

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
March 20, 2019 beginning at 6:00 PM**



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

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

CLOSED SESSION:

CL-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 243-0480-034 and 243-0480-033

Agency negotiator: Hilary Straus; Missy Pieri

Negotiating parties: Mitchell/Sippola Limited Partnership

Under negotiation: Price and Terms of Payment

CL-2. Pursuant to Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 3 cases

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

April 17, 2019	6:30 PM	Regular Meeting
May 15, 2019	6:30 PM	Regular Meeting
June 19, 2019	6:30 PM	Regular Meeting
July 17, 2019	6:30 PM	Regular Meeting
August 21, 2019	6:30 PM	Regular Meeting
September 18, 2019	6:30 PM	Regular Meeting
October 16, 2019	6:30 PM	Regular Meeting
November 20, 2019	6:30 PM	Regular Meeting
December 2, 2019	6:30 PM	Special Meeting
December 18, 2019	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Christopher Castruita
Christopher Castruita, Chief Board Clerk

Dated: March 14, 2019

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
MARCH 20, 2019 beginning at 6:30 PM**



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

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CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

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

- CC-1a. Minutes of the Special Meeting – February 20, 2019
- CC-1b. Minutes of the Regular Meeting – February 20, 2019
- CC-2. Revenue Analysis Report for February 2019
- CC-3. Assessor/Collector's Roll Adjustment for February 2019
- CC-4. Treasurer's Report for February 2019
- CC-5. Treasurer's Report of Fund Balances for February 2019
- CC-6. Operating Budget Analysis for February 2019
- CC-7. Capital Projects Summary February 2019
- CC-8. Warrants for February 2019
- CC-9. CAL-Card Distributions for February 2019
- CC-10. Summary of 2019 Employees and Directors Training Courses, Seminars and Conference
- CC-11. Employee Recognitions
- CC-12. Long-Range Agenda

- CC-13. Engineering Department Report (I)
Significant assignments and activities for the Engineering Department are summarized.
- CC-14. Operations Department Report (I)
Monthly report on construction and maintenance activities.
- CC-15. 2019 Water Supply – Purchased and Produced (I)
Report on annual water supply including comparison with prior years.
- CC-16. Water Supply Reliability (I)
Receive status report on surface water supplies available to the Citrus Heights Water District (District).
- CC-17. Water Efficiency and Safety Program Update (I)
Monthly report on Water Efficiency program activities.
- CC-18. Discussion and Possible Action to Authorize District Staff to Attend Conferences (A)
 1. Consider authorizing District staff to attend the Harris Customer Training Conference, American Society of Engineers Utility Engineering and Surveying Institute Pipeline Conference, and the Cityworks Conference.
 2. Consider authorizing the General Manager to approve expense reimbursements related to conference/training attendance.
- CC-19. Resolution in Recognition of John Woodling (A)
Consider adoption of Resolution 04-2019 in recognition of John Woodling.
- CC-20. Resolution Concurring in Nomination of the California Water Insurance Fund Board (A)
Consider adoption of Resolution 05-2019 Concurring in Nomination of Paul Green of Rio Linda/Elverta Community Water District to the California Insurance Fund Board.

PRESENTATIONS:

- P-1. 2018 Groundwater Transfer Wrap-Up (I/D)
Receive an update on the District's 2018 Groundwater Transfer.

STUDY SESSIONS:

- S-1. Review of Section 457 Deferred Compensation Programs (I/D)
Receive an update on the District's Section 457 Deferred Compensation Programs.

BUSINESS:

None.

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

None.

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

- D-1. Regional Water Authority (Riehle).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Riehle).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Castruita).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Straus/Castruita/Meurer).
- D-8. RWA Legislative and Regulatory Affairs Update (Castruita/Meurer).
- D-9. Customer Advisory Committee (Riehle/Pieri).
- D-10. Other Reports.

MANAGEMENT SERVICES REPORTS (I):

- MS-1. Meter Replacement Study Update
- MS-2. Work Program Update

CORRESPONDENCE:

None.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

April 17, 2019	6:30 PM	Regular Meeting
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December 2, 2019	6:30 PM	Special Meeting
December 18, 2019	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.



Dated: March 14, 2019

Christopher Castruita, Management Services
Supervisor/Chief Board Clerk

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
February 20, 2019

The Special Meeting of the Board of Directors was called to order at 5:32 p.m. by President Sheehan and roll was called. Present were:

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President
David C. Wheaton, Director

Absent:

None.

Staff: Hilary Straus, General Manager
Susan Sohal, Administrative Services Manager
David Gordon, Operations Manager
Missy Pieri, Engineering Manager/District Engineer
Chris Castruita, Management Services Supervisor/Chief Board Clerk
Josh Nelson, Assistant General Counsel

VISITORS:

None.

PUBLIC COMMENT:

None.

CLOSED SESSION:

The meeting adjourned into Closed Session at 5:32 pm to discuss the following items as listed on the Closed Session Special Meeting Agenda:

CL-1. Pursuant to Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 3 cases

The Closed Session was adjourned at 6:34 pm.

No reportable action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:34 pm.

APPROVED:

CHRISTOPHER CASTRUITA
Deputy 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
February 20, 2019

The Regular Meeting of the Board of Directors was called to order at 6:38 p.m. by President Sheehan and roll was called. Present were:

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President
David C. Wheaton, Director

Absent:

None.

Staff:

Hilary Straus, General Manager
Susan Sohal, Administrative Services Manager
David Gordon, Operations Manager
Missy Pieri, Engineering Manager
Chris Castruita, Management Services Supervisor/Chief Board Clerk
Rex Meurer, Water Efficiency Supervisor
Jeff Ott, Principal Information Technology Analyst
Brady Chambers, Water Efficiency Technician

VISITORS:

None.

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.

Minutes of the Special Meeting – January 16, 2019
Minutes of the Regular Meeting – January 16, 2019
Revenue Analysis Report for January 2019

Assessor/Collector's Roll Adjustment for January 2019

Treasurer's Report for January 2019

Treasurer's Report of Fund Balances for January 2019

Operations Budget Analysis for January 2019

Capital Projects Summary January 2019

Warrants for January 2019

CAL-Card Distributions for January 2019

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

Employee Recognitions

Long Range Board Agenda (I)

Board Agenda Items Planned for upcoming Meetings.

Engineering Department Report (I)

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

Operations Department Report (I)

Monthly report on construction and maintenance activities.

2019 Water Supply – Purchased and Produced (I)

Report on annual water supply including comparison with prior years.

Water Supply Reliability (I)

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

Water Efficiency and Safety Program Update (I)

Monthly report on Water Efficiency and Safety programs activities.

Discussion and Possible Action to Approve Resolution Clarifying Typographical Errors in Resolution No. 18-2018 (A)

Adopt Resolution 03-2019 clarifying typographical errors in Resolution No. 18-2018 establishing Water Rates and Miscellaneous Charges and Fees for Citrus Heights Water District effective 2019.

Discussion and Possible Action to Approve Investment of District Funds Policy (A)

Review and consider one amendment to District Fiscal Management Policy No. 6300, Investment of District Funds.

JANUARY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66778	Bradley P Hubbard	Customer Refund	\$16.16
66779	Sherry Wallin	Customer Refund	\$23.69
66780	James H/Joyce A Donaker	Customer Refund	\$348.53
66781	Ginther Family Living Trust	Customer Refund	\$16.88
66782	Douglas E/Dianne L Peck	Customer Refund	\$100.00
66783	Kibibi Roberson	Customer Refund	\$68.43
66784	D P & C R Blanco 2007 Trust	Customer Refund	\$13.48
66785	Norman L Chan	Customer Refund	\$37.13
66786	Karen A/David N Lee	Customer Refund	\$62.25

66787	Caswell Acquisitions LLC	Customer Refund	\$219.89
66788	Hazel Wrieden	Customer Refund	\$21.27
66789	Airgas USA, LLC	Supplies-Field	\$84.37
66790	Alexander's Contract Services	Contract Services -Meter Read	\$2,014.51
66791	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
66792	Backflow Distributors Inc	Small Tools	\$260.08
66793	Barracuda Networks, Inc	Maintenance Agreement-Software	\$1,672.00
66794	Bart/Riebes Auto Parts	Repair-Trucks	\$24.21
66795	Best Best & Krieger	Legal & Audit	\$7,350.21
66796	BSK Associates	Water Analysis	\$968.00
66797	California Landscape Associates Inc	Janitorial	\$200.00
66798	Certex Usa Inc	Supplies-Field	\$463.52
66799	Cybox	Equipment Rental-Office	\$158.16
66800	Dawson Oil Company	Gas & Oil	\$729.59
66801	Fast Action Pest Control	Contract Services-Miscellaneous	\$230.00
66802	Global Machinery West	Fixed Assets	\$347.23
66803	Ferguson Enterprises Inc #1423	Material	\$1,913.84
66804	J4 Systems	Contract Services-Other	\$1,028.00
66805	Kei Window Cleaning #12	Janitorial	\$96.00
66806	Lenovo	Small Office Equipment	\$1,465.31
66807	Moonlight BPO	Contract Services-Bill Print/Mail	\$2,113.01
66808	One Stop Truck Shop	Repair-Trucks	\$2,401.93
66809	Petty Cash	Petty Cash	\$364.44
66810	Republic Services #922	Utilities	\$320.41
66811	Sonitrol	Equipment Rental-Office	\$175.10
66812	S.I.C.H.	Office Miscellaneous	\$60.00
66813	Staples Advantage	Office Expense	\$56.87
66814	State Water Resources Control Board	Dues & Subscriptions	\$60.00
66815	Titan Workforce LLC	Contract Services-Temporary Labor	\$6,636.38
66816	Verizon Wireless	Telephone-Wireless	\$1,215.91
66817	Vice's Collision Repair	Repair-Trucks	\$2,755.76
66818	Warren Consulting Engineers Inc	Contract Services-Engineering	\$937.50
66819	West Yost Associates	Contract Services-Engineering	\$766.50
66820	B&M Builders	Contract Services-Engineering	\$18,311.88
66821	Best Best & Krieger	Legal & Audit	\$9,499.53
66822	Central Valley Engineering & Asphalt, Inc.	CS-Paving	\$40,172.75

66823	ESRI	Maintenance Agreement-Equipment	\$11,200.00
66824	Ferguson Enterprises Inc #1423	Material	\$10,847.38
66825	Northridge Grove 46, LLC	Contract Services-Engineering	\$68,710.00
66826	SMUD	Utilities	\$8,772.35
66827	SWRCB	Dues & Subscriptions	\$46,609.60
66828	Lyda Family Rev Trust	Customer Refund	\$14.55
66829	Ronald T/Helen M Smedberg	Customer Refund	\$60.16
66830	Claude H Jr/Terrie I Maxfield	Customer Refund	\$348.43
66831	Sheryl A Strickland	Customer Refund	\$19.11
66832	Aaron M/Michelle Y Larson	Customer Refund	\$82.74
66833	Mary Yao	Customer Refund	\$40.11
66834	Pentecostal Church of God	Customer Refund	\$35.10
66835	Judy Padilla Trust	Customer Refund	\$21.49
66836	Sharon Wheat	Customer Refund	\$20.79
66837	Scott A Wood	Customer Refund	\$236.67
66838	Alvernaz Partners LLC	Customer Refund	\$24.30
66839	General Engineering Technology	Customer Refund	\$1,585.27
66840	Manzyuk Enterprises Inc	Customer Refund	\$170.95
66841	A&A Stepping Stone Manufacturing	Supplies-Field	\$240.82
66842	AFLAC	Employee Paid Insurance	\$395.99
66843	Afman Supply	Small Tools	\$134.73
66844	AIA Services, LLC/NDS	Water Conservation- Material/Supplies	\$30.53
66845	Alexander's Contract Services	Contract Services-Meter Read	\$1,770.25
66846	Bart/Riebes Auto Parts	Repair-Trucks	\$3.76
66847	Batteries Plus Bulbs	Small Tools	\$84.90
66848	CirclePoint	Contract Services-Water Conservation	\$5,934.90
66849	Citrus Heights Chamber of Commerce	Continued Education	\$5,000.00
66850	Robin Cope	Health Insurance	\$439.00
66851	County of Sacramento - Clerk	Publication Notices	\$40.00
66852	Express Office Products Inc	Office Expense	\$121.62
66853	Integrity Administrators Inc	Health Insurance	\$331.24
66854	J4 Systems	Contract Services-Other	\$1,625.00
66855	John Tony David	Field Miscellaneous	\$500.00
66856	KBA Docusys Inc	Equipment Rental-Office	\$342.63
66857	Missy Pieri	Continued Education	\$110.02
66858	Smoke Busters	Repair-Trucks	\$240.00

66859	Sylvan Trailer & Supply	Repair-Trucks	\$1,115.00
66860	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,477.40
66861	US Bank I.M.P.A.C. Government Services	Continued Education	\$7,986.22
66862	Pace Supply Corp	Material	\$996.82
66863	FP Mailing Solutions	Equipment Rental-Office	\$164.86
66864	Benjamin H/Thelma M Beard	Customer Refund	\$203.08
66865	Russell B/Valerie D Blair	Customer Refund	\$11.57
66866	Betty L Stevens	Customer Refund	\$30.36
66867	Gibson Family Revocable Trust	Customer Refund	\$159.90
66868	Jessica J Parks	Customer Refund	\$27.51
66869	Alcon General Engineering	Customer Refund	\$921.40
66870	R Wilson Trust	Customer Refund	\$110.21
66871	Warren M Hartzell	Customer Refund	\$85.72
66872	Jaime G Angulo	Customer Refund	\$38.45
66873	ABA DABA Rentals & Sales	Supplies-Field	\$269.43
66874	AnswerNet	Telephone-Answering Service	\$287.35
66875	Blue Jay Trucking LLC	Contract Services-Other	\$348.00
66876	Burketts	Office Expense	\$69.42
66877	Citrus Heights Police Department	Equipment Rental-Office	\$35.00
66878	Consolidated	Telephone-Local/Long Distance	\$1,836.90
66879	County of Sacramento	Permit Fees	\$130.50
66880	Dawson Oil Company	Gas & Oil	\$744.04
66881	Express Office Products Inc	Office Expense	\$219.65
66882	Government Finance Officers Association	Dues & Subscriptions	\$150.00
66883	J4 Systems	Contract Services-Other	\$3,855.00
66884	KBA Document Solutions, LLC	Equipment Rental-Office	\$820.13
66885	Lenovo	Small Office Equipment	\$1,496.10
66886	Liebert Cassidy Whitmore	Legal & Audit	\$829.00
66887	Lowe's	Supplies-Field	\$339.87
66888	Pace Supply Corp	Material	\$893.35
66889	Pape Machinery Exchange	Fixed Assets	\$457.94
66890	Pacific Gas & Electric	Utilities	\$191.86
66891	Protection One Alarm Monitoring	Equipment Rental-Office	\$206.05
66892	RW Trucking	Contract Services-Miscellaneous	\$372.09
66893	Regional Water Authority	Dues & Subscriptions	\$100.00
66894	Les Schwab Tires	Repair-Trucks	\$1,978.27

66895	SureWest Directories	Telephone-Local/Long Distance	\$49.00
66896	SWRCB	Dues & Subscriptions	\$2,268.00
66897	A. Teichert & Son, Inc.	Road Base	\$2,071.73
66898	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,564.36
66899	Richard A Sorensen	Customer Refund	\$153.76
66900	Krayenbuhl Family Trust	Customer Refund	\$242.60
66901	James E/Kathleen B Dax	Customer Refund	\$345.00
66902	Gregory B/Mary L Chambers Trust	Customer Refund	\$9.37
66903	Tri Star Realty LLC	Customer Refund	\$14.61
66904	Connie F Pressley Living Trust	Customer Refund	\$127.79
66905	Kari A Foster	Customer Refund	\$126.47
66906	Marshall/Peggy Thompson	Customer Refund	\$13.66
66907	Brian Pickens	Customer Refund	\$63.11
66908	Tracy K Gold	Customer Refund	\$300.00
66909	Jay/Ana Andrus	Customer Refund	\$30.97
66910	Jeffrey M Wheeler	Customer Refund	\$5.83
66911	Aleh Usovich	Customer Refund	\$1,494.64
66912	Christopher/ Julia Wing	Customer Refund	\$18.11
66913	Sarah N/Gloria C Pace	Customer Refund	\$19.38
66914	Eric Manmano	Customer Refund	\$225.00
66915	Opendoor Labs Inc	Customer Refund	\$24.01
66916	ABA DABA Rentals & Sales	Supplies-Field	\$155.80
66917	Alexander's Contract Services	Contract Services-Meter Read	\$6,711.45
66918	AREA Restroom Solutions	Equipment Rental-Field	\$119.81
66919	Avalon Custodial Care	Janitorial	\$695.00
66920	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
66921	Bart/Riebes Auto Parts	Repair-Trucks	\$275.43
66922	Best Best & Krieger	Legal & Audit	\$7,986.51
66923	BSK Associates	Water Analysis	\$1,081.00
66924	California Water Efficiency Partnership	Water Conservation-Other	\$3,773.52
66925	City of Citrus Heights	Permit Fees	\$1,310.00
66926	Corelogic Information Solutions Inc	Dues & Subscriptions	\$200.00
66927	Corix Water Products, Inc	Material	\$7,741.32
66928	Dawson Oil Company	Gas & Oil	\$992.75
66929	Diana Miller Photography	Contract Services-Miscellaneous	\$200.00
66930	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00

66931	FP Mailing Solutions	Equipment Rental-Office	\$164.86
66932	Future Ford	Repair-Trucks	\$1,820.85
66933	Gaynor Telesystems Incorporated	Contract Services-Other	\$1,859.39
66934	Gladwell Governmental Services Inc	Contract Services-Financial	\$150.00
66935	Kiwanis of Citrus Heights	Continued Education	\$227.00
66936	Maze & Associates	Legal & Audit	\$1,500.00
66937	Moonlight BPO	Contract Services-Bill Print/Mail	\$5,782.77
66938	Occu-Med	Office Miscellaneous	\$116.00
66939	Pace Supply Corp	Material	\$95.04
66940	Regional Government Services	Contract Services-Other	\$6,339.48
66941	Robin Shockley	Continued Education	\$77.19
66942	Sierra Safety	Small Tools	\$108.45
66943	Susan Sohal	Continued Education	\$92.29
66944	Sonsray Machinery, LLC	Fixed Assets	\$123.46
66945	S.I.C.H.	Office Miscellaneous	\$60.00
66946	State Water Resources Control Board	Dues & Subscriptions	\$80.00
66947	Thomson Reuters	Dues & Subscriptions	\$67.88
66948	Titan Workforce LLC	Contract Services-Temporary Labor	\$787.50
66949	Voyager Fleet Systems Inc	Gas & Oil	\$2,174.42
66950	Warren Consulting Engineers Inc	Contract Services-Engineering	\$3,250.00
66951	Linda Elkins	Customer Refund	\$338.03
66952	William/Ibolya E James	Customer Refund	\$18.61
66953	Debra/Joe L Baldes	Customer Refund	\$12.47
66954	Wayman D James	Customer Refund	\$108.70
66955	Valeriy Khokhlov	Customer Refund	\$9.89
66956	Clint D Haworth	Customer Refund	\$26.53
66957	ABW Investments LLC	Customer Refund	\$6.85
66958	California Family Home Buyers LLC	Customer Refund	\$20.66
66959	Alexander's Contract Services	PC-Meter Read	\$1,856.50
66960	Bart/Riebes Auto Parts	Repair-Trucks	\$179.86
66961	Bartel Associates LLC	Contract Services-Financial	\$3,500.00
66962	Best Best & Krieger	Legal & Audit	\$6,082.26
66963	City of Citrus Heights	Permit Fees	\$800.00
66964	Express Office Products Inc	Office Expense	\$40.74
66965	Hansen Software Corporation	Maintenance Agreement-Software	\$400.00
66966	Indoor Environmental Services	Maintenance Agreement-Equipment	\$331.68

66967	Integrity Administrators Inc	Health Insurance	\$5,000.00
66968	Moonlight BPO	Contract Services-Bill Print/Mail	\$3,784.53
66969	Red Wing Shoe Store	Small Tools	\$87.26
66970	Amanda Rued	Toilet Rebate Program	\$150.00
66971	S.I.C.H.	Office Miscellaneous	\$60.00
66972	Staples Advantage	Office Expense	\$56.99
66973	State Water Resources Control Board	Dues & Subscriptions	\$90.00
66974	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,856.80
66975	Sean Twilla	Toilet Rebate Program	\$75.00
66976	Verizon Wireless	Telephone-Wireless	\$1,136.96
66977	West Yost Associates	Contract Services-Engineering	\$7,304.50
66978	State Water Resources Control Board	Dues & Subscriptions	\$60.00
66979	State Water Resources Control Board	Dues & Subscriptions	\$60.00
Total			<u>\$411,303.00</u>

ACH	PERS 1/24/19 PAYDAY	PERS	\$28,010.25
ACH	PAYCHEX	Contract Services-Other	\$428.35
ACH	KEY WEST HOLDINGS DBA MONSTER CONTRACTOR	Contract Services-Other	\$2,845.00
ACH	KEY WEST HOLDINGS DBA MONSTER CONTRACTOR	Contract Services-Other	\$827.82
ACH	CHASE JAN 2019	Bank Fee	\$2,328.51
ACH	DECEMBER 2018 PH	Bank Fee	\$1,327.35
ACH	DECEMBER 2018FD	Bank Fee	\$119.98
ACH	KAISER FEB 2019	Health Insurance	\$24,725.40
ACH	PERS 1/10/19 PAYDAY	PERS	\$18,987.22
ACH	PERS 12/27/18PDA	PERS	\$18,396.26
ACH	PERS ADMIN FEE	PERS	\$200.00
ACH	POSTAGE RELOAD 1/2019	Equipment Rental-Office	\$1,000.00
ACH	SAN JUAN WATER DISTRICT REF REV BOND	COP Debt Service	\$128,017.59
ACH	VALIC 1/10/19 PAYDAY	Deferred Compensation	\$2,154.50
ACH	VALIC 1/24/19 PAYDAY	Deferred Compensation	\$5,746.28
ACH	VOYA 1/10/19 PAYDAY	Deferred Compensation	\$25.00
	VOYA 1/24/19 PAYDAY	Deferred Compensation	\$25.00
Total			<u>\$235,164.51</u>

Grand Total			<u><u>\$646,467.51</u></u>
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February Checks Approved at February Board Meeting

ACH	US BANK I.M.P.A.C GOVERNMENT SERVICES	See February Agenda Item CC-9	\$8,531.99
ACH	US BANK I.M.P.A.C GOVERNMENT SERVICES	See February Agenda Item CC-9	\$1,096.98
ACH	HARRIS & ASSOCIATES	Contract Services-Engineering	\$20,581.25
67017	ACWA/JPIA	Workers Comp Insurance	\$22,338.43
67018	ELK GROVE AUTO GROUP INC	Fixed Assets	\$32,141.96
67019	FERGUSON ENTERPRISES INC #1423	Material	\$52,660.12
67020	INDOOR ENVIRONMENTAL SERVICES	Maintenance Agreement-Equipment	\$8,855.00
67021	PROUD AV INC	Contract Services-Other	\$9,584.49
67022	SAN JUAN WATER DISTRICT	Purchased Water	\$715,174.09
67023	SMUD	Utilities	\$9,758.03
Total			\$880,722.34

Employee Recognitions — Sixteen employees received recognition for attendance during December 2018, and sixteen were recognized for outstanding customer service and quality of work during the month of January 2019. Directors were provided with a list of the employees and items for which each received recognition.

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

Engineering Department Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of January 2019:

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 04/17/19 (60% Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Spending and Funding Alternatives Review in process. CAC Workshop #4 occurred on 02/05/19. CAC Workshop #5 to be held on 02/26/19.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Staff reviewed the Space Needs Assessment Report prepared by consultant. Staff is preparing draft Request for Proposal for next phase of the Project.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 06/20/18 (Notice of Completion) 09/19/18 or 10/17/18 (Easements)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Notice of Completion approved at 06/20/18 Board Meeting. Easements being prepared by District.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans complete. Construction to be completed by District Operation staff. Staff anticipates Construction to begin in March 2019.
CAPITAL IMPROVEMENT PROJECT Pleasantview Drive 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/01/18. Potholing completed. Plans are 85% complete.
CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" & 6" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/02/18. Potholing completed. Preparing 90% plans. Staff to verify easements.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Old Auburn Road - Daffodil to Wooddale 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction	Facilities request letters sent to Utilities on 09/20/18. Survey completed on 12/24/18. Received 30% plans from Consultant. District to provide 60% mark-ups to Consultant.
CAPITAL IMPROVEMENT PROJECT Cologne Way 6" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction	Facilities request letters sent to Utilities on 09/20/18. Survey completed on 12/24/18. Received 30% plans from Consultant. District to provide 60% mark-ups to Consultant.
CAPITAL IMPROVEMENT PROJECT Quiet Oak Lane 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction	Facilities request letters sent to Utilities on 09/20/18. Survey completed on 12/24/18. Received 30% plans from Consultant. District to provide 60% mark-ups to Consultant.
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Road East Side Wall	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	This project will be included in the 2019 Capital Improvement Program. Staff to begin communication with SJUSD during Q1 2019. District to prepare engineering agreement with Consultant.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, 01/16/18	No	Private development.	Meeting with developer on 12/12/18. Settlement Agreement approved by the Board on 01/16/18. Project complete.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	Project complete. Perform project closeout. District provided comments to the draft easement received from the City on 08/01/18. Awaiting response from the City.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	District submitted Conditions of Approval for the project on 05/07/18. Project approved by City of Citrus Heights City Council on 08/23/18. Engineering plans being prepared by Developer's Engineer. District received revised water model on 01/31/19.
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	15 lot subdivision located on Antelope Road.	Final plans received on 01/23/18. Developer grading site. Water preconstruction meeting occurred on 06/25/18. 99% Complete. Punchlist provided to the Contractor.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Received updated plans from engineer on 04/30/18. District sent back comments on 05/22/18. Awaiting a resubmittal.
PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	Received Project Referral and proposed site plan on 11/13/18. District sent Will Serve Letter on 12/04/18. District reviewing plans.
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Plans signed on 09/19/18. Awaiting construction.
PRIVATE DEVELOPMENT 8053 Holly Dr Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Final plans signed and fees received on 05/10/18. District Operations staff began construction on 09/25/18. 98% Complete.
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Received initial plans on 10/01/18. District provided comments to the Engineer on 01/02/19.
PRIVATE DEVELOPMENT 8116 Holly Dr Parcel Split 1 - 2	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 2 with 2 existing homes and meters.	Received Project Referral 11/16/18. Conditions of Approval letter sent 11/28/18.
PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	District signed plans on 12/21/17. Awaiting construction.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Received easement information on 11/30/17. Received submittal from engineer on 10/11/18. Met with engineer on 11/19/18. Awaiting resubmittal from engineer. Awaiting easements for entire Stock Ranch area.
PRIVATE DEVELOPMENT 7030 Auburn Blvd Stock Ranch - Traffic Circulation	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Plans signed on 02/26/18. Fees paid on 05/22/18. Preconstruction meeting on 04/30/18. Final Acceptance Letter sent on 09/10/18. Awaiting easements for entire Stock Ranch area.
PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent comments to City on 11/27/17. Awaiting final plans from developer for District review.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Big Lots	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	Commercial Development.	Plans signed on 08/23/18. Preconstruction meeting occurred on 09/24/18. Coordinating easements with developer. 100% Complete except for punchlist items.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8501 Auburn Blvd Parcel Split	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Potential parcel split from one parcel to four parcels.	Sent conditions of approval letter on 09/06/18. Waiting for the developer to complete draft agreement with tenants for fire line service and to prepare easements.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/28/17. Received initial plans from developer on 12/17/18. Sent developer plan review comments on 01/30/19. Coordinating easements with developer.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Proposed multi-unit housing complex for low-income and homeless.	Received Project Referral and initial plans on 10/11/2018. Will-Serve letter sent 11/21/2018.
PRIVATE DEVELOPMENT 7312 Veterans Lane	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home on a private street.	Sent review comments on 08/03/18. Engineering sent cost estimate of improvements to owner on 10/30/18. Awaiting payment from customer.
PRIVATE DEVELOPMENT 208 Langley Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	All fees paid. District completed water service installation. 100% Complete
PRIVATE DEVELOPMENT Livoti Development	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Six Parcel Subdivision.	Received initial plans on 12/17/18. District providing comments.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
COMCAST	Engineering	Assistant Engineer and GIS Specialist	On-going	No	No	Various communications boring projects throughout the service area.	District has provided water utility maps for all requested projects. Awaiting resubmittal from Comcast Engineer. Awaiting as-builts on all completed projects.
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in 2019. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.
CITY OF CITRUS HEIGHTS PROJECT Bonita, Old Auburn Rd, & Mariposa Ave Storm Drain Improvements	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Bonita Way, Old Auburn Road, & Mariposa Ave Storm Drain Project.	Received 30% plans at the meeting with Dokken Engineering on 05/21/18. District sent engineer data on 08/03/18. Mariposa Ave Project - District to meet with the City to discuss project revisions.
CITY OF CITRUS HEIGHTS PROJECT Baird Way Storm Drain Improvements	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Baird Way Storm Drain Project.	Construction complete by City contractor. This item is complete. Awaiting as-builts from the City.
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Frontage improvements along west side of Sunrise from Sayonara to north and Storm Drain Improvements.	City contractor paved Sunrise Blvd on 09/27/18. All work 100% complete. Letter of Final Acceptance sent on 01/14/19. Project Complete.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Received signed Utility Agreement. Start of construction in 2019. Received plans for review on 05/17/18. Pre-bid meeting on 06/05/18. District received revised plans on 01/30/19.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along east side of Mariposa Ave from Madison to Skycrest School.	Sent existing utility information to City's engineer. Attended kick-off meeting with the City on 01/14/19.
CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Weigh station and off-ramp improvements.	Sent water facility maps and as-builts to Engineer on 11/20/17. Awaiting plans from CalTrans for District review.
Annexations	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Annex properties into the District to clarify and revise District boundaries.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services. Staff had a meeting with Sacramento LAFCo on 12/13/18. Staff meeting scheduled for 02/13/19 to review draft RFP.
Easements	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 183 work orders were performed during the month of January by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Drinking Water (DDW) requirements.

2019 Water Supply – Purchased and Produced

The District's total water use during the month of January 2019 (520.86 acre-feet) was 13.6 percent below that of January 2013 (602.52 acre-feet).

Water Supply Reliability

As of February 1, 2019, storage in Folsom Lake (Lake) was at 522,500 acre-feet, 53 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 210,900 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, Skycrest, Mitchell Farms, and Sylvan, are operational and used on a rotational or as-needed basis. Other District groundwater production wells, Palm and Sunrise, are at various stages of repairs.

Water Efficiency Program Update

Water Efficiency, Safety and Meter Program activities during the month of January 2019 include:

- 9 High Efficiency Toilet (HET) rebates were processed for the month of January 2019. This compares to 27 rebates issued for the month of January 2018. The 5 year average (2014-2018) of January HET rebates is 22. A total of \$675.00 in HET rebates were issued during January 2018.
- A total of 3 High Efficiency Clothes Washer (HECW) rebates were issued during the third quarter of 2018. This compares to 2 HECW rebates issued for the third quarter of 2017. To better align with SMUD's schedule for reporting monthly numbers, staff is reporting HECW rebates on a quarterly basis.
- 11 service calls were received during the month of January. There were no reports of water waste received through CHWD's Water Efficiency web page.
- On January 23, 2019 staff gave a presentation to 4th & 5th grade students at Oakview Elementary School. The presentation covered the water cycle, where our water comes from and how drinking water is treated.
- Five WaterSmart classes are planned for 2019. The first three classes will be held at the Citrus Heights Community Center. The classes are scheduled for Saturday, April 6, 2019, Saturday, May

11, 2019 and Saturday, June 22, 2019. The topics covered will include: spring gardening tips, spring planting tips, mulching and irrigation troubleshooting.

- CHWD began a telephone outreach campaign promoting the District’s free Irrigation Efficiency Reviews. WaterWise Consulting worked with staff to contact many of CHWD’s high water use customers. Staff focused on single family customers. A total of 89 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. For the customers who have completed an Irrigation Efficiency Review during this outreach campaign, staff conducted a year-over-year comparison of their water usage. A presentation on the results of the Irrigation Efficiency Review outreach campaign, and the year-over-year comparison was to be given as Item P-1 at the February 20, 2019 Board meeting.
- Recently, OSHA adopted the new Globally Harmonized System of Classification and Labeling of Chemicals (GHS). GHS was formerly known as the Material Safety Data Sheets (MSDS) system. On Thursday, January 24th, staff completed the District’s annual Hazard Communication refresher training on GHS.
- Staff is discussing an option to rent up to three garden plots at the Sylvan Ranch Community Garden. The plots will feature water efficient landscaping, and serve as a backdrop for one or more water efficiency/community outreach events each year. Funding for the rental and maintenance of the garden plots is included in the 2019 budget.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2018	R-GPCD 2019	% CHANGE
January	77	76	-.01%

Discussion and Possible Action to Approve Resolution Clarifying Typographical Errors in Resolution No. 18-2018

On December 5, 2018, the Board of Directors adopted a rate schedule for 2019 for water rates and miscellaneous charges and fees. The rates were adopted after a duly held public hearing, which was noticed in accordance with applicable law. Specifically, notice of the water rate increases was mailed to all affected property owners and customers of record, and such notice included the proposed rates for 2019.

At the public hearing, the Board was presented with information relating to the proposed 2019 rates. After the conclusion of the public hearing, and after finding that a protest was not filed by the majority of the owners of separate parcels, the Board determined to adopt the proposed rates by adopting Resolution 18-2018. However, as a result of a typographical error, the rate table included in Resolution 18-2018 included the prior rates of the District.

The purpose of this action is to correct typographical errors on Resolution No. 18-2018 to reflect the rates adopted by the Board, consistent with the rates provided to property owners and customers of record and included in the staff report presented to the Board at the December 5, meeting. The rates included in the corrected Resolution No. 18-2018 are the same rates that were included in the notice of public hearing, and in the staff report at the December 5, 2018 meeting.

Discussion and Possible Action to Approve Investment of District Funds Policy

Section 6300.90 of the District's investment policy specifies that the policy shall be reviewed, modified as necessary and re-adopted or amended at least annually. The policy was last reviewed by the Board on February 21, 2018.

The Policy has been reviewed by District staff and by District Assistant General Counsel Josh Nelson. Assistant General Counsel Nelson's regular review covers the existing Policy and the current California Government Code Sections related to public agency investments.

For this year's review, Assistant General Counsel Nelson reports minor edits within Policy as noted:

Policy	Description
6300.50.L	Language was updated to match new legislation recently adopted by State Legislature.

The changes are recommended to keep the language in the District Policy consistent with language updated in the Government Code. The major change is as follows:

Original Statute and District Policy language were interpreted to prohibit the District from purchasing investments (e.g. bonds or certificates) which had an original term greater than five years. The language has been clarified to permit the purchase of investments, regardless of original term, so long as the remaining term of the investment is five years or less. The short length of the remaining term requirement is to ensure high liquidity for public agencies (to avoid scenarios like Orange County).

The District's requirement within its Investment Policy to perform an annual review exceeds requirements of the California Government Code. The Code requirement to perform annual review of investment policies was removed in 2006, and the District could choose to remove or amend the annual review requirement set forth in Investment Policy. District staff is not recommending any change to the annual review requirement.

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

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

PRESENTATIONS:

Irrigation Efficiency Review Outreach Campaign

Water Efficiency Supervisor Meurer and Water Efficiency Technician Chambers requested that the Board received a presentation on the results of the Irrigation Efficiency Review outreach campaign. In December 2017, CHWD began a telephone outreach campaign promoting the District's free Irrigation Efficiency Reviews. WaterWise Consulting worked with staff to contact many of CHWD's high water use customers. The Single-Family outreach campaign and analysis are complete and the results of the year-over-year comparison were presented.

STUDY SESSIONS:

None.

BUSINESS:

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTORS' AND REPRESENTATIVES' REPORTS:

Regional Water Authority (Riehle)

General Manager Straus stated that RWA Executive Director John Woodling will retire from the agency on March 1, 2019. Next week, they will hold a special meeting to approve current staff member Rob Swartz as the interim Executive Director. The position is expected to be filled as early as June of this year.

Sacramento Groundwater Authority (SGA) (Sheehan)

Director Sheehan stated that at the SGA meeting a study was presented that estimates it will cost the Sacramento region approximately \$2 million dollars to implement the Sustainable Groundwater Management Act (SGMA). The study also shows that no subsidence has occurred within the region.

San Juan Water District (All)

General Manager Straus stated that various partnership models were discussed at a recent meeting of the General Managers of the San Juan family of agencies, including models in the Livermore valley and Santa Clarita valley.

Association of California Water Agencies (ACWA) (Riehle)

General Manager Straus discussed the schedule for the ACWA Spring Conference in May 2019 taking place in Monterey, California.

ACWA Joint Powers Insurance Authority (JPIA) (Wheaton/Castruita)
No report.

City of Citrus Heights (Pieri)

Engineering Manager Pieri stated that staff is coordinating with the developer of the Studio Movie Grill/Big Lots parcels to complete the project. In addition, she provided an update on the status of the Mitchell Farms project.

Chamber of Commerce Update (Straus/Castruita/Meurer)

General Manager Straus informed the Board that Chamber Executive Director Cendrinne DeMattei resigned from her post in early February. Chamber President Johnnie Downs is working with Office Administrator Renee Larscheid and the Board to begin recruitment for a replacement.

RWA Legislative and Regulatory Affairs Update (Castruita/Meurer)

Management Services Supervisor Castruita provided a brief update on legislative and regulatory items of interest.

Customer Advisory Committee (CAC) (Riehle/Pieri)

Engineering Manager Pieri stated that at the next meeting, scheduled for February 26, 2019 the CAC will review replacement and funding options for the replacement of water mains, and begin to winnow down the options to a short list of options for further discussion at their March meeting.

Other Reports

Water Efficiency Supervisor Meurer provided the Board with an update of a planned partnership with the Sylvan Ranch Community Garden, located at 7450 Stock Ranch Road.

MANAGEMENT SERVICES REPORT:

Meter Replacement Program Update

Operations Manager Gordon updated the Board on the consultant selection process for the Meter Replacement Program Planning Study and next steps.

Long Range Board Agenda

Management Services Supervisor Castruita, Operations Manager Gordon, and Principal Information Technology Analyst Ott previewed upcoming items that will go to the Board, including a presentation by ACWA JPIA Executive Director Andy Sells, a request to purchase real estate for a projected eighth well site, and a request to issue a Request for Proposal for an electronic document management software system.

CORRESPONDENCE:

None.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

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

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:55 pm.

APPROVED:

CHRISTOPHER CASTRUITA
Deputy Secretary
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
 FEBRUARY 2019
 2019 REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
808,026	781,194	82,629	4,895	32,275	92,967

General Ledger Balance	Total
Outstanding A/R	895,125.97
Outstanding Liens	-
Outstanding Grants	1,247
Unclaimed Funds	(13,396)
Less Unapplied Payments	(94,066)
Total	\$ 788,911

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
February 28, 2019**

CC-03

Assessor/Collector Roll Adjustment February-19		
	Dollar	Count
DEFAULT		
One-Time Courtesy	\$ 25.47	5
DEFAULT Total	\$ 25.47	5
3-DAY DOOR HANG		
InvoiceCloud Error	\$ 24.00	1
3-DAY DOOR HANG Total	\$ 24.00	1
NSF		
IVR Error	\$ 30.00	1
NSF Total	\$ 30.00	1
Grand Total	\$ 79.47	7

Reason For Cancellation	Charge Type	Amount
InvoiceCloud Error	3-DAY DOOR HANG	24.00
IVR Error	NSF	30.00
One-Time Courtesy	DEFAULT	4.59
One-Time Courtesy	DEFAULT	5.81
One-Time Courtesy	DEFAULT	5.29
One-Time Courtesy	DEFAULT	5.35
One-Time Courtesy	DEFAULT	4.43
		<u>\$ 79.47</u>

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
FEBRUARY 2019**

<hr/>				
Bank of the West				
Beginning Balance				\$6,634,785
RECEIPTS:		1,075,213		
DISBURSEMENTS:				
Checks Issued / ACH Payments	1,036,560			
Payroll	292,132			
Returned Checks	<u>1,102</u>			
		<u>1,329,793</u>		<u>(254,580)</u>
Bank of the West				
Balance per Bank 02/28/2019				6,380,205
Outstanding Checks				(145,245)
Deposit in Transit				<u>66,352</u>
Balance Per Books 02/28/2019				<u>\$6,301,311</u>
<hr/>				
RECONCILEMENT:				
Bank of the West				\$6,301,311
Local Agency Investment Fund				6,263,883
COP Reserve Account				543,242
Money Mkt Activity Account				<u>536,817</u>
TOTAL BALANCE				<u><u>\$13,645,253</u></u>
<hr/>				

CASH & INVESTMENT SUMMARY:				
Bank of the West (General Account)				\$6,301,311
Local Agency Investment Fund				6,263,883
COP 2010 Reserve Account				543,242
Money Mkt Activity Account				<u>536,817</u>
Total				<u><u>\$13,645,253</u></u>

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	2.40%	37,624.02	1/15/2019

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 SOHAL
Treasurer



HILARY M. STRAUS
Secretary

Signed: 3/13/19

TREASURER'S REPORT OF FUND BALANCES

February 28, 2019

Fund Name	Beginning Balance 01/01/2019	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 02/28/2019	2019 Target Balance per Policy
Operating Fund	\$ 2,395,731	\$ 1,337,883	\$ (990,977)	\$ 1,075,213	\$ (1,329,793)	\$ 2,488,057	\$ 2,334,017
Operating Reserve	\$ 3,493,065	\$ -	\$ -	\$ -	\$ -	\$ 3,493,065	N/A
Rate Stabilization Fund	\$ 934,000	\$ -	\$ -	\$ -	\$ -	\$ 934,000	\$ 1,000,000
Capital Improvement Reserve	\$ 3,822,445	\$ -	\$ -	\$ -	\$ -	\$ 3,822,445	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 1,063,173	\$ -	\$ -	\$ -	\$ -	\$ 1,063,173	N/A
Water Efficiency Reserve	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,325,000	\$ -	\$ -	\$ -	\$ -	\$ 1,325,000	N/A
Fleet Equipment Reserve	\$ 350,069	\$ -	\$ -	\$ -	\$ -	\$ 350,069	\$ 318,559
Employment-Related Benefits Reserve	\$ 223,228	\$ -	\$ -	\$ -	\$ -	\$ 223,228	\$ 1,079,527
	<u>\$ 14,368,674</u>	<u>1,337,883</u>	<u>\$ (990,977)</u>	<u>\$ 1,075,213</u>	<u>\$ (1,329,793)</u>	<u>\$ 14,461,000</u>	<u>\$ 7,613,351</u>



SUSAN SOHAL, Treasurer

TREASURER'S REPORT OF FUND BALANCES
February 28, 2019

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,075,213	from funds collected in February 2019 per Treasurer's Report
	<u>\$ (1,329,793)</u>	disbursements made in February 2019 per Treasurer's Report
	\$ (254,580)	

Citrus Heights Water District
Budget Performance Report
As of 2/28/2019

CC-06

	February	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Revenues						
Metered Service Charges	\$797,273.39	\$1,687,965.51	\$1,500,416.00	\$187,549.51	12.50%	\$9,002,494.00
Metered Water Deliveries	220,899.31	534,842.39	586,169.00	(51,326.61)	-8.76%	5,824,506.00
Non-Metered Service Charges	10,571.25	18,239.97	23,334.00	(5,094.03)	-21.83%	140,000.00
Penalties	4,765.32	10,647.88	15,096.00	(4,448.12)	-29.47%	150,000.00
Interest	3,578.49	7,112.59	16,666.00	(9,553.41)	-57.32%	100,000.00
Backflow Fees	4,624.38	9,064.59	19,334.00	(10,269.41)	-53.12%	116,000.00
Water Service Install & S&R		4,967.00	4,550.00	417.00	9.16%	27,300.00
Miscellaneous *	12,795.15	29,962.86	24,500.00	5,462.86	22.30%	147,000.00
Cost Reimbursements		222.00		222.00	0.00%	
Income - Wheeling Water		6,759.46	450.00	6,309.46	1402.10%	2,700.00
Income - Connection Fees		6,776.00		6,776.00	0.00%	
Total Revenue	1,054,507.29	2,316,560.25	2,190,515.00	126,045.25	5.75%	15,510,000.00
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water		587,233.00	574,941.18	12,291.82	2.14%	3,450,478.08
Ground Water	50,351.00	88,956.10	138,915.22	(49,959.12)	-35.96%	828,280.32
	50,351.00	676,189.10	713,856.40	(37,667.30)	-5.28%	4,278,758.40
Labor & Benefits						
Labor Regular	238,744.10	442,374.32	530,750.14	(88,375.82)	-16.65%	3,184,500.84
Labor Taxes	17,198.73	33,017.51	41,464.30	(8,446.79)	-20.37%	248,785.80
Labor Workers Comp			13,483.34	(13,483.34)	-100.00%	81,226.04
Labor External	10,762.10	12,878.56	14,775.32	(1,896.76)	-12.84%	105,391.92
Benefits Med/Den/Vis	73,426.78	95,997.73	85,785.62	10,212.11	11.90%	514,453.72
Benefits LTD/Life/EAP	(280.04)	2,312.76	8,819.02	(6,506.26)	-73.78%	51,822.49
Benefits CalPers		7,945.57	49,553.54	(41,607.97)	-83.97%	297,321.24
Benefits Other	5,621.33	7,318.28	5,058.34	2,259.94	44.68%	30,350.04
Benefit Retiree Expenses	3,754.00	8,589.50	8,759.00	(169.50)	-1.94%	52,834.00
Benefit Unemployment	272.17	3,063.99	1,822.00	1,241.99	68.17%	9,522.00
Benefit GASB 68			64,842.50	(64,842.50)	-100.00%	389,055.00
Capitalized Labor & Benefit Contra	(38,749.34)	(65,815.53)	(91,666.66)	25,851.13	-28.20%	(549,999.96)
	310,749.83	547,682.69	733,446.46	(185,763.77)	-25.33%	4,415,263.13
General & Administrative						
Fees & Charges	15,273.85	12,229.91	31,849.16	(19,619.25)	-61.60%	191,742.54
Regulatory Compliance/Permits	2,831.75	50,191.35	14,623.50	35,567.85	243.22%	85,511.00
District Events & Recognition	2,277.06	1,526.44	10,806.66	(9,280.22)	-85.88%	64,839.96
Maintenance/Licensing	2,745.61	18,086.91	24,518.34	(6,431.43)	-26.23%	147,110.04
Equipment Maintenance	7,788.40	14,479.02	17,187.50	(2,708.48)	-15.76%	103,125.00

Citrus Heights Water District
Budget Performance Report
As of 2/28/2019

CC-06

	February	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Professional Development	4,302.17	11,093.60	19,136.48	(8,042.88)	-42.03%	114,818.88
Department Admin	42.66	(57.34)	3,866.68	(3,924.02)	-101.48%	23,200.08
Dues & Subscriptions	3,215.78	8,243.18	26,657.00	(18,413.82)	-69.08%	159,942.00
Fuel & Oil	4,021.26	(3,597.21)	4,955.00	(8,552.21)	-172.60%	51,705.00
General Supplies	4,619.42	5,159.49	7,866.66	(2,707.17)	-34.41%	47,414.96
Insurance - Auto/Prop/Liab			14,875.00	(14,875.00)	-100.00%	89,250.00
Leasing/Equipment Rental	843.79	2,682.93	4,726.00	(2,043.07)	-43.23%	27,276.00
Parts & Materials	75,118.02	100,022.59	9,166.66	90,855.93	991.16%	54,999.96
Postage/Shipping/Freight	10,990.51	23,873.41	28,270.34	(4,396.93)	-15.55%	169,187.04
Rebates & Incentives	450.00	1,125.00	4,946.66	(3,821.66)	-77.26%	29,679.96
Telecom/Network	2,967.23	2,319.80	7,583.34	(5,263.54)	-69.41%	45,654.04
Tools & Equipment	1,235.48	531.35	18,341.66	(17,810.31)	-97.10%	110,049.96
Utilities	427.47	692.00		692.00	0.00%	
Write-Off Bad Debt Exp			833.34	(833.34)	-100.00%	5,000.00
Capitalized G&A Contra	(67,342.16)	(89,908.79)		(89,908.79)	0.00%	
Capitalized Equipment Contra	(29,574.30)	(54,918.21)		(54,918.21)	0.00%	
	<u>42,234.00</u>	<u>103,775.43</u>	<u>250,209.98</u>	<u>(146,434.55)</u>	<u>-58.52%</u>	<u>1,520,506.42</u>
Professional & Contract Services						
Support Services	36,712.50	11,720.75	283,779.50	(272,058.75)	-95.87%	1,702,677.00
Legal Services		(14,060.56)	50,000.00	(64,060.56)	-128.12%	300,000.00
Printing Services	2,535.33	2,535.33	6,158.34	(3,623.01)	-58.83%	36,950.04
	<u>39,247.83</u>	<u>195.52</u>	<u>339,937.84</u>	<u>(339,742.32)</u>	<u>-99.94%</u>	<u>2,039,627.04</u>
Reserves & Debt Services						
Interest Expense		(3,521.88)	88.00	(3,609.88)	-4102.14%	92,100.75
Net Increase(Decrease) in Value of Investments		(5,907.73)		(5,907.73)	0.00%	
		<u>(9,429.61)</u>	<u>88.00</u>	<u>(9,517.61)</u>	<u>-10815.47%</u>	<u>92,100.75</u>
Total Operating Expenses	<u>442,582.66</u>	<u>1,318,413.13</u>	<u>2,037,538.68</u>	<u>(719,125.55)</u>	<u>-35.29%</u>	<u>12,346,255.74</u>
Net Income / (Expense)	<u>611,924.63</u>	<u>998,147.12</u>	<u>152,976.32</u>	<u>845,170.80</u>	<u>552.48%</u>	<u>3,163,744.26</u>

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 2/2019

CC-07

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2018	Month to Date	Year to Date	Project to Date	
C15-102	Corporation Yard Improvements	\$330,097	\$111,419	\$126	\$312	\$111,730	\$218,678
C16-131	Wind Way and Longwood Way	\$327,158	\$23,128	\$0	\$0	\$23,128	\$304,030
C16-134	Auburn Blvd-Rusch Park Placer	\$10,000	\$609	\$0	\$0	\$609	\$9,391
C19-108	6230 Sylvan East Wall	\$250,000	\$0	\$108	\$108	\$108	\$250,000
Construction in Progress		\$917,255	\$135,156	\$234	\$419	\$135,575	\$782,099
C18-013	Water Meter Replacements	\$46,497	\$10,847	\$60,401	\$60,401	\$71,249	\$35,649
C19-010	Water Main Replacements	\$66,843	\$0	\$0	\$0	\$0	\$66,843
C19-011	Water Valve Replacements	\$148,540	\$0	\$0	\$13,427	\$13,427	\$148,540
C19-012	Water Service Connections	\$957,700	\$0	\$61,586	\$87,631	\$87,631	\$957,700
C19-013	Water Meter Replacements	\$129,086	\$0	\$7,132	\$12,853	\$12,853	\$129,086
C19-014	Fire Hydrants	\$159,150	\$0	\$4,999	\$29,208	\$29,208	\$159,150
Annual Infrastructure		\$1,507,816	\$10,847	\$134,118	\$203,520	\$214,368	\$1,496,969
C15-104B	Document Management System	\$250,000	\$5,361	\$0	\$0	\$5,361	\$244,639
C18-003	Fleet/Field Operations Equip	\$39,183	\$0	\$32,249	\$32,249	\$32,249	\$39,183
C18-004	Technology Hardware/Software	\$5,685	(\$5,685)	\$5,578	\$13,123	\$7,438	\$5,685
C19-003	Fleet/Field Operations Equip	\$295,000	\$0	\$0	\$0	\$0	\$295,000
C19-004	Technology Hardware/Software	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Fleet and Equipment		\$594,183	(\$324)	\$37,827	\$45,371	\$45,047	\$594,508
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,288	\$0	\$0	\$0	\$0	\$24,288
C17-101	Pleasant View Dr-Oak to Poppy	\$180,890	\$12,966	\$9,808	\$10,659	\$23,625	\$167,924
C17-102	Michigan Dr - Sunrise to West	\$249,258	\$12,963	\$110	\$110	\$13,074	\$236,295
C18-102	Thunderhead Cir 8in Main Rplc	\$157,407	\$5,616	\$0	\$0	\$5,616	\$151,791
C18-103	Cologne Way 6in Main Replace	\$220,471	\$267	\$6,000	\$6,435	\$6,701	\$220,204
C18-104	Quiet Oak Ln 8in Main Oak S	\$127,654	\$222	\$2,232	\$7,114	\$7,336	\$127,432
C18-105	Old Auburn Rd Dafodil Wooddale	\$150,465	\$311	\$4,838	\$5,006	\$5,317	\$150,154

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 2/2019

CC-07

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2018	Month to Date	Year to Date	Project to Date	
C19-101	Robie Way 8" Main Replacement	\$26,846	\$0	\$0	\$0	\$0	\$26,846
C19-102	Patton 8" Main Repl Watson/Nth	\$67,679	\$0	\$27	\$27	\$27	\$67,679
C19-103	Watson 8" Main Repl Sherlock	\$406,401	\$0	\$27	\$27	\$27	\$406,401
C19-104	Admiral MainRepl 8"	\$30,310	\$0	\$0	\$0	\$0	\$30,310
C19-105	Whyte MainRepl 8" Langley	\$83,235	\$0	\$0	\$0	\$0	\$83,235
C19-106	Wells Ave Main 8"	\$22,460	\$0	\$0	\$0	\$0	\$22,460
C19-107	Rowan MainRep 8/6" Grady	\$28,419	\$0	\$0	\$0	\$0	\$28,419
Water Mains		\$1,803,560	\$32,345	\$23,042	\$29,379	\$61,724	\$1,771,215
C17-103	Operations Building Remodel	\$50,000	\$19,322	\$0	\$0	\$19,322	\$30,678
C19-005	Facilities Improvements	\$130,000	\$0	\$5,045	\$5,045	\$5,045	\$130,000
C19-005A	Admin Boardroom Audio System	\$10,000	\$0	\$0	\$9,584	\$9,584	\$10,000
C19-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C19-041	Other Misc Infrastructure	\$50,000	\$0	\$0	\$70,512	\$70,512	\$50,000
Miscellaneous Projects		\$340,000	\$19,322	\$5,045	\$85,141	\$104,464	\$320,678
C17-104	Groundwater Well Property Acq	\$640,000	\$189,875	\$0	\$2,410	\$192,285	\$450,125
C17-104A	Well #7	\$250,000	\$18,261	\$0	\$1,775	\$20,036	\$231,739
C18-020	Groundwater Well Improvements	\$59,289	\$8,499	\$0	\$0	\$8,499	\$50,790
C19-020	Groundwater Well Improvements	\$175,000	\$0	\$0	\$0	\$0	\$175,000
Wells		\$1,124,289	\$216,635	\$0	\$4,185	\$220,820	\$907,654
Grand Totals:		\$6,319,483	\$446,361	\$200,266	\$368,016	\$814,377	\$5,873,122

FEBRUARY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66980	Craig S/Carolyn S Neese	Customer Refund	\$15.73
66981	Patricia A Scribner	Customer Refund	\$24.44
66982	Peter P Bollinger	Customer Refund	\$7,382.43
66983	Edith Allen-Smith	Customer Refund	\$27.09
66984	Helmut K/Shelly R Spaeth	Customer Refund	\$118.31
66985	BKSP Properties LLC	Customer Refund	\$251.40
66986	Betty L Kolstad	Customer Refund	\$174.28
66987	Josue A Preciado	Customer Refund	\$11.29
66988	LaMonica Consulting Inc	Customer Refund	\$145.50
66989	ABA DABA Rentals & Sales	Supplies-Field	\$406.76
66990	ACWA	Dues & Subscriptions	\$4,350.00
66991	Afman Supply	Small Tools	\$124.71
66992	AUL Health Benefit Trust	Health Insurance	\$3,010.86
66993	BSK Associates	Water Analysis	\$2,938.00
66994	Burketts	Office Expense	\$21.94
66995	California Landscape Associates Inc	Janitorial	\$200.00
66996	Citrus Heights Saw & Mower	Repair-Equipment/Hardware	\$1.79
66997	Robin Cope	Health Insurance	\$439.00
66998	Cybex	Equipment Rental-Office	\$158.16
66999	Dawson Oil Company	Gas & Oil	\$890.83
67000	Express Office Products Inc	Office Expense	\$13.37
67001	First Apostolic Church of Citrus Heights	Fixed Assets	\$1,775.00
67002	Ferguson Enterprises Inc #1423	Material	\$1,964.09
67003	J4 Systems	Contract Services-Other	\$1,951.25
67004	KBA Document Solutions, LLC	Equipment Rental-Office	\$342.63
67005	MidAmeria Administrative & Retirement Solutions	Employee Paid Insurance	\$1,535.60
67006	Moonlight BPO	Contract Services-Bill Print/Mail	\$4,628.83
67007	Pace Supply Corp	Material	\$1,485.30
67008	Protection One Alarm Monitoring	Equipment Rental-Office	\$206.05
67009	Republic Services #922	Utilities	\$278.97
67010	Ray Riehle	Continued Education	\$50.00
67011	SAWWA	Dues & Subscriptions	\$2,000.00
67012	Sonitrol	Equipment Rental-Office	\$175.10
67013	A. Teichert & Son, Inc.	Road Base	\$2,667.34
67014	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,380.68
67015	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$175.00
67016	Bryan F Withnell Jr	Customer Refund	\$225.00
67017	ACWA/JPIA	Workers Comp Insurance	\$22,338.43
67018	Elk Grove Auto Group Inc	Fixed Assets	\$32,141.96
67019	Ferguson Enterprises Inc #1423	Material	\$52,660.12
67020	Indoor Environmental Services	Maintenance Agreement-Equipment	\$8,855.00
67021	Proud AV Inc	Contract Services-Other	\$9,584.49
67022	San Juan Water District	Purchased Water	\$715,174.09
67023	SMUD	Utilities	\$9,758.03
67024	Dyer Trust	Customer Refund	\$16.16

FEBRUARY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67025	Marilyn A Schnake	Customer Refund	\$5.43
67026	Albert Wilcox	Customer Refund	\$76.28
67027	Hanson Family Trust	Customer Refund	\$56.74
67028	Fukiko S Elbert	Customer Refund	\$18.84
67029	Minta M Ricketts	Customer Refund	\$570.12
67030	Alan/Ali Sakkal	Customer Refund	\$229.80
67031	Yingoiu Fan	Customer Refund	\$40.58
67032	Altisource Single Family Inc	Customer Refund	\$5.60
67033	Diana Bautista	Customer Refund	\$70.57
67034	ABA DABA Rentals & Sales	Supplies-Field	\$7.55
67035	AFLAC	Employee Paid Insurance	\$395.99
67036	Alexander's Contract Services	Contract Services-Meter Reads	\$6,881.88
67037	Brake Masters #220	Repair-Trucks	\$431.82
67038	BSK Associates	Water Analysis	\$1,009.00
67039	Cappo	Dues & Subscriptions	\$130.00
67040	College Oak Towing	Repair-Trucks	\$210.00
67041	Future Ford	Repair-Trucks	\$1,147.33
67042	Ferguson Enterprises Inc #1423	Material	\$2,633.53
67043	Harris Industrial Gases	Supplies-Field	\$127.15
67044	J4 Systems	Contract Services-Other	\$1,427.50
67045	Kei Window Cleaning #12	Janitorial	\$96.00
67046	Alberto Preciado	Continued Education	\$41.95
67047	Red Wing Shoe Store	Small Tools	\$1,048.03
67048	RW Trucking	Contract Services-Miscellaneous	\$1,860.44
67049	SAWWA	Dues & Subscriptions	\$700.00
67050	Les Schwab Tires	Repair-Trucks	\$1,059.28
67051	Signs In 1 Day Inc	Repair-Trucks	\$926.65
67052	Superior Equipment Repair	Repair-Trucks	\$2,070.47
67053	State Water Resources Control Board	Dues & Subscriptions	\$55.00
67054	Titan Workforce LLC	Contract Services-Temporary Labor	\$970.88
67055	Vertus Properties Inc	Customer Refund	\$114.08
67056	Salishan Apartments	Customer Refund	\$1,387.93
67057	Claire M Shaw	Customer Refund	\$41.84
67058	Christopher M Forston	Customer Refund	\$84.82
67059	Jean Nakahara Trust	Customer Refund	\$28.02
67060	Georgia A Hartom	Customer Refund	\$18.48
67061	Jordan/Cindy Carrier	Customer Refund	\$43.27
67062	Wade T/Deborah L Brooks	Customer Refund	\$23.81
67063	Lonnie D Tilley	Customer Refund	\$244.10
67064	Greg/Kimberly Joens	Customer Refund	\$55.67
67065	Adobe Systems Incorporated	Maintenance Agreement-Software	\$172.76
67066	Airgas USA, LLC	Supplies-Field	\$241.39
67067	Avalon Custodial Care	Janitorial	\$695.00
67068	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
67069	Blue Jay Trucking LLC	Contract Services-Other	\$1,370.25
67070	Cappo	Dues & Subscriptions	\$130.00
67071	CirclePoint	Contract Services-Water Conservation	\$5,221.25

FEBRUARY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67072	Consolidated	Telephone-Local/Long Distance	\$1,857.12
67073	Corelogic Information Solutions Inc	Dues & Subscriptions	\$200.00
67074	Corix Water Products, Inc	Material	\$1,147.56
67075	COT Transportation Inc	Repair-Trucks	\$227.50
67076	Vertus Properties Inc	Customer Refund	\$114.08
67077	County of Sacramento - Clerk Sacramento	Publication Notices	\$40.00
67078	County Utilities	Utilities	\$190.10
67079	Future Ford	Repair-Trucks	\$679.83
67080	Gaynor Telesystems Incorporated Madeline	Contract Services-Other	\$5,578.17
67081	Henry	Continued Education	\$22.36
67082	KBA Document Solutions	Equipment Rental-Office	\$25.20
67083	MSDSonline, Inc.	Small Tools	\$2,162.00
67084	Placer County Department of Public Works	Permit Fees	\$75.00
67085	Prosio Communications	Contract Services-Miscellaneous	\$4,510.00
67086	Regional Government Services	Contract Services-Other	\$3,139.63
67087	Superior Equipment Repair	Repair-Trucks	\$885.93
67088	SureWest Directories	Telephone-Local/Long Distance	\$49.00
67089	Sutter Medical Foundation-Corporate	Contract Services-Other	\$960.00
67090	Sylvan Trailer & Supply	Repair-Trucks	\$465.00
67091	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,050.00
67092	Wolf Consulting	Contract Services-Other	\$250.00
67093	Moonlight BPO	Contract Services-Bill Print/Mail	\$3,092.62
67094	James A/Chae Yon Wall	Customer Refund	\$313.98
67095	David W Schulz	Customer Refund	\$36.54
67096	Mary J Wood	Customer Refund	\$74.49
67097	Curtis R/Pamela A Ladner	Customer Refund	\$41.23
67098	William/Patricia Cummings	Customer Refund	\$13.84
67099	Theodore W/Debra D Glade	Customer Refund	\$296.85
67100	Ulrick A Lee Living Trust	Customer Refund	\$29.54
67101	Adrienne G Kane	Customer Refund	\$168.63
67102	Laura McHugh	Customer Refund	\$170.17
67103	Kenneth K Koepp	Customer Refund	\$86.72
67104	Northvale Trust	Customer Refund	\$225.00
67105	Timothy F/Angela J Ridge	Customer Refund	\$56.62
67106	ABA DABA Rentals & Sales	Supplies-Field	\$159.47
67107	Samad Abdul	Toilet Rebate Program	\$75.00
67108	AnswerNet	Telephone-Answering Service	\$278.14
67109	AREA Restroom Solutions	Equipment Rental-Field	\$119.81
67110	Associated Sound	Contract Services-Other	\$1,836.07
67111	BSK Associates	Water Analysis	\$2,071.00
67112	Citrus Heights Chamber of Commerce	Dues & Subscriptions	\$695.00
67113	County of Sacramento	Permit Fees	\$365.75
67114	Dawson Oil Company	Gas & Oil	\$1,236.99
67115	Express Office Products Inc	Office Expense	\$530.67
67116	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
67117	Ferguson Enterprises Inc #1423	Material	\$79.25
67118	Donald M. or Deborah	Toilet Rebate Program	\$75.00

FEBRUARY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67119	Phillip D or Shelly R Harris	Toilet Rebate Program	\$75.00
67120	Indoor Environmental Services	Maintenance Agreement-Equipment	\$844.00
67121	J&J Locksmiths	Contract Services-Office Repair/Maintenance	\$126.00
67122	Key West Holdings DBA Monster Contractor	Contract Services-Other	\$822.87
67123	Lowe's	Supplies-Field	\$189.25
67124	Matthew Maxwell	Contract Services-Miscellaneous	\$1,500.00
67125	Moonlight BPO	Contract Services-Bill Print/Mail	\$4,355.62
67126	Nor Cal Perlite Inc	Supplies-Field	\$1,984.00
67127	One Stop Truck Shop	Repair-Trucks	\$106.68
67128	Pace Supply Corp	Material	\$3,294.56
67129	Pacific Gas & Electric	Utilities	\$150.85
67130	Gloria Phinney	Toilet Rebate Program	\$75.00
67131	Prosio Communications	Contract Services-Miscellaneous	\$3,810.00
67132	SMAQMD	Permit Fees	\$2,391.00
67133	Saloncentric	Customer Refund	\$45.00
67134	SAWWA	Dues & Subscriptions	\$300.00
67135	Les Schwab Tires	Repair-Trucks	\$183.00
67136	Staples Advantage	Office Expense	\$48.03
67137	Thomson Reuters	Dues & Subscriptions	\$97.51
67138	Titan Workforce LLC	Contract Services-Temporary Labor	\$7,492.28
67139	Verizon Wireless	Telephone-Wireless	\$1,110.11
67140	Voyager Fleet Systems Inc	Gas & Oil	\$2,153.50
67141	Vladimir Zack	Toilet Rebate Program	\$150.00
67142	California Choice Benefit Administrators	Health Insurance	\$41,685.40
67143	California Choice Benefit Administrators	Health Insurance	\$41,645.40
Total			<u>\$1,080,203.31</u>
ACH	VALIC 2/21/19 PAYDAY	Deferred Compensation	\$2,796.75
ACH	BOW JANUARY 2019	Bank Fees	\$1,651.70
ACH	IC FEBRUARY 1168-2019-2	Bank Fees	\$4,175.50
ACH	CHASE FEB 2019	Bank Fees	\$1,933.39
ACH	MARCH 2019 CAL CHOICE	Health Insurance	\$41,685.40
ACH	PAYCHEX JANUARY 2019	Contract Services-Other	\$946.55
ACH	VALIC 2/21/19 PAYDAY	Deferred Compensation	\$2,796.75
ACH	VALIC 2/7/19 PAYDAY	Deferred Compensation	\$2,696.75
ACH	VOYA 2/7/19 PAYDAY	Deferred Compensation	\$25.00
ACH	IC JANUARY 1168-2019-1	Bank Fees	\$5,305.70
ACH	VOYA 2/21/19 PAYDAY	Deferred Compensation	\$25.00
ACH	BOW JANUARY 2019 FD	Bank Fees	\$119.98
Total			<u>\$64,158.47</u>
Grand Total			<u><u>\$1,144,361.78</u></u>

FEBRUARY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
March Checks Approved at March Board Meeting			
67183	B&M BUILDERS	Contract Services-Engineering	\$18,037.50
67184	KIRBY'S PUMP AND MECHANICAL, INC	Wells Maintenance	\$9,800.00
67185	SMUD	Utilities	\$10,771.32
67186	WARREN CONSULTING ENGINEERS, INC	Contract Services-Engineering	\$20,250.00
ACH	GROENIGER/FERGUSON ENTERPRISES	Material	\$19,238.51
ACH	CORIX WATER PRODUCTS, INC	Material	\$8,448.70
ACH	US BANK I.M.P.A.C. GOVERNMENT SERVICES	See Agenda Item CC-09	\$10,527.81
Total			<u>\$97,073.84</u>

US BANK - CAL-Card Distributions
Feb-19

Name	Dues & Subscriptions	Office Misc. - District Event	Supplies	Postage	Office - Expense	Capital Project (CIP)	Repair - Truck	Meeting Accommodations	Continued Education	Prof. Contracted Svcs - Financial	Repair - Equipmt / Hardware	Maint. Agrmt. - Software	Software	Prof. Contract Svcs - Other	Total Bill
Gordon					\$ 16.16	\$ 591.55	\$ 85.99								\$ 693.70
Henry	\$ 300.00							\$ 502.75	\$ 1,008.60	\$ 135.00					\$ 1,946.35
Hensley											\$ 71.30				\$ 71.30
Ott												\$ 321.97	\$ 84.99		\$ 406.96
Sohal		\$ 100.66					\$ 74.99								\$ 175.65
Straus	\$ 12.99														\$ 12.99
Shockley			\$ 90.94	\$ 36.75	\$ 741.36	\$ 3,913.27	\$ 1,833.14	\$ 355.44	\$ 239.96					\$ 10.00	\$ 7,220.86
Total Bill	\$ 312.99	\$ 100.66	\$ 90.94	\$ 36.75	\$ 757.52	\$ 4,504.82	\$ 1,994.12	\$ 858.19	\$ 1,248.56	\$ 135.00	\$ 71.30	\$ 321.97	\$ 84.99	\$ 10.00	\$ 10,527.81

Citrus Heights Water District
 2019 Continued Education

as of 3/13/2019

DIRECTORS

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Meals	Transportation
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Caryl Sheehan	725.00	725.00	-	-	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	David Wheaton	725.00	725.00	-	-	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Ray Riehle	725.00	725.00	-	-	-

Total - Directors 2,175.00

STAFF

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Meals	Transportation
1/8/19-1/11/19	4	CSMFO Convention	CSMFO	Palm Springs, CA	Susan Sohal	1,459.06	370.00	697.32	46.14	345.60
1/8/19-1/11/19	4	CSMFO Convention	CSMFO	Palm Springs, CA	Alberto Preciado	1,333.38	370.00	697.32	46.15	219.91
1/14/19-1/16/19	3	Cappo Conference	CAPPO	Sacramento, CA	Beth Shockley	486.19	349.00	-	-	137.19
2/10/19-2/13/19	4	Parma Conference	Parma	Anaheim, CA	Chris Castruita	1,907.42	350.00	610.74	179.39	767.29
2/10/19-2/13/19	4	Parma Conference	Parma	Anaheim, CA	Madeline Henry	1,337.50	320.00	610.74	92.44	314.32
4/8/19-4/11/19	4	Capio Conference	Capio	San Diego, CA	Madeline Henry	1,467.27	530.00	737.31	-	199.96
7/7/19-7/10/19	4	Esri Conference	Esri	San Diego, CA	Borey Swing	784.39	-	784.39	-	-
7/7/19-7/10/19	5	Esri Conference	Esri	San Diego, CA	Jeff Ott	980.49	-	980.49	-	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Hilary Straus	725.00	725.00	-	-	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Missy Pieri	725.00	725.00	-	-	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Susan Sohal	725.00	725.00	-	-	-

Total - Staff 11,930.70

Grand Total 14,105.70

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS March 20, 2019 MEETING

SUBJECT : EMPLOYEE RECOGNITION
STATUS : Information Item
REPORT DATE : March 7, 2019
PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk
 : Madeline Henry, Management Services Specialist/Deputy Board Clerk

The following District employees were recognized for perfect attendance during January 2019, and outstanding customer service and quality of work during the month of February 2019.

Administrative Services & Water Efficiency Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Castruita	Yes	Attended CAC meetings on 02/05/19 and 02/26/19. Provided outstanding internal customer service for the Project 2030 Study including the preparation, setup, facilitation and take down for the two CAC meetings in February.	Organized Leadership Training on 01/31/19.
Brady Chambers	Yes	Customer on Sylvan Valley Way came into the office to thank Brady for his help with measurements and information on the cash for grass program. She moved forward with applying for the program.	Feb. 19th–27th – Was part of the team that successfully replaced 15 large meters (3”- 6”).

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Madeline Henry	Yes	<p>Attended CAC meetings on 02/05/19 and 02/26/19.</p> <p>Provided outstanding internal customer service for the Project 2030 Study including the preparation, setup, facilitation and take down for the two CAC meetings in February.</p>	Organized Leadership Training on 01/31/19.
Dana Mellado		Assisted engineering with research for annexation project.	
Rex Meurer	Yes	<p>Attended CAC meetings on 02/05/19 and 02/26/19.</p> <p>Assisted with set up for the 02/26/19 CAC Meeting.</p>	
Brittney Moore	Yes	Brittney was very professional and courteous, and listened to the customer with empathy. The customer thanked her for listening to her frustrations.	
Jeff Ott	Yes	Provided outstanding set up and IT support for the 02/26/2019 CAC meeting.	Document Imaging and Scanning presentation at the Board meeting
Alberto Preciado			Updated timesheet format and provided a presentation to staff on 02/14/19.
Desiree Smith			Resolved an error in the billing system where a refund was trying to hit two accounts; Desiree fixed the error before the help desk ticket was resolved by the software vendor.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Beth Shockley	Yes	Assisted with year-end closing procedures and helped to obtain documentation for the auditors in a short timeframe. Assisted with set up for the 02/26/19 CAC Meeting.	

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	Attended CAC meetings on 02/05/19 and 02/26/19.	Worked extra hours on 02/01/19 to attend GIS user group meeting.
Paul Dietrich	Yes	Attended CAC meetings on 02/05/19 and 02/26/19.	Presented a CityWorks training to staff on 02/28/19.
Neil Tamagni	Yes	Presented a safety presentation “handwashing” on 02/14/19.	

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tim Cutler	Yes	Presented a safety presentation “handwashing” on 02/14/19.	Feb. 1 st (Friday) – performed inspection work for asphalt replacement and project administration work. Feb. 19 th –27 th – Was part of the team that successfully replaced 15 large meters (3”- 6”).
Jarrett Flink		Presented a safety presentation “handwashing” on 02/14/19.	Feb 27 th (Wed early morning) – Performed a shutdown on Walmart’s domestic water supply at 3:30am for a Contractor to install a new backflow device.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Gil Garcia			Feb. 19th–27th – Was part of the team that successfully replaced 15 large meters (3”- 6”).
Daniel Hesse	Yes		
Rick Jimenez			Feb. 19th–27th – Was part of the team that successfully replaced 15 large meters (3”- 6”).
Ricky Kelley	Yes		
Mike Mariedth			Feb. 19th–27th – Was part of the team that successfully replaced 15 large meters (3”- 6”).
Chris Nichols	Yes		
Nick Spiers			Feb. 19th–27th – Was part of the team that successfully replaced 15 large meters (3”- 6”).
John Spinella	Yes		
Jason Tupper	Yes		

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
MARCH 20, 2019 MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : March 6, 2019
 PREPARED BY : Madeline Henry, Management Services Specialist/Deputy Board Clerk

OBJECTIVE:

Listed below is the current Long Range Agenda.

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

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA

MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
April 17, 2019					
April 17, 2019		Award of Contract for Pleasantview Drive Project	Pieri/Dawson	CC	A
April 17, 2019		Project 2030 Update (60%)	Pieri	P	A
April 17, 2019		Presentation on ACWA JPIA Programs	Castruita/ACWA JPIA	P	I/D
April 17, 2019		Well Site Real Property--Mitchell Farms	Pieri/Nelson	B	A
May 15, 2019					
May 15, 2019		Conflict of Interest	Castruita	CC	A
May 15, 2019		Award of Contract for IT Services	Sohal/Ott	CC	A
May 15, 2019		Poster Contest Presentation	Meurer	P	I/D
May 15, 2019		2019 Strategic Plan Update	Henry/Castruita	B	I/D
May 15, 2019		Approval of Comprehensive Annual Financial Report (CAFR)	Preciado/Sohal	B	A
June 6, 2019					
June 6, 2019	Special Board Meeting	2020 Strategic Planning Session	Straus/Castruita/Henry	S	I/D
June 19, 2019					
June 19, 2019		Well Maintenance Agreement	Gordon/Hensley	CC	A
June 19, 2019		Document Imaging and Scanning RFP	Ott/Sohal	P	A
June 19, 2019		Lock-Out/Block-Out Program	Drake/Castruita	B	A
June 19, 2019		Award of Contract--Meter Replacement Program	Gordon/Meurer	B	A
June 19, 2019		Water Quality Public Health Goals	Gordon/Hensley	B	A
July 17, 2019					
July 17, 2019		Award of Contract for Cologne Way Project	Pieri/Dietrich	CC	A
July 17, 2019	Finance Corporation Meeting	Confirm & Appoint Officers of the Finance Corp., Status of Finance Corp.	Sohal	B	A
July 17, 2019		Approval of 2020 Strategic Plan	Sohal/Castruita/Henry	B	A

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA					
MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
August 21, 2019					
August 21, 2019		2019 Strategic Plan Update	Henry/Castruita	B	I/D
August 28, 2019					
August 28, 2019	Special Board Meeting	Budget Rate Model Options Workshop	Sohal	P	I/D
September 18, 2019					
September 18, 2019		Refined Budget Options/Prop 218 Direction	Sohal/Straus	B	A
October 16, 2019					
October 16, 2019		Misc. Charges and Fees - Proposed	Sohal	B	A
October 16, 2019		Purchase of Well Site #8	Gordon/Hensley/General Counsel	B	A
November 20, 2019					
November 20, 2019		Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits, and Directors' Compensation	Castruita	B	A
November 20, 2019		Strategic Plan Update	Henry/Castruita	B	I/D
December 2, 2019					
December 2, 2019	Special Board Meeting	Operating and Capital Budgets	Straus/Sohal/Pieri/Gordon	PH	A
December 2, 2019	Special Board Meeting	Water Rates, Charges and Fees	Straus/Sohal	PH	A
December 2, 2019	Special Board Meeting	Capacity Fees	Straus/Sohal	PH	A
December 18, 2019					
December 18, 2019		Committee Assignments	Castruita	B	A
December 18, 2019		District Officers	Castruita	B	A
December 18, 2019		Selection of President and Vice President	Castruita	B	A
December 18, 2019		Project 2030 Update (Final)	Pieri	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : March 05, 2019
 PREPARED BY : Missy Pieri, Engineering Manager/District Engineer

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

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 04/17/19 (60% Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Spending and Funding Alternatives Review in process. CAC Workshop #5 occurred on 02/26/19. CAC Workshop #6 to be held on 03/19/19.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Staff reviewed the Space Needs Assessment Report prepared by consultant. Staff is preparing draft Request for Proposal for next phase of the Project.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 06/20/18 (Notice of Completion) 09/19/18 or 10/17/18 (Easements)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Notice of Completion approved at 06/20/18 Board Meeting. Easements being prepared by District.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans complete. Construction to be completed by District Operation staff. Staff anticipates Construction to begin in March 2019.
CAPITAL IMPROVEMENT PROJECT Pleasantview Dr 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans are 85% complete. CEQA Notice of Exemption sent on 01/07/19. Plans submitted to Division of Drinking Water for review on 02/15/19.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CAPITAL IMPROVEMENT PROJECT Michigan Dr 8" & 6" Water Mains</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2017 design, 2018 construction.</p>	<p>Plans sent to Engineer on 05/02/18.</p> <p>Potholing completed. Preparing 90% plans.</p> <p>Staff working with Right-of-Way agent on easements for the project.</p>
<p>CAPITAL IMPROVEMENT PROJECT Old Auburn Rd - Daffodil to Wooddale 8" Water Main</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2017 design, 2018 construction.</p>	<p>Facilities request letters sent to Utilities on 09/20/18.</p> <p>Survey completed on 12/24/18.</p> <p>District to provide 60% mark-ups to Consultant.</p> <p>Potholing to commence in March.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CAPITAL IMPROVEMENT PROJECT Cologne Way 6" Water Main</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2017 design, 2018 construction.</p>	<p>Facilities request letters sent to Utilities on 09/20/18.</p> <p>Survey completed on 12/24/18.</p> <p>District to provide 60% mark-ups to Consultant.</p> <p>Staff working with Right-of-Way agent on easements for the project.</p>
<p>CAPITAL IMPROVEMENT PROJECT Quiet Oak Ln 8" Water Main</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2017 design, 2018 construction.</p>	<p>Plans are 85% complete.</p> <p>Plans submitted to Division of Drinking Water for review on 02/13/19.</p> <p>CEQA Notice of Exemption sent on 02/20/19.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd East Side Wall	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	This project will be included in the 2019 Capital Improvement Program. Staff to begin communication with SJUSD during Q1 2019. District to prepare Task Order agreement with Consultant.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	Project complete. Perform project closeout. District received easement on 02/27/19.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Dr</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>No</p>	<p>200-300 unit development by Watt Communities.</p>	<p>District submitted Conditions of Approval for the project on 05/07/18.</p> <p>Project approved by City of Citrus Heights City Council on 08/23/18.</p> <p>District received revised water model on 01/31/19.</p> <p>Initial submittal for Well Site Improvement Plans received on 02/07/19.</p> <p>District provided comments on initial submittal on 02/22/19.</p> <p>Awaiting resubmittal from Engineer.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Rd	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	15 lot subdivision located on Antelope Rd.	Project Complete. Final Acceptance Letter sent on 01/08/19.
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Received updated plans from engineer on 04/30/18. District sent back comments on 05/22/18. Awaiting a resubmittal.
PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	Received Project Referral and proposed site plan on 11/13/18. District sent Will Serve Letter on 12/04/18. Awaiting first submittal from engineer.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Plans signed on 09/19/18. Awaiting construction.
PRIVATE DEVELOPMENT 8053 Holly Dr Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Final plans signed and fees received on 05/10/18. District Operations staff began construction on 09/25/18. 98% Complete.
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Received initial plans on 10/01/18. District provided comments to the Engineer on 01/02/19.
PRIVATE DEVELOPMENT 8116 Holly Dr Parcel Split 1 - 2	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 2 with 2 existing homes and meters.	Received Project Referral 11/16/18. Conditions of Approval letter sent 11/28/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>District signed plans on 12/21/17.</p> <p>Awaiting construction.</p>
<p>PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11</p>	<p>Engineering</p>	<p>Senior Construction Inspector</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Received third submittal from engineer on 02/12/19.</p> <p>Provided comments to engineer on 02/27/19.</p> <p>Awaiting easement documents from engineer.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 7030 Auburn Blvd Stock Ranch - Traffic Circulation</p>	<p>Engineering</p>	<p>Senior Construction Inspector</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Final Acceptance Letter sent on 09/10/18.</p> <p>Received easements on 01/28/19.</p> <p>Provided comments on easements to engineer on 02/27/19.</p>
<p>PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Sent comments to City on 11/27/17.</p> <p>Awaiting final plans from developer for District review.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 8501 Auburn Blvd Big Lots</p>	<p>Engineering</p>	<p>Senior Construction Inspector and Engineering Manager</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Plans signed on 08/23/18.</p> <p>Preconstruction meeting occurred on 09/24/18.</p> <p>Awaiting easements from developer.</p> <p>100% Complete except for punchlist items.</p>
<p>PRIVATE DEVELOPMENT 8501 Auburn Blvd Parcel Split</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Potential parcel split from one parcel to four parcels.</p>	<p>Sent conditions of approval letter on 09/06/18.</p> <p>Waiting for the developer to complete draft agreement with tenants for fire line service and to prepare easements.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Sent Will Serve letter on 12/28/17.</p> <p>Received initial plans from developer on 12/17/18.</p> <p>Sent developer plan review comments on 01/30/19.</p> <p>Awaiting resubmittal from engineer.</p> <p>Awaiting easements from developer.</p>
<p>PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Proposed multi-unit housing complex for low-income and homeless.</p>	<p>Received Project Referral and initial plans on 10/11/18.</p> <p>Will-Serve letter sent 11/21/18.</p> <p>Awaiting first plan submittal from engineer.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7312 Veterans Ln	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home on a private street.	Sent review comments on 08/03/18. Engineering sent cost estimate of improvements to owner on 10/30/18. Awaiting payment from customer.
PRIVATE DEVELOPMENT Livoti Development	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Six Parcel Subdivision.	Received initial plans on 12/17/18. District providing comments.
COMCAST	Engineering	Assistant Engineer and GIS Specialist	On-going	No	No	Various communications boring projects throughout the service area.	District has provided water utility maps for all requested projects. Awaiting resubmittal from Comcast Engineer. Awaiting as-builts on all completed projects.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Highland Ave</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>Yes</p>	<p>Highland Ave Drainage Project</p>	<p>District provided comments to City of Citrus Heights on 02/20/19.</p> <p>Awaiting revised plans from engineer.</p> <p>Coordinate water main relocation with Operations.</p>
<p>CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Wonder St</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>Wonder St Drainage Project</p>	<p>Anticipate bid and start of construction in 2019. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CITY OF CITRUS HEIGHTS PROJECT Bonita, Old Auburn Rd, & Mariposa Ave Storm Drain Improvements</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Bonita Way, Old Auburn Rd, & Mariposa Ave Storm Drain Project.</p>	<p>Received 30% plans at the meeting with Dokken Engineering on 05/21/18.</p> <p>District sent engineer data on 08/03/18.</p> <p>Mariposa Ave Project - District to meet with the City to discuss project revisions.</p>
<p>CITY OF CITRUS HEIGHTS PROJECT Baird Way Storm Drain Improvements</p>	<p>Engineering</p>	<p>Operations and Senior Construction Inspector</p>	<p>On-going</p>	<p>No</p>	<p>Yes</p>	<p>Baird Way Storm Drain Project.</p>	<p>Construction complete by City contractor.</p> <p>Received as-builts from the City on 02/13/19.</p> <p>Project 100% complete.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>Yes</p>	<p>Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.</p>	<p>Received signed Utility Agreement. Start of construction in 2019.</p> <p>Received plans for review on 05/17/18. Pre-bid meeting on 06/05/18.</p> <p>District received revised plans on 01/30/19.</p> <p>District verified previous plan changes were incorporated on 02/13/19.</p> <p>District waiting to sign plans.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.</p>	<p>Sent existing utility information to City's engineer.</p> <p>Attended kick-off meeting with the City on 01/14/19.</p> <p>Follow-up meeting with the City and engineer on 03/05/19.</p>
<p>CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope Rd</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Weigh station and off-ramp improvements.</p>	<p>Sent water facility maps and as-builts to engineer on 11/20/17.</p> <p>Awaiting plans from CalTrans for District review.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
Annexations	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Annex properties into the District to clarify and revise District boundaries.	<p>Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services.</p> <p>Staff had a meeting with Sacramento LAFCo on 12/13/18.</p> <p>District submitted draft RFP for LAFCo review on 02/22/19.</p> <p>Awaiting LAFCo comments on RFP.</p>
Easements	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : March 4, 2019
 PREPARED BY : David M. Gordon, Operations Manager
 Tim Cutler, Water Distribution Supervisor

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	February	Year to Date		February	Year to Date
Backflow Maintenance	0	0	C18-010 Water Mainline	0	0
Blow Off Maintenance	0	0	C18-011 Water Valves	0	3
Hydrant Maintenance	19	78	C18-012 Water Services	19	29
Leak Investigation	0	0	C18-013 Water Meters	11	29
Mainline Repair/Maintenance	3	3	C18-014 Fire Hydrants	1	4
Meter Box Maintenance	0	3	TOTAL	31	65
Meter Register Replacement	12	23	Water Quality		
Meter Repair/Test/Maintenance	0	0	<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	0	0			
Water Service Repair/Locate	2	5			
Valve, Mainline Maintenance	57	164			
Valve Box Maintenance	0	0			
TOTAL	93	276			

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
MARCH 20, 2019 MEETING**

SUBJECT : 2019 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : March 4, 2019
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 David M. Gordon, Operations Manager

OBJECTIVE:

Report on annual water supply including comparison with prior years.

Month	2014	2015	2016	2017	2018	2019				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					
Jan	602.39	570.05	539.60	506.81	531.38	466.43	54.43	520.86	520.86	-81.66	-13.6%
Feb	450.96	511.52	484.53	443.99	525.73	418.47	29.01	447.48	968.34	-240.54	-19.9%
Mar	612.20	725.95	517.56	546.60	540.78						
Apr	737.30	761.02	677.81	575.52	646.09						
May	1,190.07	869.08	979.49	1,138.72	1,072.27						
Jun	1,548.66	1,065.10	1,343.76	1,412.94	1,387.03						
Jul	1,622.10	1,184.95	1,544.57	1,650.76	1,737.13						
Aug	1,477.49	1,188.18	1,579.80	1,570.80	1,583.78						
Sep	1,275.11	1,069.78	1,257.91	1,441.76	1,330.19						
Oct	1,030.74	918.67	840.80	1,128.97	1,061.88						
Nov	682.48	589.6	561.82	631.55	807.7						
Dec	563.15	519.57	518.62	574.43	558.97						
Total	11,792.65	9,973.47	10,846.27	11,622.85	11,782.93	884.90	83.44	968.34	968.34		
% of Total						91.38%	8.62%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : March 4, 2019
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 March 1, 2019, storage in Folsom Lake (Lake) was at 592,200 acre-feet, 61 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 69,700 acre-feet in the past month.

The District's total water use during the month of February 2019 (447.48 acre-feet) was 26.2 percent below that of February 2013 (606.36 acre-feet).

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : March 7, 2019
 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 February 2019 include:

- 6 High Efficiency Toilet (HET) rebates were processed for the month of February 2019. This compares to 14 HET rebates processed for the month of February 2018. The 5 year average (2014-2018) of February HET rebates is 15. A total of \$1,125.00 in HET rebates have been issued through year-to-date.
- A total of 10 High Efficiency Clothes Washer (HECW) rebates were issued during the fourth quarter of 2018. This compares to 3 HECW rebates issued for the fourth quarter of 2017. A total of 31 HECW rebated were issued during 2018. To better align with SMUD's schedule for reporting monthly numbers, staff is reporting HECW rebates on a quarterly basis.
- 14 service calls were received during the month of February. There was 1 report of water waste received through CHWD's Water Efficiency web page.
- Five WaterSmart classes are planned for 2019. The first class is scheduled for Saturday, April 6, 2019, and titled "Getting Your Garden Growing This Spring". The next two classes are scheduled for, Saturday, May 11, 2019 and Saturday, June 22, 2019. Topics will include tips and tricks for setting up an irrigation system, hands-on trouble shooting of common irrigation problems, and ways to properly feed and care for your summer garden. The first three classes will be held at the Citrus Heights Community Center.
- Staff repaired or replaced 12 of the 15 three inch or larger meters. These meters were identified as non-operable or deficient during the District's large meter testing program. The final 3 meters will be repaired or replaced as the parts become available.
- CHWD will be renting three garden plots at the Sylvan Ranch Community Garden. The plots will feature water efficient landscaping, and serve as a backdrop for one or more water efficiency/community outreach events each year. Funding for the rental and maintenance of the garden plots is included in the 2019 budget.
- The second group safety presentation, in a series of eleven group safety presentations, is scheduled for Thursday, March 14th. The topic is "Lightning and Severe Weather Safety". The presenters are

Dana Mellado, Management Services Specialist/Deputy Assessor Collector, Borey Swing, Engineering/GIS Specialist, and Chris Nichols, Water Resources Specialist.

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

Month	R-GPCD 2018	R-GPCD 2019	% CHANGE
January	77	76	-.01%
February	85	72	-.15%

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE DISTRICT STAFF TO ATTEND CONFERENCES

STATUS : Action Item

REPORT DATE : March 6, 2019

PREPARED BY : Christopher Castruita, Management Services Supervisor
Missy Pieri, Engineering Manager

OBJECTIVE:

1. Consider authorizing District staff to attend the Harris Customer Training Conference (Cogsdale Conference), the American Society of Engineers (ASCE) Utility Engineering and Surveying Institute (UESI) Pipeline Conference, and the Cityworks Conference.
2. Consider authorizing the General Manager to approve expense reimbursements related to conference attendance.

BACKGROUND AND ANALYSIS:

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

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

Funding has been included in the 2019 Operating Budget for two such training opportunities:

1. For two Administrative Services Department staff members to attend the annual Cogsdale Conference from October 9 to October 11, 2019 in Denver, Colorado. The conference provides training on the District's finance, accounting, and customer service software system.
2. For one Engineering Department staff member to attend the UESI Pipeline Conference from July 21 to July 25, 2019, in Nashville, Tennessee. The conference provides training, information, and exhibits on current and state-of-the-art engineering technologies for pipeline and utilities infrastructure.
3. For one Administrative Services Department staff member and two Operations Department Staff members to attend the Cityworks Conference from December 4 to December 6, 2019, in Salt Lake City, Utah. The conference provides training on the District's maintenance and asset management software system.

Estimated conference expenses are shown below:

	Cogsdale Conference	Pipeline Conference	Cityworks Conference
Cost Per Employee	\$2,817	\$2,110*	\$2,200
No. of Employees	2	1	3
Total Estimated Conference Cost	\$5,634	\$2,110	\$6,600

*Scholarship awarded to cover \$895 registration fee.

Funding is available in the 2019 Continued Education Budget for these requested trainings.

RECOMMENDATION:

1. Authorize District staff to attend the Harris Customer Training Conference (Cogsdale Conference), the American Society of Engineers (ASCE) Utility Engineering and Surveying Institute (UESI) Pipeline Conference, and the Cityworks Conference.
2. Authorize the General Manager to approve expense reimbursements related to conference attendance.

ATTACHMENTS:

District Policy 2060 - Educational and Training Functions

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

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

2060.00 EDUCATIONAL AND TRAINING FUNCTIONS

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

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

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

2060.10 ATTENDANCE BY DIRECTORS

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

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

2060.15 ATTENDANCE BY OFFICERS AND THE GENERAL MANAGER

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

2060.20 ATTENDANCE BY STAFF

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

2060.30 COMPENSATED MEETING DAY

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

2060.50 EXPENSES

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

2060.51 Function Expenses

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

2060.52 Travel Expenses

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

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

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

2060.53 Lodging Expenses

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

2060.54 Meal Expenses

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

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

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

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

2060.55 Other Expenses

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

2060.56 Spouse/Companion Expenses

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

2060.57 Credit Cards

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

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

2060.58 Expense Reconciliation

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

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

2060.59 Reporting

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

2060.70 DIRECTORS' REPORTS

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 MEETING

SUBJECT : RESOLUTION IN RECOGNITION OF JOHN WOODLING
STATUS : Action Item
REPORT DATE : March 14, 2019
PREPARED BY : Hilary Straus, General Manager

OBJECTIVE:

Consider adoption of Resolution 04-2019 in recognition of John Woodling.

BACKGROUND AND ANALYSIS:

John Woodling is retiring after serving as the Executive Director of both the Regional Water Authority and Sacramento Groundwater Authority from June 30, 2008 until March 1, 2019.

RECOMMENDATION:

Approve the accompanying resolution in Recognition of John Woodling.

ATTACHMENT:

Resolution 04-2019 in recognition of John Woodling

ACTION:

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

RESOLUTION NO. 04-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT IN RECOGNITION OF JOHN WOODLING

WHEREAS, John Woodling served as the Executive Director of both the Regional Water Authority (RWA) and the Sacramento Groundwater Authority (SGA) from June 30, 2008 until March 1, 2019; and

WHEREAS, under John's leadership, RWA developed an award-winning Water Efficiency Program focused on public outreach and school education; and

WHEREAS, John developed and led a proactive Regional Advocacy Program which built important partnerships with allied organizations and raised RWA exposure on important water-related legislative issues; and

WHEREAS, John's leadership of the American River Basin's Integrated Regional Water Management planning effort helped member agencies secure over \$80,000,000 in grant funds for necessary projects, including \$600,000 for the Citrus Heights Water District; and

WHEREAS, John led the SGA efforts to ensure that an effective Groundwater Sustainability Agreement was formed, covering the entire North American Subbasin.

NOW, THEREFORE, BE IT RESOLVED that the Citrus Heights Water District's Board of Directors hereby commends and congratulates John Woodling on his significant accomplishments and distinguished career, and extends appreciation for his many and significant contributions to the water industry and to the people of California served by that industry.

PASSED, APPROVED, AND ADOPTED this 20th day of March, 2019.

AYES:

NOES:

ABSENT:

ABSTAINED:

CARYL SHEEHAN, President
Citrus Heights Water District

ATTEST:

CHRISTOPHER CASTRUITA, Chief Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 MEETING

SUBJECT : RESOLUTION CONCURRING IN NOMINATION TO THE CALIFORNIA
WATER INSURANCE FUND BOARD

STATUS : Action Item

REPORT DATE : March 14, 2019

PREPARED BY : Christopher Castruita, Chief Board Clerk

OBJECTIVE:

Consider adoption of Resolution 05-2019 Concurring in Nomination of Paul Green of Rio Linda/Elverta Community Water District to the California Insurance Fund Board.

BACKGROUND AND ANALYSIS:

In accordance with ACWA JPIA bylaws, the Rio Linda Elverta Community Water District (RLECWD) recently passed a resolution nominating RLECWD Director and ACWA JPIA Board Member Paul R. Green to serve on ACWA JPIA's newly created California Water Insurance Fund Board. The ACWA JPIA election process requires at least three other ACWA member agencies pass a resolution to concur with RLECWD's nomination.

The California Water Insurance Fund is the name of the JPIA's newly created captive insurance company. The captive provides the JPIA additional investment and insurance options and is domiciled in the state of Utah. The California Water Insurance Fund Board is composed of seven members, including:

- Four appointed from the JPIA Executive Committee;
- Two members who will be elected from the JPIA Board of Directors at the spring 2019 board meeting; and
- A seventh member who will be a resident of Utah (a requirement by the state of Utah).

RLECWD, asked that the Citrus Heights Water District Board of Directors consider adopting a resolution to concur with RLECWD's nomination of Paul R. Green for one of the two seats intended for the JPIA Board of Directors. A biographical summary of Mr. Green's qualifications to serve on the California Water Insurance Fund Board is included in Attachment 1.

RECOMMENDATION:

Adopt Resolution 05-2019 Concurring in Nomination of Paul Green of Rio Linda/Elverta Community Water District to the California Insurance Fund Board.

ATTACHMENT:

1. Statement of Qualification for Paul R. Green Jr.
2. Resolution 05-2019 Concurring in Nomination to the California Water Insurance Fund Board

ACTION:

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

ATTACHMENT 1

Statement of Qualification for Paul R. Green Jr.



Statement of Qualification for Paul R. Green Jr.

Retired after 24 years of service in the Air Force as a Senior Master Sargent.

Currently serve as the District representative on the Board of Directors of the Association of California Water Agencies Joint Powers Insurance Agency (ACWA/JPIA),

Appointed by Sacramento County Board of Supervisors to the Sacramento Groundwater Authority (SGA) governing Board.

Current Board Member of Rio Linda Elverta Community Water District elected in 2012.

Currently serve on the McClellan Restoration Advisory Board

I was elected to and currently serve on the seven-member Sacramento County LAFCo (Local Agency Formation Commission) by the elected Board members of 66 special districts -- each a self-governing independent agency in the county (fire, water, cemetery, and parks & recreation for example) -- as an alternate commissioner for each of the two members "representing" special districts. For 2015, I served as chairman of the Sacramento LAFCo Special Districts Advisory Committee.

Formerly served on the following Boards and Committees:

- Appointed by California Governor to the Contractors State License Board.
- RLECWD internal Planning Committee.
- Co-Chair, Community Restoration Committee for McClellan Air Force Base.
- Director, Grant Union School District
- Captain, On-Air Fund-Raising Committee KVIE
- State Chair, Leaders of Faith Coalition
- Regional Vice President, Primercia Financial Services Insurance and Securities, Licensed in Series 63 and Series 6.
- Docent Sacramento County History Museum
- State Senate Candidate
- Member, California Legal Compliance Review Committee
- President, North Highlands Visions Task Force
- Board Member, North Highlands Parks and Recreation District

ATTACHMENT 2

Resolution 05-2019 Concurring in Nomination to
the California Water Insurance Fund Board

RESOLUTION NO. 05-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITRUS HEIGHTS WATER DISTRICT CONCURRING IN NOMINATION TO THE
CALIFORNIA WATER INSURANCE FUND BOARD
AN ACWA JPIA CAPTIVE INSURANCE COMPANY

WHEREAS, this district is a member district of the ACWA JPIA; and

WHEREAS, the Nominating Procedures for the California Water Insurance Fund Board provide that in order for a nomination to be made to the California Water Insurance Fund Board, three member districts must concur with the nominating district, and

WHEREAS, another ACWA JPIA member district, the CITRUS HEIGHTS WATER DISTRICT has requested that this district concur in its nomination of its member of the ACWA JPIA Board of Directors to the California Water Insurance Fund Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT that this district concur with the nomination of Paul Green of Rio Linda/Elverta Community Water District to the California Water Insurance Fund Board.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

PASSED, APPROVED, AND ADOPTED this 20th day of March, 2019.

AYES:
NOES:
ABSENT:
ABSTAINED:

CARYL SHEEHAN, President
Citrus Heights Water District

ATTEST:

CHRISTOPHER CASTRUITA, Chief Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 MEETING

SUBJECT : 2018 GROUNDWATER TRANSFER WRAP-UP
STATUS : Presentation Item
REPORT DATE : March 6, 2019
PREPARED BY : David M. Gordon, Operations Manager
 Brian Hensley, Water Resources Supervisor

OBJECTIVE:

Receive an update on the District's 2018 Groundwater Transfer.

BACKGROUND AND ANALYSIS:

On June 14, 2018, CHWD entered into an agreement with San Juan Water District to participate in a groundwater substitution transfer during the months of July, August, and September 2018. The groundwater substitution transfer was a regional project, whereby several water purveyors in the Sacramento region agreed to increase the amount of groundwater pumped and used within their service areas, during the transfer period in-lieu of using treated surface water. Staff will provide a review and revenue analysis on CHWD's participation in the 2018 Groundwater Substitution Transfer.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 MEETING

SUBJECT : REVIEW OF SECTION 457 DEFERRED COMPENSATION PROGRAMS
STATUS : Information Item
REPORT DATE : March 4, 2019
PREPARED BY : Madeline Henry, Management Services Specialist
Susan Sohal, Administrative Services Manager

OBJECTIVE:

Receive an update on the District's Section 457 Deferred Compensation Programs.

BACKGROUND AND ANALYSIS:

Susan Sohal, Administrative Services Manager; Mark Tomasini, Retirement Plans Specialist for International City/County Management Association- Retirement Corporation (ICMA-RC); and James Collins, Certified Financial Planner for ICMA-RC, will provide a presentation on the District's current Section 457 Deferred Compensation Programs and a proposal by ICMA-RC for a Section 457 Deferred Compensation Program.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 MEETING

SUBJECT : METER REPLACEMENT STUDY UPDATE
STATUS : Information Item
REPORT DATE : March 6, 2019
PREPARED BY : Hilary Straus, General Manager
David Gordon, Operations Manager
Rex Meurer, Water Efficiency Supervisor

Staff will provide an update on the Meter Replacement Study, including efforts to finalize levels of participation among Meter Replacement Consortium agencies.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 20, 2019 MEETING

SUBJECT : WORK PROGRAM UPDATE
STATUS : Information Item
REPORT DATE : March 7, 2019
PREPARED BY : Hilary Straus, General Manager
Christopher Castruita, Chief Board Clerk

Staff will provide an update on Citrus Heights Water District's Work Program, including items scheduled for future Board Meetings and high-profile projects.