

BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
APRIL 14, 2015 beginning at 6:30 PM



**CITRUS
HEIGHTS
WATER
DISTRICT**

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

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website
www.chwd.org

****** NOTE CHANGE IN MEETING LOCATION ******
DISTRICT TEMPORARY ADMINISTRATIVE OFFICE
7011 SYLVAN ROAD, SUITE E, CITRUS HEIGHTS, CA

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

Dave deBernardi, Director of Finance: ACWA-Joint Powers Insurance Authority
Ingrid Sheipline, CPA, Richardson & Company

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome, subject to reasonable time limitation of each speaker.

(A) Action Item (D) Discussion Item (I) Information Item

CONSENT CALENDAR: (A)

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

- CC-1a. Minutes of the Regular Meeting – March 10, 2015.
- CC-1b. Minutes of the Special Meeting – March 5, 2015.
- CC-1c. Minutes of the Special Meeting – March 6, 2015.
- CC-2. Assessor/Collector's Report for March 2015.
- CC-3. Assessor/Collector's Roll Adjustments for March 2015.
- CC-4. Treasurer's Report for March 2015.
- CC-5. Payables for March 2015.
- CC-6. CAL-Card Purchases – March 2015

Board of Directors
Allen B. Dains
Joseph M. Dion
Caryl F. Sheehan

*General Manager/
Secretary*
Robert A. Churchill

*Assistant General
Manager/Treasurer*
Darlene J. Gillum

*Customer Service
Administrator
Assessor/Collector*
Susan K. Sohal

CC-7. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.

PRESENTATIONS:

- P-1. Presentation of Refund from ACWA-JPIA (I)
Receive a retroactive premium adjustment check for insurance premiums previously paid by the District resulting from lower-than-expected claims under its insurance coverage through ACWA-JPIA.
- P-2. Financial Audit Report (A)
Receive a report from Ingrid Sheipline, CPA, regarding the District's Financial Audit for 2014; and consider acceptance of the District's financial records for 2014.

OLD BUSINESS:

- O-1. Administration Building Improvements (I)
Receive a status report on the construction phase of the project.
- O-2. Administration Building Furnishings (D/A)
Discuss and consider approval of furniture procurement for the remodeled Administration Building.
- O-3. San Juan Water District / Sacramento Suburban Water District Joint Meetings (I/D)
Receive and discuss information regarding SJWD/SSWD Meetings.
- O-4. Antelope Pump-Back Booster Pump Station Project (I/D)
Receive information and discuss the Antelope Pump-Back Booster Pump Station Project being proposed by San Juan Water District and Sacramento Suburban Water District.
- O-5. Skycrest Well Equipping (I)
Receive a status report on equipping the Skycrest Well site.

NEW BUSINESS:

- N-1. Training/Continued Education /Meetings (I)
Discuss training, continued education, and meeting opportunities.
- N-2. Loader Purchase (A)
Consider acceptance of a bid to purchase one front end loader.
- N-3. Additional Water Use Regulations for CHWD Customers (A)
Consider a resolution reaffirming a Stage 3 – Water Warning and enacting additional water use regulations as set forth by the State of California.

- N-4. Water Shortage Rate Structure (I/D)
Review and discuss the District's Water Shortage Rate Structure, including water shortage conditions that may warrant consideration of implementing this rate structure.
- N-5. Policy Amendments (A)
Consider amendments to the following District General Policy:
Conflict of Interest Code
- N-6. Appointment of Board Representatives and Alternates (A)
Consider appointments to serve as District representatives to various organizations.
- N-7. Appointment of District Officers (A)
Consider appointment and reconfirmations of District Officers.

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. Water Supply.
- OM-4. Annual Summary of Work Activities.

RECESS: The Meeting will have a brief recess.

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

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

ASSISTANT GENERAL MANAGER'S REPORTS (I):

- AGM-1. Water Efficiency Program Update.
- AGM-2. Water Forum Update.
- AGM-3. Summer 2015 WaterLine Newsletter.

GENERAL MANAGER'S REPORTS (I):

- GM-1. Employee Recognition.
- GM-2. General Manager's Task List.
- GM-3. Assistant General Manager Recruitment.
- GM-4. Work and Attendance History Summary: 2005-2014
- GM-5. Citrus Heights Kiwanis Presentation.

CORRESPONDENCE:

- C-1. Letter from Customer S. Clark-Jordan regarding District repair activities at her property and District response letter.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

May 12, 2015	6:30 PM	Regular Meeting
June 2, 2015	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for the regular meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the Temporary District Administrative Office Building, 7011 Sylvan Road, Suite E Citrus Heights, CA 95610 at least 72 hours prior to the regular meeting in accordance with Government Code Section 54954.2.

Robert A. Churchill
ROBERT A. CHURCHILL, Secretary

Dated: April 9, 2015

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : FINANCIAL AUDIT REPORT
STATUS : Action Item
REPORT DATE : April 8, 2014
PREPARED BY: : David B. Kane, Assistant General Manager

OBJECTIVE:

Review and accept the annual independent audit of the District's financial records for 2014.

BACKGROUND AND ANALYSIS:

The Independent Auditor's Report for the District's fiscal year ending December 31, 2014 has been completed. Directors have been provided with copies of the bound Audited Financial Statements in their agenda binders for this meeting, along with copies of the accompanying required communications letter and management letter. Ingrid Sheipline, CPA, the engagement director for the audit with the firm of Richardson & Company, will attend the meeting to discuss the report and answer questions.

The audit shows that the District's financial statements present fairly the financial position of the District and that its accounting practices continue to conform with generally accepted accounting principles. The Management's Discussion and Analysis section contained in Pages 3 through 12 of the Audited Financial Statements, prepared by District management, provides a narrative of financial highlights, an overview of the financial statements and a discussion of economic factors and future budget considerations.

The Auditor's Report on Internal Controls, starting on Page 32 of the Audited Financial Statements, contains no Current-Year Findings and reports on two Prior-Year Finding related to controls over financial reporting.

The Auditor's Management Letter identifies three items for the District's consideration:

1. A recommendation for the District to reconcile the capital asset system to the general ledger whenever new assets are added and when depreciation is posted in the system to ensure that the subsidiary capital asset system matches the general ledger. This process will allow for timely resolution to any inconsistencies that may be found. The Auditor also recommends that support for depreciation from the capital asset listing be printed or retained electronically whenever batch postings of depreciation are run. District Management agrees with the Auditor's recommendations and will immediately implement these recommended practices.
2. A recommendation related to the District's use of the published Construction Cost Index (CCI) for each individual year for future replacements to estimate the costs of the items being replaced to remove from the capital asset system. The District already uses the CCI in the process of estimating the value of items being removed from the capital asset system by applying the CCI to current replacement costs. The Auditor noted that the District used the CCI from 1950 for water systems placed into service for the years 1950 to 1980, a different index was used for water systems placed

into service for the years 1981 through 1990 and the years 1992 through 1999, and then individual indexes were used for the years 2000 through 2014. The Auditor recommends that the District use the applicable CCI for each year the initial water system was completed. The impact in the current year of not using published CCI for each individual year to determine replacement costs is immaterial; however, the Auditor recommends adopting this practice going forward. District Management agrees with the recommendation.

3. A recommendation that the District not adjust prior year amounts after the audit is completed, unless a material correction is noted, and to discuss any such proposed adjustments with the Auditor prior to making any adjustments. Management agrees with the recommendation.

This is the fifth and final year of a five-year engagement for financial auditing services with Richardson & Company. District staff wishes to extend its thanks for the support and accounting advice offered by Richardson & Company during the course of their engagement.

District staff will need to undertake a Request for Proposals process for the Board of Directors to select a new Auditor for the District. Ideally this selection will take place by mid- to late-summer 2015 so that the Auditor is in place well before the end of FY2015.

RECOMMENDATION:

Accept the Audited Financial Statements and Supplemental Information for the Year Ended December 31, 2014.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING IMPROVEMENTS
 STATUS : Information Item
 REPORT DATE : April 12, 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:

On December 9, 2014, the Board of Directors accepted the Bid of Kaler/Dobler Construction, Inc. in the amount of \$743,200 for construction of the Administration Building Expansion and Renovation Project. Subsequently, as authorized, the General Manager executed an Agreement for Construction Services with the Contractor.

Construction began on Tuesday January 20, 2015. The construction efforts are significantly ahead of the original project schedule that forecast completion by September 22, 2015. Completion of the Project is now estimated to be August 4, 2015.

The Administrative Department has relocated temporarily to leased office space at 7011 Sylvan Road, Suite D. The regular Board of Directors Meetings will be held at the temporary location until further notice.

Tasks undertaken and underway by the Contractor since the March 10, 2015 report to the Board of Directors are as follows:

Site Work:

Beginning removal of landscaping and turf

Building:

Masonry
 Metal & Wood Framing
 Plywood Sheer
 Structural Steel
 Wood Roof Framing
 Solatube Framing
 Rough Electrical
 Topout Plumbing
 Gutters

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING FURNISHINGS
STATUS : Discussion Item
REPORT DATE : April 12, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Discuss furniture procurement for the remodeled Administration Building.

BACKGROUND AND ANALYSIS:

Corporate Design Group (CDG) is part of the Administration Building Design team as a sub-consultant to the Blackbird Associates architectural firm. Included in Blackbird's scope of work was CDG's involvement in the selection of colors and finishes for the project including window coverings, flooring, etc. Furnishings were not a part of CDG's work under Blackbird.

Logically, the furnishings need to both fit the space and complement the architectural theme. CDG has prepared a budget of just under \$68,000 for furnishings to best fit the surroundings. As discussed the March 10, 2015 Board of Directors meeting, at question is whether the furnishings need to be competitively bid.

CDG prepared a proposal for Furniture Bid Coordination Services (attached) for the furnishings. The General Manager has approved this proposal. District staff subsequently met twice with CDG designers to assist in developing the furniture specifications. Once the specifications are set, a determination can be made as to which furnishings, if any, lend themselves to a competitive bid process and which furnishing, if any, are unique to the project and can be sole-sourced.

RECOMMENDATION:

None, awaiting final specifications.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : SAN JUAN WATER DISTRICT / SACRAMENTO SUBURBAN WATER
DISTRICT JOINT MEETINGS
STATUS : Information / Discussion Item
REPORT DATE : April 12, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Receive and discuss information regarding San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD) Joint Meetings.

BACKGROUND AND ANALYSIS:

Directors Sheehan and Riehle and General Manager Churchill attended the March 26, 2015, 2x2 Committee Meeting at Sacramento Suburban Water District. Attached is the agenda for that meeting along Staff reports for the Agenda items. Not included is the 42 page accompaniment to Telephone Survey & Public Outreach Agenda Item 3. This information can be accessed through the SJWD and SSWD websites

Of significance was the release for comment of the "Public Review Draft Report of the Phase 2A Study" for a 30 day public review period. This Report, 131 pages total, can also be accessed through the SJWD and SSWD websites.

As noted immediately behind this Staff Report is a joint letter signed by representatives of Citrus Heights Water District, Fair Oaks Water District, Orange Vale Water Company and the City of Folsom requesting an extension of time to June 5, 2015 to provide comments.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : ANTELOPE PUMP-BACK BOOSTER PUMP STATION PROJECT
 STATUS : Information / Discussion Item
 REPORT DATE : April 13, 2015
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Receive information and discuss the Antelope Pump-Back Booster Pump Station Project being proposed by San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD).

BACKGROUND AND ANALYSIS:

As reported previously, SJWD is entertaining a project with SSWD whereby SSWD's current Antelope pumping facility will be modified to pump surplus SSWD groundwater to SJWD – Wholesale (SJWD-W) in dry years, during planned outages of SJWD-W or United States Bureau of Reclamation (USBR) facilities, or in emergencies. The primary beneficiaries of the pump-back groundwater project are proposed to be San Juan Water District's retail customers, Orange Vale Water Company and the City of Folsom's service area north of the American River (aka: Ashland). As presently proposed, those benefitting agencies noted above will be paying approximately \$1.935 million for upgrades to the Antelope Pump Station through a capital program sub-charge by SJWD-W.

At the January 13, 2015 Board of Directors Meeting the Board was provided with my December 1, 2014 letter to SJWD GM Shauna Lorance detailing my questions and concerns related to assignment of capacity, use of facilities and the operation of the Project and equity between the retail customers served by SJWD-W. Also provided was SJWD's January 6, 2015 response to CHWD's comment letter.

At the March 10, 2015 Board of Directors Meeting, the Board was provided with a joint letter from Fair Oaks Water District (FOWD) and CHWD commenting on the "Agreement for Ownership, Operations, and Maintenance of the Antelope Pump-Back Booster Pump Station". This letter was delivered by CHWD Vice President Sheehan and FOWD President McRae to the SJWD Board of Directors at their February 25, 2015 Board Meeting. A copy of said letter accompanies this report. Also attached to this report is SJWD's March 11, 2015 response to the joint CHWD/FOWD letter. The SJWD one page response letter is 'non-responsive' as none of the five areas of concern expressed in the five page joint letter were addressed.

A Draft "Wholesale Dry-Year and Emergency Operations Guidance Plan" for delivering the water from SSWD to SJWD was presented by SJWD Staff to their Engineering Committee on March 4, 2015. GM Churchill met with SJWD AGM Keith Durkin on April 6 to provide comments on the Operations Guidance Plan. A copy of said draft Plan with comments is also attached to this report. An update to the draft Plan is not yet available.

CHWD Operations Manager John Townsel and SJWD Staff have been collaborating on the design of a control station interconnection between CHWD and SJWD water transmission facilities to facilitate water deliveries from SJWD during severe drought/surface water shortage operations (see attached March 25, 2015 email). This control station would come into play to provide additional water from SJWD, either limited surface water or pump-back water, to meet a fire-flow or other peak water demands when CHWD would be relying only on its groundwater wells to serve its customers.

RECOMMENDATION:

Discuss the Antelope Pump-Back Booster Pump Station Project.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : SKYCREST WELL EQUIPPING
STATUS : Information Item
REPORT DATE : April 8, 2015
PREPARED BY : John Townsel, Operations Manager

OBJECTIVE:

Receive 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. The Contractor has been issued a Notice to Proceed with construction expected to start on March 9, 2015. Completion is expected by October 1, 2015.

Construction of the site has begun. Rough grading has been completed and the trenching for the 12-inch piping is in progress.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : April 8, 2015
 PREPARED BY : Robert A. Churchill, General Manager

Upcoming training, continued education and meeting opportunities for consideration. New items are noted in ***bold italics***.

Common Abbreviations:	ACWA	Association of California Water Agencies
	ASCE	American Society of Civil Engineers
	AWWA	American Water Works Association
	CSDA	California Special Districts Association
	JPIA	Joint Powers Insurance Authority
	WEF	Water Education Foundation

- A. May 4-5 ACWA-JPIA Spring Conference
Sacramento, CA

Recommended Attendees: Directors, General Manager, Assistant General Manager
- B. May 5-8 ACWA Spring Conference
Sacramento, CA

Recommended Attendees: Directors, General Manager, Assistant General Manager
- C. Jun 7-10 AWWA Annual Conference
2015 Anaheim, CA

Recommended Attendees: Project Manager
- D. Oct 11-14 ASCE Annual Conference
New York, NY

Recommended Attendees: General Manager subject to Board Approval
- E. Oct 26-29 AWWA Ca/NV Section
Las Vegas, NV

Recommended Attendees: General Manager, Operations Manager
- F. Nov 30-Dec 1 ACWA-JPIA Fall Conference
Indian Wells, CA

Recommended Attendees: Directors, Assistant General Manager

G. 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 April 14, 2015 REGULAR MEETING

SUBJECT : LOADER PURCHASE
 STATUS : Action Item
 REPORT DATE : April 6, 2015
 PREPARED BY : John Townsel, Operations Manager

OBJECTIVE:

Consider the purchase 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. During the last year, some parts for the existing Komatsu loader have proven to be very difficult to obtain. This has led to durations of downtime of up to one month requiring the rental of another loader.

The new loader will be used for daily material loading, spoils disposal, and soil recycling activities in the corporation yard.

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.	1,125

Unit 42 is to be sold at auction in 2015.

Departmental needs were assessed and an appropriate equipment specification was developed. Formal bids were solicited from three local equipment suppliers. The resulting bids are listed below:

<u>Supplier</u>	<u>Total Bid</u>
1. Sonsray Machinery (Case)	\$74,164.92
2. Holt of California (Caterpillar)	\$85,444.23
3. Pape' Machinery (John Deere)	\$101,689.00

RECOMMENDATION:

Authorize staff to proceed with the purchase of one new loader from Sonsray Machinery of Sacramento in the amount not to exceed \$74,500.

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : ADDITIONAL WATER USE REGULATIONS FOR CHWD CUSTOMERS
 STATUS : Action Item
 REPORT DATE : April 9, 2015
 PREPARED BY : David B. Kane, Interim Assistant General Manager

OBJECTIVE:

Consider a resolution reaffirming a Stage 3 – Water Warning and enacting additional water use regulations as set forth by the State of California.

BACKGROUND AND ANALYSIS:

The District's water conservation regulations for its customers are set forth in its Water Conservation Stages. The Stages were formally adopted by the Board of Directors in April 2007. The Board declared a Stage 3 – Water Warning in January 2014 and began asking CHWD customers for a 20 percent reduction in their water consumption. Overall, CHWD customers met the 20 percent reduction goal in 2014 as compared with 2013 consumption. A copy of the Water Conservation Stages is attached to this report.

In mid-March 2015, the California State Water Resources Control Board (SWRCB) expanded and extended emergency water conservation regulations that were adopted in 2014. These included many regulations that are already a part of CHWD's Stage 3 regulations, including no outdoor watering in a manner that causes excess runoff, restaurants only serving water on request, no washing down sidewalks and driveways, and others. The SWRCB regulations and the Governor's subsequent Executive Order also included several that are not currently a part of the Stage 3 regulations, including:

- No irrigating turf or ornamental landscapes during and 48 hours following measurable rainfall.
- Establish a maximum number of watering days per week. If the number of watering days is not specified by the local agency, the default requirement is a maximum of two days per week.
- Operators of hotels and motels must provide guests with the option of choosing not to have towels and linens laundered daily and prominently display notice of this option.
- Prohibiting the use of potable water for landscape irrigation outside of newly-constructed homes and buildings unless that water is delivered by a drip or micro-spray system and prohibiting the use of potable water to irrigate ornamental turf on public street medians.

About two weeks after the SWRCB's announcement, on April 1, 2015, the Governor issued an Executive Order calling for mandatory reductions in statewide water use by 25 percent. The 25 percent reduction is within the range specified under CHWD's Stage 3 requirements (11 to 25 percent).

The regulations set forth by the SWRCB and Governor remain in effect for 270 days, or roughly until the end of December 2015. CHWD staff has prepared a draft resolution that, if adopted, will reaffirm the Stage 3 – Water Warning and enact the other specific regulations cited above until January 31, 2016.

Presumably by that time, it will be known whether water supply conditions will warrant extending or modifying the Water Conservation Stage and other State requirements further. It is anticipated that most other water purveyors in the region and throughout the State will be adopting similar regulations. CHWD staff believes that adopting the additional State regulations by resolution, as opposed to amending the District's Water Conservation Stages to include the additional regulations⁷⁸, is the preferred approach given the temporary nature of the State regulations.

Enforcement of the regulations will not be a simple matter. CHWD has only one employee assigned to responding to water conservation complaints and violations (Water Efficiency Coordinator Rex Meurer). This position is already stretched thin with activities such as administering the District's rebate and landscape water efficiency programs, maintaining Best Management Practice compliance with the California Urban Water Conservation Council, supporting school education programs and other duties in addition to considerable time spent working with homeowners and businesses to fix water waste problems. Staff is actively considering the option of hiring additional help as was done during the summer and fall of 2014 to help investigate and remediate water waste situations.

RECOMMENDATION:

Adopt Resolution No. 12-2015- Reaffirming a Stage 3 – Water Warning and Enacting Additional Water Use Regulations Within Citrus Heights Water District.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : WATER SHORTAGE RATE STRUCTURE
STATUS : Information / Discussion Item
REPORT DATE : April 9, 2015
PREPARED BY : David B. Kane, Interim Assistant General Manager

OBJECTIVE:

Review and discuss the District's Water Shortage Rate Structure, including water shortage conditions that may warrant consideration of implementing this rate structure.

BACKGROUND AND ANALYSIS:

In anticipation of new water use reduction regulations from the State Water Resources Control Board in early May, District staff is considering measures that may be needed to comply with the regulations and to achieve required water use savings. One such measure may be implementing the District's Water Shortage Rate Structure. A copy of this rate structure is attached to this report.

The Water Shortage Rate Structure was adopted by the Board in November 2014 after a Proposition 218 public notification process and a Public Hearing conducted at the same time that regular water rates for 2015 were considered. This shortage rate structure is intended to serve as a price signal for customers to encourage reduced water use in a Stage 3 or higher Water Conservation Stage. It also serves as a source of revenue to support costs that may be incurred during water shortages including staffing costs for increased water conservation activities or public information costs.

The Water Shortage Rate Structure establishes two charges on top of the regular 2015 water rates. The first is a Water Shortage Charge that sets a percentage increase on the cost of every unit of water consumed by the customer. The second is an Excess Use Charge in the form of a higher percentage increase on units of water consumed in excess of a specified number of units based on the size of the customer's water meter. For example, a typical residential customer with a 1-inch meter would pay the excess use charge if their water consumption exceeds 52 units during a two-month billing cycle. The Water Shortage Rate Structure varies with the level of Water Conservation Stage declared by the Board of Directors.

If the regulations now being considered by the State Water Resources Control Board are enacted in their proposed form, the District will need to consider declaration of a Stage 4 – Water Emergency that carries with it a range of water use reduction from 26 percent to 50 percent. Implementation of the Water Shortage Rate Structure is not a requirement under Stage 4 but would be consistent with the objectives of Stage 4. Implementation requires an affirmative vote of the Board of Directors, and a 30-day advance notice to customers would be made before beginning to apply the rate structure to customer bills.

RECOMMENDATION:

Review and discuss the District's Water Shortage Rate Structure.

ACTION:

No action required.

**Citrus Heights Water District
Water Shortage Rate Structure (2015) (1)**

	Stage 1 Normal Supply	Stage 2 Water Alert	Stage 3 Water Warning	Stage 4 Water Emergency	Stage 5 Water Crisis	USBR Health & Safety Std.
Use Reduction Goals -->	None	5% to 10%	11% to 25%	26% to 50%	Over 50%	Over 75%
Bi-Monthly Service Charges (2)						
<i>Domestic, Commercial & Irrigation Meters</i>						
3/4" meter	\$ 36.89	\$ 36.89	\$ 36.89	\$ 36.89	\$ 36.89	\$ 36.89
1" meter	\$ 56.13	\$ 56.13	\$ 56.13	\$ 56.13	\$ 56.13	\$ 56.13
1 1/2" meter	\$ 68.95	\$ 68.95	\$ 68.95	\$ 68.95	\$ 68.95	\$ 68.95
2" meter	\$ 133.08	\$ 133.08	\$ 133.08	\$ 133.08	\$ 133.08	\$ 133.08
3" meter	\$ 210.03	\$ 210.03	\$ 210.03	\$ 210.03	\$ 210.03	\$ 210.03
4" meter	\$ 415.22	\$ 415.22	\$ 415.22	\$ 415.22	\$ 415.22	\$ 415.22
<i>Combination Meters</i>						
4" meter	\$ 133.08	\$ 133.08	\$ 133.08	\$ 133.08	\$ 133.08	\$ 133.08
6" meter	\$ 210.03	\$ 210.03	\$ 210.03	\$ 210.03	\$ 210.03	\$ 210.03
8" meter	\$ 415.22	\$ 415.22	\$ 415.22	\$ 415.22	\$ 415.22	\$ 415.22
10" meter	\$ 1,011.57	\$ 1,011.57	\$ 1,011.57	\$ 1,011.57	\$ 1,011.57	\$ 1,011.57
Water Usage Charges (\$/CCF) (2)						
Standard Water Usage Rate	\$ 0.7663	\$ 0.7663	\$ 0.7663	\$ 0.7663	\$ 0.7663	\$ 0.7663
Water Shortage Charge (3)						
			10%	25%	40%	55%
Sample Water Shortage Charges			\$ 0.0766	\$ 0.1916	\$ 0.3065	\$ 0.4215
Sample Aggregated Usage Rates			\$ 0.8429	\$ 0.9579	\$ 1.0728	\$ 1.1878
Excess Use Charge (4) (5)						
				50%	150%	250%
Sample Excess Use Charges				\$ 0.4790	\$ 1.6092	\$ 2.9695
Sample Aggr. Excess Use Rates				\$ 1.4369	\$ 2.6820	\$ 4.1573
Excess Use Charge applies to usage above amounts shown (5)						
			3/4" meter	26 CCF		
			1" meter	52 CCF		
			1 1/2" meter	156 CCF		
			2" meter	208 CCF		
			3" meter	416 CCF		
			4" meter & larger	832 CCF		

Notes:

- (1) This Table shows the water shortage charges and excess use charges applied to the proposed water rates for 2015. The percentages would be applied to any then-current water rates in future years.
- (2) No changes to the bi-monthly service charges are proposed during water shortages.
- (3) Water shortage charges are incremental increases in the standard water usage rate applied in Stages 3, 4 and 5, and with the Health and Safety limitation.
- (4) Excess use charges effectively create a higher-priced second tier, and would apply only in Stages 4 and 5, and with the Health and Safety limitation. The percentage is applied to the combined water usage and water shortage rate to create the second tier.
- (5) Excess use charge applies to bi-monthly usage in excess of amounts shown for each meter size.

CITRUS HEIGHTS WATER DISTRICT
Current 2015 Rates

1" Metered Water Service

Estimated Typical Water Use for Typical Single Family Residential Property on 0.100 to 0.599 acres

Billing Period	% of Annual Use	Units ccf	Tier 1 (1-52 units)		Tier 2 (53-104 units)		Tier 3 (105+ units)		Total Water Cost	Metered Service Charge	Total Water Bill
			Units ccf	Unit \$	Units ccf	Unit \$	Units ccf	Unit \$			
Jan-Feb	8%	19	19	0.7663	0	0.0000	0	0.0000	\$14.56	\$56.13	\$70.69
Mar-Apr	11%	26	26	0.7663	0	0.0000	0	0.0000	\$19.92	\$56.13	\$76.05
May-Jun	22%	53	53	0.7663	0	0.0000	0	0.0000	\$40.61	\$56.13	\$96.74
Jul-Aug	28%	68	68	0.7663	0	0.0000	0	0.0000	\$52.11	\$56.13	\$108.24
Sep-Oct	21%	50	50	0.7663	0	0.0000	0	0.0000	\$38.32	\$56.13	\$94.45
Nov-Dec	10%	24	24	0.7663	0	0.0000	0	0.0000	\$18.39	\$56.13	\$74.52

Total	100%	240	240	\$183.91	0	\$0.00	0	\$0.00	\$183.91	\$336.78	\$520.69
		Average Bimonthly Bill									\$86.78
		Average Bimonthly Units	40						35.32%	64.68%	100%
		Average Monthly Bill									\$43.39
		Average Monthly Units	20.0				14,960	gallons per month average			

CITRUS HEIGHTS WATER DISTRICT

Water Shortage Rate Structure - Stage 3 - No Reduction in Water Use

1" Metered Water Service

Estimated Typical Water Use for Typical Single Family Residential Property on 0.100 to 0.599 acres

Billing Period	% of Annual Use	Units ccf	Tier 1 (1-52 units)		Tier 2 (53-104 units)		Tier 3 (105+ units)		Total Water Cost	Metered Service Charge	Total Water Bill	
			Units ccf	Unit \$	Units ccf	Unit \$	Units ccf	Unit \$				Water Cost
Jan-Feb	8%	19	19	0.8429	0	0.0000	0	0.0000	\$16.02	\$56.13	\$72.15	
Mar-Apr	11%	26	26	0.8429	0	0.0000	0	0.0000	\$21.92	\$56.13	\$78.05	
May-Jun	22%	53	53	0.8429	0	0.0000	0	0.0000	\$44.67	\$56.13	\$100.80	
Jul-Aug	28%	68	68	0.8429	0	0.0000	0	0.0000	\$57.32	\$56.13	\$113.45	
Sep-Oct	21%	50	50	0.8429	0	0.0000	0	0.0000	\$42.15	\$56.13	\$98.28	
Nov-Dec	10%	24	24	0.8429	0	0.0000	0	0.0000	\$20.23	\$56.13	\$76.36	
Total	100%	240	240	10%	0	0	0	0	\$202.30	\$336.78	\$539.08	
		Average Bimonthly Bill										\$89.85
		40										100%
		Average Monthly Bill										\$44.92
		20.0										62.47%
				14,960		gallons per month average						
				37.53%								

CITRUS HEIGHTS WATER DISTRICT

Water Shortage Rate Structure - Stage 3 - 25% Reduction in Water Use

1" Metered Water Service

Estimated Typical Water Use for Typical Single Family Residential Property on 0.100 to 0.599 acres

Billing Period	% of Annual Use	Units ccf	Tier 1 (1-52 units)			Tier 2 (53-104 units)			Tier 3 (105+ units)			Total Water Cost	Metered Service Charge	Total Water Bill
			Units ccf	Unit \$	Water Cost	Units ccf	Unit \$	Water Cost	Units ccf	Unit \$	Water Cost			
Jan-Feb	8%	14	14	0.8429	\$11.80	0	0.0000	\$0.00	0	0.0000	\$0.00	\$11.80	\$56.13	\$67.93
Mar-Apr	11%	20	20	0.8429	\$16.86	0	0.0000	\$0.00	0	0.0000	\$0.00	\$16.86	\$56.13	\$72.99
May-Jun	22%	40	40	0.8429	\$33.72	0	0.0000	\$0.00	0	0.0000	\$0.00	\$33.72	\$56.13	\$89.85
Jul-Aug	28%	50	50	0.8429	\$42.15	0	0.0000	\$0.00	0	0.0000	\$0.00	\$42.15	\$56.13	\$98.28
Sep-Oct	21%	38	38	0.8429	\$32.03	0	0.0000	\$0.00	0	0.0000	\$0.00	\$32.03	\$56.13	\$88.16
Nov-Dec	10%	18	18	0.8429	\$15.17	0	0.0000	\$0.00	0	0.0000	\$0.00	\$15.17	\$56.13	\$71.30

Total	100%	180	180	10%	\$151.72	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$151.72	\$336.78	\$488.50	
		Average Bimonthly Bill													
40			Average Bimonthly Units												
		Average Monthly Bill													
20.0			Average Monthly Units												
				14,960	gallons per month average										
		31.06%													
		68.94%													
		100%													
		\$40.71													

CITRUS HEIGHTS WATER DISTRICT

Water Shortage Rate Structure - Stage 4 - No Reduction in Water Use

1" Metered Water Service

Estimated Typical Water Use for Typical Single Family Residential Property on 0.100 to 0.599 acres

Billing Period	% of Annual Use	Units ccf	Tier 1 (1-52 units)		Tier 2 (53-104 units)		Tier 3 (105+ units)		Total Water Cost	Metered Service Charge	Total Water Bill	
			Units ccf	Unit \$	Units ccf	Unit \$	Units ccf	Unit \$				Water Cost
Jan-Feb	8%	19	19	0.9579	0	1.4369	0	0.0000	\$18.20	\$56.13	\$74.33	
Mar-Apr	11%	26	26	0.9579	0	1.4369	0	0.0000	\$24.91	\$56.13	\$81.04	
May-Jun	22%	53	52	0.9579	1	1.4369	0	0.0000	\$49.81	\$56.13	\$107.38	
Jul-Aug	28%	68	52	0.9579	16	1.4369	0	0.0000	\$49.81	\$56.13	\$128.93	
Sep-Oct	21%	50	50	0.9579	0	1.4369	0	0.0000	\$47.90	\$56.13	\$104.03	
Nov-Dec	10%	24	24	0.9579	0	1.4369	0	0.0000	\$22.99	\$56.13	\$79.12	
Total	100%	240	223	25%	17	50%	0	\$0.00	\$213.61	\$336.78	\$574.82	
		Average Bimonthly Bill										\$95.80
		Average Bimonthly Units										100%
		Average Monthly Bill										\$47.90
		Average Monthly Units										58.59%
		20.0	14,960 gallons per month average									41.41%

CITRUS HEIGHTS WATER DISTRICT

Water Shortage Rate Structure - Stage 4 - 35% Reduction in Water Use

1" Metered Water Service

Estimated Typical Water Use for Typical Single Family Residential Property on 0.100 to 0.599 acres

Billing Period	% of Annual Use	Units ccf	Tier 1 (1-52 units)			Tier 2 (53-104 units)			Tier 3 (105+ units)			Total Water Cost	Metered Service Charge	Total Water Bill
			Units ccf	Unit \$	Water Cost	Units ccf	Unit \$	Water Cost	Units ccf	Unit \$	Water Cost			
Jan-Feb	8%	12	12	0.9579	\$11.49	0	1.4369	\$0.00	0	0.0000	\$0.00	\$11.49	\$56.13	\$67.62
Mar-Apr	11%	17	17	0.9579	\$16.28	0	1.4369	\$0.00	0	0.0000	\$0.00	\$16.28	\$56.13	\$72.41
May-Jun	22%	34	34	0.9579	\$32.57	0	1.4369	\$0.00	0	0.0000	\$0.00	\$32.57	\$56.13	\$88.70
Jul-Aug	28%	44	44	0.9579	\$42.15	0	1.4369	\$0.00	0	0.0000	\$0.00	\$42.15	\$56.13	\$98.28
Sep-Oct	21%	33	33	0.9579	\$31.61	0	1.4369	\$0.00	0	0.0000	\$0.00	\$31.61	\$56.13	\$87.74
Nov-Dec	10%	16	16	0.9579	\$15.33	0	1.4369	\$0.00	0	0.0000	\$0.00	\$15.33	\$56.13	\$71.46

Total 100% 156 25% \$149.43 0 50% \$0.00 0 \$0.00 \$149.43 \$336.78 **\$486.21**

Average Bimonthly Bill
 Average Bimonthly Units 40
 Average Monthly Bill
 Average Monthly Units 20.0

30.73%
 69.27%
 100%
 \$40.52
 14,960 gallons per month average

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : POLICY AMENDMENTS
 STATUS : Action Item
 REPORT DATE : April 10, 2015
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider amendments to the following District General Policy:
 Policy 1035 – Conflict of Interest Code

BACKGROUND AND ANALYSIS:

The District is required to biennially update its Conflict of Interest Code with the California Fair Political Practices Commission (FPPC). This process began in September of 2014 with the District’s filing of its Biennial Notice.

The present changes to the District’s Code are considered non-substantive as the only amendment is to retitle the position of “Office Administrator” to “Accounting Supervisor”. This change was approved by the FPPC on March 16, 2015 with an effective date of April 17, 2015. The District’s Conflict of Interest Code Policy is recommended for amendment to mirror the FPPC-approved Code.

A copy of the FPPC approval letter is attached along with a full copy of the FPPC-approved Code for the District.

RECOMMENDATION:

Approve amendments to the following District General Policy:
 Policy 1035 – Conflict of Interest Code

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : APPOINTMENT OF BOARD REPRESENTATIVES AND ALTERNATES
 STATUS : Action Item
 REPORT DATE : April 12, 2015
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider appointments of member of the Board of Directors or Officers to serve as District representatives to various organizations.

BACKGROUND AND ANALYSIS:

Pursuant to District Board of Directors and Officers Policy No. 2300 (attached) the Board of Directors shall appoint its Members or Officers to serve as District representatives to various organizations. The current appointments were made in December, however with the appointment of Director Riehle and AGM Straus, reconsideration is recommended as follows:

Current 2015 Appointments

	<u>Representative</u>	<u>Alternate Rep.</u>
Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA)	Allen B. Dains	Robert A. Churchill
Association of California Water Agencies Health Benefits Authority (ACWA-HBA)	Robert A. Churchill	Allen B. Dains
Association of California Water Agencies Region 4	Robert A. Churchill	Allen B. Dains
Citrus Heights Chamber of Commerce Government Issues Committee	David B. Kane	Paul A. Dietrich
Regional Water Authority (RWA)	Director Caryl F. Sheehan Staff Robert A. Churchill	Allen B. Dains David B. Kane
Sacramento Groundwater Authority (SGA)* *Changes must be confirmed by City of Citrus Heights	Allen B. Dains	Caryl F. Sheehan
Sacramento Water Forum	Robert A. Churchill	vacant
San Juan Family of Agencies Ad Hoc Executive Committee	Director Allen B. Dains Staff Robert A. Churchill	Caryl F. Sheehan David B. Kane

It should be noted that these appointments by the Board of Directors are independent of appointments to ACWA Committees.

RECOMMENDATION:

Appoint Representatives to the following organizations:

Recommended changes from the current appointments are highlighted

Recommended 2015 Appointments

		<u>Representative</u>	<u>Alternate Rep.</u>
Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA)		Allen B. Dains	Raymond A. Riehle
Association of California Water Agencies Health Benefits Authority (ACWA-HBA)		Hilary M. Straus	Allen B. Dains
Association of California Water Agencies Region 4		Robert A. Churchill	Allen B. Dains
Citrus Heights Chamber of Commerce Government Issues Committee		Hilary M. Straus	Paul A. Dietrich
Regional Water Authority (RWA)	Director	Allen B. Dains	Raymond A. Riehle
Kane	Staff	Robert A. Churchill	Hilary M. Straus
Sacramento Groundwater Authority (SGA)* *Changes must be confirmed by City of Citrus Heights		Caryl F. Sheehan	Allen B. Dains
Sacramento Water Forum		Hilary M. Straus	Robert A. Churchill
San Juan Family of Agencies Ad Hoc Executive Committee	Director	Allen B. Dains	Raymond A. Riehle
	Staff	Robert A. Churchill	Hilary M. Straus

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : APPOINTMENT OF DISTRICT OFFICERS
 STATUS : Action Item
 REPORT DATE : April 12, 2015
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider appointment and reconfirmations of District Officers.

BACKGROUND AND ANALYSIS:

Pursuant to District Board of Directors and Officers Policy No. 2200 (attached) the Board of Directors shall appoint or reconfirm appointments of District Officers each December or as otherwise necessary. With the pending departure of Interim Assistant General Manager David B. Kane, the offices of Deputy Assessor/Collector, Treasurer and Deputy Secretary will become vacant. Current appointments are shown as follows:

<u>Current Appointments</u>	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Susan K. Sohal	David B. Kane
Treasurer	David B. Kane	Susan K. Sohal
Secretary	Robert A. Churchill	David B. Kane

It is recommended that the Board appoint Assistant General Manager Hilary Straus as Treasurer, Deputy Assessor-Collector and Deputy Secretary effective April 15, 2015.

<u>Proposed Appointments</u>	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Susan K. Sohal	Hilary M. Straus
Treasurer	Hilary M. Straus	Susan K. Sohal
Secretary	Robert A. Churchill	Hilary M. Straus

A copy of District Board of Directors and Officers Policy No. 2210, Post Offer of Appointment Background Investigation, is attached. This policy requires a background investigation prior to initial appointment as a District Officer.

Inasmuch as a background investigation on Mr. Straus was conducted in March 2015 as a condition of his employment with the District, another background investigation is not recommended.

RECOMMENDATION:

Appoint and reconfirm the following District Officers:

	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Susan K. Sohal	Hilary M. Straus
Treasurer	Hilary M. Straus	Susan K. Sohal
Secretary	Robert A. Churchill	Hilary M. Straus

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER’S REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : PROJECT MANAGER’S REPORT
 STATUS : Information Item
 REPORT DATE : April 8, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

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

New values or projects noted in bold italics

PM-1 ACCEPTED WATER SYSTEMS

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

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<i>Texas Roadhouse 6309 Sunrise Blvd (2012-64)</i>	<i>3 Lf. 1 ea.</i>	<i>4-Inch PC 350 DIP Water Main 4-inch Post Indicator Valve</i>	<i>\$2,300.00</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>
<i>The Village at Fair Oaks 55 Condominiums (2014-53)</i>	<i>6800 Madison Ave</i>	<i>75% Complete</i>
<i>99 Cent Store Crunch Fitness Club Replace 6” Fire Sprinkler Service</i>	<i>7424 Greenback Ln 6124 San Juan Ave</i>	<i>85% Complete</i>
<i>Stock Ranch Retail - Interior Drive Aisle Improvements (2015-52)</i>	<i>Auburn Blvd at Stock Ranch Retail Center</i>	<i>Grading Underway</i>

<i>Bubba's Car Wash (2015-51)</i>	<i>7411 Greenback Ln</i>	<i>Demolition Underway</i>
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PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
Convenience Store	8244 Auburn Blvd	Plans Approved December 23, 2014
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	Plans Approved January 29, 2015

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>
Mariposa Ave 18" and 8" Water Main Area West Engineers, Inc. (2014-33)	Sycamore Drive to Pratt Avenue	<i>Final Constructability Review Underway & Drafting Contract</i>
San Juan High School 24" Water Main Warren Consulting Engineers (2013-30)	Along North Property Line	<i>Draft Easements Complete</i>
San Juan Park 12" Water Main KASL Consulting Engineers, Inc. (2014-36)	5555 Mariposa Avenue to U.C. Davis Medical Center	<i>Design Underway</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>
Sonora Way 8" Water Main Hanson Ave 6" Water Main Rawles Engineering, Inc. (2014-30)	Madison Ave to Palm Ave Between Wonder St and Glen Tree Dr	<i>95% 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 Signalization Teichert Construction	Sungarden Drive	Construction Continues

CITRUS HEIGHTS WATER DISTRICT

OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT
 STATUS : INFORMATION ITEM
 REPORT DATE : APRIL 1, 2015

ABANDON MAIN: (1)

March 25, 2015 6712 AURELIUS WAY

ABANDON MAIN VALVE: (1)

March 25, 2015 6727 AURELIUS WAY

ABANDON SERVICE: (2)

March 24, 2015 6723 AURELIUS WAY

March 24, 2015 6727 AURELIUS WAY

BLOW OFF LOCATE: (4)

March 3, 2015 7932 PATTON AVE

March 4, 2015 7900 PATTON AVE

March 4, 2015 7424 SUNRISE BLVD

March 4, 2015 7648 CREEKRIDGE LN

BLOW OFF REPLACEMENT: (1)

March 19, 2015 8517 MENKE WAY

CONTRACTOR - SERVICE INSTALL: (3)

March 19, 2015 7764 LIVE OAK WAY

March 19, 2015 7768 LIVE OAK WAY

March 19, 2015 7828 LIVE OAK WAY

CONVERT TR TO RADIO READ METER: (1)

March 5, 2015 6801 EASTHAVEN WAY

HYDRANT MAINTENANCE/PAINT: (37)

March 3, 2015 7761 SUN HILL DR

March 3, 2015 7761 SUN HILL DR

March 3, 2015 7761 SUN HILL DR

March 5, 2015 1203 CHESAPEAKE DR

March 5, 2015 8041 PUTCIE LN

March 5, 2015 8057 TWIN OAKS AVE

March 5, 2015 8151 BONNIE OAK WAY

March 5, 2015 8013 TWIN OAKS AVE

March 16, 2015 1431 NEW ENGLAND DR

March 16, 2015	1203 CHESAPEAKE DR
March 16, 2015	7990 TWIN OAKS AVE
March 16, 2015	8080 TWIN OAKS AVE
March 16, 2015	1450 NEW ENGLAND DR
March 16, 2015	8401 BLOSSOM HILL CT
March 16, 2015	8425 BLOSSOM HILL CT
March 16, 2015	1205 SCHOONER DR
March 16, 2015	1219 CHESAPEAKE DR
March 16, 2015	1109 MAIN SAIL CIR
March 18, 2015	8199 BONNIE OAK WAY
March 18, 2015	8281 BONNIE OAK WAY
March 18, 2015	8248 COAST OAK WAY
March 18, 2015	8232 MOSS OAK AVE
March 18, 2015	8157 BONNIE OAK WAY
March 18, 2015	8241 BONNIE OAK WAY
March 19, 2015	8225 COAST OAK WAY
March 19, 2015	8216 TWIN OAKS AVE
March 19, 2015	8344 DEVILLE OAKS WAY
March 19, 2015	8308 DEVILLE OAKS WAY
March 19, 2015	8300 DEVILLE OAKS WAY
March 19, 2015	7456 SANDALWOOD DR
March 19, 2015	7453 SANDALWOOD DR
March 19, 2015	7453 SANDALWOOD DR
March 19, 2015	7453 SANDALWOOD DR
March 23, 2015	8244 AUBURN BLVD
March 24, 2015	7500 CHERRY GLEN AVE
March 26, 2015	8400 AUBURN BLVD

HYDRANT PAINT: (3)

March 19, 2015	8421 AUBURN BLVD
March 19, 2015	7441 AUBURN OAKS CT
March 30, 2015	8209 SCARLET OAK CIR

HYDRANT REPAIR: (2)

March 5, 2015	5452/54 HIGHVIEW LN
March 19, 2015	7466 LEONARD AVE

LANDSCAPE: (1)

March 4, 2015	8100 MESA OAK WAY
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MAIN REPLACE: (2)

March 17, 2015	5723 ENSIGN ST
March 25, 2015	6712 AURELIUS WAY

METER BOX MAINTENANCE: (3)

March 10, 2015	6712 CANOE BIRCH CT
March 17, 2015	6180 MERLINDALE DR

March 17, 2015 7182 CRAIL CT

METER CHANGE OUT: (1)

March 16, 2015 7840/64 MACY PLAZA DR

RADIO READ METER INSTALL: (13)

March 4, 2015 7768 LIVE OAK WAY

March 4, 2015 7769 LIVE OAK WAY

March 4, 2015 7772 LIVE OAK WAY

March 5, 2015 7707 LIVE OAK WAY

March 10, 2015 6124 SAN JUAN AVE

March 18, 2015 6461 BRANDO LOOP

March 18, 2015 6463 BRANDO LOOP

March 18, 2015 6465 BRANDO LOOP

March 18, 2015 6467 BRANDO LOOP

March 18, 2015 6469 BRANDO LOOP

March 18, 2015 6471 BRANDO LOOP

March 19, 2015 7823 LIVE OAK WAY

March 19, 2015 6698 LIVE OAK WAY

REGISTER CHANGE OUT: (19)

March 2, 2015 8010 SUNRISE BLVD

March 2, 2015 8439 OLD AUBURN RD

March 9, 2015 7446 HICKORY AVE

March 9, 2015 8629 OAK AVE

March 9, 2015 8317 OLIVINE AVE

March 9, 2015 7429/31 SAINT PHILOMENA WAY

March 12, 2015 7004 ESCALLONIA DR

March 12, 2015 8087 WILLOW GLEN CT

March 23, 2015 12202 FAIR OAKS BLVD

March 23, 2015 5953 MOSS CREEK CIR

March 23, 2015 8028 BRIAR RIDGE LN

March 23, 2015 5602 CYPRESS POINT DR

March 24, 2015 8342 CENTRAL AVE

March 25, 2015 7753 MARIPOSA AVE

March 25, 2015 7630 LINDEN AVE

March 26, 2015 7612 SCRIBNER DR

March 26, 2015 203 LANGLEY AVE

March 26, 2015 105 LANGLEY AVE

March 26, 2015 8315 SUNRISE BLVD

SERVICE REPAIR: (1)

March 26, 2015 8228 BLUE OAK WAY

SERVICE REPLACEMENT: (3)

March 18, 2015 7708 COTTINGHAM WAY

March 19, 2015 8517 MENKE WAY

March 23, 2015

8513 MENKE WAY

SERVICE/SADDLE REPLACEMENT: (21)

March 2, 2015	8126 WALNUT HILLS WAY
March 3, 2015	8109 MESA OAK WAY
March 4, 2015	8121 MESA OAK WAY
March 4, 2015	8101 MESA OAK WAY
March 4, 2015	7761 GREENBACK LN
March 10, 2015	8228 CANYON OAK DR
March 10, 2015	8225 CANYON OAK DR
March 10, 2015	8224 CANYON OAK DR
March 10, 2015	8221 CANYON OAK DR
March 10, 2015	8220 CANYON OAK DR
March 12, 2015	8228 OAKENSHAW WAY
March 12, 2015	8229 CANYON OAK DR
March 16, 2015	7975/77 MARSALA CT
March 17, 2015	8224 OAKENSHAW WAY
March 18, 2015	7971/73 MARSALA CT
March 19, 2015	8521 MENKE WAY
March 23, 2015	8509 MENKE WAY
March 23, 2015	8525 MENKE WAY
March 25, 2015	6727 AURELIUS WAY
March 25, 2015	6723 AURELIUS WAY
March 30, 2015	8212 SCARLET OAK CIR

VALVE EXERCISE: (3)

March 9, 2015	6727 AURELIUS WAY
March 10, 2015	6850 ESCALLONIA DR
March 10, 2015	7435 STOCK RANCH RD

VALVE INSTALL: (1)

March 25, 2015	8225 VALEWOOD CT
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VALVE LOCATE: (6)

March 5, 2015	8248 WOODLAKE HILLS DR
March 5, 2015	6316 MARIPOSA AVE
March 5, 2015	7375 STOCK RANCH RD
March 9, 2015	6556 FIR TREE LN
March 25, 2015	8225 VALEWOOD CT
March 26, 2015	6727 AURELEUS WAY

Total Count: 129

WATER ANALYSIS REPORTS:

Bacteriological testing has met all California Department of Public Health requirements. 90 samples were collected with no positive results.

CITRUS HEIGHTS WATER DISTRICT
OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS
APRIL 14, 2015 REGULAR BOARD MEETING

SUBJECT : 2015 WATER CONSUMPTION
 STATUS : Information Item
 REPORT DATE : April 7, 2015

OBJECTIVE:

Report on annual water consumption including comparison with prior years and current 25% reduction directive.

Month	2013		2014		2015		Three Year Monthly Average	Year-to-Date Comparison to 2013		
			Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual		acre feet	acre feet	%
			acre feet							
Jan	602.52	602.39	502.55	67.50	570.05	570.05	591.65	-32.47	-5.4%	
Feb	606.36	450.96	455.27	56.25	511.52	1,081.57	522.95	-127.31	-10.5%	
Mar	819.55	612.2	652.03	73.92	725.95	1,807.52	719.23	-220.91	-10.9%	
Apr	1,029.73	737.30					0.00			
May	1,603.43	1,190.07					0.00			
Jun	1,816.73	1,548.66					0.00			
Jul	2,059.21	1,622.10					0.00			
Aug	1,924.28	1,477.49					0.00			
Sep	1,509.82	1,275.11					0.00			
Oct	1,297.42	1,030.74					0.00			
Nov	911.55	682.48					0.00			
Dec	700.94	563.15					0.00			
Total	14,881.54	11,792.65	1,609.85 89.06%	197.67 10.94%	1,807.52	1,807.52	723.01			

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : WATER SUPPLY
STATUS : Information Item
REPORT DATE : April 6, 2015
PREPARED BY : John Townsel, Operations Manager

OBJECTIVE:

Receive status report on water supplies available to the District.

BACKGROUND AND ANALYSIS:

As of midnight on April 6, 2015, storage in Folsom Lake was at 571,270 acre-feet, 58.5 percent of the total capacity of 977,000 acre-feet. This is about 88 percent of historical average for this date. This represents an increase in storage of 3,425 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 (Bonita, Mitchell Farms, Palm, Sylvan and Sunrise) remain operational and are being operated on a rotational or as-needed basis.

As noted on the Operations Manager's 2015 Water Consumption Report (OM-2), year-to-date water use in 2015 is 8.5% above the corresponding time period in 2014 and 10.9% below the corresponding time period in 2013.

**CITRUS HEIGHTS WATER DISTRICT
OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS
APRIL 14, 2015 REGULAR MEETING**

SUBJECT: ANNUAL SUMMARY OF WORK ACTIVITIES
STATUS: Information Item
REPORT DATE: March 9, 2015

**CITRUS HEIGHTS WATER DISTRICT
OPERATIONS DEPARTMENT WORK LOG HISTORY**

Work Activity	Units	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	1999
Water Service Repairs/Replacements	ea	419	250	321	303	289	294	281	336	271	178	196	270	309	263	192
Service Saddle Replacements	ea	59	58	25	20	8	7	53	10	25	68	54	187	216	105	0
Water Service Abandonments	ea	0	3	4	5	2	16	0	10	25	7	1	6	3	2	3
Water Service Relocations	ea	3	1	2	8	2	3	0	2	4	2	0	12	1	1	0
Water Meter Installations	ea	29	33	10	1	24	5	29	354	615	760	1058	514	822	943	232
Water Main Repairs	ea	23	26	31	48	49	37	40	40	33	26	38	62	64	85	56
Backflow Assembly Installations	ea	1	1	0	0	6	2	6	2	27	4	1	0	0	0	16
Fire Hydrant Installations/Replaced	ea	14	17	15	10	11	9	11	13	15	22	14	30	50	21	6
Fire Hydrant Repairs	ea	5	5	7	9	23	31	15	8	9	6	5	3	3	7	2
Fire Hydrant Abandonments	ea	1	0	2	2	0	0	0	1	0	0	0	2	0	0	1
Mainline Valve Installations/Replaced	ea	13	5	5	11	3	4	17	3	3	10	3	3	3	11	5
Mainline Valve Repairs	ea	0	1	8	5	2	2	1	1	2	0	0	0	0	0	2
Blow-off Replacements	ea	9	16	22	14	11	5	6	5	4	10	7	1	5	7	5
Total Major Events	ea	583	416	452	436	430	415	459	785	1,033	1,093	1,377	1,090	1,475	1,445	520
Water Main Installations (If)	If	764	317	85	503	68	123	2024	160	110	88	634	0	561	875	328

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : April 8, 2015
 PREPARED BY : David B. Kane, Interim 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. I will be available at the meeting to answer questions and/or provide additional details.

AGM-1 WATER EFFICIENCY PROGRAM UPDATE

Water Efficiency Program activities during the month of March 2015 included:

- 20 ultra-low-flush toilet rebates. A total of \$5,025 in rebates have been provided to customers during 2015 to date.
- For the period of January through March 2015, 5 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers for a total of \$250 in HECW rebates.
- No water waste violations were issued during the month of March.
- Poster contest judging was performed, both for entries within CHWD's service area and for the "grand prize" winner from CHWD, Fair Oaks Water District, Orange Vale Water Company and San Juan Water District on the 2015 poster contest. Presentation of the winning entries will take place at the May 12, 2015 Board of Directors meeting.
- For the month of March 2015, the District's Residential Gallons Per Capita Per Day (R-GPCD) was 108. In comparison, the February R-GPCD was 83, January was 75, December was 84, November was 98, and October was 153. This information is submitted monthly to the State Water Resources Control Board.

AGM-2 WATER FORUM UPDATE

AGM Kane attended the Water Forum Successor Effort (WFSE) Plenary meeting on March 12, 2015. The primary focus of the meeting was reports on groundwater management activities by the three groundwater management areas within Sacramento County. The WFSE Fiscal Year 2015-16 budget was approved. CHWD's cost share for the Water Forum annual budget, roughly \$38,150, is covered by Sacramento County Water Agency Zone 13 funds. Zone 13 funds also cover CHWD's approximate \$32,220 cost share for the Water Forum's Habitat Management Element.

AGM-3 SUMMER 2015 WATERLINE NEWSLETTER

Work on the Summer 2015 WaterLine newsletter has begun with a kickoff meeting held on April 8, 2015 to outline story ideas and the production schedule for the newsletter. The lead story for the newsletter will be regarding the drought and water use restrictions. However, development of key

messages for the lead story will be deferred until regulations from the State have been finalized and CHWD's own required actions have been determined.

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : April 9, 2015

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

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

David Gordon: Superior Attendance
 Work Quality – Volunteered to assist with Sonora Way project shutdown and reconnection – 2015 Mar 28 Saturday

Borey Swing: Superior Attendance

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Superior Attendance

Tim Cutler: Superior Attendance
 Work Quality – Performance of extra duties during extended absence of Operations Manager – 2015 Feb 11 to Mar 11

Robyn Evans: Work Quality – Performance of extra duties during extended absence of Operations Manager – 2015 Feb 11 to Mar 11
 Work Quality – Assistance with reformatting of Stage 3 Water Warning door hanger – 2015 Mar 30

James Ferro: Superior Attendance

Jarrett Flink: Superior Attendance

Gil Garcia: Work Quality – 6408 Cedar Ranch Drive customer statement on quality of landscape restoration and customer service – 2015 Mar 23

Brian Hensley: Work Quality – Performance of extra duties during extended absence of Operations Manager – 2015 Feb 11 to Mar 11
 Work Quality – Operations Manager's Report Presentation – 2015 Mar 10

Mike Mariedth: Work Quality – Suggestion for bringing in a temporary scrap metal recycling container to save crew haul time – 2015 Mar 12
 Work Quality – 6408 Cedar Ranch Drive customer statement on quality of landscape restoration and customer service – 2015 Mar 23

Chris Nichols: Superior Attendance
Zachary Powell: Superior Attendance
Ryon Ridner: Superior Attendance
Nick Spiers: Work Quality – Performance of extra duties during extended absence of Operations Manager – 2015 Feb 11 to Mar 11
Jason Tupper: Superior Attendance

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Superior Attendance
Kelly Drake: Superior Attendance
Dana Mellado: Work Quality – Performance of move-in move-out work during absence of Accounts Payable Specialist – 2015 Mar
Rex Meurer: Superior Attendance
Work Quality – Safety Meeting Presentation on “Eye Safety” – 2015 Mar 12
Desiree Smith: Superior Attendance
Customer Service – Customer pleased with fast response and payment options – 2015 Mar 10
Customer Service – Customer email of thanks for assistance with AutoPay application – 2015 Mar 30
Customer Service – Customer email of thanks for help and professionalism with customer service request – 2015 Mar 31
Work Quality – Performance of move-in move-out work during absence of Accounts Payable Specialist – 2015 Mar
Lisa Smoot: Work Quality – Performance of accounts payable work during absence of Accounts Payable Specialist – 2015 Mar

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : April 9, 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 REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : ASSISTANT GENERAL MANAGER RECRUITMENT
STATUS : Information Item
REPORT DATE : April 12, 2015

Hilary Straus, former Assistant City Manager with South Pasadena, will join the District as its Assistant General Manager on April 13, 2015. Mr. Straus' compensation package is very similar to that of former Assistant General Manager Darlene Gillum.

Mr. Straus is very familiar with Citrus Heights, having served as the Assistant to Citrus Heights' City Manager Henry Tingle for ten years from September 1998 to November 2008.

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : WORK AND ATTENDANCE HISTORY SUMMARY: 2005-2014
STATUS : Information Item
REPORT DATE : April 12, 2015

Attached for informational purposes is a Work and Attendance History Summary for calendar years 2005 through 2014. As noted, this time covers 5+ years of a conventional five-day work schedule and 4+ years of the current four-day alternative work schedule.

This report is an aggregation of similar statistics that are tracked for individual employees.

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS APRIL 14, 2015 REGULAR MEETING

SUBJECT : CITRUS HEIGHTS KIWANIS PRESENTATION
STATUS : Information Item
REPORT DATE : April 12, 2015

General Manager Churchill was invited to speak at the Citrus Heights Kiwanis Club at their breakfast meeting on March 18, 2015. General topics discussed were:

- The District's history, service area and water supply
- The Board of Directors
- District finances and water rates
- District facilities – pipelines, wells, administration building improvements
- Water Conservation

Further presentations are scheduled or pending as follows:

- Citrus Heights Sertoma Club – April 16 (Churchill, Meurer)
 - Citrus Heights Neighborhood 11 – May 20 (Churchill, Straus, Meurer)
 - Citrus Heights Rotary Club – June TBA (Churchill, Straus, Meurer)
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