

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
AUGUST 16, 2017 beginning at 6:30 PM**



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

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the 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:

PLEDGE OF ALLEGIENCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (A/I)

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

- CC-1. Minutes of the Regular Meeting – July 11, 2017
- CC-2. Revenue Analysis Report for July 2017
- CC-3. Assessor/Collector's Roll Adjustment for July 2017
- CC-4. Treasurer's Report for July 2017
- CC-5. Treasurer's Report of Fund Balances for July 2017
- CC-6. Operations Budget Analysis for July 2017
- CC-7. Capital Projects Summary July 2017
- CC-8. Warrants for June 2017
- CC-9. CAL–Card Distributions for July 2017
- CC-10. Summary of 2017 Employees, Officers 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 and Capital Projects Departmental Report (I)
Significant assignments and activities for the Engineering and Capital Projects Department are summarized.
- CC-14. Operations Departmental Report (I)
Monthly report on construction and maintenance activities.
- CC-15. 2017 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 Program Update (I)
Monthly report on Water Efficiency program activities.
- CC-18. Authorization for Administrative Services Manager to Attend Harris Customer Training Annual Conference (A)
Consider authorizing Administrative Services Manager to attend Cogsdale Conference and authorizing the General Manager to approve actual and necessary expense reimbursements related to conference attendance.

PRESENTATIONS:

- P-1. Groundwater Well Sites Assessment Study (I/D)
Receive presentation on a well site assessment study. Consider authorizing staff to issue an RFP for the rehabilitation of Sunrise and Palm Wells.
- P-2. Information Technology Program Update (I/D)
Receive an update on the District's information technology program, including current professional services agreements and staffing levels. Provide direction to staff as appropriate.

ADJOURN TO CHWD FINANCING CORPORATION:

See Citrus Heights Water District Financing Corporation Agenda

RECONVENE AS CHWD BOARD OF DIRECTORS:

BUSINESS:

- B-1. Update of Cross-Connection and Backflow Regulations (A)
Consider adoption of Resolution No. 10-2017, Rules and Regulations Relating to Protection of Drinking Water from Cross-Connection and Backflow.

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. Sacramento Local Agency Formation Commission (Riehle).
- D-7. City of Citrus Heights (Pieri).
- D-8. Chamber of Commerce Government Issues Committee (Gordon/Meurer).
- D-9. RWA Lobbying Program Update (Gordon/Meurer).
- D-10. Other Reports.

MANAGEMENT SERVICES REPORTS (I):

- MS-1. Customer Advisory Committee Update - Customer Engagement Component for the Project 2030 Water Main Replacement Program Study and District-wide Water Meter Replacement Program Study
- MS-2. Project 2030 Study Update
- MS-3. Meter Replacement Study Update
- MS-4. Corporation Yard Safety Improvements Project Update
- MS-5. Update on Scheduling of Board Meetings and Communications
Consider calling for a Special Meeting of the Board of Directors at 6:30 PM on August 30, 2017 for the purpose of conducting a 2018 Budget Workshop Meeting. Provide direction to staff as appropriate for the purpose of scheduling regular staff communications to the Board of Directors.

CORRESPONDENCE:

None.

CLOSED SESSION:

- CL-1. Pursuant to Government Code Section 54957
Public Employee Performance Evaluation
Title: General Manager
- CL-2. Pursuant to Government Code Section 54957
Public Employee Performance Evaluation
Title: General Counsel

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

August 30, 2017	6:00 PM	Special Meeting
September 20, 2017	6:30 PM	Regular Meeting
October 18, 2017	6:30 PM	Regular Meeting
November 8, 2017	6:30 PM	Special Meeting
November, 15, 2017	6:30 PM	Regular Meeting
December 20, 2017	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Hilary M. Straus, General Manager/ Secretary

Dated: August 10, 2017

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

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

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

Absent:

None.

Staff:

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

VISITORS:

Shellie Anderson, Bryce Consulting

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

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

Warrants for June 2017.

CAL–Card Distributions for June 2017.

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

Employee Recognitions.

Long Range Board Agenda (I)

Board Agenda Items Planned for Upcoming Meetings.

Engineering and Capital Projects Departmental Report (I)

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

Operations Departmental Report (I)

Monthly report on construction and maintenance activities.

2017 Water Supply – Purchased and Produced (I)

Report on annual water supply including comparison with prior years.

Water Supply Reliability (I)

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

JUNE 2017 WARRANTS

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

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

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

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

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

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

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

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

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

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

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

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

Engineering Department Report

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

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PROJECT 2030 Water Main Replacement Project	Engineering	Missy Pieri		Yes, 8/16/17 (Anticipated Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Released RFP 4/7/17 - Mandatory Pre-proposal Meeting - 4/26/17 Proposals due May 26th. Interviews completed week of June 19th. Second interviews of top 3 firms tentatively scheduled for week of July 17th. Award of contract anticipated for August 16th Board Meeting.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Corporation Yard Improvements - Phase 1	Engineering	Paul Dietrich		Yes	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Released Notice Inviting Bids 6/1/17. Pre-bid Meeting 6/14/17. Bid Opening 6/28/17. Lowest responsive bid and other project costs under review. Staff formulating options for Board review. To be presented in July.
CAPITAL IMPROVEMENT PROJECT Space Needs Operations Building Remodel Design	Engineering	Paul Dietrich	On-going	July or August	Yes	2017 Masterplan for office space requirements through 2040.	Reviewing Needs Assessment draft. Preparing scalable options with cost estimates and lists of pros and cons for each option.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Missy Pieri/ Tamar Dawson	On-going	Yes, 5/16/17	Yes	2017 design and construction. Potholing complete.	Consultant finalizing easements for Rosa Vista Ave. Preparing 90% plans. Notice of Exemption posted on 5/31/17.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Tamar Dawson/ Paul Dietrich	On-going	Yes, TBD	Yes	2017 design, 2018 construction. Received 60% plans.	60% plans reviewed & mark-ups completed. Determining schedule for pot-hole work by Operations.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Tamar Dawson/ Paul Dietrich	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Signed PSA for Drafting and Surveying with Area West Engineers on 5/31/17. Pre-walk with surveyor on 6/14/17, survey to happen next week.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	John Spinella	On-going	Yes, TBD	No	90% Complete.	Private developer's contractor has installed 39 of 48 water meter setters. Fire hydrants extension and concrete pads remain. Valve boxes will be completed during pavement placement.
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	John Spinella	On-going	Yes, TBD	No	Pre-Con Meeting 12/1/16	Private developer completed building work then water improvements along Sunrise will be performed.

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

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

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

Operations Department Report.

Operations Manager Gordon reported as follows:

A total of 151 work orders were performed during the month of June by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Drinking Water (DDW) requirements.

2017 Water Supply – Purchased and Produced.

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

Surface Water Supply Reliability

As of midnight on July 5, 2017, storage in Folsom Lake (Lake) was at 955,900 acre-feet, 97.8 percent of the total capacity of 977,000 acre-feet. This is about 116 percent of historical average for this date. This represents an increase in storage of 8,692 acre-feet in the past month.

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

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

Water Efficiency Program Update

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

ACTIVITIES AND PROGRESS REPORT

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

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

next Ecolandscape class is scheduled for Saturday, August 12.

- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

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

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

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

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

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

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

PRESENTATIONS:

None.

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

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

BUSINESS:

Approval of 2018 Strategic Plan Update

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

Regional Water Authority (Dains, Straus)

No report.

Sacramento Groundwater Authority (Sheehan)

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

San Juan Water District (All)

No report.

Association of California Water Agencies (Dains)

No report.

ACWA Joint Powers Insurance Authority (Dains/Castruita)

No report.

Sacramento Local Agency Formation Commission (Riehle)

No report.

City of Citrus Heights (Pieri)

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

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

No report.

RWA Lobbying Program Update (Gordon/Meurer)

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

Other Reports:

MANAGEMENT SERVICES REPORT:

Meter Replacement Study Update

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

Report on Proposed Land Swap Agreement for Mitchell Farms Well

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

Update on Corporation Yard Safety Improvements

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

CORRESPONDENCE:

None.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

Dates and locations of upcoming Regular Meetings of the Board of Directors were noted for the calendar.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:59 p.m.

APPROVED:

HILARY M. STRAUS
Secretary
Citrus Heights Water District

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

JULY 2017

2017 REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total ₁	Current	31-90	91-150	>150	Unapplied Current
1,146,203	956,370	75,857	4,071	203,475	(93,570)

General Ledger Balance	Total
Outstanding A/R	1,233,437
Outstanding Liens	0.00
Outstanding Grants	1,247
Less Unapplied Payments	(94,393)
Total	\$ 1,140,291

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
July 31, 2017**

Board Of Directors
Citrus Heights Water District

Assessor/Collector Roll Adjustment		
July-17		
	Dollar	Count
DEFAULT		
One Time Courtesy	\$ 66.79	15
DEFAULT Total	\$ 66.79	15
3-DAY DOOR HANG		
One Time Courtesy	\$ 46.00	2
New owner	\$ 23.00	1
3-DAY DOOR HANG Total	\$ 69.00	3
Grand Total	\$ 135.79	18

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

Reason For Cancellation	Charge Type	Amount
New owner	3-DAY DOOR HANG	23.00
One Time Courtesy	DEFAULT	4.16
One Time Courtesy	3-DAY DOOR HANG	23.00
One Time Courtesy	DEFAULT	4.80
One Time Courtesy	DEFAULT	4.60
One Time Courtesy	DEFAULT	3.65
One Time Courtesy	DEFAULT	6.72
One Time Courtesy	DEFAULT	4.01
One Time Courtesy	DEFAULT	2.94
One Time Courtesy	DEFAULT	5.39
One Time Courtesy	DEFAULT	1.74
One Time Courtesy	DEFAULT	4.50
One Time Courtesy	DEFAULT	4.44
One Time Courtesy	DEFAULT	5.44
One Time Courtesy	3-DAY DOOR HANG	23.00
One Time Courtesy	DEFAULT	4.45
One Time Courtesy	DEFAULT	4.85
One Time Courtesy	DEFAULT	5.10
		<u><u>\$ 135.79</u></u>

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

Month of July 2017

Bank of the West			
Beginning Balance			\$4,548,772
RECEIPTS:		992,339	
DISBURSEMENTS:			
Checks Issued / ACH Payments	408,251		
Payroll	217,013		
Returned Checks	1,299		
		<u>626,562</u>	<u>365,777</u>
Bank of the West			
Balance per Bank July 31, 2017			4,914,549
Outstanding Checks			(59,389)
Deposit in Transit			<u>68,174</u>
Balance Per Books July 31, 2017			\$4,923,333

RECONCILEMENT:	
Bank of the West	\$4,923,334
Local Agency Investment Fund	6,105,409
COP Reserve Account	534,427
Money Mkt Activity Account	<u>530,524</u>
TOTAL BALANCE	<u><u>\$12,093,694</u></u>

CASH & INVESTMENT SUMMARY:	
Bank of the West (General Account)	\$4,923,334
Local Agency Investment Fund	6,105,409
COP 2010 Reserve Account	534,427
Money Mkt Activity Account	<u>530,524</u>
Total	<u><u>\$12,093,694</u></u>

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.92%	14,027.62	7/14/2017

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

TREASURER'S REPORT OF FUND BALANCES
July 31, 2017

	Beginning Balance 01/01/2017	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 07/31/2017	2017 Target Balance per Policy
Operating Fund	\$ 3,040,083	\$ 30,592,090	\$ (30,435,607)	\$ 2,689,892	\$ (2,774,969)	\$ 3,111,489	\$2,334,017
Operating Reserve	\$ 1,912,263	\$ 3,420,802	\$ (1,200,000)		\$ (1,157,779)	\$ 2,975,286	N/A
Rate Stabilization Fund	\$ 634,000	\$ 100,000		\$ 100,000		\$ 834,000	\$1,000,000
Capital Improvement Reserve	\$ 845,856	\$ 8,449,538	\$ (7,641,369)	\$ 2,028,407	\$ (1,028,407)	\$ 2,654,025	\$2,644,621
Restricted for Debt Service	\$ 536,963					\$ 536,963	N/A
Water Supply Reserve	\$ -	\$ 100,000		\$ 100,000		\$ 200,000	N/A
Water Efficiency Reserve	\$ -	\$ 75,000		\$ 75,000		\$ 150,000	\$200,000
Water Meter Replacement Reserve	\$ -	\$ 725,000		\$ 300,000		\$ 1,025,000	N/A
Fleet Equipment Reserve	\$ 291,569	\$ 200,000	\$ (141,500)			\$ 350,069	\$318,559
Employment-Related Benefits Reserve	\$ 396,310	\$ 120,000	\$ (293,082)	\$ 120,000	\$ (86,367)	\$ 256,862	\$864,229
	\$ 8,465,213	\$ 43,782,430	\$ (40,519,726)	\$ 5,413,299	\$ (5,047,522)	\$ 12,093,694	


SUSAN K. SOHAL, Treasurer

TREASURER'S REPORT OF FUND BALANCES
July 31, 2017

Fund Transfers Summary:

The Employment-Related Benefits Reserve Transferred:	\$	(86,367)	to Operating Fund to Repay for Employment Related Benefits
	\$	120,000	From Operating Fund for the 2017 Budgeted Employment Related Benefits Collection
The Operating Fund Transferred:	\$	992,339	from funds collected in July 2017 per Treasurer's Report
	\$	86,367	from Employment Related Benefits Reserve
	\$	582,779	from Operating Reserves to bring Fund balance to Policy Minimum
	\$	1,028,407	from Capital Improvement Reserve payment of projects
	\$	(120,000)	to pay Employment-Related Benefits Reserve 2017 budgeted transfer
	\$	(2,028,407)	to transfer to the Capital Improvement Reserve
	\$	(626,562)	disbursements made in July 2017 per Treasurer's Report
The Operating Reserve Transfers:	\$	(100,000)	to transfer from Operating Reserve for the 2017 budgeted Water Supply Reserve
	\$	(75,000)	to transfer from Operating Reserve for the 2017 budgeted Water Efficiency
	\$	(300,000)	to transfer from Operating Reserve for the 2017 budgeted Water Meter Replacement Reserve
	\$	(582,779)	From Operating Fund to transfer 90 Day target minimum in excess collection
	\$	(100,000)	to transfer from Operating Reserves to payback Rate Stabilization Reserve funds
The Capital Improvement Reserve Transfers:	\$	2,028,407	from Operating Fund to Repay for 2016 Budgeted Collection
	\$	(1,028,407)	to Operating Fund for payment of 2017 Capital Improvement Projects
The Water Supply Reserve Transfers:	\$	100,000	to transfer from Operating Reserve for the 2017 budgeted Water Supply Reserve
The Water Efficiency Reserve Transfer:	\$	75,000	to transfer from Operating Reserve for the 2017 budgeted Water Efficiency Reserve
The Water Meter Replacement Reserve Transfer:	\$	300,000	to transfer from Operating Reserve for the 2017 budgeted Water Meter Replacement Reserve

Citrus Heights Water District
 Budget Performance Report
 As of 7/31/2017

	July Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$744,740.33	\$5,030,632.23	\$4,826,469.03	\$204,163.20	4.23%	\$8,377,902.51
Metered Water Deliveries	581,920.09	1,972,588.14	1,918,003.18	54,584.96	2.85%	4,463,092.68
Penalties	15,272.53	103,460.24	83,084.76	20,375.48	24.52%	150,000.00
Interest	14,271.87	26,592.95		26,592.95	0.00%	
New Account, Fire & Backflow Fees	10,453.40	90,408.80	81,738.93	8,669.87	10.61%	140,179.96
Water Service Install & S&R		6,541.68	10,151.19	(3,609.51)	-35.56%	17,409.00
Miscellaneous *	5,508.23	1,128,664.64	70,269.36	1,058,395.28	1506.20%	120,509.97
Income - Wheeling Water		3,058.71	2,332.40	726.31	31.14%	4,000.00
Income - Connection Fees		9,796.00	15,525.65	(5,729.65)	-36.90%	26,626.05
Total Revenue	1,372,166.45	8,371,743.39	7,007,574.50	1,364,168.89	19.47%	13,299,720.17
*includes Assessments, Inclusions, Back Charges, Capacity Fee and other Miscellaneous Revenue Sources						
Operating Expenses						
Water Demand Management						
Water Demand Management - Postage			2,915.50	(2,915.50)	-100.00%	5,000.00
Water Demand Management - Printing		124.66	12,245.10	(12,120.44)	-98.98%	21,000.00
Water Demand Management - Materials and Supplies	4,451.18	8,357.43	8,454.95	(97.52)	-1.15%	14,500.00
Water Demand Management - Contract Services	30,904.08	63,723.61	209,799.38	(146,075.77)	-69.63%	359,800.00
Water Demand Management - Other	2,675.00	11,551.22	8,119.65	3,431.57	42.26%	13,924.97
Water Demand Management - Incentive Programs	890.00	5,840.00	11,475.38	(5,635.38)	-49.11%	19,679.96
	38,920.26	89,596.92	253,009.96	(163,413.04)	-64.59%	433,904.93
Operations						
Purchased Water	690,506.13	1,701,335.79	1,662,643.78	38,692.01	2.33%	2,851,387.03
Cooperative Transmission Pipeline Maintenance			2,915.50	(2,915.50)	-100.00%	5,000.00
Power to Wells	7,147.16	71,008.78	118,768.16	(47,759.38)	-40.21%	203,684.03
Wells - Repair / Maintenance		4,040.90	14,402.57	(10,361.67)	-71.94%	24,700.00
Water Quality Analysis	1,471.00	11,116.00	14,304.64	(3,188.64)	-22.29%	24,532.05
Field Miscellaneous - Dump Fees	284.04	2,949.15	2,332.40	616.75	26.44%	4,000.00
Small Tools - Field	2,969.06	28,224.11	23,324.00	4,900.11	21.01%	40,000.00
Supplies - Field	1,071.79	13,408.49	14,577.50	(1,169.01)	-8.02%	25,000.00
Materials	7,919.96	90,442.35	11,662.00	78,780.35	675.53%	20,000.00
Materials - CIP Contra	(26,873.60)	(145,172.90)		(145,172.90)	0.00%	
Roadbase	6,448.73	22,852.54	14,577.50	8,275.04	56.77%	25,000.00
Maintenance Agreements - Equipment		3,096.63	5,947.62	(2,850.99)	-47.93%	10,200.00
Maintenance Agreements - Software	694.30	113,809.28	75,588.17	38,221.11	50.56%	129,631.57
Repair - Fleet Equipment	4,055.87	26,273.39	32,070.50	(5,797.11)	-18.08%	55,000.00
Repair - Tools and Equipment	57.40	8,939.74	8,746.50	193.24	2.21%	15,000.00
Gas and Oil	2,431.82	20,391.28	29,738.10	(9,346.82)	-31.43%	51,000.00
Equipment Rental - Field	114.30	909.60	5,831.00	(4,921.40)	-84.40%	10,000.00
Equipment Rental & Maint - Office & Building Equip	1,257.19	7,647.63	8,246.21	(598.58)	-7.26%	14,142.02

Citrus Heights Water District
 Budget Performance Report
 As of 7/31/2017

	July	Year-to-Date		YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Equipment CIP Contra Account	(28,611.04)	(238,858.26)		(238,858.26)	0.00%	
Permit Fee - Inspection Fees		338.11		338.11	0.00%	
Permit Fee - Air Quality / Haz Mat	354.50	7,337.00	3,615.22	3,721.78	102.95%	6,200.00
Permit Fee - State Water Resources Control Board		52,790.57	16,326.80	36,463.77	223.34%	28,000.00
Permit Fee - Encroachment Permits	1,130.55	5,228.55	25,656.40	(20,427.85)	-79.62%	44,000.00
	<u>672,429.16</u>	<u>1,808,108.73</u>	<u>2,091,274.57</u>	<u>(283,165.84)</u>	<u>-13.54%</u>	<u>3,586,476.70</u>
Professional & Contract Services						
Professional / Contract Services - Engineering		1,881.04	128,282.00	(126,400.96)	-98.53%	220,000.00
Professional / Contract Services - Temporary Labor		236.25	29,155.00	(28,918.75)	-99.19%	50,000.00
Professional / Contract Services - Wells		4,461.50	11,662.00	(7,200.50)	-61.74%	20,000.00
Professional / Contract Services - Office Labor	3,575.00	3,575.00	8,746.50	(5,171.50)	-59.13%	15,000.00
Professional / Contract Services - Meter Reading	8,507.92	61,077.58	65,493.82	(4,416.24)	-6.74%	112,320.04
Professional / Contract Services - Bill Print / Mail	3,457.65	18,486.62	17,493.00	993.62	5.68%	30,000.00
Professional / Contract Services - Financial	7,700.00	28,854.20	26,239.50	2,614.70	9.96%	45,000.00
Professional / Contract Services - Other	21,869.96	105,530.57	70,998.27	34,532.30	48.64%	121,760.02
Contract Services - Concrete			4,664.80	(4,664.80)	-100.00%	8,000.00
Contract Services - Misc Field / O&M	1,211.25	22,205.00	22,157.80	47.20	0.21%	38,000.00
Contract Services - Office Repairs / Maint.		91.38	2,332.40	(2,241.02)	-96.08%	4,000.00
Contract Services - Paving		5,086.34	5,247.90	(161.56)	-3.08%	9,000.00
	<u>46,321.78</u>	<u>251,485.48</u>	<u>392,472.99</u>	<u>(140,987.51)</u>	<u>-35.92%</u>	<u>673,080.06</u>
Administrative & General Services						
Janitorial	989.00	7,889.93	9,624.09	(1,734.16)	-18.02%	16,505.04
Bank Fees	8,651.77	44,436.13	40,817.00	3,619.13	8.87%	70,000.00
Office Expense	230.78	7,890.31	9,912.70	(2,022.39)	-20.40%	17,000.00
Small Office Equipment	1,806.43	5,513.87	4,664.80	849.07	18.20%	8,000.00
Dues & Subscriptions	45,051.69	138,981.75	77,047.95	61,933.80	80.38%	132,135.05
Postage	12,384.55	77,826.77	69,388.90	8,437.87	12.16%	119,000.00
Printing	7,096.33	9,751.63	8,163.40	1,588.23	19.46%	14,000.00
Telephone - Wireless	360.00	7,741.63	10,635.73	(2,894.10)	-27.21%	18,239.98
Telephone - Local / Long Distance	1,779.41	11,036.58	13,236.37	(2,199.79)	-16.62%	22,700.00
Telephone - Answering Service	125.51	1,081.89	1,457.75	(375.86)	-25.78%	2,500.00
Utilities	1,600.89	10,614.69	12,070.17	(1,455.48)	-12.06%	20,700.00
Legal & Audit	5,205.51	87,286.58	54,811.40	32,475.18	59.25%	94,000.00
Continued Education	8,541.69	29,151.98	41,645.03	(12,493.05)	-30.00%	71,420.04
Publication Notices		1,016.57	874.65	141.92	16.23%	1,500.00
Office Misc - District Events	(20.00)	1,118.05	3,317.86	(2,199.81)	-66.30%	5,690.03
Office Misc - Meeting Accomodations	416.91	4,694.59	4,081.70	612.89	15.02%	7,000.00
Office Misc - Other	187.66	1,746.60	1,282.82	463.78	36.15%	2,200.00
Office Misc - Milestone Events		2,137.03	3,207.05	(1,070.02)	-33.36%	5,500.00
Computer Software			2,157.47	(2,157.47)	-100.00%	3,700.00
	<u>94,408.13</u>	<u>449,916.58</u>	<u>368,396.84</u>	<u>81,519.74</u>	<u>22.13%</u>	<u>631,790.14</u>
Administration Other						
Election Expense		250.00		250.00	0.00%	

Citrus Heights Water District
Budget Performance Report
As of 7/31/2017

	July	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Directors Meeting Compensation	1,345.00	9,465.00	11,667.81	(2,202.81)	-18.88%	20,009.97
Retiree Healthcare Benefit	3,475.42	23,850.94	28,747.04	(4,896.10)	-17.03%	49,300.36
	<u>4,820.42</u>	<u>33,565.94</u>	<u>40,414.85</u>	<u>(6,848.91)</u>	<u>-16.95%</u>	<u>69,310.33</u>
Salary and Benefits						
Salary - Office (6 authorized positions)	35,227.84	342,148.08	329,393.96	12,754.12	3.87%	564,901.32
Salary - Water Demand Management (2 authorized positions)	13,529.42	102,902.34	109,092.83	(6,190.49)	-5.67%	187,091.12
Salary - Field / O&M (15 authorized positions)	95,678.49	700,969.54	751,603.44	(50,633.90)	-6.74%	1,288,978.63
Salary - Proj Mgmt & Engineering	26,806.04	182,149.17	238,336.21	(56,187.04)	-23.57%	408,739.85
Standby Duty	1,380.00	10,035.00	10,460.80	(425.80)	-4.07%	17,939.98
Employee Benefit - Vision Insurance	767.55	5,315.29	5,268.90	46.39	0.88%	9,036.01
Employee Benefit - Dental Insurance	3,275.93	22,842.86	21,691.32	1,151.54	5.31%	37,200.00
Employee Benefit - Health Insurance	12,515.85	232,585.33	227,245.76	5,339.57	2.35%	389,720.04
Employee Benefit - PERS Retirement	34,187.99	129,499.73	344,440.11	(214,940.38)	-62.40%	590,705.04
Employee Benefit - Social Security	12,900.13	94,985.02	105,077.56	(10,092.54)	-9.60%	180,205.04
Employee Benefit - Medicare	3,017.02	22,214.52	24,574.62	(2,360.10)	-9.60%	42,144.77
Employee Benefit - Unemployment Insurance	232.28	4,961.02	4,898.04	62.98	1.29%	8,400.00
Employee Benefit - Health Insurance Reimbursement	2,997.37	14,450.60	17,493.00	(3,042.40)	-17.39%	30,000.00
Employee Benefit - COBRA Insurance		10,517.62		10,517.62	0.00%	
Employee Benefit - CA Emp Training	9.68	206.72		206.72	0.00%	
GASB 68 - Pension Expense	56,788.42	163,755.78		163,755.78	0.00%	
Employee Salary and Benefits - Allocation to CIP	75,763.30	(211,552.59)	(320,705.00)	109,152.41	-34.04%	(550,000.00)
	<u>375,077.31</u>	<u>1,827,986.03</u>	<u>1,868,871.55</u>	<u>(40,885.52)</u>	<u>-2.19%</u>	<u>3,205,061.80</u>
Insurance						
Insurance - Liability & Comprehensive	17,956.76	46,160.93	43,732.50	2,428.43	5.55%	75,000.00
Insurance - Disability & Life	2,027.24	19,798.85	20,248.97	(450.12)	-2.22%	34,726.41
Insurance - Workers Compensation		16,059.35	31,673.18	(15,613.83)	-49.30%	54,318.61
	<u>19,984.00</u>	<u>82,019.13</u>	<u>95,654.65</u>	<u>(13,635.52)</u>	<u>-14.25%</u>	<u>164,045.02</u>
Debt-Related Expenses						
Bad Debt Expense		37.97	2,915.50	(2,877.53)	-98.70%	5,000.00
Debt Service - COP Series 2010		20,511.84	330,850.94	(310,339.10)	-93.80%	567,400.00
Debt Service - COP Series 2012	44,865.84	52,644.74		52,644.74	0.00%	
CSM Deposit Interest Expense		238.56		238.56	0.00%	
	<u>44,865.84</u>	<u>73,433.11</u>	<u>333,766.44</u>	<u>(260,333.33)</u>	<u>-78.00%</u>	<u>572,400.00</u>
Total Operating Expenses	<u>1,296,826.90</u>	<u>4,616,111.92</u>	<u>5,443,861.85</u>	<u>(827,749.93)</u>	<u>-15.21%</u>	<u>9,336,068.98</u>
Net Income / (Expense)	<u>75,339.55</u>	<u>3,755,631.47</u>	<u>1,563,712.65</u>	<u>2,191,918.82</u>	<u>140.17%</u>	<u>3,963,651.19</u>

Project Number	Project Name	BUDGET				COMMITMENTS	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Expenditures to 12/2016	Remaining Budget	2017 Budget	Open Commitments	Month to Date	Year to Date	Project to Date	2018 Forecast
C15-102	Corporation Yard Improvements	\$2,632,325	\$83,095	\$2,549,230	\$2,590,558	\$0	\$15,946	\$145,654	\$228,749	
C15-130	Poplar Ave 14 Trans Main	\$112,335	\$25,807	\$86,528	\$86,528	\$0	\$0	\$0	\$25,807	
C15-133	Higland Ave and Rosa Vista	\$396,487	\$8,777	\$387,710	\$364,910	\$0	\$49	\$20,588	\$29,365	
C15-137	C-Bar-C Pressure Control	\$550,000	\$0	\$550,000	\$300,000	\$0	\$0	\$0	\$0	\$250,000
C16-131	Wind Way and Longwood Way	\$327,158	\$0	\$327,158	\$22,004	\$0	\$368	\$623	\$623	\$305,154
C16-134	Auburn Blvd-Rusch Park Placer	\$166,357	\$0	\$166,357	\$8,477	\$0	\$0	\$0	\$0	\$157,880
C16-142	Sunrise Bl Streetscape Ph 2	\$50,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	
Construction in Progress		\$4,234,662	\$117,679	\$4,116,983	\$3,422,477	\$0	\$16,363	\$166,866	\$284,545	\$713,034
C17-010	Water Main Replacements	\$63,000	\$0	\$63,000	\$63,000	\$0	\$0	\$11,447	\$11,447	
C17-011	Water Valve Replacements	\$140,000	\$0	\$140,000	\$140,000	\$0	\$7,662	\$32,050	\$32,050	
C17-012	Water Service Replacements	\$550,000	\$0	\$550,000	\$550,000	\$0	\$43,714	\$459,326	\$459,326	
C17-013	Water Meter Replacements	\$100,000	\$0	\$100,000	\$100,000	\$0	\$1,823	\$63,933	\$63,933	
C17-014	Fire Hydrants	\$135,000	\$0	\$135,000	\$135,000	\$0	\$0	\$81,214	\$81,214	
Annual Infrastructure		\$988,000	\$0	\$988,000	\$988,000	\$0	\$53,198	\$647,969	\$647,969	
C15-104	Technology HW & SW Improvement	\$0	\$30,590	(\$30,590)		\$0	\$0	\$0	\$30,590	
C15-104A	Billing/Finance Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C15-104B	Document Management System	\$250,000	\$0	\$250,000	\$120,000	\$0	\$0	\$0	\$0	\$120,000
C17-003	Fleet/Field Operations Equip	\$287,500	\$0	\$287,500	\$287,500	\$0	\$4,062	\$126,768	\$126,768	
C17-003A	1/2 Ton Pickup Unit 14	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
C17-004	Technology Hardware/Software	\$0	\$0	\$0	\$0	\$0	\$0	\$13,339	\$13,339	
C17-004A	Server Upgrade	\$100,000	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0	
C17-004B	Workstation Replacements	\$20,000	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$0	
C17-004C	Hydraulic Model	\$42,000	\$0	\$42,000	\$42,000	\$0	\$10,382	\$36,080	\$36,080	
Fleet and Equipment		\$699,500	\$30,590	\$668,910	\$569,500	\$0	\$14,444	\$176,187	\$206,777	\$120,000

Project Number	Project Name	BUDGET				COMMITMENTS	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Expenditures to 12/2016	Remaining Budget	2017 Budget	Open Commitments	Month to Date	Year to Date	Project to Date	2018 Forecast
C15-101	Fairway 12" & 8" Intertie	\$19,690	\$0	\$19,690	\$19,690	\$0	\$0	\$0	\$0	
C15-109	Blossom Hill Way 6" & 10" Inte	\$22,015	\$0	\$22,015	\$22,015	\$0	\$0	\$0	\$0	
C15-110	Crestmont Ave 6" Intertie	\$19,980	\$0	\$19,980	\$19,980	\$0	\$0	\$0	\$0	
C15-131	Baird Way 12in Main	\$510,337	\$24,038	\$486,299	\$469,995	\$0	\$53,463	\$87,913	\$111,952	
C15-132	Graham Cir and Circuit Dr	\$570,984	\$0	\$570,984	\$46,936	\$0	\$0	\$16,750	\$16,750	\$524,048
C17-100	24in Oak at C-Bar-C to Arcade	\$2,100,000	\$0	\$2,100,000	\$100,000	\$0	\$0	\$0	\$0	\$500,000
C17-101	Pleasant View Dr-Oak to Poppy	\$499,231	\$0	\$499,231	\$39,101	\$0	\$0	\$0	\$0	\$460,130
C17-102	Michigan Dr - Sunrise to West	\$249,258	\$0	\$249,258	\$18,255	\$0	\$0	\$0	\$0	\$231,005
Water Mains		\$3,991,495	\$24,038	\$3,967,457	\$735,972	\$0	\$53,463	\$104,663	\$128,702	\$1,715,183
C17-005	Facilities Improvements	\$75,000	\$0	\$75,000	\$75,000	\$0	\$7,208	\$8,932	\$8,932	
C17-040	Other City Partnerships	\$50,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	
C17-041	Other Infrastructure Projects	\$50,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	
C17-103	Operations Building Remodel	\$1,475,000	\$0	\$1,475,000	\$175,000	\$0	\$8,510	\$19,010	\$19,010	\$1,300,000
Miscellaneous Projects		\$1,650,000	\$0	\$1,650,000	\$350,000	\$0	\$15,718	\$27,942	\$27,942	\$1,300,000
C17-020	Groundwater Well Improvements	\$115,000	\$0	\$115,000	\$115,000	\$0	\$1,306	\$1,306	\$1,306	
C17-104	Groundwater Well Property Acq	\$890,000	\$3,550	\$886,450	\$740,000	\$0	\$3,113	\$4,313	\$7,863	
Wells		\$1,005,000	\$3,550	\$1,001,450	\$855,000	\$0	\$4,419	\$5,619	\$9,169	
Grand Totals:		\$12,568,657	\$175,856	\$12,392,801	\$6,920,949	\$0	\$157,605	\$1,129,246	\$1,305,103	\$3,848,217

JULY 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63688	Best Best & Krieger	Legal & Audit	\$11,298.72
63689	Corix Water Products, Inc	Material	\$19,991.24
63690	Domenichelli and Associates, Inc	Contract Services-Engineering	\$43,276.16
63691	SMUD	Utilities	\$11,478.19
63692	US Bank I.M.P.A.C. Government Services	Continued Education	\$9,573.34
63693	Dan/Carolyn Andrew	Customer Refund	\$6.31
63694	Anthony Dechiazza Family Trust	Customer Refund	\$329.95
63695	Donovan N/Amy M Doyon	Customer Refund	\$26.43
63696	Edward J Diller	Customer Refund	\$6.58
63697	AFLAC	Employee Paid Ins	\$238.56
63698	Axcient Inc	Maintenance Agreement- Software	\$444.30
63699	Bart/Riebes Auto Parts	Repair-Trucks	\$22.06
63700	Cybex	Equipment Rental-Office	\$149.21
63701	Kelly R Drake	Printing	\$49.58
63702	FP Mailing Solutions	Equipment Rental-Office	\$173.10
63703	Future Ford	Repair-Trucks	\$4,108.74
63704	Gaynor Telesystems Incorporated	Contract Services-Other	\$1,963.68
63705	J4 Systems	Contract Services-Other	\$5,392.33
63706	KBA Docusys Inc	Equipment Rental-Office	\$342.63
63707	Kei Window Cleaning #12	Janitorial	\$94.00
63708	Mason Smith Success Strategies	Contract Services-Financial	\$6,500.00
63709	Moonlight BPO	Contract Services- Bill Print	\$3,994.86
63710	One Print Source & Graphics	Printing	\$92.67
63711	One Stop Truck Shop	Repair-Trucks	\$3,376.04
63712	Pace Supply Corp	Material	\$2,140.03
63713	The Sacramento Gazette	Publication Notices	\$96.60
63714	Les Schwab Tires	Repair-Trucks	\$868.83
63715	Sonitrol	Equipment Rental-Office	\$168.56
63716	Sonsray Machinery, LLC	Fixed Assets	\$647.89
63717	SureWest Directories	Telephone-Local/Long Distance	\$49.74
63718	A. Teichert & Son, Inc.	Road Base	\$942.28
63719	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,157.90
63720	Union Bank Trust Department-Fees	Small Office Equipment	\$270.15
63721	Adam/Sarah Jane Culich	Customer Refund	\$9.38
63722	Wendie R Mironyuk	Customer Refund	\$110.26
63723	Gary B/Pamela D Data	Customer Refund	\$75.14
63724	AIA Services, LLC/NDS	Water Conservation-Maerial/Supplies	\$3,406.35
63725	Alexander's Contract Services	Contract Services- Meter Reading	\$3,887.57
63726	Consolidated	Telephone-Local/Long Distance	\$1,729.67
63727	Robin Cope	Health Insurance	\$412.00
63728	J4 Systems	Contract Services-Other	\$2,506.25
63729	KBA DOCUSYS	Equipment Rental-Office	\$316.79
63730	Moonlight BPO	Contract Services- Bill Print	\$3,852.12
63731	One Print Source & Graphics	Printing	\$46.33
63732	One Stop Truck Shop	Repair-Trucks	\$686.25
63733	Red Wing Shoe Store	Small Tools	\$261.00
63734	RW Trucking	Contract Services- Miscellaneous	\$4,485.00
63735	Les Schwab Tires	Repair-Trucks	\$42.36
63736	Villara Corporation	Equipment Rental-Office	\$7,337.00
63737	WaterWise Consulting, Inc	Contract Services- Conservation	\$525.00
63738	Miles Treaster & Associates	Office Expense	\$6,425.06
63739	Tanya Akkerman	Customer Refund	\$59.84
63740	Glenda J Holland	Customer Refund	\$56.36
63741	Magill Family 1998 Revocable Trust	Customer Refund	\$316.64
63742	Catherine N Souslin	Customer Refund	\$108.55

JULY 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63743	Paul T/Johanna M E Redmon	Customer Refund	\$750.00
63744	James T Bell Living Trust	Customer Refund	\$66.96
63745	Alan/Marialice S Garrett	Customer Refund	\$90.70
63746	Teresa J Crocker	Customer Refund	\$331.43
63747	Mills Trust	Customer Refund	\$443.68
63748	Roberta J Haskell	Customer Refund	\$457.74
63749	Aimee M/James T Ashbaugh	Customer Refund	\$29.20
63750	Ecotech Holdings Inc	Customer Refund	\$27.10
63751	David J Woods	Customer Refund	\$139.94
63752	David A/Vera M Lopez	Customer Refund	\$196.09
63753	Ascending Stairways LLC	Customer Refund	\$147.65
63754	AnswerNet	Telephone-Answering Service	\$125.51
63755	Applied Best Practices	Contract Services-Financial	\$1,200.00
63756	Best Best & Krieger	Legal & Audit	\$855.50
63757	BSK Associates	Water Analysis	\$276.00
63758	California Landscape Associates Inc	Janitorial	\$200.00
63759	Caltronics Business System	Small Office Equipment	\$484.88
63760	City of Citrus Heights	Permit Fees	\$175.00
63761	Corelogic Information Solutions Inc	Dues & Subscriptions	\$200.08
63762	Corix Water Products, Inc	Material	\$810.29
63763	County of Sacramento Municipal Services	Field Miscellaneous	\$129.60
63764	Dawson Oil Company	Gas & Oil	\$702.21
63765	Ecolandscape California	Water Conservation-Other	\$2,500.00
63766	Gilbert Garcia	Small Tools	\$225.00
63767	Gaynor Telesystems Incorporated	Contract Services-Other	\$430.50
63768	Elizabeth F Howard	Toilet Rebate Program	\$150.00
63769	J4 Systems	Contract Services-Other	\$1,251.25
63770	Jobs Available Inc	Dues & Subscriptions	\$45.00
63771	Paul Johnson	Toilet Rebate Program	\$150.00
63772	L and D Landfill	Contract Services- Miscellaneous	\$154.44
63773	Liebert Cassidy Whitmore	Legal & Audit	\$2,020.00
63774	Moonlight BPO	Contract Services- Bill Print	\$3,734.43
63775	Richard Moses	Toilet Rebate Program	\$150.00
63776	Pacific Staffing	Contract Services-Office Labor	\$2,175.00
63777	Pacific Gas & Electric	Utilities	\$9.65
63778	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
63779	Republic Services #922	Utilities	\$141.41
63780	Roseville Auto Upholstery	Repair-Trucks	\$131.88
63781	Sac-Val Janitorial Supply	Supplies-Field	\$239.44
63782	Voyager Fleet Systems Inc	Gas & Oil	\$1,681.24
63783	Agnes Willis	Toilet Rebate Program	\$65.00
63784	Lindi S Spiers	Customer Refund	\$392.05
63785	Jonathan C/Kathy D Long	Customer Refund	\$34.07
63786	Zoran/Slavia Jovanovic	Customer Refund	\$71.65
63787	Garrett Revocable Trust	Customer Refund	\$14.24
63788	Gina R Byers	Customer Refund	\$83.23
63789	Evan A/April C Nordstrom	Customer Refund	\$109.75
63790	Kelli Wilson	Customer Refund	\$43.74
63791	Monique MacDonnell	Customer Refund	\$174.50
63792	Jason/Shawn Hardi	Customer Refund	\$39.60
63793	Oksana Lavrenchuk	Customer Refund	\$51.27
63794	Anthony Galluzzo	Customer Refund	\$16.36
63795	ABA DABA Rentals & Sales	Supplies-Field	\$117.36
63796	AREA Restroom Solutions	Equip Rental-Field	\$114.30
63797	Avalon Custodial Care	Janitorial	\$695.00

JULY 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63798	Best Best & Krieger	Legal & Audit	\$7,715.51
63799	BSK Associates	Water Analysis	\$975.00
63800	City of Citrus Heights	Permit Fees	\$6,192.40
63801	City of Compton Municipal Utilities Billing	Customer Refund	\$90.00
63802	College Oak Towing	Repair-Trucks	\$260.00
63803	Corix Water Products, Inc	Material	\$698.25
63804	Tim Foley	Toilet Rebate Program	\$149.00
63805	Stan Frank	Customer Refund	\$300.00
63806	Future Ford	Repair-Trucks	\$2,145.58
63807	Ferguson Enterprises Inc #1423	Material	\$2,079.25
63808	San Gabriel Temporary Staffing Svcs LLC	Contract Services-Temporary Labor	\$672.69
63809	Moonlight BPO	Contract Services- Bill Print	\$7,050.00
63810	Pace Supply Corp	Material	\$2,113.91
63811	Pacific Staffing	Contract Services-Office Labor	\$800.00
63812	Les Schwab Tires	Repair-Trucks	\$26.94
63813	Sophos Solutions	Contract Services-Other	\$7,600.00
63814	A. Teichert & Son, Inc.	Road Base	\$4,568.18
63815	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,110.50
Total			<u>\$241,663.71</u>
ACH	JULY 2017 GASB	PERS	\$30,046.58
ACH	JUNE 2017	Bank Fee	\$2,430.60
ACH	JUNE 2017 FD	Bank Fee	\$917.12
ACH	JUNE 2017 GASB68	PERS	\$26,741.84
ACH	JUNE 2017 PH	Bank Fee	\$261.55
ACH	JUNE 2017 VANCO	Contract Services-Other	\$114.28
ACH	JUNE 2017 WB	Bank Fee	\$5,042.50
ACH	PAYCHEX JUNE2017	Contract Services-Other	\$354.00
ACH	PERS 7/13/17	PERS	\$16,286.78
ACH	PERS 7/27/17	PERS	\$16,025.63
ACH	PERS6/29/17 PDAY	PERS	\$16,224.31
ACH	VALIC 6/29/17PD	Deferred Compensation	\$0.50
ACH	VALIC 6/29/17PDA	Deferred Compensation	\$3,542.00
ACH	VALIC 7/13/17 PD	Deferred Compensation	\$3,542.50
ACH	VALIC 7/27/17	Deferred Compensation	\$3,692.50
ACH	VOYA 6/29/17PDAY	Deferred Compensation	\$25.00
ACH	VOYA 7/13/17PDAY	Deferred Compensation	\$25.00
ACH	VOYA 7/17/201777	Deferred Compensation	\$25.00
ACH	JULY 2017INTEREST	COP Debt Service	\$44,865.84
Total			<u>\$170,163.53</u>
Grand Total			<u><u>\$411,827.24</u></u>

JULY 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
August Checks Approved at August Board Meeting			
63816	SWRCB	Dues & Subscriptions	\$527.00
63817	ACWA/JPIA	Workers Comp Insurance	\$17,956.76
63818	CH&D Architects Inc	Contract Serv-Engineering	\$8,510.00
63819	CirclePoint	Contract Services- Conservation	\$15,636.58
63820	Domenichelli and Associates, Inc	Contract Services-Engineering	\$9,022.91
63821	Regional Water Authority	Dues & Subscriptions	\$67,944.00
63822	San Juan Water District	Purchased Water	\$624,331.13
63823	Sacramento Groundwater Authority	Dues & Subscriptions	\$34,263.00
63824	SMUD	Utilities	\$8,410.73
63825	US Bank I.M.P.A.C. Government Services	See August Agenda Item CC-9	\$14,799.04
63826	West Yost Associates	Contract Services-Engineering	\$10,382.07
			<hr/>
			\$811,783.22

US BANK - CAL-Card Distributions
July 2017

TOTAL
BILL

	54223-05	51000-03	54200-03	54210	54211	54231-02	54241-01	54241-02	54242	56200	56210	56230	56830	56890-02	56890-03	
	CIP Contract Services	Water Conser/ Material Supply	Offic Misc	Tools	Supplies	Main Agree Software	Repair Truck	Repair - Equip/Hardw are	Gas & Oil	Office Exp	Small Office Equipment	Postage	C.E.	Mtg Accom	Office Misc, Other	
Cutler	\$ 867.14	317.89		427.14	112.89		9.22									
Dains	\$ -															
Dietrich	\$ -															
Evans	\$ -															
Gordon	\$ 32.99						32.99									
Hensley	\$ 142.20			54.68	87.52											
Pieri	\$ -															
Riehle	\$ -															
Sheehan	\$ -															
Shockley	\$ 12,176.74	1,044.83	748.92	625.36	365.58			57.40		220.02	770.83	186.20	7,577.50	392.44	187.66	
Spiers	\$ -															
Sohal	\$ 1,424.20	49.46				250.00			48.37	10.76	550.72		490.42	24.47		
Straus	\$ 155.77											15.00	140.77			
2017	\$ 14,799.04	367.35	1,044.83	748.92	1,107.18	565.99	250.00	42.21	57.40	48.37	230.78	1,321.55	201.20	8,208.69	416.91	187.66

Date: 7/31/17

Citrus Heights Water District
 2017 Staff Training Courses/Seminars/Conferences
 as of 8/1/2017

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/ phone
7/9/17-7/14/17	6	Esri User Conference 2017	ESRI	San Diego, CA	Borey Swing	1,814.54	0.00	1487.64	326.90			
1/23-1/24/17	2	Cappo Confernece	Cappo	Napa	Robyn Evans	310.00	310.00					
1/23-1/24/17	2	Cappo Confernece	Cappo	Napa	Beth Shockley	310.00	310.00					
2/12-2/15/17	4	Parma Conference	Parma	Anaheim	Susan Sohal	1,308.40	320.00	567.00	421.40			
2/12-2/15/17	4	Parma Conference	Parma	Anaheim	Kelly Drake	1,467.69	320.00	663.39	421.40		62.90	
05/09-05/12/17	4	ACWA Spring Conference	ACWA	Monterey, CA	Hilary Straus	1,612.64	699.00	913.64				
05/09-05/12/17	4	ACWA Spring Conference	ACWA	Monterey, CA	Susan Sohal	1,612.64	699.00	913.64				
05/09-05/12/17	4	ACWA Spring Conference	ACWA	Monterey, CA	Missy Pieri	1,612.64	699.00	913.64				
04/10-04/13/17	4	CA NV Section AWWA Conference	AWWA	Anaheim	Rex Meurer	1,918.60	495.00	1071.72	351.88			
04/23-4/26/17	4	Neptune 2017 User Conference	Neptune	Tempe, AZ	Kelly Drake	1,107.91	250.00	544.12	227.89	85.90		
04/23-4/26/18	5	Neptune 2017 User Conference	Neptune	Tempe, AZ	Dana Mellado	1,034.73	250.00	544.12	185.89			54.72
2/8-2/11/17	3	CSMFO Conference	CSMFO	Sacramento	Alberto Preciado	113.06				51.06		62.00
05/16/17	1	Cappo Seminar	Cappo	Sacramento	Beth Shockley	99.00	99.00					
05/16/17	1	Cappo Seminar	Cappo	Sacramento	Alberto Preciado	99.00	99.00					
6/25-6/27/17	4	General Manager Leadership Summit	CSDA	Newport Beach	Hilary Straus	1,735.31	625.00	693.03	257.95	159.33		
6/25-6/27/17	4	General Manager Leadership Summit	CSDA	Newport Beach	Susan Sohal	1,575.98	625.00	693.03	257.95			
7/9/17-7/14/17	6	Esri User Conference 2017	ESRI	San Diego, CA	Tamar Dawson	2,335.00	0.00	1989.05	345.95			
10/3-10/6/17	4	Watersmart Innovations	Watersmart	Las Vegas, NV	Hilary Straus	1,175.04	430.00	418.08	326.96			
10/3-10/6/17	4	Watersmart Innovations	Watersmart	Las Vegas, NV	Rex Meurer	1,134.03	430.00	418.08	285.95			
	1	Summer Signature Symposium	MMANC	Palo Alto, CA	Chris Castriuta	100.00	100.00					
10/21-10/24/17	4	Board Secretary Conference	CSDA	Anaheim, CA	Chris Castriuta	1,289.69	800.00	489.69				
11/28-12/1/17	6	ACWA Fall Conference	ACWA	Anaheim, CA	David Gordon	699.00	699.00					
11/28-12/1/17	6	ACWA Fall Conference	ACWA	Anaheim, CA	Hilary Straus	699.00	699.00					
11/28-12/1/17	6	ACWA Fall Conference	ACWA	Anaheim, CA	Brian Hensley	699.00	699.00					
					Grand Total	25,862.90						

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS August 16, 2017 REGULAR MEETING

SUBJECT : Employee Recognition
 STATUS : Information Item
 REPORT DATE : August 7, 2017
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

The following District employees were recognized for perfect attendance during June 2017, and outstanding customer service and quality of work during the month of July 2017.

Administration & Water Demand Management Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Castruita	Yes		
Brady Chambers		Brady received a call from an upset customer about potential overwatering on Garyannay Way. Customer was very derogatory towards Brady and the District, and he handled the customer with poise and professionalism.	
Kelly Drake	Yes		07/27 - Assisted Operations with performing the weekly water service turn-offs. Kelly attended a "Train the Trainer" Forklift school. Kelly is now certified to train staff on how to operate a forklift safely
Dana Mellado	Yes		Worked very hard for a successful InvoiceCloud implementation.
Rex Meurer	Yes		07/27 - Assisted Operations with performing the weekly water service turn-offs.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Alberto Preciado	Yes	Assisted staff with a spreadsheet needed for the Annual USBR Water Management Plan report with a short turnaround.	Worked very hard for a successful InvoiceCloud implementation.
Beth Shockley	Yes	Helped staff with running reports for budget preparations. Beth assisted staff with securing a room at the Citrus Heights Community Center. She was asked to check on multiple dates, and made it easy to get the right room on the right date.	Came in on Friday to work with MTA in setting up staff offices.
Desiree Smith	Yes	Customer came into office and stated he really appreciated Desiree's patience in helping him understand his water billing and usage patterns.	Worked very hard for a successful InvoiceCloud implementation.

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Paul Dietrich	Yes		
Tamar Dawson	Yes		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
John Spinella	Yes		<p>John attended a “Train the Trainer” Forklift school, and is now certified to train staff on how to operate a forklift safely.</p> <p>07/24 - Emergency response to a water service repair on Wooddale Way.</p> <p>John volunteered to provide overnight inspection of a water main tie-in on 07/26.</p> <p>07/28 – Assisted in responding to City request to install more temporary paving on Old Auburn for a previous water service repair. Also, investigated water leaks along Mariposa Ave, south of Twin Oaks Ave.</p>

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford			<p>07/24 - Emergency overtime response to a water service repair on Wooddale Way.</p> <p>07/26 - Worked extended shift for the Baird Main Water Main Replacement Project in order to complete construction on specific section.</p> <p>7/28 – Assisted in responding to City request to install more temporary paving on Old Auburn for a previous water service repair. Also, investigated water leaks along Mariposa Ave, south of Twin Oaks Ave.</p>
Tim Cutler	Yes		Assisted in Corporation Yard Tour during the 07/24 Board Meeting.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Ferro			<p>07/04 - Emergency response to a water service replacement on Hoops Dr.</p> <p>07/07 - Emergency response to assist Standby on Targa Cir.</p> <p>Assisted in Corporation Yard Tour during the 07/24 Board Meeting</p> <p>07/28 – Assisted in responding to City request to install more temporary paving on Old Auburn for a previous water service repair. Also, investigated water leaks along Mariposa Ave, south of Twin Oaks Ave.</p>
Gil Garcia			<p>07/25 & 26 - Worked extended shifts in order to complete water service replacements on Stacy Hills Dr. and Wooddale Way.</p>
Brian Hensley	Yes		
Dan Hesse			<p>07/04 - Emergency response to a water service replacement on Hoops Dr.</p> <p>Assisted in Corporation Yard Tour during the 07/24 Board Meeting.</p> <p>07/26 - Worked extended shift for the Baird Main Water Main Replacement Project in order to complete construction on specific section.</p>
Rick Jimenez			<p>07/26 - Worked extended shift for the Baird Main Water Main Replacement Project in order to complete construction on specific section.</p>
Ricky Kelley	Yes		<p>07/04 - Emergency response to a water service replacement on Hoops Dr.</p> <p>07/26 - Worked extended shift for the Baird Main Water Main Replacement Project in order to complete construction on specific section.</p>

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Mike Mariedth	Yes		
Chris Nichols	Yes		
Ryon Ridner			07/26 - Worked extended shift for the Baird Main Water Main Replacement Project in order to complete construction on specific section.
Nick Spiers			Assisted in Corporation Yard Tour during the 07/24 Board Meeting. 07/24 - Emergency response to a water service repair on Wooddale Way

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS

August 16, 2017 REGULAR BOARD MEETING

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : August 3, 2017
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

OBJECTIVE:

Listed below is the current Long Range Agenda.

Legend	
SS	Study Session
CC	Consent Calendar
P	Presentation
B	Business
CL	Closed Session

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA					
MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
UPCOMING					
August 30, 2017					
August 30, 2017	Special Board Meeting	Budget Workshop	Straus/Sohal	SS	I/D
September 20, 2017					
September 20, 2017		Award of Contract--Project 2030	Pieri	B	A
September 20, 2017		Proposed Water Rates, Operations and Capital Improvement Budget for FY 2018	Straus/Sohal	B	A
September 20, 2017		Highland Ave & Rosa Vista Ln 8" Water Mains PS&E	Pieri/Dietrich/Dawson	B	A
October 18, 2017					
October 18, 2017		Presentation of 2018 Water Rates, Miscellaneous Fees and Charges and Capacity Charges	Straus/Sohal	P	I/D
October 18, 2017		Review of Policy 6500: Purchasing and Procurement	Nelson/Sohal	B	I/D
October 18, 2017		Update Records Retention Schedule	Castruita/Sohal	B	A
October 18, 2017		Award of Contract-Rehabilitation of Palm and Sunrise Wells	Gordon/Hensley	B	A
November 8, 2017					
November 8, 2017	Special Board Meeting	Public Hearing -- Rate, Misc. Charges and Fees, CIP, O&M	Straus/Sohal	PH	A
November 15, 2017					
November 15, 2017		Flagger Policy	Drake/Castruita	CC	A
November 15, 2017		Bloodborne Pathogen Policy	Drake/Castruita	CC	A
November 15, 2017		Strategic Plan Quarterly Update	Castruita	B	I/D
November 15, 2017		Appointment of Project 2030 Customer Advisory Committee	Pieri/Meurer	B	A
November 15, 2017		Proposed Revisions to Policy 6500: Purchasing and Procurement	Nelson/Sohal	B	A
November 15, 2017		Award of Contract-Highland Ave & Rosa Vista Ln 8" Water Mains	Pieri/Dietrich/Dawson	B	A
November 15, 2017		Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits, and Directors' Compensation	Castruita	B	A
December 20, 2017					
December 20, 2017		Land Swap Agreement -- Mitchell Farms Well	Pieri	CL	I/D

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Consent/Information Item
 REPORT DATE : August 3, 2017
 PREPARED BY : Missy Pieri, District Engineer

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

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PROJECT 2030 Water Main Replacement Project	Engineering	Missy Pieri	On-going	Yes, 09/20/17 (Anticipated Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Released RFP 04/07/17 - Mandatory Pre-proposal Meeting - 04/26/17 Proposals due May 26th. Interviews completed week of June 19th. Second interviews of top 3 firms scheduled for August 17th. Award of contract anticipated for September 20th Board Meeting.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Corporation Yard Improvements - Phase 1	Engineering	Paul Dietrich	On-going	TBD	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Released Notice Inviting Bids 06/1/17. Pre-bid Meeting 06/14/17. Bid Opening 06/28/17. Board Award of Contract 7/24/17.
CAPITAL IMPROVEMENT PROJECT Space Needs Operations Building Remodel Design	Engineering	Paul Dietrich	On-going	TBD	Yes	2017 Masterplan for office space requirements through 2040.	Reviewing Needs Assessment draft. Preparing scalable options with cost estimates and lists of pros and cons for each option.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Missy Pieri/ Tamar Dawson	On-going	Yes, 09/20/17, PS&E for approval to bid	Yes	2017 design and construction. Potholing complete.	Notice of Exemption posted on 05/31/17. Easement drafts complete. Preparing 90% plans.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Tamar Dawson/ Paul Dietrich	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	60% sent to engineer with new comments and water main realignment on 07/31/17. Determining schedule for pot-hole work by Operations or creating an on-call pot-hole contract service.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Tamar Dawson/ Paul Dietrich	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	1st submittal of plans from Area West received 07/24/17. Plans under review.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	John Spinella	On-going	Yes, TBD	No	90% Complete.	Private developer's contractor has installed 47 of 48 water meter setters. Irrigation backflow, fire hydrants extension and concrete pads remain. Valve boxes will be completed during pavement placement.
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	John Spinella	On-going	Yes, TBD	No	Pre-Con Meeting 12/01/16	Fire service back flow assembly installed 07/21/17. Tie-in #1 completed 07/26/17 (night work).

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT Louis-Orlando Bus Transfer Point - Louis Ln at Orlando Ave	Engineering	John Spinella	On-going	Yes, TBD	No	Plans Signed 02/04/16	Water construction began 05/24/17. District crews replaced section of main. Waiting for pavement and valve box installation.
PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 Lot Subdivision	Engineering	Missy Pieri/John Spinella	On-going	Yes, TBD	No	7 Lot Subdivision by developer. Water main contractor is Blackrock.	All fees paid. Received water submittals 07/24/17. Water work starting week of 07/24/17. Pre-Construction Meeting 07/25/17.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Missy Pieri/John Spinella	On-going	Yes, TBD	No	Medical Office Building by developer. Plans Signed 06/08/16	Waiting on submittals. Building under construction. Utilities to begin in Aug/Sep after building is erected. Possible water work on Greenback & Fountain Square Drive sooner.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT 3 Lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Missy Pieri	On-going	No	No	Plans Signed 11/14/16	
PRIVATE DEVELOPMENT 7940 Patton Ave - Replace Existing Home	Engineering	Missy Pieri	On-going	No	No	Plans Signed 01/11/17. Single Family Dwelling - Replace 1" water service to new home.	All fees paid. Project given to Operations for them to complete the water service replacement.
PRIVATE DEVELOPMENT 7311 Hickory Ave	Engineering	Missy Pieri	On-going	No	No	Single Family Dwelling - Install 1" water service with backflow to new home.	All fees paid. Project given to Operations for them to complete the water service/backflow installation.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
<p>PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive</p>	<p>Engineering</p>	<p>Missy P./ Tamar Dawson</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>No</p>	<p>200-300 unit development by Watt Communities.</p>	<p>2nd plan submittal received and reviewed on 05/31/17. City of Citrus Heights completing environmental process. Received draft agreement for Exchange of Real Property from BBK on 06/19/17 for review. Anticipate bringing to the Board in the coming months. EIR Scoping Mtg 07/25/17</p>
<p>PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road</p>	<p>Engineering</p>	<p>Tamar Dawson/ Missy Pieri</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>15 lot subdivision located on Antelope Road.</p>	<p>Plans received 06/29/17, staff reviewing plans.</p>

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	Tamar Dawson/ Missy Pieri	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way	Plans received 06/06/17. Staff researched old plans from 2007. Staff preparing a Will Serve Letter.
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	Tamar Dawson/ Borey Swing	On-going	Yes, TBD	No	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Utility maps and as-built data sent 07/17/17. Received "B" Plans and Transmittal Letter on 08/02/17, under review.
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Missy P./ Tamar Dawson	On-going	Yes, TBD	No	Frontage Improvements along West Side of Sunrise from Sayonara to north and Storm Drain Improvements	Received updated plans on 06/27/17. Anticipate bid and start of construction in Spring 2018. City and CHWD to prepare a cost sharing agreement.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Missy Pieri/ Tamar Dawson	On-going	Yes, TBD	No	Frontage Improvements along East side of Mariposa Ave south of Limerick Dr.	Received plans on 06/02/17. District prepared cost spreadsheet. CHWD to prepare a cost sharing agreement.
Annexation	Engineering	Missy P./ Tamar Dawson	On-going	Yes, TBD	No	Livoti Tract, Sacramento County, and Verne Tract Territory to SJWD.	Strategic Planning Objective for 2018.
Annexation	Engineering	Missy Pieri	On-going	Yes, TBD	No	7311 Hickory Avenue - Property owner annexing parcel into District to allow for water to be provided by CHWD	Annexation was approved at the LAFCo hearing on 04/05/17. Sent copies of signed Resolution to LAFCo and property owner 07/18/17. Update Inclusion/Exclusion Map.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Consent/Information Item
 REPORT DATE : August 1, 2017
 PREPARED BY : David M. Gordon, Operations Manager

Facilities Maintenance					
	Completed WO's			Completed WO's	
	Current Mth	Year to Date		Current Mth	Year to Date
Backflow Maintenance		10	Meter Register Replacement	17	88
Blow Off Maintenance		22	Meter Repair/Test/Maintenance		7
Hydrant Maintenance	8	240	Pot Hole Work		
Leak Investigation	2	5	Water Service Repair/Locate	1	6
Mainline Repair/Maintenance		4	Valve, Mainline Maintenance	19	421
Meter Box Maintenance	1	16	Valve Box Maintenance	1	9
TOTAL	49	828			
CIP Projects					
	Completed WO's				
	Current Mth	Year to Date			
C17-010 Water Mainline					
C17-011 Water Valves		7			
C17-012 Water Services	12	156			
C17-013 Water Meters	4	76			
C17-014 Fire Hydrants		6			
TOTAL	16	245			
Water Quality					
<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 90 samples were collected with no positive results.</i>					

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
AUGUST 16, 2017 REGULAR BOARD MEETING**

SUBJECT : 2017 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Consent/Information Item
 REPORT DATE : August 8, 2017
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

OBJECTIVE:

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

Month	2013	2014	2015	2016	2017				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	433.94	72.87	506.81	506.81	-95.71	-15.9%
Feb	606.36	450.96	511.52	484.53	376.41	67.58	443.99	950.80	-258.08	-21.3%
Mar	819.55	612.20	725.95	517.56	462.69	83.91	546.60	1,497.40	-531.03	-26.2%
Apr	1,029.73	737.30	761.02	677.81	513.05	62.47	575.52	2,072.92	-985.24	-32.2%
May	1,603.43	1,190.07	869.08	979.49	1,053.42	85.30	1,138.72	3,211.64	-1,449.95	-31.1%
Jun	1,816.73	1,548.66	1,065.10	1,343.76	1,351.18	61.76	1,412.94	4,624.58	-1,853.74	-28.6%
Jul	2,059.21	1,622.10	1,184.95	1,544.57	1,618.69	32.07	1,650.76	6,275.34	-2,262.19	-26.5%
Aug	1,924.28	1,477.49	1,188.18	1,579.80						
Sep	1,509.82	1,275.11	1,069.78	1,257.91						
Oct	1,297.42	1,030.74	918.67	840.80						
Nov	911.55	682.48	589.6	561.82						
Dec	700.94	563.15	519.57	518.62						
Total	14,881.54	11,792.65	9,973.47	10,846.27	5,809.38 92.57%	465.96 7.43%	6,275.34	6,275.34		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Consent/Information Item
REPORT DATE : August 2, 2017
PREPARED BY : David M. Gordon, Operations Manager

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of August 1, 2017, storage in Folsom Lake (Lake) was at 879,552 acre-feet, 90 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 67,656 acre-feet in the past month.

The District's total water use during the month of August 2017 (1,650.76 acre-feet) was 19.8 percent below that of August 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, Mitchell Farms, Skycrest, and Sylvan, are operational and used on a rotational or as-needed basis.

CITRUS HEIGHTS WATER DISTRICT

WATER EFFICIENCY SUPERVISOR REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : WATER EFFICIENCY PROGRAM UPDATE
 STATUS : Consent/Information Item
 REPORT DATE : July 31, 2017
 PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

Water Efficiency program updates are summarized below.

ACTIVITIES AND PROGRESS REPORT

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

- 12 ultra-low-flush toilet (ULFT) rebates were processed for the month of July. A total of 78 ULFT rebates have been processed for a total of \$5,850.00 year to date.
- For the period of January-July, 11 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 11 HECW rebates were processed by the Sacramento Municipal Utility District (SMUD) for District customers.
- 58 water waste calls were received during the month of July. 5 reports of water waste were received through CHWD’s Drought Resources web page. An additional 8 service requests were generated in-house by staff. A total of 70 contacts (mostly visits to customers’ homes and phone calls) have been completed based on these reports.
- Staff completed and submitted the District’s 2016 California Urban Water Conservation Council (CUWCC) Best Management Practice (BMP) report. This report is an annual requirement by the United States Bureau of Reclamation (USBR). Once the report is submitted, it is reviewed for completeness by the USBR. Once the BMP report is approved, the District will fulfill USBR’s annual reporting requirements for 2016.
- An Ecolandscape class will be held on Saturday, August 12 from 9:00 am-12:00 pm. The class, titled “Keeping Your Eco-Friendly Landscape Looking Great With Less Water, Less Work and Fewer Chemicals”. The class will be held at the Citrus Heights Community Center located at 6300 Fountain Square Drive, Citrus Heights CA, 95621.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2016	R-GPCD 2017	% CHANGE
January	80	75	-06%
February	77	72	-06%
March	77	80	04%
April	107	87	-19%
May	155	166	07%

Month	R-GPCD 2016	R-GPCD 2017	% CHANGE
June	213	213	0%
July	237	0	0
August	242		
September	189		
October	123		
November	85		
December	76		

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

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	June 2017 Reduction	June 2016 - June 2017 Reduction
Del Paso Manor Water District	24.7%	26.9%
City of Sacramento	24.5%	26.6%
Rio Linda/Elverta CWD	24.3%	24.8%
California American Water	24.2%	29.1%
San Juan Water District	22.5%	26.5%
Orange Vale Water Company	22.3%	31.7%
Citrus Heights Water District	22.2%	26.5%
City of Woodland	22.0%	26.5%
City of West Sacramento	20.4%	24.8%
Golden State Water Company	20.0%	21.8%
City of Yuba City	19.6%	23.8%
Carmichael Water District	19.3%	26.2%
City of Davis	19.3%	23.3%
Elk Grove Water District	18.4%	25.8%
Fair Oaks Water District	18.4%	27.5%
El Dorado Irrigation District	17.7%	22.6%
Rancho Murieta CSD	16.1%	23.8%
City of Roseville	14.2%	23.8%
City of Lincoln	13.2%	21.7%
Sacramento County Water Agency	12.8%	21.0%
Placer County Water Agency	12.1%	18.4%
Sacramento Suburban WD	11.5%	23.2%
City of Folsom	9.1%	12.7%
Average	18.6%	24.3%
Minimum	9.1%	12.7%
Maximum	24.7%	31.7%

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : AUTHORIZATION FOR ADMINISTRATIVE SERVICES MANAGER TO ATTEND HARRIS CUSTOMER TRAINING ANNUAL CONFERENCE
 STATUS : Action Item
 REPORT DATE : August 08, 2017
 PREPARED BY : Susan K. Sohal, Administrative Services Manager

OBJECTIVE:

Consider authorizing the Administrative Services Manager/Treasurer to attend the Harris Customer Training Conference (Cogsdale Conference), and authorizing the General Manager to approve expense reimbursements related to conference attendance.

BACKGROUND AND ANALYSIS:

The District has set out a goal for staff to remain current in their subject matter field of expertise (e.g., finance/accounting), 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 out a goal for management to offer opportunities that will grow and develop employees as they aspire to move up the professional ladder and/or for succession planning.

To those ends, funding has been included in the 2017 Operating Budget for the Administrative Services Manager (ASM) to attend an off-site conference/training opportunity regarding, the finance, accounting and customer service software system. This year's Cogsdale conference will be held from Nov. 15-17, 2017 in Atlantic City, New Jersey. Per District Policy 2060, "Educational and Training Functions," which accompanies this staff report, 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." Notwithstanding, there is no policy provision that prohibits the Board from delegating 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.

Estimated conference expenses include: Conference Registration for \$875 (normal conference registration is \$1075, but with an early bird registration by August 31, the registration fee is reduced by \$200), \$600 for airfare, \$550 for hotel and \$150 for car rental. 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 conference expenses are estimated to be below \$2,000. Funding is available in the 2017 Continued Education Budget for this requested training.

Some of the key Cogsdale Conference breakout sessions include (Note—Due to overlapping offerings and scheduling constraints, ASM Sohal will not be able to attend all of these sessions): Customer Service Management (CSM) Road Map , CSM New Features, Great Plains (GP)- What's New, Data – Where do I Find it?, CSM Tips and Tricks, Collections – Reducing Your Work Flow, Introduction to Cogsdale Document Management and Workflows, Customer Communications – Keeping your Customers

Informed, Basic- Complex Requisitioning, Microsoft Dynamics GP Road Map – Planning for the future, and Putting your Business Process Review to Work.

RECOMMENDATION:

Authorize the Administrative Services Manager’s attendance at Harris Customer Training Conference, and authorize the General Manager to approve actual and necessary expense reimbursements related to conference attendance.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : Groundwater Well Sites Assessment Study
STATUS : Presentation
REPORT DATE : August 9, 2017
PREPARED BY : Brian Hensley, Water Resources Supervisor
David M. Gordon, Operations Manager

OBJECTIVE:

Receive presentation by Luhdorff & Scalmanini Consulting Engineers (LSCE) concerning the firm's assessment of both Sunrise and Palm Groundwater Wells.

BACKGROUND AND ANALYSIS:

Sunrise Groundwater Well (1992):

In 2013, the Sunrise Groundwater Well began to experience a marked decline in the pumping water level. This decline created a situation where the water from the upper perforations was falling to the pumping water level, thus causing air entrainment. Air entrainment in the groundwater can lead to water quality issues and possible mechanical damage to the groundwater well.

In 2014, the well was mechanically brushed to remove encrustation. The pump and motor were also replaced at this time due to wear. Unfortunately, the maintenance and repair did not improve the pumping water level. The 2017 Strategic Plan identified that a needs assessment was required on the well in order to identify the issues with the pumping water level, and the well has been off-line.

Palm Ground Well (1991):

The Palm Well has experienced a lower groundwater production yield since early 2016. A service technician performed a performance test and identified that the pump and motor needed to be replaced due to wear. The replacement of the pump and motor was budgeted in the 2017 budget. A Variable Frequency Drive (VFD) for the well was also budgeted for purchase and installation in the 2017 budget. The 2017 Strategic Plan identified that a needs assessment was required on the well in order to identify the issues with the reduced groundwater production yield, and the well has been off-line.

LSCE Assessment:

In March of 2017, Citrus Heights Water District (the District) entered into an Agreement with LSCE to perform an assessment on the Sunrise and Palm Groundwater Wells. The evaluation of the wells was based on recent well performance tests, pump and well records, recent video and drift survey logs, regional water level data and site inspections. The findings from LSCE's assessment are that both wells exhibit significant degradation in their groundwater production yield since the wells were installed. LSCE recommends that both wells receive extensive rehabilitation, involving both a mechanical and chemical treatment of the well louvers. Further, LSCE recommends performing both rehabilitations under the same contract to realize cost savings for the economies of scale.

LSCE's findings will require well rehabilitation work that was not anticipated when the 2017 budget was developed. Therefore, as part of this Presentation item, Board consensus direction will be sought to authorize staff to release a Request for Proposals (RFP) to hire a contractor to complete the well rehabilitation work called for by LSCE, and at time of award of contract, a budget amendment will be requested. It is noteworthy that CHWD maintains a Water Supply Reserve that will be proposed as the funding source for the budget amendment when requested.

Additional Parts for Wells:

Moreover, on March 14, 2017, the Board approved the proposal by Kirby's Pump & Mechanical to remove and replace the Palm Well existing pump and motor with a water-lubricated vertical turbine and video imaging of the well for a needs assessment. LSCE reviewed the drift survey log of the Palm Well and discovered alignment issues that will require the use of a submersible pump in place of the planned water-lubricated vertical turbine. The change in motor-type will require a contract amendment with Kirby's Pump & Mechanical to cover the increase in cost for the submersible pump and motor.

District staff intends to present the contract amendment with Kirby's Pump & Mechanical to the Board after the rehabilitation of the well is complete.

RECOMMENDATION:

Authorize staff by consensus direction to issue an RFP for the rehabilitation of Sunrise and Palm Wells.

Note—Contract approval for the contractor recommended to complete the additional work called for by LSCE, accompanying budget amendment and contract amendment with Kirby's Pump & Mechanical will be brought to the Board for discussion and possible action in the future as required.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 SPECIAL MEETING

SUBJECT : INFORMATION TECHNOLOGY PROGRAM UPDATE
 STATUS : Presentation
 REPORT DATE : August 3, 2017
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk
 Susan K. Sohal, Administrative Services Manager

OBJECTIVE:

Receive an update on the Citrus Heights Water District's Information Technology (IT) program, including current professional services agreements and staffing levels.

BACKGROUND AND ANALYSIS:

The Citrus Heights Water District (CHWD) employs a variety of IT systems to support its operations and service to customers and staff. Employees have access to these systems both through Personal Computer (PC) workstations in CHWD's office and via mobile devices in the field. CHWD uses a variety of software for office productivity, information analysis, document management, customer support, network security and stability, and other purposes. The IT program, the support and upgrade of these systems and troubleshooting of problems when they occur, is essential to the successful operation of CHWD.

CHWD staff does not possess the knowledge or expertise to support these systems independently. CHWD instead contracts out with two firms for the operations and maintenance of its IT systems. J4 Systems has been under contract with CHWD to install, maintain and support CHWD's computer network, including computer servers and PC workstations, since 2012. Sophos Systems has provided CHWD with business application support, including the Finance Information system, Customer Information and Billing system, Mapping and Infrastructure system, and Maintenance Management system since 2010.

CHWD revised its IT services agreement with J4 Systems in January 2017 as part of its ongoing review of programs from a cost, quality of service, and operational efficiency perspective. This updated agreement relies on a time and materials-based billing approach, allowing CHWD to better understand the cost for providing IT services via contract.

The 2018 Strategic Plan has set out the objective of completing an IT Program Review as part of the "Organization-Wide Objectives" Goal. In advance of this, staff will present analysis and findings of the current IT program at the August 16, 2017 Board of Directors meeting, with the goal of hearing discussion and receiving input as to how to structure the CHWD budget so as to meet the goals of this review. Available options for the budget include:

1. Continue to contract for all IT Services;
2. Shift to a Blended Approach, Utilize both contract and in-house IT professionals; or
3. Implement a Shared Services Agreement for IT Services.

RECOMMENDATION:

This is an information/discussion item. Consensus direction will be sought on one of the preferred options.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : UPDATE OF CROSS-CONNECTION AND BACKFLOW REGULATIONS
 STATUS : Action Item
 REPORT DATE : August 8, 2017
 PREPARED BY : Brian Hensley, Water Resources Supervisor
 David Gordon, Operations Manager

OBJECTIVE:

Consider adoption of Resolution No. 10-2017 - Rules and Regulations Relating to Protection of Drinking Water from Cross-Connection and Backflow.

BACKGROUND AND ANALYSIS:

Title 17 of the California Code of Regulations requires water suppliers to protect the public water supply from contamination by the implementation of a Cross-Connection Control Program. This program requires the installation of a backflow preventer at the customer's water service connection when a threat of contamination, actual or potential, has been identified. Resolution No. 10-2017, accompanying this staff report, revises and updates original Ordinance No. 3-88, adopted in 1988, regarding Citrus Heights Water District's (District) cross-connection and backflow policies. Updates include current Title 17 language and specification of current District cross-connection and backflow testing protocols. District General Counsel has reviewed and assisted in the preparation of the proposed Resolution.

Notable proposed changes include:

- Specifies that installation of a backflow prevention assembly as required shall be a condition of water service;
- Provides a defined period of time to comply with required installation of backflow prevention assembly;
- Specifies that all required testing shall be done by District authorized personnel;
- Adds a severability provision to protect the Resolution from being nullified if a section is deemed impermissible by a court.

Lastly, the following is an explanation as to why the updated Cross-Connection Control program originally adopted by Ordinance is being adopted by Resolution. Generally, prior enactments must be amended or repealed by the same action (i.e., ordinances by ordinances, resolutions by resolutions, motions by motions). This ensures that actions are amended or repealed following the same procedures as their adoption. However, irrigation districts such as CHWD do not have the general authority to adopt ordinances. Rather, they are empowered to adopt "rules and regulations," and Ordinance No. 3-88 adopted the rules and regulations applicable to cross-connection control. Based on this, moving forward, Resolution No. 10-2017 can be used to supersede Ordinance No. 3-88, and is a more appropriate legislative method to accomplish the goals set forth.

RECOMMENDATION:

Adopt Resolution No. 10-2017, Rules and Regulations Relating to Protection of Drinking Water from Cross-Connection and Backflow.

ATTACHMENT:

1. Resolution No. 10-2017 - Rules and Regulations Relating to Protection of Drinking Water from Cross-Connection and Backflow, Exhibit A – Rules and Regulations Relating to Protection of Drinking Water from Cross-Connection and Backflow
2. Mark-up version of original Cross-Connection Ordinance for reference

ACTION:

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

Resolution No. 10-2017 - Rules and Regulations Relating to Protection of Drinking Water from Cross-Connection and Backflow, Exhibit A – Rules and Regulations Relating to Protection of Drinking Water from Cross-Connection and Backflow

Attachment 1

**CITRUS HEIGHTS WATER DISTRICT
RESOLUTION 10-2017**

**A RESOLUTION ADOPTING RULES AND REGULATIONS RELATING TO PROTECTION OF
DRINKING WATER
FROM CROSS-CONNECTION AND BACKFLOW**

WHEREAS, the Citrus Heights Water District (“District”) is responsible for providing its customers with water including, most importantly, water for human consumption, sanitation and fire protection; and

WHEREAS, Title 17, Section 7584 of the California Code of Regulations requires the District to protect the public water supply from contamination by implementation of a cross-connection control and backflow prevention program; and

WHEREAS, the District previously adopted Ordinance No. 3-88, implementing a cross-connection control and backflow prevention program; and

WHEREAS, the District wishes to revise and update its cross-connection control and backflow prevention program as set forth in this Resolution.

NOW, THEREFORE, be it resolved by the Board of Directors of the Citrus Heights Water District as follows:

1. The above recitals are true and correct and are incorporated in this Resolution by reference.
2. The Rules and Regulations set forth in Exhibit A, attached and incorporated by this reference are hereby adopted.
3. If any provision of this resolution is found to be illegal, unconstitutional or unenforceable for any reason whatsoever, that provision shall be severed from the remaining provisions of this resolution, which shall remain in full force and effect.
4. The President of the Board of Directors shall sign this Resolution and the Secretary shall attest thereto, and this Resolution shall be effective immediately upon its adoption.

PASSED and **ADOPTED** this _____ day of _____, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Caryl F. Sheehan, President

ATTEST:

Hilary M. Straus, Secretary / General Manager

EXHIBIT A

RULES AND REGULATIONS RELATING TO PROTECTION OF DRINKING WATER FROM CROSS-CONNECTION AND BACKFLOW

SECTION I – PURPOSE

- (1) To adopt rules and regulations as authorized by Water Code, § 22257 to protect the public water system of Citrus Heights Water District (“District”) against actual or potential cross-connections or backflow by isolating within premises, contamination or pollution that may occur because of undiscovered or unauthorized cross-connections on said premises.
- (2) To eliminate existing connections between the public water system of District and other sources that are not approved as safe and potable for human consumption.
- (3) To encourage the exclusive use of the public water system of District as source of water supply.
- (4) To comply with the California Administration Code Title 17, Sections 7583 through 7605, inclusive.
- (5) To update and supersede the District’s existing backflow protection Ordinance No. 3-88.

SECTION II – DEFINITIONS

The meanings of terms used in this Resolution—whether or not such terms are capitalized in the text of the Resolution--are as follows:

Air-Gap Separation – (AG) shall mean a physical separation between the supply line and a receiving vessel. “An approved air gap shall be double the diameter of the supply and no less than 1 inch”.

Approved – as herein used in reference to a public water system, shall mean a water supply that has been approved by the health agency having jurisdiction; or, as herein used in reference to backflow prevention assemblies, shall mean approval by the District.

Approved Testing Laboratory – shall mean a person or entity that is competent and possesses the necessary facilities, as determined by the District, to investigate and evaluate backflow prevention assemblies and is independent of backflow prevention assembly manufacturers.

Atmospheric Vacuum Breaker (non-pressure) – (AVB) shall mean a backflow prevention device that contains a shutoff valve, air inlet valve, a check seat, and 1 or more air inlet ports in which:

1. The flow of water causes the air inlet valve to close the air inlet ports; and
2. When the flow of water stops:
 - (a) The air inlet falls and forms a check valve against back-siphonage; and
 - (b) The air inlet ports open to allow air to enter and satisfy the vacuum.

Auxiliary Water Supply – shall mean any water supply on or available to a customer's premises other than water supplied by the District.

Backflow – shall mean the undesirable reversal of flow of water or any mixture of water and other liquid, gas, or substance due to backpressure or back-siphonage from any source or sources on the customer's premises into the public water system of the District.

Certified Backflow Prevention Assembly Tester- shall mean a person who has been certified by the District as having the necessary training and competence to test backflow assemblies.

Contamination – shall mean an impairment of the quality of the water which creates an actual hazard to the public health through poisoning or through the spread of disease by sewage, industrial fluids, or waste.

Cross-Connection – shall mean an unprotected connection or structural arrangement, whether actual or potential, between a public water system and any other source or system, through which it is possible to introduce into any part of the public water system any used water, industrial fluid, gas, or substance other than potable water intended to supply the system.

Customer – shall mean any person or entity to whom water is furnished or sold from the District.

Department – shall mean the Department of Health for the County of Sacramento or the Department of Health for the County of Placer, depending upon the location of the customer or facility in question, and the authorized representatives of the Department.

District – shall mean the Citrus Heights Water District and the authorized representatives of the District.

Double Check Valve Backflow Prevention Assembly – (DC) shall mean a backflow prevention assembly incorporating two independently acting check valves, a shut-off valve at each end of the assembly, and necessary appurtenances for testing as required by the District.

Premises – shall mean any real property or real property interest together with such buildings and appurtenances located thereon.

Pressure Vacuum Breaker Assembly – (PVB) shall mean

1. A backflow prevention assembly incorporating an independently operating, internally loaded approved check valve and an independently operating, loaded air inlet valve located on the discharge side of the approved check valve; and
2. Is equipped with properly located, resilient seated test cocks and tightly closing, resilient seated shutoff valves which are attached to each end of the assembly.

Pollution – shall mean an impairment of the quality of the water to a degree which does not create a hazard to the public health but which does adversely and unreasonably affect the aesthetic qualities of such waters for domestic use.

Protection – shall, subject to District approval, mean an approved backflow prevention assembly.

Public Water System – shall mean the potable water supply system of the District approved by or under the public health supervision of the Division of Drinking Water of the California State Water Resources Control Board.

Recycled Water – shall mean wastewater which as a result of treatment is suitable for uses other than potable water (as in CCR Title 22).

Reduced Pressure Principle Backflow Prevention Assembly – (RP) shall mean a backflow prevention assembly incorporating two independently acting check valves, a hydraulically operating, mechanically independent differential pressure relief valve, a shut-off valve at each end of the assembly and necessary appurtenances for testing as required by the District.

Service Connection – shall mean the point at which the public water system piping of the District ends and the water system piping of the customer begins.

Specialist – shall mean a person certified by AWWA as a cross-connection specialist.

**SECTION III – PROTECTION OF THE PUBLIC WATER SYSTEM AT WATER
SERVICE CONNECTION**

It is unlawful for any person, firm, or corporation at any time to make or maintain or cause to be made or maintained, temporarily or permanently, for any period of time a cross-connection between plumbing pipes or water fixtures being served by the District, any other water supply source or to maintain any sanitary fixture or other appurtenances or fixtures which, by reason of their construction, may cause or allow backflow of water or other substances into the water supply system of the District and/or the service connections or fixtures of any customer of the District.

A. Where Protection Is Required:

1. Protection shall be required at or as close as possible to each service connection from the public water system that supplies water to premises having an auxiliary water supply.
2. Protection shall be required at or as close as possible to each service connection from the public water system that supplies water to premises on which any substance is or may be handled in such a manner as to permit entry into the public water system, including water originating from the public water system which is or may be subjected to deterioration in sanitary quality.
3. Protection shall be required at or as close as possible to each service connection to any premises that has cross-connections unless such cross-connections are abated to the satisfaction of the District.

B. Type of protection:

The type of protection required shall be commensurate with the degree of hazard. In determining the degree of hazard and the type of protection required, the following criteria shall be used:

1. At or as close as possible to each service connection to any premises where there exists an auxiliary water system with no known cross-connections, the public water system shall be protected by an approved (RP) reduced pressure principle backflow assembly.

2. At or as close as possible to each service connection to any premises on which there is an auxiliary water system with actual or potential cross-connections, the public water system shall be protected by an approved (RP) reduced pressure principle backflow assembly.
3. At or as close as possible to each service connection to any premises on which an objectionable but non-hazardous substance is, or may be, handled in such manner as to permit entry into the public water system, the public water system shall be protected by a (RP) reduced pressure principle backflow assembly.
4. At or as close as possible to each service connection to any sewage treatment plant, sewage pump station, or any premises on which any hazardous substance is or may be handled in such a manner as to permit entry into a public water system. This does not include a single-family residence that has a sewage lift pump. The public water system shall be protected by an approved (AG) air gap separation. All piping between the service cock and any receiving vessel shall be visible. If these conditions cannot reasonably be met, the public water system shall be protected by an approved (RP) reduced pressure principle backflow prevention assembly, provided that this alternative is in compliance with the provisions of this Resolution and approved by the Division of Drinking Water of the California State Water Resources Control Board.

SECTION IV – REQUIRED SERVICE CONNECTION PROTECTION

The type of protection that shall be provided to prevent backflow into the public water system shall be commensurate with the degree of hazard that exists on the customer's premises. The customer may choose a higher level of protection. The type of backflow devices that may be required (listed in an increasing level of protection) include:

1. Double Check Valve Backflow Prevention Assembly - **(DC)**
2. Reduced Pressure Principle Backflow Prevention Assembly – **(RP)**
3. Air Gap Separation – **(AG)**

Plants, facilities, or situations which are not listed in this section shall be evaluated on a case by case basis and the appropriate type of protection shall be as determined by the District and the Department.

The required minimum level of service connection protection at specific plants and facilities shall include the following:

1. Automotive Plants – **RP**
2. Autopsy Facilities – **RP** or **AG**
3. Auxiliary Water Supply – **RP**
4. Beverage Bottling Plants – **RP**
5. Boilers – **RP**
6. Breweries – **RP**
7. Buildings:
 - a. Hotels, apartment houses, public and private buildings, or other structures, where sewage pumps and/or sewage ejectors have been installed. This does not include a single family residence that has a sewage lift pump. – **RP**
 - b. Any commercial structure in which the specific business activity cannot be ascertained. – **RP**
 - c. All new commercial construction – **RP**
 - d. Multi-storied buildings that use booster pumps or elevated storage tanks to distribute potable water within the premises. – **RP**
 - e. Any buildings that exceed eighty feet (80') in height as measured from the service connection to the highest water outlet. – **RP**

8. Canneries, Packing Houses, and Reduction Plants – **RP** or **AG**
9. Chemical Plants – Any premises served from the District where there is a facility requiring the use of water in the industrial process of manufacturing, storing, compounding or processing chemicals. This will also include facilities where chemicals are used as additives to the water supply or in the processing of products. – **RP - AG**
10. Chemically Contaminated Water Systems – Any premises, served from the District where chemicals are used as to the water supply, or where the water supply is used for transmission or distribution of chemicals, or where in the compounding or processing of products. – **RP**
11. Cold Storage Plants – **RP**
12. Convalescent Homes – **RP**
13. Dairy Processing Plants – **RP**
14. Dental Clinics – **RP**
15. Dry Cleaning Facilities – **RP**
16. Dye Works – **RP**
17. Film Processing Facilities or Film Manufacturing Plants – **RP**

18. Fire Protection Systems that are supplied from a Public Water System:

- a. Premises where the fire protection system is directly supplied from the District and there is an auxiliary water supply on or to the premises (not interconnected) – **RP**
- b. Premises where the fire protection system is supplied from the District and where either elevated storage tanks or fire pumps which take suction from private reservoirs or tanks are used – **RP**
- c. Premises where the fire protection system is directly supplied from the District and interconnected with another public water system – **RP**
- d. Premises where the fire protection system is supplied from the District and interconnected with an auxiliary water supply – **RP**
- e. Premises where the fire protection system is supplied from the District and contains any hazardous substance, including but not limited to anti-freeze and wetting or foaming agents – **RP**
- f. Premises where the fire protection is supplied from the District and where recycled water is used in a separate piping system within the same building – **RP**

19. Hospitals - **RP**

20. Ice Manufacturing Plants – **RP**

21. Irrigation Systems:

- a. Premises or locations where facilities are installed for pumping, injecting, or spreading fertilizers, pesticides, or other hazardous substances – **RP**
- b. Irrigation systems subject to contamination from submerged inlets, auxiliary water supplies, ponds, reservoirs, swimming pools, and other sources of stagnant, polluted, or contaminated water – **RP**
- c. Premises or locations having a separate service connection for irrigation purposes – **RP**
- d. Residences using recycled water for landscape irrigation as part of a dual plumbed use area – **RP**

22. Laboratories including, but not limited to, teaching institutions, biological and analytical facilities - **RP**

23. Laundries (commercial) – **RP**

24. Medical Buildings and Clinics – **RP**

25. Metal Manufacturing, Cleaning, Processing, or Fabricating Plants – **RP**

26. Morgues – **RP**

27. Mortuaries – **RP**

28. Multiple Services includes two or more interconnected services provided to a single customer complex - **RP** at or as close as possible to each service connection

29. Nursing Homes and Clinics - **RP**

30. Oil/Gas Production, Storage, or Transmission Facilities - **RP**

31. Ornamental Fountains and Ponds with recirculating pumps – **RP**

32. Paper and Paper Products Manufacturing Plants – **RP**
33. Plastic Manufacturing, Extruding, and Injection Molding – **RP** (see Chemical Plants)
34. Plating Plants – **RP**
35. Portable Chemical Spray or Cleaning Equipment which can be connected to the potable water system – **AG**
36. Private Wells – **RP**
37. Radioactive Materials or Substances (Plants or Facilities that Process, Handle, or Store) – **RP**
38. Recirculating Pumps – **RP**
39. Recirculating Hot Water Systems – **RP**
40. Recycled Water Distribution Systems:
 - a. Premises where the public water system of the District is used to supplement the recycled water system – **AG**
 - b. Premises where recycled water is used and there is no interconnection with the District public water system – **RP**
41. Restricted, Classified or Other Closed Facilities – **RP**
42. Rubber Manufacturing Plants (natural or synthetic) – **RP**
43. Sand and Gravel Plants - **RP**
44. Sanitariums – **RP**
45. Schools, Colleges, and Universities (when actual or potential health hazards exists on the premises) – **RP**
46. Sewage and storm Drain Facilities – **RP**

47. Sewer Flushing through Manhole or Clean-out – **AG**

48. Solar Heating Systems:

- a. Solar collector system which contains any hazardous substance and where there is a direct make-up connection to the public water system – **RP**
- b. Service connection protection is not required for a “once through” solar heating system including, but not limited to, domestic hot water systems. - **RP**

49. Steam Generating Facilities/Steam Boiler Plants - **RP**

50. Vehicle Washing Facilities - **RP**

51. Veterinary Clinics - **RP**

52. Water Tanks Trucks - **RP**

SECTION V – INSTALLATION OF BACKFLOW PREVENTION ASSEMBLY

- A. **NEW COMMERCIAL SERVICE CONNECTIONS** – It shall be the customer’s responsibility, and expense, to provide for the installation of the backflow prevention assembly in accordance with District requirements and at a location approved by the District by one of the following methods. **Installation of a backflow prevention assembly where required by the District shall be a condition of water service.**
1. **INSTALLATION BY THE CUSTOMER** – A backflow prevention assembly may be installed by the customer. Installation is subject to inspection by the District to determine that all requirements have been met before being put into service.
 2. **INSTALLATION BY THE DISTRICT** – A backflow prevention assembly may be installed by the District at the customer’s expense. The customer shall deposit, in advance, the estimated cost of the assembly and the installation. The final billing from the District to the customer shall be the actual cost of the work.

- B. **EXISTING COMMERCIAL SERVICE CONNECTIONS WITHOUT BACKFLOW PREVENTION ASSEMBLIES** – Whenever the District determines that an approved backflow prevention assembly is required (at the customer’s water service connection) under this Resolution, for the safety of the water system, the District or its designated agent shall give notice in writing to the customer. The customer shall install an approved backflow prevention assembly(s), in accordance with current District installation specifications and guidelines, at the customer’s own expense; and, failure, refusal or inability on the part of the customer to install and maintain the assembly(s), shall constitute grounds for discontinuing water service to the premises until all requirements have been satisfactorily met. The approved assembly(s) must be installed and tested within sixty (60) calendar days for all assemblies measuring less than or equal to 2.5” in size, and within ninety (90) calendar days for all assemblies measuring 3” or larger in size.
- C. **EXISTING BACKFLOW PREVENTION ASSEMBLIES** –
1. Backflow prevention assemblies in service at the time of adoption of Ordinance No. 3-88 or this Resolution, which do not comply with the provisions of this Resolution, may continue to remain in use until such time as the assembly is determined to be defective and necessitating repair, or until such time as the premises facilities are changed thereby dictating a higher degree of required protection.
 2. Any such assembly that is determined to be defective shall be repaired or replaced by an assembly, within the time period described in paragraph “B” above, that is approved by the District and complies with the provisions of this Resolution.

SECTION VI – INSTALLATION REQUIREMENTS FOR BACKFLOW PREVENTION ASSEMBLIES

- A. **Air-Gap Separation (AG):**
1. An air-gap separation shall be located on the customer’s side of, and as close as possible to, the service connection as approved by the District.
 2. All piping from the service connection to the receiving tank shall be above grade and visible unless otherwise approved by the District.
 3. There shall be no outlet, tee, tap, take-off, or connection of any sort, to or from the supply pipe line, between the service connection and the air-gap separation.

B. Reduced Pressure Principle Backflow Prevention Assembly (RP)

1. RP to be installed above ground, in a horizontal and level position, on the customer's side of, and as close as possible to, the service connection as approved by the District.
2. RP to be installed a minimum of twelve inches (12") above, and a maximum of thirty six inches (36") above, finished grade as measured from the bottom of the assembly, and shall be readily accessible for maintenance and testing.
3. There shall be no outlet, tee, take-off, or connection of any sort, to or from the supply pipe line, between the service connection and the backflow prevention assembly.
4. RP shall be installed such that no part of the assembly will be submerged during normal operating and weather conditions.
5. Installation of assembly, approved by the District, to be elevated five feet (5') above grade shall be provided with a permanent platform capable of supporting a tester or maintenance person.

C. Double Check Valve Backflow Prevention Assembly (DC)

1. DC to be installed above ground, in a horizontal and level position, on the customer's side of, and as close as possible to, the service connection as approved by the District.
2. DC to be installed a minimum of twelve inches (12") above, and a maximum of thirty six inches (36") above, finished grade as measured from the bottom of the assembly, and shall be readily accessible for maintenance and testing.
3. There shall be no outlet, tee, tap, take-off, or connection of any sort, to or from the supply pipe line, between the service connection and the backflow prevention assembly.
4. Installation of assembly, approved by the District, to be elevated five feet (5') above grade shall be provided with a permanent platform capable of supporting a tester or maintenance person.

SECTION VII APPROVAL OF BACKFLOW PREVENTION ASSEMBLIES

The District LIST OF APPROVED BACKFLOW PREVENTION ASSEMBLIES is limited to those assemblies manufactured by Wilkins, Febco, or Watts which appear on the current “List of Approved Backflow Prevention Assemblies” as published by the Approved Testing Laboratory, the University of Southern California, Foundation for Cross-Connection and Hydraulic Research.

Investigation and evaluation of backflow prevention assemblies shall include design and material specifications, laboratory testing and field evaluation, as delineated in the current edition of the “Manual of Cross-Connection Control”, published by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research.

SECTION VIII – CUSTOMER RESPONSIBILITY

It shall be the responsibility of the customer to furnish, install in a manner approved by the District, keep in good working order and safe condition, any and all backflow prevention assemblies as required by this Resolution. The District shall not be responsible for any loss or damage directly or indirectly resulting from or caused by any improper or negligent installation, operation, use, repair or maintenance of, or interfering with, any backflow prevention assembly, required by this Resolution, by any customer, or any other person.

If a backflow prevention assembly is removed for repair, the customer shall provide that an approved backflow prevention assembly be temporarily installed in its place and tested by a District authorized tester before water service is resumed.

SECTION IX – TESTING AND REPORTS

- A. Any customer at whose premises any backflow prevention assemblies are installed, shall have each such assembly tested at the time of installation and annually thereafter or more often as required by the District. All such tests shall be conducted at the expense of the customer by a District authorized tester. Backflow prevention assemblies shall be repaired or replaced at the expense of the customer whenever they are found to be defective.
- B. Reports of tests of backflow prevention assemblies shall be filed with the District and be kept for a minimum of three (3) years.

SECTION X – AUTHORITY TO INSPECT

The customer's premises shall be available for inspection at all reasonable times to authorized representatives of the District to determine if protection of the public water system is required, and shall be a condition for continued water service.

SECTION XI – ENFORCEMENT

The District, and its authorized representatives, shall have the authority to enforce this Resolution.

Any customer who violates any of the provisions of this Resolution, or later bypasses or renders inoperative any backflow prevention assembly installed under the provisions of this Resolution may be subject to discontinuance of water service as set forth in this section. Water service shall not again be rendered until such violations have been corrected as determined by the District. Prior to discontinuance of water service, District shall provide notice of the violation, which shall include a general description of the violation and the procedures for appealing the notice. Anyone seeking to dispute the violation may request a hearing before the General Manager by filing a request within ten (10) days of the notice. If requested, the General Manager shall conduct a hearing to determine the existence of the violation and his or her decision shall be final.

Notwithstanding the foregoing, in the event that the violation presents an immediate threat to health and safety, the District may terminate water service without providing advance notice or the opportunity for a hearing. In such event, the affected person shall receive notice as soon as possible and may request and receive a hearing in the manner otherwise set forth in this section.

SECTION XII—SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Mark-up version of original
Cross-Connection Ordinance

Attachment 2

CITRUS HEIGHTS WATER DISTRICT
~~ORDINANCE 02-17~~RESOLUTION

~~AN ORDINANCE-RESOLUTION~~ RELATING TO PROTECTION OF DRINKING WATER
FROM CROSS-CONNECTION AND BACKFLOW

SECTION I – PURPOSE

- (1) To adopt rules and regulations as authorized by Water Code, § 22257 to protect the public water system of Citrus Heights Water District (“District”) against actual or potential cross-connections or backflow by isolating within premises, contamination or pollution that may occur because of undiscovered or unauthorized cross-connections on said premises.
- (2) To eliminate existing connections between the public water system of District and other sources that are not approved as safe and potable for human consumption.
- (3) To encourage the exclusive use of the public water system of District as source of water supply.
- (4) To comply with the California Administration Code Title 17, Sections 7583 through 7605, inclusive.
- ~~(4)~~(5) To update and supersede the District’s existing backflow protection Ordinance No. ~~3-88~~.

SECTION II – DEFINITIONS

The meanings of terms used in this Ordinance—whether or not such terms are capitalized in the text of the Ordinance--are as follows:

Air-Gap Separation – (AG) shall mean a physical separation between the supply line and a receiving vessel. “An approved air gap shall be double the diameter of the supply and no less than 1 inch”.

Approved – as herein used in reference to a public water system, shall mean a water supply that has been approved by the health agency having jurisdiction; or, as herein used in reference to backflow prevention assemblies, shall mean approval by the District.

Approved Testing Laboratory – shall mean a person or entity that is competent and possesses the necessary facilities, as determined by the District, to investigate and

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Commented [1]: The following language may be more clear for an average customer:

The air gap shall be at least double the diameter of the supply pipe measured vertically above the top rim of the vessel, and not less than one inch.

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evaluate backflow prevention assemblies and is independent of backflow prevention assembly manufacturers.

Atmospheric Vacuum Breaker (non-pressure) – (AVB) shall mean a backflow prevention device that contains a shutoff valve, air inlet valve, a check seat, and 1 or more air inlet ports in which:

1. The flow of water causes the air inlet valve to close the air inlet ports; and
2. When the flow of water stops:
 - (a) The air inlet falls and forms a check valve against back-siphonage; and
 - (b) The air inlet ports open to allow air to enter and satisfy the vacuum.

Auxiliary Water Supply – shall mean any water supply on or available to a customer’s premises other than water supplied by the District.

Backflow – shall mean the undesirable reversal of flow of water or any mixture of water and other liquid, gas, or substance due to backpressure or back-siphonage from any source or sources on the customer’s premises into the public water system of the District.

Certified Backflow Prevention Assembly Tester- shall mean a person who has been certified by the District as having the necessary training and competence to test backflow assemblies.

Contamination – shall mean an impairment of the quality of the water which creates an actual hazard to the public health through poisoning or through the spread of disease by sewage, industrial fluids, or waste.

Cross-Connection – shall mean an unprotected connection or structural arrangement, whether actual or potential, between a public water system and any other source or system, through which it is possible to introduce into any part of the public water system any used water, industrial fluid, gas, or substance other than potable water intended to supply the system.

Customer – shall mean any person or entity to whom water is furnished or sold from the District.

Department – shall mean the Department of Health for the County of Sacramento or the Department of Health for the County of Placer, depending upon the location of the customer or facility in question, and the authorized representatives of the Department.

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District – shall mean the Citrus Heights Water District and the authorized representatives of the District.

Double Check Valve Backflow Prevention Assembly – (DC) shall mean a backflow prevention assembly incorporating two independently acting check valves, a shut-off valve at each end of the assembly, and necessary appurtenances for testing as required by the District.

Premises – shall mean [any real property or real property interest](#) together with such buildings and appurtenances located thereon.

Pressure Vacuum Breaker Assembly – (PVB) shall mean

1. A backflow prevention assembly incorporating an independently operating, internally loaded approved check valve and an independently operating, loaded air inlet valve located on the discharge side of the approved check valve; and
2. Is equipped with properly located, resilient seated test cocks and tightly closing, resilient seated shutoff valves which are attached to each end of the assembly.

Pollution – shall mean an impairment of the quality of the water to a degree which does not create a hazard to the public health but which does adversely and unreasonably affect the aesthetic qualities of such waters for domestic use.

Protection – shall, subject to District approval, mean an approved backflow prevention assembly.

Public Water System – shall mean the potable water supply system of the District approved by or under the public health supervision of the [Division of Drinking Water](#) of the California [State Water Resources Control Board](#).

Recycled Water – shall mean wastewater which as a result of treatment is suitable for uses other than potable water (as in CCR Title 22).

Reduced Pressure Principle Backflow Prevention Assembly – (RP) shall mean a backflow prevention assembly incorporating two independently acting check valves, a hydraulically operating, mechanically independent differential pressure relief valve, a shut-off valve at each end of the assembly and necessary appurtenances for testing as required by the District.

Service Connection – shall mean the point at which the public water system piping of the District ends and the water system piping of the customer begins.

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Specialist – shall mean a person certified by AWWA as a cross-connection specialist.

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SECTION III – PROTECTION OF THE PUBLIC WATER SYSTEM AT WATER SERVICE CONNECTION

It is unlawful for any person, firm, or corporation at any time to make or maintain or cause to be made or maintained, temporarily or permanently, for any period of time a cross-connection between plumbing pipes or water fixtures being served by the District, any other water supply source or to maintain any sanitary fixture or other appurtenances or fixtures which, by reason of their construction, may cause or allow backflow of water or other substances into the water supply system of the District and/or the service connections or fixtures of any customer of the District.

A. Where Protection Is Required:

1. Protection shall be required at or as close as possible to each service connection from the public water system that supplies water to premises having an auxiliary water supply.
2. Protection shall be required at or as close as possible to each service connection from the public water system that supplies water to premises on which any substance is or may be handled in such a manner as to permit entry into the public water system, including water originating from the public water system which is or may be subjected to deterioration in sanitary quality.
3. Protection shall be required at or as close as possible to each service connection to any premises that has cross-connections unless such cross-connections are abated to the satisfaction of the District.

B. Type of protection:

The type of protection required shall be commensurate with the degree of hazard. In determining the degree of hazard and the type of protection required, the following criteria shall be used:

1. At or as close as possible to each service connection to any premises where there exists an auxiliary water system with no known cross-connections, the

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Commented [3]: Consider inserting the following language:

“An approved backflow prevention assembly is required on each service line to a customer’s water system at or near the property line or meter; but, in all cases, before the first branch line leading off the service line wherever the following conditions exist:”

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public water system shall be protected by an approved (RP) reduced pressure principle backflow assembly.

2. At or as close as possible to each service connection to any premises on which there is an auxiliary water system with actual or potential cross-connections, the public water system shall be protected by an approved (RP) reduced pressure principle backflow assembly.~~At or as close as possible to each service connection to any premises on which there is auxiliary water system where cross-connections are known to exist, the public water system shall be protected by an approved (RP) reduced pressure principle backflow assembly.~~
3. At or as close as possible to each service connection to any premises on which an objectionable but non-hazardous substance is, or may be, handled in such manner as to permit entry into the public water system, the public water system shall be protected by a (RP) reduced pressure principle backflow assembly.

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Commented [5]: The District might wish to consider expanding this language to ensure it reaches as many cross-connections as possible, per the following language:

“At or as close as possible to each service connection to any premises on which there is an auxiliary water system with actual or potential cross-connections, the public water system shall be protected by an approved (RP) reduced pressure principle backflow assembly.”

Commented [6]: The District might consider consolidating sections 3 and 4. For instance:

“At or as close as possible to each service connection to any premises where there is, as reasonably determined by the District, any material danger to health, which is handled in such a fashion as to create an actual or potential hazard to the public water system, the public water system shall be protected by a (RP) reduced pressure principle backflow assembly. Examples of premises where these conditions may exist include sewage treatment plants, sewage pumping stations, chemical manufacturing plants, hospitals, mortuaries and plating plants. This does not include a single-family residence that has a sewage lift pump. The public water system shall be protected by an approved (AG) air gap separation or approved (RP) pressure principle backflow prevention assembly.”

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4. At or as close as possible to each service connection to any sewage treatment plant, sewage pump station, or any premises on which any hazardous substance is or may be handled in such a manner as to permit entry into a public water system. This does not include a single-family residence that has a sewage lift pump. The public water system shall be protected by an approved (AG) air gap separation. All piping between the service cock and any receiving vessel shall be visible. If these conditions cannot reasonably be met, the public water system shall be protected by an approved (RP) reduced pressure principle backflow prevention assembly, provided that this alternative is in compliance with the provisions of this ~~Ordinance Resolution~~ and approved by the [Division of Drinking Water](#) of the California [State Water Resources Control Board](#).

SECTION IV – REQUIRED SERVICE CONNECTION PROTECTION

The type of protection that shall be provided to prevent backflow into the public water system shall be commensurate with the degree of hazard that exists on the customer's premises. The customer may choose a higher level of protection. The type of backflow devices that may be required (listed in an increasing level of protection) include:

1. Double Check Valve Backflow Prevention Assembly - **(DC)**
2. Reduced Pressure Principle Backflow Prevention Assembly – **(RP)**
3. Air Gap Separation – **(AG)**

Plants, facilities, or situations which are not listed in this section shall be evaluated on a case by case basis and the appropriate type of protection shall be as determined by the District and the Department.

The required minimum level of service connection protection at specific plants and facilities shall include the following:

1. Automotive Plants – **RP**
2. Autopsy Facilities – **RP** or **AG**
3. Auxiliary Water Supply – **RP**

4. Beverage Bottling Plants – **RP**
5. Boilers – **RP**
6. Breweries – **RP**
7. Buildings:
 - a. Hotels, apartment houses, public and private buildings, or other structures, where sewage pumps and/or sewage ejectors have been installed. This does not include a single family residence that has a sewage lift pump. - **RP**
 - b. Any commercial structure in which the specific business activity cannot be ascertained. – **RP**
 - c. All new commercial construction – **RP**
 - d. Multi-storied buildings that use booster pumps or elevated storage tanks to distribute potable water within the premises. – **RP**
 - e. Any buildings that exceed eighty feet (80') in height as measured from the service connection to the highest water outlet. – **RP**
8. Canneries, Packing Houses, and Reduction Plants – **RP** or **AG**
9. Chemical Plants – Any premises served from the District where there is a facility requiring the use of water in the industrial process of manufacturing, storing, compounding or processing chemicals. This will also include facilities where chemicals are used as additives to the water supply or in the processing of products. – **RP - AG**
10. Chemically Contaminated Water Systems – Any premises, served from the District where chemicals are used as to the water supply, or where the water supply is used for transmission or distribution of chemicals, or where in the compounding or processing of products. – **RP**
11. Cold Storage Plants – **RP**

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12. Convalescent Homes – **RP**

13. Dairy Processing Plants – **RP**

14. Dental Clinics – **RP**

15. Dry Cleaning Facilities – **RP**

16. Dye Works – **RP**

17. Film Processing Facilities or Film Manufacturing Plants – **RP**

18. Fire Protection Systems that are supplied from a Public Water System:

- a. Premises where the fire protection system is directly supplied from the District and there is an auxiliary water supply on or to the premises (not interconnected) – **RP**
- b. Premises where the fire protection system is supplied from the District and where either elevated storage tanks or fire pumps which take suction from private reservoirs or tanks are used – **RP**
- c. Premises where the fire protection system is directly supplied from the District and interconnected with another public water system – **RP**
- d. Premises where the fire protection system is supplied from the District and interconnected with an auxiliary water supply – **RP**
- e. Premises where the fire protection system is supplied from the District and contains any hazardous substance, including but not limited to anti-freeze and wetting or foaming agents – **RP**
- f. Premises where the fire protection is supplied from the District and where recycled water is used in a separate piping system within the same building – **RP**

19. Hospitals - **RP**

20. Ice Manufacturing Plants – **RP**

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21. Irrigation Systems:

- a. Premises or locations where facilities are installed for pumping, injecting, or spreading fertilizers, pesticides, or other hazardous substances – **RP**
- b. Irrigation systems subject to contamination from submerged inlets, auxiliary water supplies, ponds, reservoirs, swimming pools, and other sources of stagnant, polluted, or contaminated water – **RP**
- c. Premises or locations having a separate service connection for irrigation purposes – **RP**
- d. Residences using recycled water for landscape irrigation as part of a dual plumbed use area – **RP**

22. Laboratories including, but not limited to, teaching institutions, biological and analytical facilities - **RP**

23. Laundries (commercial) – **RP**

24. Medical Buildings and Clinics – **RP**

25. Metal Manufacturing, Cleaning, Processing, or Fabricating Plants – **RP**

26. Morgues – **RP**

27. Mortuaries – **RP**

28. Multiple Services includes two or more interconnected services provided to a single customer complex - **RP** at or as close as possible to each service connection

29. Nursing Homes and Clinics - **RP**

30. Oil/Gas Production, Storage, or Transmission Facilities - **RP**

31. Ornamental Fountains and Ponds with recirculating pumps – **RP**

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32. Paper and Paper Products Manufacturing Plants – **RP**
33. Plastic Manufacturing, Extruding, and Injection Molding – **RP** (see Chemical Plants)
34. Plating Plants – **RP**
35. Portable Chemical Spray or Cleaning Equipment which can be connected to the potable water system – **AG**
36. Private Wells – **RP**
37. Radioactive Materials or Substances (Plants or Facilities that Process, Handle, or Store) – **RP**
38. Recirculating Pumps – **RP**
39. Recirculating Hot Water Systems – **RP**
40. Recycled Water Distribution Systems:
 - a. Premises where the public water system of the District is used to supplement the recycled water system – **AG**
 - b. Premises where recycled water is used and there is no interconnection with the District public water system – **RP**
41. Restricted, Classified or Other Closed Facilities – **RP**
42. Rubber Manufacturing Plants (natural or synthetic) – **RP**
43. Sand and Gravel Plants - **RP**
44. Sanitariums – **RP**
45. Schools, Colleges, and Universities (when actual or potential health hazards exists on the premises) – **RP**
46. Sewage and storm Drain Facilities – **RP**

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47. Sewer Flushing through Manhole or Clean-out – **AG**

48. Solar Heating Systems:

- a. Solar collector system which contains any hazardous substance and where there is a direct make-up connection to the public water system – **RP**
- b. Service connection protection is not required for a “once through” solar heating system including, but not limited to, domestic hot water systems.

49. Steam Generating Facilities/Steam Boiler Plants - **RP**

50. Vehicle Washing Facilities - **RP**

51. Veterinary Clinics - **RP**

52. Water Tanks Trucks - **RP**

**SECTION V – INSTALLATION OF BACKFLOW PREVENTION
ASSEMBLY**

A. NEW COMMERCIAL SERVICE CONNECTIONS – It shall be the customer’s responsibility, and expense, to provide for the installation of the [backflow prevention](#) assembly in accordance with District requirements and at a location approved by the District by one of the following methods. [Installation of a backflow prevention assembly where required by the District shall be a condition of water service.](#)

1. INSTALLATION BY THE CUSTOMER – A backflow prevention assembly may be installed by the customer. Installation is subject to inspection by the District to determine that all requirements have been met before being put into service.
2. INSTALLATION BY THE DISTRICT – A backflow prevention assembly may be installed by the District at the customer’s expense. The customer shall deposit, in advance, the estimated cost of the assembly and the installation. The final billing [from the District](#) to the customer shall be the actual cost of the work.

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B. EXISTING COMMERCIAL SERVICE CONNECTIONS WITHOUT BACKFLOW PREVENTION ASSEMBLIES – Whenever the District determines that an approved backflow prevention assembly is required (at the customer’s water service connection) under this Resolution, for the safety of the water system, the District or its designated agent shall give notice in writing to the customer. The customer shall install an approved backflow prevention assembly(s), in accordance with current District installation specifications and guidelines, at the customer’s own expense; and, failure, refusal or inability on the part of the customer to install and maintain the assembly(s), shall constitute grounds for discontinuing water service to the premises until all requirements have been satisfactorily met. The approved assembly(s) must be installed and tested within sixty (60) calendar days for all assemblies measuring less than or equal to 2.5” in size, and within ninety (90) calendar days for all assemblies measuring 3” or larger in size.

~~B.~~ The District Specialist will inspect the premises of existing service connections, and in compliance of the Ordinance, shall determine if the premise(s) requires a backflow prevention assembly. If it is determined that a backflow prevention assembly is required, the installation of a backflow prevention assembly shall be a condition of continued water service.

~~C.~~ Installation shall be accomplished by one of the two methods listed in paragraph “A” above. If a customer fails to provide for the installation of the backflow prevention assembly within a reasonable time limit set forth in a written notification from the District, the District shall have the right to suspend water service to the premises being served. Alternatively, at the District’s option, and upon notification of the customer, the District may install the backflow prevention assembly and charge the customer the entire cost of the assembly and its installation.

D.C. EXISTING BACKFLOW PREVENTION ASSEMBLIES –

1. Backflow prevention assemblies in service at the time of adoption of this ordinance which do not comply with the provisions of this ordinance may continue to remain in use until such time as the assembly is determined to be defective and necessitating repair, or until such time as the premises facilities are changed thereby dictating a higher degree of required protection.

2. Any such assembly that is determined to be defective ~~and needing repair~~ shall be repaired or replaced by an assembly within the time period described in paragraph “B” above, that is approved by the District and complies with the provisions of this ordinance.

SECTION VI – INSTALLATION REQUIREMENTS FOR BACKFLOW PREVENTION ASSEMBLIES

A. Air-Gap Separation (AG) :

1. An air-gap separation shall be located on the customer’s side of, and as close as possible to, the service connection as approved by the District.

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Commented [7]: The District may also consider providing a definite period of time in which a customer must comply with requirements to install a backflow prevention assembly, as doing so reduces the credibility of a claim that the District’s imposition of a time frame on a case-by-case basis is arbitrary. For example, the District could include a provision similar to the following:

“Whenever the District determines that an approved backflow prevention assembly is required (at the customer’s water service connection; or, within the customer’s private water system) under this Ordinance, for the safety of the water system, the District or its designated agent shall give notice in writing to the customer to install an approved backflow prevention assembly(s) at a specific location(s) on the customer’s premises. The customer shall install an approved backflow prevention assembly(s), in accordance with current District installation specifications and guidelines, at the customer’s own expense; and, failure, refusal or inability on the part of the customer to install, test and maintain the assembly(s), shall constitute grounds for discontinuing water service to the premises until all requirements have been satisfactorily met. The approved assembly(s) must be installed and tested within ninety (90) calendar days for all assemblies measuring less than or equal to 2.5” in size, and within one-hundred eighty (180) calendar days for all assemblies measuring 3” or larger in size.”

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2. All piping from the service connection to the receiving tank shall be above grade and visible unless otherwise approved by the District.

3. There shall be no outlet, tee, tap, take-off, or connection of any sort, to or from the supply pipe line, between the service connection and the air-gap separation.

B. Reduced Pressure Principle Backflow Prevention Assembly (**RP**)

1. RP to be installed above ground, in a horizontal and level position, on the customer's side of, and as close as possible to, the service connection as approved by the District.

2. RP to be installed a minimum of twelve inches (12") above, and a maximum of thirty six inches (36") above, finished grade as measured from the bottom of the assembly, and shall be readily accessible for maintenance and testing.
3. There shall be no outlet, tee, take-off, or connection of any sort, to or from the supply pipe line, between the service connection and the backflow prevention assembly.
4. RP shall be installed such that no part of the assembly will be submerged during normal operating and weather conditions.
5. Installation of assembly, approved by the District, to be elevated five feet (5') above grade shall be provided with a permanent platform capable of supporting a tester or maintenance person.

C. Double Check Valve Backflow Prevention Assembly (DC)

1. DC to be installed above ground, in a horizontal and level position, on the customer's side of, and as close as possible to, the service connection as approved by the District.
2. DC to be installed a minimum of twelve inches (12") above, and a maximum of thirty six inches (36") above, finished grade as measured from the bottom of the assembly, and shall be readily accessible for maintenance and testing.
3. There shall be no outlet, tee, tap, take-off, or connection of any sort, to or from the supply pipe line, between the service connection and the backflow prevention assembly.
4. Installation of assembly, approved by the District, to be elevated five feet (5') above grade shall be provided with a permanent platform capable of supporting a tester or maintenance person.

SECTION VII APPROVAL OF BACKFLOW PREVENTION ASSEMBLIES

The District LIST OF APPROVED BACKFLOW PREVENTION ASSEMBLIES is limited to those assemblies manufactured by Wilkins, Febco, or Watts which appear on the current "List of Approved Backflow Prevention Assemblies" as published by the Approved Testing Laboratory, the University of Southern California, Foundation for Cross-Connection and Hydraulic Research.

Commented [8]: Do you want to give the customer an option to try to prove to the District that another product would also work? If so, we could add that language to the ordinance.

Commented [BH9R8]: I would not, as there are other devices that are on the USC list that we know are inferior and that we would rather not have in the District.

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Investigation and evaluation of backflow prevention assemblies shall include design and material specifications, laboratory testing and field evaluation, as delineated in the current edition of the “Manual of Cross-Connection Control”, published by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research.

SECTION VIII – CUSTOMER RESPONSIBILITY

It shall be the responsibility of the customer to furnish, install in a manner approved by the District, keep in good working order and safe condition, any and all backflow prevention assemblies as required by this ordinance. The District shall not be responsible for any loss or damage directly or indirectly resulting from or caused by any improper or negligent installation, operation, use, repair or maintenance of, or interfering with, any backflow prevention assembly, required by this ordinance, by any customer, or any other person.

If a backflow prevention assembly is removed for repair, the customer shall provide that an approved backflow prevention assembly be temporarily installed in its place and tested by a District tester before water service is resumed.

SECTION IX – TESTING AND REPORTS

- A. Any customer at whose premises any backflow prevention assemblies are installed, shall have each such assembly tested at the time of installation and annually thereafter or more often as required by the District. All such tests shall be conducted at the expense of the customer by District staff. Backflow prevention assemblies shall be repaired or replaced at the expense of the customer whenever they are found to be defective.
- B. Reports of tests of backflow prevention assemblies shall be filed with the District and be kept for a minimum of three (3) years.

SECTION X – AUTHORITY TO INSPECT

The customer’s premises shall be available for inspection at all reasonable times to authorized representatives of the District to determine if protection of the public water system is required, and shall be a condition for continued water service.

Commented [10]: The District might consider limiting the breadth of this language to avoid potential challenges to the District’s authority to regulate cross-connections. Instead, the District may wish to consider the following language:

“In those instances where the District deems the potential hazard to be great enough, the District may require field tests at more frequent intervals. The District will notify affected customers by mail when testing of an assembly is needed and also supply users with the necessary forms which must be filled out each time an assembly is tested or repaired. It shall be the responsibility of the customer to see that these tests are conducted in a timely manner. The customer will be notified not less than thirty (30) calendar days before the due date that the assembly(s) is due for testing. “Past Due” notices will be sent to any customer who has failed to have the assembly(s) tested by the due date. If the assembly(s) are not tested by the due date shown on the past due notice, a termination notice fee will be applied to the account and a service disconnection notice will be issued, which shall be delivered in person or by telephone 48 hours before termination of service. These tests shall be at the expense of the water user and shall be performed by a certified tester approved by the District. Deficient assemblies shall be repaired, overhauled or replaced at the expense of the customer whenever the assemblies are found to be defective. Records of all tests, repairs and overhaul shall be kept and made available to the District. Test reports that are not completed by a given due date will be subject to penalty fees and possible discontinuance of water service.”

Commented [BH11R10]: The existing language is satisfactory, as the District does all testing and does not accept tests from outside vendors.

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SECTION XI – ENFORCEMENT

The District, and its authorized representatives, shall have the authority to enforce this Ordinance.

Any customer who violates any of the provisions of this ~~Ordinance~~Resolution, or later bypasses or renders inoperative any backflow prevention assembly installed under the provisions of this ~~Ordinance~~Resolution may be subject to discontinuance of water service as set forth in this section. Water service shall not again be rendered until such violations have been corrected as ~~found~~determined by the District. Prior to discontinue water service, District shall provide notice of the violation, which shall include a general description of the violation and the procedures for appealing the notice. Anyone seeking to dispute the violation may request a hearing before the General Manager by filing a request within ten (10) days of the notice. If requested, the General Manager shall conduct a hearing to determine the existence of the violation and the his or her decision shall be final. Notwithstanding the foregoing, in the event that the violation presents an immediate threat to the health and safety, the District may terminate water service without providing advance notice or the opportunity for a hearing. In such event, the affected person shall receive notice as soon as possible and may request and receive a hearing in the manner otherwise set forth in this section.

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Commented [12]: The District may wish to consider a severability provision to protect the Ordinance from being nullified if one section is deemed impermissible by a court. For example:

SECTION XII—SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

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CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : Customer Advisory Committee Update - Customer Engagement Component for the Project 2030 Water Main Replacement Program and District-wide Water Meter Replacement Program

STATUS : Information Item

REPORT DATE : August 03, 2017

PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk
Hilary Straus, General Manager

Staff will provide an update to the Board on the status of the creation of the Customer Advisory Committee (CAC) at the August 16, 2017 Board of Directors Meeting. The CAC will act as the primary customer engagement vehicle for both the Project 2030 Water Main Replacement Program and the District-wide Water Meter Replacement Program.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : Project 2030 Study Update
STATUS : Information Item
REPORT DATE : August 03, 2017
PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk
Hilary Straus, General Manager

Engineering Manager Missy Pieri will provide an update to the Board on the status of the Project 2030 Water Main Replacement consultant selection process at the August 16, 2017 Board of Directors Meeting.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : METER REPLACEMENT STUDY UPDATE
STATUS : Information Item
REPORT DATE : August 03, 2017
PREPARED BY : Hilary Straus, General Manager
Rex Meurer, Water Efficiency Supervisor

Staff will provide an update to the Board on the status of the Meter Replacement Program Request for Proposals (RFP). Staff will also update the Board on efforts to identify other water district partners who may wish to participate in the Meter Replacement Program Study with a potential goal of developing a multi-agency program.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : CORPORATION YARD SAFETY IMPROVEMENTS PROJECT UPDATE
STATUS : Information Item
REPORT DATE : August 07, 2017
PREPARED BY : Chris Castruita, Management Services Supervisor/Chief Board Clerk
Hilary Straus, General Manager

Project Manager Paul Dietrich will provide an update to the Board on the status of the Corporation Yard Safety Improvement Project.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS AUGUST 16, 2017 REGULAR MEETING

SUBJECT : UPDATE ON SCHEDULING OF BOARD MEETINGS AND
COMMUNICATIONS
STATUS : Information Item
REPORT DATE : August 07, 2017
PREPARED BY : Chris Castruita, Management Services Supervisor/Chief Board Clerk
Hilary Straus, General Manager

OBJECTIVE:

Consider calling for a Special Meeting of the Board of Directors at 6:30 PM on August 30, 2017 for the purpose of conducting a 2018 Budget Workshop Meeting. Provide direction to staff as appropriate for the purpose of scheduling regular staff communications to the Board of Directors.

BACKGROUND AND ANALYSIS:

In recent years, Citrus Heights Water District (CHWD) has held initiated its Budget Development process by presenting the “building blocks” of the operations and capital budgets, the key assumptions for budget development, and highlighting how the proposed budget will fund the Board’s strategic planning goals. Also, the late August Budget Workshop has included funding/rate options for the Board’s consideration.

The meeting is proposed for Wednesday, August 30 (an original date for this Workshop of August 28 was previously discussed with the Board).

Additionally, staff seeks input on the schedule of the distribution of the FYI Report, a monthly update of programs and projects of interest to the Board.