

**CITRUS  
HEIGHTS  
WATER  
DISTRICT**

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California  
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**BOARD MEETING AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT  
SEPTEMBER 13, 2016 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 Assistant General Manager or Management Services Supervisor/Chief Board Clerk 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)**

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 – August 9, 2016.
- CC-1a. Minutes of the Special Meeting – August 9, 2016.
- CC-1b. Minutes of the Special Meeting – August 29, 2016. (defer approval to October regular meeting)
- CC-2. Revenue Analysis Report for August 2016.
- CC-3. Assessor/Collector's Roll Adjustment for August 2016.
- CC-4. Treasurer's Report for August 2016.
- CC-5. Treasurer's Report of Fund Balances for August.
- CC-6. Operations Budget Analysis for August 2016.
- CC-7. Capital Projects Summary August 2016.
- CC-8. Warrants for August 2016.
- CC-9. CAL–Card Distributions for August 2016.

*Board of Directors*  
**Allen B. Dains**  
**Caryl F. Sheehan**  
**Raymond A. Riehle**

*General Manager/  
Secretary*  
**Robert A. Churchill**

*Assistant General  
Manager/Treasurer*  
**Hilary M. Straus**

*Accounting Supervisor  
Assessor/Collector*  
**Susan K. Sohal**

CC-10. Summary of 2016 Employees, Officers and Directors Training Courses, Seminars and Conference.

CC-11. Call for a Special Meeting (A)

Call of a Special Joint Workshop Meeting of the San Juan Water District Member Agencies at 6:00 PM on Monday September 19, 2016 at the Administrative Office of Fair Oaks Water District.

CC-12. Call for a Special Meeting (A)

Call of a Special Meeting of the Citrus Heights Water District Board of Directors at 6:30 PM on Tuesday, November 15, 2016, for Discussion/Possible Action concerning the Citrus Heights Water District 2017 Operating and Capital Budgets, 2017 Water Rates and Miscellaneous Charges and Fees and 2017 Capacity Charges Budget, Rates/Fees Schedule, at the Board Room of the Citrus Heights Water District.

**OLD BUSINESS:**

O-1. Southgrove Drive Surplus Property Sale (A)

- a. Consider approval of Resolution 22-2016 authorizing the recording of a Lot Line Adjustment to delineate the new lot lines between the District and Mitchell parcels.
- b. Consider approval of Resolution 23-2016 authorizing execution of a Grant Deed for sale of 0.128 acres of surplus real property to Mark S. and Linda G. Mitchell.
- c. Consider approval of Resolution 24-2016 authorizing execution of a Grant Deed by and between Citrus Heights Water District.

O-2. Sacramento County Proposed Trench Restoration (I/D)

Receive verbal report on status of proposed revisions to Sacramento County's requirements for trench restoration.

O-3. Policy Amendments—Adoption of New Salary Ranges and Elimination of the Employer Paid Member Contribution (EPMC) of the CalPERS Pension Benefit (D/A)

- a. Adopt policy amendments to implement changes to the CHWD's Salary Schedule as a result of the District's Total Compensation Study and to provide a Salary offset as a result of the elimination of EPMC.
- b. Adopt policy amendments to streamline policies, to implement Career Ladders and to reflect organizational changes.
- c. Adopt Resolution 25-2016 Approving a Contract amendment with the California Public Employees Retirement System (Cal-PERS) to eliminate the Employer Paid Member Contribution (EPMC).

**Note**—Items a and b can be taken with one motion, and Item c must be considered with a separate motion.

- O-4. Employment Agreement Amendments to Eliminate the Employer Paid Member Contribution of the CalPERS Pension Benefit and Salary Adjustments (D/A)
- a. Discussion/Possible Action to Amend Current General Manager Employment Agreement.
  - b. Discussion/Possible Action to Amend Incoming General Manager Employment Agreement.
  - c. Discussion/Possible Action Amend the Executive / Manager / Supervisor Employment Agreements for the Operations Manager and Project Manager.
  - d. Discussion/Possible Action Amend the Executive / Manager / Supervisor Employment Agreement Template.

**Note**—Items a, b, c & d will be considered with separate motions.

- O-5. 2017 Budgets & Water Rates (D)  
Review and discuss major issues related to the draft Operating and Capital Improvement Budgets for 2017, water rates issues for 2017 and discuss water rate adjustment options for 2017.

**NEW BUSINESS:**

- N-1. Training/Continued Education/Meetings (I)  
Discuss training, continued education, and meeting opportunities.
- N-2. Advance Payment of General Manager Accrued Leaves (A)  
Consider advance payment of the retiring General Manager's current leave accruals.
- N-3. ASCE Annual Civil Engineering Conference (A)  
Consider approval of the General Manager's attendance at the American Society of Civil Engineers (ASCE) Annual Conference in Portland, Oregon.

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

**PROJECT MANAGER'S REPORTS (I):**

- PM-1. Accepted Water Systems.  
PM-2. Projects Under Construction by Private Developers.  
PM-3. Contractor / Developer Projects Pending Construction.  
PM-4. Proposed District Capital Improvement Projects.  
PM-5. Projects Contracted by Citrus Heights Water District.  
PM-6. City of Citrus Heights Projects.

**OPERATIONS MANAGER'S REPORTS (I):**

- OM-1. Monthly report on construction and maintenance activities plus water analysis reports.  
OM-2. 2016 Water Supply – Purchased and Produced.  
OM-3. Surface Water Supply.

**RECESS:** The Meeting will have a brief recess.

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

- D-1. Regional Water Authority (Dains, Churchill).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District.
- D-4. Association of California Water Agencies (Dains).
- D-5. ACWA Joint Powers Insurance Authority.
- D-6. Sacramento Local Agency Formation Commission.
- D-7. City of Citrus Heights.
- D-8. Chamber of Commerce Government Issues Committee (Straus).
- D-9. Other Reports:

**ASSISTANT GENERAL MANAGER'S REPORTS (I):**

- AGM-1. Water Efficiency Program Update.

**GENERAL MANAGER'S REPORTS (I):**

- GM-1. Employee Recognition.
- GM-2. General Manager's Task List.
- GM-3. Long Range Board Agenda.

**CORRESPONDENCE:**

None

**CLOSED SESSION:**

None

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

|                    |         |                              |
|--------------------|---------|------------------------------|
| September 19, 2016 | 6:00 PM | Joint Board Workshop at FOWD |
| October 11, 2016   | 6:30 PM | Regular Meeting              |
| November 8, 2016   | 6:30 PM | Regular Meeting              |
| November 15, 2016  | 6:30 PM | Special Meeting              |

**ADJOURNMENT:**

**CERTIFICATION:**

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

  
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BETH SHOCKLEY, Deputy Board Clerk

Dated: September 8, 2016

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CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
August 9, 2016

The Regular Meeting of the Board of Directors was called to order at 6:58 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President  
Caryl F. Sheehan, Vice President  
Raymond A. Riehle, Director  
Robert A. Churchill, General Manager  
Hilary M. Straus, Assistant General Manager  
Paul A. Dietrich, Project Manager  
David M. Gordon, Operations Manager  
Susan K. Sohal, Accounting Supervisor  
Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk

**VISITORS:**

None

**PLEDGE OF ALLEGIANCE:**

Director Dains led the Pledge of Allegiance.

**PUBLIC COMMENT:**

There was no Public Comment.

**CONSENT CALENDAR:**

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

Minutes of the Regular Meeting – July 12, 2016.  
Revenue Analysis Report for July 2016.  
Assessor/Collector's Roll Adjustment for July 2016.  
Treasurer's Report for July 2016.  
Treasurer's Report of Fund Balances for July.  
Operations Budget Analysis for July 2016.  
Capital Improvements Budget Analysis for July.  
Payables for July.  
CAL-Card Purchases for July 2016.  
Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.

Administration Building Improvements Project

GM Churchill requested the Board adopt Resolution 21-2016 Accepting the Administration Building Expansion and Renovation Project and authorize the filing of a Notice of Completion. Construction of the Administration Building Expansion and Renovation Project and Office Addition is now complete with final inspections and approval on June 1, 2016 by the City of Citrus Heights and Sacramento Metro Fire District. Minor cosmetic corrections were completed by contractor Kaler/Dobler Construction, Inc. on July 21, 2016.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 21-2016

RESOLUTION OF THE BOARD OF DIRECTORS  
ACCEPTING  
THE ADMINISTRATION BUILDNG EXPANSION AND RENOVATION PROJECT AND  
OFFICE ADDITION

WHEREAS, on December 9, 2014 the Board of Directors of the Citrus Heights Water District authorized the award of a contract to Kaler/Dobler Construction, Inc. for the Administration Building Expansion and Renovation Project and Office Addition Change Order executed February 16, 2016; and

WHEREAS, on December 10, 2014 the contract was fully executed between the District and Kaler/Dobler Constriction, Inc.; and

WHEREAS, Kaler/Dobler Construction, Inc. has completed the work for the Administration Building Expansion and Renovation Project and Office Addition in accordance with the plans, specifications and contract documents prepared by the District pursuant to a final inspection on July 21, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District that Administration Building Expansion and Renovation Project and Office Addition is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the Administration Building Expansion and Renovation Project and Office Addition 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 9<sup>th</sup> day of August 2016 by the following vote, to wit:

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

SEAL

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

ATTEST:

\_\_\_\_\_  
ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

Citrus Heights City Hall Easement Acceptance

PM Dietrich requested the Board adopt Resolution 20-2016 accepting an easement from CP City Hall, LLC. Site improvements to the new Citrus Heights City Hall at 6360 Fountain Square Drive required the installation of new water distribution mains, water services and fire protection facilities to provide water service to the site. An easement for the water facilities was granted by CP City Hall, LLC at no cost to the District.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 20-2016

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
ACCEPTING AN EASEMENT FROM  
CP CITY HALL, LLC  
FOR WATER DISTRIBUTION FACILITIES WITHIN  
6360 FOUNTAIN SQUARE DR, CITRUS HEIGHTS CITY HALL

Whereas CP CITY HALL, LLC, a California Limited Liability Company, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the City of Citrus Heights, County of Sacramento, State of California particularly described as follows:

A portion of that certain Tract of land described in that certain Certificate of Compliance recorded in Book 20070323, Page 1434, Sacramento County Official Records, described as follows:

Parcel One

A strip of land the uniform width of fifteen (15) feet, lying five (5) feet to the left and ten (10) feet to the right of the following described line:

BEGINNING at a point hereinafter referred to as Point A, on the easterly line of that certain Easement for Public Roadway and Public Utilities, as said easement is described in that certain document recorded in Book 20070323, Page 1435, Sacramento County Official Records, from which the southwest corner of the above referenced Tract bears the following two (2) courses: (1) along said easterly line, South 10°54'31" West 178.67 feet to the southerly line of said Tract and (2) along said southerly line South 89°14'13" West 40.00 feet; thence from the point of beginning, leaving said easterly line, North 89°33'05" East 5.50 feet to a point hereinafter referred to as Point B; thence continuing North 89°33'05" East 56.62 feet; thence South 00°26'55" East 122.60 feet; thence North 89°14'28" East 61.09 feet to a point hereinafter referred to as Point C; thence continuing North 89°14'28" East 228.86 feet; thence North 00°45'32" West 6.00 feet to a point hereinafter referred to as Point D; thence continuing North 00°45'32" West 8.99 feet to a point hereinafter referred to as Point E; thence continuing North 00°45'32" West 80.13 feet to a point hereinafter referred to as Point F; thence continuing North 00°45'32" West 242.41 feet to a point hereinafter referred to as Point G; thence continuing North 00°45'32" West 70.10 feet to a point hereinafter referred to as Point H; thence South 89°14'28" West 206.89 feet; thence South 66°44'28" West 39.65 feet; thence North 70°26'16" West 38.76 feet to a point on said easterly line hereinafter referred to as Point I and the terminus of the herein described easement.

The sidelines of said strip shall be lengthened or shortened to terminate at said easterly line.

#### Parcel Two

A strip of land the uniform width of ten (10) feet, the centerline of which is described as follows:

BEGINNING at said Point B; thence South 00°45'47" East 29.16 feet to the terminus of the herein described easement.

#### Parcel Three

A strip of land the uniform width of ten (10) feet, the centerline of which is described as follows:

BEGINNING at said Point C; thence North 00°45'32" West 12.67 feet to the terminus of the herein described easement.

#### Parcel Four

A strip of land the uniform width of ten (10) feet, the centerline of which is described as follows:

BEGINNING at said Point D; thence North 89°14'28" East 29.98 feet to the terminus of the herein described easement.

#### Parcel Five

A strip of land the uniform width of ten (10) feet, the centerline of which is described as follows:

BEGINNING at said Point E; thence South 89°14'28" West 14.25 feet to the terminus of the herein described easement.



Parcel Six

A strip of land the uniform width of twenty-five (25) feet, the centerline of which is described as follows:

BEGINNING at said Point F; thence South 89°20'02" West 32.02 feet to the terminus of the herein described easement.

Parcel Seven

A strip of land the uniform width of ten (10) feet, the centerline of which is described as follows:

BEGINNING at said Point G; thence South 89°14'28" West 14.25 feet to the terminus of the herein described easement.

Parcel Eight

A strip of land the uniform width of fifteen (15) feet, lying five (5) feet to the left and ten (10) feet to the right of the following described line:

BEGINNING at said Point H; thence North 00°45'32" West 35.00 feet to the terminus of the herein described easement.

Parcel Nine

A strip of land the uniform width of 3.5 feet, the westerly line of which is described as follows:

BEGINNING at said Point I; thence along the above referenced easterly line along the arc of a curve to the right, concave to the east, having a radius of 1122 feet, and being subtended by a chord bearing North 20°45'19" East 45.97 feet to the terminus of the herein described easement.

Parcel Ten

A strip of land the uniform width of ten (10) feet, the centerline of which is described as follows:

BEGINNING at a point on the above referenced easterly line from which said Point A bears South 10°54'31" West 114.40 feet; thence from the point of beginning, leaving said easterly line, South 79°05'29" East 39.39 feet to the terminus of the herein described easement.

The sidelines of said strip shall be lengthened or shortened to terminate at said easterly line.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 9<sup>th</sup> day of August 2016 by the following vote, to wit:

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

SEAL

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

ATTEST:

\_\_\_\_\_  
ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

Call for a Special Meeting

GM Churchill requested the Board call for a Special Meeting on Monday August 29, 2016 for the purpose of conducting a 2017 Budget Workshop Meeting. A work session with the Board of Directors highlighting the “building blocks” of the operations and capital budgets/key assumptions/strategic plan needs is proposed for August 29<sup>th</sup>, followed by an initial budget presentation at the September Regular Board of Directors Meeting in September.

ACTION: Director Sheehan moved and Director Riehle seconded a motion to accept the Consent Calendar. The motion carried 3-0 with all Directors voting yes.

**ADJOURN TO CHWD FINANCING CORPORATION:**

At 7:03 PM the meeting was adjourned to the CHWD Finance Corporation. For approval of the July 12, 2016 Minutes.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to: Approve the Minutes from the July 12, 2016 Annual Meeting of the Citrus Heights Water District Financing Corporation. The motion carried 3-0 with all Directors voting yes.

At 7:06 PM the Board of Directors reconvened to the CHWD Regular Board Meeting.

**OLD BUSINESS:**

Approval of 2017 Strategic Plan Update

AGM Straus presented the final 2017 Strategic Plan to the Board for their approval. Beginning with the 2017 budget process, CHWD has initiated an annual Strategic Planning process. The goal of Strategic Planning has been 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 what items, given limited resources (i.e., funding, time and staffing resources) the District should be working on over and above daily operations in the coming year. One key follow-up item of this planning process is to prepare a budget for the coming year that reflects the results of the Strategic Plan.

**ACTION:** Director Riehle moved and Director Sheehan seconded a motion to: Approve the 2017 Strategic Plan. The motion carried 3-0 with all Directors voting yes.

**NEW BUSINESS:**

Training/Continued Education/Meetings

GM Churchill presented an item on upcoming training and continued education events.

Funds and Reserves Policies Amendments

AS Sohal presented District Fiscal Management Policies regarding District Funds and Reserves that needed amending. The District's Fiscal Management Policies contain separate policies relating to the District's Funds and Reserves that are used to organize and allocate all District monies for various purposes. These policies define the purpose for which the specified Fund or Reserve is to be used, and set forth certain responsibilities and restrictions on the transfer or expenditure of monies. Five of the Funds and Reserves policies are being presented for discussion with proposed amendments or deletion to policy. In addition, three new proposed policies are being presented pertaining to the two newly adopted Funds and a new Reserve in 2015 and one concerning the existing Debt Services Reserve. The proposed changes are as follows:

*Approve proposed amendments to the following District Fiscal Management Policies:*

|             |                                     |
|-------------|-------------------------------------|
| Policy 6220 | Rate Stabilization Reserve          |
| Policy 6240 | Capital Improvement Reserve         |
| Policy 6270 | Employment-Related Benefits Reserve |

*Approve the addition of the following District Fiscal Management Policies:*

|             |                          |
|-------------|--------------------------|
| Policy 6225 | Debt Services Reserve    |
| Policy 6245 | Water Supply Reserve     |
| Policy 6280 | Water Efficiency Reserve |

*Approve the deletion of the following District Fiscal Management Policies (Note: these two policies will be consolidated with the Policy 6240 noted above:*

|             |                      |
|-------------|----------------------|
| Policy 6230 | Depreciation Reserve |
| Policy 6250 | Connection Fund      |

**ACTION:** Director Sheehan moved and Director Riehle seconded a motion to: Approve

amendments to District Fiscal Management Policies regarding District Funds and Reserves. The motion carried 3-0 with all Directors voting yes.

RWA Regional Water Reliability Plan

GM Churchill presented the Board a Project Agreement with the Regional Water Authority to participate in a Regional Water Reliability Plan. Robert Swartz, Technical Services Manager for the Regional Water Authority, provided the CHWD Board of Directors with an overview of RWA’s Regional Water Reliability Study at the regular Board of Directors Meeting of July 12, 2016. At that time, the CHWD Board indicated interest in CHWD participating in this RWA initiative. At the Board Meeting, Mr. Swartz explained why RWA is undertaking this Plan preparation as called for in RWA’s 2013 Strategic Plan. The drought has highlighted significant threats to local water resources and the Plan could help protect long-term water resources in the region. Swartz then presented some key elements that would be anticipated to be included in the Plan and expected outcomes, including a Regional Water Bank. He concluded by providing an overview of the Plan development’s budget and anticipated cost to each participating agency, including CHWD. CHWD’s Phase 1 share of cost is anticipated to be \$9,600, with a not-too-exceed cost of \$16,000.

ACTION: Director Riehle was concerned there was not a political plan, and without a plan, there is not control over what happens. Director Sheehan expressed concerns regarding RWA’s Budget, questioning who they are accountable to. Director Sheehan also expressed concerns because many of the studies conducted overlap and we are paying for duplicate research. It was agreed upon that GM Churchill would clarify the concerns and bring back for considered action at the September meeting.

Limerick Way, Dublin Way, Tipperary Way and Galway Ct Pavement Restoration Project

OM Gordon presented the Board with bids to restore pavement following replacement of water mains and services by District Operations staff on portions of Limerick Way, Dublin Way, Tipperary Way and Galway Court in the City of Citrus Heights.

The District received four (4) sealed proposals on August 3, 2016, at which time proposals were opened and read publicly. The apparent low bidder is Central Valley Engineering & Asphalt, Inc. of Roseville, CA. Bids received are as follows:

|   |              |
|---|--------------|
| 1. Central Valley Engineering & Asphalt, Inc. | \$ 38,982.00 |
| 2. Martin Brothers Construction, Inc.         | \$ 52,341.00 |
| 3. Arrow Construction                         | \$ 58,400.00 |
| 4. Sierra Asphalt, Inc.                       | \$ 88,987.00 |

ACTION: Director Sheehan moved and Director Riehle seconded a motion to: Accept the bid of Central Valley Engineering & Asphalt, Inc. in the amount of \$38,982.00 and establish a change order contingency fund in the amount of \$3,900.00 (10%). Authorize the General Manager to execute the contract. The motion carried 3-0 with all Directors voting yes.

SJWD Draft Wholesale Financial Plan and Water Rate Update Study

GM Churchill presented the Board with a draft of San Juan Water Districts Wholesale Financial Plan and Water Rate Update Study as well as a 150 Day Advance Written Notice of

Proposed Changes in Water Rates and Charges. They were asked to review the contents and this topic will be discussed at the next scheduled Board Meeting.

**PROJECT MANAGER’S REPORT:**

PM Dietrich presented a report on the following activities during the month of July 2016 by the Project Management and Engineering Department. *New values or projects noted in bold italics*

ACCEPTED WATER SYSTEMS

Recent additions to the District’s water distribution system that were constructed by independent State Licensed contractors on behalf of private developers / owners, inspected by the District and formally accepted:

| <u>Project</u> | <u>Count</u> | <u>Facilities</u> | <u>Value</u> |
|----------------|--------------|-------------------|--------------|
|----------------|--------------|-------------------|--------------|

*None*

PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

Water distribution system facilities currently under construction by independent State Licensed contractors on behalf of private developers / owners requiring District inspection:

| <u>Project</u>  | <u>Location</u>             | <u>Status</u>              |
|---|-----------------------------|----------------------------|
| McDonalds   | 5402 Sunrise Blvd           | <b><i>50% Complete</i></b> |
| Northridge Grove<br>47 Condominiums   | 5555 Mariposa Ave           | <b><i>60% Complete</i></b> |
| Citrus Heights City Hall  | 6350 Fountain Square Dr     | <b><i>80% Complete</i></b> |
| Memory Care Facility  | 6825-33 Sunrise Blvd        | <b><i>70% Complete</i></b> |
| Dundee Estates<br>3 Lot Subdivision<br>(2015-58)                                      | Mariposa Ave @ Highland Ave | <b><i>98% Complete</i></b> |
| California American Water Co.<br>San Juan Avenue Tank - Intertie<br>and Water Service | 5444 San Juan Ave           | <b><i>98% Complete</i></b> |
| Capitol Nursery Plaza<br>Commercial Center<br>(2015-50)                               | Sunrise Blvd @ Madison Ave  | Substantially Complete     |
| Sylvan Middle School<br>(2015-63)   | 7085 Auburn Blvd            | Substantially Complete     |

CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

| <u>Project</u>                               | <u>Location</u>               | <u>Status</u>                       |
|--|-------------------------------|-------------------------------------|
| <i>Dignity Health Building</i>               | <i>7115 Greenback Ln</i>      | <i>Awaiting System Construction</i> |
| <i>Bearpaw Expansion Commercial Building</i> | <i>7524 Old Auburn Rd</i>     | <i>Awaiting System Construction</i> |
| <i>Louis-Orlando Bus Transfer Point</i>      | <i>Louis Ln @ Orlando Ave</i> | <i>Awaiting System Construction</i> |
| <i>Meier Estates 7 Lot Subdivision</i>       | <i>North Sims Way</i>         | <i>Awaiting System Construction</i> |

PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

Project Plans and Contracts currently under review and development by the Engineering Department:

| <u>Project</u>  | <u>Location</u>                       | <u>Status</u>  |
|---|---------------------------------------|--|
| Fair Way Intertie with City of Roseville                                | 9955 Fair Way                         | <i>Agreement – 99%</i><br><i>Plans – 100%</i><br><i>Cost Estimate – 100%</i> |
| Blossom Hill Dr Intertie with City of Roseville                         | Blossom Hill Dr at 1100 Main Sail Cir | <i>Agreement – 99%</i><br><i>Plans – 100%</i><br><i>Cost Estimate – 100%</i> |
| Crestmont Ave Intertie with City of Roseville                           | Crestmont Ave at 8199 Bonnie Oak Way  | <i>Agreement – 99%</i><br><i>Plans – 100%</i><br><i>Cost Estimate – 100%</i> |
| Baird Way 12” Water Main Area West Engineers, Inc.                      | Auburn Blvd to Holly Dr               | <i>Preparing to Pothole</i>  |
| Corporation Yard Improvements Phase 1                                   | 6230 Sylvan Rd                        | <i>Preparing Request for Design &amp; Const Mgmt Proposals</i>               |
| Highland Ave & Rosa Vista Ln 8” Water Mains Warren Consulting Engineers | Highland Ave at Rosa Vista            | <i>Design Underway</i>   |

PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:

| <u>Project</u>   | <u>Location</u>   | <u>Status</u>       |
|--|---|---------------------|
| Mariposa Ave, Limerick Way and Dublin Way Water Mains<br>KASL Consulting Engineers, Inc. | Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end) | <i>80% Complete</i> |

**CITY OF CITRUS HEIGHTS PROJECTS**

City of Citrus Heights Projects requiring coordination and inspection by the District:

*None*

**OPERATIONS MANAGER’S REPORT:**

OM Gordon reported as follows:

A total of 32 work orders were performed during the month of July by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Drinking Water (DDW) requirements.

District-wide water consumption for the calendar year 2016 through the end of July was 1,544.57 acre-feet, a decrease of 28.7% percent compared with the water consumption during the same period in 2013.

As of midnight on August 2, 2016, storage in Folsom Reservoir was at 469,125 acre-feet, 48 percent of the total capacity of 977,000 acre-feet. This is about 68 percent of historical average for this date. This represents a decrease in storage of 222,436 acre-feet in the past month.

Director Dains called a recess to the meeting at 8:55 PM.

PM Dietrich, OM Gordon and AS Sohal left the meeting.

Director Dains reconvened the meeting at 9:05 PM.

**DIRECTOR’S AND REPRESENTATIVES REPORTS:**

Regional Water Authority (Dains, Churchill)

No report.

Sacramento Groundwater Authority (Sheehan)

No report.

San Juan Water District

San Juan Water District and Fair Oaks are having 2X2 meetings, a meeting for all the San Juan Family of Agencies will be held at Fair Oaks Water District on September 19, 2016 at 6:00 PM to review processes and practices of San Juan Water District.

Association of California Water Agencies (Dains)

No report.

ACWA Joint Powers Insurance Authority (Churchill)

No report.

Sacramento Local Agency Formation Commission

No report.

City of Citrus Heights

Grand Opening at new building on September 25, 2016 at 9:00 AM. Henry Tingle Retirement Celebration September 30, 2016 6:00 PM.

Chamber of Commerce Government Issues Committee (Straus)

No report.

Other Reports:

No report.

### **ASSISTANT GENERAL MANAGER'S REPORT:**

AGM Straus reported as follows:

Water Efficiency Program activities during the month of July 2016 included:

- 10 ultra-low-flush toilet rebates for the month of July. A total of \$7,350 in rebates have been provided to customers during 2016 to date.
- For the period of July 2016, No High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers.
- 87 water waste calls were received during the month of July. 12 reports of water waste were received through the CHWD's Drought Resources web page. A total of 87 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The July 2016 Residential Gallon per Capita per Day (R-GPCD) was not available at the time of this report. This information is submitted monthly to the State Water Resources Control Board.

The District is currently in a Stage 2 Water Alert Modified. Customers are being asked to voluntarily cutback water use by 5%-10% through 2016. A Public Outreach campaign promoting the Stage 2 Water Alert regulations is underway. The messaging is intended to educate District customers about Stage 2 modified regulations. The following are included in the Public Outreach effort:

- A bill stuffer promoting the Stage 2 Water Alert
  - The District's website
  - FaceBook
  - Phone message recording
  - Waterline Newsletter
- CHWD along with the City of Citrus Heights, California American Water Company and Sacramento Suburban Water District held an Eco landscape class on July 23<sup>rd</sup>. The class was held at the Citrus Heights Community Center. The class covered "right plant-right placement" and best irrigation practices for customers. There was a demonstration on how to convert spray irrigation to drip, outreach materials, raffle prizes and refreshments. Over 30 people participated in the class.



- The Top 20% water reduction campaign is focusing on the 72 no response/non-compliant “Bad-Bad’s”. These are the customers who did not submit a water reduction plan and did not meet their water reduction target. The 72 “Bad-Bad’s” are being contacted by District staff. Customers are offered a water efficiency review and left with water conservation program information and literature. Currently the program has generated 27 water efficiency reviews for the “Bad-Bad’s”.

| <b>ACTION TAKEN</b>          | <b># of Responses</b> | <b># Compliant</b> | <b># Non-Compliant</b> |
|------------------------------|-----------------------|--------------------|------------------------|
| <b>Responded with Plan</b>   | 96                    | 84                 | 12                     |
| <b>No Response with Plan</b> | 86                    | 14                 | 72                     |

*\* All Top 20% customers saved a total of 42% as compared to 2013.*

#### FINANCE UPDATE

Finance staff has completed an update of CHWD’s regional rate survey/comparison. This information will be available to the Board as it considers various rate options at its August 29<sup>th</sup> and September 13<sup>th</sup> budget workshops. Budget preparation is well underway, and during the next few weeks, staff will be updating the Rate Model to generate options and accompanying analysis associated with each rate option for Board consideration.

#### **GENERAL MANAGER’S REPORT:**

1. Twenty two employees received recognition for superior attendance, outstanding customer service and quality of work during the month of July 2016. Directors were provided with a list of the employees and items for which each received recognition.
2. A list of the General Manager’s significant assignments and activities was provided.
3. Long Range Board Agenda.

| <b>Meeting Date</b> | <b>Item</b>   | <b>Assigned To</b>                           |
|---------------------|---|--|
| August 29, 2016     | Budget and Rates Study Session  | Straus/Sohal                                 |
| September 13, 2016  | Budget and Rates Workshop   | Straus/Sohal                                 |
|                     | Roseville Intertie Agreement  | Churchill                                    |
|                     | Compensation Study/Salary Schedule Update/Policies/Career Ladders/Employee PERS Pick-up | Churchill/Straus/Smoot/Sohal                 |
|                     | Engineering/Design Firm Award of Contract – Corporation Yard Improvements               | Dietrich                                     |
|                     | CIP Adoption  | Churchill/Dietrich/Gordon/Straus/Sohal/Pieri |

|                      |  |                        |
|----------------------|--|------------------------|
| October 11,<br>2016  | Water Charges and Fees—<br>Presentation of Proposed<br>Updates | Straus/Sohal           |
| November 8,<br>2016  | 2016-17 Committee<br>Assignments                               | Churchill              |
|                      | 2016-17 District Officers                                      | Churchill              |
| November 15,<br>2016 | Operating and Capital Budgets                                  | Straus/Dietrich/Gordon |
|                      | Water Rates, Charges & Fees                                    | Straus/Sohal           |
|                      | Capacity Fees  | Straus/Sohal           |
|                      | Water Shortage Charges   | Straus/Sohal           |
| December 13,<br>2016 |  |                        |

**CORRESPONDENCE:**

Director Riehle wanted to acknowledge Water Efficiency Coordinator Rex Meurer for his work relating to the Eco Landscape Class.

**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 9:30 PM.

APPROVED:

\_\_\_\_\_  
ROBERT A. CHURCHILL  
Secretary  
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
August 9, 2016

The Special Meeting of the Board of Directors was called to order at 5:39 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President  
Caryl F. Sheehan, Vice President  
Raymond A. Riehle, Director  
Robert A. Churchill, General Manager  
Hilary M. Straus, Assistant General Manager  
David M. Gordon, Operations Manager  
Paul A. Dietrich, Project Manager  
Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk  
Susan K. Sohal, Accounting Supervisor

VISITORS

Shellie Anderson, Bryce Consulting  
John S. Spinella, Construction Inspector CHWD

PUBLIC COMMENT

No public comment.

NEW BUSINESS

Shellie Anderson with Bryce consulting presented the Board with information regarding implementation of Career Ladders throughout the organization, discussed her findings with regard to the Compensation Study and presented her recommendations. There was also a discussion regarding a staff recommendation concerning timing and approach to CHWD employees paying the employee contribution to the CalPERS pension benefit. The Board of Directors discussed this information. No action was taken.

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 6:47 p.m.

APPROVED:

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ROBERT A. CHURCHILL  
Secretary  
Citrus Heights Water District

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

**CITRUS HEIGHTS WATER DISTRICT  
2016 REVENUE ANALYSIS**

| <b>Mo-Yr</b>              | <b>Jan-16</b>  | <b>Feb-16</b>    | <b>Mar-16</b>  | <b>Apr-16</b>  | <b>May-16</b>    | <b>Jun-16</b>    | <b>Jul-16</b>  | <b>Aug-16</b>    | <b>Actual Revenue</b> | <b>Budgeted Revenue</b> | <b>Variance</b>  | <b>% Collected</b> |
|---------------------------|----------------|------------------|----------------|----------------|------------------|------------------|----------------|------------------|-----------------------|-------------------------|------------------|--------------------|
| Metered Service Charges   | 99,738         | 346,471          | 750,526        | 530,498        | 648,666          | 801,158          | 482,374        | 772,534          | 4,431,965             | 7,609,121               | 3,177,156        | 58.2%              |
| Metered Water Deliveries  | 35,969         | 118,197          | 180,494        | 144,723        | 229,594          | 387,965          | 309,781        | 656,158          | 2,062,881             | 4,581,136               | 2,518,255        | 45.0%              |
| Penalties                 | 17,458         | 12,003           | 15,564         | 13,906         | 11,522           | 11,970           | 13,995         | 16,815           | 113,232               | 150,000                 | 36,768           | 75.5%              |
| Interest                  |                | 0                |                | 0              | 26               | 0                | 0              | 0                | 26                    | 0                       | -26              | 0.0%               |
| New Acct, Fire & Backflow |                |                  |                |                |                  |                  |                |                  |                       |                         |                  |                    |
| Fees                      | 8,550          | 12,603           | 9,758          | 13,813         | 7,909            | 18,395           | 5,554          | 16,983           | 93,566                | 95,866                  | 2,300            | 97.6%              |
| WS Install & S&R          | 8,360          | 4,598            | 6,501          | 0              | 11,800           | 22,769           | 27,953         | 11,646           | 93,627                | 26,626                  | -67,001          | 351.6%             |
| Grant Funds               |                | 540,000          | 0              | 0              | 60,000           | 0                | 715            | 0                | 600,715               | 0                       | -600,715         | 0.0%               |
| Misc*                     | 6,052          | 1,416            | 15,603         | 2,318          | 52,164           | 71,025           | 150,147        | 13,219           | 311,945               | 120,510                 | -191,435         | 258.9%             |
| Connection Fees           | 15,037         | 6,683            | 6,683          | 0              | 0                | 0                | 0              | 0                | 28,403                |                         |                  |                    |
| Wheeling Water            | 2,217          | 0                | 0              | 0              | 0                | 0                | 0              | 0                | 2,217                 | 4,429                   | 2,212            | 50.1%              |
| Reserves                  |                |                  |                | 0              | 0                | 0                | 0              | 0                | 0                     | 0                       | 0                | 0.0%               |
| <b>Total</b>              | <b>193,380</b> | <b>1,041,971</b> | <b>985,129</b> | <b>705,258</b> | <b>1,021,682</b> | <b>1,313,282</b> | <b>990,518</b> | <b>1,487,356</b> | <b>7,738,577</b>      | <b>12,587,688</b>       | <b>4,849,111</b> | <b>61.5%</b>       |

**Outstanding Receivables**

| <b>Aged Trial Balance</b> |                |              |               |                |                          |
|---------------------------|----------------|--------------|---------------|----------------|--------------------------|
| <b>Total</b>              | <b>Current</b> | <b>31-90</b> | <b>91-150</b> | <b>&gt;150</b> | <b>Unapplied Current</b> |
| 1,295,424                 | 964,512        | 247,650      | 161,711       | 8,185          | (86,633)                 |

| <b>General Ledger Balance</b> | <b>Total</b>        |
|-------------------------------|---------------------|
| Outstanding A/R               | 1,318,432           |
| Outstanding Liens             | 0                   |
| Outstanding Grants            | 61,211              |
| Less Unapplied Payments       | (87,104)            |
| <b>Total</b>                  | <b>\$ 1,292,539</b> |

\* Includes Assessments, Inclusions, Back Charges, Capacity Fees and other Miscellaneous Revenue Sources

| <b>Assessor/Collector Roll Adjustment</b> |                  |              |
|---|------------------|--------------|
| <b>August-16</b>                          |                  |              |
|   | <b>Dollar</b>    | <b>Count</b> |
| <b>3-DAY DOOR HANG</b>                    |                  |              |
| One Time Courtesy                         | \$ 66.00         | 3            |
| <b>3-DAY DOOR HANG Total</b>              | <b>\$ 66.00</b>  | <b>3</b>     |
| <b>DEFAULT</b>                            |                  |              |
| One Time Courtesy                         | \$ 322.03        | 22           |
| <b>DEFAULT Total</b>                      | <b>\$ 322.03</b> | <b>22</b>    |
| <b>DISCONNECT CHG</b>                     |                  |              |
| New owner                                 | \$ 100.00        | 1            |
| <b>DISCONNECT CHG Total</b>               | <b>\$ 100.00</b> | <b>1</b>     |
| <b>Grand Total</b>                        | <b>\$ 488.03</b> | <b>26</b>    |

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR  
August 31, 2016**

Board Of Directors  
Citrus Heights Water District

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

| LID   | CID     | Charge Type     | Date      | Reason For Cancellation | Amount        |
|-------|---------|-----------------|-----------|-------------------------|---------------|
| 01971 | 0001761 | 3-DAY DOOR HANG | 8/1/2016  | One Time Courtesy       | 22.00         |
| 19289 | 0005263 | 3-DAY DOOR HANG | 8/2/2016  | One Time Courtesy       | 22.00         |
| 13758 | 0031467 | 3-DAY DOOR HANG | 8/24/2016 | One Time Courtesy       | 22.00         |
| 07723 | 0027524 | DEFAULT         | 8/1/2016  | One Time Courtesy       | 5.78          |
| 19289 | 0005263 | DEFAULT         | 8/2/2016  | One Time Courtesy       | 8.88          |
| 18511 | 0024854 | DEFAULT         | 8/3/2016  | One Time Courtesy       | 4.21          |
| 09854 | 0008739 | DEFAULT         | 8/8/2016  | One Time Courtesy       | 5.69          |
| 07557 | 0006760 | DEFAULT         | 8/8/2016  | One Time Courtesy       | 4.73          |
| 10748 | 0026232 | DEFAULT         | 8/10/2016 | One Time Courtesy       | 5.47          |
| 11674 | 0028757 | DEFAULT         | 8/15/2016 | One Time Courtesy       | 5.43          |
| 08148 | 0030330 | DEFAULT         | 8/15/2016 | One Time Courtesy       | 3.99          |
| 18371 | 0016801 | DEFAULT         | 8/15/2016 | One Time Courtesy       | 4.25          |
| 02867 | 0002615 | DEFAULT         | 8/18/2016 | One Time Courtesy       | 4.55          |
| 08839 | 0007909 | DEFAULT         | 8/22/2016 | One Time Courtesy       | 5.65          |
| 17353 | 0015316 | DEFAULT         | 8/22/2016 | One Time Courtesy       | 5.60          |
| 02778 | 0033270 | DEFAULT         | 8/22/2016 | One Time Courtesy       | 3.42          |
| 02991 | 0030919 | DEFAULT         | 8/22/2016 | One Time Courtesy       | 7.96          |
| 10466 | 0034060 | DEFAULT         | 8/22/2016 | One Time Courtesy       | 1.52          |
| 19918 | 0018344 | DEFAULT         | 8/23/2016 | One Time Courtesy       | 2.64          |
| 05937 | 0005272 | DEFAULT         | 8/23/2016 | One Time Courtesy       | 220.68        |
| 16936 | 0031198 | DEFAULT         | 8/23/2016 | One Time Courtesy       | 4.29          |
| 16778 | 0019792 | DEFAULT         | 8/23/2016 | One Time Courtesy       | 3.68          |
| 03289 | 0003006 | DEFAULT         | 8/24/2016 | One Time Courtesy       | 5.03          |
| 18955 | 0033876 | DEFAULT         | 8/29/2016 | One Time Courtesy       | 3.94          |
| 02122 | 0001898 | DEFAULT         | 8/30/2016 | One Time Courtesy       | 4.64          |
| 00086 | 0025540 | DISCONNECT CHG  | 8/16/2016 | New owner               | 100.00        |
|       |         |                 |           |                         | <u>488.03</u> |

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

Month of August 2016

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|                                     |             |
|-------------------------------------|-------------|
| <b>Bank of the West</b>             |             |
| <b>Balance Per Bank August 2016</b> | \$2,980,098 |

|                  |           |
|------------------|-----------|
| <b>RECEIPTS:</b> | 1,093,920 |
|------------------|-----------|

**DISBURSEMENTS:**

|                              |           |
|------------------------------|-----------|
| Checks Issued / ACH Payments | 1,365,551 |
| Payroll                      | 209,165   |
| Returned Checks              | 447       |
|                              | 1,575,163 |

|  |           |
|--|-----------|
|  | (481,244) |
|--|-----------|

|                                       |           |
|---------------------------------------|-----------|
| <b>Bank of the West</b>               |           |
| <b>Balance per Bank July 31, 2016</b> | 2,498,854 |

|                         |          |
|-------------------------|----------|
| Add :Outstanding Checks | (89,737) |
|-------------------------|----------|

|                          |        |
|--------------------------|--------|
| Less: Deposit in Transit | 17,836 |
|                          | 17,836 |

|  |                    |
|--|--------------------|
| <b>Balance Per Books July 31, 2016</b> | <b>\$2,426,953</b> |
|--|--------------------|

---

**RECONCILEMENT:**

|                  |             |
|------------------|-------------|
| Bank of the West | \$2,426,953 |
|------------------|-------------|

|                              |           |
|------------------------------|-----------|
| Local Agency Investment Fund | 6,046,968 |
|------------------------------|-----------|

|                     |         |
|---------------------|---------|
| COP Reserve Account | 533,354 |
|---------------------|---------|

|                            |         |
|----------------------------|---------|
| Money Mkt Activity Account | 530,453 |
|                            | 530,453 |

|                      |                    |
|----------------------|--------------------|
| <b>TOTAL BALANCE</b> | <b>\$9,537,728</b> |
|----------------------|--------------------|

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**CASH & INVESTMENT SUMMARY:**

|                                    |             |
|------------------------------------|-------------|
| Bank of the West (General Account) | \$2,426,953 |
|------------------------------------|-------------|

|                              |           |
|------------------------------|-----------|
| Local Agency Investment Fund | 6,046,968 |
|------------------------------|-----------|

|                          |         |
|--------------------------|---------|
| COP 2010 Reserve Account | 533,354 |
|--------------------------|---------|

|                            |         |
|----------------------------|---------|
| Money Mkt Activity Account | 530,453 |
|                            | 530,453 |

|              |                    |
|--------------|--------------------|
| <b>Total</b> | <b>\$9,537,728</b> |
|--------------|--------------------|

---

| INSTITUTION                  | MATURITY DATE | INT RATE | DEPOSIT AMOUNT | DATE OF LAST TRANSACTION |
|------------------------------|---------------|----------|----------------|--------------------------|
| Local Agency Investment Fund | Daily         | 0.32%    | 4,928.02       | 1/14/2016                |

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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, Deputy Treasurer**

  
**ROBERT CHURCHILL, Secretary**

Signed: 09/08/2016



**TREASURER'S REPORT OF FUND BALANCES**  
**August 31, 2016**

|                                     | Beginning<br>Balance 1/1/2016 | Year to Date<br>Transfers In /<br>Collections | Year to Date<br>Transfers Out | Current Month<br>Transfers In /<br>Collections | Current Month<br>Transfers Out | 08/31/2016<br>Ending Balance | 2016 Target<br>Balance per<br>Policy |
|-------------------------------------|-------------------------------|---|-------------------------------|--|--------------------------------|------------------------------|--------------------------------------|
| Operating Fund                      | \$ 3,611,289                  |   |                               | \$ 1,093,920                                   | \$ (1,575,163)                 | \$ 3,130,046                 | \$1,918,930                          |
| Operating Reserve                   | \$ 1,912,263                  |   |                               |  |                                | \$ 1,912,263                 | N/A                                  |
| Rate Stabilization Fund             | \$ 634,000                    |   |                               |  |                                | \$ 634,000                   | \$1,000,000                          |
| Depreciation Reserve                | \$ 808,169                    |   |                               |  | \$ (808,169)                   | \$ -                         | \$2,029,295                          |
| Capital Improvement Reserve         | \$ 845,857                    |   |                               | \$ 808,169                                     |                                | \$ 1,654,026                 | \$2,760,316                          |
| Restricted for Debt Service         | \$ 536,963                    |   |                               |  |                                | \$ 536,963                   | N/A                                  |
| Fleet Equipment Reserve             | \$ 291,569                    |   |                               |  |                                | \$ 291,569                   | \$316,968                            |
| Employment-Related Benefits Reserve | \$ 396,310                    |   |                               |  |                                | \$ 396,310                   | \$864,229                            |
|                                     | <u>\$ 9,036,420</u>           | <u>\$ -</u>                                   | <u>\$ -</u>                   | <u>\$ 1,902,089</u>                            | <u>\$ (2,383,332)</u>          | <u>\$ 8,555,177</u>          |                                      |

**TREASURER'S REPORT OF FUND BALANCES**  
**August 31, 2016**

**Fund Transfers Summary:**

|   |                   |   |
|---|-------------------|---|
| The Depreciation Reserve Transferred:     | \$ (808,169.00)   | to Capital Improvement Reserve to delete the Depreciation Reserve as Adopted in the July 12, 2016 Board Meeting |
| The Operating Fund received:              | \$ 1,093,920.00   | from funds collected in August 2016 per Treasurer's Report  |
| The Operating Fund transferred:           | \$ (1,575,163.00) | disbursements made in August 2016 per Treasurer's Report  |
| The Capital Improvement Reserve received: | \$ 808,169.00     | from the Depreciation Reserve to delete the Depreciation Reserve as Adopted in the July 12, 2016 Board Meeting  |

CITRUS HEIGHTS WATER DISTRICT  
2016 OPERATING EXPENDITURE VS BUDGET  
August 31, 2016

| Account                                      | Description  | 2016 MTD<br>Expense | 2016 YTD<br>Expense | 2016 Budget      | Variance \$      | Variance %   |
|--|--|---------------------|---------------------|------------------|------------------|--------------|
| <b>Water Demand Management</b>               |  |                     |                     |                  |                  |              |
|  | WATER DEMAND MANAGEMENT - POSTAGE                        | -                   | -                   | 14,000           | 14,000           | 0.0%         |
|  | WATER DEMAND MANAGEMENT - PRINTING                       | 3,761               | 6,440               | 25,000           | 18,560           | 25.8%        |
|  | WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES         | -                   | 9,281               | 11,500           | 2,219            | 80.7%        |
|  | WATER DEMAND MANAGEMENT - CONTRACT SERVICES              | 8,156               | 125,715             | 221,000          | 95,285           | 56.9%        |
|  | WATER DEMAND MANAGEMENT - OTHER                          | -                   | 3,949               | 8,000            | 4,051            | 49.4%        |
|  | WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS             | 750                 | 9,425               | 30,000           | 20,575           | 31.4%        |
|  |  | <b>12,667</b>       | <b>154,809</b>      | <b>309,500</b>   | <b>154,691</b>   | <b>50.0%</b> |
| <b>Operations</b>                            |  |                     |                     |                  |                  |              |
|  | PURCHASED WATER  | -                   | 1,478,558           | 2,387,701        | 909,143          | 61.9%        |
|  | COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE            | -                   | -                   | 5,000            | 5,000            | 0.0%         |
|  | POWER TO WELLS   | 13,689              | 81,121              | 244,904          | 163,783          | 33.1%        |
|  | WELLS - REPAIR / MAINTENANCE                             | 1,494               | 4,826               | 22,000           | 17,174           | 21.9%        |
|  | WATER QUALITY ANALYSIS                                   | 4,839               | 16,497              | 41,000           | 24,503           | 40.2%        |
|  | FIELD MISCELLANEOUS - DUMP FEES                          | 83                  | 1,169               | 1,000            | (169)            | 0.0%         |
|  | FIELD MISCELLANEOUS - OTHER                              | 41                  | 56                  | 1,000            | 944              | 5.6%         |
|  | SMALL TOOLS - FIELD                                      | 1,950               | 18,542              | 23,400           | 4,858            | 79.2%        |
|  | SUPPLIES - FIELD   | 944                 | 14,647              | 19,000           | 4,353            | 77.1%        |
|  | MATERIALS  | 3,770               | 169,586             | 6,000            | (163,586)        | 2826.4%      |
|  | MATERIALS (Allocation to CIP)                            | (38,506)            | (145,010)           | -                | -                | 0.0%         |
|  | ROADBASE   | 3,725               | 26,001              | 20,000           | (6,001)          | 130.0%       |
|  | MAINTENANCE AGREEMENTS - EQUIPMENT                       | (1,084)             | 4,410               | 6,700            | 2,290            | 65.8%        |
|  | MAINTENANCE AGREEMENTS - SOFTWARE                        | 4,960               | 128,880             | 134,332          | 5,452            | 95.9%        |
|  | REPAIR - FLEET EQUIPMENT                                 | 4,731               | 32,779              | 40,000           | 7,221            | 81.9%        |
|  | REPAIR - TOOLS AND EQUIPMENT                             | 79                  | 10,083              | 12,000           | 1,917            | 84.0%        |
|  | GAS AND OIL  | 2,761               | 22,537              | 51,000           | 28,463           | 44.2%        |
|  | EQUIPMENT RENTAL - FIELD                                 | 114                 | 3,634               | 3,000            | (634)            | 121.1%       |
|  | EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP       | 1,888               | 7,221               | 14,366           | 7,145            | 50.3%        |
|  | EQUIPMENT (Allocation to CIP)                            | (51,667)            | (145,010)           | -                | -                | -            |
|  | PERMIT FEE - AIR QUALITY / HAZ MAT                       | 349                 | 2,723               | 5,700            | 2,978            | 47.8%        |
|  | PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB) | -                   | 6,618               | 14,000           | 7,382            | 47.3%        |
|  | PERMIT FEE - ENCROACHMENT PERMITS                        | 445                 | 4,653               | 44,000           | 39,347           | 10.6%        |
|  |  | <b>(45,396)</b>     | <b>1,744,523</b>    | <b>3,096,103</b> | <b>1,061,560</b> | <b>56.3%</b> |
| <b>Professional &amp; Contract Services</b>  |  |                     |                     |                  |                  |              |
|  | PROFESSIONAL / CONTRACT SERVICES - ENGINEERING           | -                   | 275                 | 20,000           | 19,725           | 1.4%         |
|  | PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR       | 4,221               | 61,369              | 50,000           | (11,369)         | 122.7%       |
|  | PROFESSIONAL / CONTRACT SERVICES - WELLS                 | -                   | -                   | 10,000           | 10,000           | 0.0%         |
|  | PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR          | -                   | 52,277              | 130,000          | 77,723           | 0.0%         |
|  | PROFESSIONAL / CONTRACT SERVICES - METER READING         | 11,656              | 72,859              | 108,960          | 36,101           | 66.9%        |
|  | PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL       | 158                 | 19,446              | 27,600           | 8,154            | 70.5%        |
|  | PROFESSIONAL / CONTRACT SERVICES - FINANCIAL             | (625)               | 9,520               | 5,000            | (4,520)          | 0.0%         |
|  | PROFESSIONAL / CONTRACT SERVICES - OTHER                 | 12,609              | 92,191              | 133,460          | 41,269           | 69.1%        |
|  | CONTRACT SERVICES - CONCRETE                             | -                   | -                   | 8,000            | 8,000            | 0.0%         |
|  | CONTRACT SERVICES - MISC FIELD / O&M                     | 6,835               | 34,113              | 30,000           | (4,113)          | 113.7%       |
|  | CONTRACT SERVICES - OFFICE REPAIRS / MAINT               | 272                 | 1,534               | 2,000            | 466              | 76.7%        |
|  | CONTRACT SERVICES - PAVING                               | -                   | 1,791               | 9,000            | 7,209            | 19.9%        |
|  |  | <b>35,126</b>       | <b>345,374</b>      | <b>534,020</b>   | <b>188,646</b>   | <b>64.7%</b> |
| <b>Administration &amp; General Services</b> |  |                     |                     |                  |                  |              |
|  | JANITORIAL   | 837                 | 6,276               | 11,100           | 4,824            | 56.5%        |
|  | BANK FEES  | 7,563               | 50,311              | 71,000           | 20,689           | 70.9%        |
|  | OFFICE EXPENSE   | 1,020               | 9,162               | 15,000           | 5,838            | 61.1%        |
|  | SMALL OFFICE EQUIPMENT                                   | (2,725)             | 2,362               | 2,000            | (362)            | 118.1%       |
|  | DUES & SUBSCRIPTIONS                                     | 208                 | 94,601              | 112,210          | 17,609           | 84.3%        |
|  | POSTAGE  | 13,148              | 82,852              | 103,000          | 20,148           | 80.4%        |
|  | PRINTING   | 212                 | 915                 | 7,700            | 6,785            | 11.9%        |
|  | TELEPHONE - WIRELESS                                     | 962                 | 9,181               | 16,800           | 7,619            | 54.7%        |
|  | TELEPHONE - LOCAL / LONG DISTANCE                        | 1,775               | 16,558              | 12,500           | (4,058)          | 132.5%       |
|  | TELEPHONE - ANSWERING SERVICE                            | 209                 | 1,328               | 2,400            | 1,072            | 55.3%        |
|  | UTILITIES  | 1,146               | 13,117              | 19,700           | 6,583            | 66.6%        |

CITRUS HEIGHTS WATER DISTRICT  
2016 OPERATING EXPENDITURE VS BUDGET  
August 31, 2016

| Account                  | Description  | 2016 MTD<br>Expense | 2016 YTD<br>Expense | 2016 Budget          | Variance \$         | Variance %    |
|--------------------------|--|---------------------|---------------------|----------------------|---------------------|---------------|
|                          | LEGAL & AUDIT  | -                   | 47,981              | 78,900               | 30,919              | 60.8%         |
|                          | CONTINUED EDUCATION                                      | 605                 | 25,124              | 45,780               | 20,656              | 54.9%         |
|                          | PUBLICATION NOTICES                                      | 76                  | 536                 | 1,500                | 964                 | 35.7%         |
|                          | OFFICE MISC - DISTRICT EVENTS                            | 401                 | 2,963               | 5,110                | 2,147               | 58.0%         |
|                          | OFFICE MISC - MEETING ACCOMODATIONS                      | 238                 | 1,428               | 2,000                | 572                 | 71.4%         |
|                          | OFFICE MISC - OTHER                                      | 616                 | 1,864               | 2,200                | 336                 | 84.7%         |
|                          | OFFICE MISC - MILESTONE EVENTS                           | 359                 | 359                 | 5,100                | 4,741               | 7.0%          |
|                          | BAD DEBT EXPENSE   | 1,776               | 3,052               | 5,000                | 1,948               | 61.0%         |
|                          | COMPUTER SOFTWARE  | -                   | 400                 | 3,700                | 3,300               | 10.8%         |
|                          |  | <b>28,427</b>       | <b>370,371</b>      | <b>522,700</b>       | <b>152,330</b>      | <b>70.9%</b>  |
| Administration Other     |  |                     |                     |                      |                     |               |
|                          | ELECTION EXPENSE   | -                   | -                   | 29,000               | 29,000              | 0.0%          |
|                          | DIRECTORS MEETING COMPENSATION                           | 870                 | 8,845               | 20,300               | 11,455              | 43.6%         |
|                          | RETIREE HEALTH CARE BENEFIT                              | 3,201               | 24,158              | 43,547               | 19,389              | 55.5%         |
|                          |  | <b>4,071</b>        | <b>33,003</b>       | <b>92,847</b>        | <b>59,844</b>       | <b>35.5%</b>  |
| Salary & Benefits        |  |                     |                     |                      |                     |               |
|                          | SALARY - GENERAL MANAGER                                 | 14,021              | 119,141             | 292,854              | 173,713             | 40.7%         |
|                          | SALARY - MANAGER (3 authorized positions)                | 11,427              | 170,651             | 375,083              | 204,432             | 45.5%         |
|                          | SALARY - OFFICE (6 authorized positions)                 | 30,345              | 157,945             | 454,100              | 296,156             | 34.8%         |
|                          | SALARY -WATER DEMAND MANAGEMENT (2 authorized positions) | 12,939              | 99,289              | 156,088              | 56,799              | 63.6%         |
|                          | SALARY - FIELD / O&M (15 authorized positions)           | 91,891              | 709,950             | 1,118,893            | 408,944             | 63.5%         |
|                          | STANDBY DUTY   | 1,380               | 11,640              | 17,940               | 6,300               | 64.9%         |
|                          | SALARY - ENGINEERING                                     | 18,905              | 121,147             | 315,145              | -                   | 0.0%          |
|                          | EMPLOYEE BENEFIT - VISION INSURANCE                      | 825                 | 8,032               | 5,100                | (2,932)             | 157.5%        |
|                          | EMPLOYEE BENEFIT - DENTAL INSURANCE                      | 3,262               | 36,479              | 43,200               | 6,721               | 84.4%         |
|                          | EMPLOYEE BENEFIT - HEALTH INSURANCE                      | 30,097              | 248,578             | 375,272              | 126,694             | 66.2%         |
|                          | EMPLOYEE BENEFIT - PERS RETIREMENT                       | 12,950              | 361,645             | 422,554              | 60,909              | 85.6%         |
|                          | EMPLOYEE BENEFIT - SOCIAL SECURITY                       | 12,089              | 96,826              | 153,444              | 56,618              | 63.1%         |
|                          | EMPLOYEE BENEFIT - MEDICARE                              | 2,918               | 22,735              | 35,886               | 13,151              | 63.4%         |
|                          | EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE                | 95                  | 6,234               | 7,875                | 1,641               | 79.2%         |
|                          | EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT        | 2,064               | 20,337              | 26,000               | 5,663               | 78.2%         |
|                          | EMPLOYEE SALARY & BENEFITS - (Allocation to CIP)         | (78,591)            | (353,840)           | (339,867)            | 13,973              | 104.1%        |
|                          |  | <b>166,618</b>      | <b>1,836,789</b>    | <b>3,459,568</b>     | <b>1,428,781</b>    | <b>53.1%</b>  |
| Insurance                |  |                     |                     |                      |                     |               |
|                          | INSURANCE - LIABILITY & COMPREHENSIVE                    | -                   | 61,648              | 75,300               | 13,652              | 81.9%         |
|                          | INSURANCE - DISABILITY & LIFE                            | 2,230               | 21,575              | 28,300               | 6,725               | 76.2%         |
|                          | INSURANCE - WORKER'S COMPENSATION                        | -                   | 28,862              | 54,319               | 25,457              | 53.1%         |
|                          |  | <b>2,230</b>        | <b>112,084</b>      | <b>157,919</b>       | <b>45,834</b>       | <b>71.0%</b>  |
| Reserves & Debt Services |  |                     |                     |                      |                     |               |
|                          | RATE STABLIZATION RESERVE                                | -                   | -                   | 100,000              | 100,000             | 0.0%          |
|                          | DEPRECIATION RESERVE                                     | -                   | -                   | 1,001,744            | 1,001,744           | 0.0%          |
|                          | CAPITAL IMPROVEMENT RESERVE                              | -                   | -                   | 1,000,000            | 1,000,000           | 0.0%          |
|                          | DEBT SERVICE - COP SERIES 2010                           | -                   | 50,503              | 571,200              | 520,697             | 8.8%          |
|                          | DEBT SERVICE - COP SERIES 2012                           | -                   | 168,871             | 169,063              | 192                 | 99.9%         |
|                          |  | <b>-</b>            | <b>219,373.32</b>   | <b>2,842,007</b>     | <b>2,622,634</b>    | <b>7.7%</b>   |
|                          |  | <b>\$ 203,743</b>   | <b>\$ 4,816,326</b> | <b>\$ 11,014,664</b> | <b>\$ 5,714,320</b> | <b>43.73%</b> |

Citrus Heights Water District  
 Capital Projects Summary  
 Fiscal Period End as of August 2016

| Project No.  | Description   | Budget               |                     |                         |                             | Remaining                | Amounts Paid   |                  |                  | Remaining        |
|--|---|----------------------|---------------------|-------------------------|-----------------------------|--------------------------|----------------|------------------|------------------|------------------|
|  |   | Total Project Budget | Adopted Budget 2016 | Expenditures to 12/2015 | Total Remaining Commitments | Current Unpaid Committed | Month to Date  | Year to Date     | Project to date  | 2017             |
| 2015-31  | Baird Way 12" Water Main Replacement Project  | 504,283              |                     | 5,698                   | 498,586                     |                          |                | 9,677            | 15,375           | 476,781          |
| 2015-32  | Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project                        |                      |                     | -                       | -                           |                          |                | -                | -                |                  |
| 2015-33  | Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project      | 396,672              | 24,619              | -                       | 396,672                     |                          |                | -                | -                | 372,053          |
| 2015-34  | Michigan Drive 8" / 6" Water Main Replacement Project                                       |                      |                     | -                       | -                           |                          |                | -                | -                |                  |
| 2015-35  | Sunrise Blvd Streetscape Phase III  |                      |                     | 162,183                 | (162,183)                   |                          |                | 1,083            | 163,266          |                  |
| 2015-36  | Sylvan Road Street Improvements   |                      |                     | 4,161                   | (4,161)                     |                          |                | -                | 4,161            |                  |
| 2016-31  | Wind Way 8-Inch and Longwood Way 6-Inch Water Main Replacements                             | 324,446              |                     | -                       | 324,446                     |                          |                | -                | -                |                  |
| 2016-34  | Auburn Blvd - Rusch Park to Placer County Line  | 158,252              | 8,968               | -                       | 158,252                     |                          |                | -                | -                | 323,446          |
| <b>Distribution Mains - Replacement</b>                              |   | <b>1,383,653</b>     | <b>33,587</b>       | <b>172,041</b>          | <b>728,914</b>              |                          |                | <b>10,760</b>    | <b>182,801</b>   | <b>1,172,280</b> |
| 2016-14  | Fire Hydrants - Replacements / Upgrades / Infill / New                                      | 147,092              | 147,092             | -                       | 147,092                     |                          | 13,247         | 76,445           | 76,445           | -                |
| <b>Fire Hydrants - Replacements/Upgrades/New</b>                     |   | <b>147,092</b>       | <b>147,092</b>      | <b>-</b>                | <b>147,092</b>              |                          | <b>13,247</b>  | <b>76,445</b>    | <b>76,445</b>    | <b>-</b>         |
| 2015-02  | Annual Corporation Yard Improvements/Replacements   | 109,500              | 109,500             | -                       | 109,500                     |                          |                | 17,082           | 17,082           | -                |
| 2016-03  | Annual Fleet and Field Operations Equipment Improvements/Replacements                       | 32,200               | 32,200              | -                       | 32,200                      |                          |                | 48,600           | 48,600           | 75,000           |
| 2015-04  | Annual Technology Hardware and Software Improvements/Replacements                           | 750,000              | 300,000             | 3,356                   | 746,644                     |                          |                | 25,692           | 29,049           | 450,000          |
| 2016-04  | Annual Technology Hardware and Software Improvements/Replacements                           | 38,934               | 38,934              | -                       | 38,934                      |                          |                | 46,738           | 46,738           | -                |
| 2016-10  | Water Main Pipeline Replacements  | 28,465               | 28,465              | -                       | 28,465                      |                          |                | 14,613           | 14,613           | -                |
| 2016-11  | Water Valve Replacements  | 91,281               | 91,281              | -                       | 91,281                      |                          |                | 78,044           | 78,044           | -                |
| 2016-12  | Water Service Replacements  | 757,685              | 757,685             | -                       | 757,685                     |                          | 27,497         | 385,010          | 385,010          | -                |
| 2015-38  | Mariposa Avenue 12" Water Main Replacement Project  | 27,111               | 27,111              | -                       | 27,111                      |                          |                | -                | -                | -                |
| 2015-39  | Cal Am Inter Connection   |                      |                     | 4,064                   | (4,064)                     |                          |                | -                | 4,064            | -                |
| 2016-40  | Other City Partnership Opportunities  | 99,057               | 99,057              | -                       | 99,057                      |                          |                | -                | -                | 149,284          |
| 2016-41  | Other Miscellaneous Infrastructure Projects   | 99,057               | 99,057              | -                       | 99,057                      |                          |                | -                | -                | -                |
| <b>Miscellaneous Projects</b>  |   | <b>2,033,290</b>     | <b>1,583,290</b>    | <b>7,420</b>            | <b>2,025,870</b>            |                          | <b>27,497</b>  | <b>615,781</b>   | <b>623,201</b>   | <b>674,284</b>   |
| 2012-13  | Administration Building Expansion / Renovation Project                                      |                      |                     | 1,205,171               | -                           |                          |                | 4,785            | 1,209,957        | -                |
| 2016-25  | Other Miscellaneous Infrastructure Projects - Admin Building Extension                      | 100,000              | 100,000             | -                       | -                           |                          |                | 79,823           | 79,823           | -                |
| <b>Miscellaneous Projects - Facilities</b>                           |   | <b>-</b>             | <b>-</b>            | <b>1,205,171</b>        | <b>-</b>                    |                          |                | <b>84,608</b>    | <b>1,289,779</b> | <b>-</b>         |
| 2013-30  | San Juan High School 24" North Property Line Transmission Main Installation                 | 483,671              | 225,591             | 312,473                 | 171,198                     |                          |                | 98,156           | 410,628          | -                |
| 2014-36  | San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center | 348,800              | 198,842             | 177,630                 | 171,170                     |                          |                | 67,773           | 245,402          | -                |
| 2015-30  | Poplar Avenue 14" Transmission Main Installation  | 112,335              | 99,655              | 4,756                   | 107,579                     |                          |                | 7,961            | 12,717           | -                |
| <b>Transmission Mains - New</b>                                      |   | <b>944,806</b>       | <b>524,088</b>      | <b>494,858</b>          | <b>449,948</b>              |                          |                | <b>173,889</b>   | <b>668,747</b>   | <b>-</b>         |
| 2014-33  | Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue                                     |                      |                     | 414,356                 | -                           |                          |                | 15,769           | 430,125          | -                |
| 2016-30  | Mariposa Avenue 12-inch Mains   | 533,706              | 533,706             | 10,214                  | 523,493                     |                          | 5,823          | 421,764          | 431,978          | -                |
| 2016-33  | Limerick Way 8-Inch Main Replacements   | 239,415              | 239,415             | -                       | -                           |                          | 89,141         | 209,423          | 209,423          | -                |
| <b>Transmission Mains - New and Distribution Mains - Replacement</b> |   | <b>773,121</b>       | <b>773,121</b>      | <b>424,570</b>          | <b>523,493</b>              |                          | <b>94,964</b>  | <b>646,956</b>   | <b>1,071,526</b> | <b>-</b>         |
| 2016-13  | Water Meter Replacements  | 53,158               | 53,158              | -                       | 53,158                      |                          | 19,209         | 47,368           | 47,368           | -                |
| <b>Water Meters</b>  |   | <b>53,158</b>        | <b>53,158</b>       | <b>-</b>                | <b>53,158</b>               |                          | <b>19,209</b>  | <b>47,368</b>    | <b>47,368</b>    | <b>-</b>         |
| 2011-01  | Fair Way 12" x 8" Interconnection w/ RV   | 28,105               | 28,105              | -                       | 28,105                      |                          |                | -                | -                | -                |
| 2012-09  | Blossom Hill Drive 6" x 10" Interconnection w/ RV   | 25,480               | 25,480              | -                       | 25,480                      |                          |                | -                | -                | -                |
| 2012-10  | Crestmont Avenue 6" Interconnection w/ RV   | 19,980               | 19,980              | -                       | 19,980                      |                          |                | -                | -                | -                |
| 2013-21  | Skycrest Skycrest Construction  | 2,081,569            | -                   | 2,145,695               | -                           |                          | 553            | 242,170          | 2,387,865        | -                |
| 2016-20  | Groundwater Well Improvements   | 48,900               | 48,900              | -                       | 48,900                      |                          |                | 117,673          | 117,673          | -                |
| 2015-37  | C-Bar-C Pressure Control Station  | 200,000              | 200,000             | -                       | 200,000                     |                          |                | -                | -                | -                |
| <b>Water Meters - Emergency Intertie Water Meters</b>                |   | <b>2,404,034</b>     | <b>322,465</b>      | <b>2,145,695</b>        | <b>322,465</b>              |                          | <b>553</b>     | <b>359,843</b>   | <b>2,505,538</b> | <b>-</b>         |
| <b>Grand Total</b>   |   | <b>7,739,154</b>     | <b>3,436,801</b>    | <b>4,449,756</b>        | <b>4,250,939</b>            |                          | <b>155,470</b> | <b>2,015,651</b> | <b>6,465,406</b> | <b>1,846,564</b> |

## AUGUST 2016 WARRANTS

|       |  |                                   |              |
|-------|--|-----------------------------------|--------------|
| 61971 | ACWA/JPIA                              | Workers Comp Insurance            | \$12,934.00  |
| 61972 | Albietz Law Firm                       | Legal & Audit                     | \$13,425.61  |
| 61973 | Area West Engineers Inc                | Contract Services-Engineering     | \$9,677.25   |
| 61974 | Civil Engineering Construction, Inc.   | Contract Services-Miscellaneous   | \$332,243.50 |
| 61975 | Corix Water Products, Inc              | Material                          | \$18,564.21  |
| 61976 | Corporate Design Group Inc             | Contract Services-Other           | \$14,034.00  |
| 61977 | Elk Grove Auto Group Inc               | Fixed Assets                      | \$48,600.00  |
| 61978 | Proud AV Inc                           | Contract Services-Other           | \$15,779.28  |
| 61979 | RW Trucking                            | Contract Services-Miscellaneous   | \$8,811.26   |
| 61980 | Regional Water Authority               | Dues & Subscriptions              | \$63,794.00  |
| 61981 | San Juan Water District                | Purchased Water                   | \$582,668.12 |
| 61982 | Sacramento Groundwater Authority       | Dues & Subscriptions              | \$30,411.00  |
| 61983 | SMUD                                   | Utilities                         | \$8,523.33   |
| 61984 | US Bank I.M.P.A.C. Government Services | See August Agenda ItemCC-8        | \$8,399.63   |
| 61985 | Jon E/Theresia M Tregarthen            | Customer Refund                   | \$146.41     |
| 61986 | Ruth M Holland                         | Customer Refund                   | \$165.72     |
| 61987 | Robert/Adriana Jenson                  | Customer Refund                   | \$69.22      |
| 61988 | Hemma Patel                            | Customer Refund                   | \$13.20      |
| 61989 | AFLAC                                  | Employee Paid Insurance           | \$362.66     |
| 61990 | Bart/Riebes Auto Parts                 | Repair-Trucks                     | \$27.51      |
| 61991 | Blueline Rental                        | Equipment Rental-Field            | \$5,942.09   |
| 61992 | Robert A Churchill                     | Continued Education               | \$7.44       |
| 61993 | Cybex                                  | Equipment Rental-Office           | \$139.45     |
| 61994 | Dawson Oil Company                     | Gas & Oil                         | \$1,028.58   |
| 61995 | Hach Company                           | Wells Maintenance                 | \$90.44      |
| 61996 | Integrity Administrators Inc           | Health Insurance                  | \$288.75     |
| 61997 | J4 Systems                             | Contract Services-Other           | \$600.00     |
| 61998 | Moonlight BPO                          | Contract Services Bill Print/Mail | \$2,106.54   |
| 61999 | Pace Supply Corp                       | Material                          | \$313.51     |
| 62000 | Proud AV Inc                           | Contract Services-Other           | \$1,021.08   |
| 62001 | Regional San                           | Permit Fees                       | \$800.00     |
| 62002 | Sonitrol                               | Equipment Rental-Office           | \$162.27     |
| 62003 | State Water Resources Control Board    | Dues & Subscriptions              | \$105.00     |
| 62004 | A. Teichert & Son, Inc.                | Road Base                         | \$7,740.17   |
| 62005 | Jason E Tupper                         | Continued Education               | \$60.00      |
| 62006 | Jacob R/Linda Neatherlin               | Customer Refund                   | \$118.90     |
| 62007 | Nikki Wymore/Shaua Young               | Customer Refund                   | \$58.98      |
| 62008 | Jack E McMillan                        | Customer Refund                   | \$6.03       |
| 62009 | Gianfranco J/Mildred L Maglietta       | Customer Refund                   | \$75.39      |
| 62010 | James L/Kami L Greenly                 | Customer Refund                   | \$112.01     |
| 62011 | Steeve R Gelbond                       | Customer Refund                   | \$62.95      |
| 62012 | Thomas/Kelly Hardeay                   | Customer Refund                   | \$170.10     |
| 62013 | Mark J Simpson                         | Customer Refund                   | \$6.34       |
| 62014 | Adrian Rodriguez                       | Customer Refund                   | \$7.58       |
| 62015 | Matthew S Rugg                         | Customer Refund                   | \$100.67     |
| 62016 | Amelia West                            | Customer Refund                   | \$8.47       |
| 62017 | Umer Malik                             | Customer Refund                   | \$5.33       |
| 62018 | Newland Entities, Inc.                 | Customer Refund                   | \$1,503.70   |
| 62019 | Custom Grading                         | Customer Refund                   | \$1,417.08   |
| 62020 | AnswerNet                              | Telephone-Answering Service       | \$209.24     |
| 62021 | Axcient Inc                            | Maintenance Agreement- Software   | \$444.30     |
| 62022 | Burketts                               | Office Expense                    | \$86.56      |
| 62023 | California Landscape Associates Inc    | Janitorial                        | \$200.00     |
| 62024 | Robin Cope                             | Health Insurance                  | \$402.00     |

|       |                                     |                                      |            |
|-------|-------------------------------------|--------------------------------------|------------|
| 62025 | Corelogic Information Solutions Inc | Dues & Subscriptions                 | \$207.83   |
| 62026 | Corix Water Products, Inc           | Material                             | \$550.81   |
| 62027 | Coverall North America Inc          | Janitorial                           | \$450.00   |
| 62028 | County of Sacramento                | Permit Fees                          | \$698.00   |
| 62029 | County of Sacramento                | Permit Fees                          | \$265.20   |
| 62030 | Employee Relations Inc              | Contract Services-Other              | \$22.75    |
| 62031 | Future Ford                         | Repair-Trucks                        | \$94.76    |
| 62032 | Gaynor Telesystems Incorporated     | Fixed Assets                         | \$158.00   |
| 62033 | Ferguson Enterprises Inc #1423      | Material                             | \$662.35   |
| 62034 | Brian M Hensley                     | Continued Education                  | \$356.00   |
| 62035 | J&J Locksmiths                      | Contract Services-Repair Maintenance | \$272.12   |
| 62036 | J4 Systems                          | Contract Services-Other              | \$4,010.00 |
| 62037 | KBA DOCUSYS                         | Contract Services-Equipment          | \$18.84    |
| 62038 | KBA Docusys Inc                     | Equip Rent-Office                    | \$343.43   |
| 62039 | Moonlight BPO                       | Contract Services-Bill Print/Mail    | \$3,093.96 |
| 62040 | One Print Source & Graphics         | Printing                             | \$165.69   |
| 62041 | Protection One Alarm Monitoring     | Equip Rent-Office                    | \$140.00   |
| 62042 | Republic Services #922              | Utilities                            | \$201.17   |
| 62043 | Virginia Salomon                    | Liabilty & Comp Insurance            | \$170.00   |
| 62044 | SHI International Corp              | Maintenance Agreement- Software      | \$154.56   |
| 62045 | SureWest Directories                | Telephone-Local/Long Distance        | \$49.00    |
| 62046 | Trench Plate Rental Co              | Equipment Rental-Field               | \$69.40    |
| 62047 | TriFresh Technologies, Inc.         | Wells Maintenance                    | \$1,161.60 |
| 62048 | Twin Home Services                  | Janitorial                           | \$95.00    |
| 62049 | Magill Family 1998 Revocable Trust  | Customer Refund                      | \$168.48   |
| 62050 | Amy B Geiger                        | Customer Refund                      | \$67.38    |
| 62051 | Rafael/Adriana Quintero             | Customer Refund                      | \$70.98    |
| 62052 | Vicky S Murray                      | Customer Refund                      | \$82.24    |
| 62053 | Randolph/Mazie Roxx                 | Customer Refund                      | \$216.58   |
| 62054 | Aldea Homes Inc                     | Customer Refund                      | \$162.53   |
| 62055 | ABA DABA Rentals & Sales            | Supplies-Field                       | \$477.16   |
| 62056 | AIA Services, LLC/NDS               | Water Conservation-Material/Supplies | \$148.06   |
| 62057 | Alexander's Contract Services       | Contract Services-Meter Read         | \$3,440.45 |
| 62058 | All Cal Disinfectant                | Field Miscellaneous                  | \$1,600.00 |
| 62059 | AREA Restroom Solutions             | Equipment Rental- Field              | \$114.34   |
| 62060 | Bryce Consulting, Inc               | Legal & Audit                        | \$1,360.00 |
| 62061 | BSK Associates                      | Water Analysis                       | \$760.00   |
| 62062 | Caltronics Business System          | Small Office Equipment               | \$211.90   |
| 62063 | Consolidated                        | Telephone-Local/Long Distance        | \$1,726.11 |
| 62064 | Corix Water Products, Inc           | Material                             | \$124.21   |
| 62065 | Robyn J Evans                       | Continued Education                  | \$100.26   |
| 62066 | Gaynor Telesystems Incorporated     | Fixed Assets                         | \$1,215.32 |
| 62067 | Innovyze                            | Maintenance Agreement- Software      | \$1,500.00 |
| 62068 | J4 Systems                          | Contract Services-Other              | \$4,408.14 |
| 62069 | Moonlight BPO                       | Contract Services-Bill Print/Mail    | \$1,410.91 |
| 62070 | Office Depot                        | Office Expense                       | \$135.83   |
| 62071 | Pace Supply Corp                    | Material                             | \$130.18   |
| 62072 | Shauna Lea                          | Office Miscellaneous                 | \$50.00    |
| 62073 | Titan Workforce LLC                 | Contract Services-Temporary Labor    | \$4,149.79 |
| 62074 | Wallace Kuhl & Associates Inc       | Contract Services-Miscellaneous      | \$902.50   |
| 62075 | Magill Family 1998 Revocable Trust  | Customer Refund                      | \$34.61    |
| 62076 | Delmenico Family Trust              | Customer Refund                      | \$9.44     |
| 62077 | Richard T/Patricia B Brennan        | Customer Refund                      | \$108.58   |
| 62078 | Rudolfo Prado III                   | Customer Refund                      | \$12.91    |
| 62079 | David/Nancy Illig                   | Customer Refund                      | \$130.41   |
| 62080 | Igor/Natalia Bugaescu               | Customer Refund                      | \$24.17    |
| 62081 | ABA DABA Rentals & Sales            | Supplies-Field                       | \$346.30   |
| 62082 | AIA Services, LLC/NDS               | Water Conservation-Material/Supplies | \$65.02    |

|              |   |                                   |                              |
|--------------|---|-----------------------------------|------------------------------|
| 62083        | Alexander's Contract Services               | Contract Services-Meter Read      | \$2,739.01                   |
| 62084        | Astral Communications Inc                   | Telephone-Wireless                | \$1,178.00                   |
| 62085        | Bennett Engineering Services, Inc           | Contract Services-Engineering     | \$766.00                     |
| 62086        | BSK Associates                              | Water Analysis                    | \$2,952.00                   |
| 62087        | Burketts                                    | Office Expense                    | \$84.66                      |
| 62088        | Corporate Design Group Inc                  | Contract Services-Other           | \$540.68                     |
| 62089        | Sacramento County Utilities                 | Utilities                         | \$181.93                     |
| 62090        | Dawson Oil Company                          | Gas & Oil                         | \$1,191.24                   |
| 62091        | Ferguson Enterprises Inc #1423              | Material                          | \$2,079.00                   |
| 62092        | Hach Company                                | Wells Maintenance                 | \$82.59                      |
| 62093        | Kaiser Foundation Health Plan, Inc          | Health Insurance                  | \$14,287.76                  |
| 62094        | Lehr Auto Electric                          | Repair-Trucks                     | \$3,326.75                   |
| 62095        | Moonlight BPO                               | Contract Services-Bill Print/Mail | \$6,771.70                   |
| 62096        | One Print Source & Graphics                 | Printing                          | \$46.44                      |
| 62097        | Pace Supply Corp                            | Material                          | \$255.69                     |
| 62098        | Petty Cash                                  | Petty Cash                        | \$150.60                     |
| 62099        | Red Wing Shoe Store                         | Small Tools                       | \$390.11                     |
| 62100        | SMUD  | Utilities                         | \$4,655.33                   |
| 62101        | Sonsray Machinery, LLC                      | Fixed Assets                      | \$1,686.79                   |
| 62102        | Sophos Solutions                            | Contract Services-Other           | \$2,960.00                   |
| 62103        | State Water Resources Control Board         | Dues & Subscriptions              | \$60.00                      |
| 62104        | A. Teichert & Son, Inc.                     | Road Base                         | \$842.14                     |
| 62105        | Verizon Wireless                            | Telephone-Wireless                | \$962.40                     |
| 62106        | Voyager Fleet Systems Inc                   | Gas & Oil                         | \$1,635.23                   |
| 62107        | World Environment & Energy Inc              | Contract Services-Miscellaneous   | \$375.00                     |
| 62108        | Zee Medical Company                         | Supplies-Field                    | \$154.68                     |
| 62109        | Barbara J Amptmann                          | Toilet Rebate Program             | \$150.00                     |
| 62110        | Marcia or Herman Caldwell                   | Toilet Rebate Program             | \$75.00                      |
| 62111        | Melanie M Hirsch                            | Toilet Rebate Program             | \$75.00                      |
| 62112        | Timothy J/Colleen D Strazzo                 | Customer Refund                   | \$10.75                      |
| 62113        | Dorothy L Osgood                            | Customer Refund                   | \$60.54                      |
| 62114        | Stan Frank                                  | Customer Refund                   | \$849.04                     |
| 62115        | Vasilij/Natalya Bokoch                      | Customer Refund                   | \$1,310.07                   |
| 62116        | Blue Sky Fund LLC                           | Customer Refund                   | \$71.37                      |
| 62117        | Oleksandr Huzovatyy                         | Customer Refund                   | \$72.72                      |
| 62118        | Absolute Secured Shredding Inc              | Equipment Rental-Office           | \$40.00                      |
| 62119        | AFLAC                                       | Employee Paid Insurance           | \$362.66                     |
| 62120        | Bart/Riebes Auto Parts                      | Repair-Trucks                     | \$19.11                      |
| 62121        | BSK Associates                              | Water Analysis                    | \$840.00                     |
| 62122        | City of Citrus Heights                      | Permit Fees                       | \$1,036.00                   |
| 62123        | Gaynor Telesystems Incorporated             | Fixed Assets                      | \$1,021.47                   |
| 62124        | Integrity Administrators Inc                | Health Insurance                  | \$288.75                     |
| 62125        | J4 Systems                                  | Contract Services-Other           | \$240.00                     |
| 62126        | K & B Electric Inc                          | Contract Services-Miscellaneous   | \$1,658.00                   |
| 62127        | KASL Consulting Engineers                   | Contract Services-Engineering     | \$646.00                     |
| 62128        | Kei Window Cleaning #12                     | Janitorial                        | \$92.00                      |
| 62129        | Ernest L Leporini                           | Contract Services-Engineering     | \$1,980.00                   |
| 62130        | The Lincoln National Life Insurance Company | Disability & Life Insurance       | \$6,408.94                   |
| 62131        | Titan Workforce LLC                         | Contract Services-Temporary Labor | \$2,243.20                   |
| 62132        | US Bank I.M.P.A.C. Government Services      | Continued Education               | \$4,905.06                   |
| 62133        | Water Education Foundation                  | Dues & Subscriptions              | \$1,323.00                   |
| <b>Total</b> |   |                                   | <b><u>\$1,309,060.53</u></b> |
| ACH          | Paychex Service Fee August 2016             | Contract Services-Other           | \$376.20                     |
| ACH          | BOW JULY 2016                               | Bank Fee                          | \$2,368.04                   |



|                    |                               |                         |                              |
|--------------------|-------------------------------|-------------------------|------------------------------|
| ACH                | JULY 2016 FD                  | Bank Fee                | \$247.43                     |
| ACH                | JULY 2016 PH                  | Bank Fee                | \$216.14                     |
| ACH                | JULY 2016 WEB                 | Bank Fee                | \$4,731.86                   |
| ACH                | PAYCHEX Service Fee July 2016 | Contract Services-Other | \$376.20                     |
| ACH                | WHA Sept 2016                 | Health Insurance        | \$16,907.59                  |
| ACH                | VALIC 8/11/16 PAYDAY          | Deferred Compensation   | \$3,270.00                   |
| ACH                | VALIC 8/25/16 PAYDAY          | Deferred Compensation   | \$3,370.00                   |
| ACH                | VANCO JULY 2016               | Contract Services-Other | \$82.60                      |
| ACH                | VOYA 8/11/16 PAYDAY           | Deferred Compensation   | \$45.00                      |
| ACH                | VOYA 8/25/16 PAYDAY           | Deferred Compensation   | \$45.00                      |
| ACH                | PERS PAYDAY 8/11/16           | PERS                    | \$14,364.29                  |
| ACH                | PERS PAYDAY 8/25/16           | PERS                    | \$14,373.06                  |
| <b>Total</b>       |                               |                         | <u>\$60,773.41</u>           |
| <b>Grand Total</b> |                               |                         | <u><u>\$1,369,833.94</u></u> |

**September Checks Approved at September Board Meeting**

|       |                                      |                                 |                    |
|-------|--------------------------------------|---------------------------------|--------------------|
| 62136 | Rawles Engineering Inc               | Contract Services-Miscellaneous | \$9,570.00         |
| 62137 | SMUD                                 | Utilities                       | \$9,796.42         |
| 62134 | Yong Cha Talbert                     | Customer Refund                 | \$10,948.00        |
| 62135 | Civil Engineering Construction, Inc. | Contract Services-Miscellaneous | \$45,530.36        |
|       |                                      |                                 | <u>\$75,844.78</u> |

**US BANK - CAL-Card Distributions**

August 2016

*i/users/ap/CalCard/(current year) -Distribution for monthly payment.xls*

|              |
|--------------|
| <b>TOTAL</b> |
| <b>BILL</b>  |

\$0.00

|                 |              |              |                     |                 |                         |              |              |              |                             |                 |                    |                               |
|-----------------|--------------|--------------|---------------------|-----------------|-------------------------|--------------|--------------|--------------|-----------------------------|-----------------|--------------------|-------------------------------|
| <b>52300-02</b> | <b>54210</b> | <b>54211</b> | <b>54231-02</b>     | <b>54241-01</b> | <b>54241-02</b>         | <b>56200</b> | <b>56230</b> | <b>56830</b> | <b>56890-01</b>             | <b>56890-02</b> | <b>56890-03</b>    | <b>56890-04</b>               |
| Wells Main      | Tools        | Supplies     | Main Agree Software | Repair Truck    | Repair - Equip/Hardware | Office Exp   | Postage      | C.E.         | Office Misc, District Event | Mtg Accom       | Office Misc, Other | Office Misc, Milestone Events |

|           |             |        |          |        |        |        |       |        |        |        |        |        |        |
|-----------|-------------|--------|----------|--------|--------|--------|-------|--------|--------|--------|--------|--------|--------|
| Churchill | \$ 115.00   |        |          |        |        |        |       |        | 115.00 |        |        |        |        |
| Cutler    | \$ 104.87   |        |          | 104.87 |        |        |       |        |        |        |        |        |        |
| Dains     | \$ -        |        |          |        |        |        |       |        |        |        |        |        |        |
| Dietrich  | \$ 33.00    |        |          |        |        |        |       |        |        |        | 33.00  |        |        |
| Evans     | \$ 2,996.48 | 332.36 | 1,116.22 | 410.52 |        | 421.39 | 78.63 | 209.23 |        | 400.77 | 27.36  |        |        |
| Gordon    | \$ -        |        |          |        |        |        |       |        |        |        |        |        |        |
| Hensley   | \$ 102.34   |        |          | 59.15  |        |        |       | 43.19  |        |        |        |        |        |
| Riehle    | \$ -        |        |          |        |        |        |       |        |        |        |        |        |        |
| Sheehan   | \$ -        |        |          |        |        |        |       |        |        |        |        |        |        |
| Shockley  | \$ 984.47   |        |          |        |        |        |       | 63.09  | 40.00  |        | 113.12 | 459.26 | 309.00 |
| Smoot     | \$ 198.35   |        |          |        |        |        |       |        | 148.35 |        |        | 50.00  |        |
| Straus    | \$ 370.55   |        |          |        | 250.00 | 47.96  |       |        |        |        |        | 72.59  |        |
|           | \$ 4,905.06 | 332.36 | 1,116.22 | 574.54 | 250.00 | 469.35 | 78.63 | 315.51 | 148.35 | 155.00 | 400.77 | 173.48 | 581.85 |

2016

Date: 8/31/16

Citrus Heights Water District  
 2016 Officer Training Courses/Seminars/Conferences  
 as of 9/7/2016

1:/users/Continued Ed/Continued Ed-2009.xls

| Date     | Days | Topic                             | Sponser    | Location        | Attendee           | Total Expenses  | Registration | Hotel  | Air/Travel | Car rental | Meals  | Parking/Taxi/ phone |
|----------|------|-----------------------------------|------------|-----------------|--------------------|-----------------|--------------|--------|------------|------------|--------|---------------------|
| 03/21/16 | 3    | Spring Conference                 | AWWA CA/NV | Sacramento      | Hilary Straus      | 445.00          | 445.00       |        |            |            |        |                     |
| 03/21/16 | 3    | Spring Conference                 | AWWA CA/NV | Sacramento      | Robert Churchill   | 445.00          | 445.00       |        |            |            |        |                     |
| 03/21/16 | 3    | Spring Conference                 | AWWA CA/NV | Sacramento      | David Gordon       | 445.00          | 445.00       |        |            |            |        |                     |
| 05/01/16 | 2    | Spring Conference                 | ACWA       | Monterey        | Robert Churchill   | 1,702.92        | 695.00       | 896.92 |            |            | 111.00 |                     |
| 05/01/16 | 2    | Spring Conference                 | ACWA       | Monterey        | Hilary Straus      | 1,691.92        | 695.00       | 896.92 |            |            | 93.00  | 7.00                |
| 05/11/16 | 3    | General Manager Leadership Summit | CSDA       | North Lake Tahc | Hilary Straus      | 1,304.09        | 725.00       | 579.09 |            |            |        |                     |
|          |      |                                   |            |                 |                    | 0.00            |              |        |            |            |        |                     |
|          |      |                                   |            |                 |                    | 0.00            |              |        |            |            |        |                     |
|          |      |                                   |            |                 |                    | 0.00            |              |        |            |            |        |                     |
|          |      |                                   |            |                 |                    | 0.00            |              |        |            |            |        |                     |
|          |      |                                   |            |                 |                    | 0.00            |              |        |            |            |        |                     |
|          |      |                                   |            |                 | <b>Grand Total</b> | <b>6,033.93</b> |              |        |            |            |        |                     |

September 13, 2016 - AGENDA ITEM: CC-10

**Citrus Heights Water District**  
**2016 Employee Training Courses/Seminars/Conferences**

as of 9/7/2016

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| Date               | Days | Topic                                      | Sponser    | Location        | Attendee      | Total Expenses  | Registration   | Hotel          | Air/Travel     | Car rental    | Meals         | Parking/Taxi/<br>phone |
|--------------------|------|--|------------|-----------------|---------------|-----------------|----------------|----------------|----------------|---------------|---------------|------------------------|
| 03/21/16           | 3    | Spring Conference                          | AWWA CA/NV | Sacramento      | Tim Cutler    | 445.00          | 445.00         |                |                |               |               |                        |
| 03/28/16           | 4    | Esri User Conference                       | Esri       | San Diego       | Borey Swing   | 1,565.62        |                | 955.70         | 343.98         | 24.50         | 169.44        | 72.00                  |
| 05/11/16           | 5    | GOFA Conference                            | GFOA       | Toronto Canada  | Susan Sohal   | 1,550.95        | 320.00         |                | 614.01         | 284.32        | 125.57        | 207.05                 |
| 05/12/16           | 1    | CUWCC Peer to Peer 2016                    | CUWCC      | San Francisco   | Rex Meurer    | 445.45          | 125.00         | 320.45         |                |               |               |                        |
| 06/22/16           | 4    | Board Secretary/Clerk Conference           | CSDA       | Seaside         | Lisa Smoot    | 1,172.44        | 675.00         | 497.44         |                |               |               |                        |
| 06/22/16           | 4    | Board Secretary/Clerk Conference           | CSDA       | Seaside         | Beth Shockley | 1,172.44        | 675.00         | 497.44         |                |               |               |                        |
| 06/28/16           | 3    | CalPers Education Forum                    | PERS       | Riverside       | Susan Sohal   | 1,166.72        | 350.00         | 611.76         | 204.96         |               |               |                        |
| 06/28/16           | 1    | HR Boot Camp for Special Districts         | CSDA       | El Dorado Hills | Lisa Smoot    | 225.00          | 225.00         |                |                |               |               |                        |
| 06/29/16           | 2    | HR Boot Camp for Special Districts         | CSDA       | El Dorado Hills | Beth Shockley | 225.00          | 225.00         |                |                |               |               |                        |
| 07/06/16           | 1    | Financial Management for Special Districts | CSDA       | El Dorado Hills | Susan Sohal   | 225.00          | 225.00         |                |                |               |               |                        |
|                    |      |  |            |                 |               |                 |                |                |                |               |               |                        |
|                    |      |  |            |                 |               |                 |                |                |                |               |               |                        |
|                    |      |  |            |                 |               |                 |                |                |                |               |               |                        |
| <b>Grand Total</b> |      |  |            |                 |               | <b>8,193.62</b> | <b>3265.00</b> | <b>2882.79</b> | <b>1162.95</b> | <b>308.82</b> | <b>295.01</b> | <b>279.05</b>          |

**Citrus Heights Water District**  
 2016 Employee Training Courses/Seminars/Conferences

as of 9/7/2016

I:/users/Continued Ed/Continued Ed-2009.xls

| Date               | Days | Topic                                      | Sponser         | Location        | Attendee      | Total Expenses  | Registration   | Hotel          | Air/Travel     | Car rental    | Meals         | Parking/Taxi/<br>phone |
|--------------------|------|--|-----------------|-----------------|---------------|-----------------|----------------|----------------|----------------|---------------|---------------|------------------------|
| 03/21/16           | 3    | Spring Conference                          | AWWA CA/NV      | Sacramento      | Tim Cutler    | 445.00          | 445.00         |                |                |               |               |                        |
| 03/28/16           | 4    | Esri User Conference                       | Esri            | San Diego       | Borey Swing   | 1,565.62        |                | 955.70         | 343.98         | 24.50         | 169.44        | 72.00                  |
| 05/11/16           | 5    | GOFA Conference                            | GFOA            | Toronto Canada  | Susan Sohal   | 1,550.95        | 320.00         |                | 614.01         | 284.32        | 125.57        | 207.05                 |
| 05/12/16           | 1    | CUWCC Peer to Peer 2016                    | CUWCC           | San Francisco   | Rex Meurer    | 445.45          | 125.00         | 320.45         |                |               |               |                        |
| 05/26/16           | 5    | Water Smart Innovations Conference         | Water Smart Inn | Las Vegas       | Rex Meurer    | 609.96          | 370.00         |                | 239.96         |               |               |                        |
| 06/22/16           | 4    | Board Secretary/Clerk Conference           | CSDA            | Seaside         | Lisa Smoot    | 1,172.44        | 675.00         | 497.44         |                |               |               |                        |
| 06/22/16           | 4    | Board Secretary/Clerk Conference           | CSDA            | Seaside         | Beth Shockley | 1,172.44        | 675.00         | 497.44         |                |               |               |                        |
| 06/28/16           | 3    | CalPers Education Forum                    | PERS            | Riverside       | Susan Sohal   | 1,166.72        | 350.00         | 611.76         | 204.96         |               |               |                        |
| 06/28/16           | 1    | HR Boot Camp for Special Districts         | CSDA            | El Dorado Hills | Lisa Smoot    | 225.00          | 225.00         |                |                |               |               |                        |
| 06/29/16           | 2    | HR Boot Camp for Special Districts         | CSDA            | El Dorado Hills | Beth Shockley | 225.00          | 225.00         |                |                |               |               |                        |
| 07/06/16           | 1    | Financial Management for Special Districts | CSDA            | El Dorado Hills | Susan Sohal   | 225.00          | 225.00         |                |                |               |               |                        |
| 08/24/16           | 4    | Parma Conference                           | Parma           | Anaheim         | Beth Shockley | 887.00          | 320.00         | 567.00         |                |               |               |                        |
| 08/24/16           | 4    | Parma Conference                           | Parma           | Anaheim         | Lisa Smoot    |                 | 320.00         | 567.00         |                |               |               |                        |
| <b>Grand Total</b> |      |  |                 |                 |               | <b>9,690.58</b> | <b>4275.00</b> | <b>4016.79</b> | <b>1402.91</b> | <b>308.82</b> | <b>295.01</b> | <b>279.05</b>          |

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : SOUTHGROVE DRIVE SURPLUS PROPERTY SALE  
 STATUS : Action Item  
 REPORT DATE : September 7, 2016  
 PREPARED BY : Robert A. Churchill, General Manager

### **OBJECTIVE:**

Consider approval of Resolution 22-2016 authorizing the recording of a lot line adjustment to delineate the new lot lines between the District's Skycrest Well property and the property of Mark S. Mitchell and Linda G. Mitchell, and

Consider approval of Resolution 23-2016 authorizing execution of a Grant Deed for sale of 0.128 acres of surplus real property to Mark S. Mitchell and Linda G. Mitchell; and

Consider adoption of Resolution 24-2016 authorizing execution of a Grant Deed by and between Citrus Heights Water District for the resulting 1.172 acre Skycrest Well property.

### **BACKGROUND AND ANALYSIS:**

As approved at the October 14, 2014 Board of Directors Meeting, the District agreed to sell a small portion of its 1.3 acre property located at 5640 Southgrove Drive to Mark S. and Linda G. Mitchell for \$3,500. Legal Counsel Albietz reviewed the proposal and has cited a section of the Government Code that permits the District to sell surplus land to an adjacent property owner if said land has no public access, is less than 10,000 square feet, and is contiguous to only one adjacent property. All of these conditions apply to this transaction. This small 0.128 acre portion of the District's Skycrest Well site and is not needed for the groundwater well project and due to the topography of the land proposed as surplus, incorporating it land into the project would be problematic and costly.

A Lot line Adjustment to facilitate this transaction has been approved by the City of Citrus Heights and will be recorded concurrently with the Grant Deed from the District to the Mitchells.

Additionally, as required by the Sacramento County Assessor's Office, the District must grant to itself the resulting remainder 1.172 acres of land.

Similarly, although not an action of the District Mark S. and Linda G. Mitchell will need to similarly grant to themselves their resulting property that has increased in size by 0.128 acres.

### **RECOMMENDATION:**

- a. Adopt Resolution 22-2016 authorizing the recording of a lot line adjustment to delineate the new lot lines between the District's Skycrest Well property and the property of Mark S. Mitchell and Linda G. Mitchell.
- b. Adopt Resolution 23-2016 authorizing execution of a Grant Deed for sale of 0.128 acres of surplus real property to Mark S. Mitchell and Linda G. Mitchell.

- c. Adopt Resolution 24-2016 authorizing execution of a Grant Deed by and between Citrus Heights Water District for the resulting 1.172 acre Skycrest Well property.

**ACTION:**

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

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# **ATTACHMENT A**

Resolution 22-2016 Authorizing a Lot Line Adjustment



CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 22-2016

DRAFT

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
AUTHORIZING RECORDING OF A LOT LINE ADJUSTMENT

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT) is the owner of that certain 56,619 square feet (1.300 acres) more or less of real property at 5640 Southgrove Drive in Citrus Heights, California, further identified by Sacramento County Assessor's Parcel Number 233-0060-007-0000; and

WHEREAS, pursuant to DISTRICT Resolution 10-2014 adopted October 14, 2014, the DISTRICT determined that 5,545 square feet (0.127 acres) more or less of said real property is surplus land and not needed by the DISTRICT due to its location and topography and pursuant to Government Code Section 54221 (e) (2) (C), agreed to sell said surplus land to Mark S. and Linda G. Mitchell (MITCHELL) located at 7540 Wells Avenue in Citrus Heights, California, further identified by Sacramento County Assessor's Parcel Number 233-0060-005-0000 for the sum of \$3,500.00; and

WHEREAS, a minor correction to the legal description of the surplus land has determined that it is 5,555 square feet (0.128 acres) more or less; and

WHEREAS, a Lot Line Adjustment is necessary to delineate the new lot lines between the DISTRICT and MITCHELL parcels; and

WHEREAS, the City of Citrus Heights has granted approval dated October 6, 2015 that said Lot Line Adjustment – LLA-15-0002 may be legally recorded.

THEREFORE BE IT RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT approves the Lot Line Adjustment – LLA-15-0002 and authorizes and consents to the recording of same.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 13<sup>th</sup> day of September, 2016 by the following vote, to-wit:

|          |            |                        |
|----------|------------|------------------------|
| AYES:    | Directors: | Dains, Sheehan, Riehle |
| NOES:    | Directors: | None                   |
| ABSTAIN: | Directors: | None                   |
| ABSENT:  | Directors: | None                   |

---

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

ATTEST:

SEAL

---

ROBERT A. CHURCHILL, Secretary

**CERTIFICATION**

I, ROBERT A. CHURCHILL, the duly and regularly appointed Secretary of the CITRUS HEIGHTS WATER DISTRICT, hereby certify and acknowledge that the foregoing Resolution 22-2016 was duly and regularly passed and adopted at a meeting of said Board of Directors at Citrus Heights, California on September 13, 2016, an original of which is on file at the Administrative Office of the Citrus Heights Water District and duly and regularly entered into the official records of proceedings of the Board of Directors of CITRUS HEIGHTS WATER DISTRICT.

SEAL

DRAFT

DATE: September 13, 2016

---

ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

**WHEN RECORDED PLEASE MAIL TO:**

CITY OF CITRUS HEIGHTS  
GENERAL SERVICES DEPARTMENT  
7927 Auburn Boulevard  
Citrus Heights, CA 95610

**RECORDING REQUESTED BY:**

Citrus Heights Water District  
P.O Box 286  
Citrus Heights, CA 95611-0286

Project Name:  
Lot Line Adjustment 15-0002  
5640 South Grove Dr. & 7540 Wells Ave.

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

**LOT LINE ADJUSTMENT – LLA-15-0002**

|                   |   |  |
|-------------------|---|--|
| <b>OWNER (S):</b> | <b>PARCEL 1</b>   | <b>PARCEL 2</b>  |
|                   | Mark S. Mitchell and Linda G. Mitchell<br>7540 Wells Avenue<br>Citrus Heights, CA 95610 | Citrus Heights Water District<br>5640 Southgrove Drive<br>Citrus Heights, CA 95610 |

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

**CIVIL ENGINEER/**

**LAND SURVEYOR:** John C. Scroggs, P.E. (C 26388)  
KASL Consulting Engineers  
7777 Greenback Lane  
Citrus Heights, CA 95610

**ASSESSOR'S  
PARCEL**

**NUMBERS:** 233-0060-005-0000 (PARCEL 1)  
233-0060-007-0000 (PARCEL 2)

**LOCATION:** PARCELS are located on the south corner of Southgrove Drive and Wells Avenue in the City of Citrus Heights.

**DESCRIPTION:** See the attached legal descriptions and plat for the Parcels labeled EXHIBIT A and EXHIBIT B.

**WHEREAS,** a request has been submitted to adjust lines common to said parcels as identified by the parcel description listed above, and;

**WHEREAS,** the requested adjustment is made for the purpose of increasing the lot size of Parcels 1, and;

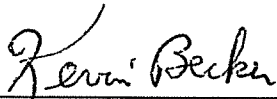
**WHEREAS,** no additional lot is being created, and;

**WHEREAS,** the requested adjustment does not result in a violation of any City Ordinance, and;

**WHEREAS,** the requested adjustment does not result in a violation of the Subdivision Map Act.

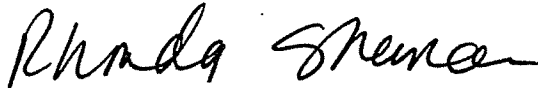
**NOW, THEREFORE, BE IT KNOWN,** that the City Engineer and the Community and Economic Development Director of the City of Citrus Heights, County of Sacramento, State of California, hereby grants approval that said property line adjustment may be legally recorded.

**BE IT ALSO KNOWN** that if the applicant does not take all necessary steps to record said lot line adjustment at the County Recorder's Office within one year from the date of adoption hereon, this approval will expire.



\_\_\_\_\_  
KEVIN BECKER, P.E.  
ACTING CITY ENGINEER  
CITY OF CITRUS HEIGHTS  
COUNTY OF SACRAMENTO, STATE OF CALIFORNIA

10-6-2015  
DATE



\_\_\_\_\_  
RHONDA SHERMAN  
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR  
CITY OF CITRUS HEIGHTS  
COUNTY OF SACRAMENTO, STATE OF CALIFORNIA

10.6.15  
DATE

**ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this Certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Sacramento } ss.

On 10-6-15, before me, S. McLendon, Notary Public,  
DATE  
personally appeared Kevin Becker, who proved to me on the

basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under **PENALTY OF PERJURY** under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

PLACE NOTARY SEAL IN ABOVE SPACE

NOTARY'S SIGNATURE

**OPTIONAL INFORMATION**

The information below is optional. However, it may prove valuable and could prevent fraudulent attachment of this form to an unauthorized document.

**CAPACITY CLAIMED BY SIGNER (PRINCIPAL)**

- INDIVIDUAL
- CORPORATE OFFICER \_\_\_\_\_ TITLE(S)
- PARTNER(S)
- ATTORNEY-IN-FACT
- GUARDIAN/CONSERVATOR
- SUBSCRIBING WITNESS
- OTHER: \_\_\_\_\_

**DESCRIPTION OF ATTACHED DOCUMENT**

Lot Line Adjustment  
TITLE OR TYPE OF DOCUMENT

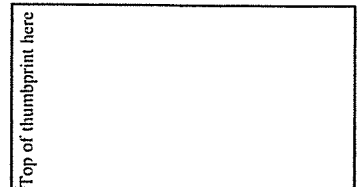
NUMBER OF PAGES

DATE OF DOCUMENT

**SIGNER (PRINCIPAL) IS REPRESENTING:**  
NAME OF PERSON(S) OR ENTITY(IES)

RIGHT  
THUMBPRINT  
OF  
SIGNER

OTHER



**ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this Certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
 County of Sacramento } SS.

On 10-10-15, before me, S. McLendon, Notary Public,  
DATE  
 personally appeared Rhonda Sherman, who proved to me on the

basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under **PENALTY OF PERJURY** under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

[Signature]  
 NOTARY'S SIGNATURE

PLACE NOTARY SEAL IN ABOVE SPACE

**OPTIONAL INFORMATION**

The information below is optional. However, it may prove valuable and could prevent fraudulent attachment of this form to an unauthorized document.

**CAPACITY CLAIMED BY SIGNER (PRINCIPAL)**

- INDIVIDUAL
- CORPORATE OFFICER \_\_\_\_\_ TITLE(S)
- PARTNER(S)
- ATTORNEY-IN-FACT
- GUARDIAN/CONSERVATOR
- SUBSCRIBING WITNESS
- OTHER: \_\_\_\_\_

**DESCRIPTION OF ATTACHED DOCUMENT**

Hot Line Adjustment  
 TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES \_\_\_\_\_

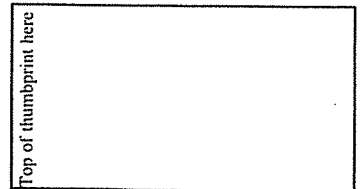
DATE OF DOCUMENT \_\_\_\_\_

**SIGNER (PRINCIPAL) IS REPRESENTING:**  
 NAME OF PERSON(S) OR ENTITY(IES)

\_\_\_\_\_  
 \_\_\_\_\_

RIGHT  
 THUMBPRINT  
 OF  
 SIGNER

OTHER



**EXHIBIT A**  
**LOT LINE ADJUSTMENT**  
**TRANSFER PORTION**  
26 JANUARY 2015

A PORTION OF PARCEL A AND B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS.

COMMENCING AT THE NORTHWEST CORNER OF SAID PARCEL A, THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 36' 02" EAST, 81.00 FEET TO THE SOUTHEAST CORNER OF PARCEL 3 AS SHOWN ON THAT PARCEL MAP RECORDED IN BOOK 45 OF PARCEL MAPS, AT PAGE 14, RECORDS OF SAID COUNTY, ALSO BEING THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING, SOUTH 0° 58' 56" EAST, 9.89 FEET;

THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;

THENCE NORTH 0° 03' 44" WEST, 128.58 FEET;

THENCE NORTH 3° 38' 19" WEST, 6.69 FEET;

THENCE NORTH 0° 27' 54" WEST, 70.64 FEET;

THENCE SOUTH 89° 59' 54" WEST, 23.47 FEET TO THE EAST LINE OF SAID PARCEL 3;

THENCE ALONG THE EAST LINE OF SAID PARCEL 3, SOUTH 0° 58' 51" EAST, 194.96 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 3;

THENCE ALONG THE SOUTH LINE OF SAID PARCEL 3, SOUTH 88° 36' 02" WEST, 87.35 FEET TO THE SAID POINT OF BEGINNING. SAID PARCEL CONTAINS 5,555 SQ. FT. (0.128 ACRES)



5: 7/27/2015

**EXHIBIT A**  
**LOT LINE ADJUSTMENT**  
**RESULTANT PARCEL "1"**  
26 JANUARY 2015

A PORTION OF PARCEL A AND B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844 AND ALL OF PARCEL 3 AS SHOWN ON THAT PARCEL MAP RECORDED IN BOOK 45 OF PARCEL MAPS, AT PAGE 14, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS.

COMMENCING AT THE NORTHWEST CORNER OF SAID PARCEL A, THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 36' 02" EAST, 81.00 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 3, ALSO BEING THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING, LEAVING THE SOUTH LINE OF SAID PARCEL 3, SOUTH 00° 58' 56" EAST, 9.89 FEET;

THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;

THENCE NORTH 0° 03' 44" WEST, 128.58 FEET;

THENCE NORTH 3° 38' 19" WEST, 6.69 FEET;

THENCE NORTH 0° 27' 54" WEST, 70.64 FEET;

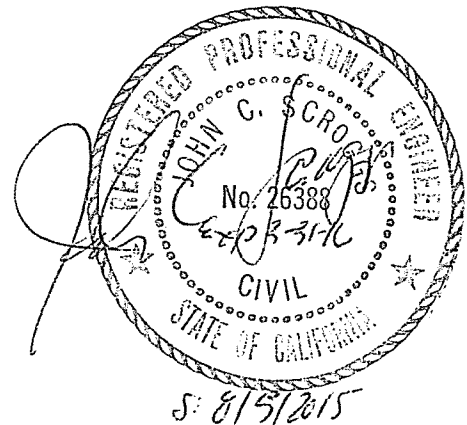
THENCE SOUTH 89° 59' 54" WEST, 23.47 FEET TO THE EAST LINE OF SAID PARCEL 3;

THENCE ALONG THE EAST LINE OF SAID PARCEL 3, NORTH 0° 58' 51" WEST, 23.65 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 3;

THENCE ALONG THE NORTH LINE OF SAID PARCEL 3, ALSO BEING A NON-TANGENT CURVE TO THE RIGHT AND HAVING A RADIUS OF 52.00 FEET, THE RADIAL LINE FROM SAID CURVE BEARS SOUTH 89° 00' 54" WEST, THROUGH A CENTRAL ANGLE OF 118° 10' 52" AND HAVING AN ARC LENGTH OF 107.26 FEET;

THENCE CONTINUING ALONG SAID NORTH LINE, ALONG A CURVE TO THE LEFT AND HAVING A RADIUS OF 30.00 FEET, THROUGH A CENTRAL ANGLE OF 21° 43' 50" AND HAVING AN ARC LENGTH OF 11.38 FEET TO THE NORTH WEST CORNER OF SAID PARCEL 3;

THENCE ALONG THE WEST LINE OF SAID PARCEL 3, SOUTH 0° 58' 56" EAST, 176.78 FEET TO THE SAID POINT OF BEGINNING. SAID PARCEL CONTAINS 20,855 SQ. FT. (0.479 ACRES)





**EXHIBIT A**  
**LOT LINE ADJUSTMENT**  
**RESULTANT PARCEL "2"**  
26 JANUARY 2015

A PORTION OF PARCEL A AND B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS.

BEGINNING AT THE NORTHWEST CORNER OF SAID PARCEL A, THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 36' 02" EAST, 81.00 FEET

THENCE LEAVING THE NORTH LINE OF SAID PARCEL A, SOUTH 00° 58' 56" EAST, 9.89 FEET;

THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;

THENCE NORTH 0° 03' 44" WEST, 128.58 FEET;

THENCE NORTH 3° 38' 19" WEST, 6.69 FEET;

THENCE NORTH 0° 27' 54" WEST, 70.64 FEET;

THENCE SOUTH 89° 59' 54" WEST, 23.47 FEET TO THE WEST LINE OF SAID PARCEL B;

THENCE ALONG THE WEST LINE OF SAID PARCEL B, NORTH 0° 58' 51" WEST, 83.65 FEET;

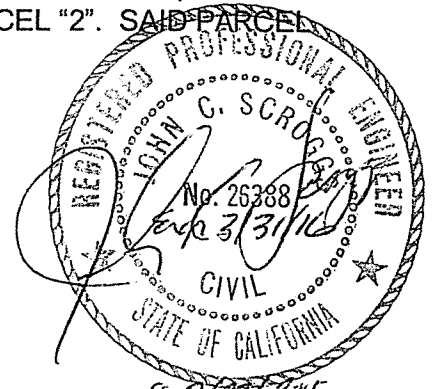
THENCE ALONG THE NORTHEAST LINE OF SAID PARCEL B, ALSO BEING A NON-TANGENT CURVE TO THE RIGHT AND HAVING A RADIUS OF 50.00 FEET, THE RADIAL LINE FROM SAID CURVE BEARS SOUTH 0° 58' 49" EAST, THROUGH A CENTRAL ANGLE OF 89° 59' 56" AND HAVING AN ARC LENGTH OF 78.54 FEET TO THE EAST LINE OF SAID PARCEL B;

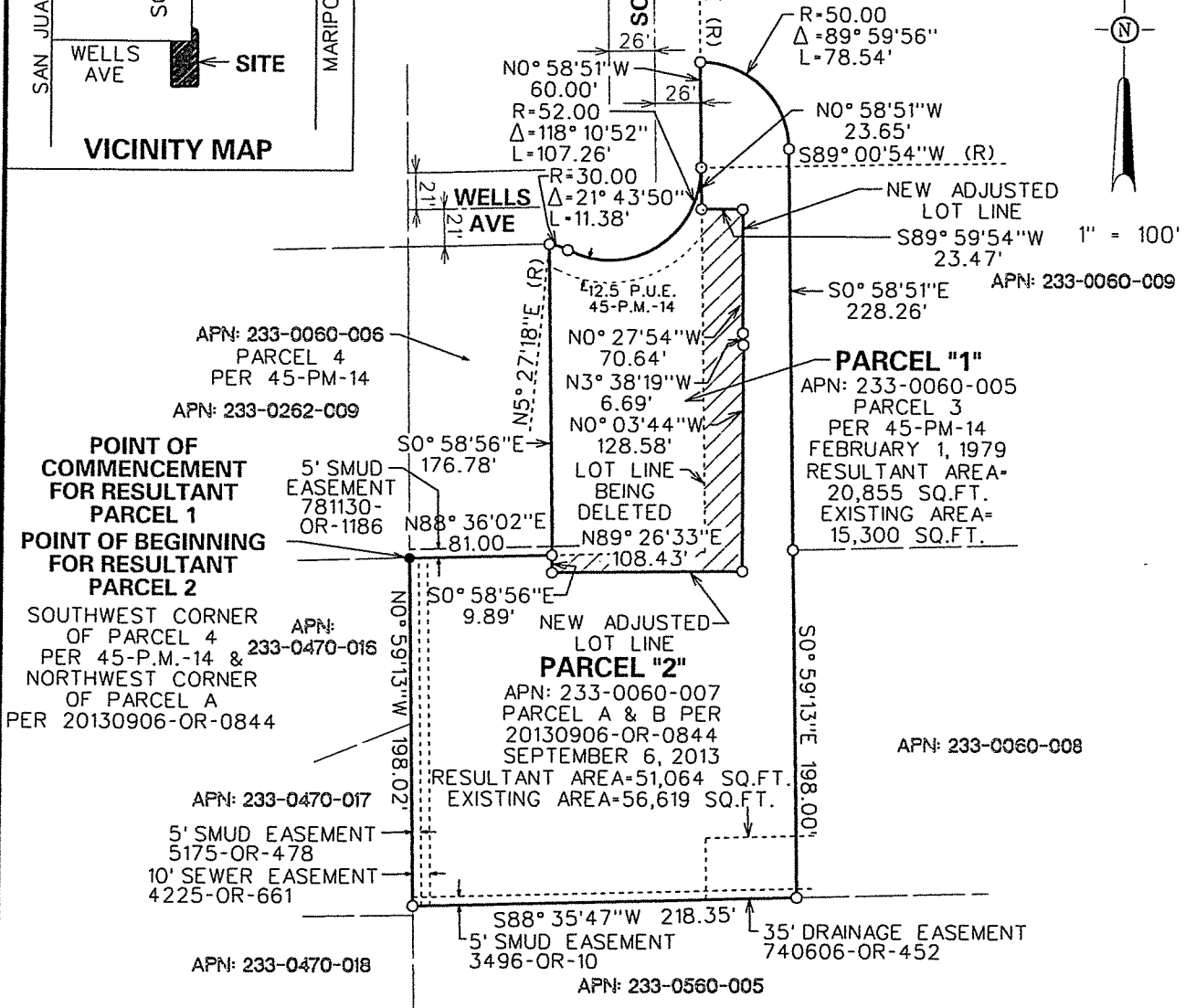
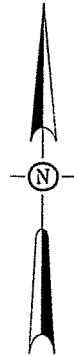
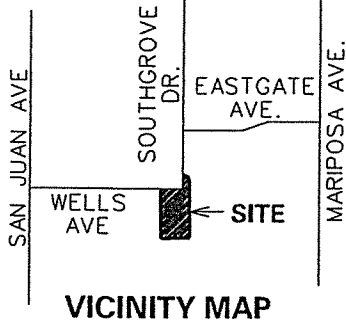
THENCE ALONG THE EAST LINE OF SAID PARCEL B SOUTH 0° 58' 51" EAST, 228.26 FEET TO THE NORTHEAST CORNER OF SAID PARCEL A;

THENCE ALONG THE EAST LINE OF SAID PARCEL A, SOUTH 0° 59' 13" EAST, 198.00 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL A;

THENCE ALONG THE SOUTH LINE OF SAID PARCEL A, SOUTH 88° 35' 47" WEST, 218.35 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL A;

THENCE ALONG THE WEST LINE OF SAID PARCEL A, NORTH 0° 59' 13" WEST, 198.02 FEET TO THE SAID POINT OF BEGINNING FOR RESULTANT PARCEL "2". SAID PARCEL CONTAINS 51,064 SQ. FT. (1.172 ACRES).



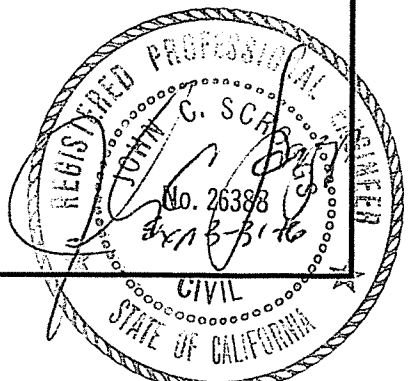


**EXHIBIT B**  
**LOT LINE ADJUSTMENT**  
**RESULTANT PARCELS**  
**PARCEL 3 PER 45-PM-14**  
**PARCEL A AND B PER 20130906-OR-0844**  
**CITRUS HEIGHTS, CA**

26 JANUARY 2015

**CONSULTING**  
**KASL**  
**ENGINEERS**  
 CIVIL - WATER RESOURCES - SURVEYING

7777 Greenback Lane  
 Suite 104  
 Citrus Heights, CA 95610  
 Tel. (916) 722-1800  
 Fax (916) 722-4595



5: 7/27/2015

## **ATTACHMENT B**

Resolution 23-2016 Authorizing a Grant Deed for Sale of  
Surplus Real Property to Mark S. Mitchell and Linda G.  
Mitchell

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 23-2016

DRAFT

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
AUTHORIZING EXECUTION OF A GRANT DEED FOR SALE OF SURPLUS REAL PROPERTY TO  
MARK S. MITCHELL AND LINDA G. MITCHELL

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT) is the owner of that certain 56,619 square feet (1.300 acres) more or less of real property at 5640 Southgrove Drive in Citrus Heights, California, further identified by Sacramento County Assessor's Parcel Number 233-0060-007-0000; and

WHEREAS, pursuant to DISTRICT Resolution 10-2014 adopted October 14, 2014, the DISTRICT determined that 5,545 square feet (0.127 acres) more or less of said real property is surplus land and not needed by the DISTRICT due to its location and topography and pursuant to Government Code Section 54221 (e) (2) (C), agreed to sell said surplus land to Mark S. and Linda G. Mitchell (MITCHELL) located at 7540 Wells Avenue in Citrus Heights, California, further identified by Sacramento County Assessor's Parcel Number 233-0060-005-0000 for the sum of \$3,500.00; and

WHEREAS, a minor correction to the legal description of the surplus land has determined that it is 5,555 square feet (0.128 acres) more or less; and

WHEREAS, the surplus real property to be sold to MITCHELL pursuant to a Grant Deed is described as follows:

A PORTION OF PARCEL A AND B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID PARCEL A, THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 36' 02" EAST, 81.00 FEET TO THE SOUTHEAST CORNER OF PARCEL 3 AS SHOWN ON THAT PARCEL MAP RECORDED IN BOOK 45 OF PARCEL MAPS, AT PAGE 14, RECORDS OF SAID COUNTY, ALSO BEING THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING, SOUTH 0° 58' 56" EAST, 9.89 FEET;

THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;

THENCE NORTH 0° 03' 44" WEST, 128.58 FEET;

THENCE NORTH 3° 38' 19" WEST, 6.69 FEET;

THENCE NORTH 0° 27' 54" WEST, 70.64 FEET;

THENCE SOUTH 89° 59' 54" WEST, 23.47 FEET TO THE EAST LINE OF SAID PARCEL 3;

THENCE ALONG THE EAST LINE OF SAID PARCEL 3, SOUTH 0° 58' 51" EAST, 194.96 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 3;

THENCE ALONG THE SOUTH LINE OF SAID PARCEL 3, SOUTH 88° 36' 02" WEST, 87.35 FEET TO THE SAID POINT OF BEGINNING.

SAID PARCEL CONTAINS 5,555 SQ. FT. (0.128 ACRES)

THEREFORE BE IT RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT approves the execution of a Grant Deed for sale of said surplus real property to Mark S. and Linda G. Mitchell and authorizes the President of the Board of Directors to execute said Grant Deed.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 13<sup>th</sup> day of September, 2016 by the following vote, to-wit:

|          |            |                        |
|----------|------------|------------------------|
| AYES:    | Directors: | Dains, Sheehan, Riehle |
| NOES:    | Directors: | None                   |
| ABSTAIN: | Directors: | None                   |
| ABSENT:  | Directors: | None                   |

DRAFT

---

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

ATTEST:

SEAL

---

ROBERT A. CHURCHILL, Secretary

#### CERTIFICATION

I, ROBERT A. CHURCHILL, the duly and regularly appointed Secretary of the CITRUS HEIGHTS WATER DISTRICT, hereby certify and acknowledge that the foregoing Resolution 23-2106 was duly and regularly passed and adopted at a meeting of said Board of Directors at Citrus Heights, California on September 13, 2016, an original of which is on file at the Administrative Office of the Citrus Heights Water District and duly and regularly entered into the official records of proceedings of the Board of Directors of CITRUS HEIGHTS WATER DISTRICT.

SEAL

DATE: September 13, 2016

---

ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

RECORDING REQUESTED BY

WHEN RECORDED MAIL TO  
AND MAIL TAX STATEMENTS TO

DRAFT

NAME: Mark S. & Linda G. Mitchell  
ADDRESS: 7540 Wells Avenue  
CITY: Citrus Heights  
STATE & ZIP: California 95610

GRANT DEED

APN NO. 233-0060-007-0000 (PORTION)

THE UNDERSIGNED GRANTOR(s) DECLARE(s)

DOCUMENTARY TRANSFER TAX is \$ \_\_\_\_\_ CITY TAX \$ \_\_\_\_\_

- computed on full value of property conveyed, or  computed on full value less value of liens or encumbrances remaining at time of sale,  Unincorporated area: X City of Citrus Heights, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, CITRUS HEIGHTS WATER DISTRICT, AN IRRIGATION DISTRICT FORMED PURSUANT TO DIVISION 11 OF THE WATER CODE OF THE STATE OF CALIFORNIA

hereby GRANT(s) to MARK S. MITCHELL and LINDA G. MITCHELL, HUSBAND AN WIFE, AS JOINT TENANTS

the following described real property in the County of Sacramento, State of California:

See Exhibits A and B attached hereto

Dated \_\_\_\_\_

\_\_\_\_\_  
Allen B. Dains, President  
Board of Directors  
Citrus Heights Water District

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_ (here insert name and title of the officer), personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

**EXHIBIT A  
GRANT DEED FOR SALE  
OF SURPLUS PROPERTY**

28 JULY 2016

A PORTION OF PARCEL A AND B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS.

COMMENCING AT THE NORTHWEST CORNER OF SAID PARCEL A, THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 36' 02" EAST, 81.00 FEET TO THE SOUTHEAST CORNER OF PARCEL 3 AS SHOWN ON THAT PARCEL MAP RECORDED IN BOOK 45 OF PARCEL MAPS, AT PAGE 14, RECORDS OF SAID COUNTY, ALSO BEING THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING, SOUTH 0° 58' 56" EAST, 9.89 FEET;

THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;

THENCE NORTH 0° 03' 44" WEST, 128.58 FEET;

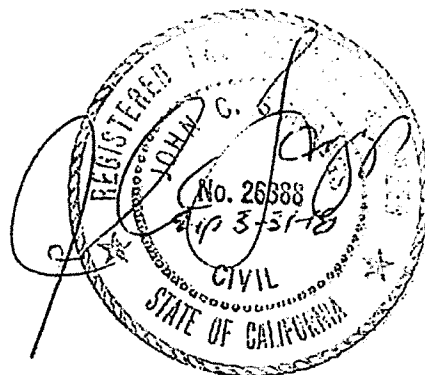
THENCE NORTH 3° 38' 19" WEST, 6.69 FEET;

THENCE NORTH 0° 27' 54" WEST, 70.64 FEET;

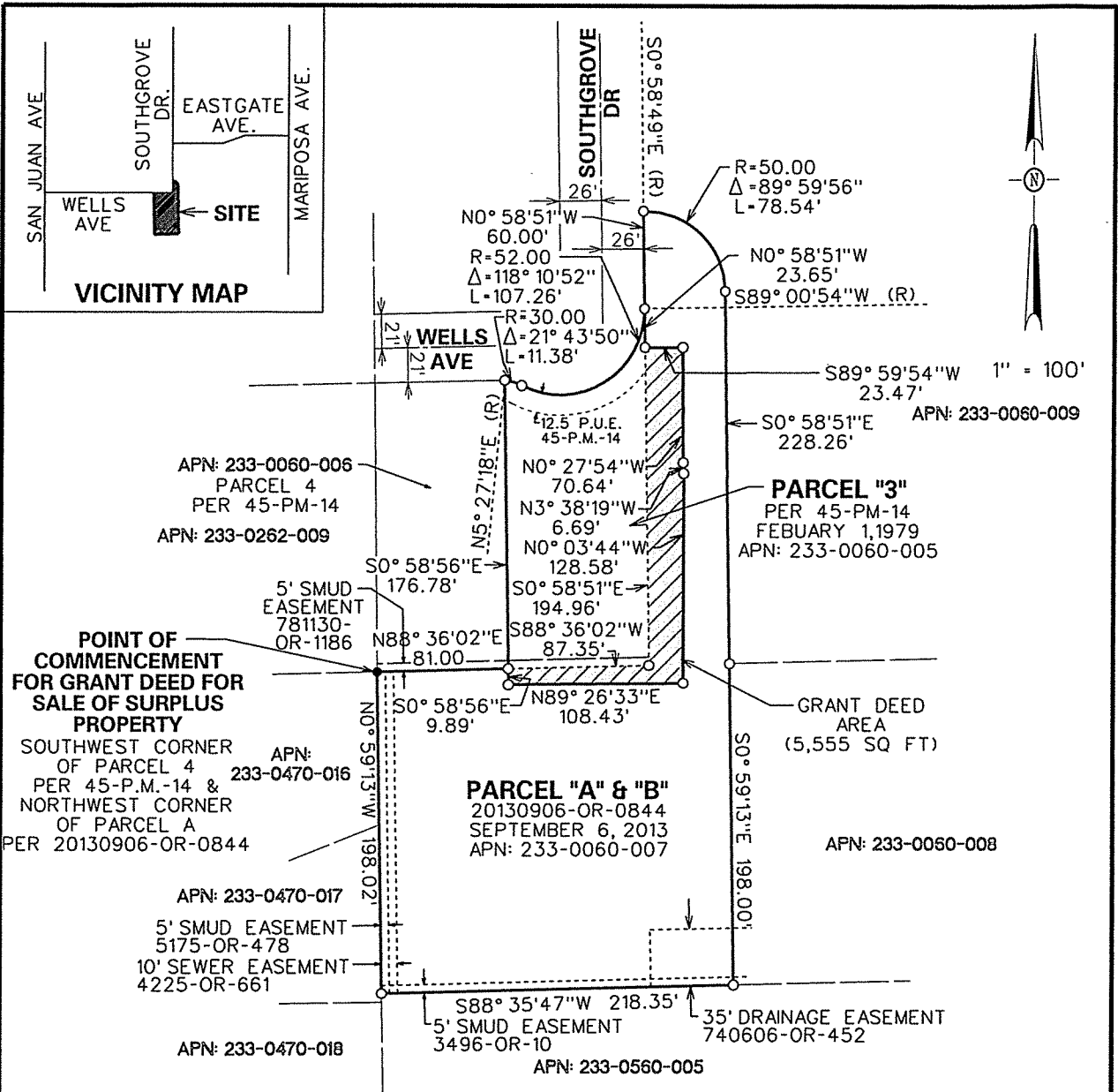
THENCE SOUTH 89° 59' 54" WEST, 23.47 FEET TO THE EAST LINE OF SAID PARCEL 3;

THENCE ALONG THE EAST LINE OF SAID PARCEL 3, SOUTH 0° 58' 51" EAST, 194.96 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 3;

THENCE ALONG THE SOUTH LINE OF SAID PARCEL 3, SOUTH 88° 36' 02" WEST, 87.35 FEET TO THE SAID POINT OF BEGINNING. SAID PARCEL CONTAINS 5,555 SQ. FT. (0.128 ACRES)



5: 7/28/16



**EXHIBIT B**  
**GRANT DEED FOR SALE**  
**OF SURPLUS PROPERTY**  
**PARCEL 3 PER 45-PM-14**  
**PARCEL A AND B PER 20130906-OR-0844**  
**CITRUS HEIGHTS, CA**  
**28 JULY 2016**

**CONSULTING**  
**KASL**  
**ENGINEERS**  
 7777 Greenback Lane  
 Suite 104  
 Citrus Heights, CA 95610  
 Tel. (916) 722-1800  
 Fax (916) 722-4595  
 CIVIL - WATER RESOURCES - SURVEYING

FILE: S:\6320-01 Skycrest\WORK\EXHIBIT B SALE SURPLUS PROPERTY.dgn DATE: 6/17/2016



## **ATTACHMENT C**

Resolution 24-2016 Authorizing a Grant Deed by and  
between Citrus Heights Water District for Resultant  
Skycrest Well Property

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 24-2016

DRAFT

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
AUTHORIZING EXECUTION OF A GRANT DEED FOR RESULTANT REAL PROPERTY TO  
CITRUS HEIGHTS WATER DISTRICT

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT) was the owner of that certain 56,619 square feet (1.300 acres) more or less of real property at 5640 Southgrove Drive in Citrus Heights, California, further identified by Sacramento County Assessor's Parcel Number 233-0060-007-0000; and

WHEREAS, the DISTRICT pursuant to a Grant Deed and Resolution 23-2016 has authorized the sale of a portion of said real property declared as surplus to the needs of the DISTRICT totaling 5,555 square feet (0.128 acres) to Mark. S. Mitchell and Linda G. Mitchell; and

WHEREAS, the resultant real property of the DISTRICT after the sale of surplus property referenced above is described as follows:

A PORTION OF PARCEL A AND B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID PARCEL A, THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 36' 02" EAST, 81.00 FEET THENCE LEAVING THE NORTH LINE OF SAID PARCEL A, SOUTH 00° 58' 56" EAST, 9.89 FEET;

THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;

THENCE NORTH 0° 03' 44" WEST, 128.58 FEET;

THENCE NORTH 3° 38' 19" WEST, 6.69 FEET;

THENCE NORTH 0° 27' 54" WEST, 70.64 FEET;

THENCE SOUTH 89° 59' 54" WEST, 23.47 FEET TO THE WEST LINE OF SAID PARCEL B;

THENCE ALONG THE WEST LINE OF SAID PARCEL B, NORTH 0° 58' 51" WEST, 83.65 FEET;

THENCE ALONG THE NORTHEAST LINE OF SAID PARCEL B, ALSO BEING A NON-TANGENT CURVE TO THE RIGHT AND HAVING A RADIUS OF 50.00 FEET, THE RADIAL LINE FROM SAID CURVE BEARS SOUTH 0° 58' 49" EAST, THROUGH A CENTRAL ANGLE OF 89° 59' 56" AND HAVING AN ARC LENGTH OF 78.54 FEET TO THE EAST LINE OF SAID PARCEL B;

THENCE ALONG THE EAST LINE OF SAID PARCEL B SOUTH 0° 58' 51" EAST, 228.26 FEET TO THE NORTHEAST CORNER OF SAID PARCEL A;

THENCE ALONG THE EAST LINE OF SAID PARCEL A, SOUTH 0° 59' 13" EAST, 198.00 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL A;

THENCE ALONG THE SOUTH LINE OF SAID PARCEL A, SOUTH 88° 35' 47" WEST, 218.35 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL A;

THENCE ALONG THE WEST LINE OF SAID PARCEL A, NORTH 0° 59' 13" WEST, 198.02 FEET TO THE SAID POINT OF BEGINNING FOR RESULTANT PARCEL "2". SAID PARCEL CONTAINS 51,064 SQ. FT. (1.172 ACRES).

THEREFORE BE IT RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT approves the execution of a Grant Deed between Citrus Heights Water District and Citrus Heights Water District and authorizes the President of the Board of Directors to execute said Grant Deed.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 13<sup>th</sup> day of September, 2016 by the following vote, to-wit:

|          |            |                        |
|----------|------------|------------------------|
| AYES:    | Directors: | Dains, Sheehan, Riehle |
| NOES:    | Directors: | None                   |
| ABSTAIN: | Directors: | None                   |
| ABSENT:  | Directors: | None                   |

DRAFT

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

ATTEST:

SEAL

\_\_\_\_\_  
ROBERT A. CHURCHILL, Secretary

### CERTIFICATION

I, ROBERT A. CHURCHILL, the duly and regularly appointed Secretary of the CITRUS HEIGHTS WATER DISTRICT, hereby certify and acknowledge that the foregoing Resolution 24-2106 was duly and regularly passed and adopted at a meeting of said Board of Directors at Citrus Heights, California on September 13, 2016, an original of which is on file at the Administrative Office of the Citrus Heights Water District and duly and regularly entered into the official records of proceedings of the Board of Directors of CITRUS HEIGHTS WATER DISTRICT.

DATE: September 13, 2016

\_\_\_\_\_  
ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

SEAL

RECORDED AT THE REQUEST OF  
AND RETURN TO:

NAME: CITRUS HEIGHTS WATER DISTRICT  
ADDRESS: P.O. BOX 286  
CITY: CITRUS HEIGHTS  
STATE & ZIP: CALIFORNIA 95611-0286

DRAFT

EXEMPT FROM TRANSFER TAX  
(Revenue and Taxation Code Section 11922)

NO FEE FOR RECORDING  
(Government Code Section 6103)

**GRANT DEED**

APN NO.: 233-0060-007-0000 (PORTION)  
LOCATION: 5640 SOUTHGROVE DRIVE  
CITRUS HEIGHTS, CA 95610

THE UNDERSIGNED GRANTOR(s) DECLARE(s)

DOCUMENTARY TRANSFER TAX is \$ \_\_\_\_\_ CITY TAX \$ \_\_\_\_\_

- computed on full value of property conveyed, or  computed on full value less value of liens or encumbrances remaining at time of sale,  
 Unincorporated area: X City of Citrus Heights, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, CITRUS HEIGHTS WATER DISTRICT, AN IRRIGATION DISTRICT FORMED PURSUANT TO DIVISION 11 OF THE WATER CODE OF THE STATE OF CALIFORNIA

hereby GRANT(s) to CITRUS HEIGHTS WATER DISTRICT, AN IRRIGATION DISTRICT FORMED PURSUANT TO DIVISION 11 OF THE WATER CODE OF THE STATE OF CALIFORNIA

the following described real property in the County of Sacramento, State of California:

See Exhibits A and B attached hereto

Dated \_\_\_\_\_

\_\_\_\_\_  
Allen B. Dains, President  
Board of Directors  
Citrus Heights Water District

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_ (here insert name and title of the officer), personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

**I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.**

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

**EXHIBIT A**  
**LOT LINE ADJUSTMENT**  
**RESULTANT PARCEL "2"**  
26 JANUARY 2015

A PORTION OF PARCEL A AND B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS.

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THENCE ALONG THE WEST LINE OF SAID PARCEL B, NORTH 0° 58' 51" WEST, 83.65 FEET;

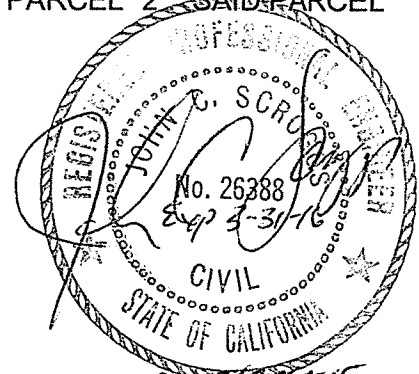
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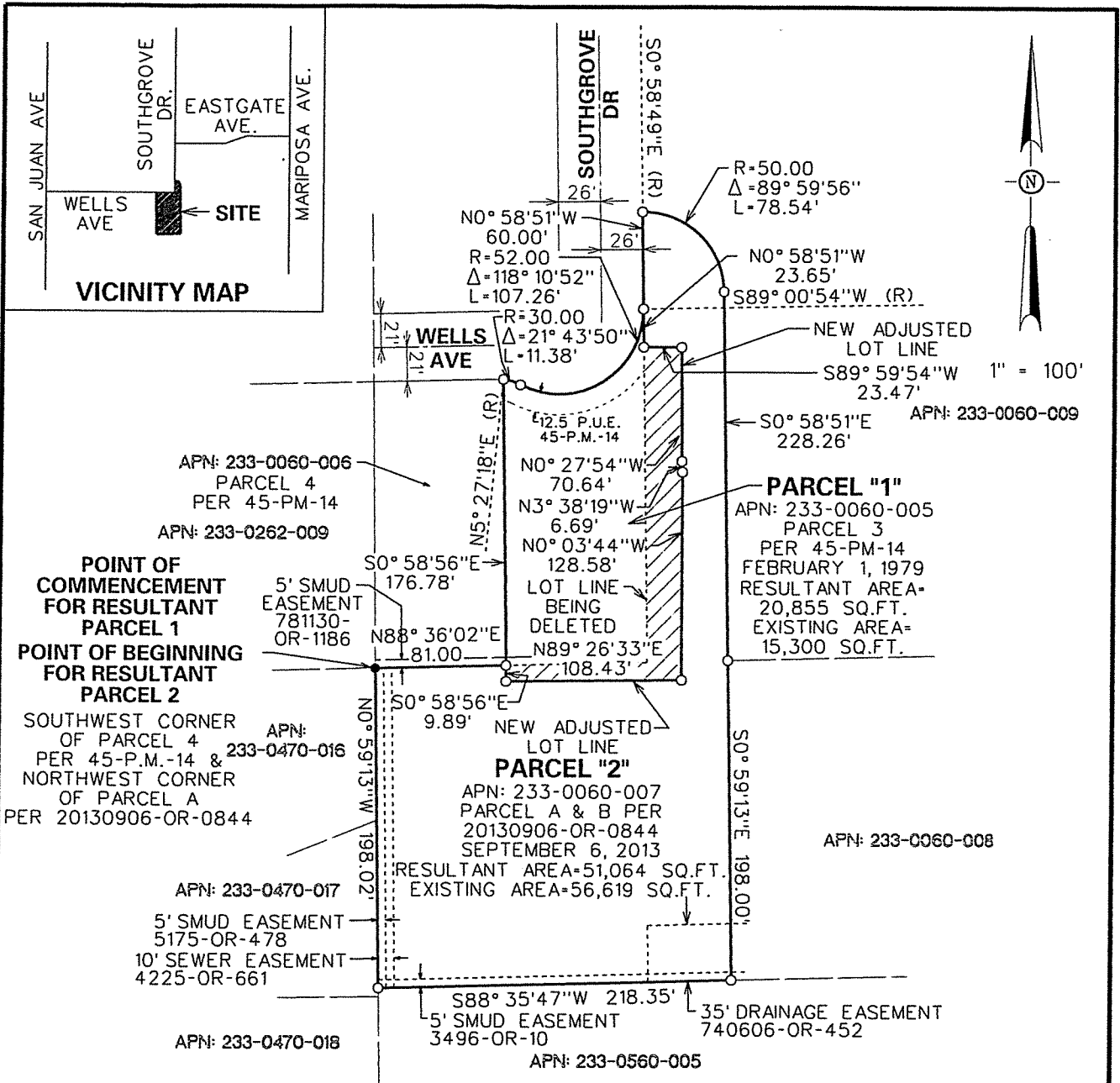
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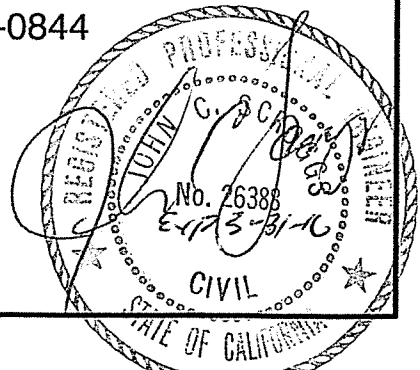


**EXHIBIT B**  
**LOT LINE ADJUSTMENT**  
**RESULTANT PARCELS**  
**PARCEL 3 PER 45-PM-14**  
**PARCEL A AND B PER 20130906-OR-0844**  
**CITRUS HEIGHTS, CA**  
**26 JANUARY 2015**

CONSULTING  
**KASL**  
ENGINEERS

7777 Greenback Lane  
Suite 104  
Citrus Heights, CA 95610  
Tel: (916) 722-1800  
Fax: (916) 722-4595

CIVIL - WATER RESOURCES - SURVEYING



*5/17/21/2015*

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

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SUBJECT : SACRAMENTO COUNTY PROPOSED TRENCH RESTORATION  
STATUS : Information / Discussion Item  
REPORT DATE : September 9, 2016  
PREPARED BY : David M. Gordon, Operations Manager

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**OBJECTIVE:**

Receive verbal report on status of proposed revisions to Sacramento County's requirements for trench restoration.

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : POLICY AMENDMENTS—ADOPTION OF NEW SALARY RANGES AND ELIMINATION OF THE EMPLOYER PAID MEMBER CONTRIBUTION (EPMC) OF THE CALPERS PENSION BENEFIT

STATUS : Discussion and Action Item

REPORT DATE : September 1, 2016

PREPARED BY : Robert A. Churchill, General Manager  
Hilary M. Straus, Assistant General Manager  
Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk

### **OBJECTIVE:**

Adopt Policy Amendments to implement changes to the Citrus Heights Water District's (CHWD) Salary Ranges and Adopt Resolution 25-2016 Approving a Contract Amendment with the California Public Employees Retirement System (CalPERS) to eliminate the Employer Paid Member Contribution (EPMC).

### **BACKGROUND AND ANALYSIS:**

This item is a follow-up to the August 9, 2016 Study Session with the Board of Directors concerning the District's: 1) Total Compensation Study; 2) Career Ladders Initiative; and 3) Consideration of employees paying their member contributions to their CalPERS pensions (EPMC). The Board has provided direction by consensus for leadership staff to prepare policy amendments for the Board's discussion/possible action to implement these changes.

The recommended changes to Human Resource Policies, highlighted in the table below for Board consideration, are the result of: 1) Bryce Consulting, Inc., completing a total compensation survey of a defined labor market of 18 water agencies and other local government agencies, and working with leadership staff to adjust several salary ranges based on internal relationships; 2) Bryce Consulting working with leadership staff to identify position titles and salary ranges to create "Career Ladders" at CHWD. These Career Ladders will promote retention and recruitment, and provide leadership staff more options and flexibility as the organization continues to evolve; and 3) The Board's interest to consider a policy change to have CHWD employees pay for their member contributions to their CalPERS pensions or EPMC. If the employee pick-up of the Employer Paid Member Contribution portion of PERS is adopted, the change would align CHWD with most of its comparable labor market on this issue. This requires the Board to adopt Resolution Number 25-2016 reducing Employer Paid Member Contributions to 0%.

### ***Compensation Study***

Per Policy 4101, up to every three years, the District surveys a labor market of agencies, including local water utilities, cities and Sacramento County. These agencies are surveyed as they are similar in nature and scope to CHWD and/or they are agencies that could hire staff away from CHWD. The 18 surveyed agencies are: Carmichael Water District, City of Citrus Heights, City of Davis, City of Folsom, City of Lincoln, City of Roseville, City of Sacramento, City of Woodland, Del Paso Manor Water District, El Dorado Irrigation District, Elk Grove Water District, Fair Oaks Water District, Rancho Murieta Community Services District,



Regional Water Authority, Rio Linda Elverta Community Water District, Sacramento County, Sacramento Suburban Water District and San Juan Water District.

With this update, CHWD surveyed total compensation, not base salary only, as had been the case in previous years. Surveying total compensation provides a more complete picture for CHWD to conduct a more accurate “apples-to-apples” comparison when comparing itself to its comparable labor market. CHWD retained Bryce Consulting, Inc, a well-respected and utilized human resources consulting firm, to complete the survey, analyze the data collected and to assist to formulate recommendations to the Board.

***Career Ladders by Discipline Area***

CHWD has experienced significant turn-over in staff in the past five years due to retirements and succession planning. Looking ahead, developing career tracks throughout the organization is one strategy CHWD can use to retain quality staff that either has or is currently building significant institutionalized knowledge about the District and their individual discipline areas (i.e., employees are becoming subject matter experts in their fields). The loss of those staff would be significant, and therefore, implementing Career Ladders/Career Tracks is one initiative CHWD can take to promote employee retention. Adoption of the Career Ladders recommended will help keep CHWD as an “employer of choice,” and not an employee training ground, only to lose quality employees to other public agencies or to the private sector.

It is important to note, adoption of Policy 4101.A1 Salary Schedule does not mean that all the positions will be filled. Individual positions will be available for use based upon: 1) operational need; 2) employee qualifications and performance; 3) financial considerations; and 4) Board approved funding for a position in the annual budget.

***CalPERS EPMC Pick-up by Employees***

The vast majority of agencies surveyed (all but two agencies) require their employees to pay for their member contribution to their CalPERS pensions. The Board has previously expressed interest in providing a salary offset in exchange for employees paying their EPMC. An annual net operating cost increase to CHWD of \$55,621 is projected to provide a salary offset to employees in exchange for their paying their EPMC, and is reasonable given the scope and size of CHWD’s annual budget of nearly \$11 million (the increased cost is approximately .005%). Moreover, CHWD’s financial conditions are strong due to on-going cost control, streamlining of operations and advanced planning of operational expenses. Other considerations in providing a salary offset are the maintenance of an already-strong organizational morale and high productivity.

A summary of the policies proposed to be amended is provide in the Table below.

| <b>Item</b>                                     | <b>Notes and Changes</b>   | <b>Attachment Number</b> |
|---|--|--------------------------|
| Policy 1030, Organizational Structure and Chart | Delete Policy 1030 except a portion which will be moved to 4101.25                       | Attachment Number 1      |
| Policy 1035.A, Conflict of Interest Code        | Positions updated and new positions added per staff analysis                             | Attachment Number 2      |
| Policy 4080, Job Classes                        | Policy to be deleted as all Job Classes will be specified on individual job descriptions | Attachment Number 3      |

| Item   | Notes and Changes  | Attachment Number   |
|--|--|---------------------|
| Policy 4101, Compensation  | Updated Policy and combined components from Policy 1030, Organizational Structure and Chart, and Policy 4130, Reclassification | Attachment Number 4 |
| Policy 4101.A1, Salary Schedule                                    | Updated to reflect Career Laddering implementation   | Attachment Number 5 |
| Policy 4112, Overtime Pay  | Added new FLSA Exempt Positions  | Attachment Number 6 |
| Policy 4130, Reclassification                                      | Delete Policy 4130 except a portion which will be moved to 4101.15   | Attachment Number 7 |
| Policy 4820  | Amend Section 4820.04 regarding Employee CalPERS contribution  | Attachment Number 8 |
| Adopt Resolution Number 25-2016 Employer Paid Member Contributions | Reducing Employer Paid Member Contributions to 0%  | Attachment Number 9 |

**RECOMMENDATION:**

Approve: 1) Policy amendments to implement changes to the CHWD’s salary ranges as result of the District’s Compensation Study, and to provide a salary range offset as a result of the elimination of EPMC; 2) Policy amendments as noted in the table below to implement Career Ladders by discipline area, and to reflect organizational changes (e.g., creation of new positions (e.g., Water Efficiency Supervisor and Senior Accountant) that must be added to the conflict of interest code); 3) In a separate motion, adopt Resolution Number 25-2016, reducing Employer Paid Member Contributions (EPMC) to zero percent (0%).

| Item  | Recommended Action                    |
|---|---------------------------------------|
| Policy 1030, Organizational Structure and Chart       | Delete Policy                         |
| Policy 1035.A, Conflict of Interest Code              | Amend Policy                          |
| Policy 4080, Job Classes                              | Delete Policy                         |
| Policy 4101, Compensation                             | Amend Policy                          |
| Policy 4101.A1, Salary Schedule                       | Amend Policy                          |
| Policy 4112, Overtime Pay                             | Amend Policy                          |
| Policy 4130, Reclassification                         | Delete Policy                         |
| Policy 4820   | Amend Policy                          |
| Reso. No. 25-2016, Employer Paid Member Contributions | Adopt Resolution in a separate motion |

Should the Board adopt these policy amendments and Resolution 25-2016 as recommended, the timeframe for implementation of the Salary Range changes, Career Laddering and the CalPERS off-set and reciprocal employee pick-up would be with the new pay period, which starts September 19, 2016 and includes a pay date of October 6, 2016.

**ACTION:**

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

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# **ATTACHMENT 1**

## **Policy 1030 Organizational Structure and Chart**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : GENERAL  
POLICY TITLE : ORGANIZATIONAL STRUCTURE AND CHART  
POLICY NUMBER : 1030  
DATE ADOPTED : JULY 24, 1995  
DATE AMENDED : MARCH 28, 2016 SEPTEMBER 13, 2016  
AMENDMENTS : (1) NOVEMBER 7, 1995; (2) OCTOBER 6, 1998; (3) MARCH 16, 1999; (4) OCTOBER 7, 2003; (5) MAY 10, 2005; (6) NOVEMBER 14, 2006; (7) DECEMBER 11, 2007;  
(8) NOVEMBER 12, 2008; (9) MAY 10, 2011; (10) JULY 12, 2011; (11) APRIL 10, 2012;  
(12) NOVEMBER 12, 2013; (13) JANUARY 14, 2014; (14) AUGUST 12, 2014; (15)  
MARCH 28, 2016

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1030.00 ORGANIZATIONAL STRUCTURE AND CHART

The Board of Directors shall act as the development, approval, and revision body for the District's organizational structure. The organizational structure of the Citrus Heights Water District includes the following positions. Not all positions will be filled. The number of positions will be determined at the time of budget adoption by the Board of Directors and funded through the budget.

1030.01 Organizational Structure

In addition to a General Manager, the organizational structure of Citrus Heights Water District is comprised of three functioning departments.

1030.10 Departments

For purposes of organization, supervision and general distribution of tasks, the following functional Departments are established and Department Managers designated:

1030.11 Administration and Water Demand Management

General Functions:

- Customer Service
- Finance
- Human Resources
- Water Use Efficiency
- Risk Management
- Training
- Customer & Financial Information Systems
- Information Technology
- Board of Director Support

Department Manager: Assistant General Manager

Functional Positions:

Finance Manager  
Accounting Supervisor / Principal Accountant  
Senior Accountant  
Accountant  
Senior Customer Service Specialist  
Customer Service Specialist  
Customer Service Technician I & II  
Customer Service Representative

Senior Management Services Supervisor/Chief Board Clerk  
Management Services Supervisor / Chief Board Clerk  
Senior Management Services Specialist  
Management Services Specialist / Deputy Board Clerk  
Management Services Technician

Water Efficiency Supervisor  
Senior Water Efficiency Specialist  
Water Efficiency Specialist  
Water Efficiency Technician

1030.12 Operations and Water Supply Department

General Functions:

Water Distribution System Operation and Maintenance  
Water Supply Management  
Water Quality and Regulations Monitoring  
Groundwater Production  
Facilities and Grounds Maintenance  
Purchasing and Inventory Management  
Fleet Management

Department Manager: Operations Manager

Functional Positions:

Water Distribution Supervisor  
Water Distribution Specialist Assistant Water Distribution  
Supervisor  
Purchasing Specialist Senior Management Services Specialist  
Water Distribution Lead Worker / Operator  
Water Distribution Operator I & II  
Water Distribution Worker

Water Resources Supervisor / Chief Operator  
Water Resources Specialist  
Water Resources Technician

Principal Operations Specialist  
Senior Operations Specialist

Operations Specialist  
Operations Technician

1030.13 Engineering and Project Management Department

General Functions:

Project Management  
Project Research and Design  
Standards and Specifications  
Construction Inspection  
Geographic Information Systems (GIS)  
Capital Improvement Program

Department Manager: Project Manager

Functional Positions:

Engineering Manager / District Engineer  
Principal Civil Engineer  
Senior Civil Engineer  
Associate Civil Engineer  
Engineer-in-Training Assistant Engineer

Supervising Construction Inspector Construction Inspection  
Supervisor/Principal Construction Inspector  
Senior Construction Inspector  
Construction Inspector

Senior Engineering /GIS Specialist Engineering  
Supervisor/Principal GIS  
Engineering /GIS Specialist  
Engineering /GIS Technician  
Engineering Aide

[Combine with Policy Number 4101]

The functional positions listed above are those for which the District maintains a current job description and salary range. Filling of the positions is dependent upon the needed skills and training necessary for the District to efficiently carry out its mission. Employment of any person or persons in any of the positions noted is further dependent on the Board of Directors appropriation of funds through the District's budget process or by other Board-approved means. All positions need not necessarily be filled.

The orderly grouping of various functional positions within each Department above is intended to be indicative of a typical career path that an employee could foresee based upon one's growth in areas such as but not limited to knowledge, training, education, accountability, responsibility, and employee supervision.

Temporary workers, which are not considered part of the District's regular work force and therefore not shown in the Organization Chart, may be hired from independent employment services at the discretion of the General Manager within authorized budget amounts.

~~1030.20~~ Organization Chart

~~The current Organization Chart for Citrus Heights Water District follows as Attachment 1030.A1 to this Policy. This Chart depicts those positions for which the Board of Directors has authorized funds.~~

1030.30 Expansion of Work Force

Expansion of the District's regular work force to include positions in excess of the organizational structure and chart shall require approval by the Board of Directors.

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DRAFT



## **ATTACHMENT 2**

Policy 1035.A Conflict of Interest Code

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : GENERAL  
POLICY TITLE : CONFLICT OF INTEREST CODE-APPENDIX A  
DESIGNATED OFFICIALS AND EMPLOYEES  
POLICY NUMBER : 1035.A  
DATE ADOPTED : DECEMBER 8, 1992  
DATE AMENDED : ~~APRIL 14, 2015~~ SEPTEMBER 13, 2016  
AMENDMENTS : (1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002;  
(4) JUNE 12, 2007; (5) AUGUST 14, 2012; (6) OCTOBER 9, 2012; (7) JANUARY 8, 2013;  
(8) NOVEMBER 19, 2014

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APPENDIX A-DESIGNATED POSITIONS

| <u>Designated Position</u>   | <u>Disclosure Category</u> |
|--|----------------------------|
| General Manager  | 1, 2, 3                    |
| Assistant General Manager  | 1, 2, 3                    |
| Operations Manager   | 1, 2, 3                    |
| Project Manager  | 1, 2, 3                    |
| Principal Civil Engineer   | 1                          |
| Accounting Supervisor  | 1                          |
| Assessor/Collector   | 1                          |
| Human Resources Specialist Management Services Supervisor          | 1                          |
| Deputy Assessor/Collector  | 1                          |
| Water Distribution Supervisor                                      | 1                          |
| Purchasing Specialist Senior Management Services Specialist        | 1                          |
| Water Quality Supervisor Water Resources Supervisor/Chief Operator | 1                          |
| Water Efficiency Supervisor  | 1                          |
| Management Services Specialist                                     | 1                          |
| Senior Accountant  | 1                          |
| Attorney   | 1                          |
| Consultant/New Position  | *                          |

Note: The position of Attorney is filled by an outside consultant, but acts in a staff capacity.

\*Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

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### Public Officials Who Manage Public Investments

The following positions are NOT covered by the Conflict-of-Interest Code because they must file statements of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for informational purposes only:

- Directors
- Treasurer
- Deputy Treasurer
- Consultants who manage public investments

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

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# **ATTACHMENT 3**

## **Policy 4080 Job Classes**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : JOB CLASSES  
POLICY NUMBER : 4080  
DATE ADOPTED : JUNE 10, 2008  
DATE AMENDED : JULY 12, 2011  
AMENDMENTS :

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**4080.00**      **JOB CLASSES**

The following job classes are established to provide a framework for creating, categorizing and maintaining specific job classifications and descriptions for positions of employment with the District.

**4080.10**      **Job Classes**

- **Executive / Manager.** The positions in this job class have responsibility for shaping the direction and strategy of the District, and serve as advocates for District initiatives. They oversee a significant portion of the District's work, and provide liaison with other agencies, consultants, contractors and major stakeholders in the business of the District. Positions in this job class typically have twelve (12) or more years of experience in the field of water utility and public agency administration and operations, and demonstrate knowledge and skills in management and leadership practices. Positions in this job class are exempt from receiving overtime pay (see Policy 4112).
- **Supervisor.** The positions in this job class oversee specific areas of responsibility for District administration and operations, and may work in a supervisory role as well as coach, train and instruct others. They provide for a variety of specialized or advanced tasks to be accomplished, demonstrating mastery in an area or areas of expertise or specialization, and may or may not work in a work group environment. Positions in this job class typically have ten (10) or more years of experience in the field of water utility and public agency administration and/or operations, and are able to apply their knowledge and experience to develop procedures, techniques, tools, materials, and equipment to meet special needs.
- **Expert / Specialist.** The positions in this job class perform a variety of specialized or advanced tasks related to the District's work, and demonstrate mastery in an area or areas of expertise and specialization and an ability to work with limited guidance. They may or may not work in a work group environment, and may work in a lead or supervisory role within a work group. Positions in this job class typically have eight (8) or more years of experience in the area of expertise or specialization, and are able to apply their knowledge and experience to utilize procedures, techniques, tools, materials, and equipment to meet special needs.

- Journey / Professional. The positions in this job class perform a variety of intermediate to journey level tasks related to the District's work while working in a work group environment. They perform various types of work with minimum supervision. Positions in this job class typically have from three (3) to eight (8) years of experience in the area of expertise, and have acquired the necessary knowledge and skills in procedures, tools, materials and equipment to perform work appropriate to the area of expertise.
  - Entry/Apprentice. The positions in this job class perform entry level tasks related to the District's work while working in a work group environment. They assist in various types of work with close to moderate supervision. Positions in this job class typically have from zero (0) to three (3) years of experience in the area of work, and have the ability to develop and apply basic to intermediate knowledge and skills appropriate to the area of work.
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# **ATTACHMENT 4**

## **Policy 4101 Compensation**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : COMPENSATION / RECLASSIFICATION / POSITIONS  
POLICY NUMBER : 4101  
DATE ADOPTED : JULY 6, 1965  
DATE AMENDED : DECEMBER 8, 2009  
AMENDMENTS : (1) JUNE 3, 1992; (2) JULY 24, 1995; (3) MAY 3, 1999; (4) OCTOBER 11, 2005  
(5) FEBRUARY 28, 2006

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4101.10            SALARIES

It is the intent of the District to provide employee salaries that are comparable, based upon experience and performance, with those of similar water utilities and public agencies in the Sacramento region.

4101.11            Salary Ranges

As a guide for determining the salary ranges for employment positions necessary to operate the District, salary and total compensation schedules of similar water utilities and public agencies in the Sacramento region and the Association of California Water Agencies (ACWA) Salary Survey data for Regions 3 and 4 may be used as guidelines along with other information as available.

In determining salary ranges for District employment positions, the following criteria are expressed as goals for the District:

- The maximum salary for a particular salary range is to be established as the 75<sup>th</sup> 100<sup>th</sup> percentile of the best matches of the maximum labor market salary adjusted for total compensation including benefits. This will be used to set the top step of the District's benchmark classification salary. ~~considered pursuant to a salary survey.~~
- ~~Maximum salaries are to be set at fifteen percent (15%) above the median of a salary range.~~
- ~~Minimum or Base salaries are to be set at fifteen percent (15%) below the median of a salary range.~~

Salary ranges for all regular employment positions with the District shall be established by action of the Board of Directors.

4101.12            Salary Survey

The District shall perform a salary total compensation survey at intervals of no more than three years to ensure that District salaries are consistent with the marketplace.

The information resulting from a salary total compensation survey will be considered by the



District in making amendments to the District's Salary Schedule.

- In the event that a District salary range or ranges are determined to be below the marketplace for an employment position or positions, the Salary Schedule may be amended to reflect a changed increase to the range. Such an increase to the range shall not automatically change an employee's salary except that an employee's salary that is below the minimum or base salary for the range shall automatically be placed at said minimum or base. Changes to employee compensation shall be determined by the General Manager and may be implemented over time subject to the provision of budgeted funds.
- In the event that a District salary range or ranges are determined to be above the marketplace for an employment position or positions, the Salary Schedule may be amended to reflect a changed decrease to the range. Such a decrease to the range shall not change an employee's salary. In the event that an employee's salary is above the salary range as a result of a decrease to the range, said employee's salary will remain unchanged until such time as the salary range is further amended, either due to COLA adjustments, subsequent salary total compensation surveys or action by the Board of Directors, such that said employee's salary is then within the salary range for the employment position.

#### 4101.13 Salary Schedule

The current Salary Schedule follows as Attachment 1 to this Policy. The Salary Schedule may only be amended by action of the Board of Directors.

#### 4101.14 Salary Adjustments

Adjustments in salary for employees other than the General Manager, other than salary cost-of-living (COLA) adjustments provided pursuant to Policy 4102, within salary ranges adopted in the Salary Schedule shall be considered and authorized by the General Manager.

An adjustment in salary for the General Manager, other than salary cost-of-living (COLA) adjustments provided pursuant to Policy 4102, within salary ranges adopted in the Salary Schedule shall be considered and authorized only by the Board of Directors.

#### 4101.15 Reclassification [From Policy 4130]

When surveys or other data show that a position's requires modification, the duties and responsibilities contained in the job description will be reviewed. Since reclassification of a job will not necessarily increase or decrease an employee's rate of pay, salary increases may be made during the scheduled evaluation cycles based upon the employee's performance. In the event that a position classification has to be changed to a classification with a lower salary range, the General Manager will determine if the employee's pay rate will be reduced. If the employee's pay rate is not reduced, the pay rate will remain frozen (Y Rated), with no merit or COLA increases, until the Salary Schedule is modified such that an increase may be considered.

#### 4101.20 OTHER COMPENSATION

In addition to salaried compensation provided to Regular employees, other compensation may be provided as listed in the Other Compensation Schedule which follows as Attachment 2 to this Policy.

The hourly wage rate range for Part-Time and Temporary Employees is also provided in the Other Compensation Schedule.

#### 4101.25 POSITIONS [From Policy 1030]

The positions listed on the attached Policy 4101.A1 Salary Schedule are those for which the District maintains a current job description and salary range. Filling of the positions is dependent upon the needed skills and training necessary for the District to efficiently carry out its mission. Employment of any person or persons in any of the positions noted is further dependent on the Board of Directors appropriation of funds through the District's budget process or by other Board-approved means. All positions need not necessarily be filled.

The orderly grouping of various functional positions ~~within each Department~~ is intended to be indicative of a typical career path that an employee could foresee based upon one's growth in areas such as but not limited to knowledge, training, education, accountability, responsibility, and employee supervision.

Temporary workers, which are not considered part of the District's regular work force ~~and therefore not shown in the Organization Chart~~, may be hired from independent employment services at the discretion of the General Manager within authorized budget amounts.

#### 4101.26 Expansion of Work Force

Expansion of the District's regular work force to include positions in excess of the organizational structure and chart shall require approval by the Board of Directors.

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# **ATTACHMENT 5**

## **Policy 4101.A1 Salary Schedule**

CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES  
 POLICY TITLE : COMPENSATION-ATTACHMENT 1: SALARY SCHEDULE  
 POLICY NUMBER : 4101.A1  
 DATE ADOPTED : JANUARY 1, 1994  
 DATE AMENDED : ~~MAY 10, 2016~~ SEPTEMBER 13, 2016  
 DATE EFFECTIVE : ~~JANUARY 11, 2016~~ SEPTEMBER 19, 2016  
 AMENDMENTS : (1) 01/01/95; (2) 05/24/95; (3) 01/02/96; (4) 01/07/97; (5) 01/06/98; (6) 06/02/98; (7) 10/06/98;  
 (8) 01/05/99; (9) 05/03/99; (10) 01/04/00; (11) 01/02/01; (12) 03/06/01; (13) 01/08/02 (14) 01/07/03; (15) 10/07/03;  
 (16) 12/08/03; (17) 12/14/04; (18) 12/13/05; (19) 03/01/06; (20) 12/12/06; (21) 12/11/07; (22) 04/14/09; (23) 12/08/09; (24)  
 12/14/10 (25) 05/10/10; (26) 07/12/11; (27) 12/13/11; (28) 04/10/12; (29) 12/11/12; (30) 01/14/14; (31) 8/12/14;(32)12/9/14;  
 (33)12/8/15;(34) 1/11/16; (35) 3/24/16; (36) 5/10/16

| JOB TITLE / JOB CLASS                             | HOURLY AND MONTHLY* SALARY RANGE |               |                |                  |
|---|----------------------------------|---------------|----------------|------------------|
|   | Base Hourly                      | Base Monthly* | Maximum Hourly | Maximum Monthly* |
| <u>Executive (Exempt)</u>                         |                                  |               |                |                  |
| General Manager                                   | 66.97                            | 11,609        | 90.41          | 15,672           |
| <u>Manager (Exempt)</u>                           |                                  |               |                |                  |
| Assistant General Manager                         | 55.30                            | 9,585         | 74.65          | 12,940           |
| Operations Manager                                | 43.39                            | 7,521         | 58.57          | 10,153           |
| Project Manager                                   | 40.26                            | 6,978         | 56.11          | 9,566            |
| <u>Supervisor/Advanced Expert/Specialist</u>      |                                  |               |                |                  |
| Accounting Supervisor/Principal Accountant        | 34.47                            | 5,975         | 46.53          | 8,065            |
| Management Services Supervisor/Chief Board Clerk  | 34.47                            | 5,975         | 46.53          | 8,065            |
| Water Distribution Supervisor                     | 34.40                            | 5,963         | 46.54          | 8,066            |
| Water Quality Supervisor                          | 31.02                            | 5,376         | 41.97          | 7,274            |
| Senior Accountant                                 | 29.97                            | 5,195         | 40.46          | 7,013            |
| <u>Expert / Specialist</u>                        |                                  |               |                |                  |
| Associate Civil Engineer                          | 37.62                            | 6,521         | 50.89          | 8,822            |
| Water Distribution Specialist                     | 30.78                            | 5,336         | 41.64          | 7,218            |
| Water Distribution Lead Worker/Operator           | 29.33                            | 5,084         | 39.67          | 6,876            |
| Water Efficiency Coordinator                      | 28.80                            | 4,993         | 38.96          | 6,754            |
| Senior Construction Inspector                     | 27.32                            | 4,735         | 36.96          | 6,406            |
| Purchasing Specialist                             | 25.47                            | 4,414         | 34.48          | 5,976            |
| Management Services Specialist/Deputy Board Clerk | 25.21                            | 4,370         | 34.11          | 5,913            |
| Accounts Receivable Specialist                    | 25.21                            | 4,370         | 34.11          | 5,913            |
| <u>Journey / Professional</u>                     |                                  |               |                |                  |
| Engineering Technician                            | 25.01                            | 4,335         | 33.84          | 5,865            |
| Water Quality Technician                          | 24.70                            | 4,281         | 33.41          | 5,792            |
| Water Distribution Operator                       | 23.10                            | 4,004         | 31.25          | 5,417            |
| Water Meter Technician                            | 21.76                            | 3,771         | 29.43          | 5,101            |
| Customer Service Technician                       | 18.41                            | 3,191         | 24.90          | 4,316            |
| <u>Entry / Apprentice</u>                         |                                  |               |                |                  |
| Water Distribution Worker                         | 20.58                            | 3,568         | 27.84          | 4,826            |
| Customer Services Representative                  | 17.88                            | 3,100         | 24.19          | 4,193            |

| JOB TITLE / JOB CLASS   | HOURLY AND MONTHLY* SALARY RANGE |                |              |                |                   |                 |
|---|----------------------------------|----------------|--------------|----------------|-------------------|-----------------|
|   | Base Hourly                      | Base Bi-Weekly | Base Monthly | Maximum Hourly | Maximum Bi-Weekly | Maximum Monthly |
| <b><u>Organizational Leadership</u></b>                                 |                                  |                |              |                |                   |                 |
| General Manager (E)   | 74.19                            | 5,935.38       | 12,860.00    | 100.16         | 8,012.77          | 17,361.00       |
| Assistant General Manager (E)   | 62.13                            | 4,970.43       | 10,769.27    | 83.88          | 6,710.08          | 14,538.51       |
| <b><u>Accounting Series</u></b>   |                                  |                |              |                |                   |                 |
| Finance Manager (E)   | 56.48                            | 4,518.57       | 9,790.24     | 76.25          | 6,100.08          | 13,216.83       |
| Accounting Supervisor/Principal Accountant (E)                          | 38.94                            | 3,115.35       | 6,749.93     | 52.57          | 4,205.72          | 9,112.40        |
| Senior Accountant   | 35.40                            | 2,832.14       | 6,136.30     | 47.79          | 3,823.38          | 8,284.00        |
| Accountant  | 32.18                            | 2,574.67       | 5,578.45     | 43.45          | 3,475.80          | 7,530.91        |
| <b><u>Customer Service Series</u></b>                                   |                                  |                |              |                |                   |                 |
| Senior Customer Services Specialist                                     | 30.78                            | 2,462.60       | 5,335.62     | 41.56          | 3,324.50          | 7,203.09        |
| Customer Service Specialist   | 27.82                            | 2,225.57       | 4,822.07     | 37.56          | 3,004.52          | 6,509.80        |
| Customer Service Technician II  | 25.29                            | 2,023.25       | 4,383.70     | 34.14          | 2,731.38          | 5,918.00        |
| Customer Service Technician I   | 22.99                            | 1,839.32       | 3,985.19     | 31.04          | 2,483.08          | 5,380.00        |
| Customer Service Representative   | 21.05                            | 1,684.10       | 3,648.89     | 28.42          | 2,273.54          | 4,926.00        |
| <b><u>Engineering Technical Series</u></b>                              |                                  |                |              |                |                   |                 |
| Project Manager (E)   | 43.74                            | 3,499.49       | 7,582.22     | 59.05          | 4,724.31          | 10,236.00       |
| Engineering Supervisor/Principal GIS Specialist (E)                     | 34.73                            | 2,778.09       | 6,019.19     | 46.88          | 3,750.42          | 8,125.90        |
| Engineering/GIS Specialist  | 30.20                            | 2,415.73       | 5,234.07     | 40.77          | 3,261.23          | 7,066.00        |
| Engineering/GIS Technician  | 27.45                            | 2,196.11       | 4,758.25     | 37.06          | 2,964.76          | 6,423.64        |
| Engineering Aide  | 23.87                            | 1,909.67       | 4,137.61     | 32.23          | 2,578.05          | 5,585.77        |
| <b><u>Construction Inspection Series</u></b>                            |                                  |                |              |                |                   |                 |
| Construction Inspection Supervisor/Principal Construction Inspector (E) | 36.26                            | 2,901.15       | 6,285.81     | 48.96          | 3,916.55          | 8,485.85        |
| Senior Construction Inspector   | 31.53                            | 2,522.74       | 5,465.93     | 42.57          | 3,405.69          | 7,379.00        |
| Construction Inspector  | 28.67                            | 2,293.40       | 4,969.02     | 38.70          | 3,096.08          | 6,708.18        |
| <b><u>Engineering Series</u></b>  |                                  |                |              |                |                   |                 |
| Engineering Manager/District Engineer (E)                               | 62.13                            | 4,970.43       | 10,769.27    | 83.88          | 6,710.08          | 14,538.51       |
| Principal Civil Engineer (E)  | 56.48                            | 4,518.57       | 9,790.24     | 76.25          | 6,100.08          | 13,216.83       |
| Senior Civil Engineer (E)   | 51.35                            | 4,107.79       | 8,900.22     | 69.32          | 5,545.52          | 12,015.30       |
| Associate Civil Engineer  | 46.68                            | 3,734.36       | 8,091.11     | 63.02          | 5,041.38          | 10,923.00       |
| Assistant Engineer  | 40.59                            | 3,247.27       | 7,035.75     | 54.80          | 4,383.81          | 9,498.26        |
| <b><u>Management Services (MS) Series</u></b>                           |                                  |                |              |                |                   |                 |
| Senior MS Supervisor/Chief Board Clerk (E)                              | 40.89                            | 3,271.12       | 7,087.42     | 55.20          | 4,416.01          | 9,568.02        |
| Management Services Supervisor/Chief Board Clerk (E)                    | 38.94                            | 3,115.35       | 6,749.93     | 52.57          | 4,205.72          | 9,112.40        |
| Senior Management Services Specialist/Deputy Board Clerk                | 33.86                            | 2,709.00       | 5,869.50     | 45.71          | 3,657.15          | 7,923.83        |
| Management Services Specialist/Deputy Board Clerk                       | 30.78                            | 2,462.73       | 5,335.91     | 41.56          | 3,324.68          | 7,203.48        |
| Management Services Technician  | 27.99                            | 2,238.84       | 4,850.83     | 37.78          | 3,022.44          | 6,548.62        |

| JOB TITLE / JOB CLASS                         | HOURLY AND MONTHLY* SALARY RANGE |                |              |                |                   |                 |
|---|----------------------------------|----------------|--------------|----------------|-------------------|-----------------|
|   | Base Hourly                      | Base Bi-Weekly | Base Monthly | Maximum Hourly | Maximum Bi-Weekly | Maximum Monthly |
| <b><u>Water Distribution Series</u></b>       |                                  |                |              |                |                   |                 |
| Operations Manager (E)                        | 56.48                            | 4,518.57       | 9,790.24     | 76.25          | 6,100.08          | 13,216.83       |
| Water Distribution Supervisor (E)             | 42.84                            | 3,426.89       | 7,424.92     | 57.83          | 4,626.30          | 10,023.64       |
| Assistant Water Distribution Supervisor       | 36.62                            | 2,930.00       | 6,348.33     | 49.44          | 3,955.50          | 8,570.25        |
| Water Distribution Lead Worker/Operator       | 31.85                            | 2,547.83       | 5,520.29     | 42.99          | 3,439.56          | 7,452.39        |
| Water Distribution Operator II                | 28.95                            | 2,316.21       | 5,018.44     | 39.09          | 3,126.88          | 6,774.90        |
| Water Distribution Operator I                 | 26.32                            | 2,105.64       | 4,562.22     | 35.53          | 2,842.62          | 6,159.00        |
| Water Distribution Worker                     | 19.00                            | 1,519.66       | 3,292.59     | 25.64          | 2,051.54          | 4,445.00        |
| <b><u>Operations Specialist Series</u></b>    |                                  |                |              |                |                   |                 |
| Principal Operations Specialist               | 42.84                            | 3,426.89       | 7,424.92     | 57.83          | 4,626.30          | 10,023.64       |
| Senior Operations Specialist                  | 38.94                            | 3,115.35       | 6,749.93     | 52.57          | 4,205.72          | 9,112.40        |
| Operations Specialist                         | 33.44                            | 2,675.22       | 5,796.30     | 45.14          | 3,611.54          | 7,825.01        |
| Operations Technician                         | 30.40                            | 2,432.02       | 5,269.37     | 41.04          | 3,283.22          | 7,113.65        |
| <b><u>Water Efficiency Series</u></b>         |                                  |                |              |                |                   |                 |
| Water Efficiency Supervisor (E)               | 33.55                            | 2,684.05       | 5,815.44     | 45.29          | 3,623.47          | 7,850.84        |
| Senior Water Efficiency Specialist            | 29.17                            | 2,333.96       | 5,056.90     | 39.39          | 3,150.84          | 6,826.82        |
| Water Efficiency Specialist                   | 26.52                            | 2,121.78       | 4,597.19     | 35.81          | 2,864.40          | 6,206.20        |
| Water Efficiency Technician                   | 24.11                            | 1,928.89       | 4,179.26     | 32.55          | 2,604.00          | 5,642.00        |
| <b><u>Water Resources Series</u></b>          |                                  |                |              |                |                   |                 |
| Water Resources Supervisor/Chief Operator (E) | 35.01                            | 2,800.73       | 6,068.25     | 47.26          | 3,780.99          | 8,192.14        |
| Water Resources Specialist                    | 30.44                            | 2,435.42       | 5,276.74     | 41.10          | 3,287.82          | 7,123.60        |
| Water Resources Technician                    | 27.68                            | 2,214.02       | 4,797.04     | 37.36          | 2,988.92          | 6,476.00        |
| Intern  | 11.00                            | 880.00         | 1,907.00     | 22.00          | 1,760.00          | 3,813.00        |

(E) = Exempt

\*Monthly Salaries are average monthly compensation over a 12-month period based on the Hourly Salary Range.

# **ATTACHMENT 6**

## **Policy 4112 Overtime Pay**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : OVERTIME PAY AND RECRUITMENT  
POLICY NUMBER : 4112  
DATE ADOPTED : JUNE 3, 1992  
DATE AMENDED : ~~JANUARY 12, 2016~~ SEPTEMBER 13, 2016  
AMENDMENTS : (1) MAY 24, 1995; (2) OCTOBER 17, 1995; (3) MAY 13, 1997; (4) OCTOBER 17, 2002;  
(5) FEBRUARY 28, 2006; (6) OCTOBER 14, 2008; (7) MARCH 10, 2009; (8) APRIL 13,  
2010; (9) OCTOBER 11, 2011; (10) JANUARY 12, 2016

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4112.00                    OVERTIME PAY

District overtime pay policy will conform to the requirements of applicable law. All employees, except those who specifically qualify as “Exempt” from these statutes, will be paid at one and one-half (1.50) times their regular hourly rate of pay for hours worked in excess of forty (40) hours in a regular work week. A regular work week is defined as a seven-calendar-day period commencing at 12:00 a.m. each Monday and ending at 11:59 p.m. the following Sunday. Pay for work in excess of forty-eight (48) hours in a regular work week will be at two (2.00) times their regular hourly rate of pay.

Hours worked in excess of forty (40) hours in a regular work week during a continuous shift that overlaps the start of a new regular work week, i.e., from Sunday night into Monday morning, shall be counted as overtime hours worked in the regular work week during which the continuous shift began, and shall not be counted as hours worked during the regular work week during which the continuous shift ends.

Leave hours, whether approved, unapproved or granted, shall not be counted as hours worked for the purpose of qualifying for overtime pay except in circumstances where the employee works hours that require returning to work in an emergency situation, after being off duty and are not a continuation of a regular work shift. Under these circumstances, when the leave hours have been scheduled in advance or the employee was out on sick leave the leave hours may be counted as hours worked for the purpose of qualifying for overtime pay.

Compensatory time-off (CTO) in lieu of overtime payments may be granted subject to a maximum CTO accrual (see Policy 4303).

4112.02                    Holiday Overtime Pay

All employees, except those listed as “exempt” will be paid at two (2.00) times their regular hourly rate of pay for hours worked on the day of the District observed holiday. For a list of designated District holidays (see Policy 4350).

4112.03                    Paid Leave Following Extended Work Shifts

In consideration of the safety and well-being of District employees, all employees, at the



discretion of the General Manager or Assistant General Manager and upon the General Manager's or Assistant General Manager's approval, an employee may be granted authorized Leave-with-Pay on the work day that immediately follows a work shift that prevented the employee from having at least eight (8) non-working hours. The purpose of this provision is to ensure that District employees are not required to work when they are overly fatigued from working an overnight or extended shift and that employees are allowed non-working time off to rest without being required to use their Annual Leave, Compensatory Time-Off (CTO) or take Leave-without-Pay.

Upon returning to work after the prescribed eight (8) non-working hours, the employee may be granted a maximum Leave-with-Pay based upon the time difference to the nearest one-quarter hour between their typical work shift starting time and their actual return to work time. In the event that the employee works beyond their typical work shift ending time, the maximum Leave-with-Pay will be reduced by the time worked beyond the typical work shift ending time.

#### 4112.04 Exempt Employees

The following positions are exempt from receiving overtime pay according to State and federal overtime pay provisions because their duties and responsibilities meet the requirements from exemption established under the Fair Labor Standards Act (FLSA):

General Manager  
Assistant General Manager  
Operations Manager  
Project Manager  
Accounting Supervisor/Principal Accountant  
Management Services Supervisor  
Water Efficiency Supervisor  
Principal Civil Engineer/District Engineer  
Water Distribution Supervisor  
Water Resources Supervisor

The District may add additional positions to this list as positions are added or job duties change.

#### 4112.50 OVERTIME RECRUITMENT

Scheduled overtime work shall not be performed without the express approval of the General Manager, Assistant General Manager, Operations Manager, Project Manager, or person designated by them. Emergencies requiring immediate response do not require approval.

When assembling the necessary personnel to perform scheduled overtime or emergency response activities, selections are to be based upon job class and title, seniority, certification and training. The Operations Manager shall prepare and post a job class, job title and seniority list for scheduled and emergency overtime water distribution system related work. The individual in responsible charge of the work shall begin at the top of the job class, job title and seniority list in assembling the work force required and contact, in order, those water distribution system operators until necessary personnel are obtained. If the Operations Manager cannot be contacted, the General Manager, Assistant General Manager, Project Manager, Principal Civil Engineer / District Engineer, Water

Distribution Supervisor, or Water Resources Supervisor shall be contacted. Consult the Emergency Operations Plan if unable to assemble necessary District personnel.

4112.51      Job Class and Job Title

For water distribution system maintenance and construction related activities, the following ordered job classes and job titles are established for overtime recruiting purposes:

|    | <u>Job Class</u>       | <u>Job Title</u>  |
|----|------------------------|---|
| a. | Supervisor             | Water Distribution Supervisor   |
| b. | Expert / Specialist    | Water Distribution Specialist   |
| c. | Expert / Specialist    | Water Distribution Lead Worker / Operator   |
| d. | Journey / Professional | Water Distribution Operator   |
| e. | Entry / Apprentice     | Water Distribution Worker<br>(Uncertified employees may be recruited only if a certified employee is in charge of the work) |

When assembling the necessary personnel to perform overtime work, all persons within a higher job class must be afforded the opportunity for overtime work in order of seniority before recruiting from the next lower Job Class.

4112.52      Seniority

Seniority shall be based upon an employee's total employment duration with the District and not upon time of service within a particular Job Title or Job Class.

4112.53      Other Certified Employees

If the individual in responsible charge is unable to assemble the forces necessary to perform the work based upon the Job Class, Job Title and Seniority provisions noted above, other District employees that are certified water distribution operators shall be contacted and allowed to work.

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# **ATTACHMENT 7**

## **Policy 4130 Reclassification**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : RECLASSIFICATION  
POLICY NUMBER : 4130  
DATE ADOPTED : JUNE 3, 1992  
DATE AMENDED : JUNE 10, 2008  
AMENDMENTS : (1) OCTOBER 17, 1995

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4130.00 RECLASSIFICATION [Moved to 4101]

~~It is the District's goal to maintain classifications of District job descriptions that generally reflect the wage and salary conditions found in other water agencies and related industries (see Policy 4080 for definitions of District job classes and Policy 4090 et al for District job descriptions).~~

~~Pursuant to District Compensation Policy 4101, salary ranges for all regular employment positions, with the District shall be established by action of the Board of Directors.~~

When surveys or other data show that a position's classification requires modification, the duties and responsibilities contained in the job description will be reviewed. Since reclassification of a job will not necessarily increase or decrease an employee's rate of pay, salary increases may be made during the scheduled evaluation cycles based upon the employee's performance. In the event that a position classification has to be changed to a classification with a lower salary range, the General Manager will determine if the employee's pay rate will be reduced. If the employee's pay rate is not reduced, the pay rate will remain frozen, with no merit or COLA increases, until the Salary Schedule is modified such that an increase may be considered.

~~The General Manager shall inform the members of the Board of Directors of all reclassifications.~~

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Move to Policy Number 4101

# **ATTACHMENT 8**

## **Policy 4820 California Public Employees Retirement System**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
(CalPERS)  
POLICY NUMBER : 4820  
DATE ADOPTED : JANUARY 7, 1986  
DATE AMENDED : ~~NOVEMBER 19, 2014~~ SEPTEMBER 13, 2016  
DATE EFFECTIVE : SEPTEMBER 19, 2016  
AMENDMENTS : (1) JUNE 3, 1992; (2) OCTOBER 17, 1995; (3) FEBRUARY 6, 2001; (4) JUNE 10, 2008;  
(5) FEBRUARY 12, 2013; (6) NOVEMBER 19, 2014

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4820.00 PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS)

4820.01 Membership

The District is a member of the Public Employees' Retirement System (PERS) of the State of California (CalPERS) and membership is compulsory for all Regular and Part-Time employees except those specifically excluded by CalPERS eligibility regulations.

4820.02 Retirement and Other Benefits for CalPERS Members

Requirements for vesting in the CalPERS retirement system, service retirement or disability retirement, death benefits and other CalPERS benefits are set forth in the District's contract(s) with CalPERS and by regulations and procedures established and enforced by CalPERS. Employees are encouraged to visit the CalPERS website, [my.calpers.ca.gov](http://my.calpers.ca.gov), for more information about their CalPERS retirement options and benefits or to contact the Human Resources Management Services Specialist for more information about CalPERS benefits

4820.03 Separation of Employment

Upon separation of employment, an employee will have various options regarding their CalPERS contributions and status depending upon their years of service and vesting in the CalPERS retirement system. Employees are encouraged to visit the CalPERS website, [my.calpers.ca.gov](http://my.calpers.ca.gov) for more information regarding their options upon separation of employment or to contact the Human Resources Management Services Specialist for more information.

4820.04 Employee CalPERS Contributions

Requirements for employee contributions toward their CalPERS retirement benefit are set forth in the District's contract with CalPERS and by regulations and procedures established and enforced by CalPERS. ~~It is the policy of the District for the District to pay the required employee contribution to PERS to the extent allowable under the District's contract and by PERS regulations and procedures.~~

4280.05 District CalPERS Contributions

Requirements for District contributions toward employees' CalPERS retirement benefits are set forth in the District's contract with CalPERS and by regulations and procedures established and enforced by CalPERS.

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# **ATTACHMENT 9**

## **Resolution 25-2016 Employer Paid Member Contributions**



CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 25-2016

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CITRUS HEIGHTS WATER DISTRICT  
FOR EMPLOYER PAID MEMBER CONTRIBUTIONS

WHEREAS, the governing body of the Citrus Heights Water District has the authority to implement Government Code Section 20691;

WHEREAS, the governing body of the Citrus Heights Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Citrus Heights Water District of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Citrus Heights Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of Classic First Level and Classic Second Level Membership Category.
- This benefit shall consist of paying 0% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be September 19, 2016.

NOW, THEREFORE, IT BE RESOLVED that the governing body of the Citrus Heights Water District elects to pay EPMC, as set forth above.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 13th day of September 2016, by the following vote, to-wit:

|          |            |                        |
|----------|------------|------------------------|
| AYES:    | Directors: | Dains, Sheehan, Riehle |
| NOES:    | Directors: | None                   |
| ABSTAIN: | Directors: | None                   |
| ABSENT:  | Directors: | None                   |

S E A L

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

ATTEST:

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ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : EMPLOYMENT AGREEMENT AMENDMENTS— ELIMINATION OF THE EMPLOYER PAID MEMBER CONTRIBUTION (EPMC) OF THE CALPERS PENSION BENEFIT AND SALARY ADJUSTMENTS

STATUS : Discussion and Action Item

REPORT DATE : September 2, 2016

PREPARED BY : Robert A. Churchill, General Manager  
Hilary M. Straus, Assistant General Manager

### **OBJECTIVE:**

Discussion / Possible Action to Amend Current General Manager Employment Agreement.

Discussion / Possible Action to Amend Incoming General Manager Employment Agreement.

Discussion / Possible Action to Amend Executive / Manager / Supervisor Employment Agreement Template for Employees currently Employment Agreements.

Discussion / Possible Action to Amend Executive/Manager/Supervisor Employment Agreement Template for future use

### **BACKGROUND AND ANALYSIS:**

This is a companion item to Agenda Item O-3, Policy Amendments—Adoption of New Salary Ranges and Elimination of the Employer Paid Member Contribution (EPMC). This item is also: 1) a follow-up to the August 9, 2016 Study Session concerning the Citrus Heights Water District's (the District) Total Compensation Study and consideration of employees paying their member contributions to their CalPERS pensions thereby eliminating the employer paid member contribution (EPMC) now being paid by the District; and 2) the August 29, 2016 Closed Session regarding the transferring the responsibility for member contributions from the District to the employees including those employees under Employment Agreements (Operations Manager (OM) and Project Manager (PM)).

The District has obtained a legal opinion from Liebert Cassidy Whitmore (LCW), a leading California law firm specializing in public sector labor, employment practices and CalPERS pension issues, concerning whether or not the District can continue to pay an EPMC benefit on behalf of the General Manager and other employees under Employment Agreements to their CalPERS pensions when considering having all other employees pay their member contributions.

LCW found that the General Manager and other employees under Employment Agreements cannot continue to receive the District-paid EPMC benefit if that benefit is eliminated for all other employees of the District. The EPMC benefit for the General Manager and employees under Employment Agreements would be limited to that of the next closest group or class of employees, which will be zero. Therefore, the General Manager and employees under Employment Agreements cannot receive the District-paid EPMC if EPMC is eliminated for all other District employees.

Further, at the August 9<sup>th</sup> Study Session, the District's Board of Directors expressed a preference to consider granting a salary offset to employees in exchange for employees paying their member contributions instead

of those contributions being paid as EPMC by the District. Consequently, LCW advises that under CalPERS rules, employees (i.e., CalPERS classic members and CalPERS new members (employees hired after the pension reform law went into effect in 2013, and who are already paying their member contributions to their pensions)) who are in the same employee class or grouping should receive the same salary increase. If they do not, any salary increase awarded to some employees and not to others in the same class or grouping during this transference of payment of member contributions responsibility would be in jeopardy of not being counted by CalPERS as reportable for pension calculation purposes.

Given the complexity of CalPERS rules and in an effort to fulfill the intent of the Board’s interest to provide a salary offset to employees during this transference of member contribution responsibility from the District to employees, the least risky option from a CalPERS perspective and the fairest solution to all employees is to provide a seven percent (7%) salary range and salary offset to all employees, including employees on Employment Agreements, non-employment agreement classic CalPERS members and new CalPERS members.

The salary ranges for all employees, including the current General Manager, the incoming General Manager, and other employees working under Employment Agreements, are proposed/recommended to be amended by the Board of Directors in Agenda Item O-3 (via an amendment to District Policy 4101.A1, Salary Schedule) at this Regular Meeting. However, only the Board of Directors can approve actual salary changes for the current and the incoming General Managers, through their Employment Agreements, and only the Board can amend the Executive/Manager/Supervisor Employee Agreement templates including those for other employees currently on Employment Agreements to provide for a salary offset in exchange for employees paying their member contributions.

A summary of the employment agreement amendments and corresponding attachments is provided below.

| Item  | Notes and Changes   | Attachment Number |
|---|---|-------------------|
| Current General Manager Agreement                 | Eliminates the Employer Paid Member Contribution and Provides a seven percent (7%) offset in Salary.  | Attachment 1      |
| Incoming General Manager Agreement                | <p>First paragraph, the Effective Date of the Agreement is revised from November 18, 2016 to 5:30 PM, November 17, 2016.</p> <p>One additional provision not discussed above, Section 3A, a provision is added approving the Incoming General Manager to use the title “General Manager” versus “Interim General Manager” for professional purposes (e.g., printing of business cards, etc.) during the period November 21, 2016 to May 16, 2017.</p> <p>Eliminates the Employer Paid Member Contribution and Provides a seven percent (7%) offset in Salary.</p> | Attachment 2      |
| Executive/Manager/Supervisor Employment Agreement | Eliminates the Employer Paid Member Contribution and Provides a seven percent   | Attachment 3      |

| Item  | Notes and Changes  | Attachment Number |
|---|--|-------------------|
| Template for Employees currently on Employment Agreements (OM & PM)       | (7%) offset in Salary.<br>Add "Supervisor" to the Agreement to be utilized at the discretion of the General Manager. Other administrative edits. |                   |
| Executive/Manager/Supervisor Employment Agreement Template for future use | Add "Supervisor" to the Agreement to be utilized at the discretion of the General Manager. Other administrative edits.                           | Attachment 4      |

**RECOMMENDATION:**

The following actions are recommended. **Note**—In accordance with State Statute concerning public sector management compensation, each contract/contract amendment needs to be taken with a separate action.

| Item  | Recommended Action  |
|---|---|
| Current General Manager Agreement   | Approve Amendments  |
| Incoming General Manager Agreement  | Approve Amendments  |
| Executive/Manager/Supervisor Employment Agreement Template for Employees currently on Employment Agreements (OM & PM) | Approve Amendments to Agreement Template for General Manager action |
| Executive/Manager/Supervisor Employment Agreement Template for future use   | Approve Amendments to Agreement Template for General Manager use    |

Should the Board adopt these amendments to these Employment Agreements and salary range changes in Policy 4101.A1 and Resolution 25-2016 per Agenda Item O-3 as recommended, the timeframe for implementation of the EPMC elimination and salary changes would begin with the new pay period that starts September 19, 2016, with a pay date of October 6, 2016 for the current General Manager and for employees working under employment agreements, and November 21, 2016, for the incoming General Manager.

**ACTION:**

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

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# **ATTACHMENT 1**

## **Current General Manager Employment Agreement**

# CITRUS HEIGHTS WATER DISTRICT

## GENERAL MANAGER EMPLOYMENT AGREEMENT

This Employment Agreement effective on September 13, 2016, is between the Citrus Heights Water District, a public agency (“District”), and Robert Allen Churchill, an individual (“Mr. Churchill”). As parties to this Employment Agreement, the District and Mr. Churchill agree to the following terms and conditions of employment.

This Employment Agreement supersedes any and all written and verbal employment terms and conditions between District and Mr. Churchill commencing September 1, 1986, the effective date of Mr. Churchill's appointment by the Board of Directors as District General Manager, and the effective date written above.

**1. RECITAL.** The District desires to retain the service of Mr. Churchill as the General Manager of the District, and Mr. Churchill consents to provide said services, subject to the terms and conditions of this Employment Agreement.

**2. TERM OF EMPLOYMENT.** The District hereby employs Mr. Churchill from the date of this Employment Agreement until the employment is concluded by either party in accordance with the provisions of Article 6 of this Employment Agreement. Mr. Churchill shall continue the performance of his duties as General Manager.

**3. AT-WILL EMPLOYMENT.** General Manager is an at-will employee who shall serve at the pleasure of the Board of Directors. The terms of the District’s human resources rules, policies, procedures, ordinances or resolutions (“Human Resources Policies”) shall apply, except that in the event of any difference or conflict between such Policies and this Employment Agreement, this Employment Agreement shall control. This at-will employment shall be subject to the rights and obligations of District and Mr. Churchill as set forth in this Employment Agreement.

**4. DUTIES AND RESPONSIBILITIES.**

**(a) Duties.** Mr. Churchill's duties under this Employment Agreement will be those assigned to the office of the General Manager, as described in the job description for the General Manager position, as adopted and amended from time to time by the District Board of Directors, and such other duties and responsibilities as may be assigned by the District Board of Directors. The current job description for the General Manager is attached as Exhibit B to this Employment Agreement. By execution of this Employment Agreement, Mr. Churchill attests that he meets the qualifications for employment as stated in said Exhibit B.

**(b) Accountability.** Mr. Churchill shall provide service at the direction of and under the supervision of the District’s Board of Directors. General Manager shall report directly to Board of Directors and will give a report of his activities on a periodic basis to the Board of Directors as determined by the Board.

**(c) Executive Officer.** Mr. Churchill shall serve as the Executive Officer of the District, and is hereby designated as the person who shall have charge of, handle and have access to the property of the District. Mr. Churchill shall be responsible to the Board of Directors for the proper administration of all affairs of the District. Mr. Churchill shall have, pursuant to California Water Code Section 71362, and subject to District's Policies, full charge and control of the construction, maintenance, and operation of the water systems and other facilities under the operational control of the District.

**(d) Work Hours.** Mr. Churchill agrees to dedicate his full time and attention to the discharge of the General Manager's duties and will be available to work at such times as necessary to fully and competently perform the duties of General Manager, regardless of the number of hours necessary. Mr. Churchill acknowledges that the duties of General Manager may require an average of more than forty hours per week, and that some day-to-day work hours may vary. Mr. Churchill is entitled to Management Leave pursuant to District Policy and will not otherwise be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of eight hours per day or forty hours per week.

**(e) Other Activities.** Mr. Churchill will participate in regional, community and professional activities and organizations on behalf of the District which are in furtherance of the interest of the customers of the District.

Mr. Churchill will not engage in any conduct or other employment or business that would interfere with his responsibilities and duties to the District or that would reflect unfavorably on the interests of the District.

Except upon the prior written consent of the Board of Directors or as stated below, Mr. Churchill, during the term of this Employment Agreement, shall not accept any other employment; or engage, directly or indirectly, in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the District, that might create a conflict of interest with the District, or that otherwise might interfere with the business and operations of the District. So that the District may be aware of the extent of any other demands upon General Manager's time and attention, Mr. Churchill shall disclose in confidence to the Board of Directors the nature and scope of any other business activity in which he is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

**5. COMPENSATION AND BENEFITS.** In consideration of the services to be provided by Mr. Churchill under this Employment Agreement, the District will provide to Mr. Churchill the following salary and benefits:

**(a) Regular Salary.** During the term of this Employment Agreement, Mr. Churchill will be paid a Regular Salary as specified in Exhibit C to this Employment Agreement. This amount shall be paid pursuant to regularly established procedures, and as they may be amended by the District at its sole discretion. The Regular Salary will be subject to modification by (1) the same cost-of-living adjustment (COLA), if any, as approved in open session at a public meeting of the Board of Directors for all District Employees; by (2) the amount of any merit salary adjustment, which may or may not coincide with a Performance Evaluation for the General Manager, and as approved in open session at a public meeting of the Board of Directors; by (3) an amount



determined pursuant to a salary survey of similar positions and responsibilities approved in open session at a public meeting of the Board of Directors; ~~(4)~~ an amount equal to Mr. Churchill's mandated member contribution to CalPERS, currently set at seven percent (7%) of Mr. Churchill's salary or gross wages; or by ~~(4)~~ (5) any other means as determined at the sole discretion of the District and approved in open session at a public meeting of the Board of Directors.

**(b) Benefits.** Mr. Churchill shall be provided the same types of benefits afforded by the District to other regular full-time management-level exempt employees, which now exist or hereafter may be adopted or amended, in accordance with the District's Human Resources Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, this Employment Agreement shall control.

(i) In addition to the benefits afforded above, Mr. Churchill shall be provided with a term life insurance policy in the amount of \$1,000,000 (One Million Dollars) with the premiums to be fully paid by the District for a period of ten (10) years from the date of the issuance of an in-force insurance policy. This provision shall survive the Conclusion of Employment if said Conclusion occurs at any time during the aforementioned ten (10) year period. The beneficiary(ies) of said insurance policy will be determined by Mr. Churchill.

**(c) Vehicle.** Mr. Churchill's duties require that he shall have the exclusive use of a vehicle provided to him by the District for business purposes and reasonable personal use, at all times during his employment with the District. The District shall be responsible for paying all liability, property damage, and comprehensive insurance consistent with the District's coverage of other vehicles, and for the purchase, operation, maintenance, repair, and replacement of said vehicle. The District agrees to replace the vehicle within a reasonable timeframe subject to District Policies and Procedures and subject to the mutual agreement of the District and Mr. Churchill.

**(d) Expenses.** Mr. Churchill will be entitled to be reimbursed for the reasonable amount of his actual and necessary expenses incurred in carrying out his duties as General Manager to the extent that his expenses have been properly documented in conformance with the District Policy and the Internal Revenue Service's requirements for an Accountable Plan.

**(e) Performance Evaluation.** The Board of Directors shall provide Mr. Churchill with an evaluation of his performance annually or more frequently at the sole discretion of the Board of Directors. This evaluation shall detail Mr. Churchill's accomplishments and highlight areas for improvement, if any, from the last performance evaluation.

(i) Annual Written Goals and Policy Objectives. On or about the anniversary date of this Employment Agreement or on a schedule otherwise determined, the Board of Directors shall provide Mr. Churchill with a written summary of the goals he is to accomplish in the following calendar year. This written summary shall prioritize the goals to be accomplished and shall further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the Board of Directors.

At the discretion of the Board of Directors, performance incentives (i.e. regular salary adjustment, lump sum stipend, retirement/deferred compensation contribution, time-off, other benefits) may be authorized, contingent upon accomplishment of the goals and objectives.

**(f) Other Terms and Conditions of Employment.** Mr. Churchill's employment also will be governed by the District Policy Manual, and the District and Mr. Churchill will comply with all applicable provisions of the Manual. If any term or condition of this Employment Agreement is inconsistent or in conflict with a term or condition of the Policy Manual, the provisions of this Employment Agreement will govern. Mr. Churchill acknowledges that the position of General Manager is one requiring frequent and highly-visible contact and involvement with members of the public and the community, and that in many respects the General Manager is the spokesperson and representative of the District. Mr. Churchill will not engage in any conduct within or outside the scope of his employment with the District that reflects unfavorably on or discredits the District, its Board of Directors, or other employees.

**6. CONCLUSION OF EMPLOYMENT.** This Employment Agreement may be concluded in any one of the following ways:

**(a) By the District Not For Cause.** At any time, District may dismiss Mr. Churchill from employment with the District without cause (as defined below) by providing Mr. Churchill with 180 (one hundred eighty) days advance written notice in consideration of his more-than-thirty year tenure with the District. The District shall have the option, at its sole discretion, to dismiss Mr. Churchill's employment at any time prior to the end of such notice period, provided District pays Mr. Churchill all compensation due and owing through the last day actually worked, plus an amount equal to the regular salary, benefits, and accrued benefit balances Mr. Churchill would have earned and accrued through the balance of the above notice period, or through the remaining balance of the Employment Agreement, whichever is less; thereafter, all of District's obligations under this Employment Agreement shall cease unless otherwise stated. Payments required under this provision shall be subject to, and shall be interpreted to comply with the requirements set forth in Government Code section 53260, which limits the maximum cash settlement that the Employee may receive if the contract is terminated.

The District may dismiss Mr. Churchill as provided in this Article notwithstanding anything to the contrary contained in or arising from any statements, policies, or practices of District relating to the employment, discipline, or dismissal/discharge of District employees.

**(b) By the District for Cause.** District may dismiss Mr. Churchill from employment with the District for cause. Said dismissal from of employment shall be for "cause" if Mr. Churchill: (i) acts in bad faith and to the detriment of District; (ii) refuses or fails to act in accordance with any specific legal direction or order of the Board of Directors; (iii) exhibits unfitness or unavailability for service in regard to his employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty, gross insubordination or incompetence; (iv) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (v) breaches any material term of this Employment Agreement; provided however, that the District does not arbitrarily or capriciously call for his dismissal.

Notice of the proposed dismissal by the District shall be given in writing to Mr. Churchill along with a reasonably detailed statement of causal actions, charges and copies of the materials upon which the proposed action is based. Mr. Churchill shall be entitled to a hearing before the District's Board of Directors. Reasonable time shall be permitted for the Mr. Churchill to prepare for the hearing. Such hearing shall be conducted in Closed Session, unless specifically prohibited by State law. A public hearing will be granted upon Mr. Churchill's written request. After the hearing, the Board of Directors may affirm, modify, or reverse its decision to dismiss for "Cause." Any decision by the District shall be in writing and shall be served upon Mr. Churchill within fourteen (14) calendar days of the hearing.

District shall pay Mr. Churchill all compensation then due and owing; thereafter, all of the District's obligations under this Employment Agreement shall cease unless otherwise stated herein.

**(c) By Mutual Agreement.** At any time, the parties may conclude this Employment Agreement by mutual agreement, expressed in writing.

**(d) By Mr. Churchill.** At any time, Mr. Churchill may conclude this Employment Agreement and retire or voluntarily resign from his employment with the District by providing President of the Board of Directors with not less than ninety (90) calendar days advance written notice. District shall have the option, in its sole discretion, to conclude the employment of Mr. Churchill at any time prior to the end of such notice period, provided District pays Mr. Churchill all compensation due and owing through the last day actually worked, plus an amount equal to the base salary, benefits, and accrued benefit balances Mr. Churchill would have earned through the balance of the above notice period; thereafter all of the District's obligations under this Employment Agreement shall cease unless otherwise stated.

**(e) Obligations at the Conclusion of Employment.**

(i) Mr. Churchill agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by Mr. Churchill in the course of or incident to his employment, belongs to District and shall be returned promptly to District upon termination of the Term of Employment except for copies of public records and notes which are in the personal custody of Mr. Churchill.

(ii) The representations and warranties contained in this Employment Agreement and Mr. Churchill's obligations shall survive the conclusion of the Term of Employment and the expiration of this Employment Agreement.

(iii) Following any conclusion of the Term of Employment, Mr. Churchill shall fully cooperate with District in all matters relating to the completion of pending work on behalf of District and the orderly transfer of work to other employees of the District. Mr. Churchill shall also cooperate in the defense of any action

brought by any third party against District that relates in any way to Mr. Churchill's acts or omissions while employed by District.

(iv) The District agrees that all post-employment benefits earned and accrued by Mr. Churchill resulting from his more than thirty (30.00) year tenure with the District shall survive the Conclusion of the Term of Employment regardless of whether said Conclusion is without cause, for cause, by mutual agreement, by retirement or by a voluntary resignation. Similarly, term life insurance benefits provided in this Employment Agreement shall survive the conclusion of the Term of Employment in accordance with Article 5 (b) (i).

Notwithstanding the provisions of any District rule, regulation, policy, procedure or practice to the contrary, upon the conclusion of Mr. Churchill's Term of Employment, whether with or without cause, Mr. Churchill will not be entitled to any compensation, benefits, damages or other monetary award except as specifically authorized by this Employment Agreement.

**7. AMENDMENTS.** This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties. Any amendment by the District must be approved in open session at a public meeting of the Board of Directors. Individual members of the Board of Directors do not have the authority, express or implied, to amend, modify, waive or in way alter this Employment Agreement or the terms and conditions of Mr. Churchill's employment.

No failure to exercise and no delay in exercising any right, remedy, or power under the Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

**8. EXHIBITS.** The following Exhibits, while integral to this Employment Agreement, may be modified by action the Board of Directors independent of taking action upon the entire Employment Agreement:

- Exhibit A: Notice Addresses
- Exhibit B: Job Description for District General Manager
- Exhibit C: Regular Salary Compensation

**9. ENTIRE AGREEMENT.** This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting Mr. Churchill's employment by the District, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect.

**10. NOTICES.** Any notice or other communication under this Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the Board of Director of the District or to Mr. Churchill at the corresponding address provided in Exhibit A. Mr. Churchill shall be obligated to notify District in writing of any change in his address. Notice of change of address shall be effective only when done in accordance with this Section.

**12. WAIVER.** The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

**13. SUCCESSORS AND ASSIGNS.** This Employment Agreement is personal to Mr. Churchill. He may not transfer or assign the Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

**14. CONSTRUCTION AND INTERPRETATION.** The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

**15. ACTION BY DISTRICT.** All actions required or permitted to be taken under this Employment Agreement by District, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

**16. SEVERABILITY.** If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the District, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

**17. POTENTIAL LITIGATION.** The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

**18. GOVERNING LAW.** This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the District.

**19. GENERAL MANAGER ACKNOWLEDGMENT.** Mr. Churchill acknowledges that he has had the opportunity to consult legal counsel in regard to this Employment Agreement, that he has read and understands this Employment Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Employment Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

**20. EXECUTION.** The parties have duly executed this Employment Agreement as of the effective date first written above.

**CITRUS HEIGHTS WATER DISTRICT**

\_\_\_\_\_  
By: Allen B. Dains, President  
Board of Directors

\_\_\_\_\_  
Date

**GENERAL MANAGER**

Seal

\_\_\_\_\_  
By: Robert Allen Churchill

\_\_\_\_\_  
Date

**CITRUS HEIGHTS WATER DISTRICT**

**GENERAL MANAGER  
EMPLOYMENT AGREEMENT**

**EXHIBIT A  
NOTICE ADDRESSES**

District's Notice Address:

6230 Sylvan Road  
Citrus Heights, California 95610-5615  
Fax: (916) 725-0345

Mr. Churchill's Notice Address:

8510 LeParc Court  
Fair Oaks, California 95628-2664

**CITRUS HEIGHTS WATER DISTRICT**

**GENERAL MANAGER  
EMPLOYMENT AGREEMENT**

**EXHIBIT B  
JOB DESCRIPTION FOR GENERAL MANAGER**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : JOB DESCRIPTION FOR GENERAL MANAGER  
POLICY NUMBER : 4090.20.01  
DATE ADOPTED : MAY 12, 2009  
DATE AMENDED : AUGUST 9, 2011  
JOB CLASS : EXECUTIVE / MANAGER

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4090.20.01            JOB DEFINITION

Under policy direction of the Board of Directors, the General Manager is in charge of planning, organizing, directing and reviewing the operational, administrative, public relations, human resources, fiscal and general activities of the District; plans, organizes, directs and supervises the engineering operations and functions of the District; is responsible for employer/employee relations; and does other related duties as required.

Examples of Duties

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Serves as the Executive Officer for the District.
- Serves as the District Secretary, subject to appointment by the Board of Directors.
- Serves as the District's representative to local, regional and statewide organizations as appointed by the Board of Directors.
- Builds and maintains positive working relationships with the public, other water agencies and government entities.
- Directs the planning and implementation of District programs relating to the cost-effective production, treatment and distribution of water to District consumers.
- Provides direction on the development, implementation and evaluation of District programs, goals, objectives, policies and procedures.
- Represents the Board of Directors' policies and programs with employees, residents, rate-payers and the community.
- Oversees development of the agenda for Board of Directors meetings and prepares recommendations for action by the Board of Directors.
- Prepares annual budget and rate schedules for approval by the Board of Directors and



administers same upon adoption.

- Administers and monitors District contracts and agreements with consultants, contractors, vendors and service providers.
- Oversees District human resources matters, including employment procedures, training, grievances, affirmative action, classification and pay and employer/employee relations.
- Conducts salary reviews and studies and prepares salary schedule adjustment recommendations for approval by the Board of Directors.
- Prescribes the duties of employees and assistants including delegation of responsibility to subordinate supervisors consistent with District policy.
- Provides supervision, training and performance evaluations for subordinate staff.
- Confers with Department Managers regarding District administrative and operational needs, goals and objectives.
- Directs the preparation of plans and specifications for projects to be undertaken by the District.
- Directs the review and approval of private and other government agency plans as submitted for construction.

### Employment Standards

#### Knowledge of:

- Operations, procedures, policies and precedents of the District.
- Principles and practices of public administration including administrative analysis, fiscal planning and control, and policy and program development.
- Laws, rules, ordinances and legislative processes controlling District functions, programs and operations.
- Organization, management, operations and community relations practices of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.
- Methods used in the design, construction, operation and maintenance of water facilities and systems.
- Cost estimating and contract administration.
- Public human resources administration, affirmative action and employer/employee relations.
- Principles, methods and practices of personnel supervision, training, evaluation, discipline and management.
- Principles, methods and practices related to job safety.

#### Ability to:

- Plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize and analyze data on a variety of topics.
- Prepare concise and comprehensive written reports.
- Communicate effectively during oral public presentations.
- Exercise leadership, authority and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District

- operations, programs and services.
- Provide advice and consultation to the Board of Directors on the development of goals, objectives, programs, ordinances, policies and procedures.
- Effectively represent the District's policies, programs and services with individual citizens, community groups and other government organizations.
- Safely operate motor vehicles.

#### Typical Physical Activities

- Communicates orally with members of the District's Board of Directors, District staff and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers and applicable software, copiers and facsimile machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.
- Travels by airplane and motor vehicle in conducting District business.
- Operates a District vehicle when conducting District business.

#### Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours.

#### Qualifying Education and Experience

Any combination of education and experience that has led to the acquisition of the essential knowledge, and abilities is qualifying. Typical ways to obtain the knowledge-and abilities would be:

Education: A Bachelor's Degree with major course work in Public Administration, Business Administration, Engineering or a closely related field from an accredited university or college. Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE) or by the California Bureau for Private Postsecondary Education (BPPE).

Experience: Twelve (12) or more years of increasingly responsible work experience in the field of water utility and public agency administration, management or operations, requiring the responsibility for the formulation and implementation of programs, budgets and administrative operations with at least five (5) years of experience in a management or supervisory capacity.

#### Certificate, License and Registration Requirements

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

**CITRUS HEIGHTS WATER DISTRICT**

**GENERAL MANAGER  
EMPLOYMENT AGREEMENT**

**EXHIBIT C  
REGULAR SALARY COMPENSATION**

Regular Salary: \$ 93.76 per hour  
\$ 7,500.80 bi-weekly  
\$ 16,001.73 monthly  
\$195,020.80 per year

The Regular Salary Range for this position is from a bi-weekly base of \$5,935.38 (\$74.19 per hour) to a bi-weekly maximum of \$8,012.77 (\$100.16 per hour) pursuant to the District's Salary Schedule effective September 19, 2016.

Effective Date for CalPERS pick-up Adjustment: September 19, 2016

Payroll Authorization: \_\_\_\_\_  
By: Allen B. Dains, President Date \_\_\_\_\_  
Board of Directors  
Citrus Heights Water District

## **ATTACHMENT 2**

### **Incoming General Manager Employment Agreement**

## **CITRUS HEIGHTS WATER DISTRICT**

### **EMPLOYMENT AGREEMENT FOR GENERAL MANAGER**

This Employment Agreement effective November 17, 2016 at 5:31 PM PST, pursuant to final execution by all parties, is between the Citrus Heights Water District, a public agency (“the DISTRICT”), and Hilary Melvin George Straus, an individual (“EMPLOYEE”), and is intended to establish compensation, benefits and terms and conditions of employment for General Manager. The Citrus Heights Board of Directors has the authority to employ and terminate the employment of EMPLOYEE. EMPLOYEE acknowledges that as a General Manager, EMPLOYEE is exempt from the Fair Labor Standards Act (FLSA). EMPLOYEE further agrees that EMPLOYEE is an at-will employee, serves at the pleasure of the Board of Directors, and EMPLOYEE can be terminated from employment with the DISTRICT with or without notice or cause, and with no rights of appeal. This Employment Agreement supersedes any and all written and verbal employment terms and conditions between the DISTRICT and EMPLOYEE commencing upon the effective date of EMPLOYEE's appointment to the position of General Manager.

#### **RECITALS**

**WHEREAS**, the DISTRICT desires to retain the service of EMPLOYEE as General Manager of the DISTRICT, and EMPLOYEE consents to provide said services, subject to the terms and conditions of this Employment Agreement; and

**WHEREAS**, it is the desire of the DISTRICT to establish terms and conditions of employment, establish compensation and to provide certain benefits, to provide a procedure to set goals and objectives to be met, measurements thereof, to provide for a review and evaluation of performance, to provide for termination, if necessary, and to provide for other subjects related to the status of EMPLOYEE within this Employment Agreement; and

**WHEREAS**, the DISTRICT has determined the duties and responsibilities for this position as outlined in Exhibit A, which may be amended by the DISTRICT's Board of Directors from time to time, attached hereto and incorporated herein by reference; and

**WHEREAS**, the DISTRICT has determined the salary and benefits for this position as outlined in Exhibit B, which may be amended from time to time, attached hereto and incorporated herein by reference; and

**WHEREAS**, it is the desire of the parties to secure peace of mind with respect to future security in the event of termination and severance of employment, as outlined in Exhibit C attached hereto and incorporated herein by reference; and

**WHEREAS**, EMPLOYEE desires to accept employment with the DISTRICT in the position specified above.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

**1. TERM.** The term of this Employment Agreement shall commence on Thursday, November 17, 2016 at 5:31 PM PST, and after being executed by EMPLOYEE and approved and executed by the Board of Directors. The term of employment is unspecified. This Employment Agreement shall remain in effect until such time as the employment is concluded by either party in accordance with the provisions of Section 5 of this Employment Agreement.

**2. AT-WILL EMPLOYMENT.** EMPLOYEE acknowledges that he is an at-will EMPLOYEE who shall serve at the pleasure of the Board of Directors at all times during the period of his/her service under this Employment Agreement. The terms and provisions of the DISTRICT's personnel policies, procedures, ordinances and resolutions applicable to at-will EMPLOYEES shall also apply to EMPLOYEE. Nothing in this Employment Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the Board of Directors to terminate his/her employment, except as is expressly provided in Section 5 of this Employment Agreement. Nothing contained in this Employment Agreement shall in any way prevent, limit or otherwise interfere with the right of the DISTRICT and its Board of Directors to terminate the services of EMPLOYEE as provided herein. Nothing in this Employment Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with the DISTRICT, subject only to the provisions set forth in Section 5 herein. This at-will Employment Agreement shall be expressly subject to the rights and obligations of the DISTRICT and EMPLOYEE, as set forth in herein.

**3. DUTIES AND RESPONSIBILITIES.**

**(a) Appointment—Interim and Regular General Manager.** Upon execution of this Employment Agreement, EMPLOYEE will carry the title “Interim General Manager” for a period of six months, ending May 16, 2017. The Board of Directors may opt to hold a six month performance evaluation of EMPLOYEE and assuming that the Board is satisfied with EMPLOYEE’s performance, (i.e., EMPLOYEE is continuing employment with the DISTRICT in good standing), the title “Interim” in “Interim General Manager” will be removed from EMPLOYEE’s title. Alternatively, the Board of Directors may opt not to hold a performance evaluation on May 16, 2017, and should that be the case, the “Interim” title will be removed from EMPLOYEE’s title at that time. Notwithstanding, for professional purposes (e.g., printing of business cards, identification in professional association directories, Linked-in, etc.), EMPLOYEE, may use the title “General Manager” when identifying himself beginning November 18, 2016.

**(b) Duties.** EMPLOYEE's duties and responsibilities under this Employment Agreement will be those assigned to the office of General Manager, as described in the job description for the General Manager position, as adopted and amended from time to time by the DISTRICT’s Board of Directors, and such other duties and responsibilities as may be assigned in writing by the Board of Directors. The current job description for General Manager is attached as Exhibit A to this Employment Agreement. By execution of this Employment Agreement, EMPLOYEE attests that he meets the qualifications for employment as stated in said Exhibit A.

**(c) Accountability.** EMPLOYEE shall provide service at the direction of and under the supervision of the Board of Directors. EMPLOYEE shall report directly to the Board of Directors and will give a report of his activities on a periodic basis to the Board of Directors.

**(d) Job Position.** EMPLOYEE shall serve as General Manager, and is hereby designated as a person who shall have charge of, handle and have access to the property of the District. EMPLOYEE shall be responsible to the Board of Directors for the proper administration of the duties and responsibilities required of General Manager.

**(e) Work Hours.** EMPLOYEE agrees to dedicate his full time and attention to the discharge of General Manager's duties and responsibilities and will be available to work at such times as necessary to fully and competently perform the duties and responsibilities of General Manager, regardless of the number of hours necessary. EMPLOYEE acknowledges that the duties of General Manager may require an average of more than forty (40) hours per week, and that some day-to-day work hours may vary. EMPLOYEE is entitled to Management Leave pursuant to DISTRICT Policy and will not otherwise be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of forty (40) hours per week.

**(f) Other Activities.** EMPLOYEE will participate in regional, community and professional activities and organizations on behalf of the DISTRICT which are in furtherance of the interest of the customers and mission of the DISTRICT.

EMPLOYEE will not engage in any conduct or other employment or business that would interfere with his duties and responsibilities to the DISTRICT. EMPLOYEE further acknowledges that the position of General Manager is one requiring frequent and highly-visible contact and involvement with members of the public and the community. EMPLOYEE will not engage in any conduct within or outside the scope of his employment with the DISTRICT that reflects unfavorably on or discredits the DISTRICT, its Board of Directors or other DISTRICT employees.

Except upon the prior documented consent of the Board of Directors, EMPLOYEE, during the term of this Employment Agreement, shall not accept any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the DISTRICT, that might create a conflict of interest with the DISTRICT, or that otherwise might interfere with the business and operations of the DISTRICT. So that the DISTRICT may be aware of the extent of any other demands upon General Manager's time and attention, EMPLOYEE shall disclose in confidence to the Board of Directors of the nature and scope of any other business activity in which he is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

**(g) Performance Evaluation.** The Board of Directors shall provide EMPLOYEE with an evaluation of his performance annually or more frequently at its sole discretion. This evaluation shall detail EMPLOYEE's accomplishments and highlight areas for improvement, if any, from the last performance evaluation.

- (i) Annual Written Goals and Policy Objectives. On or about the anniversary date of this Employment Agreement or on a schedule otherwise



determined by the Board of Directors, the Board of Directors shall provide EMPLOYEE with a written summary of the goals he is to accomplish in the following calendar year and/or otherwise specified period of time. This written summary shall prioritize the goals to be accomplished and shall further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the General Manager. It is understood that the DISTRICT's Strategic Plan, updated annually, may satisfy the requirements of this section.

- (ii) Rewards and Recognition. At the discretion of the Board of Directors, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the Board of Directors at its sole discretion.

**(h) Other Terms and Conditions of Employment.** EMPLOYEE's employment also will be governed by the DISTRICT's Policies, which may be amended from time to time, and the DISTRICT and EMPLOYEE will comply with all applicable provisions of the Policies. If any term or condition of this Employment Agreement is inconsistent with or in conflict with a term or condition of the Policies, the provisions of this Employment Agreement will govern.

**4. COMPENSATION AND BENEFITS.** In consideration of the services to be provided by EMPLOYEE under this Employment Agreement, the DISTRICT will provide to EMPLOYEE the salary and benefits stated below. EMPLOYEE shall also be entitled to all benefits and rights afforded to other Executive/Managers of the DISTRICT, except to the extent provided by this Employment Agreement, and, in the case of any conflict between this Employment Agreement, and the Personnel policies, procedures, ordinances and resolution, the terms of this Employment Agreement will prevail.

**(a) Salary.** During the term of this Employment Agreement, EMPLOYEE will be paid the salary as specified in Exhibit B to this Employment Agreement. EMPLOYEE may receive salary merit increases at the discretion of the Board of Directors; however, EMPLOYEE shall not be entitled to receive any merit increases during the term of this Employment Agreement if such an increase causes EMPLOYEE's compensation to exceed the maximum of the salary range for the position. EMPLOYEE's salary shall be paid pursuant to regularly established procedures, and as they may be amended by the DISTRICT at its sole discretion. EMPLOYEE's salary will be subject to modification by: (1) the same cost-of-living increase (COLA), if any, as approved by the DISTRICT for all DISTRICT employees; by (2) the amount of any salary merit increase, which may or may not coincide with a Performance Evaluation for General Manager; by (3) an amount determined pursuant to a total compensation survey of similar positions; (4) an amount equal to the EMPLOYEE's mandated member contribution to CalPERS, currently set at seven percent (7%) of the EMPLOYEE's salary or gross wages; or by ~~(4)~~ (5) any other means as determined at the sole discretion of the DISTRICT and approved in open session at a regular public meeting of the Board of Directors.

**(b) Rewards and Recognition.** At the discretion of the Board of Directors, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the Board of Directors at its sole discretion.

(c) **Benefits.** EMPLOYEE shall be provided the same types of benefits afforded by the DISTRICT to other regular full-time Executive/Manager class employees, which now exist or hereafter may be adopted or amended in accordance with the DISTRICT Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, the terms of this Employment Agreement will prevail.

(i) In addition to the benefits afforded above, EMPLOYEE shall be provided with a term life insurance policy in the amount of \$1,000,000 (One Million Dollars) with the premiums to be fully paid by the District for a period of twenty (20) years from the date of the issuance of an in-force insurance policy. This provision shall survive the Conclusion of Employment if said Conclusion occurs at any time during the aforementioned twenty (20) year period. The beneficiary(ies) of said insurance policy will be determined by EMPLOYEE.

(d) **Cellular Telephone or Cellular Telephone per Diem.** EMPLOYEE shall receive a DISTRICT provided cellular telephone for the DISTRICT's business, or if EMPLOYEE elects to use his personal phone, EMPLOYEE shall receive a cell phone per diem pursuant to DISTRICT Policy. The EMPLOYEE's use of, cost to and compensation for a DISTRICT cell phone, if any, are subject to the terms of DISTRICT Policy.

(e) **Expenses.** EMPLOYEE will be entitled to be reimbursed for the reasonable amount of his actual and necessary expenses incurred in carrying out his duties and responsibilities as General Manager to the extent that his expenses have been properly documented in conformance with the DISTRICT Policy and the Internal Revenue Service's requirements for an Accountable Plan.

(f) **Professional Activity and Development.** The DISTRICT desires EMPLOYEE to be reasonably active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of the DISTRICT's interests and standing. Toward that end, EMPLOYEE may undertake such activities as are directly related to professional development and that advance the interests and standing of the DISTRICT. Provided however, that such activities do not in any way interfere with or adversely affect employment or the performance of his duties and responsibilities as provided herein. The DISTRICT agrees to reimburse EMPLOYEE's reasonable and necessary expenses for such activities, licenses, certification and/or education, subject to available funds. Further, DISTRICT agrees to pay for EMPLOYEE's annual membership dues to the International City/County Management Association (ICMA), a professional development and leadership organization whose membership includes local government executives in cities, counties and special districts.

(g) **Vehicle.** EMPLOYEE's duties require that he shall have the exclusive use of a vehicle provided to him by the DISTRICT for business purposes and reasonable personal use, at all times during his employment with the DISTRICT. The DISTRICT shall be responsible for paying all liability, property damage, and comprehensive insurance consistent with the DISTRICT's coverage of other vehicles, and for the purchase, operation, maintenance, repair, and replacement of said vehicle. The DISTRICT agrees to replace the vehicle within a reasonable timeframe subject to DISTRICT Policies and Procedures and subject to the mutual agreement of the DISTRICT and EMPLOYEE.

**5. CONCLUSION OF EMPLOYMENT.** This Employment Agreement may be concluded in any one of the following ways:

**(a) By the DISTRICT Without “Cause.”** The Board of Directors as a majority has the authority, at its sole discretion, to terminate EMPLOYEE's employment with the DISTRICT without “cause” at any time.

**(b) By the DISTRICT for “Cause.”** The Board of Directors may terminate EMPLOYEE from employment with the DISTRICT for “cause” at any time. Said termination of employment shall be for “cause” if EMPLOYEE: (i) refuses or fails to act in accordance with any legal direction or order; (ii) exhibits unavailability for service in regard to his/her employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty and responsibilities, gross insubordination or incompetence; (iii) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (iv) breaches any material term of this Employment Agreement.

**(c) By Mutual Agreement.** At any time, the DISTRICT and EMPLOYEE may conclude this Employment Agreement by mutual agreement, expressed in writing.

**(d) By EMPLOYEE.** At any time, EMPLOYEE may conclude this Employment Agreement and retire or voluntarily resign from his employment with the DISTRICT by providing the Board of Directors with written notice. The DISTRICT shall have the option, at its sole discretion, to conclude the employment of EMPLOYEE at any time prior to the end of any notice period.

**(e) Obligations at the Conclusion of Employment.**

- (i) The DISTRICT shall pay EMPLOYEE all compensation due and owing through the last day actually worked, including an amount equal to the regular salary, and cash value of accrued leave balances EMPLOYEE would have earned and accrued as provided by then current DISTRICT policies, or as required by State or Federal law, through the balance of the above notice period, or through the remaining balance of the Employment Agreement if one is stated, whichever is less; the District shall pay EMPLOYEE all compensation then due and owing; thereafter, all of the DISTRICT’s obligations under this Employment Agreement shall cease unless otherwise stated.
- (ii) EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by EMPLOYEE in the course of or incident to his employment, belongs to the DISTRICT and shall be returned promptly to the DISTRICT upon termination of employment except for copies of public records and notes which are in the personal custody of EMPLOYEE.

- (iii) The representations and warranties contained in this Employment Agreement and EMPLOYEE's obligations shall survive the conclusion of employment and the expiration of this Employment Agreement.
- (iv) Following conclusion of employment, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to the completion of pending work on behalf of the DISTRICT and the orderly transfer of work to other employees of the DISTRICT. EMPLOYEE shall also cooperate in the defense of any action brought by any third party against the DISTRICT that relates in any way to EMPLOYEE's acts or omissions while employed by the DISTRICT.

**(f) Severance Pay.** In the event EMPLOYEE is terminated without "cause" or asked to resign without "cause" during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement as described in Exhibit C attached hereto, to pay EMPLOYEE a lump sum cash payment equal to twelve (12) months of Salary as severance pay at EMPLOYEE's rate of pay at the time of severance. Payments required under this provision shall be subject to, and shall be interpreted to comply with the requirements set forth in Government Code section 53260, which limits the maximum cash settlement that the Employee may receive if the contract is terminated.

Notwithstanding the provisions of any DISTRICT policy, procedure or practice to the contrary, upon the conclusion of EMPLOYEE's employment, whether with or without cause, EMPLOYEE will not be entitled to any compensation, benefits (except COBRA or other State or Federal benefits), damages or other monetary award except as specifically authorized by this Employment Agreement.

**6. INDEMNIFICATION.** The DISTRICT shall defend, hold harmless and indemnify EMPLOYEE against any tort, civil rights, personnel, discrimination, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of EMPLOYEE's performance of his duties and responsibilities. Such indemnity shall cover EMPLOYEE against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by EMPLOYEE. The DISTRICT may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom. Further, any settlement by EMPLOYEE must be made with the prior approval by the DISTRICT in order for indemnification, as provided in this Section, to be available. The DISTRICT's obligation to defend and indemnify EMPLOYEE is contingent on EMPLOYEE's cooperation with the DISTRICT, and with defense counsel. In addition, the DISTRICT's obligation is contingent on EMPLOYEE's conduct having occurred within the course and scope of his/her employment. In the event of a claim or litigation against both the DISTRICT and EMPLOYEE, the DISTRICT may retain a single legal counsel to defend both parties, unless there appears to be a conflict in the positions of the DISTRICT and EMPLOYEE. In the event that there is a conflict between the DISTRICT and EMPLOYEE, then separate counsel shall be retained for each party, and the DISTRICT shall pay for both attorneys.

**7. AMENDMENTS.** This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties.

No failure to exercise and no delay in exercising any right, remedy, or power under this Employment Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Employment Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

**8. EXHIBITS.** The following Exhibits, while integral to this Employment Agreement, may be modified by action of the Board of Directors independent of taking action upon the entire Employment Agreement:

- Exhibit A: Job Description for General Manager
- Exhibit B: Regular Salary Compensation
- Exhibit C: Comprehensive General Release and Severance Agreement

**9. ENTIRE AGREEMENT.** This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting EMPLOYEE's employment by the DISTRICT, and any other Executive/Manager Employment Agreements, contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect as of the effective date of this Agreement.

**10. NOTICES.** Any notice or other communication under this Employment Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the EMPLOYEE. EMPLOYEE shall be obligated to notify the DISTRICT in writing of any change to his address. Notice of change of address shall be effective only when done in accordance with this Section, to the parties as follows:

DISTRICT's Notice Address:  
6230 Sylvan Road  
Citrus Heights, California 95610-5615  
Fax: (916) 725-0345

EMPLOYEE's Notice Address:  
1009 Leven Court  
Folsom, CA 95630

**11. WAIVER.** The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

**12. SUCCESSORS AND ASSIGNS.** This Employment Agreement is personal to EMPLOYEE. He may not transfer or assign this Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

**13. CONSTRUCTION AND INTERPRETATION.** The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has

had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

**14. ACTION BY THE DISTRICT.** All actions required or permitted to be taken under this Employment Agreement by the DISTRICT, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the DISTRICT's Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

**15. SEVERABILITY.** If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the DISTRICT, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

**16. POTENTIAL LITIGATION.** The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

**17. GOVERNING LAW.** This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the DISTRICT.

**18. ATTORNEY'S FEES.** If any legal action or proceeding is brought to enforce or interpret this Employment Agreement, the prevailing party, as determined by the court, shall be entitled to recover from the other party all reasonable costs and attorney's fees, including such fees and costs as may be incurred in enforcing any judgment or order entered in any such action.

**19. ACKNOWLEDGMENT.** EMPLOYEE acknowledges that he has had the opportunity to consult legal counsel in regard to this Employment Agreement, that he has read and understands this Employment Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Employment Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

**20. EXECUTION.** The parties have duly executed this Employment Agreement as of the last date last written in the signature block below.

**CITRUS HEIGHTS WATER DISTRICT**

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By: Allen B. Dains  
President, Board of Directors

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Date

**EMPLOYEE**

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By: Hilary M. Straus

---

Date

**CITRUS HEIGHTS WATER DISTRICT**

**EXECUTIVE/MANAGER EMPLOYMENT AGREEMENT**

**EXHIBIT A**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : JOB DESCRIPTION FOR GENERAL MANAGER  
POLICY NUMBER : 4090.20.01  
DATE ADOPTED : MAY 12, 2009  
DATE AMENDED : AUGUST 9, 2011  
JOB CLASS : EXECUTIVE / MANAGER

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4090.20.01            JOB DEFINITION

Under policy direction of the Board of Directors, the General Manager is in charge of planning, organizing, directing and reviewing the operational, administrative, public relations, human resources, fiscal and general activities of the District; plans, organizes, directs and supervises the engineering operations and functions of the District; is responsible for employer/employee relations; and does other related duties as required.

Examples of Duties

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Serves as the Executive Officer for the District.
- Serves as the District Secretary, subject to appointment by the Board of Directors.
- Serves as the District's representative to local, regional and statewide organizations as appointed by the Board of Directors.
- Builds and maintains positive working relationships with the public, other water agencies and government entities.
- Directs the planning and implementation of District programs relating to the cost-effective production, treatment and distribution of water to District consumers.
- Provides direction on the development, implementation and evaluation of District programs, goals, objectives, policies and procedures.
- Represents the Board of Directors' policies and programs with employees, residents, rate-payers and the community.
- Oversees development of the agenda for Board of Directors meetings and prepares recommendations for action by the Board of Directors.
- Prepares annual budget and rate schedules for approval by the Board of Directors and administers same upon adoption.
- Administers and monitors District contracts and agreements with consultants, contractors,



vendors and service providers.

- Oversees District human resources matters, including employment procedures, training, grievances, affirmative action, classification and pay and employer/employee relations.
- Conducts salary reviews and studies and prepares salary schedule adjustment recommendations for approval by the Board of Directors.
- Prescribes the duties of employees and assistants including delegation of responsibility to subordinate supervisors consistent with District policy.
- Provides supervision, training and performance evaluations for subordinate staff.
- Confers with Department Managers regarding District administrative and operational needs, goals and objectives.
- Directs the preparation of plans and specifications for projects to be undertaken by the District.
- Directs the review and approval of private and other government agency plans as submitted for construction.

### Employment Standards

#### Knowledge of:

- Operations, procedures, policies and precedents of the District.
- Principles and practices of public administration including administrative analysis, fiscal planning and control, and policy and program development.
- Laws, rules, ordinances and legislative processes controlling District functions, programs and operations.
- Organization, management, operations and community relations practices of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.
- Methods used in the design, construction, operation and maintenance of water facilities and systems.
- Cost estimating and contract administration.
- Public human resources administration, affirmative action and employer/employee relations.
- Principles, methods and practices of personnel supervision, training, evaluation, discipline and management.
- Principles, methods and practices related to job safety.

#### Ability to:

- Plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize and analyze data on a variety of topics.
- Prepare concise and comprehensive written reports.
- Communicate effectively during oral public presentations.
- Exercise leadership, authority and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs and services.
- Provide advice and consultation to the Board of Directors on the development of

- goals, objectives, programs, ordinances, policies and procedures.
- Effectively represent the District's policies, programs and services with individual citizens, community groups and other government organizations.
- Safely operate motor vehicles.

#### Typical Physical Activities

- Communicates orally with members of the District's Board of Directors, District staff and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers and applicable software, copiers and facsimile machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.
- Travels by airplane and motor vehicle in conducting District business.
- Operates a District vehicle when conducting District business.

#### Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours.

#### Qualifying Education and Experience

Any combination of education and experience that has led to the acquisition of the essential knowledge, and abilities is qualifying. Typical ways to obtain the knowledge-and abilities would be:

Education: A Bachelor's Degree with major course work in Public Administration, Business Administration, Engineering or a closely related field from an accredited university or college. Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE) or by the California Bureau for Private Postsecondary Education (BPPE).

Experience: Twelve (12) or more years of increasingly responsible work experience in the field of water utility and public agency administration, management or operations, requiring the responsibility for the formulation and implementation of programs, budgets and administrative operations with at least five (5) years of experience in a management or supervisory capacity.

#### Certificate, License and Registration Requirements

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

**CITRUS HEIGHTS WATER DISTRICT**

**EMPLOYMENT AGREEMENT**

**EXHIBIT B**

**REGULAR SALARY COMPENSATION FOR GENERAL MANAGER**

Salary: \$ 82.32 per hour  
\$ 6,585.60 bi-weekly  
\$ 14,268.80 monthly  
\$ 171,225.60 per year

The Regular Salary Range for this position is from a bi-weekly base of \$5,935.38 (\$74.19 per hour) to a bi-weekly maximum of \$8,012.77 (\$100.16 per hour) pursuant to the District's Salary Schedule effective September 19, 2016.

Effective Date for Regular Salary Compensation: November 21, 2016

Payroll Authorization: \_\_\_\_\_  
By: Allen B. Dains Date  
President, Board of Directors

# CITRUS HEIGHTS WATER DISTRICT

## EMPLOYMENT AGREEMENT

### EXHIBIT C

#### COMPREHENSIVE GENERAL RELEASE AND SEVERANCE AGREEMENT

**Severance Pay.** In the event EMPLOYEE is terminated without "cause," as determined by the Board of Directors in its sole and unfettered discretion, or in the event EMPLOYEE is asked to resign during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Employment Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement in the standard form signed by EMPLOYEE, to pay EMPLOYEE a lump sum cash payment equal to twelve (12) months of Salary as severance pay. However, if EMPLOYEE is terminated because of conviction of any criminal offense or for "cause", the DISTRICT shall have no obligation to pay severance pay.

The Comprehensive General Release and Settlement Agreement which is a condition for this benefit shall be in a form used by the DISTRICT at the time of employment severance. The form Comprehensive General Release and Settlement Agreement may change from time to time, depending upon changes in practices or law. The Comprehensive General Release and Settlement Agreement and compliance with its terms shall not be construed as an admission by the DISTRICT of any liability whatsoever, or as an admission by the DISTRICT of any violation of the rights of EMPLOYEE or any other person or violation of any order, law, statute, duty, or contract whatsoever against EMPLOYEE or any other person.

The Comprehensive General Release and Settlement Agreement shall be a full and complete settlement of any and all claims, complaints, actions and charges arising out of EMPLOYEE's employment with the DISTRICT and/or the termination thereof as provided for herein. EMPLOYEE will agree that the payments constitute the entire amount of monetary consideration provided to EMPLOYEE and that he will not seek any further compensation for other claimed damage, costs, or attorney's fees in connection with or related to EMPLOYEE employment with the DISTRICT. By way of example and not in limitation of the foregoing, released claims shall include any claims arising under Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974; or any successor or replacement statutes; the California Family Rights Act Of 1991; the Employee Retirement Income Security Act of 1974, as amended; the Workers Adjustment And Retraining Notification Act, as amended; the Fair Labor Standards Act and similar federal and State laws; the California Wage Payment Act, as amended; California Industrial Welfare Commission Wage Orders; and the California Fair Employment and Housing Act, that provides the right to an employee to bring charges, claims, or complaints against an employer if the employee believes they have been discriminated against on a number of bases including age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation, as well as any claims asserting wrongful

termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability. Released Claims shall also include, but not be limited to, claims for wages or other compensation due, severance pay, rewards and recognition pay, sick leave pay, annual leave pay, management leave pay, or health insurance, or any other EMPLOYEE benefits. In accordance with Section 4(c)(i) of the Agreement, EMPLOYEE life insurance policy benefit shall remain in effect past the term of this Agreement.

## **ATTACHMENT 3**

Executive/Manager/Supervisor Employment Agreement  
Template for Current Employees on Employment  
Agreements

**CITRUS HEIGHTS WATER DISTRICT**

**EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT  
FOR  
[JOB TITLE]**

This Employment Agreement effective \_\_\_\_\_, 20\_\_ pursuant to final execution by all parties, is between the Citrus Heights Water District, a public agency (“the DISTRICT”), and \_\_\_\_\_, an individual (“EMPLOYEE”), and is intended to establish compensation, benefits, and terms and conditions of employment for [JOB TITLE]. The General Manager has the authority to employ and terminate the employment of EMPLOYEE. EMPLOYEE acknowledges that as an Executive, Department Manager, or Supervisor, EMPLOYEE is exempt from the Fair Labor Standards Act (FLSA). EMPLOYEE further agrees that EMPLOYEE is an at-will employee, serves at the pleasure of the General Manager, and EMPLOYEE can be terminated from employment with the DISTRICT with or without notice or cause, and with no rights of appeal. This Employment Agreement supersedes any and all written and verbal employment terms and conditions between the DISTRICT and EMPLOYEE commencing upon the effective date of EMPLOYEE's appointment to the position of [JOB TITLE].

**RECITALS**

**WHEREAS**, the DISTRICT desires to retain the service of EMPLOYEE as [JOB TITLE] [TITLE] of the DISTRICT, and EMPLOYEE consents to provide said services, subject to the terms and conditions of this Employment Agreement; and

**WHEREAS**, it is the desire of the DISTRICT to establish terms and conditions of employment, establish compensation and to provide certain benefits, to provide a procedure to set goals and objectives to be met, measurements thereof, to provide for a review and evaluation of performance, to provide for termination, if necessary, and to provide for other subjects related to the status of EMPLOYEE within this Employment Agreement; and

**WHEREAS**, the DISTRICT has determined the duties and responsibilities for this position as outlined in Exhibit A, which may be amended from time to time, attached hereto and incorporated herein by reference; and

**WHEREAS**, the DISTRICT has determined the salary and benefits for this position as outlined in Exhibit B, which may be amended from time to time, attached hereto and incorporated herein by reference; and

**WHEREAS**, it is the desire of the parties to secure peace of mind with respect to future security in the event of termination and severance of employment, as outlined in Exhibit C attached hereto and incorporated herein by reference; and

**WHEREAS**, EMPLOYEE desires to accept employment with the DISTRICT in the position specified above.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

**1. TERM.** The term of this Employment Agreement shall commence on upon being executed by EMPLOYEE and approved and executed by the General Manager. The term of employment is unspecified. This Employment Agreement shall remain in effect until such time as the employment is concluded by either party in accordance with the provisions of Section 5 of this Employment Agreement.

**2. AT-WILL EMPLOYMENT.** EMPLOYEE acknowledges that he/she is an at-will EMPLOYEE who shall serve at the pleasure of the General Manager at all times during the period of his/her service under this Employment Agreement. The terms and provisions of the DISTRICT's personnel policies, procedures, ordinances and resolutions applicable to at-will employees shall also apply to EMPLOYEE. Nothing in this Employment Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the General Manager to terminate his/her employment, except as is expressly provided in Section 5 of this Employment Agreement. Nothing contained in this Employment Agreement shall in any way prevent, limit or otherwise interfere with the right of the DISTRICT and its General Manager to terminate the services of EMPLOYEE as provided herein. Nothing in this Employment Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with the DISTRICT, subject only to the provisions set forth in Section 5 herein. This at-will Employment Agreement shall be expressly subject to the rights and obligations of the DISTRICT and EMPLOYEE, as set forth in herein.

**3. DUTIES AND RESPONSIBILITES.**

**(a) Duties.** EMPLOYEE's duties and responsibilities under this Employment Agreement will be those assigned to the office of [JOB TITLE], as described in the job description for [JOB TITLE] position, as adopted and amended from time to time by the DISTRICT's General Manager, and such other duties and responsibilities as may be assigned in writing by the General Manager. The current job description for [JOB TITLE] is attached as Exhibit A to this Employment Agreement. By execution of this Employment Agreement, EMPLOYEE attests that he/she meets the qualifications for employment as stated in said Exhibit A.

**(b) Accountability.** EMPLOYEE shall provide service at the direction of and under the supervision of the General Manager. EMPLOYEE shall report directly to the General Manager and will give a report of his/her activities on a periodic basis to the General Manager.

**(c) Job Position.** EMPLOYEE shall serve as [JOB TITLE], and is hereby designated as a person who shall have charge of, handle and have access to the property of the District. EMPLOYEE shall be responsible to the General Manager for the proper administration of the duties and responsibilities required of [JOB TITLE].

**(d) Work Hours.** EMPLOYEE agrees to dedicate his/her full time and attention to the discharge of [JOB TITLE]'s duties and responsibilities and will be available to work at such times as necessary to fully and competently perform the duties and responsibilities of [JOB TITLE], regardless of the number of hours necessary. EMPLOYEE acknowledges that the duties of [JOB TITLE] may require an average of more than forty (40) hours per week, and that some day-to-day work hours may vary. EMPLOYEE is entitled to Management Leave pursuant to DISTRICT Policy and will not otherwise be compensated for overtime hours worked or



otherwise earned, or be entitled to compensatory time off for hours worked in excess of forty (40) hours per week.

**(e) Other Activities.** EMPLOYEE will participate in regional, community and professional activities and organizations on behalf of the DISTRICT which are in furtherance of the interest of the customers and mission of the DISTRICT.

EMPLOYEE will not engage in any conduct or other employment or business that would interfere with his/her duties and responsibilities to the DISTRICT. EMPLOYEE further acknowledges that the position of [JOB TITLE] is one requiring frequent and highly-visible contact and involvement with members of the public and the community. EMPLOYEE will not engage in any conduct within or outside the scope of his/her employment with the DISTRICT that reflects unfavorably on or discredits the DISTRICT, its Board of Directors, its General Manager or other DISTRICT employees.

Except upon the prior written consent of the General Manager, EMPLOYEE, during the term of this Employment Agreement, shall not accept any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the DISTRICT, that might create a conflict of interest with the DISTRICT, or that otherwise might interfere with the business and operations of the DISTRICT. So that the DISTRICT may be aware of the extent of any other demands upon [JOB TITLE]'s time and attention, EMPLOYEE shall disclose in confidence to the General Manager the nature and scope of any other business activity in which he/she is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

**(f) Performance Evaluation.** The General Manager shall provide EMPLOYEE with an evaluation of his/her performance annually or more frequently at the sole discretion of the General Manager. This evaluation shall detail EMPLOYEE's accomplishments and highlight areas for improvement, if any, from the last performance evaluation.

- (i) Annual Written Goals and Policy Objectives. On or about the anniversary date of this Employment Agreement or on a schedule otherwise determined by the General Manager, the General Manager shall provide EMPLOYEE with a written summary of the goals he/she is to accomplish in the following calendar year and/or otherwise specified period of time. This written summary shall prioritize the goals to be accomplished and shall further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the General Manager.
- (ii) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

**(g) Other Terms and Conditions of Employment.** EMPLOYEE's employment also will be governed by the DISTRICT's Policies, which may be amended from time to time, and the

DISTRICT and EMPLOYEE will comply with all applicable provisions of the Policies. If any term or condition of this Employment Agreement is inconsistent with or in conflict with a term or condition of the Policies, the provisions of this Employment Agreement will govern.

**4. COMPENSATION AND BENEFITS.** In consideration of the services to be provided by EMPLOYEE under this Employment Agreement, the DISTRICT will provide to EMPLOYEE the salary and benefits stated below. EMPLOYEE shall also be entitled to all benefits and rights afforded to other Executive / Managers / Supervisors of the DISTRICT, except to the extent provided by this Employment Agreement, and, in the case of any conflict between this Employment Agreement, and the DISTRICT'S Personnel policies, procedures, ordinances and resolutions, the terms of this Employment Agreement will prevail.

(a) **Salary.** During the term of this Employment Agreement, EMPLOYEE will be paid the salary as specified in Exhibit B to this Employment Agreement. In recognition of the covenants contained herein, EMPLOYEE's salary will be increased by three percent (3%) over EMPLOYEE's current salary as of the final execution of this Employment Agreement. This three percent (3%) increase shall apply to EMPLOYEE's position or salary range. If such an increase causes EMPLOYEE's salary to exceed the maximum of the salary range for the position, for purposes of this Employment Agreement only, the maximum of said salary range shall be increased to equate to the new salary. EMPLOYEE may receive salary merit increases at the discretion of the General Manager; however EMPLOYEE shall not be entitled to receive any merit increases during the term of this Employment Agreement if such an increase causes EMPLOYEE's compensation to exceed the maximum of the salary range for the position. EMPLOYEE's salary shall be paid pursuant to regularly established procedures, and as they may be amended by the DISTRICT at its sole discretion. EMPLOYEE's salary will be subject to modification by: (1) the same cost-of-living increase (COLA), if any, as approved by the DISTRICT for all DISTRICT employees; by (2) the amount of any salary merit increase, which may or may not coincide with a Performance Evaluation for [JOB TITLE]; by (3) an amount determined pursuant to a total compensation survey of similar positions; (4) an amount equal to the EMPLOYEE's mandated member contribution to CalPERS, currently set at seven percent (7%) of the EMPLOYEE's salary or gross wages; or by (4) (5) any other means as determined at the sole discretion of the DISTRICT and approved in open session at a regular public meeting of the Board of Directors.

(b) **Rewards and Recognition.** At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(c) **Benefits.** EMPLOYEE shall be provided the same types of benefits afforded by the DISTRICT to other regular full-time Executive / Manager / Supervisor class employees, which now exist or hereafter may be adopted or amended in accordance with the DISTRICT Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, the terms of this Employment Agreement will prevail.

(d) **Cellular Telephone.** EMPLOYEE shall receive a DISTRICT provided cellular telephone for the DISTRICT's business. The EMPLOYEE's use of, cost to and compensation for a DISTRICT cell phone, if any, are subject to the terms of DISTRICT Policy.

(e) **Expenses.** EMPLOYEE will be entitled to be reimbursed for the reasonable amount of his/her actual and necessary expenses incurred in carrying out his/her duties and responsibilities as [JOB TITLE] to the extent that his expenses have been properly documented in conformance with the DISTRICT Policy and the Internal Revenue Service's requirements for an Accountable Plan.

(f) **Professional Activity and Development.** The DISTRICT desires EMPLOYEE to be reasonably active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of the DISTRICT's interests and standing. Toward that end, EMPLOYEE may, upon advance notice to and written approval by the General Manager, undertake such activities as are directly related to professional development and that advance the interests and standing of the DISTRICT. Provided however, that such activities do not in any way interfere with or adversely affect employment or the performance of his/her duties and responsibilities as provided herein. The DISTRICT agrees to reimburse EMPLOYEE's reasonable and necessary expenses for such activities, licenses, certification and/or education, upon advance notice to and written approval by the General Manager, and subject to available funds.

**5. CONCLUSION OF EMPLOYMENT.** This Employment Agreement may be concluded in any one of the following ways:

(a) **By the DISTRICT Without "Cause."** The General Manager has the authority, at his/her sole discretion, to terminate EMPLOYEE's employment with the DISTRICT without "cause" at any time.

(b) **By the General Manager for "Cause."** The General Manager may terminate EMPLOYEE from employment with the DISTRICT for "cause" at any time. Said termination of employment shall be for "cause" if EMPLOYEE: (i) refuses or fails to act in accordance with any legal direction or order; (ii) exhibits unavailability for service in regard to his/her employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty and responsibilities, gross insubordination or incompetence; (iii) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (iv) breaches any material term of this Employment Agreement.

(c) **By Mutual Agreement.** At any time, the parties may conclude this Employment Agreement by mutual agreement, expressed in writing.

(d) **By EMPLOYEE.** At any time, EMPLOYEE may conclude this Employment Agreement and retire or voluntarily resign from his/her employment with the DISTRICT by providing the General Manager with written notice. The DISTRICT shall have the option, at its sole discretion, to conclude the employment of EMPLOYEE at any time prior to the end of any notice period.

(e) **Obligations at the Conclusion of Employment.**

(i) The DISTRICT shall pay EMPLOYEE all compensation due and owing through the last day actually worked, including an amount equal to the regular salary, and cash value of accrued leave balances EMPLOYEE

would have earned and accrued as provided by then current DISTRICT policies, or as required by State or Federal law, through the balance of the above notice period, or through the remaining balance of the Employment Agreement if one is stated, whichever is less; the District shall pay EMPLOYEE all compensation then due and owing; thereafter, all of the DISTRICT's obligations under this Employment Agreement shall cease unless otherwise stated.

- (ii) EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by EMPLOYEE in the course of or incident to his employment, belongs to the DISTRICT and shall be returned promptly to the DISTRICT upon termination of employment except for copies of public records and notes which are in the personal custody of EMPLOYEE.
- (iii) The representations and warranties contained in this Employment Agreement and EMPLOYEE's obligations shall survive the conclusion of employment and the expiration of this Employment Agreement.
- (iv) Following conclusion of employment, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to the completion of pending work on behalf of the DISTRICT and the orderly transfer of work to other employees of the DISTRICT. EMPLOYEE shall also cooperate in the defense of any action brought by any third party against the DISTRICT that relates in any way to EMPLOYEE's acts or omissions while employed by the DISTRICT.

**(f) Severance Pay.** In the event EMPLOYEE is terminated without "cause" or asked to resign without "cause" during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement as described in Exhibit C attached hereto, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay at EMPLOYEE's rate of pay at the time of severance. Payments required under this provision shall be subject to, and shall be interpreted to comply with the requirements set forth in Government Code section 53260, which limits the maximum cash settlement that the Employee may receive if the contract is terminated.

Notwithstanding the provisions of any DISTRICT policy, procedure or practice to the contrary, upon the conclusion of EMPLOYEE's employment, whether with or without cause, EMPLOYEE will not be entitled to any compensation, benefits (except COBRA or other state or Federal benefits), damages or other monetary award except as specifically authorized by this Employment Agreement.

**6. INDEMNIFICATION.** The DISTRICT shall defend, hold harmless and indemnify EMPLOYEE against any tort, civil rights, personnel, discrimination, professional liability

claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of EMPLOYEE's performance of his/her duties and responsibilities. Such indemnity shall cover EMPLOYEE against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by EMPLOYEE. The DISTRICT may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom. Further, any settlement by EMPLOYEE must be made with the prior approval by the DISTRICT in order for indemnification, as provided in this Section, to be available. The DISTRICT's obligation to defend and indemnify EMPLOYEE is contingent on EMPLOYEE's cooperation with the DISTRICT, and with defense counsel. In addition, the DISTRICT's obligation is contingent on EMPLOYEE's conduct having occurred within the course and scope of his/her employment. In the event of a claim or litigation against both the DISTRICT and EMPLOYEE, the DISTRICT may retain a single legal counsel to defend both parties, unless there appears to be a conflict in the positions of the DISTRICT and EMPLOYEE. In the event that there is a conflict between the DISTRICT and EMPLOYEE, then separate counsel shall be retained for each party, and the DISTRICT shall pay for both attorneys.

**7. AMENDMENTS.** This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties.

No failure to exercise and no delay in exercising any right, remedy, or power under this Employment Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Employment Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

**8. EXHIBITS.** The following Exhibits, while integral to this Employment Agreement, may be modified by action the Board of Directors independent of taking action upon the entire Employment Agreement:

- Exhibit A: Job Description for [JOB TITLE]
- Exhibit B: Regular Salary Compensation
- Exhibit C: Comprehensive General Release and Severance Agreement

**9. ENTIRE AGREEMENT.** This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting EMPLOYEE's employment by the DISTRICT, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect.

**10. NOTICES.** Any notice or other communication under this Employment Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the General Manager of the DISTRICT. EMPLOYEE shall be obligated to notify the DISTRICT in writing of any change to his/her address. Notice of change of address shall be effective only when done in accordance with this Section, to the parties as follows:

DISTRICT's Notice Address:  
6230 Sylvan Road



Citrus Heights, California 95610-5615  
Fax: (916) 725-0345

EMPLOYEE's Notice Address:

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**11. WAIVER.** The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

**12. SUCCESSORS AND ASSIGNS.** This Employment Agreement is personal to EMPLOYEE. He/she may not transfer or assign this Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

**13. CONSTRUCTION AND INTERPRETATION.** The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

**14. ACTION BY THE DISTRICT.** All actions required or permitted to be taken under this Employment Agreement by the DISTRICT, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the DISTRICT's Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

**15. SEVERABILITY.** If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the DISTRICT, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

**16. POTENTIAL LITIGATION.** The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

**17. GOVERNING LAW.** This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the DISTRICT.

**18. ATTORNEY'S FEES.** If any legal action or proceeding is brought to enforce or interpret this Employment Agreement, the prevailing party, as determined by the court, shall be



**CITRUS HEIGHTS WATER DISTRICT**

**EXECUTIVE/ MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT**

**EXHIBIT A**

**JOB DESCRIPTION FOR [JOB TITLE]**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : JOB DESCRIPTION FOR [JOB TITLE]  
POLICY NUMBER :  
DATE ADOPTED :  
DATE AMENDED :  
JOB CLASS : EXECUTIVE / MANAGER / SUPERVISOR

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**CITRUS HEIGHTS WATER DISTRICT**

**EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT**

**EXHIBIT B  
REGULAR SALARY COMPENSATION FOR [JOB TITLE]**

Salary: \$ \_\_\_\_ per hour  
\$ \_\_\_\_ bi-weekly  
\$ \_\_\_\_ monthly  
\$ \_\_\_\_ per year

The Regular Salary Range for this position is from a bi-weekly base of \$\_\_\_\_,\_\_\_\_ (\$\_\_\_\_per hour) to a bi-weekly maximum of \$\_\_\_\_,\_\_\_\_ (\$\_\_\_\_per hour) pursuant to the District's Salary Schedule effective September 19, 2016.

Effective Date for Regular Salary Compensation: \_\_\_\_\_, 20\_\_

Payroll Authorization: \_\_\_\_\_  
By: Robert A. Churchill  
General Manager/Secretary  
Date \_\_\_\_\_

## CITRUS HEIGHTS WATER DISTRICT

### EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT

#### EXHIBIT C GENERAL RELEASE POLICY

**Severance Pay.** In the event EMPLOYEE is terminated without "cause," as determined by the General Manager in his/her sole and unfettered discretion, or in the event EMPLOYEE is asked to resign during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Employment Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement in the standard form signed by EMPLOYEE, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay. However, if EMPLOYEE is terminated because of conviction of any criminal offense or for "cause", the DISTRICT shall have no obligation to pay severance pay.

The Comprehensive General Release and Settlement Agreement which is a condition for this benefit shall be in a form used by the DISTRICT at the time of employment severance. The form Comprehensive General Release and Settlement Agreement may change from time to time, depending upon changes in practices or law. The Comprehensive General Release and Settlement Agreement and compliance with its terms shall not be construed as an admission by the DISTRICT of any liability whatsoever, or as an admission by the DISTRICT of any violation of the rights of EMPLOYEE or any other person or violation of any order, law, statute, duty, or contract whatsoever against EMPLOYEE or any other person.

The Comprehensive General Release and Settlement Agreement shall be a full and complete settlement of any and all claims, complaints, actions and charges arising out of EMPLOYEE's employment with the DISTRICT and/or the termination thereof as provided for herein. EMPLOYEE will agree that the payments constitute the entire amount of monetary consideration provided to EMPLOYEE and that he/she will not seek any further compensation for other claimed damage, costs, or attorney's fees in connection with or related to EMPLOYEE employment with the DISTRICT. By way of example and not in limitation of the foregoing, released claims shall include any claims arising under Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974; or any successor or replacement statutes; the California Family Rights Act Of 1991; the Employee Retirement Income Security Act of 1974, as amended; the Workers Adjustment And Retraining Notification Act, as amended; the Fair Labor Standards Act and similar State and federal laws; the California Wage Payment Act, as amended; California Industrial Welfare Commission Wage Orders; and the California Fair Employment and Housing Act, that provides the right to an employee to bring charges, claims, or complaints against an employer if the employee believes they have been discriminated against on a number of bases including age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation, as well as any claims asserting wrongful

termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability. Released Claims shall also include, but not be limited to, claims for wages or other compensation due, severance pay, rewards and recognition pay, sick leave pay, annual leave pay, management leave pay, life or health insurance, or any other EMPLOYEE benefits.

# **ATTACHMENT 4**

## **Executive/Manager/Supervisor Employment Agreement Template**

**CITRUS HEIGHTS WATER DISTRICT**

**EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT  
FOR  
[JOB TITLE]**

This Employment Agreement effective \_\_\_\_\_, 20\_\_ pursuant to final execution by all parties, is between the Citrus Heights Water District, a public agency (“the DISTRICT”), and \_\_\_\_\_, an individual (“EMPLOYEE”), and is intended to establish compensation, benefits, and terms and conditions of employment for [JOB TITLE]. The General Manager has the authority to employ and terminate the employment of EMPLOYEE. EMPLOYEE acknowledges that as an Executive, Department Manager, or Supervisor, EMPLOYEE is exempt from the Fair Labor Standards Act (FLSA). EMPLOYEE further agrees that EMPLOYEE is an at-will employee, serves at the pleasure of the General Manager, and EMPLOYEE can be terminated from employment with the DISTRICT with or without notice or cause, and with no rights of appeal. This Employment Agreement supersedes any and all written and verbal employment terms and conditions between the DISTRICT and EMPLOYEE commencing upon the effective date of EMPLOYEE's appointment to the position of [JOB TITLE].

**RECITALS**

**WHEREAS**, the DISTRICT desires to retain the service of EMPLOYEE as [JOB TITLE] [TITLE] of the DISTRICT, and EMPLOYEE consents to provide said services, subject to the terms and conditions of this Employment Agreement; and

**WHEREAS**, it is the desire of the DISTRICT to establish terms and conditions of employment, establish compensation and to provide certain benefits, to provide a procedure to set goals and objectives to be met, measurements thereof, to provide for a review and evaluation of performance, to provide for termination, if necessary, and to provide for other subjects related to the status of EMPLOYEE within this Employment Agreement; and

**WHEREAS**, the DISTRICT has determined the duties and responsibilities for this position as outlined in Exhibit A, which may be amended from time to time, attached hereto and incorporated herein by reference; and

**WHEREAS**, the DISTRICT has determined the salary and benefits for this position as outlined in Exhibit B, which may be amended from time to time, attached hereto and incorporated herein by reference; and

**WHEREAS**, it is the desire of the parties to secure peace of mind with respect to future security in the event of termination and severance of employment, as outlined in Exhibit C attached hereto and incorporated herein by reference; and

**WHEREAS**, EMPLOYEE desires to accept employment with the DISTRICT in the position specified above.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

**1. TERM.** The term of this Employment Agreement shall commence on upon being executed by EMPLOYEE and approved and executed by the General Manager. The term of employment is unspecified. This Employment Agreement shall remain in effect until such time as the employment is concluded by either party in accordance with the provisions of Section 5 of this Employment Agreement.

**2. AT-WILL EMPLOYMENT.** EMPLOYEE acknowledges that he/she is an at-will EMPLOYEE who shall serve at the pleasure of the General Manager at all times during the period of his/her service under this Employment Agreement. The terms and provisions of the DISTRICT's personnel policies, procedures, ordinances and resolutions applicable to at-will employees shall also apply to EMPLOYEE. Nothing in this Employment Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the General Manager to terminate his/her employment, except as is expressly provided in Section 5 of this Employment Agreement. Nothing contained in this Employment Agreement shall in any way prevent, limit or otherwise interfere with the right of the DISTRICT and its General Manager to terminate the services of EMPLOYEE as provided herein. Nothing in this Employment Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with the DISTRICT, subject only to the provisions set forth in Section 5 herein. This at-will Employment Agreement shall be expressly subject to the rights and obligations of the DISTRICT and EMPLOYEE, as set forth in herein.

**3. DUTIES AND RESPONSIBILITES.**

**(a) Duties.** EMPLOYEE's duties and responsibilities under this Employment Agreement will be those assigned to the office of [JOB TITLE], as described in the job description for [JOB TITLE] position, as adopted and amended from time to time by the DISTRICT's General Manager, and such other duties and responsibilities as may be assigned in writing by the General Manager. The current job description for [JOB TITLE] is attached as Exhibit A to this Employment Agreement. By execution of this Employment Agreement, EMPLOYEE attests that he/she meets the qualifications for employment as stated in said Exhibit A.

**(b) Accountability.** EMPLOYEE shall provide service at the direction of and under the supervision of the General Manager. EMPLOYEE shall report directly to the General Manager and will give a report of his/her activities on a periodic basis to the General Manager.

**(c) Job Position.** EMPLOYEE shall serve as [JOB TITLE], and is hereby designated as a person who shall have charge of, handle and have access to the property of the District. EMPLOYEE shall be responsible to the General Manager for the proper administration of the duties and responsibilities required of [JOB TITLE].

**(d) Work Hours.** EMPLOYEE agrees to dedicate his/her full time and attention to the discharge of [JOB TITLE]'s duties and responsibilities and will be available to work at such times as necessary to fully and competently perform the duties and responsibilities of [JOB TITLE], regardless of the number of hours necessary. EMPLOYEE acknowledges that the duties of [JOB TITLE] may require an average of more than forty (40) hours per week, and that some day-to-day work hours may vary. EMPLOYEE is entitled to Management Leave pursuant to DISTRICT Policy and will not otherwise be compensated for overtime hours worked or

otherwise earned, or be entitled to compensatory time off for hours worked in excess of forty (40) hours per week.

**(e) Other Activities.** EMPLOYEE will participate in regional, community and professional activities and organizations on behalf of the DISTRICT which are in furtherance of the interest of the customers and mission of the DISTRICT.

EMPLOYEE will not engage in any conduct or other employment or business that would interfere with his/her duties and responsibilities to the DISTRICT. EMPLOYEE further acknowledges that the position of [JOB TITLE] is one requiring frequent and highly-visible contact and involvement with members of the public and the community. EMPLOYEE will not engage in any conduct within or outside the scope of his/her employment with the DISTRICT that reflects unfavorably on or discredits the DISTRICT, its Board of Directors, its General Manager or other DISTRICT employees.

Except upon the prior written consent of the General Manager, EMPLOYEE, during the term of this Employment Agreement, shall not accept any other employment, engage directly or indirectly in any other business, commercial, or professional activity (whether or not pursued for monetary advantage) that is or may be competitive with the DISTRICT, that might create a conflict of interest with the DISTRICT, or that otherwise might interfere with the business and operations of the DISTRICT. So that the DISTRICT may be aware of the extent of any other demands upon [JOB TITLE]'s time and attention, EMPLOYEE shall disclose in confidence to the General Manager the nature and scope of any other business activity in which he/she is or becomes engaged during the term of this Employment Agreement. This shall not be deemed to prohibit passive personal investments.

**(f) Performance Evaluation.** The General Manager shall provide EMPLOYEE with an evaluation of his/her performance annually or more frequently at the sole discretion of the General Manager. This evaluation shall detail EMPLOYEE's accomplishments and highlight areas for improvement, if any, from the last performance evaluation.

- (i) Annual Written Goals and Policy Objectives. On or about the anniversary date of this Employment Agreement or on a schedule otherwise determined by the General Manager, the General Manager shall provide EMPLOYEE with a written summary of the goals he/she is to accomplish in the following calendar year and/or otherwise specified period of time. This written summary shall prioritize the goals to be accomplished and shall further state that such goals and policy objectives are to be completed within an expressed time period unless otherwise stated by the General Manager.
- (ii) Rewards and Recognition. At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

**(g) Other Terms and Conditions of Employment.** EMPLOYEE's employment also will be governed by the DISTRICT's Policies, which may be amended from time to time, and the

DISTRICT and EMPLOYEE will comply with all applicable provisions of the Policies. If any term or condition of this Employment Agreement is inconsistent with or in conflict with a term or condition of the Policies, the provisions of this Employment Agreement will govern.

**4. COMPENSATION AND BENEFITS.** In consideration of the services to be provided by EMPLOYEE under this Employment Agreement, the DISTRICT will provide to EMPLOYEE the salary and benefits stated below. EMPLOYEE shall also be entitled to all benefits and rights afforded to other Executive / Managers / Supervisors of the DISTRICT, except to the extent provided by this Employment Agreement, and, in the case of any conflict between this Employment Agreement, and the DISTRICT'S Personnel policies, procedures, ordinances and resolutions, the terms of this Employment Agreement will prevail.

(a) **Salary.** During the term of this Employment Agreement, EMPLOYEE will be paid the salary as specified in Exhibit B to this Employment Agreement. In recognition of the covenants contained herein, EMPLOYEE's salary will be increased by three percent (3%) over EMPLOYEE's current salary as of the final execution of this Employment Agreement. This three percent (3%) increase shall apply to EMPLOYEE's position or salary range. If such an increase causes EMPLOYEE's salary to exceed the maximum of the salary range for the position, for purposes of this Employment Agreement only, the maximum of said salary range shall be increased to equate to the new salary. EMPLOYEE may receive salary merit increases at the discretion of the General Manager; however EMPLOYEE shall not be entitled to receive any merit increases during the term of this Employment Agreement if such an increase causes EMPLOYEE's compensation to exceed the maximum of the salary range for the position. EMPLOYEE's salary shall be paid pursuant to regularly established procedures, and as they may be amended by the DISTRICT at its sole discretion. EMPLOYEE's salary will be subject to modification by: (1) the same cost-of-living increase (COLA), if any, as approved by the DISTRICT for all DISTRICT employees; by (2) the amount of any salary merit increase, which may or may not coincide with a Performance Evaluation for [JOB TITLE]; by (3) an amount determined pursuant to a total compensation survey of similar positions; or by (4) any other means as determined at the sole discretion of the DISTRICT and approved in open session at a regular public meeting of the Board of Directors.

(b) **Rewards and Recognition.** At the discretion of the General Manager, a monetary performance incentive in the form of Rewards and Recognition pay may be authorized, contingent upon accomplishment of the goals and objectives set by the General Manager at his/her discretion.

(c) **Benefits.** EMPLOYEE shall be provided the same types of benefits afforded by the DISTRICT to other regular full-time Executive / Manager / Supervisor class employees, which now exist or hereafter may be adopted or amended in accordance with the DISTRICT Policies, except that in the event of any difference or conflict between such benefits and this Employment Agreement, the terms of this Employment Agreement will prevail.

(d) **Cellular Telephone.** EMPLOYEE shall receive a DISTRICT provided cellular telephone for the DISTRICT's business. The EMPLOYEE's use of, cost to and compensation for a DISTRICT cell phone, if any, are subject to the terms of DISTRICT Policy.

(e) **Expenses.** EMPLOYEE will be entitled to be reimbursed for the reasonable amount of his/her actual and necessary expenses incurred in carrying out his/her duties and



responsibilities as [JOB TITLE] to the extent that his expenses have been properly documented in conformance with the DISTRICT Policy and the Internal Revenue Service's requirements for an Accountable Plan.

**(f) Professional Activity and Development.** The DISTRICT desires EMPLOYEE to be reasonably active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of the DISTRICT's interests and standing. Toward that end, EMPLOYEE may, upon advance notice to and written approval by the General Manager, undertake such activities as are directly related to professional development and that advance the interests and standing of the DISTRICT. Provided however, that such activities do not in any way interfere with or adversely affect employment or the performance of his/her duties and responsibilities as provided herein. The DISTRICT agrees to reimburse EMPLOYEE's reasonable and necessary expenses for such activities, licenses, certification and/or education, upon advance notice to and written approval by the General Manager, and subject to available funds.

**5. CONCLUSION OF EMPLOYMENT.** This Employment Agreement may be concluded in any one of the following ways:

**(a) By the DISTRICT Without "Cause."** The General Manager has the authority, at his/her sole discretion, to terminate EMPLOYEE's employment with the DISTRICT without "cause" at any time.

**(b) By the General Manager for "Cause."** The General Manager may terminate EMPLOYEE from employment with the DISTRICT for "cause" at any time. Said termination of employment shall be for "cause" if EMPLOYEE: (i) refuses or fails to act in accordance with any legal direction or order; (ii) exhibits unavailability for service in regard to his/her employment, materially unsatisfactory performance, misconduct, dishonesty, habitual neglect of duty and responsibilities, gross insubordination or incompetence; (iii) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (iv) breaches any material term of this Employment Agreement.

**(c) By Mutual Agreement.** At any time, the parties may conclude this Employment Agreement by mutual agreement, expressed in writing.

**(d) By EMPLOYEE.** At any time, EMPLOYEE may conclude this Employment Agreement and retire or voluntarily resign from his/her employment with the DISTRICT by providing the General Manager with written notice. The DISTRICT shall have the option, at its sole discretion, to conclude the employment of EMPLOYEE at any time prior to the end of any notice period.

**(e) Obligations at the Conclusion of Employment.**

- (i) The DISTRICT shall pay EMPLOYEE all compensation due and owing through the last day actually worked, including an amount equal to the regular salary, and cash value of accrued leave balances EMPLOYEE would have earned and accrued as provided by then current DISTRICT policies, or as required by State or Federal law, through the balance of the

above notice period, or through the remaining balance of the Employment Agreement if one is stated, whichever is less; the District shall pay EMPLOYEE all compensation then due and owing; thereafter, all of the DISTRICT's obligations under this Employment Agreement shall cease unless otherwise stated.

- (ii) EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) created on any medium and furnished to, obtained by, or prepared by EMPLOYEE in the course of or incident to his employment, belongs to the DISTRICT and shall be returned promptly to the DISTRICT upon termination of employment except for copies of public records and notes which are in the personal custody of EMPLOYEE.
- (iii) The representations and warranties contained in this Employment Agreement and EMPLOYEE's obligations shall survive the conclusion of employment and the expiration of this Employment Agreement.
- (iv) Following conclusion of employment, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to the completion of pending work on behalf of the DISTRICT and the orderly transfer of work to other employees of the DISTRICT. EMPLOYEE shall also cooperate in the defense of any action brought by any third party against the DISTRICT that relates in any way to EMPLOYEE's acts or omissions while employed by the DISTRICT.

**(f) Severance Pay.** In the event EMPLOYEE is terminated without "cause" or asked to resign without "cause" during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement as described in Exhibit C attached hereto, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay at EMPLOYEE's rate of pay at the time of severance. Payments required under this provision shall be subject to, and shall be interpreted to comply with the requirements set forth in Government Code section 53260, which limits the maximum cash settlement that the Employee may receive if the contract is terminated.

Notwithstanding the provisions of any DISTRICT policy, procedure or practice to the contrary, upon the conclusion of EMPLOYEE's employment, whether with or without cause, EMPLOYEE will not be entitled to any compensation, benefits (except COBRA or other state or Federal benefits), damages or other monetary award except as specifically authorized by this Employment Agreement.

**6. INDEMNIFICATION.** The DISTRICT shall defend, hold harmless and indemnify EMPLOYEE against any tort, civil rights, personnel, discrimination, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of EMPLOYEE's performance of

his/her duties and responsibilities. Such indemnity shall cover EMPLOYEE against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by EMPLOYEE. The DISTRICT may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom. Further, any settlement by EMPLOYEE must be made with the prior approval by the DISTRICT in order for indemnification, as provided in this Section, to be available. The DISTRICT's obligation to defend and indemnify EMPLOYEE is contingent on EMPLOYEE's cooperation with the DISTRICT, and with defense counsel. In addition, the DISTRICT's obligation is contingent on EMPLOYEE's conduct having occurred within the course and scope of his/her employment. In the event of a claim or litigation against both the DISTRICT and EMPLOYEE, the DISTRICT may retain a single legal counsel to defend both parties, unless there appears to be a conflict in the positions of the DISTRICT and EMPLOYEE. In the event that there is a conflict between the DISTRICT and EMPLOYEE, then separate counsel shall be retained for each party, and the DISTRICT shall pay for both attorneys.

**7. AMENDMENTS.** This Employment Agreement may be amended only by a subsequent writing approved and signed by each of the parties.

No failure to exercise and no delay in exercising any right, remedy, or power under this Employment Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Employment Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

**8. EXHIBITS.** The following Exhibits, while integral to this Employment Agreement, may be modified by action the Board of Directors independent of taking action upon the entire Employment Agreement:

- Exhibit A: Job Description for [JOB TITLE]
- Exhibit B: Regular Salary Compensation
- Exhibit C: Comprehensive General Release and Severance Agreement

**9. ENTIRE AGREEMENT.** This writing constitutes the sole, entire, integrated and exclusive contract between the parties respecting EMPLOYEE's employment by the DISTRICT, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect.

**10. NOTICES.** Any notice or other communication under this Employment Agreement must be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to the General Manager of the DISTRICT. EMPLOYEE shall be obligated to notify the DISTRICT in writing of any change to his/her address. Notice of change of address shall be effective only when done in accordance with this Section, to the parties as follows:

DISTRICT's Notice Address:  
6230 Sylvan Road  
Citrus Heights, California 95610-5615  
Fax: (916) 725-0345

EMPLOYEE's Notice Address:

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**11. WAIVER.** The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Employment Agreement will not be deemed a waiver with respect to any subsequent default or matter.

**12. SUCCESSORS AND ASSIGNS.** This Employment Agreement is personal to EMPLOYEE. He/she may not transfer or assign this Employment Agreement or any part of it. Subject to this restriction on transfer and assignment, this Employment Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

**13. CONSTRUCTION AND INTERPRETATION.** The parties agree and acknowledge that this Employment Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Employment Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Employment Agreement.

**14. ACTION BY THE DISTRICT.** All actions required or permitted to be taken under this Employment Agreement by the DISTRICT, including, without limitation, exercise of discretion, consents, waivers, and amendments to this Employment Agreement, shall be made and authorized only by the DISTRICT's Board of Directors or by its representative as specifically authorized in writing by the Board of Directors to fulfill these obligations under this Employment Agreement.

**15. SEVERABILITY.** If any provision of this Employment Agreement, or its application to any person, place, or circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, such provision shall be enforced, or modified at the discretion of the DISTRICT, to the greatest extent permitted by law, and the remainder of this Employment Agreement and such provision as applied to other persons, places, and circumstances shall remain in full force and effect.

**16. POTENTIAL LITIGATION.** The venue for any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Employment Agreement shall be in Sacramento County, California.

**17. GOVERNING LAW.** This Employment Agreement shall be governed by and construed in accordance with the laws of the State of California. In accordance with the provisions of Section 53262 of the Government Code, this Employment Agreement is subject to approval or ratification in an open session of a public meeting of the Board of Directors of the DISTRICT.

**18. ATTORNEY'S FEES.** If any legal action or proceeding is brought to enforce or interpret this Employment Agreement, the prevailing party, as determined by the court, shall be entitled to recover from the other party all reasonable costs and attorney's fees, including such fees and costs as may be incurred in enforcing any judgment or order entered in any such action.

**19. ACKNOWLEDGMENT.** EMPLOYEE acknowledges that he/she has had the opportunity to consult legal counsel in regard to this Employment Agreement, that he/she has read and understands this Employment Agreement, that he/she is fully aware of its legal effect, and that he/she has entered into it freely and voluntarily and based on his/her own judgment and not on any representations or promises other than those contained in this Employment Agreement. Therefore, the presumption that differences in interpretation shall go against the drafting party does not apply.

**20. EXECUTION.** The parties have duly executed this Employment Agreement as of the last date last written in the signature block below.

**CITRUS HEIGHTS WATER DISTRICT**

\_\_\_\_\_  
By: Robert A. Churchill  
General Manager/Secretary

\_\_\_\_\_  
Date

**EMPLOYEE**

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

**CITRUS HEIGHTS WATER DISTRICT**

**EXECUTIVE/ MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT**

**EXHIBIT A**

**JOB DESCRIPTION FOR [JOB TITLE]**

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : JOB DESCRIPTION FOR [JOB TITLE]  
POLICY NUMBER :  
DATE ADOPTED :  
DATE AMENDED :  
JOB CLASS : EXECUTIVE / MANAGER / SUPERVISOR

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**CITRUS HEIGHTS WATER DISTRICT**

**EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT**

**EXHIBIT B**

**REGULAR SALARY COMPENSATION FOR [JOB TITLE]**

Salary: \$ \_\_\_\_ per hour  
\$ \_\_\_\_ bi-weekly  
\$ \_\_\_\_ monthly  
\$ \_\_\_\_ per year

The Regular Salary Range for this position is from a bi-weekly base of \$\_\_\_\_,\_\_\_\_ (\$\_\_\_\_per hour) to a bi-weekly maximum of \$\_\_\_\_,\_\_\_\_ (\$\_\_\_\_per hour) pursuant to the District's Salary Schedule effective September 19, 2016.

Effective Date for Regular Salary Compensation: \_\_\_\_\_, 20\_\_

Payroll Authorization: \_\_\_\_\_  
By: Robert A. Churchill Date \_\_\_\_\_  
General Manager/Secretary

## CITRUS HEIGHTS WATER DISTRICT

### EXECUTIVE / MANAGER / SUPERVISOR EMPLOYMENT AGREEMENT

#### EXHIBIT C GENERAL RELEASE POLICY

**Severance Pay.** In the event EMPLOYEE is terminated without "cause," as determined by the General Manager in his/her sole and unfettered discretion, or in the event EMPLOYEE is asked to resign during such time that EMPLOYEE is willing and able to perform the duties and responsibilities under this Employment Agreement, then the DISTRICT agrees, upon receipt of a Comprehensive General Release and Settlement Agreement in the standard form signed by EMPLOYEE, to pay EMPLOYEE a lump sum cash payment equal to six (6) months of Salary as severance pay. However, if EMPLOYEE is terminated because of conviction of any criminal offense or for "cause", the DISTRICT shall have no obligation to pay severance pay.

The Comprehensive General Release and Settlement Agreement which is a condition for this benefit shall be in a form used by the DISTRICT at the time of employment severance. The form Comprehensive General Release and Settlement Agreement may change from time to time, depending upon changes in practices or law. The Comprehensive General Release and Settlement Agreement and compliance with its terms shall not be construed as an admission by the DISTRICT of any liability whatsoever, or as an admission by the DISTRICT of any violation of the rights of EMPLOYEE or any other person or violation of any order, law, statute, duty, or contract whatsoever against EMPLOYEE or any other person.

The Comprehensive General Release and Settlement Agreement shall be a full and complete settlement of any and all claims, complaints, actions and charges arising out of EMPLOYEE's employment with the DISTRICT and/or the termination thereof as provided for herein. EMPLOYEE will agree that the payments constitute the entire amount of monetary consideration provided to EMPLOYEE and that he/she will not seek any further compensation for other claimed damage, costs, or attorney's fees in connection with or related to EMPLOYEE employment with the DISTRICT. By way of example and not in limitation of the foregoing, released claims shall include any claims arising under Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974; or any successor or replacement statutes; the California Family Rights Act Of 1991; the Employee Retirement Income Security Act of 1974, as amended; the Workers Adjustment And Retraining Notification Act, as amended; the Fair Labor Standards Act and similar State and federal laws; the California Wage Payment Act, as amended; California Industrial Welfare Commission Wage Orders; and the California Fair Employment and Housing Act, that provides the right to an employee to bring charges, claims, or complaints against an employer if the employee believes they have been discriminated against on a number of bases including age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation, as well as any claims asserting wrongful



termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability. Released Claims shall also include, but not be limited to, claims for wages or other compensation due, severance pay, rewards and recognition pay, sick leave pay, annual leave pay, management leave pay, life or health insurance, or any other EMPLOYEE benefits.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

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SUBJECT : 2017 BUDGETS AND WATER RATES  
STATUS : Discussion Item  
REPORT DATE : September 07, 2016  
PREPARED BY : Susan K. Sohal, Accounting Supervisor  
Hilary M. Straus, Assistant General Manager

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### **OBJECTIVE:**

Review and discuss major issues related to the draft Operating and Capital Improvement Budgets for 2017, water rates issues for 2017 and discuss water rate adjustments options for 2017.

### **SUMMARY:**

Presented for consideration at this 2017 Budget and Rate Workshop are the following recommendations:

- A 2017 Operating Budget of \$9.41 million, representing an overall increase of about \$332,000, or 3.66% percent, above 2016 authorized budget levels.
- Consider one of the three options for the 2017 Water Rate Adjustments:
  - *Option A* - Proposed 13% revenue increase, which is modeled through the 2013 approved Financial Plan.
  - *Option B* - Proposed 9% revenue increase, which is modeled through the 2013 approved Financial Plan.
  - *Option C* - Proposed 7.25% revenue increase, which is modeled through the 2013 approved Financial Plan.
- Consider the 2017 Capital Improvement Budget with the above respective Water Rate Adjustments:
  - *Option A & Option B* - \$8.94 million in 2017 projects, with another \$3.11 million in projects carried over from prior years. The total 2017 Capital Improvement Budget is \$12.05 million.
  - *Option C* - \$8.10 million in 2017 projects, with another \$3.11 million in projects carried over from prior years. The total 2017 Capital Improvement Budget is \$11.21 million.

This report includes the following supporting information:

1. 2017 Proposed Operating Budget Summary (Attachment 1).

2. 2017 Proposed Capital Improvement Budget Summary by Category and Summary by Project (Attachment 2).
3. 2017 Proposed Water Rate Options (Attachment 3).

**BACKGROUND AND ANALYSIS:**

As the Citrus Heights Water District plans for 2017, some of the key issues the budget addresses are as follows:

- **Economic activity.** The recent upswing in building and economic activity in the area has a spillover effect on workload in various areas of District operations, from increased need for operations staff to cover in house projects to greater customer service activity related to buying and selling of property. With building activity on the rise, the District is beginning to see the effect in the form of higher bids for projects.
- **Workforce transition.** The composition of the District's very stable and experienced workforce continues to undergo change as more long-time employees reach retirement age. The District has experienced more employee retirements in the past three years than it did during the ten previous years. The succession and retirement planning is continuing forward into the year. Most forwardly is the retirement of the General Manager. With the incoming new General Manager, we are flattening the organization by eliminating the Assistant General Manager position at this time. Earlier this year in March, we did a reclassification of the single purpose Human Resources Specialist and the Accounts Payable Specialist to a general purpose Management Services Supervisor and a Management Services Specialist, respectively, and we added a Senior Accountant to the Finance Department. As we continue with succession planning we look to the upgrade of the Associate Civil Engineer to the Principal Engineer and most importantly to serve as the District Engineer due to the General Manager's departure. Looking ahead as we further develop the career ladders with job descriptions, the District will be monitoring how to better utilize the staffing resources for efficiency in a multipurpose and cross functioning organization. The transition has some positive aspects from a financial standpoint as new employees are hired it creates a cost savings and reduction in the growth of rate of costs.
- **Addition of Operations Technician.** The proposed budget options reflect and addition of an Operations Technician to better staff the District's Operations Department as opposed to utilizing temporary help.
- **Water Supply Agreement with San Juan Wholesale District.** On June 2016, the SJWD Board of Directors proposed a 16% Overall Wholesale Water Rate Adjustment. This resulted in a 19% aggregate increase for the District in purchased water.
- **Replenishment Creation of Reserves.** The proposed budget restores the remaining \$266,000 over a two year period to the Rate Stabilization Reserve. Per Option A, \$300,000 is proposed to begin funding a newly proposed Water Meter Replacement Reserve for buildup of funds towards Meter Replacements at the end of their useful life projected to start in 2025.

### **Operating and Capital Budget Overview**

Preliminary 2017 spending proposed for operations and capital improvements are summarized below.

**Operating Budget:** \$9.41 million, increase of 3.66%, or \$332,000 from the 2016 budget.

- A 19% aggregate increase in cost of treated water cost from San Juan Water District. The projected quantity of water estimated to be purchased is 12,000 AF.
- A \$200,000 increase in Professional/Contract Services for the planning of Project 2030, The Water Main Replacement Program.
- Salary COLA increases of 1.2% (estimated based on the July 2016 Consumer Price Index - West) and merit increases averaging 3.7% at the discretion of the General Manager. However, some salary amounts will go down due to decreased salary amounts for new employees replacing long-term employees who were at higher points in their salary ranges.
- Employee benefit cost decrease of about \$40,000. A number of factors contribute to the overall decrease including new employees whose CalPERS contribution rates are lower, lower total Healthcare premiums as a result of new employees replacing long-term employees who were at higher premium points, an increase of 10% in Healthcare premium costs and an increase of 14% in the District's CalPERS employer contribution rate as a result of the GASB 68 Unfunded Liability Payment of \$368,000.

About \$500,000 in salary and benefit costs are allocated to the Capital Improvement Budget to account for time spent in the planning, design, construction and inspection of capital projects by District employees.

#### **Capital Improvement Budget:**

- Option A & Option B - \$8.94 million in 2017 projects, with another \$ 3.11million in projects carried over from prior years. The total 2017 Capital Improvement Budget is \$12.05 million.
- Option C - \$ 8.10 million in 2017 projects, with another \$3.11 million in projects carried over from prior years. The total 2017 Capital Improvement Budget is \$11.21 million.

Project highlights include:

- Replacement of aging customer water services budgeted at \$550,000.
- Replacement, upgrades and new fire hydrants for \$150,000.
- Operations Building Remodel/Reinvestment project scheduled to start design in 2017 with construction targeted for 2018 at a total cost of \$1.48 million.

- Three water main replacement or installation projects scheduled to start design in 2017 with construction targeted for 2018 at a total cost of \$2.77 million.
- Operations equipment replacements and new equipment totaling \$287,000 for 2017.
- Carryover of Upgrades/Replacements to the District's billing and accounting software for the Administration department for a total of \$450,000 (2017) and \$250,000 for the Document Management Plan (2018).
- Groundwater Well property acquisition budgeted at \$890,000 for Options A & B. Property acquisitions will be deferred for Option C.

Funds and Reserves Transfers:

- Reflects a transfer of \$100,000 to replenish the Rate Stabilization Reserve in 2017 and \$166,000 in 2018.
- Replenishment of the Water Efficiency Reserve of \$75,000.
- Buildup of the Water Supply Reserve of \$100,000.
- Additional transfer of \$300,000 in Option A to a newly proposed Water Meter Replacement Reserves for buildup of funds towards Meter Replacements at the end of their useful life projected to start in 2025.

**Total Operating and Capital Budgets for 2017:**

Option A – 13% rate increase

Total Funding Requirements for 2017 Budgets:     \$18.925 million  
(Operating Budget + CIP Budget + transfers to Reserves)  
(\$9.41 million + \$8.94 million + 575k = \$18.925 million)

Option B – 9% rate increase

Total Funding Requirements for 2017 Budgets:     \$18.625 million  
(Operating Budget + CIP Budget + transfers to Reserves)  
(\$9.41 million + \$8.94 million + \$275k = \$18.625 million)

Option C – 7% rate increase

Total Funding Requirements for 2017 Budgets:     \$17.785 million  
(Operating Budget + CIP Budget + transfers to Reserves)  
(\$9.41 million + \$8.10 million + \$275k = \$17.785 million)

**Water Rates and Charges Overview**

The Board of Directors is considering rate adjustments for 2017 which will result in one of three options, Option A - 13%, Option B - 9% or Option C 7.25%, to support operation of the District and continued reinvestment in the District's infrastructure.

### Proposition 218 Notification

The District must provide written notification of proposed water rate adjustments to all property owners within the District in accordance with the requirements of Proposition 218. The notification must be received a minimum of 45 days in advance of the public hearing where the rate adjustments are to be considered. If the Board of Directors elects to consider an increase in water service charges or usage charges for 2017, the District must prepare and mail a Proposition 218 notification not later than September 26, 2016 in order to meet the notification requirement for a public hearing at the Board's November 15, 2016 Special Meeting.

Miscellaneous charges and fees that apply to specific services provided by the District, such as plan check and inspection charges, service installation charges and capacity fees, are not subject to Proposition 218 notification requirements. The proposed fee schedule will be presented in the October Board of Directors meeting for review and in November for action.

### **Public Information and Public Engagement Program for the 2017 Budget**

At the August 29<sup>th</sup> Budget Study Session, staff indicated it would continue with the *Public Information and Public Engagement Plan* to help educate customers concerning key issues facing the District (e.g., increasing costs from San Juan Water District, aging infrastructure that is in need of replacement, and the importance for the District to continue its groundwater well development program) would be developed in conjunction with the budget and rate adoption process this year.

The information and engagement strategy is divided into three parts: 1) Identifying key "Audiences"; 2) Articulating key "messages"; and 3) Identifying the "channels" for communicating and engaging with customers.

Key messages and themes will be developed: 1) With the proposed rate increase, Citrus Heights Water District will continue to maintain relatively low water rates in comparison to the Sacramento region; 2) the rate increase is important to ensure that the District is able to replace aging infrastructure; 3) The ability to replace aging infrastructure, and to expand the District's access to groundwater by developing wells is vital to ensuring long term reliability of supply at relatively low cost to the customer; 4) The District maintains a low cost structure in terms of on-going operational expenses, and the rate increase will enable the District to replace infrastructure and expand its groundwater supply at lower cost in "today's" versus "tomorrow's" dollars; 5) The proposed rate increase, based on average consumption for a family of four in a single family home with a one-inch water meter, is about \$6.44 per month (13%), \$4.45 per month (9%), \$3.60 per month (7.25%); 6) The District prides itself in operating in an open and transparent manner and will continue to do so; and 7) The rate increase will enable the District to continue to plan for the future, and prevent sliding into a "reactive mode" of operating and providing service to customers.

Key channels for educating and engaging customers include: the Proposition 218 Notice; a Hand-out/Mailer; new informational web page (similar to the District's new Drought Resources web page); in-person meetings with stakeholder audiences; "road show" PowerPoint provided by key staff (Assistant

General Manager, Project Manager and Accounting Supervisor) to the City's neighborhood associations and the Orangevale CPAC; and use of the District' Facebook wall.

These activities will take place in the time leading up to the Board's consideration of adopting the 2017 budget and rate increase on November 15, 2016.

**RECOMMENDATION:**

1. Review and discuss the proposed Operating and Capital Improvement Budgets and Water Rates for 2017, and receive comment from any public in attendance.
  2. Provide direction to staff on the draft budgets and water rates for 2017 to be used to make any desired changes or refinements as staff moves forward with the preparation of the Proposition 218 Notice.
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# **ATTACHMENT 1**

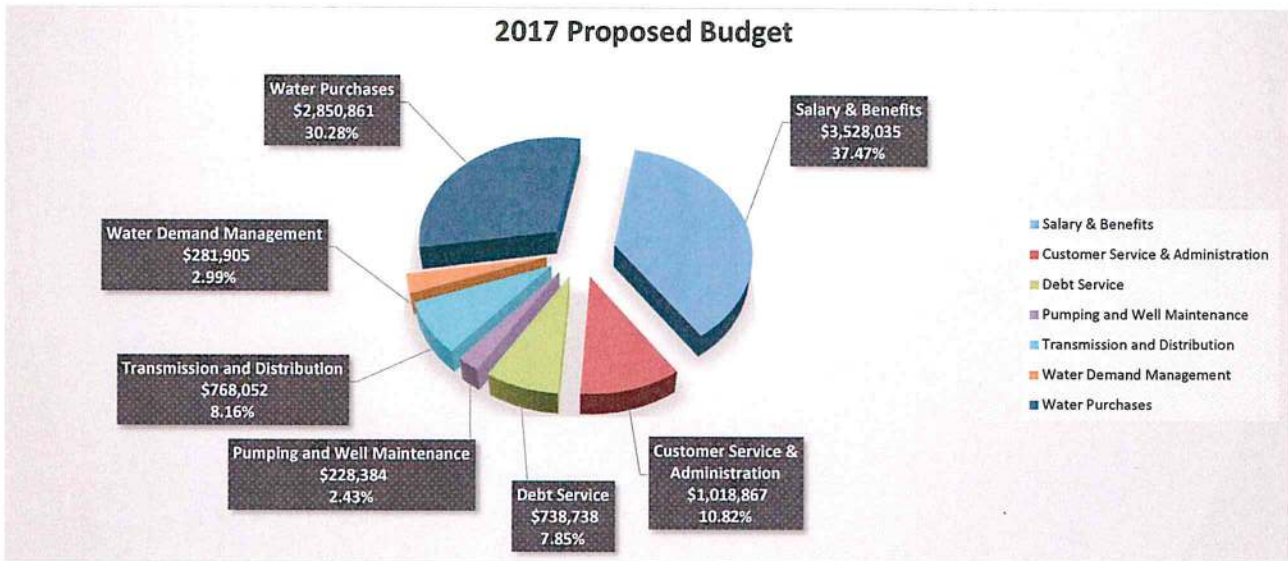
## **Proposed 2017 Operating Budget**



**CITRUS HEIGHTS WATER DISTRICT  
2017 PROPOSED OPERATING BUDGET SUMMARY**

Proposed: September 13, 2016

| <u>Expense Category</u>           | <i>2015 Budget</i>  | <i>2015 Actual</i>  | <i>2016 Budget</i>  | <i>2016 Projected</i> | <i>2017 Proposed Budget</i> | <i>% Change 2016 vs. 2017</i> |
|-----------------------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------------|-------------------------------|
| Salary & Benefits                 | \$ 3,005,484        | \$ 3,475,404        | \$ 3,597,333        | \$ 3,614,157          | \$ 3,528,035                | -1.93%                        |
| Customer Service & Administration | \$ 788,472          | \$ 869,909          | \$ 1,113,405        | \$ 1,049,793          | \$ 1,018,867                | -8.49%                        |
| Debt Service                      | \$ 736,488          | \$ 207,871          | \$ 740,263          | \$ 806,892            | \$ 738,738                  | -0.21%                        |
| Pumping and Well Maintenance      | \$ 200,723          | \$ 109,748          | \$ 266,904          | \$ 214,507            | \$ 228,384                  | -14.43%                       |
| Transmission and Distribution     | \$ 496,406          | \$ 599,918          | \$ 547,960          | \$ 529,914            | \$ 768,052                  | 40.17%                        |
| Water Demand Management           | \$ 280,195          | \$ 101,534          | \$ 428,500          | \$ 207,714            | \$ 281,905                  | -34.21%                       |
| Water Purchases                   | \$ 2,295,483        | \$ 1,950,627        | \$ 2,387,701        | \$ 2,740,194          | \$ 2,850,861                | 19.40%                        |
|                                   | <u>\$ 7,803,249</u> | <u>\$ 7,315,012</u> | <u>\$ 9,082,066</u> | <u>\$ 9,163,170</u>   | <u>\$ 9,414,841</u>         | <u>3.66%</u>                  |



CITRUS HEIGHTS WATER DISTRICT  
**2017 PROPOSED OPERATING BUDGET SUMMARY**  
Proposed: September 13, 2016

| <i>Account</i>                               | <i>Description</i>                                     | <i>2015<br/>Budget</i> | <i>2015<br/>Actual</i> | <i>2016<br/>Budget</i> | <i>2016<br/>Projected</i> | <i>2017<br/>Proposed<br/>Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--|--|------------------------|------------------------|------------------------|---------------------------|-------------------------------------|------------------|-----------------|
| <i>Customer Service &amp; Administration</i> |  |                        |                        |                        |                           |                                     |                  |                 |
|  | DIRECTORS MEETING COMPENSATION                         | 20,300                 | 15,950                 | 20,300                 | 18,850                    | 20,010                              | (290)            | -1%             |
|  | RETIREE HEALTH CARE BENEFIT                            | 41,565                 | 90,365                 | 43,547                 | 42,957                    | 48,963                              | 5,416            | 12%             |
|  | CONTRACT SERVICES - OFFICE REPAIRS / MAINT             | 2,000                  | -                      | 2,000                  | 2,261                     | 2,000                               | -                | 0%              |
|  | MAINTENANCE AGREEMENTS - SOFTWARE                      | 114,037                | 129,060                | 134,332                | 145,220                   | 121,532                             | (12,800)         | -10%            |
|  | EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIPMENT | 11,580                 | 14,713                 | 14,366                 | 12,069                    | 14,142                              | (224)            | -2%             |
|  | JANITORIAL   | 9,313                  | 6,615                  | 11,100                 | 10,185                    | 14,700                              | 3,600            | 32%             |
|  | BANK FEES  | 71,000                 | 66,368                 | 71,000                 | 77,748                    | 70,000                              | (1,000)          | -1%             |
|  | OFFICE EXPENSE   | 15,000                 | 14,871                 | 15,000                 | 16,641                    | 16,000                              | 1,000            | 7%              |
|  | SMALL OFFICE EQUIPMENT                                 | 2,000                  | 9,562                  | 2,000                  | 6,086                     | 3,000                               | 1,000            | 50%             |
|  | DUES & SUBSCRIPTIONS                                   | 102,210                | 91,630                 | 112,210                | 142,393                   | 114,630                             | 2,420            | 2%              |
|  | POSTAGE  | 98,500                 | 105,731                | 103,000                | 116,704                   | 119,000                             | 16,000           | 16%             |
|  | PRINTING   | 6,000                  | 8,022                  | 7,700                  | 5,633                     | 17,700                              | 10,000           | 130%            |
|  | TELEPHONE - LOCAL / LONG DISTANCE                      | 16,220                 | 10,687                 | 12,500                 | 20,283                    | 22,700                              | 10,200           | 82%             |
|  | UTILITIES  | 18,720                 | 29,866                 | 19,700                 | 14,171                    | 19,700                              | -                | 0%              |
|  | INSURANCE - LIABILITY & COMPREHENSIVE                  | 68,845                 | 74,024                 | 75,300                 | 70,648                    | 75,000                              | (300)            | 0%              |
|  | LEGAL & AUDIT  | 57,680                 | 64,464                 | 78,900                 | 74,881                    | 94,000                              | 15,100           | 19%             |
|  | CONTINUED EDUCATION                                    | 31,580                 | 23,677                 | 45,780                 | 36,259                    | 61,020                              | 15,240           | 33%             |
|  | PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR        | -                      | 6,461                  | 130,000                | 57,277                    | 10,000                              | (120,000)        | 0%              |
|  | PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL     | 26,400                 | 27,819                 | 27,600                 | 28,488                    | 30,000                              | 2,400            | 9%              |
|  | PROFESSIONAL / CONTRACT SERVICES - FINANCIAL           | -                      | -                      | 5,000                  | 10,145                    | 10,000                              | 5,000            | 0%              |
|  | PROFESSIONAL / CONTRACT SERVICES - OTHER               | 62,169                 | 64,118                 | 133,460                | 118,912                   | 104,760                             | (28,700)         | -22%            |
|  | ELECTION EXPENSE                                       | -                      | -                      | 29,000                 | -                         | -                                   | (29,000)         | 0%              |
|  | PUBLICATION NOTICES                                    | 1,236                  | 53                     | 1,500                  | 1,696                     | 1,500                               | -                | 0%              |
|  | OFFICE MISC - MEETING ACCOMODATIONS                    | 309                    | 527                    | 2,000                  | 1,990                     | 7,000                               | 5,000            | 250%            |
|  | OFFICE MISC - OTHER                                    | 1,200                  | 6,843                  | 2,200                  | 1,905                     | 2,200                               | -                | 0%              |
|  | COMPUTER SOFTWARE                                      | 3,605                  | 248                    | 3,700                  | 3,400                     | 3,700                               | -                | 0%              |
|  | BAD DEBT EXPENSE                                       | -                      | 1,771                  | -                      | 2,627                     | 5,000                               | 5,000            | 0%              |
|  | OFFICE MISC - DISTRICT EVENTS                          | 4,903                  | 4,884                  | 5,110                  | 5,263                     | 5,110                               | -                | 0%              |
|  | OFFICE MISC - MILESTONE EVENTS                         | 2,100                  | 1,580                  | 5,100                  | 5,100                     | 5,500                               | 400              | 8%              |
| <i>Debt Service</i>                          |  |                        |                        |                        |                           |                                     |                  |                 |
|  | DEBT SERVICE - COP SERIES 2010                         | 569,200                | 107,600                | 571,200                | 591,553                   | 567,400                             | (3,800)          | -1%             |
|  | DEBT SERVICE - COP SERIES 2012                         | 167,288                | 100,272                | 169,063                | 215,339                   | 171,338                             | 2,275            | 1%              |
| <i>Pumping and Well Maintenance</i>          |  |                        |                        |                        |                           |                                     |                  |                 |
|  | POWER TO WELLS   | 177,495                | 104,517                | 244,904                | 202,674                   | 203,684                             | (41,220)         | -17%            |
|  | WELLS - REPAIR / MAINTENANCE                           | 23,228                 | 5,231                  | 22,000                 | 11,832                    | 24,700                              | 2,700            | 12%             |

| <i>Account</i>                       | <i>Description</i>  | <i>2015<br/>Budget</i> | <i>2015<br/>Actual</i> | <i>2016<br/>Budget</i> | <i>2016<br/>Projected</i> | <i>2017<br/>Proposed<br/>Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--------------------------------------|---|------------------------|------------------------|------------------------|---------------------------|-------------------------------------|------------------|-----------------|
| <i>Salary &amp; Benefits</i>         |   |                        |                        |                        |                           |                                     |                  |                 |
|                                      | INSURANCE - DISABILITY & LIFE                                 | 28,300                 | 24,811                 | 28,300                 | 33,529                    | 31,626                              | 3,326            | 12%             |
|                                      | INSURANCE - WORKER'S COMPENSATION                             | 54,319                 | 24,068                 | 54,319                 | 58,862                    | 54,319                              | (0)              | 0%              |
|                                      | EMPLOYEE BENEFIT - VISION INSURANCE                           | 5,040                  | 4,396                  | 5,100                  | 10,966                    | 9,036                               | 3,936            | 77%             |
|                                      | EMPLOYEE BENEFIT - DENTAL INSURANCE                           | 41,258                 | 40,103                 | 43,200                 | 48,162                    | 37,200                              | (6,000)          | -14%            |
|                                      | EMPLOYEE BENEFIT - HEALTH INSURANCE                           | 351,272                | 352,699                | 375,272                | 398,481                   | 375,272                             | -                | 0%              |
|                                      | EMPLOYEE BENEFIT - PERS RETIREMENT                            | 591,083                | 605,712                | 422,544                | 461,196                   | 481,873                             | 59,329           | 14%             |
|                                      | EMPLOYEE BENEFIT - SOCIAL SECURITY                            | 144,642                | 150,209                | 153,444                | 190,658                   | 175,149                             | 21,705           | 14%             |
|                                      | EMPLOYEE BENEFIT - MEDICARE                                   | 33,827                 | 38,365                 | 35,886                 | 44,589                    | 40,962                              | 5,076            | 14%             |
|                                      | EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE                     | 6,825                  | 5,688                  | 7,875                  | 8,139                     | 8,400                               | 525              | 7%              |
|                                      | EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT             | 26,000                 | 23,504                 | 26,000                 | 31,773                    | 30,000                              | 4,000            | 15%             |
|                                      | EMPLOYEE SALARY AND BENEFITS - ALLOCATION TO CAPITAL PROJECTS | (629,907)              | (332,171)              | (339,867)              | (550,000)                 | (550,000)                           | (210,133)        | 62%             |
|                                      | SALARY - MANAGERS (4 positions)                               | 566,130                | 599,743                | 676,194                | 693,611                   | 449,671                             | (226,523)        | -33%            |
|                                      | SALARY - OFFICE (6 authorized positions)                      | 348,136                | 357,921                | 501,000                | 418,662                   | 560,463                             | 59,463           | 12%             |
|                                      | SALARY - FIELD / O&M (16 authorized positions)                | 1,069,222              | 1,081,442              | 1,118,893              | 1,302,946                 | 1,226,991                           | 108,098          | 10%             |
|                                      | STANDBY DUTY  | 16,640                 | 16,730                 | 17,940                 | 17,620                    | 17,940                              | -                | 0%              |
|                                      | SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)     | 145,936                | 150,015                | 156,088                | 185,443                   | 187,831                             | 31,743           | 20%             |
|                                      | SALARY - ENGINEERING (4 positions)                            | 206,761                | 332,171                | 315,145                | 259,520                   | 391,301                             | 76,156           | 24%             |
| <i>Transmission and Distribution</i> |   |                        |                        |                        |                           |                                     |                  |                 |
|                                      | COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE                 | 5,000                  | -                      | 5,000                  | 5,000                     | 5,000                               | -                | 0%              |
|                                      | WATER QUALITY ANALYSIS  | 19,432                 | 23,094                 | 41,000                 | 24,894                    | 24,532                              | (16,468)         | -40%            |
|                                      | FIELD MISCELLANEOUS - DUMP FEES                               | -                      | 961                    | 1,000                  | 1,286                     | 1,100                               | 100              |                 |
|                                      | FIELD MISCELLANEOUS - OTHER                                   | 500                    | 230                    | 1,000                  | 416                       | 1,000                               | -                | 0%              |
|                                      | SMALL TOOLS - FIELD   | 15,000                 | 28,211                 | 23,400                 | 24,592                    | 23,400                              | -                | 0%              |
|                                      | SUPPLIES - FIELD  | 18,000                 | 30,004                 | 19,000                 | 15,704                    | 19,000                              | -                | 0%              |
|                                      | MATERIALS   | 35,000                 | 11,766                 | 6,000                  | 38,827                    | 30,000                              | 24,000           | 400%            |
|                                      | ROADBASE  | 35,000                 | 26,800                 | 20,000                 | 23,276                    | 25,000                              | 5,000            | 25%             |
|                                      | CONTRACT SERVICES - CONCRETE                                  | 10,000                 | 7,649                  | 8,000                  | 2,000                     | 8,000                               | -                | 0%              |
|                                      | CONTRACT SERVICES - MISC FIELD / O&M                          | 30,400                 | 70,338                 | 30,000                 | 38,078                    | 33,000                              | 3,000            | 10%             |
|                                      | CONTRACT SERVICES - PAVING                                    | 25,000                 | 8,820                  | 9,000                  | 2,291                     | 9,000                               | -                | 0%              |
|                                      | MAINTENANCE AGREEMENTS - EQUIPMENT                            | 6,670                  | 3,067                  | 6,700                  | 7,994                     | 6,700                               | -                | 0%              |
|                                      | REPAIR - FLEET EQUIPMENT                                      | 32,000                 | 51,117                 | 40,000                 | 40,048                    | 40,000                              | -                | 0%              |
|                                      | REPAIR - TOOLS AND EQUIPMENT                                  | 12,000                 | 11,906                 | 12,000                 | 12,004                    | 12,000                              | -                | 0%              |
|                                      | GAS AND OIL   | 51,000                 | 43,302                 | 51,000                 | 48,339                    | 51,000                              | -                | 0%              |
|                                      | EQUIPMENT RENTAL - FIELD                                      | 3,000                  | 3,584                  | 3,000                  | 5,019                     | 4,000                               | 1,000            | 33%             |
|                                      | PERMIT FEE - AIR QUALITY / HAZ MAT                            | 4,800                  | 5,324                  | 5,700                  | 4,474                     | 5,700                               | -                | 0%              |

| <i>Account</i>                 | <i>Description</i>                                       | <i>2015<br/>Budget</i> | <i>2015<br/>Actual</i> | <i>2016<br/>Budget</i> | <i>2016<br/>Projected</i> | <i>2017<br/>Proposed<br/>Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--------------------------------|--|------------------------|------------------------|------------------------|---------------------------|-------------------------------------|------------------|-----------------|
|                                | PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB) | 14,000                 | 11,435                 | 14,000                 | 13,618                    | 14,000                              | -                | 0%              |
|                                | PERMIT FEE - ENCROACHMENT PERMITS                        | 29,000                 | 32,785                 | 44,000                 | 29,208                    | 44,000                              | -                | 0%              |
|                                | TELEPHONE - WIRELESS                                     | 11,244                 | 13,943                 | 16,800                 | 15,060                    | 16,800                              | -                | 0%              |
|                                | TELEPHONE - ANSWERING SERVICE                            | 2,400                  | 2,471                  | 2,400                  | 2,319                     | 2,500                               | 100              | 4%              |
|                                | PROFESSIONAL / CONTRACT SERVICES - ENGINEERING           | 13,000                 | 27,174                 | 20,000                 | 275                       | 220,000                             | 200,000          | 1000%           |
|                                | PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR       | 5,000                  | 80,573                 | 50,000                 | 58,988                    | 50,000                              | -                | 0%              |
|                                | PROFESSIONAL / CONTRACT SERVICES - WELLS                 | 10,000                 | -                      | 10,000                 | 5,000                     | 10,000                              | -                | 0%              |
|                                | PROFESSIONAL /CONTRACT SERVICES - METER READING          | 108,960                | 105,365                | 108,960                | 111,203                   | 112,320                             | 3,360            | 3%              |
| <i>Water Demand Management</i> |  |                        |                        |                        |                           |                                     | -                |                 |
|                                | WATER DEMAND MANAGEMENT - POSTAGE                        | 13,390                 | 11,369                 | 14,000                 | 5,756                     | 5,000                               | (9,000)          | -64%            |
|                                | WATER DEMAND MANAGEMENT - PRINTING                       | 7,004                  | 8,788                  | 25,000                 | 7,228                     | 21,000                              | (4,000)          | -16%            |
|                                | WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES         | 8,137                  | 9,066                  | 11,500                 | 12,681                    | 14,500                              | 3,000            | 26%             |
|                                | WATER DEMAND MANAGEMENT - CONTRACT SERVICES              | 217,032                | 53,858                 | 367,000                | 161,175                   | 207,800                             | (159,200)        | -43%            |
|                                | WATER DEMAND MANAGEMENT - OTHER                          | 7,132                  | 4,578                  | 8,000                  | 6,699                     | 14,855                              | 6,855            | 86%             |
|                                | WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS             | 27,500                 | 13,876                 | 3,000                  | 14,175                    | 18,750                              | 15,750           | 525%            |
| <i>Water Purchases</i>         |  |                        |                        |                        |                           |                                     | -                |                 |
|                                | PURCHASED WATER  | 2,295,483              | 1,950,627              | 2,387,701              | 2,740,194                 | 2,850,861                           | 463,160          | 19%             |
| <b>Grand Total</b>             |  | <b>7,803,249</b>       | <b>7,315,012</b>       | <b>9,082,066</b>       | <b>9,163,170</b>          | <b>9,414,841</b>                    | <b>332,775</b>   | <b>3.66%</b>    |

# **ATTACHMENT 3**

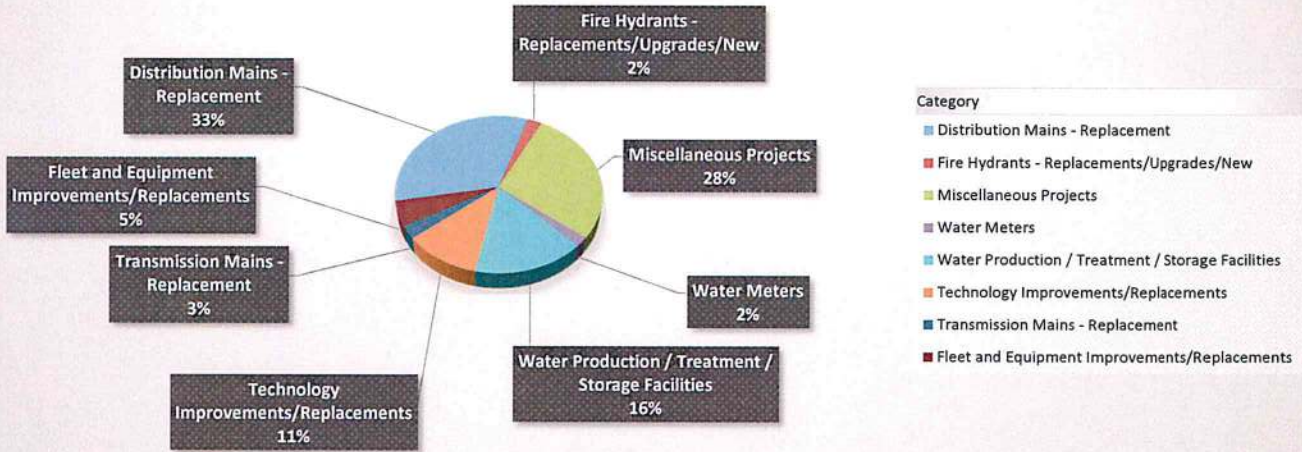
## **Proposed 2017 Water Rate Options**

**Citrus Heights Water District**  
**2017 CAPITAL PROJECTS BUDGET SUMMARY**

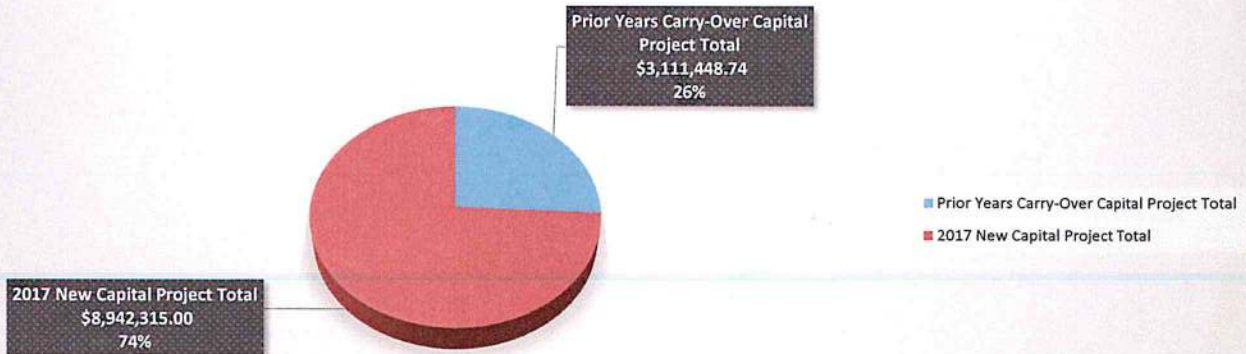
Proposed: September 13, 2016  
Option A & B

| Category  | Total Project Budget | 2016 Adopted Budget | 2017 Proposed Budget | 2016 vs 2017 Budget Variance (\$) |
|---|----------------------|---------------------|----------------------|-----------------------------------|
| Distribution Mains - Replacement                  | 3,886,771            | 1,014,424           | 1,782,675            | 2,200,000                         |
| Fire Hydrants - Replacements/Upgrades/New         | 135,000              | 173,738             | 135,000              | (38,738)                          |
| Miscellaneous Projects                            | 3,078,000            | 1,629,931           | 1,528,000            | (124,431)                         |
| Water Meters                                      | 100,000              | 53,158              | 100,000              | 46,842                            |
| Water Production / Treatment / Storage Facilities | 1,328,715            | 372,615             | 875,000              | 66,100                            |
| Technology Improvements/Replacements              | 624,723              | 537,255             | 597,221              | 87,468                            |
| Transmission Mains - Replacement                  | 2,613,055            | 513,055             | 146,259              | -                                 |
| Fleet and Equipment Improvements/Replacements     | 287,500              | 32,200              | 287,500              | 255,300                           |
| <b>Grand Total</b>                                | <b>\$ 12,053,764</b> | <b>\$ 4,326,376</b> | <b>\$ 5,451,655</b>  | <b>\$ 2,492,541</b>               |

**CHWD 2017 Capital Improvement Budget by Category**



**Total Projects Prior Years and New**





CITRUS HEIGHTS WATER DISTRICT  
 2017 CAPITAL PROJECTS BUDGET - SUMMARY BY PROJECT  
 Option A -13% or Option B - 9%  
 Proposed: September 13, 2016

| Project Number | Name   | 2016 Adopted Budget | 2016 Estimated Expense | 2017 Proposed Budget | 2018 Projected Expense | % Complete    | Total Project Budget | 2016 vs 2017 Budget Variance (\$) | Variance (%)  |
|----------------|--|---------------------|------------------------|----------------------|------------------------|---------------|----------------------|-----------------------------------|---------------|
| 2015-02        | Annual Corporation Yard Improvements/Replacements                                      | 109,500             | 109,500                | 1,300,000            | -                      | 0%            | 1,409,500            | 1,300,000                         | 1187.21%      |
| 2015-04        | Annual Technology Hardware and Software Improvements/Replacements                      | 750,000             | -                      | 450,000              | 300,000                | 0%            | 750,000              | -                                 | 0.00%         |
| 2015-31        | Baird Way 12" Water Main Replacement Project   | 510,255             | 27,502                 | 477,221              | -                      | 5%            | 504,723              | (5,532)                           | -1.08%        |
| 2015-32        | Circuit Dr/Graham Cir - Mariposa Av to west/ Circuit Dr to Circuit Dr                  | 513,055             | -                      | 46,259               | 466,796                | 0%            | 513,055              | -                                 | 0.00%         |
| 2015-33        | Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project | 396,672             | 24,619                 | 372,053              | -                      | 0%            | 396,672              | 0                                 | 0.00%         |
| 2015-37        | C-Bar-C Pressure Control Station   | 300,000             | -                      | -                    | 500,000                | 0%            | 1,200,000            | 900,000                           | 300.00%       |
| 2016-31        | Wind Way 8-Inch and Longwood Way 6-Inch Water Main Replacements                        | 323,715             | -                      | 20,000               | 303,715                | 0%            | 323,715              | -                                 | 0.00%         |
| 2016-34        | Auburn Blvd - Rusch Park to Placer County Line   | 158,252             | 8,968                  | -                    | 149,284                | 6%            | 158,252              | 0                                 | 0.00%         |
| 2016-42        | Sunrise Blvd - City of CH Sunrise Streetscape Phase 2A                                 | 50,000              | -                      | 50,000               | -                      | 0%            | 50,000               | -                                 | 0.00%         |
| 2017-03        | Annual Fleet and Field Operations Equipment Improvements/Replacements                  | 32,200              | 25,000                 | 287,500              | 200,000                | 100%          | 287,500              | 255,300                           | 792.86%       |
| 2017-04        | Annual Technology Hardware and Software Improvements/Replacements                      | 27,000              | 27,000                 | 120,000              | 10,000                 | 100%          | 120,000              | 93,000                            | 344.44%       |
| 2017-05        | Annual Facilities Improvement  | 2,500               | 2,500                  | 50,000               | 50,000                 |               |                      |                                   |               |
| 2017-10        | Water Main Pipeline Replacements   | 28,465              | 29,000                 | 63,000               | 63,000                 | 100%          | 63,000               | 34,535                            | 121.32%       |
| 2017-11        | Water Valve Replacements   | 91,281              | 90,000                 | 140,000              | 140,000                | 100%          | 140,000              | 48,719                            | 53.37%        |
| 2017-12        | Water Service Replacements   | 757,685             | 550,000                | 550,000              | 550,000                | 100%          | 550,000              | (207,685)                         | -27.41%       |
| 2017-13        | Water Meter Replacements   | 53,158              | 61,000                 | 100,000              | -                      | 100%          | 100,000              | 46,842                            | 88.12%        |
| 2017-14        | Fire Hydrants - Replacements / Upgrades / Infill / New                                 | 173,738             | 150,185                | 135,000              | -                      | 100%          | 135,000              | (38,738)                          | -22.30%       |
| 2017-20        | Groundwater Well Improvements  | 48,900              | 48,900                 | 115,000              | -                      | 100%          | 115,000              | 66,100                            | 135.17%       |
| 2017-30        | 24-Inch Reline - Oak Ave at C-Bar-C Park south to Arcade Creek                         | -                   | -                      | 100,000              | 500,000                |               | 2,100,000            |                                   |               |
| 2017-31        | Pleasant View Dr - Oak Av to Poppyfield Wy   | -                   | -                      | 40,410               | 407,772                |               | 448,182              |                                   |               |
| 2017-32        | Michigan Dr - Sunrise Bl to west   | -                   | -                      | 20,212               | 203,953                |               | 224,165              |                                   |               |
| 2017-33        | Operations Building Remodel  | -                   | -                      | 175,000              | 1,300,000              |               | 1,475,000            |                                   |               |
| 2017-34        | Groundwater Well Property Acquisition  | -                   | 150,000                | 740,000              | -                      |               | 890,000              |                                   |               |
| 2017-40        | Other City Partnership Opportunities   | -                   | -                      | 50,000               | -                      |               | 50,000               |                                   |               |
| 2017-41        | Other Miscellaneous Infrastructure Projects  | -                   | -                      | 50,000               | -                      |               | 50,000               |                                   |               |
| <b>Totals</b>  |  | <b>4,326,376</b>    | <b>1,304,174</b>       | <b>5,451,655</b>     | <b>5,144,520</b>       | <b>30.14%</b> | <b>12,053,764</b>    | <b>2,492,541</b>                  | <b>57.61%</b> |

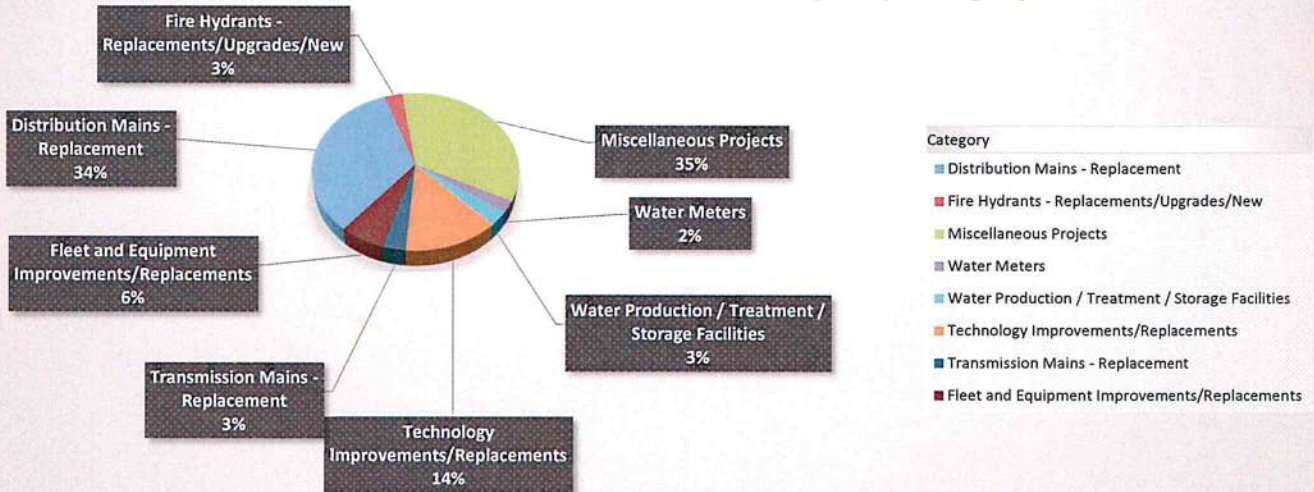
| Summary   |                      |
|---|----------------------|
| Prior Years Carry-Over Capital Project Total            | 3,111,449            |
| Prior Years Projects Additional Cost Approval/(Savings) | 2,194,468            |
| 2017 New Capital Project Total                          | 6,747,847            |
| <b>2017 Capital Project Total Budget Request</b>        | <b>\$ 8,942,315</b>  |
| <b>Total CIP Budget</b>                                 | <b>\$ 12,053,764</b> |

**Citrus Heights Water District**  
**2017 CAPITAL PROJECTS BUDGET SUMMARY**

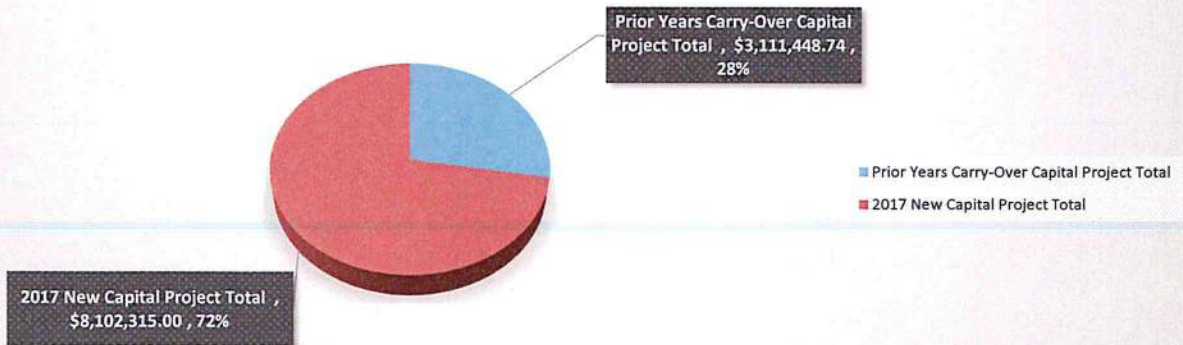
Proposed: September 13, 2016  
Option C

| Category  | Total Project Budget | 2016 Adopted Budget | 2017 Proposed Budget | 2016 vs 2017 Budget Variance (\$) |
|---|----------------------|---------------------|----------------------|-----------------------------------|
| Distribution Mains - Replacement                  | 3,886,771            | 1,014,424           | 1,482,675            | 2,200,000                         |
| Fire Hydrants - Replacements/Upgrades/New         | 135,000              | 173,738             | 135,000              | (38,738)                          |
| Miscellaneous Projects                            | 3,078,000            | 1,627,431           | 1,478,000            | (124,431)                         |
| Water Meters                                      | 100,000              | 53,158              | 100,000              | 46,842                            |
| Water Production / Treatment / Storage Facilities | 438,715              | 372,615             | 135,000              | 66,100                            |
| Technology Improvements/Replacements              | 624,723              | 537,255             | 597,221              | 87,468                            |
| Transmission Mains - Replacement                  | 2,613,055            | 513,055             | 146,259              | -                                 |
| Fleet and Equipment Improvements/Replacements     | 287,500              | 32,200              | 287,500              | 255,300                           |
| (blank)   | 50,000               | 2,500               | 50,000               | 47,500                            |
| <b>Grand Total</b>                                | <b>\$ 11,213,764</b> | <b>\$ 4,326,376</b> | <b>\$ 4,411,655</b>  | <b>\$ 2,540,041</b>               |

**CHWD 2017 Capital Improvement Budget by Category**



**Total Projects Prior Years and New**





CITRUS HEIGHTS WATER DISTRICT  
 2017 CAPITAL PROJECTS BUDGET - SUMMARY BY PROJECT  
 Option C - 7.25%  
 Proposed: September 13, 2016

| Project Number | Name   | 2016 Adopted Budget | 2016 Estimated Expense | 2017 Proposed Budget | 2018 Projected Expense | % Complete    | Total Project Budget | 2016 vs 2017 Budget Variance (\$) | Variance (%) |
|----------------|--|---------------------|------------------------|----------------------|------------------------|---------------|----------------------|-----------------------------------|--------------|
| 2015-02        | Annual Corporation Yard Improvements/Replacements                                      | 109,500             | 109,500                | 1,000,000            | 300,000                | 0%            | 1,409,500            | 1,300,000                         | 1187.21%     |
| 2015-04        | Annual Technology Hardware and Software Improvements/Replacements                      | 750,000             | -                      | 450,000              | 300,000                | 0%            | 750,000              | -                                 | 0.00%        |
| 2015-31        | Baird Way 12" Water Main Replacement Project   | 510,255             | 27,502                 | 477,221              | -                      | 5%            | 504,723              | (5,532)                           | -1.08%       |
| 2015-32        | Circuit Dr/Graham Cir - Mariposa Av to west/ Circuit Dr to Circuit Dr                  | 513,055             | -                      | 46,259               | 466,796                | 0%            | 513,055              | -                                 | 0.00%        |
| 2015-33        | Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project | 396,672             | 24,619                 | 372,053              | -                      | 0%            | 396,672              | 0                                 | 0.00%        |
| 2015-37        | C-Bar-C Pressure Control Station   | 300,000             | -                      | -                    | 500,000                | 0%            | 1,200,000            | 900,000                           | 300.00%      |
| 2016-31        | Wind Way 8-Inch and Longwood Way 6-Inch Water Main Replacements                        | 323,715             | -                      | 20,000               | 303,715                | 0%            | 323,715              | -                                 | 0.00%        |
| 2016-34        | Auburn Blvd - Rusch Park to Placer County Line   | 158,252             | 8,968                  | -                    | 149,284                | 6%            | 158,252              | 0                                 | 0.00%        |
| 2016-42        | Sunrise Blvd - City of CH Sunrise Streetscape Phase 2A                                 | 50,000              | -                      | 50,000               | -                      | 0%            | 50,000               | -                                 | 0.00%        |
| 2017-03        | Annual Fleet and Field Operations Equipment Improvements/Replacements                  | 32,200              | 25,000                 | 287,500              | 200,000                | 100%          | 287,500              | 255,300                           |              |
| 2017-04        | Annual Technology Hardware and Software Improvements/Replacements                      | 27,000              | 27,000                 | 120,000              | 10,000                 | 100%          | 120,000              | 93,000                            |              |
| 2017-05        | Annual Facilities Improvement  | 2,500               | 2,500                  | 50,000               | 50,000                 | 100%          | 50,000               | 47,500                            |              |
| 2017-10        | Water Main Pipeline Replacements   | 28,465              | 29,000                 | 63,000               | 63,000                 | 100%          | 63,000               | 34,535                            |              |
| 2017-11        | Water Valve Replacements   | 91,281              | 90,000                 | 140,000              | 140,000                | 100%          | 140,000              | 48,719                            |              |
| 2017-12        | Water Service Replacements   | 757,685             | 550,000                | 550,000              | 550,000                | 100%          | 550,000              | (207,685)                         |              |
| 2017-13        | Water Meter Replacements   | 53,158              | 61,000                 | 100,000              | -                      | 100%          | 100,000              | 46,842                            |              |
| 2017-14        | Fire Hydrants - Replacements / Upgrades / Infill / New                                 | 173,738             | 150,185                | 135,000              | -                      | 100%          | 135,000              | (38,738)                          |              |
| 2017-20        | Groundwater Well Improvements  | 48,900              | 48,900                 | 115,000              | -                      | 100%          | 115,000              | 66,100                            |              |
| 2017-30        | 24-Inch Reline - Oak Ave at C-Bar-C Park south to Arcade Creek                         | -                   | -                      | 100,000              | 500,000                |               | 2,100,000            |                                   |              |
| 2017-31        | Pleasant View Dr - Oak Av to Poppyfield Wy   | -                   | -                      | 40,410               | 407,772                |               | 448,182              |                                   |              |
| 2017-32        | Michigan Dr - Sunrise Bl to west   | -                   | -                      | 20,212               | 203,953                |               | 224,165              |                                   |              |
| 2017-33        | Operations Building Remodel  | -                   | -                      | 175,000              | 1,300,000              |               | 1,475,000            |                                   |              |
| 2017-40        | Other City Partnership Opportunities   | -                   | -                      | 50,000               | -                      |               | 50,000               |                                   |              |
| 2017-41        | Other Miscellaneous Infrastructure Projects  | -                   | -                      | 50,000               | -                      |               | 50,000               |                                   |              |
| <b>Totals</b>  |  | <b>4,326,376</b>    | <b>1,154,174</b>       | <b>4,411,655</b>     | <b>5,444,520</b>       | <b>26.68%</b> | <b>11,213,764</b>    | <b>2,540,041</b>                  |              |

| Summary   |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|
| Prior Years Carry-Over Capital Project Total            |  |  |  |  |  |  |  |  |  |
| Prior Years Projects Additional Cost Approval/(Savings) |  |  |  |  |  |  |  |  |  |
| 2017 New Capital Project Total                          |  |  |  |  |  |  |  |  |  |
| 2017 Capital Project Total Budget Request               |  |  |  |  |  |  |  |  |  |
| Total CIP Budget  |  |  |  |  |  |  |  |  |  |

## **ATTACHMENT 2**

### **Proposed 2017 Capital Improvement Program Budget**

**CITRUS HEIGHTS WATER DISTRICT**  
**2017 Proposed WATER RATES**  
Proposed Rate Options-- September 13, 2016

| Type of Charge   | Applied Basis or Frequency  | 2016<br>Adopted | 2017 Proposed Rate Options |              |                |              |                   |              |
|--|---|-----------------|----------------------------|--------------|----------------|--------------|-------------------|--------------|
|  |   |                 | Option A<br>13%            | \$<br>Change | Option B<br>9% | \$<br>Change | Option C<br>7.25% | \$<br>Change |
| <b>Charges for Metered Rate Customer Accounts</b>  |   |                 |                            |              |                |              |                   |              |
| <i>Service Charge, Domestic, Commercial &amp; Irrigation Meters</i>  |   |                 |                            |              |                |              |                   |              |
| ¾-inch meter   | bi-monthly, per meter   | \$42.05         | \$47.52                    | \$5.47       | \$45.83        | \$3.78       | \$45.10           | \$3.05       |
| 1-inch meter   | bi-monthly, per meter   | \$63.98         | \$72.30                    | \$8.32       | \$69.74        | \$5.76       | \$68.62           | \$4.64       |
| 1½-inch meter  | bi-monthly, per meter   | \$78.60         | \$88.82                    | \$10.22      | \$85.67        | \$7.07       | \$84.30           | \$5.70       |
| 2-inch meter   | bi-monthly, per meter   | \$151.69        | \$171.41                   | \$19.72      | \$165.34       | \$13.65      | \$162.69          | \$11.00      |
| 3-inch meter   | bi-monthly, per meter   | \$239.42        | \$270.54                   | \$31.12      | \$260.97       | \$21.55      | \$256.78          | \$17.36      |
| 4-inch meter   | bi-monthly, per meter   | \$473.35        | \$534.89                   | \$61.54      | \$515.95       | \$42.60      | \$507.67          | \$34.32      |
| <i>Service Charge, Combination Meters</i>  |   |                 |                            |              |                |              |                   |              |
| Low flow bypass meter  | bi-monthly, per meter   | \$0.00          | \$0.00                     | \$0.00       | \$0.00         | \$0.00       | \$0.00            | \$0.00       |
| 4-inch meter   | bi-monthly, per meter   | \$151.69        | \$171.41                   | \$19.72      | \$165.34       | \$13.65      | \$162.69          | \$11.00      |
| 6-inch meter   | bi-monthly, per meter   | \$239.42        | \$270.54                   | \$31.12      | \$260.97       | \$21.55      | \$256.78          | \$17.36      |
| 8-inch meter   | bi-monthly, per meter   | \$473.35        | \$534.89                   | \$61.54      | \$515.95       | \$42.60      | \$507.67          | \$34.32      |
| 10-inch meter  | bi-monthly, per meter   | \$1,153.17      | \$1,303.08                 | \$149.91     | \$1,256.96     | \$103.79     | \$1,236.77        | \$83.60      |
| <b>Public Agencies with Mutual Assistance Agreements</b>   |   |                 |                            |              |                |              |                   |              |
| <b>(SJUSD, SRPD, SCD) (Multiplier = 0.50)</b>  |   |                 |                            |              |                |              |                   |              |
| <i>Service Charge, Domestic, Commercial &amp; Irrigation Meters</i>  |   |                 |                            |              |                |              |                   |              |
| ¾-inch meter   | bi-monthly, per meter   | \$21.02         | \$23.75                    | \$2.73       | \$22.91        | \$1.89       | \$22.54           | \$1.52       |
| 1-inch meter   | bi-monthly, per meter   | \$31.99         | \$36.15                    | \$4.16       | \$34.87        | \$2.88       | \$34.31           | \$2.32       |
| 1½-inch meter  | bi-monthly, per meter   | \$39.30         | \$44.41                    | \$5.11       | \$42.84        | \$3.54       | \$42.15           | \$2.85       |
| 2-inch meter   | bi-monthly, per meter   | \$75.84         | \$85.70                    | \$9.86       | \$82.67        | \$6.83       | \$81.34           | \$5.50       |
| 3-inch meter   | bi-monthly, per meter   | \$119.71        | \$135.27                   | \$15.56      | \$130.48       | \$10.77      | \$128.39          | \$8.68       |
| 4-inch meter   | bi-monthly, per meter   | \$236.67        | \$267.44                   | \$30.77      | \$257.97       | \$21.30      | \$253.83          | \$17.16      |
| <i>Service Charge, Combination Meters</i>  |   |                 |                            |              |                |              |                   |              |
| Low flow bypass meter  | bi-monthly, per meter   | \$0.00          | \$0.00                     | \$0.00       | \$0.00         | \$0.00       | \$0.00            | \$0.00       |
| 4-inch meter   | bi-monthly, per meter   | \$75.84         | \$85.70                    | \$9.86       | \$82.67        | \$6.83       | \$81.34           | \$5.50       |
| 6-inch meter   | bi-monthly, per meter   | \$119.71        | \$135.27                   | \$15.56      | \$130.48       | \$10.77      | \$128.39          | \$8.68       |
| 8-inch meter   | bi-monthly, per meter   | \$236.67        | \$267.44                   | \$30.77      | \$257.97       | \$21.30      | \$253.83          | \$17.16      |
| 10-inch meter  | bi-monthly, per meter   | \$576.58        | \$651.54                   | \$74.96      | \$628.47       | \$51.89      | \$618.38          | \$41.80      |
| <b>Other Service Charges</b>   |   |                 |                            |              |                |              |                   |              |
| <i>Service Charge, Construction Meters</i>   |   |                 |                            |              |                |              |                   |              |
| 2½-inch and 3-inch meters  | bi-monthly, per meter   | \$239.42        | \$270.54                   | \$31.12      | \$260.97       | \$21.55      | \$256.78          | \$17.36      |
| <i>Service Charge, North Ridge Country Club Meter</i><br>(multiplier = 3.00, not annexed)                                      |   |                 |                            |              |                |              |                   |              |
|  | bi-monthly, per meter   | \$191.94        | \$216.89                   | \$24.95      | \$209.21       | \$17.27      | \$205.86          | \$13.92      |
| <i>Service Charge, Mount Vernon Memorial Park</i><br>(multiplier = 2.31, based upon property annexed)                          |   |                 |                            |              |                |              |                   |              |
| Low flow bypass meter  | bi-monthly, per meter   | \$0.00          | \$0.00                     | \$0.00       | \$0.00         | \$0.00       | \$0.00            | \$0.00       |
| 8-inch Combination meter   | bi-monthly, per meter   | \$1,093.43      | \$1,235.58                 | \$142.15     | \$1,191.84     | \$98.41      | \$1,172.70        | \$79.27      |
| <b>Usage Charges for Water Consumed</b>  |   |                 |                            |              |                |              |                   |              |
| <i>1 unit = 100 cubic feet = 748 gallons</i>   |   |                 |                            |              |                |              |                   |              |
| <i>All Domestic, Commercial, Irrigation, Combination Meter, and Fire Service Accounts except as otherwise specified below:</i> |   |                 |                            |              |                |              |                   |              |
|  | per unit  | \$0.8735        | \$0.9900                   | \$0.1165     | \$0.9500       | \$0.0765     | \$0.9400          | \$0.0665     |
| <i>Construction Meters</i>   |   |                 |                            |              |                |              |                   |              |
|  | per unit, for all units bi-monthly  | \$2.6205        | \$2.9600                   | \$0.3395     | \$2.8600       | \$0.2395     | \$2.8100          | \$0.1895     |
| <i>North Ridge Country Club Meter</i>  |   |                 |                            |              |                |              |                   |              |
|  | per unit, for all units bi-monthly  | \$2.6205        | \$2.9600                   | \$0.3395     | \$2.8600       | \$0.2395     | \$2.8100          | \$0.1895     |
| <i>Mount Vernon Memorial Park (2.31 multiplier)</i>  |   |                 |                            |              |                |              |                   |              |
|  | per unit, for all units bi-monthly  | \$2.0177        | \$2.2800                   | \$0.2623     | \$2.2000       | \$0.1823     | \$2.1600          | \$0.1423     |
| <i>Unannexed property (surplus water only)</i>   |   |                 |                            |              |                |              |                   |              |
|  | multiplier times annexed rate, applied to service charge and commodity charge | 3               | 3                          | -----        | 3              | -----        | 3                 | -----        |

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS  
 STATUS : Information Item  
 REPORT DATE : September 7, 2016  
 PREPARED BY : Robert A. Churchill, General Manager

Upcoming training, continued education and meeting opportunities for Directors and Management Staff for consideration. New items are noted in *bold italics*.

|                       |      |  |
|-----------------------|------|--|
| Common Abbreviations: | ACWA | Association of California Water Agencies |
|                       | ASCE | American Society of Civil Engineers      |
|                       | AWWA | American Water Works Association         |
|                       | CSDA | California Special Districts Association |
|                       | JPIA | Joint Powers Insurance Authority         |
|                       | WEF  | Water Education Foundation               |

- A. Sep 28-Oct 1 ASCE Annual Conference  
Portland, OR

Recommended Attendees: GM Churchill

- B. Oct 10-13 CSDA Annual Conference  
San Diego, CA

Recommended Attendees:

- C. Oct 24-27 AWWA CA/NV Section Fall Conference  
San Diego, CA

Recommended Attendees:

- D. Nov 28-29 ACWA-JPIA Fall Conference  
Anaheim, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus

- E. Nov 30-Dec 2 ACWA Fall Conference  
Anaheim, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus

- F. WEF 2016 Water Tours

Oct 19-21 Northern California Tour

Nov 2-3 San Joaquin River Restoration Tour



# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : ADVANCE PAYMENT OF GENERAL MANAGER ACCRUED LEAVES  
 STATUS : Action Item  
 REPORT DATE : September 7, 2016  
 PREPARED BY : Robert A. Churchill, General Manager

**OBJECTIVE:**

Consider advance payment of the retiring General Manager’s current leave accruals.

**BACKGROUND AND ANALYSIS:**

As previously reported to the Board of Directors, I will be retiring from the District on November 17, 2016. My retirement paperwork was filed with CalPERS on September 2, 2016.

Upon retirement I will be compensated for any unused annual and management leave and one-third of any unused sick leave per District Policies 4301, 4302 and 4310, respectively (copies attached). Funds for one-time disbursements such as these are budgeted from the District’s Employee Benefits Reserve. As of September 18, 2016, I will have approximately 1,033.06 hours total of accrued annual leave (194.68 hours), management leave (20.00 hours) and sick leave (818.38 hours = 1/3 of 2,455.13 hours).

If the elimination of the employer paid member contribution (EMPC) of the CalPERS Benefit and reciprocal Salary Adjustments as recommended to be effective September 19, 2016 are approved per Items O-3 and O-4 of this meeting’s agenda, the value of the accrued leaves and payment upon my retirement will increase by approximately 7%. Such that the elimination of the EMPC and reciprocal Salary Adjustment can be as neutral as practical as intended, it is recommended that the aforementioned 1,033 hours of current accrued leaves be paid prior September 19, 2016 at my hourly pay rate prior to the reciprocal Salary Adjustment thereby saving the District approximately \$6,333 if those hours were to be paid on my retirement date.

Approximately 38 hours maximum of leaves will subsequently be accrued beginning September 19, 2016 for payment on November 17, 2016.

**RECOMMENDATION:**

Approve advance payment of the retiring General Manager’s current leave accruals of 1,033 hours.

**ACTION:**

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

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : ANNUAL LEAVE  
POLICY NUMBER : 4301  
DATE ADOPTED : JULY 1, 1965  
DATE AMENDED : DECEMBER 9, 2014  
DATE EFFECTIVE : DECEMBER 9, 2014  
AMENDMENTS : (1) JANUARY 1, 1976; (2) JUNE 3, 1992; (3) OCTOBER 17, 1995; (4) JULY 6, 1999; (5) OCTOBER 14, 2008; (6) APRIL 13, 2010; (7) JUNE 12, 2012

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4301.00            ANNUAL LEAVE

The District's Annual Leave benefit provides Regular and Part-Time employees with paid time off for personal purposes including but not limited to an annual vacation. Ownership of Annual Leave is vested with the employee.

The District encourages every Regular and Part-Time employee to take an annual vacation as paid time-off away from work. An annual vacation is defined as a minimum of forty (40) work hours of annual leave taken as consecutive full days away from work, excluding weekends and holidays, on an approved Annual Leave.

For the purpose of calculating the duration of District employment to determine Annual Leave accrual rate, total employment by the District as a Regular employee will be the basis. Such employment need not be continuous.

4301.01            Accrual

For each Regular employee, Annual Leave shall be earned and accrued for each regular hour paid on the basis of the schedule below:

Schedule A: For employees hired prior to October 15, 2008

| <u>Duration of District Employment<br/>at end of calendar month</u> | <u>Hours Accrued<br/>Per Reg Hr Paid</u> | <u>Maximum Hours<br/>Accrued Annually</u> |
|---|--|---|
| 0.00 to 3.99 years  | .04616                                   | 96  |
| 4.00 to 6.99 years  | .05770                                   | 120                                       |
| 7.00 to 9.99 years  | .06924                                   | 144                                       |
| 10.00 to 14.99 years  | .08077                                   | 168                                       |
| 15.00 to 19.99 years  | .09231                                   | 192                                       |
| 20.00 years or more   | .10385                                   | 216                                       |

Schedule B: For employees hired or re-hired on or after October 15, 2008

| <u>Duration of District Employment<br/>at end of calendar month</u> | <u>Hours Accrued<br/>Per Reg Hr Paid</u> | <u>Maximum Hours<br/>Accrued Annually</u> |
|---|--|---|
| 0.00 to 3.99 years  | .04616                                   | 96  |
| 4.00 to 7.99 years  | .05770                                   | 120                                       |
| 8.00 to 11.99 years   | .06924                                   | 144                                       |
| 12.00 to 15.99 years  | .08077                                   | 168                                       |
| 16.00 to 19.99 years  | .09231                                   | 192                                       |
| 20.00 years or more   | .10385                                   | 216                                       |

The Annual Leave accrual rate and determination of total District employment years for Part-Time employees shall be per the terms of an employment Memorandum of Understanding (MOU).

Employees shall continue to accrue Annual Leave while on Annual Leave, Management Leave, Administrative Leave, Sick Leave and/or while using Compensatory Time-Off (CTO).

4301.02      Scheduling

Vacations and time-off must be scheduled by, and approved as far in advance as possible, by the employee's Department Manager. Department Managers will coordinate vacation schedules internally to minimize impact on the District's operation. Annual Leave scheduling will be at the discretion of the Department Manager. In the absence of the employee's Department Manager, his or her designee or the General Manager shall act as the approving authority.

While on Annual Leave if an employee exceeds his/her earned Annual Leave time, his/her Management Leave and Compensatory Time-Off balances will be debited. When the aforementioned leave resources are exhausted he/she shall be considered on an unpaid Personal Leave of Absence subject to the provisions of the Personal Leave of Absence Policy 4330.

4301.03      Documentation

- A. A signed and approved Leave Request form is required for use of Annual Leave.
- B. The Human Resources Specialist or person designated by the Human Resources Specialist shall maintain records of Annual Leave balances, accruals and deductions. Employees shall be notified no less than bi-weekly of their Annual Leave balance.
- C. Annual Leave hours shall be deducted from an employee's total as used.
- D. A request by the General Manager for more than forty (40) consecutive hours of Annual Leave shall be in writing and must be approved in advance by the President of the Board of Directors.

4301.04      Payment in Lieu of Annual Leave

A.      Maximum Accrual

Employees are encouraged to take full use of their Annual Leave and avoid accumulations beyond 300 hours. Accumulations above 300 hours will be reduced to 300 hours on November 1st of each year. Account balances in excess of 300 hours will be paid to the employee with the first November payroll. Payment shall be made at the employee's current rate of pay and shall be paid according to the employee's instructions on the Earned Leave Payout form.

B.      Separation from Employment

If employment is terminated for any reason, accrued Annual Leave will be paid through the last full day of employment. . Payment shall be made at the employee's current rate of pay.

Employees may elect to receive payment for accrued Annual Leave at the time of temporary reduction of work force (see Human Resources Policy 4810).

C.      ~~Employee Request for Payment in Lieu of Annual Leave~~

An employee can request payment in lieu for accrued Annual Leave subject to the following terms and conditions:

1.      An employee may receive payment in lieu for Annual Leave only once in a calendar year in addition to payment which may be forthcoming pursuant to Section 4301.04.A of this Policy and in addition to payment which may be forthcoming upon retirement, resignation or dismissal. An employee's request for payment in lieu of Annual Leave shall be in writing on an Earned Leave Payout form and must be approved by the General Manager or Assistant General Manager. Employees can contact the Human Resources Specialist for the proper form.
2.      An employee's request for payment in lieu of Annual Leave must be accompanied by an approved Leave Request Form for an annual vacation. Payment in lieu for accrued Annual Leave will be made no more than thirty (30) calendar days preceding the beginning of an annual vacation.
3.      An employee may receive payment in lieu for Annual Leave not to exceed the same amount of hours requested for an annual vacation, subject to a maximum of eighty (80) consecutive hours of Annual Leave and Management Leave combined.
4.      An employee must have a minimum balance of 240 hours of total leave (Annual + Management + CTO + Sick) after deduction of the approved Annual Leave hours and the payment in lieu of Annual Leave hours being requested for payment.



5. Annual Leave hours requested for payment in lieu shall be deducted from the employee's total at the time of payment.
  6. Payment shall be made at the employee's current rate of pay and shall be paid according to the employee's instructions on the Earned Leave Payout form.
  7. Payment in lieu of Annual Leave shall be processed through District payroll. The District shall report paid Annual Leave and make withholdings from paid Annual Leave in accordance with applicable requirements of the Internal Revenue Service, the California State Franchise Tax Board and any and all other legal requirements.
  8. A request by the General Manager for payment in lieu of Annual Leave, except for payment which may be forthcoming pursuant to Section 4301.04.A of this Policy, shall be in writing on an Earned Leave Payout form and must be approved in advance by the President of the Board of Directors.
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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : MANAGEMENT LEAVE  
POLICY NUMBER : 4302  
DATE ADOPTED : JUNE 3, 1992  
DATE AMENDED : DECEMBER 9, 2014  
DATE EFFECTIVE : DECEMBER 9, 2014  
AMENDMENTS : (1) MAY 24, 1995; (2) OCTOBER 17, 1995; (3) NOVEMBER 7, 1995; (4) JULY 20, 1999;  
(5) OCTOBER 14, 2008; (6) APRIL 13, 2010; (7) June 12, 2012

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4302.00                    MANAGEMENT LEAVE

In recognition of additional hours required due to working time necessary outside of regular working hours for exempt employees, as listed in Human Resources Policy 4112, Management Leave shall accrue for exempt employees and shall be credited independent of other Leaves. Ownership of Management Leave is vested with the employee.

4302.01            Accrual

For each exempt employee, Management Leave shall be earned and accrued for each regular hour paid on the basis of the schedule below:

| <u>Exempt Employee</u> | <u>Hours accrued per<br/>Regular Hour Paid</u> | <u>Maximum<br/>Annual Accrual</u> |
|------------------------|--|-----------------------------------|
| All                    | .03463   | 72.00                             |

Employees shall continue to accrue Management Leave while on Annual Leave, Management Leave, Administrative Leave and/or Sick Leave.

4302.02            Scheduling

Time-off must be scheduled and approved as far in advance as possible by the General Manager. The General Manager will coordinate leave schedules internally to minimize impact on the District's operation. Scheduling will be at the discretion of the General Manager.

4302.03            Documentation

- A. A signed and approved Leave Request form is required for use of Management Leave.
- B. The Human Resources Specialist, or person designated by the Human Resources Specialist, shall maintain records of Management Leave balances, accruals and deductions. Exempt employees shall be notified no less than bi-weekly of their Management Leave balance.

- C. Management Leave hours shall be deducted from an employee's total as used.
- D. A request by the General Manager for more than forty (40) consecutive hours of Management Leave shall be in writing and must be approved in advance by the President of the Board of Directors.

4302.04 Payment in Lieu of Management Leave

A. Maximum Accrual

Employees are encouraged to take full use of their Management Leave and avoid accumulations beyond 300 hours. Accumulations above 300 hours will be reduced to 300 hours on November 1st of each year. Account balances in excess of 300 hours will be paid to the employee with the first November payroll. Payment shall be made at the exempt employee's current rate of pay and shall be paid according to the employee's instructions on the Earned Leave Payout form.

B. Separation from Employment

If employment is terminated for any reason, accrued Management Leave will be paid through the last full day of employment. Payment shall be made at the exempt employee's current rate of pay.

Employees may elect to receive payment for accrued Management Leave at the time of a temporary reduction of work force (see Human Resources Policy 4810).

C. Employee Request for Payment in Lieu of Management Leave

An employee can request payment in lieu of accrued Management Leave subject to the following terms and conditions:

1. An exempt employee may receive payment in lieu of Management Leave, or a combination of Annual and Management Leaves, only once in a calendar year in addition to payment which may be forthcoming pursuant to Section 4302.04.A of this Policy and in addition to payment which may be forthcoming upon retirement, resignation or dismissal. An employee's request for payment in lieu of Management Leave shall be in writing on an Earned Leave Payout form and must be approved by the General Manager. Employees can contact the Human Resources Specialist for the proper form.
2. An employee's request for payment in lieu of Management Leave must be accompanied by an approved Leave Request Form for an annual vacation. Payment in lieu of accrued Management Leave will be made no more than thirty (30) calendar days preceding the beginning of an annual vacation.
3. An employee may receive payment in lieu of Management Leave not to exceed the same amount of hours requested for an annual vacation, subject to a maximum of eighty (80) consecutive hours of Annual Leave and Management Leave combined.

4. An employee must have a minimum balance of 240 hours of total leave (Annual + Management + Sick) after deduction of the approved Annual Leave hours and the payment in lieu of Management Leave hours being requested for payment.
5. Management Leave hours requested for payment in lieu shall be deducted from the exempt employee's total at the time of payment.
6. Payment shall be made at the exempt employee's current rate of pay and shall be paid according to the employee's instructions on the Earned Leave Payout form.
7. Payment in lieu of Management Leave shall be processed through District payroll. The District shall report paid Management Leave and make withholdings from paid Management Leave in accordance with applicable requirements of the Internal Revenue Service, the California State Franchise Tax Board and any and all other legal requirements.
8. A request by the General Manager for Payment in lieu of Management Leave, except for payment which may be forthcoming pursuant to Section 4302.04.A of this Policy, shall be in writing on an Earned Leave Payout form and must be approved in advance by the President of the Board of Directors.

4302.05      Conversion of or Maintaining Management Leave

Accrued Management Leave for exempt employees who then become non-exempt will, at the time of receiving non-exempt status, be subject to one of the following options at the written direction from the employee:

- A. Conversion in full from Management Leave to Annual Leave (see Human Resources Policy 4301 Annual Leave).
  - B. Maintained as Management Leave for use by the employee with no further accruals.
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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : SICK LEAVE  
POLICY NUMBER : 4310  
DATE ADOPTED : JULY 1, 1965  
DATE AMENDED : APRIL 13, 2010  
DATE EFFECTIVE : MAY 10, 2010  
AMENDMENTS : (1) MARCH 3, 1981; (2) JUNE 3, 1992; (3) JULY 24, 1995; (4) NOVEMBER 7, 1995;  
(5) JULY 20, 1999; (6) JUNE 10, 2008

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4310.00            SICK LEAVE

The District's Sick Leave benefit provides income protection for Regular and Part-Time employees who, because of personal or family illness or accident, are temporarily disabled and absent from work for limited periods of time. Sick Leave is to be considered a privilege based upon specific circumstances. Ownership of Sick Leave is vested with the District except upon death or retirement.

4310.01            Accrual

For each Regular employee, Sick Leave shall be earned and accrued beginning upon the completion of the first full month of employment and thereafter at the end of each full month of employment at the rate of eight (8) hours per month.

The rate of Sick Leave accrual for Part-Time employees shall be per the terms of an employment Memorandum of Understanding (MOU).

Employees shall continue to accrue Sick Leave while on Annual Leave, Management Leave, Administrative Leave, Sick Leave and/or while using Compensatory Time-Off (CTO).

Sick Leave may be accumulated with no maximum.

An employee who becomes ill while on Annual Leave, Management Leave or CTO and desires to claim Sick Leave rather than use of said Leaves as scheduled shall make such a request as soon as possible. The District may require, without prejudice, a medical doctor's certificate for any period of Sick Leave requested while on Annual Leave, Management Leave or CTO.

Sick Leave is not considered to be Annual Leave and is to be used only during illness. If Sick Leave is used up due to illness or injury, Annual Leave, Management Leave, or CTO can be used. Sick Leave shall not be allowed to go in arrears. An employee with no Sick Leave, Annual Leave, Management Leave, or CTO shall not receive compensation for days not worked due to illness or injury.

4310.02      Procedures

- A.    Maintenance of Contact - Sick Leave benefits are contingent upon maintenance of regular contact with the District. Employees are expected to inform their supervisor of their need to use Sick Leave and their estimated date of return to work and to maintain this communication. The supervisor shall relay this information to their Department Manager.
- B.    Physician's Release - The District reserves the right to require a medical doctor's written release before the employee may return to work. A chiropractor's written release may not be substituted for that of a medical doctor.

4310.03      Sick Leave For Other Uses

Subject to the Department Manager's approval, an employee may elect to use Sick Leave for his/her medical, dental, or vision appointments or those of a dependent child, spouse or any family member who resides with or with whom the employee resides. In such instances, and only in such instances, will a signed Leave Request for use of Sick Leave be considered for approval in advance of said Leave.

Subject to the Department Manager's approval, an employee may elect to use Sick Leave to take care of sick dependent children, spouse, or family member with whom the employee resides.

4310.04      Documentation

- A.    A signed and approved Leave Request form is required for use of Sick Leave.
- B.    The Office Administrator or his or her designee shall maintain records of Sick Leave balances, accruals and deductions. Employees shall be notified no less than monthly of their Sick Leave balance.
- C.    Sick Leave hours shall be deducted from an employee's total upon return from Leave.

4310.05      Payment in Lieu of Sick Leave

An employee will be entitled to severance pay equal to their current hourly rate of pay multiplied by the value of one-third of their remaining Sick Leave hours balance, if any, upon:

- A.    Death while employed by the District, or
- B.    Retirement from the District, or
- C.    An employee's inability to return to work upon the end of an approved Medical Leave of Absence.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : ASCE ANNUAL CIVIL ENGINEERING CONFERENCE  
 STATUS : Action Item  
 REPORT DATE : September 7, 2016  
 PREPARED BY : Robert A. Churchill, General Manager

**OBJECTIVE:**

Consider approval of the General Manager’s attendance at the American Society of Civil Engineers (ASCE) Annual Conference in Portland, Oregon.

**BACKGROUND AND ANALYSIS:**

GM Churchill has been a member of the ASCE since 1976; joining the Student Chapter while an undergraduate at Oregon State University. In addition to attending local Chapter Meetings, he has attended three annual conferences (Las Vegas, 2010, Montreal, 2012 and Panama City, 2014).

This year he attained Life Membership in ASCE at 40 years and requests to be recognized and attend as a representative of the District.

This year’s annual conference is to be held in Portland, Oregon from September 28 to October 1. Estimated expenses are as follows:

|               |          |                    |
|---------------|----------|--------------------|
| Registration: | \$ 745   |                    |
| Travel        | \$ 173   | Southwest          |
| Lodging:      | \$ 615   | 3 nights (Wed-Fri) |
| Meals:        | \$ 180   | 4 days (Wed-Sat)   |
| Incidentals:  | \$ 87    |                    |
| Total:        | \$ 1,800 |                    |

At his choice GM Churchill will be travelling by personal vehicle with family and proposes to pay personally for travel, meals that are not part of the conference registration and incidentals.

**RECOMMENDATION:**

Approve the General Manager’s attendance at the ASCE Annual Conference in Portland, Oregon at a cost not-to-exceed \$1,400.00.

**ACTION:**

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

# CITRUS HEIGHTS WATER DISTRICT

## PROJECT MANAGER’S REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : PROJECT MANAGER’S REPORT  
 STATUS : Information Item  
 REPORT DATE : September 7, 2016  
 PREPARED BY : Paul A. Dietrich, Project Manager

Significant assignments and activities for the Project Manager (PM) and District engineering, construction inspection, and geographical information system maintenance staff are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

*New values or projects noted in bold italics*

### **PM-1 ACCEPTED WATER SYSTEMS**

Recent additions to the District’s water distribution system that were constructed by independent State Licensed contractors on behalf of private developers / owners, inspected by the District and formally accepted:

| <u>Project</u>              | <u>Count</u>    | <u>Facilities</u>            | <u>Value</u>       |
|-----------------------------|-----------------|------------------------------|--------------------|
| <i>Dundee Estates</i>       | <i>20 l.f.</i>  | <i>6-Inch DIP Water Main</i> | <i>\$19,025.00</i> |
| <i>3 Lot Subdivision</i>    | <i>1</i>        | <i>Steamer Fire Hydrant</i>  |                    |
| <i>(2015-58)</i>            | <i>1</i>        | <i>6-Inch Gate Valve</i>     |                    |
|                             | <i>3</i>        | <i>1-Inch Water Service</i>  |                    |
| <br>                        |                 |                              |                    |
| <i>Sylvan Middle School</i> | <i>193 l.f.</i> | <i>8-Inch DIP Water Main</i> | <i>\$45,143.00</i> |
| <i>7085 Auburn Blvd</i>     | <i>18 l.f.</i>  | <i>4-Inch DIP Water Main</i> |                    |
| <i>(2015-63)</i>            | <i>3</i>        | <i>12-Inch Gate Valve</i>    |                    |
|                             | <i>2</i>        | <i>8-Inch Gate Valve</i>     |                    |
|                             | <i>1</i>        | <i>4-Inch Gate Valve</i>     |                    |
|                             | <i>1</i>        | <i>4-Inch Water Service</i>  |                    |

### **PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS**

Water distribution system facilities currently under construction by independent State Licensed contractors on behalf of private developers / owners requiring District inspection:

| <u>Project</u>         | <u>Location</u>   | <u>Status</u>       |
|------------------------|-------------------|---------------------|
| McDonalds<br>(2015-60) | 5402 Sunrise Blvd | <i>95% Complete</i> |



| <u>Project</u>   | <u>Location</u>            | <u>Status</u>                 |
|--|----------------------------|-------------------------------|
| Northridge Grove<br>47 Condominiums<br>(2013-59)   | 5555 Mariposa Ave          | <i>75% Complete</i>           |
| Citrus Heights City Hall<br>(2015-54)  | 6350 Fountain Square Dr    | <i>Substantially Complete</i> |
| Memory Care Facility<br>(2015-56)  | 6825-33 Sunrise Blvd       | <i>90% Complete</i>           |
| California American Water Co.<br>San Juan Avenue Tank - Intertie<br>and Water Service<br>(2015-39) | 5444 San Juan Ave          | <i>Substantially Complete</i> |
| Capitol Nursery Plaza<br>Commercial Center<br>(2015-50)  | Sunrise Blvd @ Madison Ave | <i>Substantially Complete</i> |

**PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION**

| <u>Project</u>  | <u>Location</u>        | <u>Status</u>                   |
|---|------------------------|---------------------------------|
| Dignity Health Building<br>(2015-55)                  | 7115 Greenback Ln      | Awaiting System<br>Construction |
| Bearpaw Expansion<br>Commercial Building<br>(2015-59) | 7524 Old Auburn Rd     | Awaiting System<br>Construction |
| Louis-Orlando Bus Transfer Point<br>(2015-66)         | Louis Ln @ Orlando Ave | Awaiting System<br>Construction |
| Meier Estates<br>7 Lot Subdivision<br>(2015-68)       | North Sims Way         | Awaiting System<br>Construction |

#### **PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS**

Project Plans and Contracts currently under review and development by the Engineering Department:

| <u>Project</u>   | <u>Location</u>                          | <u>Status</u>   |
|--|--|---|
| Fair Way Intertie with<br>City of Roseville<br>(2011-01)                                   | 9955 Fair Way                            | Agreement – 99%<br>Plans – 100%<br>Cost Estimate – 100% |
| Blossom Hill Dr Intertie with<br>City of Roseville<br>(2012-09)                            | Blossom Hill Dr at<br>1100 Main Sail Cir | Agreement – 99%<br>Plans – 100%<br>Cost Estimate – 100% |
| Crestmont Ave Intertie with<br>City of Roseville<br>(2012-10)                              | Crestmont Ave at<br>8199 Bonnie Oak Way  | Agreement – 99%<br>Plans – 100%<br>Cost Estimate – 100% |
| Baird Way 12” Water Main<br>Area West Engineers, Inc.<br>(2015-31)                         | Auburn Blvd to Holly Dr                  | <b><i>Preparing to Pothole</i></b>                      |
| Corporation Yard Improvements<br>Phase 1<br>(2015-02)                                      | 6230 Sylvan Road                         | <b><i>Design Proposals due<br/>September 12th</i></b>   |
| Highland Ave & Rosa Vista Ln<br>8” Water Mains<br>Warren Consulting Engineers<br>(2015-33) | Highland Ave at Rosa Vista Ln            | <b><i>Awaiting 30% Submittal</i></b>                    |

#### **PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT**

Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:

| <u>Project</u>  | <u>Location</u>   | <u>Status</u>  |
|---|---|--|
| Mariposa Ave<br>Civil Engineering Construction<br>(2016-30) | Limerick Way to Farmgate<br>Way and Eastgate Ave to<br>Northeast Circle (south end) | <b><i>90% Complete -<br/>Underground Work<br/>Complete</i></b> |

**PM-6 CITY OF CITRUS HEIGHTS PROJECTS**

City of Citrus Heights Projects requiring coordination and inspection by the District:

*None*

# CITRUS HEIGHTS WATER DISTRICT

## OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT  
 STATUS : Information Item  
 REPORT DATE : September 6, 2016

ABANDON BLOW OFF: (1)

August 29, 2016 7590 GALWAY CT

ABANDON FIRE HYDRANT: (2)

August 29, 2016 7563 TIPPERARY WAY

August 31, 2016 7644 FARMGATE WAY

AIR VALVE INSTALL: (1)

August 8, 2016 7586 GALWAY CT

BLOW OFF LOCATE: (1)

August 25, 2016 8144 WACHTEL WAY

BLOW OFF REPLACEMENT: (1)

August 3, 2016 7586 GALWAY CT

CONTRACTOR - BACKFLOW INSTALL: (6)

August 24, 2016 7925 MADISON AVE

August 24, 2016 5406 SUNRISE BLVD

August 24, 2016 5410 SUNRISE BLVD

August 29, 2016 6825 SUNRISE BLVD

August 29, 2016 6825 SUNRISE BLVD

August 30, 2016 6825/6833 SUNRISE BLVD

CONTRACTOR - FIRE SPRINKLER RPDA INSTALL: (1)

August 30, 2016 7945 MADISON AVE

CONTRACTOR - SERVICE INSTALL: (7)

August 17, 2016 5402 SUNRISE BLVD

August 17, 2016 5402 SUNRISE BLVD

August 24, 2016 7925 MADISON AVE

August 24, 2016 5406 SUNRISE BLVD

August 24, 2016 5410 SUNRISE BLVD

August 24, 2016 7935 MADISON AVE

August 29, 2016 6825 SUNRISE BLVD

HYDRANT REPAIR: (2)

|                 |                    |
|-----------------|--------------------|
| August 3, 2016  | 5820 MERLINDALE DR |
| August 30, 2016 | 6525 MAUANA WAY    |

HYDRANT REPLACEMENT: (2)

|                 |                    |
|-----------------|--------------------|
| August 2, 2016  | 7701 KENSINGTON DR |
| August 16, 2016 | 6525 MAUANA WAY    |

MAIN REPAIR: (1)

|                |                   |
|----------------|-------------------|
| August 2, 2016 | 6825 SUNRISE BLVD |
|----------------|-------------------|

MAIN REPLACE: (2)

|                 |               |
|-----------------|---------------|
| August 18, 2016 | DUBLIN WAY    |
| August 25, 2016 | TIPPERARY WAY |

METER BOX MAINTENANCE: (3)

|                 |                   |
|-----------------|-------------------|
| August 4, 2016  | 7448 VOYAGER WAY  |
| August 25, 2016 | 8232 SUNDANCE DR  |
| August 25, 2016 | 7525 MINNESOTA DR |

METER CHANGE OUT: (9)

|                 |                             |
|-----------------|-----------------------------|
| August 18, 2016 | 6301 SUNRISE BLVD           |
| August 25, 2016 | 7137 AUBURN BLVD            |
| August 29, 2016 | 6301 SUNRISE BLVD           |
| August 29, 2016 | 6501 SYLVAN RD              |
| August 29, 2016 | 6047 SUNRISE BLVD           |
| August 29, 2016 | 7501/03 SAINT PHILOMENA WAY |
| August 29, 2016 | 8356 FOREST CREEK LN        |
| August 30, 2016 | 7500 GREENBACK LN           |
| August 30, 2016 | 7803 MADISON AVE            |

METER INSTALL: (1)

|                 |                 |
|-----------------|-----------------|
| August 18, 2016 | 7600 DENNIS WAY |
|-----------------|-----------------|

METER REMOVAL: (1)

|                 |                 |
|-----------------|-----------------|
| August 18, 2016 | 7648 DENNIS WAY |
|-----------------|-----------------|

RADIO READ METER INSTALL: (8)

|                 |                  |
|-----------------|------------------|
| August 9, 2016  | 6387 BRANDO LOOP |
| August 9, 2016  | 6403 BRANDO LOOP |
| August 9, 2016  | 6405 BRANDO LOOP |
| August 10, 2016 | 6399 BRANDO LOOP |
| August 16, 2016 | 6389 BRANDO LOOP |
| August 16, 2016 | 6391 BRANDO LOOP |
| August 16, 2016 | 6393 BRANDO LOOP |
| August 16, 2016 | 6397 BRANDO LOOP |

RADIO READ MIU R900 CHANGE OUT: (1)

|                 |                    |
|-----------------|--------------------|
| August 31, 2016 | 8921 EDEN OAKS AVE |
|-----------------|--------------------|

RADIO READ REGISTER CHANGE OUT: (2)

|                 |                    |
|-----------------|--------------------|
| August 1, 2016  | 5310 SABLEWOOD LN  |
| August 31, 2016 | 8998 EDEN OAKS AVE |

REGISTER CHANGE OUT: (26)

|                 |                      |
|-----------------|----------------------|
| August 1, 2016  | 8505 SUNRISE BLVD    |
| August 1, 2016  | 7754 MARIPOSA AVE    |
| August 2, 2016  | 7200 MADISON AVE     |
| August 4, 2016  | 7425 APACHE WAY      |
| August 4, 2016  | 6531 NAVION DR       |
| August 4, 2016  | 6643 NAVION DR       |
| August 4, 2016  | 7420 STEARMAN WAY    |
| August 4, 2016  | 7136 DOLAN WAY       |
| August 8, 2016  | 7434 PIMIENTA DR     |
| August 10, 2016 | 6194 VICEROY WAY     |
| August 10, 2016 | 7437 SUNRISE BLVD    |
| August 11, 2016 | 6624 GRAHAM CIR      |
| August 15, 2016 | 7630 RENAISSANCE CT  |
| August 15, 2016 | 6665 RINCONADA DR    |
| August 15, 2016 | 6525 SUNRISE BLVD    |
| August 16, 2016 | 6604 HESPERA WAY     |
| August 22, 2016 | 6920 PALM AVE        |
| August 22, 2016 | 5340 LANA ST         |
| August 22, 2016 | 6424 SANDSTONE ST    |
| August 25, 2016 | 8023 GARRY OAK DR    |
| August 25, 2016 | 8204 GARRY OAK DR    |
| August 25, 2016 | 8133 LOBATA ST       |
| August 25, 2016 | 8269 TWIN OAKS AVE   |
| August 29, 2016 | 7946 CORAL OAK WAY   |
| August 29, 2016 | 8123 ORELLE CREEK CT |
| August 31, 2016 | 8231 LONGDEN CIR     |

SADDLE REPLACEMENT: (1)

|                 |                   |
|-----------------|-------------------|
| August 25, 2016 | 7 COYLE CREEK CIR |
|-----------------|-------------------|

SERVICE REPAIR: (5)

|                 |                        |
|-----------------|------------------------|
| August 10, 2016 | 5601 MARIPOSA AVE      |
| August 16, 2016 | 5608 MARIPOSA AVE      |
| August 16, 2016 | 7000 SHORT OAK WAY     |
| August 19, 2016 | 5608 MARIPOSA AVE      |
| August 29, 2016 | 6429 ASPEN GARDENS WAY |

SERVICE REPLACEMENT: (5)

|                 |                         |
|-----------------|-------------------------|
| August 9, 2016  | 5536/38 CEDAR CREEK WAY |
| August 9, 2016  | 5540/42 CEDAR CREEK WAY |
| August 15, 2016 | 8216 BLUE OAK WAY       |
| August 25, 2016 | 7523 QUAIL VISTA LN     |
| August 29, 2016 | 7521 QUAIL VISTA LN     |

SERVICE/SADDLE REPLACEMENT: (18)

|                 |                    |
|-----------------|--------------------|
| August 10, 2016 | 6309 TRAJAN DR     |
| August 11, 2016 | 8320 APPLEWOOD CT  |
| August 18, 2016 | 7582 GALWAY CT     |
| August 18, 2016 | 7586 GALWAY CT     |
| August 18, 2016 | 7584 GALWAY CT     |
| August 22, 2016 | 8165 VILLA OAK DR  |
| August 22, 2016 | 7590 GALWAY CT     |
| August 22, 2016 | 7588 GALWAY CT     |
| August 22, 2016 | 7576 LIMERICK WAY  |
| August 22, 2016 | 7585 LIMERICK WAY  |
| August 22, 2016 | 7577 LIMERICK WAY  |
| August 23, 2016 | 8169 VILLA OAK DR  |
| August 25, 2016 | 7593 LIMERICK WAY  |
| August 25, 2016 | 7589 LIMERICK WAY  |
| August 31, 2016 | 7563 LIMERICK WAY  |
| August 31, 2016 | 7566 LIMERICK WAY  |
| August 31, 2016 | 7571 LIMERICK WAY  |
| August 31, 2016 | 7563 TIPPERARY WAY |

VALVE BOX MAINTENANCE: (3)

|                 |                   |
|-----------------|-------------------|
| August 23, 2016 | 8495 MENKE WAY    |
| August 23, 2016 | 8495 MENKE WAY    |
| August 31, 2016 | 7990 GREENBACK LN |

VALVE EXERCISE: (3)

|                 |                      |
|-----------------|----------------------|
| August 17, 2016 | 12801 FAIR OAKS BLVD |
| August 22, 2016 | 11801 FAIR OAKS BLVD |
| August 31, 2016 | 7501 PARK DR         |

VALVE INSTALL: (7)

|                |                   |
|----------------|-------------------|
| August 1, 2016 | 7571 LIMERICK WAY |
| August 1, 2016 | 7571 LIMERICK WAY |
| August 1, 2016 | 7571 LIMERICK WAY |
| August 1, 2016 | 7585 LIMERICK WAY |
| August 1, 2016 | 7585 LIMERICK WAY |
| August 1, 2016 | 7585 LIMERICK WAY |
| August 4, 2016 | 7585 LIMERICK WAY |

VALVE LOCATE: (14)

|                |                     |
|----------------|---------------------|
| August 1, 2016 | 6111 VICEROY WAY    |
| August 1, 2016 | 7745 GREENBACK LN   |
| August 1, 2016 | 7724 FARMGATE WAY   |
| August 3, 2016 | 7856 WATSON WAY     |
| August 3, 2016 | 6849 ROSA VISTA AVE |
| August 3, 2016 | 8743 SHOSHONE WAY   |
| August 4, 2016 | 7500 COMMUNITY DR   |
| August 8, 2016 | 7372 AUBURN BLVD    |
| August 9, 2016 | 7737 WACHTEL WAY    |
| August 9, 2016 | 7542 CHIPMUNK WAY   |

|                 |                   |
|-----------------|-------------------|
| August 15, 2016 | 6041 KIFISIA WAY  |
| August 15, 2016 | 7546 CHIPMUNK WAY |
| August 22, 2016 | 5900 SPERRY DR    |
| August 31, 2016 | 8141 DART WAY     |

**Total Count: 134**

**WATER ANALYSIS REPORTS:**

Bacteriological testing has met all California Department of Public Health requirements.

72 samples were collected with no positive results.



**CITRUS HEIGHTS WATER DISTRICT  
OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS  
SEPTEMBER 13, 2016 REGULAR BOARD MEETING**

SUBJECT : 2016 WATER SUPPLY - PURCHASED & PRODUCED  
 STATUS : Information Item  
 REPORT DATE :September 6, 2016  
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

**OBJECTIVE:**

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

| Month        | 2013      |           |          | 2014      |        |          | 2015      |           |        | 2016                    |                       |                     |                    | Year-to-Date Comparison to 2013 |   |
|--------------|-----------|-----------|----------|-----------|--------|----------|-----------|-----------|--------|-------------------------|-----------------------|---------------------|--------------------|---------------------------------|---|
|              |           |           |          |           |        |          |           |           |        | Surface Water Purchased | Ground Water Produced | Total Water Monthly | Total Water Annual | acre feet                       | % |
|              | acre feet |           |          | acre feet |        |          | acre feet |           |        |                         |                       |                     |                    | acre feet                       | % |
| Jan          | 602.52    | 602.39    | 570.05   | 463.53    | 76.07  | 539.60   | 539.60    | -62.92    | -10.4% |                         |                       |                     |                    |                                 |   |
| Feb          | 606.36    | 450.96    | 511.52   | 387.51    | 97.02  | 484.53   | 1,024.13  | -184.75   | -15.3% |                         |                       |                     |                    |                                 |   |
| Mar          | 819.55    | 612.20    | 725.95   | 442.62    | 74.94  | 517.56   | 1,541.69  | -486.74   | -24.0% |                         |                       |                     |                    |                                 |   |
| Apr          | 1,029.73  | 737.30    | 761.02   | 609.95    | 67.86  | 677.81   | 2,219.50  | -838.66   | -27.4% |                         |                       |                     |                    |                                 |   |
| May          | 1,603.43  | 1,190.07  | 869.08   | 882.03    | 97.46  | 979.49   | 3,198.99  | -1,462.60 | -31.4% |                         |                       |                     |                    |                                 |   |
| Jun          | 1,816.73  | 1,548.66  | 1,065.10 | 1,270.95  | 72.81  | 1,343.76 | 4,542.75  | -1,935.57 | -29.9% |                         |                       |                     |                    |                                 |   |
| Jul          | 2,059.21  | 1,622.10  | 1,184.95 | 1,418.32  | 126.25 | 1,544.57 | 6,087.32  | -2,450.21 | -28.7% |                         |                       |                     |                    |                                 |   |
| Aug          | 1,924.28  | 1,477.49  | 1,188.18 | 1,456.87  | 122.93 | 1,579.80 | 7,667.12  | -2,794.69 | -26.7% |                         |                       |                     |                    |                                 |   |
| Sep          | 1,509.82  | 1,275.11  | 1,069.78 |           |        |          |           |           |        |                         |                       |                     |                    |                                 |   |
| Oct          | 1,297.42  | 1,030.74  | 918.67   |           |        |          |           |           |        |                         |                       |                     |                    |                                 |   |
| Nov          | 911.55    | 682.48    | 589.6    |           |        |          |           |           |        |                         |                       |                     |                    |                                 |   |
| Dec          | 700.94    | 563.15    | 519.57   |           |        |          |           |           |        |                         |                       |                     |                    |                                 |   |
| <b>Total</b> | 14,881.54 | 11,792.65 | 9,973.47 | 6,931.78  | 735.34 | 7,667.12 | 7,667.12  |           |        |                         |                       |                     |                    |                                 |   |
|              |           |           |          | 90.41%    | 9.59%  |          |           |           |        |                         |                       |                     |                    |                                 |   |

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

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SUBJECT : SURFACE WATER SUPPLY  
STATUS : Information Item  
REPORT DATE : September 7, 2016  
PREPARED BY : David M. Gordon, Operations Manager

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### **OBJECTIVE:**

Receive status report on surface water supplies available to the District.

### **BACKGROUND AND ANALYSIS:**

As of midnight on September 6, 2016, storage in Folsom Lake was at 469,125 340,059 acre-feet, 35 percent of the total capacity of 977,000 acre-feet. This is about 57 percent of historical average for this date. This represents a decrease in storage of 129,093 acre-feet in the past month.

The District's total water use during the month of August 2016 (1,579.80 acre-feet) was 17.9% below that of August 2013 (1,924.28 acre-feet).

CHWD continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. All District wells (Bonita, Mitchell Farms, Palm, Skycrest, Sylvan and Sunrise) remain operational and are being operated on a rotational, or as-needed, basis.

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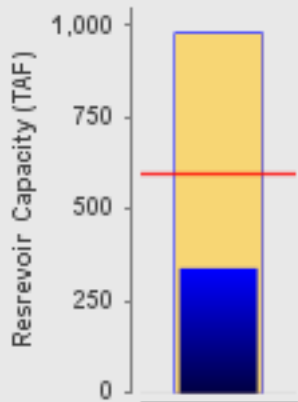


# Reservoir Conditions - Folsom Lake



## Folsom Lake Conditions

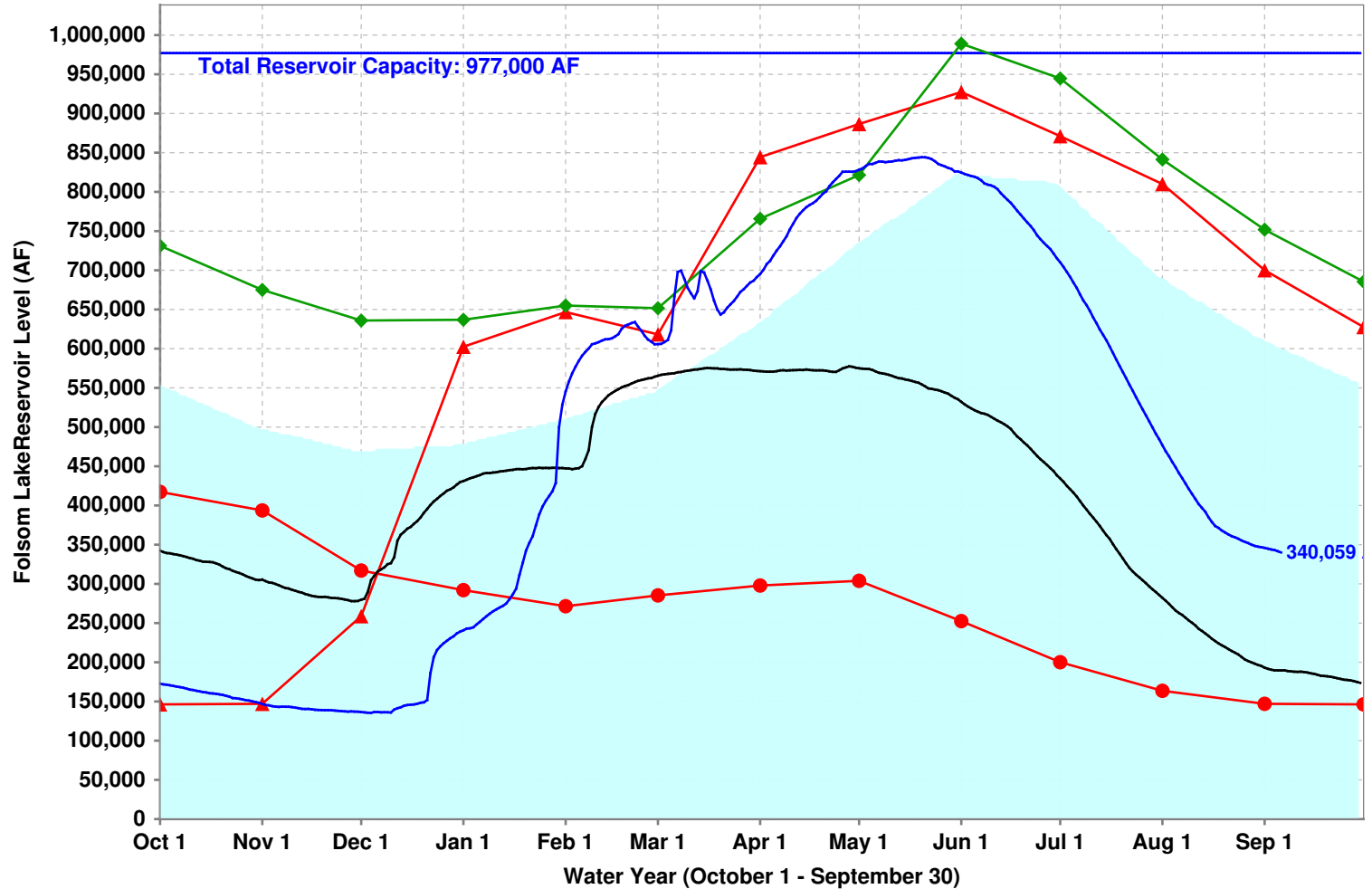
(as of Midnight - September 6, 2016)



Current Level: 340,059 AF

35% (Total Capacity) | 57% (Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight September 6, 2016



■ Historical Average 
 — Total Reservoir Capacity 
 ● 1976-1977 (Driest) 
 ▲ 1977-1978 
 ◆ 1982-1983 (Wettest) 
 — 2014-2015 
 — Current: 2015-2016

# CITRUS HEIGHTS WATER DISTRICT

## ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT  
 STATUS : Information Item  
 REPORT DATE : August 31, 2016  
 PREPARED BY : Hilary M. Straus, Assistant General Manager  
 Rex W. Meurer, Water Efficiency Coordinator

Water Efficiency program updates are summarized below.

### AGM-1 WATER EFFICIENCY PROGRAM UPDATE

Water Efficiency Program activities during the month of August 2016 included:

- 10 ultra-low-flush toilet rebates for the month of August 2016. A total of \$8,100 in rebates has been provided to customers' year to date.
- For the month of August 2016, no High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 9 HECW rebates were processed by SMUD for District customers.
- 48 water waste calls were received during the month of August. 11 reports of water waste were received through the CHWD's Drought Resources web page. An additional 22 service requests were generated in house by staff. A total of 81 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The following table summarizes the R-GPCD values for CHWD to date:

| Month        | R-GPCD |
|--------------|--------|
| January 2015 | 75     |
| February     | 83     |
| March        | 108    |
| April        | 117    |
| May          | 129    |
| June         | 163    |
| July         | 176    |
| August       | 172    |
| September    | 160    |
| October      | 140    |
| November     | 82     |
| December     | 75     |
| January 2016 | 80     |
| February     | 77     |
| March        | 77     |
| April        | 107    |
| May          | 155    |

| Month  | R-GPCD        |
|--------|---------------|
| June   | 213           |
| July   | 237           |
| August | Not Available |

- At the October 11<sup>th</sup> Board meeting, staff will be presenting a recap of the top 20% commercial water users who were asked to send in a water reduction plan. The presentation will focus on the Bad-Bad's and the customer responses during follow up.
- Below is a recap of the regions overall water saving as compared to 2013.

| <b>REDUCTION BY AGENCY (Data compared to 2013)</b> |                     |                           |
|--|---------------------|---------------------------|
| Water Agency                                       | July 2016 Reduction | June 15-July 16 Reduction |
| California American Water                          | 28.5%               | 34.2%                     |
| Carmichael Water District                          | 24.0%               | 32.7%                     |
| Citrus Heights Water District                      | 25.0%               | 32.8%                     |
| City of Davis                                      | 20.9%               | 26.2%                     |
| City of Folsom                                     | 10.8%               | 23.9%                     |
| City of Lincoln                                    | 17.9%               | 29.6%                     |
| City of Roseville                                  | 19.6%               | 31.4%                     |
| City of Sacramento                                 | 25.1%               | 28.7%                     |
| City of West Sacramento                            | 24.0%               | 29.7%                     |
| City of Woodland                                   | 32.0%               | 31.4%                     |
| City of Yuba City                                  | 29.7%               | 27.2%                     |
| Del Paso Manor Water District                      | 29.2%               | 34.5%                     |
| El Dorado Irrigation District                      | 17.4%               | 28.4%                     |
| Elk Grove Water District                           | 21.7%               | 32.9%                     |
| Fair Oaks Water District                           | 22.8%               | 33.3%                     |
| Golden State Water Company                         | 22.1%               | 29.5%                     |
| Orange Vale Water Company                          | 26.6%               | 37.0%                     |
| Placer County Water Agency                         | 22.2%               | 26.7%                     |
| Rancho Murieta CSD                                 | 18.9%               | 26.4%                     |
| Rio Linda/Elverta CWD                              | 28.1%               | 31.3%                     |
| Sacramento County Water Agency                     | 20.9%               | 31.2%                     |
| Sacramento Suburban WD                             | 30.1%               | 29.3%                     |
| San Juan Water District                            | 13.5%               | 31.2%                     |
| Average  | 23.1%               | 30.4%                     |
| Minimum  | 10.8%               | 23.9%                     |
| Maximum  | 32.0%               | 37.0%                     |

# CITRUS HEIGHTS WATER DISTRICT

## GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION  
 STATUS : Information Item  
 REPORT DATE : September 6, 2016

The following District employees were recognized for superior attendance, outstanding customer service and quality of work during the month of August 2016.

### ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Work Quality – Training Senior Accountant Alberto Preciado on the front end side of customer service including receiving and posting payments – 2016 Aug 22-25

Kelly Drake: Superior Attendance  
 Customer Service – Short-notice installation of water meters at McDonalds – 2016 Aug 17  
 Customer Service – Short-notice installation of water meters at Moe's – 2016 Aug 29 Friday

Dana Mellado: Superior Attendance  
 Customer Service – Customer at Hackney Way called to express thanks for notifying him of a high meter read and sending a District representative out to respond to a private leak – 2016 Aug 03

Rex Meurer: Superior Attendance

Beth Shockley: Superior Attendance  
 Work Quality – Safety Committee Game – 2016 Aug 04

Alberto Preciado: Work Quality – Attendance at Board of Directors Budget Workshop Meeting at Supervisor's request - 2016 Aug 29

Desiree Smith: Superior Attendance  
 Work Quality – Training Senior Accountant Alberto Preciado on the front end side of customer service including receiving and posting payments – 2016 Aug 22-25  
 Work Quality – Advance “prize “preparations for Safety Committee Game – 2016 Aug 02  
 Work Quality – Creation of flyer for Ultra-Low Flush/ High Efficiency Toilet (ULFT/HET) Program – 2016 Aug 22

Lisa Smoot: Superior Attendance  
 Work Quality – Assisting with preparing Board Meeting items for Accounting Supervisor Sohal while she was away at training – 2016 Aug  
 Work Quality – Safety Committee Game – 2016 Aug 04

Susan Sohal: Superior Attendance  
Work Quality – Funds and Reserves Policy Updates & presentation to Board of Directors – 2016 Aug 09

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

Missy Pieri: Superior Attendance  
Work Quality – Presenter at Board of Directors Budget Workshop – 2016 Aug 29  
Work Quality – Mariposa 12” Project Inspection, 3.5 hours – 2016 Aug 12 Friday

Borey Swing: Superior Attendance  
Work Quality – Safety Committee Game – 2016 Aug 04  
Work Quality – Mariposa 12” Project Inspection, 6 hours – 2016 Aug 12 Friday

John Spinella: Superior Attendance  
Work Quality – Mariposa 12” Project Inspection, 5 hours – 2016 Aug 05 Friday

OPERATIONS and WATER QUALITY DEPARTMENT

Tim Cutler: Work Quality – Assisting Water Meter Technician Drake with meter replacements and meter box maintenance – 2016 Aug

Robyn Evans: Superior Attendance  
Work Quality – Persistence and follow-up with Pape Machinery saving the District over \$4,000 on backhoe warranty repairs – 2016 Aug

James Ferro: Superior Attendance  
Customer Service – thank you card from customer on Kensington Drive for landscape work and flowers following fire hydrant replacement – 2016 Aug  
Work Quality – Volunteered to assume Standby Duty – 2016 Aug 16

Jarrett Flink: Work Quality – responded to Standby Duty request to assist with emergency water service repair at 5608 Mariposa Ave – 2016 Aug 19 Friday

Gil Garcia: Customer Service – Telephone call from contractor at 7716 Cologne Way acknowledging prompt and professional response to identify old water main – 2016 Aug  
Work Quality – Assisting Water Meter Technician Drake with meter replacements and meter box maintenance – 2016 Aug  
Work Quality – Assist with furnishings and painting of two PM/Engineering Dept. Offices – 2016 Aug

Brian Hensley: Superior Attendance  
Work Quality – Attendance at Board of Directors Budget Workshop Meeting at Supervisor’s request - 2016 Aug 29

Dan Hesse: Work Quality – Safety Committee Game – 2016 Aug 04  
Work Quality – responded to Standby Duty request to assist with emergency water service repair at 8169 Villa Oak Ave – 2016 Aug 12 Friday  
Work Quality – Assisted with water quality sampling for Limerick Way Project – 2016 Aug 12 Friday

Rick Jimenez: Customer Service – Telephone call from contractor at 7716 Cologne Way acknowledging prompt and professional response to identify old water main – 2016 Aug  
Work Quality – Safety Committee Game – 2016 Aug 04  
Work Quality – Assisting Water Meter Technician Drake with meter replacements and meter box maintenance – 2016 Aug  
Work Quality – Assist with furnishings and painting of two PM/Engineering Dept. Offices – 2016 Aug

Mike Mariedth: Customer Service – Telephone call from contractor at 7716 Cologne Way acknowledging prompt and professional response to identify old water main – 2016 Aug  
Work Quality – Assisting Water Meter Technician Drake with meter replacements and meter box maintenance – 2016 Aug  
Work Quality – Assist with furnishings and painting of two PM/Engineering Dept. Offices – 2016 Aug  
Work Quality – Assisted with major clean-up on inventory in yard -2016 Aug 03

Chris Nichols: Superior Attendance  
Work Quality – Assisted with major clean-up on inventory in yard -2016 Aug 03  
Work Quality – responded to Standby Duty request to assist with emergency water service repair at 8169 Villa Oak Ave – 2016 Aug 12 Friday

Ryon Ridner: Customer Service – thank you card from customer on Kensington Drive for landscape work and flowers following fire hydrant replacement – 2016 Aug

Nick Spiers: Superior Attendance  
Work Quality – Assist with furnishings and painting of two PM/Engineering Dept. Offices – 2016 Aug  
Work Quality – Assisted with major clean-up on inventory in yard -2016 Aug 03

Jason Tupper: Superior Attendance  
Work Quality – responded to Standby Duty request to assist with emergency water service repair at 8169 Villa Oak Ave – 2016 Aug 12 Friday  
Work Quality – Performed water quality sampling for Limerick Way Project – 2016 Aug 12 Friday  
Work Quality – Performed water quality sampling for Mariposa Avenue and Limerick Way Projects – 2016 Aug 19 Friday

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# CITRUS HEIGHTS WATER DISTRICT

## GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

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SUBJECT : GENERAL MANAGER'S TASK LIST  
STATUS : Information Item  
REPORT DATE : September 9, 2016

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Significant assignments and activities for the General Manager (GM) are listed on the attached list. I will be available at the meeting to answer questions and/or provide additional details.

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**Citrus Heights Water District  
General Manager's Task List  
Date: 9/9/2016**

| TASK LIST NO. 129  |   | September 13, 2016 |                             |             | GM-2b  |
|--------------------|---|--------------------|-----------------------------|-------------|--|
| Category           | Green: Items that are substantially complete, delegated or awaiting action by others    | GM Hrs to Complete | Waiting on or delegated to: | Deadline    | Notes  |
| Water Distribution | District Capital Project 2011-02: Beech Ave Metered Interconnection with Orange Vale WC | 5                  | OVWC                        | 15-Oct-2016 | Draft Agreement sent to OVWC - awaiting comments |
|                    |   |                    |                             |             |  |
|                    |   |                    |                             |             |  |

**Citrus Heights Water District  
General Manager's Task List  
Date : 9/9/2016**

| Category           | Red: Top Priority Items  | GM Hrs to Complete | Waiting on or delegated to: | Deadline    | Notes  |
|--------------------|--|--------------------|-----------------------------|-------------|--|
| Administration     | 2016 District Election   |                    | Incumbents-<br>Unopposed    | 8-Nov-2016  | Divisions One (4-year)<br>and Two (2-year)                       |
| Administration     | <i>Annexations: Livoti Tract (4 of 8)</i>  | 40                 | Churchill                   | 15-Oct-2016 |  |
| Administration     | <i>Annexations: Sacramento County (4 of 8)</i>   | 40                 | Churchill                   | 15-Oct-2016 |  |
| Administration     | <i>Annexation of Verme Tract Territory to SJWD</i>   | 40                 | Churchill & SJWD            | 15-Oct-2016 |  |
| Administration     | Fiscal Management Policy - Disbursement of Funds   | 2                  | Every 3 Years               | 11-Oct-2016 |  |
| Human Resources    | Salary Schedule Update   | 40                 | Every 3 Years               | 13-Sep-2016 | Last Updated Jan<br>2014, Update by July<br>2016 for 2017 Budget |
| Human Resources    | Retire from Citrus Heights Water District  |                    | Churchill                   | 17-Nov-2016 | Planned Date   |
| Water Distribution | <i>Future CIP Projects Summary Binder (2 of 8)</i>   | 20                 | GM/ Engr Dept               | 15-Oct-2016 | Edit in Progress   |
| Water Distribution | <i>Technology Improvements: Document Management /<br/>Project Management / Asset Management / Easements (7<br/>of 8)</i> | 30                 | Smooth/Swing/etc            | 15-Dec-2016 |  |
| Water Distribution | District Capital Project 2015-40: Mariposa Avenue 12"  | 10                 | Civil Engr Const            | 20-Sep-2016 | Construction Phase   |
| Water Supply       | <i>SJWD Shortage Policy Cost Update (1 of 8)</i>   | 10                 | SJWD                        | 15-Nov-2016 | MOU in Development   |
| Water Supply       | <i>SJWD Wholesale Water Supply Agreement</i>   | 30                 | Churchill/ Albie tz         | 15-Oct-2016 | SJWD GM Reviewing  |
| Water Supply       | SJWD Hydraulic Model Maintenance Agreement   | 5                  | Churchill                   | 15-Nov-2016 |  |
| Water Supply       | Sites Reservoir Advocacy   | 40                 | Straus/Riehle               |             |  |
|                    |  |                    |                             |             |  |
|                    | HOURS SUBTOTAL:  | 307                |                             |             |  |

**Citrus Heights Water District  
General Manager's Task List  
Date : 9/9/2016**

| Category            | Orange: High Priority Items   | GM Hrs to Complete | Waiting on or delegated to: | Deadline   | Notes                                     |
|---------------------|---|--------------------|-----------------------------|------------|---|
| External Influences | Regional Water Authority Board & Executive Committee: Organize Files                        | 20                 | Churc hill                  | 1-Nov-2016 |   |
| Water Distribution  | District Capital Project 2011-01: Fair Way 8" Metered Interconnection with Roseville        | 20                 | Roseville                   | 1-Nov-2016 | To CHWD Board and City Council in October |
| Water Distribution  | District Capital Project 2012-09: Blossom Hill Dr 6" Metered Interconnection with Roseville | 20                 | Roseville                   | 1-Nov-2016 | To CHWD Board and City Council in October |
| Water Distribution  | District Capital Project 2012-10: Crestmont Dr 6" Metered Interconnection with Roseville    | 20                 | Roseville                   | 1-Nov-2016 | To CHWD Board and City Council in October |
| Water Quality       | Cross Connection Ordinance Update   | 5                  | Churc hill                  | 1-Oct-2016 |   |
| Water Quality       | Private Well Policy   | 5                  | Hensley                     | 1-Oct-2016 |   |
| Water Supply        | Cal Am Interconnection Agreements   | 5                  | Churc hill                  |            |   |
| Water Supply        | Locate and Secure additional Well Sites   | 40                 | GM / OPS/ WRS               | ongoing    |   |
|                     |   |                    |                             |            |   |
|                     |   |                    |                             |            |   |
|                     | HOURS SUBTOTAL:   | 135                |                             |            |   |

**Citrus Heights Water District  
General Manager's Task List  
Date: 9/9/2016**

| Category           | Yellow: Medium Priority Items   | GM Hrs to Complete | Waiting on or delegated to: | Deadline   | Notes                   |
|--------------------|---|--------------------|-----------------------------|------------|-------------------------|
|                    |   |                    |                             |            |                         |
| Administration     | Master Plan Update: RFP for Engineering Services                          | 0                  | PM/ Engr Dept               |            |                         |
| Administration     | Policies & Procedures: Write Missing Policies                             | 32                 |                             | ongoing    |                         |
| Water Distribution | District Capital Project <b>2015-30</b> : Poplar Avenue 14"               | 10                 | Bennett Engr                | 1-Oct-2016 | Design Phase            |
| Water Distribution | District Capital Project <b>2015-31</b> : Baird Way 12"                   | 10                 | Area West Engr              | 1-Oct-2016 | Design Phase            |
| Water Distribution | Metering Projects: Meter Installation Policy Coordination with City of CH | 2                  |                             |            |                         |
| Water Distribution | Easements: Berry Lane   | 2                  |                             |            |                         |
| Water Distribution | Easements: Ross   | 2                  |                             |            |                         |
| Water Supply       | Find Property Deeds: Wells Ave. Well Site                                 | 10                 |                             | 1-Oct-2016 | Discuss with City of CH |
|                    |   |                    |                             |            |                         |
|                    | <b>HOURS SUBTOTAL:</b>  | 68                 |                             |            |                         |

**Citrus Heights Water District  
General Manager's Task List  
Date : 9/9/2016**

| Category           | Blue: Non-Priority Items  | GM Hrs to Complete | Waiting on or delegated to: | Deadline    | Notes   |
|--------------------|---|--------------------|-----------------------------|-------------|---|
| Human Resources    | Salary Schedule Update  |                    | Every 3 Years               | 13-Sep-2019 |   |
| Human Resources    | GASB 45 Actuarial Analysis  |                    | Every Year                  |             | Complete for 2016   |
| Administration     | 2018 District Election  | 10                 |                             | 8-Nov-2018  | Divisions Three (4 year)                                    |
| Administration     | Conflict of Interest Code - Biennial Update   | 15                 | FPPC                        | 31-Dec-2016 | Biennial Update   |
| Administration     | Division Boundary Analysis  | 0                  | 2020 Census                 | 1-Jun-2021  | Reviewed May 2011   |
| Administration     | Citrus Heights Water Takers Assn - Transcribe Meeting Minutes   | 20                 | Staff                       | 1-Nov-2016  | 1917-1922 Handwritten Minutes of Predecessor to CHID / CHWD |
| Administration     | Board of Directors Policies "3000 Series"   | 10                 | Every 4 Years               |             | Last completed 14 Feb 2012                                  |
| Human Resources    | Continued Education: Obtain and document contact hours for Water Treatment Operator T2 Certification    | 0                  | Renewed                     | 1-Sep-2017  | 16 total hours needed                                       |
| Human Resources    | Continued Education: Obtain and document contact hours for Water Distribution Operator D5 Certification | 0                  | Renewed                     | 1-Jan-2018  | 36 total hours needed                                       |
| Human Resources    | Biennial Ethics Training  | 0                  | Every 2 Years               | 7-May-2017  | Completed at ACWA Conference - 7 May 2015                   |
| Human Resources    | Biennial Sexual Harassment Training   | 0                  | Every 2 Years               | 5-May-2017  | Completed at ACWA JPIA Conference - 5 May 2015              |
| Water Supply       | Patton Ave Well Property Disposal   |                    |                             | Hold        | No Interested Parties                                       |
| Water Supply       | Watson Way Well Property Disposal   |                    |                             | Hold        | No Interested Parties                                       |
| Water Supply       | Public Health Goal Report & Public Hearing  | 1                  | OM, WRS                     | 12-Jul-2019 | Every 3 Years   |
| Water Distribution | PIV Photos & Locks  | 3                  |                             |             |   |
|                    |   |                    |                             |             |   |
|                    | HOURS SUBTOTAL:   | 59                 |                             |             |   |
|                    |   |                    |                             |             |   |
|                    | HOURS TOTAL:  | 569                |                             |             |   |

# CITRUS HEIGHTS WATER DISTRICT

## GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS SEPTEMBER 13, 2016 REGULAR MEETING

SUBJECT : LONG RANGE BOARD AGENDA  
 STATUS : Information Item  
 REPORT DATE : September 9, 2016

In an effort to plan workloads and schedules, Executive staff has been maintaining a Long Range Board Agenda, and the September update is provided below. Please let General Manager Churchill know if you have any questions or comments.

| Meeting Date      | Item  | Assigned To                                 |
|-------------------|---|---|
|                   |   |   |
|                   |   |   |
| October 11, 2016  | Roseville Intertie Agreement  | Churchill                                   |
|                   |   |   |
| October 11, 2016  | Engineering/Design Firm Award of Contract – Corporation Yard Improvements | Dietrich                                    |
| October 11, 2016  | CIP Adoption  | Churchill/Dietrich/Godon/Straus/Sohal/Pieri |
| October 11, 2016  | Water Charges and Fees—<br>Presentation of Proposed Updates               | Straus/Sohal                                |
| October 11, 2016  | Water Efficiency Program Update<br>(Bad-Bad) P-1                          | Meurer/Leatham                              |
| October 11, 2016  | Minutes of the Special Meeting<br>August 29, 2016                         | Smoot                                       |
| November 8, 2016  | 2016-17 Committee Assignments   | Churchill                                   |
|                   | 2016-17 District Officers   | Churchill                                   |
| November 15, 2016 | Operating and Capital Budgets   | Straus/Dietrich/Gordon                      |
|                   | Water Rates, Charges & Fees   | Straus/Sohal                                |
|                   | Capacity Fees   | Straus/Sohal                                |
|                   | Water Shortage Charges  | Straus/Sohal                                |
| December 13, 2016 |   |   |