

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
NOVEMBER 10, 2015 beginning at 6:30 PM**

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



**CITRUS
HEIGHTS
WATER
DISTRICT**

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

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916/ 725-6873
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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 ALLEGIENCE:

VISITORS: Chris Boster
Katie Lichty, Circlepoint
Tracie Haidle, Arthur J Gallagher & Co.

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-1. Minutes of the Regular Meeting – October 13, 2015.
- CC-2. Assessor/Collector's Report for October 2015.
- CC-3. Accounts Receivable Analysis Report for October 2015
- CC-4. Assessor/Collector's Roll Adjustments for October 2015.
- CC-5. Treasurer's Report for October 2015.
- CC-6. Funds and Reserves Report for October 2015.
- CC-7. Operations Budget Analysis for October 2015.
- CC-8. Capital Improvements Budget Analysis for October 2015.
- CC-9. Payables for October 2015.
- CC-10. CAL-Card Purchases for October 2015.

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-11. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.
- 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.
- CC-14. Sacramento Lafco Special District Commissioner.
Cast a ballot for Ron Greenwood of Carmichael Water District.
- CC-15. 2016 Water Rates and Charges.
Receive and file letters received in response to the District's Proposition 218 Notice regarding proposed water rates and charges for 2016.

PRESENTATIONS:

- P-1. Commend Boy Scout Chris Boster (A)
Adopt and present Resolution 24-2015 commending Chris Boster for his Fire Hydrant Painting Project.

OLD BUSINESS:

- O-1. Antelope Pump-Back Booster Pump Station Project (I)
Receive an update on discussions about 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. San Juan Park Water Main Project (A)
Consider execution of Sales and Purchase Agreement with Sunrise Recreation and Park District for an easement at San Juan Park.

NEW BUSINESS:

- N-1. Training/Continued Education /Meetings (I)
Discuss training, continued education, and meeting opportunities.
- N-2. Circlepoint Agreement Amendments (A)
Consider proposed amendments to the professional services agreement with Circlepoint.
- N-3. Dental, Vision, Life, Short/Long Term Disability Provider and Coverage Changes (A)
Consider approving a change in the District's benefits package inclusive of dental, vision, life and short/long term disability insurance for employees.

N-4. Personnel Policy Amendments (A)

Consider amendments to the following District Personnel policies:

Policy 4101.A2.01: Standby Duty Compensation

Policy 4420: Employee Equipment

N-5 Equipment Purchase Modification (A)

Consider the purchase of one backhoe instead of one loader as authorized in the 2015 budget.

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).
- 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:
 - a. Water Issues Meeting-Yuba City (Riehle, Churchill)
 - b. SMGA Informational Meeting (Sheehan, Churchill, Straus)

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.
- GM-3. RWA/SGA Holiday Social.

CORRESPONDENCE:

- C-1. Letter from ACWA President Nominee Kathleen Tiegs.

CLOSED SESSION:

None

OPEN SESSION:

CL-1. Report from Closed Session.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

November 17, 2015	6:30 PM	Special Meeting/Public Hearings
December 8, 2015	6:30 PM	Regular Meeting
January 12, 2016	6:30 PM	Special Meeting

ADJOURNMENT:

CERTIFICATION:

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

Robert A. Churchill

ROBERT A. CHURCHILL, Secretary

Dated: November 5, 2015

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
October 13, 2015

The Regular Meeting of the Board of Directors was called to order at 6:30 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
David Gordon, Interim Operations Manager
Paul A. Dietrich, Project Manager
Susan Sohal, Accounting Supervisor
Rex Meurer, Water Efficiency Coordinator
James Buford, Distribution Lead Worker/Operator

VISITORS

David Alvey, Maze and Associates

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 September 8, 2015.
- 1b. Minutes of the Special Meeting of September 8, 2015.
2. Assessor/Collector's Report for September 2015.
3. AR Analysis Report for September 2015.
4. Assessor/Collector's Roll Adjustments for September 2015.
5. Treasurer's Report for September 2015.
6. Funds and Reserves for September 2015.
7. Operations Budget Analysis for September 2015.
8. Capital Improvements for September 2015.
9. Payables for September 2015.
10. CAL-Card Purchases - September 2015.
11. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.
12. Administration Building Improvements Project.

13. Skycrest Well Equipping Project

ASSESSOR/COLLECTOR'S REPORT TO THE BOARD OF DIRECTORS		
CITRUS HEIGHTS WATER DISTRICT		
Month of Sept 30, 2015		
BEGINNING ACCOUNTS RECEIVABLE BALANCE		\$1,096,388
ACCRUED REVENUE		
Penalties & Costs	\$6,012	
Fire Protection Services Charge	\$2,883	
Backlog Services Charge	\$3,167	
Dom - Commercial - Cons	\$34,552	
Dom - Residential - Cons	\$256,371	
Dom - Public Agency - Cons	\$2,145	
Construction Meters - Cons	\$1,186	
Irrigation - Cons	\$2,982	
Irr - Commercial - Cons	\$8,951	
Irr - Residential - Cons	\$13,536	
Irr - Public Agency - Cons	\$9,261	
Dom - Commercial - SvcChg	\$17,635	
Dom - Residential - SvcChg	\$512,594	
Dom - Public Agency - SvcChg	\$1,121	
Construction Meters - SvcChg	\$586	
Irr - Commercial - SvcChg	\$3,088	
Irr - Residential - SvcChg	\$7,651	
Irr - 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 tool	\$55	
ACWA/PIA RPA Liability Insurance Fund Refund	\$285	
Colra 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		\$0
BEGINNING GRANTS RECEIVABLE BALANCE		
Grants Submitted	\$0	\$1,173
Grants Funds Received	\$0	
TOTAL GRANTS RECEIVABLE		\$1,173
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		
	Filed: October 13, 2015	
the above report.		
HILARY STRAUS, Treasurer		ROBERT A. CHURCHILL, Secretary

October 13, 2015
Board of Directors Meeting

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	186,085	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				115,245	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'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 NCIT 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
					\$346.74

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			
Total Interest			9	
Voided Checks			384	
Total Receipts			1,083,530	
Balance from Last Report			8,953,440	
Total			10,036,970	
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			
			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		\$	8,562,132	
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		\$	8,465,214	
	MATURITY	INT	DEPOSIT	DATE OF LAST
INSTITUTION	DATE	RATE	AMOUNT	TRANSACTION
Local Agency Investment Fund	Daily	0.25%	4,617.50	8/1/2015
<p>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.</p>				
HILARY STRAUS, Treasurer			ROBERT A. CHURCHILL, Secretary	

TREASURER'S REPORT OF FUND BALANCES						
September 30, 2015						
	September 30, 2015	July 1, 2015	July 1, 2015	Current Month	Current Month	08/31/2015
	Balance	Transfers In/Out	Transfers In/Out	Transfers In/Out	Transfers In/Out	Ending Balance
Connection Fund	\$ -	\$ 600,032	\$ -	\$ 77,862	\$ (787,894)	\$ -
Operating Fund	\$ 2,733,934	\$ 8,150,651	\$ (9,316,877)	\$ 4,526,527	\$ (2,529,466)	\$ 8,788,909
Operating Reserve	\$ 2,835,988	\$ -	\$ -	\$ (923,725)	\$ -	\$ 1,912,263
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ (186,000)	\$ -	\$ 814,000
Depreciation Reserve	\$ 893,340	\$ 200,000	\$ (776,876)	\$ 1,148,725	\$ (1,247,680)	\$ 818,189
Capital Improvement Reserve	\$ 634,709	\$ 850,000	\$ (408,441)	\$ 1,737,804	\$ (1,989,805)	\$ 815,857
Restricted for Debt Service	\$ 535,963	\$ -	\$ -	\$ -	\$ -	\$ 535,963
Fleet Equipment Reserve	\$ 290,635	\$ -	\$ -	\$ 75,000	\$ (74,066)	\$ 291,569
Employment-Related Benefits Reserve	\$ 316,867	\$ -	\$ (11,244)	\$ 120,000	\$ (29,413)	\$ 396,310
	\$ 9,354,236	\$ 10,366,683	\$ (10,512,458)	\$ 7,686,007	\$ (7,040,048)	\$ 8,959,440

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 Pay for capital Asset Replacements
	\$ 1,247,680.00
The Employment-Related Benefits Reserve transferred:	\$ 29,413.54 to Operating Fund to Pay for capital Asset Replacements
	\$ 29,413.54
The Operating Fund received:	\$ 4,526,526.57 from funds collected in Aug 2015 per Treasurer's Report
	\$ 368,000.00 from Rate Stabilization Reserves
	\$ 74,066.03 from Fleet Equipment Reserve
	\$ 29,413.54 from Employment-Related Benefits Reserve
	\$ 1,247,680.00 from Depreciation Reserves
	\$ 1,989,805.00 from Capital Improvement Fund to Pay for capital improvement purchases
	\$ 8,233,495.14
The Operating Fund transferred:	\$ 1,076,604.00 disbursements made in Aug 2015 per Treasurer's Report
	\$ 77,861.57 to Connection Fund to Repair Connection line
	\$ 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 Benefits Reserves as budgeted for FY 2015
	\$ 2,574,465.57
The Connection Fund received:	\$ 77,861.57 from Operating funds to Repair connection lines
	\$ 77,861.57
The Connection Fund transferred:	\$ 77,861.57 from Connection Fund to Repair Capital Improvement Reserves
	\$ 77,861.57
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
	\$ 923,725.00
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
	\$ 1,148,725.00
The Depreciation Reserve transferred:	\$ 1,247,680.00 to Repair the Operating fund for the 2015 budgeted Capital Improvement Reserve collection
	\$ 1,247,680.00
The Capital Improvement Reserve received:	\$ 737,803.57 from the Operating fund for the 2015 budgeted Capital Improvement Reserve collection
	\$ 1,000,000.00 from the Operating fund to bring the Capital Improvement Reserve closer to target balance
	\$ 1,737,803.57
The Capital Improvement Reserve transferred:	\$ 1,989,805.00 to the Operating Fund for reimbursement of new Capital Project expenditures to date in 2015
	\$ 1,989,805.00
The Fleet Equipment Reserve received:	\$ 75,000.00 from the Operating Reserve to bring the Fleet Equipment Reserve closer to its 2015 Target Balance
	\$ 75,000.00
The Fleet Equipment Reserve transferred:	\$ 74,066.03 to the Operating Fund for reimbursement for equipment purchased to date in 2015
	\$ 74,066.03
The Employment-Related Benefits Reserve received:	\$ 120,000.00 from the Operating Fund for the 2015 budgeted Employment-Related Benefits Reserve collection
	\$ 120,000.00
The Employment-Related Benefits Reserve transferred:	\$ 29,413.54 to the Operating Fund for reimbursement for Employment-Related Benefits expenditures to date in 2015
	\$ 29,413.54

October 13, 2015
Board of Directors Meeting

CITY OF HEIGHTS WATER DISTRICT 2015 OPERATING EXPENDITURE VS BUDGET						
September 30, 2015						
Account	Department	2015 Budget	2015 Actual	2015 Budget	Variance \$	Variance %
Water Demand Management						
	WATER DEMAND MANAGEMENT - POSTAGE	-	11,369	13,350	2,021	84.9%
	WATER DEMAND MANAGEMENT - PRINTING	-	4,423	7,604	(1,419)	120.3%
	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	-	8,593	8,137	(456)	105.6%
	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	4,136	42,396	71,632	24,634	59.7%
	WATER DEMAND MANAGEMENT - OTHER	-	4,552	7,152	2,580	63.8%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	1,725	13,226	27,502	14,224	48.2%
	WATER DEMAND MANAGEMENT - DROUGHT RESPONSE	27,584	51,233	146,006	84,765	35.1%
		33,455	139,846	280,195	140,349	49.9%
Operations						
	PURCHASED WATER	-	1,404,240	2,059,483	877,243	61.2%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	-	-	5,000	5,000	0.0%
	POWER TO WELLS	7,078	74,236	177,485	102,209	41.9%
	WELLS - REPAIR / MAINTENANCE	371	3,837	25,229	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	19,990	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)	(215,579)	-	-	0.0%
	ROADSIDE	3,473	13,979	33,000	17,021	54.4%
	MAINTENANCE AGREEMENTS - EQUIPMENT	367	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	26,359	32,000	5,607	82.5%
	REPAIR - TOOLS AND EQUIPMENT	1,365	3,938	12,000	8,062	32.8%
	GAS AND OIL	4,522	32,022	51,000	18,978	62.8%
	EQUIPMENT RENTAL - FIELD	108	1,691	3,000	1,309	54.4%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	710	11,700	11,580	(120)	101.7%
	PERMIT FEE - AIR QUALITY / HAZ MAT	-	5,501	4,800	(501)	110.4%
	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	-	3,726	14,000	10,274	28.6%
	PERMIT FEE - ENCROACHMENT PERMITS	-	25,772	28,000	3,228	88.2%
		65,611	1,897,669	2,402,215	504,764	62.1%
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)	(561)	(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	108,860	31,847	70.7%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINTING	2,235	19,955	26,400	6,407	73.7%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	-	-	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OTHER	4,344	42,738	312,169	269,432	13.7%
	CONTRACT SERVICES - CONCRETE	-	2,649	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 - PAYING	-	8,320	25,000	16,180	37.3%
		33,386	217,280	542,919	321,346	40.0%
Administration & General Services						
	JANITORIAL	399	4,092	9,213	5,221	43.9%
	BANK FEES	5,850	46,477	71,000	24,524	65.5%
	OFFICE EXPENSE	1,373	8,210	15,000	5,790	61.4%
	SMALL OFFICE EQUIPMENT	2,059	7,341	2,000	(5,341)	367.1%
	DUES & SUBSCRIPTIONS	624	89,752	102,210	12,478	87.8%
	POSTAGE	12,761	76,049	98,500	22,255	77.4%
	PRINTING	3,052	6,325	6,000	(325)	105.4%
	TELEPHONE - WIRELESS	1,181	10,583	11,244	661	92.3%
	TELEPHONE - LOCAL / LONG DISTANCE	951	8,756	16,220	7,464	54.0%
	TELEPHONE - ANSWERING SERVICE	201	1,715	2,400	685	71.3%
	UTILITIES	2,865	21,648	19,710	(2,292)	115.6%
	LEGAL & AUCTION	-	43,364	57,680	14,312	73.2%
	CONTINUING EDUCATION	661	14,677	31,580	16,903	46.5%
	PUBLICATION NOTICES	-	-	1,236	1,236	0.0%
	OFFICE MISC - DISTRICT EVENTS	-	3,926	4,500	574	80.1%
	OFFICE MISC - MEETING ACCOMMODATIONS	237	402	300	(94)	130.2%
	OFFICE MISC - OTHER	23	6,830	1,200	(5,606)	569.2%
	OFFICE MISC - MILESTONE EVENTS	1,752	1,752	2,100	348	83.4%
	COMPUTER SOFTWARE	-	-	3,600	3,600	0.0%
		34,088	357,879	465,228	107,341	77.8%
Administration Other						
	ELECTION EXPENSE	-	-	-	-	0.0%
	DIRECTORS MEETING COMPENSATION	1,450	12,325	20,300	7,975	60.7%
	RETIREE HEALTH CARE BENEFIT	2,527	22,822	41,565	18,743	54.9%
		3,977	35,147	61,865	26,718	56.8%
Salary & Benefits						
	SALARY - GENERAL MANAGER	13,869	123,791	196,302	56,565	69.6%
	SALARY - ASSISTANT GENERAL MANAGER	10,586	102,908	141,960	39,052	72.5%
	SALARY - OFFICE (6 authorized positions)	26,989	252,338	348,136	95,748	72.5%
	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	10,976	103,413	145,936	40,521	72.2%
	SALARY - ADMIN (Allocation to CIP)	(2,702)	(24,601)	-	24,601	0.0%
	SALARY - OPERATIONS MANAGER	151,714	232,213	141,522	(91,691)	169.0%
	SALARY - FIELD / O&M (15 authorized positions)	84,859	744,058	1,069,222	325,164	69.0%
	STANDBY DUTY	1,280	12,160	16,640	4,480	73.1%
	SALARY - OPERATIONS (Allocation to CIP)	(197,542)	(420,925)	-	420,925	0.0%
	SALARY - PROJECT MGMT & ENGINEERING	26,155	247,922	-	-	0.0%
	SALARY - PROJECT MGMT & ENGINEERING (Allocation to CIP)	(15,865)	(117,260)	-	409	0.0%
	EMPLOYEE BENEFIT - VISION INSURANCE	492	3,626	5,048	1,420	73.2%
	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	38,147	512,942	591,085	78,140	86.8%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	12,091	109,187	148,642	35,400	75.5%
	EMPLOYEE BENEFIT - MEDICARE	4,783	22,515	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)	(159,292)	(350,771)	(632,077)	(232,136)	62.0%
		44,139	1,878,816	2,619,757	874,699	71.8%
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 - WORKERS COMPENSATION	-	24,089	34,319	10,231	44.3%
		21,607	93,491	131,464	37,984	61.7%
Reserves & Debt Service						
	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	509,598	572,408	589,200	(3,692)	100.6%
	DEBT SERVICE - COP SERIES 2012	-	61,852	167,218	105,366	31.5%
		609,596	1,213,767.45	1,865,487.59	1,671,720.65	48.2%
		716,312	\$ 6,388,981	\$ 16,819,142	\$ 4,368,980	89.75%

Cittre Heights Water District										
Fiscal Period Ending Sept 2015										
Project No.	Description	Budget				Remaining Commitments		Amounts Paid		Remaining Projections
		Total Project	Revised/Amended	Not Reimbursed	2015 Expenditures	Current Year	Unpaid	Month to Date	Year to Date	Project to Date
2014-30	Bonita Way 8" and Harrison Avenue 6" Water Main Replacement Project	517,094	56,427	460,667	460,192	15,708	2,504	277,533	433,960	-
2015-31	Barrd Way 12" Water Main Replacement Project	510,255	-	510,255	38,666	-	-	-	-	471,648
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project	46,267	-	46,267	-	-	-	-	-	46,267
2015-33	Highland Avenue 8" Main Replacement and Rosa Parks Avenue 8" Main Installation Project	33,460	-	33,460	-	-	-	-	-	33,460
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project	255,823	-	255,823	-	-	-	-	-	255,823
2015-35	Sunrise Blvd Streetscape Phase II	185,067	-	185,067	165,067	-	59,753	64,114	64,114	-
2015-36	Sylvan Road Street Improvements	67,948	-	67,948	67,948	-	702	3,191	3,191	-
2012-03	Auburn Blvd - Watson Way 8" Distribution Main Replacement	592,103	-	592,103	55,051	-	-	-	-	537,052
2013-31	Park Drive/Poplar 8" Distribution Main Replacement	895,599	-	895,599	647,154	-	-	-	-	248,445
Transmission Main		3,023,417	4,139,644	1,788,973	2,24,508	34,830	83,962	617,438	1,851,074	371,424
2015-14	Fire Hydrants - Replacements / Upgrades / Install / New	173,738	-	173,738	173,738	-	4,468	81,691	81,691	-
Fire Hydrants - Replacements/Upgrades/New		173,738	-	173,738	173,738	-	4,468	81,691	81,691	-
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	-	109,500	109,500	-	-	-	-	-
2015-09	Annual Fire 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	-	-	3,884	3,884	450,000
2015-10	Water Main Pipeline Replacements	20,877	-	20,877	20,877	-	3,954	49,306	49,306	-
2015-11	Water Valve Replacements	100,976	-	100,976	100,976	-	-	49,243	49,243	-
2015-12	Water Service Replacements	678,680	-	678,680	678,680	-	287,812	878,350	878,350	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	38,078	-	38,078	38,078	-	-	-	-	38,078
2015-39	Cal-Am Water Lincoln Oaks Water Tank #1 Interconnection Project	58,582	-	58,582	58,582	-	600	3,767	3,767	-
2015-40	Other City Partnership Opportunities	100,000	-	100,000	100,000	-	174	580	580	-
2015-41	Other Miscellaneous Infrastructure Projects	109,000	-	109,000	109,000	-	-	3,993	3,993	-
Miscellaneous Projects		1,131,472	115,246	1,016,226	978,171	39,962	45,103	1,198,503	1,317,749	459,600
2012-13	Administration Building Expansion / Renovation Project	1,131,472	115,246	1,016,226	978,171	39,962	45,103	1,198,503	1,317,749	459,600
Administration Projects - Facilities		1,131,472	115,246	1,016,226	978,171	39,962	45,103	1,198,503	1,317,749	459,600
2015-01	Annual Non-Project Specific Property Management & Engineering Salaries & Benefits	291,761	-	291,761	291,761	-	-	-	-	-
Miscellaneous Projects - Non-Project Specific		291,761	-	291,761	291,761	-	-	-	-	-
2015-30	San Juan High School 24" North Property Line Transmission Main Installation	544,394	37,277	527,067	527,068	-	3,263	23,639	46,916	-
2014-36	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	378,304	120	378,184	346,419	-	3,066	41,362	41,485	-
2015-30	Poplar Avenue 16" Transmission Main Installation	142,325	-	142,325	12,680	-	364	4,736	4,736	129,645
Transmission Main - New		1,066,991	129,400	1,047,591	984,967	4,892	10,730	161,137	161,945	129,645
2014-33	Mariposa Avenue 18" & 8" Spreader Drive to Pratt Avenue	471,122	22,953	458,245	458,056	-	5,880	60,082	72,535	-
2014-31	Sunrise Blvd. Highway 12" Pipeline Replacement	78,878	139,237	2,311	57,578	-	-	57,650	199,837	-
Transmission Main - New and Distribution Main - Replacements		2,560,282	152,898	2,407,384	2,386,599	5,880	10,732	259,822	259,822	-
2015-15	Water Meter Replacements	28,441	-	28,441	28,441	-	6,676	70,868	70,868	-
Water Meters		28,441	-	28,441	28,441	-	6,676	70,868	70,868	-
2013-01	Fair Way 12" x 8" Interconnection w/ RV	76,236	-	76,236	76,236	-	-	-	-	47,793
2013-06	Blossom Hill Drive 8" x 10" Interconnection w/ RV	25,855	-	25,855	25,855	-	-	-	-	-
2013-10	Crestmont Avenue 6" Interconnection w/ RV	20,155	-	20,155	20,155	-	-	-	-	-
2013-11	Skycrest Well No. 13 Construction	916,483	327,269	1,072,752	62,254	-	10,940	9,813	337,022	-
2013-21	Skycrest Well No. 13 Construction	2,083,589	487,554	1,594,035	1,640,905	10,538	209,941	989,756	1,477,310	-
2015-20	Groundwater Well Improvements	51,829	-	51,829	51,829	-	-	840	840	-
2015-29	C-Box C Pressure Control Station	300,000	-	300,000	-	-	-	-	-	300,000
New Meters - Distribution System - New Meters		2,471,821	814,763	3,057,154	1,808,102	10,538	221,982	1,000,499	1,815,372	347,728
Grand Total		11,010,809	2,338,143	8,734,235	7,391,976	65,334	645,537	4,179,498	6,517,641	1,458,736

\$701,397.51

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

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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	
60132	SMUD	Agreement-Software	\$1,462.02
60133	Titan Workforce LLC	Utilities	\$10,641.48
60134	US Bank I.M.P.A.C. Government Services	Contract Services- Temporary Labor	\$1,707.05
60135	Joe E/Vicky L Cardenas	See September Agenda Item CC:6	\$4,026.72
60136	Void	Overpayments	\$86.21
60137	Nicholas Kepler	Void	\$0.00
60138	Devon Edwards	Overpayments	\$96.94
60139	Lavaun C Gold	Overpayments	\$15.92
60140	Altisource Single Family Inc	Overpayments	\$37.42
60141	Alvernaz Enterprises LLC	Overpayments	\$107.59
60142	Afman Supply	Overpayments	\$270.46
60143	Alexander's Contract Services California Surveying & Drafting Supply	Small Tools	\$347.85
60144	Coverall North America Inc	Contract Services- Meter Read	\$2,389.87
60145	Groeniger & Company	Small Tools	\$5.00
60146	ICM Group, Inc.	Janitorial	\$399.00
60147	Integrity Administrators Inc	Material	\$803.52
60148	Kaler/Dobler Construction Inc	Contract Services- Miscellaneous	\$11,418.50
60149	KASL Consulting Engineers	Health Insurance	\$264.00
60150	Liebert Cassidy Whitmore	Contract Services- Engineering	\$3,535.00
60151	Martin General Engineering Inc	Contract Services- Engineering	\$1,792.00
60152	Protection One Alarm Monitoring	Legal & Audit	\$180.00
60153		Overpayments	\$127,417.80
		Equipment Rental- Office	\$120.00

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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
		Workers Comp	
60157	ACWA/JPIA	Insurance	\$79,974.77
60158	Joan A Lewis	Overpayments	\$44.03
	Charles R/Claudette M Dunn		
60159	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
	A&A Stepping Stone		
60167	Manufacturing	Supplies-Field	\$374.85
		Contract Services-	
60168	Alexander's Contract Services	Meter Read	\$2,024.86
60169	Awards By Kay Inc	Office Expense	\$48.60
60170	BSK Associates	Water Analysis	\$488.00
	California State Disbursement		
60171	Unit	Garnishment	\$184.61
	California State Disbursement		
60172	Unit	Garnishment	\$109.61
60173	Robin Cope	Health Insurance	\$397.00
		Repair-	
60174	Holt of California	Equipment/Hardware	\$1,365.24
60175	Integrity Administrators Inc	Health Insurance	\$2,500.00
		Contract Services-	
60176	J4 Systems	Other	\$4,290.00
		Contract Services-	
60177	Moonlight BPO	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

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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 Euro Pacific Mortgage	Overpayments	\$59.82
60192	LLC/Navdip Singh	Overpayments	\$99.39
60193	ABA DABA Rentals & Sales	Supplies-Field Equipment Rental-	\$275.00
60194	Absolute Secured Shredding Inc ACWA/JPIA Health Benefits	Office Disability & Life	\$40.00
60195	Authority	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 Maintenance	\$328.58
60200	Connected Document Solutions	Agreement- Equipment Telephone-	\$70.47
60201	Consolidated	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 Contract Services-	\$0.00
60210	J4 Systems Kaiser Foundation Health Plan, Inc	Other	\$360.00
60211		Health Insurance Contract Services-	\$13,288.03
60212	Moonlight BPO	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 Maintenance	\$72.49
60217	SHI International Corp	Agreement-Software	\$2,048.83
60218	Snyder Commercial Real Estate	Overpayments	\$53.58

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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 Maintenance	\$261.25
60248	Connected Document Solutions	Agreement- Equipment	\$321.84

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60249	Cybox	Equipment Rental- Office	\$129.12
60250	Dawson Oil Company Michael B or Jelena E Grizelj or	Gas & Oil	\$1,225.18
60251	Michael J Laptalo	Overpayments	\$163.26
60252	Hodge Products	Supplies-Field Maintenance	\$664.84
60253	Indoor Environmental Services	Agreement- Equipment	\$260.00
60254	J4 Systems Bruins Legal Document	Contract Services- Other	\$100.00
60255	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 Dues &	\$10.65
60262	Regional Water Authority	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	\$150.00

October 13, 2015
Board of Directors Meeting

		Program	
60279	ABA DABA Rentals & Sales	Supplies-Field	\$110.93
		Contract Services-	
60280	Alexander's Contract Services	Meter Read	\$4,125.62
60281	BSK Associates	Water Analysis	\$1,332.00
		Contract Services-	
60282	CirclePoint	Water Conservation	\$7,800.00
60283	Dawson Oil Company	Gas & Oil	\$1,633.47
		Equipment Rental-	
60284	FP Mailing Solutions	Office	\$165.24
60285	David Gordon	Continued Education	\$79.99
		Equipment Rental-	
60286	GreatAmerica Leasing Corp	Office	\$255.67
60287	HD Supply Waterworks LTD	Material	\$480.38
		Contract Services-	
60288	J4 Systems	Other	\$840.00
		Contract Services-	
60289	Moonlight BPO	Bill Print/Mail	\$2,646.41
60290	Office Depot	Office Expense	\$534.78
60291	Pace Supply Corp	Material	\$6,214.49
		Dues &	
60292	Regional Water Authority	Subscriptions	\$40.00
60293	Les Schwab Tires	Repair-Trucks	\$388.05
		Maintenance	
60294	SHI International Corp	Agreement-Software	\$50.32
60295	A. Teichert & Son, Inc.	Road Base	\$756.61
	US Bank I.M.P.A.C. Government		
60296	Services	Continued Education	\$5,162.19
Total			\$653,078.98
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
		Contract Services-	
ACH	PAYCHEX	Other	\$341.40
ACH	ELAVON AUG2015 PH	Bank Fee	\$121.91
		Equipment Rental-	
ACH	FP MAILING	Office	\$1,000.00
ACH	WHA	Health Insurance	\$16,604.00
		Deferred	
ACH	VALIC 9/10/15	Compensation	\$27,120.00
		Deferred	
ACH	VOYA 9/10/15	Compensation	\$45.00

October 13, 2015
Board of Directors Meeting

ACH	WELLS FARGO	COP Debt Service	\$505,981.50
ACH	PERS9/24/15PAYROL	PERS	\$12,723.17
		Deferred	
ACH	VALIC 9/24/15	Compensation	\$3,320.00
ACH	VANCO AUGUST 2015	Bank Fee	\$54.50
		Deferred	
ACH	VOYA 9/24/15	Compensation	\$45.00
Total			\$598,956.72
Grand Total			\$1,252,035.70

**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

Skycrest Well Equipping 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 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.

The motion to approve the Consent Agenda passed 3-0 with all Directors voting yes.

OLD BUSINESS

Antelope Pump-Back Booster Pump Station Project

GM Churchill reported that 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.

Call for Public Hearings

Accounting Supervisor Sohal presented that 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

NEW BUSINESS

Training/Continued Education/Meetings

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

Selection of District Auditor

AS Sohal reported that 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).

Motion: It was moved by Director Sheehan and seconded by Director Riehle to authorize the General Manager to execute an Agreement for Financial Audit Services with Maze & Associates in accordance with their proposal.

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

Associate Civil Engineering Services

PM Dietrich reported that 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.

Motion: It was moved by Director Riehle and seconded by Director Sheehan to 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.

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

Construction Inspection Services

PM Dietrich reported that 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	35,000.00
Total Not-to-Exceed	86,500.00

Motion: It was moved by Director Riehle and seconded by Director Sheehan to 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.

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

San Juan Park Water Main Project

PM Dietrich reported that 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.

Motion: It was moved by Director Riehle and seconded by Director Sheehan to 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.

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

PROJECT MANAGER'S REPORT

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

New values or projects noted in bold italics

PM-1 ACCEPTED WATER SYSTEMS

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

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<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	5444 San Juan Ave	<i>Construction Continues</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
(2015-39)		
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>
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>

<u>Project</u>	<u>Location</u>	<u>Status</u>
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>

OPERATIONS MANAGER'S REPORT

OM Townsel reported as follows:

1. A total of 167 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 72 samples, have met all California Department of Public Health requirements.
2. District-wide water consumption for the calendar year 2015 through the end of September 2015 was 7,945.63 acre-feet, a decrease of 33.6% percent compared with the water consumption during the same period in 2013.
3. 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. 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 8:26 PM.

PM Dietrich and IOM Gordon left the meeting.

Director Dains reconvened the meeting at 8:30 PM.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

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

No report.

D-2. Sacramento Groundwater Authority (Dains)

Directors Dains and Sheehan discussed the SGA meeting from the previous month when 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

No report.

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 attended the October 1, 2015 Committee meeting and relayed

the summary of updates provided by Federal, State, and County Representatives. Also, Diane Riehle provided a brief presentation on “We support our Police Initiative.”

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 September 2015.
2. The following is a summary of Drought Response Plan activities in September:
 - 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.
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 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.

4. The following is a summary of current noteworthy Finance activities over and above normal operations:
 - Board Member Sheehan, AGM Straus, 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.

GENERAL MANAGER'S REPORT

1. Twenty-Three employees received recognition for superior attendance, outstanding customer service and quality of work during the month of October 2015. Directors were provided with a list of the employees and items for which each received recognition.
2. A list of the General Manager's significant assignments and activities was provided.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES

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

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 9:09 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 Oct 31, 2015

CC-2

BEGINNING ACCOUNTS RECEIVABLE BALANCE \$1,043,351

ACCRUED REVENUE

Penalties & Costs	\$6,234	
Fire Protection Services Charge	\$8,852	
Backflow Service Charge	\$6,053	
Dom - Commercial - Cons	\$50,216	
Dom - Residential - Cons	\$367,698	
Dom - Public Agency - Cons	\$15,620	
Construction Meters - Cons	\$6,340	
Irrigation - Cons	\$3,805	
Irrg - Commercial - Cons	\$10,291	
Irrg - Residential - Cons	\$17,903	
Irrg - Public Agency - Cons	\$9,358	
Dom - Commercial - SvcChg	\$36,274	
Dom - Residential - SvcChg	\$521,962	
Dom - Public Agency - SvcChg	\$3,295	
Construction Meters - SrvChg	\$3,007	
Irrg - Commercial - SvcChg	\$6,381	
Irrg - Residential - SvcChg	\$8,539	
Irrg - Public Agency - SvcChg	\$2,593	
Tap Fees	(\$119)	
S & R Inspection	\$4,157	
S&R Plan Check Fees	\$767	
Turn-off Fees	\$11,524	
Connection Fees	\$44,872	
Miscellaneous Income	(\$54)	
New Acct Setup	\$3,000	
Misc Reimbursements	\$200	
Small Tools & Supplies - lock off tools	\$40	
Cobra Insurance reimbursement	\$1,461	
TOTAL REVENUE		\$1,151,587

ADJUSTMENTS

Total Cash Receipts	\$995,187	
Toilet Rebate Credits Applied	\$900	
Deposits refunded to acct	\$10,719	
Deposit Interest refunded to acct	\$199	
Web pmts applied but not settled by Bank	\$312	
Account Adjustments	(\$1,142)	
Transactions in Transit	\$1,783	
Web pmts settled but applied prior Month	(\$1,055)	
Cash Receipts to Deposits	(\$8,568)	
Customer Refunds	(\$9,672)	
Returned Checks	(\$832)	
TOTAL ADJUSTMENTS		(\$987,832)

TOTAL RECEIVABLES \$1,207,105

BEGINNING LIENS RECEIVABLE BALANCE


Liens Assessed	\$0	\$0
Liens Redeemed	\$0	
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>

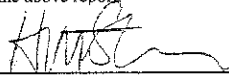
TOTAL RECEIVABLES \$1,208,279

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.



 HILARY STRAUS, Treasurer

Filed: November 10, 2015



 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	582,219			6,674,668	5,470,841	1,203,827	82.0%
Metered Water Deliveries	122,655	186,081	156,132	221,021	166,384	266,544	313,535	408,182	428,804	482,380			4,594,209	2,751,719	1,842,491	59.9%
Penalties	13,786	13,820	12,831	11,020	11,897	15,285	12,999	15,946	14,742	17,758			215,600	140,083	75,517	65.0%
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	17,906			115,243	130,714	-15,471	113.4%
WS Install & S&R	4,428	44,319	9,630	1,196	29,308	5,780	9,497	1,443	13,854	4,805			26,626	124,260	-97,634	466.7%
Grant Funds	5,000	0	0	0	1,000	0	1,634	0	900	0			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	46,519			120,510	523,140	-402,630	434.1%
Wheeling Water	6,171	0	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	1,151,587	0	0	11,751,285	9,163,891	2,587,394	78.0%

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

Assessor/Collector Roll Adjustment		
October-15		
	Dollar	Count
3-DAY DOOR HANG		
One Time Courtesy	\$ 50.00	2
Misapplied Payment	\$ 25.00	1
New Owner	\$ 50.00	2
Payment Received Prior to NOIT Dely	\$ 50.00	2
Postal Error	\$ 25.00	1
System Error	\$ 25.00	1
3-DAY DOOR HANG Total	225.00	9
DEFAULT		
One Time Courtesy	\$ 55.65	15
Misapplied Payment	\$ 3.76	1
New Owner	\$ 9.81	3
System Error	\$ 5.62	2
DEFAULT Total	74.84	21
Grand Total	\$ 299.84	30

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
October 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
14792	0029968	3-DAY DOOR HANG	10/5/2015	New Owner	\$25.00
14185	0025858	3-DAY DOOR HANG	10/5/2015	Payment Received Prior to NOIT Dely	\$25.00
01120	0000954	3-DAY DOOR HANG	10/6/2015	Postal Error	\$25.00
01939	0032165	3-DAY DOOR HANG	10/6/2015	System Error	\$25.00
11508	0010186	3-DAY DOOR HANG	10/8/2015	One Time Courtesy	\$25.00
15002	0007460	3-DAY DOOR HANG	10/12/2015	Misapplied Payment	\$25.00
15894	0029224	3-DAY DOOR HANG	10/26/2015	New Owner	\$25.00
16170	0031575	3-DAY DOOR HANG	10/26/2015	Payment Received Prior to NOIT Dely	\$25.00
10671	0009454	3-DAY DOOR HANG	10/29/2015	One Time Courtesy	\$25.00
15433	0013630	DEFAULT	10/1/2015	One Time Courtesy	\$0.72
14792	0029968	DEFAULT	10/5/2015	New Owner	\$4.55
15899	0028676	DEFAULT	10/5/2015	One Time Courtesy	\$3.28
01886	0031803	DEFAULT	10/5/2015	One Time Courtesy	\$5.25
15746	0027351	DEFAULT	10/5/2015	One Time Courtesy	\$4.87
01596	0001431	DEFAULT	10/5/2015	System Error	\$2.81
01596	0001431	DEFAULT	10/5/2015	System Error	\$2.81
13411	0025158	DEFAULT	10/7/2015	One Time Courtesy	\$4.57
11316	0000206	DEFAULT	10/7/2015	One Time Courtesy	\$9.84
13486	0032972	DEFAULT	10/8/2015	Misapplied Payment	\$3.76
20570	0032095	DEFAULT	10/8/2015	New Owner	\$2.09
15002	0007460	DEFAULT	10/8/2015	One Time Courtesy	\$10.22
20567	0032095	DEFAULT	10/8/2015	One Time Courtesy	\$2.38
20568	0032095	DEFAULT	10/8/2015	One Time Courtesy	\$2.34
20570	0032095	DEFAULT	10/8/2015	One Time Courtesy	\$2.38
20571	0032095	DEFAULT	10/8/2015	One Time Courtesy	\$2.42
20572	0032095	DEFAULT	10/8/2015	One Time Courtesy	\$2.34
20573	0032095	DEFAULT	10/8/2015	One Time Courtesy	\$2.42
20578	0032095	DEFAULT	10/8/2015	One Time Courtesy	\$1.31
20579	0032095	DEFAULT	10/8/2015	One Time Courtesy	\$1.31
13171	0033015	DEFAULT	10/13/2015	New Owner	\$3.17
08774	0007847	DEFAULT	10/13/2015	One Time Courtesy	\$4.14
14976	0013256	DEFAULT	10/13/2015	One Time Courtesy	\$3.25
08158	0007298	DEFAULT	10/13/2015	One Time Courtesy	\$3.21
09907	0008787	DEFAULT	10/13/2015	One Time Courtesy	\$4.23
01475	0029800	DEFAULT	10/19/2015	One Time Courtesy	\$3.21
15568	0013736	DEFAULT	10/20/2015	One Time Courtesy	\$4.58
11626	0010295	DEFAULT	10/20/2015	One Time Courtesy	\$4.46
15894	0029224	DEFAULT	10/26/2015	New Owner	\$3.93
02743	0025601	DEFAULT	10/27/2015	One Time Courtesy	\$3.46
12948	0022201	DEFAULT	10/28/2015	One Time Courtesy	\$3.93
16968	0026778	DEFAULT	10/28/2015	One Time Courtesy	\$4.40
03957	0030316	DISCONNECT CHG	10/1/2015	Misapplied Payment	\$58.00
01284	0024229	DISCONNECT CHG	10/20/2015	Paid prior to dispatch of crew	\$58.00
08192	0028256	DISCONNECT CHG	10/27/2015	Paid prior to dispatch of crew	\$58.00
09843	0008728	NSF	10/7/2015	One Time Courtesy	\$20.00
11786	0029445	NSF	10/20/2015	New Owner	\$20.00
					<u>\$556.64</u>

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

RECEIPTS:

Received from Collector		995,187
Interest on Accounts		
L A I F	5,263	
2010 COP Reserve Account	5	
Money Mkt Activity Acct	4	
Total Interest		5,272
Voided Checks		128
Total Receipts		1,000,587
Balance from Last Report		8,465,214
Total		9,465,801

DISBURSEMENTS:

Checks Issued / ACH Payments	1,966,218	
Interest to SJ/CH COP Debt Service	27	
Employee Payroll & Taxes	180,704	
Director's Payroll	870	
Returned Checks	832	
		2,148,651

TOTAL BALANCE \$7,317,150

RECONCILEMENT:

Bank of the West (General Account)	\$	1,179,040
Local Agency Investment Fund	\$	6,542,040
COP Reserve Account	\$	529,745
Money Mkt Activity Account	\$	530,422
Total	\$	8,781,246
Less Outstanding Checks - Bank of the West	\$	(1,474,196)
Bank Adj	\$	-
Deposits in Transit	\$	10,101

TOTAL BALANCE \$7,317,150

CASH & INVESTMENT SUMMARY

Bank of the West (General Account)	\$	(285,056)
Local Agency Investment Fund	\$	6,542,040
COP 2010 Reserve Account	\$	529,745
Money Mkt Activity Account	\$	530,422
Total	\$	7,317,150

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.32%	5,263.00	10/15/2015

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

October 31, 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	09/30/2015 Ending Balance	2015 Target Balance per Policy
Connection Fund	\$ -	\$ 737,894	\$ (737,894)			\$ -	N/A
Operating Fund	\$ 2,733,934	\$ 12,685,178	\$ (11,890,803)	\$ 1,083,530	\$ (1,571,756)	\$ 3,040,083	\$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	\$ 1,848,725	\$ (2,024,096)			\$ 808,169	\$949,000
Capital Improvement Reserve	\$ 656,209	\$ 2,587,894	\$ (2,398,246)			\$ 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	\$ 120,000	\$ (40,657)			\$ 396,310	\$864,229
	<u>\$ 9,354,236</u>	<u>\$ 16,764,966</u>	<u>\$ (17,165,762)</u>	<u>\$ 1,083,530</u>	<u>\$ (1,571,756)</u>	<u>\$ 8,465,214</u>	


HILARY STRAUS, Treasurer

TREASURER'S REPORT OF FUND BALANCES
October 31, 2015

Fund Transfers Summary:

The Operating Fund received: \$ 1,083,530.00 from funds collected in Aug 2015 per Treasurer's Report

The Operating Fund transferred: \$ (1,571,756.00) disbursements made in Aug 2015 per Treasurer's Report

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

Account	Description	2015 MYD Expense	2015 YTD Expense	2015 Budget	Variance \$	Variance %
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	2,641	45,039	71,032	25,993	63.4%
	WATER DEMAND MANAGEMENT - OTHER	26	4,578	7,132	2,554	64.2%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	2,175	15,451	27,500	12,049	56.2%
	WATER DEMAND MANAGEMENT - DROUGHT RESPONSE	12,981	64,216	146,000	81,784	44.0%
		17,822	157,668	280,195	122,527	56.3%
Operations						
	PURCHASED WATER	574,482	1,982,723	2,295,483	312,760	86.4%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	-	-	5,000	5,000	0.0%
	POWER TO WELLS	7,708	81,994	177,495	95,501	46.2%
	WELLS - REPAIR / MAINTENANCE	1,353	5,190	23,228	18,038	22.3%
	WATER QUALITY ANALYSIS	2,480	18,570	19,432	862	95.6%
	FIELD MISCELLANEOUS - DUMP FEES	-	961	-	(961)	0.0%
	FIELD MISCELLANEOUS - OTHER	85	176	500	324	35.2%
	SMALL TOOLS - FIELD	3,568	23,565	15,000	(8,565)	157.1%
	SUPPLIES - FIELD	2,083	23,839	18,000	(5,839)	132.4%
	MATERIALS	13,757	241,255	35,000	(206,255)	689.3%
	MATERIALS (Allocation to CIP)	(23,683)	(237,255)	-	-	0.0%
	ROADBASE	3,268	21,247	35,000	13,753	60.7%
	MAINTENANCE AGREEMENTS - EQUIPMENT	20	1,666	6,670	5,004	25.0%
	MAINTENANCE AGREEMENTS - SOFTWARE	2,688	121,724	114,037	(7,687)	106.7%
	REPAIR - FLEET EQUIPMENT	12,533	38,926	32,000	(6,926)	121.6%
	REPAIR - TOOLS AND EQUIPMENT	1,774	5,712	12,000	6,288	47.6%
	GAS AND OIL	3,504	35,526	51,000	15,474	69.7%
	EQUIPMENT RENTAL - FIELD	825	2,516	3,000	484	83.9%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	1,439	13,218	11,580	(1,638)	114.1%
	PERMIT FEE - AIR QUALITY / HAZ MAT	-	5,301	4,800	(501)	110.4%
	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	6,690	10,416	14,000	3,584	74.4%
	PERMIT FEE - ENCROACHMENT PERMITS	-	25,172	29,000	3,828	86.8%
		614,575	2,422,444	2,902,225	242,526	83.5%
Professional & Contract Services						
	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	-	18,855	13,000	(5,855)	145.0%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	14,826	43,484	5,000	(38,484)	869.7%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR (Allocation to CIP)	(3,306)	(17,110)	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - WELLS	-	-	10,000	10,000	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	-	-	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - METER READING	10,796	87,808	108,960	21,152	80.6%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	2,917	22,910	26,400	3,490	86.8%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	-	-	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OTHER	3,926	46,663	312,169	265,506	14.9%
	CONTRACT SERVICES - CONCRETE	-	7,649	10,000	2,351	76.5%
	CONTRACT SERVICES - MISC FIELD / O&M	3,075	30,334	30,400	66	99.8%
	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	-	-	2,000	2,000	0.0%
	CONTRACT SERVICES - PAVING	-	8,820	25,000	16,180	35.3%
		32,233	249,413	542,929	276,406	45.9%
Administration & General Services						
	JANITORIAL	427	4,520	9,313	4,793	48.5%
	BANK FEES	7,057	53,534	71,000	17,466	75.4%
	OFFICE EXPENSE	3,044	12,255	15,000	2,745	81.7%
	SMALL OFFICE EQUIPMENT	529	7,870	2,000	(5,870)	393.5%
	DUES & SUBSCRIPTIONS	851	90,583	102,210	11,627	88.6%
	POSTAGE	10,273	86,522	98,500	11,978	87.8%
	PRINTING	1,283	7,609	6,000	(1,609)	126.8%
	TELEPHONE - WIRELESS	1,187	11,570	11,244	(326)	102.9%
	TELEPHONE - LOCAL / LONG DISTANCE	947	9,703	16,220	6,517	59.8%
	TELEPHONE - ANSWERING SERVICE	197	1,913	2,400	487	79.7%
	UTILITIES	2,890	24,538	18,720	(5,818)	131.1%

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

Account	Description	2015 MTD Expense	2015 YTD Expense	2015 Budget	Variance \$	Variance %
	LEGAL & AUDIT	500	43,868	57,680	13,812	76.1%
	CONTINUED EDUCATION	2,365	17,037	31,580	14,543	53.9%
	PUBLICATION NOTICES	-	-	1,236	1,236	0.0%
	OFFICE MISC - DISTRICT EVENTS	148	4,074	4,903	829	83.1%
	OFFICE MISC - MEETING ACCOMODATIONS	50	453	309	(144)	146.7%
	OFFICE MISC - OTHER	-	6,830	1,200	(5,630)	569.2%
	OFFICE MISC - MILESTONE EVENTS	(187)	1,565	2,100	535	74.5%
	COMPUTER SOFTWARE	248	248	3,605	3,357	6.9%
		31,811	384,690	455,220	70,530	84.5%
Administration Other						
	ELECTION EXPENSE	-	-	-	-	0.0%
	DIRECTORS MEETING COMPENSATION	870	13,195	20,300	7,105	65.0%
	RETIREE HEALTH CARE BENEFIT	2,537	25,359	41,565	16,206	61.0%
		3,407	38,554	61,865	23,311	62.3%
Salary & Benefits						
	SALARY - GENERAL MANAGER	13,869	143,606	186,302	42,696	77.1%
	SALARY - ASSISTANT GENERAL MANAGER	10,386	113,293	141,960	28,667	79.8%
	SALARY - OFFICE (6 authorized positions)	27,279	279,668	348,136	68,469	80.3%
	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	10,850	116,265	145,936	29,671	79.7%
	SALARY - ADMIN (Allocation to CIP)	(9,371)	(33,972)	-	33,972	0.0%
	SALARY - OPERATIONS MANAGER	7,651	246,864	141,522	(105,343)	174.4%
	SALARY - FIELD / O&M (15 authorized positions)	82,290	826,349	1,069,222	242,873	77.3%
	STANDBY DUTY	1,280	13,440	16,640	3,200	80.8%
	SALARY - OPERATIONS (Allocation to CIP)	(53,602)	(474,527)	-	474,527	0.0%
	SALARY - PROJECT MNGMT & ENGINEERING	20,281	268,263	-	-	0.0%
	SALARY - PROJECT MNGMT & ENGINEERING (Allocation to CIP)	(29,423)	(146,687)	-	-	0.0%
	EMPLOYEE BENEFIT - VISION INSURANCE	408	4,029	5,040	1,011	79.9%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	3,401	36,917	41,258	4,341	89.5%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	29,367	313,249	351,272	38,023	89.2%
	EMPLOYEE BENEFIT - PERS RETIREMENT	24,091	537,033	591,083	54,049	90.9%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	10,093	119,255	144,642	25,387	82.4%
	EMPLOYEE BENEFIT - MEDICARE	2,567	30,082	33,827	3,745	88.9%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	66	5,535	6,825	1,290	81.1%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	506	19,916	26,000	6,084	76.6%
	EMPLOYEE SALARY AND BENEFITS - (Allocation to CIP)	(52,666)	(373,456)	(629,907)	(256,451)	59.3%
		99,322	2,045,120	2,619,757	696,213	78.1%
Insurance						
	INSURANCE - LIABILITY & COMPREHENSIVE	14,527	62,597	68,845	6,248	90.9%
	INSURANCE - DISABILITY & LIFE	1,899	23,240	28,300	5,060	82.1%
	INSURANCE - WORKER'S COMPENSATION	-	24,068	54,319	30,251	44.3%
		16,426	109,906	151,464	41,558	72.6%
Reserves & Debt Services						
	RATE STABILIZATION RESERVE	366,000	366,000	1,000,000	634,000	0.0%
	DEPRECIATION RESERVE	98,955	875,371	949,000	73,629	92.2%
	CAPITAL IMPROVEMENT RESERVE	251,911	660,352	1,000,000	339,648	66.0%
	EMPLOYMENT-RELATED BENEFITS RESERVE	120,000	120,000	120,000	-	100.0%
	DEBT SERVICE - COP SERIES 2010	27	572,835	569,200	(3,635)	100.6%
	DEBT SERVICE - COP SERIES 2012	-	64,858	167,288	102,429	38.8%
		836,893	2,659,416.77	3,805,487.50	1,146,070.73	69.9%
		1,652,490	\$ 8,067,211	\$ 10,819,142	\$ 2,619,141	74.56%

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

Project No.	Description	Budget		Remaining Commitments		Amounts Paid		Remaining Projections		
		Total Project	Expenditures to 12/30/14	Total Remaining Commitments	2015 Expenditures	Current Unpaid Committed	Month to Date		Year to date	Project to date
2014-30	Sonora Way 8" and Hanson Avenue 6" Water Main Replacement Project	517,094	56,427	460,667	482,192	15,708	-	352,389	408,816	-
2015-31	Baird Way 12" Water Main Replacement Project	510,255	-	510,255	36,606	-	-	-	-	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	165,067	38,255	102,486	102,486	102,486	-
2015-36	Sylvan Road Street Improvements	67,948	-	67,948	67,948	835	4,026	4,026	4,026	-
2012-03	Auburn Blvd - Watson Way 8" Distribution Main Replacement	592,103	647,154	(55,051)	-	-	-	-	-	-
2013-31	Park Drive/Poplar 8" Distribution Main Replacement	835,599	531,063	304,536	474,695	19,122	1,669	648,823	639,215	-
2013-31	Distribution Mains - Replacements	3,073,617	1,234,644	1,788,973	1,278,308	34,830	568,722	1,803,366	1,803,366	571,428
2015-14	Fire Hydrants - Replacements / Upgrades / Infill / New	173,738	-	173,738	173,738	-	7,892	7,892	7,892	-
2015-02	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	-	74,165	74,165	74,165	-
2015-04	Annual Technology Hardware and Software Improvements/Replacements	503,500	-	503,500	53,500	-	3,356	3,356	3,356	450,000
2015-10	Water Main Pipeline Replacements	20,877	-	20,877	20,877	3,591	52,897	52,897	52,897	-
2015-11	Water Valve Replacements	100,976	-	100,976	100,976	-	47,340	47,340	47,340	-
2015-12	Water Service Replacements	678,080	-	678,080	678,080	88,968	734,608	734,608	734,608	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	28,073	-	28,073	28,073	-	-	-	-	-
2015-39	Cal-Am Water Lincoln Oaks Water Tank 8" Interconnection Project	58,582	-	58,582	58,582	297	4,064	4,064	4,064	-
2015-40	Other City Partnership Opportunities	100,000	-	100,000	100,000	-	580	580	580	-
2015-41	Other Miscellaneous Infrastructure Projects	100,000	-	100,000	100,000	-	33,993	33,993	33,993	-
Miscellaneous Projects		1,873,588	-	1,873,588	1,423,588	-	92,856	951,003	951,003	450,000
2012-13	Administration Building Expansion / Renovation Project	1,131,872	119,246	1,012,626	978,171	39,967	16,663	1,213,176	1,332,422	-
Miscellaneous Projects - Facilities		1,131,872	119,246	1,012,626	978,171	39,967	16,663	1,213,176	1,332,422	-
2015-01	Annual Non-Project Specific Project Management & Engineering Salaries & Benefits	291,761	-	291,761	291,761	-	-	-	-	-
Miscellaneous Projects - Miscellaneous CIP		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	-	4,561	164,109	181,386	-
2014-36	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	378,304	123	378,181	346,419	-	1,850	44,634	44,737	-
2015-30	Poplar Avenue 14" Transmission Main Installation	142,325	-	142,325	12,680	-	-	4,756	4,756	129,645
Transmission Mains - New		1,064,993	17,400	1,047,593	882,067	-	6,411	213,499	230,899	129,645
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue	471,102	12,853	458,249	439,026	-	5,253	181,397	194,250	-
2014-32	Sunrise Blvd/Highwood 12" Pipeline Replacement	79,879	139,237	2,211	57,573	-	-	56,575	195,812	-
Transmission Mains - New and Distribution Mains - Replacement		500,981	152,090	460,450	496,599	-	5,253	237,973	390,063	-
2015-13	Water Meter Replacements	28,441	-	28,441	28,441	-	-	-	-	-
Water Meters		28,441	-	28,441	28,441	-	-	-	-	-
2011-01	Fair Way 12" x 8" Interconnection w/ RV	76,128	-	76,128	28,405	-	-	-	-	47,723
2012-09	Blossom Hill Drive 6" x 10" Interconnection w/ RV	25,655	-	25,655	25,655	-	-	-	-	-
2012-10	Crestmont Avenue 6" Interconnection w/ RV	20,155	-	20,155	20,155	-	-	-	-	-
2012-11	Skycrest Well No. 13 Construction	316,483	927,209	(10,726)	62,254	-	9,813	337,022	337,022	-
2013-21	Skycrest Well No. 13 Construction	2,081,569	487,554	1,594,015	1,640,805	10,538	4,635	1,464,497	1,952,051	-
2015-20	Groundwater Well Improvements	300,000	-	300,000	51,829	-	-	840	840	-
2015-37	C-Bar-C Pressure Control Station	300,000	-	300,000	300,000	-	-	-	-	300,000
Water Meters - Emergency Interiors Water Meters		2,871,819	814,763	2,057,056	1,809,102	10,538	4,635	1,475,150	2,289,913	347,723
Grand Total		11,010,809	2,338,143	8,672,666	7,331,976	85,334	164,908	4,667,415	7,005,558	1,498,796

October 31, 2015 PAYABLES

60297	Groeniger & Company	Material	\$35,100.00
60298	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$20,577.54
60299	Douglas A MacTaggart	Contract Services-Paving/Concrete	\$9,911.00
60300	Martin General Engineering Inc	Overpayments	\$63,596.80
60301	R E Smith Contractor Inc	Contract Services-Wells	\$180,935.36
60302	Regional Water Authority	Dues & Subscriptions	\$8,478.00
60303	Sharp Inspection Group	Contract Services-Engineering	\$13,400.00
60304	SMUD	Utilities	\$9,670.26
60305	Bettye J Anthony	Overpayments	\$166.27
60306	William E/Firouzeh Saunders	Overpayments	\$6.80
60307	Pamela D Chappell	Overpayments	\$136.55
60308	Carl L Vierra	Overpayments	\$165.59
60309	Diane Honegger	Overpayments	\$57.23
60310	Penelope Estrada/Rachel Glensor	Overpayments	\$147.16
60311	Larry Hamilton	Overpayments	\$83.79
60312	Martin General Engineering Inc	Overpayments	\$1,300.58
60313	Margot Schnellbacher/ Nicole Woods	Overpayments	\$189.45
60314	Bijan Setoudeh	Overpayments	\$47.22
60315	Ty-Cole LLC	Overpayments	\$181.87
60316	ABA DABA Rentals & Sales	Supplies-Field	\$70.59
60317	ACWA/JPIA	Workers Comp-Insurance	\$14,527.00
60318	AFLAC	Employee Paid Insurance	\$330.86
60319	Automate Mailing	Contract Services-Bill Print	\$7,694.26
60320	Blackbird Associates	Contract Services-Engineering	\$1,471.63
60321	Burketts	Office Expense	\$419.04
60322	California State Disbursement Unit	Garnishment	\$184.61
60323	California State Disbursement Unit	Garnishment	\$109.61
60324	Robin Cope	Health Insurance	\$397.00
60325	Corporate Design Group Inc	Contract Services-Other	\$706.48
60326	MP Birdcage Marketplace LLC	Overpayments	\$842.85
60327	Ditch Witch	Fixed Assets	\$612.79
60328	Robyn J Evans	Continued Education	\$127.96
60329	Gaynor Telesystems Incorporated	Fixed Assets	\$118.50
60330	Global Machinery West	Fixed Assets	\$1,022.01
60331	Simon or Ludmila Gorelkin	Overpayments	\$79.46
60332	Groeniger & Company	Material	\$5,518.82
60333	Integrity Administrators Inc	Health Insurance	\$3,000.00
60334	J4 Systems	Contract Services-Other	\$2,710.00
60335	KASL Consulting Engineers	Contract Services-Engineering	\$1,677.00
60336	Moonlight BPO	Contract Services-Bill Print	\$2,757.83
60337	OCT Academy	Continued Education	\$350.00
60338	One Print Source & Graphics	Printing	\$92.88
60339	Protection One Alarm Monitoring	Equipment Rental- Office	\$120.00
60340	Republic Services #922	Utilities	\$201.43
60341	RW Trucking	Contract Services-Miscellaneous	\$3,343.75
60342	Les Schwab Tires	Repair-Trucks	\$379.55
60343	SureWest Directories	Telephone-Local/Long Distance	\$49.00
60344	Jason E Tupper	Continued Education	\$80.00
60345	Wells Fargo Bank	Office Expense	\$2,500.00
60346	Laura S or Justin R Wood	Overpayments	\$203.99
60347	Zane Dezign	Contract Services-Water Conservation	\$191.44
60348	Coverall North America Inc	Janitorial	\$399.00
60349	void	void	\$0.00
60350	Ward Greene/Shelly M. Ward	Overpayments	\$45.92

60351	Margie John Ganiban-Hayes/Victoria Kerin	Overpayments	\$118.49
60352	Jose/Elisa Gonzalez Trust	Overpayments	\$17.49
60353	McGuire and Hester	Overpayments	\$1,379.16
60354	Sandra L Scoville	Overpayments	\$82.60
60355	John/Kathleen Cardinale	Overpayments	\$118.99
60356	Cal Sierra Construction, Inc.	Overpayments	\$1,592.12
60357	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,985.09
60358	Afman Supply	Small Tools	\$65.21
60359	AnswerNet	Telephone-Answering Service	\$197.14
60360	AREA Restroom Solutions	Equipment Rental-Field	\$106.20
60361	Bart/Riebes Auto Parts	Repair-Trucks	\$482.18
60362	BSK Associates	Water Analysis	\$408.00
60363	Burketts	Office Expense	\$479.05
60364	CirclePoint	Contract Services-Water Conservation	\$7,581.08
60365	City of Citrus Heights	Permit Fees	\$1,000.00
60366	Comcast	Equipment Rental- Office	\$329.59
60367	Connected Document Solutions	Maintenance Agreement-Equipment	\$250.00
60368	Consolidated	Telephone-Local/Long Distance	\$898.05
60369	Corix Water Products, Inc	Material	\$6,753.25
60370	Ditch Witch	Fixed Assets	\$13.08
60371	En Pointe Technologies	Software	\$248.23
60372	Future Ford	Repair-Trucks	\$3,775.82
60373	David M Gordon	Overpayments	\$469.00
60374	J4 Systems	Contract Services-Other	\$1,830.00
60375	Moonlight BPO	Contract Services-Bill Print	\$2,985.36
60376	Office Depot	Office Expense	\$263.39
60377	One Print Source & Graphics	Printing	\$416.57
60378	Pace Supply Corp	Material	\$28.58
60379	Les Schwab Tires	Repair-Trucks	\$768.84
60380	Patricia Thomas	Field Miscellaneous	\$85.00
60381	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,449.70
60382	TriFresh Technologies, Inc.	Wells Maintenance	\$1,117.50
60383	Jason E Tupper	Continued Education	\$105.00
60384	Warren Consulting Engineers Inc	Contract Services-Engineering	\$3,000.00
60385	Ricky Dean Williams	Overpayments	\$169.05
60386	Void	Void	Void
60387	Robert L Baker/Elizabeth Putnam	Overpayments	\$143.80
60388	Ellyne/Ted Novak	Overpayments	\$175.16
60389	Airgas NCN	Supplies-Field	\$1,036.12
60390	Alexander's Contract Services	Contract Services-Meter Read	\$1,776.46
60391	Bart/Riebes Auto Parts	Repair-Trucks	\$76.01
60392	BSK Associates	Water Analysis	\$400.00
60393	California State Disbursement Unit	Garnishment	\$184.61
60394	California State Disbursement Unit	Garnishment	\$109.61
60395	Connected Document Solutions	Maintenance Agreement-Equipment	\$291.05
60396	Corelogic Information Solutions Inc	Dues & Subscriptions	\$770.83
60397	Sacramento County Utilities	Utilities	\$173.38
60398	Dawson Oil Company	Gas & Oil	\$1,296.52
60399	Gaynor Telesystems Incorporated	Fixed Assets	\$760.38
60400	David M Gordon	Overpayments	\$366.36
60401	HD Supply Waterworks LTD	Material	\$162.00
60402	J4 Systems	Contract Services-Other	\$980.00
60403	Kaiser Foundation Health Plan, Inc	Health Insurance	\$13,288.03
60404	Kleinfelder	Contract Services-Miscellaneous	\$509.25
60405	Miles Treaster & Associates	Office Expense	\$488.66
60406	Pace Supply Corp	Material	\$800.45
60407	Paladin Private Security	Contract Services-Other	\$3,135.00
60408	Paul N Phillips, Attorney at Law	Legal & Audit	\$500.00

60409	Pacific Gas & Electric	Utilities	\$9.40
60410	S&S Fence Co Inc	Supplies-Field	\$324.00
60411	Les Schwab Tires	Repair-Trucks	\$1,249.43
60412	Lisa Smoot	Continued Education	\$22.40
60413	Sonitrol	Equipment Rental- Office	\$305.23
60414	St Vincent De Paul Society	Overpayments	\$127.41
60415	A. Teichert & Son, Inc.	Road Base	\$1,089.92
60416	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,065.85
60417	Unum Life Insurance Co of America	Disability & Life Insurance	\$1,741.82
60418	Voyager Fleet Systems Inc	Gas & Oil	\$2,136.79
60419	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$1,625.00
60420	Zee Medical Company	Supplies-Field	\$51.68
60421	Auburn Moving Company	Contract Services-Miscellaneous	\$3,346.50
60422	Adrian or Damariz Cimpan	Toilet Rebate Program	\$225.00
60423	Rachel Dupuy	Toilet Rebate Program	\$75.00
60424	Donald Hare	Toilet Rebate Program	\$75.00
60425	Janelle Ingle	Toilet Rebate Program	\$75.00
60426	Misty A Jones	Toilet Rebate Program	\$75.00
60427	Tracy McCrite	Toilet Rebate Program	\$150.00
60428	David R O'Brien	Toilet Rebate Program	\$150.00
60429	James J or Tommie D Rohrer	Toilet Rebate Program	\$75.00
60430	Louis I or Marcia P Roseman	Toilet Rebate Program	\$75.00
60431	Craig or Kathleen Wahlquist	Toilet Rebate Program	\$225.00
60432	Gregory M or Karla S Wance	Toilet Rebate Program	\$75.00
60433	Mike J/Ashraf Sahrai	Overpayments	\$146.02
60434	Peters Family Trust	Overpayments	\$109.82
60435	Carol A McNelly	Overpayments	\$16.85
60436	Estate of Richard V Bell /William Bell	Overpayments	\$175.16
60437	South 2008 Residence Trust	Overpayments	\$88.69
60438	The Galster Group	Overpayments	\$62.67
60439	Cale D Boggs	Overpayments	\$235.54
60440	Jamie Jackson	Overpayments	\$209.67
60441	Elise S Akers	Overpayments	\$32.07
60442	James Crum	Overpayments	\$198.46
60443	William S Dias	Overpayments	\$9.09
60444	ProSolutions Group Inc.	Overpayments	\$57.44
60445	ABA DABA Rentals & Sales	Supplies-Field	\$471.39
60446	AFLAC	Employee Paid Insurance	\$330.86
60447	Airgas NCN	Supplies-Field	\$1,113.11
60448	Alexander's Contract Services	Contract Services-Meter Read	\$2,738.32
60449	Automate Mailing	Contract Services-Bill Print	\$222.43
60450	Bart/Riebes Auto Parts	Repair-Trucks	\$270.91
60451	BSK Associates	Water Analysis	\$772.00
60452	Burketts	Office Expense	\$365.83
60453	Connected Document Solutions	Maintenance Agreement-Equipment	\$20.00
60454	Future Ford	Repair-Trucks	\$446.31
60455	GreatAmerica Leasing Corp	Equipment Rental- Office	\$218.79
60456	Groeniger & Company	Material	\$332.37
60457	Integrity Administrators Inc	Health Insurance	\$506.00

60458	J&J Locksmiths	Contract Services-Repair/Main	\$1,508.38
60459	J4 Systems	Contract Services-Other	\$1,050.00
60460	Lamon Construction CO, INC	Contract Services-Engineering	\$127,410.20
60461	Ernest L Leporini	Contract Services-Engineering	\$11,520.00
60462	Martin General Engineering Inc	Overpayments	\$106,980.73
60463	Moonlight BPO	Contract Services-Bill Print	\$2,549.98
60464	One Print Source & Graphics	Printing	\$866.78
60465	Pace Supply Corp	Material	\$2,926.05
60466	Paco Ventures LLC	Repair-Equipment Hardware	\$510.95
60467	Protection One Alarm Monitoring	Equipment Rental- Office	\$943.60
60468	R E Smith Contractor Inc	Contract Services-Wells	\$478,494.82
60469	San Juan Water District	Purchased Water	\$574,482.46
60470	Sharp Inspection Group	Contract Services-Engineering	\$9,075.00
60471	SMUD	Utilities	\$10,197.77
60472	Sonsray Machinery, LLC	Fixed Assets	\$75,607.28
60473	Sylvan Supply	Repair-Trucks	\$506.91
60474	A. Teichert & Son, Inc.	Road Base	\$2,178.12
60475	ULINE	Supplies-Field	\$1,028.56
60476	Verizon Wireless	Telephone-Wireless	\$1,187.12
60477	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$10,049.88
TOTAL			<u>\$1,910,074.04</u>
ACH	PAYCHEXSEPT2015	Contract Services-Other	\$344.40
ACH	PERS10/22/15PDAY	PERS	\$12,944.79
ACH	PERS10/8/15PAYROL	PERS	\$12,391.95
ACH	ELAVON SEPT2015FD	Bank Fee	\$277.39
ACH	ELAVON SEPT2015PH	Bank Fee	\$565.19
ACH	SEPT2015VANCO	Contract Services-Other	\$71.50
ACH	ELAVON SEPT2015WB	Bank Fee	\$3,698.08
ACH	VALIC10/22/15PDAY	Deferred Compensation	\$3,320.00
ACH	VALIC10/8/15PAYDA	Deferred Compensation	\$3,320.00
ACH	VK707710/22/15	Deferred Compensation	\$45.00
ACH	VOYA10/8/15PAYROL	Deferred Compensation	\$45.00
ACH	BANK OF THE WEST	Bank Fee	\$2,516.47
ACH	WHA10/2015	Health Insurance	\$16,604.00
TOTAL			<u>\$56,143.77</u>
GRAND TOTAL			<u><u>\$1,966,217.81</u></u>

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

as of 11/5/2015

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Date	Days	Topic	Sponser	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 11/5/2015

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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 11/5/2015

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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	845.00	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	1,245.41	399.00	659.88			99.53	87.00
10/18/15	3	Board Secretary/Clerk Conference and Cert Program	CSDA	Lake Tahoe	Lisa Smoot	750.00	750.00	0.00	0.00			
11/30/15	4	ACWA 2015 Fall Conference & Exhibit	ACWA	Indian Wells	Hilary Straus	1,912.15	695.00	700.00	319.45	197.70		
10/30/15	2	Water Treatment Exam Review	OCT Water Qual	McClellan	Chris Nichols	350.00	350.00					
						0.00						
						0.00						
Grand Total						8,844.82	3649.00	3181.47	1115.65	197.70	476.00	225.00

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING IMPROVEMENTS PROJECT
STATUS : Information Item
REPORT DATE : November 5, 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.

Most minor cosmetic corrective items have been addressed over past three weeks. Remaining to be rectified are problems with the landscaping and associated irrigation system.

Furniture installation is complete with the exception of a fireproof cabinet and mail sorting furnishings.

A Grand Reopening to celebrate completion of the project followed by light refreshments is contemplated for Tuesday November 10 at 5:30 PM with a ribbon cutting by the Board, Staff, Architect, Interior Design Firm and Contractor. The Board of Directors Meeting will follow at 6:30 PM.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : SKYCREST WELL EQUIPPING PROJECT
STATUS : Consent Calendar - Information Item
REPORT DATE : November 2, 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 of the wellhead is complete, pump and motor installation to follow. Final electrical installation and testing will begin after the installation of the electrical service by SMUD. Final grading is nearing completion with fencing, curb and gutter to follow.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : SACRAMENTO LAFCo SPECIAL DISTRICT COMMISSIONER
STATUS : Action Item – Consent Calendar
REPORT DATE : November 4, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Cast ballot for Special District Commissioner on the Sacramento Local Agency Formation Commission (LAFCo).

BACKGROUND AND ANALYSIS:

An election for Special District Commissioner for Office No. 6 on the Sacramento Local Agency Formation Commission (LAFCo) is being conducted. The candidates are:

Special District Commissioner Office No. 6

Brian Danzl	Cordova Recreation & Park District
Frederick Goethel	Galt-Arno Cemetery District
Ron Greenwood (Incumbent)	Carmichael Water District
Tim Rosales	Arcade Creek Recreation & Park District
Brandon Rose	Fair Oaks Recreation & Park District
Michael Seaman	Fulton-El Camino Recreation & Park District

A copy of the ballot and cover letter from LAFCo are attached as are resumes' provided to LAFCo by the candidates.

RECOMMENDATION:

Cast ballot for Ron Greenwood for Special District Commissioner Office No. 6.

ACTION:

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



Sacramento
LAFCo

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

DATE: October 20, 2015
TO: Special Districts' Selection Committee
FROM: Peter Brundage, Executive Officer
RE: **Selection of Special District Commissioner**
For the Sacramento Local Agency Formation Commission
Term of Office: **January 1, 2016 to December 31, 2019**

Pursuant to the provisions of Section 56332 of the Government Code, the Executive Officer has determined that a meeting of the Special District Selection Committee for the purpose of selecting a Special District Commissioner [Office No. 6 to serve on the Sacramento Local Agency Formation Commission is not feasible. Based on past experience, due to the size of the Special District Selection Committee, it has been difficult to establish a quorum. Therefore, the business of the Special District Selection Committee will be conducted in writing, as provided in the cited section code.

Please see the enclosed Ballot.

Please select one candidate for Special District Commissioner (Office No. 6).

Please return the ballot to the LAFCo office no later than:

3:30 P.M. on WEDNESDAY, DECEMBER 16, 2015

To be valid, selection of a candidate must be done by a majority vote of the governing board of an Independent Special District in an official meeting of that board and certified by the secretary or clerk of the board.

Any ballot received after the date specified above shall not be valid. The candidate who receives the most votes will be determined the winner outright. In the event of a tie, there will be a run-off selection held in the same format as the initial selection. The LAFCo Executive Officer will announce the results of the selection within seven days of the specified date.

If you have questions regarding selection procedures, please contact the Sacramento LAFCo Commission Clerk, Diane Thorpe, at (916) 874-6458.

Very truly yours,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION


Peter Brundage
Executive Office



Sacramento

Ballot

LAFCo Special District Commissioner
Please select one candidate

Brian Danzl

Cordova Recreation & Park District

Frederick Goethe

Galt-Arno Cemetery District

Ron Greenwood (Incumbent)

Carmichael Water District

Tim Rosales

Arcade Creek Recreation & Park District

Brandon Rose

Fair Oaks Recreation & Park District

Michael Seaman

Fulton– El Camino Recreation & Park District

Ballot must be received by LAFCo no later than

3:30 pm on Wednesday December 16, 2015

Special Districts must return the ballots to LAFCo by the date specified above. Any ballot received after the specified date shall not be valid. The candidate who receives the most votes will be determined the winner outright. The LAFCo Executive Officer will announce the results of the election within seven days of the specified date.

Name of Special District

Date of Meeting

Signature of Secretary or Clerk of the Board

E-mail Address

BRIAN DANZL

2661 Los Amigos Dr, Rancho Cordova, CA 95670 • Home: 916-363-3166 • Cell: 916-826-1470 • Bdanzl@orpd.com

Professional Summary

Self-directed Board member and innovative thinker with a knack for developing creative solutions to complex problems. Seeking a position with the opportunity for new challenges and professional development and advancement.

Skills

- Budgeting and finance
- Negotiations
- Effective public speaker
- Flexible schedule
- Team player
- Organized
- Goal-oriented
- Reliable
- Extensive sports knowledge
- Youth sports coach
- Motivational techniques
- Team building
- Sound judgment
- Youth mentor
- Strong customer focus
- Works well in a team environment
- Strong collaborator
- Creative questioning
- Critical thinking
- Outstanding social skills

Work History

Board Member, 12/2010 to Current

Cordova Recreation and Park District – 2729 Prospect Park Drive, Suite 230, Rancho Cordova, CA 95670

- Represented the park district at community and professional organizational meetings.
- Addressed and resolved neighborhood problems and complaints in a tactful and timely manner.
- Coordinated project activities with other agency partners.

Coach, 09/2008 to Current

Folsom Cordova Unified School District – 1965 Birkmont Drive Rancho Cordova, CA 95742-6407

- Served as the Head Coach for the Girls Tennis team for 6 years.
- Served as the Assistant Coach for the Girls Soccer for 7 years.
- Managed time effectively while traveling for games, attending practice and going to classes.
- Effectively communicated with a diverse group of athletes, coaches and game officials.
- Exhibited excellent teamwork and a strong work ethic by promoting camaraderie.
- Trained for 10 hours per week for upcoming competitions.
- Developed and maintained key relationships with local vendors.
- Attended all practices, meetings and workouts on time.
- Assisted as position team leader for defensive and offensive teams.
- Provided Tennis and Soccer coaching at Cordova High School while developing and mentoring elite athletes.

Teacher, 03/2007 to Current

Home School Teacher – 2661 Los Amigos Dr Rancho Cordova CA 95670

- Developed and taught lessons on relevant children's books, poems, movies and themes to promote student interest.
- Improved student test scores on state math test by 20% in one year period by implementing new curriculum.
- Improved average scores on State Science exam by 12 points.
- Consistently received positive teacher evaluations from students.
- Increased student's English test scores by 14% through private tutoring and special attention.

Electrician, 03/2002 to 03/2007

Rex Moore – 6001 Outfall Circle Sacramento, CA 95828

- Selected the correct products or assist customers in making product selections, based on customers' needs, product specifications, and applicable regulations.
- Worked collaboratively with clients, team members, implementation consultants, and resources across the company to achieve desired results.
- Installed, repaired and tested electrical and electronic systems.
- Installed electrical conduit and wiring for power, controls and lighting.
- Installed electrical and mechanical equipment in accordance with the National Electric Code.
- Disconnected and removed motors and pumps.
- Interpreted blueprints, schematics, drawings and layouts to complete repairs.
- Determined proper methods, equipment and materials to complete cost repairs within budget.
- Tested, troubleshoot and calibrated equipment in the shop and in the field.
- Documented all maintenance and repairs performed on equipment.
- Cleaned work sites, including hauling debris and trash, cleaning tools and storing equipment.
- Notified supervisor immediately about equipment problems and breakdowns.

- Completed daily inspections of all electronic equipment.
- Reported all unsafe activities, situations and potential hazards to supervisor.
- Updated and modified components and systems to improve operation.

Education

High School Diploma: 1993

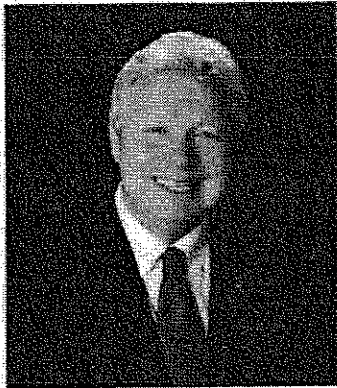
Cordova High School - 2239 Chase Drive Rancho Cordova, CA 95670

- Student government representative

Certificate: Electrical Construction, 2006

Western Electrical Contractors Association - 3695 Bleckely Street, Rancho Cordova, CA 95655

- Coursework in Electron Theory, Ohm's Law and Magnetism
- Conduit Bending Program



7837 Fair Oaks Boulevard
Carmichael, CA 95608
www.carmichaelwd.org

Ron Greenwood
Director, Division 4

District: (916) 483-2452
Cell: (916) 712-4442
Fax: (916) 483-5509

Ron Greenwood Bio (2015)

Ron is currently serving as a **LAFCo Commissioner** representing the Special Districts within Sacramento County and has since 2011. During that time, he has learned continually about the importance of experience and developing relationships. He understands the importance of LAFCo's role in managing and working toward controlled, orderly growth, while still protecting property rights of those most affected. During his time as a LAFCo Commissioner, Ron has been a part of the Folsom annexation of property south of Hwy 50 as well as the proposed sphere of influence proposed for the South County (Elk Grove). As a Carmichael resident for 32 years, Ron has continually served his community in numerous capacities. As an elected official, he has been a director and past president of the **Carmichael Water District** for the past 8 years. As a director for the CWD he has participated in resolving labor issues to the communities benefit, developed requests for proposal (RFPs), and contracts for vendor services. As a Director for the Carmichael Water District, he has represented his community as a **Chair for the Regional Water Authority (RWA)**. In addition he has also served as a **director for the Association of California Water Agency (ACWA)** and its **Joint Powers Insurance Agency (JPIA)**, plus recently served on its nominating committee.

Ron continues to be active throughout his community and the Sacramento region. He currently serves on the **Carmichael Park Foundation**, past President of the **Carmichael Kiwanis Club**, is a Park District Volunteer, member of the **Carmichael Chamber of Commerce**, and served as a founding board member for the **North Area Teen Center**. In addition, he annually attends the Sacramento Region's annual **Cap to Cap** meetings in Washington, D.C. as a delegate for the Water Team working with other delegates and representatives from his region to solve local issues.

Ron has developed a very successful real estate career (23+ years) both as a manager for 8 years and is currently selling residential properties with his wife, Cleo. As a Realtor, Ron is **2015 President of the Sacramento Association of Realtors (SAR)**'s and serves on the Executive Committee, Strategic Planning and Finance Committee, plus Government Relations Committee. Ron also is a **State Director for the California Association of Realtors (CAR)** serving on the Local Government Affairs and Environment Land Use Committees. He is past President and Life Member of SAR's Masters Club.

With a BA degree from the University of Texas at El Paso, Ron brings years of experience, business contacts, and successful leadership. While a tireless, committed, and hardworking advocate for all of the citizens of his community, Ron still takes great pride in his family. Married to his wife, Cleo, for 36 years and have 4 children and 4 grandchildren. They enjoy family outings, backpacking and fly fishing with his son, golf trips, wine outings, cooking, and just spending quality time with his family and close friends.

Ron Greenwood
Page 2

DEL PASO MANOR *Water District*

PHONE (916) 487-0419 FAX (916) 487-8534

4268 LUSK DRIVE • SACRAMENTO, CA 95864

October 15, 2015

Sacramento Local Agency Formation Commission
1112 I Street Ste. 100
Sacramento, CA 95814

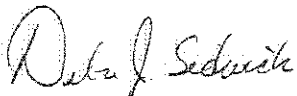
RE: Nomination for Special District Commission Office No. 6

Dear Commissioners,

The Board of Directors of Del Paso Manor Water District discussed the nomination request for the Special District Commissioner Office No. 6 that expires December 31, 2015. The Board unanimously supports the nomination of Ron Greenwood, Director of Carmichael Water District and incumbent, for the office. In our Boards opinion, he has done an outstanding job representing Special Districts with Sacramento County.

If you should have any questions, please do not hesitate to contact me.

Sincerely,



Debra Sedwick
General Manager

Timothy A. Rosales
(916) 475-4900 • Tim.Rosales@gmail.com

QUALIFICATIONS SUMMARY

- More than ten years successful public / government affairs and public relations experience with fifteen years experience in media relations and creative media production.
- Effectively communicate with diverse range of clients, co-workers, direct reports and collaborative teams.
- Excellent management, written and verbal communication, organizational, and strategic planning skills with proven success executing multiple tasks simultaneously in a highly charged, fast-paced agency environment.

EXPERIENCE

The Wayne Johnson Agency

Sacramento, CA

Vice President, Public Affairs

Jan 2005 – present

- Managed more than eight accounts at the same time including, but not limited to healthcare, energy, education, technology, manufacturing and trade association sectors working in CA, OR, WA, MA, NJ, VT and Washington DC.
- Created and executed multi-million dollar traditional, digital and social media marketing / advertising budgets.
- Collaborated with with federal, state and local government officials, agencies and advocacy organizations on a regular basis to achieve client objectives.
- Led new business pitches and generated new clients, resulting in company growth of 65% over four years. Developed and oversaw client deliverables, measurement and evaluation materials.
- Handled and implemented all community and media relation activities, including crisis communication planning and rapid response plans.
- Studied and implemented quantitative data, consumer and market research and analysis, and public opinion research methodologies.

California State Assembly

Sacramento San Diego, CA

Chief of Staff, District Director

Jan 2001 – Dec 2004

Assemblymembers George Plescia, Mark Wyland (San Diego) and, Ken Maddox (Central Orange County):

- Directed and delegated all aspects of the State Legislator's policy portfolio, constituent relations, communication and community operations. Managed multiple direct-reports and satellite district office locations.
- Oversaw human resource compliance program, annual office budgets and established staff performance metrics.
- Supervised community relation efforts with civic leaders, chambers of commerce, boards of education, industry and trade groups and regional policy collaborations.
- Planned and executed all statewide, district media including press releases, opinion/editorial content and speech writing.

United States Congress

Glendale, CA

Congressional Field Representative / Campaign Aide

Jan 1999 – Dec 2000

- Served as district field representative to a member of the U.S. House Commerce and Judiciary Committees.
- Represented the Member of Congress with local community organizations, elected officials, non-profits and local government agencies.
- Oversaw \$5 million fundraising campaign effort among high-level donors and created national small donor effort that acquired 30,000 individuals.
- Supervised local and national campaign press communications.

EDUCATION

Drexel University – LeBow College of Business

Philadelphia, PA

Master of Business Administration

2013

Azusa Pacific University

Azusa, CA

Bachelor of Arts, Political Science

1998

ACTIVITIES/RECOGNITION

Board Member, Drexel University Alumni Association, Sacramento Chapter

Board of Directors, Arcade Creek Park District

Professional Development Committee, Sacramento Chamber of Commerce MetroEdge

Sacramento Business Journal 40 Under 40, Finalist 2013

Brandon D. Rose

5131 Keana Ct.

Fair Oaks, CA 95628

916-844-5510

brandondrose@hotmail.com

Thank you for consideration as the Special District Commissioner to the Sacramento Local Agency Formation Commission. As fellow governing board members, I know you understand the vital role our special districts serve in Sacramento. Our agencies provide a diverse set of unique services across the County and we are called-on time and time again when our communities are in need. I believe that as special districts, we have our hands on the pulse of our diverse populace. It is critical that our unique voice, insights and interests be strongly represented on the Commission. That is why I consider representing special districts on a regional body such as LAFCO a vitally important role. Please find my professional and academic qualifications as well as dedication to public service below. Once again thank you for your consideration and support.

EDUCATION

Environmental Policy Analysis & Planning, BSc. – 2004
Specialization in City and Regional Planning

University of California, Davis
University of Tasmania, Australia

PUBLIC SERVICE

2008-Current Chair, Board of Directors, Fair Oaks Recreation and Park District

The Fair Oaks Recreation and Park District is an independent special district in Sacramento County with approximately 70 full time and seasonal employees. As an elected member of the Board of Directors and current chair, I work in conjunction with the district administrator to determine long term policy development and strategic planning. As former chair of the Personnel and Management Committee I was responsible for updates to personnel policies as well as negotiations with the employees association and management. As chair of the Finance and Budget Committee, I direct the drafting and approval of the annual budget. In addition, as board chair in 2010, I focused on completion of a long term master plan, which continues to guide district activities today.

2011- Current Chair, Special District Representative, Sacramento County Treasury Oversight Committee

The Special District Representative is elected by the region's local governments to the Sacramento County Treasury Oversight Committee to oversee the County's pooled investment funds, which total approximately \$3 billion. Duties include review of the annual investment policy; quarterly review of investments; and causation and review of an annual portfolio audit.

2010-2011 Member, Special District Advisory Committee; Sacramento County Local Agency Formation Commission

This advisory committee provided a forum for valuable information exchange with LAFCO staff.

WORK EXPERIENCE

2007-Current Air Pollution Specialist, California Air Resources Board

Duties in the Mobile Source Control Division include research and analysis of proposed and existing public health regulations, modeling and analysis of air pollution emissions, complex economic analysis of regulatory requirements, drafting of staff reports, creating and updating databases, responding to public inquiries, and providing regulatory training across a spectrum of stakeholders.

2004-2007 Associate Energy Specialist, California Energy Commission

I administered the CECs Pilot Performance-Based Incentive Program, which was a precursor to the State's current renewable energy incentive program. Duties included the drafting of technical policies, study of solar-electric system design and metering, and analysis of generation. I compiled statewide statistics on the amount of grid-connected solar-electric capacity and total number of installations as well as managed the list of photovoltaic generating equipment eligible for the State's rebate program. My duties also included investigations and briefings on relevant program appeals, fraud concerns, and drafting of letters in response to internal and external requests.

2002-2003 Research Assistant IV, UC Davis Geology Department

I conducted fluvial geomorphologic surveying and data collection of Sierra Nevada streams in the Feather River watershed as part of a larger CalFed Bay Delta effort. I then processed the raw data into planform maps and various data tables, while ensuring validity.

1998-2002 Assistant Pool Manager, Sunrise Recreation and Park District

Duties included working with the management team to ensure smooth operation of the aquatic division. I communicated employee concerns to upper management and used my communication skills to relieve workplace tension across a diverse workforce while improving focus. I organized and taught continuing education for staff, provided performance evaluations to instructors and lifeguards, and ensured a safe atmosphere within the facility.

VOLUNTEER EXPERIENCE

2007-Current Chair, Organizational Development Environment Council of Sacramento

This nonprofit strives to achieve regional and community sustainability and a healthy environment for existing and future residents by working proactively with members, member organizations, local government, and community groups. As a Board Member, I work on strategic planning and organizational development to build capacity.

AWARDS & INTERESTS

- State of California Gold Superior Accomplishment Award - 2011; Silver - 2013
- Participant, Young Elected Official Network 2015 National Convening
- Member, Professional Engineers in California Government
- Local Government Operation

Michael J. Seaman
2837 Merrywood Drive
Sacramento, CA 95825
michaeljseaman@gmail.com
916-483-8985 (land) 916-591-0180 (cell)

EXPERIENCE

Board Member

Fulton-El Camino Recreation and Park District
2700 Cottage Way, Arden Arcade, CA 95825
12/1989 – 11/1992 and 12/1998 – present, part time

Local elected official of an independent special district. Set and implement policy, supervise the General Manager and the administration of the facility, recreation and security programs, represent the public. Interact with community groups, other government officials and state Legislators as to management of park facilities, implementation of recreation programs and related services. Approve and implement annual budgets exceeding \$2 million. Facilities include 7 parks and 2 community centers. Staff of 14 FTE. Physical plant of \$5.7 million. Re-elected to current 4-year term in November 2014. Served as District representative to Sacramento Local Agency Formation Commission Special District Advisory Committee 2004-2006. Served on State Board of California Special Districts Association (CSDA) 2003-2006. CSDA Legislative Committee Chair 2004-2006 and Member 2012-2013.

Snowboard and Ski Instructor

Boreal Mountain Resort (1998-present), Royal Gorge Cross Country (1988-2013)
and Eagle Mountain Nordic (1985-1988)
11/1988 – present, part time seasonal

Teach skiing and snowboarding and skiing to resort guests whose skill levels range from beginner to advanced intermediate. As a front-line employee, assist guests and see to the safety and enjoyment of their resort experience. Organize students into groups of like ability and see to their comfort and convenience. Assist rental staff with check-out and return of equipment. Certifications: Professional Ski Instructors of America/American Association of Snowboard Instructors Level II Nordic Track, Level I Snowboard, Level I Alpine, Level I Alpine Senior Specialist.

Affiliate Relations Coordinator

California Lighting Technology Center
University of California, Davis
633 Pena Drive, Davis CA 95618
03/15/2010 – 6/30/2010, part-time limited term

As an in-house contractor, provided customer service to the Center's diverse affiliate membership as well as recruitment and contractual fulfillment services for potential and newly-enrolled affiliates. Advised Center Director and co-Director as to progress

and assisted business management staff with affiliate tracking and contract paperwork. Coordinated Center's role in US DOL-funded curriculum for Advanced Lighting Controls Training Program among University's Office of Research, participating CA utilities, National Electrical Contractors Association, International Brotherhood of Electrical Workers and lighting manufacturers. Represented Center at trade shows and exhibits, including Lightfair 2010.

Senior Associate

Mintier Harnisch Planning Consultants
1415 20th Street, Sacramento, CA 95811
07/31/2000 – 12/30/2009, part time contractor

As an independent contractor, provided planning and project services and issues research for clients as needed per contracts. Workload varied depending on contractual arrangements involving research and analysis of issues and potential solutions, writing reports and proposals, making presentations to staff and community groups and meeting with clients and the media. Examples include: Wrote Upland Airport Alternatives for San Francisco International Airport Runway Reconfiguration. Conducted economic development briefing for Mildura, Western Victoria, Australia, via teleconference. Gave presentation at 2003 Annual Meeting of League of California Cities on "Smart Communities as an Economic Development Strategy." Evaluated environmental impacts and land use conflicts of proposed research facility site at Lake Tahoe.

Energy Commission Specialist II (efficiency)

CA Energy Commission 1516 9th St. Sacramento CA 95814
4/28/2005 – 12/30/2009 (retirement) full time permanent

For the Buildings End-use Energy Efficiency Program, developed, organize and managed multi-million dollar portfolio of multi-disciplinary scientific and technical research projects. Processed and administered research contracts, serving as lead technical specialist and prime resource for identifying, analyzing and evaluating R&D issues related to energy conservation and energy demand management opportunities from use of lighting in buildings and from high-performance building facades. Similarly, managed contracts demonstrating energy-efficient building technologies and providing coordination, outreach and education to key audiences. Provided subject matter expertise, evaluated energy policies and programs, prepare and issue written and oral reports, disseminate research findings. Supported and assisted other Buildings Program projects involving appliances, commissioning, HVAC and zero-energy buildings. Presentations included Greenbuild, Ecobuild, West Coast Green, Municipality of Anchorage Streetlighting Symposium, International Assn. of Lighting Designers, American Lighting Association, Green California Summit, National Rural Electrical Cooperative Assn., American Council for an Energy-Efficient Economy, Lighting Research Center, New York State Energy Research & Development Authority, UC/CSU/CCC Sustainability Conference, Butte Sustainability Conference, Behavior Energy & Climate Change Conference.

Associate Park and Recreation Specialist

CA Department of Parks and Recreation, Planning Division
1416 9th Street, Sacramento CA 95814
01/01/2003 – 04/27/2005 full time permanent

Conducted planning studies and related analyses in support of the Division's role in statewide recreation planning, state park system planning, and the provision of technical planning assistance. Assignments included survey data analysis; report writing; web site management; analysis of issues related to recreation trends, alternative camping facilities, facility acquisition, and recreation facility plans; local recreation needs assessment; review of standards for public recreation facilities, and review of CA high speed rail program EIR. Wrote and published "Education Leaders' Opinions of Parks and Recreation: A Survey of California School Superintendents" and "Paying for Parks – An Overview of Fiscal Resources for Local Park and Recreation Agencies." Made presentations to League of CA Cities, CA Park and Recreation Society, Ca State Park Rangers Assn. and other stakeholders.

Associate Park and Recreation Specialist

CA Department of Parks and Recreation, Office of Grants and Local Services
1416 9th Street, Sacramento CA 95814
12/01/2000 – 12/31/2002 full time permanent

Lead person of multidisciplinary teams in development of guidelines for implementation of local grant programs under the Proposition 12 Park Bond Act of 2000. Developed/monitored schedules, wrote/review texts of draft and final guidelines, conducted focus group meetings and public hearings, prepared correspondence. Authored web pages and PowerPoint presentations. Entered/analyzed data in data bases and spreadsheets. Administered competitive grants programs, including solicitation of proposals, review of applications, site visits, ranking of applications and processing of awards. Provided technical support and other customer service in person and via telephone and email. Provided contract administration services to grantees.

Senior Transportation Planner

CA Department of Transportation, Operations Division
1120 N Street Sacramento, CA 95814
04/22/1991 – 04/05/2000 full time permanent

- Chief, Special Projects Branch (to 7/96, when Branch was eliminated). Conducted program development, supervision and administration of transportation demand management projects including Transportation Management Association and Guaranteed Ride Home Demonstration Grants and telecommunications mobility (i.e. Smart Communities Program) research contracts.
- Technical Expert (to 11/97) for completion of Smart Communities research, which subsequently become a global model for economic development for the New Economy (Canada and League of Arab States)
- Support staff (11/97-6/98) for a special project to implement a major revision of transportation project funding at the state and local level under SB 45 of 1997.

- Technical Expert (from 6/98) for evaluation and analysis of policies and programs, stewardship of departmental efforts at strategic planning and performance measurement, support to senior management including bill analysis, program review and executive transition.

Staff Air Pollution Specialist

CA Air Resources Board, 1102 Q St. Sacramento, CA 95814
09/21/1981 – 04/19/1991, full time permanent

Technical expert position. Conducted research into effects of growth on air quality and related innovative ways to reduce air emissions using transportation and land use controls, coordinated state air quality goals and programs with 4 local district non-attainment area plans, reviewed budgets and programs for internal consistency, provided analysis of complex, sensitive environmental science and policy issues including: local enforcement of stationary source and areawide pollution abatement rules, air pollution control district subventions, designed process for designation and control of toxic air contaminants and establishment of regulatory and administrative systems under federal Clean Air Act and California Clean Air Act.

College Professor

California State University, Sacramento and National University
Sacramento, CA
09/1982 -05/1987, part time contractor

Adjunct faculty for graduate studies in public administration. Courses designed and presented included Environmental Planning, Urban and Regional Planning, and Private Sector vs. Public Policy.

Staff Services Manager I

CA Solid Waste Management Board, 1020 9th St., Suite 300, Sacramento CA 95814
05/01/1978 – 09/21/1981, full time permanent

- Assistant to Board Chairman. Provided technical scientific and policy program advice, carried out research project on settlement of environmental disputes, obtained settlement of a facility siting dispute, conducted statewide seminar series on planning for infrastructure. Provided peer review advice to State of Colorado solid waste management program.
- Chief, State Planning Section (to 6/81 when Section was eliminated). Supervised professional planning staff. Set up statewide planning process, conducted research, recommended actions to Executive Office and Board. Coordinated with other agencies, including guiding Dept. of Health Services' hazardous waste plan, serving on Geothermal Coordinating Council, working with federal program managers who administered the state's grant under the Resource Conservation and Recovery Act. Produced State Plan for Solid Waste Management and special report on Waste Reduction.

Senior Planner

Clatsop-Tillamook Intergovernmental Council, PO Box 488, Cannon Beach OR
11/1976 – 11/1977, full time

Assistant Director of a Council of Governments. Provided community and environmental planning assistance to cities, counties and ports. Coordinated federal, state and local plans and programs for transportation, land use, environmental management and energy conservation. Assisted local jurisdictions with initial compliance with statewide comprehensive planning law (including extended Goals and Guidelines set imposed in coastal areas). Assisted the Director in support of governing Council and day-to-day administration.

Planner III

Snohomish County Planning Department, County Administration Bldg, Everett, WA
10/1975 – 11/1976, full time

Lead planner for regional water quality planning projects in two North Cascade water basins involving nonpoint water pollution as the national policy set emerged concerning urban, agricultural, forest and other runoff. Wrote work plans, directed data collection effort, conducted analyses, managed consulting contractors, worked with state and federal program managers and funders, coordinated responses of participating local governments, and led sedimentation team. Coordinated basin and county-level data with U.S. Soil Conservation Survey in progress. Participated in enforcement actions against illegal waste disposal sites.

Graduate Student Assistant

S.F. Bay Conservation & Development Commission, 30 Van Ness, San Francisco, CA
11/1974 – 08/1975, part time

Under direction of Staff Engineer, established and coordinated a one-stop permit program for dredging and dredged material disposal projects. Collected data, conducted research and analysis, organized cooperative effort among environmental agencies responsible for control of dredge and fill project impacts, and wrote reports including a Report to the Legislature on the regulation of dredging. This work became a model for land use and environmental permit coordination elsewhere in California state government, including the State Clearinghouse of the Office of Planning and Research.

Naval Officer, US Navy Civil Engineer Corps

NWS Fallbrook Annex, Fallbrook CA and NMCB71, FPO NY 09501
03/1969 – 06/1973, full time

• 3/69-6/71--Staff Officer, Engineering Officer, and Assistant Division Officer of a Mobile Construction Battalion. Built roads and port shore facilities. Operated materials testing program for asphalt and concrete. Coordinated Battalion's disaster

preparedness activities. Supervised military personnel and administered various military operations and readiness functions on two overseas deployments.

- 6/71-6/73--Head of Public Works Department for 8800 acre Naval Station, reporting to Commanding Officer. Responsible for transportation operations, heavy equipment, facility maintenance, utilities, natural resources and base housing. Supervised engineers, maintenance workers, equipment and train operators, drivers, support staff. Coordinated environmental research. Established Naval Wildlife Refuge, protecting endangered Kangaroo Rat. Implemented innovative brush control program that achieved fire suppression goals while also conserving and developing wildlife habitat. Managed dryland pasture for agricultural outlease.

EDUCATION AND ASSOCIATIONS

- B. Architecture, Univ. of California, Berkeley, Mar 1969
- M. Urban Planning, San Jose State University, May 1975
- M. Landscape Arch. (Environmental Planning), Univ. of California, Berkeley, June 1975

Associate Member, American Institute of Architects

Member, Professional Ski Instructors of America/American Assn of Snowboard Instructors

Arden Arcade resident since 1978

October 6, 2015

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : 2016 WATER RATES AND CHARGES
STATUS : Consent Calendar - Information Item
REPORT DATE : November 5, 2015
PREPARED BY : Susan Sohal, Accounting Supervisor
Hilary Straus, Assistant General Manager

OBJECTIVE:

Receive and file an update on protest letters received to date by the District.

BACKGROUND AND ANALYSIS:

As of November 5, 2015, the District has received 21 protest letters, accompanying this transmittal, concerning the proposed rate adjustments for 2016. The Board will consider the proposed 2016 budget and rate schedule at a public hearing scheduled on Tuesday, November 17, 2016 at 6:30 PM at the Rusch Park Community Center, Sunrise Patio Room.

Evan R. Hicks
5320 Dewey Drive
Fair Oaks, CA 95628

District Secretary
Citrus Height Water District
P.O. Box 386
Citrus Heights, CA 95611

RECEIVED
OCT 12 2015
Citrus Heights Water Dist.


Dear Sir,

I wish to protest the proposed rate increase for the following reasons:

1. The basic value of the product has not changed to warrant this large of an increase.
2. You push us to conserve water so we use less. Because you are providing less product, your revenue is down. That makes sense but now that your income is down, you raise the price so your income remains the same while providing less product. That is not right!
3. On an individual level, that is like a worker getting his hours cut and giving himself a raise so his income remains constant even though he is working less.

Is this really fair? I don't think so. You do not increase the price of a product when sales drop. That is not the way the market works. If anything, you should lower the price to encourage more usage.

Regards,



Evan R. Hicks 10/7/2015

RECEIVED
OCT 12 2015
Citrus Heights Water Dist.

10.9.2015

Bruce & Valerie Penrose
7808 Smoley Way
Citrus Height
Cal 95610
Parcel Number 224-03120014-0000

Dear Sirs or Madam

We have lived here for 40years and on fixed incomes and with the economy being in a fragile state also the fact that you already took a water increase

we want to protest this upcoming rate increase

Sincerely yours,

Bruce Penrose
Valerie Penrose

07048

"thank you"

RECEIVED

OCT 12 2015

Citrus Heights Water Dist.

DEAR CHWD -

HERE WE go again. California
IS BENT ON RAISING RATES
AND TAXES. ITS popular ♪

We just had RATE increase
in 2013 ? I believe.

through the decades are
there NO Repairs being done
to the water infrastructure
????

"But all of a sudden
we are in DYER NEED of
Repairs. ????"

"WHAT ??"

I oppose the NEXT

Rate INCREASE ♪ thank A
you ♪

PARCEL# 21100330180000

STEVE Bogdanoff

7344 Leonard Ave.

C. H. Ca. 95610-2913

03244

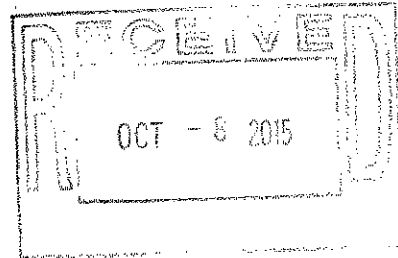
October 6, 2015

To Whom it may concern;

My name is James L. Sommers, and my wife and I own 8036 Sawgrass Circle, Citrus Heights Ca. 95610. We are completely and whole heartedly against you increasing water pricing in our neighborhood. I would think that after all the businesses and people who have fled this state due to the stupidity of our law makers, that you would get a clue. If you keep this up you won't have anyone left to tax. I don't suppose this will stop you until you only have yourselves to tax.


Disgruntled Homeowner

James L. Sommers



11631

6 October 2015

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

RE: PROTEST OF WATER RATE INCREASE

District Secretary:

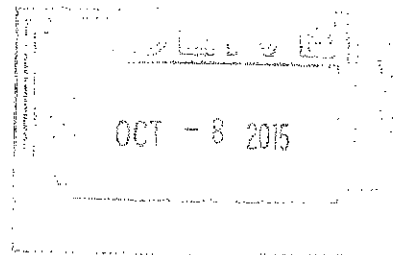
As allowed under Proposition 218, I am protesting the proposed water rate increase and extension of the water shortage rate structure. I understand these would take effect on January 1, 2016.

I am the owner of my single family residence, located at 8013 Hoopes Drive, Citrus Heights, CA, 95610.

Thank you for your attention to this matter.



Ms. Mary A. Orr
Property Owner

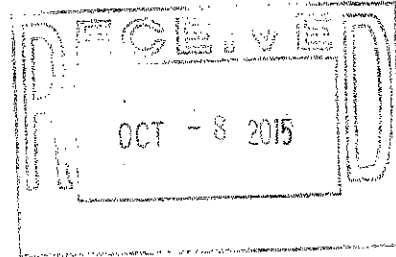


07485

Jeanne M. Ireland Family Trust
1309 Bonita Court
West Sacramento, Ca 95691-3602

October 5, 2015

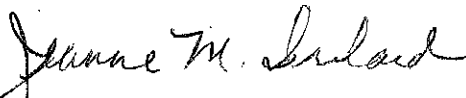
District Secretary
Citrus Heights Water District
P.O. 286
Citrus Heights, CA 95611-0286



My name is Jeanne Ireland and my living trust, Jeanne M. Ireland Family Trust, is owner of the rentals located at 7565 and 7571 Twin Oaks Avenue, Citrus Heights, CA 95610 (Parcel No. 204-0020-015-0000). The rentals consist of 7565A and 7565B, which was originally a single residence converted into a duplex many years ago, 7565C, which is a 1bedroom bungalow, 7571 which is a 3 bedroom, 2 bath house built in the 1950's, and 7571A and 7571B which is a very small duplex.

I am writing to protest the proposed rate increase. My rentals are mainly very small and many are rented by people on fixed incomes. It is hard to pass on the rate increase. I also think that your rates are already fairly high. I don't know who you are comparing rates with, but they are higher than mine are where I live. Also, your chart shows that that your rates have consistently risen every year except during the worst of the recession, when they didn't go down either. A list of your expenses, including salaries, would be informative.

Thank you for this opportunity to respond.


Jeanne M. Ireland, Owner

60080

from: Valeriy Yevchenko, Property owner at
7967 and 7969 San Cosme Dr Citrus Heights CA 95610

To: District Secretary
Citrus Heights Water District

Letter of Protest

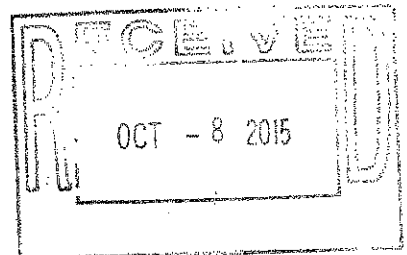
Dear Secretary

**I am writing this letter to protest the decision about raising the water rates /
charges in 2015, 2016 or 2017**

Thank you!

Sincerely, Valeriy Yevchenko

10/06/2015



OCT 10, 2015

Citrus Heights Water District

I am protesting the proposed
rate increase. I Say NO!

Our water is expensive as it
is and we are paying more for
trying to use less water during
the drought.

Sincerely,

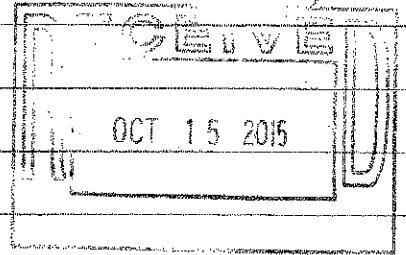
Patricia A. Albrecht

8228 Moss Oak Ave
Citrus Heights, CA 95616

Parcel number

224-0340-039-0000

07754



OCT 15 2015

10/11/2015

Marian Pliczka
Millennium Trust Company LLC Custodian For Benefit Of MARIAN PLICZKA
1003 Topaz Ct
Roseville, CA 95661

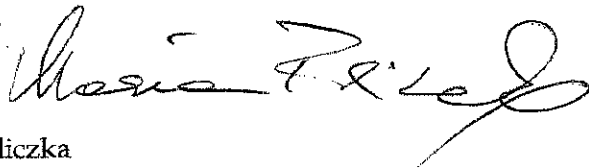
District Secretary
Citrus Heights Water District
P.O. 286
Citrus Heights, CA 95611

Subject: I protest the proposed rate increases and the proposed shortage rates.

I own the property at 8329 Blayden Ct, Citrus Heights, CA 95610, assessor's parcel number 257-0110-034.

I received your notice of public hearing for the proposed rate increases, Nov. 17, 2015 at the Rusch Park Community Center. I will not be able to attend, but please count this letter as my protest vote.

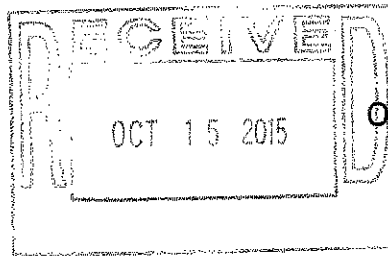
Sincerely,



Marian Pliczka
Owner

01549

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



October 13th, 2015

Parcel Number: 224-0180-011-0000

Of course we're going to protest a rate increase by the C.H.W.D. We are retired, and on a fixed income. There should be some kind of rate hike exemption for senior citizens.

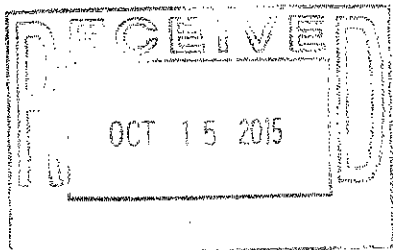
We do our best to minimize water usage because of the drought and all it does is end up costing us more.

Carol Armstrong
Ralph Armstrong

Ralph and Carol Armstrong

8440 Aplite Ct

Citrus Heights, CA 95610



October 10, 2015

8205 Heritage Meadow Ln
Citrus Heights CA 95610

District Secretary
Citrus Heights Water District
P.O. Box 286
Citrus Heights C 95611

I live at and own 8205 Heritage Meadow Lane in Citrus Heights CA. I am writing to protest
The proposed water usage increase fee. Your rates have already gone up 25% temporarily-
And I am sure it is not temporary. I have cut my usage by about 50% and my bill still
Keeps going up. What more do you want us to do? I am on a fixed income and this
Increase would be a tremendous hardship. Rather than increasing our rates, how about
You stop building new buildings and charge the owners of brand new residences
The cost you are trying to pass off to us. If water is at such a shortage, why do you
Continue to issue new building permits???

I am 100% against this increase.

A handwritten signature in cursive script, appearing to read "Janet Lamb".

Janet Lamb, Owner
8205 Heritage Meadow Lane
Citrus Heights CA 95610

RECEIVED

OCT 19 2015

Citrus Heights Water Dist.

6389 Aspen Ranch Ct

Citrus Heights, CA

95621. (Tel 726-5354)

Oct 15, 2015

Citrus Heights Water District

I PROTEST the proposed Water Rate Adjustments, especially the increase of \$8 on the already too high SERVICE CHARGE of (currently) \$56.13. What the heck are you doing with all this money? I thought this money was for reinvestment and maintenance of infrastructure and employee costs. I feel that your employees should contribute to their ^{own} pensions and health care costs, as most everybody else is now.

These increases hurt low income persons, especially those single and senior (like myself) trying to maintain a house in Citrus Heights. Increases should be reflected in water rates and a discount should be available on the Sewer Charge, for low income homeowners. Beryl Turner-Weeks

RECEIVED

OCT 26 2015

Citrus Heights Water Dist.

October 21, 2015

District Secretary

Citrus Heights Water District

P.O. 286

Citrus Heights, CA 95611-0286

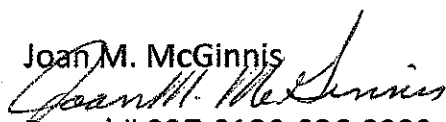
To Whom It May Concern

We are against the proposed rate increase and protest the increase. We understand the need for repairing infrastructure and the continuing effort needed to maintain a water supply, however, we have been told to conserve water over the past few years due to the current drought situation. We have complied with this request and have cut our water usage from 2376.88 average gallons per day one year ago to 950.92 average gallons per day this year. We live on 2 ½ acres and to do this, we were forced to let our pasture die and not water throughout the summer months. This resulted in an added expense of having to purchase food for the animals previously fed by the grass in the pasture. We have already incurred additional costs resulting in the drought and are now being asked to agree to a rate increase needed partially because the income to the water district has been reduced due to the mandatory water cut back usage. In essence, we are being penalized for complying with the mandatory cut back.

In summary, we request that the rate increase not be approved.

Sincerely,

Joan M. McGinnis



Parcel # 227-0120-026-0000

9005 Oak Avenue,

Orangevale, CA 95662

06309

Cheryl A. Greenberg

7786 Chancery Court, Citrus Heights, CA 95610-5904 916-834-2287

October 21, 2015

RECEIVED

OCT 26 2015

Citrus Heights Water Dist

ATT: District Secretary

Citrus Heights Water District

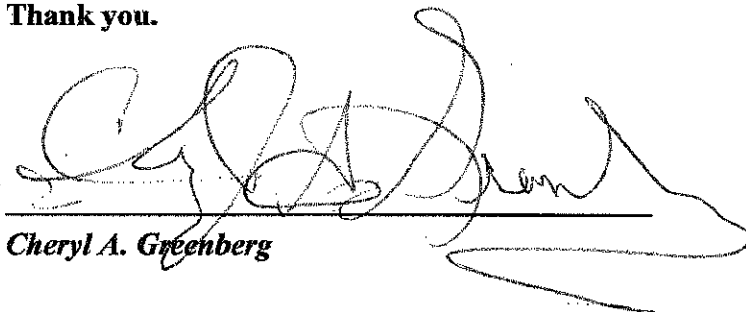
P.O. 286

Citrus Heights, CA 95611-0286

Dear CHWD and/or District Board of Directors,

I, Cheryl Greenberg, property owner of 7786 Chancery Court in Citrus Heights, California, consider this letter as my notice in protest of Citrus Heights Water District's new proposed adoption for a water rate increase on bi-monthly service charges and usage charges for water consumed and an extension of the water shortage rate structure effective January 1, 2016.

Thank you.



Handwritten signature of Cheryl A. Greenberg in black ink, written over a horizontal line.

Cheryl A. Greenberg

10-21-15

10-20-15

RECEIVED

OCT 26 2015

Citrus Heights Water Dist.

I SALLY ANN KAYE OWNER OF
8353 OAKWOOD HILLS Circle CITRUS HTS CA
APN 467-070-051-000 PROTEST TO
THE RATE INCREASE. NO RATE INCREASE

Sally Ann Kaye

David and Luchia Fitzgerald
7512 Skyline Court
Citrus Heights, CA 95610
October 22, 2015

RECEIVED

OCT 26 2015

Citrus Heights Water Dist.

CHWD
District Secretary
PO Box 286
Citrus Heights, CA 95611-0286

Dear CHWD:

I wanted to write this letter to protest the proposed water rate increase for the Citrus Heights Water District. Expenses related to maintaining the current infrastructure should be already factored into the rates we pay for water. The improvements the district needs to pay for today should have already been set aside in previous years' budgets, and the fees that we pay today should be earmarked for work that needs to be performed in 2-5 years. If the money for work that needs to be performed today is not available, that would seem to suggest poor planning or forecasting of expenses, which should not then be made the sole responsibility of the ratepayers.

While I don't object to replacing water mains, creating additional wells, or replacing water meters, these should all be one-time costs. The proposed rate increases would result in a permanent increase in what we pay for water. It seems more reasonable that any rate increase should be implemented for a specific timeframe to recover those expenses, and then the water rates should adjust back down to their normal levels. Just because the rates we pay are below the regional average doesn't give the district free reign to raise our rates.

Please do not proceed with the usage charge increase as proposed.

Sincerely,

David and Luchia Fitzgerald

David and Luchia Fitzgerald

October 24, 2015

Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA

RECEIVED

OCT 28 2015

Citrus Heights Water Dist.

RE: Propose Water Rate Increase
Parcel # 249-0270-029-0000

I am a property owner at 8284 Mercer Way Fair Oaks, CA 95628.
Parcel # 249-0270-029-0000

I strongly object to your proposed water rate increase. As a property owner I have done everything possible to reduce our water usage and the reward we get for our conservation is rate increases.

I have lost my established landscaping which will be an additional expense to replace.

I have paid over \$600 to modify my sprinklers to Hunter Rotator to reduce any water run-off

I only flush toilets when needed.

We only bath 1 time per week.

We don't wash clothes as frequently.

We've converted to water meters.

You continue to allow high density housing at a time that water is a problem.
My conservation efforts are rewarded with increased rates.

I am retired with no increase in Social Security. None of my income has increased. Interest rate are near zero. Medicare premiums are also going up.

The water crisis is not the citizens fault. We pay you to manage the water and you continue to allow increased high density housing to further consume the limited water. The monies paid to the politicians have chosen smelt and Corporate farming over residents. There have been no significant Dams or Reservoirs built for water storage since I graduated from college in the 1970's.

The solutions cannot be at the backs of citizens. Stop the growth, quit dumping water out in the ocean, reallocate money for water and storage instead of bullet trains to no where or increased entitlements to the new immigrants.

I strongly object to going after the citizens to pay for poor management.

Lucy Watkins
8284 Mercer Way
Fair Oaks, CA 95628
Parcel # 249-0270-029-0000

Lucy Watkins

From: Milton L. Gray
6400 Seal Way
Carmichael Ca 95608
Phone # 916-961-7672
Assessors Parcel Number
236-0046-001-0002

RECEIVED
NOV 02 2015
Citrus Heights Water Dist.

To: President Alton B. Davis
Citrus Heights Water District

1. I am protesting this rate increase for the following reasons:

a. This is an appropriate 14 percent increase when a retired person we are not going to receive NO, repeat NO, increase of Cost of Living.

b. This proposed rate increase does not ~~have~~ ^{have} management decisions such as a reduction

"That ... the Father of Glory may give to you the spirit of wisdom and revelation in the knowledge of Him."
Ephesians 1:17

09853

in the fact salaries of their
employees and especially the
upper management personnel.
This type of action on your
part would show the customer
there is good faith (management)
on your part.

c. This action on your part is
especially hard on our retired
individual who must live on
a FIXED INCOME. Consider
this as a part of this proposed
rate increase

Milton L. Gray

"That ... the Father of Glory may give to you the spirit of
wisdom and revelation in the knowledge of Him."
Ephesians 1:17

October 26, 2015

Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA

PARCEL # 261-0394-008-0000
8146 Walnut Villa Way
Fair Oaks, CA 95628

RECEIVED

NOV 02 2015

Citrus Heights Water District

WATER RATE INCREASES:

We cannot solve all community problems by consistently raising taxes and shifting the burden to the citizens. We pay a fair cost for water, while management has not managed appropriately.

Even TODAY our managers are spending money on high speed trains to Bakersfield instead of any Water Collection Systems. Although this is at State level, I am confident that your agency also carries responsibilities for better management instead of just raising our costs to solve ALL problems.

Why do you allow high density housing in our communities when we already have water shortage???? Increased population will use more water. You of course will want the additional revenues, while not addressing the real problem.

I recommend reduction of growth and the problems it creates and force you to address management issues and live within your budget.

Where do I go when I need more money than I have??? I am forced to live with what I have.

No on increased rates!!!!

8146 Walnut Villa Way
Fair Oaks, CA 95628

L.C. Wattens

Parcel #261-0394-008-0000

03937

John Cigelske
193 Starkey Way
Folsom, CA 95630
PH: (916) 983-9069

RECEIVED
NOV 02 2015
Citrus Heights Water Dist.

District Secretary
Citrus Heights Water District
PO 286
Citrus Heights, CA 95611-0286

October 26, 2015

Dear Sirs:

RE: 7645 Garden Gate Dr. PARCEL: 20401810120000

I protest your proposed water rate increase because it is well above the publicized inflation rate for the 12 months ended August 2015 and August 2014. Consumers cannot continue to support rate increase far and above the inflation factor. Those of us on Social Security cannot afford these increases.


John Cigelske
Property Owner

00385

Brenda J. Barrios
7944 Alma Mesa Way
Citrus Heights, CA 95610

RECEIVED

NOV 02 2015

Citrus Heights Water Dist

October 30, 2015

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

Dear District Secretary:

I am writing to protest the proposed rate increase. I reside at the property address listed above.

With the economy the way it is, customers do not want to see rate increases. With the drought, we are required to decrease our water use but at the same time are subject to a rate increase.



Brenda J. Barrios

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : CHRIS BOSTER COMMENDATION
STATUS : Action / Presentation Item
REPORT DATE : November 5, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider adoption and presentation of Resolution No. 24-2015 Commending Chris Boster for his Fire Hydrant Painting Project.

BACKGROUND AND ANALYSIS:

Chris Boster, a member of Boy Scout Troop 635, was directed to organize a Community Service Project to fulfill the requirements for attaining the Rank of Eagle Scout. He planned, organized and directed a Project that resulted in the cleaning and painting of 158 fire hydrants within Citrus Heights Water District. Due to the Project, the appearance and visibility of these fire hydrants has been increased thereby enhancing public safety.

RECOMMENDATION:

Adopt and Present Resolution No. 24-2015 Commending Chris Boster for his Fire Hydrant Painting Project.

ACTION:

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

DRAFT

CITRUS HEIGHTS WATER DISTRICT RESOLUTION NO. 24-2015

RESOLUTION OF THE BOARD OF DIRECTORS OF CITRUS HEIGHTS WATER DISTRICT COMMENDING CHRIS BOSTER

WHEREAS, CHRIS BOSTER, a member of Boy Scout Troop 635, was directed to organize a Community Service Project to fulfill the requirements for attaining the Rank of Eagle Scout; and

WHEREAS, CHRIS BOSTER did plan, organize and direct a Project that resulted in the cleaning and painting of 158 fire hydrants within Citrus Heights Water District; and

WHEREAS, due to the Project, the appearance and visibility of these fire hydrants has been increased thereby enhancing public safety.

THEREFORE BE IT RESOLVED that the Board of Directors of the Citrus Heights Water District does hereby commend and offer sincere appreciation to CHRIS BOSTER for his efforts.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 10th day of November, 2015 by the following vote, to-wit:

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

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

ATTEST:

SEAL
Secretary

ROBERT A. CHURCHILL,

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : ANTELOPE PUMP-BACK BOOSTER PUMP STATION PROJECT
 STATUS : Information/Discussion/Action Item
 REPORT DATE : November 5, 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 was held on October 19, 2015 at 1:00 PM at SJWD with all CTP Participants (CHWD, SJWD, FOWD, OVWC, & SSWD) and non-CTP Participant Folsom to discuss utilization of the Cooperative Transmission Pipeline (CTP) to facilitate water deliveries from the Antelope Pump-Back Booster Pump Station Project. Consensus could not be reached in deliberating the positions of CHWD and SJWD nor was there agreement to amend the CTP Ownership, Utilization, Operations and Maintenance Agreement.

The extreme emergency or drought conditions of concern to CHWD are when:

- No water is available from Folsom Lake (a scenario that not historically occurred); and
- OVWC, SJWD Retail and Folsom are the beneficiaries of water deliveries through the CTP via the Antelope Pump-Back Booster Pump Station Project at its design capacity of 10,000 gallons per minute (gpm); and
- CHWD is divorced from water deliveries from the CTP, relying predominately on water supplied from its groundwater wells.

Under such conditions, CHWD will not be able to utilize its capital investment in the CTP. Based on CHWD's June 1996 proportional Cost Allocation Study, the value of this investment is \$17.01 per 10,000 gpm per day. If the above extreme emergency or drought conditions were to occur over a six month period, say May through September, CHWD's capital loss of CTP utilization would be approximately \$3.100.

RECOMMENDATION:

Suspend discussions regarding the Antelope Pump-Back Booster Pump Station Project and its relationship to the operation of the Cooperative Transmission Pipeline (CTP).

Moved: _____ Seconded: _____ Carried: _____

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : SAN JUAN PARK WATER MAIN PROJECT EASEMENT
STATUS : Action Item
REPORT DATE : November 4, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider execution of a Sales and Purchase Agreement with Sunrise Recreation and Park District for an easement at San Juan Park.

BACKGROUND AND ANALYSIS:

At the October 13, 2015 Board of Directors Meeting, a bid was accepted to install a new 12-inch water transmission main through San Juan Park from the south boundary of 5555 Mariposa Avenue to the north boundary of the UC Davis Medical Center including an 8" connection to Kalamazoo Drive.

An easement from Sunrise Recreation and Park District (SRPD) is needed for this project. Attached for consideration of approval and execution is a Sales and Purchase Agreement necessary to facilitate granting of an easement to Citrus Heights Water District (CHWD). This document has been reviewed and edited by SRPD and CHWD representatives and approved by legal counsels for both agencies.

Payment to SRPD in the amount of \$1,000.00 for the easement itself will become payable upon execution of the Agreement by both parties. Previously CHWD paid \$7,500.00 to Sacramento County to facilitate this real estate transaction on behalf of SRPD.

RECOMMENDATION:

Authorize execution of a Sales and Purchase Agreement with Sunrise Recreation and Park District for an easement at San Juan Park.

ACTION:

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

RED File No: COP # 23517
OWNER: Sunrise Recreation & Park District
APN: 233-0570-001 & 233-0560-011 (Portions)
Project: SRPD-CHWD Water Pipelines Easement San Juan
Park

SALES AND PURCHASE AGREEMENT

This Sales and Purchase Agreement, (hereinafter referred to as "**Agreement**"), dated for convenience as of the ___ day of _____, 20___, (hereinafter referred to as "**Agreement Date**"), is made by and between the **SUNRISE RECREATION AND PARK DISTRICT**, a park district existing under authority of Public Resources Code § 5780 et seq. (hereinafter referred to as "**SRPD**"), and the **CITRUS HEIGHTS WATER DISTRICT**, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, (hereinafter referred to as "**CHWD**"), in consideration of the mutual covenants and agreements herein contained, and is subject to the conditions set forth below, and is made with reference to the following facts:

RECITALS

- A. SRPD is the owner of fee title to that certain real property commonly known as San Juan Park located at 5509 Mariposa Avenue, Citrus Heights, California 95610, also known as Assessor's Parcel Numbers (APNs) 233-0570-001 & 233-0560-011, consisting of approximately 15 acres of land, together with all improvements, fixtures and personal property thereon, and all rights, hereditaments, easements, appurtenances thereto belonging or otherwise appertaining (hereinafter referred to as the "**Property**"); and
- B. CHWD desires to purchase from SRPD and SRPD desires to sell to CHWD, pursuant to the provisions of this Agreement, an **Easement for Water Pipelines** on a portion of the Property, consisting of approximately 0.43 acres, which is more particularly described and depicted in **Exhibits "A", "B", "C" and "D"** attached hereto and incorporated herein by reference, (hereinafter referred to as the "**Easement**"); and
- C. The Easement is necessary for the CHWD's construction of a 12-inch Water Transmission Main and an 8-inch Water Distribution Main at San Juan Park (hereinafter referred to as "**Project**").

AGREEMENT

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

1. INCORPORATION OF RECITALS.

The foregoing recitals are true and correct and are hereby incorporated by reference.

2. PURCHASE AND SALE.

SRPD hereby agrees to sell and convey, and CHWD hereby agrees to purchase and accept, for the

purchase price and upon the terms and conditions herein stated, the Easement described above.

3. CONSIDERATION.

The purchase price for the Easement shall be ONE THOUSAND DOLLARS AND NO CENTS (\$1,000.00) (hereinafter referred to as the "**Purchase Price**"). CHWD shall remit payment of the Purchase Price to SRPD within ten (10) calendar days of the date this Agreement is fully executed. CHWD shall make all payments to the Sunrise Recreation and Park District at 7801 Auburn Blvd, Citrus Heights, California, 95610.

The Parties acknowledge that CHWD has paid to the County of Sacramento (hereinafter referred to as "**COUNTY**"), and the COUNTY has deposited, Check No. 59647 in the amount of SEVEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$7,500.00), as a non-refundable administrative cost for COUNTY staff time to facilitate this real estate transaction on behalf of the SRPD.

4. EASEMENT DEED.

SRPD shall execute and record the Easement deed in the form set forth in **Exhibit "E"**, attached hereto and incorporated herein by reference, conveying title to the Easement to CHWD. Prior to recording, CHWD shall provide SRPD with an executed acceptance document evidencing the CHWD's acceptance of the Easement deed.

5. TITLE AND ENCUMBRANCES.

SRPD is the fee owner of the Property. CHWD shall take title to the Easement subject to any and all encumbrances.

6. AS-IS TRANSFER.

CHWD acknowledges that, except as expressly contained in this Agreement, neither SRPD nor anyone acting for or on behalf of the SRPD has made any representation, warranty or promise to CHWD concerning the physical aspects or condition of the Easement area; the feasibility or desirability of the Easement area for any particular use; the conditions of soils, sub-soils, groundwater and surface waters; or the presence or absence of any other physical aspect of the Easement area; and that in entering into the Agreement, CHWD has not relied on any representation, statement or warranty of SRPD or anyone acting for or on behalf of SRPD, other than as may be expressly contained in this Agreement, and that all matters concerning the Easement area shall be independently verified by CHWD and that CHWD shall purchase the Easement on CHWD's own examination thereof; and that if CHWD elects to acquire the Easement, is purchasing the Easement in its "as-is" condition and its "as-is" state of repair.

7. INDEMNIFICATION.

CHWD shall defend, indemnify and hold harmless SRPD, its respective Board Members and Directors, officers, agents, employees, authorized volunteers, and contractors from and against all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of the Agreement, caused in

whole or in part by the negligent or intentional acts or omissions of CHWD, its officers, directors, agents, employees, or contractors.

SRPD shall defend, indemnify, and hold harmless CHWD, its respective Board of Directors, officers, agents, employees, authorized volunteers, and contractors from and against all demands, claims, actions, liabilities, losses, damages and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of the Agreement, caused in whole or in part by the negligent or intentional acts or omissions of SRPD, its respective Board Members and Directors, officers, agents, employees, authorized volunteers, and contractors.

It is the intention of SRPD and CHWD that the provisions of this paragraph be interpreted to impose on each party responsibility to the other for the acts and omissions of their respective Boards, officers, directors, agents, employees, authorized volunteers, and contractors. It is also the intention of SRPD and CHWD that, where fault is determined to have been contributory, principles of comparative fault will be followed and each party shall bear the proportionate cost of any damage attributable to the fault of that party, its officers, directors, agents, employees, authorized volunteers, and contractors.

This Indemnity shall survive the expiration or termination of the Agreement.

8. INSURANCE OR SELF-INSURANCE.

Each Party, at its sole cost and expense, shall carry insurance - or self-insure - its activities in connection with this Agreement, and obtain, keep in force and maintain, insurance or equivalent programs of self-insurance, for general liability, workers compensation, property, professional liability, pollution liability, and business automobile liability adequate to cover its potential liabilities hereunder. Each Party agrees to provide the other thirty (30) days' advance written notice of any cancellation, termination or lapse of any of the insurance or self-insurance coverages. Failure to maintain insurance as required in this Agreement is a material breach of contract and may be grounds for termination of the Agreement. In addition, CHWD must require in all contracts with contractors and subcontractors to name SRPD, its governing Board, officers, directors, agents, employees, and volunteers as an additional insured on all policies where applicable. This provision shall survive the recordation of the Easement and shall not merge with title.

9. POSSESSION.

It is agreed and confirmed between the Parties notwithstanding other provisions in this Agreement, the right of possession and use of the Easement area by CHWD, including the right to remove and dispose of improvements and the right to install improvements related to the Project, shall commence on the date of recordation of the Easement.

10. RE-CONSTRUCTION OF SRPD'S REMAINDER PROPERTY.

CHWD and its authorized agents and contractors are hereby granted permission to enter onto SRPD's remainder Property to reconstruct SRPD's appurtenant areas as necessary to conform to Project improvements. The cost of such re-construction on the SRPD's remainder Property shall be borne by CHWD, and includes the reconstruction of all paved and landscaped areas damaged as a result of the CHWD's Project, including, but not limited to, re-grading and replanting any affected

lawn, landscaped areas, and any trees that may be damaged or removed, and repair and/or replacement of irrigation systems, curb and sidewalk areas. This provision shall survive the recordation of the Easement and shall not merge with title.

11. CONTINGENCY.

It is understood and agreed between the Parties that the completion of this transaction is contingent upon the specific approval and authorization by the SRPD's Board of Directors of this Agreement and the Easement deed and written acceptance of the Easement by CHWD's Board of Directors.

12. NOTICE.

All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or sent by registered or certified mail, postage prepaid, return receipt requested, or sent by electronic facsimile and shall be deemed received upon the earlier of (i) if personally delivered, the date of delivery to the address of the person to receive such notice, (ii) if mailed, on the date of posting by the United States Post Office, or (iii) if given by electronic facsimile, when received by the other party.

TO SRPD: Sunrise Recreation & Park District
7801 Auburn Blvd
Citrus Heights, CA 95610
Telephone: 916-725-1585
Fax: 916-725-7321

with a copy to:
County of Sacramento
Real Estate Division
Attn: Asset Management Section
3711 Branch Center Road
Sacramento, CA 95827
Telephone: 916-876-6200

TO CHWD: Citrus Heights Water District
6230 Sylvan Road
P.O. Box 286
Citrus Heights, CA 95610
Telephone: 916-725-6873
Fax: 916-725-0345

Notice of change of address shall be given by written notice in the manner described in this Paragraph.

13. MISCELLANEOUS.

- a. **Partial Invalidity.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, or is found to be prohibited by law, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is

held invalid or unenforceable or prohibited, shall not be affected thereby, and each such term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- b. **Waivers.** No waiver of any breach of any covenant or provision hereof shall be deemed a waiver of any preceding or succeeding breach hereof, or of any other covenant or provision herein contained. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act except those of the waiving Party, which shall be extended by a period of time equal to the period of delay.
- c. **Entire Agreement.** This Agreement (including all exhibits attached hereto) is the final expression of, and contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior understanding with respect thereto. This Agreement may not be modified, changed, supplemented, superseded, canceled or terminated, nor may any obligations hereunder be waived, except by written instrument signed by the Party to be charged or by its agent duly authorized in writing or as otherwise expressly permitted herein. The Parties do not intend to confer any benefit hereunder on any person, firm or corporation other than the Parties hereto and lawful assignees.
- d. **Authority of Signators.** Each Party to this Agreement warrants to the other that it is duly organized and existing and each signatory hereto represents to the other Party that it has full right and authority to enter into and consummate this Agreement and all related documents.
- e. **Survival of Representations.** Notwithstanding any provisions of this Agreement, the covenants, representations, warranties, hold harmless and indemnification obligations made by each Party herein shall survive (1) the recordation of the Easement and shall not merge with title, and (2) the termination and/or cancellation of this Agreement.
- f. **Attorneys' Fees.** Any Party may bring a suit or proceeding to enforce or require performance of the terms of this Agreement, and each Party shall be responsible for its own attorney's fees and costs.
- g. **Commission.** There is no real estate, finders or other commission due or payable by reason of this transaction. Each Party shall indemnify the other for any actions which may cause the other Party to be liable for a real estate brokerage or sales commission arising here from.
- h. **Governing Law.** This Agreement shall be governed by the laws of the State of California.
- i. **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the permitted successors and assigns of the Parties hereto.
- j. **Time of Essence.** SRPD and CHWD hereby acknowledge and agree that time is strictly of the essence with respect to each and every term, condition, obligation and provision hereof and that failure to timely perform any of the terms, conditions,

obligations or provisions hereof by either party shall constitute a material breach of and a non-curable (but waivable) default under this Agreement by the Party so failing to perform.

- k. **Relationship of Parties.** Nothing contained in this Agreement shall be deemed or construed by the Parties to create the relationship of principal and agent, a partnership, joint venture or any other association between SRPD and CHWD.
- l. **Construction of Agreement.** Headings at the beginning of each paragraph and subparagraph are solely for the convenience of the Parties and are not a part of the Agreement. Whenever required by the context of this Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. It is agreed and acknowledged by the Parties hereto that the provisions of this Agreement have been arrived at through negotiation, and that each of the Parties has had a full and fair opportunity to revise the provisions of this Agreement and to have such provisions reviewed by legal counsel. Therefore, the normal rule of construction that any ambiguities are to be resolved against the drafting Party shall not apply in construing or interpreting this Agreement. All exhibits referred to in this Agreement are attached and incorporated by this reference.
- m. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, by all of which, together, shall constitute one and the same instrument.

Remainder of Page Intentionally Left Blank

IN WITNESS WHEREOF, the parties have executed the Agreement the day and year first above written as follows:

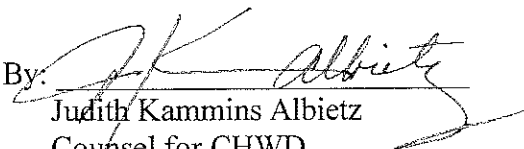
CHWD:

Citrus Heights Water District, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code

Date: _____

By: _____
Allen B. Dains, President
Board of Directors

REVIEWED AND APPROVED BY
LEGAL COUNSEL:

By: 
Judith Kammins Albietz
Counsel for CHWD

APPROVED AS TO TERMS:

By: _____
Robert A. Churchill, General Manager
Citrus Heights Water District

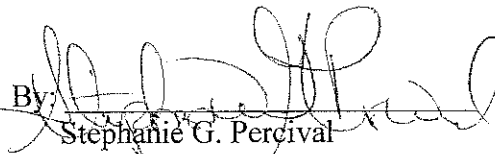
SRPD:

Sunrise Recreation and Park District, a park district existing under authority of the Public Resources Code § 5780 et seq.

Date: _____

By: _____
Michael M. Morse, Director
Department of General Services
Under delegated authority by:
Resolution No. _____
Dated: _____

REVIEWED AND APPROVED BY
DISTRICT COUNSEL:

By: 
Stephanie G. Percival
Counsel for SRPD

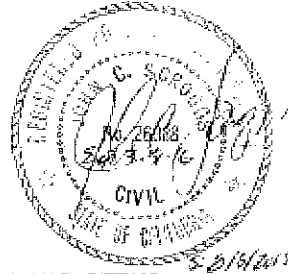
APPROVED AS TO TERMS:

By: _____
Dave Mitchell, District Administrator
Sunrise Recreation and Park District

EXHIBIT "A" to Agreement

Legal Description

**EXHIBIT A
WATER PIPELINE EASEMENT
CITRUS HEIGHTS WATER DISTRICT
APN: 233-0560-011
06 AUGUST 2015**



ALL THAT PORTION OF LOT 20 AS SHOWN ON THAT SUBDIVISION MAP "CITRUS HEIGHTS", RECORDED IN BOOK 10 AT PAGE 7, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

AN EASEMENT 15.00 FEET IN WIDTH LYING 5.00 ON THE NORTHERLY AND WESTERLY SIDE AND LYING 10.00 FEET ON THE SOUTHERLY AND EASTERLY SIDE OF THE FOLLOWING DESCRIBED LINE, SAID LINE LYING OVER THE CENTERLINE OF THE CONSTRUCTED WATERLINE AND BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF PARCEL B AS SHOWN ON THAT PARCEL MAP, RECORDED IN BOOK 26 AT PAGE 26, RECORDS OF SAID COUNTY, THENCE ALONG THE SOUTH LINE OF SAID PARCEL B, NORTH 88° 36' 38" EAST, 314.17 FEET TO THE POINT OF BEGINNING;

THENCE FROM SAID POINT OF BEGINNING, LEAVING SAID SOUTH LINE, SOUTH 00° 41' 25" EAST, 23.93 FEET;

THENCE SOUTH 43° 03' 46" WEST, 85.21 FEET;

THENCE SOUTH 87° 43' 06" WEST, 19.39 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "A";

THENCE SOUTH 87° 43' 06" WEST, 349.93 FEET;

THENCE SOUTH 00° 01' 26" EAST, 107.44 FEET TO SOUTH LINE OF SAID LOT 20 AND END POINT OF SAID EASEMENT. SAID END POINT ALSO BEING NORTH 88° 36' 38" EAST, 183.17 FEET FROM THE SOUTHWEST CORNER OF SAID LOT 20. THE SIDELINES OF SAID EASEMENT SHALL BE SHORTENED OR EXTENDED TO INTERSECT THE PROPERTY LINES.

TOGETHER WITH:

AN EASEMENT 10.00 FEET IN WIDTH LYING 5.00 FEET ON THE WESTERLY SIDE AND LYING 5.00 FEET ON THE EASTERLY SIDE OF THE FOLLOWING DESCRIBED LINE, SAID LINE LYING OVER THE CENTERLINE OF THE CONSTRUCTED WATERLINE AND BEING DESCRIBED AS FOLLOWS:

BEGINNING AT SAID POINT "A", SOUTH 01° 04' 16" EAST, 52.07 FEET TO THE END POINT OF SAID EASEMENT.

SAID EASEMENTS CONTAINING A TOTAL OF 9,197 SQUARE FEET (0.211 ACRES), MORE OR LESS.

EXHIBIT "B" to Agreement

Plat Map

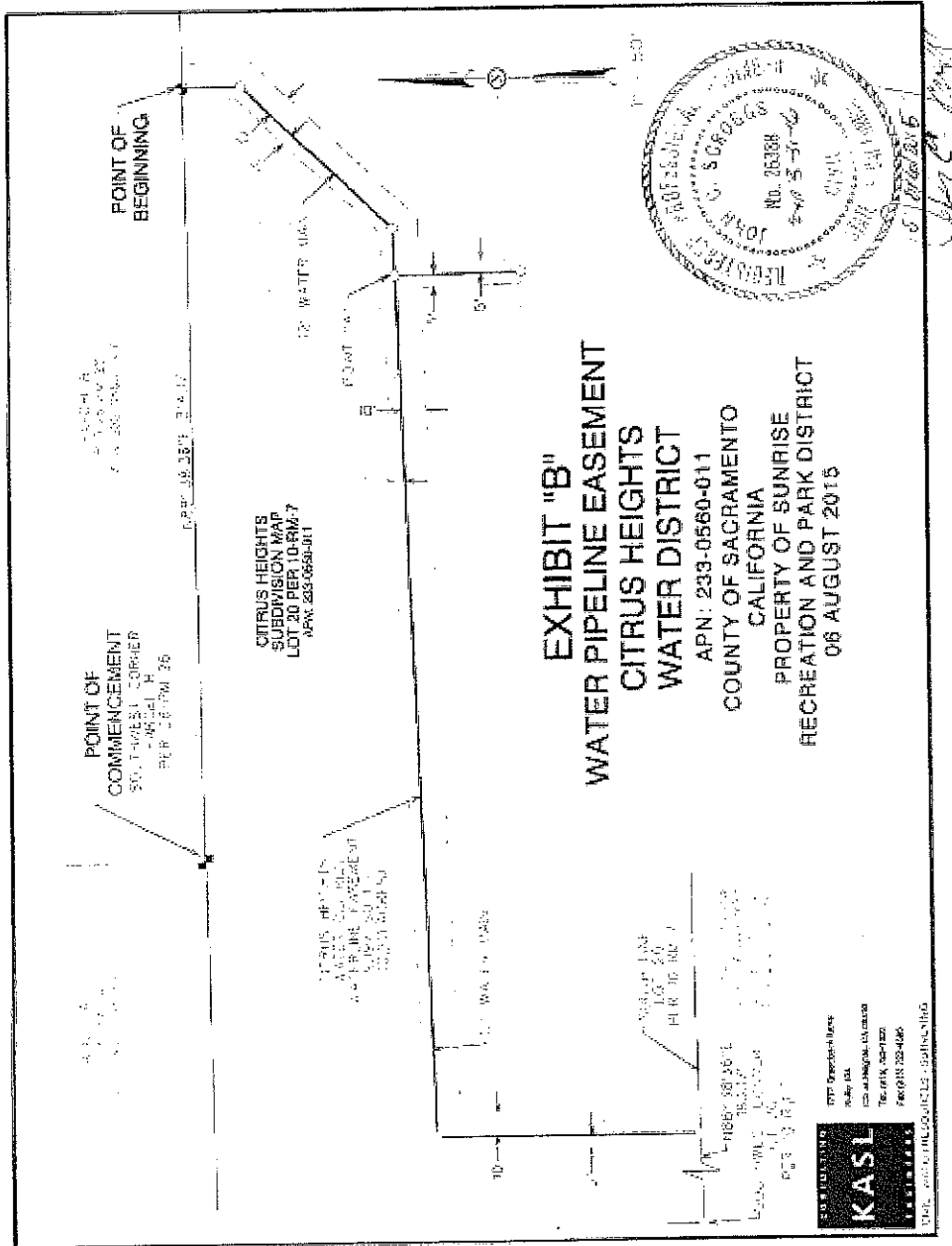


EXHIBIT "C" to Agreement

Legal Description

**EXHIBIT C
WATER PIPELINE EASEMENT
CITRUS HEIGHTS WATER DISTRICT
APN: 233-0570-001
06 AUGUST 2015**

ALL THAT PORTION OF LOT 19 AS SHOWN ON THAT SUBDIVISION MAP "CITRUS HEIGHTS", RECORDED IN BOOK 10 AT PAGE 7, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

AN EASEMENT 15.00 FEET IN WIDTH LYING 5.00 ON THE NORTHERLY AND WESTERLY SIDE AND LYING 10.00 FEET ON THE SOUTHERLY AND EASTERLY SIDE OF THE FOLLOWING DESCRIBED LINE, SAID LINE LYING OVER THE CENTERLINE OF THE CONSTRUCTED WATERLINE AND BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 19, THENCE ALONG THE NORTH LINE OF SAID LOT 19, NORTH 88° 38' 36" EAST, 183.93 FEET TO THE POINT OF BEGINNING;

THENCE FROM SAID POINT OF BEGINNING, LEAVING SAID NORTH LINE, SOUTH 00° 01' 26" EAST, 65.94 FEET;

THENCE SOUTH 89° 14' 43" WEST, 107.90 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "A";

THENCE SOUTH 01° 58' 50" EAST, 284.62 FEET;

THENCE SOUTH 38° 57' 30" WEST, 56.40 FEET TO A POINT HEREIN AFTER REFERRED TO AS POINT "B";

THENCE SOUTH 38° 57' 30" WEST, 3.02 FEET;

THENCE SOUTH, 1.36 FEET TO THE SOUTH LINE OF SAID LOT 19 AND THE END POINT OF SAID EASEMENT. THE SIDELINES OF SAID EASEMENT SHALL BE SHORTENED OR EXTENDED TO INTERSECT THE PROPERTY LINES.

TOGETHER WITH:

AN EASEMENT 15.00 FEET IN WIDTH LYING 5.00 ON THE NORTHERLY AND EASTERLY SIDE AND LYING 10.00 FEET ON THE SOUTHERLY AND WESTERLY SIDE OF THE FOLLOWING DESCRIBED LINE, SAID LINE LYING OVER THE CENTERLINE OF THE CONSTRUCTED WATERLINE AND BEING DESCRIBED AS FOLLOWS:

BEGINNING AT SAID POINT "A", SOUTH 89° 14' 43" WEST, 24.18 FEET;

THENCE NORTH 56° 10' 25" WEST, 42.43 FEET;

THENCE NORTH 00° 49' 03" WEST, 10.66 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "C";

THENCE NORTH 00° 49' 03" WEST, 19.49;

THENCE SOUTH 88° 10' 56" WEST, 16.00 FEET TO THE WEST LINE OF SAID LOT 19 AND THE END POINT OF SAID EASEMENT. THE SIDELINES OF SAID EASEMENT SHALL BE SHORTENED OR EXTENDED TO INTERSECT THE PROPERTY LINES.

TOGETHER WITH:

AN EASEMENT 10.00 FEET IN WIDTH LYING 6.50 ON THE NORTHERLY SIDE AND LYING 3.50 FEET ON THE SOUTHERLY SIDE OF THE FOLLOWING DESCRIBED LINE, SAID LINE LYING OVER THE CENTERLINE OF THE CONSTRUCTED WATERLINE AND BEING DESCRIBED AS FOLLOWS:

BEGINNING AT SAID POINT "B", THENCE WEST, 14.07 FEET AND THE END POINT OF SAID EASEMENT.

TOGETHER WITH:

AN EASEMENT 10.00 FEET IN WIDTH LYING 5.00 ON THE NORTHERLY SIDE AND LYING 5.00 FEET ON THE SOUTHERLY SIDE OF THE FOLLOWING DESCRIBED LINE, SAID LINE LYING OVER THE CENTERLINE OF THE CONSTRUCTED WATERLINE AND BEING DESCRIBED AS FOLLOWS:

BEGINNING AT SAID POINT "C", THENCE SOUTH 89° 05' 19" WEST, 15.96 FEET TO THE WEST LINE OF SAID LOT 19 AND THE END POINT OF SAID EASEMENT. THE SIDELINES OF SAID EASEMENT SHALL BE SHORTENED OR EXTENDED TO INTERSECT THE PROPERTY LINES.

SAID EASEMENTS CONTAINING A TOTAL OF 9,540 SQUARE FEET (0.219 ACRES), MORE OR LESS.

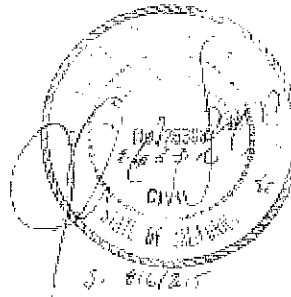


EXHIBIT "D" to Agreement

Plat Map

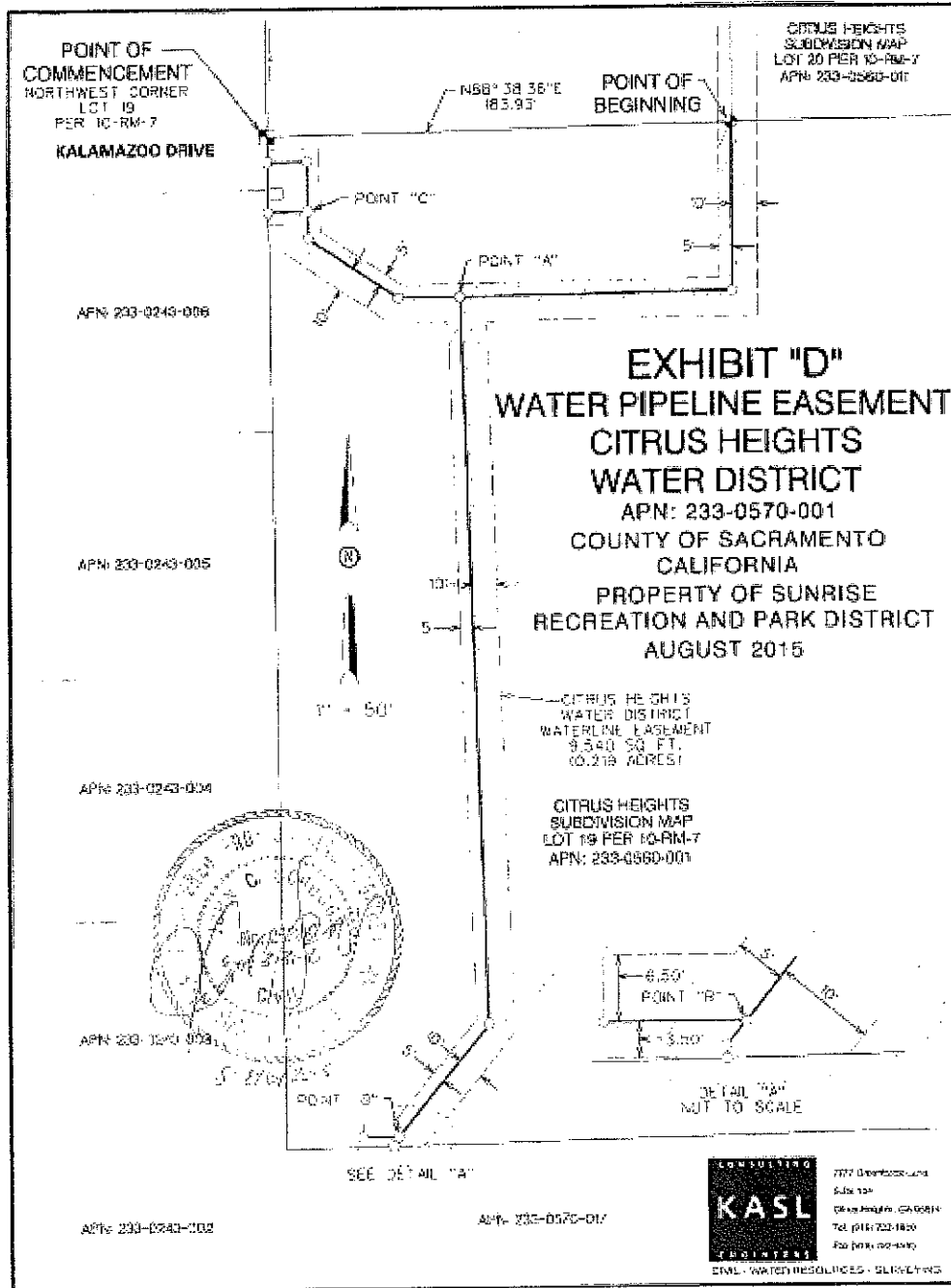


EXHIBIT "E" to Agreement

Easement Deed

RECORDED AT THE REQUEST OF
AND RETURN TO:

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

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

NO FEE FOR RECORDING
(Government Code Section 6103 & 27383)

COUNTY APN: 253-0570-001 & 233-0560-011 (Portions)
LOCATION: 5509 Mariposa Avenue, Citrus Heights, CA 95610
PROJECT: Water Pipelines Easement at San Juan Park (SRPD)

Space above for Recorder's use only

EASEMENT FOR WATER PIPELINES

SUNRISE RECREATION AND PARK DISTRICT, a park district existing under authority of Public Resources Code § 3780 et seq. (herein referred to as "Grantor"), 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 II of the Water Code (herein referred to as "Grantee"), 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, County of Sacramento, State of California particularly described as follows:

See Exhibits "A", "B", "C" and "D" attached hereto and made a part hereof.

Grantor expressly reserves the right to the use of said easement area, in any manner, provided such use does not unreasonably interfere with the Grantee's use of the easement herein granted. Grantor expressly reserves the right to require Grantee, at the expense of Grantor, to design, move and relocate all or portions of said easement and the Grantee's facilities located therein upon determination by Grantor that said water pipelines interfere with the future improvement of the Grantor's lands and that such relocation is necessary to protect the principal use by Grantor of said real property. Grantee agrees that within one year after written notice from Grantor of such determination by Grantor and demand for relocation of said water pipelines, Grantee shall remove, if necessary, and relocate said water pipelines to a feasible location on the property of the Grantor, and Grantor, at the expense of the Grantor including but not limit to professional surveying and County real estate costs, shall furnish Grantee with a good and sufficient easement for said water pipelines in such new location, and Grantee thereupon shall reconvey or quitclaim to Grantor the easement or portion thereof herein granted.

[Signature page follows.]

FILE LOG NO.

Dated this _____ day of _____, 20 _____.

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

By: _____
Michael M. Morsa, Director
Department of General Services
Under delegated authority by
Resolution No. _____
Dated: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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

STATE OF _____)

COUNTY OF _____)

On _____ before me, _____, notary public,
Commission Expires _____

personally appeared _____
(Name of signor(s))

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

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

WITNESS my hand and official seal.

Signature of Notary _____

OPTIONAL SECTION

CAPACITY CLAIMED BY SIGNER

Though statute does not require the Notary to fill in the data below, doing so may prove invaluable to persons relying on the document.

- INDIVIDUAL
- CORPORATE OFFICER(S)

- Title(s)
- PARTNER(S) LIMITED
 - GENERAL

- ATTORNEY-IN-FACT
- TRUSTEE(S)
- GUARDIAN/CONSERVATOR
- OTHER: _____

SIGNER IS REPRESENTING:
 Name of Person(s) or entity(ies)

OPTIONAL SECTION:

DATA REQUESTED HERE IS NOT REQUESTED BY LAW.

TITLE OR TYPE OF DOCUMENT: _____
 NUMBER OF PAGES: _____ DATE: _____
 SIGNER(S) OTHER THAN NAMED ABOVE: _____

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : November 5, 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. Nov 30-Dec 1 ACWA-JPIA Fall Conference
 Indian Wells, CA

Recommended Attendees: Directors, Assistant General Manager

B. Dec 1-4 ACWA Fall Conference
 Indian Wells, CA

Recommended Attendees: Directors, Assistant General Manager

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : AMENDMENTS TO AGREEMENT WITH CIRCLEPOINT
 STATUS : Action Item
 REPORT DATE : November 3, 2015
 PREPARED BY : Hilary Straus, Assistant General Manager

OBJECTIVE:

Consider proposed amendments to the professional services agreement with Circlepoint.

BACKGROUND AND ANALYSIS:

The District brought Circlepoint on board in August 2008, primarily to assist with the development of the WaterLine newsletter and to update content on the District's web site. Over time, the District's public engagement and public information needs have expanded, and to date, Circlepoint has provided timely and quality services to the District.

Two recent examples of Circlepoint's expanded work program have been the firm's tasks in support of the District's drought response plan (e.g., new web page/web content, development and content management of CHWD's new Facebook Wall and development/distribution of a direct mail notice to customers concerning the drought and CHWD's implementation of a water shortage rate) and public information and public engagement work for the proposed budget and rate structure for 2016 (e.g., new web page/web content and Proposition 218 mailer).

Moving forward, the District would like to memorialize the expanded scope of services, provided in the updated professional services agreement that accompanies this Board Report. In addition to the WaterLine newsletter and web site content support provided for in the original agreement, the expanded scope of services includes on-going social media support, water conservation and drought outreach as needed, public information/public engagement concerning operational and financial issues (including Proposition 218 notices) and special projects as assigned.

The agreement is structured as a time-and-materials/hourly billable agreement (i.e., CHWD only pays for work that is requested by CHWD and performed by Circlepoint). The term of the updated agreement is on-going, but includes a thirty (30) day termination provision by either party without cause.

Funding for the various services covered in the agreement are provided for in the 2015 and proposed 2016 operating budgets, and work performed will be subject to availability of budgeted funds.

RECOMMENDATION:

Approve the updated professional services agreement with Circlepoint and authorize the General Manager to execute the agreement.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

Professional Services Agreement

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 10th day of November, 2015 by and between CITRUS HEIGHTS WATER DISTRICT, an Irrigation District operating under the State of California Water Code (the "District") and Circlepoint (the "Consultant").

RECITALS

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

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

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

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

1.0. SERVICES PROVIDED BY CONSULTANT

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

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

complete the Services required by this Agreement. District shall have no right to supervise Consultant's performance, but shall have the right to observe it. Consultant shall work closely with District in performing the services, as reasonably requested by Consultant, without changing Consultant's independent contractor status.

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

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

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

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

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

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

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

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

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

(c) Terminate the Agreement as hereinafter set forth.

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

the matter to the sole satisfaction of District and to participate in any meeting required with regard to the correction.

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

2.0. COMPLIANCES

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

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

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

2.4. Safety. Consultant shall execute and maintain Services so as to avoid injury or damage to any person or property. In carrying out the Services, Consultant shall at all times, exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, State and local statutory and regulatory requirements including State of

California, Division of Industrial Safety (Cal/OSHA) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act (OTETA) as applicable. Safety precautions as applicable shall include instructions in accident prevention for all employees including equipment and wearing apparel as are necessary or lawfully required to prevent accidents and/or injuries.

3.0. COMPENSATION

3.1. Billing. Consultant shall submit a monthly invoice to District within 20 days of the end of the previous month in which Services are performed or expenses are incurred under this Agreement. Consultant's invoices shall include a brief description of the Services performed and the date the Services were performed, the number of hours spent and by whom, and a description of any reimbursable expenses. Reimbursable expenses shall be limited to actual expenditures of Consultant for expenses that are necessary for the proper completion of the Services and shall only be payable if specifically authorized in advance by District.

3.2. Time and Materials/Billable Agreement. Consultant shall be paid based upon work performed as requested by the District according to the hourly billable rate sheet or 2015 Time and Materials Fee Schedule in Exhibit A or any subsequent year's Time and Materials Fee Schedule that is acceptable to the District. Should the District and Consultant not agree to a subsequent year Time and Materials Fee Schedule, the 2015 or years after 2015, the previously agreed upon Time and Materials Fee Schedule will apply until both parties agree to a new fee schedule or either or both parties terminate the agreement pursuant to Section 6.0.

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

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

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

4.1. Records, Documents, Data and Retention. Consultant shall maintain adequate records, provide daily status reports to District and upon request deliver to District all findings, plans, specifications, studies, reports, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, records, data, pictures, reports, appraisals, inventories, studies, analyses, drawings, estimates, computer disks, files or data magnetically or otherwise recorded on computer or internet cloud services which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data") prepared or obtained in the performance of the Agreement, which shall be and remain the property of District. Consultant shall retain Consultant's books, documents, papers, materials, payrolls, records, accounts, computer disks, tapes and any and all data relevant to the Agreement for a minimum of three (3) years following under this Agreement and shall permit District and its authorized representatives to examine, re-examine, make excerpts, transcribe and copy such items at any reasonable time within three (3) years after final payment under the Agreement.

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

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

5.0. **LIABILITY INSURANCE**

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

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

- A. Coverage. Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:
 - 1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
 - 2. Coverage for Professional Liability appropriate to Consultant's profession covering Consultant's wrongful acts (negligent acts, errors or omissions).
 - 3. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)
- B. Limits. Consultant shall maintain limits no less than the following:
 - 1. General liability - coverage of not less than one million dollars (\$1,000,000) per occurrence or the full per occurrence limits of the policy, whichever is greater for bodily injury, personal injury and property damage; two million dollars (\$2,000,000) general and products-completed operations aggregate (if used)).

2. Professional Liability - coverage of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate or the limits of the policies available, whichever is greater.
3. Auto liability - One million dollars (\$1,000,000) for bodily injury and property damage each accident limit.
4. Workers' compensation (statutory limits) and employer's liability - one million dollars (\$1,000,000) (if applicable).

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

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

5.3. Other Requirements.

- A. For any claims arising out of the Services to be performed hereunder pursuant to Exhibit A, Consultant's insurance shall be primary insurance as respects District, its directors, officers, employees, agents and volunteers.
- B. Any failure to comply with reporting or other provisions of the policies shall not affect coverage provided to District, its directors, officers, employees and volunteers.
- C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by regular mail has been given to District.

- D. Except for Professional Liability, Consultant's insurance shall be a per-occurrence policy such that Consultant will be insured for all claims filed during or after the termination of the Agreement until all relevant statutes of limitations have expired.
- E. For Professional Liability claims made policy, the retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously after the completion of the contract work. Consultant shall purchase an extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. Consultant shall provide five (5) year tail on Professional Liability Coverage.
- F. In the event that Consultant employs other Consultants (sub-Consultants) as part of the Services covered by this Agreement, it shall be Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.
- G. If any of the required coverages expire during the term of this Agreement, Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to District at least ten (10) days prior to the expiration date.

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

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

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

5.6. Evidences, Cancellation of Insurance and Continuation of Coverage. Prior to execution of the Agreement, Consultant shall file with District evidence of insurance from an

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

6.0. TERMINATION:

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

7.0. INDEMNIFICATION.

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

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

regulation, compliance with which is the responsibility of Consultant.

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

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

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

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

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

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

8.0. GENERAL PROVISIONS

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

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

8.3. Confidentiality. Employees of Consultant in the course of their duties may have

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

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

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

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

8.8. Notices. Any notice or other communication to either party hereto shall be personally delivered to the party or sent by first class, registered, or certified mail, with postage fully prepaid, or by any recognized overnight delivery service and addressed to District or Consultant at their respective addresses as set forth elsewhere in this Agreement, or to such other address as either party may from time to time designate by notice to the other given in accordance with this paragraph. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by District.

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

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

District or its authorized representative, at no additional cost to District. The Consultant accepts no responsibility for the District's use of the Documents and Data beyond the intended purpose of the services provided by Consultant under this Agreement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8.26. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery,

facsimile or mail and shall be addressed as follows:

IF TO CONSULTANT

Name: Scott Steinwert
Title: President
Address: Circlepoint
1814 Franklin Street, Suite 1000
Oakland, CA 94612

IF TO DISTRICT

Name: Hilary Straus
Title: Assistant General Manager
Address: Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610

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

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

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

Dated: _____

CITRUS HEIGHTS WATER DISTRICT

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

Dated: _____

CONSULTANT NAME

By: _____
Scott Steinwert, President
Circlepoint
1814 Franklin Street, Suite 1000
Oakland, CA 94612



Exhibit A

Proposed Scope of Services Citrus Heights Water District

Prepared November 3, 2015

Circlepoint will work with Citrus Heights Water District (CHWD or District) to enhance its communications efforts with customers. This will include newsletters, website, social media, drought outreach, outreach related to the District's finance and operations, and other communications support as needed.

Circlepoint will assign a key client liaison that is a Senior Project Associate or higher to manage the contract with CHWD and ensure high-quality work.

CHWD will reimburse Circlepoint for any hard costs accrued as consistent with Circlepoint's Time and Material Fees, Attachment 1 of this document.

Task 100: Program Management

Circlepoint will work closely with CHWD staff to ensure all projects and timelines stay on track. Circlepoint will attend team meetings and other project meetings as needed. Circlepoint will also provide CHWD with monthly progress reports and invoices.

Deliverables:

- Monthly progress reports and invoices
- Team meetings as required
- Other deliverables as agreed upon by CHWD and Circlepoint

Task 200: Newsletters

Circlepoint will coordinate with CHWD staff to develop, produce and distribute the semi-annual WaterLine newsletter. For each newsletter, a planning meeting will be held to discuss story ideas and timeline. Circlepoint will develop a timeline for the creation and production of each edition. Circlepoint will draft newsletter content and coordinate edits and revisions with CHWD. As needed, Circlepoint will work with CHWD to take or acquire photographs. This could include the purchase of photos from a stock

photography website. Circlepoint will submit draft newsletter text to CHWD for review, edits and approval.

Upon approval of the final newsletter text, Circlepoint will develop the newsletter layout for review. Upon approval of the final newsletter design, Circlepoint will coordinate with the printing and mailing vendor(s) as requested to ensure the newsletter is printed and distributed appropriately. Unless otherwise agreed upon, CHWD will cover all production costs including printing and mailing. Circlepoint will also provide CHWD with a PDF of the newsletter for posting online.

Deliverables:

- Newsletter production timeline
- Text and design for newsletter as requested (print and online versions)
- Hard copies of newsletters as requested
- Other deliverables as agreed upon by CHWD and Circlepoint

Task 300: Website Services

Circlepoint will support CHWD with its website as needed. Circlepoint will provide ongoing site maintenance and analytics reporting. Circlepoint will also assist the District with editing and updating existing content, removing existing portions of the website as requested, and adding new pages as requested.

Circlepoint uses the web platform Wordpress to manage the CHWD website. This content management system (CMS) platform makes website updates simple and does not require any HTML code knowledge to make basic updates. The website is also compatible for viewing on mobile devices.

E-blasts

We have found that “e-blasts” generated through a website are an effective way of keeping target audiences informed and engaged. Visitors to the website can sign up to be included on the distribution list. This is an excellent way for the project to broaden its following and to reach a diverse range of target audiences. Circlepoint will provide CHWD with the email addresses collected from the website.

Circlepoint will work with the District to develop and send eblasts to customers through iContact. This includes an electronic version of the WaterLine newsletter, important notices about meetings, rate increases, etc.

Circlepoint will develop a standard layout for these eblasts and will produce the content.

Analytics

Circlepoint will provide detailed and accurate reports through Google Analytics about website traffic, including where visitors come from (news articles, Facebook, and other websites), what pages they visit and how long they stay on a page, what page they are on when they leave the site, how many visitors the site receives (per day, per week), and more.

Wordpress Training

Upon request, Circlepoint can provide CHWD with small group training on how to use Wordpress. This training can be provided to a small group of select CHWD staff. These staff members will learn how to update the website. This training will take about 2 hours and will include a user guide customized for the CHWD website.

Facebook

Circlepoint operate and maintain the District's Facebook page. Circlepoint will identify opportunities to expand CHWD's Facebook audience. Circlepoint will work with CHWD to identify opportunities for relevant posts. Circlepoint will like and share appropriate posts from other entities, such as BeWaterSmart or San Juan Water District. Circlepoint will also coordinate with CHWD on responses to any comments received from customers. As requested, Circlepoint will develop and place Facebook advertisements. Other Facebook efforts will be conducted as requested.

Deliverables:

- Monthly Google Analytics report
- Eblasts upon request
- Email contact list
- Wordpress users guide
- Operation and maintenance of Facebook
- Other deliverables as agreed upon by CHWD and Circlepoint

Task 400: Other Communications Support

Circlepoint will support the CHWD with other public information/communication services as needed. Examples could include but are not limited to, additional social media efforts, communications support related to the launch of new District programs, brand/logo support, special communications to customers, distribution of CHWD documents, etc.

Deliverables:

- TBD - deliverables will be determined in coordination with CHWD staff prior to any work being done. All deliverables will be approved by both CHWD and Circlepoint in advance of starting work.

Task 500: Water Conservation and Drought Outreach

Circlepoint will assist CHWD with outreach related to water conservation and drought. This could include but is not limited to public engagement and public information strategies, projects and deliverables in support of the District's "Water Conservation/Water Efficiency" program. This could also

include communications regarding any water-use reduction measures as mandated by the state of California or the District.

Circlepoint will create and distribute mailed information regarding water conservation and drought communications as requested. This could include but is not limited to postcards, informational mailers, etc.

Circlepoint will support CHWD with other water conservation or drought related outreach tasks as requested including but not limited to assistance with print advertisements, development of conservations tips, development of press releases, or development and distribution of door hangers.

Deliverables:

- Copy, design, and distribution of mailed materials as requested
- Other deliverables as agreed upon by CHWD and Circlepoint

Task 600: Finances and Operations Outreach

Circlepoint will assist CHWD with outreach associated with the District's finances and operations. This could include but is not limited to the state of the District's current financial situation, future financial plans, rate schedules, rate proposals, infrastructure and facilities, capital improvement projects, etc.

Circlepoint will work with CHWD to keep customers informed of this information through the development and distribution of collateral materials, including but not limited to mailers, Proposition 218 notices, postcards, door hangers, etc.

Circlepoint will provide other outreach related to finance and operations as requested, including but not limited to assistance with stakeholder meetings, public meetings, press releases, etc.

Deliverables:

- Copy, design, and distribution of mailed materials as requested
- Other deliverables as agreed upon by CHWD and Circlepoint

Attachment 1

2015 TIME & MATERIALS FEE SCHEDULE*

I. Professional services will be rendered based on the following hourly rates:

Principal	\$240
Project Director	\$225
Senior Project Manager	\$180
Project Manager	\$140
Senior Associate	\$120
Associate	\$95
Assistant/Coordinator	\$75
Creative Director	\$180
Art Director	\$140
Senior Web Designer	\$120
Senior Graphic Designer	\$100
Web/Graphic Designer	\$85
Junior Web/Graphic Designer	\$75

II. Supportive services will be rendered based on the following hourly rates:

IT Director	\$175
IT Support	\$75
Accounting Manager	\$130
Accounting Clerk	\$70
Clerical	\$60

III. Provision of related services and reimbursable expenses will be charged to the client as follows:

Black and White Prints/Copies, In House	\$0.06-0.25 per page, depending on paper size
Color Prints/Copies, In House	\$0.50-\$1.75 per page, depending on paper size
Faxes	\$0.20 per page
Postage	at cost
Phone	at cost
Mileage	Per IRS Standard Mileage Rate
Web Hosting	\$300 per year
Domain Hosting	\$15 per year
Vendor & Subconsultant Services	10% mark up for administration

IV. Expert witness testimony or technical assistance on legal matters shall be provided at the rate of \$300.00 per hour of witness and preparation time.

* Rates are effective through December 31, 2015 and subject to escalation in January 2016.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : DENTAL, VISION, LIFE, SHORT/LONG TERM DISABILITY PROVIDER AND COVERAGE CHANGES
 STATUS : Action Item
 REPORT DATE : November 3, 2015
 PREPARED BY : Lisa Smoot, Human Resources Specialist
 Hilary Straus, Assistant General Manager

OBJECTIVE:

Consider approving a change in the District’s benefits package inclusive of dental, vision, life and short/long term disability insurance for employees.

BACKGROUND AND ANALYSIS:

The District provides dental, vision, life and disability insurance (short- and long-term) to all employees. The existing policies are provided through the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) and Unum. As part of the District’s annual renewal process of these benefits, staff and representatives from the District’s benefit broker, Arthur J. Gallagher and Company, conducted a zero-based review of the benefits listed above, and identified expanded coverage opportunities for employees through Lincoln Benefit Life at a reduced annual cost to the District.

A “Comparison of Benefits” accompanies this report that summarizes the District’s current insurance coverages compared with the proposed new coverages. A comparison of the cost of the current coverages and proposed new coverages is listed below:

	<u>Current Monthly Cost</u>	<u>Proposed New Monthly Cost</u>	<u>Increase (Decrease)</u>
Benefits Comparison	\$ 5,070	\$4,926	(\$1,733)

The annual cost savings to the District with the proposed change in provider and coverages is \$20,796.

RECOMMENDATION:

Approve the proposed benefits package inclusive of dental, vision, life, short-term and long-term disability insurance plan with Lincoln, and authorize the General Manager or General Manager’s designee to submit the plan enrollment forms as required.

ACTION:

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

Citrus Heights Water District
 Effective January 1, 2016
 Benefit Comparison

Dental	Current	Option 1
Plan Design	Delta PPO In Net / Out Net	Lincoln In Net / Out Net
Calendar Year Deductible	Individual: \$25 / \$25	Individual: \$25 / \$25
Annual Benefit Maximum	Family: \$50 / \$50	Family: \$50 / \$50
Preventive Services	85% / 80%	100% / 80%
Basic Services	80% / 80%	80% / 80%
Major Services	50% / 50%	60% / 50%

Vision Benefit	Current	Option 1
Network	VSP Signature	Vision Connect
Plan Design	Eye Exam: 12 months Lenses: 12 months Frame: 24 months	Eye Exam: 12 months Lenses: 12 months Frame: 24 months
Copay(s)	\$0 Copay In Network/Out of Network	\$0 Copay In Network/Out of Network
Eye Examination	\$0/up to \$50	\$0/not covered
Lenses	Single Vision 100%/Up to \$50 Lined Bifocal 100%/Up to \$75 Lined Trifocal 100%/Up to \$100	100%/Up to \$40 100%/Up to \$60 100%/Up to \$80
Frames	Covered up to \$130/Up to \$70	100% up to \$130/Up to \$45
Contact Lenses (necessary)	*in lieu of glasses Covered up to \$120/Up to \$120	100%/Up to \$210

Basic Life / Voluntary Life Marketing Analysis	Current	Option 2
BASIC LIFE & AD&D	The Standard	Lincoln
Basic Life Benefit	Flat \$20k	Class 1 (Managers/Supervisors): \$100k
AD&D Benefit	Flat \$20k	Class 2 (Staff): \$50k
Guarantee Issue Amount	350k	\$100k
Rate Guarantee		2 Year
Volume	\$29,000,000	\$1,850,000
Life Rate (per \$1,000)		\$0.120
AD&D Rate (per \$1,000)		\$0.035

STD Marketing Analysis	Current	Option 1
STD Benefit	UNUM 66.67% of weekly earnings up to \$1,385 per week	Lincoln 66.67% of weekly earnings up to \$1,385 per week
Elimination Period	30 days for accident / sickness	7 days for accident / sickness
Benefit Period	22 Weeks	12 Weeks

LTD Marketing Analysis	Current	Option 1
Carrier	UNUM	Lincoln
LTD Benefit	66.6667% of monthly earnings up to a max of \$6,000/month	66.6667% of monthly earnings up to a max of \$6,000/month Managers and Supervisors: 66.6667% of monthly earnings up to a max of \$10,000/month
Elimination Period	180 days for accident/sickness	90 days for accident/sickness
Benefit Period	SSNRA	SSNRA

Marketing Financial Analysis - Estimated Monthly Costs	Current	Option 1
Estimated Total Monthly	\$5,070	\$4,926
Estimated Total Annual	\$60,843	\$59,109
Percentage Difference vs. Current	n/a	-2.85%
Annual Dollar Difference vs. Current	n/a	-\$1,733

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : HUMAN RESOURCES POLICY AMENDMENTS
 STATUS : Action Item
 REPORT DATE : November 5, 2015
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider amendments to the following District Human Resources policies:
 Policy 4101.A2.01: Standby Duty Compensation
 Policy 4420: Employee Equipment

BACKGROUND AND ANALYSIS:

Policy 4101.A2.01: Standby Duty Compensation

Pursuant to District Policy 4120 (copy attached), employees who are assigned to Standby Duty in a non-working status at their residence during off-duty hours shall be entitled to payment for Standby Duty in addition to their regular compensation and overtime pay as set forth in the "Other Compensation" schedule per each Standby Duty assignment. Daily pay for Standby Duty, as set forth by the Board of Directors, may differentiate between weekdays, weekends, and District holidays.

A recent survey of five neighboring water agencies found that the weekly compensation for Standby Duty ranges from \$200 per week to \$573 per week with an average of \$344 per week. The District's current Standby Duty pay, last adjusted in January 2006, totals \$320 per week. It is recommended that the District's Standby Duty pay be modified to provide for the same compensation rate of \$75 for non-work days (Friday, Saturday and Sunday), reducing the Saturday and Sunday compensation from \$85 per day. This amendment increases the weekly compensation to \$345 per week.

Policy 4420: Employee Equipment

CHWD Human Resources Policy No. 4420, Employee Equipment, sets forth certain safety and protective equipment furnished by the District and the requirements for employees to wear or use these items.

The reimbursement for protective footwear was last adjusted last adjusted in 2008. It is proposed that the protective footwear allowance be increased from \$180.00 to a maximum of \$230.00 reflecting current costs. It is further recommended that a schedule be adopted to recognize those employees who, by virtue of their job assignments, tend to wear out their footwear at an accelerated rate. Other minor edits are also proposed as noted.

RECOMMENDATION:

Approve amendments to the following District Human Resources policies:
 Policy 4101.A2.01: Standby Duty Compensation
 Policy 4420: Employee Equipment

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
POLICY TITLE : WATER DISTRIBUTION STANDBY DUTY AND CALL-OUTS
POLICY NUMBER : 4120
DATE ADOPTED : JUNE 3, 1992
DATE AMENDED : DECEMBER 9, 2014
DATE EFFECTIVE : DECEMBER 10, 2014
AMENDMENTS : (1) OCTOBER 17, 1995; (2) JANUARY 2, 1996; (3) DECEMBER 7, 1999; (4) JUNE 10, 2008; (5) APRIL 13, 2010

4120.00 STANDBY DUTY

4120.01 Assignment and Rotation of Standby Duty

Regular employees with water distribution system operating experience and certification as a California State Water Distribution System Operator are eligible for water distribution system Standby Duty. Said water distribution system operating employees within the job classes of Expert/Specialist and Journey/Professional shall perform Standby Duty on a rotating basis subject to recommendation by the Operations Manager and approval by the General Manager. In recommending/approving an employee for Standby Duty, the following items shall be required:

1. Knowledge of the operation and maintenance of the District's water distribution and transmission system.
2. Knowledge of District geography.
3. Knowledge of District policies and procedures.
4. Response time to the District property / service area.
 - a. Employees assigned to Standby Duty must reside within twenty (20) miles of the District headquarters while performing Standby Duty.

The rotation schedule of employees eligible for Standby Duty shall be maintained and prepared on a bi-monthly basis by the Human Resources Specialist or person designated by the Human Resources Specialist. Assigned employees are responsible for their weekly duty as assigned, however, a substitute employee(s) from the ranks of those eligible is permitted, with the approval of the Operations Manager, so long as there is no inconvenience to other employees or the District.

Standby Duty shall begin at 5:30 PM on Tuesday and shall end at 5:30 PM on the following Tuesday. Employees shall not perform Standby Duty for two (2) consecutive weeks unless approved by the Operations Manager.

4120.02 Duties

The duties of the employee assigned to Standby Duty encompass responding, either by telephone or in person, to after-hour reports from customers or others of problems associated with District operations. Significant in this response is personal observation and analysis of failure or damage to the District's water transmission and distribution system. In analyzing the failure or damage, the Standby Duty person shall consider public safety, water quality, personal property, the integrity of the adjacent water distribution facilities and other related factors in determining the need to assemble additional District personnel to address the situation.

Selection and assembly of additional personnel to address an off-duty call-out situation shall be consistent with the District's Overtime Recruitment requirements (see Human Resources Policy 4112).

An employee assigned to Standby Duty shall remain accessible at all times by a combination of an employee provided standard telephone and/or a District provided cellular telephone. The Standby Duty person shall not take part in repair activities if at all possible in order to remain accessible for subsequent responses to after-hour reports.

4120.03 Standby Duty Pay

Employees who are assigned to Standby Duty in a non-working status at their residence during off-duty hours shall be entitled to payment for Standby Duty in addition to their regular compensation and overtime pay as set forth in the "Other Compensation" schedule (see Policy 4101) per each Standby Duty assignment. Daily pay for Standby Duty, as set forth by the Board of Directors, may differentiate between weekdays, weekends, and District holidays.

An employee who is assigned to Standby Duty during the time period from 7:00 AM to 5:30 PM on a District holiday will be compensated for the holiday by receiving District holiday Standby Duty pay (see Human Resources Policy 4101.A2) and will also receive ten (10) hours added to their Annual Leave accrual upon completion of their Standby Duty assignment.

4120.04 Vehicle and Equipment Use

Employees who are assigned to Standby Duty shall be provided with and use a District vehicle as designated by the Operations Manager. Said vehicle shall be equipped with the necessary tools and equipment to enable the employee to properly carry out the tasks typically associated with Standby Duty. A check list of the tools and equipment necessary to perform Standby Duty shall be prepared by the Operations Manager. Weekly, prior to occupying said District vehicle, the incoming Standby Duty employee shall confirm that all tools and equipment are secure and present in good working condition. On the last day of a Standby Duty assignment, the outgoing Standby Duty employee shall clean said vehicle inside and out at the beginning of the regular duty shift.

The employee may, at his/her own risk and liability, store his/her personal vehicle at the District's corporation yard while using a District vehicle for the performance of Standby

Duty. Relocation of a Standby Duty employee's personal vehicle to a location other than the District's corporation yard shall be the responsibility of the employee and shall be done outside of regular working hours without additional compensation.

4120.50 CALL-OUTS

4120.51 Call-Out Reports

A Call-Out Report must be completed by the Standby Duty employee for all calls received, whether or not it was necessary for the Standby Duty employee to respond in person to a call. The Call-Out Report will be prepared on the District provided form and shall be delivered to an Operations Department supervisor at the beginning of the next regular work day.

All call-outs and overtime worked are to be reviewed by the Operations Manager prior to payment of overtime. The Operations Manager shall prepare and deliver to the Human Resources Specialist a weekly report quantifying Standby Duty Pay and Call-Out Pay. The Operations Manager shall maintain a historical file of Standby Duty and Call-Out Reports together with supporting documentation including, but not limited to, notification reports received from the District's answering service.

4120.60 CALL-OUT PAY

An employee shall receive overtime Call-Out Pay in addition to Standby Duty Pay whenever he / she is unexpectedly required to return to duty because of unanticipated work requirements if notice to return is given to the employee following completion of his/her normal work shift and departure from the District offices.

4120.61 Compensation Rate

Call-Out Pay shall be at the appropriate overtime rate of hourly compensation with a one (1) hour minimum per call-out.

4120.62 Multiple Call-Outs

Whenever the same employee receives multiple call-outs within the same time period (i.e., before the employee returns to his / her residence from the first call-out), the employee shall not be entitled to additional pay except for time actually worked beyond the first call-out minimum.

4120.63 Travel Allowance

For purposes of determining hourly compensation for call-outs, travel time from the employee's residence to the reporting station and return to residence shall be included in the minimum pay period. An exception to this would be if the employee would be required to remain on duty until the start of the regularly scheduled shift when return travel time will not be paid.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
 POLICY TITLE : COMPENSATION-ATTACHMENT 2: OTHER COMPENSATION
 POLICY NUMBER : 4101.A2
 DATE ADOPTED : JUNE 1, 1995
 DATE AMENDED : ~~AUGUST 11, 2015~~ NOVEMBER 10, 2015
 DATE EFFECTIVE : ~~AUGUST 12, 2015~~ JANUARY 1, 2016
 AMENDMENTS : (1) JANUARY 2, 1996; (2) SEPTEMBER 15, 1998; (3) DECEMBER 7, 1999;
 (4) JANUARY 2, 2001; (5) MARCH 6, 2001; (6) OCTOBER 7, 2003;
 (7) DECEMBER 8, 2003; (8) DECEMBER 13, 2005; (9) OCTOBER 14, 2008;
 (10) APRIL 13, 2010; ~~(11) AUGUST 11, 2015~~

4101.A2.01 NON-EXEMPT REGULAR EMPLOYEES

In addition to other ~~salaries~~ hourly compensation received, non-exempt Regular Employees (see Policy 4001) are authorized to receive the following compensation:

Certified California State Water Distribution System Operators (see Policy 4401)

Grade	D1	\$ 20.00 / month
Grade	D2	\$ 40.00 / month
Grade	D3	\$ 60.00 / month
Grade	D4	\$ 80.00 / month
Grade	D5	\$100.00 / month

Certified California State Water Treatment Operators (see Policy 4401)

Grade	T1	\$ 20.00 / month
Grade	T2	\$ 40.00 / month
Grade	T3	\$ 60.00 / month
Grade	T4	\$ 80.00 / month
Grade	T5	\$100.00 / month

Standby Duty (see Policy 4120)

Regular Work Days	\$ 30.00 / day	
Friday	\$ 30.00 / day	\$ 75.00 / day
Saturday	\$ 85.00 / day	\$ 75.00 / day
Sunday	\$ 85.00 / day	\$ 75.00 / day
District Holidays	\$ 30.00 / day	

4101.A2.02 PART-TIME EMPLOYEES

The following standard hourly wage rate range for Part-Time Employees (see Policy 4001) is:

California Minimum Wage to \$ 22.50 / hour

4101.A2.03

TEMPORARY EMPLOYEES

The following standard hourly wage rate range for Temporary Employees (see Policy 4001) is:

California Minimum Wage to \$ 22.50 / hour

4101.A2.04

OUT-OF-CLASS PAY

At times, the District needs to temporarily assign an existing employee to perform a more complex level of work or additional work in a higher, equivalent or subordinate position. This need may arise due to a vacancy created by an extended leave, resignation or retirement.

In order to qualify for Out-of-Class Pay, an employee must be assigned in writing by the General Manager or General Manager's Designee to perform the duties of another job classification due to a temporary vacancy extending for a period of more than eight (8) consecutive working days, holidays excluded. Assigned employees will be compensated at a five percent (5%) increase of their current hourly rate of pay in recognition of the increased responsibilities and additional workload. This Out-of-Class rate of pay increase is temporary in nature and will remain in effect until the assignment is complete.

The maximum duration of the temporary assignment is one year. If the need arises to extend the assignment past one year, written justification must be provided by the General Manager and filed in the employee's personnel file. This written justification must include the completion date of the temporary assignment. This Policy section pertains to all positions that report to and/or are subordinate to the General Manager.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
POLICY TITLE : EMPLOYEE EQUIPMENT
POLICY NUMBER : 4420
DATE ADOPTED : JUNE 3, 1992
DATE AMENDED : ~~NOVEMBER 10, 2015~~ ~~FEBRUARY 14, 2012~~
AMENDMENTS : (1) AUGUST 9, 1995; (2) JANUARY 2, 1996; (3) MAY 13, 2008; (4) OCTOBER 14, 2008;
~~(5) FEBRUARY 14, 2012~~

4420.00 EMPLOYEE EQUIPMENT

Employee equipment shall be issued as necessary to perform the work prescribed.

Employees shall be provided with uniforms in accordance with Policy 4530.

Employees are liable for any loss or damage caused by negligence or misuse of District-provided employee equipment. Personal use of District-provided employee equipment is not permitted.

4420.01 Rain Clothes and Rain Boots

The District will furnish rain clothes and rain boots for the use of employees who, as a matter of regular routine, are frequently required to work for prolonged periods in the rain or unreasonably wet conditions.

4420.02 Safety Equipment

The District will furnish safety equipment including, but not limited to, gloves, hard hat, safety vest, hearing protection, and a pair of conventional safety glasses to employees who, as a matter of regular routine, are frequently required to work or observe work being performed in construction zones. Failure to use the safety items furnished is in violation of CAL/OSHA and District requirements and will be cause for disciplinary action.

Special fire resistant, washable coats may be issued to employees whose work requires them for safety reasons.

4420.03 Protective Footwear

Employees working in environments where the risk of foot injuries exists from falling or rolling objects or from crushing or penetrating materials are required to provide and wear protective footwear (commonly called safety boots/shoes) for their protection.

Protective footwear shall meet minimum compression and impact performance standards as set forth in the American National Standard for Personal Protection-Protective Footwear, ANSI Z41-1991. Suitability of protective footwear is also subject to the approval of the Department Manager as to appropriate protection for employee's work environment. Most

employees that are routinely required to wear protective footwear will be required to wear boots that also provide protection to the employee's ankle and lower leg.

Subject to presentation of payment documentation, verification of footwear meeting the ANSI Z41-1991 standard and approval of the employee's Department Manager, the District will reimburse the employee up to ~~\$180.00~~ \$230.00 per calendar year for purchase, repair and/or maintenance of said protective footwear used for District purposes. Subject to presentation of payment documentation ~~and a medical doctor's written prescription~~, the District will reimburse the employee for purchase of orthotic insoles for the protective footwear up to an amount not to exceed a combined cost of ~~\$180.00~~ \$275.00 per calendar year limit for the protective footwear and insoles. Minimum frequency for reimbursement for employees required to provide and wear protective footwear including orthotics if needed shall be based upon the following schedule:

Group A – Once every six (6) months:

Water Distribution Lead Worker / Operator
Water Distribution Operator
Water Distribution Worker
Water Quality Technician
Water Meter Technician

Group B – Once every twelve (12) months:

Other employees required to provide and wear protective footwear

Employees that work in environments where the risk of foot injuries exists who report to work without protective footwear may be required to take unscheduled "Leave Without Pay" until they report to work with the appropriate footwear.

4420.04 Prescription Safety Glasses

Subject to presentation of payment documentation and approval of the employee's Department Manager, employees requiring prescription safety glasses for work are entitled to reimbursement from the District to a maximum of \$125.00 per pair of prescription safety glasses once every two (2) calendar years ~~twenty-four (24) months~~.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : EQUIPMENT PURCHASE - *MODIFICATION*
 STATUS : Action Item
 REPORT DATE : November 4, 2015
 PREPARED BY : David Gordon, Interim Operations Manager

OBJECTIVE:

Consider the purchase of one backhoe instead of one loader as authorized in the 2015 budget.

BACKGROUND AND ANALYSIS:

As part of the 2015 vehicle and equipment budget, the Operations Department was authorized \$85,000.00 to purchase one new loader to replace CHWD fleet unit #42, 2007 Komatsu loader.

After receiving bids from three loader suppliers, the CHWD Board of Directors authorized the purchase of a 2015 Case 221F loader by Sonsray Machinery on April 14, 2015. Solid rubber tires were authorized at an additional charge to CHWD for \$5,918.40, bringing the total cost for the 2015 Case 221F Loader to \$80,083.32.

On October 29, 2015 Sonsray Machinery delivered the ordered loader to CHWD. After a thorough inspection of the purchased loader by CHWD staff, the loader does not meet the needs of the CHWD Operations Department. However, the CHWD Operations Department has determined that a new backhoe would meet the needs and requirements of CHWD.

A new backhoe would replace the 2007 Komatsu loader unit currently being used for material handling, loading of spoils for disposal and corporation yard cleanup. A new backhoe would also provide CHWD the flexibility for field assistance for; future pipe installation projects, leak repairs, service replacements, fire hydrant replacements, emergency backup for the two existing backhoes, CHWD corporation yard development work, and use of the backhoe boom for material handling.

CHWD staff and Sonsray Machinery have evaluated their inventory of new backhoes and have the following three alternatives plus exchange of the purchased and delivered loader at no cost:

<u>Vehicle Description</u>	<u>Total Cost</u>
1. 2014 Case 580SN 4x4 Backhoe	\$88,395.00
2. 2015 Case 580SN 4x4 Backhoe	\$102,600.00
3. 2015 Case 590SN 4x4 Backhoe	\$114,480.00

The District has one loader scheduled for replacement in 2015:

<u>Vehicle Description</u>	<u>Hours of Operation</u>
Equip No. 42, 2007 Komatsu Loader	1,135

Unit 42 is to be sold at auction in 2015.

RECOMMENDATION:

Authorize staff to proceed with:

1. The modified purchase of one 2014 Case 580SN 4x4 Backhoe from Sons Ray Machinery.
2. Providing an additional \$8,311.68 in the purchase – bringing the total to \$88,395.
 - a. This is \$3,395.00 more than the original 2015 budget set for replacement of the existing loader.

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

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER’S REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : PROJECT MANAGER’S REPORT
 STATUS : Information Item
 REPORT DATE : November 5, 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>
Stock Ranch Retail - Interior Drive Aisle Improvements (2015-52)	36 l.f. 895 l.f. 36 l.f. 2	8-inch DIP 8-inch PVC 6-inch DIP 8-inch Gate Valves	\$114,562.48
	4	6-inch Gate Valves	
	4	Steamer Fire Hydrants	
	4	2-inch Metered Water Service	
	1	1-inch Air/Vacuum Valve	
	1	2-inch Blow-off	
Sylvan Road Accessibility & Safety Improvements 6312 - 6448 Sylvan Road (2015-36)	1	¾” Metered Water Service	\$2,300.00

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:

PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mesa Verde High School 14" Water Main Bennett Engineering Services (2015-30)	Northwest Corner of Property West from Poplar Avenue	Coordinating with Arborist and School
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	90% Submittal Review
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	90% Submittal Review
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	90% Submittal Review
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc. (2015-40)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<i>Reviewing 30% Submittal</i>
Baird Way 12" Water Main Area West Engineers, Inc. (2015-31)	Auburn Blvd to Holly Dr	<i>Reviewing 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>
San Juan Park 12" Water Main KASL Consulting Engineers, Inc. (2014-36)	5555 Mariposa Ave to U.C. Davis Medical Center	<i>Construction Starts November 6, 2015</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
The Village at Fair Oaks 55 Condominiums (2014-53)	6800 Madison Ave	99% Complete
California American Water Co. San Juan Avenue Tank - Intertie and Water Service (2015-39)	5444 San Juan Ave	Construction Continues
Capitol Nursery Plaza (2015-50)	Sunrise Blvd @ Madison Ave	60% Complete
Suds Car Wash (2015-65)	7711 Sunrise Blvd	95% Complete
Sylvan Middle School (2015-63)	7085 Auburn Blvd	80% Complete
Citrus Heights City Hall (2015-54)	6350 Fountain Square Dr	70% Complete
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	Grading Continues
Memory Care Facility (2015-56)	6825-33 Sunrise Blvd	Grading Complete
Applebee's Restaurant (2015-53)	6900 Auburn Blvd	80% Complete
Dundee Estates 2015-58	Mariposa Ave @ Highland Ave	Construction Underway

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

<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>Substantially Complete</i>
San Juan High School 24" Water Main Lamon Construction Company (2013-30)	Along North Property Line	<i>40% Complete</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>

CITRUS HEIGHTS WATER DISTRICT

OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : November 3, 2015

BACKFLOW SURVEY: (6)

October 14, 2015	6001 SUNRISE VISTA DR
October 14, 2015	6041 SUNRISE VISTA DR
October 19, 2015	6232 BIRDCAGE ST
October 19, 2015	12417 FAIR OAKS BLVD
October 19, 2015	7654 GREENBACK LN
October 19, 2015	7672 GREENBACK LN

BLOW OFF REPAIR: (1)

October 15, 2015	6500 GETAWAY CT
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CONVERT TR TO RADIO READ METER: (3)

October 6, 2015	7616 POPLAR AVE
October 6, 2015	7941 HOLLY DR
October 22, 2015	6016 CHESHIRE WAY

HYDRANT INSTALL: (1)

October 28, 2015	6831 FLORABELLE AVE
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HYDRANT MAINTENANCE/PAINT: (54)

October 5, 2015	8461 OLIVINE AVE
October 5, 2015	8240 OLIVINE AVE
October 5, 2015	8264 OLIVINE AVE
October 5, 2015	7801 FELDSPAR CT
October 5, 2015	8379 ZANCANARO CT
October 5, 2015	8325 OLIVINE AVE
October 5, 2015	8224 OLIVINE AVE
October 5, 2015	7740 CLAYPOOL WAY
October 5, 2015	7838 CLAYPOOL WAY
October 5, 2015	7806 CLAYPOOL WAY
October 5, 2015	7898 CLAYPOOL WAY
October 5, 2015	7912 CLAYPOOL WAY
October 8, 2015	6859 FLORABELLE AVE
October 8, 2015	7648 VAN MAREN LN
October 8, 2015	6842 PURSLANE WAY
October 8, 2015	6825 PURSLANE WAY

October 8, 2015	7550 VAN MAREN LN
October 8, 2015	6813 MARINVALE DR
October 8, 2015	6855 MARINVALE DR
October 8, 2015	6849 SAINT PATRICK CT
October 8, 2015	7509 GARDEN GATE DR
October 12, 2015	7020 HOLLAND AVE
October 12, 2015	7035/37 AMSTERDAM AVE
October 12, 2015	7628 CAMOMILE WAY
October 12, 2015	7652 GINGERBLOSSOM DR
October 12, 2015	7733 GINGERBLOSSOM DR
October 12, 2015	6821 EASTHAVEN WAY
October 12, 2015	6900 COBBLESTONE WAY
October 12, 2015	7401 HOLLYHOCK CT
October 12, 2015	6937 HENNING DR
October 12, 2015	6985 HENNING DR
October 12, 2015	7043 ZEALAND DR
October 12, 2015	7505 JOHANNE CT
October 12, 2015	7020 HOLLAND AVE
October 13, 2015	7912 CLAYPOOL WAY
October 13, 2015	7954 CLAYPOOL WAY
October 13, 2015	7973 CLYPOOL WAY
October 13, 2015	7904 DAFFODIL WAY
October 13, 2015	7937 DAFFODIL WAY
October 13, 2015	7808 SUN TERRACE WAY
October 13, 2015	6217 TERRALAND CT
October 13, 2015	7728 SUN TERRACE WAY
October 14, 2015	7828 COLLEGIALITY WAY
October 14, 2015	8421 BERMAN WALK WAY
October 14, 2015	8373 BERMAN WALK WAY
October 14, 2015	8327 BERMAN WALK LN
October 14, 2015	7800 WINTERGREEN DR
October 15, 2015	8123 SUNRISE BLVD
October 19, 2015	8330 KEYSPOUR WAY
October 19, 2015	8300 KEYSPOUR WAY
October 19, 2015	8024 GARRY OAK DR
October 19, 2015	7940 SYLVAN OAK WAY
October 19, 2015	8113 FOREST OAK WAY
October 19, 2015	8140 FOREST OAK WAY

HYDRANT RELOCATE: (1)

October 20, 2015	8449 SUNRISE AVE
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HYDRANT REPAIR: (2)

October 19, 2015	7920 AUBURN BLVD
October 21, 2015	7849 PATTON AVE

MAIN REPAIR: (1)

October 30, 2015	7599 LIMERICK WAY
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MAIN REPLACE: (1)

October 5, 2015 6801 SUGAR MAPLE WAY

METER BOX MAINTENANCE: (3)

October 12, 2015 7819 AUBURN WOODS DR
October 14, 2015 6912 MITCHELL CT
October 28, 2015 7242 AMSTERDAM AVE

METER INSTALL: (2)

October 6, 2015 6312 SYLVAN RD
October 20, 2015 7700 WOODDALE WAY

METER REPAIR: (1)

October 12, 2015 7408 VAN MAREN LN

RADIO READ METER REPLACEMENT: (1)

October 13, 2015 8178 STRENG AVE

REGISTER CHANGE OUT: (13)

October 7, 2015 7631 GINGERBLOSSOM DR
October 8, 2015 7424 MUTH LN
October 8, 2015 7532 ANTELOPE RD
October 8, 2015 7629 SYCAMORE DR
October 14, 2015 6630 CHALLIS CT
October 14, 2015 6600 RINCONADA DR
October 14, 2015 6343 NIGHTINGALE CT
October 14, 2015 6309 SANDPIPER CT
October 19, 2015 7711 GREENBACK LN
October 26, 2015 5308/10 CASTLE ST
October 26, 2015 5520 CEDAR CREEK WAY
October 29, 2015 8241 MOSS OAK AVE
October 29, 2015 8155 LOBATA ST

RELOCATE SERV & METER: (2)

October 17, 2015 8449 SUNRISE BLVD
October 29, 2015 8217 EVA RETTA CT

SADDLE REPLACEMENT: (2)

October 7, 2015 5388/90 ELSINORE WAY
October 9, 2015 5384 ELSINORE WAY

SERVICE INSTALL: (1)

October 14, 2015 220 WHYTE AVE

SERVICE REPAIR: (3)

October 6, 2015 8341 NEWBRIDGE WAY
October 15, 2015 5835 MARIPOSA AVE
October 15, 2015 5826/22 MARIPOSA AVE

SERVICE REPLACEMENT: (8)

October 1, 2015	7182 PALACE CIR
October 7, 2015	5200 HOLLY LN
October 13, 2015	8012 HOOPE DR
October 13, 2015	7641 MADELINE WY
October 13, 2015	7645 MADELINE WAY
October 13, 2015	6379 NIGHTINGALE CT
October 19, 2015	6708 PALMTREE CT
October 26, 2015	7041/43 PALM AVE

SERVICE/SADDLE REPLACEMENT: (16)

October 5, 2015	7013 CHECKERBLOOM WAY
October 6, 2015	7621 COOK AVE
October 8, 2015	6254 SILVERTON WAY
October 8, 2015	6258 SILVERTON WAY
October 12, 2015	8011 GARRY OAK DR
October 14, 2015	7025 CHECKERBLOOM WAY
October 14, 2015	7022 CHECKERBLOOM WAY
October 14, 2015	7021 CHECKERBLOOM WAY
October 15, 2015	6378 NIGHTINGALE CT
October 15, 2015	6516 GETAWAY CT
October 15, 2015	6512 GETAWAY CT
October 15, 2015	6517 GETAWAY CT
October 15, 2015	6513 GETAWAY CT
October 20, 2015	8008 HOOPE DR
October 26, 2015	7045 PALM AVE
October 27, 2015	8641 EL SOBRANTE WAY

VALVE EXERCISE: (1)

October 1, 2015	6199 GREENBACK LN
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VANDALISM SVC POINT REPAIR: (1)

October 20, 2015	7700 WOODDALE WAY
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Total Count: 124

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
NOVEMBER 10, 2015 REGULAR BOARD MEETING**

SUBJECT : 2015 WATER CONSUMPTION
 STATUS : Information Item
 REPORT DATE : November 2, 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	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	846.76	71.90	918.66	8,864.29	1,082.27	-4,404.76	-33.2%
Nov	911.55	682.48					0.00		
Dec	700.94	563.15					0.00		
Total	14,881.54	11,792.65	8,158.99	705.30	8,864.29	8,864.29	10,893.45		
			92.04%	7.96%			-18.63%		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : SURFACE WATER SUPPLY
STATUS : Information Item
REPORT DATE : November 2, 2015
PREPARED BY : David M. Gordon, Interim Operations Manager

OBJECTIVE:

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

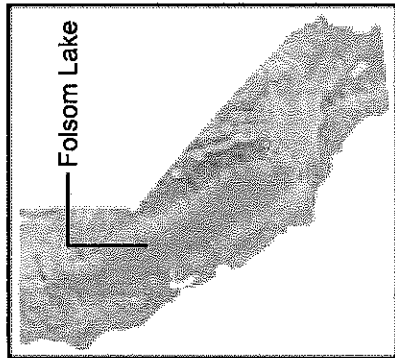
BACKGROUND AND ANALYSIS:

As of midnight on November 1, 2015, storage in Folsom Lake was at 146,772 acre-feet, 15 percent of the total capacity of 977,000 acre-feet. This is about 30 percent of historical average for this date. This represents a decrease in storage of 26,927 acre-feet in the past month.

The District's total water use during the month of October 2015 (918.66 acre-feet) was 29.2% below that of October 2013 (1,297.42 acre-feet).

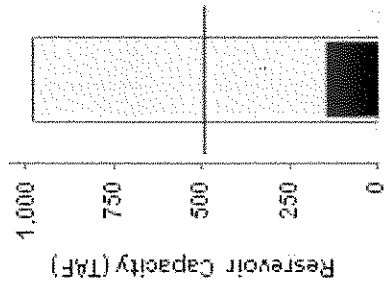
CHWD continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. All District wells (Bonita, Mitchell Farms, Palm, Sylvan and Sunrise) remain operational and are being operated on a rotational, or as-needed, basis.

Reservoir Conditions - Folsom Lake



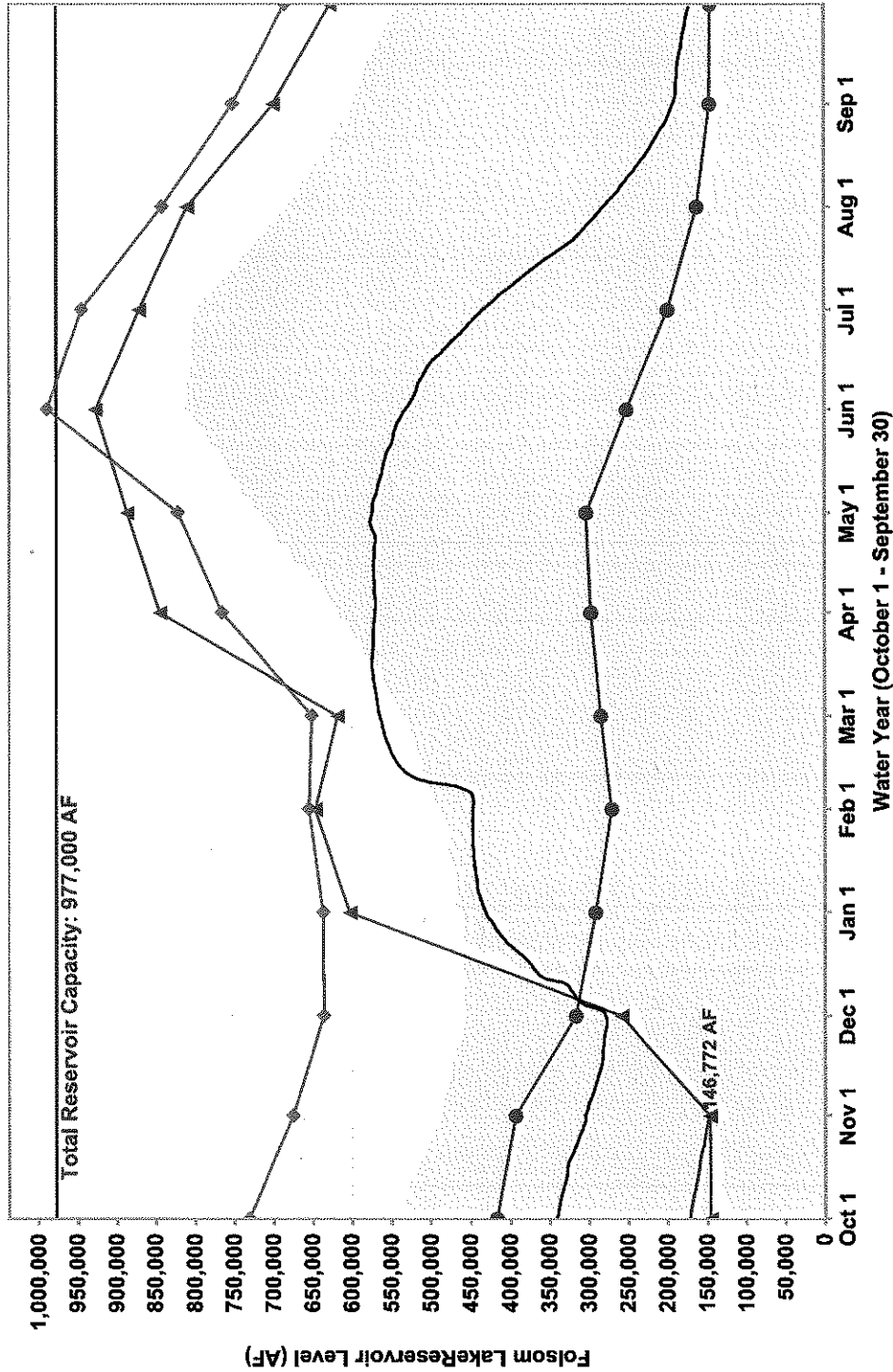
Folsom Lake Conditions

(as of Midnight - November 1, 2015)



Current Level: 146,772 AF
 15% (Total Capacity)
 30% (Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight November 1, 2015



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

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : November 5, 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 October 2015 included:

- 29 ultra-low-flush toilet rebates for the month of October. A total of \$18,075 in rebates has been provided to customers during 2015 to date.
- For the period of January 2015 through October 2015, 17 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers for a total of \$850 in HECW rebates.
- 128 water waste calls were received during the month of October. An additional 24 reports of water wasting have been received through the CHWD's Drought Resources web page. A total of 163 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The October 2015 R-GPCD was 140. For the month of September 2015 the R-GPCD was 160 August the R-GPCD was 172. The July R-GPCD was 176. The June R-GPCD 2015 was 163. The May R-GPCD was 129. The April R-GPCD was 117. The March R-GPCD was 108. The February R-GPCD 83. The January R-GPCD was 75. The December 2014 was 84. The November was 98, and October was 153. This information is submitted monthly to the State Water Resources Control Board.

AGM-2 DROUGHT RESPONSE PLAN UPDATE

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

- Staff is sending follow-up letters to the District's Top 20% of CII customers that did not respond to CHWD's initial request for a water reduction plan 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, 54 water reduction plans have been submitted.
- The California Urban Water Conservation Council (CUWCC) Best Management Practices (BMP) report has been completed. The annual report covers water deliveries, water use per

customer class, system water loss, finance and water conservation related programs. The BMP report is an annual requirement by the United States Bureau of Reclamation (USBR) and the CUWCC. Failure to submit the report can lead to denied eligibility for State grant funding.

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 through October.

Status Report

Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
OCTOBER				
2015	46	37	42	0
Totals	250	163	212	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:

- The Board will consider adopting the District’s 2016 proposed budget and rates and fees on November 17th. A public engagement and information effort is being undertaken beginning with the recent mailing of a Proposition 218 Notice, and visits to Citrus Heights Neighborhood Associations, 1, 6, 7, 8, 9, 10, and 11. District leadership has also visited with the Orangevale Community Planning Advisory Council and service clubs, including Kiwanis, Rotary and the Citrus Heights Women’s Club. Additional outreach efforts prior to the November 17th public hearings will include Supervisor MacGlashan, Carmichael and Sunrise Recreation and Park Districts, San Juan Unified School District and the Sylvan Cemetery District.
-

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : November 4, 2015

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

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Superior Attendance
 Work Quality – 7013-17 Checkerbloom Way overtime water service replacements –
 2015 Oct 01
 Work Quality – 8637-41 El Sobrante Way overtime water service replacements –
 2015 Oct 16 Friday
 Work Quality – 8421-33-42-49 Sunrise Blvd overtime water service replacements –
 2015 Oct 17 Saturday
 Work Quality – Assistance with Office Move – 2015 Oct 10 Saturday

Tim Cutler: Superior Attendance
 Work Quality – 7013-17 Checkerbloom Way overtime water service replacements –
 2015 Oct 01
 Work Quality – Overtime office catch up work – 2015 Oct 02 Friday

Robyn Evans: Superior Attendance
 Work Quality – Overtime office catch up work – 2015 Oct 02 Friday
 Work Quality – Safety Meeting Presentation on “First Aid Training & Vehicle
 Boxes” - 2015 Oct 15

James Ferro: Superior Attendance
 Work Quality – Safety Meeting Presentation on “Halloween Safety” – 2015 Oct 29
 Work Quality – 8637-41 El Sobrante Way overtime water service replacements –
 2015 Oct 16 Friday
 Work Quality – 8421-33-42-49 Sunrise Blvd overtime water service replacements –
 2015 Oct 17 Saturday

Jarrett Flink: Superior Attendance
 Work Quality – Assistance with Office Move – 2015 Oct 10 Saturday

Gil Garcia: Customer Service – Telephone call from customer at 7819 Auburn Woods Drive
 expressing thanks for service with meter box – 2015 Oct 13

Brian Hensley: Superior Attendance

Dan Hesse: Work Quality – 8421-33-42-49 Sunrise Blvd overtime water service replacements –
 2015 Oct 17 Saturday

Rick Jimenez: Superior Attendance
Customer Service – Telephone call from customer at 7819 Auburn Woods Drive
expressing thanks for service with meter box – 2015 Oct 13

Mike Mariedth: Customer Service – Telephone call from customer at 7819 Auburn Woods Drive
expressing thanks for service with meter box – 2015 Oct 13

Chris Nichols: Superior Attendance

Nick Spiers: Superior Attendance
Work Quality – Adjustments to Monitor Arms and other assistance provided with the
office move – 2015 Oct 19

Jason Tupper: Superior Attendance

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Customer Service – Assistance with an elderly customer as witnessed the WQS
Cutler – 2015 Oct
Work Quality – Daily set-up and take-down of location and parking signs at 7011
Sylvan Road during 9 month relocation – 2015 Jan-Oct

Kelly Drake: Superior Attendance

Dana Mellado: Superior Attendance

Rex Meurer: Superior Attendance
Work Quality – Assistance with joint-agency Sacramento Bee ad thanking customers
for their water conservation efforts – 2015b Oct

Beth Shockley: Superior Attendance
Work Quality – Overtime assistance with “Move-ins / move outs” – 2015 Oct 27

Desiree Smith: Superior Attendance
Work Quality – Overtime assistance with Auditor Interviews – 2015 Sep 15
Work Quality – Overtime work to catch up on “Move-ins / move outs” – 2015 Oct 27

Lisa Smoot: Work Quality – Assistance with Office Move – 2015 Oct 09 Friday

Susan Sohal: Superior Attendance
Work Quality – Assistance with Canadian Model as part of the BMP Report –
2015 Oct

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

Missy Pieri: Superior Attendance
Work Quality – OT Office Work – 2015 Oct 02 Friday
Work Quality – OT Office Work – 2015 Oct 09 Friday

David Gordon: Customer Service – Email of thanks from Atwood Apartments Project Manager for
coordination of work – 2015 Sep 09

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : November 5, 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: 11/5/2015

TASK LIST NO. 119						
November 5, 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	OVC	31-Dec-2015	Draft Agreement sent to OVC - awaiting comments	
Water Distribution	District Capital Project 2014-33: Mariposa Ave 18" Sycamore Dr to Pratt Ave	1	Marlin Engr	8-Dec-2015	Notice of Completion	

**Citrus Heights Water District
General Manager's Task List
Date: 11/5/2015**

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	1-Dec-2015	Substantially complete
Human Resources	Retire from Citrus Heights Water District		Churchill	17-Nov-2016	Planned Date
Water Distribution	District Capital Project 2013-30: SJHS 24"	10	Lamon Const	15-Jan-2016	Construction Phase
Water Distribution	District Capital Project 2013-36: San Juan Park 12"	30	Cal sierra		
Water Distribution	Future CIP Projects Summary Binder (2 of 8)	20	Construction	13-Oct-2015	Construction Phase
Water Distribution	Technology Improvement / Asset Management / Easements / Project Management / Easements (7 of 8)	30	GM/Engr Dept	15-Oct-2015	Edit in Progress
Water Distribution	Skycrest Well #13 Construction Equipping Project 2013-21: Skycrest (5 of 8)	30	R.E. Smith Contractor	31-Dec-2015	
Water Supply	SJWD Shortage Policy Cost Update (1 of 8)	30	SJWD	11-Dec-2015	
Water Supply	SJWD Hydraulic Model Maintenance Agreement	5	Churchill	30-Dec-2015	
Water Supply	District Tour	5	Board Discussion	31-Dec-2015	Discuss scheduling
	HOURS SUBTOTAL:	282			

**Citrus Heights Water District
General Manager's Task List
Date: 11/5/2015**

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	15-Apr-2016	RV Design Review
Water Distribution	District Capital Project 2012-09 : Blossom Hill Dr 6" Metered Interconnection with Roseville	20	Churchill	15-Apr-2016	RV Design Review
Water Distribution	District Capital Project 2012-10 : Crestmont Dr 6" Metered Interconnection with Roseville	20	Churchill	15-Apr-2016	RV Design Review
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:	95			

Citrus Heights Water District
 General Manager's Task List
 Date: 11/5/2015

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"	10	Bennett Engr	31-Dec-2015	Design Phase
Water Distribution	District Capital Project 2015-31: Baird Way 12"	10	Area West Engr	31-Dec-2015	Design Phase
Water Distribution	District Capital Project 2015-40: Mariposa Avenue 12"	10	KASL Engr	31-Dec-2015	Design Phase
Water Distribution	District Capital Project 2013-32: Dewey Dr Interconnection w/SSWD & CWD	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:	148			

**Citrus Heights Water District
General Manager's Task List
Date: 11/5/2015**

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	FPCC	31-Dec-2016	Biennial Update
Administration	Division Boundary Analysis	0	2020 Census	1-Jun-2021	Reviewed May 2011
Administration	Citrus Heights Water Takers Assn - Transcribe Meeting Minutes	20	Staff	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	PIV Photos & Locks	3		31-Dec-2015	
	HOURS SUBTOTAL:	209			
	HOURS TOTAL:	734			

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS NOVEMBER 10, 2015 REGULAR MEETING

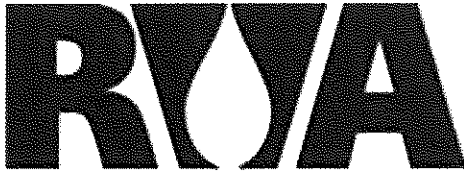
SUBJECT : RWA / SGA HOLIDAY SOCIAL
STATUS : Information Item
REPORT DATE : November 5, 2015

The annual Regional Water Authority (RWA) / Sacramento Groundwater Authority (SGA) Holiday Social will be held on Thursday December 10, 2015 at North Ridge Country Club. The announcement for the event is attached.

Those desiring to attend need to send in their personal payment to RWA as indicated in the announcement. This social event is not funded by the District.

Bob Churchill

From: Cecilia Partridge <cecilia@rwah2o.org>
Sent: Friday, October 30, 2015 9:11 AM
To: undisclosed-recipients:
Subject: RWA Water List - 2015 RWA/SGA Annual Holiday Social - RSVP Requested
Attachments: 2015 Holiday Social Invitation 2.pdf



Water List

Regional Water Authority
BUILDING ALLIANCES IN NORTHERN CALIFORNIA

Good morning!

The 2015 Regional Water Authority and Sacramento Groundwater Authority annual Holiday Social is just 6 short weeks away. The event is scheduled for Thursday, December 10, 2015. The event will take place at the North Ridge Country Club, 7600 Madison Avenue in Fair Oaks with a no host cocktail hour at 6:00 p.m. and dinner served at 7:00 p.m.

Please return the portion of the attached invitation with your dinner choice information, as well as any information for your guest, as soon as possible. I will need your information, dinner selection and payment no later than **Monday, December 7th**. Please make your payment in advance by check, or if you prefer to pay in person with cash a receipt can be provided.

If you have any questions please feel free to contact me. We look forward to seeing you at the Holiday Social!

Cecilia Partridge

Executive Assistant
Regional Water Authority
5620 Birdcage Street, Suite 180
Citrus Heights, CA 95610
916-967-7692



RWA/SGA

*Annual
Holiday Social*

Thursday
December 10, 2015

at the

*North Ridge
Country Club*
7600 Madison Avenue
Fair Oaks, California

6:00 p.m.
Cocktails
(No Host Bar)

7:00 p.m.
Dinner

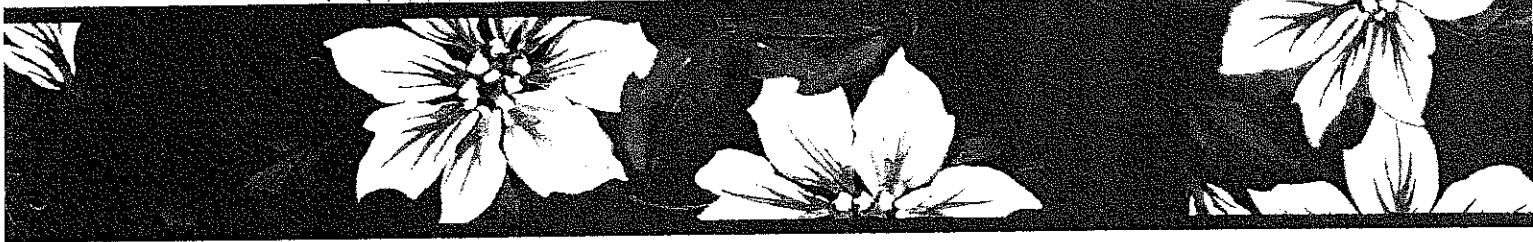
Openness to Guests Welcome



Presentation of the
Regional Water Authority
Distinguished Service
and
Water Statesperson of
the Year Awards



Musical Entertainment
by Jeff Marcello



Final Deadline to

Respond:

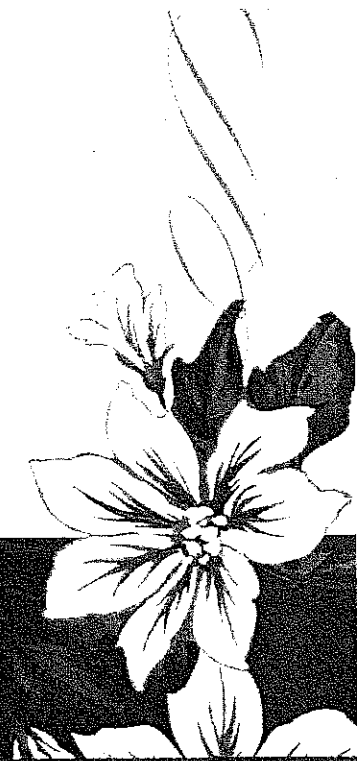
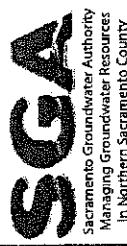
Monday, December 7, 2015

No Exceptions

Return this portion
with payment to:

Regional Water Authority
5620 Birdcage Street, Suite 180
Citrus Heights, CA 95610

(916) 967-7692





Please complete and return
with payment to:
Regional Water Authority
by Monday, December 7, 2015

Name(s): _____
Spouse/Guest: _____
Organization: _____

Cost: \$55 per person
Please Indicate Choice(s) Below:
____ Honey Mustard Salmon
____ Oven Roasted Prime Rib
____ Charbroiled Chicken Piccata

Mail to:
Regional Water Authority
5620 Birdcage Street, Suite 180
Citrus Heights, CA 95610
(916) 967-7692

*You Are
Cordially
Invited to
Attend*

the
Regional Water
Authority
and
Sacramento
Groundwater
Authority

*Annual
Holiday*

Social
Thursday
December 10, 2015

