



**CITRUS
HEIGHTS
WATER
DISTRICT**

6230 Sylvan Road
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Citrus Heights
California
95611-0286

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**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
APRIL 12, 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 ALLEGIANCE:

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 – March 8, 2016.
- CC-1a. Minutes of the Special Meeting – March 24, 2016.
- CC-1b. Minutes of the Special Meeting – March 28, 2016.
- CC-2. Revenue Analysis Report for March 2016.
- CC-3. Assessor/Collector's Roll Adjustment for March 2016.
- CC-4. Treasurer's Report for March 2016.
- CC-5. Treasurer's Report of Fund Balances for March 2016.
- CC-6. Operations Budget Analysis for March 2016.
- CC-7. Capital Improvements Budget Analysis for March 2016.
- CC-8. Payables for March 2016.
- CC-9. CAL-Card Purchases for March 2016.
- CC-10. Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.

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. Sohail

CC-11. San Juan High School Easement (A)

Consider adoption of Resolution 07-2016 accepting an easement at San Juan High School.

CC-12. Administration Building Improvements Project (I)

Receive information on adding an additional office to the Administration Building.

CC-13. Skycrest Well Equipping Project (I)

Receive a status report on the Project.

OLD BUSINESS:

O-1. San Juan High School 24-Inch Transmission Main Installation Project (A)

Consider Adoption of Resolution 08-2016 Accepting the San Juan High School 24-Inch Transmission Main Installation Project (2013-30), and authorize execution and recording of a Notice of Completion for the Project.

NEW BUSINESS:

N-1. Training/Continued Education /Meetings (I)

Discuss training, continued education, and meeting opportunities.

N-2. On-Call Pavement Restoration Bids (A)

Consider acceptance of a bid to install asphalt and/or asphalt overlay throughout the District Service Area.

N-3. Mariposa Avenue 12-Inch Main Project (A)

Consider acceptance of a bid to replace a 12-inch transmission main along Mariposa Avenue between Northridge Drive and Farmgate Way and along Mariposa Avenue between Eastgate Avenue and Northeast Circle (South) in the City of Citrus Heights.

N-4. Water Conservation (D)

Discuss history of the District's water conservation ordinance, the District's current water conservation stage declaration and the proposed adoption of a new water conservation ordinance.

N-5. Strategic Planning (A)

Consider dates to schedule Strategic Planning Sessions.

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 Consumption.
- 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.
- AGM-2. Drought Response Plan Update.
- AGM-3. Paladin Night Patrol Update.

GENERAL MANAGER'S REPORTS (I):

- GM-1. Employee Recognition.
- GM-2. General Manager's Task List.
- GM-3. Long Range Board Agenda.
- GM-4. SJWD Water Management and Reliability Study.

CORRESPONDENCE:

None

CLOSED SESSION:

None

OPEN SESSION:

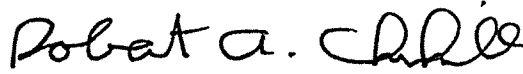
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

May 10, 2016	6:30 PM	Regular Meeting
June 14, 2016	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



ROBERT A. CHURCHILL, Secretary

Dated: April 7, 2016

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
March 8, 2016

The Regular Meeting of the Board of Directors was called to order at 6:32 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President
Caryl F. Sheehan, Director
Raymond A. Riehle, Director
Robert A. Churchill, General Manager
Hilary M. Straus, Assistant General Manager
David M. Gordon, Interim Operations Manager
Paul A. Dietrich, Project Manager
Lisa A. Smoot, Human Resources Specialist
Mellie D. Deano, Temporary Accounting Staff

VISITORS

Pam Banks
Pam Pinkston
Paul Phillips, Legal Counsel
Shellie Anderson, Bryce Consulting

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

Pam Banks requested information on fines by the State and how much they hand down if we do not meet the required guidelines. She was advised by Director Dains and AGM Straus that based on State guidelines they can fine up to \$10,000.00 per day that we do not meet our goal however; the State has only fined a few water users/cities and they were fined because they had no conservation programs in effect. Citrus Heights Water District has made a great effort to educate our customers and put a conservation plan into place.

CONSENT CALENDAR

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

Motion: It was moved by Director Riehle and seconded by Director Sheehan to accept the Consent Calendar, consisting of:

- CC-1. Minutes of the Regular Meeting – February 9, 2016.
- CC-2. Accounts Receivable Analysis Report for February 2016.
- CC-3. Assessor/Collector's Roll Adjustments for February 2016.

- CC-4. Treasurer's Report for February 2016.
 CC-5. Funds and Reserves Report for February 2016.
 CC-6. Operations Budget Analysis for February 2016.
 CC-7. Capital Improvements Budget Analysis for February 2016.
 CC-8. Warrants for February 2016.
 CC-9. CAL-Card Purchases for February 2016.
 CC-10. Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.
- CC-11. Auburn Boulevard Stock Ranch Commercial Center Easement (A)
 Adoption of Resolution 05-2016 accepting an easement at the Auburn Boulevard Stock Ranch Commercial Center.
- CC-12. San Juan Park Easement (A)
 Adoption of Resolution 06-2016 accepting an easement at San Juan Park.
- CC-13. Skycrest Well Equipping Project (I)
 Receive a status report on the Project.
- CC-14. Groundwater Levels (I)
 Receive information on static groundwater levels in District.
- CC-15. Investment of District Funds Policy (A)
 Approve amendments to District Fiscal Management Policy No. 6300, Investment of District Funds.
- CC-16. Administration Building Improvements Project (I)
 Receive information on adding an additional office to the Administration Building.

FEBRUARY 29, 2016 PAYABLES

Check #	Vendor	Description	Amount
60816-60823	Void	Printer Error	\$0.00
60824	Ferguson Enterprises Inc #1423	Material	\$11,930.34
60825	CalSierra Construction Inc	Contract Services-Engineering	\$27,098.75
60826	Corix Water Products, Inc	Material	\$16,044.96
60827	Ernest L Leporini	Contract Services-Engineering	\$8,340.00
60828	Martin General Engineering Inc	Customer Refund	\$15,683.97
60829	R E Smith Contractor Inc	Contract Services-Wells	\$68,833.66
60830	San Juan Water District	Purchased Water	\$463,116.39
60831	SHI International Corp	Contract Services-Software	\$13,274.68
60832	SMUD	Utilities	\$10,446.02
60833	Ferguson Enterprises Inc #1423	Material	\$11,930.34
60834	California State Disbursement Unit	Garnishment	\$184.61

60835	California State Disbursement Unit	Garnishment	\$87.69
61011	Ellis & Mary Connell Trust/Dawn Akel	Customer Refund	\$150.90
61012	Chris/Lisa Martin	Customer Refund	\$17.29
61013	John/Patricia L Steitz	Customer Refund	\$131.80
61014	Jennifer Ann Emlaw	Customer Refund	\$5.11
61015	Shaun Loy	Customer Refund	\$14.88
61016	Dawn Brown	Customer Refund	\$50.00
61017	Alexander's Contract Services	Contract Services-Meter Read	\$2,456.11
61018	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
61019	Back School of Atlanta	Continued Education	\$250.00
61020	Wanda Bancroft	Toilet Rebate Program	\$75.00
61021	Bart/Riebes Auto Parts	Repair-Trucks	\$136.40
61022	BSK Associates	Water Analysis	\$480.00
61023	Burketts	Office Expense	\$110.70
61024	Lavon Burks	Toilet Rebate Program	\$150.00
61025	Caltronics Business System	Small Office Equipment	\$648.00
61026	Corix Water Products, Inc	Material	\$6,423.86
61027	Coverall North America Inc	Janitorial	\$450.00
61028	Cybex	Equipment Rental-Office	\$129.12
61029	Nicholas Fogle	Toilet Rebate Program	\$225.00
61030	Future Ford	Repair-Trucks	\$12.84
61031	GreatAmerica Leasing Corp	Equipment Rental-Office	\$255.67
61032	Ferguson Enterprises Inc #1423	Material	\$4,032.50
61033	Hansen Software Corporation	Contract Services-Software	\$400.00
61034	Brian M Hensley	Continued Education	\$98.29
61035	Kei Window Cleaning #12	Janitorial	\$92.00
61036	Kleinfelder	Contract Services-Miscellaneous	\$516.75
61037	Betty A Martin	Toilet Rebate Program	\$150.00
61038	Miles Treaster & Associates	Office Expense	\$653.75
61039	Moonlight BPO	Contract Services-Bill Print	\$3,070.28
61040	One Print Source & Graphics	Printing	\$370.13
61041	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
61042	Republic Services #922	Utilities	\$197.94
61043	Gordon Richardson	Toilet Rebate Program	\$225.00
61044	Parviz T Sadrian	Toilet Rebate Program	\$150.00
61045	Robin Shockley	Continued Education	\$45.89
61046	Sonitrol	Equipment Rental-Office	\$156.23
61047	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,971.25
61048	US Bank I.M.P.A.C. Government Services	See February Agenda Item CC-9	\$5,566.83
61049	Tibor/Elizabeth Kaiser	Customer Refund	\$156.37
61050	Michael A Ray/Kimberly R Money	Customer Refund	\$219.03
61051	Richard C Fischer	Customer Refund	\$300.00
61052	Ross/Yuliya Golovey	Customer Refund	\$80.83

61053	Deanna Castro	Customer Refund	\$138.41
61054	John Millet	Customer Refund	\$600.00
61055	Kathie L/Paul M Walters	Customer Refund	\$39.35
61056	Rebecca Castaneda	Customer Refund	\$20.09
61057	GM Construction & Developers Inc	Customer Refund	\$1,205.73
61058	Aurelia/Stephen M Berry	Customer Refund	\$346.75
61059	Gloria P Senftner	Customer Refund	\$56.13
61060	AFLAC	Employee Paid Insurance	\$330.86
61061	Airgas NCN	Supplies-Field	\$229.42
61062	Burketts	Office Expense	\$16.31
61063	California Landscape Associates Inc	Janitorial	\$187.00
61064	California Society of Municipal Finance Officers	Dues & Subscriptions	\$110.00
61065	Robin Cope	Health Insurance	\$402.00
61066	Dawson Oil Company	Gas & Oil	\$992.20
61067	Kelly R Drake	Printing	\$29.32
61068	Employee Relations Inc	Contract Services-Other	\$52.00
61069	Ferguson Enterprises Inc #1423	Material	\$1,587.60
61070	HD Supply Waterworks LTD	Material	\$928.28
61071	J4 Systems	Contract Services-Other	\$4,132.50
61072	KBA DOCUSYS	Maintenance Agreement-Equipment	\$18.84
61073	KBA Docusys Inc	Equipment Rental-Office	\$502.43
61074	Douglas A MacTaggart	Contract Services-Paving/Concrete	\$4,671.00
61075	Moonlight BPO	Contract Services-Bill Print	\$5,402.14
61076	OCT Academy	Continued Education	\$350.00
61077	Office Depot	Office Expense	\$84.35
61078	Pace Supply Corp	Material	\$165.82
61079	RW Trucking	Contract Services-Miscellaneous	\$1,448.75
61080	Sacramento County	Permit Fees	\$365.75
61081	Les Schwab Tires	Repair-Trucks	\$1,839.09
61082	SHI International Corp	Contract Services-Software	\$620.71
61083	SMUD	Utilities	\$39.92
61084	SureWest Directories	Telephone-Local/Long Distance	\$49.00
61085	A. Teichert & Son, Inc.	Road Base	\$1,585.96
61086	TriFresh Technologies, Inc.	Wells Maintenance	\$1,156.00
61087	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$125.00
61088	Christian F Delgado	Customer Refund	\$52.68
61089	Sally A Kilgo	Customer Refund	\$27.50
61090	David G/Ann M Denzer III	Customer Refund	\$28.55
61091	Marina Vinogradov	Customer Refund	\$24.05
61092	Gerald J Marenich	Customer Refund	\$22.01
61093	Sarah/Jeremiah Pond	Customer Refund	\$36.48
61094	Matthew T/Sarah M Bauer	Customer Refund	\$6.91
61095	Guenter/Sara Klesius	Customer Refund	\$8.66

61096	Ryan M Freeman	Customer Refund	\$11.13
61097	Joshua Yassu	Customer Refund	\$14.43
61098	Valerie D Preston	Customer Refund	\$228.89
61099	Melinda G Whitney	Customer Refund	\$22.12
61100	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,563.91
61101	Alexander's Contract Services	Contract Services-Meter Read	\$3,444.59
61102	AnswerNet	Telephone-Answering Service	\$158.43
61103	BSK Associates	Water Analysis	\$372.00
61104	Burketts	Office Expense	\$46.13
61105	Corelogic Information Solutions Inc	Dues & Subscriptions	\$245.58
61106	Corix Water Products, Inc	Material	\$6,855.33
61107	J4 Systems	Contract Services-Other	\$7,510.00
61108	Kaiser Foundation Health Plan, Inc	Health Insurance	\$14,644.46
61109	One Print Source & Graphics	Printing	\$46.44
61110	Pacific Gas & Electric	Utilities	\$100.54
61111	Sharp Inspection Group	Contract Services-Engineering	\$1,700.00
61112	Thomson Reuters	Dues & Subscriptions	\$75.06
61113	Zane Dezn	Contract Services-Water Conservation	\$852.09
61114	Watson Trust	Customer Refund	\$10.37
61115	Barbara A Adams	Customer Refund	\$12.92
61116	Walter R/Vivian T Johnson	Customer Refund	\$60.71
61117	Thomas Estrada	Customer Refund	\$165.71
61118	Les S/Judy Wellman	Customer Refund	\$14.05
61119	Craig Busby	Customer Refund	\$65.75
61120	Jeffrey D Scholz	Customer Refund	\$94.13
61121	Michael W Wright	Customer Refund	\$101.29
61122	Charles A Burnett	Customer Refund	\$69.65
61123	Joe P Brown	Customer Refund	\$61.43
61124	Richard/Margaret Nederlof	Customer Refund	\$55.01
61125	Kale J Goodman	Customer Refund	\$65.96
61126	The Ferguson Group	Customer Refund	\$113.57
61127	United Paving Co.	Customer Refund	\$1,723.98
61128	Alexander's Contract Services	Contract Services-Meter Read	\$2,739.01
61129	Bart/Riebes Auto Parts	Repair-Trucks	\$49.66
61130	BSK Associates	Water Analysis	\$900.00
61131	Burketts	Office Expense	\$78.47
61132	California State Disbursement Unit	Garnishment	\$184.61
61133	California State Disbursement Unit	Garnishment	\$87.69
61134	Sacramento County Utilities	Utilities	\$173.38
61135	Dell Software Inc	Software	\$408.00
61136	DeLurgio Andrea B	Customer Refund	\$425.00
61137	Franchise Tax Board	Garnishment	\$200.00
61138	Grainger	Small Tools	\$54.25

61139	Ferguson Enterprises Inc #1423	Material	\$822.18
61140	HD Supply Waterworks LTD	Material	\$1,267.38
61141	Moonlight BPO	Contract Services-Bill Print	\$2,390.92
61142	Red Wing Shoe Store	Small Tools	\$188.19
61143	Sophos Solutions	Contract Services-Other	\$3,920.00
61144	Sunrise Recreation & Park District	Water Conservation-Other	\$1,000.00
61145	A. Teichert & Son, Inc.	Road Base	\$3,209.35
61146	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$5,701.13
61147	Titan Workforce LLC	Contract Services-Temporary Labor	\$6,106.51
61148	Verizon Wireless	Telephone-Wireless	\$1,100.52
61149	Voyager Fleet Systems Inc	Gas & Oil	\$1,355.30
61150	Lynette Duncan	Toilet Rebate Program	\$75.00
61151	David Eldridge	Toilet Rebate Program	\$150.00
61152	Taryn Leorna	Toilet Rebate Program	\$150.00
61153	Jeffrey W or Diana L Lewis	Toilet Rebate Program	\$75.00
61154	Donna Mayfield	Toilet Rebate Program	\$150.00
61155	Anna Swanson	Toilet Rebate Program	\$75.00
Total			\$784,429.26

ACH	PERS 1/28/16 PAYROLL	PERS	\$12,630.47
ACH	VALIC 2/11/16PAYDAY	Deferred Compensation	\$2,520.00
ACH	JAN 2016 FD	Bank Fee	\$245.63
ACH	JAN 2016 PH	Bank Fee	\$211.33
ACH	JAN 2016 WB	Bank Fee	\$3,572.33
ACH	JAN2016 BANK FEE	Bank Fee	\$1,998.39
ACH	VALIC 2/25/16 PAYDAY	Deferred Compensation	\$2,520.00
ACH	PERS 2/25/16 PAYROLL	PERS	\$12,583.75
ACH	FFC6711979501	COP Debt Service	\$122,436.13
ACH	JAN2016 VANCO	Bank Fee	\$68.10
ACH	JAN2016 PAYROLL FEE	Contract Services-Other	\$816.90
ACH	WHA MARCH2016 HEALTH	Health Insurance	\$16,481.98
ACH	PERS 2/11/16 PAYROLL	PERS	\$12,570.93
ACH	VOYA 7077 2/25/16 PAYDAY	Deferred Compensation	\$45.00
ACH	VOYA 7077 2/11/6 PAYDAY	Deferred Compensation	\$45.00
Total			\$188,745.94

Grand Total			\$973,175.20
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March Checks Approved at March Board Meeting

61166	US Bank I.M.P.A.C. Government Services	See March Agenda Item CC-9	\$8,852.63
61158	Ernest L Leporini	Contract Services-Engineering	\$10,680.00
61165	SMUD	Utilities	\$11,779.67

61159	Pace Supply Corp	Material	\$16,601.00
61156	CalSierra Construction Inc	Contract Services-Engineering	\$29,317.00
61163	R E Smith Contractor Inc	Contract Services-Wells	\$44,420.96
61164	Azteca Systems Inc	Contract Services- Software	\$19,995.00
61157	Lamon Construction CO, INC	Contract Servcies-Engineering	\$78,001.87
			<u>\$219,648.13</u>

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 05-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
CALIFORNIA C&S PROPERTIES
FOR WATER DISTRIBUTION FACILITIES WITHIN
STOCK RANCH COMMERCIAL CENTER
(APN: 211-0870-003, 006, 007, 009, 010 & 011)

Whereas CALIFORNIA C&S PROPERTIES, A CALIFORNIA LIMITED PARTNERSHIP 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 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 County of Sacramento, State of California particularly described as follows:

All that certain real property situate in the City of Citrus Heights, County of Sacramento, State of California, described as follows:

A portion of Lots 3, 6, 7, 9, 10 & 11 as said lots are shown and so designated on that certain plat entitled "Plat of Subdivision No. 02-01, Stock Ranch Commercial", recorded June 30, 2003, in Book 317 of Maps, Page 2, Sacramento County Records, more particularly described as follows:

Parcel 1

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

COMMENCING at the most northerly corner of the above referenced Lot 3; thence from the point of commencement South 70°32'59" West 29.83 feet to the POINT OF BEGINNING; thence from the Point of Beginning along a line lying two (2) feet northerly and perpendicularly distant from the

northerly line of the said Lot 3 and the northerly lines of the above referenced Lots 9 and 10 the following eight (8) courses: (1) South 66°42'21" West 41.11 feet to a point hereinafter referred to as Point "A"; (2) continuing South 66°42'21" West 122.00 feet to a point hereinafter referred to as Point "B"; (3) continuing South 66°42'21" West 38.35 feet to a point hereinafter referred to as Point "C"; (4) continuing South 66°42'21" West 156.33 feet to a point hereinafter referred to as Point "D"; (5) continuing South 66°42'21" West 123.20 feet to a point hereinafter referred to as Point "E"; (6) continuing South 66°42'21" West 77.31 feet to a point hereinafter referred to as Point "F"; (7) continuing South 66°42'21" West 8.32 feet to a point hereinafter referred to as Point "G" and (8) continuing South 66°42'21" West 120.09 feet to the easterly line of that certain fifteen (15') foot wide water easement filed in Book 317 of Maps at Page 2, Sacramento County Records and the terminus of the herein described easement.

Parcel 2

A strip of land the uniform width of ten (10) feet, lying five (5) feet on each side of the following described line:

BEGINNING at said Point "A"; thence North 23°17'39" West 19.13 feet to the terminus of the herein described easement.

Parcel 3

A strip of land the uniform width of ten (10) feet, lying five (5) feet on each side of the following described line:

BEGINNING at said Point "B"; thence South 23°17'39" East 22.53 feet to the terminus of the herein described easement.

Parcel 4

A strip of land the uniform width of ten (10) feet, lying five (5) feet on each side of the following described line:

BEGINNING at said Point "C"; thence South 23°17'39" East 27.53 feet to the terminus of the herein described easement.

Parcel 5

A strip of land the uniform width of seventeen (17) feet, lying five (5) feet westerly and twelve (12) feet easterly of the following described line:

BEGINNING at said Point "D"; thence North 23°17'39" West 62.06 feet to the terminus of the herein described easement.

Parcel 6

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

BEGINNING at said Point "D"; thence South 23°17'39" East 46.13 feet; thence South 34°32'39" East 77.97 feet to the terminus of the herein described easement.

Parcel 7

COMMENCING at said Point "E"; thence from the Point of Commencement South 23°17'39" East 10.00 feet to the POINT OF BEGINNING on the southerly line of Parcel 1; thence from said Point of Beginning South 23°17'39" East 8.53 feet; thence South 31.35 feet; thence West 33.71 feet; thence North 10.71 feet; thence North 23°17'39" West 14.16 feet to said southerly line of Parcel 1; thence along said southerly line North 66°42'21" East 39.13 feet to the POINT OF BEGINNING.

Parcel 8

A strip of land the uniform width of ten (10) feet, lying five (5) feet on each side of the following described line:

BEGINNING at said Point "F"; thence North 23°17'39" West 39.50 feet to the terminus of the herein described easement.

Parcel 9

A strip of land the uniform width of ten (10) feet, lying five (5) feet on each side of the following described line:

BEGINNING at said Point "G"; thence South 23°17'39" East 46.50 feet to the terminus of the herein described easement.

Parcel 10

A strip of land the uniform width of ten (10) feet, lying five (5) feet on each side of the following described line:

COMMENCING at a point on the southerly line of Auburn Boulevard, a County Road, said point being the northwest corner of Lot 11; thence along said southerly line, North 66°42'21" East for a distance of 45.05 feet to the easterly line of that certain fifteen (15') foot wide water easement filed in Book 317 of Maps at Page 2, Sacramento County records; thence along said easterly line, South 23°17'45" East, 82.00 feet to Point "H", the POINT OF BEGINNING. Thence from said Point of Beginning North 66°42'15" East, 8.54 feet to the terminus of the herein described easement.

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 8th day of March 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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 06-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
SUNRISE RECREATION AND PARK DISTRICT
FOR WATER DISTRIBUTION FACILITIES WITHIN
SAN JUAN PARK
(APN: 233-0560- 011 & 011)

Whereas SUNRISE RECREATION AND PARK DISTRICT, a park district existing under authority of Public Resources Code § 5780 et seq., 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 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:

All that portion of Lot 20 as shown on that subdivision map "Citrus Heights", recorded in Book 10 at Page 7, Records of Sacramento County, State of California, described as follows:

An easement 15.00 feet in width lying 5.00 on the northerly and westerly side and lying 10.00 feet on the southerly and easterly side of the following described line, said line lying over the centerline of the constructed waterline and being described as follows:

COMMENCING at the southwest corner of Parcel B as shown on that parcel map, recorded in Book 26 at Page 26, records of said county, thence along the south line of said Parcel B, North 88° 38' 36" East, 292.05' feet to the POINT OF BEGINNING;

thence from said Point of Beginning, leaving said south line, South 00° 44' 09" East, 46.74 feet; thence South 43° 03' 46" West, 53.27 feet; thence South 87° 43' 06" West, 19.39 feet to a point hereinafter referred to as Point "A"; thence South 87° 43' 06" West, 349.93 feet; thence South 00° 01' 26" East, 107.44 feet to south line of said Lot 20 and end point of said easement. Said end point also being North 88° 38' 36" East, 183.17 feet from the southwest corner of said Lot 20. The sidelines of said easement shall be shortened or extended to intersect the property lines.

TOGETHER WITH:

An easement 10.00 feet in width lying 5.00 feet on the westerly side and lying 5.00 feet on the easterly side of the following described line, said line lying over the centerline of the constructed waterline and being described as follows:

Beginning at said Point "A", South 01° 04' 16" East, 52.07 feet to the end point of said easement.

AND:

All that portion of Lot 19 as shown on that subdivision map "Citrus Heights", recorded in Book 10 at Page 7, Records of Sacramento County, State of California, described as follows:

An easement 15.00 feet in width lying 5.00 on the northerly and westerly side and lying 10.00 feet on the southerly and easterly side of the following described line, said line lying over the centerline of the constructed waterline and being described as follows:

Commencing at the northwest corner of said Lot 19, thence along the north line of said lot 19, North 88° 38' 36" East, 183.93 feet to the POINT OF BEGINNING; thence from said point of beginning, leaving said north line, South 00° 01' 26" East, 65.94 feet; thence South 89° 14' 43" West, 107.90 feet to a point hereinafter referred to as Point "A"; thence South 01° 59' 50" East, 284.62 feet; thence South 38° 57' 30" West, 56.40 feet to a point herein after referred to as Point "B"; thence South 38° 57' 30" West, 3.02 feet; thence South, 1.30 feet to the south line of said Lot 19 and the end point of said easement. The sidelines of said easement shall be shortened or extended to intersect the property lines.

TOGETHER WITH:

An easement 15.00 feet in width lying 5.00 on the northerly and easterly side and lying 10.00

feet on the southerly and westerly side of the following described line, said line lying over the centerline of the constructed waterline and being described as follows:

Beginning at said Point "Q", South 89° 14' 43" West, 24.18 feet; thence North 56° 10' 25" West, 42.43 feet; thence North 00° 49' 03" West, 10.66 feet to a point hereinafter referred to as Point "C"; thence North 00° 49' 03" West, 19.49; thence South 89° 10' 56" West, 16.00 feet to the west line of said Lot 19 and the end point of said easement. The sidelines of said easement shall be shortened or extended to intersect the property lines.

TOGETHER WITH:

An easement 10.00 feet in width lying 6.50 on the northerly side and lying 3.50 feet on the southerly side of the following described line, said line lying over the centerline of the constructed waterline and being described as follows:

Beginning at said Point "B", thence West, 14.07 feet and the end point of said easement.

TOGETHER WITH:

An easement 10.00 feet in width lying 5.00 on the northerly side and lying 5.00 feet on the southerly side of the following described line, said line lying over the centerline of the constructed waterline and being described as follows:

Beginning at said Point "C", thence South 89° 05' 19" West, 15.96 feet to the west line of said Lot 19 and the end point of said easement. The sidelines of said easement shall be shortened or extended to intersect the property lines.

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 8th day of March 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

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

OLD BUSINESS:

None

NEW BUSINESS:

Training/Continued Education/Meetings

AWWA CA/NV Spring Conference, Sacramento, March 21-24 - GM Churchill, AGM Straus, and Interim OM Gordon will attend.

ACWA-JPIA Spring Conference, Monterey, May 2-3 – Director Dains, GM Churchill and AGM Straus will attend.

2016 Fleet Vehicle Purchase (A)

Consider the replacement of one midsize SUV vehicle and the purchase of one pickup truck as authorized in the 2016 budget.

ACTION: Director Sheehan moved and Director Riehle seconded the motion to: Approve replacement of Unit 28 and proceed with the purchase of the 2016 budgeted truck from Elk Grove Auto Group.

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

Call for Special Meeting (A)

Call for a Special Meeting of the Board of Directors at 6:30 PM on Monday March 21, 2016 for the Purpose of Reviewing and Considering Approval of Various Human Resources Items. The requested date had scheduling conflicts therefore Thursday March 24, 2016 was selected. The Special Meeting will begin at 6:30pm.

ACTION: Director Riehle moved and Director Sheehan seconded the motion to: Approve a Special Meeting on Thursday March 24, 2016 to review and approve various Human Resources Items.

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

PROJECT MANAGER'S REPORT

PM Dietrich presented a report on the following activities during the month of February 2016 by the Project Management and Engineering Department.

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>
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None

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>
The Village at Fair Oaks 55 Condominiums	6800 Madison Ave	99% Complete
California American Water Co. San Juan Avenue Tank - Intertie and Water Service	5444 San Juan Ave	75% Complete
Capitol Nursery Plaza	Sunrise Blvd @ Madison Ave	85% Complete
Sylvan Middle School	7085 Auburn Blvd	95% Complete
Citrus Heights City Hall	6350 Fountain Square Dr	80% Complete
Northridge Grove 47 Condominiums	5555 Mariposa Ave	Awaiting System Construction
Memory Care Facility	6825-33 Sunrise Blvd	50% Complete
Applebee's Restaurant	6900 Auburn Blvd	Substantially Complete
Dundee Estates	Mariposa Ave @ Highland Ave	80% Complete

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
None		

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>
Mesa Verde High School 14" Water Main Bennett Engineering Services	Northwest Corner of Property West from Poplar Avenue	Preparing to Restart Project in March
Fair Way Intertie with City of Roseville	9955 Fair Way	90% Submittal Review
Blossom Hill Dr Intertie with City of Roseville	Blossom Hill Dr at 1100 Main Sail Cir	90% Submittal Review
Crestmont Ave Intertie with City of Roseville	Crestmont Ave at 8199 Bonnie Oak Way	90% Submittal Review
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc.	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	90% Plan Development Underway
Baird Way 12" Water Main Area West Engineers, Inc.	Auburn Blvd to Holly Dr	60% Plan Development Underway

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>
San Juan Park 12" Water Main KASL Consulting Engineers, Inc.	5555 Mariposa Ave to U.C. Davis Medical Center	New Turf Growing
San Juan High School 24" Water Main Lamon Construction Company	Along North Property Line	New Turf Growing

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

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

None

PM 7 CAPITAL IMPROVEMENT PROJECT SUMMARY (2005-2015)

Significant Capital Improvement Projects accepted by the Board of Directors.

<u>PROJECT NAME</u>	<u>DATE ACCEPTED</u>	<u>PAID</u>	<u>YEARLY TOTAL</u>
2005			
1. 2004 Condominium Meter Retrofit	Jan 11, 2005	\$302,407	\$302,407
2006			
2. 2005 Residential Meter Retrofit	Jul 11, 2006	\$1,145,303	\$1,145,303
2007			
	2007		\$0
2008			
3. 2006 Mitchell Farms Well & Pump Station	Aug 25, 2008	\$1,334,396	\$1,334,396
2009			
4. Bonita Way Well & Pump Station	April 14, 2009	\$1,545,566	
5. SJHS 24-Inch Transmission Main Installation	Dec 5, 2009	\$36,987	\$1,582,553
2010			
6. 7641 Greenback Ln 12-Inch WM Replacement	Sep 14, 2010	\$19,312	
7. 7677 Greenback Ln 12-Inch WM Replacement	Aug 10, 2010	\$29,920	\$49,232
2011			
8. San Juan Ave at Madison Ave 12-Inch WM Replace	Jan 11, 2011	\$226,627	
9. Bonita Way Storage Building	Sep 13, 2011	\$330,862	\$557,489
2012			
10. Mariposa Ave 16-Inch Rehabilitation	Jan 10, 2012	\$546,343	
11. Auburn Blvd 12-Inch Water Main Replacement	May 15, 2012	\$1,073,347	\$1,619,690
2013			
12. Baird Kalamazoo Northlea Water Main Replace	Jan 8, 2013	\$311,476	
13. 2012 Livoti Tract Water Main Replacement	May 14, 2013	\$432,383	
14. Old Auburn Rd 18-Inch Trans Main Installation	Jun 11, 2013	\$368,755	
15. Northgrove, Walnut Water Main Replacement	Dec 10, 2013	\$399,605	\$1,512,219
2014			
16. Old Auburn, Mariposa Trans Main Replacement	Feb 11, 2014	\$469,171	
17. Palm, Castle, Kilborn, Billie, Ronnie	May 13, 2014	\$938,848	
18. Mariposa Ave 24-Inch Project	Oct 14, 2014	\$483,595	\$1,891,614
2015			
19. Sunrise and Highwood Main Replacement	Feb 10, 2015	\$148,908	
20. Park and Poplar Main Replacement	Feb 10, 2015	\$476,635	
21. Sonora and Hanson Main Replacement	May 12, 2015	\$314,156	
22. Mariposa Ave 18-Inch and 8-Inch Mains	Dec 8, 2015	\$313,679	\$1,253,378

2005 to 2010 Yearly Average \$872,931

2011 to 2015 Yearly Average \$1,366,878

OPERATIONS MANAGER'S REPORT

Interim Operations Manager David Gordon reported as follows:

A total of 130 work orders were performed during the month of February 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 Public Health requirements.

District-wide water consumption for the calendar year 2016 through the end of February was 484.53 acre-feet, a decrease of 15.3% percent compared with the water consumption during the same period in 2013.

As of midnight on February 29, 2016, storage in Folsom Lake was at 605,555 acre-feet, 62 percent of the total capacity of 977,000 acre-feet. This is about 111 percent of historical average for this date. This represents an increase in storage of 76,992 acre-feet in the past month.

The state-wide snow pack data, as of March 1, 2016, was 85% of normal.

Director Dains called a recess to the meeting at 7:22 PM.

PM Dietrich and IOM Gordon left the meeting.

Director Dains reconvened the meeting at 7:29 PM.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

- D-1. Regional Water Authority (Dains, Churchill)
Director Dains and Churchill stated no updates.
- D-2. Sacramento Groundwater Authority (Sheehan)
Director Sheehan reported that the next meeting they would be reviewing the budget. They are also focusing on getting representation for Placer County, Sutter County, and South Sutter County.
- D-3. San Juan Water District
GM Churchill reported that both San Juan Water District and the Regional Water Authority are embarking on water reliability studies. Director Dains commented that the American River Basin Cooperating Agencies (ARBCA) Report needs to be reviewed.
- D-4. Association of California Water Agencies (Dains)
No report.
- D-5. ACWA Joint Powers Insurance Authority (Churchill)
AGM Straus and IOM Gordon are part of the yearlong Management Training Group.
- D-6. Sacramento Local Agency Formation Commission
No report.

D-7. City of Citrus Heights

It was reported that the City is beginning evaluating a street improvement project on Auburn Blvd. from Rusch Park North to the City limit

D-8. Chamber of Commerce Government Issues Committee (Straus)

No report.

D-9. Other Reports:

ASSISTANT GENERAL MANAGER'S REPORT

AGM Straus reported as follows:

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

- 16 ultra-low-flush toilet rebates for the month of February. A total of \$3,150 in rebates has been provided to customers during 2016 to date.
- For the period of February 2016, 9 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers.
- 15 water waste calls were received during the month of February. An additional 3 reports of water waste were received through the CHWD's Drought Resources web page. A total of 11 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The February 2016 Residential Gallon per Capita per Day (R-GPCD) was not available at time of report. January 2016 Residential Gallon per Capita per Day (R-GPCD) was 80. December 2015 the R-GPCD was 75. November 2015 82 October 2015 the R-GPCD was 140. September R-GPCD was 160. August the R-GPCD was 172. The July R-GPCD was 176. The June R-GPCD 2015 was 163. The May R-GPCD was 129. The April R-GPCD was 117. The March R-GPCD was 108. The February R-GPCD 83. The January R-GPCD was 75. The December 2014 was 84. The November was 98, and October was 153. This information is submitted monthly to the State Water Resources Control Board.

The following is a summary of Drought Response Plan activities in January:

- On February 11, 2016 The Office of Administrative Law approved the Extended Emergency Regulation adopted by the State Water Resources Control Board on February 2, 2016. CHWD's Water Reduction Target for 2016 has been reduced from 32% to 29%. A 3% target decrease was given to the region based on Sacramento's arid climate. June through September 2016 will be the months the required targets will be monitored for compliance by the SWRCB.

- Based on the current required 29% water reduction target issued by the SWRCB and current rainfall/snowpack totals, WEC Meurer recommends continuing with a Stage 4 Water Crisis through 2016. A formal recommendation will be brought to the Board at the April 12th Board meeting as part of the Board's consideration of drought enforcement policies.

Paladin Night Patrol began conducting night time water waste monitoring on July 29th, 2015. Below is a chart illustrating the number of incidents reported by category for August 2015 through February 2016.

Status Report				
Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
OCTOBER				
2015	46	37	42	0
NOVEMBER				
2015	69	15	69	0
DECEMBER				
2015	56	31	54	0
JANUARY				
2016	32	15	32	0
February				
2016	29	18	29	0
Totals	436	242	396	1

*A single incident report can include one or more violation categories. One incident report can overlap into multiple categories.

Water Conservation enforcement measures update:

- Staff is developing a Turn-off/Turn-on policy and a 3-tier escalating violation penalty for violators of the District's Water Conservation Regulations. The turn-off/turn-on policy and associated penalties will be used as an enforcement tool for repeat violators of water efficiency regulations. Staff is in the process of finalizing the language and will be presenting draft language to the Board for approval at the April 12th Board meeting.

GENERAL MANAGER'S REPORT

- Seventeen employees received recognition for superior attendance, outstanding customer service and quality of work during the month of February 2016. Directors were provided with a list of the employees and items for which each received recognition.
- A list of the General Manager's significant assignments and activities was provided.

3. San Juan Water District has embarked on a Wholesale Water Management and Reliability Study and has selected MWH Engineers to conduct the Study. A meeting with the wholesale customer agencies at 11:00 am on Monday March 14, 2016 is scheduled. The meeting will be held at SJWD. Director Sheehan, GM Churchill, and AGM Straus will attend.

CORRESPONDENCE:

None.

Regular Meeting adjourned at 7:43pm.

The Board of Directors convened in Closed Session at 7:50 p.m. pursuant to Government Code Section 54957.6: Conference with Labor Negotiators regarding unrepresented employees.

In attendance were Directors Dains, Sheehan and Riehle, GM Churchill, AGM Straus, HR Specialist Smoot, Legal Counsel Phillips and Consultant Anderson.

The Board of Directors reconvened in Open Session at 8:40 p.m. and President Dains announced that direction was given to GM Churchill.

Legal Counsel Phillips and Consultant Anderson left the meeting.

The Board of Directors reconvened in Closed Session at 8:45 p.m. pursuant to Government Code Section 54956.8 for a conference with Real Property Negotiators regarding price for the District's Groundwater Resources with San Juan Water District.

In attendance were Directors Dains, Sheehan and Riehle, GM Churchill, AGM Straus and HR Specialist Smoot.

The Board of Directors reconvened in Open Session at 9:00 p.m. and President Dains announced that direction was given to negotiators GM Churchill and AGM Straus.

The Board of Directors reconvened in Closed Session at 9:03 p.m. pursuant to Government Code Section 54957 regarding a Public Employee Matter.

In attendance were Directors Dains, Sheehan and Riehle, GM Churchill, AGM Straus and HR Specialist Smoot.

The Board of Directors reconvened in Open Session at 9:16 p.m. and President Dains announced that direction was given to GM Churchill.

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 9:27 p.m.

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
March 24, 2016

The Special Meeting of the Board of Directors was called to order at 6:32 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
Lisa Smoot, Human Resources Specialist

VISITORS

Paul Phillips, Legal Counsel

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

No public comment.

CLOSED SESSION

Board convened into closed session at 6:42p.m.pursuant to Government Code Section 54957.6: Conference with Labor Negotiators regarding unrepresented employees. In attendance were Directors Dains, Sheehan and Riehle, GM Churchill, AGM Straus, Legal Counsel Phillips and HR Specialist Smoot.

The Board of Directors reconvened in Open Session at 8:38 p.m. and President Dains reported that there was not reportable action taken in closed session.

NEW BUSINESS

Updates to the Administration and Water Demand Management Department (D/A)

AGM Straus presented the following findings and recommendations to best utilize the human resource potential of department staff.

Item	Notes
Consider approval of new Senior Accountant (SA) position	<ul style="list-style-type: none"> • Identification of the need for a second accounting position is an outgrowth of an assessment of the accounting workload and workload distribution and what would be an acceptable minimum staffing level. • Finding—The Accounting Supervisor position is overburdened with hands-on accounting work and oversight of the customer service and general finance functions. There is a significant opportunity cost that the District is paying for this workload arrangement. Further, as the organization's need continue to evolve, the Accounting Supervisor position is handling increased responsibilities for long-term financial planning (Rate Model), budget, treasury/investing, audit, information technology and advanced planning/special projects. • Finding—Additional intermediate-to-advanced level accounting and supervision support is needed in CHWD's Finance and Customer Service operation to balance on-going workloads, and to optimize utilizing the knowledge, skills and abilities of incumbent staff. • Finding—One additional Accountant is also needed to achieve an acceptable minimum staffing level to ensure capacity and redundancy should the other accountant be unavailable due to peak work load or because the other accountant is out on leave (vacation, sick, etc.). • Solution—The new Senior Accountant (SA) position would be a multi-disciplinary and hands-on supervisory-level position within Finance and Customer Service, and be responsible for Finance Operations functions including: 1) Daily Entries 2) Cash Receipts/Accounts Receivables; 3)

Item	Notes
	<p>Payroll Oversight; 4) Journal Entries; 5) Miscellaneous Revenue; 6) Development-Related Revenue; 7) Accounts Payable/Review Request for Payment Vouchers; 8) Project Cost Accounting; 9) Grant Tracking; 10) Accounting level support to the Accounting Supervisor/Principal Accountant.</p> <ul style="list-style-type: none"> • Solution—The new Senior Accountant will report to the Accounting Supervisor/Principal Accountant and the Senior Accountant position would be FLSA exempt (i.e., Exempt from overtime). • This item is time sensitive and has been noticed for action this meeting, or it is recommended that action be taken at the next available regular or special Board of Directors meeting.
<p>Consider approval of an optional title change of Principal Accountant and updated salary range for the Accounting Supervisor position</p>	<ul style="list-style-type: none"> • Career ladders promote recruitment and retention, and they provide options to District management staff to best allocate staffing resources. • Finding—Career ladders exist within Field Operations (e.g., <i>Water Distribution Worker—Water Distribution Operator—Lead Worker—Water Distribution Specialist and Water Distribution Supervisor</i> Series) and within the Water Quality operation. • Finding—In analyzing the organization, career ladders are needed in other areas, including Engineering, Water Quality, Water Efficiency, Accounting and other Administration and Water Demand Management Departmental classifications. • Solution—A recommended Human Resources goal is that the District develop career ladders/position series where they do not currently exist. • Solution—With the proposal for a new Accounting position, it is recommended

Item	Notes
	<p>to develop a portion of the Accounting Series at this time to clarify internal relationships within the Accounting class, and to provide future flexibility based on operational needs and budget considerations.</p> <ul style="list-style-type: none"> • Solution—Amend Accounting Supervisor position title to provide for an optional alternative or additional title/moniker: Principal Accountant. This can be done by minute action and by amending District Policies 1030, Organizational Chart and Structure, and 4101A1, Compensation Policy. • The Principal Accountant title may be used or not used based upon operational considerations as determined by management with incumbent staff (as the position is already budgeted by the Board) • The title cannot be used to promote existing staff or hire additional staff into the classification without budget approval by the Board of Directors. • With the hiring of a Senior Accountant, the SA will slot below a Principal Accountant (PA), thereby building a portion of the Accounting Series career ladder. • With the recent completion of Phase 1 of the Total Compensation Study, the following salary range for the Accounting Supervisor (AS) position is recommended (in order to keep a 15% spread above the surveyed Senior Accountant's salary range): Existing AS: Minimum Hourly: \$38.37 Maximum Hourly: \$51.92 Recommended AS/PA: Minimum Hourly: \$34.47 Maximum Hourly: \$46.53
Consider reclassifying the Human Resources Specialist position to Management Services	<ul style="list-style-type: none"> • This discipline-specific position was created in 2011 and amended in 2014 as part of reorganization due to retirements.

Item	Notes
Supervisor/Chief Board Clerk (MSS/CBC) position	<ul style="list-style-type: none"> As the organization continues to evolve, workload distribution and workloads have been assessed, and in order to best utilize the strengths and capacity of existing staff, a reassessment of the single-purpose Human Resources Specialist position has been undertaken. Also, given the small size of the staff, it is recognized that using more generalized multi-disciplinary/cross-functional positions are a more efficient way to utilize the District's human resources potential. Finding—This position as currently structured is overburdened with Human Resources Technician Level work, and due to uneven workload distribution within the Department, this position is consistently unavailable for any significant new assignments. Finding—This position as currently structured underutilizes the knowledge, skills and abilities of incumbent staff. Moreover, as is the case with the Accounting Supervisor position in its current format, the District is paying a significant opportunity cost by not structuring the position as a more multi-disciplinary position with staff support as proposed. Finding—Based upon assignments tied to operational needs and efficiency, the current position is working out of class, which over an extended period of time creates employment practices liability for the District. Solution—The new MSS/CBC position would be responsible for: 1) Human Resources; 2) Risk Management (General Liability, Workers' Compensation & Property insurance); 3) Clerk of the Board functions (including Records Management); 4) Public Relations/Public Information; 5) Intermediate-to-advanced

Item	Notes
	<p>level Special Projects; 6) Direct support to the Board; and 7) Supervision of a MSS/DBC (see below).</p> <ul style="list-style-type: none"> • Solution—The new MSS/CBC position would be a “hands-on” supervisory position, able to delegate some work (particularly the entry-to-intermediate level project and task-level work) to support staff. • The new MSS/CBC position would be exempt from overtime. • In recognition of the expanded scope of duties and internal relationships, the proposed salary range for the reclassified position is pegged at the same level as the Accounting Supervisor position. The new range is included in the updated Policy 4101A1, accompanying this staff report.
<p>Consider reclassifying the Accounts Payables Specialist position to Management Services Specialist/Deputy Board Clerk (MSS/DBC) position</p>	<ul style="list-style-type: none"> • This discipline-specific position was amended in 2014 as part of a reorganization due to retirements • As the organization continues to evolve, workload distribution and workloads have been assessed, and in order to best utilize the strengths and capacity of staff, a reassessment of the single-purpose Accounts Payable Specialist position has been undertaken. • As described with the Human Resources Specialist, given the small size of the staff, it is recognized that using more generalized multi-disciplinary/cross-functional positions are a more efficient way to utilize the District’s human resources potential • Finding—Accounts Payables is not a full-time function at the District and this position has been underutilized. In the interim, payroll coordination has been shifted to this position with supervisory oversight by the Human Resource Specialist. However, this function is not in the Accounts Payables Specialist job description nor is supervisory oversight in

Item	Notes
	<p>the Human Resources Specialist job description. Therefore, rolls and responsibilities needed to be reassessed and updated.</p> <ul style="list-style-type: none"> • Finding—Even with the added payroll coordination responsibility, there is excess capacity with the Accounts Payables Specialist position. • Finding—Based upon assignments tied to operational needs and efficiency, the current position is working out of class. • Solution—Reclassify the single purpose Accounts Payable Specialist position to a multi-disciplinary Management Services Specialist/Deputy Board Clerk (MSS/DBC) position. • Solution—The new MSS/DBC position would be a project and task level position, reporting to the new Management Services Supervisor/Chief Board Clerk and work in the following areas: 1) Human Resources; 2) Risk Management (GL, WC & Property); 3) Clerk of the Board functions (including Records Management); 4) Public Relations/Public Information; 5) Direct support to the Board as assigned; 6) Payroll Coordination; and 7) Accounts Payable. • Solution—The new MSS/DBC position would be a “hands-on” support position. • Solution—The new MSS/DBC would be deputized to serve as Board Clerk in the absence of the Chief Board Clerk, thereby ensuring cross training and capacity/redundancy. • No salary range change is proposed for this position at this time.

Item	Recommended Action
Approve new Senior Accountant position	<ol style="list-style-type: none"> 1) Approve amendments to Policy 1030, Organizational Structure and Chart, adding the Senior Accountant position. 2) Approve amendment to Policy 41010A1, adding the Senior Accountant position and salary range to the Board-approved position/salary schedule. 3) Approve a budget amendment of \$58,925 to be funded for the remainder of 2016 (June-December) as follows: a) Reallocate \$20,000 of funding previously allocated for temporary accounting assistance during the second half of 2016; b) the remaining cost of the position of \$38,925 to be funded from undesignated Operating Fund balance.
Approve an optional title change of Principal Accountant and updated salary range for the Accounting Supervisor Position	<ol style="list-style-type: none"> 1) Approve amendment to Policy 1030, adding the additional optional title to the Policy. 2) Approve amendment to Policy 4101A1, adding the optional title of Principal Accountant and amended salary range to the position of Accounting Supervisor/Principal Accountant 3) There is no additional cost associated with these recommended changes.
Reclassify the Human Resources Specialist position to Management Service Supervisor/Chief Board Clerk (MSS/CBC) position	<ol style="list-style-type: none"> 1) Approve amendments to Policy 1030, Organizational Structure and Chart, deleting the Human Resources Specialist and adding the MSS/CBC position 2) Approve amendment to Policy 4101A1, adding the MSS/CBC position and salary range to the Board-approved position and/salary schedule. 3) Approve a budget amendment of \$3,000 for the remainder of 2016

Item	Recommended Action
	(April through December) to be funded from undesignated Operating Fund balance.
Reclassify the Accounts Payables Specialist position to Management Service Supervisor/Deputy Board Clerk (MSS/DBC) position	<ol style="list-style-type: none"> 1) Approve amendments to Policy 1030, Organizational Structure and Chart, deleting the Accounts Payable Specialist and adding the MSS/DBC position 2) Approve amendment to Policy 4101A1, adding the MSS/DBC position and salary range to the Board-approved position/salary schedule 3) Approve a budget amendment of \$1,500 for the remainder of 2016 (April through December) to be funded from undesignated Operating Fund balance

In addition to the recommended actions above, approve other amendments to the “Organizational Structure and Chart Policy 1030 including adding or retitling the career path positions as follows:

Administration and Water Demand Management:

Add: Finance Manager
 Accountant
 Water Efficiency Technician
 Information Technology Specialist

Operations and Water Supply Department:

Retitle: Water Quality Supervisor to Water Resources Supervisor / Chief Operator
 Add: Water Resources Specialist
 Retitle: Water Quality Technician to Water resources Technician

Project Management and Engineering Department:

Add: Engineering Manager / District Engineer
 Principal Civil Engineer
 Senior Civil Engineer
 Engineer-in-Training
 Supervising Construction Inspector
 Construction Inspector
 Senior Engineering/GIS Specialist
 Engineering/GIS Specialist

Engineering Aide
Retitle: Engineering Technician to Engineering/GIS Technician

Filling of any added or retitled 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 will be 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.

ACTION: Based upon the findings and solutions noted above the following actions were taken; Director Sheehan moved and Director Riehle seconded the motion to: Approve budget amendments listed and accompanying policy updates concerning the proposed items above. The motion was carried 3-0 with all Directors voting yes.

Call for Special Meeting (A)

Call for a Special Meeting of the Board of Directors at 6:30 p.m. during the week of March 28th or the week of April 4th for the purpose of reviewing and considering approval of various human resources items.

ACTION: Directory Riehle moved and Director Sheehan seconded the motion to: Approve calling for a Special Meeting at 6:30 p.m. on Monday March 28, 2016 for the purpose of reviewing and considering approval of Various Human Resources Items.

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 9:14 p.m.

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
March 28, 2016

The Special Meeting of the Board of Directors was called to order at 6:32 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
Lisa Smoot, Human Resources Specialist

VISITORS

Paul Phillips, Legal Counsel

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

No public comment.

CLOSED SESSION

Board convened into closed session at 6:35 p.m. pursuant to Government Code Section 54957.6: Conference with Labor Negotiators regarding unrepresented employees. In attendance were Directors Dains, Sheehan and Riehle, GM Churchill, AGM Straus, Legal Counsel Phillips and HR Specialist Smoot.

The Board of Directors reconvened in Open Session at 7:25 p.m.

President Dains reported that there was no reportable action taken in closed session.

NEW BUSINESS

None

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES

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

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 7:31 p.m.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
2016 REVENUE ANALYSIS

Mo-Yr	Jan-16	Feb-16	Mar-16	Acutal Revenue To Date	Budgeted Revenue	Variance	% Collected
Metered Service Charges	99,738	346,471	750,526	1,196,734	7,609,121	6,412,387	15.7%
Metered Water Deliveries	35,969	118,197	180,494	334,660	4,581,136	4,246,476	7.3%
Irrig		0	0	0	0	0	0.0%
Apt/MH		0	0	0	0	0	0.0%
Penalties	17,458	12,003	15,564	45,024	150,000	104,976	30.0%
Interest		0		0	0	0	0.0%
New Acct, Fire & Backflow							
Fees	8,550	12,603	9,758	30,911	95,866	64,955	32.2%
W/S Install & S&R	8,360	4,598	6,501	19,459	26,626	7,167	73.1%
Grant Funds		540,000	0	540,000	0	-540,000	0.0%
Misc*	6,052	1,416	15,603	23,071	120,510	97,439	19.1%
Connection Fees	15,037	6,683	6,683	28,403			
Wheeling Water	2,217	0	0	2,217	4,429	2,212	50.1%
Reserves				0	0	0	0.0%
Total	193,380	1,041,971	985,129	2,220,480	12,587,688	10,367,208	17.6%

Collections Activity	Total
Outstanding A/R	588,570
Outstanding Liens	0
Outstanding Grants	0
Less Unapplied Payments	-90,275
Total	\$ 498,295

Aged Trial Balance					Deposit Amount
Total	Current	31-90	91-150	>150	Unapplied Current
588,570	539,801	115,487	8,391	15,166	(90,275)
					236,470

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

Assessor/Collector Roll Adjustment		
March-16		
	Dollar	Count
DEFAULT		
One Time Courtesy	\$ 48.94	14
Misapplied Payment	\$ 3.49	1
Per Bob	\$ 3.67	1
DEFAULT Total	56.10	16
Grand Total	\$ 56.10	16

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT
 Month of March 2016

Bank of the West		
Balance Per Books February 2016		\$3,155,862
RECEIPTS	1,034,578	
DISBURSEMENTS:		
Checks Issued / ACH Payments	571,196	
Payroll	188,153	
Returned Checks	648	
	<u>759,997</u>	<u>274,581</u>
Bank of the West		
Balance Per Books March 31, 2016		3,430,443
Add :Outstanding Checks		81,613
Less: Deposit in Transit		<u>(4,231)</u>
Bank of the West reconciled to books		
Balance per Bank March 31, 2016		\$3,507,825
Local Agency Investment Fund		4,546,968
COP Reserve Account		533,345
Money Mkt Activity Account		<u>530,426</u>
TOTAL BALANCE		<u><u>\$9,118,564</u></u>

PER BANK STATEMENTS

Bank of the West (General Account)	\$3,507,825
Local Agency Investment Fund	4,546,968
COP 2010 Reserve Account	533,345
Money Mkt Activity Account	<u>530,426</u>
Total	<u><u>\$9,118,564</u></u>

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

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.


 HILARY M. STRAUS, Treasurer


 ROBERT A. CHURCHILL, Secretary

TREASURER'S REPORT OF FUND BALANCES
March 31, 2016

	Beginning Balance 1/1/2016	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	3/32/2016 Ending Balance	2016 Target Balance per Policy
Connection Fund	\$ -					\$ -	N/A
Operating Fund	\$ 3,611,289					\$ 3,611,289	
Operating Reserve	\$ 1,912,263					\$ 1,912,263	N/A
Rate Stabilization Fund	\$ 634,000					\$ 634,000	
Depreciation Reserve	\$ 808,169					\$ 808,169	
Capital Improvement Reserve	\$ 845,857					\$ 845,857	
Restricted for Debt Service	\$ 536,963					\$ 536,963	N/A
Fleet Equipment Reserve	\$ 291,569					\$ 291,569	
Employment-Related Benefits Reserve	\$ 396,310					\$ 396,310	
	<u>\$ 9,036,420</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,036,420</u>	

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

Description	January	February	March	total	2016 Budget	Variance \$	Variance %
CONTINUED EDUCATION	1,320	2,743	2,285	6,348	45,780	39,432	86.1%
PUBLICATION NOTICES			76	76	1,500	1,424	94.9%
OFFICE MISC - DISTRICT EVENTS	140	233	338	711	5,110	4,399	86.1%
OFFICE MISC - MEETING ACCOMODATIONS			157	157	2,000	1,843	92.2%
OFFICE MIS- MILESTONE EVENTS				-	5,100	5,100	100.0%
OFFICE MISC - OTHER	245		40	285	2,200	1,915	87.0%
BAD DEBT EXPENSE	160	32	0	192	5,000	4,808	96.2%
COMPUTER SOFTWARE	250		0	250	3,700	3,450	93.2%
	76,036	26,104	57,617	159,757	522,700	362,943	
				-			
ELECTION EXPENSE	0			-	29,000	29,000	100.0%
INTEREST EXPENSE - LEASES	0			-		-	
DIRECTORS MEETING COMPENSATION	725	870	725	2,320	20,300	17,980	88.6%
RETIREE HEALTH CARE BENEFIT	2,589	2,991	2,991	8,571	43,547	34,976	80.3%
	3,314	3,861	3,716	10,891	92,847	81,956	
				-			
SALARY - GENERAL MANAGER	10,478	14,021	14,021	38,520	162,016	123,496	76.2%
SALARY - MANAGER 3 POSITIONS	15,990	18,236	18,236	52,462	219,132	166,670	76.1%
				-		-	
SALARY - OFFICE (6 authorized positions)	20,428	23,641	29,245	73,314	374,100	300,786	80.4%
SALARY -WATER DEMAND MANAGEMENT (2 authorized positions)	8,145	11,363	10,966	30,474	156,088	125,614	80.5%
SALARY -ADMIN (Allocation to CIP)				-		-	
SALARY - FIELD / O&M (15 authorized positions)	61,373	81,563	82,838	225,774	1,118,893	893,119	79.8%
STANDBY DUTY	1,290	1,380	1,380	4,050	17,940	13,890	77.4%
				-		-	
SALARY - PROJECT MNGMT & ENGINEERING (Allocation to CIP)				-		-	
EMPLOYEE BENEFIT - VISION INSURANCE	790	1,874	1,532	4,196	5,100	904	17.7%
EMPLOYEE BENEFIT - DENTAL INSURANCE	6,291	8,873	6,094	21,258	43,200	21,942	50.8%
EMPLOYEE BENEFIT - HEALTH INSURANCE	40,975	30,078	29,046	100,099	375,272	275,173	73.3%
EMPLOYEE BENEFIT - PERS RETIREMENT	165,452	23,336	24,870	213,658	422,544	208,886	49.4%
EMPLOYEE BENEFIT - SOCIAL SECURITY	8,277	10,774	11,302	30,353	153,444	123,091	80.2%
EMPLOYEE BENEFIT - MEDICARE	1,936	2,520	2,643	7,099	35,886	28,787	80.2%
EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	4,195	1,229	106	5,530	7,875	2,345	29.8%
EMPLOYEE BENEFIT - COBRA INSURANCE	8,404	(1,478)	1,436	8,362	26,000	17,638	67.8%
EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	2,515	3,386	2,164	8,065		(8,065)	
EMPLOYEE BENEFIT - CA EMP TRAIN	161	47	4	213		(213)	
EMPLOYEE SALARY AND BENEFITS - (Allocation to CIP)	15,118	20,266	22,740	58,125	(339,867)	(354,985)	104.4%
	371,818	251,107	258,623	881,549	2,777,623	1,939,081	
				-			
INSURANCE - LIABILITY & COMPREHENSIVE	61,748	425	15,828	78,001	75,300	(2,701)	-3.6%
INSURANCE - DISABILITY & LIFE	307	4,105	3,946	8,358	28,300	19,942	70.5%
INSURANCE - WORKER'S COMPENSATION				-	54,319	54,319	100.0%
	62,055	4,530	19,774	86,359	157,919	71,560	
				-			
RATE STABILIZATION RESERVE				-			
DEPRECIATION RESERVE				-	1,001,744	1,001,744	100.0%
CAPITAL IMPROVEMENT RESERVE				-	1,000,000	1,000,000	100.0%
EMPLOYMENT-RELATED BENEFITS RESERVE				-		-	
DEBT SERVICE - COP SERIES 2010			50,503	50,503	571,200	520,697	91.2%
DEBT SERVICE - COP SERIES 2012		47,594		47,594	169,063	121,469	71.8%
	-	47,594	50,503	98,097	2,742,007	2,643,910	
				-			
TOTALS	\$ 1,181,699	\$ 454,213	\$ 563,825	2,199,737	\$ 10,232,719	\$ 8,075,989	

MARCH 31, 2016 PAYABLES

Check #	Vendor	Description	Amount
60836	James G. Ferro	Continued Education	\$97.58
60837	Ryon Ridner	Continued Education	\$1,850.64
60838	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$5,912.15
60839	Robin Cope	Health Insurance	\$402.00
60840	City of Citrus Heights	Permit Fees	\$1,500.00
60841	Sacramento Metro Fire District	Permit Fees	\$521.00
60842	Petty Cash	Petty Cash	\$146.80
60843	Paul N Phillips, Attorney at Law	Legal & Audit	\$3,937.50
61156	CalSierra Construction Inc	Contract Services-Engineering	\$29,317.00
61157	Lamon Construction CO, INC	Contract Services-Engineering	\$78,001.87
61158	Ernest L Leporini	Contract Services-Engineering	\$10,680.00
61159	Pace Supply Corp	Material	\$16,601.00
61160	Void- Printer Error	Void	\$0.00
61161	Void- Printer Error	Void	\$0.00
61162	Void- Printer Error	Void	\$0.00
61163	R E Smith Contractor Inc	Contract Services-Wells	\$44,420.96
61164	Azteca Systems Inc	Maintenances Agreement-Software	\$19,995.00
61165	SMUD	Utilities	\$11,779.67
61166	US Bank I.M.P.A.C. Government Services	See March Agenda Item CC:9	\$8,852.63
61167	Kathleen C Duncan	Customer Refund	\$107.44
61168	Mitchell D Lopez	Customer Refund	\$13.47
61169	Martin Brothers Construction, Inc.	Customer Refund	\$1,399.31
61170	James P/Megan Kiernan	Customer Refund	\$165.57
61171	Robert/Maria L Sharon	Customer Refund	\$17.83
61172	Latha Reghunathan	Customer Refund	\$23.54
61173	Watt Communities at Autumnwood	Customer Refund	\$61.22
61174	Absolute Secured Shredding Inc	Equipment Rental- Office	\$45.00
61175	Alexander's Contract Services	Contract Services-Meter Reads	\$2,389.18
61176	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
61177	BSK Associates	Water Analysis	\$228.00
61178	California Urban Water Conservation Council	Water Conservation-Other	\$3,273.52
61179	Coverall North America Inc	Janitorial	\$450.00
61180	Cybex	Equipment Rental- Office	\$129.12
61181	Integrity Administrators Inc	Health Insurance	\$299.75
61182	KASL Consulting Engineers	Contract Services-Engineering	\$5,479.00
61183	Kei Window Cleaning #12	Janitorial	\$92.00
61184	Douglas A MacTaggart	Contract Services-Concrete	\$3,814.00
61185	Moonlight BPO	Contract Services-Bill Print	\$978.03
61186	Paul N Phillips, Attorney at Law	Legal & Audit	\$1,500.00
61187	Powerplan	Repair-Trucks	\$295.31
61188	Sonitrol	Equipment Rental- Office	\$156.23
61189	SWRCB	Dues & Subscriptions	\$55.00
61190	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$5,701.13
61191	Titan Workforce LLC	Contract Services-Temporary Labor	\$6,002.63
61192	Trench Plate Rental Co	Equipment Rental-Field	\$3,565.16
61193	Bales Family Trust	Customer Refund	\$5.80
61194	Chino S/Tina T Lee	Customer Refund	\$57.30
61195	Crosby Trust/Charles Crosby Jr	Customer Refund	\$166.14
61196	Gerilee D Pope	Customer Refund	\$157.66
61197	Jeffrey C/Judy Leonetti	Customer Refund	\$167.69
61198	Jana E Maddux	Customer Refund	\$34.22
61199	Peters Family Trust	Customer Refund	\$109.82
61200	Sharon A Panning	Customer Refund	\$10.42
61201	Mildred A Chaffin	Customer Refund	\$6.13

61202	Kelly Trust	Customer Refund	\$108.30
61203	Steven/Teresa Barry	Customer Refund	\$24.99
61204	Merlyn/Nancy T Lund	Customer Refund	\$38.86
61205	Suzanne Meade	Customer Refund	\$23.32
61206	Hal/Susan L Faresh	Customer Refund	\$38.54
61207	Teddy H Wilson	Customer Refund	\$14.27
61208	Sentinel Field Services	Customer Refund	\$171.41
61209	Brittney R/Christopher R Wilson	Customer Refund	\$66.21
61210	Marina/Luke Michael Williams	Customer Refund	\$9.00
61211	Capital Ventures Group LLC	Customer Refund	\$13.94
61212	Cal Sierra Construction, Inc.	Customer Refund	\$1,750.00
61213	Primo Farms LLC	Customer Refund	\$41.76
61214	Multigroup LLC	Customer Refund	\$19.14
61215	Tracey Langley	Customer Refund	\$121.99
61216	ACWA/JPIA	Workers Comp Insurance	\$7,453.00
61217	AFLAC	Employee Paid Insurance	\$375.06
61218	Alexander's Contract Services	Contract Services-Meter Reads	\$3,891.02
61219	AnswerNet	Telephone-Answering Service	\$150.53
61220	Automate Mailing	Contract Services-Bill Print	\$7,526.84
61221	BSK Associates	Water Analysis	\$480.00
61222	Burketts	Office Expense	\$125.34
61223	California Landscape Associates Inc	Janitorial	\$187.00
61224	California Surveying & Drafting Supply	Small Tools	\$5.00
61225	Caltronics Business System	Small Office Equipment	\$362.02
61226	Corix Water Products, Inc	Material	\$6,680.99
61227	J Crowley Group Inc	Water Conservation-Other	\$5,940.00
61228	Dawson Oil Company	Gas & Oil	\$1,024.46
61229	Grainger	Small Tools	\$807.84
61230	J4 Systems	Contract Services-Other	\$3,545.00
61231	KBA DOCUSYS	Maintenance Agreement-Equipment	\$18.84
61232	KBA Docusys Inc	Equipment Rental- Office	\$343.43
61233	L and D Landfill	Contract Services-Miscellaneous	\$811.68
61234	Liebert Cassidy Whitmore	Legal & Audit	\$32.50
61235	Moonlight BPO	Contract Services-Bill Print	\$4,522.61
61236	Office Depot	Office Expense	\$100.74
61237	Void	Void	\$0.00
61238	Republic Services #922	Utilities	\$196.07
61239	RW Trucking	Contract Services-Miscellaneous	\$3,515.00
61240	Regional Water Authority	Dues & Subscriptions	\$142.84
61241	SMAQMD	Permit Fees	\$2,034.00
61242	Sierra Office and Printing	Water Conservation-Material/Supplies	\$2,429.00
61243	SureWest Directories	Telephone-Local/Long Distance	\$49.00
61244	Zane Dezin	Contract Services-Water Conservation	\$420.13
61245	Void	Void	\$0.00
61246	Protection One Alarm Monitoring	Equipment Rental- Office	\$140.00
61247	Powerplan	Repair-Trucks	\$166.69
61248	Stanley/Linda Ruggles Jr	Customer Refund	\$98.41
61249	David Brown/Paul E Brown/Darlene L Brown	Customer Refund	\$91.42
61250	Yuri/Inna Kulinich	Customer Refund	\$14.89
61251	Gloria Lomascola	Customer Refund	\$136.48
61252	David/Alethal Kehler	Customer Refund	\$284.11
61253	Toby C Mitchell	Customer Refund	\$18.81
61254	Rachel Atkinson	Customer Refund	\$183.96
61255	John R Sunzeri Jr	Customer Refund	\$75.27
61256	Alton E Hardin Jr	Customer Refund	\$15.04
61257	David B/Vivian C Janzen	Customer Refund	\$8.41
61258	John/Sherri Godschalk	Customer Refund	\$33.23
61259	MST Holdings LLC	Customer Refund	\$24.72

61260	Airgas NCN	Supplies-Field	\$128.53
61261	Alexander's Contract Services	Contract Services-Meter Reads	\$2,638.27
61262	All American Publishing	Water Conservation-Other	\$374.00
61263	Bart/Riebes Auto Parts	Repair-Trucks	\$251.35
61264	Bryce Consulting, Inc	Legal & Audit	\$5,840.00
61265	California Surveying & Drafting Supply	Small Tools	\$5.00
61266	CirclePoint	Contract Services-Water Conservation	\$5,033.75
61267	City of Citrus Heights	Permit Fees	\$1,400.00
61268	Corelogic Information Solutions Inc	Dues & Subscriptions	\$246.83
61269	Corix Water Products, Inc	Material	\$7,802.42
61270	County of Sacramento - Clerk	Publication Notices	\$80.00
61271	Michael Dunn	Water Conservation-Rebates	\$640.00
61272	Indoor Environmental Services	Maintenance Agreement-Equipment	\$130.00
61273	Integrity Administrators Inc	Health Insurance	\$5,000.00
61274	J4 Systems	Contract Services-Other	\$280.00
61275	Kaiser Foundation Health Plan, Inc	Health Insurance	\$14,287.76
61276	Moonlight BPO	Contract Services-Bill Print	\$2,412.88
61277	Pace Supply Corp	Material	\$217.99
61278	Pacific Gas & Electric	Utilities	\$42.93
61279	Pollardwater.com - East	Small Tools	\$917.18
61280	Red Wing Shoe Store	Small Tools	\$460.00
61281	SHI International Corp	Maintenances Agreement-Software	\$3,638.52
61282	Sophos Solutions	Contract Services-Other	\$5,920.00
61283	Sunstate Equipment Co	Equipment Rental-Field	\$513.85
61284	A. Teichert & Son, Inc.	Road Base	\$1,736.74
61285	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$5,771.47
61286	Titan Workforce LLC	Contract Services-Temporary Labor	\$7,585.25
61287	Voyager Fleet Systems Inc	Gas & Oil	\$1,179.92
61288	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$1,625.00
61289	City of Citrus Heights	Permit Fees	\$486.38
61290	Ben or Bonnie Bellotti	Toilet Rebate Program	\$75.00
61291	Donald W or Lynda M Bridges	Toilet Rebate Program	\$75.00
61292	Jon L or Lana C Dresser	Toilet Rebate Program	\$150.00
61293	Kenneth R Fox or Sue Fairbanks	Toilet Rebate Program	\$75.00
61294	Lee N or Jamie L Kirtley	Toilet Rebate Program	\$150.00
61295	Louis P Lyon	Toilet Rebate Program	\$150.00
61296	Cynthia Masterson	Toilet Rebate Program	\$150.00
61297	Jeremy or Anna Maurer	Toilet Rebate Program	\$75.00
61298	Linda C Schoephoerster	Customer Refund	\$165.19
61299	Lamon Construction	Customer Refund	\$1,493.49
61300	ABA DABA Rentals & Sales	Supplies-Field	\$110.93
61301	Alexander's Contract Services	Contract Services-Meter Reads	\$2,457.49
61302	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
61303	Auburn Dam Council	Dues & Subscriptions	\$100.00
61304	BSK Associates	Water Analysis	\$1,522.00
61305	California Surveying & Drafting Supply	Small Tools	\$5.00
61306	Dawson Oil Company	Gas & Oil	\$737.03
61307	Demsey, Filliger & Associates LLC	Legal & Audit	\$3,000.00
61308	Kelly R Drake	Printing	\$30.00
61309	EH Wachs	Contract Services-Equipment/Hardware	\$2,879.76
61310	James G. Ferro	Continued Education	\$38.29
61311	Future Ford	Repair-Trucks	\$1,197.24
61312	Global Machinery West	Fixed Assets	\$2,586.87
61313	Ferguson Enterprises Inc #1423	Material	\$674.84
61314	Integrity Administrators Inc	Health Insurance	\$277.20

61315	J&J Locksmiths	Contract Services-Other	\$943.03
61316	J4 Systems	Contract Services-Other	\$420.00
61317	KASL Consulting Engineers	Contract Services-Engineering	\$6,760.00
61318	Kleinfelder	Contract Services-Miscellaneous	\$538.50
61319	Ernest L Leporini	Contract Services-Engineering	\$4,740.00
61320	Mike Mariedth	Continued Education	\$48.29
61321	Rex Meurer	Water Conservation-Material/Supplies	\$112.00
61322	Moonlight BPO	Contract Services-Bill Print	\$1,107.39
61323	Office Depot	Office Expense	\$190.90
61324	Pace Supply Corp	Material	\$1,522.40
61325	Pacific Mechanical Services Inc	Contract Services-Other	\$315.00
61326	Zachary Powell	Continued Education	\$98.29
61327	Rescue Training Institute Inc	Fixed Assets	\$1,533.00
61328	The Sacramento Gazette	Publication Notices	\$75.50
61329	Les Schwab Tires	Repair-Trucks	\$802.61
61330	SMUD	Utilities	\$1,395.57
61331	A. Teichert & Son, Inc.	Road Base	\$1,022.22
61332	Titan Workforce LLC	Contract Services-Temporary Labor	\$7,975.26
61333	Trench Plate Rental Co	Equipment Rental-Field	\$2,205.20
61334	US Bank I.M.P.A.C. Government Services	See March Agenda Item CC:9	\$6,697.77
61335	Verizon Wireless	Telephone-Wireless	\$1,104.51
61336	Vice's Collision Repair	Repair-Trucks	\$3,995.80
61337	World Environment & Energy Inc	Contract Services-Miscellaneous	\$375.00
TOTAL			<u>\$466,903.80</u>

ACH	FEB2016 BOW	Bank Fee	\$2,282.93
ACH	WHA APRIL2016 HEALTH	Health Insurance	\$15,805.94
ACH	VALIC3/24/16 PAYDAY	Deferred Compensation	\$2,895.00
ACH	PERS3/10/16 PAYROLL	PERS	\$12,870.29
ACH	PERS 3/24/16PAYROLL	PERS	\$13,254.50
ACH	WELLS FARGO MARCH2016	COP Debt Service	\$50,502.68
ACH	FEB2016FD	Bank Fee	\$214.00
ACH	FEB2016PAYCHEX	Contract Services-Other	\$322.05
ACH	FEB2016PH	Bank Fee	\$241.58
ACH	FEB2016VANCO	Bank Fee	\$70.30
ACH	FEB2016WB	Bank Fee	\$2,847.99
ACH	VALIC3/10/16	Deferred Compensation	\$2,895.00
ACH	VK70773/10/16	Deferred Compensation	\$45.00
ACH	VK70773/24/16	Deferred Compensation	\$45.00
TOTAL			<u>\$104,292.26</u>

GRAND TOTAL**\$571,196.06****April Checks Approved At April Board Meeting**

61343	Warren Consulting Engineers Inc	Contract Services-Engineering	\$8,635.00
61340	Paladin Private Security	Water Conservation-Other	\$10,296.00
61345	ACWA/JPIA	Workers Comp Insurance	\$10,338.00
61339	Maze & Associates	Legal & Audit	\$11,648.00
61344	Central Valley Engineering & Asphalt, Inc.	ContractServices-Other	\$12,045.55

61342	SMUD	Utilities	\$13,471.12
61338	Ferguson Enterprises Inc #1423	Material	\$14,075.64
61341	R E Smith Contractor Inc	Contract Services-Other	\$107,857.14
			<u>\$188,366.45</u>

US BANK - CAL-Card Distributions

March 2016

i:\users\ap\CalCard(current year) -Distribution for monthly payment.xls

TOTAL
BILL

1-54211-

00

54211

54210

#REF!

	Tools	Supplies	CIP/Supplies	Main Agree Software	Repair Truck	Rental-Field	Office Exp	Small Office Equipment	Dues & Subs	Postage	C.E.	Office Misc, District Event	Mtg Accom	Office Misc, Other
Churchill								160.91						32.37
Cutler			25.27		84.68									
Dains														
Dietrich													33.54	
Evans	1,783.27	591.59			58.53	513.85	404.87				10.00	\$294.84		
Gordon														
Hensley							71.62		14.99					
Riehle														
Sheehan														
Smoot							80.00			64.50	2,125.00		77.95	
Straus				250.00	19.99									
TOTAL	1,783.27	591.59	25.27	250.00	163.20	513.85	556.49	160.91	14.99	64.50	2,135.00	294.84	111.49	32.37

2016

V#:

3/31/16

Date:

April 12, 2016 - AGENDA ITEM: CC-9

Citrus Heights Water District
2016 Director Training Courses/Seminars/Conferences

as of 4/5/2016

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Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/fax/phone
02/04/16	1	Water Workshop 101	AWWA CANN	West Sacramento	Ray Riehle	225.00	225.00					
05/02/16	2	ACWA Spring Conference	ACWA	Monterey	Al Dalins	1,167.81	695.00	472.81				
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
					Grand Total	1,392.81						

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CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : SAN JUAN HIGH SCHOOL EASEMENT ACCEPTANCE
STATUS : Action Item – Consent Calendar
REPORT DATE : April 5, 2016
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider adoption of Resolution 07-2016 accepting an easement from San Juan Unified School District (SJUSD) on a portion of 7551 Greenback Lane, San Juan High School.

BACKGROUND AND ANALYSIS:

The San Juan High School (SJHS) property is in an area which is served by a series of distribution mains. Those distribution mains are connected to a 24-inch transmission main which runs along Greenback Lane, northerly along Mariposa Avenue, and into the school property, previously terminating in right field of the Varsity baseball field. This portion of the transmission main on the school property was constructed by CHWD concurrent with the recent improvements to SJHS and is in an easement granted by SJUSD. There is a second 24-inch transmission main which previously terminated at the northwest corner of San Juan High School. This main was installed along a private roadway some years ago in conjunction with improvements to that area. This main continues westerly across Sylvan Road, along Stock Ranch Road, across the Costco property, and terminates on the north side of Auburn Boulevard west of Carriage Drive. Each portion of the main was constructed in conjunction with improvements of these areas over about a 20-year timespan.

The remaining portion of the District's 24-Inch Transmission Main Project was to construct the main across the San Juan High School property and connect together these two important transmission mains. The San Juan Unified School District provided the necessary easement on the San Juan High School property. With this connection in place, further emergency redundancy allows water to flow into the area from a far greater region of the District. This redundancy is an important factor to the District for insuring greater safety and reliability to the community.

See attached Grant of Easement including Exhibit "A", Legal Description and Exhibit "B", Plat Map.

RECOMMENDATION:

Adopt the Resolution 07-2016 accepting an easement from San Juan Unified School District (SJUSD) on a portion of 7551 Greenback Lane, San Juan High School.

ACTION:

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

RECORDED AT THE REQUEST OF
AND RETURN TO:

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

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

NO FEE FOR RECORDING
(Government Code Section 6103)

Space above for Recorder's use only

COUNTY APN: 243-0170-006-0000
LOCATION: 7551 Greenback Lane, San Juan High School

GRANT OF EASEMENT
TO
CITRUS HEIGHTS WATER DISTRICT

San Juan Unified School District, 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 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 County of Sacramento, State of California particularly described as follows:

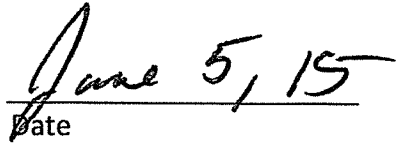
See Exhibits A and Exhibit B Attached

Any use of this easement by the Grantor or by the Grantor's assignees or successors in interest which is not compatible or interferes with the construction, reconstruction, operation, maintenance or repair of the water pipelines and appurtenances shall not be allowed. Each proposed use by the Grantor shall be reviewed and approved in writing by the District prior to the construction or use of the easement by the Grantor. The Grantor at the Grantor's sole expense shall remove in a timely manner any use not approved by the District. The Grantor further understands, agrees and acknowledges by execution of this document, that any use approved by the District shall not in any way limit the District's rights granted herein. Even if the District has approved the use, the District retains the right to remove any or all part of the approved use to allow the District to use the easement at any time pursuant to the District's rights granted herein. The District shall be liable for no cost for removal or replacement. Following the exercise of any use by the District, the cost of replacement of any approved use shall be borne at the sole expense of the Grantor.

In witness thereof, Grantors have hereunto subscribed their names this 5th day of June, 2015.



Kent Kern, Superintendent of Schools



Date

SEE ATTACHED FOR
REQUIRED CALIFORNIA
WORDING

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

On June 5, 2015 before me,

Candace C. Childs, Notary Public

Date

Here Insert Name and Title of the Officer

personally appeared Bert Kern

Name(s) of Signer(s)

N/A

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.

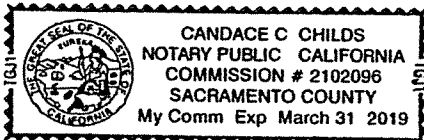
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Candace C. Childs

Signature of Notary Public



Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Grant of Easement

Document Date: June 5, 2015

Number of Pages: 4

Signer(s) Other Than Named Above: N/A

Capacity(ies) Claimed by Signer(s)

Signer's Name: Bert Kern

Signer's Name: _____

☒ Corporate Officer — Title(s): Superintendent

☐ Corporate Officer — Title(s): _____

☐ Partner — ☐ Limited ☐ General

☐ Partner — ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

☐ Other: _____

Signer Is Representing: Self

Signer Is Representing: _____

Exhibit A
Legal Description
15' Waterline Easement

All that certain real property located in the Northeast $\frac{1}{4}$ of Section 35, Township 10, North, Range 6 East, Mount Diablo Meridian, County of Sacramento, State of California and being a portion of Lot 3 and Lot 7 of Citrus Heights Addition Number 3 as Recorded in Book 12 of Maps at Page 2 on file at the County Recorder's Office, County of Sacramento, State of California and being described as follows:

Beginning at a point which bears the following four (4) courses from a found one-inch iron pipe at the centerline of the intersection of Mariposa Avenue and Heatherington Way as shown on the Map of Heatherington Estates as Recorded in Book 190 of Maps at Page 5 on file at said County Recorder's Office;

1. Along the centerline of Mariposa Avenue South $00^{\circ}14'00''$ West 839.38 feet;
2. Leaving said centerline of Mariposa Avenue North $89^{\circ}46'00''$ West 30.00 feet;
3. West 178.71 feet;
4. North $44^{\circ}50'12''$ West 22.00 feet to the Point of Beginning.

Thence the following sixteen (16) courses:

1. South $45^{\circ}09'48''$ West 15.00 feet;
 2. North $44^{\circ}53'28''$ West 144.45 feet;
 3. West 249.83 feet;
 4. North $43^{\circ}12'45''$ West 71.81 feet;
 5. West 479.29 feet;
 6. North $64^{\circ}40'35''$ West 52.66 feet to the easterly line of that certain parcel of land Recorded in Document Number 1004051196, of file at the County Recorder's Office, County of Sacramento, State of California;
 7. Along said easterly line North $00^{\circ}14'00''$ East 16.56 feet;
 8. Leaving said easterly line South $64^{\circ}40'35''$ East 56.31 feet;
 9. East 377.16 feet;
 10. North 10.46 feet;
 11. East 5.00 feet;
 12. South 10.46 feet;
 13. East 100.26 feet;
 14. South $43^{\circ}12'45''$ East 71.81 feet;
 15. East 249.57 feet;
 16. South $44^{\circ}53'28''$ East 150.69 to the Point of Beginning.
- Containing 15,118.75 square feet or .347 acres +/-

Basis of Bearing for this description is identical to that certain Map of Citrus Heights Addition Number 3 as Recorded in Book 12 of Maps at Page 2 of file at the County Recorder's Office, County of Sacramento, State of California

End of Description

Prepared by: Warren Consulting Engineers, Inc.
1117 Windfield Way, Ste. 110
El Dorado Hills, CA 95762
Date: 03/02/16



15' WATERLINE EASEMENT

WCE
WARREN CONSULTING ENGINEERS, INC.
 17170 AMES DRIVE, SUITE 100
 BAY AREA, CA 94572 (415) 965-1870

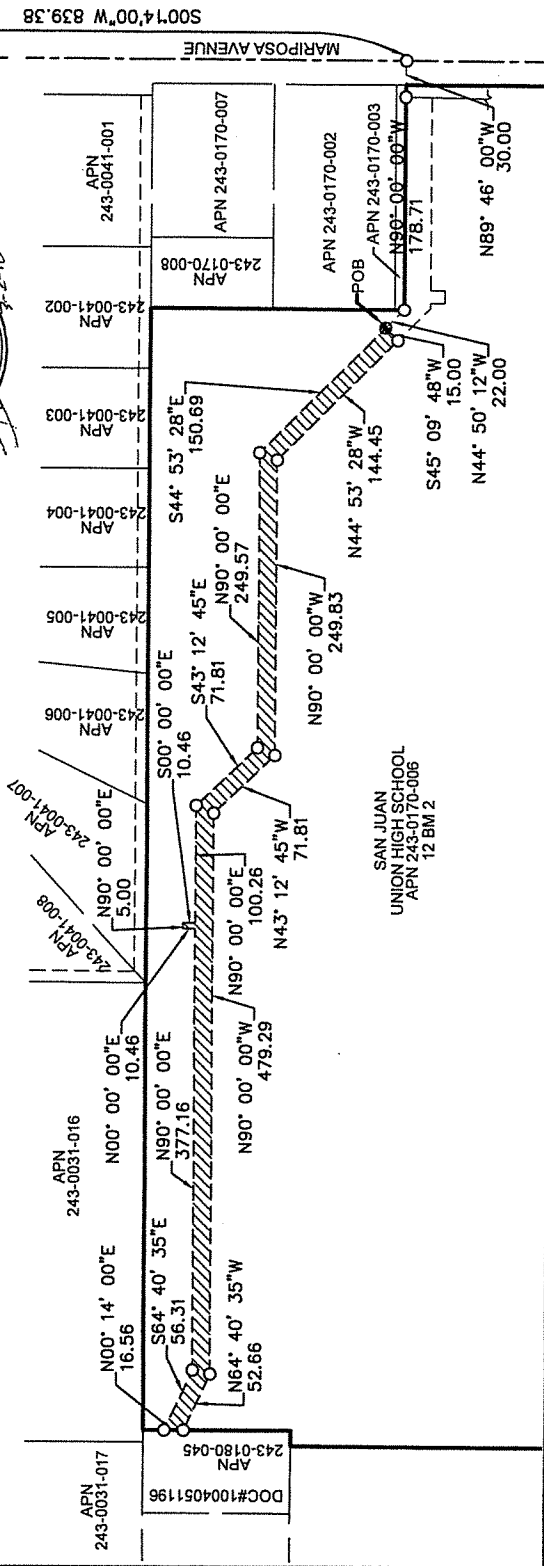
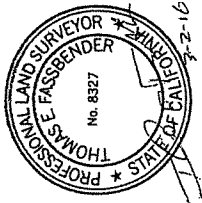
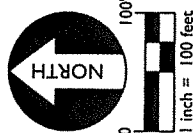
EXHIBIT B
 SAN JUAN HIGH SCHOOL

JOB NO.
 2807.1

DATE
 03-02-16

SHEET
 1 OF 1

SCALE
 AS NOTED



CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 07 -2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
SAN JUAN UNIFIED SCHOOL DISTRICT
FOR WATER DISTRIBUTION FACILITIES WITHIN
7551 GREENBACK LANE, SAN JUAN HIGH SCHOOL

Whereas San Juan Unified School District 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 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:

All that certain real property located in the Northeast ¼ of Section 35, Township 10, North, Range 6 East, Mount Diablo Meridian, County of Sacramento, State of California and being a portion of Lot 3 and Lot 7 of Citrus Heights Addition Number 3 as Recorded in Book 12 of Maps at Page 2 on file at the County Recorder's Office, County of Sacramento, State of California and being described as follows:

Beginning at a point which bears the following four (4) courses from a found one-inch iron pipe at the centerline of the intersection of Mariposa Avenue and Heatherington Way as shown on the Map of Heatherington Estates as Recorded in Book 190 of Maps at Page 5 on file at said County Recorder's Office;

1. Along the centerline of Mariposa Avenue South 00°14'00" West 839.38 feet;
2. Leaving said centerline of Mariposa Avenue North 89°46'00" West 30.00 feet;
3. West 178.81 feet;
4. North 44°50'12" West 22.00 feet to the Point of Beginning.

Thence the following sixteen (16) courses:

1. South 45°09'48" West 15.00 feet;
2. North 44°53'28" West 144.45 feet;
3. West 249.83 feet;
4. North 43°12'45" West 71.81 feet;
5. West 479.29 feet;

6. North 64°40'35" West 52.66 feet to the easterly line of that certain parcel of land Recorded in Document Number 1004051196, on file at the County Recorder's Office, County of Sacramento, State of California;
7. Along said easterly line North 00°14'00" East 16.56 feet;
8. Leaving said easterly line South 64°40'35" East 56.31 feet;
9. East 377.16 feet;
10. North 10.46 feet;
11. East 5.00 feet;
12. South 10.46 feet;
13. East 100.26 feet;
14. South 43°12'45" East 71.81 feet;
15. East 249.57 feet;
16. South 44°53'28" East 150.69 to the Point of Beginning.
Containing 15,118.75 square feet or 0.347 acres+/-

Basis of Bearing for this description is identical to that certain Map of Citrus Heights Addition Number 3 as Recorded in Book 12 of Maps at Page 2 of file at the County Recorder's Office, County of Sacramento, State of California.

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 12th day of April 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Richte
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

CERTIFICATION:

I, ROBERT A. CHURCHILL, hereby certify and acknowledge that Resolution 07-2016 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 12th day of April 2016.

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

DRAFT

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING IMPROVEMENTS PROJECT
STATUS : Information Item – Consent Calendar
REPORT DATE : April 7, 2016
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Receive information on adding an additional office to the Administration Building.

BACKGROUND AND ANALYSIS:

As reported at the February 9, 2016 Board of Directors Meeting , a task order was approved with Blackbird Associates to proceed with the design work of enclosing the 160 square foot patio area between the General Manager and Accounting Supervisor offices. A change order in the amount of \$ 55,225.00 authorizing Kaler/Dobler to proceed with construction has been executed.

Approval has been received from Sacramento Metro Fire District and an Exempt Certificate of Compliance has been obtained from the San Juan Unified School District. Issuance of a building permit from the City of Citrus Heights is expected any day.

The target date for completion is June 15, 2016.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : SKYCREST WELL EQUIPPING PROJECT
STATUS : Consent Calendar - Information Item
REPORT DATE : April 5, 2016
PREPARED BY : Brian Hensley, Water Quality Supervisor

OBJECTIVE:

Receive and file a status report on the building and equipping phase of the project.

BACKGROUND AND ANALYSIS:

At the January 13, 2015 Board Meeting the Board accepted the bid of R.E. Smith Contractor, Inc. in the amount of \$1,822,000.00 and established a change order contingency fund in the amount of \$90,000.00 (4.94%) for equipping the Skycrest Well. This work includes the pump, motor, building, electrical and mechanical components, water and storm drain piping, fencing and other site improvements.

An Agreement for Construction Services between the District and R.E. Smith Contractor, Inc. was executed on February 23, 2015. Completion date TBD, contingent on weather.

On February 29, 2016 a check in the amount of \$540,000.00 from the California Department of Water Resources' (DWR) Proposition 50 Grant awarded to RWA on behalf of Citrus Heights Water District (CHWD) was received, with 10 percent retention withheld until the project is complete.

Fencing and gates have been completed. Notice of Completion will be issued and final retention payment will be made when final punch-list items are completed. Department of Drinking Water data review and Permit Amendment are in process.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : SAN JUAN HIGH SCHOOL 24-INCH TRANSMISSION MAIN INSTALLATION PROJECT
STATUS : Action Item
REPORT DATE : April 5, 2016
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider Acceptance of the San Juan High School 24-Inch Transmission Main Installation Project (2013-30), and authorize execution and recording of a Notice of Completion for the Project.

BACKGROUND AND ANALYSIS:

On September 2, 2015, a contract was executed with Lamon Construction Company, Inc. for installing and connecting approximately 1,028 lineal feet (lf) of 24-inch water main and related appurtenances adjacent to the north property line of San Juan High School in the City of Citrus Heights.

The original contract amount was \$339,900.00 with a change order contingency fund in the amount of \$34,000.00 (10.0%). The amount paid to the contractor is \$332,565.00 for material, labor and equipment. During the course of the project, San Juan Unified School District (SJUSD) requested the substitution of hydroseed in place of sod material to reduce the time required for restoration. This resulted in a deductive change order for \$6,960.00. SJUSD also agreed to assume responsibility for mowing the fields sixty-eight (68) days before the end of the 90-day Landscape Maintenance Period. This resulted in a deductive change order for \$375.00. The deductive change orders totaled a net savings of \$7,335.00.

This project was initially halted for two weeks to allow the boys varsity soccer team to complete playoff games. There were also numerous rain days, but through cooperation with the District, Lamon Construction Company, Inc. and SJUSD the project was successfully completed in time for the first variety baseball game of the season.

RECOMMENDATION:

Adopt Resolution 08-2016 Accepting the San Juan High School 24-Inch Transmission Main Installation Project (2013-30), and authorize the District Secretary to execute and record a Notice of Completion for the Project.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 08-2016

RESOLUTION OF THE BOARD OF DIRECTORS
ACCEPTING
THE SAN JUAN HIGH SCHOOL 24-INCH TRANSMISSION MAIN
INSTALLATION PROJECT

WHEREAS, on August 11, 2015 the Board of Directors of the Citrus Heights Water District authorized the award of a contract to Lamon Construction Company, Inc. for the San Juan High School 24-Inch Transmission Main Installation Project; and

WHEREAS, on September 2, 2015 the contract was fully executed between the District and Lamon Construction Company, Inc.; and

WHEREAS, Lamon Construction Company, Inc. has completed the work for the San Juan High School 24-Inch Transmission Main Installation Project in accordance with the plans, specifications and contract documents prepared by the District pursuant to a final inspection on March 3, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District that the San Juan High School 24-Inch Transmission Main Installation Project is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the San Juan High School 24-Inch Transmission Main Installation Project 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 12th day of April 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

RECORDED AT THE REQUEST OF
OWNER AND RETURN TO:

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

NO FEE FOR RECORDING
(Government Code Section 6103)

Space above for Recorders use only

NOTICE OF COMPLETION
FOR
SAN JUAN HIGH SCHOOL 24-INCH TRANSMISSION MAIN INSTALLATION PROJECT

1. *Project Name:* San Juan High School 24-Inch Transmission Main Installation Project
2. *Prime Contractor:* Lamon Construction Company, Inc. of Yuba City, California
3. *Date of Contract:* September 2, 2015
4. *Date of Final Inspection and Completion:* March 3, 2016
5. *Site Locations:* San Juan High School, a public school in the City of Citrus Heights, California, from the west property line extending easterly approximately 1,028 feet adjacent to the north property line.
6. *Description of Work or Materials Furnished:* The work performed consisted, in general, of installing a potable water main and related appurtenances including excavation, trench backfill and associated surface restorations and all other work described pursuant to the contract plans and specifications on file with Citrus Heights Water District.
7. *Owner's Property Interest in Site is:* vendee under contract
8. *Owner:* Citrus Heights Water District
9. *Signature for Owner:*

Robert A. Churchill, General Manager/Secretary
Citrus Heights Water District

VERIFICATION

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

DATE: April 13, 2016
PLACE: Citrus Heights, California

Robert A. Churchill, General Manager/Secretary
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : April 6, 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. May 2-3 ACWA-JPIA Spring Conference
Monterey, CA

Recommended Attendees: Directors, GM Churchill, AGM Straus

B. May 4-6 ACWA Spring Conference
Monterey, CA

Recommended Attendees: Directors Dains, Riehle, GM Churchill, AGM Straus

C. May 17-18 CSDA Special District Legislative Days
Sacramento, CA

Recommended Attendees:

D. Jun 19-22 AWWA National Conference
Chicago, IL

Recommended Attendees:

E. Sep 28-Oct 1 ASCE National Conference
Portland, OR

Recommended Attendees: GM Churchill

F. Oct 24-27 AWWA CA/NV Section Fall Conference
San Diego, CA

Recommended Attendees:

G. Nov 28-29 ACWA-JPIA Fall Conference
Anaheim, CA

Recommended Attendees: Directors, GM, AGM

H. Nov 30-Dec 2 ACWA Fall Conference
Anaheim, CA

Recommended Attendees: Directors, GM, AGM

I. WEF 2016 Water Tours

May 19-20 San Diego Tour

Jun 15-17 Bay-Delta Tour

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 APRIL 12, 2016 REGULAR MEETING

SUBJECT : ON-CALL PAVEMENT RESTORATION BIDS
 STATUS : Action Item
 REPORT DATE : April 6, 2015
 PREPARED BY : David M. Gordon, Operations Manager

OBJECTIVE:

Consider acceptance of a bid to install asphalt and/or asphalt overlay throughout the Citrus Heights Water District (CHWD) Service Area.

BACKGROUND AND ANALYSIS:

The CHWD Operations work crews are involved in daily maintenance of the CHWD underground water infrastructure. This includes, but is not limited to, asphalt street and driveway excavation for repair and/or replacement work to CHWD's underground infrastructure. After CHWD repairs and/or replaces the underground infrastructure within an asphalt area, a contractor, hired by CHWD, will follow up with asphalt restoration as necessary. CHWD currently does not have the equipment and the qualified staff to restore asphalt on an as needed basis; therefore, contracting out asphalt restoration work is essential.

The quantities of the asphalt repairs vary between 1,000 to 2,500 square feet (SF) during a two (2) month period. CHWD is located within four (4) local jurisdictions which include the City of Citrus Heights, Sacramento County, Placer County, and the City of Roseville. The scope of work requires the contractor to match the existing asphalt paving depth within a variance of a 3-inch minimum to 6-inch maximum depths and comply with the requirements set forth by each jurisdictional inspector and a CHWD inspector.

The District received three (3) sealed proposals on March 29, 2016, at which time proposals were opened and read publicly. The apparent low bidder is Martin Brothers Construction of Sacramento, CA. Bids received are as follows:

Bidder	Unit \$/SF	\$/10,000 SF
1. Martin Brothers Construction	\$12.59	\$125,900.00
2. Central Valley Engineering & Asphalt, Inc.	\$12.90	\$129,000.00
3. Arrow Construction	-Non-Responsive-	

The District's budget estimate (Nov 2016) for the Project was \$8.50 per square foot.

RECOMMENDATION:

Accept the bid of Martin Brothers Construction in the amount of \$12.59 per square foot. Authorize the General Manager to execute the Agreement for Construction Services.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : MARIPOSA AVENUE 12-INCH WATER MAIN REPLACEMENT PROJECT
INSTALLATION BIDS
STATUS : Action Item
REPORT DATE : April 6, 2016
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider acceptance of a bid to replace a 12-inch transmission main along Mariposa Avenue between Northridge Drive and Farmgate Way and along Mariposa Avenue between Eastgate Avenue and Northeast Circle (South) in the City of Citrus Heights.

BACKGROUND AND ANALYSIS:

Project Plans were prepared by KASL Consulting Engineers and the District Engineering Department and distributed to twenty-three contractors and three material suppliers for installing and connecting approximately 1,471 lineal feet (lf) of 12-inch water main, 110 lineal feet (lf) of 8-inch water main, 43 lineal feet (lf) of 6-inch water main and related appurtenances along Mariposa Avenue between Northridge Drive and Farmgate Way and along Mariposa Avenue between Eastgate Avenue and Northeast Circle (South) in the City of Citrus Heights.

The District received seven (7) sealed proposals on April 5, 2016, at which time proposals were opened and read publicly. The apparent low bidder is Civil Engineering Construction, Inc. of Loomis, CA. Bids received are as follows:

1. Civil Engineering Construction, Inc.	\$ 442,685.00
2. RTC Construction Management	\$ 446,927.90
3. Lamon Construction, Inc.	\$ 480,000.00
4. Rawles Engineering, Inc.	\$ 492,630.00
5. Cal Sierra Construction, Inc.	\$ 513,705.00
6. JJM Engineering Constructors, Inc.	\$ 517,613.00
7. Lund Construction, Inc.	\$ 699,233.00

The District's final engineering estimate (March 2016) for this Project was \$460,000.

RECOMMENDATION:

Accept the bid of Civil Engineering Construction, Inc. in the amount of \$442,685.00 and establish a change order contingency fund in the amount of \$44,000.00 (9.9%). Authorize the General Manager to execute the contract.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT	: WATER CONSERVATION ORDINANCE REVIEW AND RECOMENDED CHANGES
STATUS	: Discussion Item
REPORT DATE	: April 6, 2016
PREPARED BY	: Rex Meurer, Water Efficiency Coordinator Hilary Straus, Assistant General Manager

OBJECTIVE:

Discuss the history of the District's water conservation ordinance, the District's current water conservation stage declaration and the proposed adoption of a new water conservation ordinance.

BACKGROUND AND ANALYSIS:

On April 2nd, 1991 the District's Board of Directors adopted Ordinance No. 02-91 (Attachment 1) to establish the District's water conservation requirements, including enforcement measures, to be implemented to reduce water consumption within the District, recognizing that water is a valuable natural resource which should not be wasted, further recognizing that the District is resolved to provide its customers with high quality water for domestic, commercial, irrigation, and fire protection purposes at adequate pressures and equitable rates and further recognizing that water availability can be adversely affected by weather conditions, environmental commitments, a depleting ground-water basin, and growth. Contained in Ordinance No. 02-91 are the following water conservation stages:

STAGE 1 – NORMAL WATER SUPPLY: The District's supply or distribution system is able to meet all of the water demands of its customers in the immediate future.

STAGE 2 – WATER ALERT: There is a probability that the District's supply or distribution system will not be able to meet all of the water demands of its customers.

STAGE 3 – WATER WARNING: The District's supply or distribution system will not be able to meet all of the water demands of its customers.

STAGE 4 – WATER CRISIS: The District's supply or distribution system is not able to meet all of the water demands of its customers under Stage 3 – Water Warning requirements.

STAGE 5 – WATER EMERGENCY: The District is experiencing a major failure of supply, storage, or distribution facility.

Also included in Ordinance 2-91 were enforcement measures for the water conservation stages listed above.

ENFORCEMENT HILIGHTS:

- 1st written violation issued to customer asking customer to correct the violation if customer is not available a door hanger will be left with the violation notice.
- 2nd written violation issued to customer, if customer in not available when the 2nd violation is issued a door hanger will be left with the violation notice and a letter is sent to the property asking customer to correct the violation.

- 3rd written violation issued to customer, if customer is not available when the 3rd violation is issued a door hanger will be left with the violation notice and a certified letter sent to customer. The customer and/or property owner is notified in writing that the water supply to said premises will be terminated. A onetime 10 day grace period will be given to the customer to correct the violation.
- A penalty charge of Twenty-five Dollars (\$25) in lieu of service termination. Payment of said penalty charge will avoid said termination pending corrective action of violation.
- Each subsequent violation beyond the third notice of violation will be treated in the same manner as in the 3rd violation notice.
- Should water service be terminated for repeated water conservation stage violations, the County Health Department shall be notified, and a restoration of service charge of Fifty Dollars (\$50).
- The Board of Directors reserves the right to require, at the violator's expense, installation of a water meter for repeat violations. .
- Consumers for whom these mandatory requirements may present an undue hardship may request a waiver or alternate enforcement method prescribed by the District.

The District's philosophy over the years has been to enforce the conservation stage requirements with a "coach to correct approach" rather than a "penalty enforcement approach". Customers are offered educational materials, advice covering how to improve indoor and outdoor water efficiency and a free water efficiency review. Due to the District's "coach to correct approach" the enforcement measures were available but rarely used. To date the coach to correct philosophy has been successful with our customers. Since Ordinance 02-91 was adopted, amendments and revisions to the ordinance and enforcement measures were adopted by resolutions.

Current situation:

The District is currently in a Stage IV Water Crisis which was enacted by the Board on May 12th, 2015. The District is currently required by the State Water Board to reduce 2016 June-September consumption by 29% as compared to the same months in 2013.

The ongoing drought conditions triggered a review of our water conservation stages and enforcement measures. During review of current stage language, a procedural issue was discovered. Revisions to the ordinance and the process used while changing, revising or adopting the original ordinance was not correct. This discovery prompted a need to remedy the legislative (procedural) problem.

Ordinance 02-91 established the District's water conservation program, the water conservation stages and enforcement measures for the District. Resolution 06-2007 (Attachment 2) language states it supersedes ordinance 02-91. Additionally Resolution 06-2007 revised stage language and dropped the enforcement measures. Resolution 12-2015 (Attachment 3) enacts a stage 3 and adds additional stage language to stage 3. Resolution 14-2015 (Attachment 4) enacted a Stage 4 and adds additional language to stage 4. The revisions of said ordinance and resolutions were adopted through Board action. The question became "can a resolution (06-2007) supersede or revise an ordinance (02-91)"? After consulting with legal counsel, it was brought staff's attention that a resolution cannot supersede or amend the contents of an ordinance but an ordinance can supersede a resolution. The second question became "how do we correct the ordinance and resolution process moving forward"? According to legal counsel, a new ordinance 05-16 (Attachment 5) can supersede and nullify Ordinance 02-91 and any amendments thereto, regarding the District's water conservation program.

Procedural Correction:

- Rescind Ordinance 02-91 by creating an updated Ordinance
- Update Water Conservation Stage language
- Insert updated enforcement measures including progressive monetary penalties
- Consider enforcement policy options and possible ramifications
- Adopt ordinance 05-16 to replace ordinance 02-91

- Moving forward use resolutions to declare or change a current stage declaration

Below is a pro-con list of proposed ordinance language and enforcement measures

<i>Proposed measures and consequences</i>	<i>Pro</i>	<i>Con</i>
Adopt Ordinance 05-16. This will rescind Ordinance 02-91 and related Resolutions and revisions	Brings District in to compliance with Ordinance and Resolution process	None
Update Water Conservation Stage language	Brings Stage language into compliance with recent SWRCB mandates	None
Updates Enforcement Measures including progressive monetary penalties.	Brings enforcement language up to date	Upset customer for receiving a violation notice and monetary penalty
"Coach to Correct Enforcement" policy	Educates customer and reinforces Stage requirements while correcting violation	Upset customer for receiving a violation notice and monetary penalty
	Gives District flexibility on enforcement	Rigid "one size fits all" approach
"Penalty Enforcement" policy	Corrects customer behavior	Can cause financial hardship
		Upset customer for being fined

Discussion:

1-DRAFT Ordinance 05-16

2-Enforcement policy philosophy moving forward

3-Next steps moving forward

Moving forward:

At least 10 days before consideration of adoption of an ordinance, a Notice of Public Hearing should be published in a newspaper of general circulation. A certified copy of the full text of the ordinance (or summary) should be posted in the CHWD offices at least 5 days prior to the hearing. Within 15 days after adoption of the ordinance or amendment, the board shall publish a summary of the ordinance with the names of those directors voting for and against the ordinance.

ATTACHMENTS:

- 1) Ordinance 02-91 Establishing a Water Conservation Program
- 2) Resolution 06-07 Enacting Stage Requirements
- 3) Resolution 12-15 Enacting Mandatory Stage Requirements
- 4) Resolution 14-15 Enacting Stage 3 With Additional Stage Requirements
- 5) Ordinance 05-16 Reestablishing the Water Conservation Program and Enforcement Measures

RECOMMENDATION:

Discuss ordinance 05-16 and incorporate comments and edits into DRAFT Ordinance 05-16. Present for adoption at the May 10th Board meeting. Ordinance 05-16 will supersede and nullify Ordinance 02-91 and any amendments thereto, regarding the District's water conservation program.

ATTACHMENT 1

Ordinance 02-91 Establishing A Water Conservation Program

ORDINANCE NO. 02 – 91

AN ORDINANCE ESTABLISHING A WATER CONSERVATION PRORAM WITHIN CITRUS HEIGHTS IRRIGATION DISTRICT

WHEREAS, this Ordinance is to establish Water Conservation Requirements and Enforcement Measures to be implemented to reduce water consumption within CITRUS HEIGHTS IRRIGATION DISTRICT, recognizing that water is a valuable natural resource which should not be wasted, further recognizing that CITRUS HEIGHTS IRRIGATION DISTRICT is resolved to provide its customers with high quality water for domestic, commercial, irrigation, and fire protection purposes at adequate pressures and equitable rates and further recognizing that water availability can be adversely affected by weather conditions, environmental commitments, a depleting ground-water basin, and growth, and

WHEREAS, the adoption of this Ordinance does hereby establish the following staged water conservation program.

SECTION I – STAGE DEFINITIONS:

STAGE 1 – NORMAL WATER SUPPLY: The District's supply or distribution system is able to meet all the water demands of its customers in the immediate future.

STAGE 2 – WATER ALERT: There is a probability that the District's supply or distribution system will not be able to meet all the water demands of its customers.

STAGE 3 – WATER WARNING: The District's supply or distribution system will not be able to meet all the water demands of its customers.

STAGE 4 – WATER CRISIS: The District's supply or distribution system is not able to meet all the water demands of its customers under STAGE 3 – WATER WARNING requirements.

STAGE 5 – WATER EMERGENCY: The District is experiencing a major failure of supply, storage, or distribution facility.

SECTION II – MANDATORY REQUIREMENTS – STAGES 1 – 5:

Upon declaration or amendment by the Board of Directors of a specific Stage in effect as defined in Section I, the following mandatory water conservation requirements shall be in effect.

STAGE 1 – NORMAL WATER SUPPLY

1. Water will be used for beneficial uses; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the consumer's property and shall not be allowed to run-off to adjoining property or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Prohibit free-flowing hoses for all uses including vehicle and equipment washing, ponds, evaporative coolers, and livestock watering troughs. Attach automatic shut-off devices on any hose or filling apparatus in use.
4. Leaking consumer pipes or faulty sprinklers shall be repaired within five (5) days or less if warranted by the severity of the problem.

5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculating pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations. Customer requests must be substantiated in writing by a pool consultant and approved by the District.

STAGE 2 – WATER ALERT

1. Water shall be used for beneficial uses; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the consumer's property and shall not be allowed to run-off to adjoining property or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Prohibit free-flowing hoses for all uses including vehicle and equipment washing, ponds, evaporative coolers, and livestock watering troughs. Attach automatic shut-off devices on any hose or filling apparatus in use.
4. Leaking consumer pipes or faulty sprinklers shall be repaired within five (5) days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculating pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations. Customer requests must be substantiated in writing by a pool consultant and approved by the District.
6. Landscape and pasture irrigation shall be limited to a maximum of **THREE DAYS PER WEEK** when necessary based on the following ODD-EVEN schedule.
 - Customers with street addresses that end with an **ODD** number may irrigate only on **TUESDAYS, THURSDAY and SATURDAYS**.
 - Customers with street addresses that end with an **EVEN** number may irrigate only on **WEDNESDAYS, FRIDAYS and SUNDAYS**.
 - **NO** irrigation is permitted on **MONDAYS**.
7. Landscape and pasture irrigation is not permitted between Noon and 6:00 PM and automatic sprinkler system timers shall be set to operate during off-peak hours between Midnight and 6:00 AM.
8. Prohibit washing of streets, parking lots, driveways, sidewalks, or buildings except as necessary for health, sanitary, or fire protection purposes.
9. Restaurants shall serve water only upon specific requests.
10. Drip irrigation for non-turf areas is excluded from these requirements.

STAGE 3 – WATER WARNING

1. Water shall be used for beneficial uses; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the consumer's property and shall not be allowed to run-off to adjoining property or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Prohibit free-flowing hoses for all uses including vehicle and equipment washing, ponds, evaporative coolers, and livestock watering troughs. Attach automatic shut-off devices on any hose or filling apparatus in use.
4. Leaking consumer pipes or faulty sprinklers shall be repaired within five (5) days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculating pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations. Customer requests must be substantiated in writing by a pool consultant and approved by the District.
6. Landscape and pasture irrigation shall be limited to a maximum of **TWO DAYS PER WEEK** when necessary based on the following ODD-EVEN schedule.
 - Customers with street addresses that end with an **ODD** number may irrigate only on **TUESDAYS** and **SATURDAYS**.
 - Customers with street addresses that end with an **EVEN** number may irrigate only on **WEDNESDAYS** and **SUNDAYS**.
 - **NO** irrigation is permitted on **MONDAYS, THURSDAYS** and **FRIDAYS**.
7. Landscape and pasture irrigation is not permitted between Noon and 6:00 PM and automatic sprinkler system timers shall be set to operate during off-peak hours between Midnight and 6:00 AM.
8. Prohibit washing of streets, parking lots, driveways, sidewalks, or buildings except as necessary for health, sanitary, or fire protection purposes.
9. Restaurants shall serve water only upon specific requests.
10. Drip irrigation for non-turf areas is excluded from these requirements.

STAGE 4 – WATER CRISIS

1. Water shall be used for beneficial uses; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the consumer's property and shall not be allowed to run-off to adjoining property or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.

3. Prohibit free-flowing hoses for all uses including vehicle and equipment washing, ponds, evaporative coolers, and livestock watering troughs. Attach automatic shut-off devices on any hose or filling apparatus in use.
4. Leaking consumer pipes or faulty sprinklers shall be repaired within five (5) days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculating pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations. Customer requests must be substantiated in writing by a pool consultant and approved by the District.
6. Landscape and pasture irrigation shall be limited to a maximum of **ONE DAY PER WEEK** only when necessary based on the following ODD-EVEN schedule.
 - Customers with street addresses that end with an **ODD** number may irrigate only on **SATURDAYS**.
 - Customers with street addresses that end with an **EVEN** number may irrigate only on **SUNDAYS**.
 - **NO** irrigation is permitted on **MONDAYS, TUESDAYS, WEDNESDAYS, THURSDAYS** and **FRIDAYS**.
7. Landscape and pasture irrigation is not permitted between Noon and 6:00 PM and automatic sprinkler system timers shall be set to operate during off-peak hours between Midnight and 6:00 AM.
8. Prohibit washing of streets, parking lots, driveways, sidewalks, or buildings except as necessary for health, sanitary, or fire protection purposes.
9. Restaurants shall serve water only upon specific request.
10. Drip irrigation for non-turf areas is excluded from these requirements.
11. No potable water from the District's system shall be used to fill or refill new swimming pools, artificial lakes, ponds, or streams until the **WATER CRISES** has been declared over.
12. Prohibit water use for ornamental ponds and fountains.
13. Washing of automobiles or equipment shall be done on the lawn or at a commercial establishment that uses recycled or reclaimed water.

STAGE 5 – WATER EMERGENCY

1. Water shall be used for beneficial uses; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the consumer's property and shall not be allowed to run-off to adjoining property or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Prohibit free-flowing hoses for all uses including vehicle and equipment washing, ponds, evaporative coolers, and livestock watering troughs. Attach automatic shut-off devices on any hose or filling apparatus in use.
4. Leaking consumer pipes or faulty sprinklers shall be repaired within five (5) days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculating pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations. Customer requests must be substantiated in writing by a pool consultant and approved by the District.
6. Landscape and pasture irrigation shall **NOT BE ALLOWED**.
7. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations.
8. Prohibit washing of streets, parking lots, driveways, sidewalks, or buildings except as necessary for health, sanitary, or fire protection purposes.
9. Restaurants shall serve water only upon specific request.
10. No potable water from the District's system shall be used to fill or refill new swimming pools, artificial lakes, ponds, or streams.
11. Prohibit water use for ornamental ponds and fountains.
12. Washing of automobiles or equipment shall be done at a commercial establishment that uses recycled or reclaimed water.
13. No potable water from the District's system shall be used for construction purposes such as dust control, compaction, or trench jetting.
14. New connections to the District system will not be allowed.

SECTION III – ENFORCEMENT MEASURES:

- A. Upon initial observation by District personnel of a violation of the Mandatory Requirements outlined in SECTION II, the violator shall be informed of the District's Water Conservation Program and shall be provided with appropriate water conservation information. A Notice of Violation will be issued and left at the premises.
- B. Upon a second observation by District personnel of a violation of the Mandatory Requirements, a second Notice of Violation will be issued and left at the premises. A certified letter, return receipt requested, will be forwarded to the violator and/or property owner notifying of said offense and informing same of the consequences of further violations.
- C. Upon a third observation by District personnel of a violation of the Mandatory Requirements, a third Notice of Violation will be issued and certified letters sent as outlined in Section III – B above. The violator and/or property owner will be notified in writing that the water supply to said premises will be terminated in ten (10) days.

Prior to scheduled termination, the violator may choose to pay a penalty charge of Twenty-five Dollars (\$25) in lieu of service termination. Payment of said penalty charge will avoid said termination and will be considered a waiver of appeal.

Should the violator wish to appeal said Notice of Violation and appear before the Board of Directors, written intent of same shall be received in the District Office at 6230 Sylvan Road, Citrus Heights, California prior to the aforementioned service termination date. Written notification of the date and time of the appeal hearing will be forwarded to the consumer.

- D. Each subsequent violation beyond the third Notice of Violation will be treated in the same manner as in Section III – C above.
- E. Should water service be terminated for repeated Water Conservation Ordinance violations, the County Health Department shall be notified, and a restoration of service charge of Fifty Dollars (\$50) must be received by the District before water service is restored.
- F. The Board of Directors reserves the right to require, at the violator's expense, installation of a water meter for repeat violations beyond Section III – C above. Upon such installation, water use will be billed monthly based upon current metered service rates. Installation of a water meter will not cause a violator to be exempt from the Mandatory Requirements or Enforcement measures.
- G. Violation notices from other than current calendar year shall be considered null and void when applying the enforcement provisions of this Ordinance.
- H. Consumers for whom these Mandatory Requirements may present an undue hardship may request a variance from the District. Said variance request shall be submitted in writing to the General Manager and shall accurately describe the reasons for non-conformance with specific provisions of this Ordinance. Variance requests will be approved or denied in writing by the District.

SECTION IV:

The provisions of this Ordinance shall not be construed as having been adopted pursuant to the provisions of Section 375 of the Water Code.

SECTION V:

The provisions of Ordinance 2 – 88 are hereby repealed.

THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT UPON THE DATE OF ITS PASSAGE.

PASSED AND ADOPTED by the Board of Directors of CITRUS HEIGHTS IRRIGATION DISTRICT, this 2nd day of April 1991, by the following vote, to-wit:

AYES:	Directors:	Ingram, Nunnemaker, Homen
NOES:	Directors:	None
ABSENT:	Directors:	None

SEAL

HENRY L. INGRAM, President
Board of Directors
Citrus Heights Irrigation District

ATTEST:

ROBERT A. CHURCHILL
Secretary

ATTACHMENT 2

Resolution 06-07 Enacting Mandatory Stage Requirements

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 06-2007

RESOLUTION ADOPTING MANDATORY REQUIREMENTS –
WATER CONSERVATION STAGES 1 TO 5

WHEREAS, the Citrus Heights Water District 2005 Urban Water Management Plan states that the District shall have a water conservation program that includes a series of five water conservation stages for purposes of identifying water supply conditions and mandatory requirements for water use and conservation within each stage; and

WHEREAS, the Citrus Heights Water District prepared and made available for public review a draft Mandatory Requirements – Water Conservation Stages 1-5 document and a properly noticed public hearing regarding said document has been conducted by the Board of Directors on April 10, 2007; and

WHEREAS, the Citrus Heights Water District has developed these Mandatory Requirements – Water Conservation Stages 1-5 cooperatively with the San Juan Water District, the Fair Oaks Water District and the Orange Vale Water Company, and it is the intent of these agencies to adopt an identical series of water conservation stages and mandatory requirements to establish consistency of water conservation practices among these agencies; and

WHEREAS, it is the intent of the Board of Directors that these Mandatory Requirements – Water Conservation Stages 1-5 supersede and replace the existing Citrus Heights Water District Ordinance No. 2-91, An Ordinance Establishing a Water Conservation Program Within Citrus Heights Water District.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District as follows:

1. The Citrus Heights Water District Mandatory Requirements – Water Conservation Stages 1-5 is hereby adopted and made a part of this Resolution; and Citrus Heights Water District Ordinance No. 2-91, An Ordinance Establishing a Water Conservation Program Within Citrus Heights Water District is hereby rescinded.
2. The District Secretary is hereby directed to publish this Resolution in accordance with the requirements of Section 376 of the California Water Code, and that said publication may be performed cooperatively with the other agencies that have adopted these same Water Conservation Stages.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 10th day of April, 2007, by the following vote, to wit:

AYES: Directors: Dains, Dion, Rose
NOES: Directors: None
ABSTAIN: Directors: None
ABSENT: Directors: None

SEAL

CHARLES T. ROSE, President
Board of Directors
Citrus Heights Water District

ATTEST:

ROBERT A. CHURCHILL, Secretary

ATTACHMENT 3

Resolution 12-15 Enacting Mandatory Stage Requirements

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 12-2015

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
REAFFIRMING A STAGE 3 – WATER WARNING
AND ENACTING ADDITIONAL WATER USE REGULATIONS
WITHIN CITRUS HEIGHTS WATER DISTRICT

WHEREAS, the Citrus Heights Water District's mission includes furnishing a dependable supply of water to its customers; and

WHEREAS, California is entering a fourth year of drought conditions and dry conditions are likely to prevail into the months ahead; and

WHEREAS, the State of California Water Resources Control Board has issued Emergency Regulations for water use that apply State-wide, and the Governor of California has issued an Executive Order calling for mandatory reductions in water use; and

WHEREAS, the Citrus Heights Water District is a signatory to the Sacramento Water Forum Agreement and committed to its coequal objectives of reliable water supplies and a sustainable environment for the Lower American River, which is part of the river system from which the District obtains most of its water supply; and

WHEREAS, the Board of Directors of the Citrus Heights Water District on January 14, 2014 declared a Stage 3 – Water Warning to remain in effect for the customers of the District until modified by Resolution of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT reaffirms a STAGE 3 – WATER WARNING to remain in effect for the customers of the CITRUS HEIGHTS WATER DISTRICT until modified by Resolution of the Board of Directors, and requests the cooperation of its customers in reducing their water usage by 25 percent as specified by the California Governor's Executive Order of April 1, 2015, and complying with all other STAGE 3 requirements.

BE IT FURTHER RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT declares the following regulations to be in effect until January 31, 2016:

1. Customers shall irrigate outdoor landscaping on a maximum of three days per calendar week. Irrigation shall be done in a manner that complies with STAGE 3 requirements.
2. Customers shall not irrigate turf or ornamental landscapes during and within 48 hours following measureable rainfall.
3. Operators of hotels and motels must provide guests with the option of choosing not to have towels and linens laundered daily and prominently display notice of this option.
4. The use of potable water for landscape irrigation outside of newly-constructed homes and

buildings is prohibited unless that water is delivered by a drip or micro-spray system.

5. The use of potable water for irrigation of ornamental turf on public street medians is prohibited.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 14th day of January, 2014 by the following vote, to-wit:

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

SEAL

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

ATTEST:

ROBERT A. CHURCHILL, Secretary

ATTACHMENT 4

Resolution 14-15 Enacting Stage 3 With Additional Stage Requirements

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 14-2015

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CITRUS HEIGHTS WATER DISTRICT (CHWD)
ENACTING A STAGE 4 – WATER CRISIS LONG TERM MANDATORY
REQUIREMENTS WITHIN THE CITRUS HEIGHTS WATER DISTRICT, ADOPTING
BUDGET AMENDMENTS TO IMPLEMENT A DISTRICT WATER CONSERVATION
PLAN AND APPROVING A STAGE 4 – WATER SHORTAGE RATE STRUCTURE

WHEREAS, the Citrus Heights Water District's mission includes providing a dependable supply of water to its customers; and

WHEREAS, California is experiencing a fourth consecutive year of drought; and

WHEREAS, the Sierra-Nevada Mountains' snowpack was measured recently by the State of California, and was found to be less than less than 10 percent of average for April; and

WHEREAS, continued dry conditions are forecasted, and California is entering into its normal dry season during the summer and early fall months, which will further stress water supplies; and

WHEREAS, the State Water Resources Control Board (SWRCB) has adopted state-wide water reduction requirements in response to the drought and the Governor's order, and has determined that the Citrus Heights Water District must reduce overall water usage by 32% as compared with the District's average water usage for the months of June through September 2014; and

WHEREAS, many water purveyors around the Sacramento region and State are considering or implementing actions under their water shortage contingency plans in response to the drought and to the SWRCB's mandates issued on May 5, 2015;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT:

1. Enacts Stage 4 "Water Crisis Long Term Mandatory Requirements" to remain in effect for the customers of the CHWD until further notice (Exhibit A);
2. Approves a budget amendment of \$146,000 to implement the District's Water Conservation Plan (Exhibit B);
3. Implements Stage 4 – Water Shortage Rate Structure (Exhibit C), and directs that a notice of the rate change be mailed to every District customer and consumer thirty (30) days in advance of the actual rate adjustment in accordance with Board action on November 19, 2014.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS

WATER DISTRICT this 12th day of May, 2015 by the following vote, to-wit:

AYES: Directors:
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

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

ATTEST:

ROBERT A. CHURCHILL, Secretary

ATTACHMENT 5

Ordinance 05-16 Reestablishing Water Conservation Program and Enforcement Measures

ORDINANCE NO. 05 – 16

**AN ORDINANCE ESTABLISHING A WATER CONSERVATION PROGRAM WITHIN
CITRUS HEIGHTS WATER DISTRICT**

WHEREAS, this Ordinance restates and reauthorizes the establishment of water conservation requirements and progressive enforcement measures to be implemented to reduce water consumption within Citrus Heights Water District (“CHWD” or “District”); and

WHEREAS, the Ordinance is adopted pursuant to the laws of the State of California; and

WHEREAS, this Ordinance supersedes and nullifies Ordinance 02-91 and any amendments thereto, regarding the District’s Water Conservation Program; and

WHEREAS, the District recognizes that water is a valuable natural resource, which should not be wasted, and the District has the mission of providing its customers with high quality water for domestic, commercial, irrigation, and fire protection purposes at adequate pressures and equitable rates; and

WHEREAS, the District recognizes that water availability can be adversely affected by weather conditions, environmental commitments, a depleting ground-water basin, and growth; and

WHEREAS, No provisions of the District’s Water Conservation Program shall apply to fire hydrants, fire mains, fire sprinkler lines or other equipment used solely for fire protection purposes. No provisions of the District’s Water Conservation Program shall apply to any hospital, health care or convalescent facility or any other type of facility where the health and welfare would be affected by restrictions on water used, nor shall it apply to veterinary hospitals. Such facilities are encouraged to conserve water to the extent possible. However, the District’s Water Conservation Program does apply to the outdoor grounds, yards and parking areas of these facilities; and

WHEREAS, the adoption and enforcement of a comprehensive water conservation program will allow the District to delay or avoid declaring a water shortage emergency pursuant to Water Code section 350; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of CHWD adopt this Ordinance 05-16 regarding the District’s Water Conservation program, mandatory stages, and progressive enforcement measures.

SECTION A – WATER CONSERVATION STAGE DEFINITIONS:

STAGE I – NORMAL WATER SUPPLY: The District’s supply or distribution system is able to meet all the water demands of its customers in the immediate future.

STAGE II – WATER ALERT: There is a probability that the District’s supply or distribution system will not be able to meet all the water demands of its customers.

STAGE III – WATER WARNING: The District’s supply or distribution system will not be able to meet all the water demands of its customers.

STAGE IV – WATER CRISIS: SHORT-TERM (45 days or less): The District’s supply or distribution system is not able to meet all the water demands of its customers under STAGE III – WATER WARNING requirements because of a temporary emergency or other short-term supply constraints.

STAGE IV – WATER CRISIS: LONG-TERM: (more than 45 days): The District’s supply or distribution system is not able to meet all the water demands of its customers under STAGE III – WATER WARNING requirements because of drought or other constraints on water supplies that are long-term, rather than temporary in nature.

STAGE V – WATER EMERGENCY: SHORT-TERM (45 days or less): The District is experiencing a major failure of supply, storage, or distribution facility because of a temporary emergency or other short-term supply constraints.

STAGE V – WATER EMERGENCY: LONG-TERM (more than 45 days): The District is experiencing a major failure of supply, storage, or distribution facility because of drought or other constraints on water supplies that are long-term, rather than temporary in nature.

SECTION B WATER CONSERVATION STAGE DECLARATION:

The declaration of Short-Term Stage IV or Short-Term Stage V water conservation requirements may be made by the agency’s General Manager or his/her designee, subject to ratification by the agency’s Board of Directors in a regular or special session.

Upon the ratification or declaration by the Board of Directors of a specific Stage, as defined in Section I, the following mandatory water conservation requirements shall be in effect:

SECTION C – MANDATORY REQUIREMENTS – STAGES I – V:

STAGE I – NORMAL WATER SUPPLY

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer’s property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five (5) working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, esthetic or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the District’s conservation programs and rebates.

STAGE II – WATER ALERT

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer’s property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past

the point of saturation.

3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five (5) working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, esthetic or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the District's conservation programs and rebates.
8. Reduce landscape and pasture irrigation by 5 – 10%. Customers with "smart" irrigation timers or controllers are asked to set their controllers to achieve 90 to 95% of the evapotranspiration "ET" rate. Drip irrigation systems are excluded from this requirement.
9. Reduce indoor water use by 5 – 10%. Contact the District for tips and techniques to reduce indoor water use.
10. Users of construction meters and fire hydrant meters will be monitored for efficient water use.

STAGE III – WATER WARNING

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within two (2) working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, esthetic or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the District's conservation programs and rebates.
8. Reduce landscape and pasture irrigation by 11 – 25%. Customers with "smart" irrigation timers or controllers are asked to set their controllers to achieve 75 to 89% of the

evapotranspiration"ET" rate. Drip irrigation systems are excluded from this requirement.

9. Reduce indoor water use by 11 – 25%. Contact the District for tips and techniques to reduce indoor water use.
10. Users of construction meters and fire hydrant meters will be monitored for efficient water use.
11. Restaurants shall serve water only upon request.

STAGE IV – WATER CRISIS: SHORT-TERM

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds and fountains is prohibited.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the District's conservation programs and rebates.
8. Reduce landscape and pasture irrigation by 26 – 50%. Customers with "smart" irrigation timers or controllers are asked to set their controllers to achieve 50 to 74% of the evapotranspiration "ET" rate. Drip irrigation systems are NOT excluded from this requirement.
9. Reduce indoor water use by 26 - 50%. Contact the District for tips and techniques to reduce indoor water use.
10. Users of construction meters and fire hydrant meters will be monitored for efficient water use. Use of reclaimed water for construction purposes is encouraged.
11. Restaurants shall serve water only upon request.
12. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
13. Installation of new turf or landscaping is prohibited.
14. Irrigation shall be limited to two days per week. The days of the week when outdoor water will be permitted shall be set based on the last digit of the street address. Odd addresses,

streetscapes, and medians shall limit watering to Tuesdays and Saturdays; even addresses shall limit watering to Wednesdays and Sundays. No irrigation is permitted on Mondays, Thursdays and Fridays. Irrigation should be limited to the minimal amount of water necessary to keep plants and trees alive. Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.

STAGE IV – WATER CRISIS: LONG-TERM

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run-off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds and fountains is prohibited.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the District's conservation programs and rebates.
8. Reduce landscape and pasture irrigation by 26 – 50%. Customers with "smart" irrigation timers or controllers are asked to set their controllers to achieve 50 to 74% of the evapotranspiration "ET" rate. Drip irrigation systems are NOT excluded from this requirement.
9. Reduce indoor water use by 26 - 50%. Contact the District for tips and techniques to reduce indoor water use.
10. Users of construction meters and fire hydrant meters will be monitored for efficient water use. Use of reclaimed water for construction purposes is encouraged.
11. Restaurants shall serve water only upon request.
12. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
13. Installation of new turf or landscaping is prohibited.
14. Irrigation shall be limited to two days per week. The days of the week when outdoor water will be permitted shall be set based on the last digit of the street address. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays and Saturdays; even addresses shall limit watering to Wednesdays and Sundays. No irrigation is permitted on Mondays, Thursdays and Fridays. Irrigation should be limited to the minimal amount of water necessary

to keep plants and trees alive. Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.

15. Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited. Use of reclaimed water for construction purposes is encouraged.
16. Water Crisis/Emergency tiered pricing will be implemented.
17. No commitments will be made to provide service for new water service connections unless the Department of Water Resources Model Water Efficient Landscape Ordinance, found at: <http://www.water.ca.gov/wateruseefficiency/docs/MWEL009-10-09.pdf>, is followed and the plans have been approved by the county or city building department which has jurisdiction over the property location. Any authorized landscape for new connections is subject to all restrictions set forth in Stage IV.

STAGE V – WATER EMERGENCY: SHORT-TERM

The declaration of Short-Term Stage V water conservation requirements may be declared by the agency's General Manager or his/her designee and subject to ratification by the agency's Board of Directors in a regular or special session. A short-term declaration is for water shortage conditions expected for a duration of 45 days or less.

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run-off to adjoining properties, roadside, ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds and fountains is prohibited.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the District's conservation programs and rebates.
8. Reduce landscape and pasture irrigation by more than 50%. Customers with "smart" irrigation timers or controllers are asked to set their controller to achieve 75% or more of the evapotranspiration"ET" rate. Drip irrigation systems are not excluded from these requirements.
9. Reduce indoor water use by more than 50%. Contact the District for tips and techniques to reduce indoor water use.
10. Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.

11. Restaurants shall serve water only upon request.
12. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
13. Installation of new turf or landscaping is prohibited.
14. Irrigation shall be limited to two days per week. The days of the week when outdoor watering will be permitted shall be set based on the last digit of the street address. Odd addresses, streetscapes and medians shall limit watering to Tuesdays and Saturdays; Even addresses shall limit watering to Wednesdays and Sundays. No irrigation is permitted on Mondays, Thursdays and Fridays. Irrigation should be limited to a minimal amount necessary to keep plants and trees alive. Application of potable water to outdoor landscapes during and within 48 hours of measurable rainfall is prohibited.
15. Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited. No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting. Use of reclaimed water for construction purposes is encouraged.
16. Water/Crisis tiered pricing will be implemented.
17. No commitments will be made to provide service for new water service connections unless the Department of Water Resources Model Water Efficient Landscape Ordinance, found at: <http://www.water.ca.gov/wateruseefficiency/docs/MWEL009-10-09.pdf>, is followed and the plans have been approved by the county or city building department which has jurisdiction over the property location. Any authorized landscape for new connections is subject to all restrictions set forth in Stage IV.
18. Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.
19. Landscape and pasture irrigation is prohibited.

STAGE V – WATER EMERGENCY: LONG-TERM

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to a customer's property and shall not be allowed to run-off to adjoining properties, roadsides, ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes shall be repaired immediately. Water service will be suspended until repairs are made.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for commercial and multi-family residential ornamental ponds and fountains is prohibited.

6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the District's conservation programs and rebates.
8. Landscape and pasture irrigation are prohibited except for trees and shrubs.
9. Reduce indoor water use by more than 50%. Contact the District for tips and techniques to reduce indoor water use.
10. Use of construction meters and fire hydrants is prohibited except in the case of emergency and for essential operations or unless specifically authorized by the District.
11. Restaurants shall serve water only upon request.
12. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
13. Installation of new turf or landscaping is prohibited.
14. Outdoor irrigation is prohibited except for trees and shrubs.
15. Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited. No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting. Use of reclaimed water for construction purposes is encouraged.
16. Water/Crisis tiered pricing will be implemented.
17. No commitments will be made to provide service for new water connections.
18. Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.

SECTION D – ENFORCEMENT MEASURES:

- A. Upon initial observation by District personnel of a violation of the Mandatory Water Conservation Regulations, as outlined in Section C of the Mandatory Conservation Stage Requirements, the violator shall be informed of the District's current Water Conservation Stage Requirements, shall be provided with appropriate water conservation information, and offered a free Water Efficiency Review. If no contact is made, a Courtesy Notice will be left at the premises informing the customer of the observed violation. The customer will be informed of the consequences of further violations.
- B. Upon a second observation by District personnel of a violation of the Mandatory Water Conservation Regulations, as outlined in Section C of the Mandatory Conservation Stage Requirements, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A \$50.00 penalty will be applied to the customer's account for noncompliance of the Mandatory Conservation Stage Requirements. The customer's water service will be disconnected (at District's discretion) until the violation is corrected. Prior to a scheduled water service disconnect, the customer may choose to pay the penalty fee and correct the violation as specified in the required time

frame designated by the current Stage Declaration.

- C. Upon a third observation by District personnel of a violation of the Mandatory Water Conservation Regulations, as outlined in Section C of the Mandatory Conservation Stage Requirements, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A \$75.00 penalty will be applied to the customer's account for noncompliance of the Mandatory Conservation Stage Requirements. The customer's water service will be disconnected (at District's discretion) until the violation is corrected. Prior to a scheduled water service disconnect, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- D. Upon a fourth observation by District personnel of a violation of the Mandatory Water Conservation Regulations, as outlined in Section C of the Mandatory Conservation Stage Requirements, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A \$100.00 penalty will be applied to the customer's account for noncompliance of the Mandatory Conservation Stage Requirements. The customer's water service will be disconnected (at District's discretion) until the violation is corrected. Prior to a scheduled water service disconnect, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- E. Customers for whom these Mandatory Conservation Stage Requirements may present an undue hardship may request a variance from the District. Said variance request shall be submitted to the Water Efficiency Coordinator and shall accurately describe the reason for non-compliance with specific requirements in the Mandatory Conservation Stage Requirements. A variance request will be approved or denied in writing by the District.
- F. Violation notices from other than the current calendar year shall be considered null and void when applying the enforcement provisions of the Mandatory Conservation Stage Requirements.

SECTION E:

THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT UPON THE DATE OF ITS PASSAGE.

PASSED AND ADOPTED by the Board of Directors of Citrus Heights Water District, this — day of April 2016, by the following vote, to-wit:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:

SEAL

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

ATTEST:

ROBERT A. CHURCHILL
Secretary

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : STRATEGIC PLANNING
 STATUS : Discussion Item
 REPORT DATE : April 7, 2015
 PREPARED BY : Hilary Straus, Assistant General Manager

OBJECTIVE:

Consider dates to schedule the Strategic Planning Session.

BACKGROUND AND ANALYSIS:

Beginning with the 2017 budget process, CHWD is initiating an annual Strategic Planning process. The goal of Strategic Planning is to bring the Board of Directors and key District staff together to identify and prioritize the District's key policy, program and project issues, and to identify 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.

The goal is to initiate the annual budget process with a Strategic Planning session so that the budget for the coming year reflects the results of the Strategic Plan.

The Strategic Planning process has three major components: 1) Education; 2) Team Building; 3) Work Program Development. The following table summarizes the Strategic Planning Process:

Item	Proposed Date	Who	Where
Education —Tour of Water Treatment Plant, CHWD Wells/Facilities/Infrastructure & Key Project Locations in the CHWD Service Area	Second half of the day, Tuesday, 5/31 or Second half of the day, Wednesday, 6/1 or another date based on availability	Board Members, General Manager, Department Heads and Supervisors, ACE Pieri & WEC Meurer	San Juan Water District Water Treatment Plant and throughout CHWD service area via bus
Education —Issues Briefing	Evening of Tuesday, 5/31, or evening of Wednesday, 6/1 or other date based on availability; Propose to be same day at Tour of Facilities	Board Members, General Manager, Department Heads and Supervisors, ACE Pieri & WEC Meurer	CHWD Administration Building—Board Room
Team Building —On-line Myers Briggs Assessment, an introspective self-report questionnaire designed to indicate psychological preferences in how each	1 or 2 weeks prior to the scheduled Strategic Planning Session	Board Members, General Manager, Department Heads and Supervisors, ACE Pieri & WEC Meurer	On-line Assessment; can be completed at home or work; a log-in will be provided

Item	Proposed Date	Who	Where
CHWD team member perceives the world and makes decisions.			
Team Building and Work Program Development— Telephone Interview to Discuss Key Issues of Interest to Board Members and Leadership Staff in advance of the Strategic Planning Session	1 or 2 weeks prior to the scheduled Strategic Planning Session	Board Members, General Manager, Department Heads & Facilitator Laura Mason-Smith	Via Telephone
Team Building and Work Program Development— Strategic Planning Session	Available Dates*: Friday, 7/8, Thursday, 7/21, Saturday, 7/23 and Friday, 7/28 *These dates were confirmed as available with Facilitator Laura Mason-Smith	Board Members, General Manager, Department Heads and Supervisors, ACE Pieri, WEC Meurer & Facilitator Laura Mason-Smith	TBD—Looking at Sylvan Oaks Library Community Room or Citrus Heights Community Center

RECOMMENDATION:

Identify a date to schedule the Strategic Planning Session.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : PROJECT MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : April 6, 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>
----------------	--------------	-------------------	--------------

None

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>
The Village at Fair Oaks 55 Condominiums (2014-53)	6800 Madison Ave	<i>Ongoing Development. Inspecting Finished Phases as Released.</i>
California American Water Co. San Juan Avenue Tank - Intertie and Water Service (2015-39)	5444 San Juan Ave	75% Complete
Capitol Nursery Plaza Commercial Center (2015-50)	Sunrise Blvd @ Madison Ave	85% Complete
Sylvan Middle School (2015-63)	7085 Auburn Blvd	<i>Substantially Complete</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
Citrus Heights City Hall (2015-54)	6350 Fountain Square Dr	80% Complete
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	Awaiting System Construction
Memory Care Facility (2015-56)	6825-33 Sunrise Blvd	50% Complete
Applebee's Restaurant (2015-53)	6900 Auburn Blvd	Substantially Complete
Dundee Estates 3 Lot Subdivision (2015-58)	Mariposa Ave @ Highland Ave	80% Complete

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
<i>McDonalds (2015-60)</i>	<i>5402 Sunrise Blvd</i>	<i>Awaiting System Construction</i>
<i>Bearpaw Expansion Commercial Building (2015-59)</i>	<i>7524 Old Auburn Rd</i>	<i>Awaiting System Construction</i>
<i>Louis-Orlando Bus Transfer Point (2015-66)</i>	<i>Louis Ln @ Orlando Ave</i>	<i>Awaiting System Construction</i>

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>
Mesa Verde High School 14" Water Main Bennett Engineering Services (2015-30)	Northwest Corner of Property West from Poplar Ave	Preparing to Restart Project in May

<u>Project</u>	<u>Location</u>	<u>Status</u>
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	<i>Agreement – 99% Plans – 95% Cost Estimate – 90%</i>
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	<i>Agreement – 99% Plans – 95% Cost Estimate – 90%</i>
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	<i>Agreement – 99% Plans – 95% Cost Estimate – 90%</i>
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc. (2015-40)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<i>Mariposa Ave Portion - Bid Opening on April 5th. Limerick Way Portion – 90% Plans Delivered to KASL on March 30th.</i>
Baird Way 12" Water Main Area West Engineers, Inc. (2015-31)	Auburn Blvd to Holly Dr	<i>60% Plan Development Continues</i>

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>
San Juan Park 12" Water Main KASL Consulting Engineers, Inc. (2014-36)	5555 Mariposa Ave to U.C. Davis Medical Center	<i>Substantially Complete</i>
San Juan High School 24" Water Main Lamon Construction Company (2013-30)	Along North Property Line	<i>Final Approval March 3, 2016. Notice of Completion April 12, 2016.</i>

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 APRIL 12, 2016 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT
STATUS : Information Item
REPORT DATE : April 5, 2016

BLOW OFF INSTALL: (1)

March 10, 2016 7220 ADOBE CASA CT

BLOW OFF LOCATE: (9)

March 10, 2016 5405 VIN ROSE CT
March 10, 2016 5318/20 COLVIN CT
March 16, 2016 7589 ANTELOPE RD
March 16, 2016 8400 OLD AUBURN RD
March 16, 2016 7870 LOCHER WAY
March 16, 2016 7565 WILLOW WAY
March 17, 2016 12801 FAIR OAKS BLVD
March 24, 2016 7751 EASTGATE AVE
March 24, 2016 8476 MENKE WAY

HYDRANT REPLACEMENT: (1)

March 3, 2016 7428 APACHE WAY

LANDSCAPE: (1)

March 7, 2016 7584 SYLVAN CREEK CT

METER BOX MAINTENANCE: (8)

March 3, 2016 7216 BONITA WAY
March 7, 2016 8432 PITALO WAY
March 7, 2016 8221 VILLA OAK DR
March 8, 2016 7839 DRACENA DR
March 14, 2016 7672 GREENBACK LN
March 15, 2016 8311 CRESTMONT AVE
March 17, 2016 7113 HATFIELD CT
March 28, 2016 7737 MCCONNEL DR

METER CHANGE OUT: (2)

March 2, 2016 6101/05 BIRDCAGE ST
March 15, 2016 8209 FIREWOOD CT

METER INSTALL: (2)

March 22, 2016	6360 FOUNTAIN SQUARE DR
March 22, 2016	6360 FOUNTAIN SQUARE DR

RADIO READ METER INSTALL: (12)

March 2, 2016	6523 BRANDO LOOP
March 2, 2016	6525 BRANDO LOOP
March 2, 2016	6527 BRANDO LOOP
March 2, 2016	6529 BRANDO LOOP
March 2, 2016	6531 BRANDO LOOP
March 22, 2016	6464 BRANDO LOOP
March 22, 2016	6466 BRANDO LOOP
March 22, 2016	6472 BRANDO LOOP
March 28, 2016	8174 STRENG AVE
March 31, 2016	6414 BRANDO LOOP
March 31, 2016	6395 BRANDO LOOP
March 31, 2016	6436 BRANDO LOOP

RADIO READ MIU R900 CHANGE OUT: (4)

March 3, 2016	8438 PUTICE LN
March 30, 2016	5213 DOVE DR
March 31, 2016	7528 CIRCUIT DR
March 31, 2016	8101 MARIPOSA AVE

RADIO READ REGISTER CHANGE OUT: (1)

March 31, 2016	7828 LIVE OAK WAY
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REGISTER CHANGE OUT: (16)

March 7, 2016	7742 LEEVER LN
March 7, 2016	8448 PONTICELLI WAY
March 7, 2016	8205 HERITAGE MEADOW LN
March 8, 2016	7450 CREEKRIDGE LN
March 10, 2016	8645 WHITE OWL CT
March 10, 2016	6901 LYONIA WAY
March 10, 2016	8445 JUGLANS DR
March 14, 2016	6746 SUGAR MAPLE WAY
March 14, 2016	6732 CANOE BIRCH CT
March 14, 2016	8100 DART WAY
March 16, 2016	5738 ELIZABETH LN
March 24, 2016	7569 CHERRY GLEN AVE
March 24, 2016	7563 CHERRY GLEN AVE
March 24, 2016	1201 ORLANDO AVE
March 24, 2016	104 FRANCES AVE
March 24, 2016	9801 MARIPOSA AVE

SADDLE REPLACEMENT: (1)

March 17, 2016	8212 GREENLAND CT
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SERVICE REPAIR: (2)

March 3, 2016	6611 GRAHAM CIR
March 7, 2016	7021 CALVIN DR

SERVICE REPLACEMENT: (5)

March 14, 2016	5734 CENTURY WAY
March 14, 2016	8291 MERCER WAY
March 15, 2016	7529 FARMHOUSE CT
March 15, 2016	7525 FARMHOUSE CT
March 16, 2016	5826 HOFFMAN LN

SERVICE/SADDLE REPLACEMENT: (7)

March 8, 2016	8265 MOSS OAK AVE
March 9, 2016	8281 MOSS OAK AVE
March 10, 2016	8285 MOSS OAK AVE
March 15, 2016	8269 MOSS OAK AVE
March 16, 2016	8257 MOSS OAK AVE
March 16, 2016	8246 MOSS OAK AVE
March 17, 2016	82176 GREENLAND CT

VALVE EXERCISE: (153)

March 8, 2016	5820 YEOMAN WAY
March 8, 2016	5900 BRITTANY WAY
March 8, 2016	7636 FARMGATE WAY
March 8, 2016	7640 FARMGATE WAY
March 8, 2016	5822 MADELINE WAY
March 8, 2016	5840 RIDDIO ST
March 8, 2016	5856 RIDDIO ST
March 8, 2016	5816 TREMWELL CT
March 8, 2016	7652 KENSINGTON DR
March 8, 2016	5900 SPERRY DR
March 8, 2016	5998 SAN JUAN AVE
March 8, 2016	5998 SAN JUAN AVE
March 8, 2016	5998 SAN JUAN AVE
March 8, 2016	5998 SAN JUAN AVE
March 8, 2016	5834 CASTILIAN CT
March 8, 2016	5834 SPERRY DR
March 8, 2016	7247 SPERRY DR
March 8, 2016	7109 BROOKCREST WAY
March 8, 2016	5817 NORTHGROVE WAY
March 9, 2016	8477 HIALEAH WAY
March 9, 2016	8497 LONELY OAK CT
March 9, 2016	8497 LONELY OAK CT
March 9, 2016	8497 LONELY OAK CT
March 9, 2016	8489 LONELY OAK CT
March 9, 2016	8481 LONELY OAK CT
March 9, 2016	8431 BAY MEADOWS CT
March 9, 2016	7231 CINNAMON CIR

March 9, 2016	5829 SAN JUAN AVE
March 9, 2016	7401 WESTGATE WAY
March 9, 2016	7401 WESTGATE WAY
March 9, 2016	5829 SAN JUAN AVE
March 9, 2016	5829 SAN JUAN AVE
March 9, 2016	5901 SAN JUAN AVE
March 9, 2016	5744 SAN JUAN AVE
March 9, 2016	7450 NORTHLEA WAY
March 9, 2016	7410 RANCH AVE
March 9, 2016	5657 SOUTHGROVE DR
March 10, 2016	7780 ENVOY WAY
March 10, 2016	5906 MERLINDALE WAY
March 10, 2016	5632 MERLINDALE WAY
March 10, 2016	5832 MERLINDALE WAY
March 10, 2016	7724 FARMGATE WAY
March 10, 2016	7790 GUENIVERE WAY
March 10, 2016	5849 BIRDCAGE ST
March 10, 2016	5925 BIRDCAGE ST
March 10, 2016	7716 GUENIVERE WAY
March 10, 2016	7716 GUENIVERE WAY
March 10, 2016	7720 GUENIVERE WAY
March 10, 2016	7736 GUENIVERE WAY
March 10, 2016	5800 MERLINDALE DR
March 10, 2016	7725 KENSINGTON DR
March 10, 2016	5733 CAL CT
March 10, 2016	5709 CAL CT
March 10, 2016	5709 CAL CT
March 10, 2016	5709 CAL CT
March 10, 2016	7755 BLOOM WAY
March 10, 2016	7755 BLOOM WAY
March 10, 2016	5641 BLOOM WAY
March 10, 2016	5641 BLOOM WAY
March 10, 2016	5700 PRIMROSE DR
March 10, 2016	5995 BIRDCAGE ST
March 10, 2016	5995 BIRDCAGE ST
March 10, 2016	5995 BIRDCAGE ST
March 10, 2016	5995 BIRDCAGE ST
March 15, 2016	5525 KINGSWOOD DR
March 15, 2016	7663 PLIEDES AVE
March 15, 2016	7629 PLEIDES AVE
March 15, 2016	7640 PLEIDES AVE
March 15, 2016	7612 PLEIDES AVE
March 15, 2016	5500 CELESTIAL WAY
March 15, 2016	5501 MARIPOSA AVE
March 15, 2016	5432 PLEIDES AVE
March 15, 2016	7612 CAPRICORN DR
March 15, 2016	5617 MARIPOSA AVE
March 15, 2016	5641 MARIPOSA AVE

March 15, 2016	7641 MARIPOSA AVE
March 15, 2016	7747 EASTGATE AVE
March 15, 2016	7741 EASTGATE AVE
March 15, 2016	7701 EASTGATE AVE
March 15, 2016	7673 EASTGATE AVE
March 15, 2016	7673 EASTGATE AVE
March 15, 2016	7668 EASTGATE AVE
March 16, 2016	7772 ENVOY WAY
March 16, 2016	5985 BIRDCAGE CENTRE LN
March 16, 2016	5985 BIRDCAGE CENTRE LN
March 16, 2016	5985 BIRDCAGE CENTRE LN
March 16, 2016	5985 BIRDCAGE CENTRE LN
March 16, 2016	6100 BIRDCAGE CENTRE LN
March 16, 2016	5925 BIRDCAGE CENTRE LN
March 16, 2016	5925 BIRDCAGE CENTRE LN
March 16, 2016	5925 BIRDCAGE CENTRE LN
March 16, 2016	5995 BIRDCAGE CENTRE LN
March 16, 2016	5995 BIRDCAGE CENTRE LN
March 16, 2016	5985 BIRDCAGE CENTRE LN
March 16, 2016	5995 BIRDCAGE CENTRE LN
March 16, 2016	5837 BIRDCAGE CENTRE LN
March 16, 2016	5833 BIRDCAGE CENTRE LN
March 16, 2016	5837 BIRDCAGE CENTRE LN
March 16, 2016	5837 BIRDCAGE CENTRE LN
March 16, 2016	5837 BIRDCAGE CENTRE LN
March 16, 2016	5851 SUNRISE BLVD
March 16, 2016	5851 SUNRISE BLVD
March 16, 2016	5851 SUNRISE BLVD
March 17, 2016	5851 BIRDCAGE CENTRE LN
March 17, 2016	7800 HAMPTON LN
March 17, 2016	5608 VICTORIA LN
March 17, 2016	5604 VICTORIA LN
March 17, 2016	5604 VICTORIA LN
March 17, 2016	5604 VICTORIA LN
March 17, 2016	7816 WINDSOR LN
March 17, 2016	7824 WINDSOR LN
March 17, 2016	7810 WREN LN
March 17, 2016	7811 WREN LN
March 17, 2016	5640 ALBERT LN
March 17, 2016	5746 HAMPTON LN
March 23, 2016	7801 TEMPLE LN
March 23, 2016	7801 TEMPLE LN
March 23, 2016	7862 HAMPTON LN
March 23, 2016	7852 HAMPTON LN
March 23, 2016	7827 HAMPTON LN
March 23, 2016	7825 HAMPTON LN
March 23, 2016	7806 HAMPTON LN
March 23, 2016	7800 HAMPTON LN

March 23, 2016	7800 HAMPTON LN
March 23, 2016	7860 BIRDCAGE ST
March 23, 2016	7860 WINDSOR LN
March 23, 2016	7850 KINGWOOD DR
March 23, 2016	7850 KINGSWOOD DR
March 24, 2016	7842 WINDSOR LN
March 24, 2016	5640 ALBERT LN
March 24, 2016	7820 MACY PLAZA DR
March 24, 2016	5801 BIRDCAGE ST
March 24, 2016	5801 BIRDCAGE ST
March 24, 2016	5701 KINGSWOOD DR
March 24, 2016	5701 SUNRISE BLVD
March 24, 2016	5748 SUNRISE BLVD
March 24, 2016	5650 SUNRISE BLVD
March 24, 2016	5650 SUNRISE BLVD
March 24, 2016	7938 KINGSWOOD DR
March 24, 2016	7946 PEBBLE BEACH DR
March 24, 2016	7946 PEBBLE BEACH DR
March 24, 2016	5750 SUNRISE BLVD
March 29, 2016	5746 ELIZABETH LN
March 31, 2016	12000 FAIR OAKS BLVD
March 31, 2016	8130 NIESSEN WAY
March 31, 2016	8161 WALNUT FAIR CIR
March 31, 2016	8149 WALNUT FAIR CIR
March 31, 2016	8101 WALNUT FAIR CIR
March 31, 2016	5801 SHELLDRAKE CT
March 31, 2016	5800 WALNUT HILLS WAY
March 31, 2016	5800 WALNUT HILLS WAY
March 31, 2016	8157 WALNUT HILLS WAY
March 31, 2016	8157 WALNUT HILLS WAY

VALVE INSTALL: (4)

March 3, 2016	7428 APACHE WAY
March 3, 2016	8296 CENTRAL AVE
March 31, 2016	7901 PATTON AVE
March 31, 2016	7935 PATTON AVE

VALVE REPLACEMENT: (1)

March 8, 2016	8264 CROSSOAK WAY
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Total Count: 230

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
APRIL 12, 2016 REGULAR BOARD MEETING

SUBJECT : 2016 WATER CONSUMPTION
STATUS : Information Item
REPORT DATE : April 5, 2016

OBJECTIVE:

Report on annual water consumption including comparison with prior years and current 29% 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	%
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						
May	1,603.43	1,190.07	869.08						
Jun	1,816.73	1,548.66	1,065.10						
Jul	2,059.21	1,622.10	1,184.95						
Aug	1,924.28	1,477.49	1,188.18						
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						
Total	14,881.54	11,792.65	9,973.47	1,293.66 83.91%	248.03 16.09%	1,541.69	1,541.69		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : SURFACE WATER SUPPLY
STATUS : Information Item
REPORT DATE : April 5, 2016
PREPARED BY : David M. Gordon, Interim Operations Manager

OBJECTIVE:

Receive status report on surface water supplies available to the District.

BACKGROUND AND ANALYSIS:

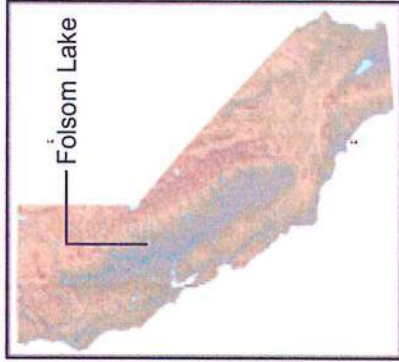
As of midnight on April 4, 2016, storage in Folsom Lake was at 711,948 acre-feet, 73 percent of the total capacity of 977,000 acre-feet. This is about 111 percent of historical average for this date. This represents an increase in storage of 106,393 acre-feet in the past month.

The District's total water use during the month of March 2016 (517.56 acre-feet) was 36.8 % below that of March 2013 (819.55 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, Sylvan and Sunrise) remain operational and are being operated on a rotational, or as-needed, basis.

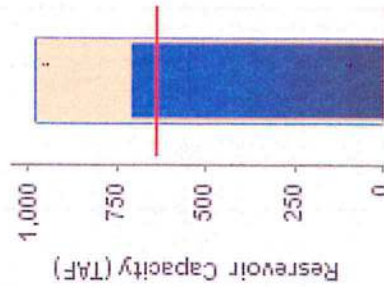


Reservoir Conditions - Folsom Lake



Folsom Lake Conditions

(as of Midnight - April 4, 2016)

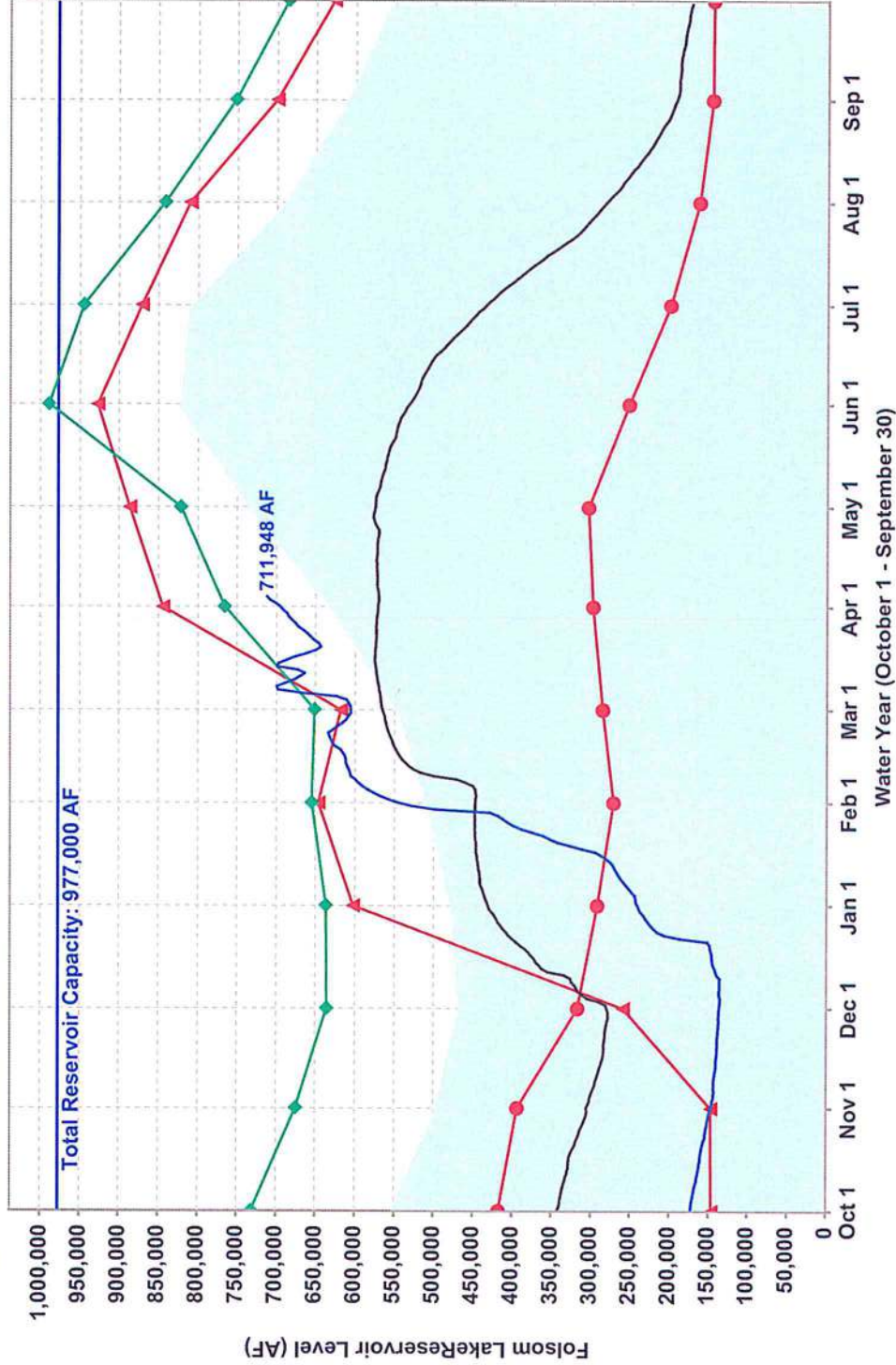


Current Level: 711,948 AF

73%
(Total Capacity)

111%
(Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight April 4, 2016



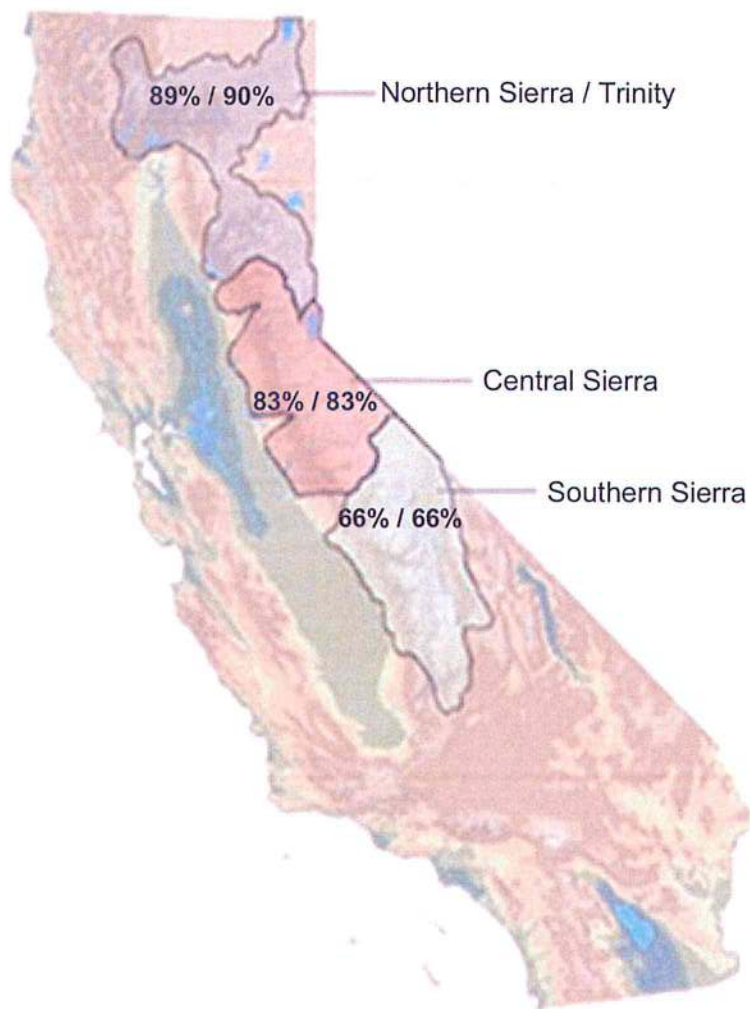
Historical Average — Total Reservoir Capacity — 1976-1977 (Driest) — 1977-1978 — 1982-1983 (Wettest) — 2014-2015
— Current: 2015-2016



Statewide Summary of Snow Water Content

Current Regional Snowpack from Automated Snow Sensors

% of April 1 Average / % of Normal for This Date



NORTH	
Data as of April 4, 2016	
Number of Stations Reporting	28
Average snow water equivalent (Inches)	25.6
Percent of April 1 Average (%)	89
Percent of normal for this date (%)	90

CENTRAL	
Data as of April 4, 2016	
Number of Stations Reporting	39
Average snow water equivalent (Inches)	23.6
Percent of April 1 Average (%)	83
Percent of normal for this date (%)	83

SOUTH	
Data as of April 4, 2016	
Number of Stations Reporting	28
Average snow water equivalent (Inches)	17.9
Percent of April 1 Average (%)	66
Percent of normal for this date (%)	66

STATE	
Data as of April 4, 2016	
Number of Stations Reporting	95
Average snow water equivalent (Inches)	22.5
Percent of April 1 Average (%)	80
Percent of normal for this date (%)	81

Statewide Average: 80% / 81%

Data as of April 4, 2016

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS April 12, 2016 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : April 7, 2016
 PREPARED BY : Hilary Straus, Assistant General Manager

Significant assignments and activities for the Assistant General Manager (AGM) and District Administrative, Customer Service and Water Efficiency staff are summarized below.

AGM-1 WATER EFFICIENCY PROGRAM UPDATE

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

- 18 ultra-low-flush toilet rebates for the month of March 2016. A total of \$4,500 in rebates has been provided to customers to date.
- For the period of March 2016, 0 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 9 HECW rebates were processed by SMUD for District customers.
- 18 water waste calls were received during the month of March. No reports of water waste were received through the CHWD's Drought Resources web page. A total of 12 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- RWA distributed a template letter for its member agencies to customize and send to the State Water Resource Control Board (SWRCB) concerning statewide conservation enforcement measures. GM Churchill will send a comment letter on the District's behalf. Comment letters are due to the SWB by noon on Thursday, April 14, 2016. We will plan to share a draft letter with the Board next Tuesday evening. Also, RWA is sending its own letter on behalf of the region. There will be a SWRCB State Water Board workshop on April 20th. It is anticipated that the current State conservation measures will be discussed.
- 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

Month	R-GPCD
October	140
November	82
December	75
January 2016	80
February	77
March	77

This information is submitted monthly to the State Water Resources Control Board.

- District Staff and the J. Crowley Group, Inc., are in the information/data processing phase of the Urban Water Management Plan (UWMP) update project. The Update includes a comprehensive assessment and description of the District's water distribution system, water demands, water supplies, conservation and demand management, and demand-to-supply contingency planning. A study session with the Board of Directors will be held on May 10th to present the proposed Plan. On June 14th the UWMP will be presented to the Board for consideration/adoption at a Public Hearing.
- A Water Reduction Calculator developed for CHWD is being used as a new tool in the “tool kit” for the District’s 2016 Water Reduction Plan. This tool allows District staff to quickly calculate a customer’s compliance with the current water reduction targets. This reduction calculator is being used to address the top 20% of highest water users.

AGM-2 DROUGHT RESPONSE PLAN UPDATE

The following is a summary of Drought Response Plan activities in March.

- CHWD’s Water Reduction Target for 2016 has been reduced from 32% to 29%. A 3% target decrease was given to the region based on Sacramento’s arid climate. June through September 2016 will be the months the required targets will be monitored for compliance by the SWRCB.
- Based on the current required 29% water reduction target issued by the SWRCB and current rainfall/snowpack totals, WEC Meurer recommends continuing with a Stage 4 Water Crisis through 2016. A formal recommendation will be brought to the Board at the April and May Board meetings as part of the Board’s consideration of drought enforcement policies.

AGM-3 PALADIN NIGHT PATROL UPDATE

Paladin Night Patrol began conducting night time water waste monitoring on July 29th, 2015. Below is a chart illustrating the number of incidents reported by category for August 2015 through March 2016.

Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
OCTOBER				
2015	46	37	42	0
NOVEMBER				
2015	69	15	69	0
DECEMBER				
2015	56	31	54	0
JANUARY				
2016	32	15	32	0
February				
2016	29	18	29	0
MARCH				
2016				
Totals	436	242	396	1

*A single incident report can include one or more violation categories. One incident report can overlap into multiple categories.

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : April 6, 2016

The following District employees were recognized for superior attendance, outstanding customer service and quality of work during the month of March 2016.

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

Missy Pieri: Superior Attendance

Borey Swing: Superior Attendance

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Customer Service – Removed root-encased meter box at 8427 aster Court to allow resident to install new water line to house – 2016 Feb 25
 Work Quality – AWWA CA/NV Section Spring Conference “Top Ops” Committee – 2016 Mar 23

Robyn Evans: Superior Attendance
 Work Quality – AWWA CA/NV Section Spring Conference Registration Sub-Chair – 2016 Mar 21-24

James Ferro: Customer Service – Assistance with flat tire repair for elderly customer on Canyon Oak Drive – 2016 Mar 21

Gil Garcia: Work Quality – Assisted WMT Drake in raised meter box at 7007 Mariposa Ave – 2016 Mar 09

Brian Hensley: Superior Attendance

Dan Hesse: Customer Service – Assistance with flat tire repair for elderly customer on Canyon Oak Drive – 2016 Mar 21
 Work Quality – Volunteered to assume Standby Duty for ill co-worker – 2016 Feb 03 to Feb 09 (HM)
 Work Quality – Obtaining quotes for AED purchase and First Aid/CPR/AED Training – 2016 Mar

Rick Jimenez: Superior Attendance

Mike Mariedth: Work Quality – Assisted WMT Drake in raised meter box at 7007 Mariposa Ave – 2016 Mar 09

Chris Nichols: Work Quality – Volunteered to assume Standby Duty for co-worker – 2016 Jan 26 (HM)

Zachary Powell: Customer Service – Assistance with flat tire repair for elderly customer on Canyon Oak Drive – 2016 Mar 21

Ryon Ridner: Customer Service – Removed root-encased meter box at 8427 aster Court to allow resident to install new water line to house – 2016 Feb 25

Nick Spiers: Customer Service – Email of appreciation from new customer at 7432 Antelope Rd for prompt action to provide water service - 2016 Mar 02

Jason Tupper: Work Quality - Volunteered to assume Standby Duty for co-worker – 2016 Jan 12 to Jan 19

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Customer Service – Email of appreciation from new customer at 7432 Antelope Rd for prompt action to provide water service - 2016 Mar 02
Work Quality – Handling all front-end calls and customer at the counter during absence of two ill co-workers – 2016 Mar 07 & 08
Work Quality – Assisted HRS Smoot with formatting Organizational Chart – 2016 Mar 24

Kelly Drake: Superior Attendance
Customer Service – 5738 Elizabeth Lane customer thanks for taking prompt action on a meter misread and billing issue – 2016 Mar 16
Work Quality – AWWA CA/NV Section Spring Conference “Top Ops” Committee Chair – 2016 Mar 23

Dana Mellado: Customer Service – 5738 Elizabeth Lane customer thanks for taking prompt action on a meter misread and billing issue – 2016 Mar 16
Work Quality – Troubleshooting a software billing issue with Cogsdale support team and Sophos Solutions – 2016 Mar 04 Friday

Rex Meurer: Superior Attendance
Work Quality – AWWA CA/NV Section Spring Conference Local Arrangements Committee Co-Chair – 2016 Mar 21-24
Work Quality – Safety Meeting Presentation on “Daylight Saving Time Safety Tips” – 2016 Mar 10
Work Quality – Completed tenure as Sacramento Area Water Works Association President – 2016 Mar 17

Beth Shockley: Work Quality – Processed Urban Water Management Plan Notices for WEC Meurer – 2016 Mar 01

Desiree Smith: Work Quality – Handling all front-end calls and customer at the counter during absence of two ill co-workers – 2016 Mar 07 & 08
Work Quality – Training of temporary Water Conservation staff member on accessing customer water consumption history data – 2016 Mar 15

Lisa Smoot: Customer Service – 5738 Elizabeth Lane customer thanks for taking prompt action on
a meter misread and billing issue – 2016 Mar 16
Work Quality – Setting up Digital Board of Directors Packets – 2016 Mar 03
Work Quality – Handling payroll and accounts payable during absence of ill co-
worker – 2016 Mar 07 to 09

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : April 6, 2016

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.

Citrus Heights Water District
General Manager's Task List
Date: 4/7/2016

TASK LIST NO. 124		April 7, 2016		GM-2b		
Category	Green: Items that are substantially complete, delegated or awaiting action by others	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-Jun-2016	Draft Agreement sent to OVWC - awaiting comments	

**Citrus Heights Water District
General Manager's Task List
Date: 4/7/2016**

Category	Red: Top Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration					
Administration	Annexations: Livoli Tract (4 of 8)	40	Churchill	15-Jun-2016	
Administration	Annexations: Sacramento County (4 of 8)	40	Churchill	15-Jun-2016	
Administration	Annexation of Verne Tract Territory to SJWD	40	Churchill	15-Jun-2016	
Administration	Fiscal Management Policy - Disbursement of Funds	2	Every 3 Years	15-Oct-2015	
District HQ & Corp Yard			Kaler Dobler Construction	15-Jun-2016	Permit Phase
Human Resources	Admin Building Office Enclosure 2016-25	40			
	Retire from Citrus Heights Water District		Churchill	17-Nov-2016	Planned Date
Water Distribution	District Capital Project 2013-36: San Juan Park 12"	2	Cal Sierra Construction	1-Apr-2016	Landscape Restoration Phase
Water Distribution	Future CIP Projects Summary Binder (2 of 8)	20	GM/Engr Dept	15-Apr-2016	Edit in Progress
Water Distribution	Technology Improvements: Document Management / Project Management / Asset Management / Easements (7 of 8)	30			
Water Supply	Skycrest Well #13 Construction Equippping Project 2013-21: Skycrest (5 of 8)	5	R.E. Smith Contractor	15-May-2016	
Water Supply	SJWD Shortage Policy Cost Update (1 of 8)	30	SJWD	30-Dec-2015	
Water Supply	SJWD Wholesale Water Supply Agreement	80	Churchill/Albietz	15-May-2016	Meeting w/JKA Apr 14
Water Supply	SJWD Hydraulic Model Maintenance Agreement	5	Churchill	31-Dec-2015	
Water Supply	Sites Reservoir Advocacy	40	Straus/Riehle		
Water Supply	District Tour	5	Board Discussion	TBA	Discuss scheduling
	HOURS SUBTOTAL:	379			

Date: 4/7/2016

Category	Orange: High Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
External Influences	Regional Water Authority Board & Executive Committee: Organize Files	20	Churchill	31-Dec-2015	
Water Distribution	District Capital Project 2011-01 : Fair Way 8" Metered Interconnection with Roseville	20	Churchill	10-May-2016	To CHWD Board and V City Council in May
Water Distribution	District Capital Project 2012-09 : Blossom Hill Dr 6" Metered Interconnection with Roseville	20	Churchill	10-May-2016	To CHWD Board and V City Council in May
Water Distribution	District Capital Project 2012-10 : Crestmont Dr 6" Metered Interconnection with Roseville	20	Churchill	10-May-2016	To CHWD Board and V City Council in May
Water Quality	Cross Connection Ordinance Update	5	Churchill	15-Jun-2016	
Water Quality	Private Well Policy	5	Hensley	15-Jun-2016	
Water Supply	Cal Am Interconnection Agreements	5	Churchill		
Water Supply	Locate and Secure additional Well Sites	40	GM / OPS / WQS	ongoing	
	HOURS SUBTOTAL:	135			

**Citrus Heights Water District
General Manager's Task List
Date: 4/7/2016**

Category	Yellow: Medium Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Master Plan Update: RFP for Engineering Services	0	PM/Engr Dept	15-Apr-2016	
Administration	Policies & Procedures: Write Missing Policies	32		ongoing	
Water Distribution	District Capital Project 2015-30: Poplar Avenue 14"	10	Bennett Engr	15-May-2016	Design Phase
Water Distribution	District Capital Project 2015-31: Baird Way 12"	10	Area West Engr	15-Jun-2016	Design Phase
Water Distribution	District Capital Project 2015-40: Mariposa Avenue 12"	10	KASL Engr	15-Apr-2016	Design Phase
Water Distribution	District Capital Project 2013-32: Dewey Dr Interconnection w/SSWD & GWD	30	HOLD	1-Jun-2014	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		15-Jun-2016	Discuss with City of CH
HOURS SUBTOTAL:		108			

**Citrus Heights Water District
General Manager's Task List
Date: 4/7/2016**

Category	Blue: Non-Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Human Resources	Salary Schedule Update	120	Every 3 Years	1-Jul-2016	Last Updated Jan 2014, Update by July 2016 for 2017 Budget
Human Resources	GASB 45 Actuarial Analysis	10		10-May-2016	In Process
Administration	2016 District Election	20		4-Nov-2016	Divisions One (4 year) and Two (2 year)
Administration	Conflict of Interest Code - Biennial Update	15	FPCC	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	15-Jun-2016	1917-1922 Handwritten Minutes of Predecessor to CHID / CHWD
Administration	Board of Directors Policies "3000 Series"	10	Every 4 Years	14-Feb-2016	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	2	Every 2 Years	7-May-2017	Completed at ACWA Conference - 7 May 2015
Human Resources	Biennial Sexual Harassment Training	2	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	3	OM, WQS	1-Jun-2016	Every 3 Years
Water Distribution	PIV Photos & Locks	3			
	HOURS SUBTOTAL:	205			
	HOURS TOTAL:	827			

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT : LONG RANGE BOARD AGENDA
 STATUS : Information Item
 REPORT DATE : April 6, 2016

In an effort to plan workloads and schedules, Executive staff has been maintaining a Long Range Board Agenda, and I thought it would be beneficial to share this information with the Board moving forward. Please let me know if you have any questions or comments.

Meeting Date	Item	Assigned To
May 10, 2016	Employment Agreements—Department Heads and Policy Updates	Churchill/Phillips
	Compensation Study, Phase 2	Churchill/Straus
	Water Supply Reserve Policy	Churchill
	Roseville Intertie Agreement	Churchill
	CIP Adoption	All
	CY 2015 Audit	Straus/Deano
	UWMP Study Session/Call for Public Hearing	Straus/Meurer
	Water Efficiency Enforcement Ordinance	Straus/Meurer
	PHG/Call for Public Hearing	Gordon/Hensley
	Auction Items	Gordon
	Well Test Hole Bids	Gordon
	GM Evaluation—Closed Session	Churchill
May-July TBD 2016	Strategic Planning	Board & GM, Dept. Heads, Supervisors, ACE Pieri and WEC Meurer (13)
June 14, 2016	UWMP Public Hearing/Adoption	Straus/Meurer
	Public Health Goals (PHG) Public Hearing	Gordon/Hensley
	Third Party Deposit Policy	Straus/Sohal
August 9, 2016	Budget & Rates Study Session	Straus/Sohal
September 13, 2016	Budget and Rates Workshop	Straus/Sohal
October 11, 2016		
November 8, 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		

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 12, 2016 REGULAR MEETING

SUBJECT	: SJWD WATER MANAGEMENT AND RELIABILITY STUDY
STATUS	: Information Item
REPORT DATE	: April 7, 2016

San Juan Water District (SJWD) has embarked on a Wholesale Water Management and Reliability Study and has selected MWH Engineers to conduct the Study.

Director Sheehan, GM Churchill and OM Gordon attended a meeting with the wholesale customer agencies at 11:00 AM on Monday March 14, 2016 at SJWD. Attached to this report is a status report and summary provided to the SJWD Board of Directors on March 9, 2016.



Prepared for
SJWD Board Meeting
March 9, 2016

Status Report and Summary Wholesale Water Management and Reliability Study



Study Purpose and Goal

- **PURPOSE** is to develop a short, prioritized list of water management options to improve water supply reliability, and recommendations for the next phase.
- **GOAL** is to improve management of surface water and groundwater resources within the District's wholesale service area, and potentially outside the District's current service area, through collaboration, consolidations, or other actions improve its water supply reliability.



Study Objectives

Increase water supply reliability to the District's retail customers and Wholesale Customer Agencies **during dry years** by integrating surface water and groundwater storage.

Perfect the beneficial use of the District's water rights, contractual entitlements, and facilities.

Provide long-term financial benefits to ratepayers, and provide regional and statewide benefits.



Planning Constraints

- Consider the full range of options within district maximum allowable authority.
- Maintain and improve current water supply reliability to Wholesale Customer Agencies.
- Maintain consistency with new and emerging regulations, such as the Sustainable Groundwater Management Act.
- Maximize potential financial assistance for implementation.

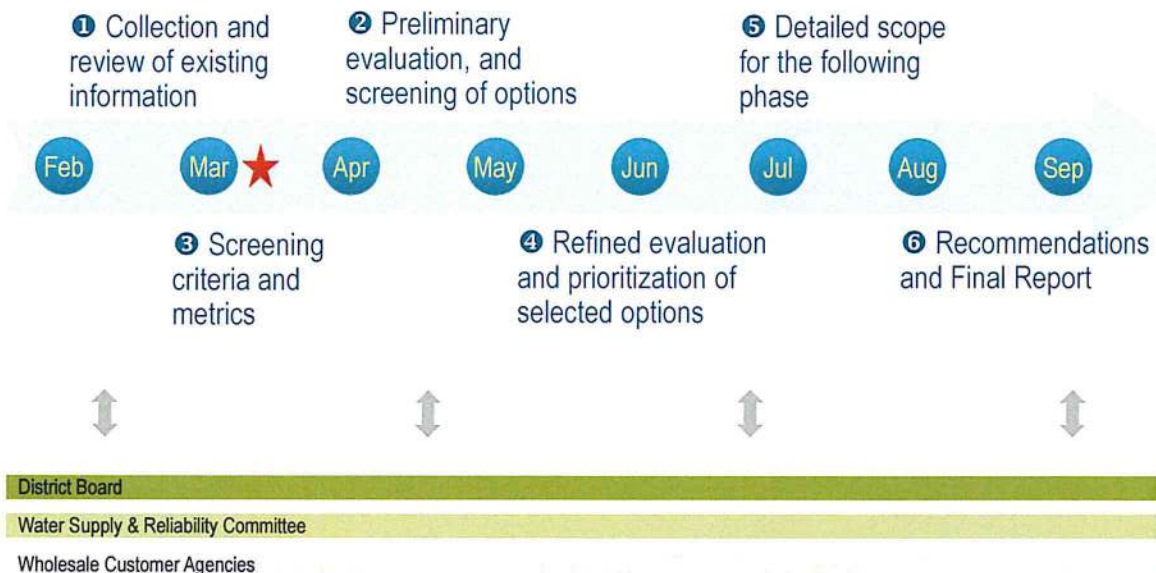


Study Roles and Responsibilities

Group	Responsible (R)	Accountable (A)	Consulted (C)	Informed (I)
District Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Water Supply & Reliability Committee			<input checked="" type="checkbox"/>	
District Board		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Wholesale Customer Agencies				<input checked="" type="checkbox"/>
MWH Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		



Study Process and Schedule



Evaluation Criteria and Metrics

Cost-Effectiveness

- Cost per acre-foot

Contribution to Objectives

- Dry year reliability & extreme drought conditions
- Increase use of District's water supplies & treatment capacity
- Provide long-term financial benefits to District ratepayers

Implementation Complexity

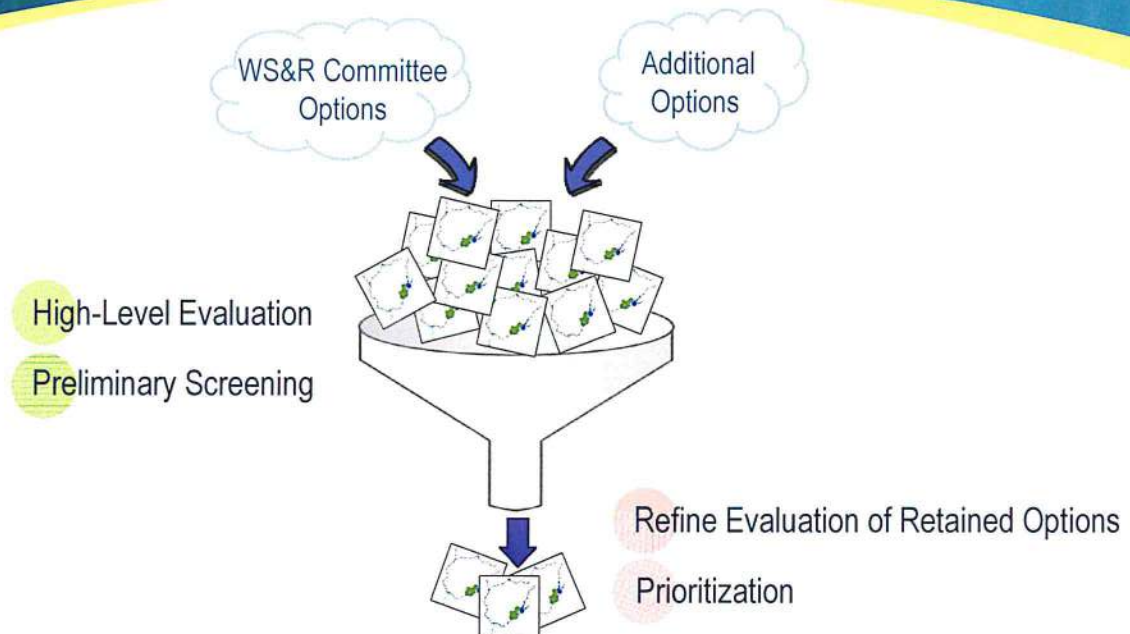
- Environmental & permitting requirements and approvals
- Water rights and contracts requirements, Institutional
- Land acquisitions, public support, & schedule

Uncertainty

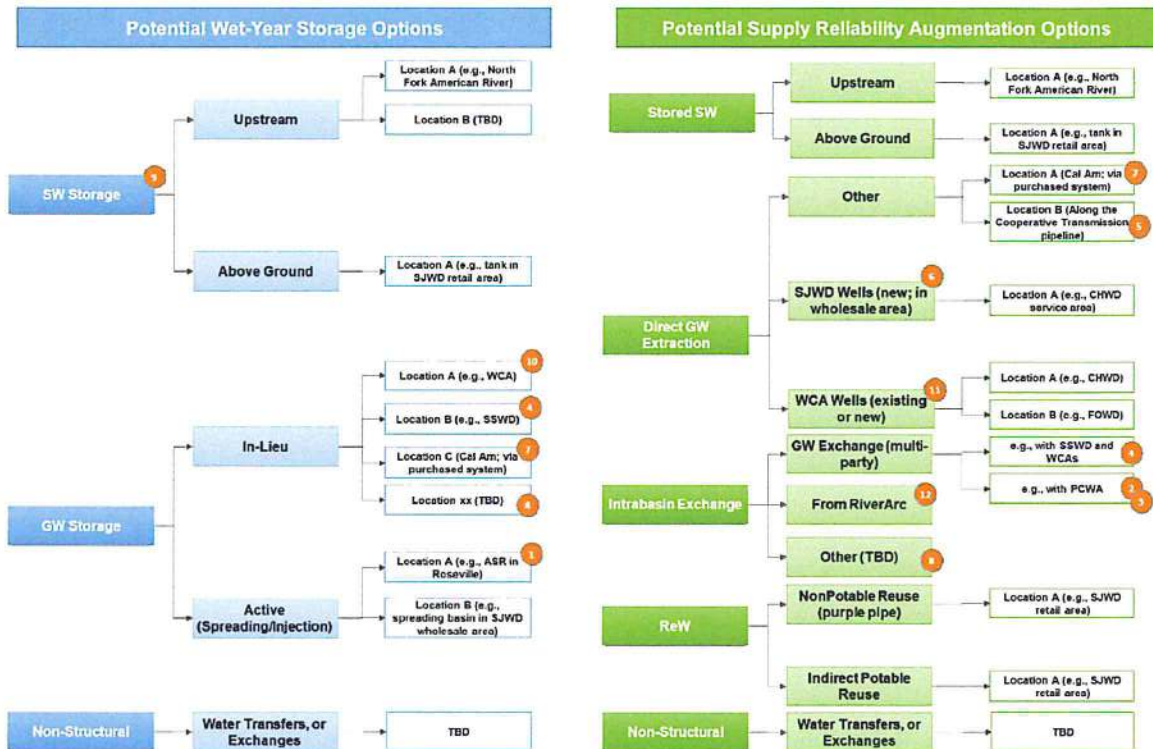
- Costs
- Yield and reliability



Two-Step Evaluation and Screening



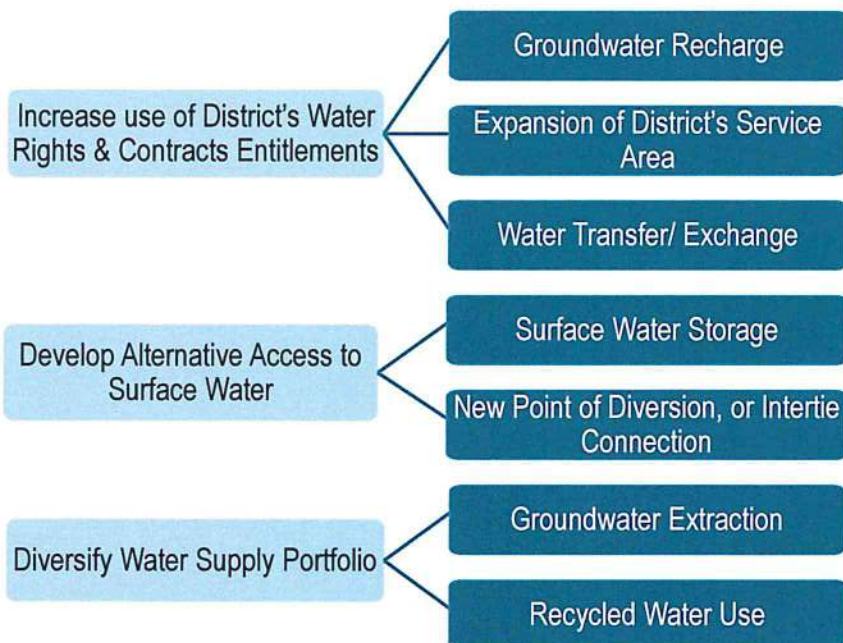
Water Management Options Development



Water Management Options

Strategies

Tactics



Preliminary Evaluation

- Using existing information
- Qualitative & quantitative evaluation
- Consistent level of detail

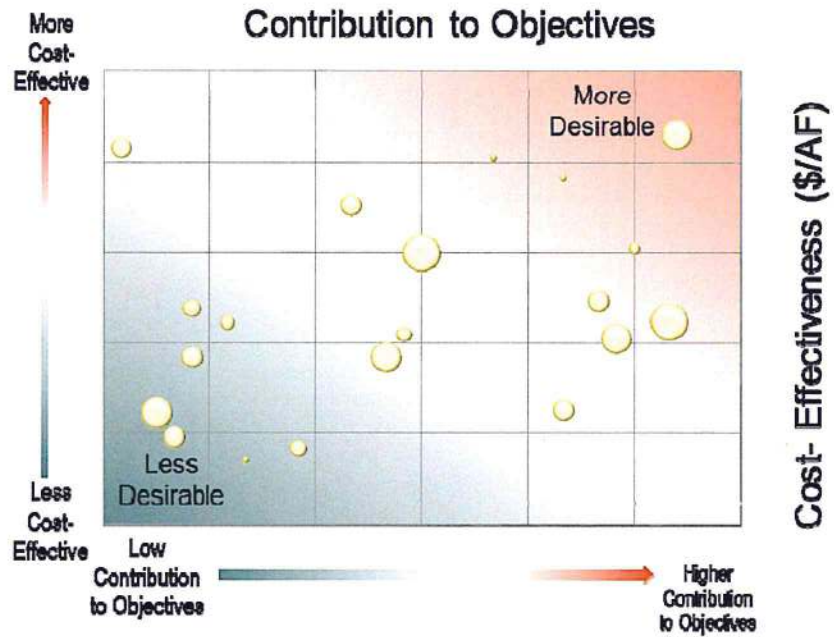
SAN JUAN WATER DISTRICT WATER SUPPLY & RELIABILITY STUDY Project Evaluation Summary			
ID:		Type:	
Project Name:		Type:	
CRITERIA / METRICS	ASSESSMENT/ VALUE	SCORE	NOTES
Cost-Effectiveness			
Yield - Long-term Average (TAF/year)	1.0	N/A	
Water Supply Source	Pre-1914 and appropriate water right	APPR	
Total Cost (\$)	\$ 6,000,000,000	N/A	6 to 10 billion dollar estimate (Reclamation, 2013)
Overall Cost-effectiveness (\$/AF) (Total Cost / Yield)	\$ 326,228	N/A	Annualized, 3.5% discount rate over 30 year project life
Contribution to Objectives			
Perfect Beneficial Use	Moderate Potential	🟡🟡	
Improve Dry Year Reliability	High Potential	🟢🟢🟢	
Provide Financial Benefit	Low Potential	🔴	
Implementation Complexity			
Environmental Compliance Requirements	Complex: Likely EIS/ER	🔴	
Permitting Requirements	Complex: Likely Individual Permit, Formal Section 7 Consultation	🔴	
Water Rights / Contracts	Moderate: Likely Change to Point of Diversion/Place of Use	🟡🟡	
Institutional & Coordination	High: Partnerships Needed, Likely New Agreement	🔴	
Land Acquisition	High: No Willing Seller Identified	🔴	
Public Acceptance & Support	Low: Low Public Acceptance and Support	🔴	
Schedule	Greater than 3 years to implement	🔴	
Uncertainty			
Costs	Moderate: Cost Information, No Engineering Details	🟡🟡	
Yield & Reliability	Moderate: Confirmed Yield, Moderate Reliability	🟡🟡	

Evaluation of Water Management Options

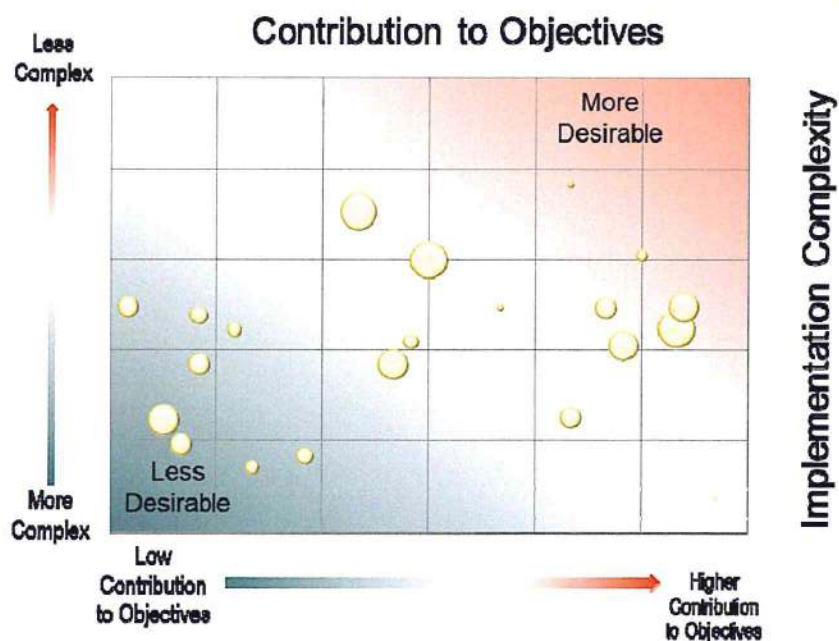
Water Management Options	Evaluation Criteria			
	Contribution to Objectives	Cost-Effectiveness	Implementation Complexity	Uncertainty
1	🟢🟢🟢	🟡🟡	🟡🟡	🔴
2	🟢🟢🟢	🔴	🔴	🟡🟡
3	🟡🟡	🟢🟢🟢	🟢🟢🟢	🟡🟡
4	🟡🟡	🔴	🟡🟡	🟢🟢🟢
5	🟢🟢🟢	🟡🟡	🟡🟡	🟢🟢🟢
6	🔴	🟢🟢🟢	🟢🟢🟢	🟡🟡
7	🟢🟢🟢	🔴	🟢🟢🟢	🟢🟢🟢
9	🟢🟢🟢	🟡🟡	🟢🟢🟢	🔴



Trade-off Analysis



Trade-off Analysis



Preliminary Screening of Options

- Trade-off analyses will help identify options that consistently rank in desirable and in less desirable zones
- Group options into 3 groups:
 - High potential
 - Moderate potential
 - Low potential
- Input from Water Supply & Reliability Committee and Board



Refined Evaluation and Prioritization

- Refine evaluation of option, implementation requirements, and conceptual cost estimates
- Conduct trade-off analysis
- Develop an overall score to assist in prioritization:
 - Input from the WS&R Committee and Board on the relative importance of the four criteria
 - Sensitivity analysis of assigned weights
- Develop prioritized list, and potential recommendations for bundled actions



Next Steps

Wholesale Customer Agencies Status Meeting	Mar 14, 2016
Review Meeting with WS&R Committee	Apr 6, 2016 (tentative)
Presentation at District Board Meeting	Apr 20, 2016
TM4 High-Level Evaluation and Screening of Water Management Options	Apr/May 2016

