

**BOARD MEETING AGENDA  
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
MARCH 21, 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:**

**PLEDGE OF ALLEGIENCE:**

**CLOSED SESSION:**

CL-1. Pursuant to Section 54956.9(b):

SIGNIFICANT EXPOSURE TO LITIGATION: 1 Case

CL-2. Pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Parcel Number 211-0192-087-0000

Agency negotiators: Chris Castruita, David Gordon, Brian Hensley, Josh Nelson,  
Melissa Pieri, Hilary Straus, Susan Sohal

Negotiating parties: First Apostolic Church Incorporated of Citrus Heights

Under negotiation: Both Price and Terms of Payment

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

April 18, 2018	6:30 PM	Regular Meeting
May 16, 2018	6:30 PM	Regular Meeting
June 20, 2018	6:30 PM	Regular Meeting
July 18, 2018	6:30 PM	Regular Meeting
August 15, 2018	6:30 PM	Regular 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 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.



Christopher Castruita, Management Services  
Supervisor/Chief Board Clerk

Dated: March 15, 2018

**BOARD MEETING AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
MARCH 21, 2018 beginning at 6:30 PM**



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

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

**CALL TO ORDER:**

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

**ROLL CALL OF DIRECTORS:**

**PLEDGE OF ALLEGIENCE:**

**VISITORS:**

**PUBLIC COMMENT:**

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

(A) Action Item

(D) Discussion Item

(I) Information Item

**CONSENT CALENDAR: (A/I)**

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

- CC-1. Minutes of the Regular Meeting – February 21, 2018
- CC-2. Revenue Analysis Report for February 2018
- CC-3. Assessor/Collector's Roll Adjustment for February 2018
- CC-4. Treasurer's Report for February 2018
- CC-5. Treasurer's Report of Fund Balances for February 2018
- CC-6. Operations Budget Analysis for February 2018
- CC-7. Capital Projects Summary February 2018
- CC-8. Warrants for February 2018
- CC-9. CAL–Card Distributions for February 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 Program Update (I)  
Monthly report on Water Efficiency program activities.

**PRESENTATIONS:**

- P-1. California Special District Association Update (I)  
Receive a presentation on the services the California Special District Association provides to the Citrus Heights Water District.

**BUSINESS:**

- B-1. Discussion and Possible Action to Approve a Resolution Amending the Customer Advisory Committee Membership (A)  
Consider Resolution 04-2018, amending the Customer Advisory Committee Membership.

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

None.

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

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

**MANAGEMENT SERVICES REPORTS (I):**

- MS-1. Meter Replacement Study Update.  
MS-2. 2018 Strategic Planning Process Update.

**CORRESPONDENCE:**

None.

**CLOSED SESSION:**

None.

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

April 18, 2018	6:30 PM	Regular Meeting
May 16, 2018	6:30 PM	Regular Meeting
June 20, 2018	6:30 PM	Regular Meeting
July 18, 2018	6:30 PM	Regular Meeting
August 15, 2018	6:30 PM	Regular 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 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 72 hours prior to the regular meeting in accordance with Government Code Section 54954.2.



Christopher Castruita, Management Services  
Supervisor/Chief Board Clerk

Dated: March 15, 2018

Item CC-1

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
February 21, 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: Hilary Straus, General Manager  
Josh Nelson, Assistant General Counsel  
Susan Sohal, Administrative Services Manager  
Chris Castruita, Management Services Supervisor/Chief Board Clerk  
David Gordon, Operations Manager  
Missy Pieri, Engineering Manager/District Engineer  
Rex Meurer, Water Efficiency Supervisor  
Madeline Henry, Management Services Specialist/Deputy Board Clerk  
Tamar Dawson, Assistant Engineer

**VISITORS:**

Kim Berg  
Julie Beyers  
Patti Catalano  
Katherine Cooley  
Wes Ervin  
Suzanne Guthrie  
Doug MacTaggart  
Porsche Middleton  
Dave Mitchell  
James Monteton  
Richard Moore  
Jenna Moser  
Mike Nishimura  
David Paige  
Aimee Pfaff  
Peg Pinard  
Chris Ralston  
Colleen Sloan  
Noe Villa

David Wheaton  
Patti Ransdell  
Laura Mason-Smith  
Lisa Larrabee

**PLEDGE OF ALLEGIANCE:**

Board President Raymond Riehle led the Pledge of Allegiance.

**PUBLIC COMMENT:**

Ken Payne, a resident of Carmichael and Chair of the Auburn Dam Council provided a status on his group's actions to promote the Auburn Dam.

**CONSENT CALENDAR:**

Management Services Supervisor Castruita requested to pull item CC-22, Discussion and Possible Action to Approve an Amended Resolution Appointing the Customer Advisory Committee, for further discussion and possible action by the Board. President Riehle accepted the request, and asked for consideration and/or approval of the remaining Consent Calendar, consisting of the following action or information items:

Revised Minutes of the Regular Meeting – December 20, 2017.

Minutes of the Regular Meeting – January 17, 2018.

Revenue Analysis Report for January 2018.

Assessor/Collector's Roll Adjustment for January 2018.

Treasurer's Report for January 2018.

Treasurer's Report of Fund Balances for January 2018.

Operations Budget Analysis for January 2018.

Capital Projects Summary January 2018.

Warrants for January 2018.

CAL-Card Distributions for January 2018.

Summary of 2018 Employees, Officers and Directors Training Courses, Seminars and Conference.

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 is 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 Program Update (I)

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

Discussion and Possible Action to Approve the 2016-17 On-Call Concrete Restoration Services as Complete (A)

Consider adoption of Resolution 02-2018 for the 2016-17 On-Call Concrete Restoration Services performed throughout the Citrus Heights Water District's service area, and authorize execution and recording of a Notice of Completion for the project.

Discussion and Possible Action to Approve Agreement with B & M Builders, Inc. for the 2018/19 On-Call Concrete Restoration Services (A)

Consider acceptance of a responsive bid for 2018/19 On-Call Concrete Restoration Services for the Citrus Heights Water District. Consider authorizing the General Manager or General Manager's designee to execute an agreement with B & M Builders, Inc. for this project.

Discussion and Possible Action to Approve a Resolution Opposing SB 623 (A)

Consider adoption of Resolution 03-2018, opposing a Public Goods Charge on Water.

**JANUARY 2018 WARRANTS**

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64734	Kaiser Foundation Health Plan, Inc	Health Insurance	\$19,021.38
64735	J4 Systems	Contract Services-Other	\$1,216.25
64736	A. Teichert & Son, Inc.	Road Base	\$1,929.27
64737	Indoor Environmental Services	Maintenance Agreement-Equipment	\$652.00
64738	Rosie M Carmassi Trust	Customer Refund	\$66.82
64739	Jeannie M Langley	Customer Refund	\$256.11
64740	Patrick D/Florenda Quinn	Customer Refund	\$18.97
64741	Edmond T Van Bebber	Customer Refund	\$20.97
64742	Brian J Sullivan	Customer Refund	\$875.59
64743	Anna J Gooch	Customer Refund	\$89.64
64744	Scott A/Alison M Felt	Customer Refund	\$21.42
64745	Robert/Helen Fournier	Customer Refund	\$31.31
64746	Eric J/Stacie A Surowiak	Customer Refund	\$32.30
64747	Radican Trust	Customer Refund	\$10.81
64748	M R/M Cabak Trust	Customer Refund	\$218.19
64749	Karen Palomares	Customer Refund	\$10.88
64750	Rafia Mustafa/Sohail Siddiqi	Customer Refund	\$90.86
64751	Jonathan R Smith	Customer Refund	\$10.32
64752	Nichole Rezabeck	Customer Refund	\$60.35
64753	Citrus Heights Test Only Smog	Customer Refund	\$32.50
64754	Ralph H/Trudi M Tucker	Customer Refund	\$10.85



64755	Lesley E/Michael Hall	Customer Refund	\$145.22
64756	Brittany/Christopher Wesely	Customer Refund	\$34.51
64757	Yideli Intl Trading Inc	Customer Refund	\$131.07
64758	Dottco Inc	Customer Refund	\$6.27
64759	Next Generation Capital	Customer Refund	\$136.55
64760	AFLAC	Employee Paid Insurance	\$238.56
64761	Alexander's Contract Services	Contract Services-Meter Read	\$2,386.42
64762	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
64763	Backflow Distributors Inc	Small Tools	\$170.00
64764	Bart/Riebes Auto Parts	Repair-Trucks	\$340.91
64765	Betty Ann Bertoglio	Contract Services-Miscellaneous	\$3,000.00
64766	California Landscape Associates Inc	Janitorial	\$200.00
64767	City of Citrus Heights	Permit Fees	\$5,000.00
64768	Robin Cope	Health Insurance	\$422.30
64769	Cybex	Equipment Rental-Office	\$149.21
64770	Dawson Oil Company	Gas & Oil	\$911.13
64771	Domenichelli and Associates, Inc	Contract Services-Engineering	\$5,430.00
64772	Express Office Products Inc	Office Expense	\$74.84
64773	Government Finance Officers Association	Dues & Subscriptions	\$150.00
64774	Golden State Flow Measurement, Inc	Material	\$1,544.27
64775	Indoor Environmental Services	Maintenance Agreement-Equipment	\$213.14
64776	J4 Systems	Contract Services-Other	\$3,927.50
64777	Kei Window Cleaning #12	Janitorial	\$94.00
64778	Kiwanis of Citrus Heights	Continued Education	\$452.00
64779	Moonlight BPO	Contract Services-Bill Print	\$7,115.69
64780	One Print Source & Graphics	Printing	\$229.83
64781	PNP Construction, Inc	Contract Services-Engineering	\$226,589.00
64782	Republic Services #922	Utilities	\$620.78
64783	Regional Government Services	Contract Services-Other	\$598.75
64784	River City Staffing Group	Contract Services-Water Conservation	\$2,289.60
64785	SMUD	Utilities	\$11,644.08
64786	Sonitrol	Equipment Rental-Office	\$168.56
64787	Borey Swing	Continued Education	\$218.50
64788	State Water Resources Control Board	Dues & Subscriptions	\$70.00
64789	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,226.16
64790	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,110.50
64791	Warren Consulting Engineers Inc	Contract Services-Engineering	\$8,625.00
64792	US Bank I.M.P.A.C. Government Services	Continued Education	\$8,882.03
64793	A-1 Mobile Window Tinting	Contract Services-Office Repair/Maintenance	\$327.00

64794	Regional Water Authority	Dues & Subscriptions	\$9,000.00
64795	A-1 Mobile Window Tinting	Contract Services-Office Repair/Maintenance	\$384.00
64796	Christopher E Hall	Customer Refund	\$56.30
64797	Istvan J Vargas	Customer Refund	\$25.94
64798	William C/Jeanne A McMaster	Customer Refund	\$56.47
64799	LM BALL PROPERTIES LLC	Customer Refund	\$33.01
64800	Mark D Zoeller	Customer Refund	\$100.41
64801	Barbara S Holland	Customer Refund	\$127.03
64802	Elizabeth L Witchel	Customer Refund	\$6.21
64803	Robert E/Susan E Smeja	Customer Refund	\$16.84
64804	Mark T Spitzer	Customer Refund	\$221.00
64805	Suzanne Meade	Customer Refund	\$136.03
64806	Eric J/Stacie A Surowiak	Customer Refund	\$165.58
64807	Betty L Dapper	Customer Refund	\$13.45
64808	Glen R/Dorothy Williams	Customer Refund	\$27.99
64809	Anastasia M Hoang	Customer Refund	\$267.63
64810	Cheryl D Smith	Customer Refund	\$211.15
64811	Shaun C Randolph	Customer Refund	\$60.00
64812	Minerva Properties Inc	Customer Refund	\$56.97
64813	Nick Flores	Customer Refund	\$1,726.78
64814	Martin Schwinger	Customer Refund	\$31.36
64815	Marsha M Pallanck	Customer Refund	\$21.37
64816	GPS Construction	Customer Refund	\$1,621.41
64817	ABA DABA Rentals & Sales	Supplies-Field	\$168.16
64818	Alexander's Contract Services	Contract Services-Meter Read	\$2,021.41
64819	All American Publishing	Contract Services-Water Conservation	\$409.00
64820	AnswerNet	Telephone-Answering Service	\$282.35
64821	Bart/Riebes Auto Parts	Repair-Trucks	\$301.82
64822	Burketts	Office Expense	\$425.61
64823	CirclePoint	Contract Services- Water Conservation	\$7,760.25
64824	Citrus Heights Chamber of Commerce	Continued Education	\$455.00
64825	Consolidated	Telephone-Local/Long Distance	\$1,731.68
64826	Dawson Oil Company	Gas & Oil	\$714.94
64827	Employee Relations Inc	Contract Services-Other	\$86.60
64828	Express Office Products Inc	Office Expense	\$122.93
64829	FP Mailing Solutions	Equipment Rental-Office	\$173.10
64830	Global Machinery West	Repair-Trucks	\$253.31
64831	Integrity Administrators Inc	Health Insurance	\$291.12
64832	Safa E Kaddis	Customer Refund	\$98.52
64833	KBA DOCUSYS	Equipment Rental-Office	\$464.52
64834	KBA Docusys Inc	Equipment Rental-Office	\$342.63
64835	Luhdorff & Scalmanini	Contract Services-Wells	\$1,656.80

64836	OCT Academy	Continued Education	\$390.00
64837	Pace Supply Corp	Material	\$432.94
64838	Pacific Gas & Electric	Utilities	\$219.60
64839	Placer County Department of Public Works	Permit Fees	\$75.00
64840	Planning Partners Inc	Contract Services-Wells	\$1,203.96
64841	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
64842	River City Staffing Group	Contract Services- Water Conservation	\$2,865.60
64843	RW Trucking	Contract Services-Miscellaneous	\$786.25
64844	Les Schwab Tires	Repair-Trucks	\$554.85
64845	SureWest Directories	Telephone-Local/Long Distance	\$49.74
64846	State Water Resources Control Board	Dues & Subscriptions	\$140.00
64847	TriFresh Technologies, Inc.	Wells Maintenance	\$70.11
64848	Villara Corporation	Equipment Rental-Office	\$1,441.69
64849	Manuel Duena	Toilet Rebate Program	\$162.00
64850	Alan M/Linda M Phillips	Customer Refund	\$28.14
64851	Marco A/Domingo M Marin	Customer Refund	\$82.30
64852	Casimir N/Millicent L David	Customer Refund	\$270.94
64853	Sylvia K Molina	Customer Refund	\$629.70
64854	Ted A Baden	Customer Refund	\$107.46
64855	Annemarie M Viault	Customer Refund	\$13.97
64856	David/Susan Schutz	Customer Refund	\$319.66
64857	Sam Q Phung	Customer Refund	\$97.22
64858	Hayat Badra	Customer Refund	\$58.64
64859	David/Donna Lazier	Customer Refund	\$185.33
64860	Michael T/Courtney Oneill	Customer Refund	\$39.04
64861	San Juan Properties LLC	Customer Refund	\$74.61
64862	Michael A/Susan M Norton	Customer Refund	\$310.16
64863	Alexander's Contract Services	Contract Services-Meter Read	\$1,860.64
64864	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
64865	Avalon Custodial Care	Janitorial	\$695.00
64866	CA-NV AWWA	Dues & Subscriptions	\$180.00
64867	BSK Associates	Water Analysis	\$1,476.00
64868	Cappo	Dues & Subscriptions	\$260.00
64869	City of Citrus Heights	Permit Fees	\$3,359.00
64870	Cogsdale	Contract Services-Other	\$1,349.40
64871	Corelogic Information Solutions Inc	Dues & Subscriptions	\$200.00
64872	Corix Water Products, Inc	Material	\$6,339.29
64873	County of Sacramento - Clerk	Publication Notices	\$40.00
64874	Golden State Flow Measurement, Inc	Material	\$312.48
64875	Grainger	Small Tools	\$23.37
64876	Ferguson Enterprises Inc #1423	Material	\$2,887.70

64877	Hach Company	Wells Maintenance	\$344.76
64878	Hansen Software Corporation	Maintenance Agreement-Software	\$400.00
64879	John Tony David	Field Miscellaneous	\$500.00
64880	Kaiser Foundation Health Plan, Inc	Health Insurance	\$21,516.35
64881	Liebert Cassidy Whitmore	Legal & Audit	\$5,189.50
64882	Maze & Associates	Legal & Audit	\$5,675.00
64883	Mitch's Certified Classes	Continued Education	\$600.00
64884	Moonlight BPO	Contract Services-Bill Print	\$6,284.56
64885	Regional Government Services	Contract Services-Other	\$2,923.75
64886	RH Davis & Co. LTD	Contract Services-Engineering	\$1,850.00
64887	Sophos Solutions	Contract Services-Other	\$6,652.00
64888	Thomson Reuters	Dues & Subscriptions	\$62.50
64889	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,622.25
64890	Verizon Wireless	Telephone-Wireless	\$1,217.01
64891	Voyager Fleet Systems Inc	Gas & Oil	\$1,563.42
64892	WaterWise Consulting, Inc	Contract Services- Water Conservation	\$4,550.00
<b>TOTAL</b>			<b><u>\$448,597.26</u></b>

ACH	INVOICE CLOUD DECEMBER 2017	Bank Fee	\$3,225.65
ACH	PAYCHEX DECEMBER 2017	Contract Services-Other	\$381.00
ACH	WELLS FARGO COP DEBT	Bank Fee	\$124,859.90
ACH	INVOICE CLOUD AUGUST 2017	Bank Fee	\$3,400.60
ACH	DECEMBER 2017	Bank Fee	\$1,728.36
ACH	DECEMBER 2017 FD	Bank Fee	\$119.98
ACH	DECEMBER 2017 WB	Bank Fee	\$87.98
ACH	DECEMBER 2017 PH	Bank Fee	\$117.98
ACH	FEBRUARY 2018 HEALTH	Health Insurance	\$15,153.38
ACH	JANUARY 2018 GASB 68	PERS	\$30,046.58
ACH	CHASE BANK JANUARY 2018	Bank Fee	\$1,825.27
ACH	INVOICE CLOUD SEPT 2017	Bank Fee	\$4,116.70
ACH	VALIC 1/11/18 PAYDAY	Deferred Compensation	\$3,004.50
ACH	VALIC 1/25/18 PAYDAY	Deferred Compensation	\$3,004.50
ACH	VANCO DEC 2017	Contract Services-Other	\$30.28
ACH	VOYA 1/11/18 PAYDAY	Deferred Compensation	\$25.00
ACH	PERS 1/11/18 PAYDAY	PERS	\$16,297.68
ACH	VOYA 1/25/18 PAYDAY	Deferred Compensation	\$25.00
ACH	PERS 1/25/18 PAYDAY	PERS	\$25,048.05
<b>TOTAL</b>			<b><u>\$232,498.39</u></b>

<b>GRAND TOTAL</b>			<b><u><u>\$681,095.65</u></u></b>
--------------------	--	--	-----------------------------------

February Checks Approved at February Board Meeting

64939	ACWA/JPIA	Workers Comp Insurance	\$19,494.12
64940	Best Best & Krieger	Legal & Audit	\$16,157.34
64941	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving	\$35,961.65
64942	Domenichelli and Associates, Inc	Contract Services-Engineering	\$8,759.75
64943	Ferguson Enterprises Inc #1423	Material	\$15,219.69
64944	PNP Construction, Inc	Contract Services-Engineering	\$265,780.00
64945	San Juan Water District	Purchased Water	\$627,164.80
64946	SMUD	Utilities	\$9,381.43
64947	SWRCB	Dues & Subscriptions	\$46,457.05
<b>TOTAL</b>			<b>\$1,044,375.83</b>

Employee Recognitions— Thirteen employees received recognition for attendance during December 2017, and nine were recognized for outstanding customer service and quality of work during the month of January 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 January 2018.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PROJECT 2030 Water Main Replacement Project</b>	Engineering	Engineering Manager and Project Manager	On-going	Yes, 10/18/17 (Award of Contract)	Yes	2017-2018 Master plan for replacement of mains installed in 1960-1985.	Asset Inventory in progress. Customer Advisory Committee (CAC) Swearing-In is scheduled for the 02/21/18 Board Meeting. Additional CAC meeting dates are being developed.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project</b>	Engineering	Engineering Manager, Project Manager and Senior Construction Inspector	On-going	TBD	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Board approved contract on 07/24/17. Notice to proceed started 08/10/17. Vehicle Wash Building steel erection complete. Material Storage Building steel erection complete. Roof installation in progress.  90% Complete.
<b>CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout</b>	Engineering	Engineering Manager and Project Manager	On-going	TBD	Yes	2017-18 Master plan for office space requirements through 2040.	Project is currently on hold due to other priorities. Plan is to start work again in first half of 2018.
<b>CAPITAL IMPROVEMENT PROJECT Highland Ave &amp; Rosa Vista Ln 8" Water Mains</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, 01/17/18 (Award of Contract)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Preconstruction meeting scheduled for 02/12/18.
<b>CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, 01/17/18 (Con Bid Pkg Req)	Yes	2017 design, 2018 construction.	Anticipate putting project out to bid the week of 02/12/18.
<b>CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	75% Plans received from Engineer on 02/05/18. Potholing anticipated in February 2018.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main</b>	Engineering	Assistant Engineer and GIS Specialist	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Survey completed on 11/30/17. Engineer preparing preliminary plans.
<b>CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" &amp; 6" Water Mains</b>	Engineering	Assistant Engineer and GIS Specialist	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Survey completed on 11/03/17.  Received Preliminary Plans from Engineer on 12/08/17.
<b>CAPITAL IMPROVEMENT PROJECT Mesa Verde High School 14" T-Main</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Operations staff water main installation.	Project complete. Perform project close out.
<b>CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Road East Side Wall</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	New Item. We anticipate this project being included in the 2019 CIP. Begin communication with SJUSD during Q1 2018.
<b>PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums</b>	Engineering	Senior Construction Inspector	On-going	Yes, TBD	No	95% Complete.	Valve boxes installed and paving completed 02/04/17. District to schedule cost share meeting.
<b>PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd</b>	Engineering	Senior Construction Inspector	On-going	Yes, TBD	No	Private development.	Project and punch list items complete except for easements.
<b>PRIVATE DEVELOPMENT Louis-Orlando Bus Transfer Point - Louis Ln at Orlando Ave</b>	Engineering	Senior Construction Inspector	On-going	Yes, TBD	No	City of Roseville Bus Transfer Station.	Project complete. Perform project close out.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 lot Subdivision</b>	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	7 lot subdivision by developer.	Project complete. Perform project close out.
<b>PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln</b>	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	On-site water mains installed and tested. Portions of demolition of existing water facilities complete.
<b>PRIVATE DEVELOPMENT 3 lot Residential Subdivision - 5648-5696 San Juan Ave</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	3 lot subdivision.	No update.
<b>PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	Project under Environmental Review. District sent Land Exchange Memorandum of Understanding on 02/01/18. Engineer preparing improvement plans.
<b>PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road</b>	Engineering	Engineering Manager and Senior Construction Inspector	On-going	No	No	15 lot subdivision located on Antelope Road.	Preconstruction meeting occurred on 01/25/18. District reviewing project submittals.
<b>PRIVATE DEVELOPMENT Citrus Place Subdivision</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Sent Will Serve letter on 09/13/17. Responded to Engineer's questions on 11/02/17.
<b>PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Reviewed plans and provided comments 09/28/17. Fire flow analysis request submitted on 02/05/18.



Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> 8027 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.	Tentative parcel map received 08/21/17. Will Serve letter sent 08/29/17. 95% plans received on 02/01/18.
<b>PRIVATE DEVELOPMENT</b> 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 on 09/13/17.
<b>PRIVATE DEVELOPMENT</b> 7601 Sunrise Blvd The Human Bean	Engineering	Assistant Engineer and Senior Construction Inspector	On-going	No	No	Commercial Development.	District signed plans on 12/21/17. Awaiting Preconstruction Meeting.
<b>PRIVATE DEVELOPMENT</b> 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Received easement information on 11/30/17. Meeting with Architect on 02/07/18.
<b>PRIVATE DEVELOPMENT</b> 7766 Auburn Blvd Quick Slice	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent comments to City on 11/27/17. Awaiting Final Plans for review.
<b>CITY OF CITRUS HEIGHTS PROJECT</b> 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.
<b>CITY OF CITRUS HEIGHTS PROJECT</b> Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along west side of Sunrise from Sayonara to north and storm drain improvements.	Project out to bid. Attended pre-bid meeting on 01/04/18. City to prepare an addendum to include water revisions.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Received signed utility agreement. Anticipate bid and start of construction in Q2.
<b>CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 &amp; Antelope</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Weigh station and off-ramp Improvements.	Sent water facility maps and as-builts to Engineer on 11/20/17.
<b>Annexations</b>	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Strategic Planning Item.	Scoping meeting to be scheduled in March/April 2018.
<b>Easements</b>	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Strategic Planning Item.	Scoping meeting scheduled for 03/07/18.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 123 work orders were performed during the month of January by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 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 January 2018 (531.38 acre-feet) was 11.8 percent below that of January 2013 (602.52 acre-feet).

Surface Water Supply Reliability

As of February 1, 2018, storage in Folsom Lake (Lake) was at 581,972 acre-feet, 60 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 36,696 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 January 2018 include:

- 27 ultra-low-flush toilet (ULFT) rebates were processed for the month of January. A total of \$2,025.00 in rebates were issued for January.
- To better align with SMUD's schedule for reporting monthly numbers, staff will begin reporting HECW rebates on a quarterly basis beginning April 2018.
- 25 water waste calls were received during the month of January. No reports of water waste were received through CHWD's Drought Resources web page.
- The Safety Committee and Management Services staff developed a Bloodborne Pathogen Plan, and a Traffic Control/Flagger Plan. Staff will incorporate the Plans into the current Injury Illness Prevention Program (IIPP).
- The Safety Committee and Robin Flint, Joint Powers Insurance Association's (JPIA's) Senior Risk Management Advisor, are working together on updating the District's Emergency Response Plan.
- In November 2017, The SWRCB released a revised draft of the proposed permanent prohibitions on wasteful and unreasonable water uses. In response to previous public comments received before the 12/26/17 response deadline, the SWRCB initiated an additional 15-day public comment period which began on 01/31/18. Written comment letters regarding further revisions are due 02/14/18. On behalf of its members, RWA will be submitting a response letter during the current comment period ending 02/14/18. The SWRCB currently intends to consider adoption of the permanent prohibition regulations at their 02/20/18 meeting.
- 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. The calls are currently reaching out to CHWD's single-family customers. Due to this effort, a total of 14 additional Irrigation Efficiency Reviews were generated and completed for the month of January. A total of 40 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017.

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

<b>Month</b>	<b>R-GPCD 2017</b>	<b>R-GPCD 2018</b>	<b>% CHANGE</b>
January	75	77	+0.03
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

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

<b>REDUCTION BY AGENCY (Data compared to 2013)</b>		
<b>Water Agency</b>	<b>Dec. 2017 Reduction</b>	<b>January - Dec. 2017 Reduction</b>
Del Paso Manor Water District	41.4%	21.1%
Sacramento Suburban WD	32.2%	18.9%
San Juan Water District	29.5%	24.4%
Elk Grove Water District	28.4%	19.7%
California American Water	24.6%	24.5%
Orange Vale Water Company	23.9%	25.1%
Fair Oaks Water District	23.0%	21.9%
Rancho Murieta CSD	22.7%	17.2%
Carmichael Water District	19.9%	20.4%
City of Woodland	18.2%	23.9%
El Dorado Irrigation District	18.2%	18.0%
<b>Citrus Heights Water District</b>	<b>18.0%</b>	<b>21.9%</b>
City of Sacramento	17.4%	22.8%
City of West Sacramento	17.1%	20.9%
City of Lincoln	16.1%	15.3%
City of Roseville	15.5%	17.4%
Rio Linda/Elverta CWD	15.4%	19.5%
Golden State Water Company	13.3%	19.5%
City of Yuba City	12.8%	17.7%
City of Folsom	8.8%	9.3%
City of Davis	8.5%	19.6%
Placer County Water Agency	6.8%	10.5%
Sacramento County Water Agency	-1.6%	14.2%
Average	18.7%	19.3%
Minimum	-1.6%	9.3%
Maximum	41.4%	25.1%

Discussion and Possible Action to Approve Investment of District Funds Policy

Administrative Services Manager Sohal reported that Section 6300.90 of the District's investment policy specifies that the policy shall be reviewed, modified as necessary and re-adopted or amended at least annually. The policy was last reviewed by the Board on March 14, 2017. A copy of the Policy with a proposed amendment accompanies this staff report for review.

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

For this year's review, Assistant General Counsel Nelson reports minor changes to correct the cross references to the regulations included in Government Code (GC). Additional edits were made within

Policy as noted:

<b>Policy</b>	<b>Description</b>
<b>6300.10</b>	Language was updated from GC Section 53600.3.
<b>6300.50.H.1</b>	This sections incorporates the provisions of GC Section 53601.8 into the policy. Section 53601.8 does not include the federally licensed branch of a foreign bank in its list of available investments. These investments are permitted by GC 53601(i)
<b>6300.50.H.6</b>	This sunset language was based on the fact that section 53601.8 was initially set to sunset in 2012. It has been extended by the Legislature. Funds may be invested in this program after 2012, currently set to expire in 2021, however this does not need to be reflected in the policy.
<b>6300.50.H.11</b>	The current sunset date does not need to be included in the policy.
<b>6300.50.K</b>	The deleted language was confusing and duplicative. This subsection allows two types of investments: (1) mutual funds and (2) money market funds. This District is compliant as long as one of the two types of investments are met.

These changes are recommended to keep the language in the District Policy consistent with language contained in the GC.

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

---

**CITRUS HEIGHTS WATER DISTRICT  
 POLICIES AND PROCEDURES MANUAL**

---

**POLICY TYPE** : FISCAL MANAGEMENT  
**POLICY TITLE** : INVESTMENT OF DISTRICT FUNDS

POLICY NUMBER : 6300  
DATE ADOPTED : MARCH 5, 1985  
DATE AMENDED : FEBRUARY 21, 2018  
AMENDMENTS : (1) MARCH 5, 1996; (2) FEBRUARY 4, 1997; (3) MARCH 2, 1999;  
(4\*) JANUARY 18, 2000; (5) JANUARY 16, 2001; (6) FEBRUARY 5, 2002;  
(7) JANUARY 7, 2003; (8) JANUARY 13, 2004; (9) JANUARY 11, 2005;  
(10\*) FEBRUARY 14, 2006; (11) FEBRUARY 13, 2007; (12\*) FEBRUARY 12, 2008;  
(13\*) FEBRUARY 10, 2009; (14\*) FEBRUARY 9, 2010; (15\*) MARCH 8, 2011;  
(16) FEBRUARY 14, 2012; (17) FEBRUARY 12, 2013; (18) FEBRUARY 11, 2014;  
(19\*) MARCH 10, 2015; (20) March 8, 2016; (21) March 14, 2017

\*re-adopted without change

---

6300.00                    PURPOSE

This fiscal management policy is intended to provide a policy and guidelines for the District's Treasurer or his/her designee for the prudent and suitable investment of funds and monies of the District without regard to source. The ultimate goal is to enhance the economic status of the District while protecting its funds.

The District's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the District to invest operating and reserve funds to the fullest extent possible. The District shall attempt to obtain the highest yield, provided that all investments first meet the criteria established for safety and liquidity.

Funds not included in this policy include deferred compensation funds.

6300.10                    DEFINITION AND PROVISION OF THE GOVERNMENT CODE

The Board of Directors and Officers authorized to make investment decisions on behalf of the District investing public funds pursuant to the California Government Code Sections 53600 et seq. and 53630 et seq. are trustees and therefore fiduciaries subject to the prudent investor standard. As an investment standard, any investment shall be made as if it is one which would be purchased by a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

6300.20                    AUTHORITY

The investment policies and practices of the District are based upon compliance with federal, State and local law and prudent money management. Investments will be in compliance with governing provisions of law (California Government Code Sections 53600 et seq. and 53630 et seq. as amended) and this policy. This policy shall take precedence when more restrictive than the California Government Code.

6300.21                    The Board of Directors delegates for a one-year period the day-to-day management of the District's investments to the Treasurer, subject to the conditions of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a

system of documentation and reporting pursuant to Section 6300.70.

6300.30                    ETHICS AND CONFLICTS OF INTEREST

Directors and Officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

6300.35                    PRUDENCE

Investments shall be made in the context of the “Prudent Investor” rule, which states that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The District Treasurer, involved in the investment process, acting in accordance with this Investment of District Funds Policy and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

6300.40                    OBJECTIVES

6300.41                    Safety of Principal - Safety of principal is the primary objective of the District. Each investment transaction shall seek to preserve the principal of the portfolio, whether from institutional default, broker-dealer default or erosion of market value of securities. The District shall seek to preserve principal by mitigating the following two types of risk:

A.        Credit Risk - Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by investing in only very safe institutions and by diversifying the investment of District funds so that the failure of any one issuer would not unduly harm the District’s cash flow.

B.        Market Risk - The risk of market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the weighted average maturity of the District’s invested funds to three (3) years. It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall investment return.

6300.42                    Liquidity - Liquidity is the second most important objective. Investments shall be made whose maturity dates are compatible with cash flow requirements and which can be easily and rapidly converted into cash without substantial loss of value.

6300.43                    Return on Investment - Investments shall be undertaken to produce an acceptable



rate of return after first considering safety of principal, liquidity, and without undue risk.

6300.50                      AUTHORIZED INVESTMENTS

District investments are governed by the California Government Code, Sections 53600 et seq. and 53630 et seq. Within the context of these Sections the following investments are authorized.

A.     Local Agency Investment Fund - The District may invest in the Local Agency Investment Fund (LAIF) established by the California State Treasurer and created by Section 16429.1 through 16429.4 of the Government Code for the benefit of local agencies up to the maximum permitted by the LAIF Governing Board.

B.     Securities of the U.S. Government and its Agencies - United States Treasury Bills, Notes, Bonds, or Certificates of Indebtedness, or those for which the faith and credit of the United States are pledged for payment of principal and interest. There is no limitation as to the percentage of the District funds which can be invested in this category as they are all safe and liquid. Purchases may not have a term remaining to maturity in excess of five (5) years. (GC 53601(b) and 53631(a))

C.     State of California Obligations - Registered State Warrants or Treasury Notes or Bonds of this State or any of the other 49 United States, as defined in Government Code 53601(c), (d), 53651.

D.     Local Agency Obligations - Obligations issued by any local agency, as defined by the Government Code, within the State. Obligations may be bonds, notes, warrants, or other evidences of indebtedness, as defined in Government Code 53601(e), 53651.

E.     U.S. Agencies - Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. (GC 53601(f) and 53651).

F.     Banker's Acceptances - Bankers acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of banker's acceptances may not exceed 180 days' maturity or 40 percent of the District's money that may be invested pursuant to this section. However, no more than 30 percent of the District's money may be invested in the banker's acceptances of any one commercial bank pursuant to this section. (GC 53601(g) and 53651)

G.     Prime Commercial Paper - Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

- (1) The entity meets the following criteria:

- (a) Is organized and operating in the United States as a general corporation.
  - (b) Has total assets in excess of five hundred million dollars (\$500,000,000).
  - (c) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization.
- (2) The entity meets the following criteria:
- (a) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
  - (b) Has program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond.
  - (c) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.
- (3) Eligible commercial paper shall have a maximum maturity of 270 days or less; and
- (a) No more than 40 percent of the District's money may be invested in eligible commercial paper.
  - (b) No more than 10 percent of the District's money that may be invested pursuant to this section may be invested in the outstanding commercial paper of any single issuer.

H. Investment of Surplus Funds in Deposits – Notwithstanding Section 53601 or any other provision of California Government Code, the District, at its discretion, may invest a portion of its surplus funds in deposits at a commercial bank, savings bank, savings and loan association, or credit union that uses a private sector entity that assists in the placement of certificates of deposit. The following conditions shall apply:

- (1) The District shall choose a nationally or state-chartered commercial bank, savings bank, savings and loan association, or credit union in this State to invest the funds, which shall be known as the "selected" depository institution.
- (2) The selected depository institution may use a private sector entity to help place District deposits with one or more commercial banks, savings banks, savings and loan associations or credit unions that are located in the United States, and are within the network used by the private sector entity for this purpose.
- (3) Any private sector entity used by a selected depository institution to help place District deposits shall maintain policies and procedures requiring both of the following:
  - (a) The full amount of each deposit placed pursuant to subdivision (2) and the interest that may accrue on each such deposit shall at all times be insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration.

- (b) Every depository institution where funds are placed shall be capitalized at a level that is sufficient, and be otherwise eligible, to receive such deposits pursuant to regulations of the Federal Deposit Insurance Corporation or the National Credit Union Administration, as applicable.
- (4) The selected depository institution shall serve as a custodian for each such deposit.
- (5) On the same date that the District's funds are placed pursuant to subdivision (2) by the private sector entity, the selected depository institution shall receive an amount of insured deposits from other financial institutions that, in total, are equal to, or greater than, the full amount of the principal initially deposited through the selected depository institution pursuant to subdivision (2).
- (6) Notwithstanding Government Code Section 53601.8 subdivisions (a) to (e), inclusive, a credit union shall not act as a selected depository institution under Government Code Sections 53601.8 or 53635.8 unless both of the following conditions are satisfied:
  - (a) The credit union offers federal depository insurance through the National Credit Union Administration.
  - (b) The credit union is in possession of written guidance or other written communication from the National Credit Union Administration authorizing participation of federally-insured credit unions in one or more certificate of deposit placement services and affirming that the monies held by those credit unions while participating in a deposit placement service will at all times be insured by the federal government.
- (7) The deposits placed pursuant to Government Code Sections 53601.8 and 53635.8 shall not, in total, exceed thirty (30) percent of the District's funds that may be invested for this purpose:
- (8) Purchases of certificates of deposit pursuant to Government Code Sections 53601.8 and 53635.8 shall not, in total, exceed thirty (30) percent of the District's funds that may be invested for this purpose.
- (90) Excluding purchases of certificates of deposit pursuant to Government Code Sections 53601.8, no more than ten (10) percent of the District's funds that may be invested for this purpose may be submitted, pursuant to subdivision (2), to any one private sector entity that assists in the placement of deposits with one or more commercial banks, savings banks, savings and loan associations, or credit unions that are located in the United States, for the District's account.

I. Certificates of Deposits and Time Deposits - The District may invest in non-negotiable

time deposits collateralized in accordance with the Uniform Commercial Code, in those banks and State and federal associations which meet the requirements for investment in negotiable certificates of deposit (NCD). When conditions so warrant, the first \$100,000 of collateral security for such deposits can be waived if the financial institution is insured pursuant to Federal and State law.

J. Medium-Term Corporate Notes - Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less issued by corporations organized and operating within the United States or by a depository institutions licensed by the United States or any State and operating within the United States. Notes eligible for investment shall be rated "A" or better by a nationally recognized statistical rating organization. No more than 30-percent of the District's invested funds may be invested in medium-term notes. (GC 53601(k) and 53635.2)

K. Mutual Funds/Money Market Mutual Funds - To be eligible for investment pursuant to this subdivision, these funds shall meet the following conditions in either paragraph 1 or paragraph 2:

1. Shares of beneficial interest issued by diversified management companies (otherwise known as mutual funds) that invest in the securities and obligations as authorized by subdivisions (a) to (k), inclusive, or (m) to (q), inclusive of Government Code Section 53601 and that comply with the investment restrictions of Government Code Sections 53600 et seq. and Sections 53630 et seq. However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily. To be eligible for investment pursuant to this subdivision (K)(1), the companies must have either:
  - (a) Retained an investment adviser registered with the Securities and Exchange Commission with not less than five (5) years' experience investing in securities and obligations and authorized by subdivisions (a) to (k), inclusive, (m) to (q), inclusive, of Government Code Section 53601 and with assets under management in excess of five hundred million dollars (\$500,000,000); or
  - (b) Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) nationally recognized statistical rating organizations.
2. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.). To be eligible for investment pursuant to this subdivision (K)(2), the companies must either have:

- (a) Retained an investment adviser registered with the Securities Exchange Commission with not less than five (5) years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000); or
  - (b) Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) nationally recognized statistical rating organizations.
3. The purchase price of shares of mutual funds and money market mutual funds purchased pursuant to this subdivision (K) shall not include any commission that the companies may charge and shall not exceed 20 percent of the District's funds that may be invested pursuant to Government Code Section 53601. Further, no more than 10 percent of the District's investment funds may be invested in shares of beneficial interest of any one mutual fund.

L. Mortgage Pass-through Securities - Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five (5) years maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized statistical rating organization and rated in a rating category of "AA" or its equivalent or better by a nationally recognized statistical rating organization. Purchase of securities authorized by this subdivision may not exceed 20 percent of the District's invested funds. (GC 53601 (o) and 53635.2)

M. Joint Powers Authority - Shares of beneficial interest issued by a Joint Powers Authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in Government Code 53601 subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the Joint Powers Authority. To be eligible under this section, the Joint Powers Authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

1. The adviser is registered or exempt from registration with the Securities and Exchange Commission.
2. The adviser has not less than five years of experience investing in the securities and obligations authorized in Government Code Section 53601 subdivisions (a) to (q), inclusive.
3. The adviser has assets under management in excess of five hundred million dollars (\$500,000,000) (GC 53601 (p)).

N. Passbook Deposits - Savings account(s) shall be maintained for amounts under \$250,000 as a source of funds for immediate use if required for selective commercial accounts. Savings account deposits may exceed the specified amount for periods not to exceed 45 days in

anticipation of payment of monthly accounts payable.

O. Supranationals - United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. The maximum remaining maturity for these obligations must be five (5) years or less, and they must be eligible for purchase and sale within the United States. In addition, these investments must be rated "AA" or better by at least two Nationally Recognized Statistical Ratings Organizations (NRSROs) and not exceed 30 percent of the District's portfolio.

6300.51 NON-COMPLIANCE WITH AUTHORIZED INVESTMENTS

Investments which were obtained prior to adoption of this policy which are not now in compliance with said policy may be held until maturity pursuant to Government Code Section 53601.6 (b). Reporting of said non-compliant investments shall be made per Section 6300.70.

6300.55 DESIGNATION OF DEPOSITORIES

The Board of Directors shall, by Resolution, and in accordance with Government Code Section 53600 et seq. and 53630 et seq., designate depositories for funds of the District. A State or federal credit union may not be designated as a depository for District funds if a member of the Board of Directors or any person with investment decision making authority for the District serves on the Board of Directors, any committee appointed by the Board of Directors, or the credit committee or supervisory committee of the State or federal credit union.

As far as possible, all money belonging to, or in the custody of the District, including money paid to the Treasurer or other official to pay the principal, interest, or penalties of bonds, shall be deposited for safekeeping in State or national banks, savings associations, federal associations, credit unions, or federally insured industrial loan companies in this State, selected by the Treasurer or other official having legal custody of the money; or may be invested in the investments set forth in Section 53601. To be eligible to receive District money, a bank, savings association, federal association, or federally insured industrial loan company shall have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities, including low- and moderate-income neighborhoods, pursuant to Section 2906 of Title 12 of the United States Code. Sections 53601.5 and 53601.6 shall apply to all investments that are acquired pursuant to this section (GC 53635.2).

6300.60 SAFEKEEPING OF SECURITIES

To protect against potential losses caused by collapse of individual securities dealers, all securities may be delivered against payment and shall be kept in safekeeping pursuant to Government Code Section 53608. Depositories having custody of the District's funds, securities, and other investment instruments shall be directed to forward copies of verification of such deposits in accordance with policies consistent with generally accepted reporting procedures of depositories. In no case shall funds be wired or

transmitted in any manner to brokers.

6300.70                    REPORTING REQUIREMENTS

Under provisions of California Government Code Section 53646 and 53607, the Treasurer shall render a monthly report to the District's Board of Directors and General Manager. The report shall include the type of investment, issuer, date of maturity, par value and the dollar amount invested in all securities, investments and monies held by the District, and shall additionally include a description of any of the District's funds, investments or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the District, and under management of any outside party that is not also a local agency of the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation.

In the report, a subsidiary ledger of investments may be used in accordance with generally accepted accounting practices.

The Treasurer shall report whatever additional information or data may be required by the District's Board of Directors.

For District investments that have been placed in the Local Agency Investment Fund, created by Government Code Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the Treasurer may supply to the District's Board of Directors and General Manager the most recent statement or statements received by the District from these institutions in lieu of the information regarding the type of investment, issuer, date of maturity, par value and the dollar amount invested in all securities, investments and monies held by the District as previously cited.

The monthly Treasurer's report shall state compliance of the portfolio with this Investment of District Funds Policy, or manner in which the portfolio is not in compliance. The report shall include a statement denoting the ability of the District to meet its expenditure requirement for the next six months or an explanation as to why sufficient monies will not or may not be available.

6300.90                    INVESTMENT POLICY REVIEW

This policy governing Investment of District Funds shall be reviewed, modified as necessary and re-adopted or amended at a public meeting of the Board of Directors annually or more frequently if necessary.

---

Discussion and Possible Action to Approve the 2016-17 On-Call Concrete Restoration Services as Complete

Operations Manager Gordon reported that On June 27, 2016, the Citrus Heights Water District (the District) executed an agreement with Central Valley Engineering & Asphalt, Inc. for on-call concrete restoration services within the District's service area. The on-call concrete restoration is the final surface trench restoration completed after the District performs improvements and repairs to the District's infrastructure. The on-call concrete restoration project provides dependable sidewalk, curb and gutter, facility protection, and trench maintenance above critical water infrastructure within the District's service area, and ensures safe travel for vehicular and pedestrian traffic.

The original contract amount was bid at \$13.35 per square-foot for concrete flatwork restoration, and \$55.00 per linear-foot of concrete curb and gutter restoration. A total number of five (5) Notices to Proceed were issued to the contractor for the project. The total amount invoiced by the contractor to date, is \$72,228.55 for materials, labor and equipment.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 02-2018

RESOLUTION OF THE BOARD OF DIRECTORS  
ACCEPTING 2016-17 ON-CALL CONCRETE RESTORATION SERVICES

WHEREAS, on June 27, 2016 a contract was fully executed between the Citrus Heights Water District (the District) and Central Valley Engineering & Asphalt, Inc. for on-call concrete restoration services; and

WHEREAS, Central Valley Engineering & Asphalt, Inc. has completed the work for the 2016-17 On-Call Concrete Restoration Services performed within the District's service area in accordance with the contract and specifications documents prepared by the District, pursuant to a final inspection on December 28, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Citrus Heights Water District that the 2016-17 On-Call Concrete Restoration Services performed within the District's service area is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the 2016-17 On-Call Concrete Restoration Services and to have said Notice recorded with the Office of the Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 21st day of February, 2018 by the following vote, to wit:



AYES: Directors: Sheehan, Riehle, Dains  
NOES: Directors:  
ABSTAIN: Directors:  
ABSENT: Directors:

SEAL

---

RAYMOND RIEHLE, President  
Board of Directors  
Citrus Heights Water District

ATTEST:

---

CHRISTOPHER CASTRUITA, Chief Board Clerk  
Citrus Heights Water District

RECORDED AT THE REQUEST OF  
OWNER AND RETURN TO:

CITRUS HEIGHTS WATER DISTRICT  
P.O. BOX 286  
CITRUS HEIGHTS, CA 95611-0286

NO FEE FOR RECORDING  
(Government Code Section 6103)

Space above for Recorders use only

---

NOTICE OF COMPLETION FOR  
2016-17 ON-CALL CONCRETE RESTORATION SERVICE

1. *Project Name:* 2016-17 On-Call Concrete Restoration Services
2. *Prime Contractor:* Central Valley Engineering & Asphalt, Inc.
3. *Date of Contract:* June 27, 2016
4. *Date of Completion:* January 26, 2017
5. *Project Site Locations:* The Project was performed throughout the Citrus Heights Water District (District) Service Area. The District Service Area is within four local jurisdictions which include the City of Citrus Heights, Sacramento County, Placer County and the City of Roseville.
6. *Description of Work or Materials Furnished:* The Scope of Work for this Project consists of furnishing, traffic control, and permits, all materials, labor, equipment, fuel, tools, transportation and services for on-call concrete repairs. The on-call concrete restoration is the final surface trench restoration completed after the District performs improvements and repairs to the District's infrastructure. The on-call concrete restoration project provides dependable sidewalk, curb and gutter, facility protection, and trench maintenance above critical water infrastructure within the District's service area, and ensures safe travel for vehicular and pedestrian traffic.
7. *Owner's Property Interest in Site is:* vendee under contract
8. *Owner:* Citrus Heights Water District, 6230 Sylvan Rd, Citrus Heights, CA 95610
9. *Signature for Owner:*  

---

Hilary M. Straus, General Manager/Secretary  
Citrus Heights Water District

---

VERIFICATION

I hereby verify, under the penalty of perjury, that Hilary M. Straus who signed the foregoing Notice of Completion and that the facts and contents therein are true and correct to the best of my knowledge.

DATE: February 21, 2018

\_\_\_\_\_  
 Christopher Castruita, Management Services Supervisor/Chief Board  
 Clerk  
 Citrus Heights Water District

Discussion and Possible Action to Approve Agreement with B & M Builders, Inc. for the 2018/19 On-Call Concrete Restoration Services

Operations Manager Gordon reported that the January 17, 2018 Citrus Heights Water District (the District) Board of Directors (Board) Meeting, the District rejected the bid by Central Valley Engineering & Asphalt, Inc. for 2018/19 On-Call Concrete Restoration Services and authorized staff to resolicit bids for the project. District staff reissued a Notice Inviting Bids (Notice) for On-Call Concrete Restoration Services on January 19, 2018.

The District Operations work crews are involved in daily maintenance of the District’s underground water infrastructure. This includes sidewalk, curb and gutter, and driveway excavation for maintenance work on the District’s underground infrastructure. After the District repairs and/or replaces the underground infrastructure within a concrete area, a contractor hired by the District will follow up with concrete restoration as necessary. The District currently does not have the equipment, staffing levels, or the qualified personnel to restore concrete on an as-needed basis; therefore, contracting out concrete restoration work is essential.

Based on history, the quantities of the concrete repairs vary between 500 to 2,500 square-feet (SF) for concrete flatwork restoration and up to 250 linear-feet (LF) for concrete curb and gutter restoration during any two-month period. The District is located within four municipal jurisdictions, which include the City of Citrus Heights, Sacramento County, Placer County, and the City of Roseville. The scope of work requires the contractor to comply with the requirements set forth by each jurisdictional inspector, as well as a District inspector.

The Notice for the project was sent to 25 concrete restoration contractors within the greater Sacramento Region and posted at the local bid houses. In response, two sealed bids were received on February 6, 2018, at which time the bids were opened and read publicly. The apparent low bidder is B & M Builders, Inc. of Rancho Cordova, CA. The bids received are as follows:

Bidder	Flatwork Restoration		Curb and Gutter Restoration		Total
	\$/SF	\$/20,000SF	\$/LF	\$/2,000 LF	
B & M Builders, Inc.	\$ 16.25	\$ 325,000	\$ 45.00	\$ 90,000	\$ 415,000.00
Central Valley Engineering & Asphalt, Inc.	\$ 21.50	\$ 430,000	\$ 80.00	\$ 160,000	\$ 590,000.00

B & M Builders, Inc. has proposed an optional 24-month contract extension, with an 18 percent increase on the proposed bid items shown above, following the end of the initial contract term date of December 31, 2019.

The District’s previous contract amount for concrete restoration for the same bid items is \$13.35 per SF for concrete flatwork restoration, and \$55.00 per LF for concrete curb and gutter restoration. It

should be noted that the bid rejected by the District at the January 19, 2018 Board meeting was \$21.25 per SF for concrete flatwork restoration, and \$75.00 per LF for concrete curb and gutter restoration.

The District staff recommends that the District Board accept the bid by B & M Builders, Inc. because the price for concrete services work has gone up significantly in recent years as demonstrated in the concrete prices received in the bids for the District Corporation Yard Safety Improvement Project.

To review a copy of the proposed 2018-19 On-Call Concrete Restoration Contract, please contact the Administration Department at (916) 725-6873.

### Discussion and Possible Action to Approve a Resolution Opposing SB 623

Management Services Supervisor Castruita reported that State of California (State) Senate Bill (SB) 623, authored by State Senator Bill Monning of Carmel, proposes the first-ever statewide water tax as a way to address a lack of access to safe drinking water for some people who live in rural, disadvantaged communities. The drinking water tax provisions of SB 623 did not go into print until the last few weeks of the 2017 legislative session. The bill, which became a two-year bill in September 2017, would implement a per-connection tax on residential and business water bills as one of two funding mechanisms for a fund to be administered by the State Water Resources Control Board (SWRCB) to assist those who do not have access to safe drinking water.

The Brown Administration's 2018-19 January Budget Summary includes a statement of intent to establish a "Safe and Affordable Drinking Water Fund" consistent with the policy framework of SB 623. On January 31, 2018 the Administration released their proposed budget trailer bill language (see Attachment 1).

According to the State Department of Finance, budget trailer bills are introduced by the Governor or Legislature in order to enact changes to existing state law to implement future budget changes. These budget implementation bills, commonly known as "trailer bills", bypass the standard legislative policy bill process, and minimize the Legislature's ability to amend and debate each bill's merits.

Both the Association of California Water Agencies (ACWA) and the Regional Water Authority (RWA) strongly oppose the proposed new tax, as outlined in a letter of opposition dated September 8, 2017 to the Assembly Appropriations Committee Chair (see Attachment 2). Both ACWA and RWA encourage member agencies to adopt similar positions of opposition.

At their January 17, 2018 Meeting, the Citrus Heights Water District (District) Board of Directors (Board) requested by consensus for staff to develop a resolution in opposition to SB 623 (Water Tax). Staff, working with RWA Legislative and Regulatory Affairs Program Manager Adam Robin, developed Resolution 03-2018, which expresses general opposition to any type of water tax or public goods charge, as well as specific opposition to SB 623 (see Attachment 3).

Should the Board approve Resolution 03-2018, staff will distribute the Resolution to local State Representatives and appropriate State Senate and Assembly committee members. In addition, staff will distribute the resolution to the local media within the Sacramento region, including:

<b>Local Media Distribution List</b>		
1. Citrus Heights Sentinel	2. Rocklin and Roseville Today	3. Sacramento Bee
4. Sacramento Observer	5. Sunset Storyteller	6. Folsom Telegraph
7. Lincoln News Messenger	8. Placer Herald	9. Roseville & Granite Bay Press Tribune
10. American River Messenger	11. Arden Advocate	12. Carmichael Times
13. Citrus Heights Messenger	14. Orangevale Sun	15. Rancho Cordova Grapevine-Independent
16. Capital Public Radio	17. Newsradio KFBK	

**CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 03-2018**

**RESOLUTION OF THE BOARD OF DIRECTORS  
IN OPPOSITION TO A PUBLIC GOODS CHARGE ON WATER**

WHEREAS, proposals to impose a public goods charge or similar permanent statewide tax on water are under consideration; and

WHEREAS, a public goods charge or other permanent tax on water bills is not the appropriate mechanism to fund water solutions or address water quality and water supply problems faced by some disadvantaged communities; and

WHEREAS, assessing a public goods charge would unfairly penalize local water agencies that have already made, and continue to make, investments in water management programs and infrastructure and would make it more difficult and costly for local water agencies to fund critical local water efficiency and supply projects; and

WHEREAS, according to a recent report by the Public Policy Institute of California, local water agencies are spending more than \$25 billion a year on local water-related programs, projects and infrastructure, and those investments have prepared them to respond to the current drought and have shielded the state's economy from the drought's most severe impacts over the past four years; and

WHEREAS, while there is a clear need to fund sensible long-term solutions and assist disadvantaged communities that do not have safe drinking water, a tax on water bills paid by a subset of Californians is not the solution; and

WHEREAS, local water managers are best suited to identify ways to spend locally-generated revenues at their respective agencies; an additional tax on water bills paid in order to send money to

Sacramento, where a portion will be carved out to fund another layer of administration, is not efficient and is not an appropriate solution or sound policy;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT DOES RESOLVE that Citrus Heights Water District opposes any effort by the state Legislature to impose a statewide public goods charge or other tax on water bills; and

BE IT FURTHER RESOLVED that Citrus Heights Water District opposes the use of the budget trailer bill process or other last-minute attempt to circumvent the appropriate legislative policy committee process to advance policy issues without full disclosure and transparency; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to our state legislative representatives and key members of the Administration.

Adopted by the Board of Directors at a regular meeting held on February 21, 2018 by the following roll call vote:

Ayes: Sheehan, Riehle, Dains

Noes:

Abstain:

---

RAYMOND RIEHLE, President  
Board of Directors  
Citrus Heights Water District

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 03-2018 adopted by the Board of Directors of Citrus Heights Water District at its regular meeting held February 21, 2018.

---

CHRISTOPHER CASTRUITA, Deputy Secretary  
Citrus Heights Water District

**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.

Discussion and Possible Action to Approve an Amended Resolution Appointing the Customer Advisory Committee

Management Services Supervisor Castruita reported that Customer Advisory Committee (CAC) Member Russ Blair submitted a letter of resignation to staff on February 15, 2018. Options available include:

1. Retain the number of CAC seats, and select a replacement from the existing application pool;
2. Change the number of CAC seats to include 19 voting members, including 16 residents; or
3. Direct staff to perform further outreach to expand the applicant pool, and select a replacement from this expanded applicant pool.

The Board agreed by consensus that it would conditionally approve a member selected by staff in order that this prospective CAC member could attend the CAC Orientation on March 19, 2018. The Board will then ratify this decision at their next Regular Board Meeting on March 21, 2018.

**PRESENTATIONS:**

Introduction and Oath of Office: Customer Advisory Committee

Engineering Manager Pieri and Management Services Supervisor Castruita provided a presentation on the recently created Customer Advisory Committee. Management Services Supervisor Castruita then led the CAC members in the Oath of Office. The Board of Directors congratulated the CAC members and thanked them for their willingness to get involved in their local government.

**BUSINESS:**

Preview of 2018 Strategic Plan

Management Services Supervisor/Chief Board Clerk Castruita requested the Board consider a preview of the 2018 Strategic Plan. Beginning with the 2017 budget process, CHWD initiated an annual strategic planning process. The goal of strategic planning is to bring the Board of Directors and key District staff together to identify and prioritize the District's key policy, program and project issues, and to identify actionable steps to take over the coming year given limited funding and staffing resources. Given that strategic planning items are above and beyond daily operations, the need to prioritize issues is critical to the success of the Strategic Plan.

The 2018 Strategic Planning Session took place on June 1, 2017, in a session attended by the Board of Directors and key District staff, facilitated by Laura Mason-Smith. The 2018 Strategic Plan was approved by the Board of Directors on July 11, 2017.

Staff reviewed the updated version of the Strategic Planning notes originally prepared by facilitator Laura Mason-Smith. The revisions include updates to the status of single year objectives made since the July Board Meeting. Staff provided a PowerPoint presentation at the February 21, 2018 Board Meeting to review the work plan for 2018 and received feedback from the Board of Directors.

**CITRUS HEIGHTS WATER DISTRICT    □    2018 STRATEGIC OBJECTIVES**

**THREE-YEAR GOAL: *PROJECT 2030 – WATER MAIN IMPROVEMENTS***

<i>Objectives to be Completed in the 2018 Year</i>					
<i>#</i>	<i>START</i>	<i>END</i>	<i>WHAT</i>	<i>WHO</i>	<i>COMMENTS</i>
1	Q1 2018	Q2 2018	Complete asset inventory into ESRI	Missy P., Paul D., Borey S., Tamar D.	Carry-over from 2017
2	Q4 2017	Q2 2019	Complete Community Advisory Committee (CAC) Process	Missy P., Consultant, Rex M., Hilary S., Ray R., David G., Paul D., Susan S., Brian H., Chris C., Tamar D.	Carry-over from 2017
3	Q3 2017	Q2 2019	Complete Project 2030 Study	Missy P., Consultant, Hilary S., David G., Paul D., Susan S., Brian H., Chris C., Tamar D., Borey S.	Carry-over from 2017
4	Q3 2018	Q2 2019	Transmission Main Evaluation (FIP)	Missy P., Consultant, David G., Paul D., Brian H., Tamar D., Borey S.	Carry-over from 2017
5	Q3 2018	Q2 2019	Creek Crossing Inspection Program	Missy P., Consultant, David G., Paul D., Brian H., Tamar D., Borey S.	Carry-over from 2017



**CITRUS HEIGHTS WATER DISTRICT    □    2018 STRATEGIC OBJECTIVES**

**A THREE-YEAR GOAL: *WATER EFFICIENCY***

<i>Objectives to be Completed in the 2018 Year</i>					
<b>#</b>	<b>START</b>	<b>END</b>	<b>WHAT</b>	<b>WHO</b>	<b>COMMENTS</b>
1	Q1 2018	Q4 2018	Meter Replacements: Study/Partnerships Grants Testing	Rex M., David G., Susan S., Hilary S., Brian H., Kelly D.	
2	Q1 2018	Q4 2018	New Regulations: Updates Compliance Reporting	David G., Rex M., Hilary S., RWA, BB&K	
3	Q1 2018	Q4 2018	Public Outreach: Training	Chris C., Rex M., Missy P, David G., Hilary S., Kelly D., CirclePoint	
4	Q1 2018	Q4 2018	Safety: In-house Public Compliance	Kelly D., Chris C., David G., Rex M., Safety Committee, ACWA JPIA	
5	Q1 2018	Q4 2018	Risk Management and Loss Prevention Workplan Development	Chris C., Kelly D., Rex M., Susan S., Hilary S.	
6	Q1 2018	Q4 2018	Secure Grant funding: RWA District Partnerships	David G., Brian H., Missy P., Rex M., RWA, Susan S., Alberto P.	

CITRUS HEIGHTS WATER DISTRICT □ 2018 STRATEGIC OBJECTIVES

**THREE-YEAR GOAL: WATER SUPPLY**

<i>Objectives to be Completed in the 2018 Year</i>					
<b>#</b>	<b>START</b>	<b>END</b>	<b>WHAT</b>	<b>WHO</b>	<b>COMMENTS</b>
1	Q4 2017	Q4 2018	Negotiate Supply Agreement: Banking Transfer Exchange	Hilary S., BB&K, David G., Susan S., Brian H.	Carry-over from 2017
2	Q3 2017	On- going	Active engagement in SGMA Technical Advisory Group	David G., Brian H., Hilary S., BB&K	Carry-over from 2017
3	Q2 2018	Q4 2018	Consider Aquifer Storage and Recovery (ASR) Retrofit feasibility	David G., Brian H., Hilary S., Missy P., Susan S., Eng. Consultant, BB&K	Carry-over from 2017
4	Q3 2018	Q1 2019	Design Well #7	David G., Brian H., Hilary S., Missy P., Susan S.	<b><i>Contingent on completion of Patton property purchase.</i></b>
5	Q3 2017	Q4 2018	Obtain Well #8 property	David G., Brian H., Hilary S., Missy P., Susan S., and Real Estate Rep.	Carry-over from 2017
6	Q2 2017	Q2 2018	Revisit and Develop Intertie Agreements	David G., Brian H., BB&K, Hilary S., Susan S., Missy P.	Carry-over from 2017
7	Q3 2017	Q2 2018	Complete two well rehabilitations and other upgrades	David G., Brian H., Hilary S., Missy P., Susan S.	Carry-over from 2017
8.	Q2 2017	Q4 2018	Investigate water rights	Hilary S., BB&K, David G., Brian H., Susan S., Chris C.	Carry-over from 2017

**CITRUS HEIGHTS WATER DISTRICT    □    2018 STRATEGIC OBJECTIVES**

**THREE-YEAR GOAL: *CAPITAL IMPROVEMENTS PROGRAM***

<i>Objectives to be Completed in the 2018 Year</i>					
<i>#</i>	<i>START</i>	<i>END</i>	<i>WHAT</i>	<i>WHO</i>	<i>COMMENTS</i>
1	Q1 2018	Q4 2018	Water distribution mains and services	Missy P., Paul D., Tamar D., Borey S., David G.	
2	Q4 2018	Q4 2018	Review the CEQA process for CIP's	Missy P., Paul D., Tamar D., Borey S., Hilary S., BBK	
3	Q1 2018	Q4 2018	Review easements	Missy P., Tamar D., Paul D., Borey S., Hilary S., BBK	
4	Q1 2018	Q4 2018	LAFCO and annexations	Missy P., Tamar D., Paul D., Borey S., Hilary S., BBK	
5	Q2 2018	Q4 2018	Develop the Corporation Yard/Facilities Master Plan, including ADA compliance	Paul D., David G., Missy P., Susan S., Hilary S., Consultant	Carry-over from 2017
6	Q3 2018	Q4 2018	Dispose of surplus well sites	David G., Brian H., Susan S., Tamar D., BBK	

**CITRUS HEIGHTS WATER DISTRICT □ 2018 STRATEGIC OBJECTIVES**

**THREE-YEAR GOAL: ORGANIZATION-WIDE OBJECTIVES**

<i>Objectives to be Completed in the 2018 Year</i>					
<b>#</b>	<b>START</b>	<b>END</b>	<b>WHAT</b>	<b>WHO</b>	<b>COMMENTS</b>
1	Q3 2018	Q4 2018	Server upgrade	PITA, Susan S., J4, Sophos	
2	Q3 2018	Q2 2019	Website Redesign	Chris C., Madeline H., PITA, Susan S., Hilary S.	
3	Q3 2017	Q2 2018	IT Program Review	Chris C., Susan S., Hilary S.	<b>COMPLETE</b>
4	Q1 2018	Q4 2018	Support the 2018 Board Member Candidates' Orientation and Election process	Chris C., Madeline H., Susan S., Hilary S.	
5	Q4 2017	Q4 2018	Organizational development and employee training	Chris C., Susan S., Hilary S., Missy P., David G.	Carry-over from 2017
6	Q4 2017	Q4 2018	CHWD Policy Review	BB&K, Chris C., Susan S., Hilary S., Missy P., David G.	Carry-over from 2017
7	Q1 2018	Q3 2019	Rebuild Rate Model/Financial Model for 2020 budget	Susan S., Alberto P., Hilary S., Missy P., David G., Chris C., Rex M., Brian H., Paul D., Consultant	
8	Q1 2018	Q4 2019	Enterprise-wide document scanning and indexing/GIS	Chris C., PITA, Susan S., Consultant, Missy P., David G.	Carry-over from 2017
9	Q1 2018	Q2 2018	Hire a Water Efficiency Technician (1FTE new position)	Chris C., Rex M., Sr. Mgmt. Svc. Spec., RGS	<b>COMPLETE</b>

**ACTION:** Director Sheehan moved and Director Dains seconded a motion to receive and file a preview of the 2018 Strategic Plan.

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

Discussion and Possible Action to Approve Revisions to the Purchasing and Procurement Policy

Administrative Services Manager Sohal and Assistant General Counsel Nelson requested that the Board

consider revisions to the Purchasing and Procurement Policy. The Citrus Heights Water District's (District's) purchasing and procurement policy, Policy No. 6500, was first adopted in June 1995 and has remained unchanged since amendments were last made in March 2010. At its last strategic planning workshop, the Board identified reviewing and updating the District's policies as a strategic planning item. When evaluating which policies to review first, staff identified Policy No. 6500 as a priority. The current policy does not contain many common provisions, requires formal bidding and request for proposal processes in situations where they may not be necessary or appropriate, does not clearly delineate how purchasing decisions must be made and contains low dollar thresholds for staff purchasing authority. While staff recognizes the utmost importance of establishing and following a purchasing policy that includes appropriate safeguards against potential malfeasance and ensures purchasing decisions maximize ratepayer funds, the current policy may be too restrictive, resulting in operational inefficiencies and transaction and legal costs that do not offset the potential benefits.

After identifying Policy No. 6500 for revisions, staff and the General Counsel's Office conducted a number of internal workshops and meetings to ensure all affected employees had an opportunity to provide input. This input resulted in a list of potential amendments. Several comparable agencies were also surveyed to determine purchasing policy limits. Staff then provided a presentation to the Board at its January meeting outlining possible amendments to Policy No. 6500. The Board was receptive to considering potential edits to Policy No. 6500, and staff prepared the enclosed revisions.

These revisions largely fall into three categories:

1. The scope of purchasing categories;
2. The purchasing process (i.e., when and how bids and proposals are obtained), and
3. The General Manager's authority over some purchasing decisions.

First, Policy No. 6500 classifies all purchasing decisions into one of six categories. These are general purchases, consultant services, public works projects, petty cash purchases, emergency purchases and single-source purchases. The proposed revisions do not modify this basic structure. Rather, they help clarify how certain purchases are classified (i.e., software and surveying services). In addition, they would permit single-source purchases when it would result in future operational or maintenance savings (i.e., water meters). They would also authorize the General Manager to settle minor claims against the District.

Second, the revisions would modify how certain purchases are made. Policy No. 6500 requires that all purchases be made after obtaining informal quotations or formal bids. Informal quotations require quotes from vendors when "the savings to be realized exceed the cost of obtaining the quotations." While staff recognizes the importance of a competitive process in the vast majority of purchasing situations, this standard is ambiguous and difficult to apply. It also ignores situations where obtaining quotes from multiple vendors or providers may be unnecessarily burdensome or impractical. The proposed revisions would delete the ambiguous standard for determining when to obtain quotes. Rather, the number and formality of required quotes would increase with the value of the purchase. Below is a table outlining the proposed process:

\$0 – 5,000	At least one verbal or written quote
\$5,000.01 – 40,000	At least two written quotes
\$40,000.01 – 74,999.99	At least three written quotes
\$75,000 +	Formal Quotations

The revisions also allow staff to forego obtaining quotes for emergency purchases, consultant services or single-source procurements. This change recognizes that a competitive process may not be possible or appropriate for these purchases. Of course, staff could (and likely would) conduct a competitive process when appropriate.

For the formal bid process, the draft revisions will continue to require a formal bidding process under which the District publishes notices, invites bids, and then awards the agreement. The policy does allow the Board to waive the competitive process when it desires to do so, including for consultant services. The revised policy will also allow electronic notices, providing additional flexibility and potential cost savings.

One addition change to the informal and formal solicitation process is that the policy will expressly allow “piggybacking.” This is a situation where the District can utilize a competitive solicitation recently conducted by another public agency, avoiding the cost and inconvenience of conducting a second solicitation. The District has historically utilized piggybacking but it was not expressly permitted by policy.

Third, the proposed revisions to Policy No. 6500 would modify the dollar thresholds for the General Manager or designee to make certain purchases. While it is imperative that the Board retain adequate oversight over all District purchasing decisions, the current dollar thresholds are much lower than other local agencies. Delegating additional authority to staff (while retaining ultimate Board oversight) increases operational efficiency. Below is a table listing the current and proposed thresholds:

	<b>Category</b>	
	<b>Current</b>	<b>Proposed</b>
General: Supplies, materials, equipment, O&M services	GM: \$25,000 or less  Board: Greater than \$25,000	GM: \$75,000 or less  Board: Greater than \$75,000
Consultant Services	GM: \$25,000 or less  Board: Greater than \$25,000	GM: \$75,000 or less  Board: Greater than \$75,000

<b>Category</b>		
	<b>Current</b>	<b>Proposed</b>
Public Works Projects	GM: \$25,000 or less  Board: Greater than \$25,000	GM: \$175,000 or less  Board: Greater than \$175,000
Petty Cash	GM: Less than \$200	GM: Less than \$500
Emergency Authority:	GM: \$25,000 or less  Board: Greater than \$25,000	GM: all amounts but  GM must notify the Board at its next regular meeting
Single Source	GM: \$10,000 or less  Board: Greater than \$10,000	GM: \$75,000 or less  Board: Greater than \$75,000

Assistant General Counsel Nelson stated that these are noteworthy adjustments. However, he noted that as was explained in the Board's January study session, these thresholds are at, or lower than, the thresholds used by a number of similar agencies. Moreover, as Policy No. 6500 has not been updated since 2010, a portion of the suggested changes simply reflects inflation since the last adjustment.

---

**CITRUS HEIGHTS WATER DISTRICT  
 POLICIES AND PROCEDURES MANUAL**

---

POLICY TYPE : FISCAL MANAGEMENT  
 POLICY TITLE : PURCHASING AND PROCUREMENT  
 POLICY NUMBER : 6500  
 DATE ADOPTED : JUNE 2, 1995  
 DATE AMENDED : ~~MARCH 9~~[February 21, 2010](#)[2018](#)  
 AMENDMENTS : (1) JULY 16, 1996, (2) [March 9, 2010](#)

---

6500.00                    INTRODUCTION

The District has a responsibility to acquire the best value in supplies, materials, equipment, operating and maintenance services, consultant services, and public works projects from various suppliers, contractors, and consultants.

This policies and procedures section is to provide guidance and instructions to employees involved in the purchasing and procurement process.

6500.01                    OBJECTIVES OF PURCHASING AND PROCUREMENT POLICY

This Purchasing and Procurement Policy has been developed to achieve the following objectives:

- Standardize the procedures by which the District conducts business with its suppliers, contractors, and consultants.
- Ensure impartiality and competition in purchasing and procurement transactions whenever possible.
- Establish purchasing and procurement authorization procedures, delegation of authority, and accountability.
- Implement effective documentation, processing, accounting, reporting, and audit trail systems to support purchasing and procurement activities.
- Maximize effective use of the District's financial and personnel resources.

6500.02                    PERSONNEL STANDARDS OF CONDUCT

All personnel engaging in purchasing and procurement activities on behalf of the District shall employ the following standard practices:

- Consider, first, the interests and needs of the District in all transactions.
- Carry out the established policies of the District.
- Buy without prejudice and seek to obtain the maximum value for each expenditure of public funds.
- Subscribe to and work for honesty and truth in purchasing and procurement, and denounce all forms of commercial bribery.

No District employee involved in purchasing shall maintain a financial interest or have any personal beneficial interest, directly or indirectly, in any contract or purchase of supplies, materials, equipment, services, or public works projects used by or furnished to the District.

6500.10                    PURCHASING CATEGORIES

District purchases typically are within the following six categories:

1. General Purchases
2. Consultant Services
3. Public Works Projects
4. Petty Cash Purchases



5. Emergency Purchases
6. Single Source Purchases

When considering purchases or procurements in any categories except emergency purchases, the District's current Operating Budget should be reviewed to assure compliance with anticipated expenditures and income.

6500.11                    GENERAL PURCHASES

This category consists of the following general purchase classifications:

- Supplies including office and field supplies, fuels, etc.
- Material including water-works materials, trench backfill material, etc.
- Equipment including office equipment, vehicles, tools, etc.
- [Software and other intangible goods.](#)
- Operating and Maintenance Services including service contracts and agreements, equipment repairs, etc.
- [Settling minor claims or potential claims against the District, including the payment of severance.](#)

6500.12                    CONSULTANT SERVICES

This category includes specialized professional services including, but not limited to, [surveyors](#), engineers, architects, attorneys/legal counsel, auditors, management consultants, financial consultants, technical consultants, and short-term personal services of less than 30 days.

Individual members of the Board of Directors are authorized to directly consult with the District's attorneys/legal counsel.

6500.13                    PUBLIC WORKS PROJECTS

This category comprises expenditures for public works projects that are typically related to capital improvements by independent contractors to the District's water distribution system, groundwater production facilities, and administrative/corporation yard facilities. Said contractors are to be considered for selection when a specific improvement project exceeds the available personnel, equipment, and technical expertise of the District.

Payment of the prevailing wage for construction labor classifications as determined by the State of California is required of contractors providing public works project construction for the District.

A 10 percent bid security is required for sealed competitive bids.

6500.13                    PETTY CASH PURCHASES

This category is composed of small, day-to-day, over-the-counter purchases made on behalf of the District using Petty Cash. A Petty Cash fund of not-to-exceed ~~\$200~~[500](#) shall be maintained and controlled by the District Treasurer.

6500.15                    EMERGENCY PURCHASES

This category constitutes purchases required during times of duress when the requirements for competitive purchasing and procurement can be waived. In such cases where purchases are made outside of normal procedures, records must be maintained to indicate the vendor, types, quantities, and disposition of items purchased or services procured. If possible, informal or facsimile quotations should be obtained and documented. The ~~Incident Commander~~ General Manager or designee shall have the authority to issue purchase orders and make purchases/procurements during emergency conditions.

A report and full accounting of expenditures shall be provided to the Board of Directors whenever emergency purchases and procurements are made.

~~The District shall solicit, maintain, and periodically update, a listing of labor, equipment, and overhead rates and charges of local public works contractors that could typically be contracted to provide service to the District during emergency conditions.~~

6500.16                    SINGLE-SOURCE PURCHASES

This category makes allowances for the infrequent, but sometimes necessary, purchase from a supplier that is the only acceptable vendor able to furnish a certain product or service. Inasmuch as single-source purchases are an exception to competition, care must be exercised and consideration given to the following:

- Is there a lack of responsible competition for the product or service?
- Does the vendor possess exclusive and/or predominant capabilities?
- Is the product or service unique and easily established as one-of-a-kind?
- Would utilizing a single-source result in future operational or maintenance savings?
- Are there patented or proprietary rights that fully demonstrate a superior patented feature not obtainable from similar products, or a product or service available from only one source rather than dealers and retailers from which competition could be encouraged?
- Can the District's requirements be modified so that competitive products or services may be used without sacrificing product quality and vendor responsiveness?

Further, in accordance with Public Contract Code Section 3400(c), the District may make a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- In order that a field test or experiment may be made to determine the product's suitability for future use.
- In order to match other products in use on a particular public improvement either completed or in the course of completion.

- In order to obtain a necessary item that is only available from one source.
- In order to respond to an emergency declared by the District, but only if the declaration is approved by a unanimous vote of the Board.
- In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the District.

6500.20

PURCHASING LEVELS AND PROCEDURES AUTHORITY

~~The following table specifies~~ Below are tables listing the various purchasing categories and the ~~required quotation or bidding/proposal procedures~~ authority for individual purchases:

Category	Procedure		
	<del>Informal Quotations</del> <u>General Manager</u>	<del>Written Quotations</del> <u>Board of Directors</u>	<del>Formal Bids/Proposals</del>
General: Supplies, materials, equipment, O&M services  <del>Authority:</del>	<del>\$75,000 or less than \$10,000</del> <u>General Manager or designee</u>	<del>\$10,000—\$25,000</del> <u>Greater than \$75,000</u>  <u>General Manager</u>	<del>Greater than \$25,000</del>  <u>Board of Directors</u>
Consultant Services  <del>Authority:</del>	<del>None</del> <u>\$75,000 or less</u> <u>General Manager or designee</u>	<del>Less than \$25,000</del> <u>Greater than \$75,000</u>  <u>General Manager</u>	<del>Greater than \$25,000</del>  <u>Board of Directors</u>
Public Works Projects  <del>Authority:</del>	<del>None</del> <u>\$175,000 or less</u>  <u>General Manager or designee</u>	<del>Less than \$25,000</del> <u>Greater than \$175,000</u>  <u>General Manager</u>	<del>Greater than \$25,000</del>  <u>Board of Directors</u>
Petty Cash  <del>Authority:</del>	<del>Less than \$200</del> <u>500</u>  <u>General Manager or designee</u>	None	<del>None</del>
Emergency  <del>Authority:</del>	<u>All amounts but General Manager shall notify Board of Directors at its next regular meeting</u> <del>Less than \$25,000</del>  <u>General Manager or</u>	<del>Greater than \$25,000</del>  <u>General Manager or designee</u>	<del>None</del>

	<del>designee</del>		
Single Source	<del>\$75,000 or less than \$10,000</del>	Greater than <del>\$10,000</del> <u>75,000</u>	<del>None</del>
Authority:	<del>General Manager or designee</del>	Board of Directors	

Procurement limits shall apply on a single project basis for services or purchase basis for materials. Multiple procurements from a single provider or purchaser shall be judged individually. However, splitting or separating of materials, supplies, services, and projects for the expressed purpose of evading the requirements of this Policy, is strictly prohibited.

6500.21 INFORMAL QUOTATIONS SOLICITATIONS

~~Informal quotations for smaller purchases as specified in Section 6500.20 are to be obtained and documented. When practical, verbal or telephonic quotations should be solicited from prospective vendors. The solicitation of competitive quotations is practical when the savings to be realized exceed the cost of obtaining the quotations. A minimum of three quotations is preferred. A file documenting informal quotations shall be created and maintained.~~

All purchases or contracts for materials, supplies, equipment and services will be based, whenever possible and practicable, on some form of competition. There may be exceptions to the competitive process for emergency conditions, supply or source limitations, or other circumstances with justifications for such waiver being documented prior to the acquisition. Moreover, quotations are not required for consultant services or single source procurements. The following guidelines shall be used for obtaining quotes or proposals:

<u>Quote Limits Guidelines</u>	
<u>\$0 – 5,000</u>	<u>At least one verbal or written quote</u>
<u>\$5,000.01 – 40,000</u>	<u>At least two written quotes</u>
<u>\$40,000.01 – 74,999.99</u>	<u>At least three written quotes</u>
<u>\$75,000 +</u>	<u>Formal Quotations</u>

Written quotes may be either hard-copy quotes received in the mail, via facsimile or via electronic transmission. Written quotes or the justification for not obtaining quotes shall be maintained in the project file.

Quotes may not be available for common items normally found in retail establishments (i.e., Home Depot, Lowe’s, etc.), unless in bulk or special order. The purchase of common consumer items is acceptable without a quote but a contractor’s discount should be sought if a business account is established.

6500.22

WRITTEN FORMAL QUOTATIONS

~~Written quotations for mid-range purchases as specified in Section 6500.20 are to be obtained and documented. Written documentation must be from the vendor and may be submitted by mail, by facsimile, or in person. A minimum of three quotations is required. A file documenting written quotations shall be created and maintained.~~

Formal solicitation procedures shall be required for procurements estimated to be greater than \$75,000. The use of an online solicitation system is acceptable for formal solicitations, as well the receipt of formal solicitations (unless specifically stated otherwise within the solicitation documents). In addition, the notice to bid or request for proposal:

1. Shall, at a minimum, be advertised in one general circulation newspaper within the District's geographic boundaries or advertised electronically on an appropriate regional purchasing website.

~~6500.23~~ FORMAL BIDS/PROPOSALS

2. Shall, whenever possible and practical, provide a minimum of fourteen (14) calendar days for response, unless otherwise required by the Public Contract Code.

~~Formal bids or proposals for substantial expenditures as specified in Section 6500.20 are to be obtained and documented.~~

~~Sealed competitive bids shall be advertised and requested for substantial general purchases and public works projects. Request for proposals (RFP's) shall be requested for those substantial consultant services.~~

~~Prior to the solicitation of bids and proposals, the purchase cost estimate, specifications, and Invitation to Bid/Request for Proposals must be approved by the Board of Directors.~~

~~Public notices inviting sealed bids or proposals shall be published at least once in the legal notice section of a newspaper of general circulation in Sacramento County, with the first publication occurring at least ten days before the date of opening the bids or proposals. Notices shall include, as a minimum, the following information:~~

- ~~1. General description of the item(s) to be purchased or service requested.~~
- ~~2. Location where specifications and bid forms may be obtained.~~
3. Shall require the receipt of a minimum of two (2) competitive responses or more, when available.
- ~~3. Location and deadline for submission of sealed bids/proposals.~~
- ~~4. Time and place assigned for opening of sealed bids/proposals.~~

~~A list of qualified suppliers, contractors, and/or consultants shall be compiled by the General Manager for the solicitation of bids/proposals and shall be submitted for approval to the Board of Directors with the Invitation to Bid/Request for Proposals. This list shall be used as a mailing list for solicitation and shall be of sufficient length to ensure that enough qualified suppliers, contractors, and/or consultants are solicited to assure adequate competition.~~

Sealed bids/Proposals shall and quotations may be publicly opened under the direction unsealed, and respective dollar amount(s) announced. Award details shall be made available following the award of a contract. The formal competitive solicitation process may be waived at the discretion of the General

~~Manager and reviewed by staff for completeness. The preliminary selection of the successful bidder will be determined by the General Manager and reported in writing or designee, when there is a compelling reason to do so (e.g., public safety, prevent loss of life, imminent danger, or other valid reason). The General Manager shall document the reason and present it to the Board of Directors for consideration of acceptance. Selection of other than the lowest bidder, rejection of any or all bids, and any exceptions to competition must be included in the report at the next regularly scheduled meeting. In addition, the formal competitive solicitation process shall not be required for consultant services unless otherwise required by law. Written responses to the notice to bid or request for proposal shall be maintained in the project file.~~

~~Upon acceptance of a bid or proposal by the Board of Directors, the Board of Directors authorizes the General Manager to execute a contract, in duplicate, on behalf of the District subject to receipt of all items required in the specifications including, but not limited to insurance and worker's compensation certificates, performance and material bonds, etc.~~

~~All bids/proposals shall be retained by the District and filed for future reference, generally with the project file.~~

#### 6500.23                      PUBLIC WORKS BIDDING

The Irrigation District Law does not maintain competitive bidding for public works except in limited cases. In such cases or when required by law, the District shall utilize all competitive processes mandated by the Public Contract Code.

For other public works solicitations, the District shall utilize the process identified in Section 6500.22 for public works. In addition to such procedures, public work bids shall be publicly unsealed, and respective dollar amount(s) announced. The Board of Directors may waive public bidding for any public work in its discretion and subject to the limits of applicable law.

#### 6500.25                      COOPERATIVE PURCHASING

In lieu of conducting an informal or formal solicitation, the District may utilize cooperative and piggyback procurements that are based on competitive processes that are substantially consistent with the requirements of this Policy. Documentation of this finding and its basis shall be maintained in the project file.

#### 6500.30                      CHANGE ORDERS

A change order is required when work or services performed pursuant to a contract will exceed the approved original contract amount or changes in the scope of work are required. A written request for change order must be completed and approved, before a change order can be authorized. Board approval is required for any change order or amendment that exceeds ten percent of the initial contract amount. Subsequent change orders or amendments shall be aggregated so that Board approval is required once the total amount approved by change order or amendment exceeds ten percent of the initial contract amount. The Board may delegate additional authority for change orders or amendments when approving any contract.

~~Additions, deletions, and/or amendments to a contracted project plans and/or specifications may occur requiring the necessity of issuing a change order(s). The Board of Directors authorizes the General~~

~~Manager to negotiate and approve change order(s) not to exceed 20% of the base contract amount limited to an aggregate total of \$5,000. Change order(s) of 20% and/or \$5,000, whichever is less, require the approval of the Board of Directors.~~

~~Upon approval of a contract a contingency fund for change orders on a case by case basis may be established by the Board of Directors.~~

6500.50                    PURCHASING CYCLE

Regardless of the type of item or service being acquired, each transaction proceeds through the following nine distinct stages in varying degrees:

1. Assessment and determination of need
2. Research and/or development of specifications
3. Estimation of anticipated cost
4. Solicitation and evaluation of quotations, bids, or proposals
5. Selection and approval of purchase
6. Award of contract or order
7. Delivery and Inspection
8. Receipt of invoice, reconciliation with delivery ticket, verification of pricing by purchasing coordinator/agent
9. Payment

6500.80                    PURCHASE ORDERS

Purchase orders may be necessary from time to time to facilitate purchase of required products or services. The District's officers (Directors, Secretary, Assessor/Collector, and Treasurer), and the General Manager are authorized to execute purchase orders on behalf of the District.

6500.90                    PURCHASING/PROCUREMENT AUTHORITY

Purchasing and procurement authority not heretofore specifically designated is hereby retained by the Board of Directors.

The General Manager, at his or her discretion, may ~~designate District personnel to serve as the purchasing coordinators/agents for the purpose of soliciting informal and/or written quotations per Sections 6500.21 and 6500.22 respectively.~~ delegate purchasing authority to staff. Such delegation shall be in writing.

6500.100                    PROJECT FILE

The General Manager or designee shall maintain a project for each purchase. The project may be maintained electronically or in hard copy consistent with applicable law and the District's retention policy.

ACTION: Director Dains moved and Director Sheehan seconded a motion to approve amendments to Policy 6500: Purchasing and Procurement.

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 Dains stated that he attended the recent SGA meeting on Director Sheehan's behalf. At the meeting, the group discussed the proposed cost-sharing agreement with other agencies. In addition, he was asked if Director Sheehan would like to sit on the SGA budget committee for the 2018 term. Director Dains had tentatively accepted on Director Sheehan's behalf, and stated that someone would need to confirm the appointment if she accepted. Director Sheehan stated that she had served previously on the Committee, and would be happy to do so again this year. Staff was directed to follow up and advise SGA staff of this.

San Juan Water District (All)

General Manager Straus informed the Board that he had been approached by SJWD representatives for a potential groundwater transfer. General Manager Straus acknowledged that CHWD has previously participated in groundwater transfer agreements with SJWD, and would develop a proposed agreement for consideration at an upcoming Board of Directors meeting.

Association of California Water Agencies (ACWA) (Dains)

No report.

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

No report.

City of Citrus Heights (Pieri)

Operations Manager Gordon stated that staff met with City General Services Director Rhonda Sherman and City Engineer Stuart Hodgkins, who were responsive to the concerns brought forth by CHWD staff on pavement restoration. City staff is expected to submit a draft proposal for review by CHWD staff.



Chamber of Commerce Government Issues Committee (Gordon/Meurer)

Director Dains inquired where staff had decided to hang the recently received Chamber award. Management Services Supervisor Castruita stated that staff had decided to hang it in the Board Chamber, and expect to have it hung prior to the next meeting.

RWA Lobbying Program Update (Gordon/Meurer)

Operations Manager Gordon stated that ACWA has issued an alternative proposal to the public goods charge proposed to fund the SB 623. He also informed the Board that RWA is tracking SB998 which would regulate shut-offs for water utility customers whose income is below the poverty line.

Other Reports

Management Services Supervisor Castruita informed the Board that the ACWA Spring Conference will take place Tuesday, May 8, to Friday, May 11, 2018 at the Sacramento Convention Center. He will circulate the program and additional information in order to submit Board registrations prior to the next Board meeting.

Management Services Supervisor Castruita also informed the Board that he will be reaching out to the Board members regarding AB 1234 and AB1825 training. Training will be provided at the upcoming ACWA Spring Conference and is also available online through the District's online training platform, Target Solutions.

Finally, the deadline to file FPPC Form 700 is Monday, April 2, 2018. Management Services Supervisor Castruita will reach out directly to each Board member to schedule time for them to complete and execute their forms.

**MANAGEMENT SERVICES REPORT:**

Corporation Yard Safety Improvements Update

Engineering Manager Pieri provided an update on the status of the Corporation Yard Safety Improvements Construction Project currently under construction by PnP Construction, Inc. Construction support throughout the project is being provided by CHWD's construction manager, Domenichelli and Associates. Engineering Manager/District Engineer Pieri presented a PowerPoint presentation for the Board to examine the progress of the project.

Engineering Manager Pieri informed the Board that the miscellaneous electrical work, striping, and the south entrance gate were in the process of being installed that week. With minimal items remaining, she informed the Board that total expenses to date totaled \$1,888,117 out of a total project budget of \$2,632,325.

Meter Replacement Study Update

General Manager Straus and Water Efficiency Supervisor Meurer provided an update concerning the

Meter Replacement Program. A draft Memorandum of Understanding (MOU) to formalize the business partnership among participating agencies has been circulated to all of the agencies' general managers and the RWA Executive Director. The proposed participating agencies are: Carmichael Water District, Orange Vale Water Company, Regional Water Authority (RWA), Sacramento Suburban Water District, San Juan Water District, and Citrus Heights Water District. Once the MOU has been finalized and approved by all of the agencies' governing boards, work will resume on the advanced planning study RFP. The planning study RFP is about 85% complete.

Ms. Peg Pinard asked for clarification on where the Meter Replacement Program is at in the project process. Ms. Pinard stated that she thought staff had stated that the project is almost complete, but she had thought the Customer Advisory Committee is supposed to have some input on the project. General Manager Straus stated that the Request for Proposal to prospective project consultants is almost complete. Once staff has completed preparation of the Request for Proposal, they hope to secure a consultant team to work with the Customer Advisory Committee to develop a proposal that the Customer Advisory Committee would hopefully provide input upon for potential action by the CHWD Board of Directors. Ms. Pinard stated that she has concerns with integration with other local water districts, given the way she believes such programs have impacted East Coast communities.

**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 8:45 pm.

APPROVED:

---

CHRISTOPHER CASTRUITA  
Deputy Secretary  
Citrus Heights Water District

---

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

FEBRUARY 2018

## 2018 REVENUE ANALYSIS

Outstanding Recievables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,025,583	822,855	80,854	5,535	204,433	(88,093)

General Ledger Balance	Total
Outstanding A/R	1,111,969
Outstanding Liens	0
Unclaimed Funds	(5,544)
Outstanding Grants	1,247
Less Unapplied Payments	(89,897)
<b>Total</b>	<b>\$ 1,017,774</b>

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR  
February 28, 2018**

Board Of Directors  
Citrus Heights Water District

Assessor/Collector Roll Adjustment		
February-18		
	Dollar	Count
<b>DEFAULT</b>		
One Time Courtesy	\$ 55.69	11
New Owner	\$ 4.73	1
Billing System Error	\$ 9.43	1
<b>DEFAULT Total</b>	<b>\$ 69.85</b>	<b>13</b>
<b>3-DAY DOOR HANG</b>		
Billing System Error	\$ 23.00	1
<b>3-DAY DOOR HANG Total</b>	<b>\$ 23.00</b>	<b>1</b>
<b>Grand Total</b>	<b>\$ 92.85</b>	<b>14</b>

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

Reason For Cancellation	Charge Type	Amount
Billing System Error	3-DAY DOOR HANG	23.00
Billing System Error	DEFAULT	9.43
New Owner	DEFAULT	4.73
One Time Courtesy	DEFAULT	4.65
One Time Courtesy	DEFAULT	4.55
One Time Courtesy	DEFAULT	5.29
One Time Courtesy	DEFAULT	4.06
One Time Courtesy	DEFAULT	2.52
One Time Courtesy	DEFAULT	6.33
One Time Courtesy	DEFAULT	7.68
One Time Courtesy	DEFAULT	4.21
One Time Courtesy	DEFAULT	5.75
One Time Courtesy	DEFAULT	6.59
One Time Courtesy	DEFAULT	4.06
		<u>\$ 92.85</u>

CITRUS HEIGHTS WATER DISTRICT


Month of February 2018

<b>Bank of the West</b>			
<b>Beginning Balance</b>			\$5,836,831
<b>RECEIPTS:</b>		975,250	
<b>DISBURSEMENTS:</b>			
Checks Issued / ACH Payments	1,231,877		
Payroll	301,110		
Returned Checks	2,122		
	<u>1,535,109</u>		<u>(559,859)</u>
<b>Bank of the West</b>			
<b>Balance per Bank January 31, 2018</b>			5,276,972
Outstanding Checks			(24,226)
Deposit in Transit			<u>49,743</u>
<b>Balance Per Books January 31, 2018</b>			<b>\$5,302,488</b>
<hr/>			
<b>RECONCILEMENT:</b>			
Bank of the West			\$5,302,488
Local Agency Investment Fund			6,140,520
COP Reserve Account			536,562
Money Mkt Activity Account			<u>530,815</u>
<b>TOTAL BALANCE</b>			<b><u><u>\$12,510,385</u></u></b>

<b>CASH &amp; INVESTMENT SUMMARY:</b>		
Bank of the West (General Account)		\$5,302,488
Local Agency Investment Fund		6,140,520
COP 2010 Reserve Account		536,562
Money Mkt Activity Account		<u>530,815</u>
<b>Total</b>		<b><u><u>\$12,510,385</u></u></b>

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	1.20%	18,585.96	1/12/2018

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



---

SUSAN K. SOHAL, Treasurer



---

HILARY M. STRAUS, Secretary

Signed: 03/15/2018

TREASURER'S REPORT OF FUND BALANCES

February 28, 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 02/28/2018	2018 Target Balance per Policy
Operating Fund	\$ 3,634,963	\$ 1,424,199	\$ (1,025,391)	\$ 975,250	\$ (1,535,109)	\$ 3,473,912	\$ 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
	<u>\$ 12,617,167</u>	<u>\$ 1,424,199</u>	<u>\$ (1,025,391)</u>	<u>\$ 975,250</u>	<u>\$ (1,535,109)</u>	<u>\$ 12,456,116</u>	

  
 \_\_\_\_\_  
 SUSAN K. SOHAL, Treasurer

**TREASURER'S REPORT OF FUND BALANCES**  
**February 28, 2018**

**Fund Transfers Summary:**

The Operating Fund Transferred:	\$ 975,250	from funds collected in January 2018 per Treasurer's Report
	<u>\$ (1,535,109)</u>	disbursements made in January 2018 per Treasurer's Report
	\$ (559,859)	

Citrus Heights Water District  
Budget Performance Report  
As of 2/28/2018

CC-06

	February Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
<b>Revenues</b>						
Metered Service Charges	\$811,277.03	\$1,628,867.78	\$1,403,298.00	\$225,569.78	16.07%	\$8,419,792.00
Metered Water Deliveries	225,549.31	483,512.17	613,453.00	(129,940.83)	-21.18%	6,532,500.00
Non-Metered Service Charges	12,340.94	17,350.78	23,334.00	(5,983.22)	-25.64%	140,000.00
Penalties	4,919.61	11,191.92	14,086.00	(2,894.08)	-20.55%	150,000.00
Interest	(1,788.81)	(1,353.66)	1,666.00	(3,019.66)	-181.25%	10,000.00
Backflow Fees	5,387.80	9,283.12	19,334.00	(10,050.88)	-51.99%	116,000.00
Water Service Install & S&R			4,550.00	(4,550.00)	-100.00%	27,300.00
Grant Funds	1,200.00	1,200.00		1,200.00	0.00%	
Miscellaneous *	14,959.00	33,965.41	21,666.00	12,299.41	56.77%	130,000.00
Cost Reimbursements	312.00	312.00		312.00	0.00%	
Income - Wheeling Water		4,410.02	254.00	4,156.02	1636.23%	2,700.00
<b>Total Revenue</b>	<b>1,074,156.88</b>	<b>2,188,739.54</b>	<b>2,101,641.00</b>	<b>87,098.54</b>	<b>4.14%</b>	<b>15,528,292.00</b>
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
<b>Operating Expenses</b>						
<b>Cost of Water</b>						
Purchased Water		516,526.00	514,217.68	2,308.32	0.45%	3,085,306.08
Ground Water	31,029.17	40,598.58	58,858.38	(18,259.80)	-31.02%	341,195.95
	<b>31,029.17</b>	<b>557,124.58</b>	<b>573,076.06</b>	<b>(15,951.48)</b>	<b>-2.78%</b>	<b>3,426,502.03</b>
<b>Labor &amp; Benefits</b>						
Labor Regular	224,322.79	450,284.31	447,689.18	2,595.13	0.58%	2,693,210.08
Labor Taxes	16,380.64	32,942.36	41,385.84	(8,443.48)	-20.40%	248,315.04
Labor Workers Comp			10,500.00	(10,500.00)	-100.00%	63,000.00
Labor External		3,451.60	15,116.68	(11,665.08)	-77.17%	90,700.08
Benefits Med/Den/Vis	30,145.12	75,360.44	79,257.48	(3,897.04)	-4.92%	475,544.88
Benefits LTD/Life/EAP	(81.02)	4,305.63	5,894.84	(1,589.21)	-26.96%	35,369.04
Benefits CalPers	9,641.79	27,883.03	129,790.12	(101,907.09)	-78.52%	778,740.72
Benefits Other	3,616.99	4,763.39	5,000.00	(236.61)	-4.73%	30,000.00
Benefit Retiree Expenses	3,227.92	6,448.60	8,422.16	(1,973.56)	-23.43%	50,532.96
Benefit Unemployment	505.06	4,337.54	1,400.00	2,937.54	209.82%	8,400.00
Benefit GASB 68	30,046.58	60,093.16		60,093.16	0.00%	
<b>Capitalized Labor &amp; Benefit Contra</b>	<b>(37,865.68)</b>	<b>(82,368.25)</b>		<b>(82,368.25)</b>	<b>0.00%</b>	
	<b>279,940.19</b>	<b>587,501.81</b>	<b>744,456.30</b>	<b>(156,954.49)</b>	<b>-21.08%</b>	<b>4,473,812.80</b>
<b>General &amp; Administrative</b>						
Fees & Charges	9,989.88	11,264.15	18,063.32	(6,799.17)	-37.64%	102,409.59
Regulatory Compliance/Permits	2,325.00	7,568.21	20,835.84	(13,267.63)	-63.68%	125,015.04
District Events & Recognition	1,030.54	1,616.52	4,471.68	(2,855.16)	-63.85%	26,830.08
Maintenance/Licensing	14,039.32	21,376.54	25,137.22	(3,760.68)	-14.96%	150,823.32



Citrus Heights Water District  
Budget Performance Report  
As of 2/28/2018

CC-06

	February	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Equipment Maintenance	3,324.98	5,030.48	11,666.66	(6,636.18)	-56.88%	69,999.96
Professional Development	13,063.83	16,641.58	17,165.00	(523.42)	-3.05%	94,533.50
Department Admin	2,927.26	6,222.30	9,104.14	(2,881.84)	-31.65%	54,624.84
Dues & Subscriptions	2,698.57	12,626.07	23,854.84	(11,228.77)	-47.07%	143,129.04
Fuel & Oil	4,200.83	7,401.14	8,500.00	(1,098.86)	-12.93%	51,000.00
General Supplies	1,178.43	2,460.01	6,183.34	(3,723.33)	-60.22%	37,100.04
Insurance - Auto/Prop/Liab			14,166.66	(14,166.66)	-100.00%	84,999.96
Leasing/Equipment Rental	1,269.76	2,703.44	5,063.66	(2,360.22)	-46.61%	30,381.96
Parts & Materials	38,321.27	72,977.03	9,166.68	63,810.35	696.11%	55,000.08
Postage/Shipping/Freight	10,593.68	21,045.59	20,314.01	731.58	3.60%	123,294.74
Rebates & Incentives	975.00	2,925.00	3,280.00	(355.00)	-10.82%	19,680.00
Telecom/Network	3,021.62	3,720.54	6,883.34	(3,162.80)	-45.95%	41,300.04
Tools & Equipment	3,555.30	4,271.69	10,283.34	(6,011.65)	-58.46%	61,700.04
Utilities	429.47	1,880.24	5,383.34	(3,503.10)	-65.07%	32,300.04
Write-Off Bad Debt Exp			833.34	(833.34)	-100.00%	5,000.04
Capitalized G&A Contra	(59,591.86)	(84,111.18)		(84,111.18)	0.00%	
Capitalized Equipment Contra		(32,536.94)		(32,536.94)	0.00%	
	<u>53,352.88</u>	<u>85,082.41</u>	<u>220,356.41</u>	<u>(135,274.00)</u>	<u>-61.39%</u>	<u>1,309,122.31</u>
Professional & Contract Services						
Support Services	49,495.27	87,056.10	287,945.84	(200,889.74)	-69.77%	1,727,675.04
Legal Services	7,851.78	8,715.74	54,333.34	(45,617.60)	-83.96%	326,000.04
Printing Services	172.40	443.66	6,700.00	(6,256.34)	-93.38%	38,515.00
	<u>57,519.45</u>	<u>96,215.50</u>	<u>348,979.18</u>	<u>(252,763.68)</u>	<u>-72.43%</u>	<u>2,092,190.08</u>
Reserves & Debt Services						
Interest Expense	7.74	(8,272.99)	122,656.00	(130,928.99)	-106.74%	735,936.00
Net Increase(Decrease) in Value of Investments		(11,671.29)		(11,671.29)	0.00%	
	<u>7.74</u>	<u>(19,944.28)</u>	<u>122,656.00</u>	<u>(142,600.28)</u>	<u>-116.26%</u>	<u>735,936.00</u>
<b>Total Operating Expenses</b>	<u><b>421,849.43</b></u>	<u><b>1,305,980.02</b></u>	<u><b>2,009,523.95</b></u>	<u><b>(703,543.93)</b></u>	<u><b>-35.01%</b></u>	<u><b>12,037,563.22</b></u>
<b>Net Income / (Expense)</b>	<u><b>652,307.45</b></u>	<u><b>882,759.52</b></u>	<u><b>92,117.05</b></u>	<u><b>790,642.47</b></u>	<u><b>858.30%</b></u>	<u><b>3,490,728.78</b></u>

Citrus Heights Water District  
 Capital Projects Summary  
 Fiscal Period End as of 2/2018

CC-7

Project Number	Project Name	BUDGET				COMMITMENTS Open Commitments	AMOUNTS PAID			PROJECTION 2019 Forecast
		Project Forecast Budget	Expenditures to 12/2017	Remaining Budget	2018 Budget		Month to Date	Year to Date	Project to Date	
C15-102	Corporation Yard Improvements	\$2,632,325	\$1,593,598	\$1,038,727	\$0	\$0	\$271,632	\$556,310	\$2,149,908	
C15-133	Higland Ave and Rosa Vista	\$396,487	\$35,334	\$361,153	\$0	\$0	\$3,095	\$3,105	\$38,439	
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	\$5,418	\$5,418	\$13,203	
C16-134	Auburn Blvd-Rusch Park Placer	\$166,357	\$0	\$166,357	\$157,880	\$0	\$0	\$0	\$0	
C16-142	Sunrise Bl Streetscape Ph 2	\$50,000	\$450	\$49,550		\$0	\$0	\$0	\$450	
C18-020	Groundwater Well Improvements	\$100,000	\$0	\$100,000	\$91,667	\$0	\$0	\$0	\$0	
C18-101	Stock Ranch Res. Svc Replcmnts	\$662,653	\$0	\$662,653	\$607,432	\$0	\$0	\$0	\$0	
C18-102	Thunderhead Cir 8in Main Rpic	\$665,842	\$0	\$665,842	\$292,049	\$0	\$0	\$0	\$0	\$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	
C18-106	Groundwater Well #7	\$796,860	\$0	\$796,860	\$382,493	\$0	\$0	\$0	\$0	\$382,493
<b>Construction in Progress</b>		<b>\$3,132,265</b>	<b>\$8,235</b>	<b>\$3,124,030</b>	<b>\$2,011,105</b>	<b>\$0</b>	<b>\$5,418</b>	<b>\$5,418</b>	<b>\$13,653</b>	<b>\$906,377</b>
C18-010	Water Main Replacements	\$64,888	\$0	\$64,888	\$59,897	\$0	\$0	\$0	\$0	
C18-011	Water Valve Replacements	\$144,200	\$0	\$144,200	\$135,428	\$0	\$0	\$6,188	\$6,188	
C18-012	Water Service Connections	\$850,000	\$0	\$850,000	\$823,750	\$0	\$66,067	\$120,345	\$120,345	
C18-013	Water Meter Replacements	\$107,000	\$0	\$107,000	\$98,083	\$0	\$6,302	\$18,749	\$18,749	
C18-014	Fire Hydrants	\$154,500	\$0	\$154,500	\$150,787	\$0	\$2,577	\$23,681	\$23,681	
<b>Annual Infrastructure</b>		<b>\$1,320,588</b>	<b>\$0</b>	<b>\$1,320,588</b>	<b>\$1,267,945</b>	<b>\$0</b>	<b>\$74,947</b>	<b>\$168,964</b>	<b>\$168,964</b>	<b>0</b>
C15-104	Technology HW & SW Improvement	\$0	\$0	\$0	0	\$0	\$0	\$0	\$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	\$1,405	
C18-003	Fleet/Field Operations Equip	\$287,500	\$0	\$287,500	\$287,500	\$0	\$0	\$0	\$0	
C18-004	Technology Hardware/Software	\$35,000	\$0	\$35,000	\$32,308	\$0	\$1,928	\$1,928	\$1,928	

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
<b>Fleet and Equipment</b>		<b>\$692,500</b>	<b>\$24,956</b>	<b>\$667,544</b>	<b>\$439,808</b>	<b>\$0</b>	<b>\$1,928</b>	<b>\$1,928</b>	<b>\$26,883</b>	<b>0</b>
C15-101	Fairway 12" & 8" Intertie	\$19,690	\$1,217	\$18,473	\$0	\$0	\$16,577	\$17,686	\$18,903	
C15-109	Blossom Hill Way 6" & 10" Inte	\$22,015	\$0	\$22,015		\$0	\$0	\$0	\$0	
C15-110	Crestmont Ave 6" Intertie	\$19,980	\$0	\$19,980		\$0	\$0	\$0	\$0	
C15-132	Graham Cir and Circuit Dr	\$570,984	\$30,268	\$540,716	\$524,048	\$0	\$295	\$1,855	\$32,123	
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	\$0	\$6,549	
C17-102	Michigan Dr - Sunrise to West	\$249,258	\$1,289	\$247,969	\$231,005	\$0	\$49	\$196	\$1,485	
<b>Water Mains</b>		<b>\$3,481,158</b>	<b>\$39,323</b>	<b>\$3,441,835</b>	<b>\$1,715,183</b>	<b>\$0</b>	<b>\$16,921</b>	<b>\$19,738</b>	<b>\$59,060</b>	<b>\$750,000</b>
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	\$0	\$0	
C18-040	Other City Partnerships	\$300,000	\$0	\$300,000	\$275,000	\$0	\$0	\$0	\$0	
C18-041	Other Infrastructure Projects	\$103,000	\$0	\$103,000	\$94,417	\$0	\$0	\$0	\$0	
<b>Miscellaneous Projects</b>		<b>\$2,003,000</b>	<b>\$19,010</b>	<b>\$1,983,990</b>	<b>\$1,784,801</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,010</b>	<b>0</b>
C17-020	Groundwater Well Improvements	\$115,000	\$2,884	\$112,116	\$0	\$0	\$0	\$1,657	\$4,541	
C17-104	Groundwater Well Property Acq	\$890,000	\$123,943	\$766,057	\$0	\$0	\$20,224	\$24,414	\$148,356	
<b>Wells</b>		<b>\$1,005,000</b>	<b>\$126,827</b>	<b>\$878,173</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,224</b>	<b>\$26,071</b>	<b>\$152,898</b>	<b>0</b>
<b>Grand Totals:</b>		<b>\$11,634,511</b>	<b>\$218,350</b>	<b>\$11,416,161</b>	<b>\$7,218,841</b>	<b>\$0</b>	<b>\$119,437</b>	<b>\$222,118</b>	<b>\$440,468</b>	<b>\$1,656,377</b>

**FEBRUARY 2018 WARRANTS**

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64893	Alan Mateer	Customer Refund	\$49.62
64894	Kristin K Armstrong	Customer Refund	\$19.57
64895	Roberts/Cindy Estes	Customer Refund	\$37.74
64896	Ryan M/Arianna D Aten	Customer Refund	\$26.16
64897	Erma H Robinson Trust	Customer Refund	\$133.20
64898	GM Construction & Developers	Customer Refund	\$1,768.36
64899	Kevin S Nakamura	Customer Refund	\$20.48
64900	Richard S Bernard	Customer Refund	\$11.72
64901	Richard A McKinney	Customer Refund	\$270.00
64902	James C/Amber L Durgin	Customer Refund	\$57.10
64903	Manijeh Zanbaghdoust	Customer Refund	\$14.37
64904	Jay/Jennifer M Bryant	Customer Refund	\$57.81
64905	Raul/Maria Melendez	Customer Refund	\$35.20
64906	Yideli Intl Trading Inc	Customer Refund	\$195.26
64907	ABA DABA Rentals & Sales	Supplies-Field	\$406.10
64908	Alexander's Contract Services	Contract Services-Meter Reading	\$5,067.47
64909	Antelope Rd Christian Fellowship Church	Toilet Rebate Program	\$900.00
64910	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
64911	Melvin J Ball	Toilet Rebate Program	\$75.00
64912	Bart/Riebes Auto Parts	Repair-Trucks	\$17.18
64913	BSK Associates	Water Analysis	\$288.00
64914	California Landscape Associates Inc	Janitorial	\$200.00
64915	California Surveying & Drafting Supply	Small Tools	\$15.00
64916	Citrus Heights Police Department	Equipment Rental-Office	\$50.00
64917	County of Sacramento	Permit Fees	\$757.20
64918	Dawson Oil Company	Gas & Oil	\$921.95
64919	Donald or Beverly Edy	Toilet Rebate Program	\$75.00
64920	Express Office Products Inc	Office Expense	\$272.93
64921	Future Ford	Repair-Trucks	\$726.30
64922	Ferguson Enterprises Inc #1423	Material	\$5,782.94
64923	Mitchell L or Kimberly A Hoffelt	Toilet Rebate Program	\$75.00
64924	J4 Systems	Contract Services-Other	\$5,751.67
64925	Tina Kautzman	Toilet Rebate Program	\$75.00
64926	Lords Electric Inc.	Contract Services-Other	\$5,000.00
64927	Maze & Associates	Legal & Audit	\$1,500.00
64928	Charlene McCollor	Toilet Rebate Program	\$75.00
64929	Moonlight BPO	Contract Services-Bill Print	\$3,407.75
64930	Office Depot	Office Expense	\$192.28
64931	Pace Supply Corp	Material	\$55.44
64932	Pacific Gas & Electric	Utilities	\$5,038.67
64933	Devin Tinny	Toilet Rebate Program	\$75.00
64934	Titan Workforce LLC	PC-Temporary Labor	\$756.00
64935	Traffic Management Inc.	Field Miscellaneous	\$66.27
64936	Susan G Walker	Toilet Rebate Program	\$150.00
64937	Watkins Family Revocable Trust	Toilet Rebate Program	\$75.00

64938	Secretary of State	Fees	\$910.00
64939	ACWA/JPIA	Workers Comp Insurance	\$19,494.12
64940	Best Best & Krieger	Legal & Audit	\$16,157.34
64941	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving	\$35,961.65
64942	Domenichelli and Associates, Inc	Contract Services- Engineering	\$8,759.75
64943	Ferguson Enterprises Inc #1423	Material	\$15,219.69
64944	PNP Construction, Inc	Contract Services- Engineering	\$265,780.00
64945	San Juan Water District	Purchased Water	\$627,164.80
64946	SMUD	Utilities	\$9,381.43
64947	SWRCB	Dues & Subscriptions	\$46,457.05
64948	Donald P/Anita V Marsolais	Customer Refund	\$193.10
64949	Jon E Harnew	Customer Refund	\$173.25
64950	John A/Geraldine A Hanson	Customer Refund	\$5.49
64951	Dominic C Vella	Customer Refund	\$76.25
64952	Bradley D Kirkpatrick	Customer Refund	\$81.45
64953	William D Anderson	Customer Refund	\$95.79
64954	Bruce Wilson	Customer Refund	\$29.14
64955	A & M Properties Investment, Inc	Customer Refund	\$207.14
64956	Fiberco Incorporated	Customer Refund	\$850.59
64957	ABA DABA Rentals & Sales	Supplies-Field	\$126.88
64958	AFLAC	Employee Paid Insurance	\$238.56
64959	American Water Works Association	Continued Education	\$4,070.00
64960	Bart/Riebes Auto Parts	Repair-Trucks	\$219.60
64961	Betty Ann Bertoglio	Contract Services-Miscellaneous	\$3,000.00
64962	Robin Cope	Health Insurance	\$422.30
64963	Corix Water Products, Inc	Material	\$4,844.47
64964	Cybex	Equipment Rental-Office	\$149.21
64965	Integrity Administrators Inc	Health Insurance	\$305.76
64966	J4 Systems	Contract Services-Other	\$2,241.25
64967	KBA DOCUSYS	Equipment Rental-Office	\$23.20
64968	KBA Docusys Inc	Equipment Rental-Office	\$342.63
64969	Kei Window Cleaning #12	Janitorial	\$94.00
64970	Luhdorff & Scalmanini	Contract Services-Wells	\$3,410.55
64971	Miles Treaster & Associates	Office Expense	\$1,123.45
64972	Moonlight BPO	Contract Services- Bill Print	\$3,209.97
64973	Planning Partners Inc	Contract Services-Wells	\$1,316.25
64974	Protection One Alarm Monitoring	Equip Rent-Office	\$140.00
64975	Republic Services #922	Utilities	\$210.48
64976	River City Staffing Group	Contract Services- Conservation	\$4,304.00
64977	SAWWA	Dues & Subscriptions	\$800.00
64978	Les Schwab Tires	Repair-Trucks	\$424.75
64979	Sierra Office and Printing	Water Conervation-Materials	\$2,429.00
64980	Sonitrol	Equipment Rental-Office	\$168.56
64981	State Water Resources Control Board	Dues & Subscriptions	\$65.00
64982	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,604.05
64983	US Bank I.M.P.A.C. Government Services	Continued Education	\$7,473.25
64984	Warren Consulting Engineers Inc	Contract Services-Engineering	\$750.00
64985	World Environment & Energy Inc	Contract Services-Miscellaneous	\$371.05
64986	Carl E/Beverly A Eichman	Customer Refund	\$140.10

64987	Cecil B Callison	Customer Refund	\$168.63
64988	Gary L Grimm	Customer Refund	\$134.78
64989	Bryce/Reinalda Tirrell	Customer Refund	\$5.49
64990	John R/Debra A Thomas	Customer Refund	\$167.69
64991	Village Properties	Customer Refund	\$92.04
64992	Debra M. Odle Living Trust	Customer Refund	\$9.67
64993	David C Filimon	Customer Refund	\$82.17
64994	Kayla Minear	Customer Refund	\$135.47
64995	James Mandes III	Customer Refund	\$66.10
64996	Carl/Susan Kennedy	Customer Refund	\$8.20
64997	Matthew E Noxon	Customer Refund	\$34.71
64998	Brittany/Christopher Wesely	Customer Refund	\$80.20
64999	Rajesh/Sonu Sharma	Customer Refund	\$70.19
65000	Alexander's Contract Services	Contract Services-Meter Reading	\$3,435.62
65001	AnswerNet	Telephone-Answer Service	\$277.35
65002	California Surveying & Drafting Supply	Small Tools	\$10.00
65003	CirclePoint	Contract Services- Conservation	\$6,851.33
65004	Consolidated	Telephone-Local/Long Distance	\$1,745.55
65005	Corelogic Information Solutions Inc	Dues & Subscriptions	\$200.00
65006	County of Sacramento Municipal Services	Field Miscellaneous	\$94.10
65007	Dawson Oil Company	Gas & Oil	\$1,035.48
65008	Tamar Dawson	Continued Education	\$282.44
65009	Employee Relations Inc	Contract Services-Other	\$76.00
65010	Ethan Wade Graphics	Water Conservation-Other	\$439.52
65011	Express Office Products Inc	Office Expense	\$300.63
65012	Gaynor Telesystems Incorporated	Contract Services-Other	\$247.50
65013	Ferguson Enterprises Inc #1423	Material	\$165.08
65014	J4 Systems	Contract Services-Other	\$843.75
65015	Kaiser Foundation Health Plan, Inc	Health Insurance	\$23,917.35
65016	Lowe's	Supplies-Field	\$70.02
65017	Pace Supply Corp	Material	\$390.71
65018	Pacific Gas & Electric	Utilities	\$160.95
65019	Red Wing Shoe Store	Small Tools	\$253.30
65020	SMAQMD	Permit Fees	\$2,325.00
65021	Superior Equipment Repair	Repair-Trucks	\$1,581.83
65022	SureWest Directories	Telephone-Local/Long Distance	\$49.00
65023	Borey Swing	Continued Education	\$378.14
65024	A. Teichert & Son, Inc.	Road Base	\$2,387.69
65025	Wanda F Schlosser	Customer Refund	\$13.11
65026	John C/Mary M Moran	Customer Refund	\$107.84
65027	Herman R/Marcia A Caldwell	Customer Refund	\$117.42
65028	Keller Williams Realty	Customer Refund	\$183.47
65029	Richard/Sandra Geottman	Customer Refund	\$1,407.27

65030	Larry A/Deborah J Brown	Customer Refund	\$15.41
65031	Doumit Construction Inc	Customer Refund	\$1,460.73
65032	A&A Stepping Stone Manufacturing	Supplies-Field	\$28.28
65033	Alexander's Contract Services	Contract Services-Meter Reading	\$2,736.94
65034	Area West Engineers Inc	Contract Services- Engineering	\$5,320.00
65035	Avalon Custodial Care	Janitorial	\$695.00
65036	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
65037	Bart/Riebes Auto Parts	Repair-Trucks	\$94.25
65038	BSK Associates	Water Analysis	\$672.00
65039	California Surveying & Drafting Supply	Small Tools	\$10.00
65040	City of Citrus Heights	Permit Fees	\$1,500.00
65041	County of Sacramento	Permit Fees	\$131.00
65042	Sacramento County Utilities	Utilities	\$186.75
65043	Express Office Products Inc	Office Expense	\$24.66
65044	J4 Systems	Contract Services-Other	\$846.25
65045	Moonlight BPO	Contract Services-Bill Print	\$3,971.96
65046	One Print Source & Graphics	Printing	\$251.78
65047	WaterWise Consulting, Inc	Contract Services- Conservation	\$2,450.00
<b>TOTAL</b>			<u>\$1,208,247.49</u>

ACH	INVOICE CLOUD	Bank Fee	\$4,805.60
ACH	VALIC	Deferred Compensation	\$2,954.50
ACH	PERS GASB 68	PERS	\$30,046.58
ACH	JANUARY 2018	Bank Fee	\$3,670.44
ACH	JANUARY 2018 WB	Bank Fee	\$87.98
ACH	JANUARY 2018FD	Bank Fee	\$119.98
ACH	JANUARY 2018PH	Bank Fee	\$122.70
ACH	PAYCHEX -SERVICE FEE	Contract Services-Other	\$881.50
ACH	PERS 2/7/18 PAY DAY	PERS	\$17,552.41
ACH	VALIC 2/8/18 PAY DAY	Deferred Compensation	\$2,954.50
ACH	VANCO JANUARY 2018	Contract Services-Other	\$30.28
ACH	VOYA 2/22/18 PAY DAY	Deferred Compensation	\$25.00
ACH	WHA MARCH 2018	Health Insurance	\$12,617.04
ACH	VOYA 2/8/18 PAY DAY	Deferred Compensation	\$25.00
<b>TOTAL</b>			<u>\$75,893.51</u>

<b>GRAND TOTAL</b>			<u>\$1,284,141.00</u>
--------------------	--	--	-----------------------

**March Checks Approved at the March Board Meeting**

65089	Azteca Systems Inc	Maintenance Agreement-Software	\$19,995.00
65090	Central Valley Engineering & Asphalt, Inc.	Contract Services- Paving	\$23,676.88
65091	City of Roseville	Contract Services-Miscellaneous	\$15,252.39
65092	Ferguson Enterprises Inc #1423	Material	\$28,266.72
65093	Luhdorff & Scalmanini	Contract Services- Wells	\$9,598.60
65094	PNP Construction, Inc	Contract Services-Engineering	\$249,495.00
65095	SMUD	Utilities	\$9,998.54
65096	US Bank I.M.P.A.C. Government Services	See March Agenda Item CC-9	\$13,132.50
65097	Circlepoint	Contract Services- Conservation	\$19,202.39
<b>TOTAL</b>			<u>\$388,618.02</u>

US BANK - CAL-Card Distributions  
February 2018

**TOTAL  
BILL**

		Continued Educaiton	Office Misc, Other	Office	Postage	C18-004	Meeting Accom	Office Misc, District Event, Mtg Accom, Milestone	Main Agree Equip/Hdw/ Software	Repair Truck/Eq uip	Field Misc/ Field Supplies	Rental- Field	Small Tools
Cutler	\$ 736.20	\$ -		-	-		-				390.61	23.55	322.04
Gordon	\$ 88.56	\$ -		-	-		-			88.56			
Henry	\$ 147.96	\$ -		-	-		-	147.96					
Hensley	\$ 340.13	\$ -	41.53	-	149.30		-						
Shockley	\$ 10,096.40	\$ 7,900.88		293.13	87.10		713.53			8.00			
Spiers	\$ 646.34	\$ -	249.74	-	-		-			37.76	167.09		191.75
Sohal	\$ 2,647.70	\$ 132.00		-	-	1,927.60	169.05		250.00				
Straus	\$ 15.00	\$ -		-	-		-		15.00				
	<b>\$ 14,718.29</b>	<b>8,032.88</b>	<b>291.27</b>	<b>293.13</b>	<b>236.40</b>	<b>1,927.60</b>	<b>882.58</b>	<b>147.96</b>	<b>265.00</b>	<b>134.32</b>	<b>557.70</b>	<b>23.55</b>	<b>513.79</b>

2018

Date: 2/28/18



**Citrus Heights Water District**  
 2018 Staff Training Courses/Seminars/Conferences  
 as of 3/15/2018

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Tax/ phone
1/8-1/12/18	4	Cappo Conference	Cappo	Palm Springs	Beth Shockley	835.45		428.18		261.45	105.82	40.00
5/8-5/11/18	4	CityWorks Conference	City Works	Salt Lake City	Tim Cutler	667.05		468.09	198.96			
2/20-2/23/18	3	CSMFO	CSMFO	Riverside, CA	Alberto Preciado	1,528.16	370.00	441.87	282.96		55.47	377.86
2/25-2/28/18	3	LCW Annual Conference	LCW	San Francisco	Hilary Straus	1,175.68	525.00	650.68				
2/25-2/28/18	3	LCW Annual Conference	LCW	San Francisco	Susan Sohal	525.00	525.00					
1/29-2/1/18	4	Esri Conference 2018	ESRI	San Diego, CA	Borey Swing	1,320.30		942.16		49.45	278.69	50.00
1/29-2/1/18	4	Esri Conference 2018	ESRI	San Diego, CA	Tamar Dawson	1,224.60		942.16		23.25	259.19	
5/8-5/11/18	4	ACWA Spring Conference	ACWA	Sacramento, CA	David Gordon	699.00	699.00					
5/8-5/11/18	4	ACWA Spring Conference	ACWA	Sacramento, CA	Hilary Straus	699.00	699.00					
5/8-5/11/19	5	ACWA Spring Conference	ACWA	Sacramento, CA	Missy Pieri	699.00	699.00					
7/8/7/12/18	4	Esri User Conference	Esri	San Diego, CA	Borey Swing	1,388.05		1169.09	218.96			
6/11-6/14/18	3	AWWA Annual Conference	AWWA	Las Vegas, NV	Kelly Drake	1,306.96	980.00		326.96			
6/10-6/14/18	4	AWWA Annual Conference	AWWA	Las Vegas, NV	Tamar Dawson	1,404.96	1090.00		314.96			
6/10-6/14/18	4	AWWA Annual Conference	AWWA	Las Vegas, NV	Rex Meurer	1,213.96	910.00		303.96			
6/10-6/14/18	4	AWWA Annual Conference	AWWA	Las Vegas, NV	Missy Pieri	1,404.96	1090.00		314.96			
10/17-10/19/18	3	Cal/Osha Summit 2018	Cal/Osha	San Diego, CA	Kelly Drake	599.00	599.00					
<b>Grand Total</b>						<b>16,691.13</b>						

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS March 21, 2018 MEETING

---

SUBJECT : Employee Recognition  
 STATUS : Information Item  
 REPORT DATE : March 15, 2018  
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

---

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

### Administrative Services & Water Efficiency Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Castruita	Yes		Coordinated and Performed the District's first CAC swearing-in ceremony.
Brady Chambers	Yes	While raising a customer's meter box, the customer was impressed with his courteous demeanor and professionalism, stating "He is a pleasant young man to interact with."  Replaced 2" zero read meters after hours.	
Kelly Drake	Yes	Replaced 2" zero read meters after hours.	
Madeline Henry	Yes	Assisted Water Efficiency staff in coordinating the set-up for a series of four WaterWise Gardening classes to be held this summer.	Assisted with and stayed late for Customer Advisory Committee Swearing-In Ceremony at February Board Meeting on 2/21/18.
Mersadez Hogan	Yes	A customer sent a letter of thanks for assisting a customer with a payment issue on their account, stating "she was very helpful concerning this matter."	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Dana Mellado		Customer thanked staff for fast, professional reports of a customer's side yard being flooded on 2/13/18.	
Rex Meurer	Yes		
Alberto Preciado	Yes		
Beth Shockley		Assisted multiple staff members with working the new Chart of Accounts into their CalCard reconciliations.  Assisted Water Efficiency staff in coordinating the set-up for a series of four WaterWise Gardening classes to be held this summer.	
Desiree Smith	Yes		Assisted Senior Accountant with proofing and reviewing the master collection schedule.

**Engineering Department**

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson		Presented a Safety Presentation at the weekly Safety Meetings.  Assisted with renovations to employee offices.  Attended the Feb Board Meeting and assisted with the CAC Swearing-In.	Performed inspection during off-hours on a private development project.
Paul Dietrich		Assisted with renovations to employee offices.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Borey Swing		Assisted with renovations to employee offices.	
Neil Tamagni	Yes	Assisted with renovations to employee offices.	Performed inspection during off-hours on the District's capital improvement project and private development project.

**Operations Department**

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford		Customer called in on 2/13/18 to say thank you for the quick response and professionalism on a leak.	
Tim Cutler	Yes		Inspected pavement work within the existing Corporation yard on 2/2 and coordinated work with the Alarm company during off hours on 2/23.
James Ferro	Yes		
Jarrett Flink		Customer called in on 2/13/18 to say thank you for the quick response and professionalism on a leak.	
Dan Hesse	Yes		
Brian Hensley			Participated in a presentation to the First Apostolic Church on 2/28 regarding the District's Well Development Program
Rick Jimenez	Yes		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Ryon Ridner		Customer called in on 2/13/18 to say thank you for the quick response and professionalism on a leak.	
Nick Spiers	Yes		
John Spinella	Yes		
Jason Tupper	Yes		

**CITRUS HEIGHTS WATER DISTRICT  
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS  
MARCH 21, 2018 BOARD MEETING**

SUBJECT : LONG RANGE AGENDA  
 STATUS : Consent/Information Item  
 REPORT DATE : March 12, 2018  
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk  
 Madeline Henry, Management Services Specialist/Deputy Board Clerk

**OBJECTIVE:**

Listed below is the current Long Range Agenda.

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

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA					
MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
<b>April TBD</b>					
April TBD		Groundwater Well Rehabilitation Update	Gordon/Hensley	P	I/D
April TBD		Amended Agreement for Palm Well Pump and Motor Replacement	Gordon/Hensley	B	A
<b>April 18, 2018</b>					
April 18, 2018		Award of Contract: Graham and Circuit 8" Water Main	Pieri	CC	A
April 18, 2018		Resolution to Accept Easements at 6237 Fountain Square Drive and 5414-50 Sunrise Blvd	Pieri	CC	A
April 19, 2018		Agreement for Asset Management Software	Pieri	B	A
<b>May 16, 2018</b>					
May 16, 2018		Poster Contest Presentation	Meurer	P	I/D
May 16, 2018		Notice of Completion - Corporation Yard Safety Improvement Project	Pieri	CC	A
May 16, 2018		Meter Replacement Program MOU	Straus/Meurer/Gordon	B	A
May 16, 2018		Audit/CAFR Review	Preciado/Sohal	B	A
May 16, 2018		Strategic Plan Quarterly Update	Castruita	B	A
May 16, 2018		CEQA/Neg. Dec. for Well Site No. 7	Gordon/Hensley	PH	A
May 16, 2018		Purchase of Property	Nelson/Gordon/Hensley	CL	A
May 16, 2018		Negotiation of Property	Pieri/Nelson	CL	I/D
<b>June 7, 2018</b>					
June 7, 2018	Special Board Meeting	Strategic Planning Session	Straus/Castruita/Henry	S	I/D
<b>June 20, 2018</b>					
June 20, 2018		GSA/GSP Update	Gordon	P	I/D
June 20, 2018		Approval of Land Exchange Agreement	Pieri/Nelson	B	A
June 20, 2018		Resolution Calling for November Election	Sohal/Henry	B	A
<b>July 18, 2018</b>					
July 18, 2018	Finance Corporation Meeting	Confirm & Appoint Officers of the Finance Corp., Status of Finance Corp.	Sohal	B	A
July 18, 2018		Mid-Year Budget Review	Sohal	B	A
July 18, 2018		Approval of 2019 Strategic Plan	Sohal/Castruita	B	A
<b>August 15, 2018</b>					
August 15, 2018		Budget Rate Model Options Workshop	Sohal	P	I/D
<b>September 19, 2018</b>					
September 19, 2018		Refined Budget Options/Prop 218 Direction	Sohal/Straus	B	A
<b>October 17, 2018</b>					
October 17, 2018		Misc. Charges and Fees - Proposed	Sohal	B	A

<b>CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA</b>					
<b>MEETING DATE</b>	<b>MEETING TYPE</b>	<b>ITEM DESCRIPTION</b>	<b>ASSIGNED</b>	<b>AGENDA TYPE</b>	<b>AGENDA ITEM</b>
<b>November 14, 2018</b>					
<b>November 14, 2018</b>		Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits, and Directors' Compensation	<b>Castruita</b>	<b>B</b>	<b>A</b>
<b>November 14, 2018</b>		Results of District Elections	<b>Castruita</b>	<b>B</b>	<b>A</b>
<b>December 5, 2018</b>					
<b>December 5, 2018</b>	<b>Special Board Meeting</b>	Operating and Capital Budgets	<b>Straus/Sohal/Picri/Gordon</b>	<b>PH</b>	<b>A</b>
<b>December 5, 2018</b>	<b>Special Board Meeting</b>	Water Rates, Charges & Fees	<b>Straus/Sohal</b>	<b>PH</b>	<b>A</b>
<b>December 5, 2018</b>	<b>Special Board Meeting</b>	Capacity Fees	<b>Straus/Sohal</b>	<b>PH</b>	<b>A</b>
<b>December 19, 2018</b>					
<b>December 19, 2018</b>		SGMA Implementation/GSA Development	<b>Gordon/Anderson</b>	<b>P</b>	<b>I/D</b>
<b>December 19, 2018</b>		Committee Assignments	<b>Castruita</b>	<b>B</b>	<b>A</b>
<b>December 19, 2018</b>		District Officers	<b>Castruita</b>	<b>B</b>	<b>A</b>
<b>December 19, 2018</b>		Selection of President and Vice President	<b>Castruita</b>	<b>B</b>	<b>A</b>

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 21, 2018 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT  
 STATUS : Consent/Information Item  
 REPORT DATE : March 13, 2018  
 PREPARED BY : Missy Pieri, Engineering Manager/District Engineer

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

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PROJECT 2030 Water Main Replacement Project</b>	Engineering	Engineering Manager and Project Manager	On-going	Yes, 10/18/17 (Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Asset Inventory in progress.  Customer Advisory Committee (CAC) Orientation scheduled for 03/19/18.
<b>CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project</b>	Engineering	Engineering Manager, Project Manager & Senior Construction Inspector	On-going	TBD	Yes	2017 design & construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, & Safety & Efficiency Upgrades.	Board approved contract on 07/24/17. Punchlist items being completed.  96% Complete.



Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout</b>	Engineering	Engineering Manager and Project Manager	On-going	TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Restart Project. Engineering meeting scheduled for 03/29/18.
<b>CAPITAL IMPROVEMENT PROJECT Highland Ave &amp; Rosa Vista Ln 8" Water Mains</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, 01/17/18 (Award of Contract)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Contractor to begin construction starting 02/26/18.
<b>CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, 01/17/18 (Con Bid Pkg Req)	Yes	2017 design, 2018 construction.	Project out to bid on 02/28/18. Pre-bid meeting scheduled for 03/15/18. Bid opening scheduled for 03/29/18.
<b>CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains</b>	Engineering	Project Manager and Assistance Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	75% Plans received from Engineer on 02/05/18. Potholing scheduled for March 2018.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main</b>	Engineering	Assistant Engineer and GIS Specialist	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Survey completed on 11/30/17. Potholing to be scheduled for March/April.
<b>CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" &amp; 6" Water Mains</b>	Engineering	Assistant Engineer and GIS Specialist	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Survey completed on 11/03/17. Potholing to be scheduled for March/April.  Received Preliminary Plans from Engineer on 12/08/17.
<b>CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Road East Side Wall</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	New Item. We anticipate this project being included in the 2019 CIP. Begin communication with SJUSD during Q1 2018.
<b>CAPITAL IMPROVEMENT PROJECT Fair Way Intertie</b>	Engineering	Project Manager	Complete	Yes, April	Yes	Intertie with City of Roseville	Project complete. Invoice received and being processed.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums</b>	Engineering	Senior Construction Inspector	On-going	Yes, TBD	No	95% Complete.	District met on 03/01/18. District to follow-up with developer.
<b>PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd</b>	Engineering	Senior Construction Inspector	On-going	Yes, TBD	No	Private development.	Project and punch list items complete except for easements.
<b>PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln</b>	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	On-site and off-site water mains installed and tested. Punchlist items remaining. Coordinate easement with engineer.
<b>PRIVATE DEVELOPMENT 3 lot Residential Subdivision - 5648-5696 San Juan Ave</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	3 lot subdivision.	No update.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	Project under Environmental Review. Engineer preparing Improvement Plans for proposed land exchange.
<b>PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	15 lot subdivision located on Antelope Road.	Final plans received on 01/23/18. Developer grading site. Water installation anticipated in April 2018.
<b>PRIVATE DEVELOPMENT Citrus Place Subdivision</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Sent Will Serve letter on 09/13/17. Responded to Engineer's questions on 11/02/17. Awaiting revised plans from developer.
<b>PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Reviewed plans and provided comments 09/28/17. Fire flow analysis request submitted on 02/05/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT 8027 Holly Dr - Parcel Split 1 - 3</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Sent 95% plans with comments to Engineer on 02/26/18.
<b>PRIVATE DEVELOPMENT Sunrise Blvd_5437-5439 - Sunrise Village Retail Center - parcel split</b>	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.
<b>PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	District signed plans on 12/21/17. Awaiting construction.
<b>PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Received easement information on 11/30/17. Signed plans on 02/26/18.
<b>PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent comments to City on 11/27/17. Awaiting to determine if developer/owner chooses to split the parcel.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT 6199 Sunrise Blvd US Bank Parcel Split</b>	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.
<b>PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/28/17. Awaiting plans from developer for District review.
<b>CITY OF CITRUS HEIGHTS PROJECT City Drainage Project</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in Spring 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts.
<b>CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage Improvements along West Side of Sunrise from Sayonara to north and Storm Drain Improvements.	Bidding closed on 02/02/18. Awaiting construction. City of CH scheduled pre-construction meeting for 03/14/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Received signed Utility Agreement. Anticipate bid and start of construction in Spring 2018.
<b>CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 &amp; Antelope</b>	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Weigh station and off-ramp Improvements.	Sent water facility maps and as-builts to Engineer on 11/20/17. Awaiting plans from CalTrans for District review.
<b>Annexations</b>	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Strategic Planning Item.	Scoping meeting to be scheduled in April 2018.
<b>Easements</b>	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Strategic Planning Item.	Scoping meeting scheduled in 04/18/18.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 21, 2018 BOARD MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT  
 STATUS : Consent/Information Item  
 REPORT DATE : March 8, 2018  
 PREPARED BY : David M. Gordon, Operations Manager  
 Tim Cutler, Water Distribution Supervisor

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Current Mth	Year to Date		Current Mth	Year to Date
Backflow Maintenance	0	0	C18-010 Water Mainline	0	0
Blow Off Maintenance	0	0	C18-011 Water Valves	0	2
Hydrant Maintenance	36	65	C18-012 Water Services	31	52
Leak Investigation	0	2	C18-013 Water Meters	22	39
Mainline Repair/Maintenance	0	1	C18-014 Fire Hydrants	1	4
Meter Box Maintenance	8	11	<b>TOTAL</b>	<b>54</b>	<b>97</b>
Meter Register Replacement	24	43	<b>Water Quality</b>		
Meter Repair/Test/Maintenance	0	1	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>		
Pot Hole Work	0	0			
Water Service Repair/Locate	1	1			
Valve, Mainline Maintenance	33	101			
Valve Box Maintenance	1	1			
<b>TOTAL</b>	<b>103</b>	<b>226</b>			



**CITRUS HEIGHTS WATER DISTRICT  
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS  
MARCH 21, 2018 BOARD MEETING**

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

**OBJECTIVE:**

Report on annual water supply including comparison with prior years 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					
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						
Apr	1,029.73	737.30	761.02	677.81	575.52						
May	1,603.43	1,190.07	869.08	979.49	1,138.72						
Jun	1,816.73	1,548.66	1,065.10	1,343.76	1,412.94						
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						
<b>Total</b>	14,881.54	11,792.65	9,973.47	10,846.27	11,622.85	958.92	98.19	1,057.11	1,057.11		
% of Total						90.71%	9.29%				

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 21, 2018 MEETING

---

SUBJECT : WATER SUPPLY RELIABILITY  
STATUS : Consent/Information Item  
REPORT DATE : March 8, 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 March 1, 2018, storage in Folsom Lake (Lake) was at 525,300 acre-feet, 54 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 56,672 acre-feet in the past month.

The District's total water use during the month of February 2018 (525.73acre-feet) was 13.3 percent below that of February 2013 (606.36 acre-feet).

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District's groundwater production wells: Bonita, 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 MARCH 21, 2018 REGULAR MEETING

SUBJECT : WATER EFFICIENCY PROGRAM UPDATE  
 STATUS : Consent/Information Item  
 REPORT DATE : March 8, 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 February 2018 include:

- 14 ultra-low-flush toilet (ULFT) rebates were processed for the month of February. A total of \$3,000.00 in rebates were issued for February.
- To better align with SMUD's schedule for reporting monthly numbers, staff will begin reporting High Efficiency Clothes Washer (HECW) rebates on a quarterly basis beginning April 2018.
- 16 water waste calls were received during the month of February. No reports of water waste were received through CHWD's Drought Resources web page.
- The Safety Committee has organized a series of group safety presentations. The group safety presentations will be presented by all staff members throughout the year. On Thursday February 15, 2018, the first of a series of 11 presentations was given. The presentation covered the "Dangers of Salmonella Poisoning".
- 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 12 additional Irrigation Efficiency Reviews were generated and completed for the month of February. A total of 52 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017.
- 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			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Below is a recap of the region's overall water saving in January 2018 as compared to 2013.

<b>REDUCTION BY AGENCY (Data compared to 2013)</b>		
<b>Water Agency</b>	<b>Jan. 2018 Reduction</b>	<b>Annual to Date 2018 Reduction</b>
San Juan Water District	19.6%	19.6%
California American Water	17.4%	17.4%
Fair Oaks Water District	14.5%	14.5%
El Dorado Irrigation District	13.1%	13.1%
Orange Vale Water Company	13.1%	13.1%
City of Woodland	12.4%	12.4%
<b>Citrus Heights Water District</b>	<b>11.9%</b>	<b>11.9%</b>
City of Sacramento	11.5%	11.5%
City of West Sacramento	11.0%	11.0%
Rio Linda/Elverta CWD	11.0%	11.0%
City of Yuba City	10.4%	10.4%
Del Paso Manor Water District	10.3%	10.3%
Elk Grove Water District	8.4%	8.4%
City of Davis	7.9%	7.9%
Carmichael Water District	7.6%	7.6%
City of Roseville	7.4%	7.4%
City of Lincoln	5.0%	5.0%
Rancho Murieta CSD	4.8%	4.8%
City of Folsom	4.7%	4.7%
Sacramento Suburban WD	3.4%	3.4%
Golden State Water Company	1.8%	1.8%
Placer County Water Agency	-9.9%	-9.9%
Sacramento County Water Agency	-25.2%	-25.2%
Average	7.5%	7.5%
Minimum	-25.2%	-25.2%
Maximum	19.6%	19.6%

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 21, 2018 MEETING

---

SUBJECT : CALIFORNIA SPECIAL DISTRICTS ASSOCIATION UPDATE  
STATUS : Presentation  
REPORT DATE : March 12, 2018  
PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

---

### **OBJECTIVE:**

Receive a presentation by Dane Wadle of the California Special Districts Association concerning the benefits of membership in the California Special Districts Association.

### **BACKGROUND AND ANALYSIS:**

At the March 21, 2018 District Board of Directors Meeting, California Special Districts Association (CSDA) Public Affairs Field Coordinator Dane Wadle will give a presentation on the CSDA's lobbying efforts on behalf of member agencies including the Citrus Heights Water District. Mr. Wadle will also discuss other benefits of membership and programs provided by the CSDA.

### **ATTACHMENT:**

CSDA Grassroots Action Brief for March 2018

### **RECOMMENDATION:**

Receive the presentation from Dane Wadle of the CSDA concerning the benefits of membership in the CSDA.

---

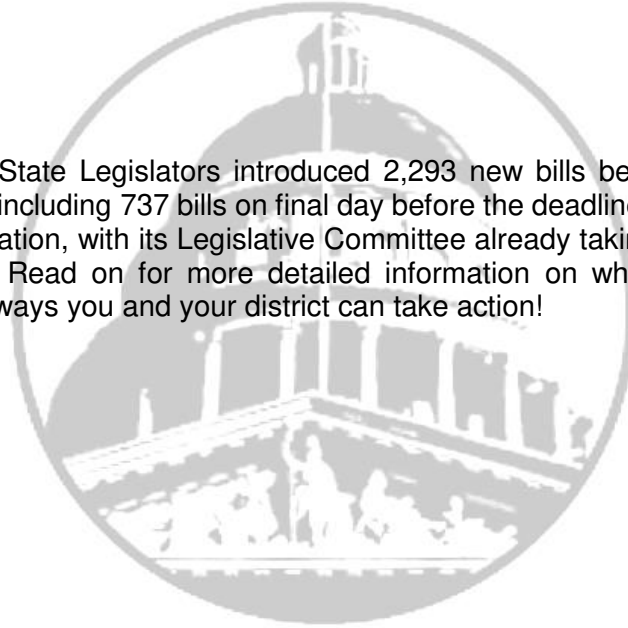


# TAKE ACTION

California Special Districts Association Priorities

## March 2018

The numbers are in, State Legislators introduced 2,293 new bills before the February 16 bill introduction deadline, including 737 bills on final day before the deadline. CSDA is in the process of analyzing this legislation, with its Legislative Committee already taking positions on 39 bills at its March 2 meeting. Read on for more detailed information on which bills will impact your community, including ways you and your district can take action!



### Inside this edition of the Grassroots Action Brief:

- Support Requested for Workable Website Legislation.....2
- Prop 13 Proposals Would Cost Local Governments Billions.....3
- CalPERS Raises Rates on Unfunded Liabilities by Shortening Amortization Period.....4
- New Bill Would Ban Local Fees on Accessory Dwelling Units.....5
- CSDA Committee Recommends Support Position on Proposition 68 Parks Bond.....5
- CSDA Joins Amicus Brief to Supreme Court on Crucial Prop 218 Case.....6
- More Public Outreach Tools Underway.....7
- Hot Legislation.....8
- Other Ways to Take Action (Learn, Engage, Give Feed Back, and Stay Informed) .....9

### Contact a local CSDA representative near you!

Dane Wadlé  
Colleen Haley  
Steven Nascimento  
Chris Palmer

Northern & Sierra Networks  
Bay Area Network  
Central Network  
Coastal & Southern Network

[danew@csda.net](mailto:danew@csda.net)  
[colleenh@csda.net](mailto:colleenh@csda.net)  
[stevenn@csda.net](mailto:stevenn@csda.net)  
[chrisp@csda.net](mailto:chrisp@csda.net)



## ➤ GOVERNANCE AND ACCOUNTABILITY

*CSDA's long range policy priority on governance and accountability is to enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant, or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preference of each community*

### Support Requested for Workable Website Transparency Legislation

In response to requests from the State Legislature and the Little Hoover Commission, and in furtherance of CSDA's efforts to increase the awareness, accessibility, and transparency of special districts, CSDA is sponsoring [SB 929 \(McGuire\)](#), which will require all special districts to have a website by 2020.

There have been discussions in the Legislature for years regarding a perceived lack of transparency when it comes to special districts, partially due to the sheer number of districts that don't have websites. There are over 2,000 special districts in California, however less than half of those districts have a website. These statistics led the Little Hoover Commission, in its 2017 report on special district entitled [Special Districts: Improving Oversight & Transparency](#), to recommend that the Legislature require every special district have a website.

While CSDA, in partnership with the Special Districts Leadership Foundation (SDLF), has encouraged districts to publish websites for many years, it was the increased scrutiny from the Legislature and the recent Little Hoover Commission report that led to CSDA's decision to act rather than be acted upon. In late 2016, CSDA established a working group, consisting of districts of varying sizes and locations throughout the state, and spent over a year carefully crafting what is now SB 929 (McGuire).

CSDA's working group was adamant that any new law should recognize the barriers that prevent some districts from successfully maintaining a website. As written, the legislation would allow these districts to exempt themselves by detailing their hardship circumstances in a resolution adopted in a public meeting. Such barriers acknowledged within the legislation, may include:

- Lack of access to broadband Internet;
- Insufficient staff to maintain a website; or
- Inadequate financial resources

**Take Action:** Send a letter of support to your legislators encouraging them to vote for SB 929 when it comes before them. A sample letter of support can be found at [csda.net/take-action](http://csda.net/take-action). This legislation benefits all special districts by increasing access to public information and ensuring special districts are meeting modern expectations.

Should you have any questions about SB 929, please contact CSDA's Senior Legislative Representative, Dillon Gibbons, at [dillong@csda.net](mailto:dillong@csda.net). Additionally, districts interested in applying for a SDLF website scholarship should visit the SDLF website at [www.sdlf.org](http://www.sdlf.org). SDLF's scholarship goal is to provide scholarships to cover the cost of a special district website for 15 months and increase transparency and accountability among some of California's smallest special districts.



## ➤ REVENUE, FINANCES, AND TAXATION

*CSDA's long range policy priority on revenue, finances, and taxation is to ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.*

### Prop 13 Proposals Would Cost Local Governments Billions

2018 is going to be a year where Proposition 13, an iconic body of law, will be debated again. One Prop. 13 related proposal has been introduced in the State Legislature, and an initiative proposal for the November Statewide General Election has reached 25 percent of the required signatures necessary to qualify.

**Legislation:** Combined, [AB 1748](#) and [ACA 20](#) (Steinorth) form the statutory and Constitutional framework of the legislative proposal. Together, these measures would:

- Expanded base year value property tax portability by allowing state-wide transfers, regardless of county,
- allow unlimited base year value property tax transfers for homeowners over the age of 55,
- allow a one-time base year value property tax transfer for homeowners under 55,
- and implement a “blended base” for purchases of homes that are of greater value than the original property.

This legislation clearly states that. “...no appropriation is made and the state shall not reimburse local agencies for property tax revenues lost by them pursuant to the bill.”

**Initiative:** The initiative proposal is currently identified as initiative proposal # [17-0013](#) and it has until March 26<sup>th</sup> to qualify for the ballot by obtaining just over 585,000 valid signatures of registered voters. The ballot measure campaign is sponsored by the California Association of Realtors, who announced that it had achieved 25% of the required signatures on January 5<sup>th</sup>.

According to the non-partisan [Legislative Analyst's Office](#) or “LAO”, the initiative, which is substantially similar to the legislative proposal, would cost in the *hundreds of millions in revenue losses* to local governments in the first years and would *climb into the billions* in out years.

For more information, please contact the CSDA Legislative Representative covering this issue area: Anthony Tannehill, [anthonyt@csda.net](mailto:anthonyt@csda.net).





## ➤ HUMAN RESOURCES AND PERSONNEL

*CSDA's long range policy priority on human resources and personnel is to promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees, both represented and non-represented.*

### CalPERS Raises Rates on Unfunded Liabilities by Shortening Amortization Period

At its February 2018 meeting, the CalPERS Board made significant changes to the amortization policy covering unfunded pension liabilities. The most significant change was reducing the amortization period for unfunded liabilities from 30 years to 20 years, which will result in higher annual payments for CalPERS members and greater volatility in the increased or decreased amounts of those annual payments.

At the adoption of the new policies, CalPERS committed to working with CSDA, the League of California Cities, and the California State Association of Counties to develop a hardship exemption from the adjusted policies for those who cannot afford the shortened schedule.

**The specific changes to the current amortization policy are listed below:**

1. Shorten the period over which actuarial gains and losses are amortized from 30 years to 20 years. This change applies only to new gains/losses established on or after the effective date of the policy change (see item 5).
2. Amortization payments for all unfunded accrued liability (UAL) bases will be computed to remain a level dollar amount throughout the amortization period. This change applies only to new UAL bases established on or after the effective date of the policy change (see item 5).
3. Remove the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains/losses established on or after the effective date of the policy change (see item 5).
4. Remove the 5-year ramp-down on investment gains/losses established on or after the effective date of the policy change (see item 5).
5. Approve an effective date of June 30, 2019 for policy changes 1-4 above.
6. Set a maximum amortization period of 15 years for all unfunded accrued liability of Inactive Employers (no active members). This change would be effective for the June 30, 2017 actuarial valuations. The actuary will retain the ability to further shorten the period on any valuation date based on the life expectancy of plan members and projected cash flow needs of the plan.

It is important to note that the changes to the amortization period will not go into effect until June 30, 2019. That means all currently known or expected unfunded accrued liability changes for investment gains or losses and assumption changes, including the planned changes to the discount rate, will continue to be amortized using the current 30-year amortization policy.

For more information please contact the CSDA Legislative Representative covering this issue area: Dillon Gibbons, Senior Legislative Representative, [dillong@cdda.net](mailto:dillong@cdda.net)



## ➤ INFRASTRUCTURE, INNOVATION, AND INVESTMENT

*CSDA's long range policy principal regarding infrastructure, innovation, and investment is to encourage prudent planning for investment and maintenance of innovative long-term infrastructure. CSDA supports the development of fiscal tools and incentives to assist special districts in their efforts to meet California's changing demands, ensuring the efficient and effective delivery of core local services.*

### **New Bill Would Ban Local Fees on Accessory Dwellings**

Senator Bob Wieckowski (D-Fremont) recently introduced Senate Bill 831 to ban all fees placed by local agencies, including special districts, on accessory dwelling units (ADUs). ADUs, also known as “granny flats”, are secondary housing units built on an existing lot. Historically, ADUs are built to accommodate additional family on the grounds of a traditional single-family home. Some suggest ADUs place burdens on limited community resources like parking, roads, parks, and public safety services, while other suggest they may be part of the solution to California's growing housing demand.

SB 831 would eliminate all fees charged by a local agency, school district, special district, or water corporation for an ADU. These one-time fees are paid by developers to local agencies to account for the cost of installing water and sewer connections, impact on the capacity of the local water systems, as well as impacts on the usage of local parks, fire station services, and other public services that will be used by the new residents.

Under the legislation, local agencies would still be required to provide services to new ADU developments, but would be prohibited from collecting reimbursement. This proposed statutory prohibition would conflict with the proportionality requirements of Proposition 218 in the State Constitution. Proposition 218 prohibits local agencies from imposing assessments that exceed the reasonable cost of service to a specific parcel. This means that local agencies are Constitutionally precluded from passing along the impact costs of an ADU to the whole system by simply raising rates on other users. How local agencies will pay for services provided to ADUs under SB 831 is unclear.

CSDA has taken an Oppose position on SB 831. For more information please contact the CSDA Legislative Representative covering this issue area: Rylan Gervase, Legislative Representative, [rylang@csda.net](mailto:rylang@csda.net)

### **CSDA Committee Recommends Support Position on Proposition 68 Park Bond**

CSDA's Legislative Committee has recommended to the Board of Directors a support position on Proposition 68, which will appear on the June 2018 ballot. Proposition 68 would authorize \$4 billion in general obligation bonds for state and local parks, environmental protection and restoration projects, water infrastructure projects, and flood protection projects.

The bond's supporters argue that the recent drought and subsequent flooding has highlighted the need to invest in improving California's aging park and water infrastructure. Supporters also cite the bond focus on establishing new park's in underserved areas, funding for climate adaptation, and funding for clean water.

The CSDA Board of Directors will consider approval of a formal position at its April 20 meeting.



## ➤ LEGAL ADVOCACY

*CSDA is the leading legal advocacy voice for all special districts regarding public policy in California and actively tracks and reviews cases of significance affecting special districts in state and federal courts. Under the guidance of CSDA's Legal Advisory Working Group, CSDA files amicus briefs and opines on court cases when appropriate.*

### CSDA Joins Amicus Brief to Supreme Court on Crucial Prop 218 Case

CSDA is urging the California Supreme Court to determine that Prop 218's hearing and protest procedures provide a remedy that must be exhausted by plaintiffs before they can challenge a public agency's method of calculating fees in court. This case is of significant interest to districts with property-related charges and fees because the Supreme Court's decision may have a dramatic impact on the amount of litigation, and the costs associated with litigation, districts face when seeking to enact new fees or extend existing fees.

On March 1, CSDA joined the California Association of Sanitation Agencies, California State Association of Counties, and the League of California Cities in filing an [amicus brief](#) to the Supreme Court of California in support of Ramona Municipal Water District ("RMWD"). In *Plantier v. Ramona Municipal Water District* [[S243360](#)], the primary issue before the court is whether Proposition 218's protest procedure provides an administrative remedy that must be exhausted by a ratepayers before they can bring a class action lawsuit challenging the district's method of calculating fees under Proposition 218's substantive requirements.

**Background:** The ratepayers in this case alleged that RMWD's wastewater fees are based on a system that does not meet the proportionality requirements set forth in Article XIII D, Section 6(b)(3) of the California Constitution and initiated legal action against the district. However, prior to initiating the lawsuit, the ratepayers did not appear at scheduled Prop 218 meetings to protest the method used to calculate the sewer fees prior to their approval, nor did they otherwise administratively challenge the approval of the increased fees.

The trial court held that an exhaustion requirement exists under Prop. 218 that requires litigants to pursue claims and remedies to the full extent possible before seeking remedy through the courts, which the plaintiffs had failed to do. However, the case was heard on appeal by the Fourth District Court of Appeal, and the decision was overturned.

**CSDA Action:** CSDA's brief urges the California Supreme Court to affirm the original trial court decision, arguing that requiring plaintiffs to exhaust administrative remedies promotes efficiency, public participation, and appropriate judicial review. In addition, the brief urges the Supreme Court to affirm that Prop 218 established an administrative remedy for property-related fees that must be exhausted, which the plaintiff ratepayers failed to do.

The brief argues that exhaustion of administrative remedies serves to promote judicial efficiency by providing an avenue where issues may be resolved outside of direct litigation. Exhausting the administrative remedies provided under Prop 218 facilitates the development of a complete record for the judiciary to draw from if the issue cannot be resolved through other means. The exhaustion requirement provides a necessary opportunity for public agencies to receive and respond to issues before its actions are subject to judicial review.

For questions about CSDA's involvement in this case or any others, contact CSDA Legislative Analyst - Attorney Mustafa Hessabi at [mustafah@csda.net](mailto:mustafah@csda.net).



## ➤ DISTRICTS MAKE THE DIFFERENCE

*Districts Make the Difference* was created to increase public awareness and understanding of special districts across California. The campaign website, [www.districtsmakethedifference.org](http://www.districtsmakethedifference.org) provides a public place to learn more about special districts and the positive effect they have on their communities, while also serving as a resource for districts to download useful materials, collateral, and information.

### More Public Outreach Tools Underway

Stay tuned as the Districts Makes the Difference campaign is currently developing several new outreach projects that will continue to promote public awareness and reflect the significance of special districts throughout California.

In the meantime, CSDA encourages you to share our current DMTD content, including our full suite of videos, and shareable infographics.

Also, CSDA is always looking for good content to share! Don't forget to use the hashtag **#DistrictsMakeTheDifference** when posting your stories on social media.



[www.DistrictsMakeTheDifference.org](http://www.DistrictsMakeTheDifference.org)

Learn more about our public outreach campaign at [www.DistrictsMakeTheDifference.org](http://www.DistrictsMakeTheDifference.org) and engage with us on social media:

- Like us on Facebook.com/CASpecialDistricts
- Follow us on Twitter @CA\_Districts
- Subscribe to us on [www.YouTube.com/c/CaSpecialDistrictsDMTD](http://www.YouTube.com/c/CaSpecialDistrictsDMTD)
- Download the logo to your homepage and link to [www.DistrictsMakeTheDifference.org](http://www.DistrictsMakeTheDifference.org)

If you have any questions about how to better utilize CSDA's public outreach campaign, or if you have any ideas for new materials we should provide, please contact CSDA's Public Affairs Team at [pr@csda.net](mailto:pr@csda.net).



## ➤ HOT LEGISLATION

Here is where the hottest bills affecting special districts sit in the California Legislature this month:

- **Property Tax Base Value Transfer—AB 1748 (Steinorth) and ACA 20 (Steinorth):** These measures together would expand base value property tax portability and reduce local government revenues by allowing state-wide transfers, unlimited base value property tax transfers for homeowners over the age of 55, one-time base value property tax transfers for homeowners under 55, and implement a blended base for more expensive homes.  
**CSDA's Position: Oppose**  
**Bill Location:** Assembly Revenue and Taxation (AB 1748) and Awaiting Referral (ACA 20)
- **Marijuana in the Workplace—AB 2069 (Bonta):** Prohibits an employer from taking an adverse action against an employee or candidate for employment that tests positive for marijuana if the employee has a medical license for the marijuana. An employer could still take adverse action against the employee if they were under the influence at work, or if hiring or failing to discharge an employee would cause the employer to lose a monetary or licensing-related benefit under federal law.  
**CSDA's position: Oppose**  
**Bill Location:** Awaiting Referral to Policy Committee
- **Accessory Dwelling Units—SB 831 (Wieckowski):** Prohibits special districts and other agencies from charging fees on accessory dwelling units. Such fees include one-time fees paid by developers in order to account for the cost of installing water and sewer connections, impacts on the capacity of the local water systems, as well as impacts on the usage of local parks, fire station services, and other public services that will be used by the new residents.  
**CSDA's position: Oppose**  
**Bill Location:** Senate Natural Resources and Water Committee
- **Workable Website Transparency—SB 929 (McGuire):** Requires all special districts to maintain a district website by 2020, unless a district has claimed a hardship exempting themselves from the provisions of the bill.  
**CSDA's position: Sponsor**  
**Bill Location:** Senate Governance and Finance Committee
- **Climate Resiliency—SB 1015 (Allen):** Establishes the California Climate Resiliency Program to increase resiliency to climate change impacts in urban and rural communities throughout the state and to fund the planning and implementation of projects that improve and enhance the climate change resiliency of natural systems, natural and working lands, and developed areas.  
**CSDA's position: Support**  
**Bill Location:** Senate Natural Resources and Water Committee





## ➤ OTHER WAYS TO TAKE ACTION

### Learn

Only one month left to register for the **Special District Leadership Academy Conference in Monterey, CA from Apr. 15 – 18**. This SDLA Conference is the only one that offers both a first-time attendee track and an advanced attendee track. Early bird discount deadline is March 16, 2018. In addition, if a district hopes to send more than one person, there is a significant discount. Any additional attendee from the same district will receive \$200 off the cost of registration. Visit [csda.net](http://csda.net) for registration.

### Engage

CSDA is launching a new online forum for members. CSDA Communities provides our members with an easy-to-use venue for discussing ideas, finding solutions, sharing documents, and building relationships. Use your email address to login at [csda.net](http://csda.net) and get started.

### Give Feedback

Join an Expert Feedback Teams to provide CSDA staff with invaluable insights on policy issues. Email [marcusd@csda.net](mailto:marcusd@csda.net) to inquire about joining one of the following teams:

- Budget, Finance and Taxation
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Contracting

### Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's CA Special District Magazine

Email [advocacy@csda.net](mailto:advocacy@csda.net) for help accessing these additional member resources.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 21, 2018 MEETING

SUBJECT : Discussion and Possible Action to Approve a Resolution Amending the Customer Advisory Committee Membership

STATUS : Action Item

REPORT DATE : March 14, 2018

PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

### **OBJECTIVE:**

Consider adopting Resolution 04-2018, amending the Customer Advisory Committee membership.

### **BACKGROUND AND ANALYSIS:**

On January 17, 2018 the Citrus Heights Water District (CHWD) Board of Directors (Board) approved Resolution 01-2018, Establishing the Customer Advisory Committee. Based on Board direction at previous CHWD Board meetings, Resolution 01-2018 prescribed a 22 seat body made up of 19 voting members and three ex-officio members, for a total 22 seats, including:

1. 17 seats for residential customers located throughout the CHWD service area;
2. Two seats representing commercial interests from the Citrus Heights Chamber of Commerce and Sunrise MarketPlace, respectively; and
3. Three ex-officio seats for the San Juan Unified School District, the Sunrise Parks and Recreation District, and Sylvan Cemetery District, respectively.

### **Changes to Business and Ex-Officio Members**

In the days following the January Board Meeting, two additional local stakeholders came to light. First, staff reviewed the volumetric usage of the City of Citrus Heights (City), and found that the City uses a significant amount of water to irrigate street medians and maintain their City Hall complex. Given that CHWD appointed other local government agencies with significant water usage (San Juan Unified School District, Sylvan Cemetery District, and Sunrise Recreation and Parks District) to ex-officio seats on the Board, staff recommended adding an ex-officio seat for the City as well.

In addition, staff was recently made aware of the existence of the Auburn Boulevard Business Association (ABBA), a non-profit membership association created in 2016 to represent the business and property owners along Auburn Boulevard between Sylvan Corners and I-80. Ms. Kimberly Berg, a CAC residential member, is a member of the ABBA Board, and has been recommended as the ABBA representative to CAC. Thus, staff would recommend seating Ms. Berg as a commercial voting member in order to allow for an ABBA representative.

### **Filling Seat of Resigned CAC Member**

As noted at the February 21, 2018 Board Meeting, CAC member Russell Blair submitted a letter of resignation (see Attachment 3) to staff on February 16, 2018. At their February meeting, the Board directed staff to select a prospective CAC member from the current applicant pool, whose membership in the CAC the Board would consider at their next Regular Board Meeting on March 21, 2018.

Staff recommends the appointment of Mr. Richard Moses, a resident of Citrus Heights Neighborhood Area 8. In considering the applicants, staff took into account the geographic distribution of CAC residential members, the application materials submitted by the remaining applicant pool, and contacted the individual

to confirm their willingness to participate.

**RECOMMENDATION:**

Adopt Resolution 04-2018, amending the Customer Advisory Committee membership.

**ATTACHMENT:**

1. Customer Advisory Committee Proposed Members
2. Resolution 04-2018, Establishing a Customer Advisory Committee
3. Letter of Resignation from Mr. Russell Blair
4. Richard Moses Customer Advisory Committee Application

**ACTION:**

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

---



# **ATTACHMENT 1**

## **Customer Advisory Committee Proposed Members**

# **Citrus Heights Water District Customer Advisory Committee Proposed Members**

## **Voting Members – Residential**

- |                      |                      |
|----------------------|----------------------|
| 1. Julie Beyers      | 2. Patti Catalano    |
| 3. Suzanne Guthrie   | 4. Doug MacTaggart   |
| 5. Porsche Middleton | 6. James Monteton    |
| 7. Richard Moore     | 8. Carroll Mortenson |
| 9. Jenna Moser       | 10. Richard Moses    |
| 11. David Paige      | 12. Aimee Pfaff      |
| 13. Peg Pinard       | 14. Javed Siddiqui   |
| 15. Colleen Sloan    | 16. David Wheaton    |

## **Voting Members – Commercial**

1. Wes Ervin – Citrus Heights Chamber of Commerce Economic Development Committee Chair
2. Mike Nishimura – Sunrise MarketPlace Representative
3. Kimberly Berg – Auburn Boulevard Business Association

## **Ex-Officio Members – Institutional**

1. San Juan Unified School District represented by Chris Ralston, Maintenance and Operations Manager
2. Sunrise Recreation and Parks District represented by Dave Mitchell, District Administrator, and Noe Villa, Parks and Facilities Superintendent
3. Sylvan Cemetery District represented by Ron Clark, Manager, and Cyndi Price, Assistant Manager
4. City of Citrus Heights represented by Katherine Cooley, Assistant to the City Manager

## **ATTACHMENT 2**

Proposed Resolution 04-2018,  
Establishing a Customer Advisory Committee

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 04-2018

RESOLUTION OF THE BOARD OF DIRECTORS  
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

WHEREAS, the Citrus Heights Water District (CHWD) is an Irrigation District formed pursuant to the California Irrigation District Law (California Water Code, section 20500 et seq.); and

WHEREAS, CHWD provides drinking water to an estimated service area population of 67,000 customers via approximately 19,600 water service connections in Sacramento and Placer Counties and has responsibility for operating, maintaining and planning for the replacement of its water assets, including water mains; and

WHEREAS, CHWD anticipates that, beginning in 2030, it will be necessary to replace many aging water mains, the majority of which were installed between 1960 and 1985 by private developers and later became donated assets to CHWD; and

WHEREAS, on October 18, 2017, the CHWD Board of Directors approved an agreement with Harris & Associates for the Project 2030 Water Main Replacement Study, known as "Project 2030"; and

WHEREAS, Project 2030 will include a public engagement and stakeholder outreach process in which a Project 2030 Customer Advisory Committee focus group (the "CAC") will consider various alternatives, funding options and recommendations and will develop a formal recommendation for CHWD's water main replacement strategy for consideration by the Board of Directors, and

WHEREAS, the CAC also will provide further stakeholder input on the development of the Meter Replacement Program, which is a multi-agency effort to develop strategies for the regular replacement of water meters expected to start before the end of 2018; and

WHEREAS, Project 2030 is projected to take 18 months and the CAC would be empaneled for the duration of that time and consist of 24 members; and

WHEREAS, on December 20, 2017, the Board of Directors selected 17 applicants for appointment to the CAC and agreed by consensus to expand the appointees to 19 members to include one Citrus Heights Chamber of Commerce representative and one Sunrise MarketPlace representative to represent large commercial accounts, and to provide three additional ex-officio seats for representatives of the San Juan Unified School District, the Sunrise Parks and Recreation District, and the Sylvan Cemetery District; and

WHEREAS on March 21, 2018, the Board of Directors agreed to revise the appointment

of one applicant to serve as the Auburn Boulevard Business Association representative, and to provide an additional ex-officio seat for a representative of the City of Citrus Heights; and

WHEREAS, the CAC may be called upon by the Board of Directors or staff to provide further stakeholder input on strategic programs of the District; and

WHEREAS, the Board of Directors wishes to establish the CAC and governing principles that will guide the CAC's activities.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Establishment and Purpose

The Project 2030 Customer Advisory Committee (the "CAC") is hereby established as set forth herein. The general purpose of the CAC is to consider various alternatives, funding options and recommendations to develop a formal recommendation for CHWD's water main replacement strategy for consideration by the CHWD Board of Directors. The CAC also will provide stakeholder input on the development of the multi-agency Meter Replacement Program effort to develop strategies for the regular replacement of water meters expected to start before the end of 2018. The CAC will further provide input on other CHWD matters as requested by the Board of Directors or staff.

Section 2. Membership.

The CAC shall include 19 voting members, appointed as follows:

- A. Residential  
Sixteen (16) members appointed by the CHWD Board of Directors.
- B. Significant Commercial Accounts  
One (1) Citrus Heights Chamber of Commerce representative.  
One (1) Sunrise MarketPlace representative.  
One (1) Auburn Boulevard Business Association representative.
- C. Ex-Officio Members – Institutional  
One (1) representative from San Juan Unified School District.  
One (1) representative from Sunrise Parks and Recreation District.  
One (1) representative from Sylvan Cemetery District.  
One (1) representative from the City of Citrus Heights.

In the event that a member resigns from the CAC, that member shall promptly notify CHWD and CHWD shall take any steps necessary fill the vacancy.

Section 3. Term Of Membership.

Members of the CAC shall serve at a minimum during the duration of the Project 2030 study period.

Section 4. Termination of Membership.

The Board of Directors may dismiss a CAC member for no reason or for any of the following reasons:

- A. One or more unexcused absences from CAC meetings.
- B. Violation of the Ralph M. Brown Act.
- C. Violation of applicable provisions within District Policy No. 2100 – Standards of Conduct for Directors and Officers.

Section 5. Officers and Subcommittees.

The CAC shall nominate a Chairperson and an Alternate Chairperson, whose appointments to this office shall be ratified by the Board of Directors. The Chairperson shall call meetings to order, shall have all the powers and duties of the presiding officer as described in the standardized rules of parliamentary procedure determined to be applicable by CHWD, and shall perform such other duties as may from time to time be prescribed by CHWD or the Board of Directors. The Alternate Chairperson shall have all of the powers and duties of the Chairperson in the event the Chairperson is absent or unable to act.

The CAC may create and appoint members of the CAC to subcommittees.

Section 6. Meetings.

The CHWD General Manager or the General Manager's designee shall determine the place and times for meetings of the CAC, and shall administer the CAC's activities and serve as a CAC liaison with support from other CAC staff as may be necessary. All meetings shall comply with California's open meetings law for public agencies (the Ralph M. Brown Act, Government Code Sections 54950 et seq.).

Section 7. Quorum and Voting.

A quorum of the CAC shall consist of a majority of the CAC's voting membership. Any necessary decisions of the CAC shall, whenever possible, be determined by consensus. If consensus cannot be reached, any necessary decisions shall be determined by majority vote.

Section 8. Responsibilities of the CAC.

The CAC shall have the responsibilities as provided in this section and such other duties as the Board of Directors may from time to time decide:

- A. Diligently review all documents and materials provided by the CHWD General Manager or the General Manager's designee relevant to the purposes referenced in Section 1.
- B. Serve as a forum for public input and feedback on issues related to the purposes referenced in Section 1.
- C. Develop a timely written recommendation for consideration by the Board of Directors for CHWD's water main replacement strategy.
- D. Provide stakeholder input on the development of the Meter Replacement

Program, referenced in Section 1.

- E. Abide by all relevant policies and procedures in the District Policy No. 2100 – Standards of Conduct for Directors and Officers, including participating in any training and making any disclosures that CHWD deems necessary to ensure compliance with all laws.

Any and all feedback, advice or other actions taken by the CAC shall be deemed to be advisory only and shall not be binding upon CHWD or the Board of Directors. Any activities of the CAC shall be performed as provided for in this Resolution and in compliance with all laws. This Resolution supersedes Resolution No. 01-2018, which is of no further force or effect.

ADOPTED this 21st day of March, 2018

- AYES: Board Members-
- NOES: Board Members-
- ABSTAIN: Board Members-
- ABSENT: Board Members-

---

RAYMOND RIEHLE, President  
Board of Directors  
Citrus Heights Water District

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 04-2018 adopted by the Board of Directors of Citrus Heights Water District at its regular meeting held March 21, 2018.

---

CHRISTOPHER CASTRUITA,  
Chief Board Clerk  
Citrus Heights Water District

## **ATTACHMENT 3**

Letter of Resignation from Mr. Russell Blair



## Christopher Castruita

---

**From:** Russ Blair <roadkingruss@comcast.net>  
**Sent:** Friday, February 16, 2018 1:05 PM  
**To:** Christopher Castruita  
**Subject:** RE: 2/21/18 Citrus Heights Water Customer Advisory Committee Swearing-In

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, February 20, 2018 7:00 AM  
**Flag Status:** Completed

Chris,

Sorry for the short notice, but I will not be able to serve on the committee as I had planned. We just signed the papers for a home in Eagle, Idaho and will most likely be moving by the end of the year.

Thanks, and good luck! This committee is a great idea!

Russ Blair

-----Original Message-----

**From:** Christopher Castruita [mailto:[ccastruita@chwd.org](mailto:ccastruita@chwd.org)]  
**Sent:** Friday, February 16, 2018 12:24 PM  
**To:** Christopher Castruita <[ccastruita@chwd.org](mailto:ccastruita@chwd.org)>  
**Subject:** 2/21/18 Citrus Heights Water Customer Advisory Committee Swearing-In

Hello all,

Congratulations again on your appointment to the Citrus Heights Water District Customer Advisory Committee (CAC). CHWD staff is excited to work with community members of all walks from across our service area to uncover the best means for re-investing in our local water system infrastructure.

Thank you in advance for your participation, and I look forward to getting to know you all.

### Swearing-In Ceremony Details

As a reminder, CHWD will hold a CAC introduction and swearing-in ceremony as part of the monthly Board meeting this coming Wednesday, February 21, at 6:30 pm. During the meeting, members will have an opportunity to meet the CHWD Board of Directors, District staff, and members of the Project 2030-Water Main Replacement consulting team. In addition, we will provide information about the upcoming meeting dates and next steps. At this meeting, we will also invite you to briefly share with the group why you want to be a part of the Customer Advisory Committee.

If you will be in attendance at the meeting, kindly arrive at least 10 minutes early in order to check in with staff and preview the process for the Oath of Office.

If for some reason you cannot attend this meeting, please reach out to me and we can schedule a time to record your oath of office.

Meeting Logistics Questionnaire

Our project team developed a brief Meeting Logistics Questionnaire so that we can properly plan for our upcoming meetings. The questionnaire should take no more than a couple of minutes to complete, and is available at <https://www.surveymonkey.com/r/GMHH6RL>.

Please let me know if you have any questions on these or any other items, and I look forward to seeing you on the 21st!

Sincerely,  
Christopher Castruita  
Mgmt. Svcs. Supervisor/Chief Board Clerk Citrus Heights Water District  
6230 Sylvan Rd  
Citrus Heights, CA 95610  
Main: 916-725-6873  
Office: 916-735-7711  
Fax: 916-725-0345

This email and any files or attachments transmitted with it may contain privileged or otherwise confidential information. If you are not the intended recipient, or believe that you may have received this communication in error, please advise the sender via reply email and immediately delete the email you received.

# **ATTACHMENT 4**

Mr. Richard Moses Customer Advisory Committee  
Application



# Customer Advisory Committee Application

Date:10/21/2017 7:52:01 PM

No.15

Name:

Moses, Richard

Address

7743 Woodchuck Way

Email: [Richard.moses@surewest.net](mailto:Richard.moses@surewest.net)

Phone Number: (916)812-1658

Occupation:

Retired

How long have you been a CHWD customer?

10-20 years

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

The water crisis over the last few years has caught the attention of many Californians. I have developed a growing interest in water quality and water sources. This customer advisory committee sounds like an opportunity for me to gain a better understanding of the situation on a local level and perhaps work on developing solutions to our ongoing water situation.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 21, 2018 MEETING

---

SUBJECT : METER REPLACEMENT STUDY UPDATE  
STATUS : Information Item  
REPORT DATE : March 14, 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.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 21, 2018 MEETING

---

SUBJECT : 2018 STRATEGIC PLANNING PROCESS UPDATE  
STATUS : Information Item  
REPORT DATE : March 14, 2018  
PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

---

Staff will provide an update to the Board on the 2018 Strategic Planning Process. Based on feedback received at the December Board Meeting's Board Schedule Preview, staff has been working with Mason-Smith Success Strategies to develop a means to integrate the Customer Advisory Committee into the Strategic Planning Process.