

**CITRUS
HEIGHTS
WATER
DISTRICT**

6230 Sylvan Road
P.O. Box 286
Citrus Heights
California
95611-0286

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**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
OCTOBER 13, 2015 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 Human Resources Specialist 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, subject to reasonable time limitation of each 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-1a. Minutes of the Regular Meeting – September 8, 2015.
- CC-1b. Minutes of the Special Meeting – September 8, 2015.
- CC-2. Assessor/Collector's Report for September 2015.
- CC-3. Accounts Receivable Analysis Report for September 2015
- CC-4. Assessor/Collector's Roll Adjustments for September 2015.
- CC-5. Treasurer's Report for September 2015.
- CC-6. Funds and Reserves Report for September 2015.
- CC-7. Operations Budget Analysis for September 2015.
- CC-8. Capital Improvements Budget Analysis for September 2015.
- CC-9. Payables for September 2015.
- CC-10. CAL-Card Purchases for September 2015.
- CC-11. Summary of 2015 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. Sohal

- CC-12. Administration Building Improvements Project.
Receive and file a status report on the Project.
- CC-13. Skycrest Well Equipping Project.
Receive and file a status report on the Project.

PRESENTATIONS:

- P-1. Drought Response Plan Update (I)
- P-2. 2016 Water Rates and Miscellaneous Charges and Fees, 2016 Capacity Charges and 2016 Water Shortage Rates (D/I)

OLD BUSINESS:

- O-1. Antelope Pump-Back Booster Pump Station Project (I)
Discuss the Antelope Pump-Back Booster Pump Station Project between San Juan Water District and Sacramento Suburban Water District and its relationship to Operation of the Cooperative Transmission Pipeline.
- O-2. Call for a Public Hearings (A)
Call for Public Hearings on November 17, 2015 on the following:
- a. 2016 Operating and Capital Improvement Budgets.
 - b. 2016 Water Rates and Miscellaneous Charges and Fees.
 - c. 2016 Capacity Charges.
 - d. Water Shortage Rate Structure

NEW BUSINESS:

- N-1. Training/Continued Education /Meetings (I)
Discuss training, continued education, and meeting opportunities.
- N-2. Selection of District Auditor (A)
Consider the selection of an accounting firm to provide independent financial audit services for the District.
- N-3. Associate Civil Engineering Services (A)
Consider entering into a Professional Services Agreement with Ernest L. Leporini, P.E., to provide Associate Civil Engineering services on an interim basis.
- N-4. Construction Inspection Services (A)
Consider entering into a Professional Services Agreement with Sharp Inspection Group, Inc. to provide services related to two Capital Improvement Projects and other Private Developer Projects as needed.
- N-5. San Juan Park Water Main Project (A)
Consider acceptance of a bid to install a 12-inch transmission main and an 8-inch distribution main at San Juan Park in the City of Citrus Heights.

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. 2015 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, Straus).
 - a. Executive Committee.
- 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.
- AGM-4. Finance.

GENERAL MANAGER'S REPORTS (I):

- GM-1. Employee Recognition.
- GM-2. General Manager's Task List.

CORRESPONDENCE:

CLOSED SESSION:

None

OPEN SESSION:

- CL-1. Report from Closed Session.

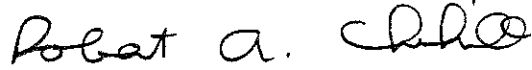
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

November 10, 2015	6:30 PM	Regular Meeting
November 17, 2015	6:30 PM	Special Meeting
December 8, 2015	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 Regular District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 and at the Temporary District Administrative Office Building, 7011 Sylvan Road, Suite E, 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: October 8, 2015

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
September 8, 2015

The Regular Meeting of the Board of Directors was called to order at 6:31 PM by President Dains and roll was called. Present were:

Allen B. Dains, President
Caryl F. Sheehan, Vice President
Raymond A. Riehle, Director
Robert Churchill, General Manager
Hilary M. Straus, Assistant General Manager
John J. Townsel, Operations Manager
Paul A. Dietrich, Project Manager
Susan Sohal, Accounting Supervisor
David Gordon, Associate Civil Engineer
Missy Pieri, Associate Civil Engineer
Nick Spiers, Water Distribution Specialist
James Buford, Distribution Lead Worker/Operator

VISITORS

None.

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

No public comment.

CONSENT CALENDAR

President Dains asked for a motion on the Consent Calendar.

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

- 1a. Minutes of the Regular Meeting of August 11, 2015.
- 1b. Minutes of the Special Meeting of August 18, 2015.
- 1c. Minutes of the Special Meeting of August 25, 2015.
2. Assessor/Collector's Report for August 2015.
3. AR Analysis Report for August 2015.
4. Assessor/Collector's Roll Adjustments for August 2015.
5. Treasurer's Report for August 2015.
6. Funds and Reserves for August 2015.
7. Operations Budget Analysis for August 2015.
8. Capital Improvements for August 2015.
9. Payables for August 2015.

10. CAL-Card Purchases – August 2015.
11. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.
12. Greenback Lane Easements Acceptance.
13. Southgrove Drive Grant of Easement to SMUD

ASSESSOR/COLLECTOR'S REPORT TO THE BOARD OF DIRECTORS		
CITRUS HEIGHTS WATER DISTRICT		
Month of Aug 31, 2015		
BEGINNING ACCOUNTS RECEIVABLE BALANCE		\$866,896
ACCRUED REVENUE		
Penalties & Costs	\$5,014	
Fire Protection Services Charge	\$8,893	
Backflow Service Charge	\$6,052	
Dom - Cons	\$1,019	
Dom - Commercial - Cons	\$40,873	
Dom - Residential - Cons	\$322,482	
Dom - Public Agency - Cons	\$9,206	
Construction Meters - Cons	\$86	
Irrigation - Cons	\$2,880	
Irr - Commercial - Cons	\$8,408	
Irr - Residential - Cons	\$13,248	
Irr - Public Agency - Cons	\$9,269	
Dom - Commercial - SvcChg	\$36,117	
Dom - Residential - SvcChg	\$520,261	
Dom - Public Agency - SvcChg	\$8,278	
Construction Meters - SvcChg	\$98	
Irr - Commercial - SvcChg	\$6,342	
Irr - Residential - SvcChg	\$8,566	
Irr - Public Agency - SvcChg	\$2,614	
FS - Fire Service - SvcChg	\$168	
Tap Fees	\$2,390	
Surplus and Repair (S & R)	(\$8,316)	
S & R Inspection	\$6,610	
S&R Plan Check Fees	\$856	
Turn-off Fees	\$10,933	
Miscellaneous Income	\$2,371	
New Acct Setup	\$3,570	
Proceeds from Sale of Asset	\$4,834	
Water Insurance reimbursement	\$1,461	
	TOTAL REVENUE	\$1,030,288
ADJUSTMENTS		
Total Cash Receipts	\$874,942	
Deposits refunded to acct	\$8,392	
Deposit Interest refunded to acct	\$52	
Web pmts applied but not settled by Bank	\$1,774	
Web pmts settled but applied prev Month	(\$182)	
Cash Receipts to Deposits	(\$6,393)	
Customer Refunds	(\$8,656)	
Returned Checks	(\$641)	
	TOTAL ADJUSTMENTS	(\$808,268)
	TOTAL RECEIVABLES	\$1,088,916
BEGINNING LIENS RECEIVABLE BALANCE		\$268
Liens Assessed	\$0	
Liens Returned	\$0	
	TOTAL LIENS RECEIVABLE	\$268
BEGINNING GRANTS RECEIVABLE BALANCE		\$1,173
Grants Submitted	\$0	
Grants/Revs Received	\$0	
	TOTAL GRANTS RECEIVABLE	\$1,173
	TOTAL RECEIVABLES	\$1,090,358
I, Susan K. Sohal, Assessor/Collector of CITRUS HEIGHTS WATER DISTRICT,		
do hereby swear that the foregoing report is true and correct to the best of my		
knowledge and belief		
	SUSAN K. SOHAL, Assessor/Collector	
RECEIPT OF TREASURER, I hereby acknowledge the receipt from the		
Assessor/Collector of CITRUS HEIGHTS WATER DISTRICT of the sums set forth in		
the above report.		
	SUSAN K. SOHAL, Deputy Treasurer	ROBERTA A. CHURCHILL, Secretary

September 8, 2015
Board of Directors Meeting

CITRUS HEIGHTS WATER DISTRICT																
2015 ACCOUNTS RECEIVABLE ANALYSIS																
Mo-15	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Est Revenue	To Date	Balance	% Collected
Metered Service Charges	490,514	541,575	512,444	676,726	475,969	527,128	568,261	577,573					6,674,666	4,344,565	2,330,101	65.1%
Metered Water																
Tollwaste	122,655	186,081	156,132	221,021	166,384	266,544	313,535	408,100					4,594,205	1,848,535	2,745,674	40.1%
Fines	13,786	13,820	12,821	11,029	11,897	15,285	12,999	15,946					215,604	107,583	108,021	49.9%
Interest	4,180	9	9	9	4,195	0	18						0	8,420	-8,420	0.0%
Rent Acct. Fines & Backflow Fees	8,502	14,694	8,576	17,613	16,373	14,802	10,569	18,514					115,245	103,639	11,604	89.9%
WS install & S&P	4,428	44,315	9,630	1,106	29,308	5,780	9,497	1,443					26,426	105,601	-78,975	39.9%
Grant Funds	3,000	0	0	0	1,000	0	1,634	0					0	7,634	-7,634	0.0%
Misc*	1,590	276,368	41,905	26,207	88,163	12,681	81,165	8,666					128,510	467,293	-338,783	363.8%
Wastewater	6,171	0	0	0	0	0	0	0					4,429	6,171	-1,742	133.9%
Total	666,876	1,679,467	771,572	917,881	787,797	843,570	906,676	1,000,288	0	0	0	0	11,551,281	6,991,442	4,759,845	60.3%

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

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September 8, 2015
Board of Directors Meeting

ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
August 31, 2015

Board Of Directors
Citrus Heights Water District

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

LID	CID	Charge Type	Date	Reason For Cancellation	Amount
02276	0032166	3-DAY DOOR HANG	8/4/2015	New Owner	\$25.00
20552	0032059	3-DAY DOOR HANG	8/10/2015	New Owner	\$25.00
00169	0032701	3-DAY DOOR HANG	8/10/2015	New Owner	\$25.00
06017	0030869	3-DAY DOOR HANG	8/11/2015	One Time Courtesy	\$25.00
04719	0004194	3-DAY DOOR HANG	8/11/2015	One Time Courtesy	\$25.00
00936	0028988	3-DAY DOOR HANG	8/12/2015	Misapplied Payment	\$25.00
06534	0024806	3-DAY DOOR HANG	8/13/2015	New Owner	\$25.00
08733	0007817	3-DAY DOOR HANG	8/13/2015	One Time Courtesy	\$25.00
13739	0025376	3-DAY DOOR HANG	8/13/2015	Misapplied Payment	\$25.00
14615	0025376	3-DAY DOOR HANG	8/13/2015	Misapplied Payment	\$25.00
06825	0025442	3-DAY DOOR HANG	8/19/2015	One Time Courtesy	\$25.00
08638	0031404	3-DAY DOOR HANG	8/24/2015	New Owner	\$25.00
05381	0032763	3-DAY DOOR HANG	8/27/2015	Pmt Rec'd Prior to NOIT Del'y	\$25.00
10720	0009500	3-DAY DOOR HANG	8/31/2015	Pmt Rec'd Prior to NOIT Del'y	\$25.00
05651	0005031	DEFAULT	8/3/2015	One Time Courtesy	\$3.38
15051	0024179	DEFAULT	8/3/2015	One Time Courtesy	\$4.51
06095	0027273	DEFAULT	8/3/2015	One Time Courtesy	\$4.57
08817	0021050	DEFAULT	8/4/2015	One Time Courtesy	\$3.99
13735	0012202	DEFAULT	8/5/2015	One Time Courtesy	\$1.67
10580	0030308	DEFAULT	8/6/2015	One Time Courtesy	\$3.46
16174	0027577	DEFAULT	8/10/2015	One Time Courtesy	\$3.08
20552	0032059	DEFAULT	8/10/2015	One Time Courtesy	\$3.98
20552	0032059	DEFAULT	8/10/2015	One Time Courtesy	\$2.81
13427	0011923	DEFAULT	8/10/2015	One Time Courtesy	\$3.69
12045	0010671	DEFAULT	8/11/2015	One Time Courtesy	\$3.92
00936	0028988	DEFAULT	8/12/2015	Misapplied Payment	\$4.22
10145	0008973	DEFAULT	8/12/2015	Misapplied Payment	\$5.30
06534	0024806	DEFAULT	8/13/2015	New Owner	\$5.07
07535	0022672	DEFAULT	8/13/2015	New Owner	\$3.38
02370	0002138	DEFAULT	8/13/2015	One Time Courtesy	\$3.19
08765	0004856	DEFAULT	8/13/2015	One Time Courtesy	\$3.42
13739	0025376	DEFAULT	8/13/2015	Misapplied Payment	\$7.30
14615	0025376	DEFAULT	8/13/2015	Misapplied Payment	\$39.16
04695	0004148	DEFAULT	8/17/2015	One Time Courtesy	\$3.80
14678	0026414	DEFAULT	8/18/2015	New Owner	\$3.07
00374	0031925	DEFAULT	8/18/2015	One Time Courtesy	\$3.92
06183	0005496	DEFAULT	8/19/2015	One Time Courtesy	\$6.45
06887	0024056	DEFAULT	8/19/2015	One Time Courtesy	\$7.83
17590	0023629	DEFAULT	8/24/2015	One Time Courtesy	\$3.30
00829	0025174	DEFAULT	8/24/2015	One Time Courtesy	\$3.96
08638	0031404	DEFAULT	8/24/2015	New Owner	\$3.96
05694	0024567	DEFAULT	8/25/2015	Billing Distribution Error	\$4.03
08166	0031099	DEFAULT	8/26/2015	One Time Courtesy	\$4.15
13718	0022881	DEFAULT	8/26/2015	One Time Courtesy	\$2.11
11064	0020881	DEFAULT	8/27/2015	One Time Courtesy	\$1.32
04988	0028741	DEFAULT	8/31/2015	One Time Courtesy	\$3.69
01971	0001761	DEFAULT	8/31/2015	One Time Courtesy	\$4.84
03890	0003540	DEFAULT	8/31/2015	One Time Courtesy	\$3.80
13816	0012271	DISCONNECT CHG	8/11/2015	Pmt Made Prior to Shut off	\$58.00
02328	0002095	DISCONNECT CHG	8/12/2015	Pmt Made Prior to Shut off	\$58.00
13570	0026158	NSF	8/10/2015	Fraud on Customer Account	\$20.00
					\$666.33

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT
Month of August 31, 2015

RECEIPTS:			
Received from Collector		814,942	
Interest on Accounts			
LAF	4,618		
2010 COP Reserve Account			
Money Mkt Activity Acct	4		
Total Interest		4,622	
Voided Checks		0	
Total Receipts		819,563	
Balance from Last Report		9,210,481	
Total		10,030,044	

DISBURSEMENTS:			
Checks Issued / ACH Payments	887,190		
Bank Adj			
Employee Payroll & Taxes	188,048		
Director's Payroll	725		
Returned Checks	641		
		1,076,604	
TOTAL BALANCE			\$8,953,440

RECONCILEMENT:			
Bank of the West (General Account)	\$	1,369,313	
Local Agency Investment Fund	\$	6,536,777	\$0.00
COP Reserve Account	\$	533,354	
Money Mkt Activity Account	\$	530,413	
Total	\$	8,970,055	
Less Outstanding Checks - Bank of the West	\$	(28,616)	
Bank Adj	\$	12,001	
Deposits in Transit			
TOTAL BALANCE			\$8,953,440

CASH & INVESTMENT SUMMARY			
Bank of the West (General Account)	\$	1,352,896	
Local Agency Investment Fund	\$	6,536,777	
COP 2010 Reserve Account	\$	533,354	
Money Mkt Activity Account	\$	530,413	
Total	\$	8,953,440	

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.25%	4,617.50	8/1/2015

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

SUSAN K. SOHAL, Deputy Treasurer

ROBERT A. CHURCHILL, Secretary

TREASURER'S REPORT OF FUND BALANCES
August 31, 2015

	Beginning Balance 1/3/2015	Year-to-Date Transfers In / Collections	Year-to-Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	07/31/2015 Ending Balance	2015 Target Balance per Policy
Connection Fund	\$ -	\$ 660,032	\$ -			\$ 660,032	N/A
Operating Fund	\$ 2,733,934	\$ 7,152,470	\$ (8,011,358)	\$ 1,006,181	\$ (1,304,979)	\$ 1,576,248	\$1,918,930
Operating Reserve	\$ 2,835,988	\$ -	\$ -			\$ 2,835,988	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -			\$ 1,000,000	\$1,000,000
Depreciation Reserve	\$ 983,540	\$ 700,000	\$ (776,416)			\$ 907,124	\$949,000
Capital Improvement Reserve	\$ 656,209	\$ 850,000	\$ (408,441)			\$ 1,097,768	\$2,370,756
Restricted for Debt Service	\$ 536,963	\$ -	\$ -			\$ 536,963	N/A
Fleet Equipment Reserve	\$ 290,635	\$ -	\$ -			\$ 290,635	\$296,708
Employment-Related Benefits Reserve	\$ 316,967	\$ -	\$ (11,244)			\$ 305,723	\$864,229
	<u>\$ 9,354,236</u>	<u>\$ 9,362,502</u>	<u>\$ (9,207,459)</u>	<u>\$ 1,006,181</u>	<u>\$ (1,304,979)</u>	<u>\$ 9,210,481</u>	

SUSAN K SOHAL, Deputy Treasurer

TREASURER'S REPORT OF FUND BALANCES
August 31, 2015

Fund Transfers Summary:

The Operating Fund received:	\$ 1,006,180.77	from funds collected in July 2015 per Treasurer's Report
	<u>\$ 1,006,180.77</u>	
The Operating fund transferred:	\$ (1,304,978.79)	disbursements made in July 2015 per Treasurer's Report
	<u>\$ (1,304,978.79)</u>	

TREASURER'S REPORT OF FUND BALANCES
August 31, 2015

	Beginning Balance 7/1/2015	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	06/30/2015 Ending Balance	2015 Target Balance per Policy
Connection Fund	\$ -	\$ 660,032	\$ -	\$ 76,826	\$ (736,858)	\$ -	N/A
Operating Fund	\$ 2,739,934	\$ 7,152,470	\$ (8,011,358)	\$ 366,000	\$ (226,826)	\$ 2,014,220	\$1,918,930
Operating Reserve	\$ 2,835,988	\$ -	\$ -			\$ 2,835,988	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -		\$ (366,000)	\$ 634,000	\$1,000,000
Depreciation Reserve	\$ 989,540	\$ 700,000	\$ (776,416)			\$ 907,124	\$949,000
Capital Improvement Reserve	\$ 656,209	\$ 850,000	\$ (408,441)	\$ 886,858		\$ 1,984,626	\$2,370,756
Restricted for Debt Service	\$ 536,963	\$ -	\$ -			\$ 536,963	N/A
Fleet Equipment Reserve	\$ 290,635	\$ -	\$ -			\$ 290,635	\$296,708
Employment-Related Benefits Reserve	\$ 316,967	\$ -	\$ (11,244)			\$ 305,723	\$864,229
	\$ 9,354,236	\$ 9,362,502	\$ (9,207,459)	\$ 1,329,684	\$ (1,329,684)	\$ 9,509,279	

HILARY M. STRAUS, Treasurer

TREASURER'S REPORT OF FUND BALANCES
August 31, 2015

Fund Transfers Summary:

The Operating Fund received:	\$ 366,000.00	from funds collected in June 2015 per Treasurer's Report
	\$ 366,000.00	
The Operating Fund transferred:	(226,826.00)	disbursements made in June 2015 per Treasurer's Report
	\$ (226,826.00)	

CITY OF HEAVENLY WATER DISTRICT					
BUS OPERATING EXPENDITURES VS BUDGET					
August 31, 2015					
Account	Description	2015 YTD Expense	2015 YTD Revenue	2015 Budget	Variance %
Water Demand Management					
0000-51000-01	WATER DEMAND MANAGEMENT - POSTAGE	5,615	11,566	13,390	2,021 84%
0000-51000-02	WATER DEMAND MANAGEMENT - PRINTING	2,676	8,423	7,604	(1,419) 120%
0000-51000-03	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	-	3,593	8,137	(4,566) 105%
0000-51000-04	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	3,920	35,262	71,022	32,770 39%
0000-51000-05	WATER DEMAND MANAGEMENT - OTHER	465	4,535	7,132	2,586 63%
0000-51000-06	WATER DEMAND MANAGEMENT - EDUCATIVE PROGRAMS	2,256	11,531	23,400	15,899 42%
0000-51000-11	WATER DEMAND MANAGEMENT - PRODUKT RESPONSE	4,422	23,641	146,000	122,359 16%
		19,340	106,539	288,156	172,804 38%
Operations					
0000-52000-00	PURCHASED WATER	-	1,468,240	2,295,483	827,243 61%
0000-52050-00	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	-	-	5,000	5,000 0%
0000-52300-01	POWER TO WELLS	4,275	67,205	177,499	116,287 77%
0000-52300-02	WELLS - REPAIRS	1,213	3,466	23,228	19,762 14%
0000-52400-00	WATER QUALITY ANALYSES	1,174	12,974	19,432	6,458 66%
0000-54200-01	FIELD MISCELLANEOUS - DUMP FEES	-	961	-	(961) 0%
0000-54200-03	FIELD MISCELLANEOUS - OTHER	37	91	500	409 12%
0000-54210-00	SMALL TOOLS - FIELD	155	18,040	15,000	(3,040) 120%
0000-54211-00	SUPPLIES - FIELD	1,233	19,248	18,000	(1,248) 106%
0000-54220-00	MATERIALS	19,619	(67,396)	35,000	(132,390) 47%
0000-54222-00	ROADWAY (Allotment to CIP)	(18,045)	(181,872)	-	181,872 0%
0000-54231-01	MAINTENANCE AGREEMENTS - EQUIPMENT	25	1,285	6,670	5,385 19%
0000-54231-02	MAINTENANCE AGREEMENTS - SOFTWARE	2,176	11,817	14,037	(4,881) 104%
0000-54241-01	REPAIR - FLEET EQUIPMENT	2,493	21,115	32,000	10,885 66%
0000-54241-02	REPAIR - TOOLS AND EQUIPMENT	-	2,573	12,000	9,427 21%
0000-54242-00	GAS AND OIL	5,986	27,200	51,000	23,800 33%
0000-54243-01	EQUIPMENT RENTAL - FIELD	106	1,855	5,000	3,145 58%
0000-54243-02	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	1,191	11,670	11,580	510 95%
0000-54250-01	PERMITS FEES - AIR QUALITY / HAZ MAT	-	5,501	4,800	(501) 110%
0000-54250-02	PERMITS FEES - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	-	3,726	14,000	10,274 26%
0000-54250-05	PERMITS FEES - ENCROACHMENT PERMITS	3,151	25,127	29,000	3,873 85%
		25,996	1,742,857	2,902,228	971,615 66%
Professional & Contract Services					
0000-56840-01	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	-	18,855	13,000	(5,855) 141%
0000-56840-02	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	3,689	26,611	5,000	(21,611) 532%
0000-56840-03	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR (Allotment to CIP)	(2,619)	(14,443)	-	14,443 0%
0000-56840-05	PROFESSIONAL / CONTRACT SERVICES - WELLS	-	-	10,000	10,000 0%
0000-56840-04	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	-	-	-	0%
0000-56840-05	PROFESSIONAL / CONTRACT SERVICES - METER READING	9,019	70,247	108,960	38,713 64%
0000-56840-06	PROFESSIONAL / CONTRACT SERVICES - BILL PREPAYMENT	2,443	17,756	26,400	8,644 67%
0000-56840-04	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	-	-	-	0%
0000-56840-05	PROFESSIONAL / CONTRACT SERVICES - OTHER	6,771	38,394	72,169	33,775 12%
0000-54231-01	CONTRACT SERVICES - CONCRETE	809	7,646	10,000	2,354 76%
0000-54231-02	CONTRACT SERVICES - MISC FIELD / O&M	3,594	14,906	30,400	11,494 62%
0000-54231-03	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	-	-	2,000	2,000 0%
0000-54231-04	CONTRACT SERVICES - PAYING	-	5,820	23,000	16,180 35%
		23,901	193,794	642,929	449,135 85%
Administration & General Services					
0000-56120-00	ADMINISTRATIVE	399	3,695	9,313	5,618 30%
0000-56130-00	EXERCISES	6,540	40,587	71,000	30,413 57%
0000-56140-00	OFFICE EXPENSE	659	7,835	15,000	7,165 52%
0000-56110-00	SMALL OFFICE EQUIPMENT	5,242	5,242	3,000	(2,242) 262%
0000-56220-00	DUES & SUBSCRIPTIONS	1,193	89,108	102,210	13,102 87%
0000-56230-00	POSTAGE	4,365	63,487	91,500	28,013 64%
0000-56240-00	PRINTING	5	5,262	6,000	2,737 84%
0000-56350-01	TELEPHONE - WIRELESS	1,341	9,302	11,244	2,042 81%
0000-56350-02	TELEPHONE - LOCAL / LONG DISTANCE	1,218	7,805	16,229	8,424 46%
0000-56250-04	TELEPHONE - ANSWERING SERVICE	181	1,474	2,400	926 61%
0000-56251-00	UTILITIES	2,576	18,843	18,720	(123) 100%
0000-56810-00	LEGAL & AUDIT	-	43,365	57,680	14,315 75%
0000-56830-00	CONTINUED EDUCATION	1,631	14,010	31,580	17,570 44%
0000-56846-00	PUBLICATION NOTICES	-	-	1,256	1,256 0%
0000-56850-01	OFFICE MISC - DISTRICT EVENTS	260	3,926	4,902	977 60%
0000-56850-02	OFFICE MISC - MEETING ACCOMMODATIONS	7	147	309	162 47%
0000-56850-03	OFFICE MISC - OTHER	-	6,807	1,200	(5,607) 367%
0000-56850-04	OFFICE MISC - MILESTONE EVENTS	-	2,100	2,100	0%
0000-56850-00	COMPUTER SOFTWARE	-	3,662	3,662	0%
		26,730	318,759	485,228	166,469 79%
Administration Other					
0000-56843-00	ELECTION EXPENSE	-	-	-	0%
0000-54110-00	DIRECTOR SALARY & COMPENSATION	724	10,875	20,300	9,425 53%
0000-54110-01	RETIREMENT/HEALTH CARE BENEFIT	2,532	30,286	41,563	11,277 68%
		3,256	41,161	61,863	20,702 59%
Salary & Benefits					
0000-54120-01	SALARY - GENERAL MANAGER	13,869	113,868	186,302	70,434 62%
0000-54120-02	SALARY - ASSISTANT GENERAL MANAGER	10,386	92,522	141,960	49,438 65%
0000-54120-03	SALARY - OFFICE (4 authorized positions)	26,629	225,420	348,156	122,737 64%
0000-54120-04	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	12,391	94,460	145,936	51,476 64%
0000-54120-05	SALARY - ADMIN (Allotment to CIP)	(2,746)	(21,895)	-	21,895 0%
0000-54130-01	SALARY - OPERATIONS MANAGER	10,252	87,468	141,522	54,054 61%
0000-54130-02	SALARY - FIELD / O&M (15 authorized positions)	77,465	659,199	1,069,222	410,023 61%
0000-54130-03	STANDBY DUTY	1,289	10,880	16,640	5,760 64%
0000-54130-00	SALARY - OPERATIONS (Allotment to CIP)	(29,774)	(222,983)	-	222,983 0%
0000-54140-01	SALARY - PROJECT MGMT & ENGINEERING	20,370	221,829	-	221,829 0%
0000-54140-01	SALARY - PROJECT MGMT & ENGINEERING (Allotment to CIP)	(1,815)	(102,219)	-	102,219 0%
0000-54000-01	EMPLOYEE BENEFIT - VISION INSURANCE	402	2,272	3,000	1,828 63%
0000-54000-02	EMPLOYEE BENEFIT - DENTAL INSURANCE	5,257	30,259	41,238	10,979 73%
0000-54000-03	EMPLOYEE BENEFIT - HEALTH INSURANCE	39,317	254,565	351,272	96,707 72%
0000-54000-04	EMPLOYEE BENEFIT - PERS RETIREMENT	12,087	474,799	591,085	116,286 80%
0000-54000-05	EMPLOYEE BENEFIT - SOCIAL SECURITY	11,123	97,070	144,642	47,572 67%
0000-54000-06	EMPLOYEE BENEFIT - MEDICARE	2,635	22,782	33,827	11,045 67%
0000-54000-07	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	65	5,390	6,823	1,433 79%
0000-54000-08	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	24	13,875	20,000	12,125 51%
0000-54000-00	EMPLOYEE SALARY AND BENEFITS - (Allotment to CIP)	(60,213)	(230,284)	(929,207)	(698,923) 36%
		127,263	1,801,626	2,469,767	668,141 89%
Insurance					
0000-56310-01	INSURANCE - LIABILITY & COMPREHENSIVE	(23,883)	26,362	68,845	40,484 41%
0000-56310-02	INSURANCE - DISABILITY & LIFE	1,899	19,445	28,300	8,855 68%
0000-56310-03	INSURANCE - WORKERS COMPENSATION	24,068	24,068	54,812	30,744 56%
		2,984	71,872	151,957	79,879 47%
Reserves & Debt Services					
0000-28300-00	RATE STABILIZATION RESERVE	-	-	1,000,000	1,000,000 0%
0000-28300-00	DEPRECIATION RESERVE	-	776,416	949,000	172,584 81%
0000-28400-00	CAPITAL IMPROVEMENT RESERVE	-	408,441	1,000,000	591,559 48%
0000-28800-00	EMPLOYMENT-RELATED BENEFITS RESERVE	-	11,244	120,000	108,756 94%
0000-39000-01	DEBT SERVICE - COP SERIES 2010	-	63,213	569,200	505,987 113%
0000-59010-01	DEBT SERVICE - COP SERIES 2012	-	64,855	167,285	102,430 29%
		-	1,324,771	3,806,485	2,481,714 65%
		238,292	\$ 5,439,672	\$ 10,819,442	\$ 5,379,770 51%

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of Aug 2015

Project No.	Description	Budget				Remaining Commitments		Amounts Paid			Remaining Projection
		Total Project	Expenses to 2/2/2014	Total	2015 Expenses	Current	Projected	Month to Date	Year to Date	Project to Date	
2014-30	Sonora Way 6" and Hanson Avenue 6" Water Main Replacement Project	57,094	56,427	460,567	482,192	15,708	289	349,495	465,932	-	
2015-31	Bald Way 12" Water Main Replacement Project	510,255	-	510,255	38,806	-	-	-	-	471,448	
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project	46,262	-	46,262	-	-	-	-	-	46,262	
2015-33	Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project	33,469	-	33,469	-	-	-	-	-	33,469	
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project	255,822	-	255,822	-	-	-	-	-	255,822	
2015-35	Sunrise Blvd Streetscape Phase III	165,067	-	165,067	165,067	-	117	8,661	9,861	-	
2015-36	Sylvan Road Street Improvements	67,948	-	67,948	67,948	-	271	2,011	2,011	-	
2012-03	Auburn Blvd - Watson Way 8" Distribution Main Replacement	592,103	647,154	(55,051)	-	-	583	1,553	648,707	-	
2015-37	Park Drive/Poplar 8" Distribution Main Replacement	385,599	531,063	304,536	474,695	19,122	240	108,152	639,215	-	
Distribution Mains - Replacement		3,073,047	1,234,644	(1,788,973)	(1,728,086)	38,480	1,501	460,968	1,699,567	573,483	
2015-34	Fire Hydrants - Replacements / Upgrades / Infill / New	175,728	-	175,728	175,728	-	811	76,945	76,945	-	
Fire Hydrants - Infill		175,728	-	175,728	175,728	-	811	76,945	76,945	-	
2015-01	Annual Corporation Yard Improvements/Replacements	109,500	-	109,500	109,500	-	-	-	-	-	
2015-03	Annual Fleet and Field Operations Equipment Improvements/Replacements	174,000	-	174,000	174,000	-	-	-	-	-	
2015-04	Annual Technology Hardware and Software Improvements/Replacements	503,500	-	503,500	53,500	-	-	-	-	450,000	
2015-10	Water Main Pipeline Replacements	20,877	-	20,877	20,877	-	-	42,153	42,153	-	
2015-11	Water Valve Replacements	100,976	-	100,976	100,976	-	812	45,920	45,920	-	
2015-12	Water Service Replacements	678,800	-	678,800	678,800	-	75,837	483,165	483,165	-	
2015-38	Mariposa Avenue 12" Water Main Replacement Project	28,073	-	28,073	28,073	-	-	-	-	-	
2015-39	Cal-Am Water Lincoln Oaks Water Tank 6" Interconnection Project	58,582	-	58,582	58,582	-	-	288	288	-	
2015-40	Other City Partnership Opportunities	100,000	-	100,000	100,000	-	-	-	-	-	
2015-42	Other Miscellaneous Infrastructure Projects	100,000	-	100,000	100,000	-	-	33,993	33,993	-	
Miscellaneous Projects		1,479,588	-	(1,878,588)	(1,428,588)	550,997	76,649	608,520	608,520	450,000	
2017-33	Administration Building Expansion / Renovation Project	1,151,272	219,246	1,017,620	176,179	89,907	89	1,040,544	1,151,790	-	
Miscellaneous Projects - Construction		1,151,272	219,246	(1,017,620)	176,179	89,907	89	1,040,544	1,151,790	-	
2015-01	Annual Non-Project Specific Project Management & Implementing Salaries & Benefits	291,761	-	291,761	291,761	-	-	-	-	-	
Miscellaneous Projects - Management		291,761	-	291,761	291,761	-	-	-	-	-	
2013-30	San Juan High School 24" North Property Line Transmission Main Installation	544,364	17,277	527,087	522,968	-	7,580	74,929	32,206	-	
2014-36	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	378,304	123	378,181	346,419	-	934	32,713	32,836	-	
2015-30	Poplar Avenue 14" Transmission Main Installation	147,235	-	147,235	12,880	-	790	2,746	2,746	129,645	
Transmission Mains		1,248,998	(17,000)	(1,047,299)	(842,667)	89,907	3,983	189,945	189,945	219,645	
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Post Avenue	471,102	12,853	458,249	489,026	-	3,101	53,235	46,000	-	
2014-32	Sunrise Blvd./Highwood 12" Pipeline Replacement	79,876	189,237	2,211	57,578	-	-	56,575	195,812	-	
Distribution Mains - New and Distribution Mains - Replacements		550,981	182,090	460,450	499,599	-	3,101	89,811	241,801	-	
2015-13	Water Meter Replacements	28,441	-	28,441	28,441	-	14,347	58,433	58,433	-	
Water Meters		28,441	-	(28,441)	(28,441)	-	14,347	58,433	58,433	-	
2013-01	Fair Way 12" x 8" Interconnection w/ RV	71,128	-	71,128	28,405	-	-	-	-	42,723	
2013-06	Blossom Hill Drive 6" x 10" Interconnection w/ RV	25,655	-	25,655	25,655	-	-	-	-	-	
2013-10	Crestmont Avenue 6" Interconnection w/ RV	20,155	-	20,155	20,155	-	-	-	-	-	
2012-11	Skycrest Well No. 13 Construction	316,483	327,209	(10,726)	61,254	-	283	(569)	328,640	-	
2013-21	Skycrest Well No. 13 Construction	2,081,595	487,554	1,594,041	1,640,305	10,538	2,065	588,003	1,073,557	-	
2015-20	Groundwater Well Improvements	51,829	-	51,829	51,829	-	-	840	840	-	
2015-27	C-Bar-C Pressure Control Station	300,000	-	300,000	300,000	-	-	-	-	300,000	
Water Meters - Interconnection Water Meters		2,371,519	814,761	2,057,056	(2,291,102)	10,538	2,748	588,273	1,409,038	343,723	
Grand Total		11,000,809	2,338,145	(7,734,235)	(7,331,976)	85,334	139,327	1,977,297	5,815,440	1,488,796	

August 31, 2015 PAYABLES

59935	Sylvan Professional Plaza LLC	Fixed Assets	\$2,750.00
59936	Olga Babchaniuk	Overpayments	\$96.00
		Employee Paid	
59937	AFLAC	Insurance	\$330.86
		Contract Services-	
59938	Alexander's Contract Services	Meter Reading	\$3,445.28
59939	Aqua Sierra Controls	Wells Maintenance	\$660.60
59940	Bart/Riebes Auto Parts	Repair-Trucks	\$8.62
59941	BSK Associates	Water Analysis	\$264.00
59942	James Buford	Small Tools	\$239.22
59943	Burketts	Office Expense	\$419.04
59944	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving/Concrete	\$10,964.88
59945	City of Citrus Heights	Permit Fees	\$155.00
59946	Corix Water Products, Inc	Material	\$4,782.24

September 8, 2015
Board of Directors Meeting

59947	Sacramento County Utilities	Utilities	\$171.89
59948	Dawson Oil Company	Gas & Oil	\$1,236.79
59949	Groeniger & Company	Material	\$27.04
59950	J4 Systems	Contract Services- Other	\$1,240.00
59951	Kaler/Dobler Construction Inc	Contract Services- Engineering	\$59,170.57
59952	KASL Consulting Engineers	Contract Services- Engineering	\$10,543.00
59953	Douglas A Mac Taggart	Contract Services- Paving/Concrete	\$9,637.00
59954	Moonlight BPO	Contract Services- Bill Print	\$1,371.33
59955	Christopher Nichols	Continued Education	\$271.18
59956	Office Depot	Office Expense	\$186.30
59957	Paul Phillips Law Office	Legal & Audit	\$5,437.50
59958	R E Smith Contractor Inc	Contract Services- Wells	\$76,243.39
59959	Republic Services #922	Utilities	\$204.28
59960	Regional Water Authority	Dues & Subscriptions	\$23,232.00
59961	The Sacramento Gazette	Publication Notices	\$67.75
59962	San Juan Water District	Purchased Water Maintenance	\$502,135.26
59963	SHI International Corp	Agreement-Software	\$3,106.11
59964	SMUD	Utilities	\$9,471.41
59965	State Water Resource Control Board	Permit Fees	\$2,062.00
59966	Titan Workforce LLC	Contract Services- Temporary labor	\$1,217.00
59967	Water Research Foundation	Dues & Subscriptions	\$1,800.00
59968	Kidwell's Glass Sunrise Rec Park Dist/Stock Ranch	Liability Insurance	\$184.92
59969	Nature	Overpayments	\$450.00
59970	Joseph M Dion	Overpayments	\$35.39
59971	Mohsen/Dana L Samadzadeh	Overpayments	\$100.00
59972	Samuel R Jones	Overpayments	\$27.99
59973	Paula Zetz	Overpayments	\$12.78
59974	K L & C J Hake Family Trust	Overpayments	\$64.00
59975	Debby L Tippin	Overpayments	\$77.52
59976	Paul R/Melissa A Burke	Overpayments	\$100.58
59977	Alla Osetinsky	Overpayments	\$48.14
59978	Charlotte M Davis	Overpayments	\$79.66
59979	Roy/Irene Silvermail	Overpayments	\$31.88

September 8, 2015
Board of Directors Meeting

59980	Jodi A Becket	Overpayments	\$165.32
59981	Kraft Real Estate	Overpayments	\$31.44
59982	Taylor R Tatman	Overpayments	\$13.62
59983	Adam Farrand	Overpayments	\$155.01
59984	Robert J Kolstad	Overpayments	\$77.13
59985	Daniel R Stevens	Overpayments	\$56.90
59986	Sarah V Sawyer-Majesie	Overpayments	\$64.37
59987	Oleksandr Huzovatyy	Overpayments	\$35.05
59988	Jeremiah Santiago	Overpayments	\$22.61
59989	CA Leaping Tiger LP	Overpayments	\$72.57
59990	Todd Collins	Overpayments	\$47.47
59991	Brian Coons	Overpayments	\$21.97
59992	SSV Investments LLC	Overpayments	\$65.28
59993	Cedar Trust 7535-1/2	Overpayments	\$59.76
59994	AnswerNet	Telephone- Answering Service	\$187.66
59995	BSK Associates	Water Analysis Dues &	\$264.00
59996	State of CA Dept. of Consumer Affairs	Subscriptions	\$115.00
59997	California State Disbursement Unit	Garnishment	\$184.61
59998	California State Disbursement Unit	Garnishment	\$109.61
59999	California Surveying & Drafting Supply	Small Tools	\$5.00
60000	Comcast	Equipment Rental- Office	\$328.58
60001	Robin Cope	Health Insurance	\$397.00
60002	Coverall North America Inc	Janitorial Maintenance	\$399.00
60003	DLT Solutions LLC	Agreement-Software Contract Services- Other	\$1,035.60
60004	Employee Relations Inc	Other	\$18.50
60005	Future Ford Fleet Service Center	Repair-Trucks	\$343.20
60006	Steven Glynn	Overpayments	\$800.00
60007	Groentger & Company	Material	\$461.91
60008	Hesse, Daniel	Small Tools	\$1,159.92
60009	Integrity Administrators Inc	Health Insurance	\$264.00
60010	Kaiser Foundation Health Plan, Inc	Health Insurance	\$13,288.03
60011	Office Depot	Office Expense Contract Services- Miscellaneous	\$28.88
60012	RW Trucking	Miscellaneous	\$1,618.75
60013	Les Schwab Tires	Repair-Trucks Maintenance	\$1,327.52
60014	SHI International Corp	Agreement-Software Water Conservation-	\$2,852.99
60015	Sierra Office and Printing	Materials/Supplies	\$2,304.00

September 8, 2015
Board of Directors Meeting

60016	Valley Rubber & Gasket Co., Inc.	Supplies-Field	\$140.47
60017	Verizon Wireless	Telephone-Wireless	\$1,175.29
60018	World Environment & Energy Inc	Contract Services- Miscellaneous	\$375.00
60019	J4 Systems	Contract Services- Other	\$2,550.00
60020	Lidiya Levenets	Overpayments	\$93.19
60021	Charles M/Nancy D Creech	Overpayments	\$176.88
60022	Von Bergen Family Trust	Overpayments	\$105.31
60023	Eileen F Wright	Overpayments	\$230.61
60024	Alan J/Andrea M Zulberti	Overpayments	\$39.83
60025	Alla Osetinsky	Overpayments	\$132.37
60026	Alex/Lydia Aceves	Overpayments	\$116.99
60027	Timothy M Worny	Overpayments	\$35.88
60028	Celeste G Rodgers	Overpayments	\$60.78
60029	Sarah E Oettle	Overpayments	\$82.74
60030	Schumer Enterprises LLC	Overpayments	\$150.12
60031	Susan A Schueler	Overpayments	\$84.48
60032	Sports Destiny Investments INC	Overpayments	\$282.88
60033	Todd/Jennifer Mannerino	Overpayments	\$165.55
60034	Golden Valley Investors LLC	Overpayments	\$81.19
60035	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,985.09
60036	All American Publishing	Water Conservation - Other	\$374.00
60037	AREA Restroom Solutions	Equipment Rental- Field	\$106.20
60038	Bart/Riebes Auto Parts	Repair-Trucks	\$16.19
60039	Bennett Engineering Services, Inc	Contract Services- Engineering	\$1,789.46
60040	BSK Associates	Water Analysis	\$260.00
60041	Capital Partners Development Company	Overpayments	\$265.00
60042	City of Citrus Heights	Permit Fees	\$1,228.40
60043	Consolidated	Telephone-Local/ Long Distance	\$894.57
60044	Corelogic Information Solutions Inc	Dues & Subscriptions	\$470.83
60045	Timothy R Cutler	Continued Education	\$103.17
60046	J4 Systems	Contract Services- Other	\$2,770.00
60047	Moonlight BPO	Contract Services- Bill Print	\$2,838.62
60048	Protection One Alarm Monitoring	Equipment Rental- Office	\$688.99
60049	Sacramento Local Agency Formation	Dues &	\$1,775.00

	Commission	Subscriptions	
60050	Sophos Solutions	Contract Services- Other	\$1,860.00
60051	TechnoFlo Systems	Repair- Equipment/Hardware	\$1,216.90
60052	A. Teichert & Son, Inc.	Road Base	\$1,890.46
60053	Titan Workforce LLC	Contract Services- Temporary labor	\$2,294.33
60054	Tree Pros, Inc	Contract Services- Miscellaneous	\$1,000.00
60055	Unum Life Insurance Co of America	Disability & Life Insurance	\$1,741.82
60056	Voyager Fleet Systems Inc	Gas & Oil	\$4,499.79
60057	WaterWise Consulting, Inc	Water Conservation- Contract Services	\$1,500.00
60058	Warren Consulting Engineers Inc	Contract Services- Engineering	\$4,250.00
60059	Deven S or Natalie L Detwiler	Toilet Rebate Program	\$75.00
60060	Michael A or Janet A Dokey	Toilet Rebate Program	\$150.00
60061	Kristina Foley	Toilet Rebate Program	\$75.00
60062	Albert D or Ramona S Gonzales	Toilet Rebate Program	\$75.00
60063	Brian D or Cari L Gruelle	Toilet Rebate Program	\$75.00
60064	John J or Armenia Harned	Toilet Rebate Program	\$75.00
60065	Michael J or Virginia J Herte	Toilet Rebate Program	\$75.00
60066	Victoria Nunes	Toilet Rebate Program	\$150.00
60067	Sharon R Reeves	Toilet Rebate Program	\$150.00
60068	Sunrise Recreation & Park District	Water Conservation - Other	\$450.00
60069	Maria or Eleazar Cholula	Toilet Rebate Program	\$150.00
60070	Craig C or Elizabeth Cook	Toilet Rebate Program	\$75.00
60071	Eftihia Pantelias	Overpayments	\$81.58
60072	Sandra A Artesi	Overpayments	\$7.35
60073	Joan Tait Living Trust	Overpayments	\$133.42
60074	Mitchel/Susan Benson	Overpayments	\$13.72
60075	Barry J Lucas	Overpayments	\$6.70

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60076	Frances Sandin TTE/Elba Sandin Trust	Overpayments	\$11.55
60077	Meredith Hansen	Overpayments	\$214.18
60078	Carolyn J Fisher	Overpayments	\$79.94
60079	Steve's Pizza	Overpayments	\$248.43
60080	Kelley E/Susan G Simmons	Overpayments	\$66.76
60081	Eric T Whitley	Overpayments	\$167.75
60082	Diana Garcia	Overpayments	\$61.68
60083	Dale Callaghan	Overpayments	\$22.35
60084	Sergii Ryshko	Overpayments	\$132.28
60085	Randy/Beth Lind	Overpayments	\$39.45
60086	4Neighbours LLC	Overpayments	\$177.68
60087	Valli Construction Inc.	Overpayments	\$1,191.53
60088	ABA DABA Rentals & Sales	Supplies-Field Employee Paid	\$248.56
60089	AFLAC	Insurance	\$330.86
60090	Alexander's Contract Services	Contract Services- Meter Reading	\$2,737.63
60091	CirclePoint	Water Conservation- Contract Services Maintenance Agreement- Equipment	\$2,561.25
60092	Connected Document Solutions	Equipment	\$312.40
60093	Corix Water Products, Inc	Material	\$1,055.17
60094	Cybex	Equipment Rental- Office	\$129.12
60095	Gaynor Telesystems Incorporated	Fixed Assets	\$589.89
60096	Brian M Hensley	Continued Education	\$341.19
60097	J4 Systems	Contract Services- Other	\$900.00
60098	Moonlight BPO	Contract Services- Bill Print	\$2,919.08
60099	Petty Cash	Petty Cash	\$177.88
60100	Pacific Gas & Electric	Utilities	\$10.27
60101	Sacramento County	Permit Fees Maintenance	\$1,922.60
60102	SHI International Corp	Agreement-Software Equipment Rental- Office	\$1,341.12
60103	Sonitrol	Telephone-Local/ Long Distance	\$305.23
60104	SureWest Directories	Contract Services- Temporary labor	\$49.00
60105	Titan Workforce LLC	Contract Services- Miscellaneous	\$3,948.00
60106	Tree Pros, Inc	Miscellaneous	\$600.00
60107	Verizon Wireless	Telephone-Wireless	\$1,185.63

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60108	California State Disbursement Unit	Garnishment	\$184.61
60109	California State Disbursement Unit	Garnishment	<u>\$109.61</u>
Total			<u>\$832,631.49</u>

ACH	VANCO JULY 2015	Bank Fee	\$71.80
ACH	PAYCHEX AUGUST 2015	Contract Services- Other	\$507.40
ACH	VALIC 8/13/15	Deferred Compensation	\$2,020.00
ACH	VALIC 8/23/15	Deferred Compensation	\$2,020.00
ACH	VOYA 8/13/15	Compensation Deferred	\$45.00
ACH	VOYA 8/23/15	Compensation	\$45.00
ACH	PERS 7/30/15 PAYROLL	PERS	\$13,332.84
ACH	PERS 8/13/15 PAYROLL	PERS	\$13,332.84
ACH	BANK OF THE WEST 8/20/15	Bank Fee	\$2,621.73
ACH	ELAVON JULY2015FD	Bank Fee	\$504.97
ACH	ELAVON JULY2015PH	Bank Fee	\$205.23
ACH	ELAVON JULY2015WEB	Bank Fee	\$3,247.88
ACH	WHA Sept 2015	Health Insurance	<u>\$16,604.00</u>
Total			<u>\$54,558.69</u>

Grand Total			<u><u>\$887,190.18</u></u>
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September Checks Approved At September Board Meeting

60132	SMUD	Utilities	\$10,641.48
60123	Miles Treaster & Associates	Office Expense	\$25,348.12
60120	Kaler/Dobler Construction Inc	PC-Engineer	\$45,096.11
60126	R E Smith Contractor Inc	PC-Wells	<u>\$143,141.70</u>
			<u>\$224,227.41</u>

ACH	ELAVON 2015PH	Bank Fee	\$162.72
ACH	UNION BANK 2015 INTEREST PYMT	COP Debt Service	\$48,643.75
ACH	ELAVON 2015FD	Bank Fee	\$213.99
ACH	ELAVON 2015WEB	Bank Fee	\$2,486.75
ACH	PAYCHEX 7/10/15	Contract Services- Other	\$343.85

ACH	PERS 7/16/15	PERS	\$13,468.14
Total			<u>\$65,319.20</u>
 Grand Total			 <u><u>\$65,319.20</u></u>

August Checks Approved At August Board Meeting

59964	SMUD	Utilities	\$9,471.41
59953	Douglas A MacTaggart	Contract Services- Paving/Concrete	\$9,637.00
59952	KASL Consulting Engineers	Contract Services- Engineering	\$10,543.00
59944	Central Valley Engineering & Asphalt, Inc.	Contract Services- Paving/Concrete	\$10,964.88
59960	Regional Water Authority	Dues & Subscriptions	\$23,232.00
59951	Kaler/Dobler Construction Inc	Contract Services- Engineering	\$59,170.57
59958	R E Smith Contractor Inc	Contract Services- Wells	\$76,243.39
59962	San Juan Water District	Purchased Water	\$502,135.26
			<u>\$701,397.51</u>

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 20-2015

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
BUBBA'S GREENBACK 1, INC.
FOR WATER DISTRIBUTION FACILITIES AT
7411 Greenback Lane, Citrus Heights, CA

Whereas BUBBA'S GREENBACK 1, INC., 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 therefrom 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, State of California particularly described as follows:

An easement twenty feet in width for public water purposes over a portion of The Lands of Bubba's Greenback 1, Inc. as described in the Grant Deed recorded on October 28, 2014 in Document No. 2014-10281480, Official Records of Sacramento County, the West sideline being described as follows:

Beginning at the most Westerly corner of the certain tract of land designated "Erickson Construction Company and Henry Kroeger 5.211 acres Net Area" as filed January 19, 1960, in Book 15 of Survey at Page 26;

Thence from said Point of Beginning, along a curve concave northeasterly, having a radius of 560.00 feet, through a central angle of 25° 47' 58", the initial radial of which bears North 77° 54' 21" West to the Point of Termination.

The herein described area contains 4,910 square feet, more or less.

Affecting a portion of APN 243-0020-007.

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 September 2015 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. 21-2015

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
BUBBA'S GREENBACK 1, INC.
FOR WATER DISTRIBUTION FACILITIES AT
7411 Greenback Lane, Citrus Heights, CA

Whereas BUBBA'S GREENBACK 1, INC., 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, State of California particularly described as follows:

An easement ten feet in width for public water purposes over a portion of The Lands of

Bubba's Greenback 1, Inc. as described in the Grant Deed recorded on October 28, 2014 in Document No. 2014-10281480, Official Records of Sacramento County, the South sideline being described as follows:

Beginning at the northeast corner of a "Public Highway or Road" Right of Way as described in the Right of Way Deed recorded on November 10, 1993 in Book 931110 at Page 556 Official Records of Sacramento County;

Thence from said Point of Beginning, along the North line of said Right-of-Way, North 88° 44' 50" West 43.00 feet to the Point of Termination.

The herein described area contains 430 square feet, more or less.

Affecting a portion of APN 243-0020-007

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 September 2015 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

5640 Southgrove Drive Grant of Easement to SMUD

General Manager Churchill wrote that as a condition of receiving electrical service to the Skycrest Well site at 5640 Southgrove Drive, SMUD is requiring an easement from the District. The easement requested is 10.00 feet in width along the northerly site frontage.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 22-2015

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
APPROVING GRANTING AN EASEMENT
TO
SACRAMENTO MUNICIPAL UTILITY DISTRICT

WHEREAS, CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, is the owner of that certain property identified by Sacramento County Assessor's Parcel Number 233-0060-007, further known as the Skycrest Well, 5640 Southgrove Drive; and

WHEREAS, CITRUS HEIGHTS WATER DISTRICT, receives utility service to said property from the SACRAMENTO MUNICIPAL UTILITY DISTRICT; and

WHEREAS, the SACRAMENTO MUNICIPAL UTILITY DISTRICT has installed facilities over and upon said property for the purpose of providing utility service to CITRUS HEIGHTS WATER DISTRICT and others; and

WHEREAS, the SACRAMENTO MUNICIPAL UTILITY DISTRICT, as a requirement of providing service to said property, is requiring an easement across said property.

NOW THEREFORE BE IT RESOLVED that, for a valuable consideration, CITRUS HEIGHTS WATER DISTRICT does hereby approve the granting of an easement to the SACRAMENTO MUNICIPAL UTILITY DISTRICT over that certain real property situate in the City of Citrus Heights, County of Sacramento, State of California, particularly described as follows:

A strip of land 10.00 feet in width, the centerline of which is described as follows: Beginning at a point on the south line of Parcel 4 as shown on the Parcel Map entitled "A Portion of Lot 22, as shown on the "Plat of Citrus Heights" Bk 10 Maps 7" recorded in the Office of the Recorder of Sacramento County on February 1, 1979 in Book 45 of Parcel Maps at Page 14, located North 89°41'15" East 16.22 feet from the southwest corner of said Parcel 4; thence from said point of beginning South 59° 28'42" East 29.88 feet; thence North 88°35'48" East 35.15 feet; thence

North 20° 48'34" East 15.68 feet to a point on the south line of Parcel 3 as shown on said Parcel Map.

BE IT FURTHER RESOLVED that the President of the Board of Directors is hereby authorized to execute said Grant of Easement on behalf of the District.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 8th day of September 2015 by the following vote, to wit:

AYES:	Directors:	Dains, Sheehan, Riehle
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
Citrus Heights Water District

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

OLD BUSINESS

2016 Budgets & Water Rates

The Board of Directors reviewed and discussed major issues related to the draft Operating and Capital Improvement Budgets for 2016, water rate issues for 2016 and water rate adjustment options for 2016. Following discussion, the Board provided direction to the staff to issue a Proposition 218 notice describing a proposed 14% rate adjustment, and to move forward with a public engagement and public information program concerning the issues driving the proposed rate increase. The Board direction included bringing back a budget for consideration that includes the new proposed Senior Construction Inspector position.

The Board adjourned for a break at 8:33 PM.

The Board reconvened at 8:45 PM.

Antelope Pump-Back Booster Pump Station Project

General Manager Churchill reported that a meeting that was scheduled for September 8th with SJWD AGM Keith Durkin to continue discussion on the utilization of the Cooperative Transmission Pipeline (CTP) to facilitate water deliveries from the Antelope Pump-Back Booster Pump Station Project did not occur due to conflicts with other activities.

Key to the discussion will be a review of the CTP Ownership, Operations and Maintenance Agreement between SJWD, CHWD, FOWD, OVWC and SSWD and whether the Agreement needs to be amended to facilitate the Project.

Administration Building Improvements

GM Churchill provided an update on the status of the Administration Building Improvement project.

On December 9, 2014, the Board of Directors accepted the Bid of Kaler/Dobler Construction, Inc. in the amount of \$743,200 for construction of the Administration Building Expansion and Renovation Project.

Subsequently, as authorized, the General Manager executed an Agreement for Construction Services with the Contractor. A project contingency amount of \$50,000 was initially authorized for change orders and supplemented by an additional \$20,000, primarily for changes to the window orientation in the General Manager's office.

Construction began on Tuesday January 20, 2015. The construction efforts are on schedule that forecast completion by September 22, 2015. Completion of the Project is now estimated to be September 18, 2015. The project is estimated at 95% complete.

The amount paid to the contractor to date is \$683,182.29 This amount is inclusive of \$53,737.00 in change orders as approved for addressing unknown conditions and for additional work, including replacement and upgrading existing insulation, kitchen exhaust fan, complete exterior painting, electrical changes and asphalt sealing.

Tasks remaining to be completed per the contract schedule are as follows:

Building:

Casework/Millwork Repairs
Glazing at Customer Service Counters
Signage
Flooring in GM Office
New Window and Window Abandonment in GM Office
Equipment and System Startups

Furnishing purchased through Miles-Treaster & Associates has arrived and is in their storage.

Skycrest Well Equipping

Operations Manager Townsel provided an update on the Skycrest Well development project.

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 is expected by November 1, 2015.

Construction at the site continues. Rough grading has been completed and the installation of the 12-inch piping is complete. Pipe chlorination and bac-t sampling are pending before the final tie-in to the system will be done.

The building is complete.

The site finish grading and fencing will begin after the final tie in to the system.

NEW BUSINESS

Training/Continued Education/Meetings

The Board was informed of various upcoming training, continued education opportunities and meetings.

Purchase of One Inch Water Meters

Water Meter Technician Kelly Drake reported that in 2007 CHWD, purchased a stock of 300 Neptune one inch potable water radio read meters for a housing development that was in progress by William Lyon Homes and for general stock. In 2008, after the first phase was completed and housing sales dropped off, the project was put on hold with approximately 160 units left to build, leaving CHWD with a stock on hand of over 250 one inch meters on hand. In 2012, the Marquee development was purchased by KB Homes and construction resumed. CHWD started installing water meters shortly thereafter. In the meantime, along with using the meters in stock for replacements, two other developments began construction, with 101 units proposed combined.

Installation of meters for these projects started in October 2014, utilizing the meters in stock. CHWD's stock of one inch meters has dwindled to 51 on hand, with a current projected need of 141 for development in progress. CHWD Staff is currently equipped to read meters with the Neptune Technology Group R900 technology. The following chart highlights past, present and projected inventory needs.

TIMELINE	STOCK	USE
2007	300	Purchased for stock & William Lyon Home development(Marquee)
		Approximately 50 used for Marquee & replacement of failed meters
2008	250	Marquee development stops construction on new homes
2012		KB Homes purchases Marquee & resumes construction on new homes
2013	210	Stock count
2014		Costruction begins on Autumnwood & Village at Fair Oaks by Watt Communities (101 unit combined)
Present	51	Stock on hand
Projected	141	Three in-progress housing developments and other commercial projects
Proposed purchase	100	From Equarius Waterworks
Future Stock	10	After current projects are fully metered

On August 5, 2015 CHWD Staff released a Request for Quotes (RFQ) for the purchase of one hundred (100) one inch radio read residential potable cold water displacement meters, compatible with the District's radio read equipment, to the following meter suppliers:

- Equarius Waterworks – \$35,100.00
- Badger Meter, Inc. - No quote received.
- Golden State Flow Measurement – Did not meet RFQ requirements.
- Metron-Farnier Meters – No quote received.

Motion: It was moved by Director Riehle and seconded by Director Sheehan to authorize the purchase of 100 Neptune T-10 water meters with R900i registers from Equarius Waterworks, plus a 5% contingency (\$1,755.00). Total authorization requested is \$36,855.00.

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

Mariposa Avenue Project Drafting and Surveying Services

PM Dietrich reported that the City of Citrus Heights is currently designing the Mariposa Avenue Safe Routes to School Phase III Project, which involves installing new sidewalks and drainage facilities along Mariposa Avenue between Northridge Drive and Eastgate Avenue. Work is anticipated to start in 2016. Citrus Heights Water District has three (3) projects on the current Capital Improvement Plan which overlap the City's project. These projects have been combined together into the Mariposa Avenue, Limerick Way and Dublin Way Water Main Replacement Project and are part of the 2016 Proposed Capital Improvement Budget.

KASL Consulting Engineers, Inc. provided a proposal for drafting and surveying services for the District's project. They also provided a proposal for the City's project and are therefore familiar with the City's project and have included coordination with the City's Engineer in preparing plans for the District's project. KASL Consulting Engineers, Inc. has provided drafting and surveying services for the District on recent projects and is fully qualified to support the District's Engineering Department on this project.

The recommended funding for the drafting and surveying portion of the work as well as the District staff time required is to use project 2015-40 "Other City Partnership Opportunities". This will allow design to begin immediately. Construction can then start in early 2016 using funding from the 2016 budget. This timeline will allow the District's project to conclude prior to the start of the City's project.

Mariposa Avenue, Limerick Way and Dublin Way Water Main Replacement Project:

Engineer's Preliminary Construction Cost Estimate	\$640,866.00
KASL Consulting Engineers, Inc. Drafting and Surveying Proposal	\$37,047.00
Percentage of Preliminary Construction Cost Estimate	5.78%

Motion: It was moved by Director Riehle and seconded by Director Sheehan to authorize the General Manager to execute a Professional Services Agreement with KASL Consulting Engineers, Inc. in an amount not to exceed \$37,047 for drafting and surveying services for the Mariposa Avenue, Limerick Way and Dublin Way Water Main Replacement Project.

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

Retirement of John J. Townsel

General Manager Churchill reported that Operations Manager John J. Townsel will be retiring from the District on September 10, 2015 after providing over 17 years of service to the District. A retirement celebration/luncheon is planned to be held at the Citrus Heights Community Center on Fountain Square Drive in Citrus Heights beginning at noon on Thursday September 10, 2015.

A Resolution acknowledging and commending Mr. Townsel's service is presented for the Board consideration.

General Manager Churchill read the resolution into the record.

Motion: It was moved by Director Riehle and seconded by Director Sheehan to adopt Resolution No. 23-2015 Commending John J. Townsel for his service to the District.

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 23-2015

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
COMMENDING JOHN J. TOWNSEL FOR OUTSTANDING SERVICE

WHEREAS, John J. Townsel began his career as Operations Superintendent with Citrus Heights Water District on July 1, 1998 and became Operations Manager on March 1, 2006; and

WHEREAS, John J. Townsel been an outstanding leader of the District in managing the Operations and Water Quality Department through its key functions of water distribution system maintenance, construction, operations, groundwater production and water quality monitoring and regulations; and

WHEREAS, John J. Townsel's decades of experience in the industry, personal work ethic and dedication to fulfilling the mission of the District has earned him the respect of Directors, co-workers, and customers of the District and the high regard from his public agency peers and private contractors that he has interacted with throughout his career with the District; and

WHEREAS; John J. Townsel is retiring from Citrus Heights Water District on September 10, with more than seventeen years of dedicated service.

THEREFORE BE IT RESOLVED that the Board of Directors of the Citrus Heights Water District does hereby commend John J. Townsel for his dedication and outstanding service to the Citrus Heights Water District and extends best wishes for many years filled with happiness during his retirement.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 8th day of September, 2015 by the following vote, to-wit:

AYES:	Directors:	Dains, Sheehan, Riehle
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

PROJECT MANAGER'S REPORT

PM Dietrich presented a report on the following activities during the month of September 2015 by the Project Management and Engineering Department.

New values or projects are noted in bold italics

PM-1 ACCEPTED WATER SYSTEMS

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

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<i>None</i>			

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
The Village at Fair Oaks 55 Condominiums (2014-53)	6800 Madison Ave	98% Complete
California American Water Co. San Juan Avenue Tank (2015-39)	5444 San Juan Ave	Construction Continues
Bubba's Car Wash (2015-51)	7411 Greenback Ln	98% Complete
Stock Ranch Retail - Interior Drive Aisle Improvements (2015-52)	Auburn Blvd at Stock Ranch Retail Center	95% Complete

<u>Project</u>	<u>Location</u>	<u>Status</u>
Capitol Nursery Plaza (2015-50)	Sunrise Blvd @ Madison Ave	20% Complete
<i>Suds Car Wash (2015-65)</i>	<i>7711 Sunrise Blvd</i>	<i>Construction Underway</i>

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
Convenience Store	8244 Auburn Blvd	Plans Approved December 23, 2014
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	Plans Approved January 29, 2015
Memory Care Facility (2015-56)	6825-33 Sunrise Blvd	Plans Approved July 21, 2015
Sylvan Middle School (2015-63)	7085 Auburn Blvd	Plans Approved July 27, 2015
<i>Applebee's Restaurant</i>	<i>6900 Auburn Blvd</i>	<i>Plans Approved August 10, 2015</i>
<i>Citrus Heights City Hall (2015-54)</i>	<i>6350 Fountain Square Dr</i>	<i>Plans Approved August 26, 2015</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>
San Juan Park 12" Water Main KASL Consulting Engineers, Inc. (2014-36)	5555 Mariposa Avenue to U.C. Davis Medical Center	<i>SRPD Easement Approved August 6, 2015</i>

<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 Avenue	<i>Coordinating with Arborist and School</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>
Mariposa Ave 18" and 8" Water Main Martin General Engineering, Inc. (2014-33)	Sycamore Drive to Pratt Avenue	<i>20% Complete</i>
<i>San Juan High School 24" Water Main Lamon Construction Company (2013-30)</i>	<i>Along North Property Line</i>	<i>Submittals Underway</i>

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
Sunrise Blvd Complete Streets Phase III CHWD Operations Dept. to Complete Water Improvements (2015-35)	Antelope Road to Northern City Limits	<i>Awaiting Start of Work</i>
Sylvan Road Accessibility & Safety Improvements CHWD Operations Dept. to Complete Water Improvements (2015-36)	6312 to 6448 Sylvan Road	<i>Construction Continues</i>

OPERATIONS MANAGER'S REPORT

OM Townsel reported as follows:

1. A total of 141 work orders were performed during the month of September by Field Operations crews, Administration Field crews and District contractors. The results of recent bacteriological testing, a total of 90 samples, have met all California Department of Public Health requirements.
2. District-wide water consumption for the calendar year 2015 through the end of August 2015 was 6,875.85 acre-feet, a decrease of 34.3% percent compared with the water consumption during the same period in 2013.
3. As of noon on September 1, 2015, storage in Folsom Lake was at 191,131 acre-feet, 20.0 percent of the total capacity of 977,000 acre-feet. This is about 32 percent of historical average for this date. This represents a decrease in storage of 85,284 acre-feet in the past month. CHWD continues to assist with preserving surface water supplies in the lake by operating its groundwater wells. All District wells remain operational and are being operated on a rotational or as-needed basis.

Director Dains called a recess to the meeting at 9:44 PM.

OM Townsel and PM Dietrich left the meeting.

Director Dains reconvened the meeting at 9:46 PM.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

D-1. Regional Water Authority (Sheehan, Churchill)

A meeting is scheduled for September 10, 2015.

D-2. Sacramento Groundwater Authority (Dains)

Director Sheehan attended for CHWD. Director Sheehan reported that SGA staff provided an update on the status of hexavalent chromium contamination in some ground water areas in the Sacramento region, and SGA is reviewing whether or not it should pursue serving as the Groundwater Sustainability Agency (GSA) for the region in light of several member agencies considering forming their own GSAs.

D-3. San Juan Water District

San Juan Water District is considering hiring an consultant to identify additional water supply options.

D-4. Association of California Water Agencies (Dains)

No report.

D-5. ACWA Joint Powers Insurance Authority (Churchill)

No report.

D-6. Sacramento Local Agency Formation Commission

No report.

D-7. City of Citrus Heights

No report.

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

AGM Straus reported that he would be attending the next Government Issues Committee meeting on October 1, 2015.

D-9. Other Reports:

None.

ASSISTANT GENERAL MANAGER'S REPORT

AGM Straus reported as follows:

1. Directors were provided with a summary of Water Efficiency Program activities year-to-date through August 2015.
2. The following is a summary of Drought Response Plan activities in August:
 - District staff is working with the top 20% of water consumers, focusing initially on the larger commercial, industrial and institutional (CII) users. Staff is sending out a letter to our Top 20% of CII customers. The letter covers the current Stage 4 drought regulations. In addition CHWD is requesting these customers submit a written irrigation reduction plan as compared to their 2013 irrigation schedule. The top 20% CII customers are

given an opportunity to sign up for a free landscape irrigation review instead of submitting their own written plan.

- Staff is working with CirclePoint on an ad to be placed in the Sacramento Bee. The message will be a Thank You to our customers for their current conservation efforts. The ad will also remind customers to continue their efforts into the fall and winter months. The ad will be in both hard copy newspaper and online format. Orange Vale Water Company, San Juan Water District and Fair Oaks Water District are interested in partnering with us to produce the ad.
 - CHWD placed an ad on Facebook promoting our Facebook page. The ad resulted in 269 additional “likes” on CHWD’s Facebook page. CHWD currently has 332 total likes.
 - Staff is working with Circlepoint on a weekly basis to update and monitor CHWD’s Facebook wall and updates to CHWD’s website.
 - CHWD is partnering with the City of Citrus Heights, Cal-Am Water District and Sacramento Suburban Water District to sponsor a WaterSmart Ecolandscape class for homeowners. The class will cover identifying the right plant and the best placement, how to convert or upgrade sprinkler systems and how to position irrigation equipment to ensure efficient watering. It will be held at the City of Citrus Heights community center on September 19th from 9am to Noon. The class is free of charge.
 - With Board consent General Manager Churchill executed the RWA extended public outreach budget agreement. CHWD’s portion of \$8,478.00 will come out of the Drought Response Plan budget.
3. Paladin Night Patrol began conducting night time water waste monitoring on July 29th, 2015. Below is a chart illustrating the number of incidents reported per day, how the calls are categorized and how many service calls were created based on these reports since patrols began.

Paladin
Status Report

Date	Incident Report	Wrong Day	Equipment Waste	Theft	Service Orders	Invalid Address	Duplicate Address
7/30/2015	16	16	10	0	16	0	0
8/1/2015	15	6	14	1	14	0	0
8/3/2015	15	15	11	0	13	2	0
8/11/2015	11	5	11	0	9	2	0
8/13/2015	16	15	16	0	16	0	0
8/20/2015	15	14	9	0	14	1	0
8/21/2015	20	8	19	0	14	2	3
Totals	108	79	90	1	96	7	3

4. The following is a summary of current noteworthy Finance activities over and above normal operations:

- Accounting Supervisor (AS) Sohal issued a Request for Proposals (RFP) to retain a new auditing firm to conduct the annual audit and prepare and submit the annual State Comptroller's Report on July 27th. Four proposals were received, and the selection process continues. The plan is to present a proposed contract with a new accounting firm for Board consideration at its October 13th Board meeting.
- AGM Straus and AS Sohal are presenting the proposed 2016 Budget based upon direction received by the Board at the Rate Model and Budget Study Session on August 25th. The Board will consider adopting the proposed budget and 2016 rates and fees on November 10th.

GENERAL MANAGER'S REPORT

- Twenty-Three employees received recognition for superior attendance, outstanding customer service and quality of work during the month of September 2015. 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.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES

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

AGM Straus left the meeting at 10:13 PM.

The Board of Directors adjourned into Closed Session at 10:14 PM regarding:

Public Employee Appointment – Management Position under Personnel Exemption pursuant to Government Code Chapter VI, Section 54957.

The Board reconvened into Regular Session at 10:43 PM.

Board President Dains reported that there was no reportable action.

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 10:49 PM.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
September 8, 2015

The Regular Meeting of the Board of Directors was called to order at 6:17 PM by President Dains and roll was called. Present were:

Allen B. Dains, President
Caryl F. Sheehan, Vice President
Raymond A. Riehle, Director
Robert Churchill, General Manager
Hilary M. Straus, Assistant General Manager
Paul Phillips, Special Counsel to the District

PUBLIC COMMENT

No public comment.

CLOSED SESSION

CL-1. Public Employee Retirement and Agreement under Personnel Exemption pursuant to Government Code Chapter VI, Section 54957.

OPEN SESSION

CL-1. Reportable Action: The Board of Directors approved a Public Employee Agreement on a motion by Director Riehle and Seconded by Director Sheehan. The motion carried 3-0 with all Directors voting yes.

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 6:27 PM.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

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

ASSESSOR/COLLECTOR'S REPORT TO THE BOARD OF DIRECTORS

CITRUS HEIGHTS WATER DISTRICT

Month of Sept 30, 2015

CC-2

BEGINNING ACCOUNTS RECEIVABLE BALANCE \$1,090,358

ACCRUED REVENUE

Penalties & Costs	\$6,012	
Fire Protection Services Charge	\$2,883	
Backflow Service Charge	\$3,167	
Dom - Commercial - Cons	\$34,552	
Dom - Residential - Cons	\$356,371	
Dom - Public Agency - Cons	\$2,145	
Construction Meters - Cons	\$1,186	
Irrigation - Cons	\$2,982	
Irrg - Commercial - Cons	\$8,951	
Irrg - Residential - Cons	\$13,356	
Irrg - Public Agency - Cons	\$9,261	
Dom - Commercial - SvcChg	\$17,635	
Dom - Residential - SvcChg	\$512,534	
Dom - Public Agency - SvcChg	\$1,121	
Construction Meters - SrvChg	\$586	
Irrg - Commercial - SvcChg	\$3,088	
Irrg - Residential - SvcChg	\$7,651	
Irrg - Public Agency - SvcChg	\$1,441	
Tap Fees	\$4,525	
Surplus and Repair (S & R)	\$391	
S & R Inspection	\$8,188	
S&R Plan Check Fees	\$751	
Turn-off Fees	\$8,730	
Connection Fees	\$6,189	
Miscellaneous Income	\$1,336	
New Acct Setup	\$3,120	
Toilet Rebate RWA Reimbursement	\$900	
Small Tools & Supplies - lock off tools	\$55	
ACWA/JPLA RPA Liability Insurance Fund Refund	\$285	
Cobra Insurance reimbursement	\$1,461	
TOTAL REVENUE		\$1,020,854

ADJUSTMENTS

Total Cash Receipts	\$1,077,158	
Toilet Rebate Credits Applied	\$900	
Deposits refunded to acct	\$2,175	
Deposit Interest refunded to acct	\$176	
Web pmts applied but not settled by Bank	\$1,055	
Account Adjustments	\$1,142	
Transactions in Transit	\$3,630	
Web pmts settled but applied prior Month	(\$1,774)	
Cash Receipts to Deposits	(\$7,223)	
Customer Refunds	(\$7,144)	
Returned Checks	(\$1,061)	
TOTAL ADJUSTMENTS		(\$1,069,035)

TOTAL RECEIVABLES \$1,042,177

BEGINNING LIENS RECEIVABLE BALANCE

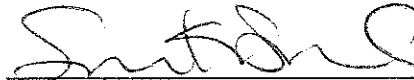
Liens Assessed	\$0	\$268
Liens Redeemed	(\$268)	
TOTAL LIENS RECEIVABLE		<u>\$0</u>

BEGINNING GRANTS RECEIVABLE BALANCE

Grants Submitted	\$0	\$1,173
Grants Funds Received	\$0	
TOTAL GRANTS RECEIVABLE		<u>\$1,173</u>


TOTAL RECEIVABLES \$1,043,351

I, **Susan K. Sohal**, Assessor/Collector of CITRUS HEIGHTS WATER DISTRICT, do hereby swear that the foregoing report is true and correct to the best of my knowledge and belief.


SUSAN K. SOHAL, Assessor/Collector

RECEIPT OF TREASURER: I hereby acknowledge the receipt from the Assessor/Collector of CITRUS HEIGHTS WATER DISTRICT of the sums set forth in the above report.

Filed: October 13, 2015


HILARY STRAUS, Treasurer


ROBERT A. CHURCHILL, Secretary

CITRUS HEIGHTS WATER DISTRICT
2015 ACCOUNTS RECEIVABLE ANALYSIS

Mo-Yr	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Est. Revenue	To Date	Balance	% Collected
Metered Service Charges	440,514	541,975	542,444	670,735	475,969	527,128	568,261	577,537	544,057				6,674,668	4,888,622	1,786,046	73.2%
Metered Water Deliveries	122,655	186,081	156,132	221,021	166,384	266,544	313,535	408,182	428,804				4,594,209	2,269,339	2,324,870	49.4%
Penalties	13,786	13,820	12,831	11,020	11,897	15,285	12,999	15,946	14,742				215,600	122,325	93,275	56.7%
Interest	4,180	9	9	9	4,195	0	18	9					0	8,429	-8,429	0.0%
New Acct, Fire & Backflow Fees	8,502	14,694	8,570	17,613	10,373	14,802	10,569	18,514	9,170				115,243	112,809	2,434	97.9%
WS Install & S&R	4,428	44,319	9,630	1,196	29,308	5,780	9,497	1,443	13,854				26,626	119,455	-92,829	448.6%
Grant Funds	5,000	0	0	0	1,000	0	1,634	0	900				0	8,534	-8,534	0.0%
Misc*	1,590	278,568	41,905	26,207	88,165	12,031	10,163	8,666	9,326				120,510	476,621	-356,111	395.5%
Wheeling Water	6,171	0	0	0	0	0	0	0	0				4,429	6,171	-1,742	139.3%
Total	606,826	1,079,467	771,522	947,801	787,292	841,570	926,676	1,030,288	1,020,863	0	0	0	11,751,285	8,012,304	3,738,981	68.2%

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

Assessor/Collector Roll Adjustment		
September-15		
	Dollar	Count
3-DAY DOOR HANG		
New Owner	\$ 25.00	1
Pmt made prior to NOIT Del'y	\$ 50.00	2
Fed Ex Del'y Error	\$ 25.00	1
Post Office Error	\$ 25.00	1
3-DAY DOOR HANG Total	125.00	5
DEFAULT		
One Time Courtesy	\$ 104.46	24
New Owner	\$ 9.34	2
Post Office Error	\$ 4.19	1
Title Company Pmt Delay	\$ 8.44	2
Misapplied Pmt	\$ 6.31	2
DEFAULT Total	132.74	31
DISCONNECT CHG		
Fed Ex Del'y Error	\$ 58.00	1
DISCONNECT CHG Total	\$ 58.00	1
NEW ACCOUNT FEE		
New Owner	\$ 30.00	1
NEW ACCOUNT FEE Total	\$ 30.00	1
Grand Total	\$ 345.74	38

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
September 30, 2015**

Board Of Directors
Citrus Heights Water District

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

LID	CID	Charge Type	Date	Reason For Cancellation	Amount
12027	0010656	3-DAY DOOR HANG	9/2/2015	Pmt made prior to NOIT Del'y	\$25.00
15868	0032220	3-DAY DOOR HANG	9/2/2015	Fed Ex Del'y Error	\$25.00
17127	0029541	3-DAY DOOR HANG	9/14/2015	Pmt made prior to NOIT Del'y	\$25.00
00321	0000287	3-DAY DOOR HANG	9/15/2015	Post Office Error	\$25.00
03143	0002862	3-DAY DOOR HANG	9/30/2015	New Owner	\$25.00
03611	0003305	DEFAULT	9/1/2015	One Time Courtesy	\$4.11
18156	0010631	DEFAULT	9/1/2015	One Time Courtesy	\$3.88
05102	0004557	DEFAULT	9/2/2015	One Time Courtesy	\$3.69
01830	0001639	DEFAULT	9/3/2015	One Time Courtesy	\$1.04
09682	0008599	DEFAULT	9/3/2015	One Time Courtesy	\$3.27
17234	0015204	DEFAULT	9/10/2015	new owner	\$3.99
02813	0002567	DEFAULT	9/10/2015	new owner	\$5.35
02813	0002567	DEFAULT	9/10/2015	Title Company Pmt Delay	\$3.19
00813	0000710	DEFAULT	9/14/2015	One Time Courtesy	\$3.70
00321	0000287	DEFAULT	9/15/2015	Post Office Error	\$4.19
19830	0020321	DEFAULT	9/17/2015	One Time Courtesy	\$5.00
17228	0015203	DEFAULT	9/17/2015	One Time Courtesy	\$3.04
04083	0016475	DEFAULT	9/17/2015	One Time Courtesy	\$2.42
01605	0032671	DEFAULT	9/21/2015	One Time Courtesy	\$3.95
01908	0032664	DEFAULT	9/21/2015	One Time Courtesy	\$4.28
16676	0017299	DEFAULT	9/21/2015	One Time Courtesy	\$4.03
04862	0029504	DEFAULT	9/23/2015	One Time Courtesy	\$4.23
18341	0017836	DEFAULT	9/23/2015	One Time Courtesy	\$2.38
04862	0029504	DEFAULT	9/23/2015	One Time Courtesy	\$0.56
17634	0015556	DEFAULT	9/24/2015	One Time Courtesy	\$2.50
11470	0010152	DEFAULT	9/24/2015	One Time Courtesy	\$7.43
19118	0015879	DEFAULT	9/28/2015	One Time Courtesy	\$21.73
19604	0020621	DEFAULT	9/28/2015	One Time Courtesy	\$5.20
01061	0000902	DEFAULT	9/28/2015	One Time Courtesy	\$4.71
08227	0007359	DEFAULT	9/28/2015	Misapplied Pmt	\$3.48
08720	0024077	DEFAULT	9/28/2015	Title Company Pmt Delay	\$5.25
07638	0000460	DEFAULT	9/29/2015	One Time Courtesy	\$3.57
14579	0012951	DEFAULT	9/29/2015	One Time Courtesy	\$1.82
08472	0032196	DEFAULT	9/30/2015	One Time Courtesy	\$3.48
16432	0028044	DEFAULT	9/30/2015	One Time Courtesy	\$4.44
03534	0032653	DEFAULT	9/30/2015	Misapplied Pmt	\$2.83
15868	0032220	DISCONNECT CHG	9/2/2015	Fed Ex Del'y Error	\$58.00
06534	0025085	NEW ACCOUNT FEE	9/23/2015	New Owner	\$30.00
					<u>\$346.74</u>

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT
Month of September 30, 2015**

RECEIPTS:

Received from Collector		1,083,137
Interest on Accounts		
2010 COP Reserve Account	5	
Money Mkt Activity Acct	5	
	<u> </u>	9
Total Interest		384
Voided Checks		
Total Receipts		1,083,530
Balance from Last Report		8,953,440
Total		<u>10,036,970</u>

DISBURSEMENTS:

Checks Issued / ACH Payments	1,252,036	
Interest to SJ/CH COP Debt Service	3,715	
Bank Adj	(330)	
Employee Payroll & Taxes	313,431	
Director's Payroll	1,450	
Returned Checks	1,454	
	<u> </u>	1,571,756

TOTAL BALANCE

\$8,465,214

RECONCILEMENT:

Bank of the West (General Account)	\$	965,193
Local Agency Investment Fund	\$	6,536,777
COP Reserve Account	\$	529,745
Money Mkt Activity Account	\$	530,418
Total	\$	<u>8,562,132</u>
Less Outstanding Checks - Bank of the West	\$	(106,365)
Bank Adj	\$	330
Deposits in Transit	\$	9,117

TOTAL BALANCE

\$8,465,214

CASH & INVESTMENT SUMMARY

Bank of the West (General Account)	\$	868,275
Local Agency Investment Fund	\$	6,536,777
COP 2010 Reserve Account	\$	529,745
Money Mkt Activity Account	\$	530,418
Total	\$	<u>8,465,214</u>

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.25%	4,617.50	8/1/2015

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 STRAUS, Treasurer


ROBERT A. CHURCHILL, Secretary

TREASURER'S REPORT OF FUND BALANCES
September 30, 2015

	Beginning Balance 1/1/2015	Year to Date Transfers in / Collections	Year to Date Transfers Out	Current Month Transfers in / Collections	Current Month Transfers Out	08/31/2015 Ending Balance	2015 Target Balance per Policy
Connection Fund	\$ -	\$ 660,032	\$ -	\$ 77,862	\$ (737,894)	\$ -	N/A
Operating Fund	\$ 2,733,934	\$ 8,158,651	\$ (9,316,337)	\$ 4,526,527	\$ (2,574,466)	\$ 3,528,309	\$ 1,918,930
Operating Reserve	\$ 2,835,988	\$ -	\$ -	\$ -	\$ (923,725)	\$ 1,912,263	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ (366,000)	\$ 634,000	\$ 1,000,000
Depreciation Reserve	\$ 983,540	\$ 700,000	\$ (776,416)	\$ 1,148,725	\$ (1,247,680)	\$ 808,169	\$ 949,000
Capital Improvement Reserve	\$ 656,209	\$ 850,000	\$ (408,441)	\$ 1,737,894	\$ (1,989,805)	\$ 845,857	\$ 2,370,756
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Fleet Equipment Reserve	\$ 290,635	\$ -	\$ -	\$ 75,000	\$ (74,066)	\$ 291,569	\$ 296,708
Employment-Related Benefits Reserve	\$ 316,967	\$ -	\$ (11,244)	\$ 120,000	\$ (29,413)	\$ 396,310	\$ 864,229
	<u>\$ 9,354,236</u>	<u>\$ 10,368,683</u>	<u>\$ (10,512,438)</u>	<u>\$ 7,686,007</u>	<u>\$ (7,943,048)</u>	<u>\$ 8,953,440</u>	


HILARY STRAUS, Treasurer

TREASURER'S REPORT OF FUND BALANCES
September 30, 2015

Fund Transfers Summary:

The Depreciation Reserve Transferred:	\$ 1,247,680.00 to Operating Fund to Repay for capital Asset Replacements <u>\$ 1,247,680.00</u>
The Employment-Related Benefits Reserve Transferred:	\$ 29,412.54 to Operating Fund to Repay for capital Asset Replacements <u>\$ 29,412.54</u>
The Operating Fund received:	\$ 4,526,526.57 from funds collected in Aug 2015 per Treasurer's Report \$ 366,000.00 from Rate Stabilization Reserves \$ 74,066.03 from Fleet Equipment Reserve \$ 29,412.54 from Employment-Related Benefits Reserve \$ 1,247,680.00 from Depreciation Reserves \$ 1,989,805.00 from Capital Improvement Fund to Repay for capital improvement purchases <u>\$ 8,233,490.14</u>
The Operating Fund transferred:	\$ 1,076,604.00 disbursements made in Aug 2015 per Treasurer's Report \$ 77,861.57 to Connection Fund to Repay Connection Fees \$ 300,000.00 to Depreciation Reserve to bring closer to Target \$ 1,000,000.00 to Capital Improvement Reserve to for the 2015 budgeted Capital Improvement Reserve Collection \$ 120,000.00 to Employment-Related Benefit Reserves as budgeted for FY 2015 <u>\$ 2,574,465.57</u>
The Connection Fund received:	\$ 77,861.57 from Operating Funds to Repay connection fees. <u>\$ 77,861.57</u>
The Connection Fund Transferred:	\$ 737,893.57 from Connection Fund to Repay Capital Improvement Reserves. <u>\$ 737,893.57</u>
The Operating Reserve transferred:	\$ 848,725.00 to bring Depreciation Reserve closer to target \$ 75,000.00 to bring Fleet Equipment Reserve to target balance <u>\$ 923,725.00</u>
The Depreciation Reserve received:	\$ 848,725.00 from Operating Reserves to bring Depreciation Reserve closer to target \$ 300,000.00 from Operating Fund to bring Depreciation Reserve closer to target <u>\$ 1,148,725.00</u>

The Depreciation Reserve transferred: To Repay the Operating Fund for the 2015 budgeted Capital Improvement Reserve collection

\$ 1,247,680.00
\$ 1,247,680.00

The Capital Improvement Reserve received: from the Operating Fund for the 2015 budgeted Capital Improvement Reserve collection
 from the Operating Fund to bring the Capital Improvement Reserve closer to target balance

\$ 737,893.57
\$ 1,000,000.00
\$ 1,737,893.57

The Capital Improvement Reserve transferred: to the Operating Fund for reimbursement of new Capital Project expenditures to date in 2015

\$ 1,989,805.00
\$ 1,989,805.00

CITRUS HEIGHTS WATER DISTRICT
2015 OPERATING EXPENDITURE VS BUDGET
August 31, 2015

<i>Account</i>	<i>Description</i>	<i>2015 MTD Expense</i>	<i>2015 YTD Expense</i>	<i>2015 Budget</i>	<i>Variance \$</i>	<i>Variance %</i>
Water Demand Management						
	WATER DEMAND MANAGEMENT - POSTAGE	-	11,369	13,390	2,021	84.9%
	WATER DEMAND MANAGEMENT - PRINTING	-	8,423	7,004	(1,419)	120.3%
	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	-	8,593	8,137	(456)	105.6%
	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	4,136	42,398	71,032	28,634	59.7%
	WATER DEMAND MANAGEMENT - OTHER	-	4,552	7,132	2,580	63.8%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	1,725	13,276	27,500	14,224	48.3%
	WATER DEMAND MANAGEMENT - DROUGHT RESPONSE	27,594	51,235	146,000	94,765	35.1%
		33,455	139,846	280,195	140,349	49.9%
Operations						
	PURCHASED WATER	-	1,408,240	2,295,483	887,243	61.3%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	-	-	5,000	5,000	0.0%
	POWER TO WELLS	7,078	74,286	177,495	103,209	41.9%
	WELLS - REPAIR / MAINTENANCE	371	3,837	23,228	19,391	16.5%
	WATER QUALITY ANALYSIS	3,116	16,090	19,432	3,342	82.8%
	FIELD MISCELLANEOUS - DUMP FEES	-	961	-	(961)	0.0%
	FIELD MISCELLANEOUS - OTHER	-	91	500	409	18.2%
	SMALL TOOLS - FIELD	1,917	19,997	15,000	(4,997)	133.3%
	SUPPLIES - FIELD	2,508	21,756	18,000	(3,756)	120.9%
	MATERIALS	60,107	227,498	35,000	(192,498)	650.0%
	MATERIALS (Allocation to CIP)	(25,720)	(213,572)	-	-	0.0%
	ROADBASE	2,873	17,979	35,000	17,021	51.4%
	MAINTENANCE AGREEMENTS - EQUIPMENT	361	1,646	6,670	5,024	24.7%
	MAINTENANCE AGREEMENTS - SOFTWARE	119	119,036	114,037	(4,999)	104.4%
	REPAIR - FLEET EQUIPMENT	5,277	26,393	32,000	5,607	82.5%
	REPAIR - TOOLS AND EQUIPMENT	1,365	3,938	12,000	8,062	32.8%
	GAS AND OIL	4,822	32,022	51,000	18,978	62.8%
	EQUIPMENT RENTAL - FIELD	106	1,691	3,000	1,309	56.4%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	710	11,780	11,580	(200)	101.7%
	PERMIT FEE - AIR QUALITY / HAZ MAT	-	5,301	4,800	(501)	110.4%
	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	-	3,726	14,000	10,274	26.6%
	PERMIT FEE - ENCROACHMENT PERMITS	-	25,172	29,000	3,828	86.8%
		65,011	1,807,868	2,902,225	880,784	62.3%
Professional & Contract Services						
	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	-	18,855	13,000	(5,855)	145.0%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	2,047	28,658	5,000	(23,658)	573.2%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR (Allocation to CIP)	(361)	(13,804)	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - WELLS	-	-	10,000	10,000	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	-	-	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - METER READING	6,766	77,013	108,960	31,947	70.7%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	2,238	19,993	26,400	6,407	75.7%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	-	-	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OTHER	4,344	42,738	312,169	269,432	13.7%
	CONTRACT SERVICES - CONCRETE	-	7,649	10,000	2,351	76.5%
	CONTRACT SERVICES - MISC FIELD / O&M	8,353	27,259	30,400	3,141	89.7%
	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	-	-	2,000	2,000	0.0%
	CONTRACT SERVICES - PAVING	-	8,820	25,000	16,180	35.3%
		23,386	217,180	542,929	311,946	40.0%
Administration & General Services						
	JANITORIAL	399	4,092	9,313	5,221	43.9%
	BANK FEES	5,890	46,477	71,000	24,524	65.5%
	OFFICE EXPENSE	1,375	9,210	15,000	5,790	61.4%
	SMALL OFFICE EQUIPMENT	2,099	7,341	2,000	(5,341)	367.1%
	DUES & SUBSCRIPTIONS	624	89,732	102,210	12,478	87.8%
	POSTAGE	12,761	76,249	98,500	22,252	77.4%
	PRINTING	3,062	6,325	6,000	(325)	105.4%
	TELEPHONE - WIRELESS	1,181	10,383	11,244	861	92.3%
	TELEPHONE - LOCAL / LONG DISTANCE	951	8,756	16,220	7,464	54.0%
	TELEPHONE - ANSWERING SERVICE	241	1,715	2,400	685	71.5%
	UTILITIES	2,805	21,648	18,720	(2,928)	115.6%

CITRUS HEIGHTS WATER DISTRICT
2015 OPERATING EXPENDITURE VS BUDGET
August 31, 2015

<i>Account</i>	<i>Description</i>	<i>2015 MTD Expense</i>	<i>2015 YTD Expense</i>	<i>2015 Budget</i>	<i>Variance \$</i>	<i>Variance %</i>
	LEGAL & AUDIT	-	43,368	57,680	14,312	75.2%
	CONTINUED EDUCATION	661	14,672	31,580	16,908	46.5%
	PUBLICATION NOTICES	-	-	1,236	1,236	0.0%
	OFFICE MISC - DISTRICT EVENTS	-	3,926	4,903	977	80.1%
	OFFICE MISC - MEETING ACCOMODATIONS	257	403	309	(94)	130.5%
	OFFICE MISC - OTHER	23	6,830	1,200	(5,630)	569.2%
	OFFICE MISC - MILESTONE EVENTS	1,752	1,752	2,100	348	83.4%
	COMPUTER SOFTWARE	-	-	3,605	3,605	0.0%
		34,080	352,879	455,220	102,341	77.5%
Administration Other						
	ELECTION EXPENSE	-	-	-	-	0.0%
	DIRECTORS MEETING COMPENSATION	1,450	12,325	20,300	7,975	60.7%
	RETIREE HEALTH CARE BENEFIT	2,537	22,822	41,565	18,743	54.9%
		3,987	35,147	61,865	26,718	56.8%
Salary & Benefits						
	SALARY - GENERAL MANAGER	13,869	129,737	186,302	56,565	69.6%
	SALARY - ASSISTANT GENERAL MANAGER	10,386	102,908	141,960	39,052	72.5%
	SALARY - OFFICE (6 authorized positions)	26,969	252,388	348,136	95,748	72.5%
	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	10,976	105,415	145,936	40,521	72.2%
	SALARY - ADMIN (Allocation to CIP)	(2,702)	(24,601)	-	24,601	0.0%
	SALARY - OPERATIONS MANAGER	151,744	239,213	141,522	(97,691)	169.0%
	SALARY - FIELD / O&M (15 authorized positions)	84,859	744,058	1,069,222	325,164	69.6%
	STANDBY DUTY	1,280	12,160	16,640	4,480	73.1%
	SALARY - OPERATIONS (Allocation to CIP)	(197,942)	(420,925)	-	420,925	0.0%
	SALARY - PROJECT MNGMT & ENGINEERING	26,153	247,982	-	-	0.0%
	SALARY - PROJECT MNGMT & ENGINEERING (Allocation to CIP)	(15,045)	(117,264)	-	-	0.0%
	EMPLOYEE BENEFIT - VISION INSURANCE	408	3,620	5,040	1,420	71.8%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	3,257	33,516	41,258	7,742	81.2%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	29,317	283,882	351,272	67,390	80.8%
	EMPLOYEE BENEFIT - PERS RETIREMENT	38,143	512,942	591,083	78,140	86.8%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	12,091	109,162	144,642	35,480	75.5%
	EMPLOYEE BENEFIT - MEDICARE	4,783	27,515	33,827	6,312	81.3%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	79	5,469	6,825	1,356	80.1%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	5,553	19,410	26,000	6,590	74.7%
	EMPLOYEE SALARY AND BENEFITS - (Allocation to CIP)	(159,987)	(390,771)	(629,907)	(239,136)	62.0%
		44,190	1,875,816	2,619,757	874,659	71.6%
Insurance						
	INSURANCE - LIABILITY & COMPREHENSIVE	19,709	48,070	68,845	20,775	69.8%
	INSURANCE - DISABILITY & LIFE	1,899	21,342	28,300	6,958	75.4%
	INSURANCE - WORKER'S COMPENSATION	-	24,068	54,319	30,251	44.3%
		21,607	93,480	151,464	57,984	61.7%
Reserves & Debt Services						
	RATE STABILIZATION RESERVE	-	-	1,000,000	1,000,000	0.0%
	DEPRECIATION RESERVE	-	776,416	949,000	172,584	81.8%
	CAPITAL IMPROVEMENT RESERVE	-	408,441	1,000,000	591,559	40.8%
	EMPLOYMENT-RELATED BENEFITS RESERVE	-	11,244	120,000	108,756	9.4%
	DEBT SERVICE - COP SERIES 2010	509,596	572,808	569,200	(3,608)	100.6%
	DEBT SERVICE - COP SERIES 2012	-	64,858	167,288	102,429	38.8%
		509,596	1,833,767.45	3,805,487.50	1,971,720.05	48.2%
		735,312	\$ 6,355,984	\$ 10,819,142	\$ 4,366,500	58.75%

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of Sept 2015

Project No.	Description	Budget		Remaining Commitments	Amounts Paid		Remaining Projections
		Expenditures to 12/31/2014	Total Remaining Commitments		Month to Date	Year to Date	
2014-30	Sonora Way 8" and Hanson Avenue 6" Water Main Replacement Project	517,094	460,667	15,708	2,904	377,533	433,960
2015-31	Baird Way 12" Water Main Replacement Project	510,255	510,255	-	-	-	471,648
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project	46,262	46,262	-	-	-	46,262
2015-33	Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project	33,469	33,469	-	-	-	33,469
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project	255,821	255,821	-	-	-	20,049
2015-35	Sunrise Blvd Streetscape Phase III	165,067	165,067	-	59,753	64,114	64,114
2015-36	Sylvan Road Street Improvements	67,948	67,948	-	702	3,191	3,191
2012-03	Auburn Blvd - Watson Way 8" Distribution Main Replacement	592,103	647,154	19,122	-	172,825	647,154
2013-31	Park Drive/Poplar 8" Distribution Main Replacement	835,599	531,063	304,536	-	703,888	703,888
2015-14	Distribution Mains - Replacement	3,025,617	1,230,664	1,789,973	63,830	617,663	1,852,307
2015-14	Fire Hydrants - Replacements / Upgrades / Infill / New	173,738	-	173,738	-	4,408	81,684
2015-02	Wire Hydrants - Replacements/Upgrades/New	173,738	-	173,738	-	4,408	81,684
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	-	109,500	-	-	-
2015-03	Annual Fleet and Field Operations Equipment Improvements/Replacements	174,000	-	174,000	-	-	-
2015-04	Annual Technology Hardware and Software Improvements/Replacements	503,500	-	503,500	-	1,884	1,884
2015-10	Water Main Pipeline Replacements	20,877	-	20,877	-	49,306	49,306
2015-11	Water Valve Replacements	100,976	-	100,976	-	49,233	49,233
2015-12	Water Service Replacements	678,080	-	678,080	-	878,350	878,350
2015-38	Mariposa Avenue 12" Water Main Replacement Project	28,073	-	28,073	-	-	-
2015-39	Cal-Am Water Lincoln Oaks Water Tank 8" Interconnection Project	58,582	-	58,582	-	3,767	3,767
2015-40	Other City Partnership Opportunities	100,000	-	100,000	-	174	580
2015-41	Other Miscellaneous Infrastructure Projects	100,000	-	100,000	-	33,993	33,993
2012-13	Miscellaneous Projects	1,873,588	-	1,873,588	-	293,539	1,017,113
2012-13	Administration Building Expansion / Renovation Project	1,131,872	119,246	1,012,626	978,171	45,103	1,198,503
2015-01	Miscellaneous Projects - Facilities	1,131,872	119,246	1,012,626	978,171	45,103	1,198,503
2015-01	Annual Non-Project Specific Project Management & Engineering Salaries & Benefits	291,761	-	291,761	-	-	-
2013-30	Miscellaneous Projects - Miscellaneous CIP	291,761	-	291,761	-	-	-
2014-35	San Juan High School 24" North Property Line Transmission Main Installation	544,364	17,277	527,087	-	1,262	29,639
2015-30	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	378,504	123	378,181	-	3,066	41,485
2015-30	Poplar Avenue 14" Transmission Main Installation	142,325	-	142,325	-	364	4,756
2014-33	Transmission Mains - New	1,064,993	17,400	1,047,593	-	4,692	75,757
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue	471,102	12,853	458,249	-	5,880	60,082
2014-32	Sunrise Blvd/Highwood 12" Pipeline Replacement	79,879	139,237	2,211	-	57,650	136,887
2015-13	Transmission Mains - New and Distribution Mains - Replacement	550,981	137,090	460,460	-	5,880	117,732
2015-13	Water Meter Replacements	28,441	-	28,441	-	8,674	70,868
2012-09	Water Meters	28,441	-	28,441	-	8,674	70,868
2012-09	Fair Way 12" x 8" Interconnection w/ RV	76,128	-	76,128	-	-	-
2012-10	Blossom Hill Drive 6" x 10" Interconnection w/ RV	25,655	-	25,655	-	-	-
2012-11	Crestmont Avenue 6" Interconnection w/ RV	20,155	-	20,155	-	-	-
2013-21	Skycrest Well No. 13 Construction	316,483	327,209	(10,726)	-	10,940	337,022
2015-20	Skycrest Well No. 13 Construction	2,081,569	487,554	1,594,015	-	209,941	1,477,310
2015-20	Groundwater Well Improvements	51,829	-	51,829	-	-	840
2015-37	C-Bar-C Pressure Control Station	300,000	-	300,000	-	-	-
2015-37	Water Meters - Emergency Interim Water Meters	2,871,819	814,763	2,057,056	-	270,882	1,835,172
Grand Total		11,010,809	2,398,143	8,712,666	85,334	4,179,730	1,498,796

SEPTEMBER 30, 2015 PAYABLES

60110	Papineau & Abboud Family Trust	Overpayments	\$105.21
60111	Teresa Luevano	Overpayments	\$125.51
60112	Area West Engineers Inc	Contract Services-Engineering	\$2,161.25
60113	Bart/Riebes Auto Parts	Repair-Trucks	\$92.23
60114	Burketts	Office Expense	\$32.88
60115	Caltronics Business System	Small Office Equipment	\$1,536.84
60116	Custom Transitions Inc	Contract Services-Other	\$190.00
60117	Dawson Oil Company	Gas & Oil	\$1,133.07
60118	GreatAmerica Leasing Corp	Equipment Rental-Office	\$218.79
60119	Groeniger & Company	Material	\$4,146.48
60120	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$45,096.11
60121	KASL Consulting Engineers	Contract Services-Engineering	\$466.50
60122	Douglas A MacTaggart	Contract Services-Paving Concrete	\$7,358.00
60123	Miles Treaster & Associates	Office Expense	\$25,348.12
60124	Office Depot	Office Expense	\$200.04
60125	Pace Supply Corp	Material	\$423.36
60126	R E Smith Contractor Inc	Contract Services-Wells	\$143,141.70
60127	Republic Services #922	Utilities	\$203.45
60128	Regional Water Authority	Dues & Subscriptions	\$960.00
60129	Sac-Val Janitorial Supply	Supplies-Field	\$185.92
60130	Sharp Inspection Group	Contract Services-Engineering	\$6,450.00
60131	SHI International Corp	Maintenance Agreement-Software	\$1,462.02
60132	SMUD	Utilities	\$10,641.48
60133	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,707.05
60134	US Bank I.M.P.A.C. Government Services	See September Agenda Item CC:6	\$4,026.72
60135	Joe E/Vicky L Cardenas	Overpayments	\$86.21
60136	Void	Void	\$0.00
60137	Nicholas Kepler	Overpayments	\$96.94
60138	Devon Edwards	Overpayments	\$15.92
60139	Lavaun C Gold	Overpayments	\$37.42
60140	Altisource Single Family Inc	Overpayments	\$107.59
60141	Alvernaz Enterprises LLC	Overpayments	\$270.46
60142	Afman Supply	Small Tools	\$347.85
60143	Alexander's Contract Services	Contract Services- Meter Read	\$2,389.87
60144	California Surveying & Drafting Supply	Small Tools	\$5.00
60145	Coverall North America Inc	Janitorial	\$399.00
60146	Groeniger & Company	Material	\$803.52
60147	ICM Group, Inc.	Contract Services- Miscellaneous	\$11,418.50
60148	Integrity Administrators Inc	Health Insurance	\$264.00
60149	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$3,535.00
60150	KASL Consulting Engineers	Contract Services-Engineering	\$1,792.00
60151	Liebert Cassidy Whitmore	Legal & Audit	\$180.00
60152	Martin General Engineering Inc	Overpayments	\$127,417.80
60153	Protection One Alarm Monitoring	Equipment Rental-Office	\$120.00
60154	RW Trucking	Contract Services- Miscellaneous	\$3,358.75
60155	Sylvan Professional Plaza LLC	Fixed Assets	\$2,108.41
60156	Gaynor Telesystems Incorporated	Fixed Assets	\$12,910.18
60157	ACWA/JPIA	Workers Comp Insurance	\$79,974.77
60158	Joan A Lewis	Overpayments	\$44.03
60159	Charles R/Claudette M Dunn Trust	Overpayments	\$7.38
60160	Tammy Phillips	Overpayments	\$122.25
60161	Gary L Rentmeister	Overpayments	\$5.42
60162	Dieter G Hellmann Trust	Overpayments	\$43.02
60163	Jason W/Jennifer S Smith	Overpayments	\$13.17
60164	Christopher/Kathryn N Lumsden	Overpayments	\$12.23

60165	Aimee P Staats/Sue O'Donnell	Overpayments	\$25.81
60166	Zachary Bishop	Overpayments	\$79.54
60167	A&A Stepping Stone Manufacturing	Supplies-Field	\$374.85
60168	Alexander's Contract Services	Contract Services- Meter Read	\$2,024.86
60169	Awards By Kay Inc	Office Expense	\$48.60
60170	BSK Associates	Water Analysis	\$488.00
60171	California State Disbursement Unit	Garnishment	\$184.61
60172	California State Disbursement Unit	Garnishment	\$109.61
60173	Robin Cope	Health Insurance	\$397.00
60174	Holt of California	Repair-Equipment/Hardware	\$1,365.24
60175	Integrity Administrators Inc	Health Insurance	\$2,500.00
60176	J4 Systems	Contract Services-Other	\$4,290.00
60177	Moonlight BPO	Contract Services-Bill Print/Mail	\$4,076.06
60178	Lawrence B Ortiz III	Overpayments	\$12.71
60179	Julie A Ball	Overpayments	\$108.16
60180	Stephen N McKee	Overpayments	\$128.12
60181	Von Bergen Family Trust	Overpayments	\$13.19
60182	Farid Vaghefi	Overpayments	\$658.00
60183	Steven O'Camb	Overpayments	\$79.20
60184	Raymond P Gesey Trust	Overpayments	\$139.88
60185	Serena Syn Family Trust	Overpayments	\$75.15
60186	Nader/Fariba Shirakh	Overpayments	\$7.66
60187	Patricia T Whiting	Overpayments	\$69.48
60188	Carlos/Martha Gutierrez	Overpayments	\$101.17
60189	Ivan/Inna Sushchik	Overpayments	\$801.07
60190	Gerard Family Trust	Overpayments	\$62.05
60191	Air Works Inc./Summit Air Co	Overpayments	\$59.82
60192	Euro Pacific Mortgage LLC/Navdip Singh	Overpayments	\$99.39
60193	ABA DABA Rentals & Sales	Supplies-Field	\$275.00
60194	Absolute Secured Shredding Inc	Equipment Rental-Office	\$40.00
60195	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,985.09
60196	Alexander's Contract Services	Contract Services- Meter Read	\$1,866.85
60197	AT&T Payment Center	Telephone-Local/Long Distance	\$60.00
60198	BSK Associates	Water Analysis	\$1,112.00
60199	Comcast	Equipment Rental-Office	\$328.58
60200	Connected Document Solutions	Maintenance Agreement-Equipment	\$70.47
60201	Consolidated	Telephone-Local/Long Distance	\$892.13
60202	Corelogic Information Solutions Inc	Dues & Subscriptions	\$623.83
60203	Corix Water Products, Inc	Material	\$7,009.20
60204	Dan Martin/George Brown	Overpayments	\$76.18
60205	Future Ford	Repair-Trucks	\$2,576.85
60206	Groeniger & Company	Material	\$5,813.00
60207	HD Supply Waterworks LTD	Material	\$944.46
60208	Hesse, Daniel	Small Tools	\$20.00
60209	Void	Void	\$0.00
60210	J4 Systems	Contract Services-Other	\$360.00
60211	Kaiser Foundation Health Plan, Inc	Health Insurance	\$13,288.03
60212	Moonlight BPO	Contract Services-Bill Print/Mail	\$2,231.94
60213	Office Depot	Office Expense	\$163.98
60214	Pirtek Power Inn	Repair-Trucks	\$127.14
60215	Red Wing Shoe Store	Small Tools	\$720.00
60216	Sac-Val Janitorial Supply	Supplies-Field	\$72.49
60217	SHI International Corp	Maintenance Agreement-Software	\$2,048.83
60218	Snyder Commercial Real Estate	Overpayments	\$53.58
60219	SureWest Directories	Telephone-Local/Long Distance	\$49.00
60220	A. Teichert & Son, Inc.	Road Base	\$1,756.54
60221	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,376.00
60222	Unum Life Insurance Co of America	Disability & Life Insurance	\$1,741.82

60223	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$2,250.00
60224	Zee Medical Company	Supplies-Field	\$155.44
60225	NV5 / Nolte Associates, Inc.	Contract Services-Engineering	\$10,940.49
60226	City of Citrus Heights	Permit Fees	\$125.00
60227	Diane Redman	Overpayments	\$165.69
60228	Lance/Patricia West	Overpayments	\$68.51
60229	Marjorie Edwards-Lechner Trust	Overpayments	\$540.94
60230	Jeffrey McBride/Betty J McBride	Overpayments	\$5.19
60231	Walter A/Barbara J Johnson	Overpayments	\$11.86
60232	Timothy K/Deborah L O'Neill	Overpayments	\$8.31
60233	JD Pasquetti	Overpayments	\$1,461.97
60234	Desert Bay Partners LLC	Overpayments	\$70.00
60235	Alexander's Contract Services	Contract Services- Meter Read	\$2,639.96
60236	AnswerNet	Telephone-Answering Service	\$241.11
60237	AREA Restroom Solutions	Equipment Rental-Field	\$106.20
60238	Automate Mailing	Contract Services-Bill Print/Mail	\$3,648.97
60239	Bart/Riebes Auto Parts	Repair-Trucks	\$50.58
60240	Bennett Engineering Services, Inc	Contract Services-Engineering	\$364.00
60241	BSK Associates	Water Analysis	\$568.00
60242	James Buford	Small Tools	\$116.92
60243	Burketts	Office Expense	\$455.95
60244	California State Disbursement Unit	Garnishment	\$184.61
60245	California State Disbursement Unit	Garnishment	\$109.61
60246	Caltronics Business System	Small Office Equipment	\$378.00
60247	CirclePoint	Contract Services-Water Conservation	\$261.25
60248	Connected Document Solutions	Maintenance Agreement-Equipment	\$321.84
60249	Cybox	Equipment Rental-Office	\$129.12
60250	Dawson Oil Company	Gas & Oil	\$1,225.18
60251	Michael B or Jelena E Grizelj or Michael J Laptalo	Overpayments	\$163.26
60252	Hodge Products	Supplies-Field	\$664.84
60253	Indoor Environmental Services	Maintenance Agreement-Equipment	\$260.00
60254	J4 Systems	Contract Services-Other	\$100.00
60255	Bruins Legal Document Preparation	Office Miscellaneous	\$80.00
60256	Liebert Cassidy Whitmore	Legal & Audit	\$60.00
60257	Moonlight BPO	Contract Services-Bill Print/Mail	\$2,141.89
60258	Office Depot	Office Expense	\$75.13
60259	One Print Source & Graphics	Printing	\$150.68
60260	Paladin Private Security	Contract Services-Other	\$3,168.00
60261	Pacific Gas & Electric	Utilities	\$10.65
60262	Regional Water Authority	Dues & Subscriptions	\$40.00
60263	The Sacramento Gazette	Publication Notices	\$83.05
60264	Les Schwab Tires	Repair-Trucks	\$416.48
60265	Sylvan Professional Plaza LLC	Fixed Assets	\$2,108.31
60266	A. Teichert & Son, Inc.	Road Base	\$760.36
60267	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,938.00
60268	Tree Pros, Inc	Contract Services- Miscellaneous	\$1,650.00
60269	Jason E Tupper	Continued Education	\$50.00
60270	Verizon Wireless	Telephone-Wireless	\$1,180.94
60271	Voyager Fleet Systems Inc	Gas & Oil	\$1,963.65

60272	Wallace Kuhl & Associates Inc	Contract Services- Miscellaneous	\$606.25
60273	Joseph R or Erica F Hall	Toilet Rebate Program	\$150.00
60274	David Lipford	Toilet Rebate Program	\$150.00
60275	Dana L McFadden	Toilet Rebate Program	\$75.00
60276	Arnold J or Laura A Meert	Toilet Rebate Program	\$225.00
60277	Jeffrey J Newbold	Overpayments	\$75.00
60278	Robert B or Gerhild M Peters	Toilet Rebate Program	\$150.00
60279	ABA DABA Rentals & Sales	Supplies-Field	\$110.93
60280	Alexander's Contract Services	Contract Services- Meter Read	\$4,125.62
60281	BSK Associates	Water Analysis	\$1,332.00
60282	CirclePoint	Contract Services-Water Conservation	\$7,800.00
60283	Dawson Oil Company	Gas & Oil	\$1,633.47
60284	FP Mailing Solutions	Equipment Rental-Office	\$165.24
60285	David Gordon	Continued Education	\$79.99
60286	GreatAmerica Leasing Corp	Equipment Rental-Office	\$255.67
60287	HD Supply Waterworks LTD	Material	\$480.38
60288	J4 Systems	Contract Services-Other	\$840.00
60289	Moonlight BPO	Contract Services-Bill Print/Mail	\$2,646.41
60290	Office Depot	Office Expense	\$534.78
60291	Pace Supply Corp	Material	\$6,214.49
60292	Regional Water Authority	Dues & Subscriptions	\$40.00
60293	Les Schwab Tires	Repair-Trucks	\$388.05
60294	SHI International Corp	Maintenance Agreement-Software	\$50.32
60295	A. Teichert & Son, Inc.	Road Base	\$756.61
60296	US Bank I.M.P.A.C. Government Services	Continued Education	\$5,162.19
Total			<u>\$653,078.98</u>

ACH	PERS 8/27/15	PERS	\$13,332.84
ACH	PERS 9/10/15	PERS	\$13,332.84
ACH	ELAVON AUG 2015 FD	Bank Fee	\$202.92
ACH	ELAVON AUG 2015 WEB	Bank Fee	\$2,701.25
ACH	BANK OF THE WEST	Bank Fee	\$2,030.39
ACH	PAYCHEX	Contract Services-Other	\$341.40
ACH	ELAVON AUG2015 PH	Bank Fee	\$121.91
ACH	FP MAILING	Equipment Rental-Office	\$1,000.00
ACH	WHA	Health Insurance	\$16,604.00
ACH	VALIC 9/10/15	Deferred Compensation	\$27,120.00
ACH	VOYA 9/10/15	Deferred Compensation	\$45.00
ACH	WELLS FARGO	COP Debt Service	\$505,981.50
ACH	PERS9/24/15PAYROL	PERS	\$12,723.17
ACH	VALIC 9/24/15	Deferred Compensation	\$3,320.00
ACH	VANCO AUGUST 2015	Bank Fee	\$54.50
ACH	VOYA 9/24/15	Deferred Compensation	\$45.00
Total			<u>\$598,956.72</u>

Grand Total			<u><u>\$1,252,035.70</u></u>
--------------------	--	--	------------------------------

October Checks Approved At October Board Meeting

60302	Regional Water Authority	Dues & Subscriptions	\$8,478.00
60304	SMUD	Utilities	\$9,670.26
60299	Douglas A MacTaggart	Contract Services-Paving/ Concrete	\$9,911.00
60303	Sharp Inspection Group	Contract Services-Engineering	\$13,400.00
60298	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$20,577.54
60297	Groeniger & Company	Material	\$35,100.00

60300	Martin General Engineering Inc	Contract Services-Engineering	\$63,596.80
60301	R E Smith Contractor Inc	Contract Services-Wells	\$180,935.36
			<hr/>
			\$341,668.96

US BANK - CAL-Card Distributions

September 2015

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

TOTAL BILL

11180-00	52300-02	54210	54211	1-54211-00	1-54211-01	54241-01	56200	56230	56830	56890-02	56890-04
\$5,161.29											

	Fixed Asset/Office Equip	Wells Main	Tools	Supplies	CIP/Supplies	CIP/Supplies/Wells	Repair	Truck	Office Exp	Postage	C.E.	Mtg Accom	Office Misc. Milestone Events
Churchill	\$ 47.26								30.00				17.26
Cutler	\$ 282.89		15.08	115.89		41.94							109.98
Dains	\$ -												
Dietrich	\$ 119.79											119.79	
Evans	\$ 2,982.73		180.12		1,037.79		963.54		107.96			59.73	633.59
Hensley	\$ 1,441.08	371.03									80.00		990.05
Straus	\$ 78.40										58.41		
Smoot	\$ 200.25						19.99				36.00	68.30	
Townsel	\$ 8.89									95.95		8.89	
	\$ -												
	\$ -												

\$ 5,161.29 - \$ 371.03 \$ 195.20 \$ 115.89 \$ 1,037.79 \$ 41.94 \$ 983.53 \$ 137.96 \$ 95.95 \$ 174.41 \$ 256.71 \$ 1,750.88

V#:

Date: 9/30/15

Doc #:

Doc #:	Category	Amount
52300-02	Wells Main	\$ 371.03
54210	Tools	\$ 195.20
54211	Supplies	\$ 115.89
54241-01	Rep-Truck	\$ 983.53
56200	Off Exp	\$ 137.96
56230	Postage	\$ 95.95
56830	CE	\$ 174.41
56890-01	Off Misc - Dist Event	\$ -
56890-02	Mtg Accom	\$ 256.71
		5,162.19

OCTOBER 13, 2015 - AGENDA
ITEM: CC-10

Citrus Heights Water District
 2015 Director Training Courses/Seminars/Conferences

as of 10/6/2015

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Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/phone
5/6/15-5/7/15	2	ACWA Spring Conference	ACWA	Sacramento	Al Dains	670.00	560.00				110.00	
5/6/15-5/7/15	2	ACWA Spring Conference	ACWA	Sacramento	Ray Riehle	670.00	560.00				110.00	
5/6/15-5/7/15	2	ACWA Spring Conference	ACWA	Sacramento	Caryl Sheehan	600.00	600.00					
Grand Total						1,940.00						

Citrus Heights Water District
 2015 Officer Training Courses/Seminars/Conferences

as of 10/8/2015
 I:\Users\Continued Ed\Continued Ed-2009.xls

Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/phone
5/4/15-5/7/15	4	ACWA Spring Conference	ACWA	Sacramento	Robert Churchill	695.00	695.00					
5/4/15-5/7/15	4	ACWA Spring Conference	ACWA	Sacramento	Hilary Strauss	695.00	695.00					

Citrus Heights Water District
 2015 Employee Training Courses/Seminars/Conferences
 as of 10/8/2015

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Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/ phone
7/19/15-7/23/15	4	ESRI User Conference	ESRI	San Diego	Borey Swing	1,489.27		942.16	314.00		175.11	58.00
6/7/15-6/10/15	3	AWWA Annual Conference	AWWA	Anaheim	Paul Dietrich	1,670.56	845.00	290.00	254.20		201.36	80.00
06/24/15	1	Sacramento Valley Chapter Meeting	CSMFO	Yuba City	Susan Sohal	30.00	30.00					
07/24/15	1	Intermediate Government Accounting	CSMFO	Menlo Park	Susan Sohal	369.83	150.00	219.83				
10/06/15	4	WaterSmart	WaterSmart	Las Vegas	Rex Meurer	1,027.60	430.00	369.60	228.00			
10/25/15	3	CalPERS Yearly Conference	CalPERS	San Jose	Lisa Smoot	1,054.00	398.00	655.00				
10/18/15	3	Board Secretary/Clerk Conference and Cert Program	CSDA	Lake Tahoe	Lisa Smoot	750.00	750.00	0.00	0.00			
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
Grand Total						6,391.26	2604.00	2476.59	796.20	0.00	376.47	138.00

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING IMPROVEMENTS PROJECT
STATUS : Information Item
REPORT DATE : October 8, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Receive a status report on the construction phase of the Administration Building Expansion and Renovation Project.

BACKGROUND AND ANALYSIS:

The Administration Building Expansion and Renovation Project is substantially complete with the City of Citrus Heights Building Department's final inspection/approval on October 8, 2015. Minor cosmetic corrective items remain to be addressed over the next few weeks. Furniture installation began on October 8 and the administrative staff will be moving back from 7011 Sylvan Road between October 9th and 11th. The office is planned to reopen for customers on October 12 and followed by this Board of Directors Meeting on October 13.

A Grand Reopening to celebrate completion of the project followed by light refreshments is contemplated for Thursday November 5 at 11:30 AM with a ribbon cutting by the Board, Staff, Architect and Contractor.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : SKYCREST WELL EQUIPPING PROJECT
STATUS : Consent Calendar - Information Item
REPORT DATE : October 1, 2015
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 has been extended to December 11, 2015.

Construction at the site continues. Final tie-ins to the water system have been completed. Finish grading has begun, with above ground piping, and building electrical nearing completion.

The building roof has been installed.

Construction of the wellhead is next, with the installation of the pump and motor to follow.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : DROUGHT RESPONSE PLAN UPDATE
STATUS : Information Item
REPORT DATE : October 5, 2015
PREPARED BY : Rex Meurer, Water Efficiency Coordinator

OBJECTIVE:

Provide an update on Citrus Heights Water District's Drought Response Plan.

BACKGROUND AND ANALYSIS:

Water Efficiency Coordinator Meurer has prepared a PowerPoint presentation to update the Board of Directors on the progress of the Drought Response Plan that was approved by the Board in May 2015. WEC Meurer will provide a presentation to the Board of Directors at its October 13, 2015 meeting.

RECOMMENDATION:

Receive and file the presentation on the District's Drought Response Plan.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : 2016 WATER RATES, MISCELLANEOUS FEES AND CHARGES
AND CAPACITY FEES
STATUS : Discussion Item
REPORT DATE : October 6, 2015
PREPARED BY : Susan K Sohal – Accounting Supervisor

OBJECTIVE:

Review and discuss the proposed Capacity Fees and Water Rates, Miscellaneous Fees and Charges for 2016.

BACKGROUND AND ANALYSIS:

This report presents the proposed Miscellaneous Fees and Charges for 2016, and Capacity Fees for 2016.

2016 Schedule of Water Rates, Miscellaneous Fees, Charges and Capacity Fees

A schedule comparing current 2015 adopted Water Rates, Miscellaneous Fees and Charges and Capacity Fees with the proposed 2016 Water Rates, Miscellaneous Fees and Charges and Capacity Fees accompanying this staff report. Significant elements of the 2016 water rate schedule are as follows:

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

Next Steps:

The proposed 2016 Water Rates, Miscellaneous Fees and Charges and Capacity Fees schedule will be on the agenda as a Public Hearing for Board consideration at the November 17th budget and rate adoption meeting.

RECOMMENDATION:

1. Review and discuss the proposed Water Rates, Miscellaneous Fees, Charges and Capacity Fees 2016
2. Provide direction to staff on the draft Water Rates, Miscellaneous Fees, Charges and Capacity Fees for 2016.

CITRUS HEIGHTS WATER DISTRICT
COMPARISON OF 2015 ADOPTED AND 2016 PROPOSED WATER RATES, FEES AND CHARGES
 Draft -- October 13, 2015

Type of Charge	Applied Basis or Frequency	2015 Adopted	2016 Proposed	\$ Change
<u>Charges for Metered Rate Customer Accounts</u>				
<i>Service Charge, Domestic, Commercial & Irrigation Meters</i>				
¾-inch meter	bi-monthly, per meter	\$36.89	\$42.05	\$5.16
1-inch meter	bi-monthly, per meter	\$56.13	\$63.98	\$7.85
1½-inch meter	bi-monthly, per meter	\$68.95	\$78.60	\$9.65
2-inch meter	bi-monthly, per meter	\$133.07	\$151.69	\$18.62
3-inch meter	bi-monthly, per meter	\$210.02	\$239.42	\$29.40
4-inch meter	bi-monthly, per meter	\$415.22	\$473.35	\$58.13
<i>Service Charge, Combination Meters</i>				
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00	\$0.00
4-inch meter	bi-monthly, per meter	\$133.07	\$151.69	\$18.62
6-inch meter	bi-monthly, per meter	\$210.02	\$239.42	\$29.40
8-inch meter	bi-monthly, per meter	\$415.22	\$473.35	\$58.13
10-inch meter	bi-monthly, per meter	\$1,011.56	\$1,153.17	\$141.61
<u>Public Agencies with Mutual Assistance Agreements</u> (SJUSD, SRPD, SCD) (Multiplier = 0.50)				
<i>Service Charge, Domestic, Commercial & Irrigation Meters</i>				
¾-inch meter	bi-monthly, per meter	\$18.44	\$21.02	\$2.58
1-inch meter	bi-monthly, per meter	\$28.06	\$31.99	\$3.93
1½-inch meter	bi-monthly, per meter	\$34.47	\$39.30	\$4.83
2-inch meter	bi-monthly, per meter	\$66.53	\$75.84	\$9.31
3-inch meter	bi-monthly, per meter	\$105.01	\$119.71	\$14.70
4-inch meter	bi-monthly, per meter	\$207.61	\$236.67	\$29.06
<i>Service Charge, Combination Meters</i>				
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00	\$0.00
4-inch meter	bi-monthly, per meter	\$66.53	\$75.84	\$9.31
6-inch meter	bi-monthly, per meter	\$105.01	\$119.71	\$14.70
8-inch meter	bi-monthly, per meter	\$207.61	\$236.67	\$29.06
10-inch meter	bi-monthly, per meter	\$505.78	\$576.58	\$70.80
<u>Other Service Charges</u>				
<i>Service Charge, Construction Meters</i>				
2½-inch and 3-inch meters	bi-monthly, per meter	\$210.02	\$239.42	\$29.40
<i>Service Charge, North Ridge Country Club Meter</i> (multiplier = 3.00, not annexed)				
	bi-monthly, per meter	\$168.39	\$191.94	\$23.55
<i>Service Charge, Mount Vernon Memorial Park</i> (multiplier = 2.31, based upon property annexed)				
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00	\$0.00
8-inch Combination meter	bi-monthly, per meter	\$959.16	\$1,093.43	\$134.27
<u>Usage Charges for Water Consumed</u> 1 unit = 100 cubic feet = 748 gallons				
<i>All Domestic, Commercial, Irrigation, Combination Meter, and Fire Service Accounts except as otherwise specified below:</i>				
	per unit	\$0.7663	\$0.8735	\$0.1072
<i>Construction Meters</i>				
	per unit, for all units bi-monthly	\$2.2989	\$2.6205	\$0.3216
<i>North Ridge Country Club Meter</i>				
	per unit, for all units bi-monthly	\$2.2989	\$2.6205	\$0.3216
<i>Mount Vernon Memorial Park (2.31 multiplier)</i>				
	per unit, for all units bi-monthly	\$1.7702	\$2.0177	\$0.2475
<i>Unannexed property (surplus water only)</i>				
	multiplier times annexed rate, applied to service charge and commodity charge	3	3	-----
<u>Wheeling Water Charge</u> (unless otherwise adopted by mutual aid agreement)				
	per acre-foot to Cal-American WC	\$43.25	\$49.30	\$6.05
	per acre-foot to Carmichael WD	\$43.25	\$49.30	\$6.05
	per acre-foot to Fair Oaks WD	\$0.00	\$0.00	\$0.00
	per acre-foot to Orangevale WD	\$0.00	\$3.36	\$3.36
	per acre-foot to City of Roseville	\$43.25	\$49.30	\$6.05
	per acre-foot to Sac. Suburban WD	\$43.25	\$49.30	\$6.05
	per acre-foot to San Juan WD	\$2.94	\$3.36	\$0.42

CITRUS HEIGHTS WATER DISTRICT
COMPARISON OF 2015 ADOPTED AND 2016 PROPOSED WATER RATES, FEES AND CHARGES
 Draft -- October 13, 2015

Type of Charge	Applied Basis or Frequency	2015 Adopted	2016 Proposed	\$ Change
Capacity Fees				
Residential- Multi-Family:				
Townhomes/Condos/Duplexes w/¾-inch max.	per service + non-residential uses	\$3,868.00	\$4,177.00	\$309.00
Townhomes/Condos/Duplexes w/1-inch max.				
Fire Sprinklers w/1-inch max.	per service + non-residential uses	\$6,189.00	\$6,683.00	\$494.00
Residential- Single Family:				
0 - 2.499 acres with 1-inch max.	per service	\$6,189.00	\$6,683.00	\$494.00
2.500 - 4.999 acres with 1¼-inch max.	per service	\$6,963.00	\$7,518.00	\$555.00
5.00 - 7.500 acres with 1½-inch max.	per service	\$7,736.00	\$8,354.00	\$618.00
Over 7.500 acres with 2-inch max.	per service	\$15,473.00	\$16,708.00	\$1,235.00
Nonresidential Users:				
Based on service size, including, but not limited to, commercial, industrial, irrigation, commercial swimming pools, and clubhouse applications:				
¾ inch	per service	\$2,321.00	\$2,506.00	\$185.00
¾ inch	per service	\$3,868.00	\$4,177.00	\$309.00
1 inch	per service	\$6,189.00	\$6,683.00	\$494.00
1¼ inch	per service	\$6,963.00	\$7,518.00	\$555.00
1½ inch	per service	\$7,736.00	\$8,354.00	\$618.00
2 inch	per service	\$15,473.00	\$16,708.00	\$1,235.00
3 inch	per service	\$24,756.00	\$26,732.00	\$1,976.00
4 inch	per service	\$49,512.00	\$53,464.00	\$3,952.00
6 inch	per service	\$193,406.00	\$208,844.00	\$15,438.00
8 inch	per service	\$371,340.00	\$400,980.00	\$29,640.00
10 inch	per service	\$587,955.00	\$634,885.00	\$46,930.00
12 inch	per service	\$773,625.00	\$835,375.00	\$61,750.00
Other Charges and Fees				
Inclusion / Annexation Fee	per gross acre, ½ acre or greater minimum to ½ acre	\$2,214.00 \$1,107.00	\$2,223.00 \$1,111.50	\$9.00 \$4.50
Agenda-By-Mail Charge (e-mail delivery free)	per packet	\$0.00	\$30.00	\$30.00
Agenda-By-Mail Charge (e-mail delivery free)	per year	\$65.00	\$371.00	\$306.00
Standby Service Charge	per hour, 1 hour minimum	\$98.00	\$97.00	(\$1.00)
New Account Application Fee	per application	\$30.00	\$0.00	(\$30.00)
Returned Check Fee	per check	\$20.00	\$25.00	\$5.00
Late Payment Penalty	5% of overdue account balance	5.00%	5.00%	0
Turn-off Notice Service Charge	per occurrence	\$25.00	\$22.00	(\$3.00)
Disconnect / Reconnect Service Charge	per occurrence	\$58.00	\$100.00	\$42.00
Meter Re-Read / Maintenance Charge	per occurrence	\$39.00	\$39.00	\$0.00
Customer Account Deposit	per account	\$170.00	\$200.00	\$30.00
Construction Meter Deposit	per meter	\$1,750.00	\$1,769.00	\$19.00
Copy Charge	per page	\$0.10	\$0.10	\$0.00
Backflow Prevention Assembly Testing Charge	per assembly bimonthly	\$12.00	\$12.50	\$0.50
Backflow Prevention Assembly Re-testing Charge	per test	-----	\$80.00	\$80.00
Fire Flow Certification Letter	per letter	\$25.00	\$22.00	(\$3.00)
Fire Flow Modeling	per modeling	\$240.00	\$333.00	\$93.00
Fire Flow Modeling & Certification Letter	per modeling plus letter	-----	\$355.00	\$355.00

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : ANTELOPE PUMP-BACK BOOSTER PUMP STATION PROJECT
STATUS : Information Item
REPORT DATE : October 8, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Discuss the Antelope Pump-Back Booster Pump Station Project between San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD) and its relationship to the operation of the Cooperative Transmission Pipeline (CTP).

BACKGROUND AND ANALYSIS:

A meeting is scheduled for October 19, 2015 at 1:00 PM at SJWD with all CTP Participants to discuss utilization of the Cooperative Transmission Pipeline (CTP) to facilitate water deliveries from the Antelope Pump-Back Booster Pump Station Project.

The attached letter from SJWD AGM Keith Durkin dated July 27, 2015 and my letter dated October 5, 2015 provide the basis for the discussion.

RECOMMENDATION:

None

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : CALL FOR PUBLIC HEARINGS ON NOVEMBER 17, 2015
STATUS : Action Item
REPORT DATE : October 6, 2015
PREPARED BY : Susan K. Sohal, Accounting Supervisor

OBJECTIVE:

Call for Public Hearings on November 17, 2015 on the Proposed 2016 Operating and Capital Improvements Budgets, 2016 Water Rates and Miscellaneous Charges and Fees, 2016 Capacity Charges and 2016 and On-going Water Shortage Rate Structure.

BACKGROUND AND ANALYSIS:

District staff is requesting that the Board of Directors hold public hearings on its Budgets, Rates, Fees, Capacity Charges and Water Shortage Rate Structure. The District's required Proposition 218 Notice to all property owners was mailed on September 30, 2015 for hearings to be held on November 17, 2015 at the Rusch Park Community Center, 7801 Auburn Blvd at 6:30 PM.

The Public hearings are proposed to be held on November 17, 2015 on the following:

- a. 2016 Operating and Capital Improvement Budgets
- b. 2016 Water Rates and Miscellaneous Charges and Fees
- c. 2016 Capacity Charges
- d. 2016 and On-going Water Shortage Rate Structure

RECOMMENDATION:

Call for Public Hearings described above with the Citrus Heights Water District Board of Directors on Tuesday November 17, 2015 at the Rusch Park Community Center, 7801 Auburn Blvd at 6:30 PM.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : October 7, 2015
 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. ***Oct 14 Elected Officials Reception
Citrus Heights, CA***
- Recommended Attendees: Directors, General Manager, Assistant General Manager***
- B. Oct 26-29 AWWA Ca/NV Section
Las Vegas, NV
- Recommended Attendees: ***None***
- C. Nov 30-Dec 1 ACWA-JPIA Fall Conference
Indian Wells, CA
- Recommended Attendees: Directors, Assistant General Manager
- D. Dec 1-4 ACWA Fall Conference
Indian Wells, CA
- Recommended Attendees: Directors, Assistant General Manager

Bob Churchill

From: Citrus Heights Chamber of Commerce <chamber@chchamber.com>
Sent: Tuesday, October 06, 2015 4:12 PM
To: rchurch@chwd.org
Subject: Elected Officials Reception Wednesday 10/14/15



**Elected Officials Reception
October 14th 5:30 - 7:30 p.m.**

**INAUGURAL
Elected Officials Reception**



Join invited guests Congressman Ami Bera, State Senator Jim Nielsen, Assemblyman Ken Cooley, County Supervisor Roberta MacGlashan, Citrus Heights Mayor Sue Frost and other elected officials for an evening of conversation.

Wednesday, October 14, 2015, 5:30 p.m. - 7:30 p.m.

El Tapatio Restaurant
5637 Sunrise Boulevard
Citrus Heights, CA 95610
\$15 per person

Please RSVP to Renee Larscheid at (916) 722-4545 or chamber@chchamber.com

SPONSORED BY



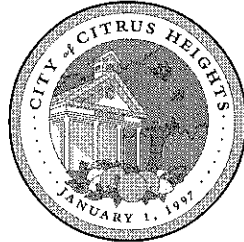
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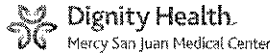
Questions? Call Renee Larscheid at 916.722.4545 ext. 24

A SPECIAL THANKS TO THE CHAIRMAN'S CIRCLE SPONSORS

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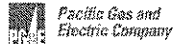
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BRONZE SPONSORS

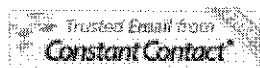


7920 Alta Sunrise Drive, Suite 100
Citrus Heights, CA 95610 | 916.722.4545

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CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : SELECTION OF DISTRICT AUDITOR
 STATUS : Action Item
 REPORT DATE : October 2, 2015
 PREPARED BY : Susan K Sohal, Accounting Supervisor

OBJECTIVE:

Consider the selection of an accounting firm to provide independent financial audit services for the District.

BACKGROUND AND ANALYSIS:

Richardson and Company has completed the annual audit of the District's Financial Statements for a period of five consecutive years, and District staff has been satisfied with the work that the firm has performed. The District's Financial Audit Policy 6010.02 recommends that a new auditing firm be selected at least every five years in order to maintain the highest level of objectivity and impartiality in reviewing CHWD's financial transactions.

To that end, the District issued a Request for Proposals (RFP) for the selection of a new audit firm in August 2015. Proposals were received from the following 4 firms:

Gallina LLP, Roseville	The Pun Group, Santa Ana
Vavrinek, Trine, Day & Company, Sacramento	Maze & Associates, Pleasant Hill

An Auditor Selection Committee composed of Director Caryl Sheehan, AGM Hilary Straus, AS Susan Sohal and HR Specialist Lisa Smoot met on September 3, 2015, to review the proposals. Proposals were reviewed based on criteria including completeness of the response to the RFP, professional qualifications and experience and cost. Based on that criteria, the committee interviewed three of the four firms on September 15, 2015. After ranking proposals and checking references of the top-ranking firm, the recommendation of the Committee is that the District contract with Maze & Associates for financial auditing services and to prepare the State Controller's Report for the budget years ending December 31, 2015 through 2019 with an annual review every year. Funding is included in this year's and next year's budget for the auditing work and preparation of the State Controller's Report. Funding will be included in future year's budgets for future year's work performed by Maze and Associates under the accompanying Agreement.

Maze & Associates is a local accounting firm with demonstrated knowledge and experience in performing financial audits for California special districts and water agencies. Recent clients include Contra Costa Water District, Placer County Water Agency, Delta Diablo, and El Dorado Irrigations District. References had high praise for Maze & Associates' services and staff. Maze and Associates' proposed fee for services is \$23,915 each year for annual audits and preparation of the State Controller's Report during 2015 through 2019. Please find attached a copy of Maze & Associates' proposal (Attachment 1) to accompany professional services agreement (Attachment 2).



ATTACHMENT 1

Maze Associates' Proposal



August 27, 2015

Citrus Heights Water District
Susan K. Sohal, Accounting Supervisor
P.O. Box 286
Citrus Heights, CA 95611-0286

Dear Ms. Sohal:

We are pleased to submit our proposal to provide Professional Auditing Services for the Citrus Heights Water District for the year ended December 31, 2015, with the option of extending for an additional four years.

Yours very truly,

A handwritten signature in black ink, appearing to read 'David M. Alvey', is written over a faint, larger version of the same signature.

David M. Alvey

DMA:smg

Enclosures

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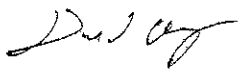
- We are properly licensed to practice in California.
- Everyone on our audit staff averages approximately **80 hours of training in municipal auditing and accounting and 1500 hours of municipal audit experience each year**. This means you do not train our staff!
- We provide **free training videos** on our website. Some of our latest videos focus on the implementation of GASB 68/71.
- With our qualified information security staff **we have developed and employ a number of technologies to streamline our audit process, ensure open channels of communication and data transfer while ensuring security and confidentiality of client data**. These technologies include LANs, a VPN, "Leapfile" data file transfers, "Mimecast" email protection software, paperless audit workpapers, and a major upgrade of our "electronic transfer of data" technique eliminating manual financial statement inputs and maximizing easy to use financial rollup reports.
- **Up to half our total audit time is spent at interim each year, ensuring a smoother year-end audit**. Our interim audit includes much of the work other firms postpone to year-end; we even begin the preparation of the notes to the financial statements.
- Our **Checklists** help you prepare in advance for both our interim and year-end audits. These Checklists do away with last-minute requests for schedules and analyses at year-end and help identify potential problems early in the process. We will coordinate them with the work papers you are already preparing, so **you don't have to prepare workpapers only for the auditors**.
- **We have never been sued over deficient work, although we are proud to say we were sued for doing our work too well!** See Litigation for details.
- **Our references** - indeed, any of our clients, will confirm we are your best choice.

We have no doubt that we are the firm best qualified to perform the services described in the request for proposal. After you have analyzed our proposal and - most important - talked with our references, we are quite confident you will agree. The proposal is a firm and irrevocable offer for 90 days.

David Alvey, Vice President (david@mazeassociates.com) and Vikki Rodriguez, Vice President (vikr@mazeassociates.com) and are authorized to represent, sign for and contractually obligate Maze & Associates, a Professional Corporation, located at 3478 Buskirk Avenue, Suite 215, Pleasant Hill, CA, 94523, (925) 930-0902.

We look forward to the opportunity to work with the District!

Yours very truly,



David M. Alvey, CPA

DMA:smg

PROFILE OF THE PROPOSING FIRM (Continued)

Conflict of Interest

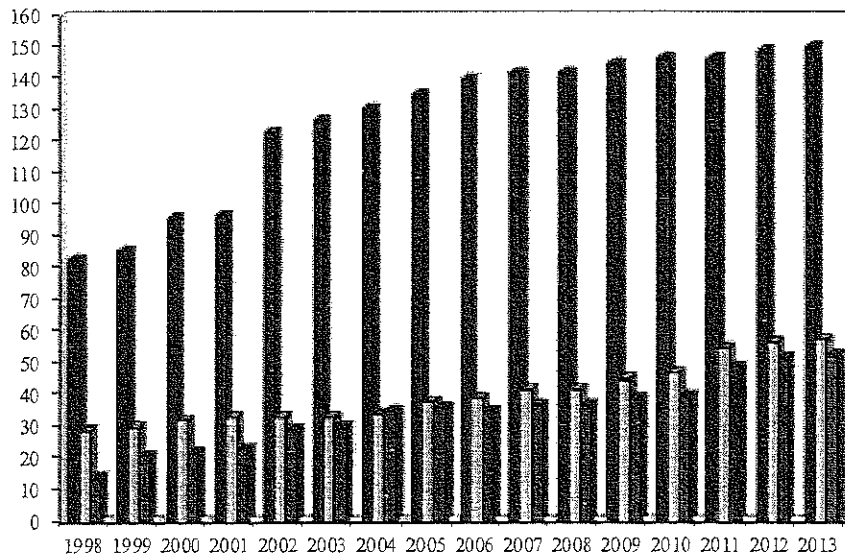
There is no conflict of interest with regard to the work requested to performed by the firm for the District. We will discuss in advance with the District any professional relationships being contemplated during the period of engagement that may present a potential conflict of interest. If the District and we believe any such relationship presents a conflict of interest, we will not enter into it.

Audit Quality

Never has audit quality been the focus of more attention than now. With names like Orange County, San Diego and Bell in the news, municipal audits can no longer be relegated to a consent item. Ensuring quality audits is a necessity. Our commitment to quality remains our top priority.

Our Municipal Focus

Our practice includes forty city clients and more than fifty special districts, including forty-one city and special district CAFR award winners—more award winners than any other Northern California accounting firm or international firm branch office. Included in those totals are six award-winning Special District CAFRs. Eighty percent of our practice is municipal auditing, accounting and consulting, continuing throughout the entire year. Our growth can be seen in the graph below, which shows the growth in the number of our total municipal entity clients in blue, City audit clients in green and CAFR award winners in red.



Every one of the above CAFRs, won awards from GFOA and/or CSMFO.

National Recognition

We first achieved national recognition among accountants when we identified problems with municipal investments in April of 1994, months before the same problem drove Orange County into bankruptcy. While others dithered, we prepared our clients for the inevitable questions by alerting them immediately to the problem, working with GASB to address the accounting issues involved, and increasing our clients' financial statement disclosures so that the questions which came later were already answered in the financial statements. We were pleasantly surprised to see that a key disclosure element of GASB 40 is investment maturity data. Some of our clients have included maturity data in their CAFRs since 1994, when we recommended it as a way of reporting liquidity to financial statement users.

PROFILE OF THE PROPOSING FIRM (Continued)

City Clients

The table below summarizes our most recent experience with audits of cities. We are responsible for all phases of the work on these clients. All of this work represents recurring annual audit and related work; all this work and that presented in the table was completed on or before the deadline from the first year listed for each client.

City/Town	Client Since	CAFR	Successor Agency Disclosure	Single Audit	TDA	Transportation Measure	Retirement Plans	Financing Corp.
<i>Population > 100,000</i>								
Daly City	1992	✓	✓	✓	✓	✓	✓	
Hayward	2011	✓	✓	✓	✓	✓		✓
Richmond	2005	✓	✓	✓	✓	✓	✓	✓
Roseville	1998	✓	✓	✓				✓
Santa Clara	2012	✓	✓	✓	✓			
Valejo	2004	✓	✓	✓	✓	✓		
<i>Population < 100,000</i>								
Atherton	2009			✓		✓		
Belmont	1995	✓	✓	✓		✓		
Benicia	2011	✓		✓	✓			
Brentwood	2007	✓	✓	✓	✓	✓		
Brisbane	2011	✓	✓					
Cupertino	2012	✓	✓	✓	✓			
Dublin	2012	✓		✓		✓		
El Cerrito	2005	✓	✓	✓	✓		✓	✓
Fairfax	2009							
Gal	2009	✓	✓	✓				
Half Moon Bay	2014	✓		✓	✓			
Larkspur	1991			✓	✓			
Lathrop	2011	✓		✓				
Livermore	1988	✓	✓	✓	✓	✓		✓
Los Altos	2010	✓		✓		✓		
Manteca	1986	✓	✓	✓				✓
Martinez	2001	✓		✓	✓			
Millbrae	1998	✓	✓	✓	✓	✓		
Milpitas	1995	✓	✓	✓	✓			✓
Moraga	2012		✓	✓	✓			
Mountain View	2001	✓	✓	✓	✓			
Oakley	2008	✓	✓	✓	✓			
Pacifica	2015	✓		✓	✓	✓		
Petaluma	2011	✓		✓	✓			
Pittsburg	2011	✓	✓	✓	✓		✓	
Portola Valley	2005					✓		
Rancho Cordova	2009	✓	✓	✓				✓
San Leandro	2011	✓	✓	✓	✓	✓		
San Pablo	1995	✓	✓	✓	✓	✓	✓	
San Rafael	2007	✓	✓	✓				
San Ramon	2014	✓		✓	✓			
Sausalito	2006	✓						
South San Francisco	2004	✓	✓	✓	✓	✓		
Turlock	2013		✓	✓	✓			✓

PROFILE OF THE PROPOSING FIRM (Continued)

A chart of our Special District and Authority experience follows: (Continued)

Alameda Contra Costa County Transit Authority	2010	X	X
Alameda County Transportation Improvement Authority	2010	X	X
City/County Association of Governments	2005	X	X
Contra Costa Transportation Authority	2003	X	X
Eastern Contra Costa Transit Authority	2012	X	X
Livermore/Amador Valley Transportation Authority	1994	X	X
Measure J Traffic Congestion Relief Agency (TRAFFIX)	2012		
Peninsula Corridor Joint Powers Board	2010	X	X
Peninsula Traffic Congestion Relief Alliance	2001	X	X
Ralston/Holly /Harbor Grade Separation Projects	1998	X	X
San Francisco Bay Area Water Emergency Transit Auth.	1997	X	X
San Mateo County Transit District	2010	X	X
San Mateo County Transportation Authority	2010	X	
Solano Transportation Authority	2004	X	X
West Contra Costa Transportation Authority Commission	1995	X	
UTILITY			
Alameda Municipal Power	1990	X	
Bay Area Clean Water Agencies	2005		
Bethel Island Municipal Improvement District	2007		
Calaveras County Water District	2004		X
California Association of Sanitation Agencies (Non-profit)	2005		
Central Contra Costa Sanitary District	2013		
Coastside County Water District	1993	X	X
Contra Costa Water District	2002		X
Contra Costa Solid Waste Authority	1993	X	X
Delta Diablo Sanitation District	2004		X
Diablo Water District	2014		
Dublin San Ramon Services District	1999	X	X
DSRSD/EBMUD Recycled Water Authority	2005		
East Bay Municipal Utility District	2005	X	X
East Palo Alto Sanitary District	2013	X	
El Dorado Irrigation District	2007	X	X
Fairfield Suisun Sewer District	2000		
Freeport Regional Water Authority	2005		
Livermore-Amador Valley Water Management Agency	1987		X
Mid-Peninsula Water District	2006		
Novato Sanitary District	2013		X
Palo Alto Regional Water Quality Control Plant	1998	X	X
Placer County Water Authority	2005		X
Santa Clara Valley Water District	2004		
Sausalito-Marín City Sanitary District	2011		
Skyline County Water District	1992		
Solano Irrigation District	2006		
South Bay System Authority	1998	X	
South Bay Transfer Station Authority	1997	X	
South San Joaquin Irrigation District	2004		
South Placer Wastewater Authority	2001	X	
Stanislaus Waste-to-Energy	2005		
Stinson Beach County Water District	2011	X	
Tri-Valley Wastewater Authority	1990		
Union Sanitary District	2000		
Upper Mokelumne River Watershed Authority	2005		
West Bay Sanitary District	2005		
West Valley Sanitation District	2004		
Zone 7 Water Agency	2010	X	X

As you can see from the client list above, we have a winning combination that has resulted in **strong client loyalty and retention**. Several clients who left have returned after seeing the difference between our firm and our competitors, most recently Contra Costa Water District, Benicia and Pittsburg. Others have gone through a full proposal process and retained us, such as EBMUD, Delta Diablo, LAVTA, Milpitas and Oakley.

PROFILE OF THE PROPOSING FIRM (Continued)

Our municipal audit reports are subject to annual reviews by various branches of the Office of the State Controller. District audit reports and Single Audit Act reports receive particular scrutiny. During the past five years every one of these reports has been accepted as submitted. Of course, all of our clients' CAFRs are also reviewed by CSMFO and GFOA for award consideration; every report submitted has won an award from one of these organizations.

Federal or State Field Reviews

We have not been subject to any Federal or State Field Reviews of our audits during the past three years.

Peer Review



POWELL & SPAFFORD, INC.
CERTIFIED PUBLIC ACCOUNTANTS

James C. Powell, CPA (Ret.)
David F. Spafford, CPA

1000 North Lincoln Street, Suite 200
Ann Arbor, Michigan 48106-1500

SYSTEM REVIEW REPORT

To the Shareholders of
Maze & Associates Accountancy Corporation
and the Peer Review Committee of the CAICPA Peer Review Program

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/peerreview.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiencies* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

Powell & Spafford

August 27, 2014

SUMMARY OF THE PROPOSING FIRM'S QUALIFICATIONS (Continued)

David Alvey, (Continued)

City of Daly City	City of Oakley
City of Davis	Partners in School Innovation
Delta Diablo Sanitation District	City of Petaluma
Diablo Water District	City of Pittsburg
DSRSD/EBMUD Recycled Water Authority	Placer County Water Authority
Dublin San Ramon Services District	City of Pleasant Hill
Regional Park Foundation	Solano Transportation Authority
Richmond Housing Authority	South San Joaquin Irrigation District
City of Rio Vista	Southern Marin Fire Protection District
City of Roseville	Stanislaus Waste to Energy
City of San Leandro	Stinson Beach County Water District
San Mateo Community College Foundation	Stopwaste
San Mateo County Transportation Authority	City of Sunnyvale
Peninsula County Joint Powers Authority	Upper Mokelumne River Watershed Authority
San Mateo County Transit District	Walnut Creek Chamber of Commerce
Santa Clara Valley Water District	The Wellness Community
Skyline County Water District	West Bay Sanitary District
Solano Irrigation District	Zone 7 Water Agency

VIKKI C. RODRIGUEZ, CPA, Alternate/Technical Review Partner –Vikki graduated from San Diego State University where she received her Bachelor of Science Degree in Accounting with a Minor in English. Vikki received her Master's in Taxation at Golden Gate University in 2006. She is a Certified Public Accountant in the State of California. She is a member of the American Institute of Certified Public Accountants. Vikki spent a year and a half working as an accountant at the City of Daly City and her college years working part time for both municipal government and nonprofit organizations prior to joining the firm in 1998. Vikki has accumulated over 360 hours of continuing education in the past three years as an instructor, participant and student. She has attended many annual Nonprofit Organization Conferences held by the California CPA Foundation. Vikki has served as a member on several non-profit Boards and Audit Committees and is currently the Board President of the Center for Human Development. Her audit experience includes the following:

Special Districts

Alameda-Contra Costa Transit District	Livermore Area Recreation & Park District
Bay Area Clean Water Agencies	Livermore Amador Valley Water Management Agency
Alameda Municipal Power	Marin-Sonoma Mosquito & Vector Control District
Bethel Island Municipal Improvement District	Menlo Park Fire Protection District
Calaveras County Water District	Mid-Peninsula Water District
Central Contra Costa Sanitary District	Novato Sanitary District
Coastside County Water District	Peninsula Corridor Joint Powers Board
Contra Costa Mosquito & Vector Control District	Rodeo-Hercules Fire Protection District
Contra Costa Transportation Authority	San Mateo Transportation Authority
Contra Costa Water District	San Mateo County Transit Authority
Delta Diablo Sanitation District	Santa Clara Valley Animal Control Authority
Diablo Water District	Santa Clara Valley Water District

SUMMARY OF THE PROPOSING FIRM'S QUALIFICATIONS (Continued)
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Cody Smith (Continued)

City of Concord	Peninsula County Joint Powers Authority
City of Cupertino	San Mateo County Transit District
City of Daly City	SF Bay Area Water Transportation Authority
East Contra Costa Costa Habitat Conservancy	City of San Carlos
City of East Palo Alto	City of San Pablo
City of El Cerrito	City of San Rafael
Food Bank of Contra Costa	City of Santa Clara
City of Hayward	Sonoma County Agriculture Preservation & Open Space District
City of Livermore	City of South San Francisco
Livermore Amador Valley Transit Authority	City of Stockton
Livermore Recreation & Park District	City of Suisun City
Town of Los Altos	Silicon Valley Education Foundation
City of Los Banos	City of Vallejo
City of Manteca	City of Woodside
City of Millbrae	

CORY BIGGS, CPA – Quality Assurance Director - Cory is a graduate of CSU Hayward with a B.S. in Business, emphasis in Accounting. He is a California CPA with over twenty-nine years experience, three with Deloitte, Haskins & Sells, three with Seiler & Company, a large Bay Area local firm, and the rest with us. He is a member of the AICPA and California Society of CPA's. Cory's experience includes cities, school districts, and a variety of high-tech and commercial for-profit organizations. Cory is an instructor of our GASB 45 and GASB 34 Implementation and many other training courses. **Cory has accumulated three hundred twenty hours of continuing education in the past three years as an in-house instructor and participant.** His relevant municipal experience includes:

City of Alameda	Livermore Amador/Valley Transit Authority
City of American Canyon	City of Los Altos
Association of Bay Area Governments	Town of Los Altos Hills
Town of Atherton	Town of Los Gatos
City of Belmont	City of Manteca
Belmont San Carlos Fire Department	City of Martinez
Belmont Net Six Joint Powers Authority	City of Millbrae
Belmont South San Mateo Police Authority	City of Milpitas
City of Capitola	City of Modesto
Coastside County Water District	City of Mountain View
City of Concord	City of Napa
Contra Costa County Bond Funds	City of Palo Alto
Contra Costa Transportation Authority	Placer County Water Agency
City of Cupertino	City of Pleasant Hill
City of Daly City	Town of Portola Valley
City of Dublin	Richmond Housing Authority
Dublin San Ramon Services District	San Francisco Bay Area Water Emergency Transit Authority
East Bay Municipal Utility District	San Francisco Bay Transit Water Emergency Authority
City of El Cerrito	City of San Carlos
El Dorado Irrigation District	City of San Rafael

SUMMARY OF THE PROPOSING FIRM'S QUALIFICATIONS (Continued)

We accomplish this task by reserving a solid week in January or February and another week in July solely for staff training. Our training is very specific and very participatory; lectures are almost non-existent as people are involved in a continual give-and-take format designed to educate while it helps us improve our services. We deal with specific clients and situations, we solve problems and do case studies, and we train people for real-life situations through role-play exercises. Everyone is equal in these exercises and everyone contributes their own experience in the field and the ideas they have formulated from that experience. **Suggestions coming out of staff training sessions are the source of most of the service improvements and refinements we make each year.**

Honoring Our Commitments

The concepts that we must meet deadlines and stay within budgets are integrated into everything we do. So much of our work is performed for our municipal clients that we instinctively understand that our clients' deadlines must be met and we must flourish within the constraints of agreed-upon fees. We have a long track record of meeting our deadlines and staying within negotiated fees. Please ask our other clients for their views on the subject and their experience with us.

Engagement partners, supervisory staff and specialists may be changed if those personnel leave the firm, or are promoted. However in either case, the District retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the firm submitting the proposal, provided that replacements have substantially the same or better qualifications or experience.

Professional Activity

We are active members of the Government Finance Officers Association and the California Society of Municipal Finance Officers as well as the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. We are also a member of the Association of California Water Agencies (ACWA), and were a member of the California Redevelopment Association (CRA). We are frequent speakers at various organizations; some of our pertinent presentations are listed below:

We attend CSMFO Northern California chapter meetings on a regular basis, and we have served as speakers on various occasions. We all attend the CSMFO Annual Conference, at which our Partners have been speakers. We have also attended the League of California Cities' annual Financial Management Seminars.

We also attend the Semi-Annual Conference of ACWA.

Personnel Policies

We are an equal opportunity employer. Our staff includes both sexes, which are represented in every staff classification including Principal. Our hiring, management and personnel decisions are based solely on an individual's skills and knowledge. As a result, our staff is very representative of the State's population as a whole.

SUMMARY OF THE PROPOSING FIRM'S QUALIFICATIONS (Continued)

Delta Diablo – A client since 2003

Engagement Partner – Vikki Rodriguez / Timothy Krisch

Principal contact - Theresa Harris, Finance Supervisor (925) 756-1924

theresah@ddsd.org

Current contract – ends 2018

Work Scope & Reports:

District's Comprehensive Annual Financial Report

Memorandum on Internal Control

Single Audit Compliance Report

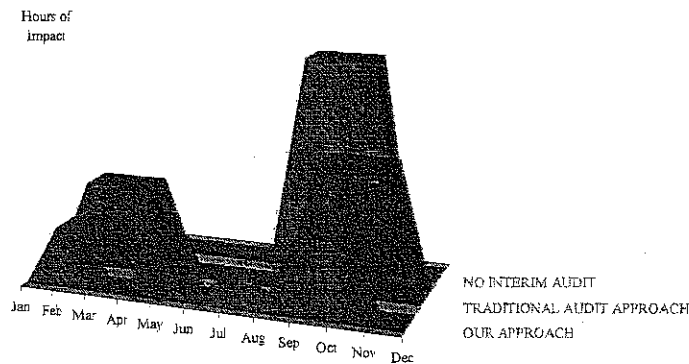
Annual Report of Financial Transactions (State Controller's Report)

WORK PLAN AND SCHEDULE

Overview

Our audit strategy is designed specifically for clients. Our people are highly trained, very knowledgeable, armed with computer laptops, printers and our custom municipal financial statement and audit programs. We perform half our audit well before year-end so we can identify problems early. Our strategy maximizes our efficiency and lessens the load on our clients. We prepare drafts of the financial statements and notes for your review well before year-end and we give you detailed checklists of all the items we will need from you months in advance.

As you can see from the illustration below, our strategy significantly reduces our impact during the crucial year-end crunch.



WORK PLAN AND SCHEDULE (Continued)

Week of March 7, 2016:

District prepares Management's Discussion & Analyses We review Management's Discussion & Analysis We perform our Quality Assurance Review (cold review) Drafts are finalized and approved
--

Late March 2016:

We issue all reports in final form

Late March/Early April 2016:

Present audit reports to the Board

Specific Audit Strategy—Interim

Unlike older-style firms, **we perform most of our important work at interim**, well before the end of the fiscal year. We use our interim work to identify and solve problems and plan the year-end closing and audit in detail. A month before we begin our interim work we'll send you a list of the items we need, so you will have time to prepare.

We start our work in your offices by evaluating your **internal control structure**, interviewing you and your staff and meeting with District department heads as needed. As part of our evaluations we may prepare narrative memoranda outlining the duties of each pertinent person as well as our GRID evaluation of the nexus of important control points. The GRID is our own design; it is a two-axis chart we use to identify weak points in your controls.

We begin to apply our **preliminary analytical procedures** at interim, when we analyze year-to-date results and balances and compare them with budget and prior year actuals. We forecast many year-end amounts at interim, so that we can limit the amount of work required at year-end and concentrate instead on areas of concern. For example, we normally perform all our cash and investment testing at interim, including sending confirmation letters to depositories and determining financial statement categorizations. Performing these last two steps at interim allows plenty of time to follow up on confirmations or resolve questions about the proper categorization of an investment without delaying the audit.

All our **transaction samples** will be drawn and tested during the interim portion of our work. Each sample will run from twenty-five to sixty transactions in size. We generally sample payroll, disbursements and receipts transactions. **We use judgment sampling techniques because our experience with statistical sampling is that accounting populations are too small and too skewed to yield reliable, cost-effective statistical samples.**

To the extent possible, we also begin our tests of **compliance with laws and regulations** at interim, including use of the OMB Circular A-133 Compliance Supplement and any other applicable compliance guidelines. Even if the work cannot begin until year-end we determine the applicable laws and regulations for our compliance testing so that we may incorporate the necessary information in our year-end closing checklist. Our audit samples for purposes of compliance vary based on the grant or compliance guidelines and are usually project-specific.

We use **remote inquiry** as much as possible at interim, in order to increase our efficiency and reduce our impact on your staff. We can download Board Minutes and other documents from your Website for review. Combining these abilities with our Annual Closing Checklist has allowed us to perform larger portions of the audit in our own offices and reduce our questions to writing so that you have more time to deal with them.

WORK PLAN AND SCHEDULE (Continued)

We have consistently employed this concept from our firm's beginning in 1986. Our current audit checklists and programs were originated by reference to *Audits of Local Governments* published by the Practitioners' Publishing Company (PPC), a third party vendor specializing in producing audit guides for unique industries. PPC has employed the risk model concept since we began using their guide as a resource. But, we have not simply used their guide as our approach. We customized it further for the simple reason that California municipalities have many unique risks not faced by municipalities in other states. As you know, California state law and applicable regulations cover a wide variety of areas such as cash and investment management.

Specific Audit Strategy—Year End

At year-end we do not repeat any of the work we performed at interim. Instead, we focus on the items on your Checklist and on the Basic Financial Statements. **We will ask you to have all the items on the Checklist ready for us no less than one week before we are scheduled to begin our year-end audit in your offices.** We will review this information in advance of our arrival in our office. Then you will have a clear week while we begin our audit in our own offices.

Our year-end audit field-work actually starts in our office, so that when we do arrive in your offices we are fully prepared and we minimize our impact on your operations.

In our offices, we cross-reference or reconcile your Checklist information, reports and schedules. The Engagement Partner **performs our detailed Analytical Review and emails our questions to you in advance of our arrival** in your offices. Our experience is that this Analytical Review identifies any issues remaining after our interim work, as well as most potential audit adjustments. This gives all of us time to address these items in person while the audit field-work is proceeding, instead of by telephone, fax and mail afterward.

When we start work in your offices, we will need you to help us complete our Analytical Review, but we will not need much of your time and we will not ask for more schedules or reports. Our Engagement Partner or Manager will meet with you on the first day of the year-end audit to review the draft financial statements with you and to discuss any remaining unanswered Analytical Review questions. This meeting sets the stage for the year-end audit; by this time the format and content of the financial statements is pretty well set and most audit adjustments have been identified. If we find any material adjustments, we will discuss them with you immediately and provide you with the journal entries required; we do not propose adjustments that are not material.

Before we begin the second part of our final year end work, we will update our Analytical Review based on your draft financial statements and email you any additional questions or comments we develop. At the conclusion of our final year end field-work, our Engagement Partner, Manager and Supervisor will review the final financial statement drafts with you and your staff as part of our exit conference. Subsequently, our Quality Assurance Director will perform a "quality assurance review" of the financial statements and workpapers so that we will be ready to sign the financial statements as soon as the District approves them.

Our strategy requires our Partners to be fully and actively involved in the planning and performance of the work and it allows us to issue final financial statements and reports immediately after we finish our field-work in your offices.

You will find our strategy allows you to control the audit process, enables you to spread the work over the year as you wish and greatly reduces the pressure at year end.

WORK PLAN AND SCHEDULE (Continued)

We will also use some type of connection to the internet during our audit, but coordinate it with our client's IT Staff to ensure there are no breaches in security or protocols.

We have working experience with a broad range of accounting software and systems. We have reviewed and tested controls over these systems. We have used and tested reports produced by these systems. The newer systems allow on-line inquiry or query and custom report writing, and we use these functions whenever possible.

Communication and Coordination

We will meet with you at the start of each phase of work and conduct an exit conference at the end of each phase of work. This will ensure you know everything we do, with plenty of time to address any issues.

Two key objectives for a well-run audit are to ensure timely communication of the audit results and to provide for seamless coordination of the external auditors with District staff. We use our Accounting Issues Memorandum, detailed Closing Checklists and wrap-up Exit Conferences to satisfy these objectives. Because we rely so heavily on technology, we consistently and easily produce draft reports and our management comments and review them with you at the exit conference on the last day of field work. On that day, we provide you with paper and electronic versions of the drafts to provide for the efficient review, editing and completion of the reports. **This strategy coupled with our on-site Partner involvement means you never have to wait for us to get back to you on important issues or decisions.**

The Accounting Issues Memorandum concept was originated by one of our staff over a decade ago to function as a partner's brief of an engagement's status. It worked so well we expanded it to all our audits and share it with our clients. It has proven to be an indispensable communication and coordination tool ever since. This informal memo condenses and summarizes the audit status and issues as of the end of our interim work. It includes housekeeping matters, minor audit findings, scheduled audit fieldwork start and finish dates, etc. We produce this memo right in your office before the conclusion of our interim work, so you have an idea of what we've found so far and whether there are areas that need work.

Our Memorandum on Internal Control is drafted at year-end and may include significant issues raised with our interim phase Accounting Issues Memorandum as well as issues arising from our year-end work. We review a draft with you, so that you will have plenty of time to review and discuss our findings before we present our audit results to the Board.

Prompt Service and Delivery of Reports

We have always focused on reducing financial statement turn-around time. We normally complete the final draft of the financial statements on the last day of our field-work in our clients' offices or within two weeks thereafter.

Our audit strategy emphasizes detailed planning and coordination of our staff and client staff to complete the audit as efficiently as possible. We have found that completing all our work and our reports as part of our field-work dramatically reduces the time required to issue final reports to our clients.

Our strategy allows our clients ample time to review all report drafts before issuance, while ensuring that all reports are issued timely. **Many clients have been able to advance the date on which their reports are presented to Board.** The Partner and/or Manager will be available to present to the audit findings to the District Board of Directors during an evening meeting.

PROPOSED AUDIT FEES

Proposed Engagement Segments and Budget

CITRUS HEIGHTS WATER DISTRICT
Proposed Engagement Segments and Budget

Audit Activities	Budgeted Hours					Total
	Partner	Quality	Supervisor	Staff		
	Engagement	Reviewer		Associates	Admin.	
Planning & budget/Confirm/Checklists	1.00		2.00			3.00
Fraud risk assessment	1.00		1.00	1.00		3.00
Minutes-resolutions			2.00			2.00
Report	5.00	2.00	10.00		4.00	21.00
Supervision/review	12.00		32.00			44.00
Conferences & meetings	2.00		1.00			3.00
Management letter	1.00		2.00		1.00	4.00
MD&A			1.00			1.00
Accounting Issues Memo	1.00		1.00			2.00
Analytical review	2.00					2.00
Internal Control Evaluation				6.00		6.00
Information Systems Review						
Cash & Investments				8.00		8.00
Revenue/Receivables				8.00		8.00
Capital Assets				20.00		20.00
Accounts Payable & accrued expenses				8.00		8.00
Payroll/Accrued liabilities				8.00		8.00
Long Term Debt				8.00		8.00
Deferred inflows and outflows				1.00		1.00
Pension and OPEB				8.00		8.00
Commitments and contingencies			1.00			1.00
Net position				1.00		1.00
Self insurance/claims				2.00		2.00
GRAND TOTAL - CAFR & Management Letter	25.00	2.00	53.00	79.00	5.00	164.00

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ATTACHMENT 2

Maze Associates' Professional Services Agreement

CITRUS HEIGHTS WATER DISTRICT

Professional Services Agreement

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 13th day of October, 2015 by and between CITRUS HEIGHTS WATER DISTRICT, an Irrigation District operating under the State of California Water Code (the "District") and Maze & Associates (the "Consultant").

RECITALS

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

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

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

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

1.0. SERVICES PROVIDED BY CONSULTANT

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

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

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

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

2.0. COMPLIANCES

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

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

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

2.4. Safety. Consultant shall execute and maintain Services so as to avoid injury or

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

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

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

5.0. LIABILITY INSURANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8.0. GENERAL PROVISIONS

method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by District.

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

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

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

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

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

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

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

cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

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

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

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

IF TO CONSULTANT

Name: David Alvey, CPA
Title: Vice President
Address: Maze & Associates
3478 Buskirk Avenue, Suite 215
Pleasant Hill, CA 94523

IF TO DISTRICT

Name: Susan Sohal
Title: Accounting Supervisor
Address: Citrus Heights Water District
PO BOX 286
Citrus Heights, CA 95611-0286

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

Consultant shall notify District of changes in its address. The failure to do so, if such failure prevents District from locating Consultant, shall be deemed a waiver by Consultant of the right subsequently to enforce those provisions of this Agreement that require consultation or approval of Consultant. Notwithstanding this provision, District shall make every reasonable effort to locate Consultant when matters arise relating to Consultant's rights.

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : ASSOCIATE CIVIL ENGINEERING SERVICES
 STATUS : Action Item
 REPORT DATE : September 30, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider entering into a Professional Services Agreement with Ernest L. Leporini, P.E. to provide Associate Civil Engineering services on an interim basis.

BACKGROUND AND ANALYSIS:

The Engineering/Project Management Department has experienced a significant increase in work load. Active Private Developer Projects have increased from 5 to 10 in the last month, and 5 more Private Developer Projects are currently under plan review. In addition to these challenges, the regular Engineering/Project Management Department staff has been reduced from 4 to 3 with a promotion of one of the two Associate Civil Engineers to another department.

To fill the Associate Civil Engineering position vacancy, Ernest L. Leporini, P.E. was selected and started work on September 21, 2015. Currently, Mr. Leporini is working on an approximately 24-hour per week basis under a short-term Professional Services Agreement with a not-to-exceed amount of \$20,000. Mr. Leporini's vast experience and understanding of water system design and construction has enabled Engineering/Project Management Department to stay current with project schedules and deadlines with a minimal amount of orientation and training.

The Engineering/Project Management Department wishes to retain Mr. Leporini's services on a part-time interim basis to fill the vacant Associate Civil Engineering position for 6 to 8 months at his current hourly rate of \$120.00 per hour.

RECOMMENDATION:

Approve a Professional Services Agreement with Ernest L. Leporini, P.E. at a not-to-exceed amount of \$80,000.00 in addition to the \$20,000.00 short-term agreement. Authorize the General Manager to execute the Agreement.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : CONSTRUCTION INSPECTION SERVICES
 STATUS : Action Item
 REPORT DATE : September 30, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider entering into a Professional Services Agreement with Sharp Inspection Group, Inc. to provide services related to two Capital Improvement Projects and other Private Developer Projects as needed.

BACKGROUND AND ANALYSIS:

The District's Engineering/Project Management Department has identified the need for supplemental construction inspection services likely to be needed over the course of the next 6 to 8 months. Of particular need are services specific to the San Juan High School 24-Inch Transmission Main Installation Project, the San Juan Park 12-Inch Transmission Main and 8-Inch Distribution Main Installation Project and numerous Private Developer Projects.

The Engineering/Project Management Department has experienced a significant increase in work load. Active Private Developer Projects have increased from 5 to 10 in the last month, and 5 more Private Developer Projects are currently under plan review. In addition to these challenges, the regular Engineering/Project Management Department staff has been reduced from 4 to 3 with a promotion to another department.

Sharp Inspection Group, Inc. has provided inspection services on numerous projects over the last 15 years and is currently providing inspection services for the Mariposa Avenue 18-Inch Transmission Main Installation and 8-Inch Distribution Main Replacement Project. They are familiar with our specifications and standards, and they are able to provide multiple inspectors as needed for these overlapping projects.

Sharp Inspection Group, Inc. will continue to offer inspection services at an all-inclusive hourly rate of \$100.00 per hour.

2015 Budgeted Inspection Services

San Juan High School 24-Inch Transmission Main Installation Project	26,500.00
San Juan Park 12-Inch Transmission Main and 8-Inch Main Installation Project	25,000.00

Additional Private Development Inspection Services

Numerous Private Developments as Needed	<u>35,000.00</u>
Total Not-to-Exceed	86,500.00

RECOMMENDATION:

Approve a Professional Services Agreement with Sharp Inspection Group, Inc. at a not-to-exceed amount of \$86,500.00. Authorize the General Manager to execute the Agreement.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : SAN JUAN PARK WATER MAIN PROJECT INSTALLATION BIDS
 STATUS : Action Item
 REPORT DATE : October 1, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider acceptance of a bid to install a 12-inch transmission main and an 8-inch distribution main at San Juan Park in the City of Citrus Heights.

BACKGROUND AND ANALYSIS:

A new ground water well, constructed by CHWD on a property adjacent to the Skycrest School, will be operational in December 2015. CHWD will transmit water produced by the well throughout the area by means of a 12-inch water transmission main, which is being constructed as the area around San Juan Park develops. A new 12-inch water transmission main will be constructed from the new well, through the 5555 Mariposa Avenue condominium complex under construction adjacent to the north property line of the Park. CHWD will connect to the new main at the north property line of the Park and continue the main through the Park to its south property line. The UC Davis Medical Center, adjacent to the south property line of the Park on Madison Avenue, was constructed with a 12-inch water transmission main running northerly through the property terminating at the south property line of the Park. Connecting to this existing main will complete a loop from the well site all the way to Madison Avenue. Additionally, CHWD will construct a new 8-inch main through the western portion of the Park to connect the new 12-inch water transmission main to an existing 8-inch water main which terminates at the end of Kalamazoo Drive along the west property line of the Park. (See attached map)

With this new water system in place, further emergency redundancy will allow water to flow through the area from the new well site and the surrounding area. This redundancy is an important factor to CHWD for insuring greater safety and reliability to the community.

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 1,102 lineal feet (lf) of 12-inch water main, 123 lf of 8-inch water main and related appurtenances at San Juan Park in the City of Citrus Heights.

The District received nine (9) sealed proposals on September 30, 2015, at which time proposals were opened and read publicly. The apparent low bidder is Cal Sierra Construction, Inc. of Carmichael, CA. Bids received are as follows:

1. Cal Sierra Construction, Inc.	\$165,774.70
2. C. E. Cox General Engineering	\$192,790.00
3. Tetra Tech, Inc.	\$201,260.50
4. Rawles Engineering, Inc.	\$228,841.00
5. McGuire and Hester	\$241,660.00
6. RTC Construction Management	\$242,946.00
7. Ranger Pipelines, Inc.	\$267,767.00
8. Martin General Engineering, Inc.	\$275,572.00
9. JJM Engineering Constructors, Inc.	\$309,380.00

The District's budget estimate (Nov 2014) for the Project was \$275,241.
The District's final engineering estimate (August 2015) for this Project was \$254,000.

RECOMMENDATION:

Accept the bid of Cal Sierra Construction, Inc. in the amount of \$165,774.70 and establish a change order contingency fund in the amount of \$16,500.00 (10.0%). Authorize the General Manager to execute the contract.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER’S REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : PROJECT MANAGER’S REPORT
 STATUS : Information Item
 REPORT DATE : September 28, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

Significant assignments and activities for the Project Manager (PM) and District engineering, construction inspection, and geographical information system maintenance staff are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

New values or projects noted in bold italics

PM-1 ACCEPTED WATER SYSTEMS

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

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<i>Bubba’s Car Wash 7411 Greenback Ln (2015-51)</i>		<i>Property of Owner</i>	<i>n/a</i>

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
The Village at Fair Oaks 55 Condominiums (2014-53)	6800 Madison Ave	<i>99% Complete</i>
California American Water Co. San Juan Avenue Tank - Intertie and Water Service (2015-39)	5444 San Juan Ave	<i>Construction Continues</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
Stock Ranch Retail - Interior Drive Aisle Improvements (2015-52)	Auburn Blvd at Stock Ranch Retail Center	99% Complete
Capitol Nursery Plaza (2015-50)	Sunrise Blvd @ Madison Ave	40% Complete
Suds Car Wash (2015-65)	7711 Sunrise Blvd	80% Complete
<i>Sylvan Middle School (2015-63)</i>	<i>7085 Auburn Blvd</i>	<i>Construction Underway</i>
<i>Citrus Heights City Hall (2015-54)</i>	<i>6350 Fountain Square Dr</i>	<i>Construction Underway</i>
<i>Northridge Grove 47 Condominiums (2013-59)</i>	<i>5555 Mariposa Ave</i>	<i>Construction Underway</i>
<i>Memory Care Facility (2015-56)</i>	<i>6825-33 Sunrise Blvd</i>	<i>Construction Underway</i>
<i>Applebee's Restaurant (2015-53)</i>	<i>6900 Auburn Blvd</i>	<i>Construction Underway</i>

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
Convenience Store	8244 Auburn Blvd	Plans Approved December 23, 2014

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>
San Juan Park 12" Water Main KASL Consulting Engineers, Inc. (2014-36)	5555 Mariposa Ave to U.C. Davis Medical Center	<i>Bid Opening September 30, 2015</i>

<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 Avenue	<i>Coordinating with Arborist and School</i>
<i>Fair Way Intertie with City of Roseville (2011-01)</i>	<i>9955 Fair Way</i>	<i>90% Submittal Review</i>
<i>Blossom Hill Dr Intertie with City of Roseville (2012-09)</i>	<i>Blossom Hill Dr at 1100 Main Sail Cir</i>	<i>90% Submittal Review</i>
<i>Crestmont Ave Intertie with City of Roseville (2012-10)</i>	<i>Crestmont Ave at 8199 Bonnie Oak Way</i>	<i>90% Submittal Review</i>
<i>Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc. (2015-40)</i>	<i>Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)</i>	<i>Awaiting 30% Submittal</i>
<i>Baird Way 12" Water Main Area West Engineers, Inc.</i>	<i>Auburn Blvd to Holly Dr</i>	<i>Awaiting 30% Submittal</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>
Mariposa Ave 18" and 8" Water Main Martin General Engineering, Inc. (2014-33)	Sycamore Drive to Pratt Avenue	<i>75% Complete</i>
San Juan High School 24" Water Main Lamon Construction Company (2013-30)	Along North Property Line	<i>Awaiting Construction Start</i>

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
Sunrise Blvd Complete Streets Phase III CHWD Operations Dept. to Complete Water Improvements (2015-35)	Antelope Road to Northern City Limits	<i>Construction Continues</i>
Sylvan Road Accessibility & Safety Improvements CHWD Operations Dept. to Complete Water Improvements (2015-36)	6312 to 6448 Sylvan Road	<i>Construction Continues</i>

CITRUS HEIGHTS WATER DISTRICT

OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : October 1, 2015

BACKFLOW SURVEY: (1)

September 21, 2015 8001 GREENBACK LN

BLOW OFF FLUSH: (4)

September 23, 2015 7000 AUBURN BLVD
 September 23, 2015 7000 AUBURN BLVD
 September 23, 2015 7010 AUBURN BLVD
 September 24, 2015 8449 SUNRISE BLVD

CONVERT TR TO RADIO READ METER: (1)

September 9, 2015 8000 BLACK WALNUT CT

HYDRANT MAINTENANCE/INSPECTION: (96)

September 8, 2015 7306 PALM AVE
 September 8, 2015 7210 PALM AVE
 September 8, 2015 7130 DOVE DR
 September 8, 2015 7048 PALM AVE
 September 8, 2015 5212 CASTLE ST
 September 8, 2015 7033/35 BELLFLOWER WAY
 September 8, 2015 5300 LEAVITT WAY
 September 8, 2015 5141 PAPAYA DR
 September 8, 2015 6917/19 PACIFIC PALM CT
 September 8, 2015 6900 PALM AVE
 September 8, 2015 5747 ENSIGN ST
 September 8, 2015 5240 HICKORY HILL CT
 September 8, 2015 5340 PACIFIC PALM CT
 September 8, 2015 6724 PALM AVE
 September 8, 2015 5344 PACIFIC PALM CT
 September 8, 2015 6701 PALM AVE
 September 8, 2015 6725 ADMIRAL AVE
 September 8, 2015 6705 ADMIRAL AVE
 September 8, 2015 6700 MANILA AVE
 September 8, 2015 6740 MANILA AVE
 September 8, 2015 6836 ANCHOR CIR

September 8, 2015	5330 ALDORAE ST
September 8, 2015	6954 PAMPAS WAY
September 8, 2015	6970 PAMPAS WAY
September 8, 2015	6900 PINTADO CT
September 8, 2015	6946 PALMDELL WAY
September 8, 2015	7030 PALMDELL WAY
September 8, 2015	5121 NORTH SIMS WAY
September 8, 2015	7049 LIME GROVE WAY
September 8, 2015	5206 DOVE DR
September 8, 2015	7161 PALACE CIR
September 9, 2015	7221 GAIL WAY
September 9, 2015	7300 ROCHELLE WAY
September 9, 2015	7312 ROCHELLE WAY
September 9, 2015	5167/69 GAIL WAY
September 9, 2015	6329/31 CASTLE ST
September 9, 2015	5345/57 ELSINORE WAY
September 9, 2015	5393/95 CASTLE ST
September 9, 2015	5395/97 ELSINORE WAY
September 9, 2015	5445 ELSINORE WAY
September 9, 2015	5332 LEAVITT WAY
September 9, 2015	6716 PALM TREE CT
September 9, 2015	6700 PALM TREE CT
September 14, 2015	5213 OLEANDER DR
September 14, 2015	7200 COYLE CREEK CIR
September 14, 2015	7364 KILBORN DR
September 14, 2015	5318 BILLIE ST
September 14, 2015	5304 RONNIE ST
September 14, 2015	7312 KILBORN DR
September 14, 2015	6716 DEWEY DR
September 14, 2015	6700 MADISON AVE
September 14, 2015	6716 PALM TREE CT
September 14, 2015	6632 PEPPERWOOD WAY
September 14, 2015	5316 LANA ST
September 14, 2015	6639 BUSH WAY
September 14, 2015	6633 PALM AVE
September 14, 2015	6652 PALM AVE
September 17, 2015	5250 HERITAGE DR
September 17, 2015	6621 PENNEY WAY
September 17, 2015	6435 PALM AVE
September 17, 2015	5344 SONORA DR
September 17, 2015	5263 AGATE WAY
September 17, 2015	5347 AGATE WAY
September 17, 2015	5258 FLAGSTONE ST
September 17, 2015	7048 PALM AVE
September 17, 2015	7033/35 PALM AVE
September 17, 2015	6258 SILVERTON WAY

September 17, 2015	5200 OLEANDER DR
September 17, 2015	7401 TEAL WAY
September 17, 2015	5312 SANDSTONE ST
September 17, 2015	5304 SONORA DR
September 21, 2015	7600 WOODDALE WAY
September 21, 2015	7520 WOODDALE WAY
September 21, 2015	8195 LIN OAK WAY
September 21, 2015	8161 LIN OAK WAY
September 21, 2015	7708 CLAYPOOL WAY
September 22, 2015	7401 APACHE WAY
September 22, 2015	7629 MCCONNEL DR
September 22, 2015	6749 SKYLANE DR
September 22, 2015	7420 CONVAIR WAY
September 22, 2015	6700 PIPER CT
September 22, 2015	7428 APACHE WAY
September 22, 2015	7440 STEARMAN WAY
September 22, 2015	7400 VOYAGER WAY
September 22, 2015	6424 NAVION DR
September 22, 2015	7448 VOYAGER WAY
September 22, 2015	7550 STEARMAN WAY
September 22, 2015	7464 APACHE WAY
September 22, 2015	7400 STEARMAN WAY
September 22, 2015	7424 VAN MAREN LN
September 22, 2015	7519 VAN MAREN LN
September 22, 2015	7619 VAN MAREN LN
September 22, 2015	7666 VAN MAREN LN
September 22, 2015	6732 NAVION DR

HYDRANT PAD: (1)

September 9, 2015	7411 GREENBACK LN
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HYDRANT REPLACEMENT: (1)

September 28, 2015	7879 DRACENA DR
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LEAK INVESTIGATION: (1)

September 24, 2015	5348 DIVOT CIR
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MAIN REPAIR: (2)

September 2, 2015	8235 MARIPOSA AVE
September 28, 2015	7865 MICHIGAN DR

METER BOX MAINTENANCE: (2)

September 9, 2015	8283 SCARLET OAK CIR
September 22, 2015	7644 FARMGATE WAY

METER CHANGE OUT: (1)

September 29, 2015	5610 SUNRISE BLVD
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METER REMOVAL: (2)

September 22, 2015 7115 GREENBACK LN
September 22, 2015 7115 GREENBACK LN

RADIO READ METER INSTALL: (15)

September 8, 2015 7832 LIVE OAK WAY
September 8, 2015 7836 LIVE OAK WAY
September 14, 2015 5310 SABLEWOOD LN
September 22, 2015 7808 LIVE OAK WAY
September 22, 2015 7824 LIVE OAK WAY
September 22, 2015 7828 LIVE OAK WAY
September 23, 2015 6486 BRANDO LOOP
September 23, 2015 6488 BRANDO LOOP
September 23, 2015 6490 BRANDO LOOP
September 23, 2015 6492 BRANDO LOOP
September 23, 2015 6494 BRANDO LOOP
September 23, 2015 6496 BRANDO LOOP
September 23, 2015 6497 BRANDO LOOP
September 23, 2015 6507 BRANDO LOOP
September 23, 2015 6524 BRANDO LOOP

RADIO READ MIU R900 CHANGE OUT: (1)

September 29, 2015 7701 HIGHLAND AVE

RADIO READ REGISTER CHANGE OUT: (2)

September 29, 2015 6036 CHESHIRE WAY
September 29, 2015 7725 LIVE OAK WAY

REGISTER CHANGE OUT: (8)

September 3, 2015 8462 OLIVINE AVE
September 3, 2015 8000 AUBURN OAKS VILLAGE LN
September 9, 2015 8028 RUTHWOOD WAY
September 9, 2015 8381 OLD RANCH RD
September 9, 2015 8412 JONQUIL WAY
September 16, 2015 8329 CENTRAL AVE
September 16, 2015 6504 GETAWAY CT
September 16, 2015 7969 KINGSWOOD DR

RELOCATE SERV & METER: (4)

September 16, 2015 8015 SUNRISE BLVD
September 18, 2015 8729 OAK AVE
September 21, 2015 8201 SUNRISE BLVD
September 30, 2015 8035 SUNRISE BLVD

SADDLE REPLACEMENT: (1)

September 24, 2015 6701 OLD OAK CT

SERVICE INSTALL: (1)

September 21, 2015 7421 HICKORY AVE

SERVICE REPAIR: (1)

September 3, 2015 7435 FARMGATE WAY

SERVICE REPLACEMENT: (6)

September 14, 2015 5324 DIVOT CIR
September 23, 2015 6949 SYLVAN GLEN WAY
September 24, 2015 8017 MARIPOSA AVE
September 28, 2015 6725 MANILA AVE
September 29, 2015 5135 OLEANDER DR
September 29, 2015 5139 OLEANDER DR

SERVICE/SADDLE REPLACEMENT: (15)

September 3, 2015 7822 CLAYPOOL WAY
September 3, 2015 7819 CLAYPOOL WAY
September 3, 2015 7823 CLAYPOOL WAY
September 3, 2015 5274 HERITAGE DR
September 9, 2015 7801 MUIRWOOD WAY
September 9, 2015 7805 MUIRWOOD WAY
September 10, 2015 5265 FLAGSTONE ST
September 11, 2015 7105 CANELO HILLS DR
September 11, 2015 7101 CANELO HILLS DR
September 15, 2015 5320 DIVOT CIR
September 17, 2015 8033 SUNRISE BLVD
September 18, 2015 7851 DAFFODIL WAY
September 21, 2015 8431 CRANFORD WAY
September 24, 2015 6708 OLD OAK CT
September 30, 2015 8040 SUNRISE BLVD

VALVE BOX MAINTENANCE: (1)

September 8, 2015 6609 MARIPOSA AVE

Total Count: 167

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
OCTOBER 13, 2015 REGULAR BOARD MEETING**

SUBJECT : 2015 WATER CONSUMPTION
 STATUS : Information Item
 REPORT DATE : October 5, 2015

OBJECTIVE:

Report on annual water consumption including comparison with prior years and current 32% reduction directive.

Month	2013		2014		2015		Three Year Monthly Average	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	502.55	67.50	570.05	570.05	591.65	-32.47	-5.4%
Feb	606.36	450.96	455.27	56.25	511.52	1,081.57	522.95	-127.31	-10.5%
Mar	819.55	612.20	652.03	73.92	725.95	1,807.52	719.23	-220.91	-10.9%
Apr	1,029.73	737.30	678.97	82.05	761.02	2,568.54	842.68	-489.62	-16.0%
May	1,603.43	1,190.07	769.85	99.23	869.08	3,437.62	1,220.86	-1,223.97	-26.3%
Jun	1,816.73	1,548.66	996.70	68.40	1,065.10	4,502.72	1,476.83	-1,975.60	-30.5%
Jul	2,059.21	1,622.10	1,121.89	63.06	1,184.95	5,687.67	1,622.09	-2,849.86	-33.4%
Aug	1,924.28	1,477.49	1,127.88	60.30	1,188.18	6,875.85	1,529.98	-3,585.96	-34.3%
Sep	1,509.82	1,275.11	1,007.09	62.69	1,069.78	7,945.63	1,284.90	-4,026.00	-33.6%
Oct	1,297.42	1,030.74					0.00		
Nov	911.55	682.48					0.00		
Dec	700.94	563.15					0.00		
Total	14,881.54	11,792.65	7,312.23	633.40	7,945.63	7,945.63	9,811.18		
			92.03%	7.97%			-19.01%		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : SURFACE WATER SUPPLY
STATUS : Information Item
REPORT DATE : October 1, 2015
PREPARED BY : David M. Gordon, Interim Operations Manager

OBJECTIVE:

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

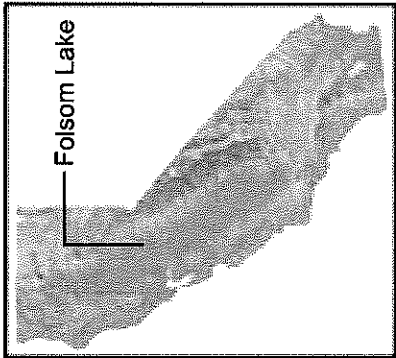
BACKGROUND AND ANALYSIS:

As of midnight on September 30, 2015, storage in Folsom Lake was at 173,699 acre-feet, 18 percent of the total capacity of 977,000 acre-feet. This is about 31 percent of historical average for this date. This represents a decrease in storage of 19,432 acre-feet in the past month.

The District's total water use during the month of September 2015 (1,069.78 acre-feet) was 29.1% below that of September 2013 (1,509.82 acre-feet).

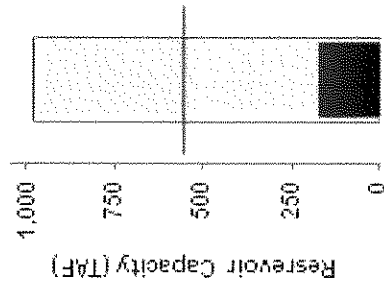
CHWD continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. All District wells (Bonita, Mitchell Farms, Palm, Sylvan and Sunrise) remain operational and are being operated on a rotational, or as-needed, basis.

Reservoir Conditions - Folsom Lake



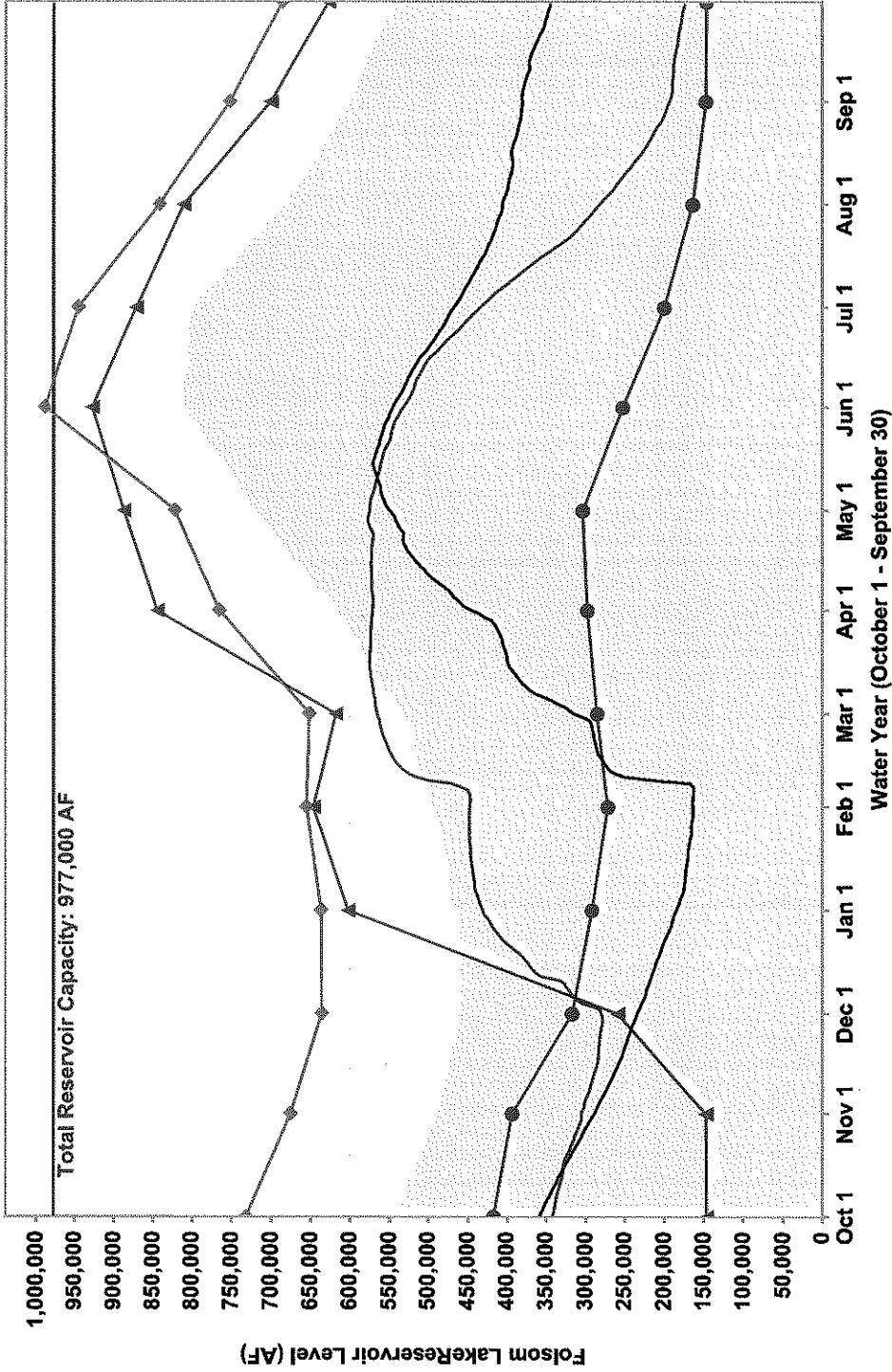
Folsom Lake Conditions

(as of Midnight - September 30, 2015)



Current Level: 173,699 AF
 18% (Total Capacity) | 31% (Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight September 30, 2015



Historical Average — Total Reservoir Capacity ● 1976-1977 (Driest) ▲ 1977-1978 ◆ 1982-1983 (Wettest) — 2013-2014
 Current: 2014-2015

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : October 1, 2015
 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 September 2015 included:

- 23 ultra-low-flush toilet rebates for the month of September. A total of \$15,900 in rebates has been provided to customers during 2015 to date.
- For the period of January through July 2015, 16 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers for a total of \$800 in HECW rebates. The August report is not yet available.
- 128 water waste calls were received during the month of August. An additional 29 reports of water wasting have been received through the CHWD's Drought Resources web page. A total of 112 contacts (mostly visits to customers' homes and phone calls) have been completed based on these calls.
- The September 2015 R-GPCD is 160. For the month of 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.

AGM-2 DROUGHT RESPONSE PLAN UPDATE

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

- Staff sent out over 180 letters to our Top 20% of CII customers asking for a written water reduction plans as compared to their 2013 irrigation schedule. The letter also covered the current Stage 4 drought regulations. The top 20% CII customers have been provided an opportunity to sign up for a free landscape irrigation review instead of submitting their own written plan. To date 49 water reduction plans have been submitted.
- A key element of the Regional Water Authority's (RWA) Water Efficiency Program (WEP) is to support the water conservation programs of the 20 member agencies. RWA's Regional Water Efficiency Drought Measures Project ("Project") is designed to accelerate the water conservation goals and programs of RWA's WEP Participants. The primary goal of the Project

is to utilize funds awarded to the WEP through the California Department of Water Resources' ("DWR") Proposition 84 Drought Grant, intended to improve the reliability of water supply systems in the state.

The WEP identified landscape irrigation efficiency incentives such as rebates for irrigation system upgrades, replacing lawns with low-water use plants or the purchase and installation of weather-based "smart" irrigation controllers as effective strategies. The Prop 84 Grant will allow CHWD to conduct water efficiency surveys and provide customers with landscape equipment upgrade recommendations and incentive funding with the goal of increasing onsite irrigation water efficiency. The funds allocated to CHWD are only applicable to water efficiency incentives. CHWD will supply a "local cost share" through the water efficiency audits it provides to participating customers. This is equivalent to a 25% cost share for CHWD. Customers eligible for the rebate can receive up to \$500 for single family and multi-family residents or \$1,500 for commercial and institutional accounts. \$10,000 has been awarded to CHWD for this project.

- Staff is working with Circlepoint on a weekly basis to update and monitor CHWD's Facebook wall and updates to CHWD's website. CHWD has a total of 338 "likes" on our Facebook page.
- CHWD partnered with the City of Citrus Heights, Cal-Am Water District and Sacramento Suburban Water District to sponsor a WaterSmart Ecolandscape class for homeowners. The class was held September 19th at the Citrus Heights Community Center. The class covered how to identify the right plant and the best placement, how to convert or upgrade sprinkler systems and how to position irrigation equipment to ensure efficient watering. It was a huge success with over 70 people attending.
- The District sponsored a booth at the annual Citrus Heights Sunday FunDay on September 27, 2015, from 11:00 AM to 3:00 PM at Rusch Park. Seven District employees participated in staffing the booth for this event. The young children and the adults had a good time answering our water conservation questions and they learned a few new things along the way. The District participates in this event each year as an opportunity to gain public exposure for its services and water conservation programs.

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 and September.

Status Report				
Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
Totals	204	126	170	1

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

AGM-4 FINANCE

The following is a summary of current noteworthy Finance activities over and above normal operations:

- Board Member Sheehan, myself, Accounting Supervisor Sohal, and Human Resources Specialist Smoot interviewed three accounting firms that submitted proposals for auditing services. The review committee is unanimously recommending Maze and Associates to the Board for auditing services for CHWD. A proposed professional services agreement is included on the October 13th Board meeting agenda for Board consideration.
 - The Board will consider adopting the proposed budget and 2016 rates and fees on November 17th. A public engagement and information effort is being undertaken leading, beginning with the recent mailing of a Proposition 218 Notice, leading up to the November 17th Board consideration of the proposed 2016 rates and fees.
-

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
STATUS : Information Item
REPORT DATE : October 7, 2015

The following District employees were recognized for superior attendance, outstanding customer service and quality of work during the month of September 2015.

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

Missy Pieri: Superior Attendance
Work Quality – Overnight work for Sylvan Middle School Tie-ins – 2015 Sep 30
Work Quality – Friday Office work – 2015 Sep 18

Borey Swing: Superior Attendance
Work Quality – Overnight work for Sylvan Middle School Tie-ins – 2015 Sep 30

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Superior Attendance
Work Quality – Response to Standby Duty call re: water service leak at 7851 Daffodil Way – 2015 Sep 03
Work Quality – Overtime work for 7105 Canelo Hill Drive water service – 2015 Friday Sep 11
Work Quality – Overtime work for 8201 Sunrise Blvd water service relocate – Friday 2015 Sep 18
Work Quality – Sunday Funday booth – Sunday 2015 Sep 27

Tim Cutler: Superior Attendance
Work Quality – Townsel Retirement Luncheon Committee – 2015 Sep

Robyn Evans: Superior Attendance
Work Quality – Townsel Retirement Luncheon Committee – 2015 Sep
Work Quality – Safety Meeting Presentation on “Safety Attire” – 2015 Sep 17
Work Quality – Friday Office work – 2015 Sep 25
Work Quality – Sunday Funday booth – Sunday 2015 Sep 27

James Ferro: Work Quality – Response to Standby Duty call re: water service leak at 7851 Daffodil Way – 2015 Sep 03
Work Quality – Overtime work for 7105 Canelo Hill Drive water service – Friday 2015 Sep 11
Work Quality – Overtime work for 8201 Sunrise Blvd water service relocate – Friday 2015 Sep 18
Work Quality – Safety Meeting Presentation on “Night Work” – 2015 Sep 24

Jarrett Flink: Work Quality – Overtime work for 7105 Canelo Hill Drive water service –
Friday 2015 Sep 11
Work Quality – Overtime work for 8201 Sunrise Blvd water service relocate –
Friday 2015 Sep 18
Work Quality – Townsel Retirement Luncheon Committee – 2015 Sep

Gil Garcia: Work Quality – Administration Building Vault Painting – 2015 Sep

Brian Hensley: Superior Attendance
Work Quality – Townsel Retirement Luncheon Committee – 2015 Sep

Dan Hesse: Work Quality – Response to Standby Duty call re: water service leak at 7851 Daffodil
Way – 2015 Sep 03
Work Quality – Overtime work for 7105 Canelo Hill Drive water service –
Friday 2015 Sep 11
Work Quality – Sunday Funday booth – Sunday 2015 Sep 27

Mike Mariedth: Superior Attendance

Chris Nichols: Work Quality – Townsel Retirement Luncheon Committee – 2015 Sep

Ryon Ridner: Work Quality – Sunday Funday booth – Sunday 2015 Sep 27 (HS)

Nick Spiers: Superior Attendance
Customer Service – Customer assistance in shutting off water and repairing a bad
leak at 6936/38 Tarocco Way – 2015 Aug 06 (HS)

Jason Tupper: Customer Service – Backflow Assembly testing at SBA Building, 6501 Sylvan Road
– Saturday 2015 Sep 05
Work Quality – Skycrest Well water main bacteriological sampling –
Friday 2015 Sep 11

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Superior Attendance
Work Quality – Sunday Funday booth – Sunday 2015 Sep 27

Kelly Drake: Superior Attendance
Work Quality – Asbestos Presentation at SAWWA Meeting – 2015 Sep 17

Dana Mellado: Work Quality – Assisting WEC Meurer with top 20% of commercial, industrial and
institutional users – 2015 Sep 15

Rex Meurer: Superior Attendance
Work Quality – Sunday Funday booth – Sunday 2015 Sep 27

Beth Shockley: Work Quality – Board Meeting Preparation – Friday 2015 Sep 04
Work Quality – Sunday Funday booth – Sunday 2015 Sep 27

Desiree Smith: Superior Attendance

Lisa Smoot: Work Quality – Auditor Selection Interview Panel – 2015 Sep 15

Susan Sohal:

Work Quality – Proposition 218 Notice – 2015 Sep

Work Quality – Auditor Selection Interview Panel – 2015 Sep 15

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS OCTOBER 13, 2015 REGULAR MEETING

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : October 8, 2015

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: 10/8/2015

TASK LIST NO. 118 October 8, 2015

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	31-Dec-2015	Draft Agreement sent to OVWC - awaiting comments

**Citrus Heights Water District
General Manager's Task List
Date: 10/8/2015**

Category	Red: Top Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Annexations: Livoli Tract (4 of 8)	40	Churchill	1-Apr-2016	
Administration	Annexations: Sacramento County (4 of 8)	40	Churchill	1-Apr-2016	
Administration	Fiscal Management Policy - Disbursement of Funds	2	Every 3 Years	15-Oct-2015	
District HQ & Corp Yard	Admin Building Improvements & Expansion Project 2012-13 (6 of 8)	40	Kaler/Dobler Construction	18-Sep-2015	
Human Resources	Retire from Citrus Heights Water District		Churchill	17-Nov-2016	Planned Date
Water Distribution	Future CIP Projects Summary Binder (2 of 8)	20	GM/Engr Dept	15-Oct-2015	Edit in Progress
Water Distribution	Technology Improvements: Document Management / Project Management / Asset Management / Easements (7 of 8)	30		31-Dec-2015	
Water Supply	Skycrest Well #13 Construction Equipping Project 2013-21:		R.E. Smith		
Water Supply	Skycrest (5 of 8)	30	Contractor	11-Dec-2015	
Water Supply	SJWD Shortage Policy Cost Update (1 of 8)	30	SJWD	30-Dec-2015	
Water Supply	SJWD Hydraulic Model Maintenance Agreement	5	Churchill	31-Dec-2015	
Water Supply	District Tour	5	Board Discussion	TBA	Discuss scheduling
	HOURS SUBTOTAL:	242			

**Citrus Heights Water District
General Manager's Task List
Date: 10/8/2015**

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	31-Dec-2015	RV Design Review
Water Distribution	District Capital Project 2012-09 : Blossom Hill Dr 6" Metered Interconnection with Roseville	20	Churchill	31-Dec-2015	RV Design Review
Water Distribution	District Capital Project 2012-10 : Crestmont Dr 6" Metered Interconnection with Roseville	20	Churchill	31-Dec-2015	RV Design Review
Water Distribution	District Capital Project 2014-33 : Mariposa Ave 18" Sycamore Dr to Pratt Ave	10	Marlin Engr	1-Nov-2015	Construction Phase
Water Distribution	District Capital Project 2013-30 : SJHS 24"	10	Lamon Const	1-Dec-2015	Construction Phase
Water Distribution	District Capital Project 2013-36 : San Juan Park 12"	30	KASL Engr	13-Oct-2015	Bid Phase
Water Quality	Cross Connection Ordinance Update	5	Churchill	31-Dec-2015	
Water Quality	Private Well Policy	5	Hensley	31-Dec-2015	
Water Supply	Cal Am Interconnection Agreements	5	Churchill		
HOURS SUBTOTAL:		145			

**Citrus Heights Water District
General Manager's Task List**

Date: 10/8/2015

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	31-Dec-2015	
Administration	Policies & Procedures: Write Missing Policies	32		ongoing	
Water Distribution	District Capital Project 2015-30 : Poplar Avenue 14"	30	Bennett engr	1-Dec-2015	Design Phase
Water Distribution	District Capital Project 2015-31 : Baird Way 12"	30	Area West Engr	1-Dec-2015	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		31-Dec-2015	Discuss with City of CH
Water Supply	Locate and Secure additional Well Sites	40	GM / OPS / WQS	ongoing	
	HOURS SUBTOTAL:	178			

**Citrus Heights Water District
General Manager's Task List
Date: 10/8/2015**

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		31-Dec-2015	Select new actuary in mid-2015
Administration	2016 District Election	20		4-Nov-2016	Divisions One (4 year) and Two (2 year)
Administration	Conflict of Interest Code - Biennial Update	15	FPPC	31-Dec-2016	Biennial Update
Administration	Division Boundary Analysis	0	2020 Census	1-Jun-2021	Reviewed May 2011
Administration	Citrus Heights Water Takers Assn - Transcribe Meeting Minutes	20	Staff	1-Dec-2015	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
Human Resources	Defensive Driver Training	4	Every 4 Years	15-Oct-2013	Last Completed 15 Oct 2009
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	Every 3 Years	1-Jun-2016	
Water Distribution	FIV Photos & Locks	3		31-Dec-2015	
	HOURS SUBTOTAL:	209			
	HOURS TOTAL:	774			