

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
July 18, 2018 beginning at 6:00 PM**



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

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

CLOSED SESSION:

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

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

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

August 15, 2018	6:30 PM	Regular Meeting
September 5, 2018	6:00 PM	Special Meeting
September 19, 2018	6:30 PM	Regular Meeting
October 17, 2018	6:30 PM	Regular Meeting
November 14, 2018	6:30 PM	Special Meeting
December 5, 2018	6:30 PM	Special Meeting
December 19, 2018	6:30 PM	Regular Meeting

ADJOURNMENT:

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



Dated: July 12, 2018

Madeline Henry, Management Services
Specialist/Deputy Board Clerk

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
JULY 18, 2018 beginning at 6:30 PM**



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CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

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

- CC-1. Minutes of the Regular Meeting – June 20, 2018
- CC-2. Revenue Analysis Report for June 2018
- CC-3. Assessor/Collector's Roll Adjustment for June 2018
- CC-4. Treasurer's Report for June 2018
- CC-5. Treasurer's Report of Fund Balances for June 2018
- CC-6. Operations Budget Analysis for June 2018
- CC-7. Capital Projects Summary June 2018
- CC-8. Warrants for June 2018
- CC-9. CAL–Card Distributions for June 2018
- CC-10. Summary of 2018 Employees and Directors Training Courses, Seminars and Conference
- CC-11. Employee Recognitions
- CC-12. Long Range Board Agenda (I)
Board Agenda Items Planned for Upcoming Meetings.

- CC-13. Engineering Department Report (I)
Significant assignments and activities for the Engineering Department are summarized.
- CC-14. Operations Department Report (I)
Monthly report on construction and maintenance activities.
- CC-15. 2018 Water Supply – Purchased and Produced (I)
Report on annual water supply including comparison with prior years.
- CC-16. Water Supply Reliability (I)
Receive status report on surface water supplies available to the Citrus Heights Water District (District).
- CC-17. Water Efficiency and Safety Program Update (I)
Monthly report on Water Efficiency program activities.
- CC-18. Discussion and Possible Action to Approve a Contract Amendment for an Agreement with Warren Consulting Engineers for Additional Work on Highland Avenue and Rosa Vista Lane Water Main Replacement Project- The Rosa Vista Lane Easements (A)
Consider a contract amendment with Warren Consulting Engineers for additional work preparing the Rosa Vista Lane easement documents as part of the Highland Avenue and Rosa Vista Lane Water Main Replacement Project.

PRESENTATIONS:

- P-1. Update on Groundwater Sustainability Plan
Sacramento Groundwater Authority (SGA) Manager of Technical Services, Rob Swartz and Citrus Heights Water District (CHWD) Operations Manager, David Gordon, will provide an update on the Sustainable Groundwater Management Act (SGMA) and its requirement to develop a Groundwater Sustainability Plan (GSP).

ADJOURN TO CHWD FINANCING CORPORATION:

See Citrus Heights Water District Financing Corporation Agenda

RECONVENE AS CHWD BOARD OF DIRECTORS:

STUDY SESSIONS:

None.

BUSINESS:

None.

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

None.

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

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

MANAGEMENT SERVICES REPORTS (I):

- MS-1. Meter Replacement Program Update.

CORRESPONDENCE:

None.

CLOSED SESSION:

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 Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case

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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.



Madeline Henry, Management Services
Specialist/Deputy Board Clerk

Dated: July 12, 2018

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
June 20, 2018

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

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

Absent:

None.

Staff:

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

VISITORS:

David Alvey, Maze & Associates

PLEDGE OF ALLEGIANCE:

Board President Raymond Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Minutes of the Special Meeting – May 16, 2018
Minutes of the Regular Meeting – May 16, 2018

Revenue Analysis Report for May 2018
Assessor/Collector's Roll Adjustment for May 2018
Treasurer's Report for May 2018
Treasurer's Report of Fund Balances for May 2018
Operations Budget Analysis for May 2018
Capital Projects Summary May 2018
Warrants for May 2018
CAL-Card Distributions for May 2018
Summary of 2018 Employees and Directors Training Courses, Seminars and Conferences
Employee Recognitions
Long Range Board Agenda (I)

Board Agenda Items Planned for Upcoming Meetings.

Engineering Department Report (I)

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

Operations Department Report (I)

Monthly report on construction and maintenance activities.

2018 Water Supply – Purchased and Produced (I)

Report on annual water supply including comparison with prior years.

Water Supply Reliability (I)

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

Water Efficiency and Safety Program Update (I)

Monthly report on Water Efficiency and Safety programs activities.

Discussion and Possible Action to Approve a Contract Amendment for an Agreement with Planning Partners (A)

Consider a contract amendment with Environmental Planning Partners, Inc. for additional work preparing the Ella Way Well Project's California Environmental Quality Act compliance documents.

Discussion and Possible Action to Consider Acceptance of Completion of Highland Ave and Rosa Vista Lane Water Main Replacement Project (A)

Consider adoption of Resolution 11-2018 for the Highland Avenue and Rosa Vista Lane Water Main Replacement Project, and authorize execution and recording of a Notice of Completion for the project.

Discussion and Possible Action to Adopt Resolution 12-2018 Amending Resolution 09-2018 Calling For a November 2018 Election in Sacramento County (A)

Consider adoption of Resolution 12-2018 amending Resolution 09-2018 to state that Candidates are to pay the Sacramento County Voter Registration and Elections Office for their voluntary Candidate's Statement.

MAY 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65434	Parr 2006 Living Trust	Customer Refund	\$214.56
65435	Grant S III/Shirley M Pyle	Customer Refund	\$9.21
65436	Gerard K/Eleanor Stern	Customer Refund	\$8.35
65437	Penny Snider	Customer Refund	\$71.54
65438	Perkins Trust	Customer Refund	\$6.55
65439	Thomas A Richie	Customer Refund	\$113.07
65440	Allison Family Trust	Customer Refund	\$27.15
65441	Jeannie/ Damon Gillespie	Customer Refund	\$55.39
65442	Andrew Piet	Customer Refund	\$99.30
65443	Chielo Arce	Customer Refund	\$54.62
65444	Muna A Fahmi	Customer Refund	\$17.25
65445	Mark A Scott	Customer Refund	\$169.97
65446	Susan L Hea	Customer Refund	\$30.65
65447	Robert/Sunshine Barron	Customer Refund	\$9.04
65448	Dan E Erskine	Customer Refund	\$32.51
65449	Masood Rasooli	Customer Refund	\$114.25
65450	Reliant Ventures LLC	Customer Refund	\$81.58
65451	ABA DABA Rentals & Sales	Supplies-Field	\$160.45
65452	Alexander's Contract Services	Contract Services- Meter Reads	\$2,383.66
65453	Betty Ann Bertoglio	Contract Services- Miscellaneous	\$3,000.00
65454	California Landscape Associates Inc	Janitorial	\$200.00
65455	Robin Cope	Health Insurance	\$422.30
65456	Core & Main LP	Material	\$74.68
65457	Corix Water Products, Inc	Material	\$1,520.38
65458	Sacramento County Utilities	Utilities	\$186.75
65459	Cybex	Equipment Rental-Office	\$158.16
65460	Express Office Products Inc	Office Expense	\$142.38
65461	Gaynor Telesystems Incorporated	Contract Services-Other	\$290.00
65462	Karen E Good	Toilet Rebate Program	\$75.00
65463	Grainger	Small Tools	\$509.50
65464	Graybar Electric Co	Supplies-Field	\$334.67
65465	Headsets.com	Office Expense	\$549.36

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65466	Integrity Administrators Inc	Health Insurance	\$318.50
65467	J4 Systems	Contract Services-Other	\$533.75
65468	Kei Window Cleaning #12	Janitorial	\$94.00
65469	Miles Treaster & Associates	Office Expense	\$5,568.07
65470	Mansour Monem	Toilet Rebate Program	\$150.00
65471	Moonlight BPO	Contract Services- Bill Print	\$2,936.49
65472	Pirtek Power Inn	Repair-Trucks	\$2,831.81
65473	River City Fire Equipment	Repair-Equipment/Hardware	\$344.71
65474	Barbara Scarlett	Toilet Rebate Program	\$150.00
65475	Sonitrol	Equipment Rental-Office	\$6.54
65476	Tadas Spelis	Contract Services- Miscellaneous	\$812.50
65477	State Water Resources Control Board	Dues & Subscriptions	\$70.00
65478	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,753.11
65479	United Textile	Supplies-Field	\$516.01
65480	Verizon Wireless	Telephone-Wireless	\$1,219.27
65481	Zane Dezign	Contract Services-Water Conservation	\$20.00
65482	CirclePoint	Contract Services-Water Conservation	\$17,119.19
65483	J&S Asphalt	Contract Services-Paving/Concrete	\$10,740.00
65484	North State Drilling	Contract Services-Wells	\$76,725.00
65485	North State Electric & Pump	Wells Maintenance	\$16,997.56
65486	San Juan Water District	Purchased Water	\$569,907.54
65487	Zuke's Landscape	Contract Services- Miscellaneous	\$24,812.00
65488	Blaine R/Barbara M Burnett	Customer Refund	\$947.84
65489	Joseph A/Nancy M Cronin	Customer Refund	\$85.68
65490	Robinson-Smith Trust	Customer Refund	\$25.47
65491	Jackie H Rogers	Customer Refund	\$606.44
65492	David P Sutter	Customer Refund	\$29.18
65493	ABA DABA Rentals & Sales	Supplies-Field	\$91.59
65494	AFLAC	Employee Paid Insurance	\$395.99
65495	AnswerNet	Telephone-Answering Service	\$288.14
65496	Bart/Riebes Auto Parts	Repair-Trucks	\$4.87
65497	Best Best & Krieger	Legal & Audit	\$7,723.54
65498	Bruton's Glass Co	Repair-Trucks	\$290.60
65499	BSK Associates	Water Analysis	\$1,270.00

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65500	City of Citrus Heights	Permit Fees	\$1,267.00
65501	Consolidated	Telephone-Local/Long Distance	\$1,733.35
65502	Corix Water Products, Inc	Material	\$905.11
65503	Domenichelli and Associates, Inc	Contract Services-Engineering	\$4,980.00
65504	Hach Company	Wells Maintenance	\$87.26
65505	Indoor Environmental Services	Maintenance Agreement-Equipment	\$4,157.27
65506	J4 Systems	Contract Services-Other	\$1,888.75
65507	KBA Docusys Inc	Equipment Rental-Office	\$342.63
65508	Moonlight BPO	Contract Services- Bill Print	\$3,191.95
65509	One Print Source & Graphics	Printing	\$46.33
65510	Planning Partners Inc	Contract Services-Wells	\$1,260.00
65511	Protection One Alarm Monitoring	Equipment Rental-Office	\$179.95
65512	Republic Services #922	Utilities	\$212.81
65513	Rescue Training Institute Inc	Contract Services-Other	\$50.00
65514	Regional Government Services	Contract Services-Other	\$2,315.24
65515	RW Trucking	Contract Services- Miscellaneous	\$3,060.00
65516	Signs In 1 Day Inc	Repair-Trucks	\$123.92
65517	Spot on Signs & Graphics	Contract Services-Other	\$205.79
65518	Wallace Kuhl & Associates Inc	Contract Services- Miscellaneous	\$1,410.00
65519	Jinne Calvi	Water Conservation- Other	\$100.00
65520	Shelby Gibbs	Water Conservation- Other	\$50.00
65521	Leila Gross	Water Conservation- Other	\$50.00
65522	Annabelle Ng	Contract Services- Miscellaneous	\$100.00
65523	Susanne Slayton	Water Conservation- Other	\$100.00
65524	Weston, Sallee	Water Conservation- Other	\$100.00
65525	Stanley D/Barbara J Bowers	Customer Refund	\$59.32
65526	Daniel A/Susan M Paul	Customer Refund	\$81.01
65527	Christine A Ingram	Customer Refund	\$65.01
65528	Michele R Meder	Customer Refund	\$9.50
65529	Michael A Clark	Customer Refund	\$23.36
65530	Frank/Monica L Cathers	Customer Refund	\$9.32
65531	Evon Sadrian	Customer Refund	\$27.61
65532	Brian/Wendy Barnes	Customer Refund	\$258.65
65533	GM Construction & Developers	Customer Refund	\$1,555.75
65534	Michael L/Christy A Gorre	Customer Refund	\$10.25

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65535	Ryan M Luttrell	Customer Refund	\$43.71
65536	Eric L Callagher	Customer Refund	\$89.42
65537	Toni V/Richard E Collins	Customer Refund	\$102.75
65538	VLK Investment Inc	Customer Refund	\$99.12
65539	Raymond P Zechender	Customer Refund	\$62.42
65540	Ygnacio/Rosemarie Reyes	Customer Refund	\$96.57
65541	Jeni N Alcantar	Customer Refund	\$103.12
65542	HPOF Two LP	Customer Refund	\$276.78
65543	Krystal Newcomb	Customer Refund	\$1,212.42
65544	Casey/Kami Powers	Customer Refund	\$225.66
65545	CKM Holdings Inc	Customer Refund	\$559.67
65546	Alexander's Contract Services	Contract Services- Meter Reads	\$3,875.15
65547	AREA Restroom Solutions	Equip Rental-Field	\$118.76
65548	Bart/Riebes Auto Parts	Repair-Trucks	\$1,153.49
65549	Best Best & Krieger	Legal & Audit	\$1,268.50
65550	Bobcat of Sacramento	Equip Rental-Field	\$7,434.75
65551	City of Citrus Heights	Permit Fees	\$1,500.00
65552	County of Sacramento - Clerk	Publication Notices	\$2,320.75
65553	Dawson Oil Company	Gas & Oil	\$1,156.76
65554	Integrity Administrators Inc	Health Insurance	\$5,000.00
65555	J4 Systems	Contract Services-Other	\$997.50
65556	John Tony David	Field Miscellaneous	\$250.00
65557	Lowe's	Supplies-Field	\$282.18
65558	Moonlight BPO	Contract Services- Bill Print	\$3,093.43
65559	Pace Supply Corp	Material	\$7,937.78
65560	Pacific Gas & Electric	Utilities	\$27.40
65561	SureWest Directories	Telephone-Local/Long Distance	\$49.00
65562	Vice's Collision Repair	Repair-Trucks	\$3,524.84
65563	James H Fritch	Customer Refund	\$111.13
65564	AIA Services, LLC/NDS	Water Conservation-Material/Supply	\$3,827.86
65565	Alexander's Contract Services	Contract Services- Meter Reads	\$5,068.16
65566	Avalon Custodial Care	Janitorial	\$695.00
65567	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
65568	Bart/Riebes Auto Parts	Repair-Trucks	\$153.71
65569	Corelogic Information Solutions Inc	Dues & Subscriptions	\$249.13

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65570	County of Sacramento Municipal Services	Field Miscellaneous	\$88.35
65571	Express Office Products Inc	Office Expense	\$15.20
65572	Future Ford	Repair-Trucks	\$542.50
65573	Grainger	Small Tools	\$1,151.72
65574	Ferguson Enterprises Inc #1423	Material	\$5,964.23
65575	KBA DOCUSYS	Equipment Rental-Office	\$23.20
65576	Moonlight BPO	Contract Services- Bill Print	\$2,445.99
65577	One Print Source & Graphics	Printing	\$1,462.44
65578	Pace Supply Corp	Material	\$636.54
65579	Red Wing Shoe Store	Small Tools	\$248.23
65580	SMUD	Utilities	\$7,667.08
65581	Sophos Solutions	Contract Services-Other	\$5,680.00
65582	Steven Enterprises Inc	Office Expense	\$57.22
65583	TriFresh Technologies, Inc.	Wells Maintenance	\$690.37
65584	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$1,575.00
65585	BP Productions	Office Miscellaneous	\$1,370.00
65586	David/Margaret M Grant	Customer Refund	\$211.34
65587	Samuel J Keller	Customer Refund	\$39.58
65588	Stanley W/Linda M Ruggles Jr	Customer Refund	\$13.99
65589	George F Jr Bixler	Customer Refund	\$9.92
65590	Mary E Trujillo	Customer Refund	\$58.87
65591	Robert W/Mary J Luscombe	Customer Refund	\$97.96
65592	Donald L/Delaine D Timberlake	Customer Refund	\$83.61
65593	Jerome A Nichols	Customer Refund	\$11.07
65594	GTG Trust	Customer Refund	\$9.48
65595	Lisa Marie Skelton	Customer Refund	\$56.68
65596	Susan M Ryan	Customer Refund	\$92.76
65597	Ryan G Peek	Customer Refund	\$7.14
65598	Raymond P Zechender	Customer Refund	\$81.58
65599	GM Construction & Developers Inc	Customer Refund	\$1,625.12
65600	Ivan/Jamielynn St Clair	Customer Refund	\$106.41
65601	Prowess Utility Group Inc.	Customer Refund	\$1,273.90
65602	Lori Brand	Toilet Rebate Program	\$75.00
65603	Scott Brown	Toilet Rebate Program	\$75.00
65604	Bryce Consulting, Inc	Legal & Audit	\$1,080.00

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65605	BSK Associates	Water Analysis	\$2,113.00
65606	Corix Water Products, Inc	Material	\$452.55
65607	Dawson Oil Company	Gas & Oil	\$1,195.92
65608	Ferguson Enterprises Inc #1423	Material	\$646.50
65609	J4 Systems	Contract Services-Other	\$1,413.75
65610	Kaiser Foundation Health Plan, Inc	Health Insurance	\$21,135.35
65611	Moonlight BPO	Contract Services- Bill Print	\$3,453.00
65612	Occupational Safety	Small Tools	\$1,165.00
65613	Office Depot	Office Expense	\$193.89
65614	One Print Source & Graphics	Printing	\$85.34
65615	Sylvan Supply	Repair-Trucks	\$215.50
65616	A. Teichert & Son, Inc.	Road Base	\$2,445.27
65617	Ed Villarreal	Toilet Rebate Program	\$75.00
65618	Voyager Fleet Systems Inc	Gas & Oil	\$2,413.27
			\$916,566.85
Total			
ACH	4/19/18 PAYDAY	PERS	\$17,771.28
ACH	5/3/18 PAYDAY VALIC	Deferred Compensation	\$2,804.50
ACH	ADMIN FEE- MAY	PERS	\$200.00
ACH	APRIL 2018	See May Agenda Item CC-9	\$11,209.56
ACH	APRIL 2018	Bank Fee	\$1,539.65
ACH	APRIL 2018 CHASE	Bank Fee	\$1,566.33
ACH	APRIL 2018 FD	Bank Fee	\$119.98
ACH	APRIL 2018 PH	Bank Fee	\$117.98
ACH	APRIL 2018 WB	Bank Fee	\$87.98
ACH	PAYCHEX 5/10/18	Contract Services-Other	\$397.40
ACH	PERS 4/5/18 PAYDAY	PERS	\$17,771.28
ACH	VANCO APRIL 2018	Contract Services-Other	\$30.28
ACH	VOYA 5/3/18 PAYDAY	Deferred Compensation	\$25.00
ACH	WHA JUNE 2018	Health Insurance	\$13,885.21
ACH	5/30/18 PAYDAY	PERS	\$18,109.36
ACH	LUND CONSTRUCTION	Contract Services-Engineering	\$49,609.00
ACH	MAY 2018 GASB68	PERS	\$30,046.58
Total			\$165,291.37
Grand Total			\$1,081,858.22

June Payments Approved At June Board Meeting

65672	SMUD	Utilities	\$8,983.20
65673	Warren Consulting Engineers Inc	Contract Services-Engineering	\$11,412.50
65666	B&M Builders	Contract Services-Engineering	\$17,198.13
65667	CirclePoint	Contract Services-Water Conservation	\$18,507.81
65664	ACWA/JPIA	Workers Comp Insurance	\$20,241.26
65670	Harris & Associates	Contract Services-Engineer	\$41,421.03
65668	Clark Equipment Co. dba Bobcat Company	Equipment Rental-Field	\$57,124.20
65671	PNP Construction, Inc	Contract Services-Engineer	\$84,330.00
			\$259,218.13

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

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

Engineering Department Report

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

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 10/18/17 (Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Asset Inventory and water demand projections in progress. CAC Meeting #1 occurred on 05/29/18. CAC Meeting #2 scheduled for 08/28/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project	Engineering	Engineering Manager, Project Manager and Senior Construction Inspector	On-going	Yes, 06/20/18 (Anticipated Notice of Completion)	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Letter of Acceptance sent to Contractor on 04/05/18. 100% Complete. Notice of Completion to be filed upon Board approval anticipated on 06/2018.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Restart Project. Engineering meeting completed 03/29/18. Next meeting scheduled for 06/04/18.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, 06/20/18 (Anticipated Notice of Completion)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. 100% Complete pending punch list. Notice of Completion to be filed upon Board approval anticipated on 06/2018.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, 04/18/18 (Award of Contract)	Yes	2017 design, 2018 construction.	Award of Contract at the 04/18/18 Board Meeting. Contract signed and work began on 05/21/18. 40% Complete.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistance Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Potholing completed. Preparing 90% draft plans.
CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/01/18. Potholing scheduled for June 2018.
CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" & 6" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/02/18. Potholing scheduled for June 2018.
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Road East Side Wall	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	We anticipate this project will be included in the 2019 CIP. Begin communication with SJUSD during 2018.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, 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.
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, 05/16/18 (Approval of Resolution for Easement)	No	Private development .	Submitted easement and resolution to the Board on 05/16/18. Sent easement and resolution to the County for recordation on 05/23/18.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	99% Complete. Awaiting punchlist to be completed by the contractor. Coordinate easement with engineer and City of Citrus Heights.
PRIVATE DEVELOPMENT 3 lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Senior Construction Inspector	On-going	No	No	3 lot subdivision.	Preconstruction meeting occurred on 03/12/18. Construction in progress. 75% Complete.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities .	District submitted Conditions of Approval for the project on 05/07/18. Engineer preparing Improvement Plans for proposed land exchange.
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	Senior Construction Inspector	On-going	No	No	15 lot subdivision located on Antelope Road.	Final plans received on 01/23/18. Developer grading site. Creek crossing revision submitted on 05/25/18 for District review.
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Received updated plans from engineer on 04/30/18. District sent back comments on 05/22/18. Awaiting a resubmittal.
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Engineer submitted revised plans on 03/22/18. Comments sent to engineer on 04/04/18. Resubmittal received on 05/02/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8053 Holly Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Final Plans signed and fees received on 05/10/18.
PRIVATE DEVELOPMENT Sunrise Blvd_5437-5439 - Sunrise Village Retail Center - parcel split	Engineering	Engineering Manager and Assistant Engineer	On-going	TBD	No	Parcel being split into 3 for individual sales that previously occurred.	Sent comments to City 09/13/17. Awaiting to determine if developer/owner chooses to split the parcel.
PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development	District signed plans on 12/21/17. Awaiting construction.
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development	Received easement information on 11/30/17. Signed plans on 02/26/18. Preconstruction meeting on 04/30/18. Awaiting easements for entire property.
PRIVATE DEVELOPMENT 7030 Auburn Blvd Stock Ranch - Traffic Circulation	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development	Plans signed on 02/26/18. Fees paid on 05/22/18. 90% Complete.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development	Sent comments to City on 11/27/17. Awaiting final plans from developer for District review.
PRIVATE DEVELOPMENT 6199 Sunrise Blvd US Bank Parcel Split	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development	Sent Will Serve letter on 12/27/17. Awaiting to determine if developer/owner chooses to split the parcel.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Big Lots	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development	Will Serve letter sent on 05/23/18. Received plans for review on 05/22/18.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development	Sent Will Serve letter on 12/28/17. Awaiting plans from developer for District review.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
COMCAST	Engineering	Assistant Engineer and GIS Specialist	On-going	No	No	Various communications boring projects throughout the service area.	Received 13 utility requests as of 05/01/18. District has provided water utility maps for all projects. Received "B" plans on 5 projects as of 05/01/18 and provided comments. Awaiting resubmittal from Comcast Engineer.
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in Spring 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.
CITY OF CITRUS HEIGHTS PROJECT Bonita, Old Auburn Rd, & Mariposa Ave Storm Drain Improvements	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Bonita Way, Old Auburn Road, & Mariposa Ave Storm Drain Project.	Received 30% plans at the meeting with Dokken Engineering on 05/21/18. District to send engineer data.
CITY OF CITRUS HEIGHTS PROJECT Baird Way Storm Drain Improvements	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Baird Way Storm Drain Project.	Construction in progress by City contractor.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Frontage improvements along west side of Sunrise from Sayonara to north and Storm Drain Improvements.	Attended preconstruction meeting on 03/14/18. Construction in progress by City contractor. CHWD to begin any water facility relocations in June 2018.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Received signed Utility Agreement. Anticipate bid and start of construction in Spring 2018. Received plans for review on 05/17/18. Pre-bid meeting on 06/05/18.
CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Weigh station and off-ramp Improvements.	Sent water facility maps and as-builts to Engineer on 11/20/17. Awaiting plans from CalTrans for District review.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
Annexations	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Strategic Planning Item. Annexations of various parcels throughout the District and clean-up District boundary.	Scoping meeting completed on 04/18/18. Preparing Draft Request for Proposal. Review of Draft Request for Proposal on 08/08/18.
Easements	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Strategic Planning Item. Inventory easements and incorporate into District's GIS map.	Scoping meeting completed on 04/18/18. Preparing Draft Request for Proposal. Review of Draft Request for Proposal on 08/08/18.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 40 work orders were performed during the month of May 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 May 2018 (1,072.27 acre-feet) was 33.1 percent below that of May 2013 (1,603.43 acre-feet).

Surface Water Supply Reliability

As of June 1, 2018, storage in Folsom Lake (Lake) was at 954,600 acre-feet, 98 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 88,200 acre-feet in the past month.

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

Water Efficiency Program Update

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

Activities and Progress Report

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

- 4 Ultra-Low-Flush Toilet (ULFT) rebates were processed for the month of May. The 5 year average (2013-2017) of May ULFT rebates is 17. A total of \$4,650.00 in rebates were issued year to date.
- A total of 11 High Efficiency Clothes Washer (HECW) rebates have been issued during the first quarter of 2018. To better align with SMUD's schedule for reporting monthly numbers, staff will report HECW rebates on a quarterly basis.
- 18 water waste calls were received during the month of May. No reports of water waste were received through CHWD's Drought Resources web page.
- A WaterSmart class was held on Saturday, May 19th from 9:00 am – 12:00 pm. The class was titled "Designing Eco-Friendly Landscapes and Water-Wise Irrigation Systems". This was the second class in a series of 5 classes to be held by the District this year. The next class was on Thursday, June 28th from 6:00 pm – 8:30pm. The class was titled "Keeping Your Eco-Friendly Landscape Looking Great With Less Water, Less Work and Fewer Chemicals". Classes are held at the Citrus H Community Center located at 6300 Fountain Square Dr.
- Staff began a telephone outreach campaign promoting the District's free Irrigation Efficiency Reviews. WaterWise Consulting is working with staff to contact many of CHWD's high water use customers. They are currently reaching out to CHWD's single-family customers. Due to this effort, a total of 8 additional Irrigation Efficiency Reviews were generated and completed for the month of May. This compares to 4 Irrigation Reviews completed during the same month in 2017. A total of 80 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 15 Irrigation Efficiency Reviews completed for the same time in December 2016 thru May 2017. For the customers who have completed an Irrigation Efficiency Review during this outreach campaign, Staff will conduct a year over year comparison of their water usage. A presentation will be given to the Board for a complete recap of the findings.
- Staff continued working on updates and improvements to the District's Emergency Operations Plan (EOP). The EOP addresses the District's planned response to emergency/disaster situations associated with technological incidents, natural and man-made disasters and national

security emergencies. It is anticipated that a draft EOP will be presented to the Board for approval in the upcoming months.

- 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%

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

Discussion and Possible Action to Approve a Contract Amendment for an Agreement with Planning Partners (A)

Staff requested that the Board consider a contract amendment with Environmental Planning Partners, Inc. for additional work preparing the Ella Way Well Project’s California Environmental Quality Act compliance documents.

The Citrus Heights Water District (the District) previously executed an Option to Purchase and Purchase and Sale Agreement (“PSA”) for the rear 0.55 acres of 8026 Patton Ave (“Ella Way Well”). The PSA allowed the District to comply with the California Environmental Quality Act (CEQA) when purchasing property and approving the Ella Way Well Project (“Project”). Although the District acts as the lead agency for the Project’s CEQA compliance, the District retained Environmental Planning Partners, Inc. to assist the District in complying with CEQA by developing the following documents:

- 1) Phase I Environmental Site Assessment (ESA);
- 2) Preliminary Drinking Water Source Assessment (DWSA);
- 3) Initial Study/Mitigated Negative Declaration (IS/MND); and
- 4) Mitigation Monitoring and Reporting Program.

On May 16, 2018, the District Board approved Resolution No. 07-2018 to exercise the option to purchase the rear 0.55 acres of 8026 Patton Avenue, to approve the Mitigated Negative Declaration for the Project, to adopt a Mitigation Monitoring and Reporting Program for the Project and to approve Additional Information to this Mitigated Negative Declaration. Prior to approving Resolution No. 07-2018, Environmental Planning Partners, Inc. presented to the District Board the highlights and process of the CEQA documents that they prepared.

Two environmental areas were discussed at the May 16, 2018 District Board Meeting which was

determined to require additional analysis over and above the original scope of work performed by Environmental Planning Partners, Inc. They are, the use of the well for Aquifer Storage and Recovery (ASR), and Tribal Cultural Resources (TCR).

A. Aquifer Storage and Recovery: Constructing the Project as an ASR well would allow the District to use the well both as a production well to withdraw water, and as an injection well to recharge the aquifer during periods of abundant surface water supply. Operating the Project as an ASR well would be consistent with District obligations under the Water Forum Agreement, and consistent with the policies established through the Sacramento Groundwater Authority.

The concept of using the Project as an ASR facility was not originally contemplated for the project, and hence was outside of the original scope of work by Environmental Planning Partners, Inc. To assess the potential environmental effects of using the Project for ASR purposes, the consultant team modified the draft environmental analysis to include additional information regarding State requirements, potential effects to groundwater quality, and the development of additional mitigation to ensure the maintenance of groundwater quality during ASR operations. This additional work was completed within the original project schedule to allow the District to maintain its aggressive schedule for the purchase, engineering, and development of the Project.

B. Tribal Cultural Resources: Effective July 1, 2015, Assembly Bill 52 (AB 52) amended CEQA to require that: 1) a lead agency provide notice to any California Native American Tribes (Tribes) that have requested notice of projects proposed by the lead agency; and 2) for any Tribe that responded to the notice within 30 days of receipt with a request for consultation, the lead agency must consult with the Tribe.

In previous well development projects, the District did not receive a request for notification by a Tribe in the region. Therefore, the District did not include the tribal consultation and additional report development in the initial scope of work from Environmental Planning Partners, Inc. Shortly prior to the public and agency circulation of the draft IS/MND, the District identified several Tribes that had recently registered with the District to receive notices of offers for consultation. In order to maintain the Project's schedule the District requested that Environmental Planning Partners, Inc. assist the District with the AB 52 process. The District sent letters prepared by Environmental Planning Partners, Inc. offering consultation to three Tribes that had requested notice. A single response was received from the United Auburn Indian Community (UAIC) requesting consultation. The other two tribes did not respond to the District's offer. The UAIC response requested additional information and copies of reports on the Project, and also requested that the UAIC be informed should new information come to light on existing or newly-discovered cultural resources within the Project area.

Environmental Planning Partners, Inc. assisted the District in its consultation activities, including the drafting of a response to the UAIC, the production of the requested reports and information, and an offer to meet with UAIC representatives to discuss the Project and continue consultation at a May 7, 2018 meeting. The District has concluded its consultation with the UAIC, having complied with all requirements of AB 52.

Because the tribal consultation process was completed after circulation of the draft IS/MND,

Environmental Planning Partners, Inc. included the findings of the tribal consultation as Additional Information to the Mitigated Negative Declaration.

The two items highlighted above will be included in future well development environmental reviews. Moreover, as presented at the May 16, 2018 District Board Meeting, the District will not have to perform additional CEQA analysis outside of the documentation identified and approved in this study. By including ASR to this CEQA analysis the District will avoid additional staff time and costs of performing a separate CEQA analysis in the future.

Staff recommended the Board amend the contract with Environmental Planning Partners, Inc. in the amount of \$6,257.50 for additional work preparing the Ella Way Well Project's California Environmental Quality Act compliance documents. The funding source is account number C18-106, Groundwater Well Development.

Discussion and Possible Action to Consider Acceptance of Completion of Highland Ave and Rosa Vista Lane Water Main Replacement Project (A)

Staff requested the Board consider Acceptance of the Highland Avenue and Rosa Vista Lane Water Main Replacement Project (C15-133), and authorize execution and recording of a Notice of Completion for the Project.

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

The original construction contract amount was \$377,792.20 with a contingency fund in the amount of \$36,589.80 (8.8%). The final amount paid to the contractor is \$377,984.60 for material, labor and equipment. The final construction cost from the original bid amount includes variations between the bid item estimates and the actual totals measured, including different pipe material installed. The variations total an additional cost of \$192.40.

Staff recommended the Board adopt Resolution 11-2018 Highland Avenue and Rosa Vista Lane Water Main Replacement Project (C15-133), and authorize the District Secretary to execute and record a Notice of Completion for the Project.

Discussion and Possible Action to Adopt Resolution 12-2018 Amending Resolution 09-2018 Calling For a November 2018 Election in Sacramento County (A)

Staff requested the Board consider adoption of Resolution 12-2018 amending Resolution 09-2018 to state that Candidates are to pay the Sacramento County Voter Registration and Elections Office for their voluntary Candidate's Statement.

At the May 16, 2018 Board Meeting, the Citrus Heights Water District Board of Directors adopted Resolution 09-2018 Calling for a November 2018 Election in Sacramento County.

Resolution 09-2018 stated that candidates could prepay the District for the publication of the voluntary Candidate's Statement, pursuant to Elections Code § 13307. However, County elections staff has advised that candidates are required to pay the Sacramento County Voter Registration and Elections Office for the publication of the voluntary Candidate's Statement directly. Resolution 12-2018 cures and corrects Resolution 09-2018 to account for this change in procedure.

Staff recommended the Board adopt Resolution 12-2018 amending Resolution 09-2018 to state that Candidates are to pay the Sacramento County Voter Registration and Elections Office for their voluntary Candidate's Statement.

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:

None.

BUSINESS:

Comprehensive Annual Financial Report (CAFR) Review (I/D)

Senior Accountant Preciado requested the Board receive and file Citrus Heights Water District's (District) Comprehensive Annual Financial Report for the Years Ended December 31, 2017 and 2016.

In prior years, the District has issued Basic Financial Statements (BFS), which include the Independent Auditors' Report, the Management's Discussion and Analysis, and the District's financial statements. The Board approved the BFS at its May 16, 2018 meeting. This year, District staff, with the assistance of the District's auditors, Maze and Associates, prepared a CAFR in accordance with guidelines established by the Government Finance Officers Association (GFOA). A CAFR is dated for two fiscal periods; the main focus is the most recent fiscal year, hence its position as the first year referenced; the immediately preceding year is also included for comparative purposes. David Alvey, CPA, of Maze and Associates, presented the CAFR.

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports in the interest of providing greater transparency and disclosure. Staff intends to submit the District's CAFR to the GFOA CAFR Program for consideration for the Certificate of Achievement. This is the first time in the District's history that a CAFR has been prepared, and the additional effort

required helps to raise the District's financial statements to the next level in terms of financial reporting, transparency, and accountability.

A CAFR presentation differs from the previous financial statement reports in that it includes the following sections, in addition to the financial section:

- *Introductory Section* – introduces the basic financial statements, and provides an analytical overview of the District's activities. This expanded analysis is useful in assessing regional economic and social conditions that may impact the District's financial outlook.
- *Statistical Section* – comprises ten years of comparative statistical data that includes information on financial trends, revenue capacity, debt capacity, socioeconomic factors, and water system resources.

Due to the additional information required, staff elected to first issue basic financial statements, and then issue the CAFR and present it to the Board at the June Board Meeting. In future years, the BFS and CAFR will be combined and presented together to the Board.

Staff recommended the Board receive and file the Comprehensive Annual Financial Statements for the Years Ended December 31, 2017 and 2016.

ACTION: Director Sheehan moved and Director Dains seconded a motion to receive and file the Comprehensive Annual Financial Statements for the Years Ended December 31, 2017 and 2016.

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

Discussion and Possible Action to Authorize a Notice of Completion for Corporation Yard Safety Improvement Project (A)

Engineering Manager Pieri requested the Board consider approving the acceptance of the Corporation Yard Safety Improvements Project (C15-102), and authorize execution and recording of a Notice of Completion for the Project.

On July 24, 2017, the Board of Directors authorized the award of a contract with PnP Construction, Inc for construction of site improvements, including extensive underground work, and for the installation of one (1) Material Storage Facility, two (2) Vacuum Excavation Spoils Disposal Basins, and one (1) Vehicle Wash Station at the Citrus Heights Water District's Corporation Yard.

The Corporation Yard Safety Improvements Project was intended to address three primary goals: 1) improve employee safety and reduce liability; 2) ensure environmental compliance of operations at the Corporation Yard; and 3) improve operational efficiency.

An initial assessment of the impact the improvements have had on operations is positive. For example, the turn-around time for field operations staff from spoils dump-to-vehicle wash-to-back-in-the-field time has reduced from an average of 45 minutes down to 15 minutes.

The total project budget was \$2,632,327 which includes design and construction, equipment, material and labor. All of the invoices and other project expenses have been accounted for with this project. The total amount spent on this project is \$2,317,142. The amount remaining is \$315,185. A summary of the project budget is summarized in Table 1.

**TABLE 1
 PROJECT BUDGET SUMMARY**

Description	Budget Amount	Amount Spent	Cost Savings
Design & Construction	\$2,362,478	\$2,107,424	\$255,054
Equipment, Materials & Labor	\$269,849	\$209,718	\$60,131
TOTAL	\$2,632,327	\$2,317,142	\$315,185

Within the overall project budget as highlighted above, the construction contract amount was \$1,764,474 with a contingency fund in the amount of \$176,447 (10.0%). Traditionally, contingency is considered part of the project budget, not supplemental. The final construction cost from the original bid amount includes various modifications/additional improvements to the project, including additions and reductions. These items along with the associated cost are summarized below in Table 2.

**TABLE 2
 MODIFICATIONS/ADDITIONAL IMPROVEMENTS
 SUMMARY**

Change Order	Description	Amount
1	Temporary Power (Credit)	(\$1,000)
2	Yard Hydrant Material Change and Additional Reinforcement for the Material Storage Building	\$3,728
3	Aluminum Handrail Credit, 12" Storm Drain Modification, and Additional Asphalt Pavement	\$11,486
4	Add Two Bollards, Column Protection, and Anti-graffiti application on Material Storage Building	\$13,576
5	Revise Site Striping (Credit)	(\$2,023)
6	Remove Winterization/Stabilization (Credit)	(\$19,832)
NET TOTAL		\$5,935

The amount paid to the construction contractor is \$1,770,409 for material, labor and equipment. The variations totaled an additional cost of \$5,935, or 0.34% of the total construction budget; an exceptional outcome given the scope and complexity and non-standard nature of this project. This level of precision is a testament to the team work of our Board and staff both through the project cost estimating phase and throughout the construction phase.

Staff recommended the Board adopt Resolution 13-2018 Corporation Yard Safety Improvements Project (C15-102), and authorize the District Secretary to execute and record a Notice of Completion for the Project.

ACTION: Director Dains moved and Director Sheehan seconded a motion to adopt Resolution 13-2018 Corporation Yard Safety Improvements Project (C15-102), and authorize the District Secretary to execute and record a Notice of Completion for the Project.

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)
No report.

Sacramento Groundwater Authority (Sheehan)
Director Sheehan stated that the Sacramento Groundwater Authority's budget was approved. Adjustments were made for service areas that are only partially included in San Juan Water District.

Operations Manager Gordon informed the Board that Rob Swartz, Sacramento Ground Water Authority's Manager of Technical Services will be giving a presentation on the Groundwater Sustainability Plan development at the July Board Meeting.

San Juan Water District (All)

Administrative Services Manager Sohal informed the Board that San Juan Water District will be having an open house with the neighboring agencies this fall. The open house will be Saturday, October 6 from 11am-3pm. CHWD will be participating in the open house and will advertise the event to our customers.

Association of California Water Agencies (ACWA) (Dains)
No report.

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

City of Citrus Heights (Pieri)

Engineering Manager Pieri stated that CHWD is working closely with the city's contractor on the Sunrise Phase 2a Project to extend water services, relocate them as necessary and ensure our facilities are not compromised.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

President Riehle stated that he presented on behalf of District and informed the Board that the Chamber will be holding forums for candidates running for local office in November. The Chamber is trying to recruit individuals who are not directly tied to government to attend the Government Issues Committee Meetings, they are focusing on engaging the business community in these meetings.

RWA Lobbying Program Update (Gordon/Meurer)

Operations Manager Gordon informed the Board that RWA is in the final steps of filling the position of Legislative Affairs Manager, which was previously held by Adam Robin. Operations Manager Gordon also provided an update on AB1668/SB606, the Water Efficiency bills, and stated that we have received calls asking how these bills will impact customers.

Customer Advisory Committee (Riehle/Pieri)

Engineering Manager Pieri gave an overview of the PowerPoint provided at the May 29, 2018 Customer Advisory Committee (CAC) meeting. The PowerPoint covered the District's history, budget, and operations.

President Riehle commented on the professionalism and effectiveness of the presentations and displays.

Other Reports

Engineering Manager Pieri gave an update on the InfoMaster Asset Management software system that was presented at the May 16, 2018 Board Meeting. She has received case studies on what other agencies are doing with the software, and will forward them onto the Board. She also stated that staff will move forward with purchasing the software and will be attending an InfoMaster user group in September.

Management Services Specialist Henry stated that the 2019 Strategic Planning Meeting will be on Tuesday, July 17. She scheduled calls between each Board Member and facilitator, Laura Mason-Smith in preparation of the meeting.

MANAGEMENT SERVICES REPORT:

Meter Replacement Program Update

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

CORRESPONDENCE:

None.

CLOSED SESSION:

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 8:17 pm.

APPROVED:

MADELINE HENRY
Acting Deputy Secretary
Citrus Heights Water District

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

JUN 2018

2018 REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
809,867	612,596	82,845	5,384	207,394	(98,353)

General Ledger Balance	Total
Outstanding A/R	902,523
Outstanding Liens	-
Unclaimed Funds	(8,621)
Outstanding Grants	1,247
Less Unapplied Payments	(99,688)
Total	\$ 795,461

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
June 30, 2018**

Board Of Directors
Citrus Heights Water District

Assessor/Collector Roll Adjustment		
June-18		
	Dollar	Count
DEFAULT		
One-Time Courtesy	\$ 55.21	9
DEFAULT Total	\$ 55.21	9
3-DAY DOOR HANG		
New Owner	\$ 23.00	1
3-DAY DOOR HANG Total	\$ 23.00	1
Grand Total	\$ 78.21	10

Reason For Cancellation	Charge Type	Amount
NEW OWNER	3-DAY DOOR HANG	23.00
One-Time Courtesy	DEFAULT	4.79
One-Time Courtesy	DEFAULT	3.93
One-Time Courtesy	DEFAULT	4.33
One-Time Courtesy	DEFAULT	5.96
One-Time Courtesy	DEFAULT	1.61
One-Time Courtesy	DEFAULT	4.79
One-Time Courtesy	DEFAULT	21.88
One-Time Courtesy	DEFAULT	4.33
One-Time Courtesy	DEFAULT	3.59
		<u>78.21</u>
		<u>\$ 78.21</u>

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

CC-04

Month of June 2018

<hr/>				
Bank of the West				
Beginning Balance				\$5,155,509
RECEIPTS:		1,110,035		
DISBURSEMENTS:				
Checks Issued / ACH Payments	491,381			
Payroll	328,529			
Returned Checks	2,668			
		822,578		287,456
Bank of the West				
Balance per Bank May 31, 2018				5,442,965
Outstanding Checks				(79,244)
Deposit in Transit				50,034
Balance Per Books May 31, 2018				\$5,413,755
<hr/>				
RECONCILEMENT:				
Bank of the West				\$5,413,755
Local Agency Investment Fund				6,163,367
COP Reserve Account				536,606
Money Mkt Activity Account				531,939
TOTAL BALANCE				\$12,645,666

CASH & INVESTMENT SUMMARY:


Bank of the West (General Account)	\$5,413,755
Local Agency Investment Fund	6,163,367
COP 2010 Reserve Account	536,606
Money Mkt Activity Account	531,939
Total	\$12,645,666

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	1.51%	22,846.45	4/13/2018

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: 07/11/2018

TREASURER'S REPORT OF FUND BALANCES
June 30, 2018

	Beginning Balance 01/01/2018	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 06/30/2018	2018 Target Balance per Policy
Operating Fund	\$ 3,634,963	\$ 5,593,113	\$ (5,875,627)	\$ 1,110,035	\$ (822,578)	\$ 3,639,906	\$ 2,334,017
Operating Reserve	\$ 2,975,286					\$ 2,975,286	N/A
Rate Stabilization Fund	\$ 834,000					\$ 834,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,654,025					\$ 2,654,025	\$ 2,644,621
Restricted for Debt Service	\$ 536,963					\$ 536,963	N/A
Water Supply Reserve	\$ 200,000					\$ 200,000	N/A
Water Efficiency Reserve	\$ 150,000					\$ 150,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,025,000					\$ 1,025,000	N/A
Fleet Equipment Reserve	\$ 350,069					\$ 350,069	\$ 318,559
Employment-Related Benefits Reserve	\$ 256,862					\$ 256,862	\$ 864,229
	\$ 12,617,167	\$ 5,593,113	\$ (5,875,627)	\$ 1,110,035	\$ (822,578)	\$ 12,622,110	


SUSAN K. SOHAL, Treasurer

TREASURER'S REPORT OF FUND BALANCES
June 30, 2018

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,110,035	from funds collected in June 2018 per Treasurer's Report
	<u>\$ (822,578)</u>	disbursements made in June 2018 per Treasurer's Report
	\$ 287,457	

Citrus Heights Water District
Budget Performance Report
As of 6/30/2018

CC-6

	June	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Revenues						
Metered Service Charges	\$616,488.39	\$4,480,119.67	\$4,209,894.00	\$270,225.67	6.42%	\$8,419,792.00
Metered Water Deliveries	289,150.05	1,478,190.00	2,115,573.00	(637,383.00)	-30.13%	6,532,500.00
Non-Metered Service Charges	9,359.62	50,162.39	70,002.00	(19,839.61)	-28.34%	140,000.00
Penalties	4,840.52	30,467.71	48,578.00	(18,110.29)	-37.28%	150,000.00
Interest	2,130.07	34,854.77	4,998.00	29,856.77	597.37%	10,000.00
Backflow Fees	4,031.49	25,511.78	58,002.00	(32,490.22)	-56.02%	116,000.00
Water Service Install & S&R	133.34	29,796.32	13,650.00	16,146.32	118.29%	27,300.00
Grant Funds	562.50	1,762.50		1,762.50	0.00%	
Miscellaneous *	10,887.55	92,387.89	64,998.00	27,389.89	42.14%	130,000.00
Cost Reimbursements	379.00	1,126.68		1,126.68	0.00%	
Income - Wheeling Water		4,410.02	875.00	3,535.02	404.00%	2,700.00
Income - Connection Fees		20,328.00		20,328.00	0.00%	
Total Revenue	937,962.53	6,249,117.73	6,586,570.00	(337,452.27)	-5.12%	15,528,292.00
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water		1,152,608.54	1,542,653.04	(390,044.50)	-25.28%	3,085,306.08
Ground Water	52,751.63	266,049.93	176,575.14	89,474.79	50.67%	341,195.95
	52,751.63	1,418,658.47	1,719,228.18	(300,569.71)	-17.48%	3,426,502.03
Labor & Benefits						
Labor Regular	217,670.76	1,424,406.12	1,345,897.54	78,508.58	5.83%	2,693,210.08
Labor Taxes	16,602.07	113,131.53	124,157.52	(11,025.99)	-8.88%	248,315.04
Labor Workers Comp			31,500.00	(31,500.00)	-100.00%	63,000.00
Labor External	220.78	4,022.22	45,350.04	(41,327.82)	-91.13%	90,700.08
Benefits Med/Den/Vis	33,623.35	218,317.27	237,772.44	(19,455.17)	-8.18%	475,544.88
Benefits LTD/Life/EAP	2,451.71	22,323.39	17,684.52	4,638.87	26.23%	35,369.04
Benefits CalPers	17,504.66	98,072.19	389,370.36	(291,298.17)	-74.81%	778,740.72
Benefits Other	1,109.18	11,883.69	15,000.00	(3,116.31)	-20.78%	30,000.00
Benefit Retiree Expenses	3,539.30	21,290.80	25,266.48	(3,975.68)	-15.73%	50,532.96
Benefit Unemployment	123.77	4,834.61	4,200.00	634.61	15.11%	8,400.00
Benefit GASB 68	30,046.58	180,279.48		180,279.48	0.00%	
Capitalized Labor & Benefit Contra	(35,572.87)	(245,930.46)		(245,930.46)	0.00%	
	287,319.29	1,852,630.84	2,236,198.90	(383,568.06)	-17.15%	4,473,812.80
General & Administrative						
Fees & Charges	10,689.43	53,246.92	48,219.63	5,027.29	10.43%	102,409.59
Regulatory Compliance/Permits	(45.00)	19,258.20	62,507.52	(43,249.32)	-69.19%	125,015.04
District Events & Recognition	1,617.12	11,986.77	13,415.04	(1,428.27)	-10.65%	26,830.08
Maintenance/Licensing	4,016.30	32,730.04	75,411.66	(42,681.62)	-56.60%	150,823.32

Citrus Heights Water District
Budget Performance Report
As of 6/30/2018

CC-6

	June	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Equipment Maintenance	5,447.95	37,036.47	34,999.98	2,036.49	5.82%	69,999.96
Professional Development	2,538.97	27,492.10	43,038.50	(15,546.40)	-36.12%	94,533.50
Department Admin	1,605.34	21,478.92	27,312.42	(5,833.50)	-21.36%	54,624.84
Dues & Subscriptions	5,439.80	20,645.38	71,564.52	(50,919.14)	-71.15%	143,129.04
Fuel & Oil	4,167.11	24,958.96	25,500.00	(541.04)	-2.12%	51,000.00
General Supplies	1,002.98	16,245.69	18,550.02	(2,304.33)	-12.42%	37,100.04
Insurance - Auto/Prop/Liab		21,877.86	42,499.98	(20,622.12)	-48.52%	84,999.96
Leasing/Equipment Rental	1,296.17	10,051.69	15,190.98	(5,139.29)	-33.83%	30,381.96
Parts & Materials	19,422.62	179,983.28	27,500.04	152,483.24	554.48%	55,000.08
Postage/Shipping/Freight	9,729.58	63,159.53	61,647.37	1,512.16	2.45%	123,294.74
Rebates & Incentives	825.00	5,400.00	9,840.00	(4,440.00)	-45.12%	19,680.00
Telecom/Network	3,027.27	16,590.65	20,650.02	(4,059.37)	-19.66%	41,300.04
Tools & Equipment	5,836.64	24,436.01	30,850.02	(6,414.01)	-20.79%	61,700.04
Utilities	9.02	2,880.20	16,150.02	(13,269.82)	-82.17%	32,300.04
Write-Off Bad Debt Exp			2,500.02	(2,500.02)	-100.00%	5,000.04
Capitalized G&A Contra	(12,314.19)	(171,045.70)		(171,045.70)	0.00%	
Capitalized Equipment Contra	(30,257.16)	(151,894.97)		(151,894.97)	0.00%	
	<u>34,054.95</u>	<u>266,518.00</u>	<u>647,347.74</u>	<u>(380,829.74)</u>	<u>-58.83%</u>	<u>1,309,122.31</u>
Professional & Contract Services						
Support Services	36,401.59	370,950.49	863,837.52	(492,887.03)	-57.06%	1,727,675.04
Legal Services	8,427.72	64,208.53	163,000.02	(98,791.49)	-60.61%	326,000.04
Printing Services	(272.66)	2,594.59	20,100.00	(17,505.41)	-87.09%	38,515.00
	<u>44,556.65</u>	<u>437,753.61</u>	<u>1,046,937.54</u>	<u>(609,183.93)</u>	<u>-58.19%</u>	<u>2,092,190.08</u>
Reserves & Debt Services						
Interest Expense		23,231.20	367,968.00	(344,736.80)	-93.69%	735,936.00
Depreciation		3.72		3.72	0.00%	
Net Increase(Decrease) in Value of Investments		(11,671.29)		(11,671.29)	0.00%	
		<u>11,563.63</u>	<u>367,968.00</u>	<u>(356,404.37)</u>	<u>-96.86%</u>	<u>735,936.00</u>
Total Operating Expenses	<u>418,682.52</u>	<u>3,987,124.55</u>	<u>6,017,680.36</u>	<u>(2,030,555.81)</u>	<u>-33.74%</u>	<u>12,037,563.22</u>
Net Income / (Expense)	<u>519,280.01</u>	<u>2,261,993.18</u>	<u>568,889.64</u>	<u>1,693,103.54</u>	<u>297.62%</u>	<u>3,490,728.78</u>

Project Number	Project Name	BUDGET				COMMITMENTS	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Expenditures to 12/2017	Remaining Budget	2018 Budget	Open Commitments	Month to Date	Year to Date	Project to Date	2019 Forecast
C15-102	Corporation Yard Improvements	\$2,632,325	\$1,593,598	\$1,038,727	\$0	\$0	\$0	\$701,790	\$2,295,388	
C15-133	Higland Ave and Rosa Vista	\$396,487	\$35,334	\$361,153	\$0	\$0	\$0	\$379,448	\$414,782	
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	\$0	\$12,355	\$20,140	
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	\$0	\$10,838	\$11,288	
C18-101	Stock Ranch Res. Svc Replcmnts	\$662,653	\$0	\$662,653	\$607,432	\$0	\$0	\$0	\$0	
Construction in Progress		\$4,784,980	\$1,637,167	\$3,147,813	\$1,320,466	\$0	\$0	\$1,105,040	\$2,742,207	\$0
C18-010	Water Main Replacements	\$64,888	\$0	\$64,888	\$59,897	\$0	\$0	\$5,352	\$5,352	
C18-011	Water Valve Replacements	\$144,200	\$0	\$144,200	\$135,428	\$0	\$0	\$10,279	\$10,279	
C18-012	Water Service Connections	\$850,000	\$0	\$850,000	\$823,750	\$0	\$0	\$458,773	\$458,773	
C18-013	Water Meter Replacements	\$107,000	\$0	\$107,000	\$98,083	\$0	\$0	\$33,628	\$33,628	
C18-014	Fire Hydrants	\$154,500	\$0	\$154,500	\$150,787	\$0	\$0	\$43,329	\$43,329	
Annual Infrastructure		\$1,320,588	\$0	\$1,320,588	\$1,267,945	\$0	\$0	\$551,361	\$551,361	\$0
C15-104B	Document Management System	\$250,000	\$5,361	\$244,639	\$120,000	\$0	\$0	\$0	\$5,361	
C17-004A	Server Upgrade	\$100,000	\$18,190	\$81,810		\$0	\$0	\$0	\$18,190	
C17-004B	Workstation Replacements	\$20,000	\$1,405	\$18,595	\$0	\$0	\$0	\$18,906	\$20,310	
C18-003	Fleet/Field Operations Equip	\$287,500	\$0	\$287,500	\$287,500	\$0	\$0	\$65,711	\$65,711	
C18-004	Technology Hardware/Software	\$35,000	\$0	\$35,000	\$32,308	\$0	\$1,499	\$11,374	\$11,374	
Fleet and Equipment		\$692,500	\$24,956	\$667,544	\$439,808	\$0	\$1,499	\$95,991	\$120,946	\$0
C15-101	Fairway 12" & 8" Intertie	\$19,690	\$1,217	\$18,473	\$0	\$0	\$0	\$18,010	\$19,227	
C15-109	Blossom Hill Way 6" & 10" Inte	\$22,015	\$0	\$22,015		\$0	\$0	\$0	\$0	
C15-110	Crestmont Ave 6" Intertie	\$19,980	\$0	\$19,980		\$0	\$0	\$0	\$0	
C15-132	Graham Cir and Clrcuit Dr	\$570,984	\$30,268	\$540,716	\$524,048	\$0	\$210,043	\$278,109	\$308,377	
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	\$0	\$4,455	\$11,004	
C17-102	Michigan Dr - Sunrise to West	\$249,258	\$1,289	\$247,969	\$231,005	\$0	\$0	\$1,545	\$2,833	
C18-102	Thunderhead Cir 8in Main Rplc	\$665,842	\$0	\$665,842	\$292,049	\$0	\$0	\$13	\$13	\$349,456
C18-103	Cologne Way 6in Main Replace	\$242,384	\$0	\$242,384	\$116,345	\$0	\$0	\$0	\$0	\$116,343
C18-104	Quiet Oak Ln 8in Main Oak S	\$121,011	\$0	\$121,011	\$58,085	\$0	\$0	\$0	\$0	\$58,085
C18-105	Old Auburn Rd Dafodil Wooddale	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Water Mains		\$4,510,395	\$39,323	\$4,471,072	\$2,181,662	\$0	\$210,043	\$302,132	\$341,454	\$1,273,884
C17-005	Facilities Improvements	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$11,696	\$11,696	
C17-103	Operations Building Remodel	\$1,475,000	\$19,010	\$1,455,990	\$1,300,000	\$0	\$0	\$0	\$19,010	
C18-005	Facilities Improvements	\$125,000	\$0	\$125,000	\$115,385	\$0	\$0	\$35,552	\$35,552	
C18-040	Other City Partnerships	\$300,000	\$0	\$300,000	\$275,000	\$0	\$0	\$0	\$0	
C18-041	Other Infrastructure Projects	\$103,000	\$0	\$103,000	\$94,417	\$0	\$0	\$0	\$0	
Miscellaneous Projects		\$2,078,000	\$19,010	\$2,058,990	\$1,784,801	\$0	\$0	\$47,248	\$66,258	\$0

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
C17-020	Groundwater Well Improvements	\$165,500	\$2,884	\$162,616	\$0	\$0	\$0	\$78,382	\$81,266	
C17-020A	Groundwater Well Rehab Sunrise	\$50,500	\$0	\$50,500	\$23,146	\$0	\$0	\$0	\$0	
C17-104	Groundwater Well Property Acq	\$640,000	\$123,943	\$516,057	\$0	\$0	\$0	\$63,120	\$187,063	
C17-104A	Groundwater Well Prop Highland	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$292	\$292	\$0
C18-020	Groundwater Well Improvements	\$100,000	\$0	\$100,000	\$91,667	\$0	\$0	\$10,376	\$10,376	
C18-106	Groundwater Well #7	\$796,860	\$0	\$796,860	\$382,493	\$0	\$0	\$3,817	\$3,817	\$382,493
Wells		\$2,002,860	\$126,827	\$1,876,033	\$497,305	\$0	\$0	\$155,986	\$282,813	\$382,493
	Grand Totals:	\$15,389,323	\$1,875,177	\$15,401,983	\$7,491,987	\$0	\$211,542	\$2,257,759	\$4,132,935	\$1,656,377

JUNE 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65619	Poppert Trust	Customer Refund	\$113.50
65620	Bessie K Laster	Customer Refund	\$10.12
65621	Sharon A McGarr	Customer Refund	\$265.95
65622	John B/Jeanne Carr	Customer Refund	\$58.09
65623	Edward P/Barbara E Meierotto	Customer Refund	\$9.39
65624	Jason D/Diane M Hamby	Customer Refund	\$39.42
65625	Kenneth H Pierce	Customer Refund	\$8.15
65626	Arthur C Spiers	Customer Refund	\$15.69
65627	Virginia Olsen	Customer Refund	\$167.01
65628	Jeanne Carr	Customer Refund	\$146.19
65629	Stefanie K Cunningham	Customer Refund	\$233.48
65630	Michael S/Jennifer R McCanne	Customer Refund	\$23.55
65631	Diane Mitchell	Customer Refund	\$196.86
65632	OS0 8893 LLC	Customer Refund	\$7.60
65633	Rebecca A Gill	Customer Refund	\$139.36
65634	BKSP Properties LLC	Customer Refund	\$91.74
65635	A&A Stepping Stone Manufacturing	Supplies-Field	\$40.14
65636	AFLAC	Employee Paid Insurance	\$395.99
65637	Alexander's Contract Services	Contract Services-Meter Read	\$1,660.54
65638	All American Publishing	Water Conservation-Other	\$409.00
65639	Associated Sound	Contract Services-Other	\$1,840.04
65640	California Landscape Associates Inc	Janitorial	\$200.00
65641	City of Citrus Heights	Permit Fees	\$50.00
65642	Corix Water Products, Inc	Material	\$5,381.06
65643	Cybox	Equipment Rental-Office	\$158.16
65644	Gaynor Telesystems Incorporated	Contract Services-Other	\$197.50
65645	Grainger	Small Tools	\$118.61
65646	Ferguson Enterprises Inc #1423	Material	\$419.42
65647	Hach Company	Wells Maintenance	\$155.25
65648	Integrity Administrators Inc	Health Insurance	\$318.50
65649	J&J Locksmiths	Contract Services-Other	\$257.80
65650	J4 Systems	Contract Services-Other	\$2,408.75
65651	Kei Window Cleaning #12	Janitorial	\$94.00
65652	L and D Landfill	Contract Services-Miscellaneous	\$371.52
65653	Moonlight BPO	Contract Services-Bill Print	\$2,730.97
65654	Occupational Safety	Small Tools	\$1,165.00
65655	Pirtek Power Inn	Repair-Trucks	\$413.78
65656	Protection One Alarm Monitoring	Equipment Rental-Office	\$273.77
65657	Republic Services #922	Utilities	\$215.22
65658	ReScape California	Contract Services-Water Conservation	\$2,500.00
65659	Robin Shockley	Continued Education	\$183.98
65660	Sonitrol	Equipment Rental-Office	\$375.46
65661	Verizon Wireless	Telephone-Wireless	\$1,257.20
65662	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$1,400.00
65663	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$8,691.97

JUNE 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65664	ACWA/JPIA	Workers Compensation Insurance	\$20,241.26
65665	B&M Builders	Contract Services-Engineering	\$6,884.29
65666	B&M Builders	Contract Services-Engineering	\$17,198.13
65667	CirclePoint	Contract Services-Water Conservation	\$18,507.81
65668	Clark Equipment Co. dba Bobcat Company	Equipment Rental-Field	\$57,124.20
65669	Allen B Dains	Customer Refund	\$57.00
65670	Harris & Associates	Contract Services-Engineering	\$41,421.03
65671	PNP Construction, Inc	Contract Services-Engineering	\$84,330.00
65672	SMUD	Utilities	\$8,983.20
65673	Void	Void	\$0.00
65674	Linda Janssen	Customer Refund	\$1,303.83
65675	John B/Jeanne Carr	Customer Refund	\$60.12
65676	Eun H/Kyu-Chun An	Customer Refund	\$37.11
65677	Shirley A Strahm	Customer Refund	\$55.00
65678	Tommy D/Leslie A Beach	Customer Refund	\$119.42
65679	Nancy St Peter	Customer Refund	\$22.17
65680	Henry/Maria Lorenzo	Customer Refund	\$95.81
65681	PSB Credit Service	Customer Refund	\$200.25
65682	Robert L/Jean E Hayes	Customer Refund	\$14.62
65683	Rebecca Lund	Customer Refund	\$132.33
65684	Thomas M Covert	Customer Refund	\$165.96
65685	Dalton W Talbott	Customer Refund	\$197.33
65686	Werking Inc	Customer Refund	\$27.90
65687	Jenness Hengl Petree	Customer Refund	\$86.63
65688	Alston Construction	Customer Refund	\$1,780.83
65689	Suzanna N/Bart M Ravin	Customer Refund	\$333.22
65690	ABA DABA Rentals & Sales	Supplies-Field	\$36.44
65691	Alexander's Contract Services	Contract Services-Meter Read	\$1,770.94
65692	Area West Engineers Inc	Contract Services-Engineering	\$1,109.75
65693	Robin Cope	Health Insurance	\$422.30
65694	Sacramento County Utilities	Utilities	\$186.75
65695	Dawson Oil Company	Gas & Oil	\$1,139.74
65696	Domenichelli and Associates, Inc	Contract Services-Engineering	\$4,578.10
65697	Employee Relations Inc	Contract Services-Other	\$198.85
65698	J4 Systems	Contract Services-Other	\$782.50
65699	KBA Docusys Inc	Equipment Rental-Office	\$342.63
65700	Luhdorff & Scalmanini	Contract Services-Wells	\$6,040.00
65701	Moonlight BPO	Contract Services-Bill Print	\$3,248.35
65702	Planning Partners Inc	Contract Services-Wells	\$692.50
65703	RW Trucking	Contract Services-Miscellaneous	\$1,220.00
65704	Wallace Kuhl & Associates Inc	Contract Services-Miscellaneous	\$1,199.25
65705	Zane Dezign	Contract Services-Water Conservation	\$842.61
65706	Irving/Claudia Z Gum	Customer Refund	\$75.28
65707	Haig/Bonnie B Koobatian	Customer Refund	\$104.70
65708	Aaron/Monica Petersen	Customer Refund	\$19.95

JUNE 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65709	Alexander's Contract Services	Contract Services-Meter Read	\$2,734.87
65710	AnswerNet	Telephone-Answering Service	\$323.41
65711	AntiGravity Aerial Productions	Contract Services-Other	\$175.00
65712	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
65713	Avalon Custodial Care	Janitorial	\$695.00
65714	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
65715	Brake Masters #220	Repair-Trucks	\$115.20
65716	BSK Associates	Water Analysis	\$1,986.00
65717	Certex Usa Inc	Supplies-Field	\$340.94
65718	Consolidated	Telephon-Local/Long Distance	\$1,732.46
65719	County of Sacramento Municipal Services	Field Miscellaneous	\$25.00
65720	Express Office Products Inc	Office Expense	\$118.36
65721	Future Ford	Repair-Trucks	\$4,614.28
65722	Global Machinery West	Fixed Assets	\$1,519.13
65723	Grainger	Small Tools	\$1,163.09
65724	Indoor Environmental Services	Maintenance Agreement-Equipment	\$322.00
65725	J4 Systems	Contract Services-Other	\$276.25
65726	Kaiser Foundation Health Plan, Inc	Health Insurance	\$21,135.35
65727	KBA DOCUSYS	Equipment Rental-Office	\$23.20
65728	Lowe's	Supplies-Field	\$185.38
65729	Moonlight BPO	Contract Services-Bill Print	\$1,134.71
65730	Pace Supply Corp	Material	\$1,510.97
65731	Pacific Gas & Electric	Utilities	\$9.02
65732	Rapid Information Destruction Services	Equipment Rental-Office	\$40.00
65733	Rotary Club of Citrus Heights	Continued Education	\$840.00
65734	Sophos Solutions	Contract Services-Other	\$1,120.00
65735	SureWest Directories	Telephone-Local/Long Distance	\$49.00
65736	Void	Void	\$0.00
65737	Voyager Fleet Systems Inc	Gas & Oil	\$2,094.27
65738	Warren Consulting Engineers Inc	Contract Services-Engineering	\$5,250.00
65739	World Environment & Energy Inc	Contract Services-Miscellaneous	\$405.65
65740	Floyd M/Deloris R Norris	Customer Refund	\$332.41
65741	Estate of James F Wheeler	Customer Refund	\$225.00
65742	Marie E Sherrard	Customer Refund	\$61.41
65743	Galati Trust	Customer Refund	\$31.96
65744	Michele R Meder	Customer Refund	\$83.61
65745	Robert E Jr/Melanie Leever	Customer Refund	\$32.86
65746	Allgeier Family Trust	Customer Refund	\$96.83
65747	Rodney J/Joann Nunes	Customer Refund	\$33.06
65748	Andre R Herrebout	Customer Refund	\$10.23
65749	Robert F Howe	Customer Refund	\$7.72
65750	Greg Espinosa	Customer Refund	\$93.26
65751	Lon F Garland	Customer Refund	\$25.39
65752	Todd J/Lisa Lavinger	Customer Refund	\$72.01
65753	Rebecca A Gardner	Customer Refund	\$61.14

JUNE 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65754	Yuriy V/Olga Pikalov	Customer Refund	\$7.14
65755	Marcela Duran	Customer Refund	\$75.31
65756	Barbara J/Todd M Lawson	Customer Refund	\$7.61
65757	Jordan Ruiz	Customer Refund	\$6.80
65758	Ben M Barker	Customer Refund	\$12.42
65759	Sorrel H Hebert	Customer Refund	\$80.20
65760	Michael B Walker	Customer Refund	\$68.34
65761	Joseph C Pickett	Customer Refund	\$112.85
65762	Daniel J McCoy	Customer Refund	\$9.35
65763	Aldo Elizarraras	Customer Refund	\$118.83
65764	Nicole Mcqueen	Customer Refund	\$206.40
65765	Shane/Sara Lewis	Customer Refund	\$15.69
65766	Brian/Kristin Shedd	Customer Refund	\$16.98
65767	Kathy Stanley	Customer Refund	\$22.66
65768	Jace/Erin Yates	Customer Refund	\$104.64
65769	Kavanah, a CA Nonprofit Public Benefit	Customer Refund	\$28.54
65770	Alexander's Contract Services	Contract Services-Meter Read	\$4,400.24
65771	Bart/Riebes Auto Parts	Repair-Trucks	\$772.91
65772	Michael Bohannan	Toilet Rebate Program	\$75.00
65773	Edward A Borges	Toilet Rebate Program	\$75.00
65774	Bryce Consulting, Inc	Legal & Audit	\$1,040.00
65775	BSK Associates	Water Analysis	\$577.00
65776	Burketts	Office Expense	\$1,400.75
65777	California Water Efficiency Partnership	Water Conservation-Other	\$3,446.17
65778	Corelogic Information Solutions Inc	Dues & Subscriptions	\$249.13
65779	PG&E/Leshanor Thomas	Customer Refund	\$1,654.59
65780	Dawson Oil Company	Gas & Oil	\$933.10
65781	Tamar Dawson	Continued Education	\$280.60
65782	Kelly R Drake	Printing	\$251.04
65783	Ethan Wade Graphics	Water Conservation-Other	\$536.06
65784	Ernest L Leporini	Contract Services-Engineering	\$75.00
65785	Charlene McCollor	Toilet Rebate Program	\$75.00
65786	Moonlight BPO	Contract Services-Bill Print	\$2,181.24
65787	Petty Cash	Petty Cash	\$374.37
65788	Missy Pieri	Continued Education	\$157.63
65789	Planning Partners Inc	Contract Services-Wells	\$6,257.50
65790	Rescue Training Institute Inc	Contract Services-Other	\$107.98
65791	Regional Government Services	Contract Services-Other	\$2,585.00
65792	Shirley A Saunders	Toilet Rebate Program	\$75.00
65793	Claude D Setters	Toilet Rebate Program	\$150.00
65794	Donald H Slates	Toilet Rebate Program	\$75.00
65795	Stumpf Mary Ann	Toilet Rebate Program	\$75.00
65796	Borey Swing	Continued Education	\$494.38
65797	State Water Resources Control Board	Dues & Subscriptions	\$65.00
65798	A. Teichert & Son, Inc.	Road Base	\$2,483.16

JUNE 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65799	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,115.80
65800	Titan Workforce LLC	Contract Services-Temporary Labor	\$157.50
65801	TriFresh Technologies, Inc.	Wells Maintenance	\$2,033.56
65802	Verizon Wireless	Telephone-Wireless	\$1,245.81
65803	Best Best & Krieger	Legal & Audit	\$5,249.18
65804	CalPers Educational Forum 2018	Continued Education	\$349.00
65805	Matthew Maxwell	Contract Services-Miscellaneous	\$1,300.00
65806	State Water Resources Control Board	Dues & Subscriptions	\$80.00
65807	CalPers Educational Forum 2018	Continued Education	\$349.00
TOTAL			\$419,964.77
ACH	5/17/18 VALIC PAYDAY	Deferred Compensation	\$2,804.50
ACH	5/31/18 VALIC PAYDAY	Deferred Compensation	\$2,804.50
ACH	5/31/18 VOYA PAYDAY	Deferred Compensation	\$25.00
ACH	6/14/18 VALIC PAYDAY	Deferred Compensation	\$2,904.50
ACH	6/14/18 VOYA PAYDAY	Deferred Compensation	\$25.00
ACH	6/28/18 VOYA PAYDAY	Deferred Compensation	\$25.00
ACH	6/28/18 BALIC PAYDAY	Deferred Compensation	\$2,904.50
ACH	INVOICE CLOUD	Bank Fees	\$4,806.20
ACH	JULY 2018 HEALTH	Health Insurance	\$13,885.21
ACH	MAY 2018	Bank Fees	\$6,700.76
ACH	MAY 2018 BOW	Bank Fees	\$1,778.57
ACH	MAY 2018 PH	Bank Fees	\$117.98
ACH	MAY 20187 WB	Bank Fees	\$87.98
ACH	PAYCHEX 6/11/18	Contract Services-Other	\$606.45
ACH	PERS 6/14/18 PAYDAY	PERS	\$17,771.28
ACH	PERS 6/28/18 PAYDAY	PERS	\$17,771.56
ACH	VANCO MAY 2018	Contract Services-Other	\$0.14
ACH	5/17/18 VOYA PAYDAY	Deferred Compensation	\$25.00
ACH	JUNE 2018 GASB	PERS	\$30,046.58
ACH	MAY 2018 FD	Bank Fees	\$119.98
TOTAL			\$105,210.69
GRAND TOTAL			\$525,175.46

July Payments Approved at July Board Meeting

65828	Best Best & Krieger	Legal & Audit	\$15,665.00
65829	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving	\$26,708.38
65830	CirclePoint	Contract Services-Water Conservation	\$14,935.73
65831	Ferguson Enterprises Inc #1423	Material	\$12,214.54
65832	Miles Treaster & Associates	Office Expense	\$25,195.58
65833	Regional Water Authority	Dues & Subscriptions	\$25,614.00
65834	Sacramento Groundwater Authority	Dues & Subscriptions	\$33,977.00

JUNE 2018 WARRANTS			
<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65835	SMUD	Utilities	\$8,226.71
65836	Regional Water Authority	Dues & Subscriptions	\$43,579.00
ACH	Lund Construction	Contract Services-Engineering	\$55,717.50
ACH	US Bank I.M.P.A.C. Government Services	See July Agenda Item CC-9	\$11,716.98
ACH	Lund Construction	Contract Services-Engineering	\$210,043.10
TOTAL			<u>\$483,593.52</u>

US BANK - CAL-Card Distributions
Jun-18

Name	Dues & Subscriptions	Office Misc. - District Event	Supplies	Postage	Office - Expense	Capital Project (CIP)	Meeting Accommodations	Tools	Repair - Truck	Office - Miscellaneous	Continued Education	Printing	Small Office Equipment	Prof. Contracted Svcs - Misc. Field	Water Cnstrv - Other	Total Bill
(blank)						\$ 1,499.16	\$ 62.91									\$ 1,562.07
Straus	\$ 12.99						\$ 26.16									\$ 39.15
Spiers			\$ 599.35					\$ 613.88	\$ 10.00							\$ 1,223.23
Shockley		\$ 416.92		\$ 60.30	\$ 415.33			\$ 11.84	\$ 1,831.18	\$ 2,661.92	\$ 136.06	\$ 563.74	\$ 1,639.50	\$ 67.78		\$ 7,804.57
Pieri										\$ 154.96						\$ 154.96
Henry							\$ 766.36				\$ 19.73					\$ 786.09
Gordon								\$ 105.99								\$ 105.99
Dietrich								\$ 40.92								\$ 40.92
Total Bill	\$ 12.99	\$ 416.92	\$ 599.35	\$ 60.30	\$ 415.33	\$ 1,499.16	\$ 855.43	\$ 613.88	\$ 168.75	\$ 1,831.18	\$ 2,836.61	\$ 136.06	\$ 563.74	\$ 1,639.50	\$ 67.78	\$ 11,716.98

Citrus Heights Water District
 2018 Director Training Courses/Seminars/Conferences
 as of 7/11/2018

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JULY 18, 2018 MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : July 3, 2018
 PREPARED BY : Madeline Henry, Management Services Specialist/Deputy Board Clerk

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

Administrative Services & Water Efficiency Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Castruita	Yes		
Brady Chambers			
Kelly Drake	Yes		
Madeline Henry	Yes		Clerked the June Board Meeting.
Mersadez Hogan		Calmed a frantic customer and helped to ensure the customer would not have a double payment.	
Dana Mellado	Yes		Assisted with the June 28, 2018 WaterSmart class.
Rex Meurer	Yes		
Alberto Preciado	Yes	Presented a Safety Presentation at the monthly Safety Meeting.	Completion of CAFR and Presentation to the Board.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Beth Shockley	Yes		Assisted with the June 28, 2018 WaterSmart class.
Desiree Smith			Discovered a bug in Invoice Cloud where a customer's payment is accepted, but not applied to any account.

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes		
Paul Dietrich	Yes		
Borey Swing	Yes		
Neil Tamagni	Yes	Assisted a customer that had fallen in her backyard.	Performed inspection during off-hours on the District's capital improvement projects.

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford		Property owner on Villa Oak Drive expressed her sincere gratitude for the water related work completed in front of her house. She stated the crew was professional, courteous and left the job site very clean.	
Tim Cutler			
James Ferro			
Jarrett	Yes	Property owner on Villa Oak Drive	

Flink		expressed her sincere gratitude for the water related work completed in front of her house. She stated the crew was professional, courteous and left the job site very clean.	
Gil Garcia	Yes		
Brian Hensley	Yes		
Daniel Hesse			
Rick Jimenez	Yes	Presented a Safety Presentation at the monthly Safety Meeting.	
Ricky Kelley	Yes		
Mike Mariedth			
Chris Nichols	Yes	Presented a Safety Presentation at the monthly Safety Meeting.	
Ryon Ridner		Property owner on Villa Oak Drive expressed her sincere gratitude for the water related work completed in front of her house. She stated the crew was professional, courteous and left the job site very clean.	
Nick Spiers			
John Spinella	Yes		
Jason Tupper			

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JULY 18, 2018 MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : July 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
August 15, 2018					
August 15, 2018		Accept Easement for 7115 Greenback Lane	Pieri	CC	A
August 15, 2018		Meter Replacement Study RFP Review	Gordon/Meurer	S	I/D
August 15, 2018		NOC--Graham/Circuit	Pieri	CC	A
August 15, 2018		Approval of 2019 Strategic Plan	Straus/Sohal/Henry	B	A
August 15, 2018		Transfer/Exchange of Real Property	Pieri/Nelson	CL	A
September 5, 2018					
September 5, 2018		Budget Rate Model Options Workshop	Sohal	S	I/D
September 19, 2018					
September 19, 2018		Accept Easements for Rosa Vista Lane	Pieri	CC	A
September 19, 2018		Refined Budget Options/Prop 218 Direction	Sohal/Straus	B	A
September 19, 2018		Approval of Land Exchange Agreement	Pieri/Nelson	B	A
September 19, 2018		Project 2030 Update (30% Completion)	Pieri/CAC Chair/Harris and Associates	B	A
October 17, 2018					
October 17, 2018		2018 Strategic Plan Update	Castruita/Henry	B	A
November 14, 2018					
November 14, 2018		Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits, and Directors' Compensation	Castruita	B	A
November 14, 2018		Results of District Elections	Castruita	B	A
November 14, 2018		Updates to Emergency Operations Plan Policy (Policy #5100) and Emergency Operations Plan	Meurer/Drake	B	A
November 14, 2018		Misc. Charges and Fees - Proposed	Sohal	S	I/D
December 5, 2018					
December 5, 2018	Special Board Meeting	Operating and Capital Budgets	Straus/Sohal/Pieri/Gordon	PH	A
December 5, 2018	Special Board Meeting	Water Rates, Charges & Fees	Straus/Sohal	PH	A
December 5, 2018	Special Board Meeting	Capacity Fees	Straus/Sohal	PH	A

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA					
MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
December 19, 2018					
December 19, 2018		Recognition of Al Dains for Service to CHWD	Castruita	P	I/D
December 19, 2018		SGMA Implementation/GSA Development	Gordon/Anderson	P	I/D
December 19, 2018		Committee Assignments	Castruita	B	A
December 19, 2018		District Officers	Castruita	B	A
December 19, 2018		Seating of Newly Elected (Board Member(s))	Castruita	B	A
December 19, 2018		Selection of President and Vice President	Castruita	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 18, 2018 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : July 2, 2018
 PREPARED BY : Missy Pieri, Engineering Manager/District Engineer

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

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 09/19/18 (30% Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Asset Inventory and water demand projections in progress. CAC Workshop #1 occurred on 05/29/18. CAC Workshop #2 scheduled for 08/28/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project</p>	<p>Engineering</p>	<p>Engineering Manager, Project Manager and Senior Construction Inspector</p>	<p>On-going</p>	<p>Yes, 06/20/18 (Notice of Completion)</p>	<p>Yes</p>	<p>2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.</p>	<p>Letter of Acceptance sent to Contractor on 04/05/18.</p> <p>100% Complete.</p> <p>Notice of Completion approved at 06/20/18 Board Meeting.</p> <p>This item is complete.</p>
<p>CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout</p>	<p>Engineering</p>	<p>Engineering Manager and Project Manager</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2017-18 Masterplan for office space requirements through 2040.</p>	<p>Staff continues to review Space Needs Assessment completed by consultant.</p> <p>Additional meetings scheduled with the goal of presenting to the Board in Q4 2018.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 06/20/18 (Notice of Completion)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Notice of Completion approved at 06/20/18 Board Meeting. Easements being prepared by District. Anticipate bringing to the Board at the August/September Board Meeting.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 04/18/18 (Award of Contract)	Yes	2017 design, 2018 construction.	Award of Contract at the 04/18/18 Board Meeting. Contract signed and work began on 05/21/18. 75% Complete.

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

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, 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.
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, 05/16/18 (Approval of Resolution for Easement)	No	Private development.	Project complete. Perform project closeout.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	Project complete. Perform project closeout. Coordinate easement with engineer and City of Citrus Heights.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 3 lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Senior Construction Inspector	On-going	No	No	3 lot subdivision.	Preconstruction meeting occurred on 03/12/18. Construction in progress. 75% Complete.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	District submitted Conditions of Approval for the project on 05/07/18. Engineer preparing Improvement Plans for proposed land exchange.
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	15 lot subdivision located on Antelope Road.	Final plans received on 01/23/18. Developer grading site. Water preconstruction meeting occurred on 06/25/18. Creek crossing revisions finalized. Received revised plans on 07/02/18.

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

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

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7030 Auburn Blvd Stock Ranch - Traffic Circulation	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Plans signed on 02/26/18. Fees paid on 05/22/18. 90% Complete. Awaiting easements for entire Stock Ranch area.
PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent comments to City on 11/27/17. Awaiting final plans from developer for District review.
PRIVATE DEVELOPMENT 6199 Sunrise Blvd US Bank Parcel Split	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/27/17. Awaiting to determine if developer/owner chooses to split the parcel.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Big Lots	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 05/23/18. Received plans for review on 05/22/18. Review easements for project.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Sent Will Serve letter on 12/28/17. Awaiting plans from developer for District review. Review easements for project.</p>
<p>COMCAST</p>	<p>Engineering</p>	<p>Assistant Engineer and GIS Specialist</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Various communications boring projects throughout the service area.</p>	<p>Received 13 utility requests as of 05/01/18. District has provided water utility maps for all projects. Received "B" plans on 5 projects as of 05/01/18 and provided comments. Awaiting resubmittal from Comcast Engineer.</p>
<p>CITY OF CITRUS HEIGHTS PROJECT City Drainage Project</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.</p>	<p>Anticipate bid and start of construction in Summer 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.</p>

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

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

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 18, 2018 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : July 2, 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	1	1	C18-011 Water Valves	1	4
Hydrant Maintenance	11	132	C18-012 Water Services	21	168
Leak Investigation	0	2	C18-013 Water Meters	8	93
Mainline Repair/Maintenance	0	1	C18-014 Fire Hydrants	2	8
Meter Box Maintenance	3	25	TOTAL	32	273
Meter Register Replacement	11	90	Water Quality		
Meter Repair/Test/Maintenance	6	7	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>		
Pot Hole Work	0	1			
Water Service Repair/Locate	0	2			
Valve, Mainline Maintenance	40	243			
Valve Box Maintenance	0	1			
TOTAL	72	505			

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JULY 18, 2018 MEETING

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

OBJECTIVE:

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

Month	2013	2014	2015	2016	2017	2018				Year-to-Date Comparison to 2013	
	Total Water Monthly					Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
	acre feet					acre feet				acre feet	%
Jan	602.52	602.39	570.05	539.60	506.81	481.10	50.28	531.38	531.38	-71.14	-11.8%
Feb	606.36	450.96	511.52	484.53	443.99	477.82	47.91	525.73	1,057.11	-151.77	-12.6%
Mar	819.55	612.20	725.95	517.56	546.60	514.54	29.65	544.19	1,601.30	-427.13	-21.1%
Apr	1,029.73	737.30	761.02	677.81	575.52	647.63	17.73	665.36	2,266.66	-791.50	-25.9%
May	1,603.43	1,190.07	869.08	979.49	1,138.72	1,027.12	45.15	1,072.27	3,338.93	-1,322.66	-28.4%
Jun	1,816.73	1,548.66	1,065.10	1,343.76	1,412.94	1,356.78	30.25	1,387.03	4,725.96	-1,752.36	-27.0%
Jul	2,059.21	1,622.10	1,184.95	1,544.57	1,650.76						
Aug	1,924.28	1,477.49	1,188.18	1,579.80	1,570.80						
Sep	1,509.82	1,275.11	1,069.78	1,257.91	1,441.76						
Oct	1,297.42	1,030.74	918.67	840.80	1,128.97						
Nov	911.55	682.48	589.6	561.82	631.55						
Dec	700.94	563.15	519.57	518.62	574.43						
Total	14,881.54	11,792.65	9,973.47	10,846.27	11,622.85	4,504.99	220.97	4,725.96	4,725.96		
% of Total						95.32%	4.68%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 18, 2018 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : July 4, 2018
PREPARED BY : David M. Gordon, Operations Manager
 Brian Hensley, Water Resources Supervisor

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of July 1, 2018, storage in Folsom Lake (Lake) was at 840,600 acre-feet, 86 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 114,000 acre-feet in the past month.

The District's total water use during the month of June 2018 (1,387.03 acre-feet) was 23.7 percent below that of June 2013 (1,816.73 acre-feet).

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS July 18, 2018 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : June 27, 2018
 PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

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

ACTIVITIES AND PROGRESS REPORT

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

- 12 Ultra-Low-Flush Toilet (ULFT) rebates were processed for the month of June. The 5 year average (2013-2017) of June ULFT rebates is 17. A total of \$5,550.00 in rebates were issued year to date.
- A total of 7 High Efficiency Clothes Washer (HECW) rebates have been issued during the second quarter of 2018. To better align with SMUD's schedule for reporting monthly numbers, staff will report HECW rebates on a quarterly basis.
- 21 water waste calls were received during the month of June. 2 reports of water waste were received through CHWD's Drought Resources web page.
- A WaterSmart class was held on Thursday, June 28th from 6:00 pm – 8:30 pm. The class was titled "Keeping Your Eco-Friendly Landscape Looking Great With Less Water, Less Work and Fewer Chemicals". This was the third class in a series of 5 classes to be held by the District this year. The next class will be on Saturday, July 14th from 9:00 am – 12:00pm. The class is titled "Picking the Best WaterSmart Plants for Your Landscape & How to Maintain Them". Classes are held at the Citrus Heights Community Center located at 6300 Fountain Square Dr.
- Staff began a telephone outreach campaign promoting the District's free Irrigation Efficiency Reviews. WaterWise Consulting is working with staff to contact many of CHWD's high water use customers. WaterWise has completed reaching out to CHWD's single-family customers. Due to this effort, a total of 3 additional Irrigation Efficiency Reviews were generated and completed for the month of June. This compares to 11 Irrigation Reviews completed during the same month in 2017. A total of 83 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 26 Irrigation Efficiency Reviews completed for the same time in December 2016 thru June 2017. Staff has shifted the focus of the outreach campaign to Multi-Family customers. For the customers who have completed an Irrigation Efficiency Review during this outreach campaign, staff will conduct a year over year comparison of their water usage. A presentation will be provided to the Board for a complete recap of the findings during the fourth quarter of 2018.

- Staff is conducting a meter testing program for all meters 3 inch and larger. The testing is part of the Water Loss program requirement contained in SB555. The meters are being tested for accuracy during high, medium and low flow conditions. The testing program will be complete on or before July 19.
- On Thursday, June 14th, staff completed the fifth presentation in the annual group participation safety program. The presentation topic was “Sleep Deprivation”. The presenters included Alberto Precadio, Rick Jimenez and Chris Nichols.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

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

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 18, 2018 MEETING

SUBJECT : CONTRACT AMENDMENT WITH WARREN CONSULTING ENGINEERS FOR ADDITIONAL WORK ON HIGHLAND AVENUE AND ROSA VISTA LANE WATER MAIN REPLACEMENT PROJECT THE ROSA VISTA LANE EASEMENTS

STATUS : Action Item

REPORT DATE : July 2, 2018

PREPARED BY : Missy Pieri, Engineering Manager/District Engineer

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

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

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

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

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

Funding Plan:

In considering a contract amendment for the additional engineering work, one funding source for the proposed change order is the construction contingency fund in the amount of \$36,589.80. Only \$192.40

of the construction contingency was used, which leaves \$36,397.40 remaining. The remaining amount of construction contingency after the contract amendment of \$1,600.00 will be \$34,797.40.

The requested action is to approve the accompanying change order with Warren Consulting Engineers in the amount of \$1,600.00 for additional work preparing the Rosa Vista Lane easement documents.

RECOMMENDATION:

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

ATTACHMENTS:

1. Contract Amendment with Warren Consulting Engineers Inc., for Additional Work on Highland Avenue and Rosa Vista Lane Easements
2. Contract with Warren Consulting Engineers Inc., for Work on Highland Avenue and Rosa Vista Lane

ACTION:

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

ATTACHMENT 1

**Contract Amendment with Warren Consulting
Engineers, Inc. for Additional Work on Highland
Avenue and Rosa Vista Lane Easements**

AMENDMENT NO. 02
TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITRUS HEIGHTS WATER DISTRICT
AND
WARREN CONSULTING ENGINEERS, Inc.

1. Parties and Date.

This Amendment No. 02 to the Professional Services Agreement is made and entered into as of this 18th day of July, 2018, by and between the Citrus Heights Water District (“District”) and Warren Consulting Engineers, Inc. a Corporation with its principal place of business at 1117 Windfield Way, Suite 110, El Dorado Hills, CA 95762 (Consultant). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties.”

2. Recitals.

2.1 Agreement. The District and Consultant have entered into an agreement entitled “Professional Services Agreement” dated July 27, 2016 (“Agreement”) for the purpose of retaining the services of the Consultant to provide surveying services.

2.2 Amendment Purpose. The District and Consultant desire to amend the Agreement to revise the scope of services, and increase the not-to-exceed compensation amount. The Parties have heretofore entered into that Amendment No. 02 dated July 18, 2018.

2.3 Amendment Authority. This Amendment No. 02 is authorized pursuant to Section 8.14 of the Agreement.

3. Terms.

3.1 Amendment. Section 1.1 and 3.2 of the Agreement is hereby amended in its entirety to read as follows:

1.1. Scope of Services. Consultant shall perform the professional services described in the “Scope of Services” attached hereto and made a part hereof and identified as Exhibit “A”. All of the services identified in the Scope of Services shall hereinafter be collectively referred to as “Services”. Consultant shall correct any and

all errors and/or omissions in the performance of the Services and any documents resulting therefrom even though District has accepted said Services or documents. Such corrections shall be made by Consultant upon District's request and at no cost or expense to District.

3.2. Maximum Amount. The maximum amount payable under the terms of this Agreement, including expenses, will not exceed \$1,600.00. Consultant shall concurrently inform District of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work would exceed the maximum amount payable.

3.2 Continuing Effect of Agreement. Except as amended by this Amendment No. 02, all other provisions of the Agreement remain in full force and effect and shall govern the actions of the parties under this Amendment No. 02. From and after the date of this Amendment No. 02, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment No. 02.

3.3 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 02.

3.4 Severability. If any portion of this Amendment No. 02 is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

[Signatures on Next Page]

**SIGNATURE PAGE FOR AMENDMENT NO. 02 TO PROFESSIONAL SERVICES
AGREEMENT FOR HIGHLAND AVENUE AND ROSA VISTA LANE WATER MAIN
REPLACEMENT PROJECT
BETWEEN THE CITRUS HEIGHTS WATER DISTRICT
AND WARREN CONSULTING ENGINEERS, INC.**

CITRUS HEIGHTS WATER DISTRICT
Approved By:

HILARY M. STRAUS
GENERAL MANAGER

Date

Attested By:

**WARREN CONSULTING ENGINEERS,
Inc.**

Signature

Name

Title

Date

EXHIBIT "A"



Warren Consulting Engineers, Inc.

May 22, 2018

email: pauld@chwd.org

Paul Dietrich
Project Manager
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95611

**RE: PROPOSAL FOR ADDITIONAL ENGINEERING SERVICES FOR CITRUS HEIGHTS WATER DISTRICT
CAPITAL IMPROVEMENT PLAN – HIGHLAND AVENUE AND ROSA VISTA 8 INCH WATER MAINS**

Dear Paul:

We are pleased to submit for your review and consideration our additional services proposal for the above referenced project. The scope of the additional services includes performing an as-built survey of the 6 meter services on Rosa Vista Lane and rewriting the legal descriptions and exhibits for the 6 accompanying easements.

As-Built Survey Fee:	\$700.00
Revise Easements Fee:	<u>\$900.00</u>
Total Fee:	\$1,600.00

Billing will be on a monthly basis for work completed within that calendar month. Payment shall be made within 30 days of receiving the billing statement.

If this proposal is acceptable, please sign and return one copy.

Sincerely,

A handwritten signature in blue ink, appearing to read 'AJT', is written over a light blue rectangular background.

Anthony J. Tassano, P.E.
AJT/tlb
18P.156

Accepted: _____

Date: _____

ATTACHMENT 2

**Contract with Warren Consulting Engineers, Inc. for
Work on Highland Avenue and Rosa Vista Lane**

CITRUS HEIGHTS WATER DISTRICT

Professional Services Agreement

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 27TH day of July, 2016 by and between CITRUS HEIGHTS WATER DISTRICT, an Irrigation District operating under the State of California Water Code (the "District") and Warren Consulting Engineers, Inc. (the "Consultant").

RECITALS

A. WHEREAS, District proposes to utilize the services of Consultant as an independent contractor to render professional services, as more fully described herein; and

B. WHEREAS, Consultant represents to District that Consultant possesses the skill, experience, ability, background, training, competency and knowledge, and further represents that Consultant holds all necessary licenses and certifications, to practice and perform the services herein contemplated; and

C. WHEREAS, District and Consultant desire to contract for the specific services described in Exhibit "A" ("Scope of Services") and desire to set forth their rights, duties and liabilities in connection with the services to be performed.

NOW THEREFORE, in consideration of the mutual covenants set forth herein for such other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall perform the professional services described in the "Scope of Services" attached hereto and made a part hereof and identified as Exhibit "A". All of the services identified in the Scope of Services shall hereinafter be collectively referred to as "Services". Consultant shall correct any and all errors and/or omissions in the performance of the Services and any documents resulting therefrom even though District has accepted said Services or documents. Such corrections shall be made by Consultant upon District's request and at no cost or expense to District.

1.2. Consultant an Independent Contractor. Consultant shall perform the services under the Agreement as an independent contractor. Consultant and all of its employees shall not be considered officers, employees, agents, partners, or a joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, State and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees. Consultant shall be wholly responsible for the methods of performance, and shall

furnish, at its own expense, all labor, materials, equipment, supplies or other items necessary to complete the Services required by this Agreement. District shall have no right to supervise Consultant's performance, but shall have the right to observe it. Consultant shall work closely with District in performing the services, as reasonably requested by Consultant, without changing Consultant's independent contractor status.

1.3. Professional Practices. All Services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise District of any changes in any laws that may affect Consultant's performance of this Agreement.

1.4. Familiarity with Services. By execution of this Agreement, Consultant warrants that:

(1) It has thoroughly investigated and considered the Services to be performed, based on all available information; and

(2) It carefully considered how the Services should be performed; and

(3) It fully understands the difficulties and restrictions attending the performance of the Services under this Agreement; and

(4) It has the professional and technical competency to perform the Services and the production capacity to complete the Services in a timely manner with respect to the scope of services.

1.5. Performance to Satisfaction of District. Consultant agrees to perform all the Services to the complete satisfaction of District. Evaluations of the Services will be done by General Manager or his designee. If the quality of Services is not satisfactory, District in its discretion has the right to:

(a) Meet with Consultant to review the quality of the Services and resolve the matters of concern;

(b) Require Consultant to repeat the Services at no additional fee until it is satisfactory; and/or

(c) Terminate the Agreement as hereinafter set forth.

1.6. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by District's representative, regarding any services rendered under this Agreement at no additional cost to District. In the event that an error or omission attributable to

Consultant occurs, then Consultant shall, at no cost to District, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of District and to participate in any meeting required with regard to the correction.

1.7. Time of Performance. The Services of Consultant are to commence upon execution of this Agreement and shall continue until all authorized work is approved by District.

2.0. COMPLIANCES

2.1. Compliance with Law. Consultant shall perform the Services required by this Agreement in compliance with all applicable Federal, State and local laws, ordinances, rules and regulations applicable to the Services required under this Agreement. Consultant shall give all required notices and shall obtain any approvals required by government agencies. Consultant shall be liable for all violations of law in connections with Services furnished by Consultant. Consultant shall indemnify and hold harmless District from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against District for, or on account of any liability under this Section 2, as set forth herein Section 7: "Indemnification."

2.2. Non-discrimination. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of their age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of District's programs or guidelines currently in effect or hereinafter enacted regarding equal opportunity employment.

2.3. Workers' Compensation Insurance. Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Consultant will comply with such provisions before commencing the performance of the Services. Consultant certifies that in the performance of the Services, Consultant shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agrees that if Consultant should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, Consultant shall forthwith comply with those provisions. Consultant shall comply with the code requirements and all other applicable laws and regulations regarding Workers' Compensation, payroll taxes, FICA and tax withholding and similar employment issues. Consultant further agrees to hold District harmless from loss or liability, which may arise from the failure of Consultant to comply with any such laws or regulations.

2.4. Safety. Consultant shall execute and maintain Services so as to avoid injury or damage to any person or property. In carrying out the Services, Consultant shall at all times, exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, State and local statutory and regulatory requirements including State of California, Division of Industrial Safety (Cal/OSHA) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act (OTETA) as applicable. Safety precautions as applicable shall include instructions in accident prevention for all employees including equipment and wearing apparel as are necessary or lawfully required to prevent accidents and/or injuries.

3.0. COMPENSATION

3.1. Billing. Consultant shall submit a monthly invoice to District within 20 days of the end of the previous month in which Services are performed or expenses are incurred under this Agreement. Consultant's invoices shall include a brief description of the Services performed and the date the Services were performed, the number of hours spent and by whom, and a description of any reimbursable expenses. Reimbursable expenses shall be limited to actual expenditures of Consultant for expenses that are necessary for the proper completion of the Services and shall only be payable if specifically authorized in advance by District. In no case will the total amount paid to Consultant exceed the Maximum Amount as described in Section 3.2.

3.2. Maximum Amount. The maximum amount payable under the terms of this Agreement, including expenses, will not exceed \$20,000.00. Consultant shall promptly notify District, in writing, when fees and expenses incurred under this Agreement have reached \$16,000.00 (80% of maximum amount allowable). Consultant shall concurrently inform District of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work would exceed the maximum amount payable.

3.3. Additional Services. Consultant shall not receive compensation for any Services provided outside the Scope of Services unless District approves such additional services in writing prior to Consultant performing the additional services.

3.4. Payment. District shall pay Consultant no later than 45 days after approval of the monthly invoice by District staff.

4.0. RECORDS, DOCUMENTS AND DATA, AUDIT AND LICENSE RIGHTS.

4.1. Records, Documents, Data and Retention. Consultant shall maintain adequate records, provide daily status reports to District and upon request deliver to District all findings, plans, specifications, studies, reports, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, records, data, pictures, reports, appraisals, inventories, studies, analyses, drawings, estimates, computer disks, files or data magnetically or otherwise recorded on computer or internet cloud services which are prepared or caused to be prepared by Consultant under this Agreement ("Documents

& Data”) prepared or obtained in the performance of the Agreement, which shall be and remain the property of District. Consultant shall retain Consultant’s books, documents, papers, materials, payrolls, records, accounts, computer disks, tapes and any and all data relevant to the Agreement for a minimum of three (3) years following under this Agreement and shall permit District and its authorized representatives to examine, re-examine, make excerpts, transcribe and copy such items at any reasonable time within three (3) years after final payment under the Agreement.

4.2. Audit. Consultant shall also permit District and its authorized representatives to audit and verify statements, invoices or bills submitted by Consultant pursuant to the Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant’s normal business hours, unless Consultant otherwise consents. Consultant shall provide such assistance as may be reasonably required in the course of such examination and audit.

4.3. Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for District to use, modify, reuse or sublicense any and all copyrights, designs, and other intellectual property embodied in Documents & Data, which are prepared or caused to be prepared by Consultant under this Agreement. Consultant shall require all subcontractors to agree in writing that District is granted non-exclusive and perpetual license for any Documents & Data the subcontractor prepared under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. District shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purpose intended by this Agreement shall be at District’s sole risk.

5.0. LIABILITY INSURANCE

Consultant will file with District, before beginning professional services, certificates of insurance satisfactory to District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-: VII, or equivalent, or as otherwise approved by District. The retroactive date (if any) is to be no later than the effective date of this Agreement.

5.1. Certificates of Insurance. Consultant will file with District, before beginning Services, certificates of insurance satisfactory to District evidencing:

- A. Coverage. Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:
 - 1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
 - 2. Coverage for Professional Liability appropriate to Consultant’s profession covering Consultant’s wrongful acts (negligent acts, errors or omissions).

3. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)
- B. Limits. Consultant shall maintain limits no less than the following:
1. General liability - coverage of not less than one million dollars (\$1,000,000) per occurrence or the full per occurrence limits of the policy, whichever is greater for bodily injury, personal injury and property damage; two million dollars (\$2,000,000) general and products-completed operations aggregate (if used)).
 2. Professional Liability - coverage of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate or the limits of the policies available, whichever is greater.
 3. Auto liability - One million dollars (\$1,000,000) for bodily injury and property damage each accident limit.
 4. Workers' compensation (statutory limits) and employer's liability - one million dollars (\$1,000,000) (if applicable).

5.2. Required Provisions. The coverages specified in Section 5.1.A. are to contain or be endorsed to contain the following provisions:

- A. The general liability coverage shall give District, its directors, officers, employees, and authorized volunteers insured status (via ISO endorsement at least as broad as CG 2010 1185 or both CG 20 10 and CG 20 37 forms (if later revisions used)).
- B. The general liability coverage is to state or be endorsed (with as broad as ISO endorsement CG 20 01) to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by District, its directors, officers, employees, or authorized volunteers shall not contribute to it".
- C. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A- : VII, or equivalent, or as otherwise approved by District.
- D. The coverage shall contain no special limitations on the scope of protection afforded to District, its directors, officers, employees, or authorized volunteers.

5.3. Other Requirements.

- A. For any claims arising out of the Services to be performed hereunder pursuant to Exhibit A, Consultant's insurance shall be primary insurance

as respects District, its directors, officers, employees, agents and volunteers.

- B. Any failure to comply with reporting or other provisions of the policies shall not affect coverage provided to District, its directors, officers, employees and volunteers.
- C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by regular mail has been given to District.
- D. Except for Professional Liability, Consultant's insurance shall be a per-occurrence policy such that Consultant will be insured for all claims filed during or after the termination of the Agreement until all relevant statutes of limitations have expired.
- E. For Professional Liability claims made policy, the retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously after the completion of the contract work. Consultant shall purchase an extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. Consultant shall provide five (5) year tail on Professional Liability Coverage.
- F. In the event that Consultant employs other Consultants (sub-Consultants) as part of the Services covered by this Agreement, it shall be Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.
- G. If any of the required coverages expire during the term of this Agreement, Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to District at least ten (10) days prior to the expiration date.

5.4. Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by District. At the option of District, the insurer shall either reduce or eliminate such deductibles or self-insured retentions. Any insurance, pooled coverage or self-insurance maintained by District, its directors, officers, employees and volunteers shall not contribute to it.

5.5. Workers' Compensation and Employer's Liability Insurance. Consultant and all subcontractors shall cover or insure all their employees under the applicable laws relating to workers' compensation insurance, regardless of whether such coverage or insurance is

mandatory or merely elective under the law. The Workers' Compensation Policy shall be endorsed with a waiver of subrogation in the favor of the Member Water District for all work performed by the Consultant, its employees, agents and sub-Consultants. Before beginning Services, Consultant shall furnish to District satisfactory proof that he/she has taken out workers' compensation insurance for the period covered by the Services, all in accordance with the Workers' Compensation and Insurance Act, Division IV of the Labor Code of the State of California and any Acts amendatory thereof.

Consultant shall provide employer's liability insurance in the amount of, at least one million dollars (\$1,000,000) per accident for bodily injury and disease. Consultant shall provide District with a certificate of Employer's liability insurance coverage.

5.6. Evidences, Cancellation of Insurance and Continuation of Coverage. Prior to execution of the Agreement, Consultant shall file with District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. For general liability coverage, such evidence shall include original copies of the additional insured endorsement or policy wording signed by the insurer's representative and certificate of insurance. All evidence of insurance shall be certified by a properly authorized officer, agent or qualified representative of the insurer and shall certify the names of the insured, any additional primary insurers, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, the expiration date, and that the insurer will give by regular mail, written notice to District at least thirty (30) days prior to the effective date of any cancellation of the policy. If any of the required coverages expire during the term of this Agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Member Water District at least ten (10) days prior to the expiration date. The Contractor shall, upon demand of Member Water District deliver evidence of coverage showing continuation of coverage after completion of the project.

6.0. TERMINATION:

This Agreement may be terminated, with or without cause, at any time by District upon 30 days' written notice. In the event of any such termination, District shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of District's written notice of termination unless the termination is for cause, in which event District may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due District from Consultant is determined. Notwithstanding the foregoing, Consultant shall not be relieved of liability to District for damages sustained by District by virtue of any breach of this Agreement by Consultant. Upon such termination, District shall be entitled to all work, including but not limited to Documents & Data under Section 4.1 hereof. The obligations of Section 7 of this Agreement relating to Consultant's obligations to defend and indemnify District shall survive any termination of this Agreement.

7.0. INDEMNIFICATION.

7.1. Claims. Consultant shall indemnify and hold harmless and defend District to the fullest extent permitted by law, its directors, officers, employees or authorized volunteers, and each of them from and against:

- A. Any and all claims, demands, causes of action, damages, costs, expenses, losses or liabilities, in law or in equity, of every kind and nature whatsoever for, but not limited to, injury to or death of any person including Consultant, or any directors, officers, employees or volunteers of District or Consultant, and damages to or destruction of property of any person, including but not limited to, District and/or Consultant and their directors, officers, employees and volunteers, arising out of or in any manner directly or indirectly connected with the Services to be performed under this Agreement, due to Consultant's negligent acts, errors or omissions committed or alleged to have been committed; and
- B. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or in equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Consultant.

7.2. Cooperation. In the event any claim or action is brought against District relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation, which District might require.

7.3. Defense of Claims. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against District or District's directors, officers, employees or volunteers. In complying with Sections A and B, supra, Consultant may retain and compensate legal counsel selected by or prior approved by the insurance company.

Consultant shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of Consultant's performance or non-performance of the Services hereunder, and shall not tender such claims to District nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.

7.4. Satisfaction of Judgment and Reimbursement to District. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officers, employees and volunteers, in any such suit, action or other legal proceeding.

Consultant shall reimburse District and its directors, officers, employees and volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

7.5. Insurance. Consultant agrees to carry insurance for this purpose as set out in the specifications for the entire duration of this Agreement. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District, or its directors, officers, employees and volunteers.

8.0. GENERAL PROVISIONS

8.1. Entire Agreement. This Agreement, together with Exhibit “A” supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein. This Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a written amendment signed by all parties. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding.

8.2. Non-Exclusive Agreement. District may enter into agreements with others for the Services set forth in this Agreement, or similar to the Services that are subject to this Agreement. Consultant retains the right to perform services for entities other than District.

8.3. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of District. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by District. Consultant shall treat any information it may come to have relating to the Agreement with confidence, revealing information to third parties only with prior written approval of District. District shall grant such authorization if disclosure is required by law. All District data shall be returned to District upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

8.4. Assignment. The Agreement shall not be assignable or transferable in whole or in part by Consultant, whether voluntarily or by operation of law provided, however, that Consultant with the prior written consent of District may subcontract that portion of the services for which Consultant does not have the facilities to perform. Any other purported assignment, transfer or subcontracting shall be void. Nothing in the Agreement shall be construed to give any right or benefit to anyone other than District and Consultant.

8.5. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

8.6. Captions and Headings. Captions and headings in the Agreement are solely for convenience in locating certain provisions and shall not be construed as limiting, expanding or otherwise affecting the provisions of this Agreement.

8.7. Notices. Any notice or other communication to either party hereto shall be personally delivered to the party or sent by first class, registered, or certified mail, with postage fully prepaid, or by any recognized overnight delivery service and addressed to District or Consultant at their respective addresses as set forth elsewhere in this Agreement, or to such other

address as either party may from time to time designate by notice to the other given in accordance with this paragraph. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by District.

8.8. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

8.9. Ownership of Documents. All Documents & Data furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement shall be and remain the sole property of District, without restriction or limitation upon its use or dissemination by District; no such Documents & Data shall be the subject of a copyright application by Consultant. Consultant agrees that any such Documents & Data shall not be made available to any individual or organization without the prior consent of District. Consultant shall deliver to District all Documents & Data or any other Project related items as requested by District or its authorized representative, at no additional cost to District.

8.10. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

8.11. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

8.12. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

8.13. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

8.14. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

8.15. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

8.16. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

8.17. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one Agreement.

8.18. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

8.19. Taxpayer Identification Number. Consultant shall provide District with a complete Request for Taxpayer Identification Number and Certification, Form W 9, as issued by the Internal Revenue Service.

8.20. Change in Name, Ownership or Control. Consultant shall notify District representative, in writing, of any change in name, ownership or control of Consultant. Change of ownership or control of Consultant may require an amendment to the Agreement.

8.21. Covenants and Conditions. Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

8.22. Use of District's Name. Consultant shall not publish or use any advertising, sales promotion, or publicity in matters relating to services, equipment, products, reports, and material furnished by Consultant in which District's name is used, or its identity implied without District representative's prior written approval.

8.23. Force Majeure. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

8.24. Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or result from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

8.25. Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

8.26. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as follows:

IF TO CONSULTANT

Name: Anthony Tassano
Title: Principle
Address: Warren Consulting Engineers, Inc.
1117 Windfield Way, Suite 110
El Dorado Hills, CA 95762

IF TO DISTRICT

Name: Paul A. Dietrich
Title: Project Manager
Address: Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA 95611-0286

Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile or e-mail with confirmation back to sender; and c) 72 hours after deposit in the U.S. mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

Consultant shall notify District of changes in its address. The failure to do so, if such failure prevents District from locating Consultant, shall be deemed a waiver by Consultant of the right subsequently to enforce those provisions of this Agreement that require consultation or approval

of Consultant. Notwithstanding this provision, District shall make every reasonable effort to locate Consultant when matters arise relating to Consultant's rights.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

Dated: 7/27/16

CITRUS HEIGHTS WATER DISTRICT

By: Robert A. Churchill
Robert A. Churchill, General Manager
Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA 95611-0286

Dated: 7/27/16

WARREN CONSULTING ENGINEERS, INC.

By: Anthony J. Tassano
Anthony Tassano, Principle
Warren Consulting Engineers, Inc.
1117 Windfield Drive, Suite 110
El Dorado Hills, CA 95762



Warren Consulting Engineers, Inc.

July 25, 2016

email: pauld@chwd.org

Paul Dietrich
Project Manager
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95611

RE: PROPOSAL FOR ENGINEERING SERVICES FOR CITRUS HEIGHTS WATER DISTRICT CAPITAL IMPROVEMENT PLAN – HIGHLAND AVENUE AND ROSA VISTA 8 INCH WATER MAINS

Dear Paul:

We are pleased to submit for your review and consideration our proposal for the above referenced project. The scope of work consists of:

1. **Topographic Survey**
 - A. Prepare topographic survey of project area, including property lines and easements. See attached sketch.
 - B. CAD Data reduction to produce finished drawing.
 - C. Title Report, if required, will be ordered from the title company as a reimbursable expense.

2. **Schematic Design Phase**
 - A. Review existing conditions and survey for conformance.
 - B. Meet with CHWD to finalize route.

3. **Design Development Phase**
 - A. Prepare design development drawings for water line replacement on Highland Ave. and water line extension on Rosa Vista Lane.
 - B. Submit plans to CHWD for review and comments prior to beginning construction documents.

4. **Construction Document Phase**
 - A. Prepare construction documents for the water line extension. The plans will contain:
 1. Topographic survey.
 2. Horizontal control plan.
 3. Water line plans and profiles per CHWD standards.
 4. Details and sections.
 - B. Revise drawings as needed to obtain approval from City of Citrus Heights, Sacramento Metro Fire Department and CHWD. CHWD to route plans for signatures.

July 25, 2016

PROPOSAL FOR ENGINEERING SERVICES FOR CITRUS HEIGHTS WATER DISTRICT CAPITAL IMPROVEMENT PLAN – HIGHLAND AVENUE AND ROSA VISTA 8 INCH WATER MAINS

Page 2

5. Construction Staking

- A. Provide construction staking (one set) for water line at 50 foot spacing, angle points, valves and air release valve.
- B. Provide contractor with cut sheet.

6. Water Easements

- A. Prepare two (2) water easement legal descriptions and exhibits for the proposed water main to be located on Rosa Vista.

Proposed fee for above scope of work:

Topographic Survey:	\$5,000.00
Schematic Design:	\$1,000.00
Design Development:	\$1,500.00
Construction Documents:	\$5,500.00
Construction Staking:	\$3,500.00
(2) Water Easements:	<u>\$2,500.00</u>
	Sub-Total Fee: \$19,000.00
Title Report (if required)	\$1,000.00
	Total Fee: \$20,000.00

Items not included in this proposal are:

- 1. Agency fees.
- 2. Arborist Report.
- 3. Construction Management services.
- 4. Construction Inspection.
- 5. Environmental Process Applications, Permits, Hearings, etc.
- 6. Soils investigation and testing.
- 7. Storm Water Pollution Prevention Plan (not required).

July 25, 2016

PROPOSAL FOR ENGINEERING SERVICES FOR CITRUS HEIGHTS WATER DISTRICT CAPITAL IMPROVEMENT PLAN – HIGHLAND AVENUE AND ROSA VISTA 8 INCH WATER MAINS

Page 3

Billing will be on a monthly basis for work completed within that calendar month. Payment shall be made within 30 days of receiving the billing statement.

If this proposal is acceptable, please sign and return one copy.

Sincerely,

Accepted: _____

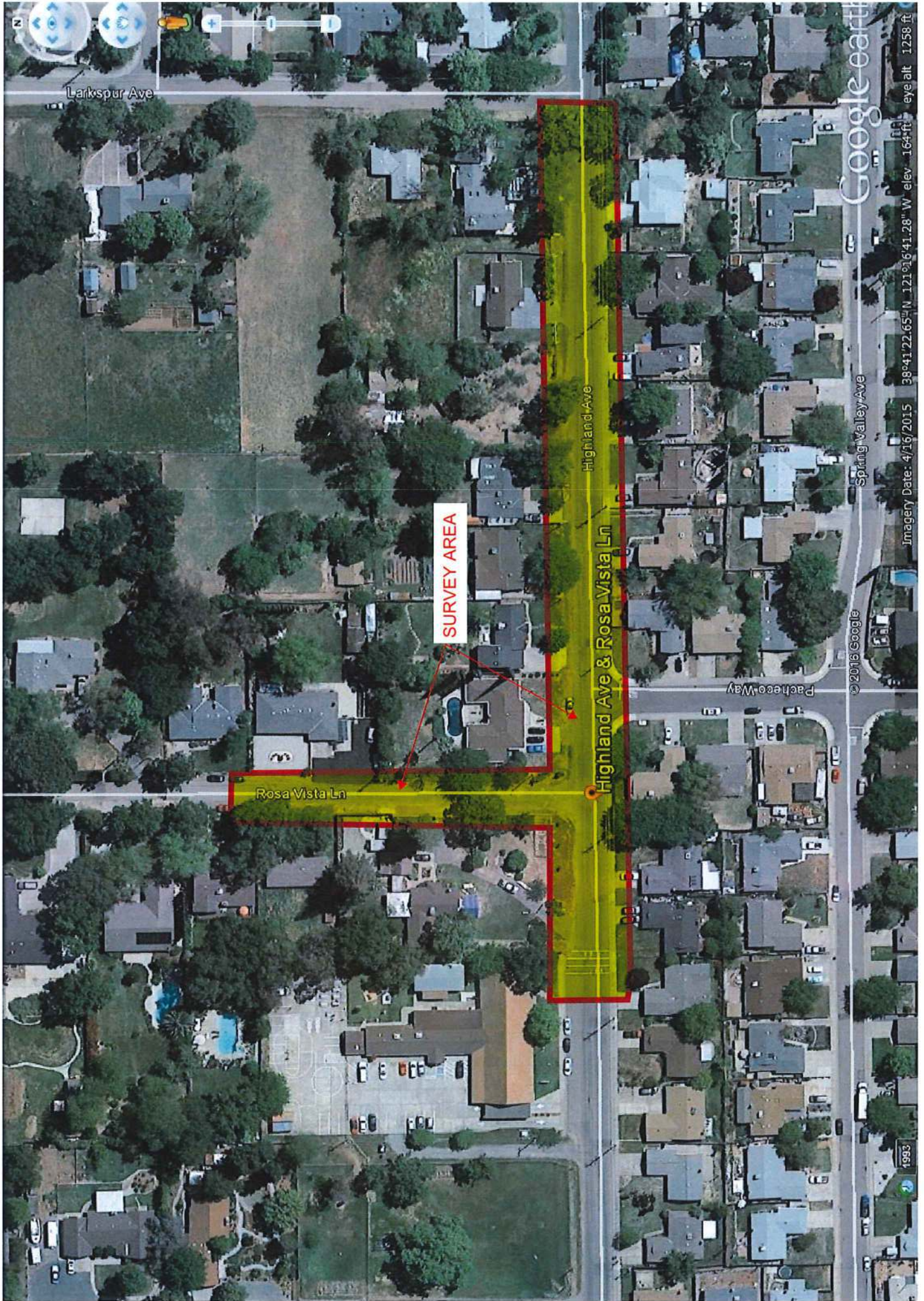


Anthony J. Tassano, P.E.

Date: _____

AJT/tlb

16P.265



Larkspur Ave

Highland Ave

SURVEY AREA

Rosa Vista Ln

Highland Ave & Rosa Vista Ln

Paheco Way

Spring Valley Ave

Google earth

Imagery Date: 4/16/2015 38°41'22.65" N 121°01'41.28" W elev. 164ft eye alt. 1258 ft

© 2015 Google

1993

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 18, 2018 MEETING

SUBJECT : UPDATE ON GROUNDWATER SUSTAINABILITY PLAN DEVELOPMENT
STATUS : Presentation Item
REPORT DATE : July 04, 2018
PREPARED BY : David M. Gordon, Operations Manager

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

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

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

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

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS July 18, 2018 MEETING

SUBJECT : METER REPLACEMENT STUDY UPDATE
STATUS : Information Item
REPORT DATE : July 02, 2018
PREPARED BY : Hilary Straus, General Manager
Rex Meurer, Water Efficiency Supervisor

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