

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
August 15, 2018 beginning at 6:00 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 General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

CLOSED SESSION:

CL-1. Pursuant to Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

September 5, 2018	6:30 PM	Special Meeting
September 19, 2018	6:30 PM	Regular Meeting
October 17, 2018	6:30 PM	Regular Meeting
November 14, 2018	6:30 PM	Special Meeting
December 5, 2018	6:30 PM	Special Meeting
December 19, 2018	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 24 hours prior to the special meeting in accordance with Government Code Section 54956.

Christopher Castruita, Chief Board Clerk

Dated: August 9, 2018

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
AUGUST 15, 2018 beginning at 6:30 PM**



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

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CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

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

- CC-1a. Minutes of the Special Meeting – July 17, 2018
- CC-1b. Minutes of the Special Meeting – July 18, 2018
- CC-1c. Minutes of the Regular Meeting – July 18, 2018
- CC-2. Revenue Analysis Report for July 2018
- CC-3. Assessor/Collector's Roll Adjustment for July 2018
- CC-4. Treasurer's Report for July 2018
- CC-5. Treasurer's Report of Fund Balances for July 2018
- CC-6. Operations Budget Analysis for July 2018
- CC-7. Capital Projects Summary July 2018
- CC-8. Warrants for July 2018
- CC-9. CAL–Card Distributions for July 2018
- CC-10. Summary of 2018 Employees and Directors Training Courses, Seminars and Conference
- CC-11. Employee Recognitions

- CC-12. Long Range Board Agenda (I)
Board Agenda Items Planned for Upcoming Meetings.
- CC-13. Engineering Department Report (I)
Significant assignments and activities for the Engineering Department are summarized.
- CC-14. Operations Department Report (I)
Monthly report on construction and maintenance activities.
- CC-15. 2018 Water Supply – Purchased and Produced (I)
Report on annual water supply including comparison with prior years.
- CC-16. Water Supply Reliability (I)
Receive status report on surface water supplies available to the Citrus Heights Water District (District).
- CC-17. Water Efficiency and Safety Program Update (I)
Monthly report on Water Efficiency program activities.
- CC-18. Discussion and Possible Action to Authorize Administrative Services and Water Efficiency Staff to Attend Conferences and Trainings (A)
Consider authorizing the Principal Information Technology Analyst and Management Services Specialist to attend the Harris Customer Training Conference, and authorizing the Senior Water Efficiency Specialist and Water Efficiency Technician to attend the 2018 N-Gage Water Meter School. Consider authorizing the General Manager to approve expenses related to conference/training attendance.
- CC-19. Discussion and Possible Action to Approve Proposal for IT Infrastructure Upgrade
Consider approving the proposal from J4 Systems for the network infrastructure and server upgrade authorized in the 2018 budget and part of the 2018 Strategic Plan.
- CC-20. Discussion and Possible Action to Approve a Letter Opposing State of California Senate Bill 998
Consider authorizing the General Manager to issue a letter in opposition to Senate Bill 998 (Dodd).

PRESENTATIONS:

None.

STUDY SESSIONS:

- S-1. Other Post-Employment Benefits Trust
Receive a presentation from California Employer's Retiree Benefit Trust (CERBT).

S-2. Overview of Meter Replacement Planning Study Request for Proposals

Receive a presentation on the Meter Replacement Consortium and Planning Study.

BUSINESS:

- B-1. Discussion and possible Action to Approve the 2019 Strategic Plan (A)
Consider approval of the Citrus Heights Water District's 2019 Strategic Plan Update.

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

None.

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 (Dains/Castruita).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Government Issues Committee (Gordon/Meurer).
- D-8. RWA Lobbying Program Update (Gordon/Meurer).
- D-9. Customer Advisory Committee (Riehle/Pieri)
- D-10. Other Reports.

MANAGEMENT SERVICES REPORTS (I):

None.

CORRESPONDENCE:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

September 5, 2018	6:30 PM	Special Meeting
September 19, 2018	6:30 PM	Regular Meeting
October 17, 2018	6:30 PM	Regular Meeting
November 14, 2018	6:30 PM	Special Meeting
December 5, 2018	6:30 PM	Special Meeting
December 19, 2018	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.



Christopher Castruita, Management Services
Supervisor/Chief Board Clerk

Dated: August 9, 2018

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
JULY 17, 2018

The Special Meeting of the Board of Directors was called to order at 8:34 AM by President Riehle and roll was called. Present were:

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

Staff:

Hilary M. Straus, General Manager
Josh Nelson, Assistant General Counsel
Paul Dietrich, Project Manager
David M. Gordon, Operations Manager
Missy Pieri, Engineering Manager
Susan Sohal, Administrative Services Manager
Jeff Ott, Principal Information Technology Analyst
Alberto Preciado, Senior Accountant
Rex Meurer, Water Efficiency Supervisor
Tim Cutler, Water Distribution Supervisor
Chris Castruita, Management Services Supervisor/Chief Board Clerk
Madeline Henry, Management Services Specialist/Deputy Board Clerk

Also Present:

Mark Dubose, Orangevale Water Company
Joe Duran, Orangevale Water Company
Roger Kohne, Harris and Associates
Andrew MacDonald, Harris and Associates
Laura Mason-Smith, Facilitator

PUBLIC COMMENT:

None.

BUSINESS:

Strategic Planning Session defining Goals and Objectives for the District (I/D)

The Citrus Heights Water District (CHWD) Board Members and Staff present reviewed the District's mission, vision and core values and commitments; built a shared understanding of significant issues; factors and trends facing the District; and, identified three-year goals and one-year objectives for the coming calendar and budget year, 2019. A summary of the goals and objectives developed for 2019 will be brought back to the Board for consideration/adoption at the August 15, 2018 Board meeting.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 3:24 PM.

APPROVED:

MADELINE HENRY
Acting Deputy Secretary
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
July 18, 2018

The Special Meeting of the Board of Directors was called to order at 6:00 p.m. by President Riehle and roll was called. Present were:

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

Absent:

None.

Staff: Hilary Straus, General Manager
Susan Sohal, Administrative Services Manager
David Gordon, Operations Manager
Melissa Pieri, Engineering Manager/District Engineer
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Steve Anderson, General Counsel
Josh Nelson, Assistant General Counsel

VISITORS:

None

PUBLIC COMMENT:

None.

CLOSED SESSION:

CL-1. Pursuant to Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section
54956.9: 1 case

CL-2. Pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Parcel Numbers 211-0192-087-0000
Agency negotiators: David Gordon, Madeline Henry, Josh Nelson, Melissa Pieri,
Hilary Straus, Susan Sohal, Steve Anderson
Negotiating parties: First Apostolic Church Incorporated of Citrus Heights
Under negotiation: Both Price and Terms of Payment

No reportable action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:26 pm.

APPROVED:

MADELINE HENRY
Acting Deputy Secretary
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
July 18, 2018

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

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

Absent:

None.

Staff:

David Gordon, Operations Manager
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Rex Meurer, Water Efficiency Supervisor
Jeff Ott, Principal Information Technology Analyst
Missy Pieri, Engineering Manager
Alberto Preciado, Senior Accountant
Susan Sohal, Administrative Services Manager
Alberto Preciado, Senior Accountant
Rex Meurer, Water Efficiency Supervisor

VISITORS:

Rob Swartz, Sacramento Groundwater Authority

PLEDGE OF ALLEGIANCE:

Board President Raymond Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Minutes of the Special Meeting – June 20, 2018
Minutes of the Regular Meeting – June 20, 2018

Revenue Analysis Report for June 2018

Assessor/Collector's Roll Adjustment for June 2018

Treasurer's Report for June 2018

Treasurer's Report of Fund Balances for June 2018

Operations Budget Analysis for June 2018

Capital Projects Summary June 2018

Warrants for June 2018

CAL-Card Distributions for June 2018

Summary of 2018 Employees and Directors Training Courses, Seminars and Conferences

Employee Recognitions

Long Range Board Agenda (I)

Board Agenda Items Planned for Upcoming Meetings.

Engineering Department Report (I)

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

Operations Department Report (I)

Monthly report on construction and maintenance activities.

2018 Water Supply – Purchased and Produced (I)

Report on annual water supply including comparison with prior years.

Water Supply Reliability (I)

Receive status report on surface water supplies available to the Citrus Heights Water District (District).

Water Efficiency and Safety Program Update (I)

Monthly report on Water Efficiency and Safety programs activities.

Discussion and Possible Action to Approve a Contract Amendment for an Agreement with Warren Consulting Engineers for Additional Work On Highland Avenue And Rosa Vista Lane Water Main Replacement Project- The Rosa Vista Lane Easements (A)

Consider a contract amendment with Warren Consulting Engineers for additional work preparing the Rosa Vista Lane easement documents as part of the Highland Avenue and Rosa Vista Lane Water Main Replacement Project.

JUNE 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65619	Poppert Trust	Customer Refund	\$113.50
65620	Bessie K Laster	Customer Refund	\$10.12
65621	Sharon A McGarr	Customer Refund	\$265.95
65622	John B/Jeanne Carr	Customer Refund	\$58.09
65623	Edward P/Barbara E Meierotto	Customer Refund	\$9.39
65624	Jason D/Diane M Hamby	Customer Refund	\$39.42
65625	Kenneth H Pierce	Customer Refund	\$8.15
65626	Arthur C Spiers	Customer Refund	\$15.69
65627	Virginia Olsen	Customer Refund	\$167.01
65628	Jeanne Carr	Customer Refund	\$146.19
65629	Stefanie K Cunningham	Customer Refund	\$233.48
65630	Michael S/Jennifer R McCanne	Customer Refund	\$23.55
65631	Diane Mitchell	Customer Refund	\$196.86
65632	OS0 8893 LLC	Customer Refund	\$7.60
65633	Rebecca A Gill	Customer Refund	\$139.36
65634	BKSP Properties LLC	Customer Refund	\$91.74
65635	A&A Stepping Stone Manufacturing	Supplies-Field	\$40.14
65636	AFLAC	Employee Paid Insurance	\$395.99
65637	Alexander's Contract Services	Contract Services-Meter Read	\$1,660.54
65638	All American Publishing	Water Conservation-Other	\$409.00
65639	Associated Sound	Contract Services-Other	\$1,840.04
65640	California Landscape Associates Inc	Janitorial	\$200.00
65641	City of Citrus Heights	Permit Fees	\$50.00
65642	Corix Water Products, Inc	Material	\$5,381.06
65643	Cybex	Equipment Rental-Office	\$158.16
65644	Gaynor Telesystems Incorporated	Contract Services-Other	\$197.50
65645	Grainger	Small Tools	\$118.61
65646	Ferguson Enterprises Inc #1423	Material	\$419.42
65647	Hach Company	Wells Maintenance	\$155.25
65648	Integrity Administrators Inc	Health Insurance	\$318.50
65649	J&J Locksmiths	Contract Services-Other	\$257.80
65650	J4 Systems	Contract Services-Other	\$2,408.75

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65651	Kei Window Cleaning #12	Janitorial	\$94.00
65652	L and D Landfill	Contract Services-Miscellaneous	\$371.52
65653	Moonlight BPO	Contract Services-Bill Print	\$2,730.97
65654	Occupational Safety	Small Tools	\$1,165.00
65655	Pirtek Power Inn	Repair-Trucks	\$413.78
65656	Protection One Alarm Monitoring	Equipment Rental-Office	\$273.77
65657	Republic Services #922	Utilities	\$215.22
65658	ReScape California	Contract Services-Water Conservation	\$2,500.00
65659	Robin Shockley	Continued Education	\$183.98
65660	Sonitrol	Equipment Rental-Office	\$375.46
65661	Verizon Wireless	Telephone-Wireless	\$1,257.20
65662	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$1,400.00
65663	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$8,691.97
65664	ACWA/JPIA	Workers Compensation Insurance	\$20,241.26
65665	B&M Builders	Contract Services-Engineering	\$6,884.29
65666	B&M Builders	Contract Services-Engineering	\$17,198.13
65667	CirclePoint	Contract Services-Water Conservation	\$18,507.81
65668	Clark Equipment Co. dba Bobcat Company	Equipment Rental-Field	\$57,124.20
65669	Allen B Dains	Customer Refund	\$57.00
65670	Harris & Associates	Contract Services-Engineering	\$41,421.03
65671	PNP Construction, Inc	Contract Services-Engineering	\$84,330.00
65672	SMUD	Utilities	\$8,983.20
65673	Void	Void	\$0.00
65674	Linda Janssen	Customer Refund	\$1,303.83
65675	John B/Jeanne Carr	Customer Refund	\$60.12
65676	Eun H/Kyu-Chun An	Customer Refund	\$37.11
65677	Shirley A Strahm	Customer Refund	\$55.00
65678	Tommy D/Leslie A Beach	Customer Refund	\$119.42
65679	Nancy St Peter	Customer Refund	\$22.17
65680	Henry/Maria Lorenzo	Customer Refund	\$95.81
65681	PSB Credit Service	Customer Refund	\$200.25
65682	Robert L/Jean E Hayes	Customer Refund	\$14.62

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65683	Rebecca Lund	Customer Refund	\$132.33
65684	Thomas M Covert	Customer Refund	\$165.96
65685	Dalton W Talbott	Customer Refund	\$197.33
65686	Werking Inc	Customer Refund	\$27.90
65687	Jeness Hengl Petree	Customer Refund	\$86.63
65688	Alston Construction	Customer Refund	\$1,780.83
65689	Suzanna N/Bart M Ravin	Customer Refund	\$333.22
65690	ABA DABA Rentals & Sales	Supplies-Field	\$36.44
65691	Alexander's Contract Services	Contract Services-Meter Read	\$1,770.94
65692	Area West Engineers Inc	Contract Services-Engineering	\$1,109.75
65693	Robin Cope	Health Insurance	\$422.30
65694	Sacramento County Utilities	Utilities	\$186.75
65695	Dawson Oil Company	Gas & Oil	\$1,139.74
65696	Domenichelli and Associates, Inc	Contract Services-Engineering	\$4,578.10
65697	Employee Relations Inc	Contract Services-Other	\$198.85
65698	J4 Systems	Contract Services-Other	\$782.50
65699	KBA Docusys Inc	Equipment Rental-Office	\$342.63
65700	Luhdorff & Scalmanini	Contract Services-Wells	\$6,040.00
65701	Moonlight BPO	Contract Services-Bill Print	\$3,248.35
65702	Planning Partners Inc	Contract Services-Wells	\$692.50
65703	RW Trucking	Contract Services-Miscellaneous	\$1,220.00
65704	Wallace Kuhl & Associates Inc	Contract Services-Miscellaneous	\$1,199.25
65705	Zane Dezin	Contract Services-Water Conservation	\$842.61
65706	Irving/Claudia Z Gum	Customer Refund	\$75.28
65707	Haig/Bonnie B Koobatian	Customer Refund	\$104.70
65708	Aaron/Monica Petersen	Customer Refund	\$19.95
65709	Alexander's Contract Services	Contract Services-Meter Read	\$2,734.87
65710	AnswerNet	Telephone-Answering Service	\$323.41
65711	AntiGravity Aerial Productions	Contract Services-Other	\$175.00
65712	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
65713	Avalon Custodial Care	Janitorial	\$695.00
65714	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
65715	Brake Masters #220	Repair-Trucks	\$115.20

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65716	BSK Associates	Water Analysis	\$1,986.00
65717	Certex Usa Inc	Supplies-Field	\$340.94
65718	Consolidated	Telephon-Local/Long Distance	\$1,732.46
65719	County of Sacramento Municipal Services	Field Miscellaneous	\$25.00
65720	Express Office Products Inc	Office Expense	\$118.36
65721	Future Ford	Repair-Trucks	\$4,614.28
65722	Global Machinery West	Fixed Assets	\$1,519.13
65723	Grainger	Small Tools	\$1,163.09
65724	Indoor Environmental Services	Maintenance Agreement-Equipment	\$322.00
65725	J4 Systems	Contract Services-Other	\$276.25
65726	Kaiser Foundation Health Plan, Inc	Health Insurance	\$21,135.35
65727	KBA DOCUSYS	Equipment Rental-Office	\$23.20
65728	Lowe's	Supplies-Field	\$185.38
65729	Moonlight BPO	Contract Services-Bill Print	\$1,134.71
65730	Pace Supply Corp	Material	\$1,510.97
65731	Pacific Gas & Electric	Utilities	\$9.02
65732	Rapid Information Destruction Services	Equipment Rental-Office	\$40.00
65733	Rotary Club of Citrus Heights	Continued Education	\$840.00
65734	Sophos Solutions	Contract Services-Other	\$1,120.00
65735	SureWest Directories	Telephone-Local/Long Distance	\$49.00
65736	Void	Void	\$0.00
65737	Voyager Fleet Systems Inc	Gas & Oil	\$2,094.27
65738	Warren Consulting Engineers Inc	Contract Services-Engineering	\$5,250.00
65739	World Environment & Energy Inc	Contract Services-Miscellaneous	\$405.65
65740	Floyd M/Deloris R Norris	Customer Refund	\$332.41
65741	Estate of James F Wheeler	Customer Refund	\$225.00
65742	Marie E Sherrard	Customer Refund	\$61.41
65743	Galati Trust	Customer Refund	\$31.96
65744	Michele R Meder	Customer Refund	\$83.61
65745	Robert E Jr/Melanie Leever	Customer Refund	\$32.86
65746	Allgeier Family Trust	Customer Refund	\$96.83
65747	Rodney J/Joann Nunes	Customer Refund	\$33.06
65748	Andre R Herrebout	Customer Refund	\$10.23

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65749	Robert F Howe	Customer Refund	\$7.72
65750	Greg Espinosa	Customer Refund	\$93.26
65751	Lon F Garland	Customer Refund	\$25.39
65752	Todd J/Lisa Lavering	Customer Refund	\$72.01
65753	Rebecca A Gardner	Customer Refund	\$61.14
65754	Yuriy V/Olga Pikalov	Customer Refund	\$7.14
65755	Marcela Duran	Customer Refund	\$75.31
65756	Barbara J/Todd M Lawson	Customer Refund	\$7.61
65757	Jordan Ruiz	Customer Refund	\$6.80
65758	Ben M Barker	Customer Refund	\$12.42
65759	Sorrel H Hebert	Customer Refund	\$80.20
65760	Michael B Walker	Customer Refund	\$68.34
65761	Joseph C Pickett	Customer Refund	\$112.85
65762	Daniel J McCoy	Customer Refund	\$9.35
65763	Aldo Elizarraras	Customer Refund	\$118.83
65764	Nicole Mcqueen	Customer Refund	\$206.40
65765	Shane/Sara Lewis	Customer Refund	\$15.69
65766	Brian/Kristin Shedd	Customer Refund	\$16.98
65767	Kathy Stanley	Customer Refund	\$22.66
65768	Jace/Erin Yates	Customer Refund	\$104.64
65769	Kavanah, a CA Nonprofit Public Benefit	Customer Refund	\$28.54
65770	Alexander's Contract Services	Contract Services-Meter Read	\$4,400.24
65771	Bart/Riebes Auto Parts	Repair-Trucks	\$772.91
65772	Michael Bohannan	Toilet Rebate Program	\$75.00
65773	Edward A Borges	Toilet Rebate Program	\$75.00
65774	Bryce Consulting, Inc	Legal & Audit	\$1,040.00
65775	BSK Associates	Water Analysis	\$577.00
65776	Burketts	Office Expense	\$1,400.75
65777	California Water Efficiency Partnership	Water Conservation-Other	\$3,446.17
65778	Corelogic Information Solutions Inc	Dues & Subscriptions	\$249.13
65779	PG&E/Leshanor Thomas	Customer Refund	\$1,654.59
65780	Dawson Oil Company	Gas & Oil	\$933.10
65781	Tamar Dawson	Continued Education	\$280.60

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65782	Kelly R Drake	Printing	\$251.04
65783	Ethan Wade Graphics	Water Conservation-Other	\$536.06
65784	Ernest L Leporini	Contract Services-Engineering	\$75.00
65785	Charlene McCollor	Toilet Rebate Program	\$75.00
65786	Moonlight BPO	Contract Services-Bill Print	\$2,181.24
65787	Petty Cash	Petty Cash	\$374.37
65788	Missy Pieri	Continued Education	\$157.63
65789	Planning Partners Inc	Contract Services-Wells	\$6,257.50
65790	Rescue Training Institute Inc	Contract Services-Other	\$107.98
65791	Regional Government Services	Contract Services-Other	\$2,585.00
65792	Shirley A Saunders	Toilet Rebate Program	\$75.00
65793	Claude D Setters	Toilet Rebate Program	\$150.00
65794	Donald H Slates	Toilet Rebate Program	\$75.00
65795	Stumpf Mary Ann	Toilet Rebate Program	\$75.00
65796	Borey Swing	Continued Education	\$494.38
65797	State Water Resources Control Board	Dues & Subscriptions	\$65.00
65798	A. Teichert & Son, Inc.	Road Base	\$2,483.16
65799	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,115.80
65800	Titan Workforce LLC	Contract Services-Temporary Labor	\$157.50
65801	TriFresh Technologies, Inc.	Wells Maintenance	\$2,033.56
65802	Verizon Wireless	Telephone-Wireless	\$1,245.81
65803	Best Best & Krieger	Legal & Audit	\$5,249.18
65804	CalPers Educational Forum 2018	Continued Education	\$349.00
65805	Matthew Maxwell	Contract Services-Miscellaneous	\$1,300.00
65806	State Water Resources Control Board	Dues & Subscriptions	\$80.00
65807	CalPers Educational Forum 2018	Continued Education	\$349.00
			\$419,964.77
Total			
ACH	5/17/18 VALIC PAYDAY	Deferred Compensation	\$2,804.50
ACH	5/31/18 VALIC PAYDAY	Deferred Compensation	\$2,804.50
ACH	5/31/18 VOYA PAYDAY	Deferred Compensation	\$25.00
ACH	6/14/18 VALIC PAYDAY	Deferred Compensation	\$2,904.50
ACH	6/14/18 VOYA PAYDAY	Deferred Compensation	\$25.00

ACH	6/28/18 VOYA PAYDAY	Deferred Compensation	\$25.00
ACH	6/28/18 BALIC PAYDAY	Deferred Compensation	\$2,904.50
ACH	INVOICE CLOUD	Bank Fees	\$4,806.20
ACH	JULY 2018 HEALTH	Health Insurance	\$13,885.21
ACH	MAY 2018	Bank Fees	\$6,700.76
ACH	MAY 2018 BOW	Bank Fees	\$1,778.57
ACH	MAY 2018 PH	Bank Fees	\$117.98
ACH	MAY 20187 WB	Bank Fees	\$87.98
ACH	PAYCHEX 6/11/18	Contract Services-Other	\$606.45
ACH	PERS 6/14/18 PAYDAY	PERS	\$17,771.28
ACH	PERS 6/28/18 PAYDAY	PERS	\$17,771.56
ACH	VANCO MAY 2018	Contract Services-Other	\$0.14
ACH	5/17/18 VOYA PAYDAY	Deferred Compensation	\$25.00
ACH	JUNE 2018 GASB	PERS	\$30,046.58
ACH	MAY 2018 FD	Bank Fees	\$119.98
Total			<u>\$105,210.69</u>
Grand Total			<u><u>\$525,175.46</u></u>

June Payments Approved At June Board Meeting

65828	Best Best & Krieger	Legal & Audit	\$15,665.00
65829	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving	\$26,708.38
65830	CirclePoint	Contract Services-Water Conservation	\$14,935.73
65831	Ferguson Enterprises Inc #1423	Material	\$12,214.54
65832	Miles Treaster & Associates	Office Expense	\$25,195.58
65833	Regional Water Authority	Dues & Subscriptions	\$25,614.00
65834	Sacramento Groundwater Authority	Dues & Subscriptions	\$33,977.00
65835	SMUD	Utilities	\$8,226.71
65836	Regional Water Authority	Dues & Subscriptions	\$43,579.00
ACH	Lund Construction	Contract Services-Engineering	\$55,717.50
ACH	US Bank I.M.P.A.C. Government Services	See July Agenda Item CC-9	\$11,716.98
ACH	Lund Construction	Contract Services-Engineering	\$210,043.10
			<u>\$483,593.52</u>

Employee Recognitions— Eighteen employees received recognition for attendance during May 2018, and eleven were recognized for outstanding customer service and quality of work during the month of June 2018. Directors were provided with a list of the employees and items for which each received recognition.

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

Engineering Department Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of June 2018.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 09/19/18 (30% Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Asset Inventory and water demand projections in progress. CAC Workshop #1 occurred on 05/29/18. CAC Workshop #2 scheduled for 08/28/18.
CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project	Engineering	Engineering Manager, Project Manager and Senior Construction Inspector	On-going	Yes, 06/20/18 (Notice of Completion)	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Letter of Acceptance sent to Contractor on 04/05/18. 100% Complete. Notice of Completion approved at 06/20/18 Board Meeting. This item is complete.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Staff continues to review Space Needs Assessment completed by consultant. Additional meetings scheduled with the goal of presenting to the Board in Q4 2018.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 06/20/18 (Notice of Completion)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Notice of Completion approved at 06/20/18 Board Meeting. Easements being prepared by District. Anticipate bringing to the Board at the August/September Board Meeting.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 04/18/18 (Award of Contract)	Yes	2017 design, 2018 construction.	Award of Contract at the 04/18/18 Board Meeting. Contract signed and work began on 05/21/18. 75% Complete.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistance Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Potholing completed. Preparing final plans. Send plans to Division of Drinking Water and City of Citrus Heights.
CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/01/18. Potholing to be scheduled for July 2018.
CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" & 6" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/02/18. Potholing to be scheduled for July 2018. Verify easements.
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Road East Side Wall	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	We anticipate this project will be included in the 2019 CIP. Begin communication with SJUSD during 2018.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, TBD	No	Private development.	District met on 03/01/18. District sent cost-sharing agreement for system improvements made in conjunction with the project on 05/23/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, 05/16/18 (Approval of Resolution for Easement)	No	Private development.	Project complete. Perform project closeout.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	Project complete. Perform project closeout. Coordinate easement with engineer and City of Citrus Heights.
PRIVATE DEVELOPMENT 3 lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Senior Construction Inspector	On-going	No	No	3 lot subdivision.	Preconstruction meeting occurred on 03/12/18. Construction in progress. 75% Complete.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	District submitted Conditions of Approval for the project on 05/07/18. Engineer preparing Improvement Plans for proposed land exchange.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	15 lot subdivision located on Antelope Road.	Final plans received on 01/23/18. Developer grading site. Water preconstruction meeting occurred on 06/25/18. Creek crossing revisions finalized. Received revised plans on 07/02/18.
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Received updated plans from engineer on 04/30/18. District sent back comments on 05/22/18. Awaiting a resubmittal.
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Engineer submitted revised plans on 03/22/18. Comments sent to engineer on 04/04/18. Resubmittal received on 05/02/18. Comments sent to engineer on 06/04/18.
PRIVATE DEVELOPMENT 8053 Holly Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Final plans signed and fees received on 05/10/18. Awaiting final plans.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Sunrise Blvd_5437-5439 - Sunrise Village Retail Center - parcel split	Engineering	Engineering Manager and Assistant Engineer	On-going	TBD	No	Parcel being split into 3 for individual sales that previously occurred.	Sent comments to City 09/13/17. Awaiting to determine if developer/ owner chooses to split the parcel.
PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	District signed plans on 12/21/17. Awaiting construction.
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Received easement information on 11/30/17. Signed plans on 02/26/18. Preconstruction meeting on 04/30/18. Awaiting easements for entire Stock Ranch area.
PRIVATE DEVELOPMENT 7030 Auburn Blvd Stock Ranch - Traffic Circulation	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Plans signed on 02/26/18. Fees paid on 05/22/18. 90% Complete. Awaiting easements for entire Stock Ranch area.
PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent comments to City on 11/27/17. Awaiting final plans from developer for District review.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 6199 Sunrise Blvd US Bank Parcel Split	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/27/17. Awaiting to determine if developer/ owner chooses to split the parcel.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Big Lots	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 05/23/18. Received plans for review on 05/22/18. Review easements for project.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/28/17. Awaiting plans from developer for District review. Review easements for project.
COMCAST	Engineering	Assistant Engineer and GIS Specialist	On-going	No	No	Various communications boring projects throughout the service area.	Received 13 utility requests as of 05/01/18. District has provided water utility maps for all projects. Received "B" plans on 5 projects as of 05/01/18 and provided comments. Awaiting resubmittal from Comcast Engineer.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in Summer 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.
CITY OF CITRUS HEIGHTS PROJECT Bonita, Old Auburn Rd, & Mariposa Ave Storm Drain Improvements	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Bonita Way, Old Auburn Road, & Mariposa Ave Storm Drain Project.	Received 30% plans at the meeting with Dokken Engineering on 05/21/18. District to send engineer data.
CITY OF CITRUS HEIGHTS PROJECT Baird Way Storm Drain Improvements	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Baird Way Storm Drain Project.	Construction in progress by City contractor.
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Frontage improvements along west side of Sunrise from Sayonara to north and Storm Drain Improvements .	Attended preconstruction meeting on 03/14/18. Construction in progress by City contractor. CHWD 50% complete with water facility relocations. Need to coordinate valve raising with contractor.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Received signed Utility Agreement. Start of construction in Summer 2018. Received plans for review on 05/17/18. Pre-bid meeting on 06/05/18. District awaiting final plans.
CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Weigh station and off-ramp Improvements .	Sent water facility maps and as-builts to Engineer on 11/20/17. Awaiting plans from CalTrans for District review.
Annexations	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Annex properties into the District to clarify and revise District boundaries.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services. A follow-up meeting is scheduled for 08/08/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
Easements	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/ revisions	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services. A follow-up meeting is scheduled for 08/08/18.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 72 work orders were performed during the month of June by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Drinking Water (DDW) requirements.

2018 Water Supply – Purchased and Produced

The District’s total water use during the month of June 2018 (1,387.02 acre-feet) was 27.4 percent below that of May 2013 (1,603.43 acre-feet).

Surface Water Supply Reliability

As of July 1, 2018, storage in Folsom Lake (Lake) was at 8400,600 acre-feet, 86 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 114,000 acre-feet in the past month.

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District’s groundwater production wells: Bonita, Mitchell Farms, Skycrest, and Sylvan, are operational and used on a rotational or as-needed basis.

Water Efficiency Program Update

Water Efficiency, Safety and Meter Program activities during the month of June 2018 include:

- 12 Ultra-Low-Flush Toilet (ULFT) rebates were processed for the month of June. The 5 year average (2013-2017) of June ULFT rebates is 17. A total of \$5,550.00 in rebates were issued year to date.

- A total of 7 High Efficiency Clothes Washer (HECW) rebates have been issued during the second quarter of 2018. To better align with SMUD's schedule for reporting monthly numbers, staff will report HECW rebates on a quarterly basis.
- 21 water waste calls were received during the month of June. 2 reports of water waste were received through CHWD's Drought Resources web page.
- A WaterSmart class was held on Thursday, June 28 from 6:00 pm – 8:30 pm. The class was titled "Keeping Your Eco-Friendly Landscape Looking Great With Less Water, Less Work and Fewer Chemicals". This was the third class in a series of 5 classes to be held by the District this year. An additional class was held on Saturday, July 14th from 9:00 am – 12:00pm. The class was titled "Picking the Best WaterSmart Plants for Your Landscape & How to Maintain Them". The classes were held at the Citrus Heights Community Center located at 6300 Fountain Square Dr.
- Staff began a telephone outreach campaign promoting the District's free Irrigation Efficiency Reviews. WaterWise Consulting is working with staff to contact many of CHWD's high water use customers. WaterWise has completed reaching out to CHWD's single-family customers. Due to this effort, a total of 3 additional Irrigation Efficiency Reviews were generated and completed for the month of June. This compares to 11 Irrigation Reviews completed during the same month in 2017. A total of 83 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 26 Irrigation Efficiency Reviews completed for the same time in December 2016 thru June 2017. Staff has shifted the focus of the outreach campaign to Multi-Family customers. For the customers who have completed an Irrigation Efficiency Review during this outreach campaign, staff will conduct a year over year comparison of their water usage. A presentation will be provided to the Board for a complete recap of the findings during the fourth quarter of 2018.
- Staff is conducting a meter testing program for all meters 3 inch and larger. The testing is part of the Water Loss program requirement contained in SB555. The meters are being tested for accuracy during high, medium and low flow conditions.
- On Thursday, June 14, staff completed the fifth presentation in the annual group participation safety program. The presentation topic was "Sleep Deprivation". The presenters included Alberto Precadio, Rick Jimenez and Chris Nichols.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

MONTH	R-GPCD 2017	R-GPCD 2018	% CHANGE
January	75	77	+3%
February	72	85	+18%
March	80	79	-.01%
April	87	100	+13%
May	166	156	-.06%
June	209	213	-.02%

- Since 2013, RWA has been providing the District with a recap of the region’s individual Agency R-GPCD for the current month/year, including a year to date comparison for 2013. RWA has reformatted the monthly update and will no longer be providing the regional water savings comparison.

Discussion and Possible Action to Approve a Contract Amendment for an Agreement with Warren Consulting Engineers for Additional Work On Highland Avenue And Rosa Vista Lane Water Main Replacement Project- The Rosa Vista Lane Easements (A)

Staff requested that the Board consider a contract amendment with Warren Consulting Engineers for additional work preparing the Rosa Vista Lane easement documents as part of the Highland Avenue and Rosa Vista Lane Water Main Replacement Project.

On July 27, 2016, a professional services agreement was executed with Warren Consulting Engineers in the amount of \$20,000 to provide engineering services for the Highland Avenue and Rosa Vista Lane Water Main Replacement Project. A portion of the scope of work included preparing two water easements, including legal descriptions and exhibits, located on the private Rosa Vista Lane.

On April 24, 2017, a contract amendment in the amount of \$3,125 was executed to include five (5) additional water easement legal descriptions and exhibits for the proposed water main and services located on Rosa Vista Lane. Draft easements were created and were to be notarized and recorded after construction was complete to ensure the location of the water main and services did not change from the location shown on the plans.

On January 31, 2018, a contract was executed with Lund Construction, Inc. for installing and connecting approximately 1,322 linear feet of 8-inch water main, 24 linear feet of 6-inch water main, six (6) 8-inch gate valves, one (1) 6-inch gate valve, one (1) steamer fire hydrant, six (6) 1-inch metered water services, and 16 1-inch water services with curb stops along Highland Avenue and Rosa Vista Lane in the City of Citrus Heights. Lund Construction, Inc. completed the water main replacement project on June 1, 2018.

During construction, the alignment for a portion of the water main on Rosa Vista Lane was revised and moved slightly to provide adequate clearance from existing utilities. Due to the relocation of the water main, the easements for two properties need to be revised. The revision requires Warren Consulting Engineers to re-survey the water main alignment for these two properties and revise the easement. The cost to complete the survey and prepare the revisions is \$1,600.00.

Funding Plan:

In considering a contract amendment for the additional engineering work, one funding source for the proposed change order is the construction contingency fund in the amount of \$36,589.80. Only \$192.40 of the construction contingency was used, which leaves \$36,397.40 remaining. The remaining amount of construction contingency after the contract amendment of \$1,600.00 will be \$34,797.40.

Staff recommended the Board amend the contract with Warren Consulting Engineers in the amount of \$1,600.00 for additional work preparing the Rosa Vista Lane easement documents.

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

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

PRESENTATIONS:

Update on Groundwater Sustainability Plan

Sacramento Groundwater Authority (SGA) Manager of Technical Services, Rob Swartz and Citrus Heights Water District (CHWD) Operations Manager, David Gordon, provided an update on the Sustainable Groundwater Management Act (SGMA) and its requirement to develop a Groundwater Sustainability Plan (GSP). SGMA was signed into law in 2014 with the purpose of:

1. Establishing a framework for sustainable, local groundwater management;
2. Preventing groundwater-dependent regions from the over-draft of groundwater supplies; and
3. Bringing groundwater basins into balanced levels of pumping and recharge.

CHWD is located within the Sacramento Valley's North American Sub-basin (NASb). NASb is represented by five Groundwater Sustainability Agencies (GSA), which include:

1. Western Placer County;
2. South Sutter Water District;
3. Reclamation District 1001;
4. Sutter County; and
5. Sacramento Groundwater Authority.

SGA staff have been meeting with all of the GSA's within the NASb to plan, develop and submit one GSP for the NASb. CHWD has been attending these meetings. Mr. Swartz provided an update on the status of the GSP development, and a roadmap for future action.

The Regular Meeting of the Board of Directors was adjourned at 7:46pm.

The Regular Meeting of the Board of Directors reconvened at 7:51pm.

STUDY SESSIONS:

None.

BUSINESS:

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTORS' AND REPRESENTATIVES' REPORTS:

Regional Water Authority (Dains)

Director Dains reported that the last meeting focused on Other Post-Employment Benefits (OPEB) requirements and that they are 91% funded.

Sacramento Groundwater Authority (Sheehan)

No report.

San Juan Water District (All)

No report.

Association of California Water Agencies (ACWA) (Dains)

General Manager Straus informed the Board that ACWA's Fall Conference will be on November 27-30 in San Diego.

ACWA Joint Powers Insurance Authority (JPIA) (Dains/Castruita)

No report.

City of Citrus Heights (Pieri)

Engineering Manager Pieri stated that CHWD is working closely with the city's contractor on the Sunrise Phase 2a Project, the District has completed most of the work that was slated and are continuing to monitor closely.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

No report.

RWA Lobbying Program Update (Gordon/Meurer)

General Manager Straus informed the Board that RWA has not selected a candidate for the position of Legislative Affairs Manager, which was previously held by Adam Robin.

Customer Advisory Committee (Riehle/Pieri)

No report.

Other Reports

Management Services Specialist Henry informed the Board that the Claim for Directors Compensation form had been updated to a fillable PDF.

MANAGEMENT SERVICES REPORT:

Meter Replacement Program Update

Staff updated the Board on CHWD's progress in working with several surrounding water districts to develop a multi-agency Water Meter Replacement and Operations Program. The updates included status reports on the Memorandum of Understanding (MOU) approvals by the various governing boards of the newly-forming Meter Replacement Consortium and the development and schedule for release of the Request for Proposal (RFP) of the Advanced Planning Study.

CORRESPONDENCE:

None.

CLOSED SESSION:

CL-1. Pursuant to Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case

CL-2. Pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Parcel Numbers 211-0192-087-0000
Agency negotiators: David Gordon, Madeline Henry, Josh Nelson, Melissa Pieri, Hilary Straus, Susan Sohal, Steve Anderson
Negotiating parties: First Apostolic Church Incorporated of Citrus Heights
Under negotiation: Both Price and Terms of Payment

No reportable action.

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 8:58 pm.

APPROVED:

MADELINE HENRY
Acting Deputy Secretary
Citrus Heights Water District

RAYMOND A. RIEHLE, President
Board of Directors
Citrus Heights Water District

JULY 2018

2018 REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
959,662	788,482	55,853	6,294	206,912	(97,879)

General Ledger Balance	Total
Outstanding A/R	1,051,906
Outstanding Liens	-
Unclaimed Funds	(8,621)
Outstanding Grants	1,247
Less Unapplied Payments	(99,276)
Total	\$ 945,256

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
July 31, 2018**

Board Of Directors
Citrus Heights Water District

Assessor/Collector Roll Adjustment		
July-18		
	Dollar	Count
DEFAULT		
One-Time Courtesy	\$ 105.20	24
InvoiceCloud Error	\$ 5.40	1
DEFAULT Total	\$ 110.60	25
3-DAY DOOR HANG		
InvoiceCloud Error	\$ 23.00	1
3-DAY DOOR HANG Total	\$ 23.00	1
Grand Total	\$ 133.60	26

Reason For Cancellation	Charge Type	Amount
InvoiceCloud Error	3-DAY DOOR HANG	23.00
InvoiceCloud Error	DEFAULT	5.40
One-Time Courtesy	DEFAULT	5.40
One-Time Courtesy	DEFAULT	4.49
One-Time Courtesy	DEFAULT	3.93
One-Time Courtesy	DEFAULT	4.28
One-Time Courtesy	DEFAULT	6.11
One-Time Courtesy	DEFAULT	3.84
One-Time Courtesy	DEFAULT	4.23
One-Time Courtesy	DEFAULT	2.65
One-Time Courtesy	DEFAULT	5.91
One-Time Courtesy	DEFAULT	4.33
One-Time Courtesy	DEFAULT	4.89
One-Time Courtesy	DEFAULT	4.89
One-Time Courtesy	DEFAULT	4.69
One-Time Courtesy	DEFAULT	2.65
One-Time Courtesy	DEFAULT	4.59
One-Time Courtesy	DEFAULT	5.04
One-Time Courtesy	DEFAULT	4.13
One-Time Courtesy	DEFAULT	6.06
One-Time Courtesy	DEFAULT	4.43
One-Time Courtesy	DEFAULT	4.03
One-Time Courtesy	DEFAULT	4.38
One-Time Courtesy	DEFAULT	2.55
One-Time Courtesy	DEFAULT	3.21
One-Time Courtesy	DEFAULT	4.49
		<u>\$ 133.60</u>

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT**

CC-04

Month of July 2018

Bank of the West			
Beginning Balance			\$5,442,965
RECEIPTS:		1,121,841	
DISBURSEMENTS:			
Checks Issued / ACH Payments	738,632		
Payroll	712,038		
Returned Checks	4,226		
	1,454,896		(333,055)
Bank of the West			
Balance per Bank 07/31/2018			5,109,910
Outstanding Checks			(291,882)
Deposit in Transit			51,875
Balance Per Books 07/31/2018			\$4,869,902
<hr/>			
RECONCILEMENT:			
Bank of the West			\$4,869,902
Local Agency Investment Fund			6,192,612
COP Reserve Account			537,190
Money Mkt Activity Account			531,939
TOTAL BALANCE			\$12,131,643

CASH & INVESTMENT SUMMARY:		
Bank of the West (General Account)		\$4,869,902
Local Agency Investment Fund		6,192,612
COP 2010 Reserve Account		537,190
Money Mkt Activity Account		531,939
Total		\$12,131,643

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	1.90%	29,245.64	7/12/2018

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.



SUSAN K. SOHAL
Treasurer



HILARY M. STRAUS
Secretary

Signed: 08/09/2018

TREASURER'S REPORT OF FUND BALANCES
July 31, 2018

	Beginning Balance 01/01/2018	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 07/31/2018	2018 Target Balance per Policy
Operating Fund	\$ 3,634,963	\$ 6,703,148	\$ (6,698,205)	\$ 1,121,841	\$ (1,454,896)	\$ 3,306,851	\$ 2,334,017
Operating Reserve	\$ 2,975,286					\$ 2,975,286	N/A
Rate Stabilization Fund	\$ 834,000					\$ 834,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,654,025					\$ 2,654,025	\$ 2,644,621
Restricted for Debt Service	\$ 536,963					\$ 536,963	N/A
Water Supply Reserve	\$ 200,000					\$ 200,000	N/A
Water Efficiency Reserve	\$ 150,000					\$ 150,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,025,000					\$ 1,025,000	N/A
Fleet Equipment Reserve	\$ 350,069					\$ 350,069	\$ 318,559
Employment-Related Benefits Reserve	\$ 256,862					\$ 256,862	\$ 864,229
	\$ 12,617,167	\$ 6,703,148	\$ (6,698,205)	\$ 1,121,841	\$ (1,454,896)	\$ 12,289,055	



SUSAN K. SOHAL, Treasurer

TREASURER'S REPORT OF FUND BALANCES
July 31, 2018

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,121,841	from funds collected in July 2018 per Treasurer's Report
	<u>\$ (1,454,896)</u>	disbursements made in July 2018 per Treasurer's Report
	\$ (333,055)	

Citrus Heights Water District
Budget Performance Report
As of 7/31/2018

	July	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Revenues						
Metered Service Charges	\$717,082.99	\$5,197,202.66	\$4,911,543.00	\$285,659.66	5.82%	\$8,419,792.00
Metered Water Deliveries	514,524.88	1,992,714.88	2,946,374.00	(953,659.12)	-32.37%	6,532,500.00
Non-Metered Service Charges	3,587.65	53,750.04	81,669.00	(27,918.96)	-34.19%	140,000.00
Penalties	5,471.19	35,938.90	67,655.00	(31,716.10)	-46.88%	150,000.00
Interest	30,859.22	66,297.16	5,831.00	60,466.16	1036.98%	10,000.00
Backflow Fees	2,701.67	28,213.45	67,669.00	(39,455.55)	-58.31%	116,000.00
Water Service Install & S&R		29,796.32	15,925.00	13,871.32	87.10%	27,300.00
Grant Funds	1,762.50	3,525.00		3,525.00	0.00%	
Miscellaneous *	17,079.98	109,467.87	75,831.00	33,636.87	44.36%	130,000.00
Cost Reimbursements		1,126.68		1,126.68	0.00%	
Income - Wheeling Water		4,410.02	1,218.00	3,192.02	262.07%	2,700.00
Income - Connection Fees		20,328.00		20,328.00	0.00%	
Total Revenue	1,293,070.08	7,542,770.98	8,173,715.00	(630,944.02)	-7.72%	15,528,292.00
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water	760,658.41	1,913,266.95	1,799,761.88	113,505.07	6.31%	3,085,306.08
Ground Water	51,157.70	317,207.63	206,004.33	111,203.30	53.98%	341,195.95
	811,816.11	2,230,474.58	2,005,766.21	224,708.37	11.20%	3,426,502.03
Labor & Benefits						
Labor Regular	223,622.92	1,648,029.04	1,570,449.63	77,579.41	4.94%	2,693,210.08
Labor Taxes	17,087.77	130,219.30	144,850.44	(14,631.14)	-10.10%	248,315.04
Labor Workers Comp	21,781.71	21,781.71	36,750.00	(14,968.29)	-40.73%	63,000.00
Labor External	73.60	4,095.82	52,908.38	(48,812.56)	-92.26%	90,700.08
Benefits Med/Den/Vis	34,924.21	253,241.48	277,401.18	(24,159.70)	-8.71%	475,544.88
Benefits LTD/Life/EAP	(70.02)	22,253.37	20,631.94	1,621.43	7.86%	35,369.04
Benefits CalPers	17,647.42	115,719.61	454,265.42	(338,545.81)	-74.53%	778,740.72
Benefits Other	2,858.15	14,741.84	17,500.00	(2,758.16)	-15.76%	30,000.00
Benefit Retiree Expenses	3,539.30	24,830.10	29,477.56	(4,647.46)	-15.77%	50,532.96
Benefit Unemployment	193.85	5,028.46	4,900.00	128.46	2.62%	8,400.00
Benefit GASB 68	202,079.00	382,358.48		382,358.48	0.00%	
Capitalized Labor & Benefit Contra	(30,186.35)	(276,116.81)		(276,116.81)	0.00%	
	493,551.56	2,346,182.40	2,609,134.55	(262,952.15)	-10.08%	4,473,812.80
General & Administrative						
Fees & Charges	9,994.60	63,241.52	57,251.29	5,990.23	10.46%	102,409.59
Regulatory Compliance/Permits	474.00	19,732.20	72,925.44	(53,193.24)	-72.94%	125,015.04
District Events & Recognition	1,267.35	13,254.12	15,650.88	(2,396.76)	-15.31%	26,830.08
Maintenance/Licensing	2,069.30	34,799.34	87,980.27	(53,180.93)	-60.45%	150,823.32
Equipment Maintenance	2,711.69	39,748.16	40,833.31	(1,085.15)	-2.66%	69,999.96

Citrus Heights Water District
Budget Performance Report
As of 7/31/2018

CC-6

	July	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Professional Development	4,933.54	32,425.64	51,621.00	(19,195.36)	-37.19%	94,533.50
Department Admin	6,693.20	28,172.12	31,864.49	(3,692.37)	-11.59%	54,624.84
Dues & Subscriptions	43,003.93	63,649.31	83,491.94	(19,842.63)	-23.77%	143,129.04
Fuel & Oil	4,878.08	29,837.04	29,750.00	87.04	0.29%	51,000.00
General Supplies	4,400.66	20,646.35	21,641.69	(995.34)	-4.60%	37,100.04
Insurance - Auto/Prop/Liab	(1,024.84)	20,853.02	49,583.31	(28,730.29)	-57.94%	84,999.96
Leasing/Equipment Rental	1,313.74	11,365.43	17,722.81	(6,357.38)	-35.87%	30,381.96
Parts & Materials	10,480.50	190,463.78	32,083.38	158,380.40	493.65%	55,000.08
Postage/Shipping/Freight	9,146.06	72,305.59	71,980.71	324.88	0.45%	123,294.74
Rebates & Incentives	1,400.00	6,800.00	11,480.00	(4,680.00)	-40.77%	19,680.00
Telecom/Network	2,178.57	18,769.22	24,091.69	(5,322.47)	-22.09%	41,300.04
Tools & Equipment	4,458.81	28,894.82	35,991.69	(7,096.87)	-19.72%	61,700.04
Utilities	200.01	3,080.21	18,841.69	(15,761.48)	-83.65%	32,300.04
Write-Off Bad Debt Exp			2,916.69	(2,916.69)	-100.00%	5,000.04
Capitalized G&A Contra	(9,367.67)	(180,413.37)		(180,413.37)	0.00%	
Capitalized Equipment Contra	(35,019.42)	(186,914.39)		(186,914.39)	0.00%	
	<u>64,192.11</u>	<u>330,710.11</u>	<u>757,702.28</u>	<u>(426,992.17)</u>	<u>-56.35%</u>	<u>1,309,122.31</u>
Professional & Contract Services						
Support Services	84,438.25	455,388.74	1,007,810.44	(552,421.70)	-54.81%	1,727,675.04
Legal Services	20,585.51	84,794.04	190,166.69	(105,372.65)	-55.41%	326,000.04
Printing Services	136.06	2,730.65	23,450.00	(20,719.35)	-88.36%	38,515.00
	<u>105,159.82</u>	<u>542,913.43</u>	<u>1,221,427.13</u>	<u>(678,513.70)</u>	<u>-55.55%</u>	<u>2,092,190.08</u>
Reserves & Debt Services						
Interest Expense	43,047.17	66,278.37	429,296.00	(363,017.63)	-84.56%	735,936.00
Depreciation		3.72		3.72	0.00%	
Net Increase(Decrease) in Value of Investments		(11,671.29)		(11,671.29)	0.00%	
	<u>43,047.17</u>	<u>54,610.80</u>	<u>429,296.00</u>	<u>(374,685.20)</u>	<u>-87.28%</u>	<u>735,936.00</u>
Total Operating Expenses	<u>1,517,766.77</u>	<u>5,504,891.32</u>	<u>7,023,326.17</u>	<u>(1,518,434.85)</u>	<u>-21.62%</u>	<u>12,037,563.22</u>
Net Income / (Expense)	<u>(224,696.69)</u>	<u>2,037,879.66</u>	<u>1,150,388.83</u>	<u>887,490.83</u>	<u>77.15%</u>	<u>3,490,728.78</u>

Project Number	Project Name	BUDGET				COMMITMENTS	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Expenditures to 12/2017	Remaining Budget	2018 Budget	Open Commitments	Month to Date	Year to Date	Project to Date	2019 Forecast
C15-102	Corporation Yard Improvements	\$2,632,325	\$1,593,598	\$1,038,727	\$0	\$0	\$0	\$701,790	\$2,295,388	
C15-133	Higland Ave and Rosa Vista	\$396,487	\$35,334	\$361,153	\$0	\$0	\$23,462	\$402,909	\$438,243	
C15-137	C-Bar-C Pressure Control	\$550,000	\$0	\$550,000	\$250,000	\$0	\$0	\$0	\$0	
C16-131	Wind Way and Longwood Way	\$327,158	\$7,785	\$319,373	\$305,154	\$0	\$452	\$12,806	\$20,591	
C16-134	Auburn Blvd-Rusch Park Placer	\$166,357	\$0	\$166,357	\$157,880	\$0	\$0	\$609	\$609	
C16-142	Sunrise Bl Streetscape Ph 2	\$50,000	\$450	\$49,550	\$0	\$0	\$19,699	\$30,537	\$30,987	
C18-101	Stock Ranch Res. Svc Replcmnts	\$662,653	\$0	\$662,653	\$607,432	\$0	\$0	\$0	\$0	
Construction in Progress		\$4,784,980	\$1,637,167	\$3,147,813	\$1,320,466	\$0	\$43,612	\$1,148,652	\$2,785,819	0
C18-010	Water Main Replacements	\$64,888	\$0	\$64,888	\$59,897	\$0	\$0	\$5,352	\$5,352	
C18-011	Water Valve Replacements	\$144,200	\$0	\$144,200	\$135,428	\$0	\$0	\$10,279	\$10,279	
C18-012	Water Service Connections	\$850,000	\$0	\$850,000	\$823,750	\$0	\$60,068	\$518,841	\$518,841	
C18-013	Water Meter Replacements	\$107,000	\$0	\$107,000	\$98,083	\$0	\$1,111	\$34,739	\$34,739	
C18-014	Fire Hydrants	\$154,500	\$0	\$154,500	\$150,787	\$0	\$2,719	\$46,049	\$46,049	
Annual Infrastructure		\$1,320,588	\$0	\$1,320,588	\$1,267,945	\$0	\$63,898	\$615,259	\$615,259	0
C15-104B	Document Management System	\$250,000	\$5,361	\$244,639	\$120,000	\$0	\$0	\$0	\$5,361	
C17-004A	Server Upgrade	\$100,000	\$18,190	\$81,810		\$0	\$0	\$0	\$18,190	
C17-004B	Workstation Replacements	\$20,000	\$1,405	\$18,595	\$0	\$0	\$0	\$18,906	\$20,310	
C18-003	Fleet/Field Operations Equip	\$287,500	\$0	\$287,500	\$287,500	\$0	\$40,325	\$106,036	\$106,036	
C18-004	Technology Hardware/Software	\$35,000	\$0	\$35,000	\$32,308	\$0	\$1,499	\$11,374	\$11,374	
Fleet and Equipment		\$692,500	\$24,956	\$667,544	\$439,808	\$0	\$41,824	\$136,316	\$161,271	0
C15-101	Fairway 12" & 8" Intertie	\$19,690	\$1,217	\$18,473	\$0	\$0	\$0	\$18,010	\$19,227	
C15-109	Blossom Hill Way 6" & 10" Inte	\$22,015	\$0	\$22,015		\$0	\$0	\$0	\$0	
C15-110	Crestmont Ave 6" Intertie	\$19,980	\$0	\$19,980		\$0	\$0	\$0	\$0	
C15-132	Graham Cir and Circuit Dr	\$570,984	\$30,268	\$540,716	\$524,048	\$0	\$427,708	\$495,774	\$526,042	
C17-100	24in Oak at C-Bar-C to Arcade	\$2,100,000	\$0	\$2,100,000	\$500,000	\$0	\$0	\$0	\$0	\$750,000

Project Number	Project Name	BUDGET				COMMITMENTS	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Expenditures to 12/2017	Remaining Budget	2018 Budget	Open Commitments	Month to Date	Year to Date	Project to Date	2019 Forecast
C17-101	Pleasant View Dr-Oak to Poppy	\$499,231	\$6,549	\$492,682	\$460,130	\$0	\$0	\$4,455	\$11,004	
C17-102	Michigan Dr - Sunrise to West	\$249,258	\$1,289	\$247,969	\$231,005	\$0	\$6,335	\$7,880	\$9,168	
C18-102	Thunderhead Cir 8in Main Rplc	\$665,842	\$0	\$665,842	\$292,049	\$0	\$0	\$13	\$13	\$349,456
C18-103	Cologne Way 6in Main Replace	\$242,384	\$0	\$242,384	\$116,345	\$0	\$0	\$0	\$0	\$116,343
C18-104	Quiet Oak Ln 8in Main Oak S	\$121,011	\$0	\$121,011	\$58,085	\$0	\$0	\$0	\$0	\$58,085
C18-105	Old Auburn Rd Dafodil Wooddale	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
Water Mains		\$4,510,395	\$39,323	\$4,471,072	\$2,181,662	\$0	\$434,043	\$526,132	\$565,455	\$1,273,884
C17-005	Facilities Improvements	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$11,696	\$11,696	
C17-103	Operations Building Remodel	\$1,475,000	\$19,010	\$1,455,990	\$1,300,000	\$0	\$0	\$0	\$19,010	
C18-005	Facilities Improvements	\$125,000	\$0	\$125,000	\$115,385	\$0	\$5,000	\$40,552	\$40,552	
C18-040	Other City Partnerships	\$300,000	\$0	\$300,000	\$275,000	\$0	\$0	\$0	\$0	
C18-041	Other Infrastructure Projects	\$103,000	\$0	\$103,000	\$94,417	\$0	\$0	\$0	\$0	
Miscellaneous Projects		\$2,078,000	\$19,010	\$2,058,990	\$1,784,801	\$0	\$5,000	\$52,248	\$71,258	0
C17-020	Groundwater Well Improvements	\$165,500	\$2,884	\$162,616	\$0	\$0	\$0	\$78,382	\$81,266	
C17-020A	Groundwater Well Rehab Sunrise	\$50,500	\$0	\$50,500	\$23,146	\$0	\$0	\$0	\$0	
C17-104	Groundwater Well Property Acq	\$640,000	\$123,943	\$516,057	\$0	\$0	\$0	\$63,120	\$187,063	
C17-104A	Groundwater Well Prop Highland	\$250,000	\$0	\$250,000	\$0	\$0	\$1,398	\$1,690	\$1,690	\$0
C18-020	Groundwater Well Improvements	\$100,000	\$0	\$100,000	\$91,667	\$0	\$0	\$10,376	\$10,376	
C18-106	Groundwater Well #7	\$796,860	\$0	\$796,860	\$382,493	\$0	\$186	\$4,002	\$4,002	\$382,493
Wells		\$2,002,860	\$126,827	\$1,876,033	\$497,305	\$0	\$1,584	\$157,570	\$284,397	\$382,493
Grand Totals:		\$15,389,323	\$1,847,282	\$13,542,041	\$7,491,987	\$0	\$589,961	\$2,636,176	\$4,483,458	\$1,656,377

JULY 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65808	Karel/Miluse Mojzis	Customer Refund	\$247.96
65809	James M White	Customer Refund	\$32.16
65810	ABA DABA Rentals & Sales	Supplies-Field	\$256.56
65811	Best Best & Krieger	Legal & Audit	\$7,259.54
65812	Burketts	Office Expense	\$33.96
65813	2014-1 IH Borrower	Customer Refund	\$70.89
65814	Express Office Products Inc	Office Expense	\$34.78
65815	FP Mailing Solutions	Equipment Rental- Office	\$181.76
65816	Government Finance Officers Association	Dues & Subscriptions	\$370.00
65817	J4 Systems	Support Services	\$3,403.75
65818	Kei Window Cleaning #12	Janitorial	\$94.00
65819	Kiwanis of Citrus Heights	Continued Education	\$452.00
65820	Liebert Cassidy Whitmore	Legal & Audit	\$2,425.00
65821	Moonlight BPO	Support Services	\$3,749.69
65822	Pace Supply Corp	Material	\$546.46
65823	Red Wing Shoe Store	Small Tools	\$803.08
65824	Republic Services #922	Utilities	\$357.78
65825	Sac-Val Janitorial Supply	Supplies-Field	\$229.60
65826	Les Schwab Tires	Repair-Trucks	\$185.60
65827	Union Bank Trust Department-Fees	Small Office Equip	\$270.15
65828	Best Best & Krieger	Legal & Audit	\$15,665.00
65829	Central Valley Engineering & Asphalt, Inc.	Support Services	\$26,708.38
65830	CirclePoint	Support Services	\$14,935.73
65831	Ferguson Enterprises Inc #1423	Material	\$12,214.54
65832	Miles Treaster & Associates	Office Expense	\$25,195.58
65833	Regional Water Authority	Dues & Subscriptions	\$25,614.00
65834	Sacramento Groundwater Authority	Dues & Subscriptions	\$33,977.00
65835	SMUD	Utilities	\$8,226.71
65836	Regional Water Authority	Dues & Subscriptions	\$43,579.00
65837	Floyd M/Deloris R Norris	Customer Refund	\$105.93
65838	Carol J Lymath Family Trust	Customer Refund	\$92.32
65839	Mark C/Jeanne Pickett	Customer Refund	\$14.03
65840	Gerald L Houseman	Customer Refund	\$23.77
65841	Walter L/Janet S Nichols	Customer Refund	\$65.68
65842	Rodney J/Donna M Vanbebber	Customer Refund	\$11.95

65843	Rodger C/Carol M Leever Trust	Customer Refund	\$18.36
65844	Michael L Kasjaka estate	Customer Refund	\$81.34
65845	Regina C Hansen	Customer Refund	\$60.21
65846	John M/Trudy C Rua	Customer Refund	\$53.60
65847	Frank D/Marian J Janicik	Customer Refund	\$53.18
65848	Krzysztof/Maria Bilski	Customer Refund	\$71.76
65849	Zachary N/Chelsea A McKiernan	Customer Refund	\$134.65
65850	Timothy R/Karla M Quadro	Customer Refund	\$104.53
65851	Marvin / R Stark Family Trust	Customer Refund	\$38.67
65852	Erlinda Sabino	Customer Refund	\$8.86
65853	Kelsey Nosworthy	Customer Refund	\$231.36
65854	Lorne Green	Customer Refund	\$174.95
65855	Carrington Mortgage Services LLC	Customer Refund	\$190.35
65856	AFLAC	Employee Paid Insurance	\$395.99
65857	AIA Services, LLC/NDS	Water Conservation-Material/Supplies	\$3,809.56
65858	Robin Cope	Health Insurance	\$422.30
65859	Corix Water Products, Inc	Material	\$1,264.99
65860	Cybex	Equipment Rental- Office	\$158.16
65861	Express Office Products Inc	Office Expense	\$28.15
65862	Ferguson Enterprises Inc #1423	Material	\$1,023.63
65863	Indoor Environmental Services	Maintenance Agreement-Equipment	\$374.53
65864	Integrity Administrators Inc	Health Insurance	\$318.50
65865	KBA Docusys Inc	Equipment Rental- Office	\$342.63
65866	Rex Meurer	Water Conservation-Material/Supplies	\$190.85
65867	OCT Academy	Continued Education	\$390.00
65868	Office Depot	Office Expense	\$245.04
65869	RW Trucking	Support Services	\$1,763.75
65870	Sonitrol	Equipment Rental- Office	\$175.10
65871	S.I.C.H.	Office Miscellaneous	\$420.00
65872	Spot on Signs & Graphics	Support Services	\$1,639.49
65873	State Water Resources Control Board	Dues & Subscriptions	\$60.00
65874	Sylvan Trailer & Supply	Repair-Trucks	\$1,600.00
65876	Lynne A Clair	Customer Refund	\$15.86
65877	Garth L Freeman	Customer Refund	\$40.42
65878	Ryan Ross	Customer Refund	\$97.24
65879	James M Mazzarelli	Customer Refund	\$165.56
65880	Leonardo J Guimoye	Customer Refund	\$13.48
65881	Alimasi Buxilaji	Customer Refund	\$284.28
65882	Denae/Nathaniel A Castillo	Customer Refund	\$69.32

65883	Hagen Lendewig	Customer Refund	\$144.29
65884	Samboo Inc.	Customer Refund	\$68.88
65885	Richard L/Jeanette C Abbott	Customer Refund	\$381.54
65886	A&A Stepping Stone Manufacturing	Supplies-Field	\$29.61
65887	ABA DABA Rentals & Sales	Supplies-Field	\$262.86
65888	Alexander's Contract Services	Support Services	\$1,858.57
65889	Bob Anderson	Field Miscellaneous	\$25.80
65890	AnswerNet	Telephone-Answer Service	\$287.35
65891	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
65892	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
65893	Best Best & Krieger	Legal & Audit	\$7,820.18
65894	BSK Associates	Water Analysis	\$390.00
65895	CirclePoint	Support Services	\$7,872.50
65896	City of Citrus Heights	Permit Fees	\$770.00
65897	Consolidated	Telephone-Local/Long Distance	\$1,728.57
65898	Corelogic Information Solutions Inc	Dues & Subscriptions	\$200.00
65899	Corix Water Products, Inc	Material	\$142.23
65900	County of Sacramento	Permit Fees	\$112.00
65901	Dawson Oil Company	Gas & Oil	\$1,778.65
65902	Harris & Associates	Support Services	\$5,494.88
65903	J4 Systems	Support Services	\$572.50
65904	KBA DOCUSYS	Equipment Rental- Office	\$402.03
65905	Lords Electric Inc.	Support Services	\$5,000.00
65906	Moonlight BPO	Support Services	\$4,890.59
65907	Occu-Med	Office Miscellaneous	\$16.00
65908	Office Depot	Office Expense	\$82.67
65909	Pace Supply Corp	Material	\$3,211.16
65910	ReScape California	Support Services	\$2,500.00
65911	John Sullivan	Customer Refund	\$113.63
65912	SureWest Directories	Telephone-Local/Long Distance	\$49.00
65913	Borey Swing	Continued Education	\$308.93
65914	Wallace Kuhl & Associates Inc	Support Services	\$2,685.00
65915	WaterWise Consulting, Inc	Support Services	\$525.00
65916	Warren Consulting Engineers Inc	Support Services	\$4,562.50
65917	Suzanne E Ritter 1998 Living Trust	Customer Refund	\$18.78
65918	Gary M/Linda R Ellis	Customer Refund	\$284.33
65919	Michelle T Toulouse Trust	Customer Refund	\$22.93
65920	George W Schaefer	Customer Refund	\$7.80
65921	Patricia A Barcal	Customer Refund	\$184.42

65922	Darin A//Melissa Hieb	Customer Refund	\$8.61
65923	Craig E/April L Johnson	Customer Refund	\$33.83
65924	Monique Pelletier	Customer Refund	\$262.36
65925	Debora E Roberts	Customer Refund	\$24.63
65926	Shad G/Desirae R Schoer	Customer Refund	\$21.44
65927	Christina/Shawn Flanary	Customer Refund	\$10.01
65928	Doumit Construction Inc	Customer Refund	\$1,491.11
65929	ACWA	Dues & Subscriptions	\$1,398.00
65930	Afman Supply	Small Tools	\$448.41
65931	Airgas USA, LLC	Supplies-Field	\$535.13
65932	Alexander's Contract Services	Support Services	\$6,724.56
65933	Avalon Custodial Care	Janitorial	\$695.00
65934	Awards By Kay Inc	Office Expense	\$64.95
65935	Bart/Riebes Auto Parts	Repair-Trucks	\$32.30
65936	Best Best & Krieger	Legal & Audit	\$7,858.75
65937	BSK Associates	Water Analysis	\$1,677.00
65938	California Landscape Associates Inc	Janitorial	\$200.00
65939	Grainger	Small Tools	\$180.89
65940	Ferguson Enterprises Inc #1423	Material	\$767.83
65941	Kaiser Foundation Health Plan, Inc	Health Insurance	\$24,389.47
65942	Lowe's	Supplies-Field	\$212.86
65943	John Miglio	Field Miscellaneous	\$145.00
65944	Occu-Med	Office Miscellaneous	\$100.00
65945	Pacific Gas & Electric	Utilities	\$10.41
65946	Protection One Alarm Monitoring	Equipment Rental- Office	\$230.40
65947	Sonsray Machinery, LLC	Fixed Assets	\$789.62
65948	TriFresh Technologies, Inc.	Wells Maintenance	\$2,032.56
65949	Voyager Fleet Systems Inc	Gas & Oil	\$2,273.55
65950	Mae W Walls	Customer Refund	\$40.79
65951	Pamela A Slye	Customer Refund	\$138.27
65952	Bolin Trust	Customer Refund	\$16.99
65953	Haven Properties	Customer Refund	\$90.73
65954	Richard Azevedo	Customer Refund	\$13.93
65955	Karen K Petersen	Customer Refund	\$18.56
65956	Void	Void	\$0.00
65957	Bart/Riebes Auto Parts	Repair-Trucks	\$129.56
65958	Best Best & Krieger	Legal & Audit	\$6,490.31
65959	California Landscape Associates Inc	Janitorial	\$200.00
65960	Central Valley Engineering & Asphalt, Inc.	Support Services	\$698.75

65961	City of Citrus Heights	Permit Fees	\$200.00
65962	Corix Water Products, Inc	Material	\$358.81
65963	County of Sacramento	Permit Fees	\$724.00
65964	Dawson Oil Company	Gas & Oil	\$825.88
65965	Fast Action Pest Control	Support Services	\$115.00
65966	Golden State Flow Measurement, Inc	Material	\$3,088.55
65967	Harris Industrial Gases	Supplies-Field	\$122.81
65968	J4 Systems	Support Services	\$1,840.00
65969	Brian A or Caitlin M Kane	Toilet Rebate Program	\$150.00
65970	Kei Window Cleaning #12	Janitorial	\$96.00
65971	Maze & Associates	Legal & Audit	\$3,782.00
65972	Moonlight BPO	Support Services	\$7,139.98
65973	Valeriy Pulber	Toilet Rebate Program	\$150.00
65974	Red Wing Shoe Store	Small Tools	\$1,356.96
65975	Regional Water Authority	Dues & Subscriptions	\$500.00
65976	Sacramento Suburban Water District	Continued Education	\$75.00
65977	Juanita Schultz	Toilet Rebate Program	\$75.00
65978	Sophos Solutions	Support Services	\$1,200.00
65979	Statewide Traffic Safety and Signs	Supplies-Field	\$4,434.14
65980	A. Teichert & Son, Inc.	Road Base	\$3,411.04
65981	United Textile	Supplies-Field	\$109.58
65982	Underground Service Alert	Dues & Subscriptions	\$7,127.88
65983	Priscila B Vital	Toilet Rebate Program	\$75.00
65984	Zee Medical Company	Supplies-Field	\$165.73
TOTAL			<u>\$396,913.16</u>
ACH	AUGUST 2018	Health Insurance	\$13,885.21
ACH	GASB 68 PRE PAY	PERS	\$404,158.00
ACH	JUNE 2018	Bank Fee	\$2,061.65
ACH	JUNE 2018 FD	Bank Fee	\$119.98
ACH	JUNE 2018 PH	Bank Fee	\$122.77
ACH	JUNE 2018 WB	Bank Fee	\$87.98
ACH	JUNE 2018 BOW	Bank Fee	\$2,010.04
ACH	LUND CONSTRUCTION 2035-001	Support Services	\$55,717.50
ACH	LUND CONSTRUCTION APP #2	Support Services	\$210,043.10
ACH	PERS 7/5/18 PAYDAY	PERS	\$17,772.46
ACH	UNION BANK JULY 2018	COP Debt Service	\$43,047.17
ACH	US Bank I .M.P.A.C Government Services	See July Agenda Item CC:9	\$11,716.98
ACH	VALIC 7/26/18 PAYDAY	Deferred Compensation	\$2,904.50

ACH	VANCO JUNE 2018	Support Services	\$0.28
ACH	PAYCHEX 7/10/18	Support Services	\$413.80
ACH	PERS 6/28/18 PAYDAY	PERS	\$18,050.62
ACH	VALIC 7/12/18 PAYDAY	Deferred Compensation	\$2,904.50
ACH	VOYA 7/12/18 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 7/26/18 PAYDAY	Deferred Compensation	\$25.00
ACH	INVOICE CLOUD JUNE 2018	Bank Fee	\$3,978.60
TOTAL			<u>\$789,045.14</u>
GRAND TOTAL			<u><u>\$1,185,958.30</u></u>

August Payments Approved at August Board Meeting

ACH	LUND CONSTRUCTION 2031-RET	Support Services	\$18,899.23
ACH	LUND CONSTRUCTION 2035-003	Support Services	\$209,580.16
ACH	US Bank I.M.P.A.C Government Services	See August Agenda Item CC:9	\$12,557.08
65991	MP Nexlevel of California, Inc	Support Services	\$8,720.78
65989	Ferguson Enterprises Inc #1423	Material	\$9,630.00
65993	SMUD	Utilities	\$16,323.43
65986	B&M BUILDERS	Support Services	\$20,239.38
65985	ACWA/JPIA	Workers Comp Insurance	\$21,781.71
65990	HANLEES CHRYSLER DODGE	Fixed Assets	\$35,890.85
65992	SAN JUAN WATER DISTRICT	Purchased Water	\$694,483.41
TOTAL			<u>\$1,048,106.03</u>

**US BANK - CAL-Card Distributions
July 2018**

Name	Dues & Subscriptions	Office Misc. - District Event	Supplies	Postage	Office - Expense	Capital Project (CIP)	Meeting Accommodations	Office - Miscellaneous	Continued Education	Small Office Equipment	Tools	Maint. Agrmt. - Software	Software	Gas & Oil	Repair - Truck	Printing	Total Bill
Shockley			\$ 494.97	\$ 113.90	\$ 831.97		\$ 715.41	\$ 122.09	\$ 1,656.96	\$ 374.71	\$ 1,464.90						\$ 5,774.91
Ott	\$ 130.00	\$ 70.11		\$ 13.40						\$ 646.47			\$ 560.00				\$ 1,419.98
Spiers			\$ 169.14											\$ 86.90	\$ 1,602.26		\$ 1,858.30
Straus	\$ 12.99						\$ 231.00										\$ 243.99
Hensley											\$ 349.99						\$ 349.99
Gordon							\$ 36.92								\$ 105.99		\$ 142.91
Henry							\$ 1,199.11		\$ 500.00							\$ 328.10	\$ 2,027.21
Cutler					\$ 159.45	\$ 16.24											\$ 175.69
Sohal							\$ 321.10					\$ 243.00					\$ 564.10
Total Bill	\$ 142.99	\$ 70.11	\$ 664.11	\$ 127.30	\$ 991.42	\$ 16.24	\$ 2,503.54	\$ 122.09	\$ 2,156.96	\$ 1,021.18	\$ 1,814.89	\$ 243.00	\$ 560.00	\$ 86.90	\$ 1,708.25	\$ 328.10	\$ 12,557.08

Citrus Heights Water District
 2018 Director Training Courses/Seminars/Conferences
 as of 8/8/2018

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/ phone
05/8/18-05/11/18	4	ACWA 2018 Spring Conference	ACWA	Sacramento, CA	Ray Riehle	699.00	699.00					
05/8/18-05/11/18	4	ACWA 2018 Spring Conference	ACWA	Sacramento, CA	Al Dains	699.00	699.00					
05/8/18-05/11/18	4	ACWA 2018 Spring Conference	ACWA	Sacramento, CA	Caryl Sheehan	699.00	699.00					
					Grand Total	2,097.00						

CITRUS HEIGHTS WATER DISTRICT

**DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
AUGUST 15, 2018 MEETING**

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : August 1, 2018
 PREPARED BY : Madeline Henry, Management Services Specialist/Deputy Board Clerk
 Christopher Castruita, Management Services Supervisor/Chief Board Clerk

The following District employees were recognized for perfect attendance during June 2018, and outstanding customer service and quality of work during the month of July 2018.

Administrative Services & Water Efficiency Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Castruita	Yes	Presented a Safety Presentation at the monthly Safety Meeting.	Great work on the preparation of the Strategic Planning Session.
Brady Chambers	Yes		Assisted with Meter Testing Program.
Kelly Drake	Yes		Assisted with Meter Testing Program.
Madeline Henry	Yes		Great work on the preparation of Strategic Planning presentation and session.
Mersadez Hogan		Received compliment from customer saying she was very pleasant.	
Dana Mellado		Helped a customer at the front counter who was angry and yelling. Through the course of her interaction with him, she was able to calm him down and help him to bring his account current.	
Rex Meurer	Yes		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Jeff Ott	Yes		Implementation of the IT Helpdesk system.
Alberto Preciado	Yes		Completed the regional water rate study.
Desiree Smith		Assisted Water Efficiency with updating our on hold phone message to promote free water efficiency reviews.	
Beth Shockley	Yes		Assisted Water Efficiency with Meeting Set up.

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	Pothole for Michigan Drive Project.	Passed the Water Treatment Operator T2 Test.
Paul Dietrich	Yes	Has spent numerous extra hours working on the Asset Inventory.	
Borey Swing			
Neil Tamagni	Yes		Performed inspection during off-hours on the District's capital improvement projects.

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford			
Tim Cutler	Yes	Assisted other District Staff with troubleshooting a private plumbing issue with a Property Owner. District Staff appreciated Tim's assistance in how he handled the situation in professional and respectful manner.	Oversaw a contractor performing work on the District Facilities on a Friday.
James Ferro			Assisted with Meter Testing Program.
Jarrett Flink		Property owner expressed her compliments to the crew that worked on a water leak in her and her neighbor's yard. She stated that they did a fabulous job and that they were polite and kind and also left the jobsite and her property very clean.	
Gil Garcia		Property owner expressed her compliments to the crew that worked on a water leak in her and her neighbor's yard. She stated that they did a fabulous job and that they were polite and kind and also left the jobsite and her property very clean.	Assisted with Meter Testing Program.
Brian Hensley	Yes		
Daniel Hesse		Presented a Safety Presentation at the monthly Safety Meeting.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Rick Jimenez		Property expressed her compliments to the crew that worked on a water leak in her and her neighbor's yard. She stated that they did a fabulous job and that they were polite and kind and also left the jobsite and her property very clean.	
Ricky Kelley	Yes	Presented a Safety Presentation at the monthly Safety Meeting.	
Mike Mariedth	Yes		Assisted with Meter Testing Program.
Chris Nichols	Yes		Assisted with Meter Testing Program. Assisted Standby with an emergency leak repair. Assisted with CHWD's groundwater transfer by coming in after hours to perform the well monitoring requirements (e.g., measurements).
Ryon Ridner		Property owner expressed her compliments to the crew that worked on a water leak in her and her neighbor's yard. She stated that they did a fabulous job and that they were polite and kind and also left the jobsite and her property very clean.	
Nick Spiers	Yes	Provided great customer service to the Engineering Group on 7/16/18 with the installation of screens.	
John Spinella	Yes		Assisted with Meter Testing Program.

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
AUGUST 15, 2018 MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : August 2, 2018
 PREPARED BY : Madeline Henry, Management Services Specialist/Deputy Board Clerk
 Christopher Castruita, Management Services Supervisor/ Chief Board Clerk

OBJECTIVE:

Listed below is the current Long Range Agenda.

Legend	
S	Study Session
CC	Consent Calendar
P	Presentation
B	Business
PH	Public Hearing
CL	Closed Session

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA

MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
September 5, 2018					
September 5, 2018		Budget/Rate Model Options Workshop	Sohal	S	I/D
September 19, 2018					
September 19, 2018		Accept Easement for 7115 Greenback Lane	Pieri	CC	A
September 19, 2018		Accept Notice of Completion of Graham/Circuit Project	Pieri	CC	A
September 19, 2018		Refined Budget Options/Prop 218 Direction	Sohal/Straus	B	A
September 19, 2018		Project 2030 Update (30% Completion)	Pieri/CAC Chair/Harris and Associates	B	A
September 19, 2018		Asphalt/Concrete Agreement	Gordon	CC	A
October 17, 2018					
October 17, 2018		Accept Easements for Rosa Vista Lane	Pieri	CC	A
October 17, 2018		2018 Strategic Plan Update	Castruita/Henry	B	A
October 17, 2018		Transfer/Exchange of Real Property	Pieri/Nelson	CL	A
November 14, 2018					
November 14, 2018		Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits, and Directors' Compensation	Castruita	B	A
November 14, 2018		Results of District Elections	Castruita	B	A
November 14, 2018		Updates to Emergency Operations Plan Policy (Policy #5100) and Emergency Operations Plan	Meurer/Drake	B	A
November 14, 2018		2019 Misc. Charges and Fees - Proposed	Sohal	S	I/D
November 14, 2018		Approval of Land Exchange Agreement	Pieri/Nelson	B	A
December 5, 2018					
December 5, 2018	Special Board Meeting	2019 Operating and Capital Budgets	Straus/Sohal/Pieri/Gordon	PH	A
December 5, 2018	Special Board Meeting	2019 Water Rates, Charges & Fees	Straus/Sohal	PH	A
December 5, 2018	Special Board Meeting	2019 Capacity Fees	Straus/Sohal	PH	A
December 19, 2018					
December 19, 2018		Recognition of Al Dains for Service to CHWD	Castruita	P	I/D
December 19, 2018		Committee Assignments	Castruita	B	A
December 19, 2018		District Officers	Castruita	B	A
December 19, 2018		Seating of Newly Elected (Board Member(s))	Castruita	B	A
December 19, 2018		Selection of President and Vice President	Castruita	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 15, 2018 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
STATUS : Information Item
REPORT DATE : August 3, 2018
PREPARED BY : Missy Pieri, Engineering Manager/District Engineer

Significant assignments and activities for the Engineering Department are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 09/19/18 (30% Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Asset Inventory and water demand projections in progress. CAC Workshop #2 scheduled for 08/28/18. 30% Presentation to the Board at the September Board Meeting.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Staff continues to review Space Needs Assessment completed by consultant. Additional meetings scheduled with the goal of presenting to the Board in Q4 2018.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 06/20/18 (Notice of Completion) 09/19/18 or 10/17/18 (Easements)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Notice of Completion approved at 06/20/18 Board Meeting. Easements being prepared by District. Anticipate bringing to the Board at the September/October Board Meeting.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 04/18/18 (Award of Contract) Yes, 09/19/18 (Notice of Completion)	Yes	2017 design, 2018 construction.	Contract signed and work began on 05/21/18. 99% Complete. Contractor completing punch list items. Notice of Completion anticipated to be brought to the Board at the September Board Meeting.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Received response from Division of Drinking Water on 07/30/18. Awaiting response from City of Citrus Heights. Prepare final plans.
CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/01/18. Potholing to be scheduled for August 2018.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" & 6" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/02/18. Potholing completed. Preparing 90% plans. Staff to verify easements.
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Road East Side Wall	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	We anticipate this project will be included in the 2019 Capital Improvement Program. Staff to begin communication with SJUSD during 2018.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, TBD	No	Private development.	District met on 03/01/18. District sent cost-sharing agreement for system improvements made in conjunction with the project on 05/23/18. District to respond.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	Project complete. Perform project closeout. District to review draft easement received from the City of Citrus Heights on 08/01/18.
PRIVATE DEVELOPMENT 3 lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Senior Construction Inspector	On-going	No	No	3 lot subdivision.	Preconstruction meeting occurred on 03/12/18. Construction in progress. 75% Complete.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	District submitted Conditions of Approval for the project on 05/07/18. Engineer preparing Improvement Plans for proposed land exchange.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	15 lot subdivision located on Antelope Road.	Final plans received on 01/23/18. Developer grading site. Water preconstruction meeting occurred on 06/25/18. 70% Complete.
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Received updated plans from engineer on 04/30/18. District sent back comments on 05/22/18. Awaiting a resubmittal.
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Engineer submitted revised plans on 03/22/18. Comments sent to engineer on 04/04/18. Resubmittal received on 05/02/18. Comments sent to engineer on 06/04/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8053 Holly Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Final plans signed and fees received on 05/10/18. Awaiting final plans.
PRIVATE DEVELOPMENT Sunrise Blvd_5437-5439 - Sunrise Village Retail Center - parcel split	Engineering	Engineering Manager and Assistant Engineer	On-going	TBD	No	Parcel being split into 3 for individual sales that previously occurred.	Sent comments to City 09/13/17. Awaiting to determine if developer/owner chooses to split the parcel.
PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	District signed plans on 12/21/17. Awaiting construction.
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Received easement information on 11/30/17. Signed plans on 02/26/18. Preconstruction meeting on 04/30/18. Awaiting easements for entire Stock Ranch area.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7030 Auburn Blvd Stock Ranch - Traffic Circulation	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Plans signed on 02/26/18. Fees paid on 05/22/18. 95% Complete. Awaiting easements for entire Stock Ranch area.
PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent comments to City on 11/27/17. Awaiting final plans from developer for District review.
PRIVATE DEVELOPMENT 6199 Sunrise Blvd US Bank Parcel Split	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/27/17. Awaiting to determine if developer/owner chooses to split the parcel.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8501 Auburn Blvd Big Lots	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 05/23/18. Received 2nd submittal for review on 07/25/18. District sent review comments on 08/03/18. Review easements for project.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/28/17. Awaiting plans from developer for District review. Review easements for project.
PRIVATE DEVELOPMENT 7312 Veterans Lane	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home on a private street.	Sent review comments on 08/03/18. Awaiting revised plans.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
COMCAST	Engineering	Assistant Engineer and GIS Specialist	On-going	No	No	Various communications boring projects throughout the service area.	District has provided water utility maps for all requested projects. Awaiting resubmittal from Comcast Engineer. Awaiting as-builts on all completed projects.
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in Summer 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.
CITY OF CITRUS HEIGHTS PROJECT Bonita, Old Auburn Rd, & Mariposa Ave Storm Drain Improvements	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Bonita Way, Old Auburn Road, & Mariposa Ave Storm Drain Project.	Received 30% plans at the meeting with Dokken Engineering on 05/21/18. District sent engineer data on 08/03/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Baird Way Storm Drain Improvements	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Baird Way Storm Drain Project.	Construction complete by City contractor. This item is complete.
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Frontage improvements along west side of Sunrise from Sayonara to north and Storm Drain Improvements.	Attended preconstruction meeting on 03/14/18. Construction in progress by City contractor. CHWD 60% complete with water facility relocations. Need to coordinate valve raising with contractor.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Received signed Utility Agreement. Start of construction in Summer 2018. Received plans for review on 05/17/18. Pre-bid meeting on 06/05/18. District awaiting final plans.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Weigh station and off-ramp Improvements.	Sent water facility maps and as-builts to Engineer on 11/20/17. Awaiting plans from CalTrans for District review.
Annexations	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Annex properties into the District to clarify and revise District boundaries.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services. A follow-up meeting is scheduled for 08/08/18.
Easements	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services. A follow-up meeting is scheduled for 08/08/18.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 15, 2018 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : August 6, 2018
 PREPARED BY : David M. Gordon, Operations Manager
 Tim Cutler, Water Distribution Supervisor

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Current Mth	Year to Date		Current Mth	Year to Date
Backflow Maintenance	0	0	C18-010 Water Mainline	0	0
Blow Off Maintenance	0	1	C18-011 Water Valves	0	5
Hydrant Maintenance	19	151	C18-012 Water Services	15	183
Leak Investigation	0	2	C18-013 Water Meters	4	97
Mainline Repair/Maintenance	1	2	C18-014 Fire Hydrants	0	8
Meter Box Maintenance	4	29	TOTAL	19	293
Meter Register Replacement	5	95	Water Quality		
Meter Repair/Test/Maintenance	16	23	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 90 samples were collected with no positive results.</i>		
Pot Hole Work	0	1			
Water Service Repair/Locate	0	2			
Valve, Mainline Maintenance	23	266			
Valve Box Maintenance	2	3			
TOTAL	70	575			

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
AUGUST 15, 2018 MEETING**

SUBJECT : 2018 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : August 2, 2018
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 David M. Gordon, Operations Manager

OBJECTIVE:

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

Month	2013	2014	2015	2016	2017	2018				Year-to-Date Comparison to 2013	
	Total Water Monthly					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	539.60	506.81	481.10	50.28	531.38	531.38	-71.14	-11.8%
Feb	606.36	450.96	511.52	484.53	443.99	477.82	47.91	525.73	1,057.11	-151.77	-12.6%
Mar	819.55	612.20	725.95	517.56	546.60	511.13	29.65	540.78	1,597.89	-430.54	-21.2%
Apr	1,029.73	737.30	761.02	677.81	575.52	628.36	17.73	646.09	2,243.98	-814.18	-26.6%
May	1,603.43	1,190.07	869.08	979.49	1,138.72	1,027.12	45.15	1,072.27	3,316.25	-1,345.34	-28.9%
Jun	1,816.73	1,548.66	1,065.10	1,343.76	1,412.94	1,356.77	30.25	1,387.02	4,703.27	-1,775.05	-27.4%
Jul	2,059.21	1,622.10	1,184.95	1,544.57	1,650.76	1,367.09	370.04	1,737.13	6,440.40	-2,097.13	-24.6%
Aug	1,924.28	1,477.49	1,188.18	1,579.80	1,570.80						
Sep	1,509.82	1,275.11	1,069.78	1,257.91	1,441.76						
Oct	1,297.42	1,030.74	918.67	840.80	1,128.97						
Nov	911.55	682.48	589.6	561.82	631.55						
Dec	700.94	563.15	519.57	518.62	574.43						
Total	14,881.54	11,792.65	9,973.47	10,846.27	11,622.85	5,849.39	591.01	6,440.40	6,440.40		
% of Total						90.82%	9.18%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 15, 2018 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : August 8, 2018
PREPARED BY : David M. Gordon, Operations Manager
 Brian Hensley, Water Resources Supervisor

OBJECTIVE:

Receive status report on surface water supplies available to the Citrus Heights Water District (District).

BACKGROUND AND ANALYSIS:

As of August 1, 2018, storage in Folsom Lake (Lake) was at 630,900 acre-feet, 65 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 209,700 acre-feet in the past month.

The District's total water use during the month of July 2018 (1,737.13 acre-feet) was 15.6 percent below that of July 2013 (2,059.21 acre-feet).

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District's groundwater production wells: Bonita, Skycrest, and Sylvan, are operational and used on a rotational or as-needed basis. Other District groundwater production wells: Mitchell Farms, Palm, and Sunrise are at various stages of repairs.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS August 15, 2018 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : August 7, 2018
 PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

Water Efficiency, Safety and Meter Program updates are summarized below.

ACTIVITIES AND PROGRESS REPORT

Water Efficiency, Safety and Meter Program activities during the month of July 2018 include:

- 12 Ultra-Low-Flush Toilet (ULFT) rebates were processed for the month of July. This compares to 12 rebates issued for the month of July 2017. The 5 year average (2013-2017) of July ULFT rebates is 17. A total of \$6,450.00 in rebates were issued year to date.
- A total of 7 High Efficiency Clothes Washer (HECW) rebates were issued during the second quarter of 2018. This compares to 3 HECW rebates issued for the second quarter of 2017. To better align with SMUD's schedule for reporting monthly numbers, staff will report HECW rebates on a quarterly basis.
- 26 service calls were received during the month of July. 1 report of water waste was received through CHWD's Drought Resources web page. A total of 139 service calls were received year to date.
- A WaterSmart class was held on Saturday, July 14 from 9:00 am – 12:00 pm. The class was titled "Picking the Best WaterSmart Plants for Your Landscape & How to Maintain Them". This was the fourth class in a series of 5 classes to be held by the District this year. The next class will be on Thursday, September 27 from 6:00 pm – 8:30pm. The class is titled "Pruning and Maintaining Your WaterSmart Landscape". Classes are held at the Citrus Heights Community Center located at 6300 Fountain Square Drive.
- Staff began a telephone outreach campaign promoting the District's free Irrigation Efficiency Reviews. WaterWise Consulting is working with staff to contact many of CHWD's high water use customers. WaterWise has completed reaching out to CHWD's single-family customers. Due to this effort, a total of 1 Irrigation Efficiency Review was generated and completed for the month of July. This compares to 11 Irrigation Reviews completed during the same month in 2017. A total of 84 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 37 Irrigation Efficiency Reviews completed for the same time in December 2016 thru July 2017. Staff has shifted the focus of the outreach campaign to Multi-Family customers. For the customers who have completed an Irrigation Efficiency Review during this outreach campaign, staff will conduct a year-over-year comparison of their water usage. A presentation will be provided to the Board for a complete recap of the findings during the fourth quarter of 2018.

- Staff completed a meter testing program for all meters 3 inches and larger. The testing is part of the Water Loss Program requirement contained in SB555. The meters were tested for accuracy during high, medium and low flow conditions. The testing program was completed on July 17th. Staff is currently analyzing the test results and determining a repair/replacement schedule for failing meters.
- On Thursday, July 12, staff completed the sixth presentation in the annual group participation safety program. The presentation topic was “Smoking Cessation”. The presenters included Chris Castruita, Ricky Kelly and Dan Hesse.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2017	R-GPCD 2018	% CHANGE
January	75	77	+3%
February	72	85	+18%
March	80	79	-.01%
April	87	100	+13%
May	166	156	-.06%
June	209	213	-.02%
July	241	253	+.05%

- Since 2013, RWA has been providing the District with a summary of the region’s individual Agency R-GPCD for the current month/year, including a year to date comparison for 2013. RWA has reformatted the monthly update and will no longer be providing the regional water savings comparison.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 15, 2018 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE ADMINISTRATIVE SERVICES AND WATER EFFICIENCY STAFF TO ATTEND CONFERENCES AND TRAININGS

STATUS : Action Item

REPORT DATE : August 02, 2018

PREPARED BY : Christopher Castruita, Management Services Supervisor

OBJECTIVE:

Consider authorizing the Principal Information Technology Analyst and Management Services Specialist to attend the Harris Customer Training Conference (Cogsdale Conference), and authorizing the Senior Water Efficiency Specialist and Water Efficiency Technician to attend the 2018 N-Gage Water Meter School (Meter School). Consider authorizing the General Manager to approve expense reimbursements related to conference/training attendance.

BACKGROUND AND ANALYSIS:

The District has set a goal for staff to remain current in their subject-matter field of expertise (i.e., finance/accounting/information technology and water efficiency, respectively), and in general, in professional areas involving technical issues, applicable policies, laws and practices, leadership/organizational skills, and to build and maintain professional networks. At the same time, it has set a goal for management to offer opportunities that will grow and develop employees as they aspire to move up the professional ladder, which also aids in succession planning.

Per District Policy 2060, "Educational and Training Functions," (see Attachment 1), any conference attendance occurring outside the West Coast (California, Nevada, Oregon or Washington) requires Board approval, and any "actual and necessary expenses while in attendance at [these] functions" outside the West Coast "shall require formal approval of the Board of Directors." The Board has the authority to delegate the expense reimbursement authority to the General Manager, should the Board wish to do so, and that authorization is included in the recommended action below.

Funding has been included in the 2018 Operating Budget for two such training opportunities:

1. For two Administrative Services Department staff members, the Principal IT Analyst and the Management Services Specialist assigned to Accounts Receivables/Customer Service, to attend the annual Cogsdale Conference from Oct. 31 to Nov. 2, 2018 in Chicago, Illinois. The conference provides training on the District's finance, accounting, and customer service software system.
2. For two Water Efficiency Division staff members, the Senior Water Efficiency Specialist and Water Efficiency Technician, to attend the annual Meter School training from Nov. 6-8, 2018 in Tallasee, Alabama. The training provides training on the selection, installation, repair, and troubleshooting of District water meters and meter reading systems.

Estimated conference expenses (per attendee) include:

Category:	Cogsdale Conference	Meter School
Registration Fee	\$900	\$295
Airfare	\$600	\$510
Hotel	\$750	\$390
Non-Airfare Transportation	\$80	\$300
Meals*	\$160	\$250
Total	\$2,490	\$1,745

*Some, but not all, meals will be included in the conference. For those meals that are not, there will be an additional reimbursable cost. Per District Policy 2060, meals that are expensed are reimbursed at: Breakfast: \$20/day; Lunch: \$25/day; Dinner: \$45/day.

Total expenses per attendee are estimated to be below \$2,500/attendee for the Cogsdale Conference, and below \$1,800 for the Meter School. Funding is available in the 2018 Continued Education Budget for these requested trainings.

Key Cogsdale Conference breakout sessions include: Customer Service Management (CSM) Road Map , CSM New Features, Great Plains (GP)- What's New, Backflow Management, Month End/Year End Processes, CSM Tips and Tricks, GP – Tips and Tricks, API's, Budget Billing, Collections – Reducing Your Workload, Customer Portals, Customer Communications – Keeping your Customers Informed, Auditing, Bill Template.

Neptune's Meter School is specifically designed to train utility personnel and provide them with the skills to: Size and select meters properly for the application, install meters correctly, repair and test meters as needed, troubleshoot meter and radio endpoints in the field, download and review data logging information to address consumption anomalies. Participation in the 2018 N-GAGE Meter School will provide for 12 (twelve) CEUs. Neptune offers this training program to ensure that water revenue is maximized.

RECOMMENDATION:

Authorize the Principal Information Technology Analyst and Management Services Specialist to attend the Harris Customer Training Conference (Cogsdale Conference), and authorize the Senior Water Efficiency Specialist and Water Efficiency Technician to attend the N-Gage Water Meter School. Authorize the General Manager to approve expense reimbursements related to conference/training attendance.

ATTACHMENTS:

District Policy 2060 - Educational and Training Functions

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS
POLICY TITLE : EDUCATIONAL AND TRAINING FUNCTIONS
POLICY NUMBER : 2060
DATE ADOPTED : MARCH 7, 1995
DATE AMENDED : JANUARY 7, 2003

2060.00 EDUCATIONAL AND TRAINING FUNCTIONS

The Board of Directors supports participation by members of the Board of Directors, Officers, and Staff at educational and training functions of national, state, or local significance that either directly relate to the purposes, goals and objectives of the District or that contribute to a better understanding of water and management issues relevant to District operations. There is no limit as to the number of Directors and Officers attending a particular educational or training function when it is apparent that their attendance is beneficial to the District.

Educational and training functions typically include meetings, seminars, facility tours, and conferences related to District purposes and operations including, but not limited to, those presented under the auspices of the following organizations:

- American Water Works Association (AWWA)
- American Society of Civil Engineers (ASCE)
- Association of California Water Agencies (ACWA)
- ACWA Joint Powers Insurance Authority (ACWA-JPIA)
- California Special District Association (CSDA) including local Chapters
- Regional Water Authority (RWA)
- Sacramento Area Water Works Association (SAWWA)
- Sacramento Groundwater Authority (SGA)
- Sacramento Water Forum (Water Forum)

2060.10 ATTENDANCE BY DIRECTORS

Members of the Board of Directors are authorized to attend functions of their choosing except that reimbursement for actual and necessary expenses while in attendance at functions outside of California, Nevada, Oregon or Washington shall require formal approval from the Board of Directors.

A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation or have not filed for re-election, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board of Directors except as formally authorized by action of the Board of Directors.

2060.15 ATTENDANCE BY OFFICERS AND THE GENERAL MANAGER

Officers and the General Manager are authorized to attend functions of their choosing except that reimbursement for actual and necessary expenses while in attendance at functions outside of California, Nevada, Oregon or Washington shall require formal approval from the Board of Directors. Expenses per person in excess of \$1,750.00 per function and aggregately \$6,000.00 per calendar year shall require formal approval from the Board of Directors.

2060.20 ATTENDANCE BY STAFF

The General Manager is authorized to approve attendance of staff at educational and training functions in California, Nevada, Oregon and Washington that directly relate to District operations except that attendance at functions with a direct cost exceeding \$1,500.00 per person shall require formal approval from the Board of Directors.

2060.30 COMPENSATED MEETING DAY

Directors shall be entitled to receive meeting day compensation in accordance with Compensation and Reimbursement Policy 2040 for each day's or partial day's attendance at an authorized educational or training function plus one day for travel if necessary.

2060.50 EXPENSES

The District shall pay for actual and necessary expenses for attendance at education and training functions.

2060.51 Function Expenses

The District will generally pay fees for registration and attendance at educational and training functions in advance for its representative(s).

2060.52 Travel Expenses

Travel expenses shall be allowed based upon the actual mode of travel. Travel arrangements may be made by the individual or by the District.

Travel by personal vehicle is permitted within California and Nevada and shall be reimbursed at the current expense rate authorized under Internal Revenue Service regulations per actual mile driven, not to exceed the cost of an unrestricted round-trip coach air fare plus associated ground transportation and parking expenses. Travel by personal vehicle is permitted and shall be reimbursed not to exceed the cost of an unrestricted round-trip coach airfare plus associated ground transportation and parking expenses.

Travel by air, train, or bus is permitted and shall not exceed or be reimbursed beyond the cost of an unrestricted round-trip coach air fare plus associated ground transportation and parking expenses.

2060.53 Lodging Expenses

Actual lodging expenses will be paid or reimbursed at an amount not to exceed the highest published conference rates for accommodations. Lodging arrangements may be made by the individual or by the District.

2060.54 Meal Expenses

Meal expenses necessary for function attendance and travel shall be reimbursed at actual cost subject to the following limitations:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00

At the discretion of the Director, the dollar limits for individual meals as shown above may be exceeded, provided that a daily total of \$70.00 for all meals is not exceeded. Meals paid directly by the District as an accompaniment to registration may exceed the basic meal allowances.

Receipts shall be required for meal expenses unless a receipt is not available (e.g., meal eaten with another party, other party kept the receipt). In cases where a receipt is not available, the Director, Officer or employee shall provide reasonable documentation of the expense including the reason why a receipt was not available.

2060.55 Other Expenses

Other actual and necessary expenses, including but not limited to such items as car rental, taxi or bus fares, gratuities, parking, telephone calls, and facsimile transmissions will be reimbursed at cost. Reimbursement for expenditures of other expenses in excess of \$20.00 requires a receipt. In cases where a receipt is not available (e.g., taxi ride), the Director, Officer or employee shall provide reasonable documentation of the expense including the reason why a receipt was not available.

2060.56 Spouse/Companion Expenses

Spouse and/or companions may accompany District representatives to educational and training functions at the sole and total expense of the spouse/companion(s). It is incumbent upon the Director, Officer or employee to document those additional expenses that may accrue due to a spouse and/or companion, and to deduct said expenses from any expenses being submitted to the District for reimbursement or reconciliation.

2060.57 Credit Cards

Directors and Officers are authorized to use a District credit card(s) for transaction of District business. A monthly report of such expenditures shall be included with the monthly financial reports presented to the Board of Directors at their regular meeting.

A District credit card(s) shall not be used for personal expenses.

2060.58 Expense Reconciliation

Upon the conclusion of an educational or training event for which expenses have been

incurred, all expenses shall be documented and reconciled on the District's "Conference/Meeting Expense Reconciliation" form (see Attachment 2060.A1).

2060.59 Reporting

An annual report shall be prepared by the Treasurer quantifying attendance and expenses at training and educational functions for members of the Board of Directors and District Officers.

2060.70 DIRECTORS' REPORTS

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors and Officers will either prepare a written report for distribution to the Board of Directors, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for future use and reference by Directors, Officers and staff.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 15, 2018 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE PROPOSAL FOR IT
INFRASTRUCTURE UPGRADE

STATUS : Action Item

REPORT DATE : August 06, 2018

PREPARED BY : Jeff Ott, Principal Information Technology Analyst

OBJECTIVE:

Consider approving the accompanying proposal for the network infrastructure and server upgrade authorized in the 2018 budget and part of the 2018 Strategic Plan.

BACKGROUND AND ANALYSIS:

The District has long maintained the standard of updating the network server infrastructure every 5 years. The last server infrastructure update was performed in 2013. The next refresh is due this year, 2018. While computer hardware could be pushed to a longer life, the current servers are being replaced for the following:

- The operating system is 10 years old and will be unsupported by Microsoft in 2020.
- Risk of hardware failure begins to increase substantially after 5 years.
- New operating systems require current hardware to operate.
- Our systems require a more current database management system to allow continued upgrades.

The 2018 Strategic Plan and subsequent 2018 budget includes funding for the infrastructure update.

In 2016 the District issued an RFP for IT Support Services. Part of the scope of this RFP was for the selected vendor to provide “advanced planning, implementation and customization where needed and applicable, hardware and software acquisition/disposition and, full range engineering services for network infrastructure”. J4 Systems was the selected vendor from this RFP and has been providing services for the District. As such, this current proposal was sole sourced from J4 Systems in accordance to District Policy 6500.16 for Single Source Purchases. As the District’s competitively selected IT support services vendor, J4 Systems has extensive knowledge of the District’s network and systems, which provides savings in future maintenance and support activities.

District staff has reviewed the proposal and has validated the major hardware items pricing from publicly available vendors to determine fair value of the equipment purchases. In total, the cost of the major items in the proposal are less than the price the District could obtain itself from publicly available sites.

The proposal cost is broken down as follows:

Total of Recommended Products (Hardware/Software)	\$42,128.75
Labor Cost for Scope of Work (Services)	\$35,660.00
Contingency	\$ 7,778.00
TOTAL	\$85,566.75

Funds have been budgeted and are available to fund this acquisition through project C17-004A.

RECOMMENDATION:

Authorize General Manager or designee to purchase equipment and services included in the proposal submitted by J4 Systems for the network and server upgrade.

ATTACHMENTS:

J4 Proposal

ACTION:

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



Citrus Heights Water District Infrastructure Refresh

7/26/2018

PROPOSAL:

Citrus Heights Water District (CHWD) currently has a virtual infrastructure and physical domain controller that is in need of being refreshed. The following proposal are recommendations by J4 Systems for the new virtual infrastructure and physical domain controller. The recommended solution will migrate the virtual environment from two existing VMware hosts to two new VMware hosts utilizing the existing enterprise Nimble Storage SAN solution. The physical domain controller will also be upgraded to new hardware and the domain will be upgraded from a 2008 R2 Active Directory infrastructure to a 2016 Active Directory infrastructure.

During this infrastructure upgrade, an upgrade of the Windows Server 2008 R2 virtual machines will be performed. The servers to be upgraded are:

CHWD-DC1, CHWD-GIS, CHWD-IIS1, CHWD-MGT1, CHWD-SON, CHWD-SQL1

The one remaining virtual machine, CHWD-TS1, will be decommissioned before the beginning of this project.

The current server hardware has been in production 24x7 for five years. Industry standard practice is to refresh server hardware every three to four years. After this time frame, the likelihood of hardware failure increases as shown in real world experience and increased pricing on warranty renewals. Half of all services currently run on each of the current virtual infrastructure servers on local storage. This means that disaster recovery steps would need to take place in order to restore half of the servers during a host outage.

RECOMMENDED PRODUCT	QUANTITY	PRICE	TOTAL
HPE PROLIANT DL380 GEN10 HPE ProLiant DL380 Gen10 4114 2.2GHz 10-core 1P 32GB-R P408i-a 8SFF 800W PS Performance Server	2	\$3,185.59	\$6,371.18
INTEL XEON-SILVER 4114 (2.2GHZ/10-CORE/85W) HPE DL380 Gen10 Intel Xeon-Silver 4114 (2.2GHz/10- core/85W) Processor Kit	2	\$941.85	\$1,883.70
HPE 32GB 2RX4 PC4-2666V-R SMART KIT	10	\$579.60	\$5,796.00
HPE 800W POWER SUPPLY KIT	2	\$305.90	\$611.80
DL360 GEN10 HPE DL360 GEN10 4112 1P 4C 16G 8SFF SVR/SB	1	\$2,126.65	\$2,126.65

500W POWER SUPPLY KIT	1	\$248.75	\$248.75
HPE 600GB SAS 12G ENTERPRISE 10K SFF (2.5IN) SC	6	\$217.35	\$1,304.10
647594-B21 1GBE 4PORT 331T ADAPTER	2	\$289.00	\$578.00
HP STANDARD POWER CORD 6FT	6	\$9.20	\$55.20
ILO ADVANCED 1SVR LICs W/3YR 24X7 TECH SUP UPDATE	2	\$377.55	\$755.10
VSPHERE 6 ESSLPL KIT 3 HOSTS MAX 2 PROCS PER HOST	1	\$4,073.58	\$4,073.58
PROD SNS VSPHERE 6 ESSLPL KIT 1YR	1	\$1,067.30	\$1,067.30
WINDOWS SERVER 2016 STD USR CAL GOV	30	\$30.68	\$920.40
MICROSOFT WINDOWS SERVER STANDARD 2016 CORE 2PK LIC GOV	46	\$88.99	\$4,093.54
SQL SVR STD CORE 2017 OLP 2LICs GOVT <small>SQL SVR STD CORE 2017 ENG OLP 2LICs NL GOVT CORE LICs</small>	2	\$2,893.40	\$5,786.80
1920-48G-POE+ 370W SWITCH	4	\$712.97	\$2,851.88
HP PROCURVE GIGABIT SX-LC MINI GBIC	4	\$199.10	\$796.40
1FT 26AWG STP (U/FTP) CAT6A NETWORK CABLE - BLUE	40	\$1.56	\$62.40
7FT 26AWG STP (U/FTP) CAT6A NETWORK CABLE - BLUE	60	\$3.00	\$180.00
APC SMART-UPS X 3000 RACK/TOWER LCD W/ NETWORK CARD	1	\$1,638.37	\$1,638.37
APC SMART-UPS X 120V EXTERNAL BATTERY PACK RACK/TOWER	1	\$621.28	\$621.28
SMART-UPS SC 450VA 120V	2	\$153.16	\$306.32
TOTAL OF RECOMMENDED PRODUCTS			\$42,128.75

SCOPE OF WORK**PROJECT MANAGEMENT**

PRE-PROJECT INSPECTION

- Review current ESXi environment
- Review existing licenses
- Review current virtual machines and OS versions
- Download all required software for the project
- Acquire all needed software licensing

PROJECT KICKOFF MEETING

~~~ VIRTUAL INFRASTRUCTURE AND STORAGE INFRASTRUCTURE UPGRADE ~~~

DEPLOY NEW CORE SWITCHES

- Perform firmware upgrades
- Rack and stack
- Configure all networking needs

DEPLOY NEW BACK OPS BUILDING SWITCH

- Perform firmware upgrade
- Rack and stack
- Configure all networking needs

CUTOVER TO NEW CORE SWITCH AND SECONDARY CLOSET SWITCHES

- Schedule outage in main building and back Ops building
- Unpatch old switch ports and remove switches
- Patch in new switch ports with new cables
- Perform cable dressing

RACK / UNRACK HOSTS AND PHYSICAL SERVERS

- Rack ESX hosts
- Rack new physical DC
- Rack iSCSI switches

After completion of ESX migrations and physical DC upgrade

- Unrack ESX hosts
- Unrack physical DC

CONFIGURE ISCSI SWITCH PORTS ON CORE SWITCH

- Set up iSCSI configuration based on VMware and network switch best practices (jumbo frames, MTU, etc.)

SETUP NEW SERVER HARDWARE

- Install additional hardware components
- Perform firmware updates
- Configure ILO

SET UP ESXI HOSTS

- Install ESXi 6.7 on new servers
- Patch in servers to iSCSI and core switches
- Configure system settings and authentication
- Configure virtual switches
- Configure port bonding on virtual switches and core switch ports

CONFIGURE VSPHERE CENTER 6.7 APPLIANCE

- Install vSphere Center 6.7 virtual appliance
- Set up SSO and integrate with Active Directory
- Install Licensing
- Configure High Availability by host heartbeat

~~~ PHYSICAL DOMAIN CONTROLLER UPGRADE ~~~

SET UP NEW PHYSICAL DOMAIN CONTROLLER HARDWARE

- Install additional hardware components
- Perform firmware updates
- Patch in as needed
- Configure ILO
- Install Windows Server 2016
- Install all available patches
- Configure networking
- Add server to the domain

DEPLOY NEW PHYSICAL SERVER AS DOMAIN CONTROLLER

- Promote server as a Domain Controller
- Migrate FSMO Roles and services
- Upgrade AD forest/domain to 2016
- Update DHCP and static DNS settings on servers

DECOMMISSION OLD PHYSICAL DC

- Demote server and shutdown

~~~ VIRTUAL MACHINE SERVER UPGRADES ~~~

CREATE NEW VMWARE TEMPLATE

- Create new Windows Server 2016 template
- Create new Windows Server 2012 R2 template (may be needed for applications that do not support Windows server 2016)

DEPLOY NEW WINDOWS SERVER VIRTUAL MACHINES

- Deploy seven servers from template
- Name, IP, and join to the domain

DEPLOY NEW REPLACEMENT FOR CHWD-DC1

- Perform baseline AD Health check
- Forest Prep and Domain Prep
- Promote server
- Test replication and services (assumes current replication and services are in good health)
- Migrate all existing printer queues to new server
- Begin initial copy of data shares to new server
- Schedule outage for a Friday
- Finalize data copy
- Migrate DHCP services
- Migrate FSMO roles
- Perform cutover for DC names and IPs to be swapped
- Test all services

DEPLOY NEW REPLACEMENT FOR THE CHWD-SQL1 SERVER

- Deploy Windows Server 2016 from template
- Rename VM to "CHWD-SQL2" and add to the domain
- Install SQL Server Standard 2014/2016/2017 (Version relies on vendor support for the applications that will be hosting databases on this server)
- Vendor and/or Citrus Heights Water District IT staff will perform the database migrations

Please note: J4 Systems does not have specific expertise with the line of business application databases that will be hosted on this server, but can assist on a time and materials basis with the migrations if needed.

DEPLOY NEW REPLACEMENT FOR THE CHWD-MGMT1 SERVER

- Deploy Windows Server 2016 from template
- Rename VM to "CHWD-MGMT1" and add to the domain
- Deploy new Trend server and migrate Trend AV services
- Migrate data shares
- Vendor and/or Citrus Heights Water District IT staff will perform the installs and migrations as required for the ArcGIS Licensing server

Please note: J4 Systems does not have specific expertise with the ArcGIS Licensing on this server, but can assist on a time and materials basis with the deployment if needed.

DEPLOY NEW REPLACEMENT FOR THE CHWD-GIS SERVER

- Deploy Windows Server 2012/2016 from template (Version relies on vendor support)
- Rename VM to "CHWD-GIS2" and add to the domain
- Install IIS role
- Vendor and/or Citrus Heights Water District IT staff will perform the installs and migrations as required

Please note: J4 Systems does not have specific expertise with the line of business applications on this server, but can assist on a time and materials basis with the deployment if needed.

DEPLOY NEW REPLACEMENT FOR THE CHWD-SON SERVER

- Deploy Windows Server 2012/2016 from template (Version relies on vendor support)
- Rename VM to "CHWD-SON" and add to the domain
- Vendor and/or Citrus Heights Water District IT staff will perform the installs and migrations as required

Please note: J4 Systems does not have specific expertise with the line of business applications on this server, but can assist on a time and materials basis with the deployment if needed.

DEPLOY NEW REPLACEMENT FOR THE CHWD-IIS1 SERVER

- Deploy Windows Server 2012/2016 from template (Version relies on vendor support)
- Rename VM to "CHWD-IIS1" and add to the domain
- Install IIS role
- Vendor and/or Citrus Heights Water District IT staff will perform the installs and migrations as required

Please note: J4 Systems was not the primary on setting up the services on this server, but can assist on a time and materials basis with the deployment if needed.

~~~ **DEPLOY NEW UPS IN BOTH NETWORK ROOMS** ~~~

INSTALL UPS DEVICES

- Schedule outages
- Install new batteries at the main server rack
- Install new UPS system in the back Ops building
- Move all devices to the new UPS devices

CONFIGURE UPS FOR GRACEFUL SERVER SHUTDOWNS

- Configure VMware for graceful server shutdowns
- Configure physical Domain Controller server for graceful shutdown
- Test UPS shutdowns

BACKUP AND SUPPORT LABOR

- Create new backups for each new server
- Ship device to Axcient for seeding after full backups have been taken
- Keep old backups in cloud for one month
- Test restores after completion of seeding
- Decommision old backups on local Axcient server

~~~ WRAP-UP ~~~

AS-BUILT DOCUMENTATION

TOTALCARE HAND OFF

- Update IT profile, documentation and monitoring

PROJECT WRAP-UP AND SIGN-OFF MEETING

LABOR COST FOR ABOVE SCOPE OF WORK \$35,660.00

SUMMARY AND AUTHORIZATION

Hardware and Software Needed (tax not included) \$42,128.75

Labor Cost for Scope of Work \$35,660.00

PROJECT TOTAL \$77,788.75

*Assistance with financing is available

Proposal by:

Presented by:

Bryan Trieu
Network Engineer

Jeanette Joseph
Account Executive

Accepted by:

X _____
(Authorized Signature)

Date: _____

X _____
(Print Name and Title)



J4 Systems
Joseph Systems, Inc.
A California Corporation

Project Billing Information

1. A down payment of 20 percent of the total project labor as listed on the proposal is due upon acceptance and scheduling of the project. In-scope work is defined as any work specifically outlined in the proposal and agreed to in writing in advance of starting your project. The remaining 80% of your project will be billed weekly and typically in increments of 5% to 20% of project completion although it may vary depending upon the size and speed of the work being performed.

If you decide to pre-purchase labor in order to receive a 5% discount, weekly progress invoices will still be sent to you that will show zero balance due. You will also receive a weekly email update of the status of your project from your J4 Systems' Project Manager.

Hardware and software are ordered once we receive payment from you. Our Accounting Department will forward an invoice to you which will include applicable sales tax and any shipping costs. We accept Visa, Master Card, American Express, ACH and business checks.

2. Out-of-scope work is billed as it is worked. Out-of-scope work is defined as any work not specifically listed on the proposal, which is performed while the project is in progress. In order to finish your project on the agreed upon timeline, it is always best to delay out-of-scope work until after the project is completed. If the work needs immediate attention or if the work needs to be completed before the project can proceed, another Engineer may be scheduled to complete that work while your primary Engineer or Developer continues with the project. This allows the Engineer or Developer to remain focused on the project and helps eliminate project delays. Examples of out-of-scope work include, but are not limited to, hardware and software conflicts or malfunctions encountered during an upgrade, meetings unrelated to the project with the Engineer or Developer, locating passwords, and working with third-party vendors, etc.
3. If there are changes to your project after we've started, our Project Manager will create a Change Order which will outline any additional time needed and the associated costs related to the change and submit it to you for approval in advance of beginning the additional work.
4. After hours rates are typically included in the flat cost of the proposal and discussed with you in advance. Our regular business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. However, if there is unforeseen after hour work performed it will be billed at the overtime rate which is an additional \$50 per hour.

- 5. Whenever we have to call Microsoft or other manufacturers to open a service request or “incident” for escalated support on your behalf, there may be a charge of up to \$500. Your Engineer or Developer will only recommend calling a technical service line in an effort to save you money in the long run by expediting a solution to a troublesome problem. Many hours of troubleshooting are often saved with a relatively short call to the manufacturer. We only bill for the actual cost of the incident, if any.
- 6. Many projects involve working with third parties to complete our services to you; third parties include, but are not limited to, hardware and/or software manufacturers, line of business application providers, Internet Service Providers (ISP), and/or telephone companies. While our Engineers and Developers will continue to work efficiently as we wait, client understands that any delays caused by third parties are out of the control of our company. J4 Systems will continue to bill on an hourly basis if it is essential to wait on site, or remotely when applicable for the third party’s action.
- 7. As part of our project process, we will begin our work for you with a kick off meeting. During this meeting we will discuss any afterhours work, possible planned outages, project timelines and more. Since we reserve specific personnel with specialized skillsets to perform the work needed for your company, any unplanned interruptions such as a medical leave, vacation, etc., will affect the agreed upon timeline of your project and potentially delay work needed by other clients. If your project is put on hold by you, we will reassign the Engineers or Developers and bill your project 90% completed and resume your project once you are ready to proceed.

Citrus Heights Water District

Customer Company Name

Authorized Signer

Date Signed

Proposal Number: 16080001

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 15, 2018 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A LETTER OPPOSING
STATE OF CALIFORNIA SENATE BILL 998

STATUS : Action Item

REPORT DATE : August 9, 2018

PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk
Alberto Preciado, Senior Accountant

OBJECTIVE:

Consider authorizing the General Manager to issue a letter in opposition to Senate Bill 998 (Dodd).

BACKGROUND AND ANALYSIS:

State of California (State) Senate Bill (SB) 998, authored by State Senator Bill Dodd of Napa, proposes to change existing water service shut-off policy. The bill would institute a statewide policy that prevents service shut-offs for a minimum of 60 days for delinquent customers; institutes a cap on fees to reconnect service; and extends the authority of the State Water Resources Control Board and Attorney General to enforce provisions of the bill. In the process, the bill would supersede the Citrus Heights Water District's (CHWD's) current shut-off procedures and reduce the ability of the District to recover costs associated with the physical disconnection and reconnection of water service on delinquent accounts.

In other words, the legislation would result in new unfunded mandates and a loss in local control. Under current CHWD policy, customers who fail to pay their bills and any associated late charges are issued a Notice of Intent to Terminate Water Service (NOIT) at least 30 days after the issuance of the regular bill. The NOIT notifies the customer that they have three (3) business days to make payment or face termination of service. Following the termination of service, a disconnect/reconnect service charge of \$104 is placed on the account in order to recover costs associated with processing the termination on the utility billing system, and having two CHWD staff members physically disconnect and reconnect water service at the location of the delinquent account. SB 998 would restrict CHWD from charging this reconnection fee, and instead require that the service fee be set at a maximum of \$50. By disallowing CHWD from charging the delinquent customer the full cost of disconnection and reconnection, it would have the unintended effect of shifting those unrecovered costs onto other customers.

The Association of California Water Agencies (ACWA) strongly opposes the proposed new regulations. ACWA encourages member agencies to notify their local state representatives of similar positions of opposition.

Should the Board authorize the General Manager to issue the letter in opposition to SB 998, staff will distribute the letter to the Chair of the Assembly Appropriations Committee, Assembly Member Lorena Gonzalez Fletcher of San Diego, who is currently reviewing the bill in advance of making a determination as to whether to submit it to the Assembly floor for a vote. In addition, staff would circulate the letter to the State representatives who represent the CHWD service territory.

RECOMMENDATION:

Authorize the General Manager to issue a letter in opposition to Senate Bill 998 (Dodd).

ATTACHMENTS:

1. Senate Bill 998 - Discontinuation of Residential Water Service: Urban and Community Water Systems
2. Policy 7270: Termination/Re-Establishment Procedures
3. Proposed Letter in Opposition to SB 998

ACTION:

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

ATTACHMENT 1

**Senate Bill 998 – Discontinuation of Residential Water
Service: Urban and Community Water Systems**


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SB-998 Discontinuation of residential water service: urban and community water systems. (2017-2018)

SHARE THIS:



Date Published: 08/06/2018 02:00 PM

AMENDED IN ASSEMBLY AUGUST 06, 2018

AMENDED IN ASSEMBLY JUNE 14, 2018

AMENDED IN SENATE MAY 07, 2018

AMENDED IN SENATE APRIL 30, 2018

AMENDED IN SENATE APRIL 23, 2018

AMENDED IN SENATE APRIL 09, 2018

AMENDED IN SENATE MARCH 22, 2018

CALIFORNIA LEGISLATURE— 2017–2018 REGULAR SESSION

SENATE BILL

No. 998

Introduced by Senator Dodd

February 05, 2018

An act to add Chapter 6 (commencing with Section 116900) to Part 12 of Division 104 of the Health and Safety Code, relating to water.

LEGISLATIVE COUNSEL'S DIGEST

SB 998, as amended, Dodd. Discontinuation of residential water service: urban and community water systems.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes.

Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including water corporations. Existing law requires certain notice to be given before a water corporation, public utility district, municipal utility district, or a municipally owned or operated public utility furnishing water may terminate residential service for nonpayment of a delinquent account, as prescribed.

This bill would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The bill would require the policy to include certain components, be available on the system's Internet Web site, and be provided to customers in

writing, upon request. The bill would provide for enforcement of these provisions, including making a violation of these provisions punishable by a civil penalty issued by the board in an amount not to exceed \$1,000 for each day in which the violation occurs, and would require the enforcement moneys collected by the board to be deposited in the Safe Drinking Water Account. The bill would prohibit an urban and community water system from discontinuing residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. The bill would require an urban and community water system to contact the customer named on the account and provide the customer with the urban and community water system's policy on discontinuation of residential service for nonpayment no less than 7 business days before discontinuation of residential service, as prescribed.

This bill would prohibit residential service from being discontinued under specified circumstances. The bill would require an urban and community water system that discontinues residential service to provide the customer with information on how to restore ~~service and petition for a waiver of reconnection fees:~~ *service*. The bill would require an urban and community water system to waive ~~reconnection fees and offer a reduction or waiver of interest charges on delinquent bills~~ *for for, and would limit the amount of a reconnection of service fee imposed on,* a residential customer who demonstrates, as prescribed, to the urban and community water system household income below 200% of the federal poverty ~~line and would limit the amount of a reconnection of service fee imposed on any other residential customer.~~ *line*. The bill would require an urban and community water system that furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit structure, mobilehome park, or permanent residential structure in a labor camp, and that the owner, manager, or operator of the dwelling, structure, or park is the customer of record, to make every good faith effort to inform the residential occupants by written notice that service will be terminated and that the residential occupants have the right to become customers, as specified. The bill would require an urban and community water system to report the number of annual discontinuations of residential service for inability to pay on its Internet Web site and to the board, and the bill would require the board to post on its Internet Web site the information reported. The bill would require an urban water supplier, as defined, or an urban and community water system regulated by the commission, to comply with the bill's provisions on and after February 1, 2020, and any other urban and community water system to comply with the bill's provisions on and after April 1, 2020. The bill would provide that the provisions of the bill are in addition to the provisions in existing law duplicative of the bill and that where the provisions are inconsistent, the provisions described in the bill apply.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

- (a) All Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the Water Code.
- (b) It is the intent of the Legislature to minimize the number of Californians who lose access to water service due to inability to pay.
- (c) Water service discontinuations threaten human health and well-being, and have disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.
- (d) When there is a delinquent bill, all Californians, regardless of whether they pay a water bill directly, should be treated fairly, and fair treatment includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship.
- (e) The loss of water service causes tremendous hardship and undue stress, including increased health risks to vulnerable populations.
- (f) It is the intent of the Legislature that this act provide additional procedural protections and expand upon the procedural safeguards contained in the Public Utilities Code and Government Code as of January 1, 2018, relating to utility service disconnections.

SEC. 2. Chapter 6 (commencing with Section 116900) is added to Part 12 of Division 104 of the Health and Safety Code, to read:

CHAPTER 6. Discontinuation of Residential Water Service

116900. *This chapter shall be known, and may be cited, as the Water Shutoff Protection Act.*

~~116900-116902.~~ For the purposes of this chapter, the following definitions apply:

(a) "Board" means the State Water Resources Control Board.

(b) "Public water system" has the same meaning as defined in Section 116275.

(c) "Residential service" means water service to a residential connection that includes ~~individually metered~~ single-family residences, ~~individually metered and master metered~~ multifamily residences, ~~master metered mobilehome parks, individually metered mobilehomes, including, but not limited to,~~ mobilehomes in mobilehome parks, or farmworker housing.

(d) "Urban and community water system" means a public water system that supplies water to more than 200 service connections.

(e) "Urban water supplier" has the same meaning as defined in Section 10617 of the Water Code.

~~116902-116904.~~ (a) An urban water supplier not regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020.

(b) An urban and community water system regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020. The urban and community water system regulated by the Public Utilities Commission shall file advice letters with the commission to conform with this chapter.

(c) An urban and community water system not described in subdivision (a) or (b) shall comply with this chapter on and after April 1, 2020.

~~116904-116906.~~ (a) An urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

(1) A plan for deferred or reduced payments.

(2) Alternative payment schedules.

(3) A formal mechanism for a customer to contest or appeal a bill.

(4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585 and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking Water Account established pursuant to Section 116590.

~~116906-116908.~~ (a) (1) (A) An urban and community water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential service for nonpayment, an urban and community water system shall contact the customer named on the account by telephone or written notice.

(B) When the urban and community water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the urban and community water system's policy on discontinuation of residential service for nonpayment. An urban and community water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the urban and community water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

(i) The customer's name and address.

(ii) The amount of the delinquency.

(iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.

(iv) A description of the process to apply for an extension of time to pay the delinquent charges.

(v) A description of the procedure to petition for bill review and appeal.

(vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section ~~116904~~. 116906.

(2) If the urban and community water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the urban and community water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the urban and community water system or any other administrative or legal body to which such an appeal may be lawfully taken, the urban and community water system shall not discontinue residential service while the appeal is pending.

~~116908~~. 116910. (a) An urban and community water system shall not discontinue residential service for nonpayment if all of the following conditions are met:

(1) The customer, or a tenant of the customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

(2) The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section ~~116904~~, 116906, with respect to all delinquent charges.

(b) (1) If the conditions listed in subdivision (a) are met, the urban and community water system shall offer the customer one or more of the following options:

(A) Amortization of the unpaid balance.

(B) Participation in an alternative payment schedule.

(C) A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.

(D) Temporary deferral of payment.

(2) The urban and community water system may choose which of the payment options described in paragraph (1) the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. An urban and community water system may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(3) Residential service may be discontinued no sooner than 5 business days after the urban and community water system posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

(A) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

(B) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

~~416910-116912.~~ An urban and community water system that discontinues residential service for nonpayment shall provide the customer with information on how to restore residential ~~service and petition for a waiver of reconnection fees pursuant to Section 116912:~~ *service.*

~~416912-116914.~~ (a) For a residential customer who demonstrates to an urban and community water system household income below 200 percent of the federal poverty line, the urban and community water system shall ~~waive reconnection fees and offer a reduction or waiver of~~ *do both of the following:*

(1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, an urban and community water system shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

~~(2) Waive~~ interest charges on delinquent bills once every 12 months. ~~An urban and community water system may waive reconnection fees and offer a reduction or waiver of interest charges on delinquent bills more than once every 12 months. An~~

(b) An urban and community water system shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

~~(b) For a residential customer not described in subdivision (a), an urban and community water system shall set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, an urban and community water system shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.~~

~~416913-116916.~~ (a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If an urban and community water system furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in Section ~~17008 of the Health and Safety Code,~~ *17008*, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the urban and community water system shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become

customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

(c) The urban and community water system is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the urban and community water system's rules and tariffs. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the urban and community water system, or if there is a physical means legally available to the urban and community water system of selectively terminating service to those residential occupants who have not met the requirements of the urban and community water system's rules and tariffs, the urban and community water system shall make service available to those residential occupants who have met those requirements.

(d) If prior service for a period of time is a condition for establishing credit with the urban and community water system, residence and proof of prompt payment of rent or other credit obligation acceptable to the urban and community water system for that period of time is a satisfactory equivalent.

(e) Any residential occupant who becomes a customer of the urban and community water system pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the urban and community water system for those services during the preceding payment period.

(f) In the case of a detached single-family dwelling, the urban and community water system may do any of the following:

(1) Give notice of termination at least seven days prior to the proposed termination.

(2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

~~416914-116918~~. An urban and community water system shall report the number of annual discontinuations of residential service for inability to pay on the urban and community water system's Internet Web site, if an Internet Web site exists, and to the board. The board shall post on its Internet Web site the information reported.

~~416916-116920~~. (a) The Attorney General, at the request of the board or upon his or her own motion, may bring an action in state court to restrain by temporary or permanent injunction the use of any method, act, or practice declared in this chapter to be unlawful.

(b) For an urban and community water system regulated by the Public Utilities Commission, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by an urban and community water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

~~416917-116922~~. All written notices required under this chapter shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the urban and community water system's service area.

~~416918-116924~~. Where provisions of existing law are duplicative of this chapter, compliance with one shall be deemed compliance with the other. Where those provisions are inconsistent, the provisions of this chapter shall apply. Nothing in this chapter shall be construed to limit or restrict the procedural safeguards against the disconnection of residential water service existing as of December 31, 2018.

~~416919-116926~~. This chapter does not apply to the termination of a service connection by an urban and community water system due to an unauthorized action of a customer.

ATTACHMENT 2

Policy 7270: Termination/Re-Establishment Procedures

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : ACCOUNTS RECEIVABLE
POLICY TITLE : TERMINATION / RE-ESTABLISHMENT PROCEDURES
POLICY NUMBER : 7270
DATE ADOPTED : APRIL 7, 1998
DATE AMENDED : APRIL 13, 2010
DATE EFFECTIVE : MAY 10, 2010
AMENDMENTS : (1) APRIL 13, 2004; OCTOBER 9, 2007

7270.00 SERVICE TERMINATION / RE-ESTABLISHMENT PROCEDURES

7270.01 TERMINATION - CUSTOMER REQUEST

Citrus Heights Water District will terminate or disconnect water service at the point of delivery during regular working hours, Monday through Thursday, in accordance with the provisions of Section 7200.40 of District Policy No. 7200, Closing Customer Accounts. The customer shall be responsible for payment of any bills, charges, fees, or indebtedness to the District prior to the actual termination or disconnection of service.

7270.02 TERMINATION / DISCONNECTION / RESTRICTION – DISTRICT DISCRETION

The District will terminate, disconnect or restrict service to any water service line, service connection or turn off any facility used to deliver water from the District for any of the following reasons:

- A. The customer, agent or tenant receiving water service from the District fails to comply with any Policy of the District.
- B. Water service is being furnished to any property within the District without the proper application or pursuant to an application containing a misrepresentation of material fact.
- C. There is evidence of unlawful tampering or interference with the District's facilities by the customer, agent or tenant.
- D. The District, the County Health Officer, or the California Department of Public Health finds that there exists a condition hazardous to the health and safety of the customer or any water user of the District or a member of the public, including, without limitation, the absence, non-testing, or the malfunctioning of a required backflow prevention assembly.

- E. The owner or occupant of the property being served fails, after written or verbal notice from the District, to provide unobstructed access to any easements, service valves, fire hydrants, or any appurtenances, or fails to remove an obstruction that prevents or unreasonably impairs the reading of any meter, or prevents a repair or construction from being performed by District personnel or District contractors.

The determination of whether to turn off or disconnect water service, or to restrict water service through the installation of a flow restriction device at the water service, will be made at the sole discretion of the District.

7270.03 TERMINATION - WITHOUT PRIOR NOTICE

Any breach of a District policy that endangers or threatens to endanger the public health or safety will result in termination or disconnection of water service without a prior notice from the District.

7270.04 TERMINATION / RESTRICTION - NON-PAYMENT

The following procedures shall govern termination of a service line for default in the payment of any bills, charges, fees, or indebtedness to the District.

- A. A Notice of Intent to Terminate Water Service will be delivered at least three (3) business days prior to the scheduled date of termination to the customer.
- B. The District will, on receipt of written or verbal request from the customer, make an investigation of any disputed bills, charges, fees, or indebtedness involved. If the District finds during the investigation that any error(s) were made by the District, the District shall correct the error(s) and remove any applicable penalties, charges, or fees that have accrued. However, dispute of a billing statement does not relieve a customer of their obligation to pay charges due or justify a delay in the payment.
- C. Any customer that has had water service terminated and restores or attempts to restore their own water service, by turning on the service valve, re-establishing a connection to their water service line that has been previously disconnected by the District, and/or connecting to an alternate source of District-furnished water, will be immediately disconnected and a lock placed on the service by the District to secure the service valve. A Disconnect / Reconnect Service Charge in an amount set forth in the District's Water Rates and Miscellaneous Charges and Fees shall be immediately added to the amount due on the customer's account.
- D. The practice of one customer providing an alternate source of District-furnished water to another customer's residence (e.g., attaching a garden hose

from one residence to another), when the customer receiving the water has had their water service terminated or restricted, constitutes theft of District water and shall not be permitted. Any customer found to be providing an alternate source of District-furnished water shall be informed, by a notice delivered to that customer's property that the practice is illegal and must be discontinued immediately. Failure to immediately discontinue the alternate water source after notice has been delivered by the District shall result in termination or restriction of service as set forth in this Policy, including any applicable charges and fees

- E. Any customer that tampers with a District water service with the intent to open a valve that has been closed by the District shall be responsible for all costs related to repairing or replacing the valve, water meter, water meter setter or related appurtenances or materials, as well as a Disconnect / Reconnect Service Charge in addition to any other fees and charges that may have been due prior to the occurrence. The District shall inform the customer, in writing, of the additional charges that are immediately due and payable on their account. The District shall also inform the customer that tampering with any part of the District water system is a misdemeanor offense, and that the District may elect to pursue prosecution or other legal action against the customer for tampering or interference with the District water system.
- F. When termination of water service is due to non-payment on an account, the District will not terminate water service on a Friday, Saturday, Sunday, or District holiday, or at any time when the business office of the District is closed, or during the investigation of any disputed bills, charges, fees, or indebtedness involved.

7270.05 DISCONNECTION / RECONNECTION CHARGES

A Disconnect / Reconnect Service Charge in an amount set forth in the District's Water Rates and Miscellaneous Charges and Fees will be charged for each occasion or call that an employee of the District either physically terminates, restricts or re-establishes water service to a property or is dispatched to notify of an impending termination, disconnection or restriction of a service pursuant to the provisions of Sections 7270.02, 7270.03, and 7270.04 of this policy.

7270.06 TERMINATION / DISCONNECTION - MEDICAL ALERT STATUS

Upon investigation by the District, a scheduled termination, disconnection or restriction will be canceled immediately if the District has received a written notification from a licensed physician, or other form of notification that is satisfactory to the District, that there is a Medical Alert condition located at the property that is scheduled for termination, disconnection or restriction. A Medical Alert is defined as a life-threatening condition. A Medical Alert status does not relieve a customer of their obligation to pay charges due or justify a delay in the payment.

7270.07 TERMINATION / DISCONNECTION – FIRE SPRINKLER
ACCOUNTS

In the event of a scheduled termination, disconnection or restriction of water service to a dedicated fire sprinkler service account, advance notice shall be delivered to the appropriate fire protection authority at least three (3) business days prior to the scheduled date of termination.

7270.08 RE-ESTABLISHMENT OF SERVICE

Water service through a terminated, disconnected or restricted-water service connection shall be re-established by the District when the customer, agent or tenant receiving water service from the District has satisfied the condition leading to the termination, disconnection or restriction, in a manner that is satisfactory to the District, pursuant to the provisions of Sections 7270.02, 7270.03, and 7270.04 of this Policy.

ATTACHMENT 3

Proposed Letter in Opposition to SB 998



**CITRUS
HEIGHTS
WATER
DISTRICT**

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

*General Manager/
Secretary*
Hilary M. Straus

*Administrative
Services Manager/
Treasurer*
Susan K. Sohal

*Senior Accountant/
Assessor/Collector*
Alberto Preciado

August 15, 2018

The Honorable Lorena Gonzalez Fletcher
California State Assembly
State Capitol 2114
Sacramento, CA 95814

Re: Opposition to SB 998 (Dodd): Water Shut-Offs

Dear Assembly Member Gonzalez Fletcher,

I am writing to express the Citrus Heights Water District's opposition to SB 998 by Sen. Bill Dodd (D-Napa), which would completely change the practice of public water agencies with regard to water service shut-off policy. Our Water District already provides due process to delinquent customers, who receive substantial opportunity to settle their delinquent accounts and avoid disconnection of service. Our water agencies deliver safe, reliable, high-quality, and affordable water to customers in a dependable and responsible manner.

This proposed one-size-fits-all statewide program would, among other things, prevent service shut-offs for at least 60 days for delinquent customers, create a cap on reconnection fees that may not cover the actual cost of these physical reconnections (triggering Prop. 218 concerns for public water agencies), and expand authority of both the State Water Resources Control Board and the Attorney General to enforce provisions of the bill.

Water districts are overseen by locally-elected boards of directors, who make decisions based on what works locally in their geographic service territories. Water agencies are in the business of delivering water – they don't disconnect delinquent customers without prior, substantial engagement. This bill is unnecessary and appears to be a solution in search of a problem that does not currently exist in California.

For these reasons, the Citrus Heights Water District respectfully urges you to vote "NO" on SB 998.

Sincerely,

Hilary M. Straus, General Manager

cc: The Honorable Ken Cooley
The Honorable Bill Dodd
The Honorable Kevin Kiley
Wendy Ridderbusch, ACWA Director of State Legislative Relations
Citrus Heights Water District Board of Directors

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 15, 2018 MEETING

SUBJECT : OTHER POST-EMPLOYMENT BENEFITS TRUST PRESENTATION
STATUS : Study Session
REPORT DATE : August 7, 2018
PREPARED BY : Alberto Preciado, Senior Accountant
Susan Sohal, Administrative Services Manager/Treasurer

A presentation provided by the California Public Employers' Retirement System (CalPERS) concerning the Other Post-Employment Benefit (OPEB) Trust, known as the California Employers' Retiree Benefit Trust Fund (CERBT). This trust is being considered as an option for the accelerated payoff of the District's OPEB unfunded actuarial liability (UAL), as authorized by the Board in the 2018 Adopted Budget.

CalPERS will also be discussing the benefits of this program as part of the implementation of the Governmental Accounting Standards Board (GASB) Statement Number 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS August 15, 2018 MEETING

SUBJECT : METER REPLACEMENT STUDY UPDATE
STATUS : Information Item
REPORT DATE : August 06, 2018
PREPARED BY : Hilary Straus, General Manager
David Gordon, Operations Manager
Rex Meurer, Water Efficiency Supervisor

Staff will provide an overview of the Request for Proposal (RFP) for the planning study for the Meter Replacement Program. The RFP is scheduled to be released in late August. Staff will focus on the requested Scope of Services and the Consultant Selection Process and Schedule in the RFP.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 15, 2018 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2019 STRATEGIC PLAN

STATUS : Discussion and Action Item

REPORT DATE : August 2, 2018

PREPARED BY : Christopher J. Castruita, Management Services Supervisor/Chief Board Clerk
Madeline A. Henry, Management Services Specialist/Deputy Board Clerk
Susan K. Sohal, Administrative Services Manager
Hilary M. Straus, General Manager

OBJECTIVE:

Consider approval of the Citrus Heights Water District's 2019 Strategic Plan.

BACKGROUND AND ANALYSIS:

This is the third year that CHWD has engaged in a Strategic Planning process to help shape the development of its annual budget. The goal of Strategic Planning is to bring the Board of Directors and key District staff together to identify and prioritize the District's key policy, program and project issues, and to identify what items, given limited resources (i.e., funding, time and staffing resources) the District should be working on over and above daily operations in the coming year.

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

The *Education/Issues Briefing Component* consisted of a 2018 Strategic Plan Update and Key Issues Briefing by CHWD staff at the May 16, 2018 regular Board meeting.

The *Team Building* and *Work Program Development* components took place on July 17, 2018, in a session attended by the Board of Directors and key District staff, facilitated by Laura Mason-Smith.

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

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

RECOMMENDATION:

Approve the 2019 Strategic Plan, and direct that Strategic Planning Objectives be considered for funding in the 2019 budget, which will be considered by the Board of Directors for adoption in December.

ATTACHMENT:

2019-2022 Strategic Plan Session Summary

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

CITRUS
HEIGHTS
WATER
DISTRICT



2019-2022 STRATEGIC PLAN SESSION SUMMARY

Tuesday, July 17, 2018

designed and facilitated by

Mason*Smith*
S U C C E S S
S T R A T E G I E S

*Laura Mason-Smith
916-485-3582
www.masonsmith.com*

Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY

Tuesday, July 17, 2018

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Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY

Tuesday, July 17, 2018

OVERVIEW

On Tuesday, July 17, 2018, the following members of the Board and Management of the Citrus Heights Water District met to develop the District's 2019-2022 Strategic Plan:

Raymond Riehle	President of the Board
Caryl Sheehan	Vice President of the Board
Allen Dains	Director
Hilary Straus	General Manager
Christopher Castruita	Management Services Supervisor/Chief Board Clerk
Tim Cutler	Water Distribution Supervisor
Paul Dietrich	Project Manager
David Gordon	Operations Manager
Madeline Henry	Management Services Specialist/Deputy Board Clerk
Rex Meurer	Water Efficiency Supervisor
Josh Nelson	Assistant General Counsel
Jeff Ott	Principal Information Technology Analyst
Missy Pieri	Engineering Manager/District Engineer
Alberto Preciado	Senior Accountant
Susan Sohal	Administrative Services Manager /Treasurer

Also participating were:

Jenna Moser	Customer Advisory Committee Chair
David Wheaton	Customer Advisory Committee Vice Chair
Michael Goble	Customer Advisory Committee Member

The session was facilitated by Laura Mason-Smith of Mason-Smith SUCCESS STRATEGIES. Outlined on the following pages is a summary of the Strategic Plan Session.

Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY

Tuesday, July 17, 2018

INTRODUCTION

Board Chair Ray Riehle welcomed everyone, called the meeting to order, and explained that the purpose of the session was to develop the 2019-2022 Strategic Plan for the District.

DISTRICT ACCOMPLISHMENTS AND STRENGTHS

The participants identified the following District accomplishments and strengths:

1. Completed the Corporation Yard Safety Improvement Project
2. Outstanding Customer Advisory Committee in place and working well
3. Scanning the District's "as-builts" to the GIS map as part of the Project 2030 Water Main Replacement Study
4. Our strong team and supportive Board – hard working, helpful, collegial, forward-thinking, unified, and committed
5. District finances -- conscientiously meeting and exceeding reserve targets
6. Developed a Comprehensive Annual Financial Report (CAFR)
7. Participating in a regional groundwater transfer of excess groundwater
8. Effective communication, interactions with the public, and visits to the Neighborhood Associations
9. Internal improvements – upgrading work stations and facilities, leadership development at all staff levels, updating the purchasing policy, raised professionalism, and implemented best practices throughout
10. Created a comprehensive monthly "FYI Report" to the Board and Staff of status on all major projects
11. Completed 100 additional water efficiency audits
12. In escrow on a seventh well site
13. Expanded the number of Water Smart classes for customers to five this year
14. Brought on Best Best and Krieger as our in-house Legal Counsel, which has made a huge positive difference for the District and provided access to an expanded knowledge base
15. Hilary Straus, our General Manager, was recognized for providing mentorship within the local water industry
16. Completed large water meter testing
17. Initiated the innovative multi-agency Meter Consortium
18. The District was recognized by the Citrus Heights Chamber as the "Business of the Year"

Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY

Tuesday, July 17, 2018

REAFFIRMATION OF THE DISTRICT'S MISSION AND CORE VALUES

The participants reaffirmed the District's Mission, Vision, Core Values, and Commitments as follows.

MISSION STATEMENT

It is the mission of the Citrus Heights Water District to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner.

VISION STATEMENT

The Citrus Heights Water district will continue to evolve as a dynamic provider of municipal water service to assure that our customers receive the best value without giving it a second thought.

CORE VALUES

not in priority order

Integrity

Teamwork

Dependability

Accountability

Professionalism

COMMITMENTS

(See Attachment B)

Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY

Tuesday, July 17, 2018

ISSUES, FACTORS, AND TRENDS

The participants identified the following key issues, factors, and trends that do or could affect the District:

1. Proposed water district merger talks between San Juan Wholesale and Sacramento Suburban Water District
2. State and Federal regulations and unfunded mandates:
 - a. Compliance with the California Environmental Quality Act (CEQA)
 - b. Sustainable Groundwater Management Act (SGMA) and the related unfunded costs
 - c. SB 623-water tax for all water districts to help fund low-income water districts
 - d. Impact of Governmental Accounting Standards Board (GASB) rules that result in unfunded mandates
3. Increased construction costs' impact on all District construction projects
4. Water supply and availability:
 - a. Ongoing drought threats
 - b. Managing groundwater use and storage
 - c. Water allocations
5. San Juan Water District's future costs and impacts to retail agencies
6. State expectations of water conservation whether the State is in a drought or not:
 - a. Declining revenue impacts for agencies
7. Staff recruitment and retention challenges:
 - a. Increasing retirements of experienced staff and the need for succession planning
 - b. Challenges attracting and keeping good people in a tight labor market
 - c. Training and cross-training are very important
 - d. Impacts of personnel changes at other water agencies

Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY

Tuesday, July 17, 2018

ISSUES, FACTORS, AND TRENDS (continued)

8. Impact to agencies of unfunded PERS liabilities and system changes for employees
9. City/County standards changing:
 - a. Increased pavement and sidewalk restoration costs and expectations of others that can result in additional costs
 - b. External contractors causing problems
 - c. Challenges to coordinate construction projects between/among agencies
10. Changing demographics and customer expectations:
 - a. Impacts of social media related to the expectation of immediate responsiveness
 - b. Technology resulting in increased expectations related to customer service and water service
 - c. On-demand service requirements
 - d. Impacts of misinformation from the media
 - e. Challenge of balancing electronic and face-to-face interactions
 - f. Difficulty for public agencies to use Nextdoor platform to interact with customers
11. A trend toward collaborative partnerships for mutual benefit while maintaining agency autonomy
12. More alternative water technologies and impacts:
 - a. Wastewater and recycled water being used for irrigation
 - b. Water transfers between/among agencies
13. Customer resistance to granting easements without payments:
 - a. Different customer attitudes/expectations for compensation than in the past
 - b. More savvy, litigious customers
 - c. Makes it more difficult to upgrade our system
14. Changing leadership at ACWA and the potential impacts related to Water Industry's voice

Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY

Tuesday, July 17, 2018

ISSUES, FACTORS, AND TRENDS (continued)

15. Challenge in connecting with customers on key issues about their water system when they can't see it (it's buried underground):
 - a. It's important to fit in with the neighborhood when designing wells
 - b. Balancing visibility with the need for security
 - c. Putting forth a quality image and product for above-ground assets sends a positive message to customers and demonstrates strong District construction standards and value

16. Talks at a Federal level related to water and potential funding opportunities:
 - a. Potential earmarking
 - b. Requires that Districts be very active

17. Water Agencies compete with the State for rate-payer dollars

18. Increased public awareness of the value of quality water

19. Water Agencies have different business models:
 - a. When agencies' service areas are built out, rate payers need to pay to maintain and replace systems that originally were paid for by developers
 - b. Increased costs

Citrus Heights Water District
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SPECIAL PROJECTS

Special Projects do not qualify as SMART Objectives (Specific, Measurable, Achievable, Relevant, Time-Bound). However, they do require a significant amount of staff time and effort and are taken into consideration when determining and prioritizing 2019 Objectives to achieve the Three-Year Goals. The staff identified the District's most significant 2019 Special Projects as follows (not in priority order):

1. Water Supply Agreement
2. Potential Merger of San Juan Wholesale and Sacramento Suburban Water District
3. Sustainable Groundwater Management Act (SGMA) Implementation/Participation with local Groundwater Sustainability Agency (GSA) to develop a Groundwater Sustainability Plan (GSP)
4. Onboard new District Board Member(s)
5. Legislative and regulatory tracking and advocacy
6. City/County projects such as Safe Sidewalks, Auburn Boulevard improvements, etc.
7. Identifying a Human Resources/Payroll/Time Entry system
8. Determining the feasibility of Aquifer Storage and Recovery (ASR) for existing and new wells (construction, costs, and consequences)

DISTRICT CAPACITY TO IMPLEMENT STRATEGIC GOALS AND OBJECTIVES

To inform the setting of goals and objectives, Susan Sohal and Madeline Henry presented an overview of the District's organizational structure and staffing highlighting the District's capacity to implement strategic goals and objectives.

Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY

Tuesday, July 17, 2018

THREE-YEAR GOALS – 2019-2022

(not in priority order)

After extensive discussion, the participants prioritized the District's five top Three-Year Goals as:

- ***Complete the Project 2030 Water Main Replacement Study to ensure a reliable water distribution system***
- ***Manage water efficiency effectively, and empower customers to use water in an efficient manner***
- ***Manage and diversify a dependable water supply***
- ***Manage the efficient improvement of, and reinvestment in, District infrastructure and facilities***
- ***Promote organizational effectiveness to enhance customer service***

**Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY**

Tuesday, July 17, 2018

CITRUS HEIGHTS WATER DISTRICT ☀ 2019 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: COMPLETE THE PROJECT 2030 WATER MAIN REPLACEMENT STUDY TO ENSURE A RELIABLE WATER DISTRIBUTION SYSTEM

<i>Objectives to be Completed in the 2019 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q3 2018	Q2 2019	Complete the Water Main Assessment and Transmission Main Evaluation	Missy Pieri (Lead) Hilary Straus; Paul Dietrich; David Gordon; Brian Hensley; Tim Cutler	
2	Q3 2018	Q1 2019	Complete creek crossing inspection and develop a program for future assessments	Missy Pieri (Lead) Hilary Straus; Paul Dietrich; David Gordon; Brian Hensley; Tim Cutler	
3	Q1 2019	Q2 2019	Perform funding analysis and prepare up to 5 options for the phasing of water main replacements	Missy Pieri (Lead) Hilary Straus; Susan Sohal; Paul Dietrich; David Gordon	
4	Q3 2019	Q4 2019	Develop implementation plan for preferred alternative	Missy Pieri (Lead) Hilary Straus; Paul Dietrich; David Gordon; Brian Hensley; Susan Sohal	
5	Q1 2019	Q4 2019	Complete four steps of the Public Engagement Strategy: <ul style="list-style-type: none"> • Develop top two proposals with the CAC • Conduct market research • Review results and revise approach as needed • Take publicly-supported plan to the Board for approval 	Missy Pieri Chris Castruita(Lead); Hilary Straus; Paul Dietrich; David Gordon	

**Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY**

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CITRUS HEIGHTS WATER DISTRICT ☼ 2019 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *MANAGE WATER EFFICIENCY EFFECTIVELY AND EMPOWER CUSTOMERS TO USE WATER IN AN EFFICIENT MANNER*

<i>Objectives to be Completed in the 2019 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q1 2019	Q4 2019	Meter Replacement Study 10% complete	David Gordon Rex Meurer (Lead); Hilary Straus; Susan; Josh; Brian; Jeff	
2	Q1 2019	Q4 2019	Increase attendance by 10% at CHWD Water Smart Classes (e.g., through increased promotion at Fair Oaks Harvest Festival and other vehicles)	Hilary Straus Rex Meurer (Lead); Chris Castruita	
3	Q1 2019	Q4 2019	Increase sign-ups for Water Efficiency Reviews by 10%	Hilary Straus Rex Meurer (Lead); Chris Castruita	

**Citrus Heights Water District
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CITRUS HEIGHTS WATER DISTRICT ☀ 2019 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *MANAGE AND DIVERSIFY A DEPENDABLE WATER SUPPLY*

<i>Objectives to be Completed in the 2019 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q1 2019	Q4 2019	Enter into a sale agreement for Well Site # 8	David Gordon (Lead) Missy Pieri; Susan Sohal; Josh Nelson; Brian Hensley; Hilary Straus	
2	Q1 2019	Q4 2019	Identify potential Well Sites # 9 and # 10	David Gordon (Lead) Josh Nelson; Brian Hensley; Hilary Straus; Missy Pieri; Susan Sohal	
3	Q1 2019	Q2 2019	Conduct a retroactive quantitative and qualitative evaluation of our groundwater transfer work with San Juan Water District and other agencies	David Gordon (Lead) Susan Sohal; Steve Anderson; Hilary Straus; Brian Hensley; Alberto Preciado	

**Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY**

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CITRUS HEIGHTS WATER DISTRICT ✪ 2019 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *MANAGE THE EFFICIENT IMPROVEMENT OF AND REINVESTMENT IN DISTRICT INFRASTRUCTURE AND FACILITIES*

<i>Objectives to be Completed in the 2019 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q1 2019	Q4 2019	Complete space needs alternatives analysis	Missy Pieri (Lead); Paul Dietrich; Hilary Straus; David Gordon; Susan Sohal	
2	Q1 2019	Q4 2019	Dispose of two surplus well sites	David Gordon (Lead) Josh Nelson; Hilary Straus; Missy Pieri; Susan Sohal; Chris Castruita; Alberto Preciado	
3	Q3 2019	Q4 2019	Develop an administrative procedure defining CEQA review of District CIP projects	Missy Pieri (Lead) Paul Dietrich; Josh Nelson; David Gordon; Brian Hensley	
4	Q1 2019	Q4 2019	Select a consultant for the Easement Review Project, complete Phase 1 Inventory of all current easements, and document all needed easements	Missy Pieri (Lead) Josh Nelson; Paul Dietrich; David Gordon; Brian Hensley; Chris Castruita	
5	Q1 2019	Q4 2019	Complete a work plan and select a consultant for the annexation of the island parcels and boundary revisions	Missy Pieri (Lead) Josh Nelson; Paul Dietrich; David Gordon; Brian Hensley; Chris Castruita	

**Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY**

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CITRUS HEIGHTS WATER DISTRICT ✪ 2019 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: PROMOTE ORGANIZATIONAL EFFECTIVENESS TO ENHANCE CUSTOMER SERVICE

<i>Objectives to be Completed in the 2019 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q3 2019	Q4 2019	Issue an RFP for an enterprise-wide Document Management System	Susan Sohal Jeff Ott (Lead); Chris Castruita; Missy Pieri	
2	Q1 2019	Q4 2019	Complete the rebuild of the Financial Model for the 2020 Budget	Susan Sohal (Lead) Alberto Preciado; Missy Pieri; David Gordon; Hilary Straus	
3	Q1 2019	Q2 2019	Hire a SMSS/MSS (1 FTE)	Susan Sohal Chris Castruita (Lead); Hilary Straus; Rex Meurer; Missy Pieri; David Gordon	
4	Q1 2019	Q4 2019	Complete Website redesign	Susan Sohal Chris Castruita (Lead); Jeff Ott; Missy Pieri; David Gordon; Rex Meurer; Alberto Preciado	

ATTACHMENT A

**PARKING LOT -- POTENTIAL PROJECTS THAT COULD BE
BROUGHT FORWARD INTO 2019 IF TIME AND RESOURCES ALLOW**
(not in priority order)

1. Design Well # 7 and pending ASR study
2. District Policy Review, 2000's , 3000's, 6000's, 8000's, and 9000's
3. Develop strategy for amending the Intertie Agreements
4. Select the vendor(s) and system(s) for the Enterprise-wide Document Management System
5. Hire a design consultant to initiate PS&E for the Corp Yard/Facilities Master Plan, including ADA compliance
6. Develop a NIMS/SEMS-compliant Emergency Operations Plan and one Annex
7. Develop a Professional Development Work Plan
8. Complete 40 percent of planning for the District's Centennial Celebration in 2020

ATTACHMENT B

DISTRICT COMMITMENTS

We at Citrus Heights Water District will excel at fulfilling our mission and vision by adhering to our core values and dedicating ourselves to these commitments:

We commit to being good stewards of our water supply and the environment.

We commit to responsible management of the District's capital, fiscal and personnel assets.

We commit to provide reliable and dependable water service at an affordable cost that is at or near the 50th percentile for the Sacramento region.

We commit to provide a water supply that meets or exceeds State and federal water quality standards.

We commit to provide customer service that is extraordinary to both our rate-payers and to our work team.

We commit to be a valuable resource for our customers in consistently providing friendly, respectful service.

We commit to provide information that is accurate, complete and relevant.

We commit to excel beyond our commitments when moments of opportunity arise.

We commit to conduct our affairs with the highest ethical standards.

We commit to develop and implement reasonable policies and procedures that foster integrity and trust.

Citrus Heights Water District
2019-2022 STRATEGIC PLAN SESSION SUMMARY

Tuesday, July 17, 2018

DISTRICT COMMITMENTS (continued)

We commit to have a friendly, courteous and professional person readily available to telephone customers during business hours.

We commit to have a well-trained staff that supports one another in opportunities for personal and professional growth.

We commit to provide the equipment, technology and training necessary to assure that our customers received the best value in water service.

We commit to work together for each other and for our customers.

We commit to provide employee compensation and benefits that are competitive, affordable and retain and attract high quality professionals to provide services to our customers.

We commit to an empowered staff that is accountable, team-oriented and supportive of each member's performance.

We commit to create a positive and safe work environment that recognizes and rewards superior performance.

We commit to hire progressive employees that will fulfill the mission of the District.

We commit to support economic growth by ensuring water service ample to meet new customer demand.

We commit to collaborate with other agencies in support of regional endeavors of mutual interest and benefit.

We commit to efficiently and effectively accomplish the day's business while preparing for the future.

We commit to choosing a great attitude.