

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
DECEMBER 20, 2017 beginning at 6:00 PM**



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

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

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

BUSINESS:

B-1. Customer Advisory Committee Candidates (I/D)

Review and discuss the candidate applications for the proposed Customer Advisory Committee.

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours prior to the regular meeting in accordance with Government Code Section 54956.



Hilary M. Straus, General Manager/ Secretary

Dated: December 14, 2017

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
DECEMBER 20, 2017 beginning at 6:30 PM**



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(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-1a. Minutes of the Special Meeting – November 8, 2017
- CC-1b. Minutes of the Regular Meeting – November 15, 2017
- CC-1c. Minutes of the Special Meeting – December 4, 2017
- CC-2. Revenue Analysis Report for November 2017
- CC-3. Assessor/Collector's Roll Adjustment for November 2017
- CC-4. Treasurer's Report for November 2017
- CC-5. Treasurer's Report of Fund Balances for November 2017
- CC-6. Operations Budget Analysis for November 2017
- CC-7. Capital Projects Summary November 2017
- CC-8. Warrants for November 2017
- CC-9. CAL–Card Distributions for November 2017
- CC-10. Summary of 2017 Employees and Directors Training Courses, Seminars and Conference
- CC-11. Employee Recognitions

- CC-12. Long Range Board Agenda (I)
Board Agenda Items Planned for Upcoming Meetings.
- CC-13. Engineering 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. Consider Salary Adjustment for General Manager (A)
Discussion and possible action to approve a salary adjustment for General Manager Hilary Straus.
- CC-19. Summary of Association of California Water Agencies (ACWA) Conference (I)
Overview of sessions attended at the ACWA 2017 Fall Conference.
- CC-20. Discussion and Possible Action to Approve a Notice of Completion (NOC) for the Test Hole Drilling Services Performed at Patton Avenue (A)
Consider adoption of Resolution 16-2017 for the Test Hole Drilling Services performed at Patton Avenue and authorize execution and recording of the Notice of Completion for the Project.

PRESENTATIONS:

- P-1. Sites Reservoir Tour (I/D)
Review and Discuss staff's tour of the proposed Sites Reservoir location.

BUSINESS:

- B-1. Selection of President and Vice President (A)
Consider selection of President and Vice President of the Board of Directors.
- B-2. Appoint 2017-2018 Representatives and Alternates and Amendments to Policy 2300(A)
 1. Consider appointments of member of the Board of Directors or Officers to serve as District representatives to various organizations.
 2. Consider amending District Policy No. 2300, Board Representatives.

B-3. Appoint District Officers (A)

1. Consider appointments of member of the Board of Directors or Officers to serve as District representatives to various organizations.
2. Consider amending District Policy No. 2300, Board Representatives.

B-4. Policy Update – Approval of Probationary Period Policy (A)

Discussion and possible action on policy of probationary periods for new hires.

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

None.

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

- D-1. Regional Water Authority (Dains).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Dains).
- D-5. ACWA Joint Powers Insurance Authority (Dains/Castruita).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Government Issues Committee (Gordon/Meurer).
- D-8. RWA Lobbying Program Update (Gordon/Meurer).
- D-9. Other Reports.

MANAGEMENT SERVICES REPORTS (I):

- MS-1. Corporation Yard Update.
- MS-2. Meter Replacement Study Update.
- MS-3. 2018 Board Meeting Schedule.
- MS-4. Update on Test Hole Drilling Services Performed at Patton Avenue.

CORRESPONDENCE:

None.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

January 17, 2018	6:30 PM	Regular Meeting
February 21, 2018	6:30 PM	Regular Meeting
March 21, 2018	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Hilary M. Straus, General Manager/ Secretary

Dated: December 14, 2017

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
November 8, 2017

The Special Meeting of the Board of Directors was called to order at 6:31 p.m. by President Sheehan and roll was called. Present were:

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

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

VISITORS:

Jim Monteton
Kathy Morris
H. Smith
M. Djokic
Fred Nachbaur
Linda Nachbaur
Lisa Hutchinson
R. Houston Wyatt
Nelly Bulloss
William Bulloss
Steve Mitts
F. H. Gadnile
D.J. Tobar
Calderon
Nancy Graham
Davinder Kapil
Larry Wright
Sherry Moore
Maria Carnes
Robert Nordquist
Greg Shishup
Luke Otterstad

Kathy Sullivan
Fred Sullivan

PLEDGE OF ALLEGIANCE:

Board President Sheehan led the pledge of allegiance.

PUBLIC COMMENTS:

President Sheehan invited the public to comment.

Nancy Graham, Area 9 President, asked if the District can increase its use of groundwater to reduce costs, and whether we pay for groundwater.

General Manager Straus responded that currently groundwater costs are more than surface water. As prices change, there could be more of a mix of groundwater.

CONSENT CALENDAR:

None.

Citrus Heights Water District staff asked Board President Sheehan permission to present agenda items PH-1, PH-2 and PH-3 consecutively before opening the floor for public comment. President Sheehan granted the request.

PUBLIC HEARING:

General Manager Straus announced the Prop 218 Notice was mailed to the public on September 22, 2018; 45 days before today's date of November 8, 2017. CHWD met the statutory requirements for a Prop 218 Public Hearing. Management Services Supervisor Castruita reported that CHWD received a total of 37 protest letters.

2018 Discussion and Possible Action to Approve the Budget

Administrative Services Manager Sohal presented a Power Point presentation of the proposed Operating and Capital Improvement Budgets, and Transfers to Designated Reserves for 2018, and asked the Board to consider adoption of a resolution establishing the Fiscal Year 2018 Operating and Capital Improvement Budgets, and Transfers to Designated Reserves.

Sohal provided the Board with a copy of Resolution 13-2017, establishing the Fiscal Year 2018 Operating and Capital Improvement Budgets, and Transfers to Designated Reserves, which includes a summary of these budgets in the following amounts:

2018 Operating Budget: \$ 12,156,588
2018 Capital Improvement appropriations:

New Capital Projects Request for 2018:	\$ 4,871,993
Previously-Approved Projects Carried Over from 2017:	<u>\$ 1,753,766</u>
Total 2018 Capital Improvements Requests:	\$ 6,625,759
2018 Transfers to Designated Reserves:	\$ 1,762,000

Budget information and rate options have been reviewed by the Board of Directors at three public meetings, including at an August 30, 2017 Budget Study Session, a September 13, 2017 Board meeting and this Public Hearing on November 08, 2017. Moreover, the proposed 2018 CHWD budget, rate program and the District's work program were presented to eleven neighborhood associations throughout Citrus Heights and Orangevale, to two service clubs within Citrus Heights, and to the Citrus Heights City Council.

2018 Operating Budget

The 2018 Operating Budget was prepared with the goal of supporting the District's mission of providing a dependable supply of safe, quality water delivered in an efficient, responsive and affordable manner. Moreover, the proposed 2018 Operating Budget incorporates Strategic Planning goals and objectives identified by the Board, with input from leadership staff, at the Board's Strategic Planning Session held on June 01, 2017. District staff recommends the proposed 2018 Operating Budget as it reflects a balance between maintaining high-quality water service and keeping costs in check.

The 2018 budget continues the practice of estimating the amount of staff time to be spent working on capital improvement projects and allocating the estimated salary and benefit costs to the Capital Improvement Budget. This allocation gives a more accurate picture of the true cost of both day-to-day operations and capital improvements. The 2018 proposed budget allocates \$550,000 of staff salary and benefits to capital projects.

Highlights of proposed 2018 expenditures are summarized below.

Operating Budget:

- An 8% aggregate increase of treated water cost from San Juan Water District due to a projected 9% rate increase and anticipated increase in consumption. The projected quantity of water estimated to be purchased is 12,500 AF, which is greater than the projected 2017 total water purchased.
- \$1.61 million increase in Professional Services, including many Strategic Planning items, for the planning of the Project 2030 Study, Water Meter Replacement Program, Aquifer Storage Recovery (ASR) Study, District policy review/update, rebuild of the rate model, review of the CEQA process for CIP's, review of easements, LAFCo and annexations, website redesign, Water Supply Agreement, and Intertie Agreement updates.
- \$185,840 increase in Employee Retirement Benefits for the OPEB Unfunded Actuarial Liability (UAL) payment as part of a 20 year payoff and CalPERS UAL payment as part of 15 year payoff.
- \$46,615 increase in annual permit fees by the State Water Control Resources Board.
- \$35,000 increase in Election Expense for the 2018 elections for placing a District election on the Sacramento and Placer County ballots.

Capital Improvements Budget

New Capital Projects Request for 2018:	\$ 4,871,992
Previously-Approved Projects Carried Over from 2017:	<u>\$ 1,753,766</u>
Total 2018 Capital Improvements Requests:	<u>\$ 6,625,759</u>

Highlights of proposed 2018 Capital Projects are summarized below:

- Replacement of annual aging customer water services budgeted at \$850,000.
- Five water main replacement or installation projects, scheduled to start design in 2018 with construction targeted for 2019 at a total cost of \$2.03 million.
- Equipment replacements and new equipment totaling \$567,000 for 2018, including carryover amount of Upgrades/Replacements to the Document Management System and Server Upgrades from 2017 of \$387,000.
- Groundwater Well property acquisition carryover of \$770,000
- Groundwater Well No. 7, with design scheduled to start in 2018 at a total cost of \$257,500

Designated Reserves Transfers:

- Reflects a transfer of \$100,000 to replenish the Rate Stabilization Reserve in 2018. Note – \$66,000 in 2019 is proposed to be transferred to complete the replenishment of the Reserve due to the 2015 drawdown of \$366,000 as a result of the drought.
- Accrual of the Water Efficiency Reserve of \$50,000.
- Accrual of the Water Supply Reserve of \$1,150,000.
- Maintain transfer of \$300,000 into the Water Meter Replacement Reserve for accrual of funds toward Meter Replacements at the end of their useful life, projected to start in 2025.

Total Operating and Capital Budgets for 2018:

Total New Funding Requirements for 2018 Budgets: \$18.79 million
(Operating Budget + CIP Budget + Transfers to Designated Reserves)
(\$12.16 million + \$4.87 million + \$1.76 million = \$18.79 million)

Previously Approved CIP Budget Carryover: \$ 1.75 million
(2017 Projects carried forward to 2018)

Total Budget for 2018: \$20.54 million

Administrative Services Manager Sohal recommended that the Board conduct a Public Hearing on the proposed Operating and Capital Improvement Budgets, and Transfers to Designated Reserves for 2018, and adopt Resolution 13-2017, establishing the Fiscal Year 2018 Budget, and Transfers to Designated Reserves during the November 8, 2017 Public Hearing.

2018 Water Rates and Miscellaneous Charges and Fees

Administrative Services Manager Sohal presented a Power Point presentation for the proposed Water Rates and Miscellaneous Charges and Fees for 2018, and asked the Board to consider adopting the accompanying resolution establishing Water Rates and Miscellaneous Charges and Fees for Citrus Heights Water District for 2018 during the November 8, 2017 Public Hearing.

Notice of the November 8, 2017 Public Hearing was mailed to all District property owners on September 22, 2017 as part of the required Proposition 218 notification. Notice was posted on the District's web site, and posted on the public notice board at the entrance to the District Office.

The Board conducted a budget and rate study session on August 30, 2017. At that study session, the Board considered a number of rate options and corresponding operating and capital impacts based upon an assessment of the District's Long-term Financial Plan (Rate Model). The Board provided additional direction to staff on September 13, 2017 to distribute a Proposition 218 Notice which included the maximum rates that the Board would consider at a public hearing on November 08, 2017.

The maximum rate adjustment to be considered by the Board on November 08th is based on a financial assessment whereby future annual increases, including the 2018 rate increase being considered by the Board on November 08th, will enable the District to plan for operational budgetary increases and complete needed Capital Improvement projects without the need to incur additional debt in the near future.

As of the date of this report, the District has received 21 written protests from property owners (Attachment 2). Directors have been provided with copies of the written protests along with their agenda packets for this Board meeting. Any additional written protests received before the time of Public Hearing will be presented to Directors at the Public Hearing.

2018 Schedule of Water Rates, Fees and Charges

A schedule comparing current 2017 rates with the proposed 2018 Water Rates, Fees and Charges to be considered by the Board accompanied this report. Significant elements of the 2018 water rate schedule are as follows:

- Increases to bi-monthly service charges in 2018 for a typical single-family residential customer are \$3.36 (or \$1.68 per month) based on a monthly consumption of 20 units of water. Costs for other customer classifications and meter sizes will increase between \$1.42 and \$16.04 bi-monthly for meter sizes from 1½-inch to 4-inch, respectively.
- Consumption charges are proposed to increase from \$0.9871 cents to \$1.0187 per 100-cubic-foot-unit of water (748 gallons); a net increase of 3.16 cents per 100-cubic-foot-unit of water.
- Other charges such as Wheeling Water Charges, Construction Meters, and Fire Sprinkler Charges are proposed to increase consistent with the overall rate increase.

- Adjustments to other charges and fees are based on staff analysis of the staff time, equipment, materials and other costs involved in providing the specified services.

The following additional information accompanies this report:

- A copy of the District's Public Hearing Notice of projected water rate increases required by Proposition 218.

Administrative Services Manager Sohal recommended that the Board conduct a Public Hearing on the proposed Water Rates and Miscellaneous Charges and Fees for 2018, and adopt Resolution No. 14-2017 Establishing Water Rates and Miscellaneous Charges and Fees for Citrus Heights Water District for 2018.

2018 Capacity Charges

Administrative Services Manager Sohal presented a Power Point presentation with proposed Capacity Charges for 2018, and asked the Board to consider adoption of a resolution establishing Capacity Charges for Citrus Heights Water District for 2018.

A copy of Resolution 14-2017, adopting Capacity Charges for CHWD for 2018, was provided to the Board. The resolution includes a schedule of Capacity Charges. Capacity charges are a method for ensuring that new connections, reconnections or enlarged connections to the District's water system are assessed for their equitable share of capacity in the existing facilities and assets of the District. The District uses a "System Buy-In Methodology" which recognizes the current value of providing the capacity needed to serve additional users, based on the replacement cost of the assets of the District less depreciation.

Proposed Capacity Charges for 2018 were calculated in accordance with District Policy No. 7500, Capacity Charges. Although these Capacity Charges will be adopted as a separate Board action, once adopted, they will be incorporated in the schedule of CHWD Water Rates and Miscellaneous Charges and Fees for 2018.

Sohal recommended for the Board to conduct a Public Hearing on the proposed Capacity Charges for Citrus Heights Water District for 2018, and adopt Resolution No. 14-2017 Establishing Capacity Charges for Citrus Heights Water District for 2018.

President Sheehan declared the public hearing open.

Kathy Morris: When we turn on tap water, we do not need to worry about water. Thank you. I am concerned about unfunded mandates and I have concerns about places in the state that do not have a board to control mandates.

Fred Sullivan: (Retired banker and accountant) I have been a resident of Citrus Heights since 1984. I appreciate all that you do. I know that everything has a lifespan. I don't have a problem

with development and maintenance. I question whether we should front load those cost when interest rates are at historic lows. When was the last time CHWD was audited by outside agencies?

President Sheehan requested staff to respond to the question. General Manager Straus and Administrative Services Manager Sohal explained that CHWD finances are audited annually by an outside auditing firm, and this information is available on the District website.

Oleg Shisko: I moved to Citrus Heights 8 months ago. I am concerned that rates are increasing. This hearing is very informative. It just seems like Californians are taxed to death. I'm concerned that rates are rising. Please keep rates low as feasible. Do you plan to increase rates in following years?

President Sheehan requested a response from staff. General Manager Straus stated that finances and various analyses are reviewed annually to determine whether to recommend a rate increase.

Davinder Kapil: Thank you for information. Based on the presentation, it sounds as though rate increases are not yet set in stone. When is this going to be decided, in 2019? What needs to happen for rate increases to not happen? I recently moved to the area and am shocked to see that I am assessed a sewer fee.

President Sheehan requested a response from staff. General Manager Straus explained that the decision to enact the proposed rate increases would be made at this evening's meeting.

Larry Wright: I am a long time resident. I have concerns and questions. Is San Juan obsolete? Why are we the bank for them? There are only two zip codes: 95621 and 95610. Wages and benefits for retirees have not had an increase in social security. We are on fixed incomes. We don't have resources to facilitate what is necessary for the area. Not our fault. It is that fault of people who came before. We are acting as the bank for San Juan. The rate increases should be for San Juan Water District, not us.

President Sheehan requested a response from staff. General Manager Straus briefly discussed the District's relationship with San Juan Water District.

Nancy Graham: If we do take more groundwater, would rates go up to us? Is there a Low-income program for those on social security?

President Sheehan requested a response from staff. General Manager Straus and Administrative Services Manager Sohal explained that under current state law the District is not allowed to have a low-income program or discount water rates to different people based on need.

William Bulloss: This is an informative presentation. Proposed increase is insignificant. Concern is that if it goes without comment, do we see greater increases in subsequent years and will be the impact of people on fixed incomes?

President Sheehan requested a response from staff. General Manager Straus reiterated that finances and various analyses are reviewed annually to determine whether to recommend a rate increase.

Robert Houston Wyatt: Years ago, I was on a flat rate. I'm metered now and paying the difference. Where did you vote on Governor Brown's tunnel system? What is the average bill sent to the 19,000 connections under drought conditions mandated by Governor Brown? What is the total revenue for CHWD in 2017? What is unit cost for groundwater vs surface water? I also want to know if employee salaries are being increased this year, and how are those increases determined? What is the average increase? I am against any increase because I would like to see more accountability.

President Sheehan requested a response from staff. General Manager Straus gave a brief response to the various questions.

Deborah Tober: We are being charged for flat fees for dirty water. I've been a resident for 58 years. I'm blessed to have water here. How can you be proud of a place you can't afford to get water? We are being charged an unfiltered water flat rate. It's bad when your water costs just as much as it does to pump at gas stations.

President Sheehan requested a response from staff. General Manager Straus and Water Resources Supervisor Hensley gave a brief response on the quality of CHWD water.

Director Dains responded that CHWD is an enterprise agency which obtains no funding from the state. Director Riehle invited all visitors to come out to future Board Meetings and thanked the CHWD staff and Board for all of their work.

President Sheehan emphasized that decisions are not just made in vacuum by staff and Board. CHWD has experts from outside agencies as well as auditors who are reviewing work.

ACTION: Director Riehle moved to and Director Dains seconded to approve Operating and Capital Improvement Budgets, and Transfers to Designated Reserves for 2018, and adopt Resolution 13-2017, establishing the Fiscal Year 2018 Budget, and Transfers to Designated Reserves during the November 8, 2017 Public Hearing.

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

ACTION: Director Dains moved to and Director Riehle seconded to approve Water Rates and Miscellaneous Charges and Fees for 2018, and adopt Resolution No. 14-2017 Establishing Water Rates and Miscellaneous Charges and Fees for Citrus Heights Water District for 2018.

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

ACTION: Director Riehle moved to and Director Dains seconded to approve Capacity Charges for Citrus Heights Water District for 2018, and adopt Resolution No. 14-2017 Establishing Capacity Charges for Citrus Heights Water District for 2018.

The motion carried 3-0 with all Directors voting yes

BUSINESS:

None.

CONSULTANTS' AND LEGAL COUNSEL REPORT:

None.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS:

None.

MANAGEMENT SERVICES REPORT:

None.

CORRESPONDENCE:

None.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

November 15, 2017	6:30 PM	Regular Meeting
December 20, 2017	6:30 PM	Regular Meeting

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:50 PM.

APPROVED:

HILARY M. STRAUS
Secretary
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
November 15, 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
Chris Castruita, Management Services Supervisor/Chief Board Clerk
David Gordon, Operations Manager
Missy Pieri, Engineering Manager/District Engineer
Rex Meurer, Water Efficiency Supervisor
Alberto Preciado, Senior Accountant
Brian Hensley, Water Resources Manager

VISITORS:

Adam Robin, Legislative and Regulatory Affairs Program Manager, Regional Water Authority
Rob Swartz, Manager Technical Services, Regional Water Authority
Steve Anderson, General Counsel, Best Best & Krieger
Bobbi Bennett, Senior Human Resources Advisor, Regional Government Services

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Minutes of the Regular Meeting – October 18, 2017.
Revenue Analysis Report for October 2017.

Assessor/Collector's Roll Adjustment for October 2017.
 Treasurer's Report for October 2017.
 Treasurer's Report of Fund Balances for October 2017.
 Operations Budget Analysis for October 2017.
 Capital Projects Summary October 2017.
 Warrants for October 2017.
 CAL-Card Distributions for October 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 is 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).

OCTOBER 2017 WARRANTS			
<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64187	Tony/Dorothy J Leon	Customer Refund	\$7,950.00
64188	Gary L. Tingler	Contract Services-Wells	\$1.00
64189	Best Best & Krieger	Legal & Audit	\$13,221.56
64190	Domenichelli and Associates, Inc	Contract Services-Engineering	\$31,187.07
64191	PNP Construction, Inc	Contract Services-Engineering	\$321,172.00
64192	SMUD	Utilities	\$8,835.67
64193	US Bank I.M.P.A.C. Government Services	See November Agenda Item CC-9	\$8,927.40
64194	Charles Goodridge	Customer Refund	\$265.49
64195	Shawne K Boyd	Customer Refund	\$6.79
64196	Chester E/Carole D Hammonds	Customer Refund	\$69.06
64197	Charles L Ledger	Customer Refund	\$134.76
64198	David A/ Marcia E McKean	Customer Refund	\$23.56
64199	Dixon J Allen Jr	Customer Refund	\$166.49
64200	Douglas D Akey	Customer Refund	\$356.63
64201	Ruben/Nadezhda Radu	Customer Refund	\$16.15
64202	Zane D/Sonia T Henry	Customer Refund	\$20.50
64203	Menlo Funding Corp	Customer Refund	\$9.92

64204	Stephen R Vance	Customer Refund	\$13.71
64205	AFLAC	Employee Paid Insurance	\$238.56
64206	CA-NV AWWA	Dues & Subscriptions	\$300.00
64207	Betty Ann Bertoglio	Contract Services- Miscellaneous	\$3,000.00
64208	Robin Cope	Health Insurance	\$412.00
64209	Stan Frank	Customer Refund	\$300.00
64210	Integrity Administrators Inc	Health Insurance	\$291.12
64211	J4 Systems	Contract Services-Other	\$755.00
64212	KBA Docusys Inc	Equipment Rental-Office	\$342.63
64213	Powerplan	Repair-Trucks	\$2,992.88
64214	River City Staffing Group	Contract Services-Conservation	\$2,299.10
64215	Sonitrol	Equipment Rental-Office	\$168.56
64216	Spot on Signs & Graphics	Contract Services- Repair/Maintenance	\$1,193.26
64217	The Lincoln National Life Insurance Company	Disability & Life In	\$6,033.47
64218	J4 Systems	Contract Services-Other	\$546.15
64219	Georgena Cook	Customer Refund	\$19.13
64220	Robert W/Barbara A Martin	Customer Refund	\$19.61
64221	Robert R/Shirley D Rodgers	Customer Refund	\$12.17
64222	Vasily/Natalya Bokoch	Customer Refund	\$1,450.30
64223	Matthew L Dowling	Customer Refund	\$11.30
64224	Jonathan M Alestra	Customer Refund	\$193.04
64225	Alina Champlain	Customer Refund	\$167.44
64226	Nicolas A Fogle	Customer Refund	\$121.32
64227	Robert/Adriana Jenson	Customer Refund	\$74.88
64228	Marianna/Aleksandr Sotnichenko	Customer Refund	\$139.75
64229	Dynamic Asset Solutions LLC	Customer Refund	\$140.70
64230	Dong H Qian	Customer Refund	\$29.07
64231	A&A Stepping Stone Manufacturing	Supplies-Field	\$152.74
64232	ABA DABA Rentals & Sales	Supplies-Field	\$433.60
64233	All American Publishing	Water Conservation-Other	\$374.00
64234	AREA Restroom Solutions	Equip Rental-Field	\$118.76
64235	Bart/Riebes Auto Parts	Repair-Trucks	\$105.47
64236	Consolidated	Telephone-Local/Long Distance	\$1,747.95
64237	Corelogic Information Solutions Inc	Dues & Subscriptions	\$185.83
64238	Corix Water Products, Inc	Material	\$6,018.39
64239	Cybex	Equipment Rental-Office	\$149.21
64240	Fernando G or Lily C Sto Domingo	Toilet Rebate Program	\$150.00
64241	Manuel Duena	Toilet Rebate Program	\$150.00
64242	Damon C. or Priscilla E. Falconi	Toilet Rebate Program	\$75.00

64243	Stephen R or Catherine Ferrie	Toilet Rebate Program	\$75.00
64244	Gaynor Telesystems Incorporated	Contract Services-Other	\$50.00
64245	Grainger	Small Tools	\$163.72
64246	Ferguson Enterprises Inc #1423	Material	\$2,096.19
64247	Lyndon or Cindy Harrison	Toilet Rebate Program	\$75.00
64248	Indoor Environmental Services	Maintenance Agreement-Equipment	\$1,339.32
64249	J4 Systems	Contract Services-Other	\$2,262.50
64250	KBA DOCUSYS	Equipment Rental-Office	\$471.82
64251	KBA Docusys Inc	Equipment Rental-Office	\$529.67
64252	Kei Window Cleaning #12	Janitorial	\$94.00
64253	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$1,793.84
64254	Madison Avenue, Inc	Office Miscellaneous	\$16.75
64255	Moonlight BPO	Contract Services-Bill Print	\$6,173.93
64256	One Print Source & Graphics	Printing	\$229.83
64257	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
64258	Republic Services #922	Utilities	\$207.73
64259	Rescue Training Institute Inc	Fixed Assets	\$675.00
64260	RW Trucking	Contract Services-Miscellaneous	\$260.00
64261	SureWest Directories	Telephone-Local/Long Distance	\$49.00
64262	A. Teichert & Son, Inc.	Road Base	\$922.50
64263	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,890.00
64264	WaterWise Consulting, Inc	Contract Services-Conservation	\$525.00
64265	Tamar Dawson	Continued Education	\$25.00
64266	Paul J/Carol R Spiker	Customer Refund	\$16.29
64267	Monica L Necula	Customer Refund	\$73.88
64268	Debora L Motz	Customer Refund	\$158.78
64269	John Bullock	Customer Refund	\$60.19
64270	Dilafiruz Miller Trust	Customer Refund	\$73.66
64271	Antoinette D Rego	Customer Refund	\$21.48
64272	Jack P/Edna D Hilbert	Customer Refund	\$5.43
64273	Ljiljana Miljkovic	Customer Refund	\$16.89
64274	Yan/Margarita Reznik	Customer Refund	\$5,657.50
64275	Billie A Barker	Customer Refund	\$68.92
64276	Marc E White	Customer Refund	\$27.59
64277	Randall S Weston	Customer Refund	\$6.07
64278	Andrew Roberts	Customer Refund	\$78.16
64279	Martha Goad	Customer Refund	\$7.41
64280	William E/Pamela L Lehtonen	Customer Refund	\$76.01

64281	Sports Destiny Investments INC	Customer Refund	\$11.85
64282	David Pirkkala	Customer Refund	\$8.70
64283	David R Shoff	Customer Refund	\$13.76
64284	Leslie L Davis	Customer Refund	\$110.25
64285	ACWA/JPIA	Workers Comp Insurance	\$1,495.00
64286	Airgas USA, LLC	Supplies-Field	\$1,583.95
64287	Alexander's Contract Services	Contract Services-Meter Read	\$3,436.31
64288	AnswerNet	Telephone-Answering Service	\$273.14
64289	Best Best & Krieger	Legal & Audit	\$4,995.23
64290	Albert A Branson	Customer Refund	\$98.00
64291	BSK Associates	Water Analysis	\$856.00
64292	California Landscape Associates Inc	Janitorial	\$200.00
64293	CHCMB	Water Conservation-Other	\$30.00
64294	City of Citrus Heights	Permit Fees	\$2,109.30
64295	Express Office Products Inc	Office Expense	\$62.37
64296	ICMA Membership Renewals	Dues & Subscriptions	\$1,401.42
64297	J4 Systems	Contract Services-Other	\$446.25
64298	Safa E Kaddis	Customer Refund	\$110.28
64299	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$896.92
64300	Moonlight BPO	Contract Services-Bill Print	\$5,140.17
64301	Pace Supply Corp	Material	\$6,680.00
64302	Missy Pieri	Continued Education	\$25.00
64303	Rapid Information Destruction Services	Equipment Rental-Office	\$40.00
64304	Red Wing Shoe Store	Small Tools	\$488.33
64305	Reed & Graham Inc	Supplies-Field	\$228.42
64306	River City Staffing Group	Contract Services-Conservation	\$2,304.00
64307	Sacramento County Dept of Finance	Utilities	\$35.76
64308	The Sacramento Gazette	Publication Notices	\$96.60
64309	Sacramento Local Agency Formation Commission	Dues & Subscriptions	\$1,872.00
64310	Staples Advantage	Office Expense	\$30.16
64311	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,260.00
64312	Zane Dezign	Contract Services-Conservation	\$1,575.31
64313	Adam Funk	Customer Refund	\$12.94
64314	Jimmy A Ackerman	Customer Refund	\$11.92
64315	Jerld M Hackney Trust	Customer Refund	\$104.18
64316	Victoria L Stevens	Customer Refund	\$48.11
64317	Gretti/Steven Keith Trust	Customer Refund	\$25.62
64318	Carmen L Courtney	Customer Refund	\$113.13
64319	Barbara J Saunders	Customer Refund	\$51.97
64320	William/ Michele Kreisl	Customer Refund	\$231.66

64321	Andrea L Holland	Customer Refund	\$137.14
64322	Eugene M Ganas-Kouklis	Customer Refund	\$198.60
64323	Chris W/Michelle Edge	Customer Refund	\$76.63
64324	Tyler Whaley	Customer Refund	\$18.10
64325	Michael/Vonda Rizzo	Customer Refund	\$51.46
64326	ABA DABA Rentals & Sales	Supplies-Field	\$641.63
64327	Alexander's Contract Services	Contract Services-Meter Reads	\$5,124.74
64328	Avalon Custodial Care	Janitorial	\$695.00
64329	AWWA	Dues & Subscriptions	\$4,022.00
64330	Axcient Inc	Maintenance Agreement-Software	\$444.30
64331	Bart/Riebes Auto Parts	Repair-Trucks	\$49.23
64332	Best Best & Krieger	Legal & Audit	\$5,138.44
64333	Burketts	Office Expense	\$177.73
64334	Corix Water Products, Inc	Material	\$341.58
64335	Dawson Oil Company	Gas & Oil	\$2,146.29
64336	Tamar Dawson	Continued Education	\$80.00
64337	Government Finance Officers Association	Dues & Subscriptions	\$135.00
64338	Ferguson Enterprises Inc #1423	Material	\$1,576.37
64339	J4 Systems	Contract Services-Other	\$527.50
64340	Kaiser Foundation Health Plan, Inc	Health Insurance	\$18,254.37
64341	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$896.92
64342	Moonlight BPO	Contract Services-Bill Print	\$1,323.79
64343	Pace Supply Corp	Material	\$2,342.74
64344	Pacific Gas & Electric	Utilities	\$10.19
64345	Les Schwab Tires	Repair-Trucks	\$607.57
64346	Sharol Smith	Toilet Rebate Program	\$150.00
64347	Sophos Solutions	Contract Services-Other	\$1,440.00
64348	State Water Resources Control Board	Dues & Subscriptions	\$105.00
64349	A. Teichert & Son, Inc.	Road Base	\$2,376.68
64350	Temp A Fence Inc	Supplies-Field	\$785.00
64351	Voyager Fleet Systems Inc	Gas & Oil	\$4,001.44
64352	PNP Construction, Inc	Contract Services-Engineering	\$321,172.00
64353	ACWA/JPIA	Workers Comp Insurance	\$89,590.23
64354	Sharon A Baker	Toilet Rebate Program	\$75.00
64355	Austin Kimbrell	Toilet Rebate Program	\$75.00
64356	Margarita Winn	Toilet Rebate Program	\$150.00
64357	Aleksandr Zhuravel	Toilet Rebate Program	\$225.00
Total			\$953,380.89
ACH	CHASE SEPT 2017	Bank Fee	\$2,814.79
ACH	10/5/17 PAYDAY	PERS	\$16,345.68

ACH	PAYCHEX	Contract Services-Other	\$377.70
ACH	CHASE OCT 2017	Bank Fee	\$2,494.56
ACH	NOV 2017 HEALTH	Health Insurance	\$13,684.34
ACH	OCT 2017 GASB68	PERS	\$30,046.58
ACH	SEPT 2017 FD	Bank Fee	\$104.99
ACH	SEPT 2017 PH	Bank Fee	\$111.29
ACH	SEPT 2017WB	Bank Fee	\$72.99
ACH	VALIC 10/19/17 PAYDAY	Deferred Compensation	\$3,342.50
ACH	VALIC 10/5/17 PAYDAY	Deferred Compensation	\$3,342.50
ACH	VANCO SEPT 2017	Contract Services-Other	\$30.14
ACH	VOYA 10/5/17 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 10/19/17 PAYDAY	Deferred Compensation	\$25.00
ACH	PERS 10/19/17 PAYDAY	PERS	\$16,203.00
ACH	SEPT2017 S FEE	Bank Fee	\$1,899.02
Total			\$90,920.08
Grand Total			\$1,044,300.97
November Checks Approved at November Board Meeting			
64394	ACWA	Dues & Subscriptions	\$14,955.00
64395	ACWA/JPIA	Workers Comp Insurance	\$15,734.60
64396	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving/Concrete	\$100,538.81
64397	Domenichelli and Associates, Inc	Contract Services-Engineering	\$14,482.00
64398	ESRI	Maintenance Agreement-Equipment	\$11,900.00
64399	J4 Systems	Contract Services-Other	\$17,200.32
64400	PNP Construction, Inc	Contract Services-Engineering	\$198,682.00
64401	San Juan Water District	Purchased Water	\$753,047.83
64402	SMUD	Utilities	\$8,425.92
Total			\$1,134,966.48

Employee Recognitions— Seventeen employees received recognition for attendance during September 2017, and twenty-one were recognized for outstanding customer service and quality of work during the month of October 2017. Directors were provided with a list of the employees and items for which each received recognition.

The 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 October 2017.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
PROJECT 2030 Water Main Replacement Project	Engineering	EM/PM	On-going	Yes, 10/18/17 (Award of Contract)	Yes	2017-2018 Master plan for replacement of mains installed in 1960-1985.	Award of contract at the 10/18/17 Board Meeting. Compiling Customer Advisory Committee Apps.
CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project-	Engineering	EM/PM/SCI	On-going	TBD	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Board Award of Contract 07/24/17. Notice to Proceed started 08/10/17. 40% Complete.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Build out	Engineering	EM/PM	On-going	TBD	Yes	2017-18 Master plan for office space requirements through 2040.	Project is currently on hold due to other priorities. Current plan is to start work again in first half of 2018.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	EM/AE	On-going	Yes, 10/18/17, PS&E for approval to bid	Yes	2017 design and construction. Potholing complete.	Out to bid on 10/25/17. Mandatory Pre-bid meeting on 11/08/17. Bids due 11/21/17.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	AE/PM	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Potholing existing utilities complete.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	AE/PM	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Staff to schedule potholing.
CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main	Engineering	AE/GIS	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Design Agreement signed 10/31/17.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" & 6" Water Mains	Engineering	AE/GIS S	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Design Agreement signed 10/31/17. Survey completed on 11/03/17.
CAPITAL IMPROVEMENT PROJECT Mesa Verde High School 12-inch T-Main	Engineering	PM/AE	On-going	Yes, TBD	Yes	Operations staff water main installation.	Began construction on 10/03/17. Pressure test and chlorination completed on 11/02/17. Estimated to be completed by end of 11/17.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	SCI	On-going	Yes, TBD	No	95% Complete.	Valve box installations will be completed during pavement placement. Punch list sent to Contractor on 08/08/17.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 Lot Subdivision	Engineering	EM/SCI	On-going	Yes, TBD	No	7 Lot Subdivision by developer.	Tie-in completed on 11/01/17. Installation of water meter setters pending.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	EM/SCI	On-going	Yes, TBD	No	Medical Office Building by developer.	Coordinate water installation with contractor.
PRIVATE DEVELOPMENT 3 Lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	EM/AE	On-going	No	No	3 Lot Subdivision.	No update.
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	EM/AE	On-going	No	No	15 lot subdivision located on Antelope Road.	Received re-submittal on 10/26/17. Coordinate creek crossing design with engineer.
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	EM/AE	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way	09/13/17 - Sent Will Serve letter. Responded to engineer's questions on 11/02/17.
PRIVATE DEVELOPMENT 7312 Veteran Ln - New SFD	Engineering	EM/AE	On-going	No	No	New home proposed on lot. New meter requested.	Customer needs flow test for fire sprinklers.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	EM/AE	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Reviewed plans and provided comments 09/28/17.
PRIVATE DEVELOPMENT 8027 Holly Dr - Parcel Split 1 - 3	Engineering	EM/AE	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Tentative Parcel Map received 08/21/17. Will Serve letter sent 08/29/17.
PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean	Engineering	EM/AE	On-going	No	No	Commercial Development	Resubmittal comments sent to developer on 11/01/17.
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	EM/AE	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in Spring 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts.
CITY OF ROSEVILLE PROJECT Fair Way Intertie (C15-101)	Engineering	EM/SCI/OM	2017	Yes, 11/2016	Yes	Intertie with City of Roseville on Fair Way.	City of Roseville completed Intertie. Perform project close-out.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
Annexations	Engineering	EM/PM/AE	2018	Yes, TBD	Yes	Strategic Planning Item	New item
Easements	Engineering	EM/PM/AE	2018	Yes, TBD	Yes	Strategic Planning Item	New item

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 91 work orders were performed during the month of October by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 90 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 October 2017 (1,128.97 acre-feet) was 13 percent below that of October 2013 (1,297.42 acre-feet).

Surface Water Supply Reliability

As of November 1, 2017, storage in Folsom Lake (Lake) was at 552,735 acre-feet, 57 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 106,465 acre-feet in the past month.

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

Water Efficiency Program Update

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

ACTIVITIES AND PROGRESS REPORT

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

- 21 ultra-low-flush toilet (ULFT) rebates were processed for the month of October. A total of 145 ULFT rebates have been processed for a total of \$10,875.00 year to date.

- For the period of January-October, 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.
- 21 water waste calls were received during the month of October. 2 reports of water waste were received through CHWD's Drought Resources web page. An additional 7 service requests were generated by staff. A total of 23 contacts have been completed based on these reports.
- The Department of Water Resources (DWR) is proceeding to finalize and validate all SB 555 Wave 4 documents submitted in October. Approval of the documents is pending DWR's review.
- On October 21, staff participated in the Citrus Heights Marching Band's Howl-O-Ween parade and the City of Citrus Heights harvest festival. Staff marched in the parade and handed out mandarins to the crowd. After the parade staff participated in our public outreach booth. The booth focus was on recruitment for the Customer Advisory Committee.
- An Ecolandscape class was held on Wednesday November 1st from 6:00 pm-8:00 pm. The class was held at the Citrus Heights Community Center. The class topics covered winter maintenance of your landscape and irrigation system, tree pruning and other fall gardening techniques. The class was attended by over 40 people.
- 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	213	0%
July	237	241	02%
August	242	229	-05%
September	189	217	15%
October	123	170	38%
November	85		
December	76		

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

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	Sept. 2017	January - Sept. 2017

	Reduction	Reduction
City of Woodland	19.2%	26.3%
California American Water	17.2%	25.3%
Sacramento Suburban WD	15.5%	19.8%
City of Sacramento	15.2%	23.3%
Golden State Water Company	12.6%	20.0%
City of West Sacramento	9.0%	22.0%
Del Paso Manor Water District	8.1%	20.9%
City of Yuba City	8.0%	18.8%
City of Davis	7.8%	21.0%
Elk Grove Water District	7.7%	20.5%
Carmichael Water District	7.3%	20.3%
Rio Linda/Elverta CWD	6.1%	19.7%
Orange Vale Water Company	5.6%	25.5%
Sacramento County Water Agency	5.3%	15.0%
Fair Oaks Water District	4.7%	21.2%
Citrus Heights Water District	4.5%	22.4%
Placer County Water Agency	3.9%	12.2%
San Juan Water District	3.5%	24.1%
El Dorado Irrigation District	2.4%	18.2%
City of Roseville	2.3%	17.2%
City of Lincoln	1.9%	15.2%
Rancho Murieta CSD	1.9%	16.5%
City of Folsom	-3.5%	9.0%
Average	7.2%	19.8%
Minimum	-3.5%	9.0%
Maximum	19.2%	26.3%

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:

State Legislative Update

Operations Manager Gordon introduced Regional Water Authority Legislation and Regulatory Affairs Program Manager Adam Robin, who provided an update on the status of key policy issues that are forecasted in this coming legislative process. Mr. Robin also presented a roadmap for advocacy of these policy issues.

Citrus Heights Water District (CHWD) participates in the Regional Water Authority (RWA) Legislative and Regulatory Advocacy Program and Lobbyist Subscription Program and meets with Adam Robin monthly to:

- 1) Develop positions on legislative activities;
- 2) Shape RWA's engagement and strategies on proposed policy issues; and
- 3) Provide participating agencies with the latest developments on legislative issues and other policy matters.

RWA tracked a total of 164 measures in 2017. The Lobbyist Subscription Program considered 40 of those measures to be analyzed and considered. Measures with an active position to oppose, oppose unless amended, support, and support if amended totaled 16. RWA sponsored two bills in 2017.

Hot topics for 2018 Legislation include:

- AB 1668/SB 606 – Long-term Conservation/Consumption Mandate bills;
- Human Right to Water Legislation: “Safe, Clean, Affordable and Accessible” producing the Public Good Charge/Water Tax- SB 623 and Proposition 218 Reform – SCA 4;
- State Water Resource Control Board AB 401 Statewide Low-Income Ratepayer Assistance Program
- SWRCB Bay/Delta Water Quality Control Plan; and
- Maximum contaminant levels for Chromium-VI, Perchlorate.

The Board discussed the State Legislative update.

Update on Groundwater Sustainability Plan Development

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

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

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

1. Western Placer County;
2. South Sutter Water District;

3. Reclamation District 1001;
4. Sutter County; and
5. Sacramento Groundwater Authority.

CHWD and SGA staff, meets with all the GSA's within the NASB to plan, develop and submit one GSP for the NASB. Mr. Swartz provided an update on the status of the GSP development, and presented a roadmap for future action.

BUSINESS:

STRATEGIC PLAN QUARTERLY UPDATE

Management Services Supervisor/Chief Board Clerk Castruita presented the 2017 Strategic Plan quarterly update.

Beginning with the 2017 budget process, CHWD initiated an annual Strategic Planning process. The goal of Strategic Planning is to bring the Board of Directors and key District staff together to identify and prioritize the District's key policy, program and project issues, and to identify actionable steps to take over the coming year given limited funding and staffing resources. Given that Strategic Planning items are above and beyond daily operations, the need to prioritize issues is critical to the success of the Strategic Plan. CHWD staff utilizes this Strategic Plan as a roadmap in the preparation of the budget for the coming year.

Staff provided a PowerPoint presentation that discussed the 2017 Strategic Plan Quarterly Updates. Management Services Supervisor Castruita stated that staff will return to the Board with further updates to the 2017 plan and an overview of the 2018 plan after the beginning of the New Year.

The Directors discussed the updates provided. Director Dains asked staff to inquire with current and former staff about the District's Water Rights.

COST OF LIVING ADJUSTMENT

Management Services Supervisor/Chief Board Clerk Castruita presented the Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits and Directors' Compensation to the Board for approval/direction of the following:

1. Consider amending District Policy No. 4101.A1 to include a Cost-of-Living Adjustment to the District's Salary Schedule effective January 01, 2018;
2. Consider amending District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule.
3. Provide direction to staff regarding a Cost-of-Living Adjustment for Compensation of the Board of

Directors.

Board members agreed by consensus that the Board of Directors compensation does not need to be altered at this time.

ACTION: Director Dains moved and Director Riehle seconded a motion to authorize a Cost-of-Living amendment to Policy No.4101.A1, District's Salary Schedule effective January 01, 2018 and District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996.

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)

Director Dains reported that at the recent Regional Water Authority meeting, they discussed recent legislation and its potential impacts. He also noted that the RWA Holiday Social will take place on December 7, 2017. Management Services Supervisor/Chief Board Clerk Castruita will take RSVPs for the Board and senior management in order to submit to RWA prior to their deadline.

Sacramento Groundwater Authority (Sheehan)

No report.

San Juan Water District (All)

General Manager Straus reported that SJWD appointed former Sacramento Assistant City Manager Marty Hanneman to the open seat left by Bob Walters. In addition, he will be meeting with SJWD General Manager Paul Helliker to discuss next steps on the Water Meter study.

Association of California Water Agencies (Dains)

Director Dains informed the group that State Senator Jim Nielsen's office will be offering a tour of the proposed Sites Reservoir. General Manager Straus stated that he will have staff attend the tour along with any interested Board Members, and provide a report at an upcoming meeting.

ACWA Joint Powers Insurance Authority (Dains/Castruita)

No report.

Sacramento Local Agency Formation Commission (Riehle)

Director Riehle stated that the advisory committee was taking their annual requests to renew membership on the committee. He suggested that the Board consider discontinuing membership with the Sacramento Local Agency Formation Commission's (LAFCo) advisory committee due to limited time. General Manager Straus stated that participation in the advisory committee should not impact any District business. The Board agreed by consensus to not pursue membership in the LAFCo advisory committee.

City of Citrus Heights (Pieri)

No report.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

Water Efficiency Supervisor Meurer reported that the Government Issues Committee was struggling with participation, and consideration is being given to moving from monthly meetings to quarterly meetings to ensure higher turnout.

Director Riehle mentioned that Cendrinne DeMattei was given the permanent position of Executive Director of the Chamber.

RWA Lobbying Program Update (Gordon/Meurer)

No report.

Other Reports

Management Services Supervisory/Chief Board Clerk Castruita stated that over 30 applications were received for the proposed Customer Advisory Committee. While this far exceed the 17 seats, he informed the Board that nobody applied from a handful of neighborhoods in the service area.

The Board agreed by consensus for staff to move forward with conducting a focused recruitment of individuals from the unrepresented neighborhoods in the service area. Director Sheehan requested that all Customer Advisory Committee applicants be numbered on a District Map. Director Riehle proposed to select 4 CAC members per division and 5 members that represent Citrus Heights at-large. The Board reached a consensus agreement on Director Riehle's proposal.

Operations Manager Gordon presented to the Board an AWWA 50 years of service placard awarded to Citrus Heights Water District.

MANAGEMENT SERVICES REPORT:

Corporation Yard Safety Improvements Update

Engineering Manager/District Engineer Pieri provided an update on the status of the Corporation Yard Safety Improvements Construction Project currently under construction by PnP Construction, Inc.

Construction support throughout the project is being provided by CHWD's construction manager, Domenichelli and Associates. Engineering Manager/District Engineer Pieri presented a PowerPoint presentation for the Board to examine the progress of the project.

Verti-crete sound wall color examples from Skycrest and Bonita were presented to the Board. The Board reached consensus to move forward with the color scheme similar to the Bonita well site.

Meter Replacement Study Update

General Manager Straus and Water Efficiency Supervisor Muerer provided an update on the development of the Meter Replacement Program Request for Proposals (RFP). Staff provided the Board with an update on CHWD's progress in working with several surrounding water districts to develop a multi-agency Water Meter Replacement and Operations program.

Water Efficiency Supervisor Muerer informed the Board that Amy Talbot from Regional Water Authority has begun attending the Meter Replacement Study meeting. General Manager Straus has scheduled meetings with other general managers to discuss cost sharing. Straus will meet with incoming Sacramento Suburban Water District General Manager Dan York on November 19, 2018 and San Juan Water District General Manager Paul Heliker on November 20, 2018 to discuss cost sharing options for the Meter Replacement Study. Action items distributed to agencies with due date of December 7, 2018 and will be incorporated by General Manager Straus and Muerer. Next meeting will be held on January 4, 2018 to review updates.

CORRESPONDENCE:

None.

The Regular Meeting of the Board of Directors was called to break at 9:07 pm. The Board of Directors returned from break and began the closed session at 9:10 pm.

CLOSED SESSION:

Closed Session Regular Meeting Agenda:

CL-1. Pursuant to Government Code Section 54957

Public Employee Performance Evaluation
Title: General Manager

The Closed Session was adjourned at 9:25 pm.

No reportable action.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

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

calendar.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:27 pm.

APPROVED:

HILARY M. STRAUS
Secretary
Citrus Heights Water District

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

DRAFT

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
December 4, 2017

The Special Meeting of the Board of Directors was called to order at 6:10 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:
None.

VISITORS:

Bobbi Bennett, Senior Human Resources Advisor, Regional Government Services

The Board of Directors began the closed session at 6:11 pm.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

None.

PRESENTATIONS:

None.

BUSINESS:

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTOR'S AND REPRESENTATIVE'S REPORTS:

None.

MANAGEMENT SERVICES REPORTS:

None.

CORRESPONDENCE:

None.

CLOSED SESSION:

Closed Session Special Meeting Agenda:

CL-1. Pursuant to Government Code Section 54957

Public Employee Performance Evaluation
Title: General Manager

The Closed Session was adjourned at 7:20 pm.

No reportable action.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

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

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:21 pm.

APPROVED:

HILARY M. STRAUS
Secretary
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
 NOVEMBER 2017
 2017 REVENUE ANALYSIS

CC-2

Outstanding Recievables

Aged Trial Balance					
Total,	Current	31-90	91-150	>150	Unapplied Current
1,015,629	733,625	150,487	7,379	204,589	(80,452)

General Ledger Balance	Total
Outstanding A/R	1,091,846
Outstanding Liens	0
Unclaimed Funds	5,544
Outstanding Grants	1,247
Less Unapplied Payments	(83,595)
Total	\$ 1,015,041

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
November 30, 2017**

Board Of Directors
Citrus Heights Water District

Assessor/Collector Roll Adjustment		
November-17		
	Dollar	Count
DEFAULT		
One-Time Courtesy	\$ 73.58	12
New Owner	\$ 7.22	1
Pay-by-Phone System Delay	\$ 12.16	2
DEFAULT Total	\$ 92.96	15
Grand Total	\$ 92.96	15

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

Reason For Cancellation	Charge Type	Amount
New Owner	DEFAULT	7.22
One-Time Courtesy	DEFAULT	3.71
One-Time Courtesy	DEFAULT	17.70
One-Time Courtesy	DEFAULT	4.16
One-Time Courtesy	DEFAULT	8.11
One-Time Courtesy	DEFAULT	0.67
One-Time Courtesy	DEFAULT	7.81
One-Time Courtesy	DEFAULT	7.08
One-Time Courtesy	DEFAULT	4.36
One-Time Courtesy	DEFAULT	3.81
One-Time Courtesy	DEFAULT	7.32
One-Time Courtesy	DEFAULT	3.26
One-Time Courtesy	DEFAULT	5.59
Pay-by-Phone System Delay	DEFAULT	6.82
Pay-by-Phone System Delay	DEFAULT	5.34

\$ 92.96

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT
 Month of November 2017

CC-4

Bank of the West			
Beginning Balance			\$5,780,302
RECEIPTS:			
		1,480,770	
DISBURSEMENTS:			
Checks Issued / ACH Payments	1,414,275		
Payroll	449,190		
Returned Checks	1,704		
		1,865,169	(384,399)
Bank of the West			
Balance per Bank November 30, 2017			5,395,903
Outstanding Checks			(99,654)
Deposit in Transit			65,866
Balance Per Books November 30, 2017			\$5,362,115

RECONCILEMENT:			
Bank of the West			\$5,362,115
Local Agency Investment Fund			6,121,934
COP Reserve Account			4,934
Money Mkt Activity Account			530,584
TOTAL BALANCE			\$12,019,566

CASH & INVESTMENT SUMMARY:			
Bank of the West (General Account)			\$5,362,115
Local Agency Investment Fund			6,121,934
COP 2010 Reserve Account			4,934
Money Mkt Activity Account			530,584
Total			\$12,019,566

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	1.07%	16,524.65	10/13/2017

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

Signed: 12/13/2017

TREASURER'S REPORT OF FUND BALANCES
November 30, 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 11/30/2017	2017 Target Balance per Policy
Operating Fund	\$ 3,040,083	\$ 37,598,226	\$ (36,661,068)	\$ 1,480,770	\$ (1,865,169)	\$ 3,592,842	\$ 2,334,017
Operating Reserve	\$ 1,912,263	\$ 3,420,802	\$ (2,357,779)			\$ 2,975,286	N/A
Rate Stabilization Fund	\$ 634,000	\$ 200,000				\$ 834,000	\$ 1,000,000
Capital Improvement Reserve	\$ 845,856	\$ 10,477,945	\$ (8,669,776)			\$ 2,654,025	\$ 2,644,621
Restricted for Debt Service	\$ 536,963					\$ 536,963	N/A
Water Supply Reserve	\$ -	\$ 200,000				\$ 200,000	N/A
Water Efficiency Reserve	\$ -	\$ 150,000				\$ 150,000	\$ 200,000
Water Meter Replacement Reserve	\$ -	\$ 1,025,000				\$ 1,025,000	N/A
Fleet Equipment Reserve	\$ 291,569	\$ 200,000	\$ (141,500)			\$ 350,069	\$ 318,559
Employment-Related Benefits Reserve	\$ 396,310	\$ 240,000	\$ (379,449)			\$ 256,862	\$ 864,229
	\$ 8,465,213	\$ 53,511,973	\$ (49,017,740)	\$ 1,480,770	\$ (1,865,169)	\$ 12,575,047	



SUSAN K. SOHAL, Treasurer

TREASURER'S REPORT OF FUND BALANCES
November 30, 2017

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,480,770	from funds collected in November 2017 per Treasurer's Report
	<u>\$ (1,865,169)</u>	disbursements made in November 2017 per Treasurer's Report
	\$ (384,399)	

Citrus Heights Water District
Budget Performance Report
As of 11/30/2017

CC-06

	November	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Revenues						
Metered Service Charges	\$785,492.10	\$7,951,476.48	\$7,793,170.95	\$158,305.53	2.03%	\$8,377,902.51
Metered Water Deliveries	556,524.55	4,396,414.00	4,245,845.00	150,569.00	3.55%	4,463,092.68
Penalties	15,204.59	176,797.04	138,474.42	38,322.62	27.67%	150,000.00
Interest		44,211.79		44,211.79	0.00%	
New Account, Fire & Backflow Fees	12,374.37	143,296.02	128,446.89	14,849.13	11.56%	140,179.96
Water Service Install & S&R	7,181.92	23,807.84	15,951.87	7,855.97	49.25%	17,409.00
Miscellaneous *	23,732.79	1,181,472.73	110,423.28	1,071,049.45	969.95%	120,509.97
Income - Wheeling Water		3,058.71	3,665.20	(606.49)	-16.55%	4,000.00
Income - Connection Fees	13,896.00	37,588.00	24,397.45	13,190.55	54.07%	26,626.05
Total Revenue	1,414,406.32	13,958,122.61	12,460,375.06	1,497,747.55	12.02%	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			4,581.50	(4,581.50)	-100.00%	5,000.00
Water Demand Management - Printing	839.38	1,088.70	19,242.30	(18,153.60)	-94.34%	21,000.00
Water Demand Management - Materials and Supplies		10,608.86	13,286.35	(2,677.49)	-20.15%	14,500.00
Water Demand Management - Contract Services	33,873.31	130,437.50	329,684.74	(199,247.24)	-60.44%	359,800.00
Water Demand Management - Other	2,096.74	16,925.49	12,759.45	4,166.04	32.65%	13,924.97
Water Demand Management - Incentive Programs		10,854.64	18,032.74	(7,178.10)	-39.81%	19,679.96
	36,809.43	169,915.19	397,587.08	(227,671.89)	-57.26%	433,904.93
Operations						
Purchased Water		2,515,667.76	2,612,725.94	(97,058.18)	-3.71%	2,851,387.03
Cooperative Transmission Pipeline Maintenance		4,890.86	4,581.50	309.36	6.75%	5,000.00
Power to Wells	7,781.05	101,134.13	186,635.68	(85,501.55)	-45.81%	203,684.03
Wells - Repair / Maintenance	1,179.20	5,407.96	22,632.61	(17,224.65)	-76.11%	24,700.00
Water Quality Analysis	1,898.00	17,546.00	22,478.72	(4,932.72)	-21.94%	24,532.05
Field Miscellaneous - Dump Fees	27.35	3,145.95	3,665.20	(519.25)	-14.17%	4,000.00
Small Tools - Field	1,267.85	36,003.51	36,652.00	(648.49)	-1.77%	40,000.00
Supplies - Field	1,065.05	19,072.61	22,907.50	(3,834.89)	-16.74%	25,000.00
Materials	4,822.93	136,149.49	18,326.00	117,823.49	642.93%	20,000.00
Materials - CIP Contra	(18,942.61)	(263,341.46)		(263,341.46)	0.00%	
Roadbase	2,145.44	29,980.69	22,907.50	7,073.19	30.88%	25,000.00
Maintenance Agreements - Equipment		6,057.52	9,346.26	(3,288.74)	-35.19%	10,200.00
Maintenance Agreements - Software	2,319.30	123,336.48	118,781.41	4,555.07	3.83%	129,631.57
Repair - Fleet Equipment	2,843.92	54,202.45	50,396.50	3,805.95	7.55%	55,000.00
Repair - Tools and Equipment		9,234.18	13,744.50	(4,510.32)	-32.82%	15,000.00
Gas and Oil	3,814.99	38,352.44	46,731.30	(8,378.86)	-17.93%	51,000.00
Equipment Rental - Field	237.52	1,503.40	9,163.00	(7,659.60)	-83.59%	10,000.00
Equipment Rental & Maint - Office & Building Equip	477.83	11,137.75	12,958.33	(1,820.58)	-14.05%	14,142.02
Equipment CIP Contra Account	(33,209.39)	(375,619.79)		(375,619.79)	0.00%	
Permit Fee - Inspection Fees		469.11		469.11	0.00%	

Citrus Heights Water District
Budget Performance Report
As of 11/30/2017

CC-06

	November	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Permit Fee - Air Quality / Haz Mat		7,337.00	5,681.06	1,655.94	29.15%	6,200.00
Permit Fee - State Water Resources Control Board		52,790.57	25,656.40	27,134.17	105.76%	28,000.00
Permit Fee - Encroachment Permits		12,124.95	40,317.20	(28,192.25)	-69.93%	44,000.00
	(22,271.57)	2,546,583.56	3,286,288.61	(739,705.05)	-22.51%	3,586,476.70
Professional & Contract Services						
Professional / Contract Services - Engineering		1,881.04	201,586.00	(199,704.96)	-99.07%	220,000.00
Professional / Contract Services - Temporary Labor	1,201.48	3,430.77	45,815.00	(42,384.23)	-92.51%	50,000.00
Professional / Contract Services - Wells	2,000.00	6,517.00	18,326.00	(11,809.00)	-64.44%	20,000.00
Professional / Contract Services - Office Labor	3,969.50	25,436.21	13,744.50	11,691.71	85.06%	15,000.00
Professional / Contract Services - Meter Reading	8,505.16	96,111.83	102,918.86	(6,807.03)	-6.61%	112,320.04
Professional / Contract Services - Bill Print / Mail	2,479.14	28,649.01	27,489.00	1,160.01	4.22%	30,000.00
Professional / Contract Services - Financial		30,534.20	41,233.50	(10,699.30)	-25.95%	45,000.00
Professional / Contract Services - Other	4,969.34	148,500.27	111,568.71	36,931.56	33.10%	121,760.02
Contract Services - Concrete	1,350.00	2,000.81	7,330.40	(5,329.59)	-72.71%	8,000.00
Contract Services - Misc Field / O&M		29,061.25	34,819.40	(5,758.15)	-16.54%	38,000.00
Contract Services - Office Repairs / Maint.		2,104.68	3,665.20	(1,560.52)	-42.58%	4,000.00
Contract Services - Paving		13,809.96	8,246.70	5,563.26	67.46%	9,000.00
	24,474.62	388,037.03	616,743.27	(228,706.24)	-37.08%	673,080.06
Administrative & General Services						
Janitorial	789.00	11,657.93	15,123.57	(3,465.64)	-22.92%	16,505.04
Bank Fees	11,845.58	72,328.90	64,141.00	8,187.90	12.77%	70,000.00
Office Expense	1,239.33	11,400.59	15,577.10	(4,176.51)	-26.81%	17,000.00
Small Office Equipment		6,035.38	7,330.40	(1,295.02)	-17.67%	8,000.00
Dues & Subscriptions	283.33	141,389.64	121,075.35	20,314.29	16.78%	132,135.05
Postage	10,851.36	122,037.02	109,039.70	12,997.32	11.92%	119,000.00
Printing	543.62	10,571.41	12,828.20	(2,256.79)	-17.59%	14,000.00
Telephone - Wireless	1,217.65	14,321.55	16,713.29	(2,391.74)	-14.31%	18,239.98
Telephone - Local / Long Distance	1,840.95	18,254.81	20,800.01	(2,545.20)	-12.24%	22,700.00
Telephone - Answering Service	282.35	2,194.45	2,290.75	(96.30)	-4.20%	2,500.00
Utilities	1,485.58	17,518.13	18,967.41	(1,449.28)	-7.64%	20,700.00
Legal & Audit	17,579.38	165,367.27	86,132.20	79,235.07	91.99%	94,000.00
Continued Education	7,800.99	53,710.04	65,442.19	(11,732.15)	-17.93%	71,420.04
Publication Notices		1,447.73	1,374.45	73.28	5.33%	1,500.00
Office Misc - District Events	103.85	4,621.41	5,213.78	(592.37)	-11.36%	5,690.03
Office Misc - Meeting Accomodations	469.71	6,262.42	6,414.10	(151.68)	-2.36%	7,000.00
Office Misc - Other	186.00	2,353.40	2,015.86	337.54	16.74%	2,200.00
Office Misc - Milestone Events		2,137.03	5,039.65	(2,902.62)	-57.60%	5,500.00
Computer Software			3,390.31	(3,390.31)	-100.00%	3,700.00
	56,518.68	663,609.11	578,909.32	84,699.79	14.63%	631,790.14
Administration Other						
Election Expense		250.00		250.00	0.00%	
Directors Meeting Compensation	2,610.00	14,830.00	18,335.13	(3,505.13)	-19.12%	20,009.97
Retiree Healthcare Benefit	3,475.42	37,752.62	45,173.92	(7,421.30)	-16.43%	49,300.36
	6,085.42	52,832.62	63,509.05	(10,676.43)	-16.81%	69,310.33
Salary and Benefits						

Citrus Heights Water District
Budget Performance Report
As of 11/30/2017

CC-06

	November Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance Amount	YTD Variance Percent	Annual Budget
Salary - Office (6 authorized positions)	56,188.80	498,437.97	517,619.08	(19,181.11)	-3.71%	564,901.32
Salary - Water Demand Management (2 authorized positions)	27,526.41	172,644.74	171,431.59	1,213.15	0.71%	187,091.12
Salary - Field / O&M (15 authorized positions)	184,884.67	1,181,009.16	1,181,091.12	(81.96)	-0.01%	1,288,978.63
Salary - Proj Mgmt & Engineering	48,149.72	311,387.86	374,528.33	(63,140.47)	-16.86%	408,739.85
Standby Duty	2,070.00	16,245.00	16,438.40	(193.40)	-1.18%	17,939.98
Employee Benefit - Vision Insurance	1,561.64	9,169.90	8,279.70	890.20	10.75%	9,036.01
Employee Benefit - Dental Insurance	6,677.86	39,243.47	34,086.36	5,157.11	15.13%	37,200.00
Employee Benefit - Health Insurance	36,158.40	385,918.53	357,100.48	28,818.05	8.07%	389,720.04
Employee Benefit - PERS Retirement	26,960.43	210,241.77	541,263.03	(331,021.26)	-61.16%	590,705.04
Employee Benefit - Social Security	21,716.20	155,078.82	165,121.88	(10,043.06)	-6.08%	180,205.04
Employee Benefit - Medicare	5,366.07	36,683.70	38,617.26	(1,933.56)	-5.01%	42,144.77
Employee Benefit - Unemployment Insurance	136.18	5,551.94	7,696.92	(2,144.98)	-27.87%	8,400.00
Employee Benefit - Health Insurance Reimbursement	2,375.65	21,770.62	27,489.00	(5,718.38)	-20.80%	30,000.00
Employee Benefit - COBRA Insurance		7,478.82		7,478.82	0.00%	
Employee Benefit - CA Emp Training	5.69	231.36		231.36	0.00%	
GASB 68 - Pension Expense	30,046.58	283,942.10		283,942.10	0.00%	
Employee Salary and Benefits - Allocation to CIP	(40,107.77)	(448,884.46)	(503,965.00)	55,080.54	-10.93%	(550,000.00)
	<u>409,716.53</u>	<u>2,886,151.30</u>	<u>2,936,798.15</u>	<u>(50,646.85)</u>	<u>-1.72%</u>	<u>3,205,061.80</u>
Insurance						
Insurance - Liability & Comprehensive		81,349.35	68,722.50	12,626.85	18.37%	75,000.00
Insurance - Disability & Life	4,182.49	29,980.91	31,819.81	(1,838.90)	-5.78%	34,726.41
Insurance - Workers Compensation		16,059.35	49,772.14	(33,712.79)	-67.73%	54,318.61
	<u>4,182.49</u>	<u>127,389.61</u>	<u>150,314.45</u>	<u>(22,924.84)</u>	<u>-15.25%</u>	<u>164,045.02</u>
Debt Related Expenses						
Bad Debt Expense	100.00	1,592.12	4,581.50	(2,989.38)	-65.25%	5,000.00
Debt Service - COP Series 2010		61,711.84	519,908.62	(458,196.78)	-88.13%	567,400.00
Debt Service - COP Series 2012		52,644.74		52,644.74	0.00%	
CSM Deposit Interest Expense		767.01		767.01	0.00%	
	<u>100.00</u>	<u>116,715.71</u>	<u>524,490.12</u>	<u>(407,774.41)</u>	<u>-77.75%</u>	<u>572,400.00</u>
Total Operating Expenses	<u>515,615.60</u>	<u>6,951,234.13</u>	<u>8,554,640.05</u>	<u>(1,603,405.92)</u>	<u>-18.74%</u>	<u>9,336,068.98</u>
Net Income / (Expense)	<u>898,790.72</u>	<u>7,006,888.48</u>	<u>3,905,735.01</u>	<u>3,101,153.47</u>	<u>79.40%</u>	<u>3,963,651.19</u>

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 12/2017

CC-07

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	\$10,357	\$1,215,043	\$1,298,138	
C15-130	Poplar Ave 14 Trans Main	\$152,335	\$25,807	\$126,528	\$86,528	\$0	\$0	\$69,385	\$95,192	
C15-133	Higland Ave and Rosa Vista	\$396,487	\$8,777	\$387,710	\$364,910	\$0	\$0	\$26,291	\$35,067	
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	\$0	\$7,105	\$7,105	\$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	\$450	\$450	
Construction in Progress		\$4,274,662	\$117,679	\$4,156,983	\$3,422,477	\$0	\$10,357	\$1,318,275	\$1,435,953	\$713,034
C17-010	Water Main Replacements	\$23,000	\$0	\$23,000	\$23,000	\$0	\$0	\$13,947	\$13,947	
C17-011	Water Valve Replacements	\$70,000	\$0	\$70,000	\$70,000	\$0	\$0	\$39,416	\$39,416	
C17-012	Water Service Replacements	\$800,000	\$0	\$800,000	\$800,000	\$0	\$0	\$653,143	\$653,143	
C17-013	Water Meter Replacements	\$100,000	\$0	\$100,000	\$100,000	\$0	\$0	\$93,678	\$93,678	
C17-014	Fire Hydrants	\$105,000	\$0	\$105,000	\$105,000	\$0	\$0	\$96,983	\$96,983	
Annual Infrastructure		\$1,098,000	\$0	\$1,098,000	\$1,098,000	\$0	\$0	\$897,166	\$897,166	
C15-104	Technology HW & SW Improvement	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
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	\$5,361	\$5,361	\$120,000
C17-003	Fleet/Field Operations Equip	\$287,500	\$0	\$287,500	\$287,500	\$0	\$0	\$218,364	\$218,364	
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	\$13,885	\$13,885	
C17-004A	Server Upgrade	\$100,000	\$0	\$100,000	\$100,000	\$0	\$0	\$17,200	\$17,200	
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	\$0	\$38,607	\$38,607	
Fleet and Equipment		\$699,500	\$0	\$699,500	\$569,500	\$0	\$0	\$293,417	\$293,417	\$120,000

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 12/2017

CC-07

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	\$1,217	\$1,217	
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	\$360,337	\$24,038	\$336,299	\$319,995	\$0	\$0	\$292,734	\$316,772	
C15-132	Graham Cir and Circuit Dr	\$570,984	\$0	\$570,984	\$46,936	\$0	\$0	\$28,628	\$28,628	\$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	\$49	\$49	\$460,130
C17-102	Michigan Dr - Sunrise to West	\$249,258	\$0	\$249,258	\$18,255	\$0	\$0	\$289	\$289	\$231,005
Water Mains		\$3,841,495	\$24,038	\$3,817,457	\$585,972	\$0	\$0	\$322,916	\$346,955	\$1,715,183
C17-005	Facilities Improvements	\$75,000	\$0	\$75,000	\$75,000	\$0	\$0	\$34,160	\$34,160	
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	\$0	\$19,010	\$19,010	\$1,300,000
Miscellaneous Projects		\$1,650,000	\$0	\$1,650,000	\$350,000	\$0	\$0	\$53,170	\$53,170	\$1,300,000
C17-020	Groundwater Well Improvements	\$115,000	\$0	\$115,000	\$115,000	\$0	\$0	\$2,884	\$2,884	
C17-104	Groundwater Well Property Acq	\$890,000	\$3,550	\$886,450	\$740,000	\$0	\$0	\$19,499	\$23,049	
Wells		\$1,005,000	\$3,550	\$1,001,450	\$855,000	\$0	\$0	\$22,383	\$25,933	
Grand Totals:		\$12,568,657	\$145,267	\$12,423,390	\$6,880,949	\$0	\$10,357	\$2,907,327	\$3,052,594	\$3,848,217

NOVEMBER 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64358	Cecil L Jaquess Jr	Customer Refund	\$37.33
64359	Nancy B Lorenzen	Customer Refund	\$116.53
64360	Michael Meidinger	Customer Refund	\$252.23
64361	Juan Carlos Anchante	Customer Refund	\$225.00
64362	ACWA/JPIA	Workers Comp Insurance	\$1,495.00
64363	AFLAC	Employee Paid Insurance	\$238.56
64364	Awards By Kay Inc	Office Expense	\$671.15
64365	Bart/Riebes Auto Parts	Repair-Trucks	\$226.13
64366	Betty Ann Bertoglio	Contract Services-Miscellaneous	\$3,000.00
64367	BSK Associates	Water Analysis	\$832.00
64368	Messenger Publishing Group	Dues & Subscriptions	\$140.00
64369	Robin Cope	Health Insurance	\$412.00
64370	Corix Water Products, Inc	Material	\$3,439.39
64371	Sacramento County Utilities	Utilities	\$186.75
64372	Cybox	Equipment Rental-Office	\$149.21
64373	Ditch Witch	Fixed Assets	\$3,899.78
64374	Express Office Products Inc	Office Expense	\$36.80
64375	Global Machinery West	Fixed Assets	\$583.72
64376	Ferguson Enterprises Inc #1423	Material	\$6,303.38
64377	Integrity Administrators Inc	Health Insurance	\$291.12
64378	J4 Systems	Contract Services-Other	\$3,176.25
64379	Kei Window Cleaning #12	Janitorial	\$94.00
64380	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$723.15
64381	Liebert Cassidy Whitmore	Legal & Audit	\$3,825.00
64382	Rex Meurer	Water Conservation-Materials/Supplies	\$141.24
64383	Moonlight BPO	Contract Services-Bill Print	\$3,423.90
64384	Office Depot	Office Expense	\$75.38
64385	River City Staffing Group	Contract Services-Conservation	\$2,102.40
64386	Sac-Val Janitorial Supply	Supplies-Field	\$255.69
64387	Sonitrol	Equipment Rental-Office	\$168.56
64388	S.I.C.H.	Office Miscellaneous	\$200.00
64389	Superior Equipment Repair	Repair-Trucks	\$445.81
64390	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,298.01
64391	US Bank I.M.P.A.C. Government Services	See October Agenda Item CC-9	\$5,671.44
64392	Verizon Wireless	Telephone-Wireless	\$1,249.96
64393	World Environment & Energy Inc	Contract Services-Miscellaneous	\$357.50
64394	ACWA	Dues & Subscriptions	\$14,955.00
64395	ACWA/JPIA	Workers Comp Insurance	\$15,734.60
64396	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving/Concrete	\$100,538.81
64397	Domenichelli and Associates, Inc	Contract Services-Engineering	\$14,482.00
64398	ESRI	Maintenance Agreement-Equipment	\$11,900.00
64399	J4 Systems	Contract Services-Other	\$17,200.32
64400	PNP Construction, Inc	Contract Services-Engineering	\$198,682.00
64401	San Juan Water District	Purchased Water	\$753,047.83
64402	SMUD	Utilities	\$8,425.92
64403	Annmarie Buchanan	Customer Refund	\$169.04
64404	Steven C/Charlene M Madden	Customer Refund	\$101.07
64405	Michael V/Cynthia J Laduzinski	Customer Refund	\$209.65
64406	Roy/Irene Silvernail	Customer Refund	\$72.19
64407	Adrienne A Svedas	Customer Refund	\$101.82
64408	Eugene M Ganas-Kouklis	Customer Refund	\$232.65
64409	Kayla Minear	Customer Refund	\$153.40
64410	Jared/Jamie Sindt	Customer Refund	\$15.04
64411	Brevis Inc	Customer Refund	\$106.88

NOVEMBER 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64412	A&A Stepping Stone Manufacturing	Supplies-Field	\$16.97
64413	CA-NV AWWA	Dues & Subscriptions	\$180.00
64414	California Landscape Associates Inc	Janitorial	\$200.00
64415	Dawson Oil Company	Gas & Oil	\$1,272.21
64416	Ditch Witch	Fixed Assets	\$1,296.00
64417	ESRI	Maintenance Agreement-Equipment	\$750.00
64418	Express Office Products Inc	Office Expense	\$30.13
64419	KBA Docusys Inc	Equipment Rental-Office	\$310.83
64420	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$896.92
64421	Moonlight BPO	Contract Services-Bill Print	\$3,361.40
64422	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
64423	Republic Services #922	Utilities	\$207.62
64424	River City Staffing Group	Contract Services-Conservation	\$1,152.00
64425	Superior Equipment Repair	Repair-Trucks	\$1,486.62
64426	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,449.25
64427	United Rentals (North America) Inc	Equip Rental-Field	\$4,409.12
64428	Utility Services Associates LLC	Contract Services-Conservation	\$2,658.00
64429	Warren Consulting Engineers Inc	Contract Services-Engineering	\$1,100.00
64430	Morrison Trust	Customer Refund	\$6.60
64431	John C/Annette M Klein	Customer Refund	\$15.80
64432	Thomas E/Kaye Madden	Customer Refund	\$60.77
64433	Terry C/Carol L Johnson	Customer Refund	\$18.29
64434	John M Ondricka II	Customer Refund	\$215.24
64435	Bernadine M Hamilton	Customer Refund	\$8.31
64436	Robert E/Shiela G Laubengayer	Customer Refund	\$30.79
64437	Barnes Trust	Customer Refund	\$99.69
64438	Mariposa Management	Customer Refund	\$11.37
64439	Pacifica Properties	Customer Refund	\$478.04
64440	Thutrang T/Randy T Tran	Customer Refund	\$27.92
64441	Shane J/Eden L Jack	Customer Refund	\$170.46
64442	Catharina I Beckwith	Customer Refund	\$8.52
64443	Myrna J Morales-Shere	Customer Refund	\$40.80
64444	Dezaree N Trent	Customer Refund	\$9.63
64445	Hymie L/ Eileen M Brandstetter	Customer Refund	\$57.77
64446	William E Jones	Customer Refund	\$17.49
64447	Monique Pelletier	Customer Refund	\$262.36
64448	Jason C/ Robyn M Traversie	Customer Refund	\$133.93
64449	Blackrock Paving, Inc.	Customer Refund	\$1,450.48
64450	Charles Fox	Customer Refund	\$65.59
64451	Afman Supply	Small Tools	\$298.94
64452	Alexander's Contract Services	Contract Services-Meter Read	\$3,885.50
64453	All Cal Disinfectant	Field Miscellaneous	\$850.00
64454	AnswerNet	Telephone-Answering Service	\$282.35
64455	Awards By Kay Inc	Office Expense	\$21.65
64456	CA-NV AWWA	Dues & Subscriptions	\$50.00
64457	Best Best & Krieger	Legal & Audit	\$6,558.18
64458	Bryce Consulting, Inc	Legal & Audit	\$560.00
64459	Caltronics Business System	Small Office Equipment	\$395.44
64460	Hach Company	Wells Maintenance	\$46.21
64461	Herc Rentals	Equipmetn Rental-Field	\$200.12
64462	Irrigation Association - Certification	Dues & Subscriptions	\$100.00
64463	J4 Systems	Contract Services-Other	\$788.75
64464	Kurey & Associates	Contract Services-Engineering	\$1,350.00
64465	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$739.97

NOVEMBER 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64466	Luhdorff & Scalmanini	Contract Services-Wells	\$1,481.85
64467	Mitch's Certified Classes	Continued Education	\$600.00
64468	Moonlight BPO	Contract Services-Bill Print	\$3,498.19
64469	Occu-Med	Office Miscellaneous	\$186.00
64470	Pace Supply Corp	Material	\$633.57
64471	River City Staffing Group	Contract Services-Conservation	\$1,953.50
64472	RW Trucking	Contract Services-Miscellaneous	\$2,835.00
64473	Sacramento Bee	Publication Notices	\$839.38
64474	San Juan Water District	Purchased Water	\$1,330.00
64475	John Spinella	Small Tools	\$225.95
64476	Superior Equipment Repair	Repair-Trucks	\$824.01
64477	ULINE	Supplies-Field	\$149.72
64478	United Rentals (North America) Inc	Equipment Rental-Field	\$4,845.95
64479	CA-NV AWWA	Dues & Subscriptions	\$110.00
64480	Robert M Gaffney	Customer Refund	\$17.07
64481	Alexander L/Helena L Andrews	Customer Refund	\$50.35
64482	Renda Family Trust	Customer Refund	\$14.89
64483	Gary Gearheart	Customer Refund	\$40.85
64484	Craig/Erin Bethune	Customer Refund	\$253.44
64485	Garry O Kelley	Customer Refund	\$16.75
64486	Gary D Palmer	Customer Refund	\$190.62
64487	Valirie Monahan	Customer Refund	\$39.08
64488	Lacey N Roberts	Customer Refund	\$220.77
64489	Lori Green	Customer Refund	\$130.32
64490	Chris A Padilla	Customer Refund	\$189.17
64491	Jae S Kim	Customer Refund	\$67.37
64492	Christine/Juan Escamilla	Customer Refund	\$8.64
64493	Doumit Construction Inc	Customer Refund	\$1,431.79
64494	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
64495	AT&T	Telephone-Local/Long Distance	\$60.00
64496	Avalon Custodial Care	Janitorial	\$695.00
64497	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
64498	Bart/Riebes Auto Parts	Repair-Trucks	\$203.22
64499	Best Best & Krieger	Legal & Audit	\$5,682.21
64500	Bennett Engineering Services, Inc	Contract Services-Engineering	\$2,326.50
64501	BSK Associates	Water Analysis	\$3,044.25
64502	State of CA Dept. of Consumer Affairs	Dues & Subscriptions	\$172.50
64503	California Society of Municipal Finance Officers	Dues & Subscriptions	\$540.00
64504	Consolidated	Telephone-Local/Long Distance	\$1,731.95
64505	Corelogic Information Solutions Inc	Dues & Subscriptions	\$183.33
64506	County of Sacramento Municipal Services	Field Miscellaneous	\$27.35
64507	Dawson Oil Company	Gas & Oil	\$761.21
64508	Ecolandscape California	Water Conservation-Other	\$2,000.00
64509	Gladwell Governmental Services Inc	Contract Services-Financial	\$980.00
64510	Independent Business Forms Inc	Printing	\$543.62
64511	KBA DOCUSYS	Equipment Rental-Office	\$20.06
64512	Kurey & Associates	Contract Services-Engineering	\$810.00
64513	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$896.92
64514	Layne Christensen Company	Contract Services-Wells	\$2,000.00
64515	Moonlight BPO	Contract Services-Bill Print	\$5,252.62
64516	Pacific Gas & Electric	Utilities	\$12.73
64517	SAWWA	Dues & Subscriptions	\$100.00
64518	Sophos Solutions	Contract Services-Other	\$3,360.00
64519	SureWest Directories	Telephone-Local/Long Distance	\$49.00

NOVEMBER 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64520	A. Teichert & Son, Inc.	Road Base	\$929.91
64521	TriFresh Technologies, Inc.	Wells Maintenance	\$1,179.20
64522	Villara Corporation	Equipment Rental-Office	\$7,732.00
64523	Voyager Fleet Systems Inc	Gas & Oil	\$2,091.10
64524	Alexander's Contract Services	Contract Services-Meter Read	\$2,637.58
64525	Lannie/Mary Wood Trust	Customer Refund	\$199.63
64526	Linda Elkins	Customer Refund	\$75.00
64527	Richard E Hodgson	Customer Refund	\$1,553.19
64528	Francis J/Virginia Franzago	Customer Refund	\$902.73
64529	Charles D & Wilma R Miller Trust	Customer Refund	\$133.50
64530	Cynthia Stewart	Customer Refund	\$39.49
64531	Robert R/Shirley D Rodgers	Customer Refund	\$120.67
64532	Jose R/Mary E Chavez	Customer Refund	\$106.03
64533	Bobby R/Tami Murphy	Customer Refund	\$159.02
64534	VLK Investment Inc	Customer Refund	\$111.63
64535	John Lara	Customer Refund	\$201.84
64536	Marjorie A Herzberger	Customer Refund	\$80.52
64537	Bryan P Church	Customer Refund	\$244.91
64538	VLK Investments	Customer Refund	\$172.07
64539	ABA DABA Rentals & Sales	Supplies-Field	\$232.22
64540	Alexander's Contract Services	Contract Services-Meter Read	\$4,095.95
64541	Bart/Riebes Auto Parts	Repair-Trucks	\$6.78
64542	Betty Becker	Toilet Rebate Program	\$150.00
64543	Bell Sod & Hydroseed	Material	\$1,263.41
64544	BSK Associates	Water Analysis	\$24.00
64545	California Surveying & Drafting Supply	Small Tools	\$5.00
64546	CSDA	Dues & Subscriptions	\$6,892.00
64547	Dawson Oil Company	Gas & Oil	\$962.68
64548	Express Office Products Inc	Office Expense	\$134.09
64549	Government Finance Officers Association	Dues & Subscriptions	\$135.00
64550	Ferguson Enterprises Inc #1423	Material	\$899.72
64551	Infinisource	Contract Services-Other	\$280.00
64552	Integrity Administrators Inc	Health Insurance	\$291.12
64553	J4 Systems	Contract Services-Other	\$850.00
64554	Kiwanis of Citrus Heights	Continued Education	\$162.00
64555	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$874.54
64556	Liebert Cassidy Whitmore	Legal & Audit	\$5,338.99
64557	Pace Supply Corp	Material	\$1,109.29
64558	Regional Government Services	Contract Services-Other	\$2,973.80
64559	River City Staffing Group	Contract Services-Conservation	\$1,152.00
64560	Void	Void	\$0.00
64561	A. Teichert & Son, Inc.	Road Base	\$917.60
64562	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,211.16
64563	Verizon Wireless	Telephone-Wireless	\$1,217.65
64564	Zane Dezign	Contract Services-Conservation	\$640.04
64565	Regional Water Authority	Dues & Subscriptions	\$490.00
Total			\$1,339,285.44

NOVEMBER 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	OCT 2017 FD	Bank Fee	\$119.98
ACH	Invoice Cloud November 2017	Bank Fee	\$4,503.85
ACH	WHA November 2017	Health Insurance	\$13,351.97
ACH	NOV 2017 GASB 68	PERS	\$30,046.58
ACH	OCT 2017 PH	Ban Fee	\$117.98
ACH	OCT 2017 WB	Ban Fee	\$87.98
ACH	OCTOBER 2017	Bank Fee	\$1,296.14
ACH	OCTOBER 2017 IC	Bank Fee	\$3,547.10
ACH	OCTOBER 2017 SERVICE FEE	Contract Services-Other	\$377.90
ACH	PERS 11/16/17 PAYDAY	PERS	\$16,391.43
ACH	PERS 11/2/17 PAYDAY	PERS	\$16,203.00
ACH	PERS 11/30/17 PAYDAY	PERS	\$16,391.43
ACH	VALIC 11/16/17 PAYDAY	Deferred Compensation	\$3,042.50
ACH	VALIC 11/2/17 PAYDAY	Deferred Compensation	\$3,342.50
ACH	VALIC 11/30/17 PDAY	Deferred Compensation	\$3,042.50
ACH	VOYA 11/16/17 PDAY	Deferred Compensation	\$25.00
ACH	VOYA 11/2/17 PDAY	Deferred Compensation	\$25.00
ACH	HARLAND CLARKE	Bank Fee	\$90.85
ACH	CHASE	Bank Fee	\$2,081.70
ACH	VOYA 11/30/17	Deferred Compensation	\$25.00
ACH	VANCO OCT 2017	Contract Services-Other	\$30.14
Total			<u>\$114,140.53</u>
Grand Total			<u><u>\$1,453,425.97</u></u>

December Checks Approved at December Board Meeting

64566	CirclePoint	Contract Services-Conservation	\$30,723.31
64567	Cogsdale	Contract Services-Other	\$54,244.51
64568	Luhdorff & Scalmanini	Contract Services-Wells	\$14,089.45
64569	SMUD	Utilities	\$9,044.75
64570	US Bank I.M.P.A.C. Government Services	See Agenda Item CC-9	\$8,681.59
64571	PNP Construction	Contract Services-Engineering	\$366,679.00
64617	ABC Liovin Drilling	Contract Services-Wells	\$100,850.00
			<u>\$584,312.61</u>

US BANK - CAL-Card Distributions
November 2017

TOTAL
BILL

51000-05	54211	54231-02	54241-01	56200	56230	56830	56890-01	56890-02
Water Conser/ Other	Supplies	Main Agree Software	Repair Truck	Office Exp	Postage	C.E.	Office Misc, District Event	Mtg Accom

Cutler	\$ 11.76		11.76							
Dains	\$ -									
Dietrich	\$ -									
Evans	\$ -									
Gordon	\$ 69.74				62.99		6.75			
Hensley	\$ 52.96		52.96							
Pieri	\$ -									
Riehle	\$ -									
Sheehan	\$ -									
Shockley	\$ 6,472.17	96.74	48.42		15.47	679.67	152.95	4,592.01	417.20	469.71
Spiers	\$ 1,036.21		186.51		849.70					
Sohal	\$ 1,038.75			250.00				788.75		
Straus	\$ -									
	\$ 8,681.59	96.74	299.65	250.00	928.16	679.67	152.95	5,387.51	417.20	469.71

Date: 11/22/17

December 20, 2017 - AGENDA ITEM: CC-9

Citrus Heights Water District

as of 12/14/2017

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		
04/23-4/26/17	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			
7/9-7/14/17	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	1,275.27	430.00	418.08	285.95	51.37	89.87	
	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	1,863.86	699.00	916.92	247.94			
11/28-12/1/17	6	ACWA Fall Conference	ACWA	Anaheim, CA	Hilary Straus	1,808.88	699.00	916.92	192.96			
11/28-12/1/17	6	ACWA Fall Conference	ACWA	Anaheim, CA	Brian Hensley	1,838.88	699.00	916.92	222.96			
10/17/17	1	ACWA 2017 Regulatory Summit	ACWA	Sacramento, CA	Alberto Preciado	270.00	270.00					
10/17/17	1	ACWA 2017 Regulatory Summit	ACWA	Sacramento, CA	Rex Meurer	270.00	270.00					
10/17/17	1	ACWA 2017 Regulatory Summit	ACWA	Sacramento, CA	David Gordon	270.00	270.00					
11/15-11/17/17	3	2017 HarrisCustomer Training Conference	Harris	Atlantic City, NJ	Susan Sohal	1,771.54	875.00	282.90	470.40	143.24		
1/8/18-1/12/17	5	Cappo Confernece	Cappo	Palm Springs CA	Beth Shockley	1,266.32	295.00	748.36	222.96			
10/25-10/27/17	3	Municipal Management Assoc of Souther California	MMASC	San Diego, CA	Chris Castriuta	1,524.45	520.00	833.47	170.98			
10/25-10/27/17	3	Municipal Management Assoc of Souther California	MMASC	San Diego, CA	Susan Sohal	1,313.37	520.00	550.40	242.97			
					2017 Total	36,104.44						
2/20-2/23/18	3	CSMFO Conference 2018	CSMFO	Riverside, CA	Alberto Preciado	811.87	370.00	441.87				
1/29-2/1/18	4	Esri Conference 2018	ESRI	San Diego, CA	Borey Swing	1,497.12	375.00	942.16	179.96			
1/29-2/1/18	4	Esri Conference 2018	ESRI	San Diego, CA	Tamar Dawson	1,497.12	375.00	942.16	179.96			
2/13-2/16/18	4	Parma Conference	Parma	Monterey, CA	Chris Castriuta	1,097.84	320.00	777.84				
2/13-2/16/18	4	Parma Conference	Parma	Monterey, CA	Kelly Drake	1,097.84	320.00	777.84				
2/25-2/28/18	3	LCW Annual Conference	LCW	San Francisco	Hilary Straus	1,501.01	525.00	976.01				
2/25-2/28/18	3	LCW Annual Conference	LCW	San Francisco	Susan Sohal	1,501.01	525.00	976.01				
					2018 Total	9,003.81						
					Grand Total	45,108.25						

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS December 20, 2017 REGULAR MEETING

SUBJECT : Employee Recognition
 STATUS : Information Item
 REPORT DATE : December 13, 2017
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

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

Administration & Water Efficiency Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Castruita	Yes		Assisting with the 2018 Budget prep and implementation; participated in the 11/08 Public Hearing.
Brady Chambers	Yes	Assisted with the Ecolandscape (evening) class held on 11/01/17.	
Kelly Drake	Yes		Assisted with tracking CEU's for State required Distribution/Treatment Certifications.
Dana Mellado	Yes	Assisted customer with a high read bill on 11/13/17. Customer was grateful for their assistance.	Completed a week's worth of MIMO's in two days.
Rex Meurer	Yes	Coordinated the Ecolandscape (evening) class held on 11/01/17	Participated in the 11/08 Public Hearing
Alberto Preciado	Yes	Assisted customer with a high read bill on 11/13/17. Customer was grateful for their assistance.	Assisting with the 2018 Budget prep and implementation; participated in the 11/08 Public Hearing.
Beth Shockley	Yes	Assisted with the Ecolandscape (evening) class held on 11/01/17; assistance with the employee appreciation event	Completed a week's worth of MIMO's in two days; participated in the 11/08 Public Hearing.

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	Assisted on the employee appreciation committee. Assisted City of Citrus Heights staff regarding a customer issue. Performed additional duties during another staff member's leave.	
Paul Dietrich	Yes	Performed additional duties during another staff member's leave.	
Borey Swing		Performed work on the Prop 218 notices and the Customer Advisory Committee applications under tight deadlines.	
Neil Tamagni	Yes	Performed outreach to customers affected by a water construction project.	Performed inspection during off-hours on the District's capital improvement project.

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tim Cutler	Yes		
James Ferro	Yes		
Jarrett Flink	Yes	Assisted a customer on Sunrise Blvd. with a leak investigation on 11/18/17, and District received a phone call stating how wonderful and professional Mr. Flink was.	
Gil Garcia	Yes		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Brian Hensley	Yes		Participated in the 11/8/17 Board of Directors meeting at Rusch Park
Dan Hesse			Assisted Standby with an emergency water service repair on Sayonara Drive on 11/19/17.
Rick Jimenez	Yes		
Ricky Kelley	Yes		Assisted Standby with an emergency water service repair on Sayonara Drive on 11/19/17.
Chris Nichols			Assisted and provided direction to Contractor at potential wellsite location on 11/10/17.
Ryon Ridner	Yes		
John Spinella	Yes	Performed utility locationing for a District project on short-notice on 11/30/17.	
Jason Tupper		Assisted on the employee appreciation committee.	

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS

November 15, 2017 BOARD MEETING

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : December 7, 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					
January 8, 2018					
January 8, 2018		Award of Contract-Highland Ave & Rosa Vista Ln 8" Water Mains	Pieri/Dietrich/Dawson	CC	A
January 8, 2018		Discuss Customer Advisory Committee Applications	Castruita/Pieri/Meurer	SS	I/D
January 17, 2018					
January 17, 2018		Flagger Policy	Drake/Castruita	CC	A
January 17, 2018		Bloodborne Pathogen Policy	Drake/Castruita	CC	A
January 17, 2018		Plans and Specifications - Graham and Circuit Drive	Pieri	CC	A
January 17, 2018		Review of Policy 6500: Purchasing and Procurement	Nelson/Sohal/Preciado	SS	I/D
January 17, 2018		Appoint Customer Advisory Committee	Castruita/Pieri/Meurer	B	A
January 17, 2018		Land Swap Agreement -- Mitchell Farms Well	Pieri/Nelson	CL	I/D
January 17, 2018		Water Supply Agreement	Gordon/Straus/Anderson	CL	I/D
February 21, 2018					
February 21, 2018		Investment of District Funds	Sohal/Legal Counsel	CC	A
February 21, 2018		457-B Deferred Compensation	Castruita	B	A
February 21, 2018		2018 Strategic Plan Preview	Castruita	B	I/D
February 21, 2018		Proposed Revisions to Policy 6500: Purchasing and Procurement	Nelson/Sohal/Preciado	B	A
March 21, 2018					
March 21, 2018		Audit Review	Sohal	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 REGULAR MEETING

SUBJECT : ENGINEERING AND CAPITAL PROJECTS DEPARTMENTAL REPORT
 STATUS : Consent/Information Item
 REPORT DATE : December 8, 2017
 PREPARED BY : Missy Pieri, Engineering Manager/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 so, Date	Strategic Planning Item	Item Description	Update from Last Report
PROJECT 2030 Water Main Replacement Project	Engineering	EM/PM	On-going	Yes, 10/18/17 (Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Scheduling project kick-off meeting. Customer Advisory Committee anticipated appointment date in January 2018.
CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project	Engineering	EM/PM/SCI	On-going	TBD	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Board approved contract on 07/24/17. Notice to Proceed started 08/10/17. 65% Complete.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	EM/PM	On-going	TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Project is currently on hold due to other priorities. Current plan is to start work again in first half of 2018.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	EM/AE	On-going	Yes, 12/20/17 (Award of Contract)	Yes	2017 design and construction. Potholing complete.	Bids received 11/21/17. Award of Contract anticipated at the 12/20/17 Board Meeting.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	AE/PM	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	75% plans with comments sent to Engineer on 12/06/17.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	AE/PM	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Potholing anticipated in December 2017/January 2018.
CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main	Engineering	AE/GISS	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Survey completed on 11/30/17. Obtaining existing utility information.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" & 6" Water Mains	Engineering	AE/GISS	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Survey completed on 11/03/17. Engineer preparing 60% plans.
CAPITAL IMPROVEMENT PROJECT Mesa Verde High School 12-inch T-Main	Engineering	PM/AE	On-going	Yes, TBD	Yes	Operations staff water main installation.	Project complete. Perform project close out.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	SCI	On-going	Yes, TBD	No	95% Complete.	Valve boxes installed and paving completed 12/04/17. Final walk thru on 12/07/17.
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	SCI	On-going	Yes, TBD	No	Private development.	Punchlist sent to Contractor on 12/04/17. Easements pending.
PRIVATE DEVELOPMENT Louis-Orlando Bus Transfer Point - Louis Ln at Orlando Ave	Engineering	SCI	On-going	Yes, TBD	No	City of Roseville Bus Transfer Station.	Project complete. Perform project close out.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 Lot Subdivision	Engineering	EM/SCI	On-going	Yes, TBD	No	7 Lot Subdivision by developer.	Project complete. Perform project close out.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	EM/SCI	On-going	Yes, TBD	No	Medical Office Building by developer.	On-site water mains installed. Demolition of existing water facilities pending. Pressure testing and disinfection pending.
PRIVATE DEVELOPMENT 3 Lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	EM/AE	On-going	No	No	3 Lot Subdivision.	No update.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	EM/AE	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	Project under Environmental Review.
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	EM/AE	On-going	No	No	15 lot subdivision located on Antelope Road.	Received 100% plans on 12/04/17 for District signature pending payment.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	EM/AE	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way	09/13/17 - Sent Will Serve letter. Responded to engineer's questions on 11/02/17.
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	EM/AE	On-going	No	No	Parcel being split into 3 for 3 home subdivision .	Reviewed plans and provided comments 09/28/17.
PRIVATE DEVELOPMENT 8027 Holly Dr - Parcel Split 1 - 3	Engineering	EM/AE	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Tentative Parcel Map received 08/21/17. Will Serve letter sent 08/29/17.
PRIVATE DEVELOPMENT Sunrise Blvd_5437-5439 - Sunrise Village Retail Center - parcel split	Engineering	EM/AE	On-going	TBD	No	Parcel being split into 3 for individual sales that previously occurred	Sent comments to City 09/13/17.
PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean	Engineering	EM/AE	On-going	No	No	Commercial Development	Received 100% plans on 12/04/17 for District signature.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	EM/AE	On-going	No	No	Commercial Development	Sent plans to engineer with District comments on 10/11/17.
PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice	Engineering	EM/AE	On-going	No	No	Commercial Development	Sent comments to City on 11/27/17.
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	EM/AE	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in Spring 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts.
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	EM/AE	On-going	Yes, TBD	Yes	Frontage Improvements along West Side of Sunrise from Sayonara to north and Storm Drain Improvements	Anticipate bid and start of construction in Spring 2018. Coordinating utility conflicts.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School	Engineering	EM/AE	On-going	Yes, TBD	Yes	Frontage Improvements along West side of Mariposa Ave	Received signed Utility Agreement. Anticipate bid and start of construction

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
Phase III						from Northridge to Eastgate	in Spring 2018.
CITY OF ROSEVILLE PROJECT Fair Way Intertie (C15-101)	Engineering	EM/SCI/OM	2017	Yes, 11/2016	Yes	Intertie with City of Roseville on Fair Way.	City of Roseville completed Intertie. Perform project close-out.
CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope	Engineering	EM/AE	On-going	No	No	Weigh Station and Off-ramp Improvements	Sent water facility maps and as-builts to engineer on 11/20/17.
Annexations	Engineering	EM/PM/AE	2018	Yes, TBD	Yes	Strategic Planning Item	New item
Easements	Engineering	EM/PM/AE	2018	Yes, TBD	Yes	Strategic Planning Item	New item

AE - Assistant Engineer, EM - Engineering Manager, PM - Project Manager, GISS - Geographic Information System Specialist, OM - Operations Manager, SCI - Senior Construction Inspector

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 REGULAR BOARD MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Consent/Information Item
 REPORT DATE : December 11, 2017
 PREPARED BY : David M. Gordon, Operations Manager
 Tim Cutler, Water Distribution Supervisor

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Current Mth	Year to Date		Current Mth	Year to Date
Backflow Maintenance	3	13	C17-010 Water Mainline		
Blow Off Maintenance		151	C17-011 Water Valves		8
Hydrant Maintenance	40	312	C17-012 Water Services	28	245
Leak Investigation	1	6	C17-013 Water Meters	21	94
Mainline Repair/Maintenance		6	C17-014 Fire Hydrants	3	15
Meter Box Maintenance	4	26	TOTAL	52	362
Meter Register Replacement	14	157	Water Quality		
Meter Repair/Test/Maintenance		7	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>		
Pot Hole Work					
Water Service Repair/Locate	1	8			
Valve, Mainline Maintenance	101	539			
Valve Box Maintenance		9			
TOTAL	164	1,234			

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
DECEMBER 20, 2017 REGULAR BOARD MEETING**

SUBJECT : 2017 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Consent/Information Item
 REPORT DATE : December 5, 2017
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 David M. Gordon, Operations Manager

OBJECTIVE:

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

Month	2013	2014	2015	2016	2017				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	1,526.95	43.85	1,570.80	7,846.14	-2,615.67	-25.0%
Sep	1,509.82	1,275.11	1,069.78	1,257.91	1,394.70	47.06	1,441.76	9,287.90	-2,683.73	-22.4%
Oct	1,297.42	1,030.74	918.67	840.80	1,084.76	44.21	1,128.97	10,416.87	-2,852.18	-21.5%
Nov	911.55	682.48	589.6	561.82	564.26	67.29	631.55	11,048.42	-3,132.18	-22.1%
Dec	700.94	563.15	519.57	518.62						
Total	14,881.54	11,792.65	9,973.47	10,846.27	10,380.05 93.95%	668.37 6.05%	11,048.42	11,048.42		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 REGULAR MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Consent/Information Item
REPORT DATE : December 11, 2017
PREPARED BY : David M. Gordon, Operations Manager
 Brian Hensley, Water Resources Supervisor

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of December 1, 2017, storage in Folsom Lake (Lake) was at 614,816 acre-feet, 63 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 62,081 acre-feet in the past month.

The District's total water use during the month of November 2017 (631.55 acre-feet) was 31 percent below that of November 2013 (911.55 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 DECEMBER 20, 2017 REGULAR MEETING

SUBJECT : WATER EFFICIENCY PROGRAM UPDATE
 STATUS : Consent/Information Item
 REPORT DATE : December 7, 2017
 PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

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

ACTIVITIES AND PROGRESS REPORT

Water Efficiency, Safety and Meter Program activities during the month of November 2017 include:

- 5 ultra-low-flush toilet (ULFT) rebates were processed for the month of November. A total of 150 ULFT rebates have been processed for a total of \$11,250.00 year to date.
- For the month of November, 1 High Efficiency Clothes Washer (HECW) rebate was processed for District customers. Year-to-date, 19 HECW rebates were processed by the Sacramento Municipal Utility District (SMUD).
- 21 water waste calls were received during the month of November. No reports of water waste were received through CHWD’s Drought Resources web page. An additional 6 service requests were generated by staff. A total of 21 contacts have been completed based on these reports.
- Safety Officer Kelly Drake and Operations Technician John Spinella trained and certified 23 District employees on the safe operation of the District’s forklift.
- On November 1, the SWRCB released draft regulations that propose to permanently prohibit certain “wasteful and unreasonable water use practices.” The proposed prohibitions are the result of direction given to the SWRCB in Executive Order B-37-16.

The SWRCB held a public workshop regarding the draft regulations on 11/21/17. Discussion items included such things as water run-off, the use of an automatic hose shut-off nozzle, prohibitions to irrigating during and within 48 hours after rainfall, and prohibition to irrigating turf on public street medians. Written comments regarding the draft regulation must be submitted by 12/26/17. SWRCB staff has indicated that it is their goal to have the final regulation adopted by February 2018.

- Staff began a telephone outreach campaign intended to promote the District’s free landscape irrigation review program. WaterWise Consulting is working with staff to contact many of CHWD’s high water use customers. The calls are currently reaching out to CHWD’s single-family customers. Multi-family, commercial and institutional customers will be included in the outreach campaign.
- 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%

Month	R-GPCD 2016	R-GPCD 2017	% CHANGE
March	77	80	04%
April	107	87	-19%
May	155	166	07%
June	213	213	0%
July	237	241	02%
August	242	229	-05%
September	189	217	15%
October	123	170	38%
November	85	95	12%
December	76		

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

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	Oct. 2017 Reduction	January - Oct. 2017 Reduction
City of Sacramento	15.9%	22.6%
Fair Oaks Water District	13.1%	20.4%
Citrus Heights Water District	13.0%	21.5%
Orange Vale Water Company	12.9%	24.3%
Del Paso Manor Water District	12.5%	20.0%
California American Water	12.0%	24.0%
Carmichael Water District	11.9%	19.5%
Golden State Water Company	11.8%	19.2%
Rio Linda/Elverta CWD	11.7%	19.0%
San Juan Water District	11.6%	22.9%
City of West Sacramento	10.6%	20.9%
City of Davis	10.1%	19.9%
City of Roseville	9.6%	16.4%
El Dorado Irrigation District	8.4%	17.2%
Sacramento County Water Agency	8.4%	14.3%
Rancho Murieta CSD	8.0%	15.6%
Sacramento Suburban WD	6.6%	18.5%
City of Yuba City	6.1%	17.6%
Elk Grove Water District	5.1%	19.0%
City of Woodland	4.9%	24.4%
City of Lincoln	3.9%	14.1%
City of Folsom	0.7%	8.1%
Placer County Water Agency	-8.1%	10.1%
Average	8.7%	18.7%
Minimum	-8.1%	8.1%
Maximum	15.9%	24.4%

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 MEETING

SUBJECT : CONSIDER SALARY ADJUSTMENT FOR GENERAL MANAGER
 STATUS : Action Item
 REPORT DATE : December 13, 2017
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

OBJECTIVE:

Discussion and possible action to approve a salary adjustment for General Manager Hilary Straus.

BACKGROUND AND ANALYSIS:

The General Manager’s employment agreement provides for an annual evaluation process to provide the incumbent with feedback on his work with the District. Consistent with the General Manager's Employment Agreement, the Board may elect to provide a salary merit adjustment and rewards and recognition pay consistent with Salary Merit Adjustments Policy (No. 4103) and Employee Recognition and Rewards Program (Policy No. 4105).

The proposed adjustments to the General Manager’s salary include:

	<u>Current Amount</u>	<u>Percentage</u>	<u>Amount</u>
Annual Merit Adjustment:	\$84.22 Hourly	2.5%	\$86.33 Hourly
One-time Rewards and Recognition Pay:	\$1,250.00		

RECOMMENDATION:

Approve a salary adjustment for General Manager Hilary Straus effective January 8, 2018.

ATTACHMENTS:

1. Policy No. 4103 – Salary Merit Adjustments
2. Policy No. 4105 – Employee Recognition and Rewards Program

ACTION:

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

ATTACHMENT 1

Policy No. 4103 – Salary Merit Adjustments

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
POLICY TITLE : SALARY MERIT ADJUSTMENTS
POLICY NUMBER : 4103
DATE ADOPTED : JUNE 3, 1992
DATE AMENDED : JULY 10, 2012
AMENDMENTS : (1) OCTOBER 17, 1995; (2) MAY 3, 1999; (3) OCTOBER 14, 2008

4103.00 SALARY MERIT ADJUSTMENTS

Subject to a minimum overall “meets expectations” evaluation pursuant to Performance Evaluation Policy 4610 together with review and concurrence by the General Manager, an employee may receive an increase in salary consistent with the Monthly Salary Schedule, not to exceed the top of the range for a particular job title.

Salary adjustments within the salary range for a particular job title shall be based upon the employee’s performance evaluation. Said adjustments shall be determined by the General Manager.

Exceptions due to extraordinary performance, longevity, or other considerations shall require approval by the Board of Directors upon recommendation of the General Manager. Salary merit adjustments for the General Manager shall require approval by the Board of Directors.

ATTACHMENT 2

Policy No. 4105 – Employee Recognition and Rewards
Program

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
POLICY TITLE : EMPLOYEE RECOGNITION AND REWARDS PROGRAM
POLICY NUMBER : 4105
DATE ADOPTED : APRIL 12, 2005
DATE AMENDED :
AMENDMENTS :

4105.00 EMPLOYEE RECOGNITION AND REWARDS PROGRAM

The District's employees are one of its most valuable assets. The District affirms its desire to employ highly skilled and motivated employees in order to provide the highest level of service within its own work force, to its customers and to the community. In order to acknowledge those employees that go above and beyond everyday expectations in their duties, the District will develop and maintain an Employee Recognition and Rewards Program.

4105.01 Program Goal

The goal of the Employee Recognition and Rewards Program is to promote an increased focus on the District's mission and goals by recognizing and rewarding employees that exemplify the qualities and behaviors associated with an excellent/superior employee and to encourage employees to reach their full potential for performance.

4105.02 Qualities and Behaviors

The criteria upon which employees will be recognized and rewarded include, but may not be limited to, the following:

- Quality of Work
- Outstanding Customer Service
- Safety
- Attendance
- Accomplishment of District Goals
- Accomplishment of Personal Goals
- Other Criteria as Determined

4105.03 District Responsibilities

The District shall be responsible for developing and maintaining the Employee Recognition and Rewards Program, including any resources, procedures and forms necessary to administer the Program, and providing information to employees regarding the Program.

In adopting its annual budget, the District shall take into consideration the provision of fiscal and other resources as may be necessary to implement and sustain the Program.

4105.04 Employee Responsibilities

Employees shall promote and achieve the District's goals and their personal goals efficiently with superior workmanship, in a customer-friendly and safe environment and in compliance with District Policies and Procedures.

4105.05 Program Development, Maintenance and Administration

The District's Employee Recognition and Rewards Program shall be developed, maintained and administered by the General Manager with policy, plan and fiscal oversight by the Board of Directors.

4105.06 Eligibility

All Regular District employees and employees working pursuant to an Employment Memorandum of Understanding with the District that are 1) supervised directly by the General Manager or 2) supervised by subordinate supervisors are eligible to be recognized and rewarded.

Recognition and rewards may be provided to an employee in any job classification and are to be awarded without regard to the employee's salary (i.e.: Employees at the top of their salary range are eligible).

4105.07 Monetary Recognition and Rewards

Monetary recognition and rewards are subject to standard payroll deductions.

Monetary recognition and rewards are not to be considered as salary for the purposes of PERS and will not affect an employee's monthly salary.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 REGULAR MEETING

SUBJECT : 2017 ACWA Fall Conference
 STATUS : Information Item
 REPORT DATE : December 13, 2017
 PREPARED BY : Hilary Straus, General Manager David Gordon, Operation Manager and Brian Hensley, Water Resources Supervisor

The following are highlights of sessions attended at the ACWA-JPIA/ACWA Fall 2017 Conference:

Session	Key Points
ACWA JPIA Seminar: Pooling 101 – Risk Sharing Pools, What They Are and How They Work	<ul style="list-style-type: none"> • Andy Sells, ACWA-JPIA CEO • Jon Shull, CJPIA CEO • Both CEO’s highlighted the history of local government risk pools in CA • ACWA JPIA only includes water agencies. Therefore, risks costs are generally lower for ACWA JPIA because the risk pool does not include public safety. • CJPIA is mainly composed of smaller Cities. • Both pools offer training and loss prevention programs to reduce pool costs. • Harassment claims issues, as highlighted in the media, are expect to have an impact on local government risk pools in 2018.
ACWA JPIA—Sexual Harassment Prevention for Board Members and Managers (AB 1825)	<ul style="list-style-type: none"> • ACWA JPIA General Counsel Rob Greenfield and Patricia Slaven, ACWA JPIA Director of Administration were the trainers • General Manager Straus and Water Resources Supervisor Hensley attended this Statutorily mandated training • Legal updates and emerging issues were covered along with a refresher on existing Statutory issues for managers to be aware of to ensure compliance on an individual and organizational basis
Opening General Session	<ul style="list-style-type: none"> • Recognition of Jennifer Persike, ACWA Deputy Executive Director for External Affairs and Member Services for 29 years of service at ACWA. Ms.

Session	Key Points
	<p>Persike will be retiring at the end of this year.</p> <ul style="list-style-type: none"> • Retiring GM Robert Roscoe, SSWD, was given the 2017 Emissary Award. • Keynote Speaker for this program, Jim Thebaut, Producer, The Cronicles Group. • An excerpt of Mr. Thebaut’s documentary about a world without water called, “Beyond the Brink” was screened.
<p>Statewide Issue Forum: Can We Close the “Deal” on WaterFix?</p>	<ul style="list-style-type: none"> • Timothy Quinn, ACWA Executive Director • Tom Birmingham, GM, Westlands Water District • Norma Camacho, CEO, Santa Clara Valley Water District • Jill Duerig, GM, Zone 7 Water Agency • Jeffrey Kightlinger, GM, Metropolitan Water District of Southern California • Panel discussed and provided an update on the status of the WaterFix project. • Question of viability of project was discussed after Westlands removed themselves as a sponsor to the project. • Timeline of the Tunnel(s) Project was discussed - a single tunnel would be constructed and the effects of the single tunnel would be analyzed; a second tunnel would be built if necessary. • Panel concluded by stating that the tunnels should be built for the safety of the delta, and to provide improved water quality and reliability to the areas receiving water south of the Delta.
<p>Grant Davis, Director, California Department of Water Resources – Keynote Speaker</p>	<ul style="list-style-type: none"> • Status report on the repair to the Oroville Dam was provided. • Main Spillway is repaired with future upgrades to the Main Spillway and Axillary Spillway anticipated to be performed next year.
<p>Finance Program – Prop 218 In the Social Media Age</p>	<ul style="list-style-type: none"> • Debby Cherney, DGM, Eastern MWD • Lana Haddad, Director of Gov. & Public Affairs, City of Long Beach WD • Robb Grantham, AGM, Santa Margarita MWD • Kevin Mascaro, Director of Finance, Western MWD • Jennifer Persike, ACWA Deputy Executive Director for External Affairs and Member Services • ACWA described its communication outreach efforts in opposing SB623 (Water Tax). • Panels described the need to build grassroots

Session	Key Points
	<p>connections to customers – one approach being the use of Constant Contact.</p> <ul style="list-style-type: none"> • Sample Prop. 218 notices were shown; CHWD’s Prop. 218 is on par with the “best practices” notices shown.
<p>Statewide Issues Forum – A State Blueprint for New Water Fees, Assessments, Surcharges, and Taxes? The California Water Plan Update 2018 Funding and Implementation Plan</p>	<ul style="list-style-type: none"> • Larry McKenney, Director, Metropolitan WD of Southern CA • Dana Frieauf, Water Resources Manager, San Diego County Water Authority • Joe Grindstaff, GM Inland Empire Utilities Agency • Jason Sidley, Senior Engineer, Flood Planning office of the Division of Flood Management, DWR • Brad Sherwood, Principal Programs Specialist, Sonoma County Water Agency • Panel discussed the Funding and Implementation Plan that is expected to include recommendations to study the feasibility of new funding mechanisms such as water user fees (taxes), assessments, and surcharges. • Panel discussed the complex issues facing CA and the infrastructure and planning in support of long-term sustainability.
<p>ACWA Groundwater Committee</p>	<ul style="list-style-type: none"> • Updates on current bills of interest in California • DWR SGMA update – More emphasis on assistance, beyond statutory requirements. Basins will be reassessed and re-prioritized. Technical assistance with BMP’s. Future SGMA data viewer and Sacramento Valley simulation map. • Future groundwater replenishment projects – Capturing peak flood flows
<p>Exhibitor Case Study – Groundwater Modeling for Water Managers (Dudek)</p>	<ul style="list-style-type: none"> • Lindsay A. Swain, Senior Hydrogeologist with Dudek • Overview of groundwater modeling - Values and limitations, physical datasets and mathematical equations used for modeling. The importance of boundary conditions, matching model water levels to measured water levels, importance of calibration and verification.
<p>Special Screening of “Beyond the Brink”</p>	<ul style="list-style-type: none"> • Jim Thebaut, Producer, Chronicles Group, Inc. • Screened the full Documentary that explores California’s society’s future in a world where water, food and natural resources teeter on the edge of sustainability.

Session	Key Points
<p>Water Industry Trends Program – California Drinking Water: Getting the Lead Out</p>	<ul style="list-style-type: none"> • Edgar Dymally, Senior Environmental Specialist, MWD, moderated this session. • Dr. Olivia Kairye, Public Health Officer, Sacramento County – Sources of lead exposure for children include home water, paint, candy from other countries. Levels in children have been declining over time. Any child tested with a lead level over 15ppm reported to DPH. • Melinda Rho, Manager of Regulatory Affairs, LADWP – Lead Sampling in L.A. Schools, 1200 schools, 53 have been sampled, only 5 showed Lead in trace amounts below 15ppm
<p>Town Hall – State Water Board’s Development of a Plan for a Low-Income Water Rate Assistance Program – Can the State and Local Water Agencies Get on the Same Page?</p>	<ul style="list-style-type: none"> • Cindy Tuck, Deputy Executive Director for Government Relations, ACWA • Debby Cherney, DGM, Eastern Municipal Water District • E. Joaquin Esquivel, Board Member, State Water Resources Control Board • Greg Thomas, GM, Rincon del Diablo Municipal Water District • Panel discussed the need for and the possible funding options for a statewide low-income assistance program. • Panel discussed the potential for a Water Tax, however, they also discussed the roadblocks and unintended consequences of a Water Tax. • This session was well attended and ran long do to statements and questions related to a potential Water Tax. • Panel concluded by stating that they would like to consider all options for funding of a statewide low-income assistance program and not focus on a Water Tax.
<p>General Session</p>	<ul style="list-style-type: none"> • Austin Ewell, Deputy Assistant Secretary, Water & Science, Dept. of Interior • Mr. Ewell emphasized Reclamation’s interest to work closely with CA to implement new storage and resolve Delta conveyance, environmental and water quality concerns.
<p>Attorneys Program – Legal Issues of Conservation Mandates</p>	<ul style="list-style-type: none"> • Ryan Bezerra, Attorney, Bartkiewicz, Kronick & Shanahan • Adam Robin, Legislative & Regulatory Affairs Manager, RWA • Brian Poulsen, General Counsel, EID

Session	Key Points
	<ul style="list-style-type: none"> • Melanie Tory, LA City Attorney Office, DWP • Mr. Bezerra explored the potential legal arguments that could prevent the State from implementing long-term conservation mandates. • Mr. Robin provided a review of last year’s legal and regulatory highlights including updates to EO B-37-16, Governor’s Conservation Mandates; and political and legal issues regarding long-term conservation mandates. • Mr. Poulsen and Ms. Tory provided additional legal analysis of the constitutional issues concerning the proposed long-term water conservation mandates.
<p>Water Industry Trends Program – What’s the Potential for Increased Groundwater Replenishment?</p>	<ul style="list-style-type: none"> • Brent Hastey, Director, Yuba County Water Agency, ACWA Vice President • ACWA’s BOD has adopted a new policy goal to “provide leadership on strategies to increase groundwater replenishment”. • Policy initiatives to contribute to increased groundwater replenishment. • Discussion of “Flood Management Acquired Recharge” – Estimate of 1.5 MAF/Year of available water from flood water • Reoperation study of State Water Project (SWP) and Central Valley Project (CVP) as single Project – Supply reliability & ecosystem benefits – 100 to 150 TAF/year • SGMA will encourage better accounting of recharge; joint programs between surface and groundwater districts; possibly more offsite recharge for parties lacking good local conditions
<p>Region 4 Meeting</p>	<ul style="list-style-type: none"> • SJWD Pam Tobin will become the Region’s Chair with the retirement of current Chair Robert Roscoe.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE THE TEST HOLE
DRILLING SERVICES PERFORMED AT PATTON AVENUE AS COMPLETE

STATUS : Action Item

REPORT DATE : December 13, 2017

PREPARED BY : David M. Gordon, Operations Manager

OBJECTIVE:

Consider adoption of Resolution 16-2017 for the Test Hole Drilling Services performed at Patton Avenue and authorize execution and recording of a Notice of Completion for the Project.

BACKGROUND AND ANALYSIS:

On June 27, 2016, the Citrus Heights Water District (the District) executed an agreement with ABC Liovin Drilling, Inc. for on-call test hole drilling services within the District's service area. In order to verify the quality and quantity of the groundwater below a potential well site property, the District utilizes a test hole drilling contractor. The scope of work for the test hole services agreement for this project included:

- 1) Drilling a 8-3/4 inch diameter hole to a depth of approximately 540 feet;
- 2) Collection of drill cutting samples for geophysical logging, every 10 feet;
- 3) Performed water quality zone sampling at three (3) discrete zones, as identified by the District; and
- 4) Abandonment of the test hole using cement grout and in accordance with State and Sacramento County Regulations.

The original contract amount was \$99,350.00 for a five hundred (500) foot test hole. The test hole was drilled to a depth of five hundred and forty (540) feet in order to encompass a zone discovered at this depth that the District thought would be favorable to groundwater extraction. The total amount invoiced, with the extra depth in drilling in accordance with the contract pricing, is \$100,850.00. The final inspection of ABC Liovin Drilling, Inc.'s restoration work was performed on November 10, 2017.

Staff will provide an update on the results of the test hole drilling at Patton Avenue and next steps to the Board of Directors as part of a Management Services Report at the December 20, 2017 Board Meeting.

RECOMMENDATION:

Adopt Resolution 16-2017 for the Test Hole Drilling Services performed at Patton Avenue and authorize the District Secretary to execute and record a Notice of Completion for the Project.

ATTACHMENT:

Resolution 16-2017 for the Test Hole Drilling Services performed at Patton Avenue

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 16-2017

RESOLUTION OF THE BOARD OF DIRECTORS
ACCEPTING ON-CALL TEST HOLE DRILLING SERVICES PERFORMED AT
PATTON AVENUE

WHEREAS, on June 20, 2016 a contract was fully executed between the Citrus Heights Water District (the District) and ABC Liovin Drilling, Inc. for on-call test hole drilling services; and

WHEREAS, ABC Liovin Drilling, Inc. has completed the work for the Test Hole Drilling Services performed at Patton Avenue in accordance with the contract and specifications documents prepared by the District, pursuant to a final inspection on November 10, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Citrus Heights Water District that the Test Hole Drilling Services performed at Patton Avenue is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the Test Hole Drilling Services performed at Patton Avenue and to have said Notice recorded with the Office of the Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 20th day of December, 2017 by the following vote, to wit:

AYES: Directors: Sheehan, Riehle, Dains

NOES: Directors:

ABSTAIN: Directors:

ABSENT: Directors:

SEAL

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

ATTEST:

HILARY M. STRAUS, Secretary
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 MEETING

SUBJECT : SITES RESERVOIR TOUR
STATUS : Information Item
REPORT DATE : December 20, 2017
PREPARED BY : Chris Castruita, Management Services Supervisor/Chief Board Clerk

General Manager Hilary Straus, Operations Manager David Gordon, Management Services Supervisor/Chief Board Clerk Chris Castruita and former General Manager Bob Churchill attended a tour of the proposed Sites reservoir location with State Senator Jim Nielsen on November 17, 2017. Staff will provide a presentation to the Board about the visit and tour of the proposed Sites reservoir at the December 20 Board Meeting.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 REGULAR MEETING

SUBJECT : SELECTION OF PRESIDENT AND VICE PRESIDENT
STATUS : Action Item
REPORT DATE : December 13, 2017
PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

OBJECTIVE:

Consider selection of President and Vice President of the Board of Directors.

BACKGROUND AND ANALYSIS:

Pursuant to District Board of Director and Officers Policy No. 2010 (attached), a President and Vice President of the Board of Directors are to be elected by a majority vote of the Board in December of each year.

The terms of office will begin as soon as acted upon by the Board.

RECOMMENDATION:

1. Receive nominations for President of the Board of Directors and conduct an election.
2. Receive nominations for Vice President of the Board of Directors and conduct an election.

ATTACHMENT:

Policy 2010 – President and Vice President of the Board of Directors

ACTION:

1. For President: _____

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

2. For Vice President: _____

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

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS
POLICY TITLE : PRESIDENT AND VICE PRESIDENT OF THE BOARD OF DIRECTORS
POLICY NUMBER : 2010
DATE ADOPTED : MARCH 7, 1995
DATE AMENDED : JANUARY 5, 1999

2010.00 PRESIDENT AND VICE PRESIDENT OF THE BOARD OF DIRECTORS

A President and a Vice President of the Board of Directors shall be chosen from members of the Board of Directors. The President and Vice President shall perform duties as established by the Board of Directors and as required by law.

2010.10 Selection and Term of Office of President and Vice President

Each December or as otherwise necessary, the Board of Directors shall elect a President and a Vice President from among its members. Nominations from members of the Board will be requested and a President and a Vice President shall be elected by a majority vote of the Board of Directors. The term of office of the President and the Vice President shall begin immediately upon their election unless otherwise specified by the Board of Directors.

2010.20 Duties of the President

The President of the Board of Directors shall:

- 2010.21 Preside at meetings and hearings of the Board of Directors and conduct said meetings to ensure proper order and decorum.
- 2010.22 Execute documents on behalf of the District that are approved at the meeting including, but not limited to, warrants, resolutions, agreements, and contracts.
- 2010.23 Rule on points of order and passage or failure of motions, resolutions, or ordinances brought before the Board.
- 2010.24 Invite public participation when appropriate during meetings of the Board of Directors.
- 2010.25 Set the time and place for any adjourned, special or emergency special meeting of the Board of Directors.
- 2010.26 Serve as public spokesperson of the Board and express adopted policy of the District when called upon to do so.

- 2010.27 Represent the Board of Directors at public meetings or ceremonies when called upon to do so.
- 2010.28 Perform other duties as may be required by law or as directed by the Board of Directors.
- 2010.29 Appoint a member(s) of the Board of Directors, Officers or staff to serve or represent the District at public meetings, ceremonies or on committees on behalf of the District.

2010.30 Duties of the Vice President

In the absence of the President, the Vice President shall assume the duties of the President until such a time as the President is in attendance. In the event that the office of President is vacant, the Vice President shall act in the place of the President until the Board of Directors elects a new President.

2010.40 Participation in Meetings of the Board of Directors

The President and Vice President shall have the same rights as other members of the Board of Directors in voting, introducing motions, resolutions, and ordinances, and any discussion of questions that follow said actions.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 MEETING

SUBJECT : APPOINTMENT OF BOARD REPRESENTATIVES AND ALTERNATES
 STATUS : Action Item
 REPORT DATE : December 7, 2017
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

OBJECTIVE:

1. Consider appointments of member of the Board of Directors or Officers to serve as District representatives to various organizations.
2. Consider amending District Policy No. 2300, Board Representatives.

BACKGROUND AND ANALYSIS:

Appointment of Representatives

Pursuant to District Board of Directors and Officers Policy No. 2300 (Attachment 1) the Board of Directors shall appoint its Members or Officers to serve as District representatives to various organizations as follows:

Current 2017 Appointments

	<u>Representative</u>	<u>Alternate Rep.</u>
Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)	Allen B. Dains	Raymond A. Riehle
Association of California Water Agencies Joint Powers Insurance Authority Health Benefits Authority (ACWA/JPIA HBA)	Vacant	Hilary M. Straus
Association of California Water Agencies (ACWA) Region 4	Hilary M. Straus	Allen B. Dains
Citrus Heights Regional Chamber of Commerce Government Issues Committee	David Gordon	Susan Sohal
Regional Water Authority (RWA)	Director Staff Allen B. Dains Hilary M. Straus	Raymond A. Riehle David Gordon
Sacramento Groundwater Authority (SGA)* *Changes must be confirmed by City of Citrus Heights	Caryl F. Sheehan	Allen B. Dains
Sacramento Water Forum	David Gordon	Susan Sohal

It should be noted that these appointments by the Board of Directors are independent of appointments to ACWA Committees and the Sacramento Local Agency Formation Commission.

Amendment to District Policy

Policy No. 2300 directs the Board of Directors to annually appoint representatives to the Association of California Water Agencies Joint Powers Insurance Authority Health Benefits Authority (ACWA/JPIA HBA). On April 10, 2012, the Board of Directors adopted Resolution 06-2012 (Attachment 2), formally withdrawing from the ACWA/JPIA HBA, which later disbanded on July 1, 2012. As such, staff recommends amending Policy No. 2300 (see Attachment 3) to remove the requirement to appoint a representative to the organization.

RECOMMENDATION:

1) Appoint Representatives to the following organizations a proposed:

		<u>Representative</u>	<u>Alternate Rep.</u>
Association of California Water Agencies	Board	Allen B. Dains	Raymond A. Riehle
Joint Powers Insurance Authority (ACWA/JPIA)	Staff	Hilary M. Straus	Christopher Castruita
Association of California Water Agencies (ACWA) Region 4		Hilary M. Straus	Caryl F. Sheehan
Citrus Heights Regional Chamber of Commerce Government Issues Committee		David M. Gordon	Rex Meurer
Regional Water Authority (RWA)	Director	Allen B. Dains	Raymond A. Riehle
	Staff	Hilary M. Straus	David M. Gordon
Sacramento Groundwater Authority (SGA)* *Changes must be confirmed by City of Citrus Heights		Caryl F. Sheehan	Allen B. Dains
Sacramento Water Forum		David M. Gordon	Rex Meurer

2) Amend District Policy No. 2300, Board Representatives as described above.

ATTACHMENTS:

- 1) Policy No. 2300 – Board Representatives
- 2) Resolution 06-2012 – Consent to Join Employee Benefits Program of ACWA/JPIA
- 3) Proposed Policy No. 2300 – Board Representatives

ACTION:

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

ATTACHMENT 1

Policy No. 2300 – Board Representatives

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS
POLICY TITLE : BOARD REPRESENTATIVES
POLICY NUMBER : 2300
DATE ADOPTED : MARCH 7, 1995
DATE AMENDED : DECEMBER 8, 2015
AMENDMENTS : (1) DECEMBER 8, 2003; (2) DECEMBER 10, 2013; (3) MAY 13, 2014

2300.00 BOARD REPRESENTATIVES

Each December, or as otherwise necessary, the Board of Directors shall appoint or recommend appointment of its members, Officers or staff to serve as District representatives and/or alternate representatives for the following calendar year to the following organizations:

- Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)
 - Association of California Water Agencies Joint Powers Insurance Authority Health Benefits Authority (ACWA/JPIA HBA)
 - Association of California Water Agencies Region 4 (ACWA)
 - Citrus Heights Regional Chamber of Commerce Government Issues Committee
 - Regional Water Authority (RWA)
 - Sacramento Groundwater Authority (SGA)
 - Sacramento Water Forum
 - San Juan Family of Agencies Ad Hoc Executive Committee
 - Other organizations as necessary
-

ATTACHMENT 2

Resolution 06-2012 – Consent to Join Employee Benefits
Program of ACWA/JPIA

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 06-2012

RESOLUTION CONSENTING TO JOIN THE HEALTH BENEFITS PROGRAM OF THE
ACWA JOINT POWERS INSURANCE AUTHORITY, RATIFYING THE ACTION OF THE
ACWA HEALTH BENEFITS AUTHORITY BOARD OF DIRECTORS TO TERMINATE
THE HEALTH BENEFITS AUTHORITY JOINT POWERS AGREEMENT, AND
AUTHORIZING AND DIRECTING THE CITRUS HEIGHTS WATER DISTRICT TO
EXECUTE ALL NECESSARY DOCUMENTS

WHEREAS, the Citrus Heights Water District (“District”) entered into a joint exercise of powers agreement (“HBA Agreement”) with the Association of California Water Agencies Health Benefits Authority (“HBA”) in order to pool its purchasing needs with other public agencies desiring to provide their employees with comprehensive and economical health and welfare benefits; and

WHEREAS, the District entered into a Health Benefits Memorandum of Understanding (“MOU”) to enroll in specific health programs and ancillary programs (“Existing Employee Benefits Coverage”) offered by HBA and agreed to abide by: (1) the HBA Agreement; (2) all rules and procedures established by HBA in the administration of the Agency’s Existing Employee Benefits Coverage; and (3) all underwriting, eligibility, and contribution requirements in Appendix A to the MOU; and

WHEREAS, the District entered into a joint exercise of powers agreement (“JPIA Agreement”) with the Association of California Water Agencies Joint Powers Insurance Authority (“JPIA”) in order to pool its purchasing needs with other public agencies desiring to obtain comprehensive and economical public liability, workers’ compensation, unemployment, health, dental, accident and/or property coverage; and

WHEREAS, JPIA is both qualified and authorized by the laws of the State of California to administer the Existing Employee Benefits Coverage to the District through JPIA’s Employee Benefits Program; and

WHEREAS, during a noticed special meeting held on February 6, 2012, the HBA Board of Directors unanimously voted to transfer all HBA operations and administrative functions to JPIA on or about July 1, 2012, and to pursue a merger of the two public agencies after which the HBA Agreement would be terminated; and

WHEREAS, pursuant to Article 22 of the HBA Agreement, the HBA Agreement may be terminated by the HBA Board of Directors subject to ratification by the written consent of three-fourths of the HBA Member Agencies within 90 days of the HBA Board’s action, provided, however, that HBA and the HBA Agreement shall continue to exist for the purpose of concluding all functions necessary to conclude HBA’s affairs; and

WHEREAS, during a noticed regular meeting held on March 28, 2012, the HBA Board of Directors approved HBA Resolution 12-03-02: (1) electing to terminate the HBA Agreement pursuant to Article 22 of the HBA Agreement and, except as provided in clause 2 below, said termination shall become effective upon ratification by the written consent of three-fourths of the HBA Member Districts and Agencies; (2) recognizing that pursuant to Article 22 of the HBA Agreement, HBA and the HBA Agreement shall continue to exist for the purpose of concluding and dissolving the business

affairs of the HBA, and acknowledge that the HBA Board of Directors is vested with all powers of the HBA for doing the same; and (3) declaring that Resolution 12-03-02 shall take effect on April 1, 2012, thereby beginning the 90-day ratification period.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District as follows:

1. Agree that the HBA Memorandum of Understanding referred to in the recitals above is incorporated in this resolution by reference; and
2. Consent to join the JPIA's Employee Benefits Program and acknowledge, represent, and agree that all terms and conditions of the HBA Memorandum of Understanding apply to the provision of this District's Existing Employee Benefits Coverage through JPIA; and
3. Authorize and direct Citrus Heights Water District Director Joseph M. Dion, Membership Regular Representative to the HBA and Assistant General Manager David B. Kane, Membership Alternate Representative to the HBA to cooperate fully with the HBA and the JPIA in the execution of any other documents and in the completion of any additional actions that may be necessary or appropriate for the purpose of ensuring that the District's Existing Employee Benefits Coverage continues without lapse through the JPIA; and
4. Ratify the action of the HBA Board of Directors to terminate the HBA Agreement, to be effective as provided in Article 22 of the HBA Agreement; and
5. Direct the Secretary of the Board of the District to immediately send a certified copy of this resolution to: Association of California Water Agencies Health Benefits Authority, 4600 Northgate Boulevard, Suite 100, Sacramento, California, 95834.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 10th day of April, 2012, by the following vote, to wit:

AYES:	Directors:	Dains, Dion, Rose
NOES:	Directors:	None
ABSTAIN:	Directors:	None
ABSENT:	Directors:	None

SEAL



A handwritten signature in black ink, appearing to read "Allen B. Dains", written over a horizontal line.

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

ATTEST:

A handwritten signature in black ink, appearing to read "Robert A. Churchill", written over a horizontal line.
ROBERT A. CHURCHILL, Secretary

ATTACHMENT 3

Proposed Policy No. 2300 – Board Representatives

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS
POLICY TITLE : BOARD REPRESENTATIVES
POLICY NUMBER : 2300
DATE ADOPTED : MARCH 7, 1995
DATE AMENDED : ~~DECEMBER 8, 2015~~ DECEMBER 20, 2017
AMENDMENTS : (1) DECEMBER 8, 2003; (2) DECEMBER 10, 2013; (3) MAY 13, 2014; (4) DECEMBER 8, 2015

2300.00 BOARD REPRESENTATIVES

Each December, or as otherwise necessary, the Board of Directors shall appoint or recommend appointment of its members, Officers or staff to serve as District representatives and/or alternate representatives for the following calendar year to the following organizations:

- Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)
 - ~~Association of California Water Agencies Joint Powers Insurance Authority Health Benefits Authority (ACWA/JPIA-HBA)~~
 - Association of California Water Agencies Region 4 (ACWA)
 - Citrus Heights Regional Chamber of Commerce Government Issues Committee
 - Regional Water Authority (RWA)
 - Sacramento Groundwater Authority (SGA)
 - Sacramento Water Forum
 - San Juan Family of Agencies Ad Hoc Executive Committee
 - Other organizations as necessary
-

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 MEETING

SUBJECT : APPOINTMENT OF DISTRICT OFFICERS
 STATUS : Action Item
 REPORT DATE : December 7, 2017
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

OBJECTIVE:

Consider appointment and reconfirmations of District Officers.

BACKGROUND AND ANALYSIS:

Pursuant to District Board of Directors and Officers Policy No. 2200 (attached) the Board of Directors shall appoint or reconfirm appointments of District Officers each December or as otherwise necessary. Current appointments are as follows:

<u>Current Appointments</u>	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Alberto Preciado	Dana R. Mellado
Treasurer	Susan K. Sohal	Alberto Preciado
Secretary	Hilary M. Straus	Vacant

The following changes are recommended to fill current vacancies:

<u>Proposed Appointments</u>	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Alberto Preciado	Dana R. Mellado
Treasurer	Susan K. Sohal	Alberto Preciado
Secretary	Hilary M. Straus	Christopher Castruita

A copy of District Board of Directors and Officers Policy No. 2210, Post Offer of Appointment Background Investigation, is attached. This policy requires a background investigation prior to initial appointment as a District Officer. The requirement may be waived provided that a background investigation was undertaken by CHWD within the prior 12 months. Christopher Castruita, the recently hired Management Services Supervisor, received a background check prior to his hire date in June, 2017; therefore staff recommends waiving the investigation so as to save the additional expenses needed for this service.

RECOMMENDATION:

Appoint and/or reconfirm the following District Officers:

	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Alberto Preciado	Dana R. Mellado

Treasurer

Susan K. Sohal

Alberto Preciado

Secretary

Hilary M. Straus

Christopher Castruita

ATTACHMENTS:

- 1) Policy No. 2200 – Officers of the District
- 2) Policy No. 2210 – Post Offer of Appointment Background

ACTION:

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

ATTACHMENT 1

Policy No. 2200 – Officers of the District

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS
POLICY TITLE : OFFICERS OF THE DISTRICT
POLICY NUMBER : 2200
DATE ADOPTED : MARCH 7, 1995
DATE AMENDED : AUGUST 10, 2004

2200.00 OFFICERS OF THE DISTRICT

The offices of Assessor, Collector, Treasurer, (Water Code Section 21266) and the position of Secretary are recognized as Officers of the District.

The office of Assessor and the office of Collector shall be consolidated into one office and titled Assessor / Collector (21120).

2200.10 Appointment of Officers

The following District offices shall be filled by appointment by the Board of Directors to serve at the pleasure of the Board (21123):

Assessor / Collector
Treasurer
Secretary

2200.11 Deputy of the Assessor / Collector (21186, 21187, 21188)

The Assessor / Collector may appoint one (1) Deputy Assessor / Collector to assist with the discharge of the duties of the Assessor / Collector. The Deputy Assessor / Collector shall hold office at the pleasure of the Assessor / Collector. Said appointment shall be subject to confirmation by the Board of Directors.

2200.12 Deputy of the Treasurer (21186, 21187)

The Treasurer may appoint one (1) Deputy Treasurer to assist with the discharge of the duties of the Treasurer. The Deputy Treasurer shall hold office at the pleasure of the Treasurer. Said appointment shall be subject to confirmation by the Board of Directors.

2200.13 Deputy of the Secretary

The Secretary may appoint one (1) Deputy Secretary to assist with the discharge of the duties of the Secretary. The Deputy Secretary shall hold office at the pleasure of the Secretary. Said appointment shall be subject to confirmation by the Board of Directors.

Each December or as otherwise necessary, the Board of Directors shall appoint or reconfirm the appointment of District Officers and Deputy Officers.

2200.15 Officer's Bonds

Appointments shall be conditional upon the ability to be bondable or insurable as required by the Water Code in the following amounts:

Assessor / Collector	\$ 20,000
Treasurer	\$100,000
Secretary	\$ 5,000

Bonds or equivalent employee theft/dishonesty coverage shall be obtained and paid for by the District.

Bonds are not required for the Deputy Assessor / Collector, Deputy Treasurer and Deputy Secretary.

2200.20 Duties of the Assessor / Collector

The District Assessor / Collector shall be responsible for the District's assessment roll and collections and shall prepare and certify the monthly Collector's Report. Other duties may be assigned by the Board of Directors including, but not limited to, the following:

1. Is in responsible charge for the preparation, certification, and submittal to the Board of Directors of a monthly Collector's Report. Said Collector's Report shall include receipts for flat rate water and irrigation installments, redemptions, water charges, and miscellaneous income.
2. Is in responsible charge for review of charges assessed and prepares Cancellation/Refund Letter documenting charges to be canceled or refunded by action of the Board of Directors pursuant to Cancellation of Current Year Water Charges Policy 7315 and Refunds of Prior Year Over-Payments Policy 7320.
3. Publishes notices of assessments and delinquencies as required by the Water Code.
4. Executes Certificates of Sale and Certificates of Redemption as necessary.

2200.30 Duties of the Treasurer

The Treasurer will install and maintain a system of auditing and accounting that will completely and at all times show the financial condition of the District in accordance with generally accepted accounting principles and legal requirements. The District Treasurer shall be responsible for receipt, allocation, and investment of District funds in compliance with Investment of District Funds Policy 6300. Other duties may be assigned by the Board of Directors including, but not limited to, the following:

1. Is in responsible charge for the preparation, certification, and submittal to the Board of Directors of a monthly Treasurer's Report. Said Treasurer's Report shall include reconciliation and analysis of District receipts, disbursements, depositories, investments, and funds including, but not limited to the following:

Checking Account(s)
Savings Account(s)
Local Agency Investment Fund (LAIF)
Investments
Funds and Reserve Accounts

2. Acknowledges receipt from the Assessor / Collector of the sums set forth on the Collector's Report.
3. As directed by the Board of Directors, is responsible for the allocation and placement of the financial resources.
4. Routinely transfers funds to and between the checking, savings, and LAIF accounts to facilitate payment of payroll and monthly accounts payable.
5. Prepares financial policies, plans, and recommendations for submittal to the Board of Directors for consideration and approval.
6. Participates in a review of the annual audit and acts, as directed by the Board of Directors, upon the recommendations offered by the auditor.
7. In the absence of the Secretary and Deputy Secretary, may attest to checks for payment totaling \$8,000.00 and greater.

2200.40

Duties of the Secretary

The District Secretary certifies and maintains custody of Ordinances, Resolutions, Meeting Minutes, and other official District actions and oaths taken or subscribed to by the Board of Directors and other Officers of the District. Other duties may be assigned by the Board of Directors including, but not limited to the following:

1. Prepares and certifies meeting notices prior to posting.
2. Notifies the media in accordance with the requirements of the Brown Act relating to open meeting law.
3. Adjourns meetings in the absence of any Directors.
4. Maintains custody of the District seal.
5. Attests, certifies, and/or countersigns Ordinances, Resolutions, Collector's and Treasurer's Reports, Meeting Minutes, and checks for payment totaling \$8,000.00 and greater.
6. Administers and files Oaths, Affirmations, and Acknowledgments.
7. Receives Petitions.
8. Accepts correspondence on behalf of District.
9. Receives and opens sealed bids.

10. In the event that the offices of President and Vice-President are simultaneously vacant, the Secretary shall assume the Chair so that the Directors may elect a President.

2200.50 Officers' and Deputy Officers' Compensation

Notwithstanding compensation received as employees of the District, Officers and Employees appointed pursuant to this policy shall not receive any additional compensation for their duties as District Officers and/or Deputy Officers.

ATTACHMENT 2

Policy No. 2210 – Post Offer of Appointment Background

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS
POLICY TITLE : POST OFFER OF APPOINTMENT BACKGROUND
INVESTIGATION
POLICY NUMBER : 2210
DATE ADOPTED : OCTOBER 11, 2011
DATE AMENDED : DECEMBER 8, 2015
AMENDMENTS :

2210.00 POST OFFER OF APPOINTMENT BACKGROUND INVESTIGATION

In order to be eligible for appointment as a District Officer, potential candidates for the District Officer positions specified in this section must consent in writing to a Post Offer of Appointment Background Investigation. This investigation will be at the District's expense by an investigator designated by the District and may include one or more of the following investigations: criminal court records; department of motor vehicles records; social security verification report; civil court index check; individual consumer credit check; bankruptcies, tax liens and judgments; sex offender registry; education and credential verification; employment verification; professional references; and workers' compensation history. Final offers of appointment are contingent upon results of this investigation.

The following District Officer positions will be subject to Post Offer of Appointment Background Investigations:

Assessor / Collector
Deputy Assessor / Collector

Treasurer
Deputy Treasurer

Secretary
Deputy Secretary

Said investigations will apply to all appointments to any of the positions specified above including those District Officers moving from one specified District Officer position to another specified District Officer position or combination thereof.

Said investigations will not apply to annual re-appointments to the any of the positions specified above.

The Board of Directors may waive the requirement for a Post Offer of Appointment Background Investigation if such an investigation has been undertaken within the prior twelve (12) months.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 MEETING

SUBJECT : Policy Update – Approval of Probationary Period Policy
 STATUS : Action Item
 REPORT DATE : December 20, 2017
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

OBJECTIVE:

Discussion and possible action on the proposed Policy 4015 – Probationary Period.

BACKGROUND AND ANALYSIS:

Prior to May 2016, the Citrus Heights Water District (CHWD) maintained a policy of requiring all newly appointed employees to observe a probationary period wherein both the new employee and the District will evaluate employment suitability and determine whether the employment relationship should continue. Such a policy is common practice for California public agencies given that the state labor code places a significant burden of proof upon public employers that wish to terminate employment with an employee.

In May 2016, the Board of Directors updated Policy 4001, replacing the one-year probationary Memorandum of Understanding with employment agreement templates for “at will” employees (e.g. middle managers and Department Heads). With this policy update, inadvertently the one-year probationary period applicable to non-management employees was removed.

With the anticipation of new hires to CHWD over the course of the next year, staff worked with the General Counsel’s Office to draft a policy that would reinstate a probationary period for all newly appointed employees who are not subject to employment agreements per Policy 4001. The attached proposed policy, Policy 4015, would set a minimum probationary period of twelve (12) months for new employees, and six (6) months for current employees who receive a promotional or lateral appointment. During that period, employment would be on an “at-will” basis, meaning the employee could be discharged without cause. The proposed policy would take effect upon adoption for all newly hired employees, and will not be applied to employees hired prior to the adoption of the policy.

RECOMMENDATION:

Adopt Policy 4015 – Probationary Period.

ATTACHMENTS:

Proposed Policy 4015 – Probationary Period.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
POLICY TITLE : PROBATIONARY PERIOD
POLICY NUMBER : 4015
DATE ADOPTED : DECEMBER 20, 2017
DATE AMENDED :
AMENDMENTS :

4015.00 PROBATIONARY PERIOD DEFINED

A working test period of 12 months during which an employee is required to demonstrate his/her fitness for the duties to which he/she is appointed by actual performance of the duties of the position.

4015.01 OBJECTIVE OF PROBATIONARY PERIOD/POSITIONS COVERED

The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work and for securing the most effective adjustment of a new employee to his/her position. All employees appointed to District positions that are not "at will" positions must successfully complete a probationary period.

4015.02 PROBATIONARY PERIODS/APPOINTMENTS TO POSITIONS

All original employee appointments shall be subject to a probationary period of no less than twelve months of actual service, and may be extended an additional 90 days at the discretion of the General Manager. All promotional or lateral appointments shall be subject to a probationary period of six months, which may be extended an additional six months at the discretion of the General Manager. If a probationary employee's probationary period is extended, the employee shall be given written notice of the extension prior to the expiration of the probationary period.

4015.03 EXTENSION OF PROBATIONARY PERIOD FOR ABSENCES FROM WORK

Absences from work for ten (10) or more work days during the probationary period, regardless of the reason or cause for the absence, shall automatically, and without further notice provided to the employee, cause the probationary period to be extended by the total number of calendar days of the absence. Approved vacation leave absences will not be considered for purposes of this section.

4015.04 REJECTION FROM PROBATION

During the probationary period, an employee's District employment in that position is "at will," and he or she may be rejected at any time without cause and without the right of appeal. The probationary employee who is rejected will be notified in writing that he or she has not successfully completed the probationary period. If the rejection occurs during the original probationary period, the employee shall be discharged from employment. An employee who has previously completed an original probationary period, and who is rejected during a promotional or lateral probationary period, shall be reinstated to the employee's immediately former position unless he/she is rejected for a reason which would have constituted cause for the employee's discharge from the former position.

4015.05 REJECTION OF PROBATIONARY EMPLOYEE

During a probationary period an employee may be rejected by the General Manager (or designee) at any time, with or without cause, and without the right of administrative appeal except as required by law.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 REGULAR MEETING

SUBJECT : CORPORATION YARD SAFETY IMPROVEMENTS UPDATE
STATUS : Information Item
REPORT DATE : December 8, 2017
PREPARED BY : Missy Pieri, Engineering Manager/District Engineer

Engineering Manager/District Engineer Missy Pieri will provide an update on the status of the Corporation Yard Safety Improvements Construction Project currently under construction by PnP Construction, Inc. Construction support throughout the project is being provided by CHWD's construction manager, Domenichelli and Associates.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 REGULAR MEETING

SUBJECT : METER REPLACEMENT STUDY UPDATE
STATUS : Information Item
REPORT DATE : December 7, 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 CHWD's progress in working with several surrounding water districts to develop a multi-agency Water Meter Replacement and Operations program.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 MEETING

SUBJECT : 2018 BOARD MEETING SCHEDULE
 STATUS : Information Item
 REPORT DATE : December 12, 2017
 PREPARED BY : Chris Castruita, Management Services Supervisor/Chief Board Clerk

Management Services Supervisor/Chief Board Clerk Chris Castruita will discuss and receive direction on the draft 2018 Board Meeting times and dates, proposed below, with the Board.

Day	Date	Notes
Wednesday	January 17	
Wednesday	February 21	
Wednesday	March 21	
Wednesday	April 18	
Wednesday	May 16	
Thursday	Late May to Early June (Date TBD)	*Special Meeting – Strategic Planning Workshop
Wednesday	June 20	
Wednesday	July 18	
Wednesday	August 15	
Wednesday	August 29	*Special Meeting – 2019 Budget Workshop
Wednesday	September 19	
Wednesday	October 17	
Wednesday	November 14	*Special Meeting – Propose alternate date due to Thanksgiving Holiday
Wednesday	November 28	*Special Meeting – Public Hearing 2019 Budget and Rate Adoption
Wednesday	December 19	

Regular Meetings of the Board of Directors are held beginning at 6:30 PM on the Third Wednesday of each month. Meeting agendas are posted in this space a minimum of 72 hours in advance of each meeting. Meeting dates subject to change with 72 hour advance notice.

***Special Meetings** of the Board of Directors are held as may be necessary and require 24-hour advance posting of the meeting agenda.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2017 MEETING

SUBJECT : UPDATE ON TEST HOLE DRILLING SERVICES PERFORMED
AT PATTON AVENUE
STATUS : Information Item
REPORT DATE : December 14, 2017
PREPARED BY : David Gordon, Operations Manager
Brian Hensley, Water Resources Supervisor

Operations Manager David Gordon and Water Resources Supervisor Brian Hensley will provide an update on the results of the Test Hole Drilling at Patton Ave project completed by ABC Liovin Drilling, Inc, and discuss next steps in the well development process.