,000.

**RECOMMENDATION:**

1. Approve the Kaiser Permanente - Gold 0/30 Plan and the Western Health Advantage – Gateway 30 Plan Plan as the District’s employee health care plans for 2017.
2. Approve amendments to Human Resources Policy 4210, Health Insurance (attached) to reflect the increase in the monthly cap.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : HEALTH INSURANCE  
POLICY NUMBER : 4210  
DATE ADOPTED : JANUARY 7, 1986  
DATE AMENDED : ~~JANUARY 13, 2015~~ JANUARY 10, 2017  
AMENDMENTS : (1) JUNE 3, 1992; (2) JULY 24, 1995; (3) JANUARY 16, 2001; (4) JANUARY 8, 2002;  
(5) JANUARY 7, 2003; (6) JANUARY 13, 2004; (7) JANUARY 11, 2005; (8) MAY 10, 2005  
(9) JANUARY 10, 2006; (10) JANUARY 9, 2007; (11) JUNE 10, 2008; (12) JANUARY 11,  
2011; (13) JANUARY 10, 2012; (14) JANUARY 8, 2013; (15) JANUARY 14, 2014;  
(16) DECEMBER 9, 2014; (17) JANUARY 13, 2015

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4210.00                      HEALTH INSURANCE

Regular employees working forty (40) or more hours per week, and their dependents, as defined in Section 4210.10 of this Policy, are covered by a group health insurance plan through the District. Group health insurance benefits for Part-Time employees are subject to the terms and conditions specified in the Employment Memorandum of Understanding between the District and the Part-Time employee (see Human Resources Policy 4001).

Coverage begins on the first day of the month following the employee's hire date and is paid by the District to a monthly maximum of ~~\$1,786.00~~ 1,800.00 per employee. Monthly health insurance premium amounts for a covered employee that exceed this monthly maximum shall be paid by the employee in the form of a payroll deduction from each pay period. Covered employees shall also pay a contribution toward their health insurance coverage in accordance with the following:

Employee only:                \$ 0.00 per pay period  
Employee + one:              \$25.00 per pay period  
Employee + family:         \$50.00 per pay period

Co-payments shall be the full responsibility of the employee at time of service. Upon submission of a claim to a third party administrator, eligible co-payments will be reimbursed from a District-funded account per the following schedule:

Covered employees:        100 percent of co-payments for all covered medical services, prescriptions and equipment except for the following:  
  
75 percent of co-payments for brand name and non-formulary prescription co-payments.



Covered dependents: 100 percent of co-payments for all covered medical services, prescriptions and equipment except for the following:

75 percent of co-payments for medical office visits including but not limited to preventive examinations, maternity/prenatal care, well-child preventive care, behavioral/mental health services and vision examinations.

75 percent of co-payments for brand name and non-formulary prescription co-payments.

It is mandatory that each employee notify the Human Resources Specialist whenever any additions or deletions occur in his/her dependent status.

Employees may elect not to enroll in a District-provided health insurance plan if they have duplicating health insurance coverage through a spouse's or a registered domestic partner's employer. Employees making such an election shall provide written documentation to the District verifying their health insurance coverage at least every six (6) months. If an employee elects not to enroll in the District-provided health insurance plan, the employee shall receive a payment of \$400.00 per month in lieu of health insurance enrollment. The payment shall be processed through the District's payroll, and is subject to all applicable federal, state and local withholdings.

#### 4210.01 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires employers with at least twenty (20) employees to continue health care coverage for employees and/or eligible dependents, as defined in Section 4210.10 of this Policy, that lose coverage due to certain qualifying events. If an employee's group health benefits end due to specified qualifying events in compliance with federal law, the employee or dependent may elect to continue coverage under the District's health insurance plan for a limited period and at the employee's or dependent's expense as provided by federal and/or state law.

Covered employees or eligible dependents will be responsible for notifying the health insurance plan administrator of divorces, legal separations, or loss of dependent status. Individuals will have a limited period to elect to continue the health care coverage as provided by federal or state law.

Employees and dependents that qualify and wish to continue their health care coverage will receive notification of their COBRA rights from the District's third-party administrator and will receive the necessary information and forms to initiate the conversion process.

#### 4210.10 Dependents

For the purpose of determining eligibility for group health insurance benefits, dependents shall be as established and defined by the group health insurance carrier or by state or federal law. Evidence of the legal or eligibility status of dependents (e.g., marriage license, birth certificate, proof of college enrollment, etc.) may be required by carriers as a condition of providing dependent coverage



**CITRUS  
HEIGHTS  
WATER  
DISTRICT**

## MEMORANDUM

**To:** Board of Directors  
**From:** Paul Dietrich, Project Manager  
**Date:** December 13, 2016  
**Subject:** Capital Improvement Model Presentation

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Staff will provide the Board with an overview of a new model/planning tool developed to assist with the identification of priority capital improvement projects and their sequencing/prioritization. Staff will also discuss how the annual and ten-year Capital Improvement Program (CIP) will be folded into the annual rate model update and budget process going forward.



**CITRUS  
HEIGHTS  
WATER  
DISTRICT**

## MEMORANDUM

**To:** Board of Directors  
**From:** Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk  
**Date:** January 4, 2017  
**Subject:** Strategic Plan Update

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On June 26, 2016, Board Members and District Management Staff met to develop three year Goals and one year Objectives that the District would focus on during 2016 over and above daily operations. A copy of the Strategic Plan with updates is attached for your review. Staff will provide an update on the status of the Strategic Plan.

Also, staff would like to identify up to three dates in June of 2017 to check with the facilitator to schedule the next Strategic Planning Workshop. Regarding the Strategic Plan Update format for 2017, the proposal will be to provide an Issues Briefing at the June Board Meeting and to hold a facilitated workshop as was done in 2016. The bus tour and tour of the water treatment plant is proposed to be eliminated unless requested by the Board.

# Strategic Plan

Monday, December 19, 2016 3:59 PM

<b>A THREE-YEAR GOAL: METER REPLACEMENT PROGRAM</b>					
<b>Objectives to be Completed in the 2017 Year</b>					
#			<b>WHAT</b>	<b>WHO</b>	<b>COMMENTS</b>
	<i>Start</i>	<i>End</i>			
1	17-Jul		Identify technology platform	Rex M. (Lead), Missy P., Susan S., David G., Hilary S.	• Identification of Technology Platform will occur as part of the consulting firm's scope of work.
2	17-Jul		Identify replacement timeline	Rex M. (Lead), Missy P., Susan S., David G., Hilary S.	• Identification of replacement timeline will occur as part of the consulting firm's scope of work.
3	17-Aug		Prepare cost estimates	Rex M. (Lead), Missy P., Susan S., David G., Hilary S.	• Identification of cost estimates will occur as part of the consulting firm's scope of work.
4	17-Nov		Establish Meter Replacement Fund Reserve and timeline	Rex M. (Lead), Missy P., Susan S., David G., Hilary S.	• Identification of the meter replacement funding requirements will occur as part of the consulting firm's scope of work. • Will be developed as part of CHWD's rate model update and annual budget update.
		Notes:	<ul style="list-style-type: none"> <li>• Currently developing Request for Proposals (RFP).</li> <li>• Award of contract for consulting firm is anticipated by June 2017</li> </ul>		

# Strategic Plan

Wednesday, December 28, 2016 5:23 PM

<b>A THREE-YEAR GOAL: PROJECT 2030 – WATER MAIN IMPROVEMENTS</b>					
<b><i>Objectives to be Completed in the 2017 Year</i></b>					
#	TARGET		WHAT	WHO	COMMENTS
	Start	End			
1	17-Jan		Prepare Request for Proposal (RFP) for a Data Entry/Engineering/Funding Planning Study	Missy P. (Lead), Susan S., ACE, Paul D., David G., Brian H., & Hilary S.	• Authorization to release RFP planned for 2/14/17 Board Meeting.
2	17-Sep		Complete Asset Inventory into ESRI	Missy P. (Lead), Borey S., Paul D., ACE, Brian H., John S., Nick S.	• Schedule to complete this project will be addressed through the consultant's scope of work and schedule.
3	2018		Gain Board direction based on options from the Engineering/Funding Planning Study	Missy P. (Lead), Susan S., Paul D., David G., ACE, Brian H., & Hilary S.	• Schedule to address this phase of Project 2030 will be addressed through the consultant's scope of work and schedule.

# Strategic Plan

Wednesday, December 28, 2016 5:31 PM

<b>A THREE-YEAR GOAL: WELL DEVELOPMENT</b>					
<b>Objectives to be Completed in the 2017 Year</b>					
#	TARGET		WHAT	WHO	COMMENTS
	Start	End			
1	17-July		Acquire the site for Well #7 and successfully test the hole	David G. (Lead), Brian H., Missy P., Susan S., Hilary S. and Real Estate Rep.	<ul style="list-style-type: none"> <li>Actively searching for a suitable property.</li> </ul>
2	17-March		Complete the Peak Demand Assessment (PDA) using current data	Brian H. (Lead), David G., Missy P., Susan S., and Hilary S.	<ul style="list-style-type: none"> <li>Approval to enter into agreement with West Yost to update Hydraulic Model (completed 12/13/16).</li> <li>Working with SJWD Wholesale to develop a water supply data portal.</li> </ul>
3	17-Feb 17-Mar		Complete upgrades to Palm Well Needs Assessment for Sunrise Well	Brian H. (Lead), David G., Missy P., Susan S., and Hilary S.	<ul style="list-style-type: none"> <li>Going out to bid for replacement of pump.</li> <li>Exploring agreement with Luhdorff &amp; Scalmanini to perform needs assessment.</li> </ul>
4	18-Mar		Complete design and grant funding for #7	David G. (Lead), Brian H., Missy P., Susan S., and Hilary S.	<ul style="list-style-type: none"> <li>Grant funding application through RWA ongoing.</li> </ul>
5	18-Jan		Continue other well site acquisition	David G. (Lead), Brian H., Missy P., Susan S., Hilary S. and Real Estate Rep.	<ul style="list-style-type: none"> <li>Actively searching for a suitable property.</li> </ul>

# Strategic Plan

Thursday, December 29, 2016 12:22 PM

<b>A THREE-YEAR GOAL: CAPITAL IMPROVEMENTS PROGRAM</b>					
<b>Objectives to be Completed in the 2017 Year</b>					
#	TARGET		WHAT	WHO	COMMENTS
	Start	End			
1	17-Jan		Complete Update to the Ten-Year Capital Improvement Program (CIP). Start 11/28/16	Paul D. (Lead), Missy P., ACE, Susan S., Alberto P. and Hilary S.	<ul style="list-style-type: none"> <li>Jan 2017: Proved detailed presentation to the Board of Directors.</li> </ul>
2	17-Jun		Determine one-year CIP options	Paul D. (Lead), Missy P., ACE, Susan S., Alberto P. and Hilary S.	<ul style="list-style-type: none"> <li>May 2017: Study Session will be held with Board to propose 2018 CIP &amp; updates to 2019-2029 CIP.</li> </ul>
3	17-Aug		Complete the Operations Building design	Paul D (Lead), Missy P., Hilary S, TRC	<ul style="list-style-type: none"> <li>Nov 2016: Sent RFP for design.</li> <li>Jan 2017: Needs Assessment/Design contract to be presented to the Board for Consideration/Approval.</li> </ul>
4	17-Oct		Complete the Corporation Yard build	Paul D. (Lead), Missy P., and Hilary S.	<ul style="list-style-type: none"> <li>Sept 2016: Distributed RFP for design.</li> <li>Oct 2016: Contract for design was approved by the Board.</li> </ul>
5	17-Dec		Complete the Pressure Reduction/Power Generation plan	David G. (Lead), Brian H., Missy P., Paul D., Susan S., Alberto P. and Hilary S.	<ul style="list-style-type: none"> <li>Hydraulic Model Update contract approved by the Board in Dec 2016.</li> <li>Additional consideration for this project is on hold pending further discussion with SMUD.</li> </ul>

# Strategic Plan

Thursday, December 29, 2016

12:35 PM

<b>A THREE-YEAR GOAL: ORGANIZATION-WIDE OBJECTIVES</b>					
<b>Objectives to be Completed in the 2017 Year</b>					
#	TARGET	WHAT	WHO	COMMENTS	
	Start      End				
1	Q1 2017	Develop the Finance/Utility/HR/Timekeeping system software replacements Request for Proposal (RFP)	Susan S. (Lead), Alberto P., Lisa S., Beth S. & IT, Kelly D.	<ul style="list-style-type: none"> <li>Finance/Utility Billing software replacement on hold pending further direction from State concerning water budgets.</li> <li>Optimizing current Finance/Utility Billing software to streamline existing process for both staff and customer use.</li> <li>Researching HR/Timekeeping solution through other Payroll providers.</li> </ul>	
2	Q1 2017	Complete Performance Evaluation System policy and administrative updates	Hilary S. (Lead), Lisa S., Beth S., Susan S., David G. and Missy P.	<ul style="list-style-type: none"> <li>Policy updates were adopted by the Board 12/13/16.</li> </ul>	
3	Q2 2017	Prepare Requested For Proposals (RFP) for new General Counsel Services and get recommendations from other agencies	Hilary S., Susan S., David G., Judy and Board	<ul style="list-style-type: none"> <li>RFP was distributed to over 20 firms locally and throughout California on 12/22/16. Proposals are due by 1/30/17. Anticipated award of contract(s) 3/28/17.</li> </ul>	
4	Q3 2017	Update Intertie Agreements: <ul style="list-style-type: none"> <li>Conduct needs assessment</li> <li>Meet with other Agencies</li> </ul>	General Counsel, Hilary S., David G., Susan S., Brian H. and Kelly D.	<ul style="list-style-type: none"> <li>Needs assessment and review of existing agreements will begin when new legal counsel is on board.</li> </ul>	
5	Q4 2017	Update HR Policies: <ul style="list-style-type: none"> <li>Needs assessment</li> <li>Resource assessment</li> <li>Employee Communication</li> </ul>	Lisa S. (Lead), Beth S., Susan S. and Hilary S.	<ul style="list-style-type: none"> <li>HR Policies will be reviewed and updated when the new Employment Practices Law Firm on board.</li> </ul>	



6	Q4 2017		Pursue Community Leadership Development for future Board members	Hilary S. (Lead), Board, Lisa S. and Susan S.	<ul style="list-style-type: none"> <li>• Opportunity to work with &amp; educate CHWD Customers will occur with: 1) Project 2030 Citizen Advisory Committee; 2) Chamber of Commerce Leadership Program; 3) the Annual Budget Process; 4) Board Candidate Orientation Session during 2018 Election; 5) Updates to CHWD Website and Facebook/Social Media.</li> </ul>
7	17-Jan		Complete document management/indexing: <ul style="list-style-type: none"> <li>• Update retention schedule</li> <li>• Enterprise-wide document imaging strategy</li> </ul>	Lisa S. (Lead), Beth S., Susan S. and Hilary S.	<ul style="list-style-type: none"> <li>• Executed Professional Services Agreement with Diane Gladwell 1/9/17.</li> </ul>
8	Q4 2017		Address career laddering: <ul style="list-style-type: none"> <li>• Create Employee Relations Committee (ERC)</li> <li>• Create job descriptions</li> </ul>	Lisa S. (Lead), Hilary S., Beth S., Susan S., David G., Paul D., and Missy P.	<ul style="list-style-type: none"> <li>• Career Laddering Structure (job titles &amp; salary ranges) completed with Bryce Consulting and Board Adopted 9/13/16. Updating job descriptions for current and new positions with Bryce Consulting.</li> </ul>



**CITRUS  
HEIGHTS  
WATER  
DISTRICT**

## MEMORANDUM

**To:** Board of Directors  
**From:** Rex Meurer, Water Efficiency Supervisor  
**Date:** January 4, 2017  
**Subject:** **State Water Board—Conservation Regulation Update (D)**

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Staff attended a regional coordination meeting at the Regional Water Authority (RWA) on December 9<sup>th</sup>, 2016. At the meeting, a regional response to the proposed State regulations pertaining to Executive Order B-37-16 was discussed. There was a consensus among the group to send out both an Agency-specific response letter and a regional response letter from RWA. Staff prepared an Agency-specific response letter that was sent to the Water Boards on December 19<sup>th</sup> 2016. In addition, the Association of California Water Agencies (ACWA) sent a separate statewide response letter. Staff forwarded copies of the 3 letters to the CHWD Board and management staff on December 17<sup>th</sup>, 2016.

Staff will continue to monitor developments and report on any activity regarding the proposed State water efficiency regulations, “Making Conservation A California Way of Life” (Executive Order B-37-16). The District anticipates an announcement from the State Water Resources Control Board (SWRCB) on January 10<sup>th</sup>, 2017. Staff will provide an update to the Board at its February 14<sup>th</sup>, 2017 meeting.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : INFORMATION TECHNOLOGY SYSTEMS SUPPORT  
 STATUS : Action Item  
 REPORT DATE : December 28, 2016  
 PREPARED BY : Susan K. Sohal, Accounting Supervisor

### **OBJECTIVE:**

Consider an agreement with Joseph Systems, Inc, (dba J4 Systems) for consulting services to support the District's information technology (IT) systems.

### **BACKGROUND AND ANALYSIS:**

Citrus Heights Water District (the District) employs a variety of information technology systems to support its operations and service to customers and staff. Employees have access to these systems both through individual workstations in the District's office and via wireless laptop computers in the field. The District also uses a variety of other software for office productivity, internet security, document management, and other computer-based tools. Supporting and upgrading all of these technology tools and troubleshooting and fixing problems when they occur is essential to the successful operation of the District. Further, District staff does not possess the knowledge or expertise to support these systems independently. Therefore the District contracts for the operations and maintenance of the IT program. J4 Systems has been under contract with the District to install, maintain and support the District's information systems continuously since 2012.

As part of the District's review of its IT program from a cost, quality of service and operational efficiency perspective; the District issued Request for Proposal (RFP) on IT services to eight firms and received a response from two firms. It has been the District's practice to evaluate contracts/services within the market every five years. Based on the proposals received staff is recommending that the District remain with J4 Systems.

The accompanying Professional Services Agreement between the District and J4 Systems will update an existing business relationship that has already been in place for more than five years. The Agreement sets forth the specific technology support services provided by J4 Systems, as well as time and materials-based consulting rates, insurance requirements, and other general terms and conditions. The scope of services includes ongoing support to existing systems, and two significant budgeted technology projects (1) the replacement of the District's network servers; 2) Planning and redesign of the District's existing network system.)

Key differences between the existing agreement and the proposed agreement are: 1) the District's professional services agreement template is used, not J4 Systems' agreement template as is currently the case; 2) a sixty (60) days termination provision is provided versus the restrictive one-time-per-year termination provision that has been in the existing agreement. This updated termination provision provides more flexibility to the District as CHWD will continue to evaluate its IT program and service delivery options in the future; 3) the new agreement provides for a smaller monthly retainer-based billing approach,

relying on a more time and materials-based billing approach. The existing agreement has relied more on a monthly retainer-based approach. This change in billing approach will allow the District to better understand the cost for providing IT services via contract as it continues to evaluate IT service delivery options in the future.

J4 Systems is best qualified to provide support services for the District's information technology business systems because of J4 Systems' involvement in designing the District's IT network, and the firm's years of experience in supporting CHWD's software and networking systems.

Funds to pay for support services for CHWD's IT services are included in the operating budget, and funds for replacing the network servers are included in the capital improvement projects budget. A copy of the proposed professional services agreement with J4 Systems accompanies this staff report.

**RECOMMENDATION:**

Authorize the General Manager to enter into an agreement with Joseph Systems, Inc, (dba J4 Systems) for services relating to information technology business systems support and special projects.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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## CITRUS HEIGHTS WATER DISTRICT

### Professional Services Agreement

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this 1<sup>st</sup> day of February, 2017 by and between CITRUS HEIGHTS WATER DISTRICT, an Irrigation District operating under the State of California Water Code (the “District”) and JOSEPH SYSTEMS, INC. (dba J4 Systems) (the “Consultant”).

#### RECITALS

A. WHEREAS, District proposes to utilize the services of Consultant as an independent contractor to render professional services, as more fully described herein; and

B. WHEREAS, Consultant represents to District that Consultant possesses the skill, experience, ability, background, training, competency and knowledge, and further represents that Consultant holds all necessary licenses and certifications, to practice and perform the services herein contemplated; and

C. WHEREAS, District and Consultant desire to contract for the specific services described in Exhibit “A & B” (“Scope of Services”) and desire to set forth their rights, duties and liabilities in connection with the services to be performed.

NOW THEREFORE, in consideration of the mutual covenants set forth herein for such other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

#### **1.0. SERVICES PROVIDED BY CONSULTANT**

1.1. Scope of Services. Consultant shall perform the professional services described in the “Scope of Services” attached hereto and made a part hereof and identified as Exhibit “A & B”. All of the services identified in the Scope of Services shall hereinafter be collectively referred to as “Services”. Consultant shall correct any and all errors and/or omissions in the performance of the Services and any documents resulting therefrom even though District has accepted said Services or documents. Such corrections shall be made by Consultant upon District’s request and at no cost or expense to District.

1.2. Consultant an Independent Contractor. Consultant shall perform the services under the Agreement as an independent contractor. Consultant and all of its employees shall not be considered officers, employees, agents, partners, or a joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District’s employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, State and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant’s employees. Consultant shall be wholly responsible for the methods of performance, and shall furnish, at its own expense, all labor, materials, equipment,

supplies or other items necessary to complete the Services required by this Agreement. District shall have no right to supervise Consultant's performance, but shall have the right to observe it. Consultant shall work closely with District in performing the services, as reasonably requested by Consultant, without changing Consultant's independent contractor status.

1.3. Professional Practices. All Services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise District of any changes in any laws that may affect Consultant's performance of this Agreement.

1.4. Familiarity with Services. By execution of this Agreement, Consultant warrants that:

(1) It has thoroughly investigated and considered the Services to be performed, based on all available information; and

(2) It carefully considered how the Services should be performed; and

(3) It fully understands the difficulties and restrictions attending the performance of the Services under this Agreement; and

(4) It has the professional and technical competency to perform the Services and the production capacity to complete the Services in a timely manner with respect to the scope of services.

1.5. Performance to Satisfaction of District. Consultant agrees to perform all the Services to the complete satisfaction of District. Evaluations of the Services will be done by General Manager or his designee. If the quality of Services is not satisfactory, District in its discretion has the right to:

(a) Meet with Consultant to review the quality of the Services and resolve the matters of concern;

(b) Require Consultant to repeat the Services at no additional fee until it is satisfactory; and/or

(c) Terminate the Agreement as hereinafter set forth.

1.6. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by District's representative, regarding any services rendered under this Agreement at no additional cost to District. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to District, provide all necessary design

drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of District and to participate in any meeting required with regard to the correction.

1.7. Time of Performance. The Services of Consultant are to commence upon execution of this Agreement and shall continue until all authorized work is approved by District.

## **2.0. COMPLIANCES**

2.1. Compliance with Law. Consultant shall perform the Services required by this Agreement in compliance with all applicable Federal, State and local laws, ordinances, rules and regulations applicable to the Services required under this Agreement. Consultant shall give all required notices and shall obtain any approvals required by government agencies. Consultant shall be liable for all violations of law in connections with Services furnished by Consultant. Consultant shall indemnify and hold harmless District from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against District for, or on account of any liability under this Section 2, as set forth herein Section 7: "Indemnification."

2.2. Non-discrimination. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of their age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of District's programs or guidelines currently in effect or hereinafter enacted regarding equal opportunity employment.

2.3. Workers' Compensation Insurance. Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Consultant will comply with such provisions before commencing the performance of the Services. Consultant certifies that in the performance of the Services, Consultant shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agrees that if Consultant should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, Consultant shall forthwith comply with those provisions. Consultant shall comply with the code requirements and all other applicable laws and regulations regarding Workers' Compensation, payroll taxes, FICA and tax withholding and similar employment issues. Consultant further agrees to hold District harmless from loss or liability, which may arise from the failure of Consultant to comply with any such laws or regulations.

2.4. Safety. Consultant shall execute and maintain Services so as to avoid injury or damage to any person or property. In carrying out the Services, Consultant shall at all times,

exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, State and local statutory and regulatory requirements including State of California, Division of Industrial Safety (Cal/OSHA) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act (OTETA) as applicable. Safety precautions as applicable shall include instructions in accident prevention for all employees including equipment and wearing apparel as are necessary or lawfully required to prevent accidents and/or injuries.

### **3.0. COMPENSATION**

3.1. Billing. Consultant shall submit a monthly invoice to District within 20 days of the end of the previous month in which Services are performed or expenses are incurred under this Agreement in accordance with Consultant's fee schedule, attached hereto as Exhibit B and incorporated herein. Consultant's invoices shall include a brief description of the Services performed and the date the Services were performed, the number of hours spent and by whom, and a description of any reimbursable expenses. Reimbursable expenses shall be limited to actual expenditures of Consultant for expenses that are authorized by the District and necessary for the proper completion of the Services and shall only be payable if specifically authorized in advance by District. In no case will the total amount paid to Consultant exceed the Maximum Amount as described in Section 3.2.

3.2. Maximum Amount. The maximum amount payable for Exhibit A – Managed Network Service - Scope of Services, under the terms of this Agreement, including expenses, will not exceed \$1,625.00 per month. Exhibit B – Time and Materials - Scope of Services, has no maximum amount payable as it is a time-and-materials based billing approach.

3.3. Additional Services. Consultant shall not receive compensation for any Services provided outside the Scope of Services unless District approves such additional services in writing prior to Consultant performing the additional services.

3.4. Payment. District shall pay Consultant no later than 45 days after approval of the monthly invoice by District staff.

### **4.0. RECORDS, DOCUMENTS AND DATA, AUDIT AND LICENSE RIGHTS.**

4.1. Records, Documents, Data and Retention. Consultant shall maintain adequate records, provide daily status reports to District and upon request deliver to District all findings, plans, specifications, studies, reports, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, records, data, pictures, reports, appraisals, inventories, studies, analyses, drawings, estimates, computer disks, files or data magnetically or otherwise recorded on computer or internet cloud services which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data") prepared or obtained in the performance of the Agreement, which shall be and remain the property of District. Consultant shall retain Consultant's books, documents, papers, materials, payrolls, records, accounts, computer disks, tapes and any and all data relevant to the Agreement for a



minimum of three (3) years following under this Agreement and shall permit District and its authorized representatives to examine, re-examine, make excerpts, transcribe and copy such items at any reasonable time within three (3) years after final payment under the Agreement.

4.2. Audit. Consultant shall also permit District and its authorized representatives to audit and verify statements, invoices or bills submitted by Consultant pursuant to the Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents. Consultant shall provide such assistance as may be reasonably required in the course of such examination and audit.

4.3. Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for District to use, modify, reuse or sublicense any and all copyrights, designs, and other intellectual property embodied in Documents & Data, which are prepared or caused to be prepared by Consultant under this Agreement. Consultant shall require all subcontractors to agree in writing that District is granted non-exclusive and perpetual license for any Documents & Data the subcontractor prepared under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. District shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purpose intended by this Agreement shall be at District's sole risk.

## **5.0. LIABILITY INSURANCE**

Consultant will file with District, before beginning professional services, certificates of insurance satisfactory to District. 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 District. The retroactive date (if any) is to be no later than the effective date of this Agreement.

5.1. Certificates of Insurance. Consultant will file with District, before beginning Services, certificates of insurance satisfactory to District evidencing:

- A. Coverage. Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:
  - 1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
  - 2. Coverage for Professional Liability appropriate to Consultant's profession covering Consultant's wrongful acts (negligent acts, errors or omissions).
  - 3. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)
- B. Limits. Consultant shall maintain limits no less than the following:

1. General liability - coverage of not less than one million dollars (\$1,000,000) per occurrence or the full per occurrence limits of the policy, whichever is greater for bodily injury, personal injury and property damage; two million dollars (\$2,000,000) general and products-completed operations aggregate.
2. Professional Liability - coverage of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate or the limits of the policies available, whichever is greater.
3. Auto liability - One million dollars (\$1,000,000) for bodily injury and property damage each accident limit.
4. Workers' compensation (statutory limits) and employer's liability - one million dollars (\$1,000,000).

5.2. Required Provisions. The coverages specified in Section 5.1.A. are to contain or be endorsed to contain the following provisions:

- A. The general liability coverage shall give District, its directors, officers, employees, and authorized volunteers insured status (via ISO endorsement at least as broad as CG 2010 1185 or both CG 20 10 and CG 20 37 forms (if later revisions used).
- B. The general liability coverage is to state or be endorsed (with as broad as ISO endorsement CG 20 01) to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by District, its directors, officers, employees, or authorized volunteers shall not contribute to it".
- C. 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 District.
- D. The coverage shall contain no special limitations on the scope of protection afforded to District, its directors, officers, employees, or authorized volunteers.

5.3. Other Requirements.

- A. For any claims arising out of the Services to be performed hereunder pursuant to Exhibit A, Consultant's insurance shall be primary insurance as respects District, its directors, officers, employees, agents and volunteers.
- B. Any failure to comply with reporting or other provisions of the policies shall

not affect coverage provided to District, its directors, officers, employees and volunteers.

- C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by regular mail has been given to District.
- D. Except for Professional Liability, Consultant's insurance shall be a per-occurrence policy such that Consultant will be insured for all claims filed during or after the termination of the Agreement until all relevant statutes of limitations have expired.
- E. For Professional Liability claims made policy, the retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously after the completion of the contract work. Consultant shall purchase an extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. Consultant shall provide five (5) year tail on Professional Liability Coverage.
- F. In the event that Consultant employs other Consultants (sub-Consultants) as part of the Services covered by this Agreement, it shall be Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.
- G. If any of the required coverages expire during the term of this Agreement, Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to District at least ten (10) days prior to the expiration date.

5.4. Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by District. At the option of District, the insurer shall either reduce or eliminate such deductibles or self-insured retentions. Any insurance, pooled coverage or self-insurance maintained by District, its directors, officers, employees and volunteers shall not contribute to it.

5.5. Workers' Compensation and Employer's Liability Insurance. Consultant and all subcontractors shall cover or insure all their employees under the applicable laws relating to workers' compensation insurance, regardless of whether such coverage or insurance is mandatory or merely elective under the law. The Workers' Compensation Policy shall be endorsed with a waiver of subrogation in the favor of the Member Water District for all work performed by the Consultant, its employees, agents and sub-Consultants. Before beginning Services, Consultant shall furnish to District satisfactory proof that he/she has taken out workers' compensation insurance

for the period covered by the Services, all in accordance with the Workers' Compensation and Insurance Act, Division IV of the Labor Code of the State of California and any Acts amendatory thereof.

Consultant shall provide employer's liability insurance in the amount of, at least one million dollars (\$1,000,000) per accident for bodily injury and disease. Consultant shall provide District with a certificate of Employer's liability insurance coverage.

5.6. Evidences, Cancellation of Insurance and Continuation of Coverage. Prior to execution of the Agreement, Consultant shall file with District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. For general liability coverage, such evidence shall include original copies of the additional insured endorsement or policy wording signed by the insurer's representative and certificate of insurance. All evidence of insurance shall be certified by a properly authorized officer, agent or qualified representative of the insurer and shall certify the names of the insured, any additional primary insurers, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, the expiration date, and that the insurer will give by regular mail, written notice to District at least thirty (30) days prior to the effective date of any cancellation of the policy. If any of the required coverages expire during the term of this Agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Member Water District at least ten (10) days prior to the expiration date. The Contractor shall, upon demand of Member Water District deliver evidence of coverage showing continuation of coverage after completion of the project.

## **6.0. TERMINATION:**

This Agreement may be terminated, with or without cause, at any time by either party upon Sixty (60) days' written notice. In the event of any such termination, District shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of District's written notice of termination unless the termination is for cause, in which event District may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due District from Consultant is determined. Notwithstanding the foregoing, Consultant shall not be relieved of liability to District for damages sustained by District by virtue of any breach of this Agreement by Consultant. Upon such termination, District shall be entitled to all work, including but not limited to Documents & Data under Section 4.1 hereof. The obligations of Section 7 of this Agreement relating to Consultant's obligations to defend and indemnify District shall survive any termination of this Agreement.

## **7.0. INDEMNIFICATION.**

7.1. Claims. Consultant shall indemnify and hold harmless and defend District to the fullest extent permitted by law, its directors, officers, employees or authorized volunteers, and each of them from and against:

- A. Any and all claims, demands, causes of action, damages, costs, expenses, losses or liabilities, in law or in equity, of every kind and nature whatsoever for, but not limited to, injury to or death of any person including Consultant, or any directors,

officers, employees or volunteers of District or Consultant, and damages to or destruction of property of any person, including but not limited to, District and/or Consultant and their directors, officers, employees and volunteers, arising out of or in any manner directly or indirectly connected with the Services to be performed under this Agreement, due to Consultant's negligent acts, errors or omissions committed or alleged to have been committed; and

- B. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or in equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Consultant.

7.2. Cooperation. In the event any claim or action is brought against District relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation, which District might require.

7.3. Defense of Claims. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against District or District's directors, officers, employees or volunteers. In complying with Sections A and B, supra, Consultant may retain and compensate legal counsel selected by or prior approved by the insurance company.

Consultant shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of Consultant's performance or non-performance of the Services hereunder, and shall not tender such claims to District nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.

7.4. Satisfaction of Judgment and Reimbursement to District. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officers, employees and volunteers, in any such suit, action or other legal proceeding.

Consultant shall reimburse District and its directors, officers, employees and volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

7.5. Insurance. Consultant agrees to carry insurance for this purpose as set out in the specifications for the entire duration of this Agreement. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District, or its directors, officers, employees and volunteers.

## **8.0. GENERAL PROVISIONS**

8.1. Entire Agreement. This Agreement, together with Exhibit "A" and Exhibit "B" supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein. This Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a

written amendment signed by all parties. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding.

8.2. Non-Exclusive Agreement. District may enter into agreements with others for the Services set forth in this Agreement, or similar to the Services that are subject to this Agreement. Consultant retains the right to perform services for entities other than District.

8.3. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of District. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by District. Consultant shall treat any information it may come to have relating to the Agreement with confidence, revealing information to third parties only with prior written approval of District. District shall grant such authorization if disclosure is required by law. All District data shall be returned to District upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

8.4. Assignment. The Agreement shall not be assignable or transferable in whole or in part by Consultant, whether voluntarily or by operation of law provided, however, that Consultant with the prior written consent of District may subcontract that portion of the services for which Consultant does not have the facilities to perform. Any other purported assignment, transfer or subcontracting shall be void. Nothing in the Agreement shall be construed to give any right or benefit to anyone other than District and Consultant.

8.5. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

8.6. Captions and Headings. Captions and headings in the Agreement are solely for convenience in locating certain provisions and shall not be construed as limiting, expanding or otherwise affecting the provisions of this Agreement.

8.8. Notices. Any notice or other communication to either party hereto shall be personally delivered to the party or sent by first class, registered, or certified mail, with postage fully prepaid, or by any recognized overnight delivery service and addressed to District or Consultant at their respective addresses as set forth elsewhere in this Agreement, or to such other address as either party may from time to time designate by notice to the other given in accordance with this paragraph. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by District.

8.8. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

8.9. Ownership of Documents. All Documents & Data furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement shall be and remain the sole property of District, without restriction or limitation upon its use or dissemination by District; no such Documents & Data shall be the subject of a copyright application by Consultant. Consultant agrees that any such Documents & Data shall not be made available to any individual or organization without the prior consent of District. Consultant shall deliver to District all Documents & Data or any other Project related items as requested by District or its authorized representative, at no additional cost to District.

8.10. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

8.11. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

8.12. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

8.13. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

8.14. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

8.15. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy

in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

8.16. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

8.18. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one Agreement.

8.18. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

8.19. Taxpayer Identification Number. Consultant shall provide District with a complete Request for Taxpayer Identification Number and Certification, Form W 9, as issued by the Internal Revenue Service.

8.20. Change in Name, Ownership or Control. Consultant shall notify District representative, in writing, of any change in name, ownership or control of Consultant. Change of ownership or control of Consultant may require an amendment to the Agreement.

8.21. Covenants and Conditions. Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

8.22. Use of District's Name. Consultant shall not publish or use any advertising, sales promotion, or publicity in matters relating to services, equipment, products, reports, and material furnished by Consultant in which District's name is used, or its identity implied without District representative's prior written approval.

8.23. Force Majeure. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

8.24. Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further Consultant warrants that it has not paid nor has it agreed to



pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or result from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

8.25. Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

8.26. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as follows:

IF TO CONSULTANT

Name: Jeanette Joseph  
Title: CEO  
Address: 2521 Warren Dr. #A  
Rocklin, CA 95677

IF TO DISTRICT

Name: Susan Sohal  
Title: Accounting Supervisor  
Address: 6230 Sylvan Rd.  
Citrus Heights, CA 95610

Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile or e-mail with confirmation back to sender; and c) 72 hours after deposit in the U.S. mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

Consultant shall notify District of changes in its address. The failure to do so, if such failure prevents District from locating Consultant, shall be deemed a waiver by Consultant of the right subsequently to enforce those provisions of this Agreement that require consultation or approval of Consultant. Notwithstanding this provision, District shall make every reasonable effort to locate Consultant when matters arise relating to Consultant's rights.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

Dated: \_\_\_\_\_

CITRUS HEIGHTS WATER DISTRICT

By: \_\_\_\_\_

Hilary M. Straus, General Manager  
Citrus Heights Water District  
6230 Sylvan Rd.  
Citrus Heights, CA 95610

Dated: \_\_\_\_\_

JOSEPH SYSTEMS, INC. (dba J4 Systems)

By: \_\_\_\_\_

Jeanette Joseph, CEO  
Joseph Systems, Inc. (dba J4 Systems)  
2521 Warren Dr. #A  
Rocklin, CA 95677

Federal ID No. 68-0378247

Business License Number 007019 (City of  
Rocklin, CA)



**Exhibit A – Attachment 1**

**Fees**

J4 Systems will bill a monthly fee of \$1,625 for “Included Services”.

**Included Services**

Network and system 24x7 monitoring services, 24x7 on-call engineer availability, backup log reviews, Microsoft patch management, and services described in “TotalCare Gold Managed Services Agreement—Appendix A”.

**Excluded Services**

No services outside “Included Services” are included in this agreement.

**Covered Equipment for Monitoring, Backup Reviews/Patching (where applicable)**

<b>Managed Devices:</b>	<b>34 Total Devices</b> <ul style="list-style-type: none"> <li>• <b>ASA Firewall, Network switches, Axcient Backup server</b></li> <li>• <b>30 Workstations (Desktops and Laptops)</b></li> </ul>
<b>Managed Servers:</b>	<b>10 Total Servers</b> <ul style="list-style-type: none"> <li>• <b>1 Physical Stateful</b> <ul style="list-style-type: none"> <li>○ <b>ESX3</b></li> </ul> </li> <li>• <b>1 Physical Stateless</b> <ul style="list-style-type: none"> <li>○ <b>ESX4</b></li> </ul> </li> <li>• <b>3 Virtual Stateful</b> <ul style="list-style-type: none"> <li>○ <b>CHWD-DC1</b></li> <li>○ <b>CHWD-SQL1</b></li> <li>○ <b>CHWD-SON</b></li> </ul> </li> <li>• <b>5 Virtual Stateless</b> <ul style="list-style-type: none"> <li>○ <b>CHWD-BU1</b></li> <li>○ <b>CHWD-MGMT1</b></li> <li>○ <b>CHWD-IVR</b></li> <li>○ <b>CHWD-TS1</b></li> <li>○ <b>CHWD-GIS</b></li> </ul> </li> </ul>



## TotalCare Gold Managed Services Agreement—Appendix A

Description	Frequency	Included
<b>1. General</b>		
Document software and hardware changes	As Needed	YES
Test backups with restores	Quarterly	YES
Monthly reports of work accomplished, work in progress, etc.	Monthly	YES
<b>2. Systems</b>		
Monitor that all server required services are running	Daily/hourly	YES
Keep Patches and Hotfixes current as per company policy	Monthly	YES
Monitor event log of every server and identify any potential issues	As things appear	YES
Monitor hard drive free space on server, clients	Daily/hourly	YES
Reboot servers if needed (for application patches only)	As needed	YES
Check status of backup and restores	Daily	YES
Alert designated client IT. contact to dangerous conditions <ul style="list-style-type: none"> <li>• Memory running low</li> <li>• Hard drive showing sign of failure</li> <li>• Hard drive running out of disk space</li> <li>• Controllers losing interrupts</li> <li>• Network Cards report unusual collision activity</li> </ul>	As needed	YES
<b>3. Networks</b>		
Monitor router logs	As needed	YES
Monitor DSU/TSU, switches, hubs and internet connectivity, and make sure everything is operational (available for SNMP manageable devices only)	As needed	YES

#### 4. “Coverage” Response Times

The following table shows the targets of response for each priority level:

Trouble	Priority	Response Time (in hours) *
Service not available (all users and functions unavailable).	1	Within 1 hour
Significant degradation of service (large number of users or business critical functions affected)	2	Within 4 hours
Limited degradation of service (limited number of users or functions affected, business process can continue).	3	Within 24 hours
Small service degradation (business process can continue, one user affected).	4	Within 48 hours

#### 5. “After-Hours On-Call Emergency Phone Coverage” Response Times

Trouble	Priority	Response Time (in hours) *
Emergency Phone Coverage support initial call back	On-call	Within 2 hours
Emergency Phone Coverage support service response	On-call	Within 4 hours



## Coverage

A La Carte Remote Helpdesk will be provided to the Client by Service Provider through remote means between the hours of 7:00 am – 5:00 pm Monday through Friday, excluding public holidays at the standard fees references in Appendix B. Network Monitoring Services will be provided 24/7/365. All services qualifying under these conditions, as well as Services that fall outside this scope will fall under the provisions of Appendix A. Hardware costs of any kind are not covered under the terms of this Agreement.

### Support and Escalation:

Service Provider will respond to Client's Trouble with best effort after hours or on holidays. Trouble Tickets must be opened by email to our Help Desk, through the Client Portal Website, or by phone if email is unavailable. Each call will be assigned a Trouble Ticket number for tracking.

### Disclaimers, Limitations on Liability and Client Responsibilities:

In no event shall Service Provider be held liable for indirect, special, incidental or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs. Service Provider will not be liable for the cost of performance of conversions, upgrades, and maintenance or repair services. Client is responsible to ensure that weekly backups are archived off site.

In no event shall Service Provider be liable for any loss of or damages to your revenues, profits or goodwill or other special, incidental, indirect or consequential damages of any kind, resulting from our performance or failure to perform any obligation under this Agreement or resulting from the furnishing, performance, use or loss of use of your licensed products or any of your data, information, or other property, including, without limitation, any interruption of your business, whether resulting from breach of contract or breach of warranty.

## Exhibit B – Attachment 1



### Fees

J4 Systems will perform the following services on a Time and Materials basis. All Time and Materials services will be performed at the “Service Rates” listed below.

### Included Services

No services are included in this agreement. All services will be performed on a Time and Materials basis. The scope of services include, but are not limited to:

- Disaster Recovery
- Server infrastructure maintenance and support
- VMWare maintenance and support
- Network infrastructure maintenance and support
- Antivirus and spam removal
- Help Desk Support
- Onsite Support
- Remote Support
- PC repair
- Hardware and software maintenance/agreement management
- Vendor Management
- Strategic IT planning services
- Printer, scanner, and copier support
- Phone system support

## Service Rates

Labor	Rates
Remote PC Support/NOC 7am-5pm M-F	\$85/hour
Remote Application/Server Support 7am-5pm M-F	\$145/hour
Remote Network Support 7am-5pm M-F	\$180/hour
Remote Specialist Support 7am-5pm M-F	\$185/hour
24x7x365 Network Monitoring	INCLUDED
<b>Scheduled After Hours Support</b>	
Remote PC Support/NOC 5:01pm-7:59am M-F (scheduled)	\$135/hour
Remote Application Support 5:01pm-7:59am M-F (scheduled)	\$195/hour
Remote Server Support 5:01pm-7:59am M-F (scheduled)	\$195/hour
Remote Network Support 5:01pm-7:59am M-F (scheduled)	\$230/hour
Remote Specialist Support 5:01pm-7:59am M-F (scheduled)	\$235/hour
<b>Holiday Scheduled and Emergency Support</b>	
Remote Labor All Other Times (scheduled)	\$290/hour

## 6. “Coverage” Response Times

The following table shows the targets of response for each priority level:

Trouble	Priority	Response Time (in hours) *
Service not available (all users and functions unavailable).	1	Within 1 hour
Significant degradation of service (large number of users or business critical functions affected)	2	Within 4 hours
Limited degradation of service (limited number of users or functions affected, business process can continue).	3	Within 24 hours
Small service degradation (business process can continue, one user affected).	4	Within 48 hours



## 7. “After-Hours On-Call Emergency Phone Coverage” Response Times

Trouble	Priority	Response Time (in hours) *
Emergency Phone Coverage support initial call back	On-call	Within 2 hours
Emergency Phone Coverage support service response	On-call	Within 4 hours

### Coverage

A La Carte Remote Helpdesk will be provided to the Client by Service Provider through remote means between the hours of 7:00 am – 5:00 pm Monday through Friday, excluding public holidays at the standard fees references in Appendix B. Network Monitoring Services will be provided 24/7/365. All services qualifying under these conditions, as well as Services that fall outside this scope will fall under the provisions of Appendix A. Hardware costs of any kind are not covered under the terms of this Agreement.

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Service Provider will respond to Client’s Trouble with best effort after hours or on holidays. Trouble Tickets must be opened by email to our Help Desk, through the Client Portal Website, or by phone if email is unavailable. Each call will be assigned a Trouble Ticket number for tracking.

#### Disclaimers, Limitations on Liability and Client Responsibilities:

In no event shall Service Provider be held liable for indirect, special, incidental or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs. Service Provider will not be liable for the cost of performance of conversions, upgrades, and maintenance or repair services. Client is responsible to ensure that weekly backups are archived off site.

In no event shall Service Provider be liable for any loss of or damages to your revenues, profits or goodwill or other special, incidental, indirect or consequential damages of any kind, resulting from our performance or failure to perform any obligation under this Agreement or resulting from the furnishing, performance, use or loss of use of your licensed products or any of your data, information, or other property, including, without limitation, any interruption of your business, whether resulting from breach of contract or breach of warranty.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : Operations Building Space Needs Assessment  
 STATUS : Action Item  
 REPORT DATE : January 10, 2017  
 PREPARED BY : Paul A. Dietrich, Project Manager

**OBJECTIVE:**

Consider authorization of a Professional Services Agreement (PSA) with CH&D Architects, Inc. to provide services for a Space Needs Assessment for the Operations Building.

**BACKGROUND AND ANALYSIS:**

On November 17, 2016, Citrus Heights Water District (the District) issued a Request for Proposals (RFP) to eight (8) architectural firms to provide plans, specifications and estimates for the Operations Building Remodel Planning and Design (Project No. C17-103). The project objectives are to work in collaboration with District Staff and the Board of Directors to plan and design the Operations Building Remodel, which includes extending the life of the existing 26-year-old building, increasing operational efficiencies, improving environmental and energy standards, and reduction of future maintenance costs.

The first phase of the design is a Space Needs Assessment to properly determine current and future office space and meeting room requirements. The Scope of Work for the Space Needs Assessment is outlined in Attachment 2, pages 5 and 6, items 1 through 3. The Board of Directors will be provided a presentation of the Space Needs Assessment at the 50% phase, detailing findings of the assessment. A second presentation will occur at the 90% phase, providing a staff recommendation for one of three schematic designs.

The District’s Technical Review Committee is comprised of key staff members (Project Manager - Lead, Operations Manager, Accounting Supervisor, Principal Civil Engineer, Water Distribution Supervisor, Water Resources Supervisor, Water Efficiency Supervisor and Senior Management Services Specialist). The Committee reviewed proposals, interviewed two (2) responsive firms, inquired with references, and are recommending the following firm to provide services for a Space Needs Assessment for the Operations Building Remodel Planning and Design (Project No. C17-103):

Consulting Architect Recommendation

Cost for Space Needs Assessment

CH&D Architects, Inc.

\$21,200.00

The total 2017 adopted budget amount for the Operations Building Remodel Planning and Design is \$175,000.00.

**RECOMMENDATION:**

Authorize the General Manager to execute a Professional Services Agreement with CH&D Architects, Inc. in an amount not to exceed \$21,200.00 for services for a Space Needs Assessment for the Operations Building Remodel Planning and Design (Project No. C17-103).

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

**Attachment 1**  
**Needs Assessment – Cost of Services**

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# Cost of Services – Needs Assessment

December 29, 2016

## *Citrus Heights Water District: Operations Building Remodel and Expansion*

The Consultant Fee for the **CH&D** Team is based on the Scope of Work requested by the Citrus Heights Water District, and assumptions as noted in this proposal.

This Cost Proposal is **confidential**, and is for the **Citrus Heights Water District** to review for this project *only*. We appreciate your professional treatment of this matter.



## *Citrus Heights Water District: Operations Building Remodel and Expansion*

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Needs Assessment	\$ 21,000	100.0%
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DESIGN FEE	\$ 21,000	100%
Reimbursable Allowance	\$ 200	

### Fee Schedule Exclusions

The following items are noted as items not included in the Fee Schedule :

1. Building Design.
2. Environmental Analyses, Flood Plain Studies, Hydraulic Analyses.
3. Topographic Survey.
4. Geotechnical Report
5. CEQA compliance.
6. Toxic Waste Report

# Cost of Services – Needs Assessment

December 29, 2016

## Citrus Heights Water District: Operations Building Remodel and Expansion

### Needs Assessment

Consultant	Hours	Rate	Subtotal	Total
<b>Calpo Hom &amp; Dong Architects</b>				
Principal Architect	40.00	175.00	7,000.00	
Project Manager	96.00	135.00	12,960.00	
Architect/Specification Writer	0.00	125.00	0.00	
Technician	0.00	95.00	0.00	
Clerical	16.00	65.00	1,040.00	
				<b>21,000.00</b>
<b>Bevier Structural Engineers (Structural)</b>				
Principal Structural Engineer	0.00	175.00	0.00	
Project Engineer	0.00	135.00	0.00	
Technician	0.00	95.00	0.00	
Clerical	0.00	65.00	0.00	
				<b>0.00</b>
<b>Sigma Engineering (Mechanical)</b>				
Principal Mechanical Engineer	0.00	175.00	0.00	
Project Engineer	0.00	135.00	0.00	
Technician	0.00	95.00	0.00	
Clerical	0.00	65.00	0.00	
				<b>0.00</b>
<b>Capitol City Design (Electrical)</b>				
Principal Electrical Engineer	0.00	175.00	0.00	
Project Engineer	0.00	135.00	0.00	
Technician	0.00	95.00	0.00	
Clerical	0.00	65.00	0.00	
				<b>0.00</b>
<b>Warren Consulting (Civil)</b>				
Principal Civil Engineer	0.00	175.00	0.00	
Project Engineer	0.00	135.00	0.00	
Technician	0.00	95.00	0.00	
Clerical	0.00	65.00	0.00	
				<b>0.00</b>
<b>Yamasaki Landscape Architecture</b>				
Principal Landscape Architect	0.00	175.00	0.00	
Project Landscape Architect	0.00	135.00	0.00	
Technician	0.00	95.00	0.00	
Clerical	0.00	65.00	0.00	
				<b>0.00</b>
<b>Estimating</b>				
Principal Cost Estimator	0.00	175.00	0.00	
				<b>0.00</b>
<b>NEEDS ASSESSMENT TOTAL</b>				<b>21,000.00</b>

# Hourly Rates

December 29, 2016

*Citrus Heights Water District: Operations Building Remodel and Expansion*

## Calpo Hom & Dong Architects, Inc.

### Hourly Rates: 2016

<u>CLASSIFICATION</u>	<u>RATE PER HOUR</u>
Principal Architects	\$175.00/hr.
Associates / Architects	\$150.00/hr.
Project Managers / Architects	\$135.00/hr.
Job Captains	\$125.00/hr.
Interior Designers	\$115.00/hr.
CADD/Draft Support	\$ 95.00/hr.
Clerical	\$ 65.00/hr.

**Attachment 2**  
**Proposal for Planning and Design Services**

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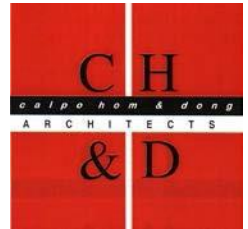


# Firm Qualifications

Firm Name Calpo Hom & Dong Architects  
Business Address 2120 20th Street, Suite One  
Sacramento, California 95818

Telephone Number 916.446.7741  
916.236.4288 Fax  
Principal Contact Person Dennis Dong (916.438.2171 direct)  
E-Mail Address ddong@chdarchitects.com  
Year Established 1984  
Type of Organization California Corporation

Federal Tax ID 68-0022849



**Calpo Hom & Dong Architects (CH&D)** is a Sacramento-based Architectural, Interiors, and Planning Firm. Founded in 1984, **CH&D** is managed by five Principal Partners; Dennis Dong, AIA, CSI, FARA, Alan C. Hom, AIA, Loangle Newsome, AIA, Andy Kwong, AIA, and Karl Chan. CH&D is headquartered at 2120 20th Street, Suite One, in Sacramento's Central Business District.

**CH&D** offers the full range of Architectural Services, including Master Planning, Feasibility Studies, Design, Interior Design, Space Planning, Construction Administration, Historic Preservation, and Consulting Services. Our portfolio includes Public and Private development for Administrative and Support Facilities for Public and Private Agencies, Essential Services Buildings for Fire Departments and Law Enforcement Agencies, Community Buildings, Schools and Colleges, Commercial Office and Retail Buildings, Multi-Use Facilities, Industrial Projects, Renovation and Adaptive Reuse, and Multiple Housing.



As general practitioners of Architecture, **CH&D** has designed a widely diverse range of projects, each allowing a different viewpoint to Design Solutions. These different viewpoints, collectively, allow us to foresee a myriad of opportunities within each individual project. **CH&D** sees this diversity as advantageous to **Citrus Heights Water District Operations Building Remodel and Expansion Planning & Design Project**, with its need to appeal to a variety of Users.



Design Solutions start with the Project Team, specifically selected for each project. Calpo Hom & Dong Architects is pleased with our Team assembled for the **Citrus Heights Water District Operations Building Remodel and Expansion Planning & Design Project**; this is a Team comprised of Architects and Engineers with a solid history of working together, allowing the Team to confidently proceed with the tasks of Solution-Forming. The Owner and the Users are important members of the Project Team, providing the input and feedback vital to the success of the Project.

CH&D will be the Prime Consultant and Leader of the Project Team.

Members include the following.

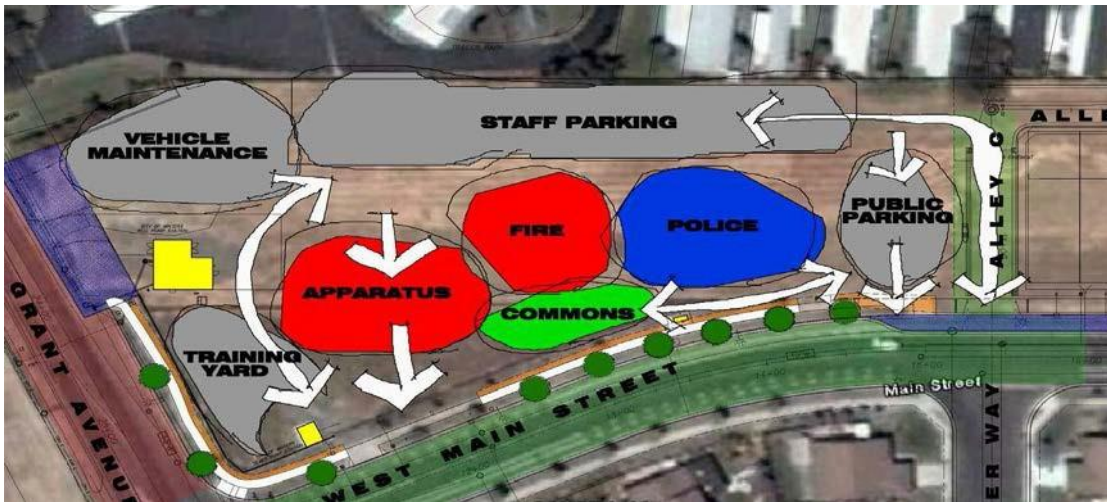
Architecture and Programming :	Calpo Hom & Dong Architects Sacramento Principal-In-Charge and Project Manager : Dennis Dong, AIA, CSI, FARA
Structural Engineering :	Bevier Structural Engineering Rancho Cordova Vice President-In-Charge and Project Manager : Jeff Kovach, S.E.
Mechanical:	Sigma Engineering Sacramento Principal-In-Charge: John Kaiser
Electrical Engineering :	Capitol City Design West Sacramento Principal-In-Charge: Tony Baker, L.C.
Landscape	Yamasaki Landscape Architecture: Auburn Principal-In-Charge and Project Manager : Jeff Ambrosia, ASLA, CLIA, LEED AP
Civil Engineering :	Warren Consulting Engineers El Dorado Hills Principal-In-Charge and Project Manager : Anthony Tassano, P.E., QSD/P

Of note, is the fact that the Project Engineers with Bevier SE, Sigma Engineering, and Capitol City Design, have all worked together with Principal-In-Charge Dennis Dong. This group is currently working with Dennis Dong on the design of new Fire Stations for the Cities of Folsom and Rocklin.

# Scope of Services

December 12, 2016

CH&D Architects believes each client’s needs are unique. Each project deserves and requires a fresh approach and creative solutions. CH&D has the diverse staff talent and expertise to define and create solutions for the **Citrus Heights Water District Operations Building Remodel and Expansion Planning & Design Project**; including services for the entire gamut of Design, including Programming, Design, Interior Design, Construction Documentation, Furniture Selection, Security, and Construction Administration, to selected areas of Design concern directly related to the project’s needs and scope. The depth and knowledge of the firm allows an overall and complete focus on all aspects of the project regardless of it’s limits.



Citrus Heights Water District: Request for Proposal Operations Building Remodel and Expansion & Design

CH&D staff is currently 16, with 8 registered Architects, 3 Designers, 3 CAD Operators, and 2 Support Staff.

CH&D maintains a workload of 75% of capacity, leaving a 25% margin of backup for “instant” staffing on any project due to a move-up of a completion date or additions to project scope.

CH&D maintains an Errors and Omissions Insurance Policy in the Amount of \$2 million. Our Insurance Carrier is **Dealey, Renton & Associates**; a complete policy is available for review upon request.

CH&D is a 100% minority-owned firm, certified by the State of California (Certification No. 843171) and the CalTrans Office of Civil Rights (Certification No. CT-006166). CH&D is a Small Business firm, certified by the State of California Department of General Services (Certification No. 0027716).

# Scope of Services

December 12, 2016

Every Project must have a reachable **GOAL** to attain. The RFP addresses the needs “to develop a project that operationally, and cost effective for the planned operations”; a very necessary and attainable **GOAL**. **CH&D** Architects agree with this **GOAL**, and furthermore to achieve it in a manner that is agreeable and friendly to all parties involved.

CH&D Architects will approach the **Citrus Heights Water District Operational Building Remodel and Expansion Planning & Design** in a series of phases, each phase establishing Project Deliverables. These Phases, as described herein, are intended to keep the County Staff informed as well as involved in the process. This is our standard procedure for all of our Projects, and results in a timely management, coordination, and deliverables.

CH&D excels in four areas pertinent to this project:

a. **Programming**

**CH&D** has the experience in specific programming of Corporation Yards and Operations Facilities for the UC Davis Medical Center, Tuolumne Utilities District, Placer County Water Agency, Central Contra Costa Sanitary District, and the Cities of Roseville and Lincoln.

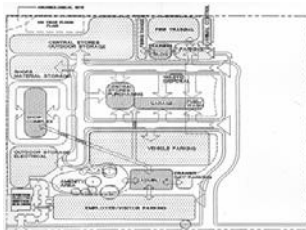
**CH&D** has the experience of reviewing, revisiting, and updating previously-prepared Program Studies. **CH&D** has the experience of developing Program Studies to use as a tool to determine building footprint requirements, budget projections, and site search. **CH&D** completed such a Programming effort for the State of California, Office of State Publishing. The resultant book, based on interviews with each department, operations staff, technology staff, and maintenance staff, allows the State to determine a logical building footprint, used to generate preliminary building costs and, in this case, a site search.

b. **Utilities Agency Experience**

**CH&D** has the experience of designing working with Utility Agencies, including the Placer County Water Agency, Tuolumne Utilities District, Central Contra Costa Sanitary District, UC Davis Medical Center, and the Cities of Lincoln and Roseville.

c. **Project Phasing**

Project Phasing is also not a specific requirement of this project. However, like Programming and Master Planning, sometimes the need arises to address this issue. **CH&D** is well-versed in Phasing Projects, from the private sector to numerous Public Agency Facilities including Essential Services Facilities. These projects are scattered throughout the state, demonstrating **CH&D**'s ability to perform assignments over a wide geographical area.



Master Plan Layout



Final Plan Layout

## ROSEVILLE CORPORATION YARD



**Case History: Roseville Corporation Yard** CH&D was selected as Design Architect for the City of Roseville Corporation Yard. A Programming Study and Master Plan had previously been done by another firm. The Programming and Master Plan was done under the direction of the then Director of Public Works; in the transition to the Design Phase, the DPW retired, and a new position, Director of Central Services, was created to manage all CIP projects.

During the review of the previous Programming and Master Plan efforts, **CH&D** noticed some resentment amongst the supervisors. When queried, the supervisors complained they were not included in the first go-around, and did not expect to have their opinions heard this time as well. At this point, CH&D requested permission to re-conduct interviews with all of the User Groups, and to listen to their input. By the end of the sessions, all of the User Groups had bought in to the process; they may not have agreed with all of the results, but they were aware of the parameters leading to those results. The project proceeded much smoother after that interlude.

## 1. Programming

Programming is the means with which we create a Staffing and Space Needs Analysis. Also referred to as Facility Planning, this process is a sequential process which translates organization, operation, and spatial needs into specific facilities requirements.

The results of the Programming efforts and recommendations can then be used to formulate operational scenarios which project the likely parameters of anticipated workload, and in turn their impact on staffing, equipment, and facilities requirements.

With these parameters, the Programming and Schematic Design efforts will serve to either solidify these commitments, or cause a re-evaluation of the situation.

**CH&D** is committed to evaluating and determining the best scenarios for a given situation. In order to achieve this, we propose the following project approach.

1. Review reports and background information provided by the County. Perform an analysis on information that is still valid, that needs to be reanalyzed, or that may need to be discarded.

Whereas any previous Programming efforts may have been terrific, the key is confirming that these Programming efforts are still valid. Often times, program requirements may change: new positions are created, old positions eliminated, new operations philosophies occur. In order to obtain complete “buy-in” from all concerned parties – Owner, Users, Public – and to avoid potential delays in schedule, and potential increases in costs, it is vital to establish a process to reconfirm the Programming effort. This needs to be accomplished first and foremost, to establish the Design Parameters, and may take the form of a workshop and/or interviews with each participant group.

2. If deemed necessary, schedule Personal Interviews with each User Group, to determine operations needs, space needs, special equipment requirements, and adjacencies. Determine any historic trends and predictions on future trends.
3. Review findings with each User Group individually, then with the entire group as a whole. This allows each group to 1) have a say in regards to their own sphere of influence; and 2) realize the needs of the other User Groups, and how everything must intermesh globally.

The resulting Programming should give the project **direction**. The desired result is a “buy-in” to the ideas and direction of the project, from all User Groups

2. Summary of Proposed Approach Once a consensus is reached on a specific plan direction, then work can become more focused on specific needs.

The Exterior Design, Site Factors, and Environmental Context is taken into consideration at the same time as the Interior Planning for Compatibility, Flexibility and Expandability. Team Meetings, amongst all members including the Owner and Users, establishes a Team Spirit and Enthusiasm towards common, established

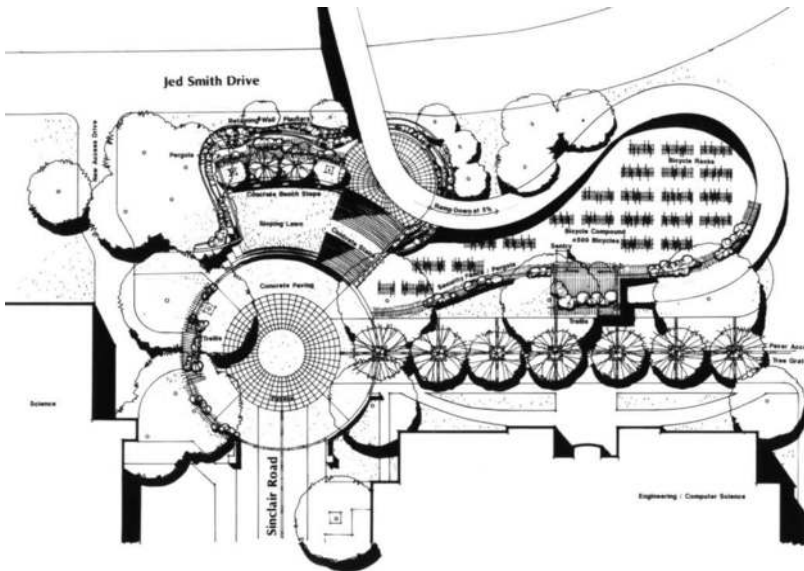


# Scope of Services

December 12, 2016

Goals. These Goals can be reinforced with Workshops with the District to encourage and foster the Public's Acceptance and Buy-In to the project.

Project will be conceptualized with operations and cost in mind. With the inherent need to maintain operations of the facilities during all phases of construction, it is essential to work with the **CHWD** to develop a working plan of development.



### 3. Schematic Design.

Schematic Design is considered the initial and most important steps in the Design Process. It is this phase which establishes the Design Guidelines for the project. The CH&D Team has the acquired expertise to understand, analyze, and prioritize these often complex issues, and to develop realistic, achievable and economically sound solutions.

The Exterior Design, Site Factors, and Environmental Context is taken into consideration at the same time as the Interior Planning for Compatibility, Flexibility and Expandability. Team Meetings, amongst all members including the Owner and Users, establishes a Team Spirit and Enthusiasm towards common, established Goals. These Goals are then reinforced with Public Workshops to encourage and foster the Public's Acceptance and Buy-In to the project.

Progress Checkpoints are constant throughout this phase, *brainstorming* is used as a means to come to an agreement of Direction for the project.

### 4. Design Development.

Design Development establishes the Design Criteria for the project. Goals and Concepts derived from the Schematic Design Phase are expanded on and reviewed for feasibility.

Design Development is the time when the Design can be refined, with all major issues resolved.

Team Meetings are essential to establish the coordination and compatibility of interdisciplinary systems within the Design.

Progress Checkpoints remain regular, but less constant throughout this phase. The Owner's review and approval of various systems is necessary to allow progress of the project to continue.

### 5. Construction Documents.

Construction Documents establishes the complete Detailed Involvement of the project, the Contractual Obligations of the Owner and the Contractor, and the basis for obtaining Approvals and Bidding.

Team Meetings occur less frequently, as Design Decisions have been established during the preceding phases. Team Meetings become a tool of coordination at this point in time.

Progress Checkpoints are used to review the project at 50% complete and 75% complete, in order to assure the established Design is being carried out.

### 6. Bidding.

The **CH&D Team** will provide assistance during the bidding phase, including participation in Pre-Bid Meeting with contractors; responses to bid questions; Preparation of Addenda; and review of Bid results.

#### Schematic Deliverables

- Site Analysis, indicating Site Constraints, Influences, Circulation Patterns, and Adjacent Relationships.
- Building Footprint Plans, indicating Area, Floor Plate Layout, and Circulation Patterns.
- Sketch Elevations and Renderings, indicating forms and materials.
- Study Models, indicating massing of Building.
- Building Sections, indicating Building Volumes.
- Outline Specifications, establishing material standards.
- Preliminary Cost Estimate, based on square footage, indicating any initial cost concerns.

#### Design Development Deliverables

- Site Plan, indicating Site Design, Civil Layout, and Landscape Layout.
- Floor Plans and Ceiling Plans, indicating all Detail, Finishes, and Dimensions.
- Roof Plan, indicating Drainage, Details, and Materials.
- Exterior Elevations, indicating forms and materials.
- Building and Wall Sections, indicating Building Construction.
- Key Details, indicating Design and Aesthetic Criteria.
- Structural, Mechanical, and Electrical Layouts, indicating Integration of Systems into Design.
- *Outline Specifications*, describing Materials.
- *Preliminary Cost Estimate*, based on Unit Costs, indicating any initial cost concerns.

# Scope of Services

December 12, 2016

## 7. Construction Administration.

The **CH&D Team** will provide assistance with shop drawing review. Requirements for shop drawings are detailed in the project specifications. Shop Drawing Log will be maintained.

The **CH&D Team** will provide assistance in interpretation of Construction Drawings, including responses to Request For Information (RFI's); Site visitation and Observation; open dialogue with the General Contractor.

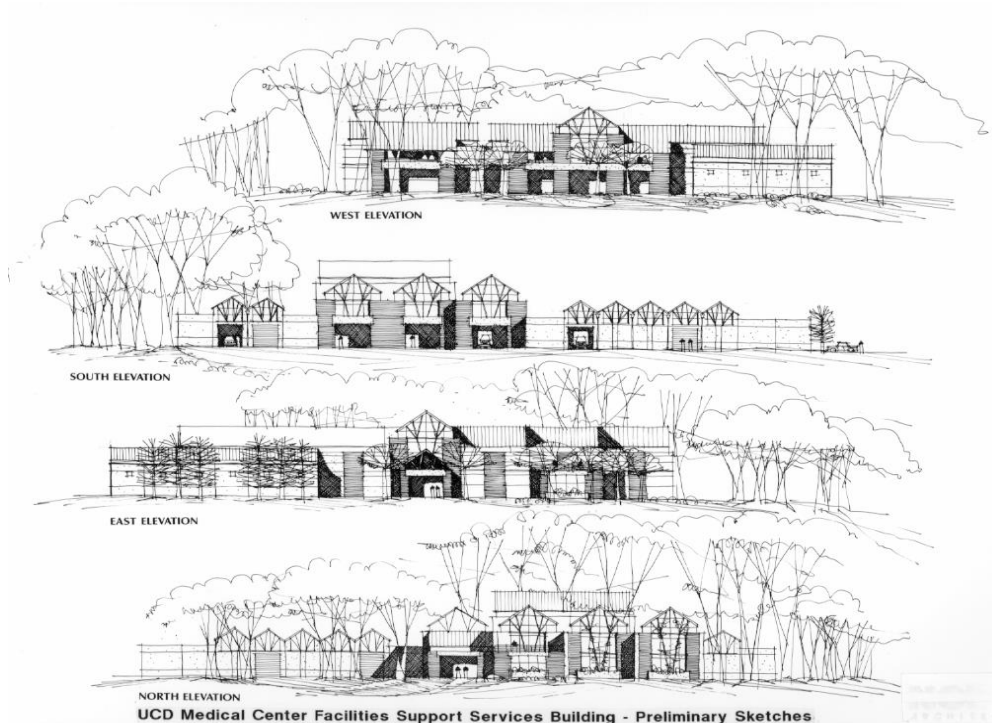
Progress Checkpoints are used to review the project at Weekly Construction Meetings, in order to maintain open lines of communication amongst all Team Members, now inclusive of the Owner and Contractor.



## 8. Post-Construction

**CH&D** will revisit the project six and eleven months after Acceptance of the Building. This allows us to review any potential warranty situations, as well as receive Feedback from the Owner.

Owner will be invited to accompany us on our post-construction visits.



### Construction Document Deliverables

- Complete Architectural Plans.
- Complete Structural Plans and Calculations.
- Complete Mechanical Plans and Calculations.
- Complete Electrical Plans and Calculations.
- Complete Civil Plans.
- Complete Landscape Plans.
- Complete Specifications, CSI Format.
- Detailed Cost Estimates, based on Material Takeoffs at 50% and 90%.

### Bidding Deliverables

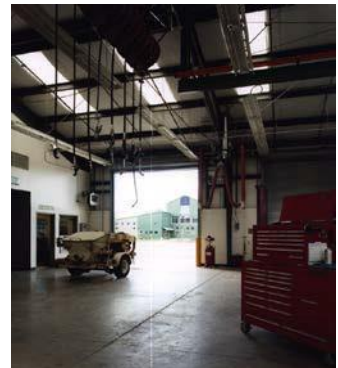
- Meeting Minutes

### Construction Admin Deliverables

- Site Report
- Submittal Copies and Log.
- Construction Correspondence (RFI's, Change Proposals, and Meeting Minutes).
- Punch Lists

### Post-Construction Deliverables

- Site Reports





- Dry Creek Wastewater Treatment Plant | Wastewater Collection Shop Building**
  - City of Roseville.
  - Contact : Ed Winston, City of Roseville Environmental Utilities Associate Engineer  
916-774-5566/ewinston@roseville.ca.us  
Environmental Utilities, 2005 Hilltop Circle, Roseville, California 95747
  - City of Roseville Design-Assist project for a new Shop Building Addition (+/4,640 square feet) to an existing +/-6,400 sf Shop/Warehouse building, located within the Dry Creek Wastewater Treatment Plant, Roseville, California. Addition includes Crew Room, Training Rooms, Offices, Locker Rooms, and Support Areas. Addition is a Pre-Engineered Metal Building to tie into the existing Pre-Engineered Metal Building Shop/Warehouse.

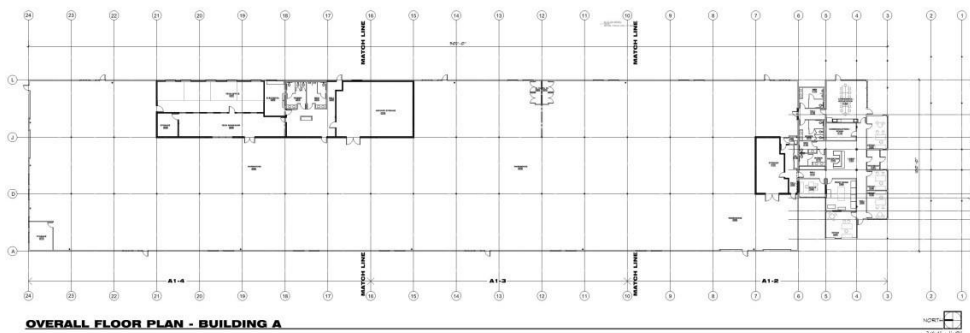
Project: Dry Creek Wastewater Treatment Plant WWC Shop Building  
 Location: 1800 Booth Road, Roseville, California  
 Primary Firm: Calpo Hom & Dong Architects  
 Owner: City of Roseville  
 Design Services Time: Not disclosed  
 Construction Status: Construction completed - September, 2014  
 Construction Time: 9 Months  
 Cost Estimate: \$1,020,589.00  
 Bid Cost: \$1,020,589.00 (\$220/sf)  
 No. of Change Orders: Not disclosed  
 Cost of Change Orders: \$56,127.00  
 Prime Contractor: Carter-Kelly, Inc., Placerville, California  
 Contractor Project Manager: Greg Witherow / 530-621-0950







- **Placer County Water Agency | Foresthill Facilities Center Renovation**
  - Contact: Brent Smith, Director of Technical Services, 530.823.4848  
General Contractor : S.W. Allen Construction, Sacramento  
Stephen Allen, 916-344-2098
  - Planning and design of the incorporation of the Placer County Water Agency (PCWA) Foresthill facilities and the Middle Fork Project Finance Authority, into an existing (+/-49,000 square feet warehouse/offices and +/-7,000 sf Shop), master planned on a +/-5 acre site. Existing Tilt-Up Concrete building was originally used for a manufacturing plant. PCWA moved the Foresthill Operations into the Warehouse/Offices, and Shop, and expanded to include an Archives Storage Room and Tech Shop area. Plans include a future Control Center complex for the Hydroelectric Facilities.
  - **CH&D** renovated existing office space, and converted part of the existing warehouse space into Archives and Tech Shop area. Currently, plans for a Training Room and additional offices are planned for the warehouse space, as well as a future Control Center and Data Room conversion.
  - Construction Cost (2008): \$ 919,982 (\$17 /sf)





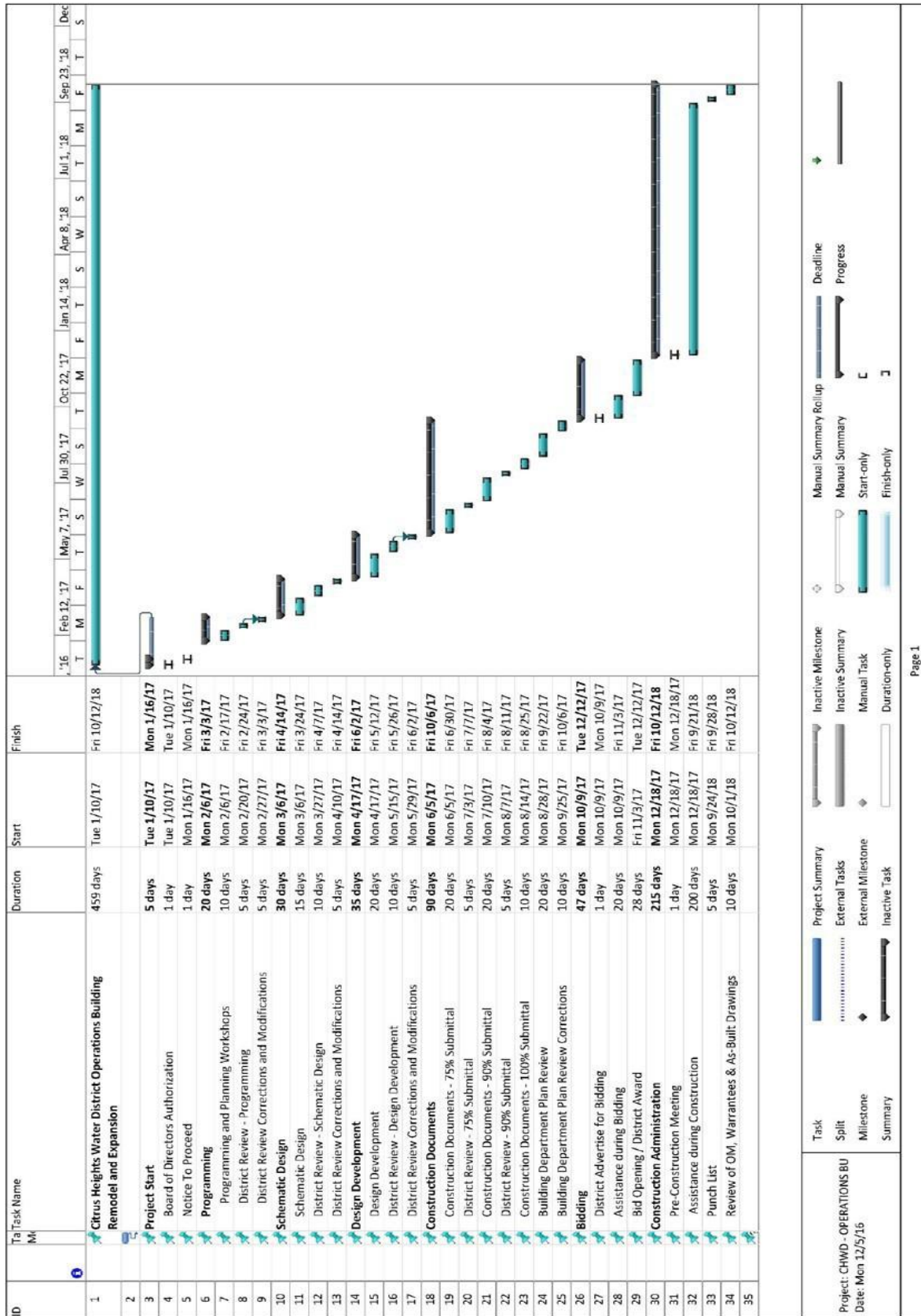
- **Central Contra Costa Sanitary District (CCCSD) | Collection System Operations Facility**

- Contact : Paul Seitz, CSO Director  
925- 228-9500 / pseitz@centralsan.org  
CCCSD, 5019 Imhoff Place, Martinez, California 94553
- Planning and design of a major Replacement Facility (+/-22,500 square feet) for the Collection Systems Operations Division, and master planning and design of the existing Corporation Yard layout. Facilities include a new two-story facility housing Crew Operations, Administration, and Warehouse. Specifics include Crew Room, Locker and Shower Facilities, Offices, IT Facilities, Offices, and High-Bay Warehouse. Site work to include Covered Loading and Unloading Areas, Material Bins, Laydown Yard, Fleet Vehicle Parking, and Landscaping, on a 3.5 acre site that varies 70' in elevation from north to south. Construction is Structural Steel Frame with a 20' high tie-Back Retaining Wall. This project is pursuing LEED Gold Certification. This project was recognized with an award by the Society of American Architects, National Council.

Project:	<b>Collection System Operations Facility</b>
Location:	1250 Springbrook Road Walnut Creek, California
Primary firm:	Calpo Hom & Dong Architects
Owner:	Central Contra Costa Sanitary District (CCCSD)
Owner's Designee:	<ul style="list-style-type: none"> <li>• Edgar Lopez, Project Manager, CCCSD 925- 229-7366 / ELopez@centralsan.org</li> </ul>
Design Services Time:	8 months
Construction Status:	Construction completed
Construction Time:	24 Months
Cost Estimate:	\$12,000,000.00
Bid Cost:	\$8,455,000.00 (\$348/sf)
No. of Change Orders:	Not disclosed
Cost of Change Orders:	\$614,759.00 (7.3%)
Prime Contractor:	Bobo Construction, Elk Grove, California
Contractor Project Manager:	Chris Baker / 916-685-2285

# Schedule of Completion

December 12, 2016



## Client References

- **Placer County Water Agency**  
Brent Smith, Director of Technical Services 530-823-4848/  
[bsmith@pcwa.net](mailto:bsmith@pcwa.net)
- **Central Contra Costa Sanitary District**  
Paul Seitz, Director of Collection System Operations 925-335-7743/  
[pseitz@centralsan.org](mailto:pseitz@centralsan.org)
- **City of Roseville**  
Dan Allen, Building Maintenance Supervisor 916-774-5741/  
[dallen@roseville.ca.us](mailto:dallen@roseville.ca.us)

## Contractor References

- **Placer County Water Agency – Sierra Center**  
PnP Construction, Auburn, California  
Shawn Payne, President  
530-885-9360/ [shawn@gopnp.com](mailto:shawn@gopnp.com)
- **El Dorado Hills Fire Station 84**  
S.W. Allen Construction  
Ben Hexom, Superintendent  
916-416-0430/ [benhexom@swaci.com](mailto:benhexom@swaci.com)
- **City of Roseville – Collection System Operations Shop**  
Carter-Kelly Construction  
Greg Witherow, Project Manager  
530-621-0950/ [gregw@carterkelly.com](mailto:gregw@carterkelly.com)

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : Policy Amendments to Human Resources Policy Number 4401, Educational Assistance Program  
 STATUS : Action Item  
 REPORT DATE : January 4, 2017  
 PREPARED BY : Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk

**OBJECTIVE:**

Consider approving amendments to District Human Resources Policy 4401, Education Assistance Program and adding Attachment Policy 4401.A1, Tuition Reimbursement Agreement.

**BACKGROUND AND ANALYSIS:**

The Citrus Heights Water District (the District) encourages its employees to pursue continuing education courses to improve employees’ knowledge and skills, which is a benefit to the District in maintaining a highly trained and professional workforce. The District currently has an Education Assistance Program; however, at this time, employees are not eligible to be reimbursed for the courses and associated materials until the course is complete. This limitation has served as a financial barrier (due to monthly cash-flow) to several District employees who wish to further their education and/or certifications. Several employees have indicated that they would pursue further education and/or certification if a cash advance (with stipulations) was provided by the District.

Moving forward, the District would like to offer the option to provide an advance to an employee prior to taking the course, provided the employee enter into the accompanying Tuition Reimbursement Agreement. The agreement provides a mechanism by which the District would be reimbursed by the employee should the employee not complete or pass the course. The option of a “cash advance” to take the course would be available at the discretion of the District subject to review and approval by the General Manager.

Accompanying this staff report is Human Resources Policy 4401, Education Assistance Program (Attachment 1), with the proposed amendments. Also attached is the proposed new Attachment Policy 4401.A1, Tuition Reimbursement Agreement (Attachment 2).

**RECOMMENDATION:**

Approve proposed amendments to District Human Resources Policy 4401, Education Assistance Program and add Attachment Policy 4401.A1 Tuition Reimbursement Agreement.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

# **ATTACHMENT 1**

## **Policy 4401 Education Assistance Program**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : EDUCATION ASSISTANCE PROGRAM  
POLICY NUMBER : 4401  
DATE ADOPTED : JUNE 3, 1992  
DATE AMENDED : ~~NOVEMBER 19, 2014~~ **JANUARY 10, 2017**  
AMENDMENTS : (1) AUGUST 9, 1995; (2) NOVEMBER 7, 1995; (3) JANUARY 5, 1999; (4) JUNE 8, 2004;  
(5) OCTOBER 14, 2008; (6) DECEMBER 14, 2010; ~~(7) NOVEMBER 19, 2014~~

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4401.00                    EDUCATION ASSISTANCE PROGRAM

The District encourages Regular and Part-Time employees to participate in educational and training activities. In addition to increasing employee job proficiency, this Education Assistance Program will improve work force stability and the District's ability to attract and retain outstanding employees.

The Education Assistance Program is available to all Regular and Part-Time employees subject to the approval and discretion of the General Manager. The Board of Directors shall act as the approval body for programs applicable to District Officers per Board of Directors and Officers Policy 2060 and the General Manager.

An annual summary of costs related to employees' utilization of the District's Education Assistance Program shall be included with the Employee Benefits Statement that is provided to each employee by March 31 of each year (see Human Resources Policy 4200). The statement shall be prepared and distributed by the Human Resources Specialist.

Expenses advanced by the District for educational and training functions that are not attended by the employee except for circumstances beyond the employee's control and for which a refund or credit cannot be obtained shall be reimbursed, at the discretion of the General Manager, to the District by the employee within thirty (30) calendar days of the date of said function.

When required by law, amounts paid to employees under the Educational Assistance Program shall be reported by the District as income to the employee and payroll withholdings made in accordance with State and federal law.

4401.01                    Certification

Regular and Part-Time employees are encouraged to avail themselves of educational opportunities leading to:

- Certification as a Water System Operator and Water Treatment Operator by the State Water Resources Control Board.

#### 4401.02      On-Duty Education

Regular and Part-Time employees may, with prior approval by the General Manager, attend seminars, conferences, workshops, cross-training activities or meetings that provide specific training in subjects related directly to water operations, to the employee's current position, or one he/she may reasonably aspire to.

Management will annually review and identify areas of training required to maintain technical and administrative capabilities. The District will pay fees, tuition, and approved expenses. The General Manager's approval for all requests for on-duty training must be obtained prior to attendance and/or making reservations.

#### 4401.03      Off-Duty Education

Educational assistance, at the discretion of the General Manager, is available to Regular and Part-Time employees who desire to obtain skills and/or knowledge that enables them to become more proficient in their present duties and/or prepare them for future assignments.

This education may occur after regular working hours at an accredited university, college, vocational trade school, or through a self-study correspondence course which leads to a certificate, license or diploma related to the general water, administrative and public service functions of the District.

Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE) or by the California Bureau for Private Postsecondary Education (BPPE).

Under special circumstances, employees may attend classes during business hours if, 1) the course is not (and will not be) available during non-business hours or through a correspondence course; 2) the course pertains to a District-approved degree program; and 3) the employee arranges a flexible time schedule with his/her Department Manager to make up time spent at class during normal business hours.

#### 4401.04      Eligibility for Off-Duty Education Financial Assistance

Only Regular and Part-Time employees who are performing their jobs satisfactorily and have an employment duration with the District of more than one (1.00) year are eligible for this program.

The following off-duty education may be considered for financial assistance:

1. Degree (Associates, Bachelors, Masters, other as approved).
2. Specific courses taken for credit relating to water functions.
3. Specific courses taken for credit relating to support functions of the District (i.e., accounting, secretarial, welding, chemistry, information technology, etc.).
4. Specific courses resulting in certificates or professional licenses.



5. Self-study/correspondence courses from reputable institutions with final exam and certificate in subjects that relate to District functions.
6. Other programs deemed appropriate for District personnel including certification and certification renewal fees.

4401.05      Conditions for Financial Assistance

The following conditions apply for receiving financial assistance from the District:

1. Every course that the employee desires to attend must be approved in advance as applicable by the General Manager and/or the Board of Directors.
  2. Reimbursement to the employee upon completion of the course with a minimum final grade of a C or equivalent.
  3. For good cause shown and financial need demonstrated, the General Manager may approve an advance payment to employee for use in paying tuition upon employee entering into a written agreement (attached policy 4401.A1) to repay the District within one year for any funds advanced where employee fails to complete the course with a minimum final grade of a C or equivalent. Such written agreement will include employee authorization to withhold payments of \$100 per pay period from Employee's salary, and the balance (if any) to be deducted from employee's final paycheck upon separation.
  4. Funds received from outside sources, such as scholarships or Veteran's Education Benefits, must be applied to the cost of the program first. Then the remaining cost will be paid by the District.
  5. The contribution by the District shall be limited to \$650.00 per course including tuition, books, supplies, and other expenses, including travel. Contributions and participation in excess of \$650.00 per course by the District may be considered for approval by the Board of Directors upon presentation by the General Manager.
  6. The maximum reimbursement that may be received by an employee in one calendar year shall be \$1,950.00 based upon the date of course completion.
-

## **ATTACHMENT 2**

### **Attachment Policy 4401.A1 – Tuition Reimbursement Agreement**

### TUITION REIMBURSEMENT AGREEMENT

Pursuant to District Policy 4401 "Education Assistance Program," the District will provide reimbursement for fees, tuition, and approved expenses incurred by an employee for attendance and successful completion of an approved program at an accredited university, college, vocational trade school or through a self-study correspondence course which leads to a certificate, license or diploma related to the general water, administrative and public service functions of the District.

1. For good cause shown and financial need demonstrated, the District agrees to advance funds by \_\_\_\_\_ [date] in the amount of \$\_\_\_\_\_ ("Advance") to Employee:

\_\_\_\_\_ [Print Name]

for payment of tuition, fees and books (if applicable) for the following program/course:

\_\_\_\_\_

2. Employee agrees and understands that as consideration for District payment of the educational program/course, s/he must complete the course and achieve a grade of at least a C or equivalent in the above program/course, pursuant to District Policy 4401.05.
3. In the event that Employee fails to achieve a grade of at least a C or equivalent, Employee agrees to reimburse the District for the full amount of District's Advance to Employee within one year from the date of completion or withdrawal of the course, payable in bi-weekly installments, without any added interest, as a debt owed to District.
4. Employee authorizes District to deduct \$100 from Employee's regular paycheck each pay period until the District has been fully reimbursed for the Advance.
5. Employee authorizes District to collect up to one hundred percent (100%) of any remaining balance owed to the District from Employee's final paycheck upon voluntary separation from District employment, as long as Employee receives at least minimum wage value for the hours worked during the final pay period.

DISTRICT

EMPLOYEE

\_\_\_\_\_  
Hilary M. Straus (Date)  
General Manager

\_\_\_\_\_  
Signature (Date)

\_\_\_\_\_  
Print Name (Date)

# CITRUS HEIGHTS WATER DISTRICT

## PROJECT MANAGER'S REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : PROJECT MANAGER'S REPORT  
 STATUS : Information Item  
 REPORT DATE : December 20, 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>None</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>
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	85% Complete
Commercial Building Remodel (2016-51)	5414-50 Sunrise Blvd	Pre-Construction Meeting 12/1/16

### **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

<u>Project</u>	<u>Location</u>	<u>Status</u>
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
3 Lot Residential Subdivision (2015-67)	5648-5696 San Juan Ave	Plans Signed 11/14/16

#### **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>
Corporation Yard Improvements Phase 1 Domenichelli and Associates, Inc. (2015-02)	6230 Sylvan Road	<i>Trees Trimmed and Cleared. City Review Underway. Lots to be Merged into One.</i>
Operations Building Remodel (2017-33)	6230 Sylvan Road	<i>Interviewing Potential Architectural Firms.</i>
Mesa Verde High School 14-Inch Transmission Main Bennett Engineering, Inc. (2015-36)	Northwest Corner of Property	<i>Tree Trimming and Clearing 12/27 and 12/28.</i>
Highland Ave & Rosa Vista Ln 8" Water Mains Warren Consulting Engineers (2015-33)	Highland Ave at Rosa Vista Ln	<i>Awaiting 60% Submittal</i>
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	<i>Awaiting Construction</i>
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	<i>Awaiting Construction</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	<i>Awaiting Construction</i>

**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:

None

**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**  
**JANUARY 10, 2017 REGULAR MEETING**

SUBJECT : Operations Manager's Report  
 STATUS : Information Item  
 REPORT DATE : December 30, 2016

Facilities Maintenance	Completed WO's			Completed WO's	
	Current Mth	Year to Date		Current Mth	Year to Date
Backflow Maintenance		1	Meter Register Replacement	7	190
Blow Off Maintenance	2	45	Meter Repair/Test/Maintenance		7
Hydrant Maintenance	67	235	Pot Hole Work		10
Leak Investigation		6	Water Service repair/locate		21
Mainline Repair/Maintenance		17	Valve, Mainline Maintenance	119	1,305
Meter Box Maintenance	1	46	Valve Box Maintenance		13

CIP Projects	Completed WO's		YTD Quantity			YTD Financial Impact		
	Current Mth	Year to Date	Budget	Ft/ Each	Under (Over)	Total Cost to date	Budget	Under (Over)
2016-10 Water Mainline		2	100	28	72	\$ 14,613.00	\$ 28,465.00	\$ 13,852.00
2016-11 Water Valves	1	19	25	ea	6	\$ 108,909.00	\$ 91,281.00	\$ (17,628.00)
2016-12 Water Services	29	302	555	ea	253	\$ 747,859.00	\$ 757,685.00	\$ 9,826.00
2016-13 Water Meters	16	162	91	ea	(71)	\$ 84,247.00	\$ 53,158.00	\$ (31,089.00)
2016-14 Fire Hydrants	3	17	32	ea	15	\$ 106,708.00	\$ 147,092.00	\$ 40,384.00
2016-33 Limerick Way, Galway Ct, Tipperary Way, Dublin Way		30	-	1044	(1,044)	\$ 240,788.00	\$ 350,000.00	\$ 109,212.00

**Water Quality**

*Water Analysis Report: 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  
JANUARY 10, 2017 REGULAR BOARD MEETING**

SUBJECT : 2016 WATER SUPPLY - PURCHASED & PRODUCED  
 STATUS : Information Item  
 REPORT DATE : January 3, 2017  
 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	%
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	708.13	132.67	840.80	9,765.83	-3,503.22	-26.4%
Nov	911.55	682.48	589.6	416.22	145.60	561.82	10,327.65	-3,852.95	-27.2%
Dec	700.94	563.15	519.57	456.10	62.52	518.62	10,846.27	-4,035.27	-27.1%
<b>Total</b>	14,881.54	11,792.65	9,973.47	9,673.44 89.19%	1,172.83 10.81%	10,846.27	10,846.27		



# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

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SUBJECT : SURFACE WATER SUPPLY  
STATUS : Information Item  
REPORT DATE : January 3, 2017  
PREPARED BY : David M. Gordon, Operations Manager

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### **OBJECTIVE:**

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

### **BACKGROUND AND ANALYSIS:**

As of midnight on January 2, 2017, storage in Folsom Lake was at 397,839 acre-feet, 41 percent of the total capacity of 977,000 acre-feet. This is about 83 percent of historical average for this date. This represents a decrease in storage of 65,955 acre-feet in the past month.

The District's total water use during the month of December 2016 (518.62 acre-feet) was 26.0 percent below that of December 2013 (700.94 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.

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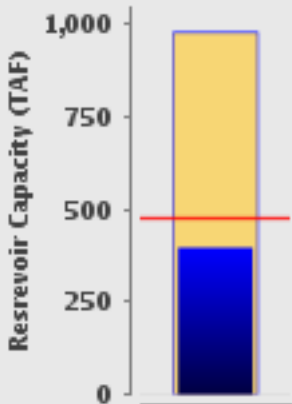


# Reservoir Conditions - Folsom Lake



## Folsom Lake Conditions

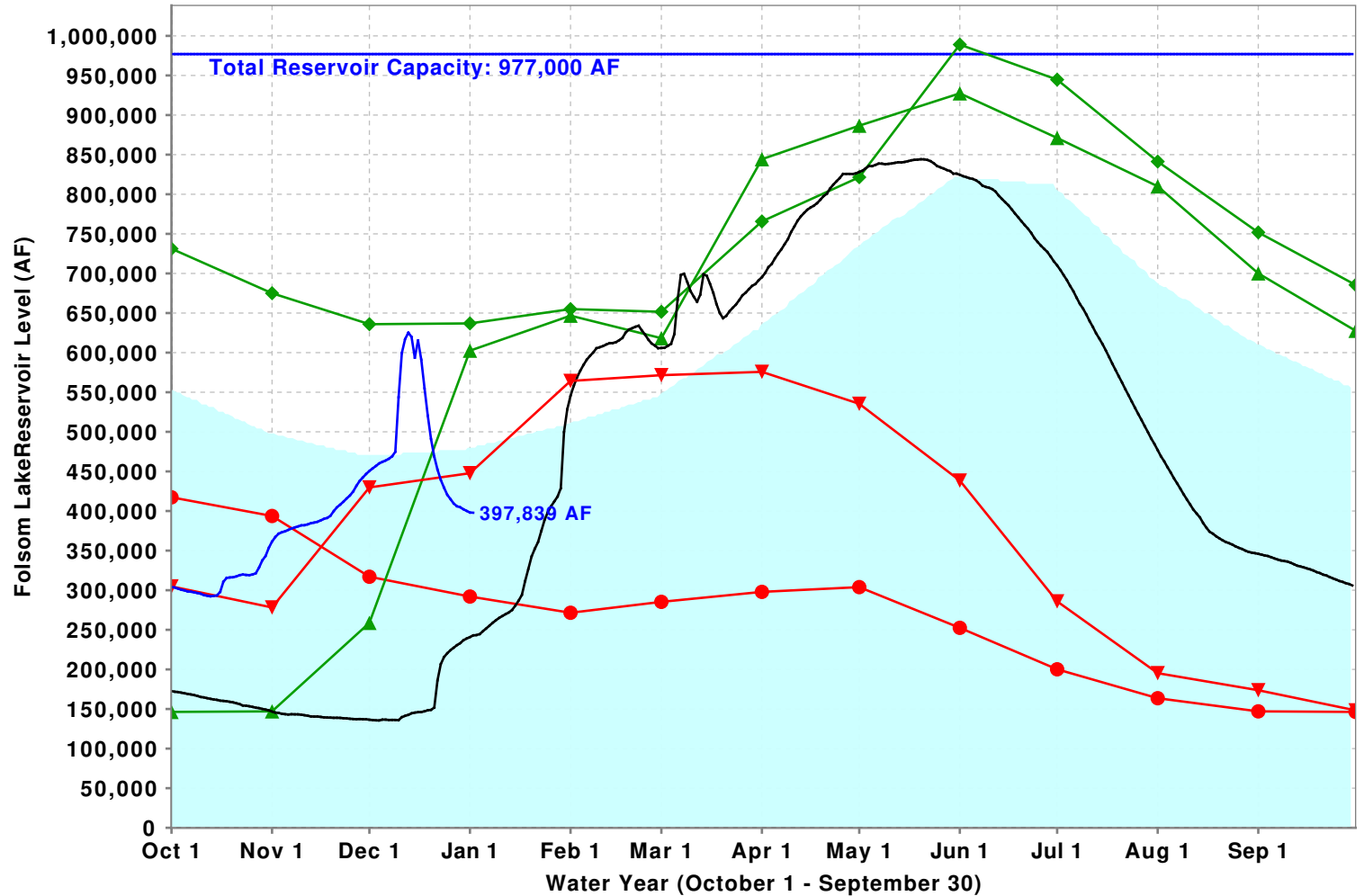
(as of Midnight - January 2, 2017)



Current Level: 397,839 AF

41% (Total Capacity) | 83% (Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight January 2, 2017



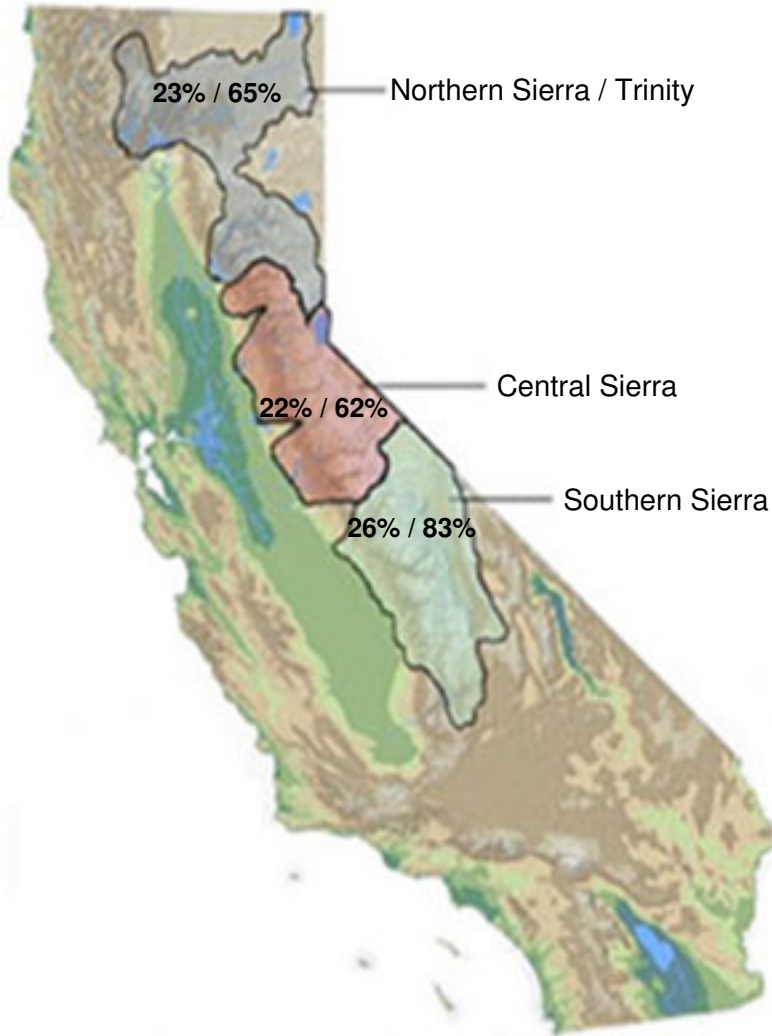
■ Historical Average  
 — Total Reservoir Capacity  
 ● 1976-1977 (Driest)  
 ▲ 1977-1978  
 ◆ 1982-1983 (Wettest)  
 — 2015-2016  
 ▼ 2014-2015  
 — Current: 2016-2017



# Statewide Summary of Snow Water Content

## Current Regional Snowpack from Automated Snow Sensors

% of April 1 Average / % of Normal for This Date



NORTH	
Data as of December 30, 2016	
Number of Stations Reporting	30
Average snow water equivalent (Inches)	6.4
Percent of April 1 Average (%)	23
Percent of normal for this date (%)	65

CENTRAL	
Data as of December 30, 2016	
Number of Stations Reporting	44
Average snow water equivalent (Inches)	6.4
Percent of April 1 Average (%)	22
Percent of normal for this date (%)	62

SOUTH	
Data as of December 30, 2016	
Number of Stations Reporting	30
Average snow water equivalent (Inches)	6.7
Percent of April 1 Average (%)	26
Percent of normal for this date (%)	83

STATE	
Data as of December 30, 2016	
Number of Stations Reporting	104
Average snow water equivalent (Inches)	6.5
Percent of April 1 Average (%)	23
Percent of normal for this date (%)	67

**Statewide Average: 23% / 67%**

Data as of December 30, 2016

# CITRUS HEIGHTS WATER DISTRICT

## MANAGEMENT SERVICES REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION  
 STATUS : Information Item  
 REPORT DATE : January 4, 2017  
 PREPARED BY : Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk

The following District employees were recognized for outstanding customer service and quality of work during the month of December 2016. Note: For this month only, attendance was not recognized due to the implementation of new bi-weekly time sheets.

### Administration & Water Demand Management Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Kelly Drake			Assisted the operations crew with the conversion of manual read meters to radio read meters on November 15th
Dana Mellado			Updated 2017 Rates and Fees in Cogsdale
Beth Shockley			Putting together breakfast for Emerging Leaders meeting; Christmas burritos for the crew
Desiree Smith			Updated all the new 2017 forms/ applications and worked with Circlepoint to get the website updated for 2017
Susan Sohal		Helped Lisa with revising forms and training her in OneNote. Honorable Mention; Traveled out of office to assist with an IT issue	Assisting with Inventory
Alberto Preciado			Overtime work for interim audit. Honorable Mention; Assisting with Inventory

### Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford			12/30/16 (Fri) Assisted Standby with water service repair at 7800 Shimmer River Way
Robyn Evans			For Development of the new Operations Manager Report
Ricky Kelley			12/30/16 (Fri) Assisted Standby with water service repair at 7800 Shimmer River Way
Dan Hesse			Served on the Safety Committee and assisted with the development and review of the District's Safety Policies
Rick Jimenez			Served on the Safety Committee and assisted with the development and review of the District's Safety Policies
Chris Nichols		12/20/16 Received a Customer call from Greg Taggart at 7568 Sycamore Dr. thanking Chris for his customer service site visit involving water pressure issues on his property	12/16/16 (Fri): Assisted with the Annual Transfer Switch Maintenance
Nick Spiers			1) Assisting with the Inventory Year-End Counts 2) Painted the offices Rex M. and Kelly D.
Jason Tupper		12/20/16 Received a Customer call from Greg Taggart at 7568 Sycamore Dr. thanking Jason for his customer service site visit involving water pressure issues on his property	

# CITRUS HEIGHTS WATER DISTRICT

## CHIEF BOARD CLERKS REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : LONG RANGE BOARD AGENDA  
 STATUS : Information Item  
 REPORT DATE : January 4, 2017  
 PREPARED BY : Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk

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

Abbreviations are as follows:

A=Action

I/D= Information/Discussion

P=Presentation

P/A=Presentation/Action

<b>CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA</b>				
<b>MEETING DATE</b>	<b>AGENDA</b>	<b>ITEM DESCRIPTION</b>	<b>ASSIGNED</b>	<b>AGENDA ITEM</b>
<b>UPCOMING</b>				
<b>February 14, 2017</b>				
<b>February 14, 2017</b>		IIPP Updates	<b>Drake/Gordon</b>	A
		1. Confined Space Entry Program		
		2. Respirator Program		
<b>February 14, 2017</b>		Director Compensation - Salary Survey	<b>Smoot/Straus</b>	I/D
<b>February 14, 2017</b>	<b>Annual</b>	Investment of District Funds	<b>Sohal/Legal Counsel</b>	A
<b>February 14, 2017</b>		Project 2030 - RFP Release	<b>Pieri</b>	I/D
<b>February 14, 2017</b>		State Water Board - Conservation Regulations Update	<b>Meurer</b>	P
<b>March 14, 2017</b>				
<b>March 14, 2017</b>		Study Session - District Wide Meter Replacement	<b>Meurer</b>	P
<b>March 14, 2017</b>		Dress Code Policy Update	<b>Smoot</b>	A
<b>March 14, 2017</b>		General On Call Contracting Services	<b>Gordon</b>	A
<b>March 28, 2017</b>				
<b>March 28, 2017</b>	<b>Special Board Meeting</b>	Award of Contract - General Counsel/Employment Practices Counsel	<b>Straus</b>	A

April 11, 2017

<b>April 11, 2017</b>		Audit Review	<b>Sohal</b>	
<b>April 11, 2017</b>		OPEB Study Session	<b>Sohal</b>	I/D
<b>April 11, 2017</b>		Cogsdale BPR Review (Financial Software/Strategic Plan Item)	<b>Sohal</b>	P
<b>April 11, 2017</b>		Update Records Retention Schedule	<b>Smoot</b>	A
<b>April 11, 2017</b>	<b>Quarterly</b>	Strategic Plan Update	<b>Smoot</b>	D
<b>FUTURE SCHEDULED REPORTS</b>				
<b>May-17</b>		CIP Study Session : Year One and Years 2-10	<b>Dietrich/Gordon/Straus/Sohal/Pieri</b>	A
<b>Jun-17</b>	<b>Annual</b>	Strategic Planning Meeting	<b>Straus</b>	D
<b>Jul-17</b>	<b>Annual</b>	Finance Corporation, Confirm & Appoint Officers of the Finance Corp., Status of Finance Corp.	<b>Sohal</b>	
<b>Aug-17</b>	<b>Annual</b>	Budget Rate Model Options Workshop	<b>Sohal</b>	I/D
<b>Sep-17</b>	<b>Annual</b>	Refined Budget Options/Prop 218 Direction	<b>Sohal/Straus</b>	I/D
<b>Sep-17</b>	<b>Annual</b>	Request For Public Hearings - Budget	<b>Sohal</b>	A
<b>Oct-17</b>	<b>Annual</b>	Misc. Charges and Fees - Proposed	<b>Sohal</b>	P
<b>Nov-17</b>	<b>Annual</b>	Operating and Capital Budgets	<b>Straus/Dietrich/Gordon</b>	P/A
		Water Rates, Charges & Fees	<b>Straus/Sohal/Pieri</b>	
		Capacity Fees	<b>Straus/Sohal/Pieri</b>	
		Water Shortage Charges	<b>Straus/Sohal/Pieri</b>	
		Confined Space Entry Program	<b>Drake/Gordon</b>	
<b>Dec-17</b>	<b>Annual</b>	Committee Assignments	<b>Smoot</b>	A
<b>Dec-17</b>	<b>Annual</b>	District Officers	<b>Smoot</b>	A
<b>Dec-17</b>	<b>Annual</b>	Selection of President and Vice President	<b>Smoot</b>	A
<b>Sep-19</b>	<b>Every 3 Years</b>	Public Health Goals	<b>Hensley</b>	A
<b>Oct-18</b>	<b>Every 2 Years</b>	Conflict of Interest	<b>Smoot</b>	A
<b>Oct-20</b>		100 Year Celebration		
<b>Feb-18</b>	<b>Annual</b>	Investment of District Funds	<b>Sohal/Legal Counsel</b>	A
<b>Mar-18</b>	<b>Annual</b>	Audit Review	<b>Sohal</b>	

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 10, 2017 REGULAR MEETING

SUBJECT : CALL FOR SPECIAL MEETING  
 STATUS : Action Item  
 REPORT DATE : January 5, 2017  
 PREPARED BY : Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk

**OBJECTIVE:**

Call for a Special Closed Session Meeting of the Board of Directors at 6:00 PM on three separate dates established by the Board during the week of February 27, 2017 for the purpose of interviewing and considering various proposals for General Counsel Services.

**BACKGROUND AND ANALYSIS:**

Citrus Heights Water District (the District) released a Request for Proposals (RFP) to over 20 law firms in the Sacramento Region and throughout the State. Firms can submit proposals for Employee Practice only, General Government and Water only, or a combination of both. At the February 14, 2017 Board Meeting, in Closed Session, the firms that submit proposals will be ranked. After this ranking process, the top firms selected will be invited to the District to be interviewed by Board Members and designated District Staff. Staff is anticipating the interview process to take up to three evenings, three interviews per evening, beginning at 6:00 PM, 7:15 PM and 8:30 PM; February 27<sup>th</sup>, February 28<sup>th</sup> and March 1<sup>st</sup>.

**RECOMMENDATION:**

Call for a Special Meeting of the Board of Directors February 27, 2017, February 28, 2017, and March , 2017 beginning at 6:00 PM for the purpose of interviewing law firms and considering various proposals for General Counsel services.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_