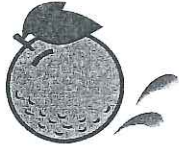


**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
MAY 26, 2015 beginning at 6:30 PM**



**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:

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-1c. Minutes of the Special Meeting – April 30, 2015.

CC-1d. Minutes of the Regular Meeting – May 12, 2015.

OLD BUSINESS:

0-1. 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

Board of Directors
Allen B. Dains
Caryl F. Sheehan
Raymond A. Riehle

*General Manager/
Secretary*
Robert A. Churchill

*Assistant General
Manager/Treasurer*
Hilary M. Straus

*Accounting Supervisor
Assessor/Collector*
Susan K. Sohal

- O-2. 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-1. Groundwater Pumping Financial Reconciliation (D/A)
Review and consider approval of groundwater pumping
reimbursement plan.
- N-2. General Manager Compensation (A)
Consider salary adjustment for General Manager.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):

PROJECT MANAGER'S REPORTS (I):

None

OPERATIONS MANAGER'S REPORTS (I):

None

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

None

ASSISTANT GENERAL MANAGER'S REPORTS (I):

None

GENERAL MANAGER'S REPORTS (I):

None

CORRESPONDENCE:

None

CLOSED SESSION:

- CL-1. Conference with Real Property Negotiators; pursuant to
Government Code Section 54956.9.
- CL-2. 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 special 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 21, 2015

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 26, 2015 SPECIAL MEETING

SUBJECT : SAN JUAN WATER DISTRICT / SACRAMENTO SUBURBAN WATER
DISTRICT REORGANIZATION
STATUS : Information / Discussion Item
REPORT DATE : May 25, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Review and discuss the Phase 2A Study: Analysis of Reorganizing San Juan Water District and Sacramento Suburban Water District, March 25, 2015.

BACKGROUND AND ANALYSIS:

Attached to this report is a working draft of a letter to San Juan Water District and Sacramento Suburban Water District commenting on the Phase 2 Study. Also accompanying this report is a copy of the Phase 2A Study with District staff edits to be provided to San Juan Water District and Sacramento Suburban Water District.

RECOMMENDATION:

Provide direction and comments to Staff regarding preparation of final comments to be considered at the District's June 2, 2015 Board of Directors Meeting for forwarding to San Juan Water District and Sacramento Suburban Water District by June 5, 2015.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 26, 2015 SPECIAL MEETING

SUBJECT : ANTELOPE PUMP-BACK BOOSTER PUMP STATION PROJECT
 STATUS : Information / Discussion Item
 REPORT DATE : May 23, 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). *New text is in bold italics.*

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 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. 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.

On May 11, 2015 GM Churchill, OM Townsel and Water Quality Supervisor Hensley met with SJWD AGM Durkin and Senior Engineer Tony Barela to further discuss the Operations Plan and the Control Station. CHWD staff is presently reviewing the Control Station Plans. Use of this Control Station may

have some corollary water conservation benefits enabling CHWD to operate its system at a slightly reduced system pressure or operational benefits via operating CHWD wells more effectively when there is a need to produce groundwater for the benefit of others.

With our recent focus on the drought, a meeting with SJWD Board and staff representatives has not been scheduled.

RECOMMENDATION:

Discuss the Antelope Pump-Back Booster Pump Station Project.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 26, 2015 SPECIALMEETING

SUBJECT : GROUNDWATER PUMPING FINANCIAL RECONCILIATION
 STATUS : Discussion / Action Item
 REPORT DATE : May 23, 2015
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Review and consider concurrence to move forward on entering into a Groundwater Reimbursement Agreement subject to legal review and presentation to the Board for final approval.

BACKGROUND AND ANALYSIS:

The San Juan Family of Water Agencies has been and continues to be involved in discussions regarding utilization of the local groundwater basin to provide water service in times of limitations of surface water from Folsom Reservoir or during a planned outage or emergency. A water shortage planning effort concluded in 2008 with agreement among the five agencies that during times of surface water limitations Citrus Heights Water District (CHWD), Fair Oaks Water District (FOWD) and Orange Vale Water Company (OVWC) would reduce their typical surface water deliveries from San Juan Water District – Wholesale (SJWD-W) by utilizing their groundwater wells such that those agencies without access to groundwater: San Juan Water District – Retail (SJWD-R) and the City of Folsom north of the American River would have more surface water. This planning effort also contained a mechanism whereby all of the agencies would contribute to a “readiness to supply” plan such that all would be assured that the facilities would be operational when needed.

This plan lead to a marked change in CHWD’s use of its groundwater facilities. Instead of operating the wells predominately in during times of peak demand and/or below normal precipitation or drought, CHWD implemented a program of typically operating its wells year-round on a rotational basis with one well typically in operation coincidental with the District’s work week schedule. This has worked well and enables staff to identify problems or opportunities proactively instead of reactively.

In the initial year of the plan, the OVWC well was determined to be contaminated and needed to be removed from the plan as a contributor of groundwater. Over the course of the next several years as CHWD and FOWD increased their groundwater pumping capabilities, updates to the plan were delayed.

Management staffs of the agencies reviewed the initial intent of the water shortage plan and have come to agreement on payments due to CHWD and FOWD and a payment schedule from SJWD-R, OVWC and Folsom for the period 2009 through 2014. Readiness-to-supply costs pertain to the entire time period while costs for groundwater pumping due to limitations on surface water from Folsom Reservoir pertain to early 2014.

Groundwater Pumping Receipts:	CHWD	\$ 431,418
	FOWD	\$ 641,052
		\$ 1,072,470

Groundwater Pumping Payments:	SJWD-R	\$ 740,150
	OVWC	\$ 253,693
	Folsom	\$ 78,628
		\$ 1,072,471

The payment schedule is proposed to be for 20 consecutive quarters beginning in July 2015 through April 2020.

While the parties have been operating under the assumption there is an agreement in place, CHWD may have been the only agency to formally adopt and execute it. Upon eventual approval of this Groundwater Reimbursement Agreement, all prior agreements regarding this subject, whether written otherwise, are of no effect. Future provision of groundwater, if any, in calendar year 2015 and beyond by CHWD and/or FOWD will be subject to future negotiation and written agreement.

Attached are two drafts (SJWD-W and FOWD) for information and review.

RECOMMENDATION:

Concur to move forward on entering into a Groundwater Reimbursement Agreement subject to legal review and presentation to the Board for final approval.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MAY 26, 2015 SPECIAL MEETING

SUBJECT : GENERAL MANAGER COMPENSATION
 STATUS : Action Item
 REPORT DATE : May 23, 2015
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider a salary adjustment for the General Manager.

BACKGROUND AND ANALYSIS:

The District has employed Robert A. Churchill since May 6, 1976, when he was hired as the Office Engineer. Bob was subsequently promoted to Assistant Manager on May 1, 1981. He was appointed Interim Manager on September 1, 1986. On March 1, 1987 he was named General Manager and continues to serve in that capacity.

Typically the Board of Directors conducts an annual review of the General Manager's performance and adjusts compensation, as it deems appropriate.

The Board of Directors will review the performance of the General Manager in closed session near the end of this Regular Meeting. Compensation considerations are not permitted during closed session and may be considered and deliberated upon in open session upon conclusion of the performance evaluation. The District's Employee Evaluation Form and information regarding Accomplishments in 2014 have been provided previously under separate cover to Members of the Board of Directors.

Mr. Churchill's current hourly salary was increased by a 2.00% Cost of Living Adjustment (COLA) per District Policy to \$83.02 per hour effective in early January, 2015. This rate is 83.81% of the position's range of \$64.07 to \$86.68 per hour. An increase of 5.00%, inclusive of COLA, was included in the 2015 Operating Budget.

Alternatives for your consideration:

- No adjustment at this time. Maintain the current rate of pay of \$83.02 per hour. (83.81% of Range)
- A 3.00% salary merit increase of \$2.49 per hour to \$85.51 per hour per budget. (94.83% of Range)
- A 4.41% salary merit increase of \$3.66 per hour to \$86.68 per hour (100% of Range)

Note that the percentages contained in the budget calculations are for a full calendar year. As such increases of 3.00% and 4.41% for a 12 month period result in net draws on the budget of 1.85% and 2.72% respectively, from the effective date through the end of the year.

Currently nine of the District's 30 employees are at 100% of their respective salary ranges.

RECOMMENDATION:

Consider a salary adjustment for the General Manager effective May 18, 2015.

ACTION:

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

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
JUNE 2, 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:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (A)

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

- CC-1. Minutes of the Special Meeting – May 26, 2015.
- CC-2.* Assessor/Collector's Report for May 2015.
- CC-3.* Assessor/Collector's Roll Adjustments for May 2015.
- CC-4.* Treasurer's Report for May 2015.
- CC-5.* Payables for May 2015.
- CC-6.* CAL-Card Purchases – May 2015
- CC-7.* Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.
- CC-8. Live Oak Way Easement Acceptance
Consider adoption of Resolution 15-2015 accepting an easement for the City of Citrus Heights.

Board of Directors
Allen B. Dains
Caryl F. Sheehan
Raymond A. Riehle

*General Manager/
Secretary*
Robert A. Churchill

*Assistant General
Manager/Treasurer*
Hilary M. Straus

*Accounting Supervisor
Assessor/Collector*
Susan K. Sohal

*Due to the rescheduling of this meeting to the first Tuesday in June, financial information is not available and will be presented at the next meeting.

OLD BUSINESS:

- O-1. San Juan Water District / Sacramento Suburban Water District Reorganization (D/A)
Discuss and approve response to the "Phase 2A Study: Analysis of Reorganizing San Juan Water District and Sacramento Suburban Water District."
- O-2. Antelope Pump-Back Booster Pump Station Project (I/D)
Discuss the Antelope Pump-Back Booster Pump Station Project between San Juan Water District and Sacramento Suburban Water District.
- O-3. Administration Building Improvements (I)
Receive a status report on the construction phase of the project.
- O-4. Administration Building Furnishings (A)
Consider acceptance of a bid for purchase of office furniture for the Administration Building.
- 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. Purchase of Easement for 24-inch Transmission Main (A)
Consider approval of payment to San Juan Unified School District for easement at San Juan High School.
- N-3. Mariposa Avenue 18-inch / 8-inch Water Main Bids (A)
Consider acceptance of a bid to install an 18" transmission main and replace an 8" distribution main on Mariposa Avenue between Sycamore drive and Pratt Avenue.

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).
- 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. Drought Response Plan.
- AGM-4. Finance.
- AGM-5. Risk Management.
- AGM-6. Information Technology.

GENERAL MANAGER'S REPORTS (I):

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

CORRESPONDENCE:

CLOSED SESSION:

- CL-1. None

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

- | | | |
|-----------------|---------|-----------------|
| July 14, 2015 | 6:30 PM | Regular Meeting |
| August 11, 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, Secretary

Dated: May 28, 2015

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : LIVE OAK WAY EASEMENT ACCEPTANCE
STATUS : Action Item – Consent Calendar
REPORT DATE : May 21, 2015
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider adoption of Resolution 15-2015 accepting an easement on Lot H at 7731 Live Oak Way.

BACKGROUND AND ANALYSIS:

The construction of the Autumnwood Subdivision included a parcel dedicated to the City of Citrus Heights described as Lot H. The City of Citrus Heights provided an easement on Lot H to Citrus Heights Water District for a new 6-inch water main that was installed as part of the subdivision. The new 6-inch water main is connected to an existing 6-inch water main on Valeriana Avenue to a new 8-inch water main on Live Oak Way. Interconnecting these water mains insures adequate fire protection, and eliminated a dead end main on Valeriana Avenue.

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

RECOMMENDATION:

Adopt the Resolution R15-2015 accepting an easement on a portion of Lot H, Autumnwood Subdivision from the City of Citrus Heights.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : SAN JUAN WATER DISTRICT / SACRAMENTO SUBURBAN WATER
DISTRICT REORGANIZATION
STATUS : Discussion/Action Item
REPORT DATE : May 28, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider approval of a response to the “Phase 2A Study: Analysis of Reorganizing San Juan Water District and Sacramento Suburban Water District, March 25, 2015.”

BACKGROUND AND ANALYSIS:

A final draft of a letter to San Juan Water District and Sacramento Suburban Water District commenting on the Phase 2 Study is in process based upon comments received from the Board of Directors and Legal Counsel. A revised draft will be provided to the Board of Directors for final review and comment on Monday, June 1, 2015.

RECOMMENDATION:

Approve and direct the District to send a response to the “Phase 2A Study: Analysis of Reorganizing San Juan Water District and Sacramento Suburban Water District, March 25, 2015.”

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE, 2015 REGULAR MEETING

SUBJECT : ANTELOPE PUMP-BACK BOOSTER PUMP STATION PROJECT
STATUS : Information / Discussion Item
REPORT DATE : May 28, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Discuss the Antelope Pump-Back Booster Pump Station Project between San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD).

BACKGROUND AND ANALYSIS:

Nothing new to report at this time.

RECOMMENDATION:

Discuss the Antelope Pump-Back Booster Pump Station Project.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING IMPROVEMENTS
STATUS : Information Item
REPORT DATE : May 28, 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. A project contingency amount of \$50,000 was also authorized for change orders.

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 project is estimated at 71% complete.

The amount paid to the contractor to date is \$549,615. This amount is inclusive of \$29,206 in change orders as approved for addressing unknown conditions (\$8,992) and for additional work including replacement and upgrading existing insulation, complete exterior painting and electrical changes (\$20,214).

Tasks undertaken and underway by the Contractor since the May 12, 2015 report to the Board of Directors are as follows:

Site Work:

- Landscaping
- Asphalt Paving

Building:

- Stucco Lath and Scratch Coat
- Storefront Awning
- Ductwork
- Paint Interior
- Bathroom Tile (30%)

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING FURNISHINGS
 STATUS : Action Item
 REPORT DATE : May 28, 2015
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider acceptance of a bid for purchase of office furniture for the 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. The original budget for furniture as part of the design budget was just under \$68,000. CDG developed a more refined "designers estimate" of \$62,476.92 for furnishings to best fit the surroundings. The Board of Directors authorized the preparation of a furniture specification bid and the solicitation of bids on April 14, 2015. Detailed furniture specifications were prepared and provided to eleven local office dealers on May 21, 2015. The District received two bids on June 1, 2015 as follows:

- Miles Treaster & Associates (MTA): \$50,696.24*
- CRE8 Workplace Environments: \$53,433.47

Staff has determined that MTA is the lowest responsive bidder. *Note—Staff identified a calculation error on the MTA bid. The MTA bid was recalculated and reviewed with MTA staff.

RECOMMENDATION:

Authorize the General Manager to complete the purchase of furniture for the Administration building as discussed above with MTA plus a 10% contingency (\$5,070). Total authorization request is: \$55,766.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : SKYCREST WELL EQUIPPING
STATUS : Information Item
REPORT DATE : May 27, 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 complete.

The bore under the Brooktree Creek is complete.

Underground drainage pipe installation is complete. Layout for the block building is in progress.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : May 27, 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: None

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 JUNE 2, 2015 REGULAR MEETING

SUBJECT : PURCHASE OF EASEMENT FOR 24" TRANSMISSION MAIN
 STATUS : Action Item – New Business
 REPORT DATE : May 27, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider payment to San Juan Unified School District for an easement for a new 24" Transmission Main at San Juan High School.

BACKGROUND AND ANALYSIS:

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

The remaining portion of the District's 24-Inch Transmission Main Project will be to construct approximately 1,000 l.f. of main across the San Juan High School property and connect together these two important transmission mains. With this connection in place water will flow into the area from a far greater region of the District. This redundancy is an important factor to the District for insuring greater safety and reliability to the community.

An Appraisal Report was completed on November 4, 2014 by Pattison & Associates, Inc. to provide a value for the 0.278 acre permanent easement required to allow access to the 24-inch transmission main. The appraised value was \$13,900.00.

On May 12, 2015 the San Juan Unified School District Board of Education approved Resolution No. 2771, conveying a permanent utility easement to Citrus Heights Water District.

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

RECOMMENDATION:

Approve payment of \$13,900.00 to the San Juan Unified School District for an easement for a new 24" Transmission Main at San Juan High School.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : MARIPOSA AVENUE 18-INCH TRANSMISSION MAIN INSTALLATION
AND 8-INCH DISTRIBUTION MAIN REPLACEMENT PROJECT

STATUS : Action Item

REPORT DATE : May 27, 2015

PREPARED BY : Paul Dietrich, Project Manager

OBJECTIVE:

Consider acceptance of a bid to install an 18-inch transmission main and replace an 8-inch distribution main along Mariposa Avenue between Pratt Avenue and Sycamore Drive in the City of Citrus Heights.

BACKGROUND AND ANALYSIS:

Project Plans were prepared by Area West Engineers, Inc. and the District Engineering Department and distributed to twenty-one contractors and three material suppliers for installing and connecting approximately 535 lineal feet (lf) of 18-inch water main, 465 lineal feet (lf) of 8-inch water main, 35 lineal feet (lf) of 6-inch water main, 75 lineal feet (lf) of 4-inch water main and related appurtenances along Mariposa Avenue between Pratt Avenue and Sycamore Drive in the City of Citrus Heights.

The District received five (5) sealed proposals on May 27, 2015, at which time proposals were opened and read publicly. The apparent low bidder is Martin General Engineering, Inc. of Rancho Cordova, CA. Bids received are as follows:

1. Martin General Engineering, Inc.	\$321,697.50
2. Cal Sierra Construction, Inc.	\$391,995.00
3. Lamon Construction, Inc.	\$404,400.00
4. Performance Piping, Inc.	\$421,646.00
5. Rawles Engineering, Inc.	\$562,937.50

The District's budget estimate (Nov 2014) for the Project was: \$333,425.00.

The District's final engineering estimate (May 2015) for this Project was \$378,000.00.

RECOMMENDATION:

Accept the bid of Martin General Engineering, Inc. in the amount of \$321,697.50 and establish a change order contingency fund in the amount of \$32,000.00 (10.0%). Authorize the General Manager to execute the contract.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER’S REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : PROJECT MANAGER’S REPORT
 STATUS : Information Item
 REPORT DATE : May 27, 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	85% Complete
99 Cent Store Crunch Fitness Club Replace 6” Fire Sprinkler Service	7424 Greenback Ln 6124 San Juan Ave	99% Complete
Stock Ranch Retail - Interior Drive Aisle Improvements (2015-52)	Auburn Blvd at Stock Ranch Retail Center	75% Complete

Bubba's Car Wash (2015-51)	7411 Greenback Ln	<i>Operations Work Complete</i>
-------------------------------	-------------------	-------------------------------------

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

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

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>Bid Opening May 27, 2015</i>
San Juan High School 24" Water Main Warren Consulting Engineers (2013-30)	Along North Property Line	<i>SJUSD Approved 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>Proposed Alignment Under Review</i>
Mesa Verde High School 14" Water Main Bennett Engineering Services (2015-30)	Northwest Corner of Property West from Poplar Avenue	<i>Kick-off Meeting Complete</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 Nearly Complete
Sunrise Blvd Complete Streets Phase III CHWD Operations Dept. to Complete Water Improvements	Antelope Road to Northern City Limits	Pre-Construction Meeting Complete
Sylvan Road Accessibility & Safety Improvements CHWD Operations Dept. to Complete Water Improvements	6312 to 6448 Sylvan Road	Bidding Underway

CITRUS HEIGHTS WATER DISTRICT

OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS JUNE 02, 2015 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT
 STATUS : INFORMATION ITEM
 REPORT DATE : May 27, 2015

HYDRANT MAINTENANCE/PAINT: (107)

May 5, 2015	8321 GREENBACK LN
May 5, 2015	8243 GREENBACK LN
May 5, 2015	8201 GREENBACK LN
May 5, 2015	8121/27 GREENBACK LN
May 5, 2015	8101 GREENBACK LN
May 5, 2015	8099 GREENBACK LN
May 5, 2015	8085 GREENBACK LN
May 5, 2015	8261 GREENBACK LN
May 5, 2015	8031 GREENBACK LN
May 5, 2015	8025 GREENBACK LN
May 5, 2015	8017 GREENBACK LN
May 5, 2015	7980 GREENBACK LN
May 5, 2015	7983 GREENBACK LN
May 6, 2015	7901 GREENBACK LN
May 6, 2015	7859 GREENBACK LN
May 6, 2015	7629 GREENBACK LN
May 6, 2015	7811 GREENBACK LN
May 6, 2015	7801 GREENBACK LN
May 6, 2015	7761 GREENBACK LN
May 6, 2015	7745 GREENBACK LN
May 6, 2015	7711 GREENBACK LN
May 6, 2015	7677 GREENBACK LN
May 6, 2015	7601 GREENBACK LN
May 6, 2015	7551 GREENBACK LN
May 6, 2015	7551 GREENBACK LN
May 8, 2015	7777 GREENBACK LN
May 11, 2015	7147 GREENBACK LN
May 11, 2015	6188 SAN JUAN AVE
May 12, 2015	7340 GREENBACK LN
May 12, 2015	7400 GREENBACK LN
May 12, 2015	7520 GREENBACK LN
May 12, 2015	7548 GREENBACK LN
May 12, 2015	7572 GREENBACK LN
May 12, 2015	7636 GREENBACK LN

May 12, 2015	7600 GREENBACK LN	
May 12, 2015	6187 MERLINDALE DR	
May 12, 2015	7840 GREENBACK LN	
May 12, 2015	8030 GREENBACK LN	
May 12, 2015	8036 SUNRISE VISTA DR	
May 12, 2015	8146 GREENBACK LN	
May 12, 2015	8146 GREENBACK LN	
May 12, 2015	6087 GREENBACK LN	
May 12, 2015	5700 HOFFMAN LN	
May 14, 2015	8000 GREENBACK LN	
May 14, 2015	12417 FAIR OAKS BLVD	
May 14, 2015	6330 SUNRISE BLVD	
May 14, 2015	7905 SUNRISE BLVD	
May 14, 2015	6905 SUNRISE BLVD	SALIDA
May 14, 2015	7040 SUNRISE BLVD	
May 14, 2015	7145/57 LA SALA DEL SOL LN	
May 14, 2015	7322 SUNRISE BLVD	
May 14, 2015	7400 SUNRISE BLVD	
May 14, 2015	7464 SUNRISE BLVD	
May 14, 2015	7010 SUNRISE BLVD	
May 14, 2015	6986 SUNRISE BLVD	
May 14, 2015	6920 SUNRISE BLVD	
May 14, 2015	6406 SUNRISE BLVD	
May 14, 2015	6434 SUNRISE BLVD	
May 14, 2015	7518 SUNRISE BLVD	
May 14, 2015	7560 SUNRISE BLVD	
May 18, 2015	7570 SUNRISE BLVD	
May 18, 2015	7632 SUNRISE BLVD	
May 18, 2015	7700 SUNRISE BLVD	
May 18, 2015	7730 SUNRISE BLVD	
May 18, 2015	7796 SUNRISE BLVD	
May 18, 2015	7800 SUNRISE BLVD	
May 18, 2015	7800 SUNRISE BLVD	
May 19, 2015	8317 SUNRISE BLVD	
May 19, 2015	8315 SUNRISE BLVD	
May 19, 2015	8123 SUNRISE BLVD	
May 19, 2015	7879 DRACENA DR	
May 19, 2015	8015 SUNRISE BLVD	
May 19, 2015	8007 SUNRISE BLVD	
May 19, 2015	7831 OLIVIA LN	
May 19, 2015	7232 SUNRISE BLVD	
May 19, 2015	7683 SUNGARDEN DR	
May 19, 2015	7787 SUNRISE BLVD	
May 19, 2015	7601 SUNRISE BLVD	
May 19, 2015	7551 SUNRISE BLVD	

May 19, 2015	7501 SUNRISE BLVD
May 19, 2015	7501 SUNRISE BLVD
May 19, 2015	7885/87 VISTA RIDGE DR
May 19, 2015	7897 SUNRISE TERRACE LN
May 19, 2015	6939 SUNRISE BLVD
May 19, 2015	7893/95 HIGHLAND AVE
May 19, 2015	6649 SUNRISE BLVD
May 20, 2015	7877 SAYONARA DR
May 20, 2015	6307 SUNRISE BLVD
May 20, 2015	6231 SUNRISE BLVD
May 20, 2015	5801 MACY PLAZA DR
May 20, 2015	5741/51 SUNRISE BLVD
May 20, 2015	5701/17 SUNRISE BLVD
May 20, 2015	5511 SUNRISE BLVD
May 20, 2015	5445 SUNRISE BLVD
May 20, 2015	7899 MADISON AVE
May 20, 2015	7920 ALTA SUNRISE DR
May 20, 2015	5454 ALTA SUNRISE BLVD
May 20, 2015	5430/50 SUNRISE BLVD
May 20, 2015	5460 ALTA SUNRISE DR
May 20, 2015	5748 SUNRISE BLVD
May 20, 2015	5650 SUNRISE BLVD
May 20, 2015	5750 SUNRISE BLVD
May 20, 2015	7905 GREENBACK LN
May 20, 2015	7950 OAK AVE
May 20, 2015	7401 FOX HILLS DR
May 27, 2015	9091 OAK AVE

HYDRANT PAD: (1)

May 5, 2015	8248 WOODLAKE HILLS DR
-------------	------------------------

METER BOX MAINTENANCE: (3)

May 4, 2015	7546 PHEASANT HOLLOW PL
May 5, 2015	7741 FARMGATE WAY
May 26, 2015	6412 TEAL WAY

POT HOLE MAIN: (1)

May 19, 2015	6825/33 SUNRISE BLVD
--------------	----------------------

RADIO READ METER INSTALL: (24)

May 6, 2015	6473 BRANDO LOOP
May 6, 2015	6481 BRANDO LOOP
May 6, 2015	6475 BRANDO LOOP
May 6, 2015	6477 BRANDO LOOP
May 6, 2015	6479 BRANDO LOOP
May 6, 2015	6483 BRANDO LOOP
May 7, 2015	7724 LIVE OAK WAY
May 7, 2015	7733 LIVE OAK WAY
May 7, 2015	7737 LIVE OAK WAY
May 7, 2015	7740 LIVE OAK WAY

May 7, 2015	7741 LIVE OAK WAY
May 7, 2015	7744 LIVE OAK WAY
May 7, 2015	7745 LIVE OAK WAY
May 7, 2015	7748 LIVE OAK WAY
May 7, 2015	7749 LIVE OAK WAY
May 20, 2015	7708 LIVE OAK WAY
May 20, 2015	7712 LIVE OAK WAY
May 20, 2015	7716 LIVE OAK WAY
May 20, 2015	7720 LIVE OAK WAY
May 20, 2015	7717 LIVE OAK WAY
May 20, 2015	7721 LIVE OAK WAY
May 21, 2015	7729 LIVE OAK WAY

REGISTER CHANGE OUT: (13)

May 5, 2015	8313 VILLA OAK DR
May 11, 2015	8104 SAN COSME DR
May 11, 2015	8020 STONE CANYON CIR
May 12, 2015	7077 KINGSMILL WAY
May 18, 2015	5900 KIFISIA WAY
May 18, 2015	8180 WALNUT HILLS WAY
May 18, 2015	5820 SPRING GLEN DR
May 18, 2015	5637 GITTA RIA CT
May 18, 2015	7941 KINGSWOOD DR
May 18, 2015	6067 SUNRISE MALL
May 19, 2015	8095 BRIAR RIDGE LN
May 19, 2015	7926 ALTA SUNRISE DR
May 19, 2015	5430 SUNRISE BLVD

SERVICE RAISE/LOWER: (2)

May 18, 2015	8443 OLD RANCH RD
May 26, 2015	8033 FORGETMENOT CT

SERVICE REPAIR: (1)

May 18, 2015	8317 SUNRISE BLVD
--------------	-------------------

SERVICE REPLACEMENT: (4)

May 5, 2015	5500 KINGSWOOD DR
May 5, 2015	7638 HEATHERINGTON WAY
May 11, 2015	7101 HATFIELD CT
May 20, 2015	6652 PALM AVE

SERVICE/SADDLE REPLACEMENT: (20)

May 4, 2015	8213 WALNUT HILLS WAY
May 4, 2015	8207 WALNUT HILLS WAY
May 5, 2015	7642 HEATHERINGTON WAY
May 11, 2015	8256 TWIN OAKS AVE
May 13, 2015	6440/42 DENTON WAY
May 13, 2015	7000 SHORT OAK WAY

May 13, 2015	8225 CROSSOAK WAY
May 13, 2015	6444/46 DENTON WAY
May 27, 2015	8165 CANYON OAK DR
May 27, 2015	8162 CANYON OAK DR
May 27, 2015	8154 CANYON OAK DR
May 27, 2015	8153 CANYON OAK DR
May 27, 2015	8150 CANYON OAK DR
May 27, 2015	8149 CANYON OAK DR
May 27, 2015	8146 CANYON OAK DR
May 27, 2015	8145 CANYON OAK DR
May 27, 2015	8142 CANYON OAK DR
May 27, 2015	8141 CANYON OAK DR
May 27, 2015	8137 CANYON OAK DR
May 27, 2015	8133 CANYON OAK DR

VALVE REPLACEMENT: (2)

May 11, 2015	8166 CANYON OAK DR
May 11, 2015	8162 CANYON OAK DR

VANDALISM SVC POINT REPAIR: (1)

May 18, 2015	8315 FOXFIRE DR
--------------	-----------------

Total Count: 179

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
JUNE 2, 2015 REGULAR BOARD MEETING

SUBJECT : 2015 WATER CONSUMPTION
 STATUS : Information Item
 REPORT DATE : June 1, 2015

OBJECTIVE:

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

Month	2013	2014	2015				Three Year Monthly Average	Year-to-Date Comparison to 2013	
			Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual		acre feet	%
	acre feet				acre feet	acre feet	%		
Jan	602.52	602.39	502.55	67.50	570.05	570.05	591.65	-32.47	-5.4%
Feb	606.36	450.96	455.27	56.25	511.52	1,081.57	522.95	-127.31	-10.5%
Mar	819.55	612.20	652.03	73.92	725.95	1,807.52	719.23	-220.91	-10.9%
Apr	1,029.73	737.30	678.97	82.05	761.02	2,568.54	842.68	-489.62	-16.0%
May	1,603.43	1,190.07	769.85	99.23	869.08	3,437.62	1,220.86	-1,223.97	-26.3%
Jun	1,816.73	1,548.66					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	3,058.67 88.98%	378.95 11.02%	3,437.62	9,465.30	3,897.38 -11.80%		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : WATER SUPPLY
STATUS : Information Item
REPORT DATE : May 27, 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 26, 2015, storage in Folsom Lake was at 545,695 acre-feet, 55.9 percent of the total capacity of 977,000 acre-feet. This is about 66 percent of historical average for this date. This represents a decrease in storage of 28,588 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.

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : May 28, 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 May 2015 included:

- 8 ultra-low-flush toilet rebates for the month of May. A total of \$6,900 in rebates have been provided to customers during 2015 to date.
- For the period of January through May 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 May.
- Poster contest Awards Ceremony took place at the May 12, 2015 Board of Directors meeting. The winners, families and teacher were present for the ceremony.
- For the month of May 2015, the District's Residential Gallons Per Capita Per Day (R-GPCD) is unavailable due to the earlier date of the Board meeting. For reference, the April R-GPCD was 117 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

AGM Straus met with Water Forum Successor Effort (WFSE) Executive Director Tom Gohring on Monday, May 18th to get up to speed on "all things Water Forum Successor Effort." Mr. Straus has been invited by the Executive Director to serve on the WSFE's Budget and Strategic Planning Working Group. That Group is scheduled to meet next on Wednesday, June 3rd.

AGM-3 DROUGHT RESPONSE PLAN

AGM Straus has been working with a team, including Board Member Riehle, GM Churchill, Accounting Supervisor Sohal, Water Efficiency Coordinator Meurer, and Circlepoint staff member Katie Lichty, on various Drought Response Plan activities, which are listed and whose statuses are provided, attached. To date, District staff has made presentations regarding the Drought Response Plan to Citrus Heights Neighborhood Areas 5 (May 21, 2015) and 11 (May 20, 2015) and a joint agency meeting with the City of Citrus Heights, Sunrise Recreation and Park District, Sylvan Cemetery District, and San Juan Unified School District at the Regional Water Authority office (May 28, 2015).

AGM—4 FINANCE

FINANCE—1) AGM Straus and Accounting Supervisor (AS) Sohal are finalizing a Request for Proposals (RFP) to retain a new auditing firm to conduct the annual audit and prepare and submit the annual State Comptroller's Report. In accordance with District policy 6010, Financial Audit Policy, the Water District will change auditors after having worked five years with the auditing firm Richardson & Company; 2) AGM and AS Sohal are developing the 2016 Operating Budget and Capital Improvement Program (CIP) development schedule with a goal of holding one budget work session (highlighting the "building blocks" of the budget/key assumptions) in late August, an initial budget presentation in September and presentation of a final draft budget for consideration in November.

AGM—5 RISK MANAGEMENT

AGM Straus and Human Resources Specialist Smoot met with Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA) staff on Tuesday, May 26, 2015 to get up to speed on "all things insurance program," including meeting with the Executive Director, General Liability and Property coverage staff, Workers' Compensation Program Staff and Loss Prevention staff. ACWA-JPIA maintains, essentially, a first dollar coverage program, with nominal retentions pre occurrence of \$10,000 for general liability, \$5,000 for worker's compensation and \$5,000 for property (buildings, fixed equipment and contents). Opportunities may exist as staff further analyzes the program and option to reduce cost.

AGM—6 INFORMATION TECHNOLOGY

AGM Straus and AS Sohal have been meeting with Sophos Solutions to: 1) Identify workstation replacements to be included in the 2016 Operating Budget; 2) Acquire new workstations funded out of the 2015 Operating Budget; 3) Identify a cost-effective Exchange (e-mail server) solution; 4) Discuss options for finance software that includes utility billing and possibly other modules; 5) Cost effective options for high capacity printing.

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : June 2, 2015

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

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Superior Attendance
 Work Quality – Added duties with vacation of co-worker – 2015 May 18-21

Kelly Drake: Superior Attendance
 Work Quality – ACP refresher Training for two additional staff members –
 2015 May 06

Dana Mellado: Work Quality – Added duties with vacation of co-worker – 2015 May 18-21

Rex Meurer: Work Quality – Water Poster Contest Presentation to Board of Directors –
 2015 May 12
 Work Quality – Water Conservation Plan Presentation to Board of Directors –
 2015 May 12
 Work Quality – Water Conservation Presentation to CH Area 11 – 2015 May 20
 Work Quality – Water Conservation Presentation to CH Area 5 – 2015 May 21

Beth Shockley: Superior Attendance
 Customer Service – Compliment of top internal customer service from staff member
 – 2015 May 12
 Work Quality – Assistance in support of Poster Contest awards – 2015 May 12
 Work Quality – Response & coordination of issues with copy machine – 2015 May

Desiree Smith: Superior Attendance

Lisa Smoot: Work Quality – Assistance in support of Poster Contest awards – 2015 May 12
 Work Quality – Taking on more risk management and claim processing duties –
 2015 May

Susan Sohal: Work Quality – Water Conservation Plan Presentation to Board of Directors –
 2015 May 12
 Work Quality – Assistance with Water Conservation PowerPoint Presentation for
 CH Area 11 – 2015 May 20

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

Missy Pieri: Superior Attendance
Work Quality – Project Manager’s Presentations to Board of Directors –
2015 May 12

Borey Swing: Superior Attendance

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Superior Attendance

Tim Cutler: Superior Attendance
Work Quality – Operations Building Faucet Replacement – 2015 May 07

Robyn Evans: Superior Attendance
Work Quality – Safety Meeting Presentation on “Lock-Out / Tag-Out Procedures –
2015 May 28

James Ferro: Superior Attendance
Work Quality – ACWA-JPIA Safety Award – 2015 May 06

Gil Garcia: Superior Attendance
Work Quality – Operations Building Faucet Replacement – 2015 May 07

Brian Hensley: Superior Attendance

Rick Jimenez: Superior Attendance
Work Quality – Operations Building Faucet Replacement – 2015 May 07

Mike Mariedth: Superior Attendance
Work Quality – Operations Building Faucet Replacement – 2015 May 07

Chris Nichols: Superior Attendance

Zachary Powell: Superior Attendance

Jason Tupper: Superior Attendance

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JUNE 2, 2015 REGULAR MEETING

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : May 28, 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.
