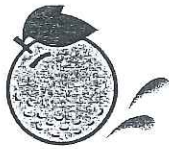


**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
MAY 12, 2015 beginning at 6:30 PM**



**CITRUS
HEIGHTS
WATER
DISTRICT**

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

phone
916/ 725-6873
fax
916/ 725-0345
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:

Students, Teachers and Families of Water Awareness Poster Contest
Winners

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 – April 14, 2015.
- CC-1b. Minutes of the Special Meeting – April 14, 2015.
- CC-2. Assessor/Collector's Report for April 2015.
- CC-3. Assessor/Collector's Roll Adjustments for April 2015.
- CC-4. Treasurer's Report for April 2015.
- CC-5. Payables for April 2015.
- CC-6. CAL-Card Purchases – April 2015
- CC-7. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.

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-8. Gold's Gym / Jerry McCall Claim for Damages.
Consider a claim for property damages.

PRESENTATIONS:

- P-1. Water Awareness Poster Contest
Present awards to the winners of this year's Water Conservation Poster Contest conducted by CHWD and the San Juan Family of Agencies.

OLD BUSINESS:

- O-1. Water Conservation Plan for CHWD Customers (A)
Consider adopting Resolution 14-2015 Adopting a modified Long-Term Stage 4 – Water Crisis including:
a. Interim Water Efficiency Regulations
b. Budget Amendment for Water Conservation Efforts
c. Implementation of Water Shortage Rates increasing water use rate from \$ 0.7663 per ccf to \$0.9579 per ccf (+25%)
- O-2. San Juan Water District / Sacramento Suburban Water District Reorganization (I/D)
Review and discuss the Phase 2A Study: Analysis of Reorganizing San Juan Water District and Sacramento Suburban Water District.
- O-3. 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-4. Administration Building Improvements (I)
Receive a status report on the construction phase of the project.
- O-5. Skycrest Well Equipping (I)
Receive a status report on equipping the Skycrest Well site.
- O-6. Acceptance of Sonora Way and Hanson Avenue Water Main Replacements (A)
Consider adopting Resolution 13-2015 accepting the Sonora Way 8-Inch and Hanson Avenue 6-Inch Water Main Replacement Project and authorize execution and recording of a Notice of Completion for the Project.

NEW BUSINESS:

- N-1. Training/Continued Education /Meetings (I)
Discuss training, continued education, and meeting opportunities.

- N-2. Inspection Services for Water Main Replacement Project (A)
Consider a contract with the Sharp Inspection Group, Inc. to provide inspection services for the Mariposa Avenue 18" Transmission Main Installation and 8" Distribution Main Replacement Project.
- N-3. Appeal of Denied Billing Adjustment Request (A)
Consider an appeal from customer concerning a request for billing adjustment that was denied by the Assessor-Collector.
- N-4. Groundwater Pumping Financial Reconciliation (D/A)
Review and consider approval of groundwater pumping reimbursement plan.
- N-5. General Manager Compensation (A)
Consider salary adjustment for General Manager.

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.

RECESS: The Meeting will have a brief recess.

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

- D-1. Regional Water Authority (Dains, Churchill)
 - a. Executive Committee
- D-2. Sacramento Groundwater Authority (Sheehan)
- D-3. San Juan Water District
- D-4. Association of California Water Agencies (Dains)
 - a. ACWA Spring Conference (Dains, Sheehan, Riehle)
- 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 (Straus)
- 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.

AGM-4. ACWA Spring Conference.

GENERAL MANAGER'S REPORTS (I):

- GM-1. Employee Recognition.
- GM-2. General Manager's Task List.
- GM-3. Citrus Heights Sertoma Club Presentation.
- GM-4. ACWA Spring Conference.

CORRESPONDENCE:

- C-1. Letter from Customer D. Creasey re: Water Use

CLOSED SESSION:

- CL-1. Public Employee Performance Evaluation for the General Manager; pursuant to Government Code Section 54957.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

June 2, 2015	6:30 PM	Regular Meeting
July 14, 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: May 7, 2015

CITRUS HEIGHTS WATER DISTRICT

MEETING INFORMATION MEMORANDUM

To : Al Dains, Caryl Sheehan, Ray Riehle, Hilary Straus, John Townsel, Paul Dietrich,
Judy Albietz
From : Bob Churchill
Date : May 11, 2015
Re : May 12, 2015 Board of Directors Meeting

Reports for the following items highlighted in yellow are enclosed for the May 12, 2015 Board of Directors Meeting.

Due to time commitments those items not highlighted were not completed in time for this meeting and will be agenzized for a later meeting, possible a Special Meeting next week, perhaps May 19.

CONSENT CALENDAR: (A)

- CC-1a. Minutes of the Regular Meeting – April 14, 2015.
- CC-1b. Minutes of the Special Meeting – April 14, 2015.
- CC-2. Assessor/Collector's Report for April 2015.
- CC-3. Assessor/Collector's Roll Adjustments for April 2015.
- CC-4. Treasurer's Report for April 2015.
- CC-5. Payables for April 2015.
- CC-6. CAL-Card Purchases – April 2015
- CC-7. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.

PRESENTATIONS:

- P-1. Water Awareness Poster Contest
Present awards to the winners of this year's Water Conservation Poster Contest conducted by CHWD and the San Juan Family of Agencies.

OLD BUSINESS:

- O-1. Water Conservation Plan for CHWD Customers (A)
Consider adopting Resolution 14-2015 Adopting a modified Long-Term Stage 4 – Water Crisis including:
 - a. Interim Water Efficiency Regulations
 - b. Budget Amendment for Water Conservation Efforts
 - c. Implementation of Water Shortage Rates increasing water use rate from \$ 0.7663 per ccf to \$0.9579 per ccf (+25%)

- O-2. San Juan Water District / Sacramento Suburban Water District Reorganization (I/D)
Review and discuss the Phase 2A Study: Analysis of Reorganizing San Juan Water District and Sacramento Suburban Water District.

O-3. 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.

NEW BUSINESS:

N-4. Groundwater Pumping Financial Reconciliation (D/A)

Review and consider approval of groundwater pumping reimbursement plan.

N-5. General Manager Compensation (A)

Consider salary adjustment for General Manager.

ASSISTANT GENERAL MANAGER'S REPORTS (I):

AGM-1. Water Efficiency Program Update.

AGM-2. Water Forum Update.

AGM-3. Summer 2015 WaterLine Newsletter.

AGM-4. ACWA Spring Conference.

CLOSED SESSION:

CL-1. Public Employee Performance Evaluation for the General Manager; pursuant to Government Code Section 54957.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS May 12, 2015 REGULAR MEETING

SUBJECT : GOLD’S GYM/JERRY MCCALL CLAIM FOR DAMAGES
 STATUS : Action Item – Consent Calendar
 REPORT DATE : April 22, 2015
 PREPARED BY : Hilary Straus, Assistant General Manager

OBJECTIVE:

Consider a claim for property damage from Gold’s Gym/Jerry McCall.

BACKGROUND AND ANALYSIS:

On April 15, 2015 Gold’s Gym/Jerry McCall submitted a claim in the amount of \$3,143.31 for time and materials they incurred because of a water leak on the private water services at 8485 Auburn Boulevard in Citrus Heights. A copy of the claim is attached to this report (Attachment 1). A copy of former Assistant General Manager Dave Kane’s March 23, 2015 letter regarding the initial invoices submitted and an explanation of the investigation the District conducted is also attached (Attachment 2). Copies of the various February invoices submitted from Gold’s Gym in the amount of \$1790.56 are attached (Attachment 3). We have requested, but have not yet received, copies of the remaining invoices in the amount of \$1352.75 representing the claim total.

Gold’s Gym first reported the leak at 8485 Auburn Boulevard on February 10, 2015. District staff employee David Gordon went out initially to investigate the leak, at that time the leaking brass union was all that was visible, David advised that the District would take care of the leak and sent an Operations crew out to make the repairs. Operations staff investigation was completed and shows that the leaking brass union was downstream of the water meter on the customer’s side of the water meter. This investigation further suggests that the leak at the brass union on the customer’s side of the water meter may be due to poor construction practices by a private contractor employed by someone representing the property owner after the meter was installed. Comparison photographs taken by the District at the time of the installation in 2013 and at the time of the leak in mid-February 2015, show that the service line between the water meter and the backflow assembly device was significantly altered at some point after the District’s installation. Copies of photos are attached (Attachment 2). District staff believes that the claim lacks merit and recommends denying it.

RECOMMENDATION:

Deny the claim from Gold’s Gym/Jerry McCall for property damage in the amount of \$3,143.31 and forward it to the District’s insurance carrier, ACWA-JPIA, for follow-up with the claimant.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : WATER AWARENESS POSTER CONTEST
 STATUS : Presentation Item
 REPORT DATE : May 5, 2015
 PREPARED BY : Rex W. Meurer, Water Efficiency Coordinator

OBJECTIVE:

Present awards to the winners of this year's Water Conservation Poster Contest conducted by Citrus Heights Water District (CHWD) and the San Juan Family of Agencies.

BACKGROUND AND ANALYSIS:

The District's water conservation staff, in conjunction with San Juan Water District, Orange Vale Water Company and Fair Oaks Water District, has sponsored the nineteenth annual Water Awareness Poster Contest. A total of 641 4th, 5th and 6th grade students at six elementary schools within the CHWD service area submitted posters based on this year's theme, "How I Help Out – During A Drought".

Each agency awards a first-place prize of \$100.00 and two runner-up prizes of \$50.00. In addition, each winning student's class receives an award of \$100.00 for the winning entry. The winning entries will also be featured in the 2015 Water Conservation Awareness Calendar. The Grand Prize Winner is featured on the cover and in the month of May, which represents Water Awareness Month. The Grand Prize Winner receives an additional \$100.00 check.

The winners for schools within the Citrus Heights Water District are:

First Place Winner: & Grand Prize	Caela Carpenter, 6 th Grade, Woodside Elementary School Teacher: Susanne Slayton
Runner-Up:	Mason Martell, 4 th Grade, Citrus Heights Elementary School Teacher: Ms.Chapman
Runner-Up:	Clea Bamba, 6 th Grade, Woodside Elementary School Teacher: Susanne Slayton

The contest entries in the Citrus Heights Water District service area were judged by: Alison Bermudez from the City of Citrus Heights staff; Rosa Umbach representing the Citrus Heights Chamber of Commerce; and Virgil Anderson from the Sunrise Recreation and Park District staff.

The winners and their families, teachers and friends have been invited to the Board of Directors meeting on May 12, 2015 to receive their awards and recognition for their efforts.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 BOARD MEETING

SUBJECT : WATER CONSERVATION OPTIONS for APPROVAL
 STATUS : Action Item
 REPORT DATE : May 7, 2015
 PREPARED BY : Hilary Straus, Assistant General Manager

OBJECTIVE:

Review the District's Conservation Options in light of the actions taken by the State Water Resources Control Board (SWRCB) on May 5-6, 2015. Consider for approval proposed conservation recommendations presented by CHWD staff tonight.

BACKGROUND AND ANALYSIS:

On April 7 and 22, 2015, SWRCB staff issued revised proposed conservation regulations. Based on the revised proposals, a CHWD District-wide R-GPCD conservation mandate of a 32% reduction in water use was assigned. The R-GCPD was based on the period July-September 2014.

The SWRCB issued a Notice of Proposed Emergency Rulemaking on April 28th, 2015. The SWRCB has approved this notice at their May 5-6, 2015 meeting. Because of the State Board actions on May 5-6, 2015, the SWRCB's regulations will become effective on May 15, 2015. Evaluation and enforcement begins in the month of June 2015 and will be assessed on July 15th, 2015.

CHWD has already achieved a conservation rate of 20% during 2014. Because of the additional actions from the SWRCB, CHWD staff is recommending additional options for the CHWD Board to consider for approval in order to achieve the additional anticipated 12% of mandated water savings.

CHWD held a Special Board meeting on April 30th, 2015. The meeting was an information workshop. Staff presented the Board several conservation options for their consideration. After a presentation and discussion the Board directed staff to return to the May 12th, 2015 CHWD Board meeting with recommended options for consideration and approval. The following are the recommendations being made by CHWD staff.

1. Adopt a Stage 4 Water Crisis Long Term with Modifications (Attachment 1); this coincides with the State's new regulations requiring the District to reduce consumption by 32% through February 2016. Note—The District's Stage 4 Water Crisis includes measures to reduce District water consumption ranging from 26% to 50%;
2. Adopt an amended budget of \$132,765. To cover the cost of conservation measures recommended tonight (Attachment 2)
3. Adopt Water Shortage Rate Structure Stage 4 Water Emergency including a 25% increase on usage (Attachment 3)

1. **Adopt a Stage 4 Water Crisis Long Term with Modifications**
 - (Attachment 1)

2. **Adopt a budget amendments of \$146,000 to implement Conservation Measures (Attachment 2)**
 - Hire 2 additional temporary staff for water waste monitoring and administrative duties;
 - 1 Office
One Administrative Assistant for phone and correspondence
\$25.00/hour for approximately 28 hours per week
(28hrs/wk for 7 months at \$25/hr = \$19,600)
 - 1 Field
One Field Worker
\$30.00 an hour for approximately 28 hours per week
(28hrs/wk for 7 months at \$30/hr = \$23,250)
 - Use of CirclePoint for the following programs
 - Addition of an online water waste reporting tool \$6,000
 - Addition of social media page to the website \$8,000
 - One time direct mailer to CHWD customers with a 30 day rate increase notice and conservation information \$ 14,500 on 8.5 x 5.5 glossy postcards
 - Increase public outreach, including developing a “Drought Resource Center” at the District’s web site and in the front lobby; \$7,500
 - Extend the District’s efforts at public outreach through the Regional Water Authority (RWA); “Drought Busters” public outreach campaign
 - Hire private security companies for water waste monitoring at night \$45,000
 - Work with up to the top 20% of high consumption users to reduce consumption
 - Target by customer class and usage
 - Work with customers on a case by case basis
 - Utilize Operations personnel to distribute water waste door hangers on a case by case basis
 - 10% contingency

3. Consider implementing a Stage 4-Water Shortage Rate Structure 25% (Attachment 3).

As previously mentioned at the April 30th, 2015 Special Board Meeting consideration of implementing water shortage rates can supplement the anticipated reduction in revenue and send price signals to rate payers to further reduce water consumption.

Water Shortage Rate Structure

The Water Shortage Rate Structure was adopted by the CHWD 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 unit¹ 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 (Attachment 3).

- **Drawdown of District's Rate Stabilization Reserves Anticipated (Attachment 4).** It is noteworthy that the District's staff project for the 2015 fiscal year (June-Dec), Stage 4 drought conditions and accompanying conservation measures would result in the following draw-down of Citrus Heights Water District's Rate Stabilization Reserves (currently at \$1 million):
 - 1) *No Drought Rates and Conservation Efforts* are implemented, operations would resume as normal and reserves would maintain current balance of \$1 mil
 - 2) *No Drought Rates and 32% SWRCB Conservation Efforts* are implemented, an estimated deficit of approx. \$1.1 mil in operations resulting in an draw down of reserves by (\$946,038)
 - 3) *Stage 4 Drought Rates Water Shortage Charge at 25% and 32% SWRCB Conservation Efforts* are implemented, the estimated deficit of \$500,000 in operations and draw-down of reserves by \$366,094. (Attachment 5)

¹ 1 Unit = 748 Gallons

As of May 5 – 6, 2015, the regulations have been implemented by the SWRBC. Staff recommends to the CHWD Board for consideration a declaration to move to Stage 4–Water Crisis Long Term with Modifications. In addition, staff recommends CHWD Board for consideration to amend conservation budget of \$146,000 to achieve the additional conservation measures presented tonight.

Further, implementation of the Water Shortage Rate Structure is not a requirement under Stage 4, but would be consistent with the objectives of Stage 4 Water Crisis. CHWD staff recommends to the Board implementation of Stage 4 Water Emergency Water Shortage Charge at 25% rate increase. 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:

Approve the three Conservation Recommendations presented by CHWD staff in light of the actions by the SWRCB on May 5-6, 2015.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : SAN JUAN WATER DISTRICT / SACRAMENTO SUBURBAN WATER
DISTRICT JOINT MEETINGS
STATUS : Information / Discussion Item
REPORT DATE : May 7, 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:

This item was postponed to the May 26, 2015 Special Meeting.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : ANTELOPE PUMP-BACK BOOSTER PUMP STATION PROJECT
STATUS : Information / Discussion Item
REPORT DATE : May 7, 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:

This item was postponed to the May 26, 2015 Special Meeting.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

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

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

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 April 14, 2015 report to the Board of Directors are as follows:

Site Work:

- Landscape Grading
- Concrete Sidewalks & Curbs

Building:

- Built up Roofing
- Door & Window frames
- Insulation
- Gypsum Board
- Electrical Power

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : SKYCREST WELL EQUIPPING
STATUS : Information Item
REPORT DATE : May 4, 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 nearly complete.

The bore under the Brooktree Creek is complete.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : SONORA WAY 8-INCH AND HANSON AVENUE 6-INCH
WATER MAIN REPLACEMENT PROJECT ACCEPTANCE
 STATUS : Action Item
 REPORT DATE : April 22, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider Acceptance of the Sonora Way 8-Inch and Hanson Avenue 6-Inch Water Main Replacement Project (2014-30), and authorize execution and recording of a Notice of Completion for the Project.

BACKGROUND AND ANALYSIS:

On February 9, 2015, a contract was executed with Rawles Engineering, Inc. for installing and connecting approximately 985 lineal feet (lf) of 8-inch water main and 540 lineal feet (lf) of 6-inch water main and related appurtenances along Sonora Way between Palm Avenue and Madison Avenue in the community of Carmichael, and along Hanson Avenue between Wonder Street and Glen Tree Drive in the City of Citrus Heights.

The engineer's estimate for the project was \$400,000.00. On January 7, 2015 the Board of Directors approved a bid from Rawles Engineering, Inc. in the amount of \$320,734.00 with a change order contingency fund in the amount of \$32,000.00 (10.0%). The amount paid to the contractor is \$314,156.75 for material, labor and equipment. This amount included one additive change order and minor variations occurred between the bid item estimates and the actual totals measured. The additive change order was for placing an additional 2,288 sq. ft. of fog seal to enhance the appearance of the south end of Sonora Way beyond the work zone. This single change order totaled \$1,144.00.

Rawles Engineering, Inc. successfully completed the work in 46 calendar days, 28 days ahead of the allotted 74 calendar day schedule.

RECOMMENDATION:

Adopt Resolution 13-2015 Accepting the Park Drive and Poplar Avenue 8-Inch and 6-Inch Water Main Replacement Project, and authorize the District Secretary to execute and record a Notice of Completion for the Project.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : May 7, 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. Jun 7-10 AWWA Annual Conference
2015 Anaheim, CA

Approved Attendees: Project Manager

B. Oct 11-14 ASCE Annual Conference
New York, NY

Recommended Attendees: General Manager subject to Board Approval

C. Oct 26-29 AWWA Ca/NV Section
Las Vegas, NV

Recommended Attendees: General Manager, Operations Manager

D. Nov 30-Dec 1 ACWA-JPIA Fall Conference
Indian Wells, CA

Recommended Attendees: Directors, Assistant General Manager

E. 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 MAY 12, 2015 REGULAR MEETING

SUBJECT : INSPECTION SERVICES FOR WATER MAIN REPLACEMENT PROJECT
 STATUS : Action Item
 REPORT DATE : April 30, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider a contract with the Sharp Inspection Group, Inc. to provide inspection services for the Mariposa Avenue 18” Transmission Main Installation and 8” Distribution Main Replacement Project.

BACKGROUND AND ANALYSIS:

The District worked successfully with the Sharp Inspection Group, Inc. in the past on numerous successful capital improvement projects. Their team is familiar with our construction specifications and work practices. Sharp Inspection Group’s all-inclusive hourly rate aligns with rates paid on recent projects.

Sharp Inspection Group, Inc.	\$100.00 per hour
ICM Group, Inc.	\$98.00 per hour
Forsgren Associates, Inc.	\$97.00 per hour
Unico Engineering, Inc.	\$97.00 per hour

The project will last no more than 75 calendar days (54 work days) equating to approximately 432 hours. In an effort to limit expenses, the agreement with Sharp Inspection Group, Inc. will not exceed \$33,000.00 (330 hours). Any additional requirements for inspection will be fulfilled by District Project Management and Engineering staff.

The District 2015 Capital Projects Budget includes \$33,600.00 for outside inspection services for the Mariposa Avenue 18” Transmission Main Installation and 8” Distribution Main Replacement Project.

RECOMMENDATION:

Approve entering into a Professional Service Agreement for Inspection Services with the Sharp Inspection Group, Inc. at an amount not-to-exceed \$33,000.00 and authorize the General Manager to execute the Agreement.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS May 12, 2015 REGULAR MEETING

SUBJECT : APPEAL OF DENIED BILLING ADJUSTMENT REQUEST
 STATUS : Action Item
 REPORT DATE : April 30, 2015
 PREPARED BY : Susan K. Sohal, Accounting Supervisor / Assessor-Collector

OBJECTIVE:

Consider an appeal from CHWD customer Kathleen Harrison, 8211 Mariposa Ave, concerning a request for billing adjustment that was denied by the Assessor-Collector.

BACKGROUND AND ANALYSIS:

The CHWD customer named above submitted a request for a billing adjustment to reduce a high water bill due to excessive water consumption caused by a leak on their property's water service. Their request has been denied by the Assessor-Collector and the customer is appealing this denial to the Board of Directors as provided by District policy.

District Policy No. 7330, Disputed Water Consumption Charges, provides a process by which customers may dispute water consumption charges on their bill or request billing adjustments for excessive water consumption under certain circumstances. A copy of this policy is attached.

The Assessor-Collector routinely reviews customer meter readings and investigates those that show unusually high consumption. Water Quality Specialist, Chris Nichols, was dispatched on January 14, 2015 to investigate water pressure concerns by the customer. He spoke to Ms. Harrison, advised there was a private leak in the backyard and turned off the valve for the customer. Meter technician, Kelly Drake, was dispatched on January 27, 2015 to reread the meter and confirm an unusually high meter reading on Ms. Harrison's was received during the regular meter reading process. While he was at Ms. Harrison's property he confirmed the high reading and noted that the water meter "telltale" was spinning continuously (slow). He was unable to speak to the customer at the time as no one was home. Dana Mellado, Accounts Receivable Specialist, left a voicemail to Ms. Harrison advising her of the high read with possible leak. On January 28, 2015 Dana Mellado spoke to customer advising the meter indicator was still spinning slowly and should contact a plumber as Ms. Harrison had yet to do so from the CHWD staff initial visit. Water Distribution Lead Worker Operator, Mike Mariedth, was dispatched on January 29, 2015 as customer had concerns with CHWD's routine maintenance causing the leak at her property. Staff confirmed CHWD's routine maintenance was not the cause. Staff discovered two leaks at her property, one in the front yard and one in the backyard, and turned the valves off. He advised customer to contact a plumber as well.

As a result of the high water consumption during the billing period ending January 28, 2015, Ms. Harrison's water bill for the period was \$1147.88 with 1,409 units of water consumed. The customer was also advised that they could request consideration of a billing adjustment which would be evaluated by the District based on criteria set forth in Policy 7330. The criteria for considering a billing adjustment are as follows:

- A. The excessive use of water was due to circumstances that could not be foreseen or easily prevented by the customer.
- B. After receipt of a billing statement showing excessive consumption of water, the customer

took prompt and reasonable action to ascertain the cause of the excessive consumption and to correct it.

- C. The customer promptly repaired all known or apparent water leaks beyond the point of delivery by the District.

The customer's request for a billing adjustment was accepted because, in the evaluation of the Assessor-Collector, the customer made an attempt to take prompt and reasonable action to repair the water leaks. A credit was applied to her account in the amount of \$269.55. According to the customer's written statement, (copy attached to this report) approximately 14 days elapsed between the date that they were notified of a leak by the District and nominal repairs. Approximately 3 months elapsed to the date that they actually entered into contract to have repairs done to stop the leak.

The intent of the policy is to provide some measure of billing adjustment for customers that have leaks that could not be seen or easily prevented, provided that the customer takes "prompt and reasonable action" to ascertain the cause and fix it. In this case, the customer did not take prompt action to fix a leak that had consumed over \$1,000 worth of water during the most recent billing period. This included the delay to have necessary repairs completed by a plumber after three separate recommendations from CHWD staff. In the opinion of the Assessor-Collector, the customer's actions did demonstrate some "prompt and reasonable action" to stop the costly loss of water. To request the District and its customers to share in the cost of this wasted water under these circumstances does not appear to be consistent with the intent of the Board's policy.

RECOMMENDATION:

Consider the appeal from CHWD customer Kathleen Harrison, 8211 Mariposa Ave, concerning a request for billing a greater adjustment than \$269.55 given by the Assessor-Collector, and provide direction to District staff.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : GROUNDWATER PUMPING FINANCIAL RECONCILIATION
STATUS : Discussion / Action Item
REPORT DATE : May 7, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Review and consider approval of groundwater pumping reimbursement plan.

BACKGROUND AND ANALYSIS:

This item was postponed to the May 26, 2015 Special Meeting.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : GENERAL MANAGER COMPENSATION
STATUS : Action Item
REPORT DATE : May 7, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider a salary adjustment for the General Manager.

BACKGROUND AND ANALYSIS:

This item was postponed to the May 26, 2015 Special Meeting.

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER’S REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : PROJECT MANAGER’S REPORT
 STATUS : Information Item
 REPORT DATE : April 30, 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>
None			

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
The Village at Fair Oaks 55 Condominiums (2014-53)	6800 Madison Ave	80% Complete
99 Cent Store Crunch Fitness Club Replace 6” Fire Sprinkler Service	7424 Greenback Ln 6124 San Juan Ave	85% Complete
Stock Ranch Retail - Interior Drive Aisle Improvements (2015-52)	Auburn Blvd at Stock Ranch Retail Center	Pre-Construction Meeting Complete

Bubba's Car Wash (2015-51)	7411 Greenback Ln	<i>Grading Complete</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>Preparing to Bid</i>
San Juan High School 24" Water Main Warren Consulting Engineers (2013-30)	Along North Property Line	<i>SJUSD Adopted Resolution of Intent, Public Hearing for Easement May 12, 2015</i>
San Juan Park 12" Water Main KASL Consulting Engineers, Inc. (2014-36)	5555 Mariposa Avenue to U.C. Davis Medical Center	<i>Design Continues</i>
<i>Mesa Verde High School 14" Water Main Bennett Engineering Services (2015-30)</i>	<i>Northwest Corner of Property West from Poplar Avenue</i>	<i>Kick-off Meeting May 6, 2015</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>
None		

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
<i>Sunrise Blvd Complete Streets Phase III CHWD Operations Dept. to Complete Water Improvements</i>	<i>Antelope Road to Northern City Limits</i>	<i>Pre-Construction Meeting Complete</i>
<i>Sylvan Road Accessibility & Safety Improvements CHWD Operations Dept. to Complete Water Improvements</i>	<i>6312 to 6448 Sylvan Road</i>	<i>Bidding Underway</i>

CITRUS HEIGHTS WATER DISTRICT

OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS May 12, 2015 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT
 STATUS : INFORMATION ITEM
 REPORT DATE : May 04, 2015

ABANDON FIRE HYDRANT: (1)

April 21, 2015 8450 AUBURN BLVD

ABANDON SERVICE: (3)

April 1, 2015 7098 AUBURN BLVD

April 2, 2015 7098 AUBURN BLVD

April 2, 2015 7092 AUBURN BLVD

CONTRACTOR - BACKFLOW INSTALL: (7)

April 20, 2015 8000 GREENBACK LN

April 20, 2015 6698 LIVE OAK WAY

April 21, 2015 6377 BONHAM CIR

April 21, 2015 7823 LIVE OAK WAY

April 21, 2015 7787 LIVE OAK WAY

April 21, 2015 6307 SUNRISE BLVD

April 21, 2015 6309 SUNRISE BLVD

CONTRACTOR - FIRE SPRINKLER RPDA INSTALL: (2)

April 20, 2015 6302/04 SUNRISE BLVD

April 21, 2015 6309 SUNRISE BLVD

CONTRACTOR - METER INSTALL: (1)

April 20, 2015 6377 BONHAM CIR

CONTRACTOR - RELOCATE SERVICE & METER: (1)

April 20, 2015 7104/06 ANTELOPE RD

CONTRACTOR - SERVICE INSTALL: (1)

April 21, 2015 7591 CEDAR DR

CONTRACTOR - SERVICE REPLACEMENT: (3)

April 16, 2015 608/10/12 CHANCE WAY

April 22, 2015 6728 SYLVAN RD

April 22, 2015 7512 PARK DR

ENGINEERING CIP ADMIN: (1)

April 8, 2015 7180 SUNRISE BLVD

HYDRANT INSTALL: (1)

April 21, 2015

7411 GREENBACK LN

HYDRANT MAINTENANCE/PAINT: (85)

April 8, 2015	7532 CHERRY GLEN AVE
April 8, 2015	8310 CHERRY LEAF CT
April 8, 2015	7569 CHERRY GLEN AVE
April 8, 2015	8321 HOLLY DR
April 9, 2015	8201 HOLLY DR
April 9, 2015	8146 HOLLY DR
April 9, 2015	7584 BAIRD WAY
April 9, 2015	7664 BAIRD WAY
April 9, 2015	7625 BAIRD WAY
April 9, 2015	7585 BAIRD WAY
April 9, 2015	7581 BAIRD WAY
April 9, 2015	7564 WALNUT DR
April 9, 2015	7522/24 WALNUT DR
April 9, 2015	7550 OAK GROVE AVE
April 9, 2015	7633 NORTH COLONY WAY
April 9, 2015	7635/37 OAK GROVE AVE
April 9, 2015	7680 OAK GROVE AVE
April 9, 2015	8235 MARIPOSA AVE
April 13, 2015	7690 TWIN OAKS AVE
April 13, 2015	7665 TWIN OAKS AVE
April 13, 2015	7721 TWIN OAKS AVE
April 13, 2015	8280 MARIPOSA AVE
April 13, 2015	7654/60 ROBERTS DR
April 13, 2015	7593 TWIN OAKS AVE
April 13, 2015	7561 TWIN OAKS AVE
April 13, 2015	7701 GLENN AVE
April 13, 2015	7661 WALNUT AVE
April 13, 2015	7753 GLENN AVE
April 13, 2015	8171 PATTON AVE
April 13, 2015	7669 ROBERTS DR
April 13, 2015	8241 PATTON AVE
April 13, 2015	7797 GLENN AVE
April 14, 2015	7355 THALIA WAY
April 14, 2015	7355 THALIA WAY
April 15, 2015	7829 GREENBACK LN
April 15, 2015	7811 GREENBACK LN
April 16, 2015	8400 AUBURN BLVD
April 16, 2015	8340/50 AUBURN BLVD
April 16, 2015	8228 HOLLY DR
April 16, 2015	7331 THALIA WAY
April 16, 2015	6601 HESPERA WAY
April 16, 2015	7420 HESPERA WAY

April 16, 2015	7436 HESPERA WAY
April 16, 2015	7436 HESPERA WAY
April 16, 2015	8201 MOSS OAK AVE
April 16, 2015	6592 THALIA WAY
April 20, 2015	7300 SOL WAY
April 20, 2015	7420 THALIA CT
April 20, 2015	6529 THALIA WAY
April 20, 2015	6556 THALIA WAY
April 20, 2015	7311 HERA WAY
April 20, 2015	7248 WOODSIDE DR
April 20, 2015	7307 WOODSIDE DR
April 20, 2015	6478 CEDAR RANCH DR
April 20, 2015	7264 FOUNTAIN SQUARE DR
April 20, 2015	8056 OAK AVE
April 20, 2015	7264 FOUNTAIN SQUARE DR
April 20, 2015	6454 CEDAR RANCH DR
April 20, 2015	7264 FOUNTAIN SQUARE DR
April 20, 2015	7264 FOUNTAIN SQUARE DR
April 20, 2015	6315 FOUNTAIN SQUARE DR
April 20, 2015	6377 ASPEN RANCH CT
April 20, 2015	7264 FOUNTAIN SQUARE DR
April 20, 2015	6330 FOUNTAIN SQUARE DR
April 27, 2015	7229 GREENBACK LN
April 27, 2015	7229 GREENBACK LN
April 27, 2015	7229 GREENBACK LN
April 28, 2015	6237 FOUNTAIN SQUARE DR
April 28, 2015	7229 GREENBACK LN
April 28, 2015	7229 GREENBACK LN
April 29, 2015	7264 FOUNTAIN SQUARE DR
April 29, 2015	7124 RYAN TAYLOR WAY
April 29, 2015	7100 RYAN TAYLOR WAY
April 29, 2015	7144 RYAN TAYLOR WAY
April 29, 2015	7120 RYAN TAYLOR WAY
April 29, 2015	6521 ASPEN GARDENS WAY
April 29, 2015	7100 ASPEN VIEW CT
April 29, 2015	6433 ASPEN GARDENS WAY
April 29, 2015	6401 ASPEN RANCH CT
April 29, 2015	7113 CEDAR GARDEN CT
April 29, 2015	6124 SAN JUAN AVE
April 29, 2015	6124 SAN JUAN AVE
April 29, 2015	7654 GREENBACK LN
April 29, 2015	6199 SUNRISE BLVD
April 29, 2015	6199 GREENBACK LN

HYDRANT PAINT: (3)

April 7, 2015	8199 BONNIE OAK WAY
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April 7, 2015 8281 BONNIE OAK WAY
April 16, 2015 8512 AUBURN BLVD

HYDRANT REPLACEMENT: (1)

April 16, 2015 7509 GREENGLEN AVE

LANDSCAPE: (1)

April 15, 2015 8212 SUNRISE BLVD

LEAK INVESTIGATION: (2)

April 15, 2015 8429 DALMENY WAY

April 20, 2015 6572 SKYVIEW DR

MAIN INSTALL: (1)

April 29, 2015 7411 GREENBACK LN

METER BOX MAINTENANCE: (5)

April 7, 2015 7712 WINTERGREEN DR

April 16, 2015 7787 SAYONARA DR

April 20, 2015 8409 JUGLANS DR

April 22, 2015

April 23, 2015 6909 LONICERA DR

METER REPAIR: (1)

April 19, 2015 6196 SUNRISE MALL

POT HOLE SERVICE: (2)

April 1, 2015 6308/18 SYLVAN RD

April 1, 2015 6356 SYLVAN RD

RADIO READ METER INSTALL: (8)

April 8, 2015 7752 LIVE OAK WAY

April 8, 2015 7756 LIVE OAK WAY

April 8, 2015 7760 LIVE OAK WAY

April 8, 2015 7764 LIVE OAK WAY

April 8, 2015 7765 LIVE OAK WAY

April 8, 2015 7761 LIVE OAK WAY

April 8, 2015 7757 LIVE OAK WAY

April 8, 2015 7789 LIVE OAK WAY

RADIO READ MIU R900 CHANGE OUT: (2)

April 1, 2015 7809 OLD AUBURN RD

April 1, 2015 7673 OLD AUBURN RD

REGISTER CHANGE OUT: (28)

April 1, 2015 8501 DONALD WAY

April 2, 2015 7666 VAN MAREN LN

April 6, 2015 7539 SYCAMORE DR

April 6, 2015 7532 ANTELOPE RD

April 9, 2015	6825 LARKSPUR AVE
April 9, 2015	6426 CEDAR RANCH DR
April 9, 2015	6438 CEDAR RANCH DR
April 9, 2015	7535 CHULA VISTA DR
April 13, 2015	7108 LITTLE OL CT
April 13, 2015	7662 GLENACRE WAY
April 13, 2015	7731 SPRING VALLEY AVE
April 13, 2015	6535 MEL CT
April 13, 2015	7800 HIGHLAND AVE
April 14, 2015	7500 COMMUNITY DR
April 14, 2015	7520 SYLVAN CREEK CT
April 14, 2015	7555 SYLVAN CREEK CT
April 14, 2015	6316 MARIPOSA AVE
April 20, 2015	5495 SUNRISE BLVD
April 20, 2015	5425 SUNRISE BLVD
April 20, 2015	5168 PATTI JO DR
April 21, 2015	7426 RANCH AVE
April 21, 2015	1207 SCHOONER DR
April 22, 2015	8426 BLOSSOM HILL CT
April 23, 2015	8024 GLEN PARK AVE
April 23, 2015	8333 CANYON OAK DR
April 23, 2015	8251 CRIPPLE OAK CT
April 23, 2015	8474 ACORN CREEK CT
April 29, 2015	7919 BLAZE TRAIL CT

SERVICE REPLACEMENT: (6)

April 7, 2015	5600 CYPRESS POINT DR
April 13, 2015	7855 CASA BELLA WAY
April 13, 2015	7851 CASA BELLA WAY
April 20, 2015	8334 ABELIA CT
April 20, 2015	8338 ABELIA CT
April 28, 2015	7774 PARDAL CT

SERVICE/SADDLE REPLACEMENT: (31)

April 2, 2015	6444 SYLVAN RD
April 6, 2015	7508 GREENGLEN AVE
April 6, 2015	7509 GREENGLEN AVE
April 6, 2015	7517 GREENGLEN AVE
April 7, 2015	8201 CANYON OAK DR
April 7, 2015	8204 CANYON OAK DR
April 7, 2015	8208 CANYON OAK DR
April 7, 2015	8137 VILLA OAK DR
April 7, 2015	7509 GREENGLEN AVE
April 9, 2015	8442 CRANFORD WAY
April 9, 2015	8216 CANYON OAK DR
April 9, 2015	8213 CANYON OAK DR

April 9, 2015	8212 CANYON OAK DR
April 9, 2015	8209 CANYON OAK DR
April 9, 2015	8438 CRANFORD WAY
April 14, 2015	8190 CANYON OAK DR
April 14, 2015	8199 CANYON OAK DR
April 14, 2015	8196 CANYON OAK DR
April 14, 2015	6920 PALMDELL WAY
April 14, 2015	8191 CANYON OAK DR
April 14, 2015	6916 PALMDELL WAY
April 16, 2015	8187 CANYON OAK DR
April 16, 2015	8174 CANYON OAK DR
April 16, 2015	8179 CANYON OAK DR
April 16, 2015	8200 CANYON OAK DR
April 17, 2015	8183 CANYON OAK DR
April 22, 2015	8166 CANYON OAK DR
April 22, 2015	8170 CANYON OAK DR
April 22, 2015	8175 CANYON OAK DR
April 23, 2015	8152 LIN OAK WAY
April 23, 2015	8156 LIN OAK WAY

VALVE BOX MAINTENANCE: (2)

April 1, 2015	7895 SUNRISE BLVD
April 1, 2015	7895 SUNRISE BLVD

VALVE EXERCISE: (33)

April 7, 2015	6040 KIFISIA WAY
April 7, 2015	6024 KIFISIA WAY
April 7, 2015	5900 KIFISIA WAY
April 7, 2015	5826 HOFFMAN LN
April 7, 2015	5940 HOFFMAN LN
April 7, 2015	5706 HOFFMAN LN
April 7, 2015	5714 HOFFMAN LN
April 8, 2015	6130 CALIENTE CT
April 14, 2015	6231 WEDGEFIELD WAY
April 14, 2015	6231 WEDGEFIELD WAY
April 14, 2015	6200 GREENBACK LN
April 15, 2015	6321 GREENBACK LN
April 15, 2015	8311 GREENBACK LN
April 15, 2015	8261 WITTENHAM WAY
April 15, 2015	8261 WITTENHAM WAY
April 15, 2015	8201 ASHCREST LN
April 15, 2015	8201 ASHCREST LN
April 16, 2015	5714 HOFFMAN LN
April 16, 2015	5790 HOFFMAN LN
April 16, 2015	5790 HOFFMAN LN
April 16, 2015	6100 HOFFMAN LN

April 16, 2015	6100 HOFFMAN LN
April 16, 2015	8401 HIALEAH DR
April 16, 2015	8321 GREENBACK LN
April 16, 2015	5706 HOFFMAN LN

VALVE INSTALL: (1)

April 27, 2015	7831 PATTON AVE
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VALVE LOCATE: (1)

April 8, 2015	8201 SANWOOD CT
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VANDALISM SVC POINT REPAIR: (1)

April 23, 2015	8029 CAROL AVE
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Total Count: 238

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
MAY 12, 2015 REGULAR BOARD MEETING**

SUBJECT : 2015 WATER CONSUMPTION
 STATUS : Information Item
 REPORT DATE : May 5, 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	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					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	2,288.82 89.11%	279.72 10.89%	2,568.54	6,027.68	2,676.52 -4.03%		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : WATER SUPPLY
STATUS : Information Item
REPORT DATE : May 4, 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 May 3, 2015, storage in Folsom Lake was at 574,283 acre-feet, 58.8 percent of the total capacity of 977,000 acre-feet. This is about 77 percent of historical average for this date. This represents an increase in storage of 3,013 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 6.6% above the corresponding time period in 2014 and 16.0% below the corresponding time period in 2013.

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : May 10, 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 April 2015 included:

- 17 ultra-low-flush toilet rebates for the month of April. A total of \$6,300 in rebates have been provided to customers during 2015 to date.
- For the period of January through April 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 April.
- Poster contest judging was performed for the “grand prize” winner from CHWD, Fair Oaks Water District, Orange Vale Water Company and San Juan Water District. CHWD was named the Grand Prize Winner. The Grand Prize Winner will be featured for the month of May which is water awareness month. Presentation of the winning entries will take place at the May 12, 2015 Board of Directors meeting.
- For the month of April 2015, the District’s Residential Gallons Per Capita Per Day (R-GPCD) was 117. In comparison, the March R-GPCD was 108, February 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

Newly hired AGM Straus has not yet attended a Water Forum Successor Effort (WFSE) meeting. However, he has a meeting scheduled with WFSE Executive Director Tom Gohring on Monday, May 18th to get up to speed on “all things Water Forum Successor Effort.”

As a reminder from last month’s report from former Interim AGM Kane, Mr. Kane attended the 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 began 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. The staff project team (Assistant General Manager Straus (lead), General Manager Churchill, Project Manager Dietrich, Accounting Supervisor Sohal and Water Efficiency Coordinator Meurer) received draft story copy for review in early May, and will be meeting to review edits with Circlepoint staff on May 19th. Development of key messages for the lead story will come as a follow-up to the Board's actions on the District's Water Conservation Plan on the agenda for Board consideration on May 12th. Based on the schedule developed in early April, District customers will receive newsletters in July.

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : ACWA & ACWA/JPIA 2015 SPRING CONFERENCE
STATUS : Information Item
REPORT DATE : May 10, 2015

The Assistant General Manager attended the 2015 Association of California Water Agencies (ACWA) and ACWA Joint Powers Insurance Authority (JPIA) Conferences in Sacramento, CA May 5 to May 7. Educational and training sessions attended were:

Tuesday May 5, 2015

- LEADERSHIP ESSENTIALS FOR TOMORROW'S WORKPLACE
- THE CHANGING LANDSCAPE OF EMPLOYEE BENEFITS
- ACWA 101: MAXIMIZE YOUR MEMBERSHIP
- SEXUAL HARASSMENT PREVENTION FOR BOARD MEMBERS AND MANAGERS
(AB 1825)

Wednesday May 6, 2015

- CALIFORNIA WATER: THE STATE LEGISLATURE'S PERSPECTIVE
- FINANCE PROGRAM—OVERCOMING PUBLIC SCRUTINY AND CHALLENGES IN THE RATE SETTING PROCES: LESSONS LEARNED FROM SAN JUAN CAPISTRANO
- GOVERNOR BROWN'S ADDRESS
- FINANCE PROGRAM—THE LATEST IN P3S (PUBLIC-PRIVATE PARTNERSHIPS) AND CAPITAL FINANCING ALTERNATIVES
- THE SUSTAINABLE GROUNDWATER MANAGEMENT ACT: NAVIGATING NEAR-TERM IMPEMENTATION ISSUES
- NETWORKING RECEPTIONS

Thursday May 7, 2015

- CONDUCT AND ETHICS TRAINING FOR WATER AGENCY OFFICIALS (AB 1234)
 - WATER STORAGE FUNDING: A TOP PRIORITY
 - NETWORKING DINNER
-

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : May 5, 2015

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

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Superior Attendance
 Customer Service – Appreciation for friendly and professional service expressed by customer on Oakenshaw Way – 2015 Apr 09

Robyn Evans: Work Quality – Safety Meeting presentation on the “Proper Use of Fire Extinguishers” – 2015 Apr 02
 Work Quality – Preparation of employee breakfast for Employee Recognition Assembly – 2015 Apr 09

James Ferro: Superior Attendance
 Customer Service – Appreciation for friendly and professional service expressed by customer on Oakenshaw Way – 2015 Apr 09

Jarrett Flink: Work Quality – Acted as temporary crew leader during crew leader’s medical leave – 2015 Mar 16 to 2015 Apr 08
 Work Quality – 6920 Palmdell Way customer comments on excellent job of water service replacement – 2015 Apr 20

Brian Hensley: Work Quality – Repair of malfunctioning restroom lock – 2015 Apr 15

Dan Hesse: Work Quality – 6920 Palmdell Way customer comments on excellent job of water service replacement – 2015 Apr 20

Mike Mariedth: Superior Attendance

Zachary Powell: Work Quality – Employee Recognition Event Planning Committee – 2015 Apr 30
 Work Quality – 6920 Palmdell Way customer comments on excellent job of water service replacement – 2015 Apr 20

Ryon Ridner: Superior Attendance
 Customer Service – Appreciation for friendly and professional service expressed by customer on Oakenshaw Way – 2015 Apr 09

Jason Tupper: Work Quality – Volunteered to assume Standby Duty for ill employee – 2015 Apr 10

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

- Brady Chambers: Superior Attendance
Customer Service – Handling exceptionally high customer telephone call volume due to drought – 2015 Apr
- Kelly Drake: Superior Attendance
Work Quality – Asbestos-Cement Pipe Refresher Training – 2015 Apr 30
- Rex Meurer: Superior Attendance
Work Quality – Preparation of Board Report regarding Water Conservation and presentation to the Board of Directors – 2015 Apr 30
- Beth Shockley: Superior Attendance
Customer Service – Handling exceptionally high customer telephone call volume due to drought – 2015 Apr
- Dana Mellado: Customer Service – Handling exceptionally high customer telephone call volume due to drought – 2015 Apr
- Desiree Smith: Superior Attendance
Customer Service – Handling exceptionally high customer telephone call volume due to drought – 2015 Apr
Work Quality – Employee Recognition Event Planning Committee – 2015 Apr 30
- Lisa Smoot: Superior Attendance
Customer Service – Handling exceptionally high customer telephone call volume due to drought – 2015 Apr
Work Quality – Coordination and efforts leading to the addition of leave balances on paycheck stubs and subsequent meeting with employees – 2015 Apr
Work Quality – Preparation of Board Report regarding Gold’s Gym Claim for Damages – 2015 Apr
- Susan Sohal: Superior Attendance
Customer Service – Handling exceptionally high customer telephone call volume due to drought – 2015 Apr
Work Quality – Preparation of Board Report regarding Water Conservation and presentation to the Board of Directors – 2015 Apr 30

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

- David Gordon: Superior Attendance
Work Quality – Fair Oaks Village Volunteer Overtime Inspection – 2015 Apr 03 Friday
- Missy Pieri: Superior Attendance
Work Quality – Employee Recognition Event Planning Committee – 2015 Apr 30
- Borey Swing: Superior Attendance
Work Quality – Volunteered to assume additional duties for 4 weeks while co-worker was on modified duty – 2015 Apr
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CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

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

Significant assignments and activities for the General Manager (GM) are listed on the attached list. I will be available at the meeting to answer questions and/or provide additional details.

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : CITRUS HEIGHTS SERTOMA CLUB PRESENTATION
STATUS : Information Item
REPORT DATE : May 8, 2015

General Manager Churchill and Water Efficiency Coordinator Rex Meurer were invited to speak to the Citrus Heights Sertoma (Service to Mankind) Club at their breakfast meeting on April 16, 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 Neighborhood 11 – May 20 (Churchill, Straus, Meurer)
 - Citrus Heights Rotary Club – June TBA (Churchill, Straus, Meurer)
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CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS MAY 12, 2015 REGULAR MEETING

SUBJECT : ACWA & ACWA/JPIA 2015 SPRING CONFERENCE
STATUS : Information Item
REPORT DATE : May 8, 2015

The General Manager attended the 2015 Association of California Water Agencies (ACWA) and ACWA Joint Powers Insurance Authority (JPIA) Conferences in Sacramento, CA May 4 to May 7. Educational and training sessions attended were:

Monday May 4, 2015

- EXECUTIVE COMMITTEE MEETING
- BOARD OF DIRECTORS MEETING

Tuesday May 5, 2015

- LEADERSHIP ESSENTIALS FOR TOMORROW'S WORKPLACE
- THE CHANGING LANDSCAPE OF EMPLOYEE BENEFITS
- SEXUAL HARASSMENT PREVENTION FOR BOARD MEMBERS AND MANAGERS

Wednesday May 6, 2015

- CALIFORNIA WATER: THE STATE LEGISLATURE'S PERSPECTIVE
- DROUGHT YEAR FOUR: TIGHTENING ITS GRIP ON CALIFORNIA
- GOVERNOR BROWN'S ADDRESS
- FINANCING CALIFORNIA'S WATER FUTURE
- THE FUTURE OF WATER STORAGE AND MANAGEMENT
- THE SUSTAINABLE GROUNDWATER MANAGEMENT ACT: NAVIGATING NEAR-TERM IMPLEMENTATION ISSUES
- NETWORKING RECEPTIONS

Thursday May 7, 2015

- CONDUCT AND ETHICS TRAINING FOR WATER AGENCY OFFICIALS
 - WATER STORAGE FUNDING: A TOP PRIORITY
 - NETWORKING DINNER
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