

**BOARD MEETING AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
DECEMBER 19, 2018 beginning at 6:30 PM**



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

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

**CALL TO ORDER:**

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

**ROLL CALL OF DIRECTORS:**

**PLEDGE OF ALLEGIENCE:**

**VISITORS:**

**PUBLIC COMMENT:**

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

(A) Action Item

(D) Discussion Item

(I) Information Item

**CONSENT CALENDAR: (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 – November 14, 2018
- CC-1b. Minutes of the Regular Meeting – November 14, 2018
- CC-1c. Minutes of the Special Meeting – December 5, 2018
- CC-2. Revenue Analysis Report for November 2018
- CC-3. Assessor/Collector's Roll Adjustment for November 2018
- CC-4. Treasurer's Report for November 2018
- CC-5. Treasurer's Report of Fund Balances for November 2018
- CC-6. Operating Budget Analysis for November 2018
- CC-7. Capital Projects Summary November 2018
- CC-8. Warrants for November 2018
- CC-9. CAL–Card Distributions for November 2018
- CC-10. Summary of 2018 Employees and Directors Training Courses, Seminars and Conference
- CC-11. Employee Recognitions

- CC-12. Long Range Board Agenda (I)  
Board Agenda Items Planned for Upcoming Meetings.
- CC-13. Engineering Department Report (I)  
Significant assignments and activities for the Engineering Department are summarized.
- CC-14. Operations Department Report (I)  
Monthly report on construction and maintenance activities.
- CC-15. 2018 Water Supply – Purchased and Produced (I)  
Report on annual water supply including comparison with prior years.
- CC-16. Water Supply Reliability (I)  
Receive status report on surface water supplies available to the Citrus Heights Water District (District).
- CC-17. Water Efficiency and Safety Program Update (I)  
Monthly report on Water Efficiency program activities.

**PRESENTATIONS:**

- P-1. Administer Oath of Office to Raymond A. Riehle and David C. Wheaton  
Administer the Oaths of Office to Directors of Divisions 2 and 3.
- P-2. Discussion and Possible Action to Recognize Allen B. Dains for Outstanding Service to Citrus Heights Water District  
Consider adoption and presentation of Resolution 19-2018 recognizing retiring Director Allen B. Dains for 20 years of service to the District.

**STUDY SESSIONS:**

None.

**BUSINESS:**

- B-1. Selection of President and Vice President (A)  
Consider selection of President and Vice President of the Board of Directors.
- B-2. Discussion and Possible Action to Appoint 2018-2019 Representatives and Alternates (A)  
  1. Consider appointments of member of the Board of Directors or Staff to serve as District representatives to various organizations.
  2. Consider amending District Policy No. 2300, Board Representatives.
- B-3. Appoint District Officers (A)  
Consider appointments to Officer positions for the District.

B-4. Discussion and Possible Action to fill a vacant seat on the Customer Advisory Committee (A)

Consider appointing Bren Martinez to fill a vacant seat on the Customer Advisory Committee.

B-5. Merit-Based Salary Adjustment for General Manager (A)

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

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

None.

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

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

**MANAGEMENT SERVICES REPORTS (I):**

- MS-1. Meter Replacement Study Update

**CORRESPONDENCE:**

None.

**CLOSED SESSION:**

- 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: 1 case

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

January 7, 2019	6:00 PM	Special Meeting
January 16, 2019	6:30 PM	Regular Meeting
February 20, 2019	6:30 PM	Regular Meeting
March 20, 2019	6:30 PM	Regular Meeting
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 72 hours prior to the regular meeting in accordance with Government Code Section 54954.2.



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Christopher Castruita, Management Services  
Supervisor/Chief Board Clerk

Dated: December 13, 2018

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
November 14, 2018

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

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

Absent:

None.

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

**VISITORS:**

Charley Howard, Regional Government Services

**PUBLIC COMMENT:**

None.

**CLOSED SESSION:**

The meeting convened into Closed Session at 6:01 pm to discuss the following items as listed on the Closed Session Regular 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: 2 cases
- CL-2. Pursuant to Section 54957:  
Public Employee Performance Evaluation  
Title: General Manager

The Closed Session was adjourned at 6:27 pm.

No reportable action.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 6:28 pm.

APPROVED:

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CHRISTOPHER CASTRUITA  
Deputy Secretary  
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
November 14, 2018

The Regular Meeting of the Board of Directors was called to order at 6:34 p.m. by President Riehle and roll was called. Present were:

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

Absent:

None.

Staff:

Hilary Straus, General Manager  
Susan Sohal, Administrative Services Manager  
David Gordon, Operations Manager  
Missy Pieri, Engineering Manager  
Chris Castruita, Management Services Supervisor/Chief Board Clerk  
Rex Meurer, Water Efficiency Supervisor

**VISITORS:**

David Wheaton

**PLEDGE OF ALLEGIANCE:**

Board President Raymond Riehle led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

President Riehle asked for consideration and/or approval of the Consent Calendar.

Minutes of the Special Meeting – October 17, 2018  
Minutes of the Regular Meeting – October 17, 2018  
Minutes of the Special Meeting – October 29, 2018  
Revenue Analysis Report for October 2018  
Assessor/Collector's Roll Adjustment for October 2018  
Treasurer's Report for October 2018

Treasurer's Report of Fund Balances for October 2018

Operations Budget Analysis for October 2018

Capital Projects Summary October 2018

Warrants for October 2018

CAL-Card Distributions for October 2018

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

Employee Recognitions

Long Range Board Agenda (I)

Board Agenda Items Planned for upcoming Meetings.

Engineering Department Report (I)

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

Operations Department Report (I)

Monthly report on construction and maintenance activities.

2018 Water Supply – Purchased and Produced (I)

Report on annual water supply including comparison with prior years.

Water Supply Reliability (I)

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

Water Efficiency and Safety Program Update (I)

Monthly report on Water Efficiency and Safety programs activities.

Discussion and Possible Action to Approve an Agreement with Central Valley Engineering and Asphalt, Inc. for 2019/20 On-Cal Pavement Restoration Project (A)

Consider acceptance of a responsive bid for 2019/20 On-Call Pavement Restoration Services for Citrus Heights Water District. Consider authorizing the General Manager or General Manager's designee to execute an agreement with Central Valley Engineering & Asphalt, Inc. for this project.

Discussion and Possible Action to Approve Mobile Devices Policy (A)

Consider amendments to Policy No. 4932: Mobile Devices and Policy 4101.A2: Other Compensation.

Discussion and Possible Action to Approve a Professional Services Agreement for Engineering Services with Warren Consulting Engineers, Inc. (A)

Consider approval of an agreement with Warren Consulting for engineering services.

Discussion and Possible Action to Approve Board of Directors Meeting Policy (A)

Consider amendments to Policy No. 3000: Board of Directors Meetings.

**OCTOBER 2018 WARRANTS**

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66288	Richard J/Christine Redding III	Customer Refund	\$110.52
66289	David V/Carmelita M Bloom	Customer Refund	\$167.62
66290	Daciana Iancu	Customer Refund	\$14.47
66291	Brad/Susanne Dacus Trust	Customer Refund	\$128.92



**OCTOBER 2018 WARRANTS**

<b><u>CHECK</u></b>	<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
66292	William T/Kimberly A A Hudson	Customer Refund	\$97.84
66293	Mary E Trigueiro	Customer Refund	\$30.36
66294	Madeline R Cheney Trust	Customer Refund	\$19.45
66295	Shirley A Nelson	Customer Refund	\$255.75
66296	Joel/Christina Le Fohn	Customer Refund	\$14.20
66297	Randall G/Karen J Luke	Customer Refund	\$32.06
66298	Shalyn Swaton	Customer Refund	\$105.81
66299	Richard A/Terri L Wilkins	Customer Refund	\$51.76
66300	Deborah L Mello	Customer Refund	\$61.00
66301	Staci Looney	Customer Refund	\$29.03
66302	Zarko Maletin	Customer Refund	\$241.86
66303	Kourtney New	Customer Refund	\$227.09
66304	Juan Ponce	Customer Refund	\$320.35
66305	Doumit Construction, Inc.	Customer Refund	\$1,503.94
66306	AFLAC	Employee Paid Insurance	\$395.99
66307	Airgas USA, LLC	Supplies-Field	\$252.13
66308	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
66309	Bart/Riebes Auto Parts	Repair-Trucks	\$81.41
66310	California Landscape Associates Inc	Janitorial	\$200.00
66311	City of Citrus Heights	Permit Fees	\$2,053.00
66312	Robin Cope	Health Insurance	\$422.30
66313	Corix Water Products, Inc	Material	\$4,989.91
66314	Cybex	Equipment Rental-Office	\$158.16
66315	Government Finance Officers Association	Dues & Subscriptions	\$235.00
66316	Integrity Administrators Inc	Health Insurance	\$318.50
66317	J4 Systems	Contract Services-Other	\$6,625.00
66318	Kei Window Cleaning #12	Janitorial	\$96.00
66319	Moonlight BPO	Contract Services-Bill Print	\$4,599.30
66320	Office Depot	Office Expense	\$161.57
66321	One Print Source & Graphics	Printing	\$154.87
66322	Pace Supply Corp	Material	\$587.11
66323	Protection One Alarm Monitoring	Equipment Rental-Office	\$196.95
66324	Red Wing Shoe Store	Small Tools	\$439.84
66325	Republic Services #922	Utilities	\$281.18

**OCTOBER 2018 WARRANTS**

<b><u>CHECK</u></b>	<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
66326	Regional Government Services	Contract Services-Other	\$34.88
66327	RW Trucking	Contract Services-Miscellaneous	\$2,363.85
66328	Les Schwab Tires	Repair-Trucks	\$955.58
66329	Sonitrol	Equipment Rental-Office	\$175.10
66330	Superior Equipment Repair	Repair-Trucks	\$1,242.91
66331	A. Teichert & Son, Inc.	Road Base	\$2,636.92
66332	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,472.60
66333	Titan Workforce LLC	Contract Services-Temporary Labor	\$5,163.45
66334	ACWA/JPIA	Workers Comp Insurance	\$74,443.00
66335	CirclePoint	Contract Services-Conservation	\$10,591.22
66336	Ferguson Enterprises Inc #1423	Material	\$10,630.96
66337	Innovyze	Maintenance Agreement-Software	\$30,600.00
66338	Kirby's Pump and Mechanical, Inc	Wells Maintenance	\$38,833.74
66339	SMUD	Utilities	\$45,078.85
66340	Michael/Jeanette Matteucci Trust	Customer Refund	\$278.61
66341	Jean/Richmond Dean Trust	Customer Refund	\$122.00
66342	MDM Properties LLC	Customer Refund	\$103.69
66343	Mihail/Tamara Marchenko	Customer Refund	\$21.43
66344	Adam Rehfeldt	Customer Refund	\$149.33
66345	Jeremy M Cozakas	Customer Refund	\$120.29
66346	Yevgeniy Tsurkan	Customer Refund	\$63.28
66347	Priya Singh	Customer Refund	\$42.46
66348	James Yates	Customer Refund	\$161.25
66349	A&A Stepping Stone Manufacturing	Supplies-Field	\$474.10
66350	ABA DABA Rentals & Sales	Supplies-Field	\$384.86
66351	Alexander's Contract Services	Contract Services-Meter Read	\$3,426.65
66352	Bart/Riebes Auto Parts	Repair-Trucks	\$413.20
66353	Best Best & Krieger	Legal & Audit	\$6,757.25
66354	Brake Masters #220	Repair-Trucks	\$471.43
66355	California Society of Municipal Finance Officers	Dues & Subscriptions	\$740.00
66356	City of Citrus Heights	Permit Fees	\$6,114.00
66357	College Oak Towing	Repair-Trucks	\$405.00
66358	Consolidated	Telephone-Local/Long Distance	\$1,844.41
66359	Corelogic Information Solutions Inc	Dues & Subscriptions	\$400.00

**OCTOBER 2018 WARRANTS**

<b><u>CHECK</u></b>	<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
66360	County of Sacramento - Clerk	Publication Notices	\$40.00
66361	Express Office Products Inc	Office Expense	\$40.31
66362	Gaynor Telesystems Incorporated	Contract Services-Other	\$50.00
66363	Grainger	Small Tools	\$34.38
66364	Ferguson Enterprises Inc #1423	Material	\$4,574.99
66365	J4 Systems	Contract Services-Other	\$4,500.00
66366	KBA DOCUSYS	Equipment Rental-Office	\$408.86
66367	KBA Docusys Inc	Equipment Rental-Office	\$450.96
66368	Liebert Cassidy Whitmore	Legal & Audit	\$2,448.75
66369	Lowe's	Supplies-Field	\$718.83
66370	Pape Machinery Exchange	Fixed Assets	\$388.69
66371	Public Agency Risk Management Assoc	Dues & Subscriptions	\$150.00
66372	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,582.00
66373	City of Citrus Heights	Permit Fees	\$987.50
66374	James E Schilnski	Customer Refund	\$9.07
66375	James L/Betty M Haigh	Customer Refund	\$143.15
66376	Jones Family Living Trust	Customer Refund	\$203.94
66377	Steven P Sharp	Customer Refund	\$144.71
66378	James H/Louisa Coyne	Customer Refund	\$86.20
66379	Nichole A Folsom	Customer Refund	\$22.75
66380	Sara Javidan	Customer Refund	\$1,500.00
66381	Tonya M Stroup	Customer Refund	\$9.16
66382	Anna D Campbell	Customer Refund	\$23.94
66383	Thomas A Clayton	Customer Refund	\$306.04
66384	SSV Investments LLC	Customer Refund	\$97.91
66385	Lily To	Customer Refund	\$203.12
66386	M & N Investment Props Inc	Customer Refund	\$106.99
66387	Coolshannagh Enterprises LLC	Customer Refund	\$36.58
66388	Capitol Equities LLC	Customer Refund	\$65.30
66389	ABA DABA Rentals & Sales	Supplies-Field	\$39.51
66390	AnswerNet	Telephone-Answering Service	\$277.35
66391	Bart/Riebes Auto Parts	Repair-Trucks	\$352.09
66392	Best Best & Krieger	Legal & Audit	\$6,410.46
66393	Bryce Consulting, Inc	Legal & Audit	\$80.00

**OCTOBER 2018 WARRANTS**

<b><u>CHECK</u></b>	<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
66394	BSK Associates	Water Analysis	\$1,356.00
66395	Burketts	Office Expense	\$38.01
66396	Citrus Heights Saw & Mower	Repair-Equipment/Hardware	\$140.08
66397	Dawson Oil Company	Gas & Oil	\$1,634.05
66398	Express Office Products Inc	Office Expense	\$44.85
66399	Innovyze	Maintenance Agreement-Software	\$3,200.00
66400	J4 Systems	Contract Services-Other	\$4,000.00
66401	Kiwanis of Citrus Heights	Continued Education	\$454.00
66402	Miles Treaster & Associates	Office Expense	\$40.41
66403	Moonlight BPO	Contract Services-Bill Print	\$3,663.13
66404	Petty Cash	Petty Cash	\$126.13
66405	Pacific Gas & Electric	Utilities	\$10.25
66406	RDO Equipment	Repair-Trucks	\$4,871.60
66407	Regional Government Services	Contract Services-Other	\$6,431.40
66408	River City Fire Equipment	Repair-Equipment/Hardware	\$94.74
66409	Sonsray Machinery, LLC	Fixed Assets	\$83.36
66410	Superior Equipment Repair	Repair-Trucks	\$537.74
66411	SureWest Directories	Telephone-Local/Long Distance	\$49.00
66412	Sutter Medical Foundation-Corporate	Contract Services-Other	\$320.00
66413	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,500.94
66414	Voyager Fleet Systems Inc	Gas & Oil	\$2,483.80
66415	WaterWise Consulting, Inc	Contract Services-Conservation	\$1,225.00
66416	Warren Consulting Engineers Inc	Contract Services-Engineering	\$397.50
66417	World Environment & Energy Inc	Contract Services-Miscellaneous	\$204.00
66418	Donald A Peterson	Customer Refund	\$148.69
66419	Richard/LaVerne Dyba Family Trust	Customer Refund	\$44.57
66420	Geoffrey A/Janice S Simcoe	Customer Refund	\$71.00
66421	Robert J/Sandra L Wyatt	Customer Refund	\$110.04
66422	Linda Farris	Customer Refund	\$93.36
66423	Christopher D Anderson	Customer Refund	\$47.75
66424	Vincent S Oddo	Customer Refund	\$75.84
66425	Lisa Overton	Customer Refund	\$68.66
66426	Roar Investments, Inc.	Customer Refund	\$11.87
66427	ABA DABA Rentals & Sales	Supplies-Field	\$282.68

**OCTOBER 2018 WARRANTS**

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66428	Alexander's Contract Services	Contract Services-Meter Read	\$2,734.87
66429	Avalon Custodial Care	Janitorial	\$695.00
66430	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
66431	Sacramento County Utilities	Utilities	\$190.10
66432	Kelly R Drake	Printing	\$241.81
66433	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
66434	Future Ford	Repair-Trucks	\$2,483.42
66435	Grainger	Small Tools	\$210.69
66436	J4 Systems	Contract Services-Other	\$5,000.00
66437	KBA DOCUSYS	Equipment Rental-Office	\$23.20
66438	Rick Kelley	Continued Education	\$65.00
66439	Rex Meurer	Water Conservation-Material/Supplies	\$155.05
66440	Moonlight BPO	Contract Services-Bill Print	\$4,186.46
66441	One Print Source & Graphics	Printing	\$360.61
66442	Pace Supply Corp	Material	\$2,067.76
66443	Sac-Val Janitorial Supply	Supplies-Field	\$260.99
66444	Sacramento Local Agency Formation Commission	Dues & Subscriptions	\$1,806.00
66445	State Water Resources Control Board	Dues & Subscriptions	\$60.00
66446	A. Teichert & Son, Inc.	Road Base	\$2,560.34
66447	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,658.50
66448	Verizon Wireless	Telephone-Wireless	\$1,271.42
66449	West Yost Associates	Contract Services-Engineering	\$575.50
<b>Total</b>			<hr/> \$375,015.32 <hr/>
ACH	10/18/18 PAY DAY VALIC	Deferred Compensation	\$2,904.50
ACH	10/4/18 PAY DAY PERS	PERS	\$19,051.25
ACH	1168-2018-10 IC	Bank Fee	\$3,713.25
ACH	1168-2018-9 IC	Bank Fee	\$4,528.95
ACH	9/20/18 PAY DAY PERS	PERS	\$19,271.75
ACH	CHASE SEPT 2018	Bank Fee	\$2,464.40
ACH	KAISER NOV 2018	Health Insurance	\$22,911.73
ACH	LUND RET2035	Contract Services-Engineering	\$25,537.96
ACH	OCT 2018 POSTAGE	Equipment Rental-Office	\$1,500.00
ACH	SEPT 2018 PH	Bank Fee	\$117.98

<b>OCTOBER 2018 WARRANTS</b>			
<b><u>CHECK</u></b>	<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
ACH	SEPT 2018 FD	Bank Fee	\$119.98
ACH	US Bank I.M.P.A.C. Government Services	See September Agenda Item CC:9	\$14,747.07
ACH	SEPT 2018 WB	Bank Fee	\$87.98
ACH	BOW SEPTEMBER 2018	Bank Fee	\$1,900.53
ACH	VALIC 10/4/18 PAYDAY	Deferred Compensation	\$2,904.50
ACH	VOYA 10/4/18 PAYDAY	Deferred Compensation	\$25.00
ACH	WHA NOV 2018	Health Insurance	\$13,885.21
ACH	VOYA 10/8/18 PAYDAY	Deferred Compensation	\$25.00
ACH	PAYCHEX SEPT 2018	Bank Fee	\$502.75
<b>Total</b>			<hr/> \$136,199.79 <hr/>
<b>Grand Total</b>			<hr/> \$511,215.11 <hr/>

**November Checks Approved at November Board Meeting**

66504	ACWA	Dues & Subscriptions	\$18,300.00
66505	Pace Supply Corporation	Material	\$10,377.04
66506	San Juan Water District	Purchased Water	\$705,240.10
66507	SMUD	Utilities	\$22,272.94
66508	ACWA/JPIA	Workers Compensation	\$17,759.25
ACH	US Bank I.M.P.A.C Government Services	See November Agenda Item CC:9	\$12,323.15
			<hr/> \$786,272.48 <hr/>

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

The Long Range Board Agenda was provided showing Directors upcoming items 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 October 2018:

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PROJECT 2030 Water Main Replacement Project</b>	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.	CAC Workshop #2 was held on 08/28/18.  Water Main Assessment in Progress.  CAC Workshop #3 scheduled for 12/11/18
<b>CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout</b>	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Staff continues to review Space Needs Assessment completed by consultant. Additional meetings scheduled.
<b>CAPITAL IMPROVEMENT PROJECT Highland Ave &amp; Rosa Vista Ln 8" Water Mains</b>	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.
<b>CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains</b>	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.
<b>CAPITAL IMPROVEMENT PROJECT Pleasantview Drive 8" Water Main</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/01/18.  Potholing began on 09/03/18.  Plans are 75% complete.
<b>CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" &amp; 6" Water Mains</b>	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.
<b>CAPITAL IMPROVEMENT PROJECT Old Auburn Road - Daffodil to Wooddale 8" Water Main</b>	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.  Obtaining proposal from Engineering Firm for design.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT</b> 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.  Obtaining proposal from Engineering Firm for design.
<b>CAPITAL IMPROVEMENT PROJECT</b> 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.  Obtaining proposal from Engineering Firm for design.
<b>CAPITAL IMPROVEMENT PROJECT</b> 6230 Sylvan Road East Side Wall	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	We anticipate this project will be included in the 2019 Capital Improvement Program. Staff to begin communication with SJUSD during 2018.
<b>PRIVATE DEVELOPMENT</b> Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, TBD	No	Private development.	District met on 03/01/18. District sent cost-sharing agreement for system improvements made in conjunction with the project on 05/23/18. District to respond.
<b>PRIVATE DEVELOPMENT</b> 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.
<b>PRIVATE DEVELOPMENT</b> 3 lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Senior Construction Inspector	On-going	No	No	3 lot subdivision.	Preconstruction meeting occurred on 03/12/18.  Construction in progress. 90% Complete.
<b>PRIVATE DEVELOPMENT</b> 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.  Engineer preparing Improvement Plans for proposed land exchange.



Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>Mariposa Creek Subdivision - Antelope Road</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>Citrus Place Subdivision</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>7581 Sycamore Dr - Parcel Split 1 - 3</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>8053 Holly Dr - Parcel Split 1 - 3</b>	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. 95% Complete.
<b>PRIVATE DEVELOPMENT</b> <b>7601 Sunrise Blvd</b> <b>The Human Bean</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	District signed plans on 12/21/17.  Awaiting construction.
<b>PRIVATE DEVELOPMENT</b> <b>6920 Auburn Blvd</b> <b>Stock Ranch Plaza - Parcel 11</b>	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.  Awaiting easements for entire Stock Ranch area.
<b>PRIVATE DEVELOPMENT</b> <b>7030 Auburn Blvd</b> <b>Stock Ranch - Traffic Circulation</b>	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.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> 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.
<b>PRIVATE DEVELOPMENT</b> 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.  70% Complete.
<b>PRIVATE DEVELOPMENT</b> 8501 Auburn Blvd	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.
<b>PRIVATE DEVELOPMENT</b> 8501 Auburn Blvd Studio Movie Grill	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/28/17.  Awaiting plans from developer for District review.  Coordinating easements with developer.
<b>PRIVATE DEVELOPMENT</b> 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.
<b>PRIVATE DEVELOPMENT</b> 103 Lazy Oak	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Payment received from customer.  Operations installed water service on 09/24/18.  Project complete.
<b>PRIVATE DEVELOPMENT</b> 208 Langley Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Coordinating water system requirements with property owner.
<b>PRIVATE DEVELOPMENT</b> 7613 Scribner Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Operations installed water service 09/12/18.  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
<b>COMCAST</b>	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.
<b>CITY OF CITRUS HEIGHTS PROJECT City Drainage Project</b>	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.
<b>CITY OF CITRUS HEIGHTS PROJECT Bonita, Old Auburn Rd, &amp; Mariposa Ave Storm Drain Improvements</b>	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.
<b>CITY OF CITRUS HEIGHTS PROJECT Baird Way Storm Drain Improvements</b>	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.
<b>CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)</b>	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. Contractor 99% complete with water related work.  CHWD 99% complete with water facility relocations.
<b>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III</b>	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 awaiting final plans.
<b>CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 &amp; Antelope</b>	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.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>Annexations</b>	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Annex properties into the District to clarify and revise District boundaries.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services. A follow-up meeting is scheduled for 11/14/18.
<b>Easements</b>	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services. A follow-up meeting was held on 10/24/18.

### Operations Department Report

Operations Manager Gordon reported as follows:

A total of 120 work orders were performed during the month of October by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 90 samples, have met all California Department of Drinking Water (DDW) requirements.

### 2018 Water Supply – Purchased and Produced

The District's total water use during the month of October 2018 (1,061.88 acre-feet) was 18.2 percent below that of October 2013 (1,297.42 acre-feet).

### Water Supply Reliability

As of November 1, 2018, storage in Folsom Lake (Lake) was at 397,000 acre-feet, 41 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 69,900 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 October 2018 include:

- 14 High Efficiency Toilet (HET) rebates were processed for the month of October. This compares to 21 rebates issued for the month of October 2017. The 5 year average (2013-2017) of October HET rebates is 26. A total of \$10,050.00 in rebates were issued year to date.
- 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.

- 42 service calls were received during the month of October. There were no reports of water waste received through CHWD's Drought Resources web page. A total of 254 service calls were received year to date.
- Staff is preparing class content and the schedule for next year's WaterSmart classes. Five WaterSmart classes are planned for 2019.
- CHWD began a telephone outreach campaign promoting the District's free Irrigation Efficiency Reviews. WaterWise Consulting is working with staff to contact many of CHWD's high water use customers. WaterWise has completed reaching out to CHWD's single-family customers. Staff has shifted the focus of the outreach campaign to multi-family customers. Due to this effort, a total of 4 multi-family Irrigation Efficiency Reviews were generated and completed for the month of October. For the customers who have completed an Irrigation Efficiency Review during this outreach campaign, staff will conduct a year-over-year comparison of their water usage. A total of 89 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 47 Irrigation Efficiency Reviews completed for the same time in December 2016 through October 2017.
- On Thursday, October 11, staff completed the ninth presentation in the annual group participation safety program. The presentation topic was "Being Prepared". The presenters included Desiree Smith, Nick Spiers, and Hilary Straus.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2017	R-GPCD 2018	% CHANGE
January	75	77	+3%
February	72	85	+18%
March	80	79	-.01%
April	87	100	+13%
May	166	156	-.06%
June	209	213	-.02%
July	241	253	+.05%
August	229	231	+.01%
September	217	200	+.08%
October	170	154	-.09%

Discussion and Possible Action to Approve an Agreement with Central Valley Engineering and Asphalt, Inc. for 2019/20 On-Call Pavement Restoration Project

Staff requested that the Board consider acceptance of a responsive bid for 2019/20 On-Call Pavement Restoration Services for Citrus Heights Water District. Consider authorizing the General Manager or General Manager's designee to execute an agreement with Central Valley Engineering & Asphalt, Inc. for this project. The District's Operations work crews are involved in daily maintenance of the District's underground water infrastructure. This includes, but is not limited to, streets, driveways and parking lot excavations for repair to and/or replacement work of the District's underground infrastructure. After the District repairs and/or replaces the underground infrastructure within a paved area, a contractor hired by the District will follow up with pavement restoration as necessary. The District does not have the equipment or the qualified staff to restore the pavement on an as-needed basis; therefore, it is necessary to contract out pavement restoration work.

Based on history, the quantities of the patch pavement repair needed varies between 1,000 and 3,000 square feet (SF) during any two (2) month period. The quantities of the pipeline pavement repair varies by job, but will typically vary between 1,000 and 5,000 SF, per main replacement project. The District is located within the City of Citrus Heights, Sacramento County, Placer County, and the City of Roseville. The scope of work requires the contractor to comply with the requirements set forth by each jurisdictional inspector, as well as a District inspector.

The Notice for the project was sent to 20 pavement restoration contractors within the greater Sacramento Region and posted at the local bid houses. In response, four sealed bids were received on October 30, 2018, at which time the bids were opened and read publicly. The apparent low bidder is Central Valley Engineering & Asphalt, Inc. of Roseville, CA. The bids received are as follows:

Bidder	AC Patch Paving		AC Pipeline Trench Paving		Total
	\$/SF	\$/15,000 SF	\$/SF	\$/10,000 SF	
Central Valley Engineering & Asphalt, Inc.	\$ 15.50	\$ 232,500	\$ 15.00	\$ 150,000	\$ 382,500.00
Martin Brothers Construction	\$ 18.85	\$ 282,750	\$ 18.85	\$ 188,500	\$ 471,250.00
B&M Builders	\$ 19.00	\$ 285,000	\$ 19.00	\$ 190,000	\$ 475,000.00
Sierra Asphalt Inc.	\$ 19.90	\$298,500	\$ 20.60	\$ 206,000	\$ 504,500.00

Central Valley Engineering & Asphalt, Inc. has proposed an optional 24-month contract extension to this new contract ending December 31, 2020, with a six percent (6%) increase on the proposed bid items shown above. Cost factors that contribute to the proposed increase being higher than Consumer Price Index (CPI) are a result of current significant economic growth/activity, demand for construction contractors, material and fuel costs.

The District's previous contract amount for pavement restoration for the same bid items is \$10.75 per SF for asphalt patch paving restoration, and \$10.75 per SF for asphalt pipeline trench paving restoration.

District staff recommends that the Board accept the bid by Central Valley Engineering & Asphalt, Inc.

because the price for asphalt services continues to increase with market demand and the cost of construction. If the District and the contractor agree to extend the contract for the optional 24-month period, the contractor will provide a new payment and performance bond.

#### Discussion and Possible Action to Approve Mobile Devices Policy

Staff requested that the Board consider amendments to Policy 4932: Mobile Devices and Policy 4101.A2: Other Compensation. The Citrus Heights Water District's (CHWD's) mobile devices policy, Policy No. 4932, was first adopted in March 2008, and amendments were made in April 2016. The current policy contains many common provisions for the appropriate use of District mobile devices by authorized staff members, including language on personal use, privacy and access to information on the devices. This item is intended to update CHWD policy to align with various Human Resources changes implemented since the Mobile Device policy was updated in 2016.

At its last strategic planning workshop, the Board identified reviewing and updating the District's policies as a strategic planning item. Section 4932.01 identifies "Department Managers" as the only staff members who may use personal devices for work purposes, limiting staff's ability to operate in as efficient a manner as possible. When the policy was updated in April 2016, Department Managers were the sole staff members clearly classified as exempt employees through their employment agreements. Exempt status is a legal classification identified in the Fair Labor Standards Act, a federal law that defines who is eligible to receive overtime pay and who employers may classify as "exempt" from overtime pay.

As a best practice, positions eligible to receive overtime should be limited from using personal devices in order to limit wage claims against CHWD where individuals use their personal devices for business purposes outside of work hours. Since April 2016, additional positions have been identified as exempt positions according to the Fair Labor Standards Act, including supervisor positions and certain professional positions such as the Principal Information Technology Analyst. Staff recommends revising Section 4932.01 to authorize CHWD to allow any exempt employee to utilize their personal devices for District purposes.

#### Personal Cellular Telephone Reimbursement

Section 4932.01 identifies that staff members who utilize their personal devices in the course of CHWD business are authorized to receive a monthly stipend to offset the costs of the device. According to Policy 4101.A2, the dollar amount of the stipend is currently \$30 per month as first set forth in December 2016. Based upon increases in cellular rates, an assessment of cellular usage (business versus personal), and a survey of surrounding agencies (see Attachment 3), it is recommended that the cellular stipend be updated to \$49 per month. The financial impact will not exceed \$2,508 per year assuming all eligible employees begin to receive the stipend. Funds are provided for this cost in the proposed 2019 budget.

#### Discussion and Possible Action to Approve a Professional Services Agreement with Warren Consulting Engineers

Staff requested that the Board consider approval of an agreement with Warren Consulting Engineers for engineering services. During the past three (3) years, CHWD has been working with Warren Consulting Engineers (WCE) to complete several projects, including surveying services, drafting

services, and easement preparation services. CHWD staff has leveraged WCE's work and resources to complete assigned projects in a timely and effective manner.

As CHWD maintains a small staff, utilizing contract resources such as WCE is essential to keeping ongoing operating expenses down, while assuring that the resources are available as required and on an as-needed basis to complete projects in a timely and effective manner. While CHWD leverages WCE, staff works closely to provide engineering design and oversight and ensures that projects are completed as directed.

WCE has been providing services to public agencies since its inception in 1988. WCE's staff is experienced and knowledgeable, with an in-depth understanding of the challenges involved in water main replacement projects and easement development. Their work product is carefully reviewed for completeness and accuracy before delivery to CHWD.

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

Funding for the various services covered in the agreement are budgeted for in the 2018 Operating Budget, and is also included the proposed 2019 budget. Work performed will be subject to the availability of budgeted funds.

#### Discussion and Possible Action to Approve Board of Directors Meetings Policy

Staff requested the Board consider amendments to Policy No. 3000, Board of Directors Meetings. The Citrus Heights Water District's (CHWD's) Board of Directors Meetings policy, Policy No. 3000, was first adopted in April 1996, and amendments were made in April 2001, December 2010, and February 2012. The current policy contains many common provisions for the scheduling of regular meetings, process for calling special and emergency meetings, and the designated location for meetings. This item is administrative in nature, and intended to align policies with current practices.

Currently, Section 3000.01 states that Board of Directors regular meetings will be held on the second Tuesday of each month (see Attachment 1). At their May 16, 2017 meeting, the Board agreed by consensus to hold all future regular Board meetings on the third Wednesday of the month beginning in August 2017 (see Attachment 2, p. 19). To align policies with current practices, it is recommended that policy No. 3000 be revised to denote this new schedule for regular meetings.

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

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

#### **PRESENTATIONS:**

None.



## **STUDY SESSIONS:**

### **2019 Water Rates, Miscellaneous Fees and Charges and Capacity Fees**

Administrative Services Manager Sohal requested that the Board review and discuss the proposed Capacity Fees and Water Rates, Miscellaneous Fees and Charges for 2019. A schedule comparing current 2018 adopted Water Rates, Miscellaneous Fees and Charges and Capacity Fees with the proposed 2019 Water Rates, Miscellaneous Fees and Charges and Capacity Fees was presented to the Board. Significant elements of the 2019 water rate schedule are as follows:

- Other charges, such as Wheeling Water Charges, Construction Meters, and Fire Sprinkler Charges, are proposed to increase consistent with the same rate increase proposed to CHWD's customers.
- Adjustments to Other Charges and Fees are based on a staff analysis of staff time, equipment, materials and other costs involved in providing the specified services.

Administrative Services Manager Sohal requested to place the proposed 2019 Water Rates, Miscellaneous Fees and Charges and Capacity Fees schedule on the agenda as a Public Hearing for Board consideration at the Budget and Rate Adoption meeting on December 5, 2018.

## **BUSINESS:**

### **Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits and Directors' Compensation**

Management Services Supervisor Castruita requested that the Board:

1. Consider amending District Policy No. 4101.A1 to include a Cost-of-Living Adjustment to the District's Salary Schedule effective January 01, 2019;
2. Consider amending District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule.
3. Provide direction to staff regarding a Cost-of-Living Adjustment for Compensation of the Board of Directors.

CHWD Policy 4102, Salary Cost of Living Adjustments (COLA), provides for considering a COLA to CHWD's salary schedule upon recommendation by the General Manager and approval by the Board of Directors. The policy directs staff to utilize the Consumer Price Index for All Urban West Consumers (CPI-U), an index of thirteen states, including California, produced by the U.S. Department of Labor. The CPI-U increased by 3.4 percent for the twelve-month period ending in September 2018 (Attachment 1). A significant driver of the year over year increase was energy prices, which rose by 9.5 percent over the year.

Consistent with policy, the period of September 2017 to September 2018 was utilized. Use of the

September CPI-U rate, which was published in October, aligns with the budget development process, as finance staff refines budgetary estimates during the third quarter of each calendar year.

Included with this report is the current Salary Schedule Policy No. 4101.A1 (Attachment 2), and a proposed revised Salary Schedule (Attachment 3) that includes salary range adjustments that reflect the recommended 3.4 percent increase. The revised schedule shows salary ranges based upon hourly rates and a calculated average monthly rate based upon the hourly rate. Dollar amounts on the schedule are rounded to the nearest whole cent or dollar as applicable.

Consistent with past practice, the District's 2019 budget includes a combined increase of up to 4.5 percent in merit adjustments of salary and Cost of Living Adjustments (COLA). While the COLA component will be larger than in previous years, the overall adjustment will be a consistent percentage allocation of dollars compared with the 2018 budget. The amended policy would be effective on January 7, 2019, the start of the first full bi-weekly pay period in 2019.

#### Retiree Insurance Benefits

District Human Resources Policy No. 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 provides that the amount of District financial participation in retiree health insurance set forth in the policy will be amended annually in the amount of the percent change in the CPI-U referenced above. A copy of Policy No. 4831 (Attachment 4) with the monthly amounts amended by a 3.4 percent increase is included with this report.

#### Cost-of-Living Adjustment for Directors' Compensation

The Board of Directors approved Ordinance No. 01-2017 on April 5, 2017 setting Directors' compensation at \$150.00 per day for attending Board meetings and other Board-sanctioned functions. This amount was an update from the previous rate of \$145 per day set forth in Ordinance 01-2008, approved on January 8, 2008.

Under the current Ordinance and District Board of Directors and Officers Policy 2040 (Attachment 5), changes in compensation of Directors requires approval of the Board of Directors (adoption of a new ordinance adjusting the compensation) during an Open Session at a Regular Meeting held at least 60 days prior to the effective date of the change.

A 3.4 percent COLA increase in Directors' compensation would result in an increase of \$5.10 in the daily compensation rate, making the rate \$155.10.

If the Board wishes to consider adopting an increase in Director's compensation, a new ordinance will need to be prepared for consideration at a future Board meeting. If adopted, the ordinance would go into effect 60 days following adoption, pursuant to provisions of the State Water Code.

Director Dains stated that he would want information to compare the current Directors rate of pay with surrounding agencies, as he believes that San Juan Water District pays a lower rate per day to its Board members. Director Riehle agreed, and stated that he is disinclined to consider an adjustment to the Directors rate of pay at this time. General Manager Straus stated that staff could include directors compensation in the scope of the total compensation survey scheduled to take place in 2019 per District policy.

ACTION: Director Sheehan moved and Director Dains seconded a motion to

1. Amend District Policy No. 4101.A1 to include a Cost-of-Living Adjustment to the District's Salary Schedule effective January 01, 2019; and
2. Amend District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule.

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

**CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:**

None.

**DIRECTORS' AND REPRESENTATIVES' REPORTS:**

Regional Water Authority (Dains)

Director Dains stated that the new Legislative and Regulatory Affairs Manager, Ryan Ojakian, was introduced at the recent RWA meeting. It was noted that the legislative program will become an RWA core program in 2019. In addition, at the meeting, the Board approved a contract for irrigated land imaging. General Manager Straus stated that the contract is related to the new regulations that the State Water Resources Control Board (SWRCB) is developing, saying that they could possibly require water utilities to move to water budgets. The contract would provide local utilities with their own data on the amount of area within each jurisdiction that can be irrigated, the area of hardscape, and the area of structures so that District's won't have to simply rely on the SWRCB for this information.

Sacramento Groundwater Authority (Sheehan)

No report.

San Juan Water District (All)

No report.

Association of California Water Agencies (ACWA) (Dains)

General Manager Straus reminded the Board that the ACWA Fall Conference will take place from November 27 to November 30 in San Diego. He will attend along with Administrative Services Manager Sohal, Directors Sheehan, and incoming Director David Wheaton.

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

No report.

City of Citrus Heights (Pieri)

Engineering Manager Pieri stated that the City's annual moratorium on digging on major city streets for holidays has begun, and will continue through New Year's Day. She also provided an update on the redevelopment of the former K Mart/Smart and Final location at end of Auburn Blvd. The parcel was split into two, with the North half of the parcel intended for a

Big Lots, and the south lot intended for use as a Studio Movie Grill. Staff is trying to work with the developer to facilitate development inasmuch as is practicable.

Chamber of Commerce Government Issues Committee (Castruita/Meurer)

Water Efficiency Supervisor Meurer stated that at their most recent meeting, the Chamber Government Issues Committee discussed the annual crime statistics, and noted that property crime is down. General Manager Straus informed the Board that he has accepted a position on the Chamber Board of Directors for 2019.

RWA Lobbying Program Update (Gordon/Meurer)

General Manager Straus stated that he and Management Services Supervisor Castruita met with Legislative and Regulatory Affairs Manager Ryan Ojakian on November 13, 2018, to relay the District's perspective on the RWA lobbying activities.

Customer Advisory Committee (Riehle/Pieri)

Engineering Manager Pieri reminded the Board the next CAC meeting will take place on December 11, 2018.

Other Reports

Management Services Supervisor Castruita stated the RWA Holiday Social will take place on Thursday, December 6, from 6:00 pm at the North Ridge Country Club in Fair Oaks. Administrative Services Manager Sohal informed the Board that there will be a luncheon for retiring Director Al Dains on December 13, 2018, with a formal invitation out in the coming days.

**MANAGEMENT SERVICES REPORT:**

Meter Replacement Program Update

Operations Manager Gordon updated the Board on the consultant selection process for the planning study for the Meter Replacement Program and next steps. He stated that the multi-agency consortium received six proposal for their RFP. They will be meeting tomorrow, November 15, 2018 to come to agreement as to which of the firms to interview. General Manager Straus stated that at this point some of the agencies at the L1 level may decide to become L2 members of the consortium and take part in portions of the study. For this reason, there may need to be significant time to negotiate the scope, schedule, and budget with the selected firm. General Manager Straus reminded the Board that, as the lead agency, Citrus Heights Water will contract with the consulting team and be responsible for the management of the consulting team's work program, with reimbursement from the consortium partners.

2019 Board Meeting Schedule

Management Services Supervisor Castruita reviewed and requested to receive direction on the draft 2019 Board Meeting times and dates. The Board members agreed by consensus that the 2019 budget hearing should be held on December 2, 2019, given that Thanksgiving Day will be on the final Thursday of November in 2019, and that the Fall ACWA conference will

preclude it from taking place on the first Wednesday of December.

**CORRESPONDENCE:**

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 7:56 pm.

**APPROVED:**

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CHRISTOPHER CASTRUITA  
Deputy Secretary  
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
December 5, 2018

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

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

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

**VISITORS:**

Kathy Morris  
Richard Judd  
Cristina Judd  
Rob Hamilton  
John Pederson  
Roger Kohne  
Dave Jones  
Michael Goble  
David Wheaton  
Bill Shirley  
Sarah Casna  
Marco Arroyo  
Robert Nordquist  
Gigi Croteau  
Oleg Shisko  
Luke Otterstad

**PLEDGE OF ALLEGIANCE:**

Board President Riehle led the pledge of allegiance.

**PUBLIC COMMENTS:**

None.

**CONSENT CALENDAR:**

None.

**BUSINESS:**

Administrative Services Manager Sohal asked Board President Riehle permission to present agenda items B-1, B-2 and B-3 consecutively before opening the floor for public comment. President Riehle granted the request.

**2019 Discussion and Possible Action to Approve the Budget**

Administrative Services Manager Sohal presented a Power Point presentation of the proposed Operating and Capital Improvement Budgets, and Transfers to Designated Reserves for 2019, and asked the Board to consider adoption of a resolution establishing the Fiscal Year 2019 Operating and Capital Improvement Budgets, and Transfers to Designated Reserves.

Sohal provided the Board with a copy of a proposed resolution, Resolution 17-2018, establishing the Fiscal Year 2019 Operating and Capital Improvement Budgets, and Transfers to Designated Reserves, which includes a summary of these budgets in the following amounts:

2019 Operating Budget:	\$ 13,073,299
2019 Capital Improvement appropriations:	
New Capital Projects Request for 2019:	\$ 2,996,669
Previously-Approved Projects Carried Over from 2018:	<u>\$ 1,381,441</u>
Total 2019 Capital Improvements Requests:	\$ 4,378,110
2019 Transfers to Designated Reserves:	\$ 666,000

Budget information and rate options have been reviewed by the Board of Directors at three public meetings, including at a September 05, 2018 Budget Study Session, a September 19, 2018 Board meeting and this Public Hearing on December 05, 2018. Moreover, the proposed 2019 CHWD budget, rate program and the District's work program were presented to nine neighborhood associations throughout Citrus Heights and Orangevale, and to two service clubs within Citrus Heights.

**2019 Operating Budget**

The 2019 Operating Budget was prepared with the goal of supporting the District's mission of providing a dependable supply of safe, quality water delivered in an efficient, responsive and

affordable manner. Moreover, the proposed 2019 Operating Budget incorporates Strategic Planning goals and objectives identified by the Board, with input from leadership staff, at the Board's Strategic Planning Session held on July 07, 2018. District staff recommended the proposed 2019 Operating Budget as it reflects a balance between maintaining high-quality water service and keeping costs in check.

The 2019 budget continues the practice of estimating the amount of staff time to be spent working on capital improvement projects and allocating the estimated salary and benefit costs to the Capital Improvement Budget. This allocation gives a more accurate picture of the true cost of both day-to-day operations and capital improvements. The 2019 proposed budget allocates \$550,000 of staff salary and benefits to capital projects.

Highlights of proposed 2019 expenditures are summarized below.

### **Operating & Maintenance Budget**

- \$13.07 million, increase of 7.5%, or \$917,000 from the 2018 budget.
- \$364,341 or 11.83% total increase in cost of treated water from San Juan Water District. The growth in costs includes the wholesale water rate increase of 9%, and an increase of projected water use, estimated to be 12,500 AF as compared to 12,000 AF in 2018.
- \$1.89 million in Professional Services, including many Strategic Planning and Special Project items, including the Project 2030 Study, Water Meter Replacement Program, ASR Study, organizational development, District policy review/updates, review of easements, annexations, website redesign and water supply agreement.
- \$376,652 increase in Salary and Benefits, which includes: Accelerated payoffs of the CalPERS pension Unfunded Actuarial Liability (UAL) and the OPEB UAL; 35% increase in the CalPERS employer contribution rate (due to factors such as the lowering of the assumed rate of return on CalPERS' portfolio); 25% increase in Health Insurance (due to factors such as increased plan costs (staff is currently researching provider and plan options)); 4.5%, for merit and cost of living adjustments; and, 1.35% increase is attributable to the addition of the proposed Senior Management Services Specialist position.

### **Capital Improvements Budget**

2019 Capital Improvement appropriations:

New Capital Projects Request for 2019:	\$ 2,996,669
Previously-Approved Projects Carried Over from 2018:	<u>\$ 1,381,441</u>
Total 2019 Capital Improvements Requests:	\$ 4,378,110

Project highlights include:



- Replacement of aging customer water services budgeted at \$957,700 to include replacements within the Stock Ranch subdivision.
- Replacement, upgrades and new fire hydrants for \$159,150.
- Six water main replacements or installation projects, scheduled to start in 2019. Projected cost of \$665,350 with completion targeted for 2020.
- Operations equipment replacements and new equipment totaling \$295,000.
- Groundwater Well continued property acquisition carryover allocating \$460,000.

### **Designated Reserves Transfers**

The proposed 2019 budget meets all policy targets for fund balances in the District's designated reserves in addition to the reserve transfers noted below from the Operating Fund.

- \$66,000 transfer to complete the replenishment of the Rate Stabilization Reserve to bring the fund back to its policy target of \$1million. \$366,000 was drawn down from the fund in 2015 due to the drought.
- \$400,000 transfer to the Water Supply Reserve based upon projected revenue.
- \$200,000 transfer to the Water Meter Replacement Reserves for accrual of funds toward Meter Replacements at the end of their useful life, projected to start in 2025.

### **Total Operating, Capital and designated Reserved Transfers Budgets for 2019:**

Total Funding Requirements for 2019 Budgets:

Operating Budget	CIP Budget	Transfers to Reserves	Total
\$13.07 million	\$4.38 million	\$666,000	\$18.3 million

### **2019 Water Rates and Miscellaneous Charges and Fees**

Administrative Services Manager Sohal presented a Power Point presentation for the proposed Water Rates and Miscellaneous Charges and Fees for 2019, and asked the Board to consider adopting the accompanying resolution establishing Water Rates and Miscellaneous Charges and Fees for Citrus Heights Water District for 2019 during the Public Hearing.

Notice of the Hearing was mailed to all District property owners on October 12, 2018 as part of the required Proposition 218 notification. Notice was posted on the District's web site, and posted on the public notice board at the entrance to the District Office.

The Board conducted a budget and rate study session on September 05, 2018. At that study session, the Board considered a number of rate options and corresponding operating and capital impacts based upon an assessment of the District's Long-term Financial Plan (Rate Model). The

Board provided additional direction to staff on September 19, 2018 to distribute a Proposition 218 Notice which included the maximum rates that the Board would consider at a public hearing on December 05, 2018.

The maximum rate adjustment considered by the Board at the December 05 Board Meeting is based on a financial assessment whereby future annual increases, including the 2019 rate increase being considered by the Board this evening, will enable the District to plan for operational budgetary increases and complete needed Capital Improvement projects without the need to incur additional debt in the near future.

Administrative Services Manager Sohal stated that the District has received 16 written protests from property owners. Directors have been provided with copies of the written protests along with their agenda packets for this Board meeting.

#### 2019 Schedule of Water Rates, Fees and Charges

A schedule comparing current 2018 rates with the proposed 2019 Water Rates, Fees and Charges to be considered by the Board accompanies this report (Attachment 1). Significant elements of the water rate schedule effective 2019 are as follows:

- Increases to bi-monthly service charges in 2019 for a typical single-family residential customer are \$5.76 (or \$2.88 per month) based on a monthly consumption of 20 units of water. Costs for other customer classifications and meter sizes will increase between \$2.44 and \$24.54 bi-monthly for meter sizes from 1½-inch to 4-inch, respectively.
- Consumption charges are proposed to increase from \$1.0187 cents to \$1.0674 per 100-cubic-foot-unit of water (748 gallons), a net increase of 4.87 cents per 100-cubic-foot-unit of water.
- Other charges such as Wheeling Water Charges, Construction Meters, and Fire Sprinkler Charges are proposed to increase consistent with the overall rate increase.
- Adjustments to other charges and fees are based on staff analysis of the staff time, equipment, materials and other costs involved in providing the specified services.

Administrative Services Manager Sohal recommended that the Board conduct a Public Hearing on the proposed Water Rates and Miscellaneous Charges and Fees for 2018, and adopt Resolution No. 18-2018 Establishing Water Rates and Miscellaneous Charges and Fees Effective Fiscal Year 2019.

#### 2019 Capacity Charges

Administrative Services Manager Sohal stated that staff received input from the General Counsel's Office that the Board had no need to approve Resolution 19-2018, as staff is not

requesting any adjustment to capacity charges. For this reason, Administrative Services Manager Sohail requested that the Board take no action on Resolution 19-2018.

President Riehle declared the public hearing open.

Rob Hamilton: I am opposed to the increase. I own a small farm and raise cattle on my property. This rate increase will make it unaffordable for me to continue to do so.

John Alphson: I am opposed to the rate increase. I ask the Board to reconsider the increase, as it places a hardship on single family home owners.

Mario Arroyo: I am opposed to the rate increase. You say there was outreach to the community, but the first notice that I received of the proposed rate change was from a story in the Citrus Heights Sentinel.

Kathy Morris: I don't like paying more money any more than anyone else here. However, I want water that is safe and reliable. For this reason, I support the rate increase.

Oleg Shisko: I came to the rate hearing last year, and asked whether you plan to increase rates in the following years. I am opposed to the rate increase, and again must ask whether you plan to increase rates next year. What information do you have to prove that you need to raise water rates?

Director Riehle stated that the current Board cannot tie the hands of future Boards, and would not speak for next year's Board. He also stated that the Board directed staff to issue Proposition 218 notices to all current customers, who issued the notices on October 12, 2018.

General Manager Straus stated that staff is available to discuss with customers how the budget was developed, and the current financial condition of the District following the meeting or at a scheduled meeting. Staff provided presentations on the proposed 2019 budget and rate adjustments to 8 Citrus Heights Neighborhood Associations, the Orangevale CPAC, and two local service clubs.

Bill Shirley: I live nearby Old Auburn Road, and the pressure at my residence is very high. When leaks occur, more water leaks out. Is there something that the District intends to do to regulate the pressure in my neighborhood?

Director Riehle requested that staff respond to this question. Operations Manager Gordon stated that staff is studying the benefit of adding pressure regulators to certain high pressure zones in the service territory. This is part of the Project 2030 Water Main Replacement Study, and the pressure regulation system could be used to produce electrical power, lowering the District's electrical costs in the process.

Director Dains stated that he worked on high pressure zones in his career, and that you have to be careful not to create a high pressure zone in another area of the service territory in the process. It makes sense to get things right the first time.

ACTION: Director Dains moved to and Director Sheehan seconded the motion to approve Operating and Capital Improvement Budgets, and Transfers to Designated Reserves for 2019, and adopt Resolution 17-2018, establishing the Fiscal Year 2019 Budget, and Transfers to Designated Reserves.

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

ACTION: Director Dains moved to and Director Sheehan seconded the motion to approve Water Rates and Miscellaneous Charges and Fees established in Fiscal Year 2019, and adopt Resolution No. 18-2018 Establishing Water Rates and Miscellaneous Charges and Fees for Citrus Heights Water District beginning in Fiscal Year 2019.

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

ACTION: No action was taken on Resolution No. 19-2019 Establishing Capacity Charges for Citrus Heights Water District beginning in Fiscal Year 2019.

**CONSULTANTS' AND LEGAL COUNSEL REPORT:**

None.

**DIRECTOR'S AND REPRESENTATIVE'S REPORTS:**

None.

**MANAGEMENT SERVICES REPORT:**

None.

**CORRESPONDENCE:**

None.

**CLOSED SESSION:**

None.

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

December 19, 2018                      6:30 PM                      Regular Meeting

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 7:52 PM.

APPROVED:

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CHRISTOPHER CASTRUITA  
Deputy Secretary  
Citrus Heights Water District

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

NOVEMBER 2018

## 2018 REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,001,176	741,157	144,056	5,788	24,016	86,160

General Ledger Balance	Total
Outstanding A/R	1,090,386
Outstanding Liens	-
Outstanding Grants	1,247
Unclaimed Funds	(12,530)
Less Unapplied Payments	(86,762)
Total	\$ 992,341

**CITRUS HEIGHTS WATER DISTRICT  
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR  
November 30, 2018**

Assessor/Collector Roll Adjustment November-18		
	Dollar	Count
DEFAULT		
One-Time Courtesy	\$ 41.15	8
DEFAULT Total	\$ 41.15	8
Grand Total	\$ 41.15	8

Reason For Cancellation	Charge Type	Amount
One-Time Courtesy	DEFAULT	4.43
One-Time Courtesy	DEFAULT	4.14
One-Time Courtesy	DEFAULT	3.34
One-Time Courtesy	DEFAULT	8.71
One-Time Courtesy	DEFAULT	6.98
One-Time Courtesy	DEFAULT	4.99
One-Time Courtesy	DEFAULT	5.81
One-Time Courtesy	DEFAULT	2.75
		<u>41.15</u>
		<u>\$ 41.15</u>

## TREASURER'S REPORT TO THE BOARD OF DIRECTORS

CC-04

## CITRUS HEIGHTS WATER DISTRICT

Month of November 2018

Bank of the West	
Beginning Balance	\$5,569,186

RECEIPTS:	1,811,681
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## DISBURSEMENTS:

Checks Issued / ACH Payments	1,062,155
Payroll	439,445
Returned Checks	1,920

1,503,519	308,162
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Bank of the West	
Balance per Bank 11/30/2018	5,877,348

Outstanding Checks	(175,263)
Deposit in Transit	77,400

Balance Per Books 11/30/2018	\$5,779,485
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## RECONCILEMENT:

Bank of the West	\$5,779,486
Local Agency Investment Fund	6,226,259
COP Reserve Account	540,696
Money Mkt Activity Account	534,723

TOTAL BALANCE	\$13,081,163
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## CASH &amp; INVESTMENT SUMMARY:


Bank of the West (General Account)	\$5,779,486
Local Agency Investment Fund	6,226,259
COP 2010 Reserve Account	540,696
Money Mkt Activity Account	534,723

Total	\$13,081,163
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INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	2.16%	33,646.66	10/12/2018

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.

  
 SUSAN K. SOHAL  
 Treasurer

  
 HILARY M. STRAUS  
 Secretary

Signed: 12/12/18



**TREASURER'S REPORT OF FUND BALANCES**  
**November 30, 2018**

Fund Name	Beginning Balance 01/01/2018	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 11/30/2018	2018 Target Balance per Policy
<b>Operating Fund</b>	\$ 2,346,551	16,445,196	\$ (17,429,778)	\$ 1,811,681	\$ (1,503,519)	\$ 1,670,131	\$ 2,334,017
<b>Operating Reserve</b>	\$ 4,258,065	700,000	\$ (1,465,000)	\$ -	\$ -	\$ 3,493,065	N/A
<b>Rate Stabilization Fund</b>	\$ 834,000	100,000	\$ -	\$ -	\$ -	\$ 934,000	\$ 1,000,000
<b>Capital Improvement Reserve</b>	\$ 2,674,821	4,326,827	\$ (3,179,203)	\$ -	\$ -	\$ 3,822,445	\$ 2,681,248
<b>Restricted for Debt Service</b>	\$ 536,963	-	\$ -	\$ -	\$ -	\$ 536,963	N/A
<b>Water Supply Reserve</b>	\$ 200,000	990,000	\$ (126,827)	\$ -	\$ -	\$ 1,063,173	N/A
<b>Water Efficiency Reserve</b>	\$ 150,000	75,000	\$ -	\$ -	\$ -	\$ 225,000	\$ 200,000
<b>Water Meter Replacement Reserve</b>	\$ 1,025,000	300,000	\$ -	\$ -	\$ -	\$ 1,325,000	N/A
<b>Fleet Equipment Reserve</b>	\$ 350,069	218,364	\$ (218,364)	\$ -	\$ -	\$ 350,069	\$ 318,559
<b>Employment-Related Benefits Reserve</b>	\$ 223,228	321,800	\$ (321,800)	\$ -	\$ -	\$ 223,228	\$ 1,079,527
	<u><u>\$ 12,598,697</u></u>	<u><u>23,477,187</u></u>	<u><u>\$ (22,740,972)</u></u>	<u><u>\$ 1,811,681</u></u>	<u><u>\$ (1,503,519)</u></u>	<u><u>\$ 13,643,073</u></u>	<u><u>\$ 7,613,351</u></u>

  
 SUSAN K. SOHAL, Treasurer

**TREASURER'S REPORT OF FUND BALANCES**  
**November 30, 2018**

**Fund Transfers Summary:**

The Operating Fund Transferred:	\$ 1,811,681	from funds collected in November 2018 per Treasurer's Report
	<u>\$ (1,503,519)</u>	disbursements made in November 2018 per Treasurer's Report
	\$ 308,162	

Citrus Heights Water District  
Budget Performance Report  
As of 11/30/2018

CC-06

	November Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance Amount	Percent	Annual Budget
Revenues						
Metered Service Charges	\$654,728.71	\$8,255,357.23	\$7,718,142.00	\$537,215.23	6.96%	\$8,419,792.00
Metered Water Deliveries	475,663.77	4,478,463.92	6,128,482.00	(1,650,018.08)	-26.92%	6,532,500.00
Non-Metered Service Charges	6,829.57	90,094.57	128,337.00	(38,242.43)	-29.80%	140,000.00
Penalties	6,748.21	62,350.76	140,723.00	(78,372.24)	-55.69%	150,000.00
Interest	2,301.77	112,030.39	9,163.00	102,867.39	1122.64%	10,000.00
Backflow Fees	4,065.84	45,780.46	106,337.00	(60,556.54)	-56.95%	116,000.00
Water Service Install & S&R	5,503.10	63,099.93	25,025.00	38,074.93	152.15%	27,300.00
Grant Funds		3,525.00		3,525.00	0.00%	
Miscellaneous *	10,161.63	159,226.13	119,163.00	40,063.13	33.62%	130,000.00
Cost Reimbursements	104.00	1,762.74		1,762.74	0.00%	
Income - Wheeling Water		4,410.02	2,533.00	1,877.02	74.10%	2,700.00
Income - Groundwater Transfers		347,582.80		347,582.80	0.00%	
Income - Connection Fees	6,776.00	47,432.00		47,432.00	0.00%	
Total Revenue	1,172,882.60	13,718,809.15	14,377,905.00	(659,095.85)	-4.58%	15,528,292.00
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water		2,684,682.05	2,828,197.24	(143,515.19)	-5.07%	3,085,306.08
Ground Water	47,259.50	635,122.86	323,721.09	311,401.77	96.19%	341,195.95
	47,259.50	3,319,804.91	3,151,918.33	167,886.58	5.33%	3,426,502.03
Labor & Benefits						
Labor Regular	221,517.39	2,691,257.29	2,468,657.99	222,599.30	9.02%	3,332,049.31
Labor Taxes	27,765.62	204,036.11	227,622.12	(23,586.01)	-10.36%	248,315.04
Labor Workers Comp	17,759.25	39,791.39	57,750.00	(17,958.61)	-31.10%	63,000.00
Labor External	11,734.72	62,677.56	83,141.74	(20,464.18)	-24.61%	90,700.08
Benefits Med/Den/Vis	39,078.73	434,609.89	435,916.14	(1,306.25)	-0.30%	475,544.88
Benefits LTD/Life/EAP	5,281.03	36,585.14	32,421.62	4,163.52	12.84%	35,369.04
Benefits CalPers	36,982.02	220,020.52	713,845.66	(493,825.14)	-69.18%	778,740.72
Benefits Other	3,137.58	24,605.81	27,500.00	(2,894.19)	-10.52%	30,000.00
Benefit Retiree Expenses		38,987.30	46,321.88	(7,334.58)	-15.83%	50,532.96
Benefit Unemployment	74.81	5,327.70	7,700.00	(2,372.30)	-30.81%	8,400.00
Benefit GASB 68		432,323.48		432,323.48	0.00%	
Capitalized Labor & Benefit Contra	(38,236.55)	(421,039.94)		(421,039.94)	0.00%	
	325,094.60	3,769,182.25	4,100,877.15	(331,694.90)	-8.09%	5,112,652.03
General & Administrative						
Fees & Charges	5,847.58	107,766.98	93,377.93	14,389.05	15.41%	102,409.59
Regulatory Compliance/Permits	1,534.00	36,951.80	114,597.12	(77,645.32)	-67.76%	125,015.04
District Events & Recognition	11,656.41	33,911.17	24,594.24	9,316.93	37.88%	26,830.08

Citrus Heights Water District  
Budget Performance Report  
As of 11/30/2018

CC-06

	November Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance Amount	Percent	Annual Budget
Maintenance/Licensing	33,312.86	156,320.95	138,254.71	18,066.24	13.07%	150,823.32
Equipment Maintenance	2,034.59	71,822.07	64,166.63	7,655.44	11.93%	69,999.96
Professional Development	10,014.23	63,644.76	85,951.00	(22,306.24)	-25.95%	94,533.50
Department Admin	(92,310.37)	15,595.80	50,072.77	(34,476.97)	-68.85%	54,624.84
Dues & Subscriptions	1,096.39	142,309.95	131,201.62	11,108.33	8.47%	143,129.04
Fuel & Oil	2,472.42	48,465.73	46,750.00	1,715.73	3.67%	51,000.00
General Supplies	22,809.31	48,898.23	34,008.37	14,889.86	43.78%	37,100.04
Insurance - Auto/Prop/Liab		109,465.05	77,916.63	31,548.42	40.49%	84,999.96
Leasing/Equipment Rental	2,063.60	18,451.06	27,850.13	(9,399.07)	-33.75%	30,381.96
Parts & Materials	34,075.87	308,938.96	50,416.74	258,522.22	512.77%	55,000.08
Postage/Shipping/Freight	10,910.83	115,648.02	113,314.07	2,333.95	2.06%	123,294.74
Rebates & Incentives	900.00	11,300.00	18,040.00	(6,740.00)	-37.36%	19,680.00
Telecom/Network	3,809.12	34,058.20	37,858.37	(3,800.17)	-10.04%	41,300.04
Tools & Equipment	4,216.88	47,615.02	56,558.37	(8,943.35)	-15.81%	61,700.04
Utilities	299.20	4,795.49	29,608.37	(24,812.88)	-83.80%	32,300.04
Write-Off Bad Debt Exp			4,583.37	(4,583.37)	-100.00%	5,000.04
Capitalized G&A Contra	(19,491.40)	(265,677.16)		(265,677.16)	0.00%	
Capitalized Equipment Contra	(29,732.10)	(328,873.30)		(328,873.30)	0.00%	
	5,519.42	781,408.78	1,199,120.44	(417,711.66)	-34.83%	1,309,122.31
Professional & Contract Services						
Support Services	167,658.87	778,350.40	1,583,702.12	(805,351.72)	-50.85%	1,727,675.04
Legal Services	25,988.85	144,478.31	298,833.37	(154,355.06)	-51.65%	326,000.04
Printing Services		8,533.83	36,850.00	(28,316.17)	-76.84%	38,515.00
	193,647.72	931,362.54	1,919,385.49	(988,022.95)	-51.48%	2,092,190.08
Reserves & Debt Services						
Interest Expense		99,233.27	674,608.00	(575,374.73)	-85.29%	735,936.00
Depreciation		3.72		3.72	0.00%	
Net Increase(Decrease) in Value of Investments		(11,671.29)		(11,671.29)	0.00%	
		87,565.70	674,608.00	(587,042.30)	-87.02%	735,936.00
Total Operating Expenses	571,521.24	8,889,324.18	11,045,909.41	(2,156,585.23)	-19.52%	12,676,402.45
Net Income / (Expense)	601,361.36	4,829,484.97	3,331,995.59	1,497,489.38	44.94%	2,851,889.55

Project Number	Project Name	BUDGET				COMMITMENTS	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Expenditures to 12/2017	Remaining Budget	2018 Budget	Open Commitments	Month to Date	Year to Date	Project to Date	2019 Forecast
C15-102	Corporation Yard Improvements	\$2,632,325	\$1,593,598	\$1,038,727	\$0	\$0	\$0	\$708,279	\$2,301,877	
C15-133	Higland Ave and Rosa Vista	\$396,487	\$35,334	\$361,153	\$0	\$0	\$89	\$405,066	\$440,400	
C15-137	C-Bar-C Pressure Control	\$550,000	\$0	\$550,000	\$250,000	\$0	\$0	\$0	\$0	
C16-131	Wind Way and Longwood Way	\$327,158	\$7,785	\$319,373	\$305,154	\$0	\$108	\$15,343	\$23,128	
C16-134	Auburn Blvd-Rusch Park Placer	\$166,357	\$0	\$166,357	\$157,880	\$0	\$0	\$609	\$609	
C16-142	Sunrise Bl Streetscape Ph 2	\$50,000	\$450	\$49,550	\$0	\$0	\$263	\$40,297	\$40,747	
C18-101	Stock Ranch Res. Svc Replcmnts	\$662,653	\$0	\$662,653	\$607,432	\$0	\$0	\$0	\$0	
<b>Construction in Progress</b>		<b>\$4,784,980</b>	<b>\$1,637,167</b>	<b>\$3,147,813</b>	<b>\$1,320,466</b>	<b>\$0</b>	<b>\$459</b>	<b>\$1,169,594</b>	<b>\$2,806,761</b>	
C18-010	Water Main Replacements	\$64,888	\$0	\$64,888	\$59,897	\$0	\$0	\$5,352	\$5,352	
C18-011	Water Valve Replacements	\$144,200	\$0	\$144,200	\$135,428	\$0	\$35,961	\$69,156	\$69,156	
C18-012	Water Service Connections	\$850,000	\$0	\$850,000	\$823,750	\$0	\$47,066	\$765,371	\$765,371	
C18-013	Water Meter Replacements	\$107,000	\$0	\$107,000	\$98,083	\$0	\$6,801	\$59,017	\$59,017	
C18-014	Fire Hydrants	\$154,500	\$0	\$154,500	\$150,787	\$0	\$6,013	\$83,182	\$83,182	
<b>Annual Infrastructure</b>		<b>\$1,320,588</b>	<b>\$0</b>	<b>\$1,320,588</b>	<b>\$1,267,945</b>	<b>\$0</b>	<b>\$95,841</b>	<b>\$982,077</b>	<b>\$982,077</b>	
C15-104B	Document Management System	\$250,000	\$5,361	\$244,639	\$120,000	\$0	\$0	\$0	\$5,361	
C17-004A	Server Upgrade	\$100,000	\$18,190	\$81,810	\$0	\$0	\$11,395	\$81,881	\$100,071	
C17-004B	Workstation Replacements	\$20,000	\$1,405	\$18,595	\$0	\$0	\$0	\$0	\$1,405	
C18-003	Fleet/Field Operations Equip	\$287,500	\$0	\$287,500	\$287,500	\$0	\$0	\$105,817	\$105,817	
C18-004	Technology Hardware/Software	\$35,000	\$0	\$35,000	\$32,308	\$0	\$7,775	\$23,067	\$23,067	
<b>Fleet and Equipment</b>		<b>\$692,500</b>	<b>\$24,956</b>	<b>\$667,544</b>	<b>\$439,808</b>	<b>\$0</b>	<b>\$19,170</b>	<b>\$210,765</b>	<b>\$235,721</b>	
C15-101	Fairway 12" & 8" Intertie	\$19,690	\$1,217	\$18,473	\$0	\$0	\$0	\$18,010	\$19,227	
C15-109	Blossom Hill Way 6" & 10" Inte	\$22,015	\$0	\$22,015		\$0	\$0	\$0	\$0	
C15-110	Crestmont Ave 6" Intertie	\$19,980	\$0	\$19,980		\$0	\$0	\$0	\$0	
C15-132	Graham Cir and Circuit Dr	\$570,984	\$30,268	\$540,716	\$524,048	\$0	\$0	\$538,730	\$568,999	
C17-100	24in Oak at C-Bar-C to Arcade	\$2,100,000	\$0	\$2,100,000	\$500,000	\$0	\$0	\$0	\$0	\$750,000
C17-101	Pleasant View Dr-Oak to Poppy	\$499,231	\$6,549	\$492,682	\$460,130	\$0	\$525	\$5,446	\$11,995	
C17-102	Michigan Dr - Sunrise to West	\$249,258	\$1,289	\$247,969	\$231,005	\$0	\$0	\$7,880	\$9,168	
C18-102	Thunderhead Cir 8in Main Rplc	\$665,842	\$0	\$665,842	\$292,049	\$0	\$0	\$30	\$30	\$349,456
C18-103	Cologne Way 6in Main Replace	\$242,384	\$0	\$242,384	\$116,345	\$0	\$267	\$267	\$267	\$116,343
C18-104	Quiet Oak Ln 8in Main Oak S	\$121,011	\$0	\$121,011	\$58,085	\$0	\$222	\$222	\$222	\$58,085
C18-105	Old Auburn Rd Dafodil Wooddale	\$0	\$0	\$0	\$0	\$0	\$311	\$311	\$311	
<b>Water Mains</b>		<b>\$4,510,395</b>	<b>\$39,323</b>	<b>\$4,471,072</b>	<b>\$2,181,662</b>	<b>\$0</b>	<b>\$1,325</b>	<b>\$570,896</b>	<b>\$610,219</b>	<b>\$1,273,884</b>

Project Number	Project Name	BUDGET				COMMITMENTS	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Expenditures to 12/2017	Remaining Budget	2018 Budget	Open Commitments	Month to Date	Year to Date	Project to Date	2019 Forecast
C17-005	Facilities Improvements	\$32,379	\$0	\$32,379	\$0	\$0	\$0	\$32,379	\$32,379	
C17-103	Operations Building Remodel	\$1,475,000	\$19,010	\$1,455,990	\$1,300,000	\$0	\$276	\$312	\$19,322	
C18-005	Facilities Improvements	\$125,000	\$0	\$125,000	\$115,385	\$0	\$5,500	\$47,068	\$47,068	
C18-040	Other City Partnerships	\$300,000	\$0	\$300,000	\$275,000	\$0	\$0	\$0	\$0	
C18-041	Other Infrastructure Projects	\$103,000	\$0	\$103,000	\$94,417	\$0	\$0	\$0	\$0	
<b>Miscellaneous Projects</b>		<b>\$2,035,379</b>	<b>\$19,010</b>	<b>\$2,016,369</b>	<b>\$1,784,801</b>	<b>\$0</b>	<b>\$5,776</b>	<b>\$79,760</b>	<b>\$98,770</b>	
C17-020	Groundwater Well Improvements	\$165,500	\$2,884	\$162,616	\$0	\$0	\$0	\$192,347	\$195,231	
C17-020A	Groundwater Well Rehab Sunrise	\$50,500	\$0	\$50,500	\$23,146	\$0	\$0	\$0	\$0	
C17-104	Groundwater Well Property Acq	\$640,000	\$123,943	\$516,057	\$0	\$0	\$30	\$64,449	\$188,391	
C17-104A	Groundwater Well Prop Highland	\$250,000	\$0	\$250,000	\$0	\$0	\$1,998	\$15,722	\$15,722	\$0
C18-020	Groundwater Well Improvements	\$100,000	\$0	\$100,000	\$91,667	\$0	\$0	\$49,210	\$49,210	
C18-106	Groundwater Well #7	\$796,860	\$0	\$796,860	\$382,493	\$0	\$0	\$716	\$716	\$382,493
<b>Wells</b>		<b>\$2,002,860</b>	<b>\$126,827</b>	<b>\$1,876,033</b>	<b>\$497,305</b>	<b>\$0</b>	<b>\$2,028</b>	<b>\$322,443</b>	<b>\$449,270</b>	<b>\$382,493</b>
<b>Grand Totals:</b>		<b>\$15,346,702</b>	<b>\$1,847,282</b>	<b>\$13,499,420</b>	<b>\$7,491,987</b>	<b>\$0</b>	<b>\$124,598</b>	<b>\$3,335,535</b>	<b>\$5,182,817</b>	<b>\$1,656,377</b>

## NOVEMBER 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66450	Void	Void	\$0.00
66451	Jeannie E O'Brien	Customer Refund	\$38.42
66452	Thomas L/Mary E Asher	Customer Refund	\$20.26
66453	Waltraud Reese	Customer Refund	\$95.40
66454	Placido/Peggy M Agrippino	Customer Refund	\$12.42
66455	Richard H/Arlene A Cook II	Customer Refund	\$165.49
66456	Romero M Zamora	Customer Refund	\$280.99
66457	Christine Flovin	Customer Refund	\$153.89
66458	Thelma T Hampton	Customer Refund	\$27.28
66459	Patrick D McCulley	Customer Refund	\$30.24
66460	Void	Void	\$0.00
66461	David J/Irma N Jimenez	Customer Refund	\$289.93
66462	Joyce E/Gene R Root Living Trust	Customer Refund	\$202.97
66463	Kevin/Sunny Darling	Customer Refund	\$17.34
66464	Toni Brack	Customer Refund	\$271.54
66465	2018-1 IH Borrower LP	Customer Refund	\$251.09
66466	Jessie Maples	Customer Refund	\$177.60
66467	Kyle Varney	Customer Refund	\$227.86
66468	Danny Floodman	Customer Refund	\$136.48
66469	Annette/Ahmet Emin	Customer Refund	\$12.73
66470	Doumit Communications Inc	Customer Refund	\$1,577.06
66471	All-American Construction Inc	Customer Refund	\$1,468.53
66472	ABA DABA Rentals & Sales	Supplies-Field	\$282.68
66473	Alexander's Contract Services	Contract Services- Meter Read	\$2,381.59
66474	AREA Restroom Solutions	Equipment Rental- Field	\$118.76
66475	Area West Engineers Inc	Contract Services-Engineering	\$1,554.00
66476	Best Best & Krieger	Legal & Audit	\$6,798.04
66477	Thomas Brophy	Toilet Rebate Program	\$150.00
66478	BSK Associates	Water Analysis	\$922.00
66479	California Landscape Associates Inc	Janitorial	\$200.00
66480	David R Canady	Toilet Rebate Program	\$75.00
66481	City of Citrus Heights	Permit Fees	\$2,873.00
66482	College Oak Towing	Repair-Trucks	\$95.00
66483	Robin Cope	Health Insurance	\$422.30
66484	Cybex	Equipment Rental- Office	\$158.16
66485	Manuel Duena	Toilet Rebate Program	\$150.00
66486	Graybar Electric Co	Supplies-Field	\$1,072.62
66487	J4 Systems	Contract Services-Other	\$4,539.55
66488	Liebert Cassidy Whitmore	Legal & Audit	\$4,732.00
66489	Anthony Matracia	Liabilty & Comp Insurance	\$75.00
66490	Edward C or Rosalina C Pineda	Toilet Rebate Program	\$75.00
66491	Alberto Preciado	Continued Education	\$138.36
66492	Rapid Information Destruction Services	Equipment Rental- Office	\$40.00

## NOVEMBER 2018 WARRANTS

<b><u>CHECK</u></b>	<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
66493	RDO Equipment	Repair-Trucks	\$674.34
66494	Red Wing Shoe Store	Small Tools	\$275.00
66495	Regional Government Services	Contract Services-Other	\$300.00
66496	Sacramento County Dept of Finance	Utilities	\$95.00
66497	Sonitrol	Equipment Rental- Office	\$175.10
66498	S.I.C.H.	Office Miscellaneous	\$300.00
66499	Superior Equipment Repair	Repair-Trucks	\$1,217.44
66500	State Water Resources Control Board	Dues & Subscriptions	\$60.00
66501	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,529.50
66502	Vice's Collision Repair	Repair-Trucks	\$3,220.66
66503	West Coast Arborists, Inc	Contract Services-Miscellaneous	\$2,800.00
66504	ACWA	Dues & Subscriptions	\$18,300.00
66505	Pace Supply Corp	Material	\$10,377.04
66506	San Juan Water District	Purchased Water	\$705,240.10
66507	SMUD	Utilities	\$22,272.94
66508	ACWA/JPIA	Workers Comp Insurance	\$17,759.25
66509	Donna K Cressey	Customer Refund	\$31.24
66510	Vasile/Aurica Juca	Customer Refund	\$1,080.49
66511	David P Launderville	Customer Refund	\$18.99
66512	Linda Scherer	Customer Refund	\$67.62
66513	Matthew R/Christopher C Braden	Customer Refund	\$27.21
66514	Joan Cacioppo Trust	Customer Refund	\$191.56
66515	Michael/Cindy L Merrill	Customer Refund	\$53.06
66516	Tony R Steelman	Customer Refund	\$34.70
66517	Sanita/Ramis Velagic	Customer Refund	\$47.98
66518	Buffer Family Trust	Customer Refund	\$22.94
66519	ABA DABA Rentals & Sales	Supplies-Field	\$164.96
66520	AFLAC	Employee Paid Insurance	\$395.99
66521	Alexander's Contract Services	Contract Services- Meter Read	\$3,873.77
66522	Bartel Associates LLC	Contract Services-Financial	\$750.00
66523	Batteries Plus Bulbs	Small Tools	\$92.67
66524	Chris Castruita	Continued Education	\$223.41
66525	Corix Water Products, Inc	Material	\$6,343.26
66526	CSDA	Dues & Subscriptions	\$7,252.00
66527	Dawson Oil Company	Gas & Oil	\$2,460.66
66528	Daniel Noonan DBA: Intependent Plumbing	Contract Services-Miscellaneous	\$100.00
66529	Integrity Administrators Inc	Health Insurance	\$5,000.00
66530	Kei Window Cleaning #12	Janitorial	\$96.00
66531	MacAdam Protection Strategies	Contract Services-Other	\$3,000.00
66532	Dana Mellado	Continued Education	\$140.06
66533	Moonlight BPO	Contract Services-Bill Print	\$4,748.15
66534	Pirtek Power Inn	Repair-Trucks	\$262.85
66535	Protection One Alarm Monitoring	Equipment Rental- Office	\$206.05
66536	Republic Services #922	Utilities	\$318.80
66537	Regional Water Authority	Dues & Subscriptions	\$1,392.00



## NOVEMBER 2018 WARRANTS

<b><u>CHECK</u></b>	<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
66538	Les Schwab Tires	Repair-Trucks	\$2,678.23
66539	Sierra Office and Printing	Water Conservation-Material/Supplies	\$2,090.00
66540	Silicon Valley Shelving & Equipment Co	Contract Services-Other	\$2,794.19
66541	A. Teichert & Son, Inc.	Road Base	\$1,065.95
66542	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,472.60
66543	Integrity Administrators Inc	Health Insurance	\$318.50
66544	Michael D & Clare M Curran Trust	Customer Refund	\$94.36
66545	Sunrise Rec Park Dist/Stock Ranch Nature	Customer Refund	\$503.58
66546	Daylene M Harwood	Customer Refund	\$114.93
66547	William/Nancy D Johnson	Customer Refund	\$52.46
66548	Elizabeth J Gray	Customer Refund	\$182.82
66549	GM Construction & Developers	Customer Refund	\$1,099.10
66550	TM Investments Inc	Customer Refund	\$26.19
66551	AnswerNet	Telephone-Answering Service	\$287.35
66552	Applied Best Practices	Contract Services-Financial	\$1,200.00
66553	AT&T Payment Center	Telephone-Local/Long Distance	\$60.00
66554	Best Best & Krieger	Legal & Audit	\$7,954.89
66555	Consolidated	Telephone-Local/Long Distance	\$1,839.85
66556	County of Sacramento Municipal Services	Field Miscellaneous	\$30.70
66557	ICMA Membership Renewals	Dues & Subscriptions	\$1,472.47
66558	Irrigation Association - Certification	Dues & Subscriptions	\$100.00
66559	J4 Systems	Contract Services-Other	\$5,660.00
66560	KBA Docusys Inc	Equipment Rental- Office	\$342.63
66561	Lowe's	Supplies-Field	\$1,107.58
66562	Luhdorff & Scalmanini	Contract Services-Wells	\$1,997.66
66563	Jeffery Ott	Continued Education	\$109.37
66564	Pace Supply Corp	Material	\$1,750.56
66565	Reed & Graham Inc	Supplies-Field	\$43.20
66566	RW Trucking	Contract Services-Miscellaneous	\$2,604.61
66567	State Water Resources Control Board	Dues & Subscriptions	\$80.00
66568	Titan Workforce LLC	Contract Services-Temporary Labor	\$6,945.92
66569	Wolf Consulting	Contract Services-Other	\$875.00
66570	Sacramento Appliance Repair Service	Contract Services-Miscellaneous	\$96.00
66571	Pamela A/Robert P Dillon	Customer Refund	\$20.55
66572	Russo Residence Trust	Customer Refund	\$144.36
66573	Mizner Family Trust	Customer Refund	\$76.21
66574	Cleo C Jr/Nancy D Shrader	Customer Refund	\$17.03
66575	Swaroop/Debasmita Patnaik	Customer Refund	\$16.07
66576	Scott/Kaisa Bailey	Customer Refund	\$408.62
66577	Drake/Heather Hughes	Customer Refund	\$80.00
66578	Eric J/Stacie A Surowiak	Customer Refund	\$35.85
66579	ABA DABA Rentals & Sales	Supplies-Field	\$282.68
66580	AIA Services, LLC/NDS	Water Conservation-Material/Supplies	\$30.55
66581	Alexander's Contract Services	Contract Services- Meter Read	\$5,061.26
66582	California-Nevada Section AWWA	Dues & Subscriptions	\$50.00

## NOVEMBER 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66583	AWWA	Dues & Subscriptions	\$4,141.00
66584	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
66585	Bart/Riebes Auto Parts	Repair-Trucks	\$14.00
66586	Best Best & Krieger	Legal & Audit	\$7,982.50
66587	Brady Chambers	Continued Education	\$67.57
66588	Citrus Heights Saw & Mower	Repair-Equipment/Hardware	\$379.27
66589	Corelogic Information Solutions Inc	Dues & Subscriptions	\$448.54
66590	Kelly R Drake	Printing	\$315.89
66591	Government Finance Officers Association	Dues & Subscriptions	\$25.00
66592	Global Machinery West	Fixed Assets	\$899.94
66593	J4 Systems	Contract Services-Other	\$2,475.00
66594	KBA DOCUSYS	Equipment Rental- Office	\$23.20
66595	Lords Electric Inc.	Contract Services-Other	\$5,500.00
66596	Moonlight BPO	Contract Services-Bill Print	\$6,571.65
66597	Nor Cal Perlite Inc	Supplies-Field	\$1,192.00
66598	Pace Supply Corp	Material	\$1,352.83
66599	Pacific Gas & Electric	Utilities	\$16.13
66600	Alberto Preciado	Continued Education	\$387.32
66601	John Spinella	Small Tools	\$225.95
66602	SureWest Directories	Telephone-Local/Long Distance	\$49.00
66603	Titan Workforce LLC	Contract Services-Temporary Labor	\$7,645.41
66604	WaterWise Consulting, Inc	Contract Services-Conservation	\$700.00
66605	World Environment & Energy Inc	Contract Services-Miscellaneous	\$1,030.33
66606	Marion/Shirley Gnagy Revocable Trust	Customer Refund	\$24.49
66607	George/Gertrude O Sarvadi	Customer Refund	\$115.18
66608	Andrew R Morris	Customer Refund	\$11.78
66609	Stephen F Cassell Trust	Customer Refund	\$111.69
66610	Estate of Martha M Coverdale	Customer Refund	\$204.51
66611	James R Harner	Customer Refund	\$169.05
66612	Michael/Jan Hagen	Customer Refund	\$301.46
66613	Linda R Munro	Customer Refund	\$31.14
66614	Kathleen A Westover	Customer Refund	\$7.72
66615	George S/Deborah A Porter Trust	Customer Refund	\$6.54
66616	BJ Messimer	Customer Refund	\$60.60
66617	Ankica Jaksic	Customer Refund	\$36.65
66618	Fernando/Alejandra Fernandez	Customer Refund	\$24.37
66619	Michael Schmid	Customer Refund	\$83.93
66620	Ovidiu Rosca	Customer Refund	\$31.21
66621	Shannon Thompson	Customer Refund	\$199.61
66622	Afman Supply	Small Tools	\$33.68
66623	Airgas USA, LLC	Supplies-Field	\$489.89

## NOVEMBER 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66624	Alexander's Contract Services	Contract Services- Meter Read	\$1,655.71
66625	Avalon Custodial Care	Janitorial	\$695.00
66626	Bart/Riebes Auto Parts	Repair-Trucks	\$138.82
66627	Best Best & Krieger	Legal & Audit	\$7,913.00
66628	BSK Associates	Water Analysis	\$1,552.00
66629	Burketts	Office Expense	\$38.61
66630	California Society of Municipal Finance Officers	Dues & Subscriptions	\$220.00
66631	CirclePoint	Contract Services-Conservation	\$7,316.75
66632	Ferguson Enterprises Inc #1423	Material	\$4,238.35
66633	Rickey P. Knapp	Toilet Rebate Program	\$150.00
66634	Karl Nielsen	Toilet Rebate Program	\$150.00
66635	Prosio Communications	Contract Services-Miscellaneous	\$5,677.50
66636	Red Wing Shoe Store	Small Tools	\$446.03
66637	Regional Government Services	Contract Services-Other	\$278.15
66638	Regional Water Authority	Dues & Subscriptions	\$560.00
66639	A. Teichert & Son, Inc.	Road Base	\$974.55
66640	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,472.60
66641	Titan Workforce LLC	Contract Services-Temporary Labor	\$5,105.91
66642	Verizon Wireless	Telephone-Wireless	\$1,541.76
66643	Voyager Fleet Systems Inc	Gas & Oil	\$2,294.72
<b>TOTAL</b>			<b><u>\$1,009,827.04</u></b>
ACH	2018 OPEB PERS	PERS	\$80,000.00
ACH	BANK OF THE WEST	Bank Fee	\$90.89
ACH	CHASE OCTOBER 2018	Bank Fee	\$126.60
ACH	CHASE OCTOBER 2018	Bank Fee	\$2,042.48
ACH	DECEMBER 2018 KAISER	Health Insurance	\$22,971.23
ACH	DECEMBER 2018 WHA	Health Insurance	\$13,885.21
ACH	OCTOBER 2018 FD	Bank Fee	\$94.98
ACH	OCTOBER 2018 FEE	Bank Fee	\$1,585.89
ACH	OCTOBER 2018 PH	Bank Fee	\$117.98
ACH	SEPT 2018 FD	Bank Fee	\$25.00
ACH	OCTOBER 2018 US	See October Agenda Item CC:8	\$15,154.60
ACH	OCTOBER 2018 WB	Bank Fee	\$87.98
ACH	PAYCHEX NOVEMBER 2018	Contract Services-Other	\$700.25
ACH	PERS 10/18/18 PAYDAY	PERS	\$18,695.71
ACH	PERS 11/1/18 PAYDAY	PERS	\$18,505.27
ACH	PERS 11/15/18 PAYDAY	PERS	\$18,008.59

## NOVEMBER 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	PERS 11/29/18 PAYDAY	PERS	\$18,201.61
ACH	VALIC 11/2/18 PAYDAY	Deferred Compensation	\$3,204.50
ACH	VALIC 11/15/18 PAYDAY	Deferred Compensation	\$3,204.50
ACH	VOYA 1/15/18 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 11/1/18 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 11/29/18 PAYDAY	Deferred Compensation	\$25.00
ACH	VALIC 11/1/18 PAYDAY	Deferred Compensation	\$3,704.50
<b>TOTAL</b>			<u>\$220,482.77</u>
<b>GRAND TOTAL</b>			<u><u>\$1,230,309.81</u></u>

## November Checks Approved at November Board Meeting

ACH	HARRIS & ASSOCIATES	Contract Services-Engineering	\$17,760.00
ACH	HARRIS & ASSOCIATES	Contract Services-Engineering	\$12,600.00
ACH	HARRIS & ASSOCIATES	Contract Services-Engineering	\$31,161.02
ACH	US BANK NOV 18	See December Agenda Item CC:8	\$21,044.45
66670	CIRCLEPOINT	Contract Services-Water Conservation	\$13,194.61
66671	COGSDALE	Contract Services-Other	\$58,312.85
66672	FERGUSON ENTERPRISES	Material	\$21,803.75
66673	REGIONAL GOVERNMENT SERVICES	Contract Services-Other	\$18,266.97
66674	SAN JUAN WATER DISTRICT	Refund of Overpayment	\$47,693.20
			<u>\$241,836.85</u>

**US BANK - CAL-Card Distributions  
Nov-18**

Name	Dues & Subscriptions	Supplies	Postage	Office - Expense	Capital Project (CIP)	Repair - Truck	Meeting Accommodat ions	Maint. Agrmt. - Software	Continued Education	Gas & Oil	Tools	Office - Miscella neous	Total Bill
Gordon						\$ 85.99	\$ 18.57						\$ 104.56
Henry							\$ 175.03						\$ 1,486.23
Ott		\$ 84.02			\$ 8,294.20			\$ 149.90					\$ 8,528.12
Sohal					\$ 2,559.28		\$ 65.21	\$ 493.66	\$ 267.16				\$ 3,385.31
Spiers						\$ 52.00				\$ 167.70			\$ 219.70
Shockley		\$ 34.95	\$ 134.00	\$ 218.81	\$ 449.99				\$ 4,553.94		\$ 2.80		\$ 7,269.54
Straus	\$ 12.99								\$ 8.00			\$ 30.00	\$ 50.99
<b>Total Bill</b>	<b>\$ 12.99</b>	<b>\$ 118.97</b>	<b>\$ 134.00</b>	<b>\$ 218.81</b>	<b>\$ 11,303.47</b>	<b>\$ 137.99</b>	<b>\$ 258.81</b>	<b>\$ 643.56</b>	<b>\$ 4,829.10</b>	<b>\$ 167.70</b>	<b>\$ 2.80</b>	<b>\$ 30.00</b>	<b>\$ 21,044.45</b>

Citrus Heights Water District  
 2018 Director Training Courses/Seminars/Conferences  
 as of 12/13/2018

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/ phone
05/8/18-05/11/18	4	ACWA 2018 Spring Conference	ACWA	Sacramento, CA	Ray Riehle	699.00	699.00					
05/8/18-05/11/18	4	ACWA 2018 Spring Conference	ACWA	Sacramento, CA	Al Dains	699.00	699.00					
05/8/18-05/11/18	4	ACWA 2018 Spring Conference	ACWA	Sacramento, CA	Caryl Sheehan	699.00	699.00					
11/27-11/29/18	3	ACWA 2018 Fall Conference	ACWA	San Diego, CA	Ray Riehle	1,308.02	699.00	449.06	159.96			
						0.00						
						0.00						
						0.00						
					Grand Total	3,405.02						

**Citrus Heights Water District**  
**2018 Staff Training Courses/Seminars/Conferences**

as of 12/13/2018

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/ phone
						0.00						
1/8-1/12/18	4	Cappo Conference	Cappo	Palm Springs	Beth Shockley	835.45		428.18		261.45	105.82	40.00
5/8-5/11/18	4	CityWorks Conference	City Works	Salt Lake City	Tim Cutler	721.76		468.09	198.96		54.71	
2/20-2/23/18	3	CSMFO	CSMFO	Riverside, CA	Alberto Preciado	1,528.16	370.00	441.87	282.96		55.47	377.86
2/25-2/28/18	3	LCW Annual Conference	LCW	San Francisco	Hilary Straus	1,175.68	525.00	650.68				
2/25-2/28/18	3	LCW Annual Conference	LCW	San Francisco	Susan Sohal	525.00	525.00					
1/29-2/1/18	4	Esri Conference 2018	ESRI	San Diego, CA	Borey Swing	1,320.30		942.16		49.45	278.69	50.00
1/29-2/1/18	4	Esri Conference 2018	ESRI	San Diego, CA	Tamar Dawson	1,224.60		942.16		23.25	259.19	
5/8-5/11/18	4	ACWA Spring Conference	ACWA	Sacramento, CA	David Gordon	699.00	699.00					
5/8-5/11/18	4	ACWA Spring Conference	ACWA	Sacramento, CA	Hilary Straus	699.00	699.00					
5/8-5/11/19	5	ACWA Spring Conference	ACWA	Sacramento, CA	Missy Pieri	699.00	699.00					
7/8/7/12/18	4	Esri User Conference	Esri	San Diego, CA	Borey Swing	1,696.98		1169.09	218.96		197.55	111.38
6/11-6/14/18	3	AWWA Annual Conference	AWWA	Las Vegas, NV	Kelly Drake	1,759.82	980.00	201.82	326.96	28.90	222.14	
6/10-6/14/18	4	AWWA Annual Conference	AWWA	Las Vegas, NV	Tamar Dawson	2,548.78	1090.00	898.00	314.96	15.45	230.37	
6/10-6/14/18	4	AWWA Annual Conference	AWWA	Las Vegas, NV	Rex Meurer	2,111.96	910.00	898.00	303.96			
6/10-6/14/18	4	AWWA Annual Conference	AWWA	Las Vegas, NV	Missy Pieri	2,610.59	1090.00	898.00	314.96		192.63	115.00
10/17-10/19/18	3	Cal/Osha Summit 2018	Cal/Osha	San Diego, CA	Kelly Drake	2,162.27	980.00	673.50	266.96		183.81	58.00
4/12-4/13/18	2	Capio Conference	Capio	Santa Rosa, CA	Madeline Henry	380.86	325.00	27.93		27.93		
4/12-4/13/18	2	Capio Conference	Capio	Santa Rosa, CA	Chris Castruita	380.86	325.00	27.93		27.93		
10/2-10/5/18	4	Watersmart Innovations	Watersmart Inn	Las Vegas, NV	Rex Meurer	1,192.96	445.00	452.00	295.96			
10/21-10/24/18	4	CalPers Educational Forum	CalPers	Indian Wells, Ca	Chris Castruita	1,514.15	349.00	636.79	304.96	173.52	49.88	
10/21-10/24/18	4	CalPers Educational Forum	CalPers	Indian Wells, Ca	Alberto Preciado	1,477.11	349.00	636.79	352.96		60.15	78.21
11/27-11/29/18	3	ACWA Fall Conference	ACWA	San Diego, CA	Hilary Straus	1,300.02	699.00	449.06	151.96			
11/27-11/29/19	3	ACWA Fall Conference	ACWA	San Diego, CA	Susan Sohal	1,300.02	699.00	449.06	151.96			
10/22-10/24/18	3	CSDA Board Secretary Conference	CSDA	Lake Tahoe, CA	Madeline Henry	1,296.92	800.00	451.92				45.00
11/6-11/7/18	2	Neptune Gage Meter School	Neptune	Tallassee, Ala	Kelly Drake	1,131.41	295.00	437.31	399.10			
11/6-11/7/18	2	Neptune Gage Meter School	Neptune	Tallassee, Ala	Brady Chambers	1,131.41	295.00	437.31	399.10			
10/30-11/2/18	3	Harris Customer Training conference	Harris Computer	Chicago, IL	Jeff Ott	2,188.94	927.90	700.89	450.78		6.16	103.21
10/30-11/2/18	3	Harris Customer Training conference	Harris Computer	Chicago, IL	Dana Mellado	2,058.81	927.90	700.89	289.96		84.04	56.02
11/27-11/29/19	3	ACWA 2018 Fall Conference	ACWA	San Diego, CA	David Wheaton	1,276.02	699.00	449.06	127.96			
					<b>2018 Total</b>	<b>38,947.84</b>						
1/8/19-1/11/19	4	CSMFO Convention	CSMFO	Palm Springs	Susan Sohal	547.96	370.00		177.96			
1/8/19-1/11/19	4	CSMFO Convention	CSMFO	Palm Springs	Alberto Preciado	547.96	370.00		177.96			
1/14/19-1/16/19	3	Cappo Conference	Cappo	Sacramento	Beth Shockley	349.00	349.00					
5/18/19-5/22/19	4	GFOA Conference	GFOA	Los Angeles	Alberto Preciado	220.96			220.96			
2/10/19-2/13/19	4	Parma Conference	Parma	Anaheim	Chris Castruita	350.00	350.00					
2/10/19-2/13/19	4	Parma Conference	Parma	Anaheim	Madeline Henry	320.00	320.00					
					<b>2019 Total</b>	<b>1,665.88</b>						
					<b>Grand Total</b>	<b>40,613.72</b>						

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

SUBJECT : EMPLOYEE RECOGNITION  
 STATUS : Information Item  
 REPORT DATE : December 3, 2018  
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

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

### Administrative Services & Water Efficiency Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Castruita	Yes		Participated in the 2019 Budget Community Presentations
Brady Chambers	Yes		Installed a meter at Sunrise Mall before normal working hours.
Kelly Drake	Yes		Installed a meter at Sunrise Mall before normal working hours.
Madeline Henry			Participated in the 2019 Budget Community Presentations.
Rex Meurer	Yes		
Jeff Ott	Yes		
Alberto Preciado	Yes		Participated in the 2019 Budget Community Presentations
Desiree Smith		Received a customer compliment over the phone; from a customer she helped her get her autopay going again after the autopay had been getting rejected due to fraud on account.	



<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Beth Shockley	Yes	Organized a special staff appreciation event.	

### Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	Provided additional support during staff leave.	Provided an exceptional work product to General Manager; Worked on Friday, 11/30/18 to review project documents.
Paul Dietrich	Yes	Provided additional support during staff leave.	
Borey Swing	Yes	Provided additional support during staff leave.	
Neil Tamagni	Yes	Provided additional support during staff leave.	

### Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford		Customer on Garry Oak Drive called to say thank you for outstanding customer service and excellent work quality.	
Tim Cutler	Yes		11/2 (Friday) – Assisted customer with a water issue related to District Construction.
James Ferro			11/30 (Sat) – Assisted standby with an emergency water service repair on Navion Dr.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Jarrett Flink		Customer on Garry Oak Drive called to say thank you for outstanding customer service and excellent work quality.	11/21&22 (Wed night & Thur morning, Thanksgiving) – Assisted standby with an emergency water main repair on Gorino Lane. Note: During extreme weather conditions  11/25 (Sun) – Assisted standby with an emergency water service repair on Wisconsin Drive.
Brian Hensley	Yes		
Daniel Hesse			11/21&22 (Wed night & Thur morning, Thanksgiving) – Assisted standby with an emergency water main repair on Gorino Lane. Note: During extreme weather conditions  11/25 (Sun) – Assisted standby with an emergency water service repair on Wisconsin Drive.
Rick Jimenez	Yes		
Mike Mariedth	Yes		
Ryon Ridner	Yes	Customer on Garry Oak Drive called to say thank you for outstanding customer service and excellent work quality.	
John Spinella	Yes		
Jason Tupper	Yes		

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS

### DECEMBER 19, 2018 MEETING

SUBJECT : LONG RANGE AGENDA  
 STATUS : Consent/Information Item  
 REPORT DATE : December 10, 2018  
 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
<b>January 16, 2019</b>					
January 16, 2019		Notice of Completion for On-call Pavement	Gordon	CC	A
January 16, 2019		Professional Services Agreement w/ Raftelis	Sohal	B	A
January 16, 2019		Strategic Plan 2018 Recap & 2019 Preview	Castruita/Henry	B	I/D
January 16, 2019		Closed Session	Straus	CL	I/D
<b>February 20, 2019</b>					
February 20, 2019		Investment of District Funds	Sohal/Preciado/General Counsel	CC	A
February 20, 2019		2018 Groundwater Transfer Wrap-up	Gordon/Hensley/General Counsel	P	I/D
February 20, 2019		RWA: SGMA Implementation/GSA Development; ASR Feasibility	Gordon/General Counsel	P	I/D
February 20, 2019		Well Property Disposal	Gordon/General Counsel	S	I/D
February 20, 2019		Closed Session	Gordon/General Counsel	CL	I/D
<b>March 20, 2019</b>					
March 20, 2019		Conflict-of Interest	Castruita	B	A
March 20, 2019		Lock-Out Block-Out Program	Drake/Castruita	B	A
<b>April 17, 2019</b>					
April 17, 2019		Project 2030 Update (60%)	Pieri	B	A
April 17, 2019		CAFR Review	Sohal	B	A
<b>May 15, 2019</b>					
May 15, 2019		Poster Contest Presentation	Meurer	P	I/D
May 15, 2019		Strategic Plan Update	Henry/Castruita	B	I/D
<b>June 6, 2019</b>					
June 6, 2019	Special Board Meeting	Strategic Planning Session	Straus/Castruita/Henry	S	I/D
<b>June 19, 2019</b>					
June 19, 2019		Document Imaging and Scanning RFP	Ott/Sohal	B	A

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA					
MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
<b>July 17, 2019</b>					
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 2019 Strategic Plan	Sohal/Castruita/Henry	B	A
July 17, 2019		Mid-Year Budget Review	Sohal	B	A
<b>August 21, 2018</b>					
August 21, 2018		Strategic Plan Update	Henry/Castruita	B	I/D
<b>August 28, 2018</b>					
August 28, 2018	Special Board Meeting	Budget Rate Model Options Workshop	Sohal	P	I/D
<b>September 18, 2018</b>					
September 18, 2018		Refined Budget Options/Prop 218 Direction	Sohal/Straus	B	A
<b>October 16, 2018</b>					
October 16, 2018		Misc. Charges and Fees - Proposed	Sohal	B	A
October 16, 2018		Project 2030 Update (Final)	Pieri	B	A
<b>November 20, 2018</b>					
November 20, 2018		Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits, and Directors' Compensation	Castruita	B	A
November 20, 2018		Strategic Plan Update	Henry/Castruita	B	I/D
<b>December 2, 2018</b>					
December 2, 2018	Special Board Meeting	Operating and Capital Budgets	Straus/Sohal/Pieri/Gordon	PH	A
December 2, 2018	Special Board Meeting	Water Rates, Charges and Fees	Straus/Sohal	PH	A
December 2, 2018	Special Board Meeting	Capacity Fees	Straus/Sohal	PH	A
<b>December 18, 2018</b>					
December 18, 2018		Committee Assignments	Castruita	B	A
December 18, 2018		District Officers	Castruita	B	A
December 18, 2018		Selection of President and Vice President	Castruita	B	A

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT  
 STATUS : Information Item  
 REPORT DATE : December 03, 2018  
 PREPARED BY : Missy Pieri, Engineering Manager/District Engineer

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

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PROJECT 2030 Water Main Replacement Project</b>	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.	CAC Workshop #2 was held on 08/28/18.  Water Main Assessment in Progress.  CAC Workshop #3 occurred on 12/11/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT</b> Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Staff continues to review Space Needs Assessment completed by consultant. Additional meetings scheduled.
<b>CAPITAL IMPROVEMENT PROJECT</b> 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.
<b>CAPITAL IMPROVEMENT PROJECT</b> 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 Operations staff.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT Pleasantview Drive 8" Water Main</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/01/18.  Potholing began on 09/03/18.  Plans are 75% complete.
<b>CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" &amp; 6" Water Mains</b>	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
<b>CAPITAL IMPROVEMENT PROJECT</b> <b>Old Auburn Road - Daffodil to Wooddale 8" Water Main</b>	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.  Received proposal from Engineering Consultant.  Scheduling a kick-off meeting for design.
<b>CAPITAL IMPROVEMENT PROJECT</b> <b>Cologne Way 6" Water Main</b>	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.  Received proposal from Engineering Consultant.  Scheduling a kick-off meeting for design.



Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT</b> <b>Quiet Oak Lane 8" Water Main</b>	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.  Received proposal from Engineering Consultant.  Scheduling a kick-off meeting for design.
<b>CAPITAL IMPROVEMENT PROJECT</b> <b>6230 Sylvan Road East Side Wall</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	We anticipate this project will be included in the 2019 Capital Improvement Program. Staff to begin communication with SJUSD during 2018.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>Northridge Grove -</b> <b>5555 Mariposa Ave</b> <b>47 Condominiums</b>	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, TBD	No	Private development.	District met on 03/01/18. District sent cost-sharing agreement for system improvements made in conjunction with the project on 05/23/18. District to respond.
<b>PRIVATE DEVELOPMENT</b> <b>Dignity Health</b> <b>Building - 7115</b> <b>Greenback Ln</b>	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.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>3 lot Residential Subdivision - 5648-5696 San Juan Ave</b>	Engineering	Senior Construction Inspector	On-going	No	No	3 lot subdivision.	Preconstruction meeting occurred on 03/12/18.  Letter of Acceptance sent on 12/04/18.  Project Complete.
<b>PRIVATE DEVELOPMENT</b> <b>Mitchell Farms - 7925 Arcadia Drive</b>	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.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>Mariposa Creek Subdivision - Antelope Road</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>Citrus Place Subdivision</b>	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.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>12057 Fair Oaks Blvd</b> <b>Fair Oaks Senior Apartments</b>	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 11/13/2018.  District to send Will Serve Letter.
<b>PRIVATE DEVELOPMENT</b> <b>7581 Sycamore Dr - Parcel Split 1 - 3</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>8053 Holly Dr</b> <b>Parcel Split 1 - 3</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>8043 Holly Dr</b> <b>Parcel Split 1 - 3</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Received initial plans on 10/01/2018.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>8116 Holly Dr</b> <b>Parcel Split 1 - 2</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 2 with 2 existing homes and meters.	Received Project Referral 11/16/2018.  Conditions of Approval letter sent 11/28/2018.
<b>PRIVATE DEVELOPMENT</b> <b>7601 Sunrise Blvd</b> <b>The Human Bean</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	District signed plans on 12/21/17.  Awaiting construction.
<b>PRIVATE DEVELOPMENT</b> <b>6920 Auburn Blvd</b> <b>Stock Ranch Plaza - Parcel 11</b>	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 easements for entire Stock Ranch area.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>7030 Auburn Blvd</b> <b>Stock Ranch - Traffic Circulation</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>7766 Auburn Blvd</b> <b>Quick Slice</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent comments to City on 11/27/17.  Awaiting final plans from developer for District review.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>8501 Auburn Blvd</b> <b>Big Lots</b>	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.  80% Complete.
<b>PRIVATE DEVELOPMENT</b> <b>8501 Auburn Blvd</b> <b>Parcel Split</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>8501 Auburn Blvd</b> <b>Studio Movie Grill</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/28/17.  Awaiting plans from developer for District review.  Coordinating easements with developer.



Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe</b>	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.
<b>PRIVATE DEVELOPMENT 7312 Veterans Lane</b>	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.
<b>PRIVATE DEVELOPMENT 208 Langley Ave</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Coordinating water system requirements with property owner.
<b>PRIVATE DEVELOPMENT 7881 Twin Oaks Ave</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Developer Fees paid 11/19/2018.  Operations calling in USA to install water service.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>COMCAST</b>	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.
<b>CITY OF CITRUS HEIGHTS PROJECT City Drainage Project</b>	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.
<b>CITY OF CITRUS HEIGHTS PROJECT Bonita, Old Auburn Rd, &amp; Mariposa Ave Storm Drain Improvements</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Bonita Way, Old Auburn Road, & Mariposa Ave Storm Drain Project.	Received 30% plans at the meeting with Dokken Engineering on 05/21/18.  District sent engineer data on 08/03/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CITY OF CITRUS HEIGHTS PROJECT Baird Way Storm Drain Improvements</b>	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.
<b>CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)</b>	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. Contractor 99% complete with water related work.  CHWD 99% complete with water facility relocations.  District sent Value of Facilities request to the Contractor.  Letter of Final Acceptance Pending.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CITY OF CITRUS HEIGHTS PROJECT</b> <b>Mariposa Ave - Safe Routes to School Phase III</b>	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 awaiting final plans.
<b>CALIFORNIA DEPT OF TRANSPORTATION</b> <b>Weigh Station at I-80 &amp; Antelope</b>	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.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>Annexations</b>	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Annex properties into the District to clarify and revise District boundaries.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services.  A meeting scheduled for 01/07/19. Staff to schedule a meeting with Sacramento LAFCo.
<b>Easements</b>	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services.  A follow-up meeting was held on 10/24/18.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT  
 STATUS : Information Item  
 REPORT DATE : December 5, 2018  
 PREPARED BY : David M. Gordon, Operations Manager  
 Tim Cutler, Water Distribution Supervisor

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Current Mth	Year to Date		Current Mth	Year to Date
Backflow Maintenance	0	0	C18-010 Water Mainline	0	0
Blow Off Maintenance	0	40	C18-011 Water Valves	5	15
Hydrant Maintenance	62	304	C18-012 Water Services	15	287
Leak Investigation	1	4	C18-013 Water Meters	22	174
Mainline Repair/Maintenance	2	11	C18-014 Fire Hydrants	1	12
Meter Box Maintenance	4	46	<b>TOTAL</b>	<b>43</b>	<b>488</b>
Meter Register Replacement	8	136	<b>Water Quality</b>		
Meter Repair/Test/Maintenance	0	24	<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	1			
Water Service Repair/Locate	0	3			
Valve, Mainline Maintenance	81	509			
Valve Box Maintenance	0	4			
<b>TOTAL</b>	<b>158</b>	<b>1082</b>			

**CITRUS HEIGHTS WATER DISTRICT**  
**DISTRICT STAFF REPORT TO BOARD OF DIRECTORS**  
**DECEMBER 19, 2018 MEETING**

SUBJECT : 2018 WATER SUPPLY - PURCHASED & PRODUCED  
STATUS : Information Item  
REPORT DATE : December 5, 2018  
PREPARED BY : Brian M. Hensley, Water Resources Supervisor  
David M. Gordon, Operations Manager

**OBJECTIVE:**

Report on annual water supply including comparison with prior years.

Month	2013	2014	2015	2016	2017	2018				Year-to-Date Comparison to 2013	
	Total Water Monthly					Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual		
	acre feet					acre feet				acre feet	%
Month											
Jan	602.52	602.39	570.05	539.60	506.81	481.10	50.28	531.38	531.38	-71.14	-11.8%
Feb	606.36	450.96	511.52	484.53	443.99	477.82	47.91	525.73	1,057.11	-151.77	-12.6%
Mar	819.55	612.20	725.95	517.56	546.60	511.13	29.65	540.78	1,597.89	-430.54	-21.2%
Apr	1,029.73	737.30	761.02	677.81	575.52	628.36	17.73	646.09	2,243.98	-814.18	-26.6%
May	1,603.43	1,190.07	869.08	979.49	1,138.72	1,027.12	45.15	1,072.27	3,316.25	-1,345.34	-28.9%
Jun	1,816.73	1,548.66	1,065.10	1,343.76	1,412.94	1,356.78	30.25	1,387.03	4,703.28	-1,775.04	-27.4%
Jul	2,059.21	1,622.10	1,184.95	1,544.57	1,650.76	1,367.09	370.04	1,737.13	6,440.41	-2,097.12	-24.6%
Aug	1,924.28	1,477.49	1,188.18	1,579.80	1,570.80	977.12	606.66	1,583.78	8,024.19	-2,437.62	-23.3%
Sep	1,509.82	1,275.11	1,069.78	1,257.91	1,441.76	721.72	608.47	1,330.19	9,354.38	-2,617.25	-21.9%
Oct	1,297.42	1,030.74	918.67	840.80	1,128.97	1,057.86	4.02	1,061.88	10,416.26	-2,852.79	-21.5%
Nov	911.55	682.48	589.6	561.82	631.55	786.93	20.77	807.70	11,223.96	-2,956.64	-20.8%
Dec	700.94	563.15	519.57	518.62	574.43						
Total	14,881.54	11,792.65	9,973.47	10,846.27	11,622.85	9,393.03	1,830.93	11,223.96	11,223.96		
% of Total						83.69%	16.31%				

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

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SUBJECT	: WATER SUPPLY RELIABILITY
STATUS	: Information Item
REPORT DATE	: December 5, 2018
PREPARED BY	: David M. Gordon, Operations Manager Brian Hensley, Water Resources Supervisor

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### **OBJECTIVE:**

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

### **BACKGROUND AND ANALYSIS:**

As of December 1, 2018, storage in Folsom Lake (Lake) was at 330,400 acre-feet, 34 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 66,600 acre-feet in the past month.

The District's total water use during the month of November 2018 (807.70 acre-feet) was 11.4 percent below that of November 2013 (911.55 acre-feet).

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District's groundwater production wells: Bonita, 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.

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

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SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE  
STATUS : Information Item  
REPORT DATE : December 4, 2018  
PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

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

### **ACTIVITIES AND PROGRESS REPORT**

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

- 12 High Efficiency Toilet (HET) rebates were processed for the month of November. This compares to 5 rebates issued for the month of November 2017. The 5 year average (2013-2017) of November HET rebates is 14. A total of \$10,950.00 in rebates were issued year to date.
- 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.
- 47 service calls were received during the month of November. There were no reports of water waste received through CHWD's Drought Resources web page. A total of 301 service calls were received year to date.
- Staff is preparing class content and the schedule for next year's WaterSmart classes. 5 WaterSmart classes are planned for 2019. The first class will be held at the Citrus Heights Community Center on Saturday, April 6, 2019. The topics covered will include spring gardening tips, spring planting tips and irrigation troubleshooting.
- CHWD began a telephone outreach campaign promoting the District's free Irrigation Efficiency Reviews. WaterWise Consulting is working with staff to contact many of CHWD's high water use customers. Staff is focusing on multi-family customers. There were no multi-family Irrigation Efficiency Reviews completed for the month of November. For the customers who have completed an Irrigation Efficiency Review during this outreach campaign, staff will conduct a year-over-year comparison of their water usage. A total of 89 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 48 Irrigation Efficiency Reviews completed for the same time in December 2016 through October 2017.
- On Thursday, December 13, staff will be giving the tenth presentation in the annual group participation safety program. The presentation topic will be "Internet Security". The presenters will include Susan S., Jeff O., Borey S., and James B.

- To assist with the evaluation and implementation of AB 1668 and SB 606, the District purchased four band infrared aerial imagery for our service area. Four band infrared aerial imagery provides data on irrigable/irrigated landscape area to help estimate landscape water budgets like those associated with the legislation. Infrared imagery distinguishes plant material type (grass, trees, etc.) and is required to calculate landscape budgets. The aerial imagery is scheduled for delivery in late December 2018.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2017	R-GPCD 2018	% CHANGE
January	75	77	+3%
February	72	85	+18%
March	80	79	-.01%
April	87	100	+13%
May	166	156	-.06%
June	209	213	-.02%
July	241	253	+.05%
August	229	231	+.01%
September	217	200	+.08%
October	170	154	-.09%
November	95	122	+28%

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

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SUBJECT	: DISCUSSION AND POSSIBLE ACTION TO RECOGNIZE ALLEN B. DAINS FOR OUTSTANDING SERVICE TO CITRUS HEIGHTS WATER DISTRICT
STATUS	: Action Item
REPORT DATE	: December 13, 2018
PREPARED BY	: Christopher Castruita, Management Services Supervisor

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### **OBJECTIVE:**

Consider adoption and presentation of Resolution No. 19-2018 Commending Retiring Director Allen B. Dains for 20 years of Service to the Citrus Heights Water District.

### **BACKGROUND AND ANALYSIS:**

A draft resolution commending Director Dains for his service to the District is presented for consideration by the Board of Directors.

### **RECOMMENDATION:**

Adopt Resolution No. 19-2018 Commending Retiring Director Allen B. Dains for 20 years of Service to the Citrus Heights Water District.

### **RECOMMENDATION:**

Resolution No. 19-2018 Commending Director Allen B. Dains

### **ACTION:**

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

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RESOLUTION 19-2018

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
COMMENDING  
DIRECTOR ALLEN B. DAINS

WHEREAS, ALLEN B. DAINS was seated as a Director to represent Division One on the Board of Directors of Citrus Heights Water District on December 8, 1998 and continued in that capacity until December 19, 2018; and

WHEREAS, during his twenty years of continuous service, ALLEN B. DAINS admirably distinguished himself as a leader in the water community, serving as President of the Board of Directors for 2003, 2006, 2009, 2012, 2014, 2015, and 2016; and

WHEREAS, ALLEN B. DAINS's careful and conscientious deliberations on a vast array of District policy issues as well as regional and statewide water issues were greatly valued by his constituents, fellow Directors and District employees; and

WHEREAS, ALLEN B. DAINS also demonstrated his leadership qualities while serving on the Board of Directors for the Regional Water Authority and the Sacramento Groundwater Authority.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of CITRUS HEIGHTS WATER DISTRICT hereby commends ALLEN B. DAINS for his outstanding service to Citrus Heights Water District.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 19<sup>th</sup> day of December 2018 by the following vote, to wit:

AYES:	Directors:	Riehle, Sheehan, Wheaton
NOES:	Directors:	None
ABSTAIN:	Directors:	None
ABSENT:	Directors:	None

SEAL

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

ATTEST:

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CHRISTOPHER CASTRUITA,  
Chief Board Clerk  
Citrus Heights Water District

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 REGULAR MEETING

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SUBJECT : SELECTION OF PRESIDENT AND VICE PRESIDENT  
STATUS : Action Item  
REPORT DATE : December 13, 2018  
PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

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### **OBJECTIVE:**

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

### **BACKGROUND AND ANALYSIS:**

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

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

### **RECOMMENDATION:**

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

### **ATTACHMENT:**

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

### **ACTION:**

1. For President: \_\_\_\_\_

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

2. For Vice President: \_\_\_\_\_

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

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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

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2010.00      PRESIDENT AND VICE PRESIDENT OF THE BOARD OF DIRECTORS

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

2010.10      Selection and Term of Office of President and Vice President

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

2010.20      Duties of the President

The President of the Board of Directors shall:

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

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

2010.30 Duties of the Vice President

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

2010.40 Participation in Meetings of the Board of Directors

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

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

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SUBJECT : APPOINTMENT OF BOARD REPRESENTATIVES AND ALTERNATES  
 STATUS : Action Item  
 REPORT DATE : December 13, 2018  
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

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### **OBJECTIVE:**

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

### **BACKGROUND AND ANALYSIS:**

#### *Appointment of Representatives*

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

<b>Current 2018 Appointments</b>			
<b>Organization</b>		<b>Representative</b>	<b>Alternate</b>
<b>Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)</b>	Director	Allen B. Dains	Raymond A. Riehle
	Staff	Hilary M. Straus	Christopher Castruita
<b>Association of California Water Agencies (ACWA) Region 4</b>		Hilary M. Straus	Allen B. Dains
<b>Citrus Heights Regional Chamber of Commerce Government Issues Committee</b>		David Gordon	Rex Meurer
<b>Regional Water Authority (RWA)</b>	Director	Allen B. Dains	Raymond A. Riehle
	Staff	Hilary M. Straus	David Gordon
<b>Sacramento Groundwater Authority (SGA)*</b>		Caryl F. Sheehan	Allen B. Dains
<b>Sacramento Water Forum</b>		David Gordon	Rex Meurer

\*Changes must be confirmed by City of Citrus Heights

Staff will be ready to provide suggestions for these appointments at the December 19 Board Meeting should the Board wish to receive such input. It should be noted that these appointments by the Board of Directors are independent of appointments to ACWA Committees and the Sacramento Local Agency Formation Commission.



Amendment to District Policy

Policy No. 2300 directs the Board of Directors to annually appoint representatives to the San Juan Family of Agencies Ad Hoc Executive Committee and Citrus Heights Regional Chamber of Commerce Government Issues Committee. In addition, it provides for the Board of Directors to appoint any additional representatives to organizations it deems necessary. Staff would recommend striking the requirement to appoint representatives to these two committees in order to provide greater flexibility to the Board to determine which organizations are most necessary at any given time.

**RECOMMENDATION:**

1) Appoint Representatives to the following organizations listed below:

<b>2019 Worksheet</b>			
<b>Organization</b>		<b>Representative</b>	<b>Alternate</b>
<b>Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)</b>	Director		
	Staff		
<b>Association of California Water Agencies (ACWA) Region 4</b>			
<b>Citrus Heights Regional Chamber of Commerce Government Issues Committee</b>			
<b>Regional Water Authority (RWA)</b>	Director		
	Staff		
<b>Sacramento Groundwater Authority (SGA)*</b>			
<b>Sacramento Water Forum</b>			

\*Changes must be confirmed by City of Citrus Heights

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

**ATTACHMENTS:**

- 1) Policy No. 2300 – Board Representatives
- 2) Proposed Policy No. 2300 – Board Representatives

**ACTION:**

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

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# **ATTACHMENT 1**

Policy No. 2300 – Board Representatives

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS  
POLICY TITLE : BOARD REPRESENTATIVES  
POLICY NUMBER : 2300  
DATE ADOPTED : MARCH 7, 1995  
DATE AMENDED : ~~DECEMBER 20, 2017~~ DECEMBER 19, 2018  
AMENDMENTS : (1) DECEMBER 8, 2003; (2) DECEMBER 10, 2013; (3) MAY 13, 2014; (4) DECEMBER 8, 2015; ~~(5) DECEMBER 20, 2017~~

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2300.00                      BOARD REPRESENTATIVES

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

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

## **ATTACHMENT 2**

Proposed Policy No. 2300 – Board Representatives

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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

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2300.00                      BOARD REPRESENTATIVES

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

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

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

SUBJECT : APPOINTMENT OF DISTRICT OFFICERS  
 STATUS : Action Item  
 REPORT DATE : December 13, 2018  
 PREPARED BY : Christopher Castruita, Chief Board Clerk

### **OBJECTIVE:**

Consider appointment and reconfirmations of District Officers.

### **BACKGROUND AND ANALYSIS:**

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

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

Staff recommends that all officers be reappointed to their respective positions.

### **RECOMMENDATION:**

Appoint and/or reconfirm the following District Officers:

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

### **ATTACHMENTS:**

Policy No. 2200 – Officers of the District

### **ACTION:**

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

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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

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2200.00                    OFFICERS OF THE DISTRICT

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

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

2200.10                    Appointment of Officers

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

Assessor / Collector  
Treasurer  
Secretary

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

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

2200.12                    Deputy of the Treasurer (21186, 21187)

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

2200.13                    Deputy of the Secretary

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

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

2200.15                      Officer's Bonds

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

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

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

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

2200.20                      Duties of the Assessor / Collector

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

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

2200.30                      Duties of the Treasurer

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

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



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

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

2200.40

Duties of the Secretary

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

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

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

2200.50                      Officers' and Deputy Officers' Compensation

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

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

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SUBJECT	: DISCUSSION AND POSSIBLE ACTION TO FILL A VACANT SEAT ON THE CUSTOMER ADVISORY COMMITTEE
STATUS	: Action Item
REPORT DATE	: December 13, 2018
PREPARED BY	: Christopher Castruita, Management Services Supervisor/Chief Board Clerk

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### **OBJECTIVE:**

Consider appointing Bren Martinez to fill a vacant seat on the Customer Advisory Committee.

### **BACKGROUND AND ANALYSIS:**

On Monday, November 19, 2018 Customer Advisory Committee (CAC) member Porsche Middleton, a CAC residential member from Neighborhood Area 10, informed staff of her resignation from the CAC. Based on past direction from the Board of Directors at the September 18, 2018 meeting, the Board authorized staff to reach out to several customers from the original CAC candidate pool to serve as CAC alternates.

Staff reviewed applications and initially reached out to Bren Martinez (Accountant, Orangevale Southwest Area, Division 2) and Ronald Calkins (Information Technology Professional background, Neighborhood Area 7, Division 2) to serve as CAC alternates.

Regrettably, Ronald Calkins withdrew as a CAC Alternate due to personal reasons.

With Mr. Martinez as the remaining alternate, staff recommends that he be appointed to the CAC to fill the seat vacated by Porsche Middleton.

### **CAC Alternate Seats**

At the September 18 Board Meeting, two additional customers (Andrew Johnson of the Orangevale Southwest Neighborhood and David Kitts of Neighborhood Area 6) were approved by the Board from the original CAC applicant pool to serve as alternates.

Staff reached out to Mr. Johnson and Mr. Kitts to activate them as Alternates.

### **RECOMMENDATION:**

Appoint Bren Martinez to fill a vacant seat on the Customer Advisory Committee.

### **ATTACHMENT:**

Bren Martinez Customer Advisory Committee Application

### **ACTION:**

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

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# Customer Advisory Committee Application

Date:9/27/2017 11:14:44 PM

No.40

Name:

Martinez, Bren

Address

[REDACTED] Orangevale, CA 95662

Email:

Phone Number:

Occupation:

Banking/Finance/Accounting

How long have you been a CHWD customer?

0-10 years

OPTIONAL: In 50 words or less, please tell us why you would like to join the Customer Advisory Committee.

I would like to help in developing and having a say in CHWD policy changes.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

SUBJECT : MERIT-BASED SALARY ADJUSTMENT FOR GENERAL MANAGER  
 STATUS : Action Item  
 REPORT DATE : December 13, 2018  
 PREPARED BY : Christopher Castruita, Management Services Supervisor

### **OBJECTIVE:**

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

### **BACKGROUND AND ANALYSIS:**

The General Manager's employment agreement provides for an annual evaluation process to provide the incumbent with feedback on his work with the District. In conjunction with this process, the Board may elect to provide a merit-based salary adjustment and rewards and recognition pay consistent with the levels provided for by Salary Merit Adjustments Policy (No. 4103) and Employee Recognition and Rewards Program (Policy No. 4105), respectively. Salary information shown below is effective with the first full pay period of 2019.

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

	<u>Base Salary</u>	<u>Adjusted Base Salary</u>
Annual Merit Adjustment:	\$91.50 Hourly	\$93.33 Hourly
One-time Rewards and Recognition Pay:	\$1,250.00	

### **RECOMMENDATION:**

Approve a salary adjustment for the General Manager.

### **ATTACHMENTS:**

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

### **ACTION:**

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

# **ATTACHMENT 1**

Policy No. 4103 – Salary Merit Adjustments

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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

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4103.00                      SALARY MERIT ADJUSTMENTS

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

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

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

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## **ATTACHMENT 2**

### **Policy No. 4105 – Employee Recognition and Rewards Program**



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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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

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4105.00                    EMPLOYEE RECOGNITION AND REWARDS PROGRAM

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

4105.01                    Program Goal

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

4105.02                    Qualities and Behaviors

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

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

4105.03                    District Responsibilities

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

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

#### 4105.04      Employee Responsibilities

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

#### 4105.05      Program Development, Maintenance and Administration

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

#### 4105.06      Eligibility

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

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

#### 4105.07      Monetary Recognition and Rewards

Monetary recognition and rewards are subject to standard payroll deductions.

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

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 19, 2018 MEETING

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SUBJECT	: METER REPLACEMENT STUDY UPDATE
STATUS	: Information Item
REPORT DATE	: December 10, 2018
PREPARED BY	: Hilary Straus, General Manager David Gordon, Operations Manager Rex Meurer, Water Efficiency Supervisor

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Staff will provide an update on the consultant selection process for the planning study for the Meter Replacement Program and next steps.