

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

The Regular Meeting of the Board of Directors was called to order at 6:32 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President
Caryl F. Sheehan, Director
Raymond A. Riehle, Director
Robert A. Churchill, General Manager
Hilary Straus, Assistant General Manager
David Gordon, Interim Operations Manager
Paul A. Dietrich, Project Manager
Susan Sohal, Accounting Supervisor
Mellie Deano, Temporary Accounting Staff

VISITORS

Nick Spiers, Water Distribution Specialist

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment at this time.

AS Sohal introduced Mellie Deano, who will handling the District's accounting responsibilities during AS Sohal's planned extended leave during the first half of 2016.

CONSENT CALENDAR

President Dains asked for the Consent Calendar.

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

- 1a. Minutes of the Regular Meeting – November 10, 2015.
- 1b. Minutes of the Special Meeting – November 17, 2015.
2. Assessor/Collector's Report for November 2015.
3. Accounts Receivable Analysis Report for November 2015.
4. Assessor/Collector's Roll Adjustments for November 2015.
5. Treasurer's Report for November 2015.
6. Funds and Reserves Report for November 2015.
7. Operations Budget Analysis for November 2015.
8. Capital Improvements Budget Analysis for November 2015.
9. Payables for November 2015.

10. CAL–Card Purchases for November 2015.
11. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.
12. 2016 Board of Directors Meeting Schedule and Location.
13. Skycrest Well Equipping Project. Receive and file a status report on the project.

Motion to approve the Consent Calendar with the following changes to the Minutes for November 17, 2015 from Board Member Sheehan: the Recording Secretary should indicate the names of attendees from the public who spoke for or against the proposed rate adjustment (and indicating support or opposition for each speaker) at the November 17, 2015 budget and rate hearing.

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

NOVEMBER 30, 2015 PAYABLES

60478	Linda R Bristow	Customer Refund	\$508.17
60479	Jon P/Delana A James	Customer Refund	\$44.30
60480	KL & MH Seaton Trust/Brenda Burbridge	Customer Refund	\$23.24
60481	Michael J/Jeanine L Turner	Customer Refund	\$82.22
60482	Ryan A Barton	Customer Refund	\$82.20
60483	Steven/Karla Jackson	Customer Refund	\$38.98
60484	Keri L Campos	Customer Refund	\$31.40
60485	Mustazirul/Shama O Islam	Customer Refund	\$170.20
60486	Ampco Contracting	Customer Refund	\$806.76
60487	Clean Sweep Environmental	Customer Refund	\$1,668.28
60488	ABA DABA Rentals & Sales	Supplies-Field	\$113.43
60489	Alexander's Contract Services	Contract Services-Meter Read	\$2,390.56
60490	Bart/Riebes Auto Parts	Repair-Trucks	\$81.16
60491	BSK Associates	Water Analysis	\$1,116.00
60492	California State Disbursement Unit	Garnishment	\$184.61
60493	California State Disbursement Unit	Garnishment	\$109.61
60494	Robin Cope	Health Insurance	\$397.00
60495	Coverall North America Inc	Janitorial	\$1,028.35
60496	Cybex	Equipment Rental- Office	\$129.12
60497	Fidelity National Title	Customer Refund	\$88.67
60498	David M Gordon	Customer Refund	\$1,472.70
60499	Groeniger & Company	Material	\$2,160.00
60500	J4 Systems	Contract Services-Other	\$5,565.00
60501	Douglas A MacTaggart	Contract Services-Concrete	\$3,131.00
60502	Moonlight BPO	Contract Services-Bill Print	\$4,760.96
60503	Pace Supply Corp	Material	\$122.77
60504	Republic Services #922	Utilities	\$199.86
60505	River City Rentals	Equipment Rental-Field	\$564.00

60506	RW Trucking	Contract Services- Miscellaneous	\$3,075.00
60507	SHI International Corp	Maintenance Agreement- Software	\$165.24
60508	Lisa Smoot	Continued Education	\$45.38
60509	Sonitrol	Equipment Rental- Office	\$156.23
60510	Sonsray Machinery, LLC	Fixed Assets	\$1,143.03
60511	Sophos Solutions	Contract Services-Other	\$2,480.00
60512	A. Teichert & Son, Inc.	Road Base	\$1,166.76
60513	US Bank I.M.P.A.C. Government Services	See November Agenda Item CC:6	\$7,317.90
60514	Paul R Criss Trust	Customer Refund	\$95.67
60515	Aaron M Biedel	Customer Refund	\$188.66
60516	NGVB LLC	Customer Refund	\$48.72
60517	Dean Bageneschi	Customer Refund	\$24.65
60518	ACWA/JPIA	Workers Comp Insurance	\$2,500.00
60519	AnswerNet	Telephone-Answering Service	\$198.45
60520	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
60521	CA-NV AWWA	Dues & Subscriptions	\$50.00
60522	Bart/Riebes Auto Parts	Repair-Trucks	\$264.49
60523	Blackbird Associates	Contract Services- Engineering	\$4,688.50
60524	Burketts	Office Expense	\$984.21
60525	Corelogic Information Solutions Inc	Dues & Subscriptions	\$409.33
60526	Corix Water Products, Inc	Material	\$6,875.86
60527	Employee Relations Inc	Contract Services-Other	\$97.00
60528	David M Gordon	Customer Refund	\$97.17
60529	Kaiser Foundation Health Plan, Inc	Health Insurance	\$13,288.03
60530	Kleinfelder	Contract Services- Miscellaneous	\$1,531.25
60531	One Print Source & Graphics	Printing	\$46.44
60532	Pace Supply Corp	Material	\$2,565.56
60533	Pirtek Power Inn	Repair-Trucks	\$230.48
60534	RUE EQUIPMENT	Repair-Equipment/Hardware	\$1,113.35
60535	Sacramento Bee	Publication Notices	\$5,638.78
60536	Sacramento County Dept of Finance	Utilities	\$17.88
60537	Les Schwab Tires	Repair-Trucks	\$943.92
60538	Sonsray Machinery, LLC	Fixed Assets	\$1,642.46
60539	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,974.35
60540	United Textile	Supplies-Field	\$621.65
60541	Warren Consulting Engineers Inc	Contract Services- Engineering	\$2,125.00
60542	Zane Dezign	Contract Services-Water Conservation	\$896.20

60543	Sonsray Machinery, LLC	Fixed Assets	\$88,395.00
60544	Larry L/Frances M Landis	Customer Refund	\$150.00
60545	Eftihia Pantelias	Customer Refund	\$52.30
60546	Marks Trust/ Roxana M. Rhodes	Customer Refund	\$90.90
60547	Terry/Janice L Hunt	Customer Refund	\$76.86
60548	Todd R/Laurie J Rohloff	Customer Refund	\$10.80
60549	Burrows Trust/Theresa Ann Price	Customer Refund	\$199.46
60550	Michael/Jan Hagen	Customer Refund	\$478.12
60551	Paul D/Janel Hedrick	Customer Refund	\$71.81
60552	Warren Adams Inc	Customer Refund	\$11.51
60553	Monica F Guss	Customer Refund	\$17.81
60554	Peter Padar	Customer Refund	\$129.94
60555	Andrew/Liliana Conable	Customer Refund	\$11.83
60556	Semik Velyan	Customer Refund	\$166.30
60557	Dean M/Erin D Larosa	Customer Refund	\$46.95
60558	Andrew Kortez	Customer Refund	\$166.49
60559	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,683.17
60560	Airgas NCN	Supplies-Field	\$109.41
60561	Alexander's Contract Services	Contract Services-Meter Read	\$3,890.33
60562	Bart/Riebes Auto Parts	Repair-Trucks	\$143.29
60563	Daniel J or Wendy A Boutell	Customer Refund	\$218.25
60564	California Landscape Associates Inc	Janitorial	\$238.00
60565	California State Disbursement Unit	Garnishment	\$184.61
60566	California State Disbursement Unit	Garnishment	\$87.69
60567	CirclePoint	Contract Services-Water Conservation	\$7,810.30
60568	City of Citrus Heights	Permit Fees	\$5,787.80
60569	Consolidated	Telephone-Local/Long Distance	\$885.30
60570	Euro Pacific Mortgage LLC	Customer Refund	\$130.17
60571	Dawson Oil Company	Gas & Oil	\$1,078.34
60572	Robyn J Evans	Continued Education	\$328.78
60573	Grainger	Small Tools	\$27.80
60574	Groeniger & Company	Material	\$4,049.58
60575	J4 Systems	Contract Services-Other	\$990.00
60576	Kei Window Cleaning #12	Janitorial	\$92.00
60577	Moonlight BPO	Contract Services-Bill Print Maintenance Agreement-Equipment	\$5,340.97
60578	Neptune Technology Group Inc	Equipment	\$2,999.59
60579	Petty Cash	Petty Cash	\$161.30
60580	Pacific Gas & Electric	Utilities	\$15.28
60581	Protection One Alarm Monitoring	Equipment Rental- Office	\$346.26
60582	The Sacramento Gazette	Publication Notices	\$52.85
60583	State Water Resource Control Board	Permit Fees	\$2,037.00

60584	SureWest Directories	Telephone-Local/Long Distance	\$49.00
60585	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,776.25
60586	Unum Life Insurance Co of America	Disability & Life Insurance Contract Services-Water Conservation	\$1,479.92
60587	WaterWise Consulting, Inc		\$2,250.00
60588	Holmes Trust/Joanne Ornellas	Customer Refund	\$34.63
60589	Donald E Stelling	Customer Refund	\$29.32
60590	Thomas F Hessler	Customer Refund	\$8.56
60591	Ida/Eugenia A Murchison	Customer Refund	\$29.08
60592	Alan M Yurman	Customer Refund	\$179.91
60593	Robert Wessels	Customer Refund	\$199.02
60594	Doy E/Sharon L Fields	Customer Refund	\$12.73
60595	Corey Kirkwood	Customer Refund	\$19.60
60596	Amy J Monroe	Customer Refund	\$8.71
60597	Kathy A Kuhl	Customer Refund	\$53.31
60598	Shirin Kouchakali	Customer Refund	\$10.24
60599	Aleks Vorobets	Customer Refund	\$166.60
60600	Daryl Clark	Customer Refund	\$11.86
60601	Richard E Johnston, Trust	Customer Refund	\$36.65
60602	Clean Sweep Environmental	Customer Refund	\$1,699.38
60603	ABA DABA Rentals & Sales	Supplies-Field	\$120.36
60604	Alexander's Contract Services	Contract Services-Meter Read	\$2,638.27
60605	BSK Associates	Water Analysis	\$520.00
60606	Void	Void	\$0.00
60607	Golden State Flow Measurement, Inc	Material	\$2,333.23
60608	Grainger	Small Tools	\$96.60
60609	Groeniger & Company	Material	\$137.16
60610	HD Supply Waterworks LTD	Material	\$883.65
60611	J4 Systems	Contract Services-Other	\$27.92
60612	Moonlight BPO	Contract Services-Bill Print	\$6,018.96
60613	Oak Crest Village HOA	Water Conservation- Other	\$412.50
60614	Paladin Private Security	Contract Services-Other	\$3,960.00
60615	Red Wing Shoe Store	Small Tools	\$592.11
60616	Sacramento County	Permit Fees	\$1,790.00
60617	Sacramento Wire Rope & Supply	Material	\$606.33
60618	SHI International Corp	Maintenance Agreement- Software	\$43.44
60619	Tree Pros, Inc	Contract Services- Miscellaneous	\$4,025.00
60620	Voyager Fleet Systems Inc	Gas & Oil	\$1,872.80
60621	Farbod Madani	Customer Refund	\$163.90
60622	Mary Hollister	Toilet Rebate Program	\$75.00
60623	James E Judd	Toilet Rebate Program	\$75.00

60624	LM Ball Properties LLC	Toilet Rebate Program	\$75.00
60625	Danielle Ensminger	Toilet Rebate Program	\$75.00
60626	Reneau Peurifoy	Toilet Rebate Program	\$150.00
60627	Beatrice Meyer	Toilet Rebate Program	\$150.00
Total			<u>\$258,553.64</u>
ACH	VALIC 11/19/15	Deferred Compensation	\$3,020.00
ACH	VALIC 11/5/15	Deferred Compensation	\$8,320.00
ACH	11/5/15PAYROLL	PERS	\$12,668.37
ACH	BOW OCT 2015	Bank Fee	\$2,400.73
ACH	DEC2015 WHA	Health Insurance	\$4,371.90
ACH	ELAVONOCT2015FD	Bank Fee	\$323.43
ACH	ELAVONOCT2015PH	Bank Fee	\$215.32
ACH	ELAVONOCT2015WEB	Bank Fee	\$3,077.49
ACH	COGSDALE	Contract Services-Other	\$57,062.33
ACH	OCTPAYROLL	Contract Services-Other	\$334.25
ACH	PERS 11/19/15	PERS	\$12,668.37
ACH	VANCO OCT 2015	Contract Services-Other	\$55.80
ACH	VK7077 11/5/15	Deferred Compensation	\$45.00
ACH	VK707711/19/15	Deferred Compensation	\$45.00
ACH	WHA DEC2015	Health Insurance	\$12,232.10
Total			<u>\$116,840.09</u>
Grand Total			<u><u>\$375,393.73</u></u>

December Checks Approved At December Board Meeting

60631	KASL Consulting Engineers	Contract Services-Engineering	\$8,071.50
60635	SMUD	Utilities	\$10,185.09
60633	Ernest L Leporini	Contract Services-Engineering	\$12,480.00
60628	ACWA	Dues & Subscriptions	\$12,725.00
60629	Central Valley Engineering & Asphalt, Inc.	Contract Services-Concrete	\$13,658.59
60632	Lamon Construction CO, INC	Contract Services-Engineering	\$80,522.00
60634	R E Smith Contractor Inc	Contract Services-Wells	\$81,328.83
60630	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$98,970.58
60636	CalSierra Construction Inc	Contract Services-Engineering	\$108,751.25
60637	Sharp Inspection Group Inc	Contract Service-Engineering	\$21,825.00
			<u>\$448,517.84</u>

OLD BUSINESS

Administration Building Improvements Project

GM Churchill reported that the Administration Building Expansion and Renovation Project is complete with the City of Citrus Heights Building Department's final inspection/approval on October 8, 2015. In the design, a patio area was created between the General Manager's office and the Accounting Supervisor's office to keep the total interior office space below that requiring the installation of a fire sprinkler system.

With the completion of the Project, staff has engaged in discussion with Sacramento Metro Fire District resulting in the ability of the District to add on to its now-existing building to accommodate the 160 square foot office addition without requiring fire sprinklers. Staff has further discussed this addition with the project architect and contractor. They are in the process of preparing design and construction cost estimates for this work with anticipation of having those available for consideration by the Board of Directors at the January 12, 2016 Board of Directors Meeting.

This additional office space could accommodate up to three work stations as may be needed for staff reorganization or temporary staffing.

Mariposa Avenue 18-Inch Transmission Main Installation and 8-Inch Distribution Main Replacement Project

PM Dietrich reported that on June 23, 2015, a contract was executed with Martin General Engineering, Inc. 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 original contract amount was \$321,697.50 with a change order contingency fund in the amount of \$32,000.00 (10.0%). The amount paid to the contractor is \$313,679.30 for material, labor and equipment. Minor variations occurred between the bid item estimates and the actual totals measured, and there was an additive change order for \$3,950.90 for removing an abandoned water main and stabilization of a large sand pocket in the trench zone. The variations and the change order totaled a net savings of \$8,018.20.

ACTION: Director Sheehan moved and Director Riehle seconded a motion to adopt Resolution 29-2015 Accepting the Mariposa Avenue 18-Inch Transmission Main Installation and 8-Inch Distribution Main Replacement Project, and authorize the District Secretary to execute and record a Notice of Completion for the Project.

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 29-2015

RESOLUTION OF THE BOARD OF DIRECTORS
ACCEPTING
THE MARIPOSA AVENUE 18-INCH TRANSMISSION MAIN INSTALLATION
AND 8-INCH DISTRIBUTION MAIN REPLACEMENT PROJECT

WHEREAS, on May 27, 2015 the Board of Directors of the Citrus Heights Water District authorized the award of a contract to Martin General Engineering, Inc. for the Mariposa Avenue 18-Inch Transmission Main Installation and 8-Inch Distribution Main Replacement Project; and

WHEREAS, on June 23, 2015 the contract was fully executed between the District and Martin General Engineering, Inc.; and

WHEREAS, Martin General Engineering, Inc. has completed the work for the Mariposa Avenue 18-Inch Transmission Main Installation and 8-Inch Distribution Main Replacement Project in accordance with the plans, specifications and contract documents prepared by the District pursuant to a final inspection on November 23, 2015.

1. NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District that the Mariposa Avenue 18-Inch Transmission Main Installation and
2. 8-Inch Distribution Main Replacement Project is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the Mariposa Avenue 18-Inch Transmission Main Installation and 8-Inch Distribution Main Replacement Project and to have said Notice recorded with the Office of the Recorder of Sacramento County.

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

AYES: Directors: Dains, Sheehan, Riehle
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

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

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

NEW BUSINESS:

Training/Continued Education/Meetings

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

Amendments to Injury and Illness Prevention Program (IIPP)

Water Meter Technician Drake reported that on October 2, 1989, then California Governor, George Deukmejian, signed Senate Bill 198 into law, mandating that after July 1, 1991, every employer must have established, implemented, and maintained an effective Injury and Illness Prevention Program in accordance with the California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, and Section 3203 of the General Industry Safety Orders.

On June 3, 1992, the Board of Directors of Citrus Heights Water District adopted Policy #4702 establishing an Injury and Illness Prevention Program for the District, with amendments adopted on May 8, 2007, to establish the current Injury and Illness Prevention Program document. In 2010, three amendments were added for Asbestos Cement Pipe Safety Plan, Heat Illness Prevention Procedures and the Emergency Evacuation Safety Plan. With modifications to regulations made by the California Division of Occupational Safety and Health (DOSH), changes to current documents, as well as three new amendments, are proposed to be adopted.

ACTION: Director Sheehan moved and Director Riehle seconded the motion to: Change the title of the Emergency Evacuation Plan to read "Emergency Action Plan" along with content changes to meet current regulations; Adopt a Personal Protective Equipment Plan; Adopt a Hearing Conservation Plan; Adopt a Hazard Communication Program (HAZCOM); Approve changes to the Heat Illness Prevention Procedures.

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

Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits and Directors' Compensation

AGM Straus for Human Resources Specialist Smoot covered three topics highlighted below:

Cost-of-Living Adjustment to District Salary Schedule

District Human Resources Policy No. 4102, Salary Cost of Living Adjustments COLA provides for considering a Cost-of-Living Adjustment (COLA) to the District's salary schedule upon recommendation by the General Manager and approval by the Board of Directors. The consumer price index for all urban west consumers (CPI-U) has increased by 1.1 percent for the twelve-month period ending in October 2015 received from the U.S. Department of Labor. This is the baseline that

the District uses annually in determining the COLA.

Included with this report is the current Salary Schedule (Policy No. 4101.A1), and also a proposed amended Salary Schedule that includes salary range adjustments that reflect the recommended 1.1 percent increase. The amended schedule shows salary ranges based upon hourly rates and also a calculated average monthly rate based upon the hourly rate. Dollar amounts on the schedule are rounded to the nearest whole cent or dollar as applicable. Therefore, some changes may vary slightly more or less than exactly 1.1 percent increase. The effective date of the amended policy will be January 11, 2016, which is the start of the first full bi-weekly pay period in 2016.

The District's 2016 labor budget provided for a total increase in salaries of up to 5.0 percent (for those staff members who are 5% or greater from the top of their salary range) – an estimated 1.1 percent COLA and up to 3.9 percent in individual employee merit increases at the discretion of the General Manager.

Retiree Insurance Benefits

District Human Resources Policy No. 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 provides that the amount of District financial participation in retiree health insurance set forth in the policy will be amended annually in the amount of the percent change in the CPI-U referenced above. A copy of Policy No. 4831 with the monthly amounts amended by a 1.1 percent increase was included with the staff report for this item.

Cost-of-Living Adjustment for Directors' Compensation

The Board of Directors approved Ordinance No. 01-2008 on January 8, 2008 setting Directors' compensation at \$145.00 per day for attending Board meetings and other Board-sanctioned functions. This amount is still in effect today. A copy of the Ordinance was attached. Under this Ordinance and District Board of Directors and Officers Policy 2040 (copy attached), changes in compensation of Directors requires approval of the Board of Directors (adoption of a new Ordinance adjusting the compensation) during an Open Session at a Regular Meeting held at least 60 days prior to the effective date of the change.

HRS Smoot reported that a 1.1 percent COLA increase in Directors' compensation would result in an increase of \$1.59 in the daily compensation rate, making the rate \$146.59.

Although not previously approved, the cumulative effect of CPI-U changes since the date of the Board's most recent increase as follows:

2008 Directors' Compensation Rate	\$145.00
2009 COLA (October 2008 CPI-U), +3.3%	\$149.79
2010 COLA (October 2009 CPI-U), -0.3%	\$149.34
2011 COLA (October 2010 CPI-U), +0.6%	\$150.24
2012 COLA (October 2011 CPI-U), +3.4%	\$155.35
2013 COLA (October 2012 CPI-U), +2.5%	\$159.23
2014 COLA (October 2013 CPI-U), +0.9%	\$160.66
2015 COLA (October 2014 CPI-U), +2.0%	\$163.87
2016 COLA (October 2015 CPI-U), +1.1%	\$165.67

If the Board desires to increase Director's compensation, a new Ordinance will need to be prepared for consideration at a future Board meeting. If adopted, the Ordinance would go into effect 60 days following adoption, pursuant to provisions of the State Water Code.

ACTION: Director Dains moved and Director Riehle seconded the motion to: 1) Approve Amend District Policy No. 4101.A1 Salary Schedule as presented to include a +1.1 percent Cost-of-Living Adjustment to the District's Salary Schedule effective January 11, 2016; 2) Amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 as presented to include a +1.1 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees to reflect said adjustments in the CPI-U; and 3) to revisit Director compensation as part of the compensation survey to be conducted by the District in 2016.

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

Consolidation of Accounts Receivable Reports

AS Sohal reported that effective January 12, 2016, the Assessor/Collector's Report will be consolidated with the Accounts Receivable Analysis Report. In a recent evaluation during the District's Interim Audit with the auditors, Maze and Associates, it was determined that the Assessor/Collector's Report is a duplication of information provided on the Accounts Receivable Analysis Report. Furthermore, the aging of the receivable should be reported and will be added to the report to give an adequate overview of the outstanding receivables at the District.

AS Sohal directed attention to Consent Calendar Item CC-3 for an example of the new report standard.

Policy Amendments

GM Churchill reported that this item contained proposed minor amendments and other non-substantive edits to the following District Policies. 1) Policy 2210: Post Offer of Employment Background Investigation—Amend to allow waiver of a Background Investigation if one has been undertaken within the prior twelve months; 2) Policy 2300: Board Representatives—Amend to include the ACWA/JPIA HBA in the list of organizations; 3) Policy 4321: Jury Service Leave—Amend to be consistent with the California Code of Civil Procedures regarding juror service fees.

ACTION: Director Riehle moved to and Board member Sheehan seconded the motion to: 1) Amend Policy 2210: Post Offer of Employment Background Investigation; 2) Amend Policy 2300: Board Representatives; and 3) Amend Policy 4321: Jury Service Leave as recommended by staff.

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

Selection of President and Vice President

GM Churchill reported that pursuant to District Board of Director and Officers Policy No. 2010, a President and Vice President of the Board of Directors are to be elected by a majority vote of the Board in December of each year.

The terms of office will begin as soon as acted upon by the Board.

ACTION: Director Sheehan moved and Director Riehle seconded a motion that Director Dains serve as President of the Board of Directors during 2016. The motion was seconded by Director Riehle.

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

ACTION: Director Riehle moved and the motion was seconded by Director Dains that Director Sheehan serve as Vice President of the Board of Directors during 2016.

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

Appointment of Board Representatives and Alternates

GM Churchill reported that pursuant to District Board of Directors and Officers Policy No. 2300 the Board of Directors shall appoint its Members or Officers to serve as District representatives to various organizations as follows:

<u>Current 2015 Appointments</u>			
		<u>Representative</u>	<u>Alternate Rep.</u>
Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)		Allen B. Dains	Raymond A. Riehle
Association of California Water Agencies Joint Powers Insurance Authority Health Benefits Authority (ACWA/JPIA HBA)		Hilary M. Straus	Allen B. Dains
Association of California Water Agencies (ACWA) Region 4		Robert A. Churchill	Allen B. Dains
Citrus Heights Regional Chamber of Commerce Government Issues Committee		Hilary M. Straus	Paul A. Dietrich
Regional Water Authority (RWA)	Director Staff	Allen B. Dains Robert A. Churchill	Raymond A. Riehle Hilary M. Straus
Sacramento Groundwater Authority (SGA)* *Changes must be confirmed by City of Citrus Heights		Caryl F. Sheehan	Allen B. Dains
Sacramento Water Forum		Hilary M. Straus	Robert A. Churchill
San Juan Family of Agencies Ad Hoc Executive Committee	Director Staff	Allen B. Dains Robert A. Churchill	Raymond A. Riehle Hilary M. Straus

Consistent with the policy, the President of the Board makes the appointments with concurrence of the Board. The 2015 appointments were reaffirmed by the President with concurrence by the Board for 2016.

Appointment of District Officers

GM Churchill reported that pursuant to District Board of Directors and Officers Policy No. 2200 (attached) the Board of Directors shall appoint or reconfirm appointments of District Officers each December or as otherwise necessary. Current appointments are as follows:

Current Appointments	Officer	Deputy Officer
Assessor/Collector	Susan K. Sohal	Hilary M. Straus
Treasurer	Hilary M. Straus	Susan K. Sohal
Secretary	Robert A. Churchill	Hilary M. Straus

With the planned absence of Susan Sohal from early-January to early May, the offices of Assessor/Collector and Deputy Treasurer will be temporarily vacant.

*It is recommended that the Board appoint Accounts Receivable Specialist Dana R. Mellado as Assessor-Collector during Ms. Sohal's absence with Ms. Sohal resuming said office upon her return.

** It is recommended that the Board appoint General Manager Robert A. Churchill as Deputy Treasurer during Ms. Sohal's absence with Ms. Sohal resuming said office upon her return.

Proposed Appointments Assessor/Collector	Officer Susan K. Sohal Dana R. Mellado*	Deputy Officer Hilary M. Straus
Treasurer	Hilary M. Straus	Susan K. Sohal Robert A. Churchill**
Secretary	Robert A. Churchill	Hilary M. Straus

A copy of District Board of Directors and Officers Policy No. 2210, Post Offer of Appointment Background Investigation, accompanied the staff report. This policy requires a background investigation prior to initial appointment as a District Officer for Ms. Mellado and for Mr. Churchill in his additional Deputy Treasurer capacity.

ACTION: Director Riehle moved and a motion was seconded by Director Sheehan to appoint and/or reconfirm the following District Officers:

Assessor/Collector	Officer Susan K. Sohal Dana R. Mellado*	Deputy Officer Hilary M. Straus
Treasurer	Hilary M. Straus	Susan K. Sohal Robert A. Churchill**
Secretary	Robert A. Churchill	Hilary M. Straus

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

Conversion of Accrued Leave to Deferred Compensation

GM Churchill reported that as previously reported to the Board of Directors, he will be retiring from the District on November 17, 2016. Upon retirement he will be compensated for any unused annual and management leave and, per District policy, one-third of any unused sick leave. Funds for one-time disbursements such as these are budgeted from the District's Employee Benefits Reserve.

The personal tax consequences of one-time disbursements such as these are significant and as such that he would prefer to have some degree of control and taxation of these disbursements by deferring

a portion of them until later. Being able to place these these payments from the District into a deferred compensation plan in two tax years will be of benefit to me and in so doing provide a savings, albeit small, to the District.

He presently has approximately 340 hours total of accrued annual leave and management leave. He requested that 270 of these hours at his current rate of pay of \$86.68 totaling \$23,403.60 be paid to him and placed directly into his deferred compensation account prior to the end of 2015. Assuming a COLA adjustment of \$1.1% for 2016, the cost to the District would increase by \$256.50 if paid upon retirement.

His current sick leave balance stands at 2,411.75 hours and is not proposed or recommended to be a part of this action.

ACTION: Director Sheehan moved and a motion was seconded by Director Riehle to provide an early contribution to the District's 457 Deferred Compensation Program for retiring General Manager in the amount of \$23,403.60 by defraying 270 hours of his future annual and/or management leave payments.

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

PROJECT MANAGER'S REPORT

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

New values or projects noted in bold italics

PM-1 ACCEPTED WATER SYSTEMS

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

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
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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	6800 Madison Ave	99% Complete
California American Water Co.	5444 San Juan Ave	Construction

<u>Project</u>	<u>Location</u>	<u>Status</u>
San Juan Avenue Tank - Intertie and Water Service		Continues
Capitol Nursery Plaza	Sunrise Blvd @ Madison Ave	70% Complete
Suds Car Wash	7711 Sunrise Blvd	99% Complete
Sylvan Middle School	7085 Auburn Blvd	85% Complete
Citrus Heights City Hall	6350 Fountain Square Dr	80% Complete
Northridge Grove 47 Condominiums	5555 Mariposa Ave	Grading Continues
Memory Care Facility	6825-33 Sunrise Blvd	10% Complete
Applebee's Restaurant	6900 Auburn Blvd	85% Complete
<i>Dundee Estates</i>	<i>Mariposa Ave @ Highland Ave</i>	<i>80% 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

PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mesa Verde High School 14" Water Main Bennett Engineering Services	Northwest Corner of Property West from Poplar Avenue	Coordinating with Arborist and School
Fair Way Intertie with City of Roseville	9955 Fair Way	90% Submittal Review
Blossom Hill Dr Intertie with City of Roseville	Blossom Hill Dr at 1100 Main Sail Cir	90% Submittal Review

<u>Project</u>	<u>Location</u>	<u>Status</u>
Crestmont Ave Intertie with City of Roseville	Crestmont Ave at 8199 Bonnie Oak Way	90% Submittal Review
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc.	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	Reviewing 30% Submittal
Baird Way 12" Water Main Area West Engineers, Inc.	Auburn Blvd to Holly Dr	Reviewing 30% Submittal

PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:

<u>Project</u>	<u>Location</u>	<u>Status</u>
San Juan Park 12" Water Main KASL Consulting Engineers, Inc.	5555 Mariposa Ave to U.C. Davis Medical Center	70% Complete
Mariposa Ave 18" and 8" Water Main Martin General Engineering, Inc.	Sycamore Drive to Pratt Avenue	100% Complete
San Juan High School 24" Water Main Lamon Construction Company	Along North Property Line	70% Complete

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

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

None

OPERATIONS MANAGER'S REPORT

Interim Operations Manager David Gordon reported as follows:

A total of 216 work orders were performed during the month of November by field operations crews, administration field crews and district contractors. The results of recent bacteriological testing, at a total of 72 samples, have met all California Department of Public Health requirements.

District-wide water consumption for the calendar year 2015 through the end of November 2015 was 9,444.15 acre-feet, a decrease of 33.4% percent compared with the water consumption during the same period in 2013.

As of midnight on December 2, 2015, storage in Folsom Lake was at 136,061 acre-feet, 14 percent of the total capacity of 977,000 acre-feet. This is about 29 percent of historical average for this date. This represents a decrease in storage of 10,711 acre-feet in the past month.

Regarding the state-wide snow pack data, as of November 30, 2015, the snow pack was 56% of normal.

Director Dains called a recess to the meeting at 8:15 PM.

PM Deitrich and IOM Gordon left the meeting.

Director Dains reconvened the meeting at 8:21 PM.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

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

No report.

D-2. Sacramento Groundwater Authority (Dains)

Board meeting is scheduled for December 10, 2015.

D-3. San Juan Water District

No report.

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

No report.

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

No report.

D-6. Sacramento Local Agency Formation Commission

GM Churchill reported that LAFCo is looking for nominees for its Special District Advisory Committee This item will be placed on the next Board agenda for consideration.

D-7. City of Citrus Heights

No report.

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

No report.

D-9. Other Reports:

No report.

ASSISTANT GENERAL MANAGER'S REPORT

AGM Straus reported as follows:

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

- 20 ultra-low-flush toilet rebates for the month of November. A total of \$19,575 in rebates has been provided to customers during 2015 to date.
- For the period of January 2015 through November 2015, 17 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers for a total of \$850 in HECW rebates.
- 97 water waste calls were received during the month of November. An additional 9 reports of water wasting have been received through the CHWD's Drought Resources web page. A total of 103 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The November 2015 R-GPCD was 82. For the month of October 2015 the R-GPCD was 140 the September R-GPCD was 160 August the R-GPCD was 172. The July R-GPCD was 176. The June R-GPCD 2015 was 163. The May R-GPCD was 129. The April R-GPCD was 117. The March R-GPCD was 108. The February R-GPCD 83. The January R-GPCD was 75. The December 2014 was 84. The November was 98, and October was 153. This information is submitted monthly to the State Water Resources Control Board.

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

- Staff sent follow-up letters to the District's Top 20% of CII customers that did not respond to CHWD's initial request for a water reduction plan as compared to their 2013 irrigation schedule. The top 20% CII customers have been provided an opportunity to sign up for a free landscape irrigation review instead of submitting their own written plan. To date, 61 water reduction plans have been submitted.
- The California Urban Water Conservation Council (CUWCC) Best Management Practices (BMP) report has been accepted by the CUWCC. The annual report covers water deliveries, water use per customer class, system water loss, finance and water conservation related programs. The BMP report is an annual requirement by the United States Bureau of Reclamation (USBR) and the CUWCC. Failure to submit the report can lead to denied eligibility for State grant funding.

Paladin Night Patrol began conducting night time water waste monitoring on July 29th, 2015. Below is a chart illustrating the number of incidents reported by category for August through November.

Status Report

Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
OCTOBER				
2015	46	37	42	0
NOVEMBER				
2015	69	15	69	0
Totals	319	178	281	1

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

AGM Straus gave a report on the ACWA and ACWA/JPIA Fall conference he attended in Southern California. He attended several finance sessions, sessions on organizational development and well-being, a session on federal issues and a session about the Groundwater Management Act.

GENERAL MANAGER'S REPORT

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

CORRESPONDENCE:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES

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

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 9:02 PM.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
2015 REVENUE ANALYSIS

Mo-Yr	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Budgeted Revenue	To Date	Variance	% Collected
Metered Service Charges	440,514	541,975	542,444	670,735	475,969	527,128	568,261	577,537	544,057	582,219	577,439	547,273	6,674,668	6,595,553	79,115	98.8%
Metered Water Deliveries	122,655	186,081	156,132	221,021	166,384	266,544	313,535	408,182	428,804	482,380	388,424	262,161	4,594,209	3,402,304	1,191,905	74.1%
Penalties	13,786	13,820	12,831	11,020	11,897	15,285	12,999	15,946	14,742	17,758	14,783	22,273	215,600	177,139	38,461	82.2%
Interest	4,180	9	9	9	4,195	0	18	0	9	5,727	9	9	0	14,174	-14,174	0.0%
New Acct, Fire & Backflow Fees	8,502	14,694	8,570	17,613	10,373	14,802	10,569	18,514	9,170	17,906	11,523	14,774	115,243	157,011	-41,768	136.2%
WS Install & S&R	4,428	44,319	9,630	1,196	29,308	5,780	9,497	1,443	13,854	4,805	4,210	4,947	26,626	133,417	-106,791	501.1%
Grant Funds	5,000	0	0	0	1,000	0	1,634	0	900	0	0	755	0	9,289	-9,289	0.0%
Misc*	1,590	278,568	41,905	26,207	88,165	12,031	10,163	8,666	9,326	46,519	6,748	7,166	120,510	537,053	-416,543	445.7%
Wheeling Water	6,171	0	0	0	0	0	0	0	0	0	0	0	4,429	6,171	-1,742	139.3%
Total	606,826	1,079,467	771,522	947,801	787,292	841,570	926,676	1,030,288	1,020,863	1,157,314	1,003,135	859,357	11,751,285	11,032,111	719,174	93.9%

Collections Activity	Total
Outstanding A/R	1,006,004
Outstanding Liens	0
Outstanding Grants	1,173
Less Unapplied Payments	-90,650
Total	\$ 916,528

Aged Trial Balance					
	Current	31-90	91-150	>150	Deposit Amount
Total	916,528	521,754	144,406	7,402	332,442
					90,650
					243,150

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

Assessor/Collector Roll Adjustment		
December-15		
	Dollar	Count
3-DAY DOOR HANG		
One Time Courtesy	\$ 25.00	1
New Owner	\$ 25.00	1
3-DAY DOOR HANG Total	50.00	2
DEFAULT		
One Time Courtesy	\$ 616.18	12
New Owner	\$ 9.51	1
Misapplied Pmt	\$ 26.90	5
DEFAULT Total	652.59	18
DISCONNECT CHG		
One Time Courtesy	\$ 58.00	1
DISCONNECT CHG Total	\$ 58.00	1
NSF		
One Time Courtesy	\$ 20.00	1
NSF Total	\$ 20.00	1
Grand Total	\$ 780.59	22

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

Bank of the West			
Balance Per Books November 30,2015			\$2,282,545
RECEIPTS		1,078,164	
DISBURSEMENTS:			
Checks Issued / ACH Payments	719,696.05		
Payroll	274,603		
Returned Checks	660		
	994,959		83,205
Bank of the West			
Balance Per Books December 30,2015			2,365,750
Add :Outstanding Checks			65,580
Less: Deposit in Transit			(12,824)
Bank of the West reconciled to books			
Balance per Bank December 31, 2015			\$2,418,506
Local Agency Investment Fund			4,542,040
COP Reserve Account			533,345
Money Mkt Activity Account			530,426
TOTAL BALANCE			\$8,024,318

PER BANK STATEMENTS

Bank of the West (General Account)	\$2,418,506
Local Agency Investment Fund	4,542,040
COP 2010 Reserve Account	533,345
Money Mkt Activity Account	530,426
Total	\$8,024,318

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

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



HILARY STRAUS, Treasurer



ROBERT A. CHURCHILL, Secretary

TREASURER'S REPORT OF FUND BALANCES
December 31, 2015

	Beginning Balance 1/1/2015	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	12/31/2015 Ending Balance	2015 Target Balance per Policy
Connection Fund	\$ -	\$ 737,894	\$ (737,894)			\$ -	N/A
Operating Fund	\$ 2,733,934	\$ 13,768,708	\$ (13,462,559)	\$ 1,188,214	\$ (617,008)	\$ 3,611,289	\$1,918,930
Operating Reserve	\$ 2,835,988	\$ (923,725)	\$ -			\$ 1,912,263	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ (366,000)	\$ -			\$ 634,000	\$1,000,000
Depreciation Reserve	\$ 983,540	\$ 1,848,725	\$ (2,024,096)			\$ 808,169	\$949,000
Capital Improvement Reserve	\$ 656,209	\$ 2,587,894	\$ (2,398,246)			\$ 845,857	\$2,370,756
Restricted for Debt Service	\$ 536,963	\$ -	\$ -			\$ 536,963	N/A
Fleet Equipment Reserve	\$ 290,635	\$ 75,000	\$ (74,066)			\$ 291,569	\$296,708
Employment-Related Benefits Reserve	\$ 316,967	\$ 120,000	\$ (40,657)			\$ 396,310	\$864,229
	<u>\$ 9,354,236</u>	<u>\$ 17,848,496</u>	<u>\$ (18,737,518)</u>	<u>\$ 1,188,214</u>	<u>\$ (617,008)</u>	<u>\$ 9,036,420</u>	


HILARY STRAUS, Treasurer

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

<i>Account</i>	<i>Description</i>	<i>2015 YTD Expense</i>	<i>2015 Budget</i>	<i>Variance \$</i>	<i>Variance %</i>
Water Demand Management					
	WATER DEMAND MANAGEMENT - POSTAGE	11,369	13,390	2,021	84.9%
	WATER DEMAND MANAGEMENT - PRINTING	8,787	7,004	(1,783)	125.5%
	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	9,065	8,137	(928)	111.4%
	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	53,858	71,032	17,174	75.8%
	WATER DEMAND MANAGEMENT - OTHER	4,578	7,132	2,554	64.2%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	20,975	27,500	6,525	76.3%
	WATER DEMAND MANAGEMENT - DROUGHT RESPONSE	77,480	146,000	68,520	53.1%
		186,111	280,195	94,083	66.4%
Operations					
	PURCHASED WATER	1,788,304	2,295,483	507,179	77.9%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	-	5,000	5,000	0.0%
	POWER TO WELLS	100,166	177,495	77,329	56.4%
	WELLS - REPAIR / MAINTENANCE	5,231	23,228	17,997	22.5%
	WATER QUALITY ANALYSIS	23,094	19,432	(3,662)	118.8%
	FIELD MISCELLANEOUS - DUMP FEES	961		(961)	0.0%
	FIELD MISCELLANEOUS - OTHER	229	500	271	45.8%
	SMALL TOOLS - FIELD	28,211	15,000	(13,211)	188.1%
	SUPPLIES - FIELD	30,004	18,000	(12,004)	166.7%
	MATERIALS	241,255	35,000	(206,255)	689.3%
	MATERIALS (Allocation to CIP)	(237,255)		-	0.0%
	ROADBASE	26,800	35,000	8,200	76.6%
	MAINTENANCE AGREEMENTS - EQUIPMENT	3,066	6,670	3,604	46.0%
	MAINTENANCE AGREEMENTS - SOFTWARE	27,165	114,037	86,872	23.8%
	REPAIR - FLEET EQUIPMENT	48,244	32,000	(16,244)	150.8%
	REPAIR - TOOLS AND EQUIPMENT	11,906	12,000	94	99.2%
	GAS AND OIL	41,859	51,000	9,141	82.1%
	EQUIPMENT RENTAL - FIELD	3,583	3,000	(583)	119.4%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	14,712	11,580	(3,132)	127.0%
	PERMIT FEE - AIR QUALITY / HAZ MAT	5,356	4,800	(556)	111.6%
	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	11,435	14,000	2,565	81.7%
	PERMIT FEE - ENCROACHMENT PERMITS	32,785	29,000	(3,785)	113.1%
		2,207,111	2,902,225	457,859	76.0%
Professional & Contract Services					
	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	25,299	13,000	(12,299)	194.6%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	79,883	5,000	(74,883)	1597.7%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR (Allocation to CIP)	4,636	-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - WELLS		10,000	(17,619)	276.2%
	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR		-	-	0.0%
	PROFESSIONAL / CONTRACT SERVICES - METER READING	105,365	108,960	3,595	96.7%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	27,619	26,400	26,400	104.6%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL		-	-	
	PROFESSIONAL / CONTRACT SERVICES - OTHER	63,713	312,169	248,456	20.4%
	CONTRACT SERVICES - CONCRETE	7,649	10,000	2,351	76.5%
	CONTRACT SERVICES - MISC FIELD / O&M	70,337	30,400	(39,937)	231.4%
	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	-	2,000	2,000	0.0%
	CONTRACT SERVICES - PAVING	8,820	25,000	16,180	35.3%
		393,321	542,929	154,244	72.4%
Administration & General Services					
	JANITORIAL	6,615	9,313	2,698	71.0%
	BANK FEES	66,368	71,000	4,632	93.5%
	OFFICE EXPENSE	14,870	15,000	130	99.1%
	SMALL OFFICE EQUIPMENT	9,561	2,000	(7,561)	478.1%
	DUES & SUBSCRIPTIONS	91,397	102,210	10,813	89.4%
	POSTAGE	108,731	98,500	(10,231)	110.4%
	PRINTING	8,022	6,000	(2,022)	133.7%
	TELEPHONE - WIRELESS	13,943	11,244	(2,699)	124.0%
	TELEPHONE - LOCAL / LONG DISTANCE	10,686	16,220	5,534	65.9%
	TELEPHONE - ANSWERING SERVICE	2,306	2,400	94	96.1%
	UTILITIES	28,755	18,720	(10,035)	153.6%

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

Account	Description	2015 YTD Expense	2015 Budget	Variance \$	Variance %
	LEGAL & AUDIT	74,024	57,680	(16,344)	128.3%
	CONTINUED EDUCATION	64,464	31,580	(32,884)	204.1%
	PUBLICATION NOTICES	52	1,236	1,184	4.2%
	OFFICE MISC - DISTRICT EVENTS	4,884	4,903	19	99.6%
	OFFICE MISC - MEETING ACCOMODATIONS	527	309	(218)	170.6%
	OFFICE MISC - OTHER	8,643	1,200	(7,443)	720.3%
	OFFICE MISC - MILESTONE EVENTS	1,580	2,100	520	75.2%
	COMPUTER SOFTWARE	249	3,605	3,356	6.9%
		515,677	455,220	(60,457)	113.3%
Administration Other					
	ELECTION EXPENSE	-	-	-	0.0%
	INTEREST EXPENSE - LEASES	-	-	-	0.0%
	DIRECTORS MEETING COMPENSATION		20,300	20,300	0.0%
	RETIREE HEALTH CARE BENEFIT		41,565	41,565	0.0%
		-	61,865	61,865	0.0%
Salary & Benefits					
	SALARY - GENERAL MANAGER	215,775	186,302	(29,473)	115.8%
	SALARY - ASSISTANT GENERAL MANAGER	139,738	141,960	2,222	98.4%
	SALARY - OFFICE (6 authorized positions)	351,252	348,136	(3,116)	100.9%
	SALARY -WATER DEMAND MANAGEMENT (2 authorized positions)	147,252	145,936	(1,316)	100.9%
	SALARY -ADMIN (Allocation to CIP)	(33,972)	-	33,972	0.0%
	SALARY - OPERATIONS MANAGER	265,992	141,522	(124,470)	188.0%
	SALARY - FIELD / O&M (15 authorized positions)	1,061,351	1,069,222	7,871	99.3%
	STANDBY DUTY	16,610	16,640	30	99.8%
	SALARY - OPERATIONS (Allocation to CIP)	(474,527)	-	474,527	0.0%
	SALARY - PROJECT MNGMT & ENGINEERING	327,133	-	-	0.0%
	SALARY - PROJECT MNGMT & ENGINEERING (Allocation to CIP)	(146,687)	-	-	0.0%
	EMPLOYEE BENEFIT - VISION INSURANCE	4,396	5,040	644	87.2%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	40,102	41,258	1,156	97.2%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	352,609	351,272	(1,337)	100.4%
	EMPLOYEE BENEFIT - PERS RETIREMENT	595,467	591,083	(4,384)	100.7%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	147,582	144,642	(2,940)	102.0%
	EMPLOYEE BENEFIT - MEDICARE	37,861	33,827	(4,034)	111.9%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	5,088	6,825	1,737	74.5%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	31,442	26,000	(5,442)	120.9%
	EMPLOYEE SALARY AND BENEFITS - (Allocation to CIP)	(373,456)	(629,907)	(256,451)	59.3%
		2,711,008	2,619,757	89,195	103.5%
Insurance					
	INSURANCE - LIABILITY & COMPREHENSIVE	74,024	68,845	(5,179)	107.5%
	INSURANCE - DISABILITY & LIFE	24,611	28,300	3,689	87.0%
	INSURANCE - WORKER'S COMPENSATION	24,088	54,319	30,231	44.3%
		122,723	151,464	28,741	81.0%
Reserves & Debt Services					
	RATE STABLIZATION RESERVE	366,000	1,000,000	634,000	0.0%
	DEPRECIATION RESERVE	875,371	949,000	73,629	92.2%
	CAPITAL IMPROVEMENT RESERVE	660,352	1,000,000	339,648	66.0%
	EMPLOYMENT-RELATED BENEFITS RESERVE	120,000	120,000	-	100.0%
	DEBT SERVICE - COP SERIES 2010	572,835	569,200	(3,635)	100.6%
	DEBT SERVICE - COP SERIES 2012	56,751	167,288	110,537	33.9%
		2,651,309.44	3,805,487.50	1,154,178.06	69.7%
		\$ 8,787,260	\$ 10,819,142	\$ 1,979,708	81.22%

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

Project No.	Description	Budget		Remaining Commitments	Amounts Paid		Remaining Projections
		Expenditures to 12/2014	Total Remaining Commitments		Year to Date	Project to date	
2014-30	Sonora Way 8" and Hanson Avenue 6" Water Main Replacement Project	517,094	460,667	15,708	352,480	408,907	-
2015-31	Baird Way 12" Water Main Replacement Project	510,255	510,255	-	5,698	5,698	471,648
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project	46,262	46,262	-	-	-	46,262
2015-33	Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project	33,469	33,469	-	-	-	33,469
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project	255,821	255,821	-	-	-	20,049
2015-35	Sunrise Blvd Streetscape Phase III	165,067	165,067	-	-	-	-
2015-36	Sylvan Road Street Improvements	67,948	67,948	-	-	-	-
2012-03	Auburn Blvd - Watson Way 8" - Distribution Main Replacement	592,003	(55,051)	-	1,669	648,823	-
2013-31	Park Drive/Poplar 8" Distribution Main Replacement	835,599	304,536	19,122	108,152	639,215	-
2015-14	Distribution Mains - Replacement	3,023,617	1,234,644	34,830	467,998	1,702,642	571,428
2015-14	Fire Hydrants - Replacements / Upgrades / Infill / New	173,738	173,738	-	7,892	7,892	-
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	109,500	-	-	-	-
2015-03	Annual Fleet and Field Operations Equipment Improvements/Replacements	174,000	174,000	-	-	-	-
2015-04	Annual Technology Hardware and Software Improvements/Replacements	503,500	503,500	-	-	-	450,000
2015-10	Water Main Pipeline Replacements	20,877	20,877	-	-	-	-
2015-11	Water Valve Replacements	100,976	100,976	-	2,057	6,064	-
2015-12	Water Service Replacements	678,080	678,080	-	7,052	84,134	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	28,073	28,073	-	-	-	-
2015-39	Cal-Am Water Lincoln Oaks Water Tank 8" Interconnection Project	58,582	58,582	-	-	-	-
2015-40	Other City Partnership Opportunities	100,000	100,000	-	188	2,525	-
2015-41	Other Miscellaneous Infrastructure Projects	100,000	100,000	-	-	-	-
2012-13	Miscellaneous Projects	1,873,588	1,873,588	-	295,935	295,935	450,000
2012-13	Administration Building Expansion / Renovation Project	1,131,872	1,012,626	39,967	121,246	1,483,445	-
2015-01	Miscellaneous Projects - Facilities	291,761	291,761	39,967	-	-	-
2015-01	Annual Non-Project Specific Project Management & Engineering Salaries & Benefits	1,131,872	1,012,626	39,967	121,246	1,483,445	-
2015-01	Miscellaneous Projects-Miscellaneous CIP	291,761	291,761	-	-	-	-
2013-30	San Juan High School 24" North Property Line Transmission Main Installation	544,364	527,087	-	40,202	312,473	-
2014-36	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	378,304	378,181	-	-	-	-
2015-30	Poplar Avenue 14" Transmission Main Installation	142,325	142,325	-	122,369	177,630	-
Transmission Mains - New		1,064,938	1,047,538	-	2,153	2,153	129,645
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue	471,102	458,249	-	163,571	474,856	129,645
2014-32	Sunrise Blvd./Highwood 12" Pipeline Replacement	79,879	2,211	-	3,703	186,829	-
Transmission Mains - New and Distribution Mains - Replacement		550,981	460,460	-	56,575	195,812	-
2015-13	Water Meter Replacements	28,441	28,441	-	3,703	243,405	-
Water Meters		28,441	28,441	-	-	-	-
2011-01	Fair Way 12" x 8" Interconnection w/ RV	76,128	76,128	-	-	-	-
2012-09	Blossom Hill Drive 6" x 10" Interconnection w/ RV	25,655	25,655	-	-	-	47,723
2012-10	Crestmont Avenue 6" Interconnection w/ RV	20,155	20,155	-	-	-	-
2012-11	Skycrest Well No. 13 Construction	316,483	(107,726)	-	-	-	-
2013-21	Skycrest Well No. 13 Construction	2,081,569	1,594,015	10,538	97,972	1,658,141	337,022
2015-20	Groundwater Well Improvements	51,829	51,829	-	-	840	-
2015-20	C-Bar-C Pressure Control Station	300,000	300,000	-	-	-	300,000
Water Meters - Emergency Interfite Water Meters		2,871,819	814,763	10,538	97,972	1,668,794	2,483,557
Grand Total		11,010,809	2,338,143	85,334	400,487	6,861,221	1,498,795

DECEMBER 31, 2015 PAYABLES

Check #	Vendor	Description	Amount
60628	ACWA	Dues & Subscriptions	\$12,725.00
60629	Central Valley Engineering & Asphalt, Inc.	Contract Services Paving/Concrete	\$13,658.59
60630	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$98,970.58
60631	KASL Consulting Engineers	Contract Services-Engineering	\$8,071.50
60632	Lamon Construction CO, INC	Contract Services-Engineering	\$80,522.00
60633	Ernest L Leporini	Contract Services-Engineering	\$12,480.00
60634	R E Smith Contractor Inc	Contract Services-Wells	\$81,328.83
60635	SMUD	Utilities	\$10,185.09
60636	CalSierra Construction Inc	Contract Services-Engineering	\$108,751.25
60637	Sharp Inspection Group	Contract Services-Engineering	\$21,825.00
60638	Cody Leppener	Customer Refund	\$600.00
60639	Coldwell Banker/Mark A Delgado	Customer Refund	\$66.15
60640	Gloria P Senftner	Customer Refund	\$19.27
60641	PG&E/Jaime Robles	Customer Refund	\$1,441.91
60642	ABA DABA Rentals & Sales	Supplies-Field	\$316.33
60643	Alexander's Contract Services	Contract Services-Meter Reading	\$2,456.11
60644	Awards By Kay Inc	Office Expense	\$16.20
60645	BSK Associates	Water Analysis	\$1,056.00
60646	Burketts	Office Expense	\$341.13
60647	California Landscape Associates Inc	Janitorial	\$187.00
60648	California State Disbursement Unit	Garnishment	\$184.61
60649	California State Disbursement Unit	Garnishment	\$87.69
60650	Caltronics Business System	Small Office Equipment	\$162.00
60651	CEUS-Irrigation Association	Dues & Subscriptions	\$100.00
60652	Corix Water Products, Inc	Material	\$3,822.17
60653	County of Sacramento	Permit Fees	\$32.00
60654	Coverall North America Inc	Janitorial	\$450.00
60655	Cybox	Equipment Rental-Office	\$129.12
60656	GreatAmerica Leasing Corp	Equipment Rental-Office	\$218.79
60657	Groeniger & Company	Material	\$426.60
60658	Integrity Administrators Inc	Health Insurance	\$253.00
60659	KASL Consulting Engineers	Contract Services-Engineering	\$2,142.00
60660	Moonlight BPO	Contract Services-Bill Print	\$5,391.18
60661	David R O'Brien	Toilet Rebate Program	\$150.00
60662	Office Depot	Office Expense	\$149.02
60663	Pace Supply Corp	Material	\$479.99
60664	Sonitrol	Equipment Rental-Office	\$156.23
60665	State Water Resources Control Board	Dues & Subscriptions	\$60.00
60666	A. Teichert & Son, Inc.	Road Base	\$1,591.09
60667	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,688.30
60668	US Bank I.M.P.A.C. Government Services	See December Agenda Item CC:9	\$7,887.71
60669	Verizon Wireless	Telephone-Wireless	\$1,186.53
60670	Zane Dezin	Contract Services-Water Conservation	\$91.60
60671	Robin Cope	Health Insurance	\$397.00
60672	Manuel A Sanchez	Customer Refund	\$167.24
60673	John Millet	Customer Refund	\$600.00
60674	Sharon M Huddle	Customer Refund	\$168.07
60675	Denis Pavlov	Customer Refund	\$53.68
60676	Hamid Hosseini	Customer Refund	\$131.77
60677	ABA DABA Rentals & Sales	Supplies-Field	\$81.42
60678	AFLAC	Employee Paid Ins	\$330.86
60679	Alexander's Contract Services	Contract Services-Meter Reading	\$1,668.82
60680	AnswerNet	Telephone-Answering Service	\$195.29
60681	Blackbird Associates	Contract Services-Engineering	\$116.64

60682	Burketts	Office Expense	\$824.08
60683	Sacramento County Utilities	Utilities	\$173.38
60684	Dept of Toxic Substances Control Accounting Unit	Permit Fees-Air Quality	\$22.50
60685	Irrigation Association - Certification	Dues & Subscriptions	\$100.00
60686	J4 Systems	Contract Services-Other	\$2,850.00
60687	Kurey & Associates	Contract Services-Engineering	\$3,060.00
60688	Douglas A MacTaggart	Contract Services Paving/Concrete	\$5,422.00
60689	Maze & Associates	Legal & Audit	\$5,375.00
60690	Missy Pieri	Continued Education	\$116.00
60691	USPS	Postage	\$225.00
60692	Powerplan	Repair-Trucks	\$941.79
60693	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
60694	Republic Services #922	Utilities	\$200.12
60695	RW Trucking	Contract Services-Miscellaneous	\$831.25
60696	Sacramento Bee	Publication Notices	\$83.36
60697	Sac-Val Janitorial Supply	Supplies-Field	\$232.99
60698	SureWest Directories	Telephone-Local/Long Distance	\$49.00
60699	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,583.20
60700	Zee Medical Company	Supplies-Field	\$210.75
60701	Citrus Heights Chamber of Commerce	Continued Education	\$650.00
60702	Jeffrey D Keeton	Customer Refund	\$11.53
60703	David Sangster	Customer Refund	\$14.51
60704	Tohinoa Lomano	Customer Refund	\$200.00
60705	Stephanie S Gualderama	Customer Refund	\$36.75
60706	Teyann M Stout	Customer Refund	\$166.29
60707	Allan C/Verna B Dungo	Customer Refund	\$96.72
60708	Tuan A Tran	Customer Refund	\$292.81
60709	Minesh Patel	Customer Refund	\$23.54
60710	Alexander's Contract Services	Contract Services-Meter Reading	\$1,775.77
60711	AM Conservation Group Inc	Water Conservation-Materials	\$765.48
60712	BSK Associates	Water Analysis	\$452.00
60713	California State Disbursement Unit	Garnishment	\$184.61
60714	California State Disbursement Unit	Garnishment	\$87.69
60715	City of Citrus Heights	Permit Fees	\$5,000.00
60716	Comcast	Equipment Rental-Office	\$22.06
60717	Connected Document Solutions	Maintenance Agreement-Equipment	\$355.45
60718	Corelogic Information Solutions Inc	Dues & Subscriptions	\$298.33
60719	Coverall North America Inc	Janitorial	\$399.00
60720	Daniel Noonan DBA: Intependent Plumbing	Contract Services-Miscellaneous	\$425.00
60721	Indoor Environmental Services	Maintenance Agreement-Equipment	\$130.00
60722	J4 Systems	Contract Services-Other	\$1,400.00
60723	Rex Meurer	Water Conservation-Materials	\$131.70
60724	Sophos Solutions	Contract Services-Other	\$2,015.00
60725	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,590.60
60726	Voyager Fleet Systems Inc	Gas & Oil	\$1,491.45
60727	Stanley A/Bonnie L Evans	Customer Refund	\$22.92
60728	Charles T/Suzanne M Rose	Customer Refund	\$16.25
60729	Richard D/Victoria Bradford	Customer Refund	\$7.86
60730	Vicky Carillo	Customer Refund	\$10.69
60731	Eric/Sara Freeman	Customer Refund	\$106.36
60732	Julie A Barkhurst	Customer Refund	\$146.51
60733	Lonny Fawver	Customer Refund	\$118.36
60734	Nicholas Pershing	Customer Refund	\$88.11
60735	Arun Vinnakota	Customer Refund	\$93.49
60736	ABA DABA Rentals & Sales	Supplies-Field	\$821.23
60737	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,701.09
60738	Airgas NCN	Supplies-Field	\$469.43
60739	Alexander's Contract Services	Contract Services-Meter Reading	\$2,737.63

60740	AREA Restroom Solutions	Equip Rental-Field	\$114.34
60741	Area West Engineers Inc	Contract Services-Engineering	\$5,697.50
60742	Bart/Riebes Auto Parts	Repair-Trucks	\$91.64
60743	BSK Associates	Water Analysis	\$1,992.00
60744	Caltronics Business System	Small Office Equipment	\$270.00
60745	Channing Bete Company	Water Conservation-Materials	\$459.11
60746	Connected Document Solutions	Maintenance Agreement-Equipment	\$278.86
60747	Norman/Cynthia K Miller	Customer Refund	\$71.35
60748	Grainger	Small Tools	\$41.47
60749	HD Supply Waterworks LTD	Material	\$1,157.28
60750	Brian M Hensley	Continued Education	\$566.42
60751	Integrity Administrators Inc	Health Insurance	\$2,000.00
60752	Kaiser Foundation Health Plan, Inc	Health Insurance	\$15,948.25
60753	Kei Window Cleaning #12	Janitorial	\$92.00
60754	Moonlight BPO	Contract Services-Bill Print	\$5,001.88
60755	One Print Source & Graphics	Printing	\$149.45
60756	Pace Supply Corp	Material	\$478.85
60757	Pacific Gas & Electric	Utilities	\$91.63
60758	Pirtek Power Inn	Repair-Trucks	\$245.31
60759	Red Wing Shoe Store	Small Tools	\$1,075.56
60760	San Juan Water District	Purchased Water	\$6,269.37
60761	Smoke Busters	Repair-Trucks	\$240.00
60762	A. Teichert & Son, Inc.	Road Base	\$2,052.31
60763	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,321.50
60764	Traffic Management Inc.	Field Miscellaneous	\$45.00
60765	Unum Life Insurance Co of America	Disability & Life Insurance	\$1,654.52
60766	Verizon Wireless	Telephone-Wireless	\$1,186.74
60767	World Environment & Energy Inc	Contract Services-Miscellaneous	\$375.00
60768	Jerry N Lewis	Customer Refund	\$17.32
60769	Jeff Mullins Trust	Customer Refund	\$89.99
60770	ABA DABA Rentals & Sales	Supplies-Field	\$96.14
60771	AFLAC	Employee Paid Insurance	\$330.86
60772	Alexander's Contract Services	Contract Services-Meter Reading	\$4,412.66
60773	R. Michael or Donna M Beaumont	Toilet Rebate Program	\$75.00
60774	Burketts	Office Expense	\$344.83
60775	California State Disbursement Unit	Garnishment	\$184.61
60776	California State Disbursement Unit	Garnishment	\$87.69
60777	Caltronics Business System	Small Office Equipment	\$237.02
60778	Connected Document Solutions	Maintenance Agreement-Equipment	\$36.24
60779	Robert Conway	Toilet Rebate Program	\$75.00
60780	Corporate Design Group Inc	Contract Services-Other	\$1,739.28
60781	Culver Company, Inc	Water Conservation-Materials	\$1,774.76
60782	Dawson Oil Company	Gas & Oil	\$618.33
60783	Paul Elwood	Toilet Rebate Program	\$75.00
60784	Franchise Tax Board	Garnishment	\$100.00
60785	Future Ford	Repair-Trucks	\$2,155.97
60786	Grainger	Small Tools	\$579.31
60787	GreatAmerica Leasing Corp	Equipment Rental-Office	\$218.79
60788	Groeniger & Company	Material	\$505.25
60789	Holt of California	Repair-Equipment/Hardware	\$3,074.84
60790	Integrity Administrators Inc	Health Insurance	\$253.00
60791	J4 Systems	Contract Services-Other	\$146.25
60792	John Leymaster	Toilet Rebate Program	\$150.00
60793	Moonlight BPO	Contract Services-Bill Print	\$4,013.19
60794	Jasmine Nguyen	Customer Refund	\$2,800.00

60795	Christopher Nichols	Continued Education	\$65.00
60796	One Print Source & Graphics	Printing	\$217.93
60797	Pace Supply Corp	Material	\$5.71
60798	Paul N Phillips, Attorney at Law	Legal & Audit	\$5,000.00
60799	Road Machinery LLC	Repair-Trucks	\$1,556.41
60800	SWRCB	Dues & Subscriptions	\$6,690.16
60801	State Water Resources Control Board	Dues & Subscriptions	\$60.00
60802	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,577.50
60803	Utility Services Associates LLC	Contract Services-Water Conservation	\$2,654.00
60804	Vocantas Inc	Customer Refund	\$5.00
60805	US Bank I.M.P.A.C. Government Services	Continued Education	\$4,752.24
60806	City of Citrus Heights	Permit Fees	\$35.00
TOTAL			<u>\$636,342.62</u>

ACH	12/3/15 PAYROLL	PERS	\$12,668.37
ACH	12/30/15PAYROLL	Deferred Compensation	\$2,650.00
ACH	GASB 68	PERS	\$2,550.00
ACH	NOV2015 VANCO	Contract Services-Other	\$74.30
ACH	12/3/15PAYROLL	Deferred Compensation	\$3,020.00
ACH	12/30/15PAYROLL	Deferred Compensation	\$25.00
ACH	121715PAYROLL	Deferred Compensation	\$25,600.31
ACH	NOV 2015WB	Bank Fee	\$3,782.09
ACH	NOV2015BANK FEE	Bank Fee	\$2,419.31
ACH	NOV2015FD	Bank Fee	\$262.47
ACH	NOV2015PH	Bank Fee	\$198.66
ACH	PAYCHEX2015112600	Contract Services-Other	\$452.45
ACH	PERS121715PAYROLL	PERS	\$12,956.47
ACH	VK7077 12/3/15	Deferred Compensation	\$45.00
ACH	VK7077121715	Deferred Compensation	\$45.00
ACH	WHAJAN2015HEALTH	Health Insurance	\$15,146.70
ACH	WHAJAN2016COBRA	Health Insurance	\$1,457.30
TOTAL			<u>\$83,353.43</u>

GRAND TOTAL \$719,696.05

January Checks Signed at January Board Meeting

60814	Sharp Inspection Group	PC-Engineer	\$11,050.00
60808	Albietz Law Firm	Legal & Audit	\$11,470.25
60815	SMUD	Utilities	\$11,524.02
60809	ESRI	Maint Agree-Equip	\$12,416.00
60807	ACWA/JPIA	Workers Comp Ins	\$13,400.00
60810	J4 Systems	PC-Other	\$15,177.60
60812	Ernest L Leporini	PC-Engineer	\$16,260.00
60811	Lamon Construction CO, INC	PC-Engineer	\$35,079.89
60813	R E Smith Contractor Inc	PC-Wells	\$92,495.73
			<u>\$218,873.49</u>

US BANK - CAL-Card Distributions

December 2015

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

**TOTAL
BILL**

11180-00	54200-03	54210	54211	54231-02	54241-01	54241-02	56200	56220	56230	56830	56890-01	56890-02
Fixed Asset/Office Equip	Office Misc	Tools	Supplies	Main Agree Software	Repair Truck	Repair- Equip/Hardwar e	Office Exp	Dues & Subs	Postage	C.E.	Office Misc, District Event	Mtg Accom

\$4,752.24

	12.96		240.82			21.57	12.96					
Churchill	\$	12.96										
Cutler	\$	262.39										
Dains	\$	-										
Dietrich	\$	32.40										28.09
Evans	\$	2,160.80	4.31	405.69	185.45	274.00	(38.83)	106.92			149.81	
Hensley	\$	456.83					59.39					
Straus	\$	1,556.36			341.25		2.15		116.15	1,192.97		
Smoot	\$	116.15										
Gordon	\$	154.35			109.99		44.36					
	\$	-										
	\$	-										

\$ 4,752.24 \$ - \$ 4.31 \$ 405.69 \$ 1,716.02 \$ 341.25 \$ 315.43 \$ 295.57 \$ 80.03 \$ 106.92 \$ 116.15 \$ 1,192.97 \$ 149.81 \$ 28.09

V#:

Date: 12/31/15

Doc #:		
54200-03	Field Misc	4.31
54210	Tools	405.69
54211	Supplies	1,716.02
54231-02	Main Ag/Sof	341.25
54241-01	Rep-Truck	315.43
54241-02	Rep-Eq/Hölwe	295.57
56200	Off Exp	80.03
56210	Sm Off Equip	-
56220	Dues & Sub	106.92
56230	Postage	116.15
56830	CE	1,192.97
56890-01	Off Misc - Dist Event	149.81
56890-02	Mtg Accom	28.09

4,752.24 Double check by Acct ID

Citrus Heights Water District
 2015 Director Training Courses/Seminars/Conferences
 as of 1/5/2016

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

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

as of 1/5/2016
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Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Tax/phone
5/4/15-5/7/15	4	ACWA Spring Conference	ACWA	Sacramento	Robert Churchill	695.00	695.00					
5/4/15-5/7/15	4	ACWA Spring Conference	ACWA	Sacramento	Hilary Strauss	695.00	695.00					
11/30/15	4	ACWA 2015 Fall Conference & Exhibit	ACWA	Indian Wells	Hilary Straus	2,188.54	695.00	847.88	319.45	197.21	48.23	80.77

Citrus Heights Water District
 2015 Employee Training Courses/Seminars/Conferences
 as of 1/5/2016

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Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/ phone
7/19/15-7/23/15	4	ESRI User Conference	ESRI	San Diego	Borey Swing	1,489.27		942.16	314.00		175.11	58.00
6/7/15-6/10/15	3	AWWA Annual Conference	AWWA	Anaheim	Paul Diefrich	1,570.56	845.00	290.00	254.20		201.36	80.00
06/24/15	1	Sacramento Valley Chapter Meeting	CSMFO	Yuba City	Susan Sohal	30.00	30.00					
07/24/15	1	Intermediate Government Accounting	CSMFO	Menlo Park	Susan Sohal	369.83	150.00	219.83				
10/06/15	4	WaterSmart	Watersmart	Las Vegas	Rex Meurer	1,027.60	430.00	369.60	228.00			
10/25/15	3	CalPERS Yearly Conference	CalPERS	San Jose	Lisa Smoot	1,245.41	399.00	659.88			99.53	87.00
10/18/15	3	Board Secretary/Clerk Conference and Cert Program	CSDA	Lake Tahoe	Lisa Smoot	750.00	750.00	0.00	0.00			
10/30/15	2	Water Treatment Exam Review	OCT Water Qua	McClellan	Chris Nichols	350.00	350.00					
02/04/16	2	OSHA Compliance Update	NST	Sacramento	Kelly Drake	399.00	399.00					
11/9/15-11/20/15	2	Water Treatment Certification Testing	OCT Water Qua	McClellan	Chris Nichols	350.00	350.00					
Grand Total						7,681.67	3703.00	2,481.47	796.20	0.00	476.00	225.00

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : 7711 SUNRISE BOULEVARD QUITCLAIM DEED APPROVAL
STATUS : Action Item – Consent Calendar
REPORT DATE : December 30, 2015
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider adoption of Resolution 01-2016 approving a Quitclaim Deed within the property at 7711 Sunrise Boulevard.

BACKGROUND AND ANALYSIS:

The reconfiguration of an existing car wash at 7711 Sunrise Boulevard necessitated the abandonment of a fire hydrant at the rear of the property. Work was completed and a Quitclaim Deed was drafted for the existing easement.

See attached copies of the Quitclaim Deed and the existing Grant of Easement including District Resolution 02-1990.

RECOMMENDATION:

Adopt Resolution 01-2016 approving a Quitclaim Deed within the property at 7711 Sunrise Boulevard.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 01-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
APPROVING A QUITCLAIM DEED
TO

JCJK PROPERTIES, LLC

AT APN 224-0030-008-0000, 7711 Sunrise Blvd., Citrus Heights, CA

WHEREAS, JCJK PROPERTIES, LLC, are the owners of that certain property identified by Sacramento County Assessor's Parcel Number 224-0030-008-0000, further known as 7711 Sunrise Boulevard; and

WHEREAS, CITRUS HEIGHTS WATER DISTRICT, has no interest in an easement previously granted to the District pursuant to that certain document recorded in Book 90 01-5, Page 0616, Sacramento County Records, as described below.

NOW THEREFORE BE IT RESOLVED that, for a valuable consideration, receipt of which is hereby acknowledged, CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, does hereby remise, release and forever QUITCLAIM to JCJK PROPERTIES, LLC, all right, title and interest in real property in the, City of Citrus Heights, County of Sacramento, State of California, particularly described as follows:

A strip of land, 10 feet in width, situate in the County of Sacramento, California, being a portion of Lot 152, Citrus Heights Addition No. 7 recorded in Book 12 of Maps, No. 41, recorded in said County in Section 24, Township 10 North, Range 6 East, M.D.B. & M., the centerline of which is described as follows:

Commencing at the southwest corner of said Lot 152; thence northerly along the west boundary of said Lot, 10 feet to POINT OF BEGINNING; thence from said POINT OF BEGINNING

Easterly and parallel with the southerly boundary of said Lot 152 a distance of 22.00 feet; thence northerly and parallel with said west boundary of Lot 152 a distance of 31.00 feet; thence westerly and parallel with said southerly boundary of Lot 152 a distance of 14.00 feet.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Quitclaim Deed in the Office of the County Recorder of Sacramento County.

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

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 12th day of January 2016, by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

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

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CERTIFICATION

I, ROBERT A. CHURCHILL, hereby certify and acknowledge that Resolution 01-2016 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 12th day of January 2016.

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

RECORDED AT THE REQUEST OF
AND RETURN TO:

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

NO FEE FOR RECORDING
GOVT. CODE SEC. 6103

GRANT OF EASEMENT

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, SUNRISE CAR WASH CORPORATION, a California Corporation, does hereby GRANT to

CITRUS HEIGHTS IRRIGATION DISTRICT, a political subdivision of the State of California, a right of way and easement to construct, reconstruct, to operate and maintain water pipelines together with any and all appurtenances appertaining thereto; together with the right of ingress thereto and egress therefrom; said pipelines and appurtenances to be of such size and character as grantee may determine, on, over, across and under all that real property, situate in the County of Sacramento, State of California, described as follows:

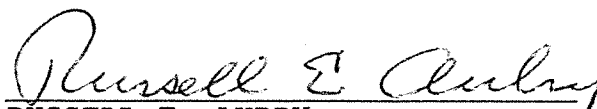
APN 224-0030-008

A strip of land, 10 feet in width, situate in the County of Sacramento, California, being a portion of Lot 152, Citrus Heights Addition No. 7 recorded in Book 12 of Maps, No. 41, recorded in said County in Section 24, Township 10 North, Range 6 East, M.D.B. & M., the centerline of which is described as follows:

Commencing at the southwest corner of said Lot 152; thence northerly along the west boundary of said Lot, 10 feet to POINT OF BEGINNING; thence from said POINT OF BEGINNING:

Easterly and parallel with the southerly boundary of said Lot 152 a distance of 22.00 feet; thence northerly and parallel with said west boundary of Lot 152 a distance of 31.00 feet; thence westerly and parallel with said southerly boundary of Lot 152 a distance of 14.00 feet.

IN WITNESS WHEREOF, Grantors have hereunto subscribed their names this 22 day of NOV, 1989.


RUSSELL E. AUBRY
Chairman of Board
SUNRISE CAR WASH CORPORATION

6230 SYLVAN ROAD • P.O. BOX 286
CITRUS HEIGHTS, CALIFORNIA 95611
PHONE (916) 725-6873

RESOLUTION NO. 2 - 90
RESOLUTION OF ACCEPTANCE
CITRUS HEIGHTS IRRIGATION DISTRICT

WHEREAS, for valuable consideration, SUNRISE CAR WASH CORPORATION, a California Corporation, does hereby GRANT to CITRUS HEIGHTS IRRIGATION DISTRICT, a political subdivision of the State of California, a right of way and easement to construct, reconstruct, to operate and maintain water pipelines together with any and all appurtenances appertaining thereto; together with the right of ingress thereto and egress therefrom; said pipelines and appurtenances to be of such size and character as grantee may determine, on, over, across and under all that real property, situate in the County of Sacramento, State of California, described as follows:

NO FEE
G
3

APN 224-0030-008

A strip of land, 10 feet in width, situate in the County of Sacramento, California, being a portion of Lot 152, Citrus Heights Addition No. 7 recorded in Book 12 of Maps, No. 41, recorded in said County in Section 24, Township 10 North, Range 6 East, M.D.B. & M., the centerline of which is described as follows:

Commencing at the southwest corner of said Lot 152; thence northerly along the west boundary of said Lot, 10 feet to POINT OF BEGINNING; thence from said POINT OF BEGINNING:

Easterly and parallel with the southerly boundary of said Lot 152 a distance of 22.00 feet; thence northerly and parallel with said west boundary of Lot 152 a distance of 31.00 feet; thence westerly and parallel with said southerly boundary of Lot 152 a distance of 14.00 feet.

NOW, THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS IRRIGATION DISTRICT accepts deed and conveyance and that a certified copy of this Resolution be recorded in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS IRRIGATION DISTRICT, this 2nd day of January 1990, by the following vote, to-wit:

- AYES: Directors: Field, Ingram, Nunnemaker
- NOES: Directors: None
- ABSENT: Directors: None

LAMOINE F. FIELD, President
Board of Directors
Citrus Heights Irrigation District



90 JAN -5 AM 9:49
OFFICIAL RECORDS
SACRAMENTO COUNTY, CALIF.
COUNTY CLERK - RECORDER

I, the undersigned, Robert A. Churchill, do hereby certify and declare that I am the duly appointed, qualified, and acting Secretary of the CITRUS HEIGHTS IRRIGATION DISTRICT, and I do hereby certify and declare that the foregoing Resolution was duly passed and adopted by the Board of Directors of the CITRUS HEIGHTS IRRIGATION DISTRICT on the 2nd day of January 1990. I further certify and declare that the Directors who acted upon said Resolution are the duly appointed, qualified, and acting Directors of the CITRUS HEIGHTS IRRIGATION DISTRICT.

Dated: January 2, 1990

S E A L

Robert A. Churchill

ROBERT A. CHURCHILL, Secretary
Board of Directors
Citrus Heights Irrigation District



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : 5311 SABLE WOOD LANE EASEMENT ACCEPTANCE
 STATUS : Action Item – Consent Calendar
 REPORT DATE : December 30, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider adoption of Resolution 02-2016 accepting an easement at the Village at Fair Oaks, 5311 Sable Wood Lane.

BACKGROUND AND ANALYSIS:

The construction of the Village at Fair Oaks included a minor revision to the alignment of a new water main on the property at 5311 Sable Wood Lane. An easement for the water facilities was granted by the developer at no cost to the District.

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

RECOMMENDATION:

Adopt the Resolution 02-2016 accepting an easement at the Village at Fair Oaks, 5311 Sable Wood Lane.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 02-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
THE VILLAGE AT FAIR OAKS, LLC
FOR WATER DISTRIBUTION FACILITIES AT
APN 239-0340-038-0000, 5311 Sable Wood Lane, Fair Oaks, CA

Whereas THE VILLAGE AT FAIR OAKS, LLC, A Delaware Limited Liability Company, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress therefrom for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the unincorporated area of Sacramento County, State of California particularly described as follows:

A Portion of Lot 38, as shown on the final map of "The Village at Fair Oaks", filed in Book 385 of Maps, at Page 2, Sacramento County Records.

BEGINNING at the northwest corner of said Lot 38, thence South 33°31'58" East, a distance of 50.56 feet to the southerly line of said Lot 38; thence along said southerly line the following three (3) courses: 1) North 89°41'47" West, a distance of 2.94 feet; 2) North 51°51'56" West, a distance of 21.56 feet; 3) North 69°15'50" West, a distance of 8.17 feet to the southwest corner of said Lot 38; thence along the west line of said Lot 38 North 00°51'20" West, a distance of 25.93 feet to the POINT OF BEGINNING.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT hereby accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 12th day of January 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

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

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CERTIFICATION:

I, ROBERT A. CHURCHILL, hereby certify and acknowledge that Resolution 02-2016 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 12th day of January 2016.

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

RECORDED AT THE REQUEST OF
AND RETURN TO:

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

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

NO FEE FOR RECORDING
(Government Code Section 6103)

Space above for Recorder's use only

COUNTY APN: 239-0340-038-0000
LOCATION: 5311 Sable Wood lane, Fair Oaks, CA

GRANT OF EASEMENT
TO
CITRUS HEIGHTS WATER DISTRICT

THE VILLAGE AT FAIR OAKS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code (the "District"), a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress therefrom for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

See attached Legal Description Exhibit A and Plat Exhibit B

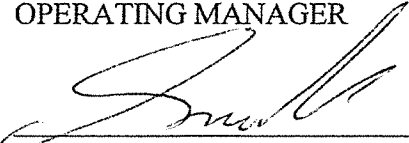
Use of this easement by the Grantor or by the Grantor's assignees or successors in interest, which is not compatible or interferes with the District's construction, reconstruction, operation, maintenance or repair of the water pipelines and appurtenances, shall not be allowed. The District acknowledges and agrees that Grantor and Grantor's assignees or successors in interest shall, at all times, be allowed to utilize the easement as a roadway, parking area or outdoor open space, including any hardscaped or landscaped area, and shall be permitted to maintain these improvements in a manner compatible with such uses on the easement. Any other proposed use by the Grantor or by the Grantor's assignees or successors in interest shall be requested in writing and subject to written approval by the District prior to the proposed construction or use of the easement by the Grantor. The Grantor at the Grantor's sole expense shall remove in a timely manner any use not specified and acknowledged above or approved in writing by the District. Should the District find it necessary to remove any part or all of the acknowledged or approved improvements of Grantor or Grantor's assignees or successors in interest for the purpose of constructing or

maintaining its water pipelines and appurtenances at any time, pursuant to the District's rights granted herein, the District shall be liable for all costs of removal of any such roadways, parking areas or other improvements and shall be responsible for the repair and restoration of such areas to the condition such areas were in prior to District's removal of any such improvements.

In witness thereof, Grantors have hereunto subscribed their names this 5th day of Nov., 2015.

THE VILLAGE AT FAIR OAKS, LLC, A DELAWARE LIMITED LIABILITY COMPANY

BY: WATT COMMUNITIES AT MADISON LLC,
A CALIFORNIA LIMITED LIABILITY COMPANY,
OPERATING MANAGER

BY: 

KEVIN WEBB, VICE PRESIDENT

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

STATE OF CALIFORNIA §
 §
COUNTY OF Placer §

On Nov. 5, 2015 before me, Diana J. Murphy, Notary Public, personally appeared Kevin Webb, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature *Diana J. Murphy* (Seal)
 Signature of Notary Public

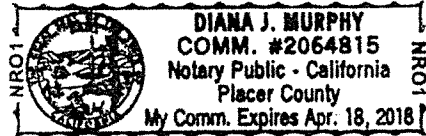


EXHIBIT "A"
LEGAL DESCRIPTION
WATER LINE EASEMENT

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE UNINCORPORATED AREA OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, BEING A PORTION OF LOT 38, AS SHOWN ON THE FINAL MAP OF "THE VILLAGE AT FAIR OAKS", FILED IN BOOK 385 OF MAPS, AT PAGE 2, SACRAMENTO COUNTY RECORDS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 38; THENCE SOUTH 33°31'58" EAST, A DISTANCE OF 50.56 FEET TO THE SOUTHERLY LINE OF SAID LOT 38; THENCE ALONG SAID SOUTHERLY LINE THE FOLLOWING THREE (3) COURSES: 1) NORTH 89°41'47" WEST, A DISTANCE OF 2.94 FEET; 2) NORTH 51°51'56" WEST, A DISTANCE OF 21.56 FEET; 3) NORTH 69°15'50" WEST, A DISTANCE OF 8.17 FEET TO THE SOUTHWEST CORNER OF SAID LOT 38; THENCE ALONG THE WEST LINE OF SAID LOT 38 NORTH 00°51'20" WEST, A DISTANCE OF 25.93 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 351 SQUARE FEET OR 0.008 ACRES, MORE OR LESS.

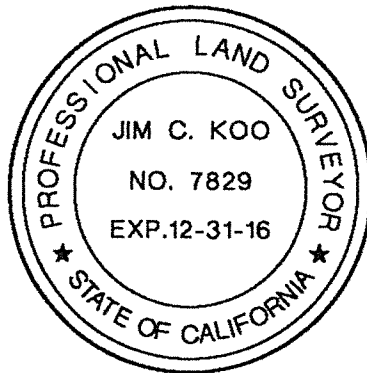
THE ATTACHED PLAT ENTITLED "EXHIBIT B" IS MADE PART OF THIS LEGAL DESCRIPTION

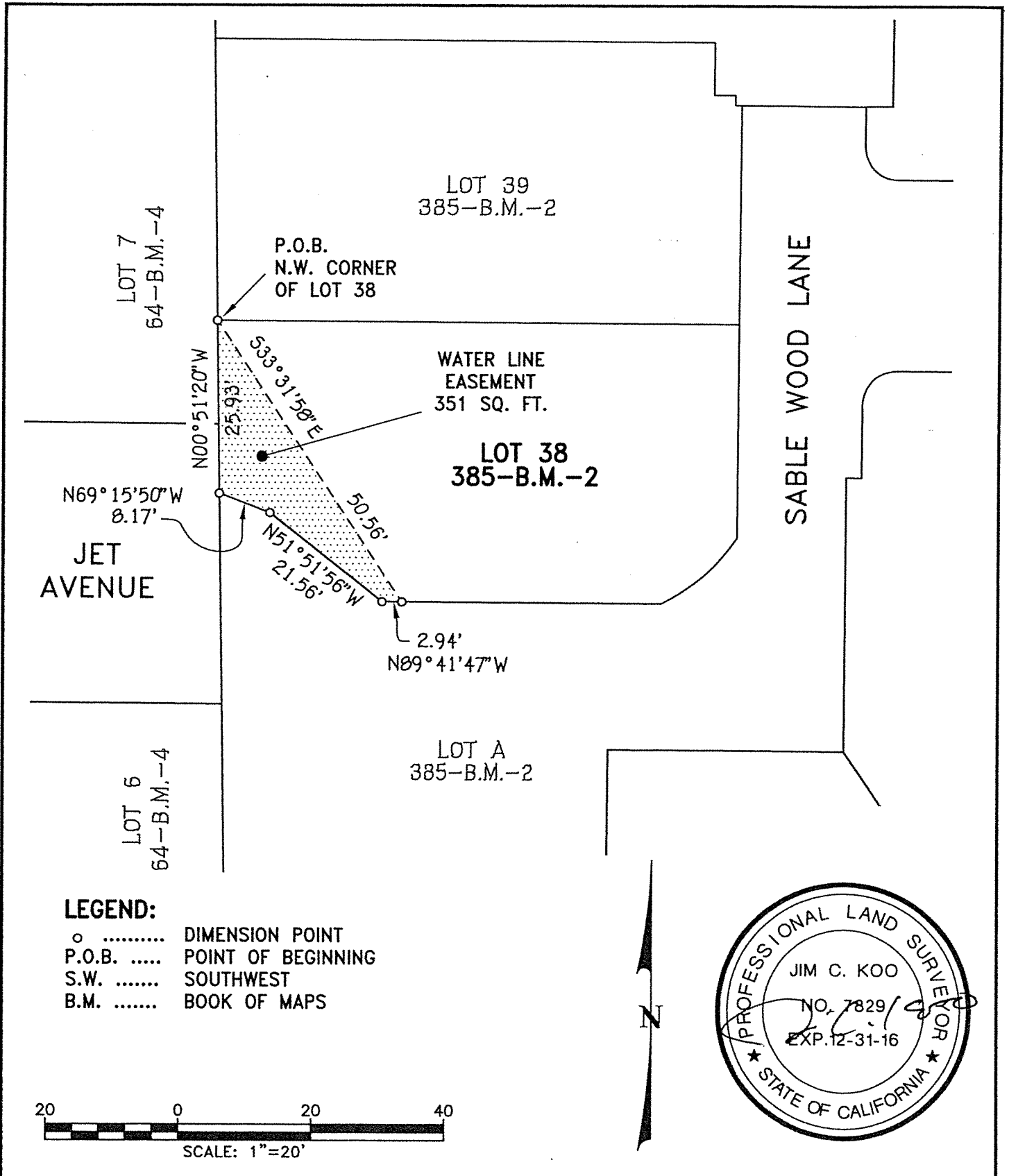
END OF DESCRIPTION

THIS DESCRIPTION WAS PREPARED BY ME OR UNDER MY DIRECTION PURSUANT TO THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYOR'S ACT.

J. C. Koo

WRITTEN BY: JIM C. KOO, L.S. 7829
EXP. DATE: DECEMBER 31, 2016
DATE PREPARED: OCTOBER 6, 2015





 <p>BURRELL CONSULTING GROUP, INC.</p> <p>1001 Enterprise Way, Suite 100 Roseville, CA 95678 (916) 783-8898</p>	<p>EXHIBIT "B"</p> <p>PORTION OF LOT 38 PER 385-B.M.-2</p> <p>WATER LINE EASEMENT</p>		<p>DRAWN BY: MJ</p>	<p>CHECKED BY: JCK</p>
	<p>COUNTY OF SACRAMENTO</p>		<p>DATE: 10-06-2015</p>	
	<p>CALIFORNIA</p>		<p>SHEET 1 OF 1</p>	
			<p>JOB NO. 1907-00-1146</p>	

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : 5400 HERITAGE TREE LANE EASEMENT ACCEPTANCE
STATUS : Action Item – Consent Calendar
REPORT DATE : December 30, 2015
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider adoption of Resolution 03-2016 accepting an easement at 5400 Heritage Tree Lane.

BACKGROUND AND ANALYSIS:

The construction of the Capital Nursery Plaza required connecting to an existing water main on the adjoining lot at 5400 Heritage Tree Lane to provide water service to the site. An easement for the water facilities was granted by the owners of 5400 Heritage Tree Lane at no cost to the District.

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

RECOMMENDATION:

Adopt the Resolution 03-2016 accepting at 5400 Heritage Tree Lane.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 03-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
FAIRFIELD SUNRISE, LLC
FOR WATER DISTRIBUTION FACILITIES AT
APN 233-0044-011-0000, 5400 Heritage Tree Lane, Citrus Heights, CA

Whereas FAIRFIELD SUNRISE, LLC, a Delaware limited liability company, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the City of Citrus Heights, State of California particularly described as follows:

A strip of land 15.00 feet wide being a portion of the land conveyed to A. Robert Fischer and Robert F. Friedman under the corporation Quitclaim Deed recorded January 23, 1978 in Book 7801-23, Page 542, Sacramento County Records, and a portion of Parcel 2 as shown on the Parcel Map filed in Book 30 at Page 38, Sacramento County Records, the centerline of which is described as follows:

Commencing at the southerly terminus of the westerly line of the land described in said quitclaim deed, said point also being on the northerly right-of-way line for Madison Avenue, a public road; thence northerly along said westerly line North $01^{\circ}32'55''$ West 329.20 feet to the POINT OF BEGINNING for this description; thence from said POINT OF BEGINNING South $89^{\circ}57'11''$ East 11.17 feet; thence South $41^{\circ}26'11''$ East 12.95 feet; thence South $86^{\circ}51'27''$ East 11.31 feet.

The basis of bearing for this description is the southerly line of Parcel A as shown on the Parcel Map recorded in Book 40, Page 30, Sacramento County Records taken as North $88^{\circ}33'43''$ East.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT hereby accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 12th day of January 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

SEAL

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

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CERTIFICATION:

I, ROBERT A. CHURCHILL, hereby certify and acknowledge that Resolution 03-2016 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 12th day of January 2016.

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

RECORDED AT THE REQUEST OF
AND RETURN TO:

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

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

NO FEE FOR RECORDING
(Government Code Section 6103)

Space above for Recorder's use only

COUNTY APN: 233-0044-011-0000
LOCATION: 5400 Heritage Tree Lane, Citrus Heights, CA

**GRANT OF EASEMENT
TO
CITRUS HEIGHTS WATER DISTRICT**

FAIRFIELD SUNRISE, LLC, a Delaware limited liability company, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to **CITRUS HEIGHTS WATER DISTRICT**, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code (the "District"), a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described as follows:

SEE EXHIBITS "A" and "B" attached hereto and made a part hereof;

Use of this easement by the Grantor or by the Grantor's assignees or successors in interest, which is not compatible or interferes with the District's construction, reconstruction, operation, maintenance or repair of the water pipelines and appurtenances, shall not be allowed. The District acknowledges and agrees that Grantor and Grantor's assignees or successors in interest shall, at all times, be allowed to utilize the easement as a roadway, parking area or outdoor open space, including any hardscaped or landscaped area, and shall be permitted to maintain these improvements in a manner compatible with such uses on the easement. Any other proposed use by the Grantor or by the Grantor's assignees or successors in interest shall be requested in writing and subject to written approval by the District prior to the proposed construction or use of the easement by the Grantor. The Grantor at the Grantor's sole expense shall remove in a timely manner any use not specified and acknowledged above or approved in writing by the District. Should the District find it necessary to remove any part or all of the acknowledged or approved improvements of Grantor or Grantor's assignees or successors in interest for the purpose of constructing or maintaining its water pipelines and appurtenances at any time,

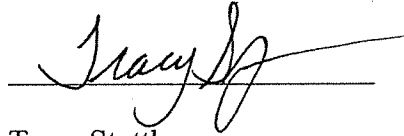
pursuant to the District's rights granted herein, the District shall be liable for all costs of removal of any such roadways, parking areas or other improvements and shall be responsible for the repair and restoration of such areas to the condition such areas were in prior to District's removal of any of such improvements.

In witness thereof, Grantors have hereunto subscribed their names this 31st day of July, 2015.

FAIRFIELD SUNRISE, LLC,
a Delaware limited liability company

By: BF VAMF II Holding LLC,
a Delaware limited liability company,
its Managing Member

By:

A handwritten signature in cursive script, appearing to read "Tracy Stottlemyer", is written over a horizontal line.

Name:

Tracy Stottlemyer

Its:

Vice President and Assistant Secretary

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

STATE OF CALIFORNIA

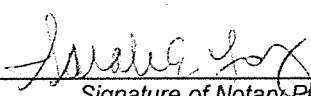
COUNTY OF San Diego

§
§
§
§
§

On July 9, 2015 before me, Sarah E. Loy, Notary Public, personally appeared Tracy Stott-Hiemler, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature  (Seal)
Signature of Notary Public

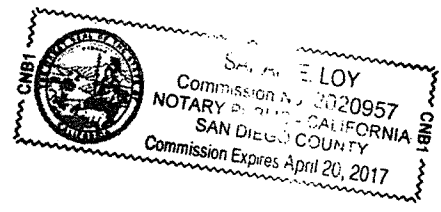
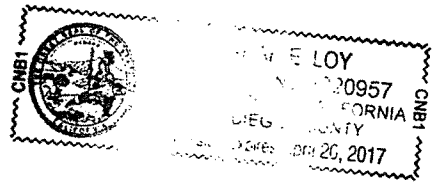


EXHIBIT A

**LEGAL DESCRIPTION FOR WATER FACILITIES EASEMENT
TO CITRUS HEIGHTS WATER DISTRICT.**

ALL THAT REAL PROPERTY SITUATE IN THE CITY OF CITRUS HEIGHTS,
COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, DESCRIBED AS
FOLLOWS:

A STRIP OF LAND 15.00 FEET WIDE BEING A PORTION OF THE LAND
CONVEYED TO A. ROBERT FISCHER AND ROBERT F. FRIEDMAN UNDER THE
CORPORATION QUITCLAIM DEED RECORDED JANUARY 23, 1978 IN BOOK
7801-23, PAGE 542, SACRAMENTO COUNTY RECORDS, AND A PORTION OF
PARCEL 2 AS SHOWN ON THE PARCEL MAP FILED IN BOOK 30 AT PAGE 38,
SACRAMENTO COUNTY RECORDS, THE CENTERLINE OF WHICH IS
DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHERLY TERMINUS OF THE WESTERLY LINE OF
THE LAND DESCRIBED IN SAID QUITCLAIM DEED, SAID POINT ALSO BEING
ON THE NORTHERLY RIGHT OF WAY LINE FOR MADISON AVENUE, A
PUBLIC ROAD; THENCE NORTHERLY ALONG SAID WESTERLY LINE NORTH
01°32'55" WEST 329.20 FEET TO THE POINT OF BEGINNING FOR THIS
DESCRIPTION; THENCE FROM SAID POINT OF BEGINNING SOUTH 89°57'11"
EAST 11.17 FEET; THENCE SOUTH 41°26'11" EAST 12.95 FEET; THENCE
SOUTH 86°51'27" EAST 11.31 FEET.

SAID LAND CONSISTS OF 531 SQ. FT., MORE OR LESS.

THE BASIS OF BEARINGS FOR THIS DESCRIPTION IS THE SOUTHERLY LINE
OF PARCEL A AS SHOWN ON THE PARCEL MAP RECORDED IN BOOK 40
PAGE 30, SACRAMENTO COUNTY RECORDS TAKEN AS NORTH 88°33'43"
EAST.

END OF DESCRIPTION.

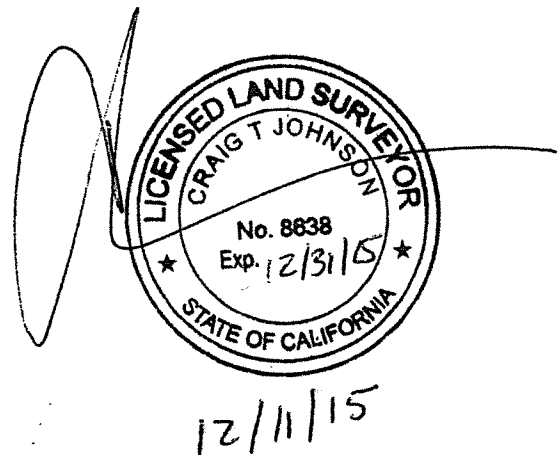
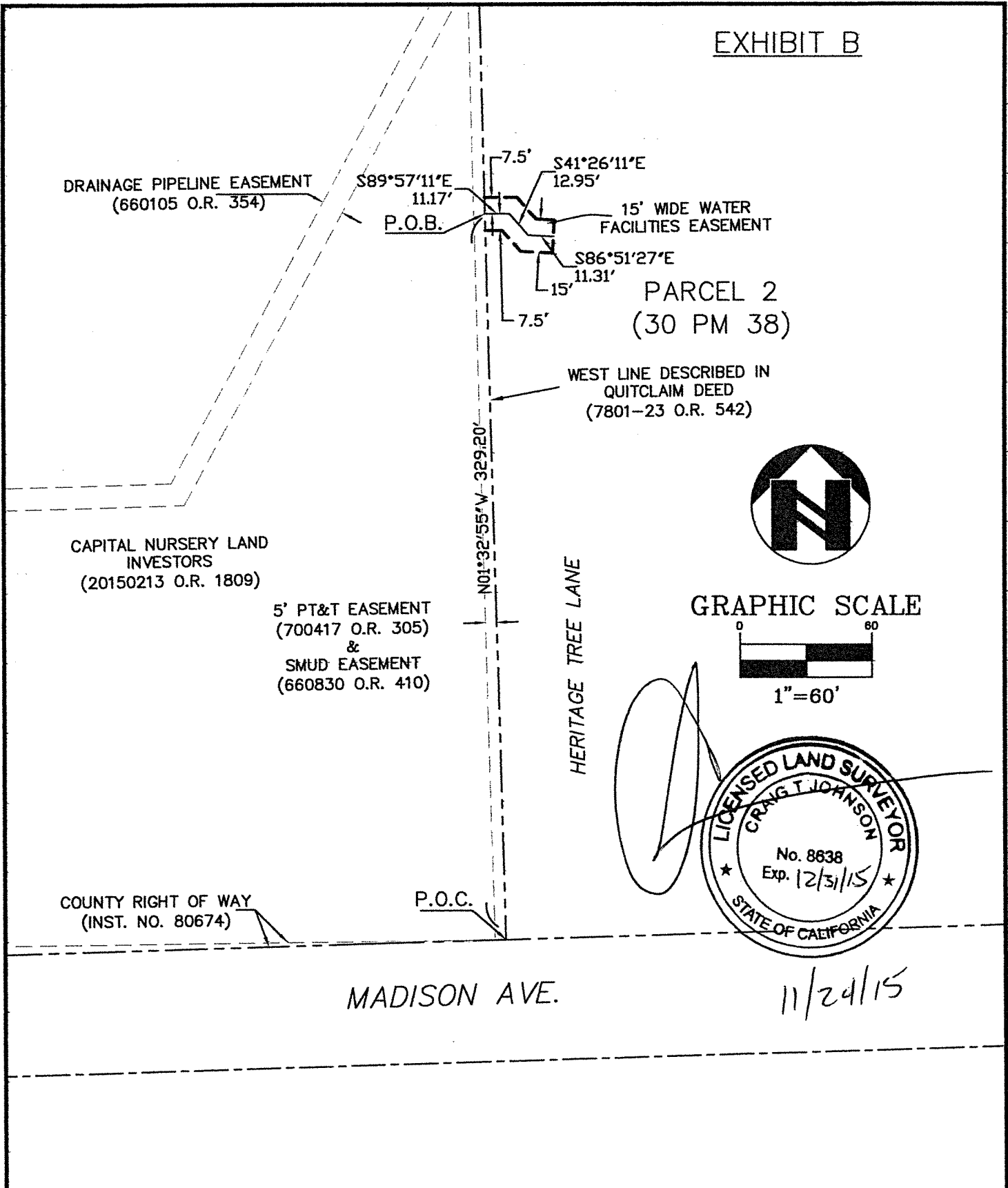


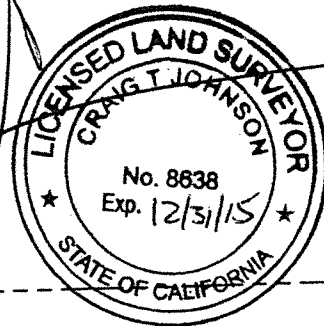
EXHIBIT B



GRAPHIC SCALE



1"=60'



11/24/15



801 YGNACIO VALLEY RD., SUITE 220
 WALNUT CREEK, CA
 925-943-2777 FAX 925-943-2778

associates, inc. PLANNING ENGINEERING SURVEYING TRANSPORTATION

PLAT TO ACCOMPANY
 EXHIBIT A LEGAL
 DESCRIPTION FOR
 CITRUS HEIGHTS WATER
 DISTRICT.

5400 HERITAGE TREE
 LANE
 CITRUS HEIGHTS, CA

JOB NO: 14-2194
 SCALE: 1"=60'
 DATE: 10-1-15

SHEET: 1

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : SKYCREST WELL EQUIPPING PROJECT
STATUS : Consent Calendar - Information Item
REPORT DATE : January 6, 2016
PREPARED BY : Brian Hensley, Water Quality Supervisor

OBJECTIVE:

Receive and file a status report on the building and equipping phase of the project.

BACKGROUND AND ANALYSIS:

At the January 13, 2015 Board Meeting the Board accepted the bid of R.E. Smith Contractor, Inc. in the amount of \$1,822,000.00 and established a change order contingency fund in the amount of \$90,000.00 (4.94%) for equipping the Skycrest Well. This work includes the pump, motor, building, electrical and mechanical components, water and storm drain piping, fencing and other site improvements.

An Agreement for Construction Services between the District and R.E. Smith Contractor, Inc. was executed on February 23, 2015. Completion date TBD, contingent on weather.

Electrical service installed by SMUD. Wall installation is done, with the remainder of the fencing and gate to follow. Final electrical installation is proceeding, testing to follow.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : HEALTH PLAN COVERAGE FOR DISTRICT EMPLOYEES FOR 2016
 STATUS : Consent Calendar
 REPORT DATE : January 6, 2016
 PREPARED BY : Lisa A. Smoot, Human Resources Specialist
 Hilary Straus, Assistant General Manager

OBJECTIVE:

Consider health care insurance coverage for District employees for the health plan year beginning February 1, 2016.

BACKGROUND AND ANALYSIS:

The District’s health care insurance coverage for employees expires after January 31, 2016. The District currently offers Kaiser and Western Health Advantage (WHA) as its health care insurance providers for employees. Employees with spouses and employees with families pay an amount each pay period toward their health insurance premium, and this amount was most recently increased in 2013. The District continues to combine higher co-payment insurance plans, specified levels of co-payment reimbursement and employee contributions to premiums to control health care benefit costs while maintaining a high level of health-care benefit for employees.

While CHWD continues to see changes to its health care insurance plans as a result of the Patient Protection and Affordable Care Act (PPACA), the plans proposed for 2016 are very similar to those that were offered to CHWD employees in 2015. The plans being offered by Kaiser and WHA provide comparable coverage in benefits and co-payment levels and continue the trend of having much higher annual out-of-pocket maximums than plans that were offered prior to the PPACA. Premium rates are determined by the individual age of the employee and the individual ages of all covered family members including spouse or domestic partner, up to three children under the age of 21 (if there are more than three children under 21 they are covered at no additional cost) and all adult children ages 21 to 25. The rates change with each birthday after the age of 18.

The overall change in monthly premium costs for the two plans compared with 2015 rates are as follows:

Kaiser:	5% increase	WHA	0% increase
---------	-------------	-----	-------------

The District continues to offer in-lieu-of health insurance payments for employees who have duplicating health care coverage through a spouse’s employer and decline to be covered under a District offered health insurance plan. This practice reduces the District’s overall health insurance premium costs while offering an incentive to employees who have the option to be covered under a spouse’s plan. The District has a total of seven employees taking advantage of this alternate health insurance payment. The District realizes a savings of more than \$55,552.00 annually from providing this in-lieu-of payment rather than paying for duplicating family insurance and it is recommended that this program be continued.

It is further recommended that no additional contribution be required from employees to share in the cost of premiums for 2016. With the current employee contributions, the recommended plans (Kaiser Gold 80 HMO 0/30 and WHA Gateway 30) will maintain the existing high level of health care benefit and keep costs within the 2016 adopted budget limits.

Employee contribution amounts for health insurance premiums are set by District policy as follows:

Employee Only	No contribution
Employee + Spouse	\$25.00 per pay period (\$650 annually)
Employee + Family	\$50.00 per pay period (\$1,300 annually)

It is most equitable to not require those employees with “Employee Only” coverage to contribute toward the cost of health insurance premiums. This is because the cost of Employee Only premiums is significantly lower than those for Employee + Spouse or Employee + Family. The employee contributions to health care are a pre-tax contribution, so that the actual effect on take-home pay is less than the amounts shown above, depending upon the individual employee’s income tax bracket.

Staff also recommends keeping the dollar “cap” for monthly health care premiums from the current level of \$1786.00 per month. There is currently only one employee that has a monthly health insurance premium that exceeds the “cap” and this employee pays the difference between the “cap” amount and the monthly premium through a payroll deduction. For 2016, it is anticipated that there will continue to be one employee whose premiums will exceed the recommended 2016 cap. This employee has the option to avoid exceeding the cap by switching health insurance providers during the January 2016 open enrollment period.

The District reimburses employees for specified amounts of their co-payments through the use of a Supplemental Medical Reimbursement Account (SMRA). In 2007, the District implemented an SMRA in conjunction with switching to health plans with higher co-payments for medical services and prescriptions. The District offset the employee’s higher co-pay costs by reimbursing them for their co-payments through the use of a SMRA. This program has been successful in reducing the District’s health care costs while minimally impacting the out-of-pocket costs for the employees. It is recommended the reimbursement limits set by District policy with a 75 percent reimbursement limit for office visit co-payments for spouses and dependents be kept in place. Brand name and non-formulary prescription drugs are reimbursed at 75 percent of the co-payment amount as an incentive for employees to request lower-cost generic drugs when available. As proposed, the District will continue to fully cover co-payments for other more costly medical services such as emergency room visits, hospitalization and medical equipment. The SMRA co-payment utilization for 2015 was budgeted for \$26,000; the actual amount for 2015 was \$21,031; a total of \$4969 under the budgeted amount. Co-payments within the two offered plans will remain substantially the same for 2016, so it is estimated that co-payment utilization will remain in the same range as well.

It is noteworthy that the total number of employees covered under District-sponsored health insurance plans is only 22 of the total 30 filled District positions at the beginning of 2016. Seven employees are currently electing the option to not enroll in a District-provided health insurance plan by obtaining their health insurance coverage through a spouse’s employer as discussed above. These employees receive a credit in lieu of District-paid health insurance. Under District policy, employees making this election must provide written documentation to the District verifying their health insurance coverage at least every six months. One position is currently vacant.

The total estimated cost for the 2016 Plan Year is \$349,161, well within the total \$375,272 budgeted for insurance premiums and co-payment reimbursements when employee participation is included. The 2016

budgeted amount for co-payment reimbursements is \$26,000.

RECOMMENDATION:

1. Approve the Kaiser Permanente - Gold 0/30 Plan and the Western Health Advantage – Gateway 30 Plan Plan as the District’s employee health care plans for 2016.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : POLICY AMENDMENTS TO FILL SENIOR CONSTRUCTION INSPECTOR
STATUS : Consent Calendar
REPORT DATE : January 7, 2016
PREPARED BY : Lisa Smoot, Human Resources Specialist
Hilary Straus, Assistant General Manager

OBJECTIVE:

Update applicable District policies to implement filling the new Senior Construction Inspector position.

BACKGROUND AND ANALYSIS:

This item is administrative in nature. The Board of Directors approved the 2016 budget, which included a new Senior Construction Inspector position. The position is funded in this year's budget at \$104,000 total cost (salary plus benefits). However, in order to fill the position, two District policies must be amended, General Policy 1030—Organizational Structure and Chart (Attachment 1) and Human Resources Policy 4101.A1—Salary Schedule (Attachment 2). Both policies have been updated to incorporate the new Senior Construction Inspector position and accompany this staff report. In addition, a copy of the position's job description is included with this item for reference (Attachment 3).

RECOMMENDATION:

Approve amendments noted in General Policy 1030—Organizational Structure and Chart and Human Resources Policy 4101.A1—Salary Schedule. Approval of these policy amendments will enable CHWD to fill the already-budgeted, Board-approved position.

ACTION:

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

ATTACHMENT 1

Organizational Structure and Chart

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : GENERAL
 POLICY TITLE : ORGANIZATIONAL STRUCTURE AND CHART
 POLICY NUMBER : 1030
 DATE ADOPTED : JULY 24, 1995
 DATE AMENDED : ~~AUGUST 12, 2014~~ JANUARY 12, 2016
 AMENDMENTS : (1) NOVEMBER 7, 1995; (2) OCTOBER 6, 1998; (3) MARCH 16, 1999; (4) OCTOBER 7, 2003; (5) MAY 10, 2005; (6) NOVEMBER 14, 2006; (7) DECEMBER 11, 2007; (8) NOVEMBER 12, 2008; (9) MAY 10, 2011; (10) JULY 12, 2011; (11) APRIL 10, 2012; (12) NOVEMBER 12, 2013; (13) JANUARY 14, 2014; (14) AUGUST 12, 2014

1030.00 ORGANIZATIONAL STRUCTURE AND CHART

The Board of Directors shall act as the development, approval, and revision body for the District's organizational structure and organization chart.

1030.01 Organizational Structure

The organizational structure of Citrus Heights Water District includes the following staff positions:

<u>Job Title</u>	<u>Maximum Positions</u>
General Manager	1
Assistant General Manager	1
Operations Manager	1
Project Manager	1
Accounting Supervisor	1
Water Distribution Supervisor	1
Water Quality Supervisor	1
Associate Civil Engineer	2
Water Distribution Specialist	1
Water Distribution Lead Worker / Operator	3
Water Efficiency Coordinator	1
Purchasing Specialist	1
Human Resources Specialist	1
Senior Construction Inspector	1
Accounts Payable Specialist	1
Accounts Receivable Specialist	1
Water Quality Technician	2
Water Meter Technician	1
Engineering Technician	1
Water Distribution Operator / Water Distribution Worker	6
Customer Services Representative / Customer Services Technician	2
Total Number of Approved Positions	31

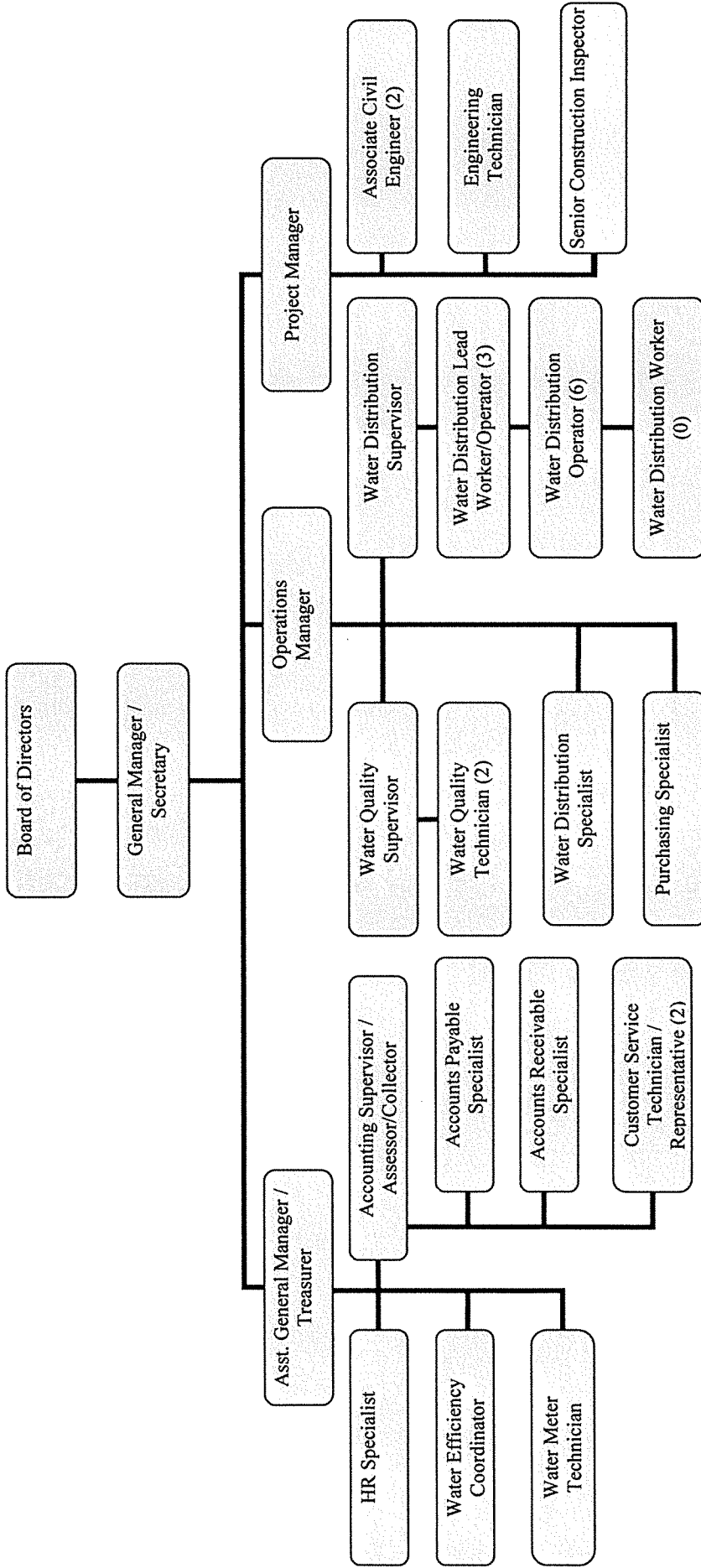


**CITRUS
HEIGHTS
WATER
DISTRICT**

CITRUS HEIGHTS WATER DISTRICT Organization Chart

DATE ADOPTED : JULY 24, 1995
 DATE AMENDED : AUGUST 12, 2014 (effective November 7, 2014) JANUARY 12, 2016
 AMENDMENTS : (1) NOVEMBER 7, 1995; (2) JANUARY 10, 1997; (3) JANUARY 1, 1998; (4) OCTOBER 6, 1998; (5) MARCH 16, 1999;
 (6) APRIL 6, 2001; (7) OCTOBER 7, 2003; (8) MAY 10, 2005; (9) NOVEMBER 14, 2006; (10) DECEMBER 11, 2007;
 (11) NOVEMBER 12, 2008; (12) MAY 10, 2011; (13) JULY 12, 2011; (14) APRIL 10, 2012; (15) JANUARY 9, 2014;
 (16) AUGUST 12, 2014

Attachment 1030.A1



Total Authorized Positions: 31 employees

ATTACHMENT 2

Salary Schedule

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
 POLICY TITLE : COMPENSATION-ATTACHMENT 1: SALARY SCHEDULE
 POLICY NUMBER : 4101.A1
 DATE ADOPTED : JANUARY 1, 1994
 DATE AMENDED : ~~DECEMBER 8, 2015~~ JANUARY 12, 2016
 DATE EFFECTIVE : JANUARY 11, 2016
 AMENDMENTS : (1) 01/01/95; (2) 05/24/95; (3) 01/02/96; (4) 01/07/97; (5) 01/06/98; (6) 06/02/98; (7) 10/06/98;
 (8) 01/05/99; (9) 05/03/99; (10) 01/04/00; (11) 01/02/01; (12) 03/06/01; (13) 01/08/02 (14) 01/07/03; (15) 10/07/03;
 (16) 12/08/03; (17) 12/14/04; (18) 12/13/05; (19) 03/01/06; (20) 12/12/06; (21) 12/11/07; (22) 04/14/09; (23) 12/08/09; (24)
 12/14/10 (25) 05/10/10; (26) 07/12/11; (27) 12/13/11; (28) 04/10/12; (29) 12/11/12; (30) 01/14/14; (31) 8/12/14;(32)12/9/14;
 (33)12/8/15

JOB TITLE / JOB CLASS	HOURLY AND MONTHLY* SALARY RANGE			
	Base Hourly	Base Monthly*	Maximum Hourly	Maximum Monthly*
<i><u>Executive (Exempt)</u></i>				
General Manager	64.77	11,228	87.63	15,190
<i><u>Manager (Exempt)</u></i>				
Assistant General Manager	58.96	10,220	80.04	13,874
Operations Manager	48.35	8,380	65.41	11,338
Project Manager	40.26	6,978	54.47	9,442
<i><u>Supervisor</u></i>				
Accounting Supervisor	38.37	6,650	51.92	9,000
Water Distribution Supervisor	34.40	5,963	46.54	8,066
Water Quality Supervisor	31.02	5,376	41.97	7,274
<i><u>Expert / Specialist</u></i>				
Associate Civil Engineer	37.62	6,521	50.89	8,822
Water Distribution Specialist	30.78	5,336	41.64	7,218
Water Distribution Lead Worker/Operator	29.33	5,084	39.67	6,876
Water Efficiency Coordinator	28.80	4,993	38.96	6,754
Human Resources Specialist	28.72	4,979	38.85	6,734
Senior Construction Inspector	27.32	4,735	36.96	6,406
Purchasing Specialist	25.47	4,414	34.48	5,976
Accounts Payable Specialist	25.21	4,370	34.11	5,913
Accounts Receivable Specialist	25.21	4,370	34.11	5,913
<i><u>Journey / Professional</u></i>				
Engineering Technician	25.01	4,335	33.84	5,865
Water Quality Technician	24.70	4,281	33.41	5,792
Water Distribution Operator	23.10	4,004	31.25	5,417
Water Meter Technician	21.76	3,771	29.43	5,101
Customer Service Technician	18.41	3,191	24.90	4,316
<i><u>Entry / Apprentice</u></i>				
Water Distribution Worker	20.58	3,568	27.84	4,826
Customer Services Representative	17.88	3,100	24.19	4,193

*Monthly Salaries are average monthly compensation over a 12-month period based on the Hourly Salary Range.

ATTACHMENT 3

Job Description

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
POLICY TITLE : JOB DESCRIPTION FOR SENIOR CONSTRUCTION INSPECTOR
POLICY NUMBER : 4090.20.49
DATE ADOPTED : JANUARY 12, 2016
DATE AMENDED :
AMENDMENTS :
JOB CLASS : EXPERT / SPECIALIST

4090.20.61 DEFINITION/SUMMARY

Under direction of the Project Manager, the Senior Construction Inspector performs a variety of expert-level duties involved in inspecting the materials and workmanship in the construction and/or repair of District capital water distribution system improvement/replacement projects and owner/builder/ developer projects; and other related work as required or assigned.

Examples of Duties

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Responsible for potable water pipeline and associated facilities construction inspection of developer and District subcontractors water distribution system capital improvements.
- Inspects construction methods and materials to ensure quality workmanship and compliance with approved plans and specifications.
- Provides observation to ensure compliance with local, state and federal construction and safety regulations.
- Develops and recommends revisions to plans and specifications to meet field conditions as necessary.
- Attend and participate in project planning and project construction meetings.
- Conducts field tests of construction materials to insure proper quality.
- Maintains a detailed daily diary of inspections and makes field measurements and calculations as necessary.
- Reviews construction plans for water distribution system improvements and associated facilities.
- Develops reports on issues related to completion of construction projects within time and cost requirements.
- Assists with preparation, review and distribution for construction bid documents.
- Review, confirm and process contractor requests for payment.
- Prepares correspondence related to inspection and project documentation functions.
- Makes inspections of work in progress to insure proper utilization of personnel and equipment.
- Coordinates data gathering inspections and provides assistance to other District personnel.

- Coordinates and observes hydrostatic pressure testing of water distribution facilities.
- Observes that proper disinfection procedures are used and collects samples for water quality analysis.
- Assists with backflow prevention program.
- Performs special projects and other duties as delegated by the Project Manager.
- Oversee subordinate District or contract Construction Inspectors.

Employment Standards

Knowledge of:

- Operations, procedures, policies and precedents of the District.
- Potable water distribution system design, operation and maintenance.
- Procedures, methods, tools and equipment used in the operation of motors, pumps, compressors, automatic controls, valves, timers and related equipment.
- Water sampling techniques.
- Principles, methods and practices related to job safety.
- Rules, regulations and codes applicable to District maintenance, construction and operation functions.
- Cross-connection control and backflow prevention.
- Storm water pollution prevention practices.
- Development and maintenance of filing and recordkeeping systems.
- Computer software applications such as word processing, spreadsheets, databases, electronic mail, maintenance management systems and geographic information systems (GIS).

Ability to:

- Inspect water distribution system installation, replacement, rehabilitation and maintenance and repair work performed by others.
- Read and interpret construction staking.
- Inspect construction projects and detect flaws in construction methods and materials.
- Develop reports outlining issues with construction projects.
- Develop recommended revisions to plans and specifications to meet field conditions or changes in construction practices.
- Read and interpret designs, plans and construction specifications.
- Use a computer to compose letters and reports, develop tables and charts, develop spreadsheets and databases for information and records.
- Organize data, maintain accurate records and prepare reports.
- Collect water samples.
- Communicate tactfully and courteously with the public.
- Establish and maintain cooperative working relationships with District staff, contractors, vendors, customers and other public agencies.
- Effectively represent the District in contact with the public, contractors, developers, and professional engineering consultants.
- Follow oral and written directions.
- Perform arithmetical calculations.
- Safely operate motor vehicles.

Typical Physical Activities

- Communicates orally to District staff, contractors, vendors, customers and other public agencies in group or face-to-face, one-on-one settings.
- Regularly uses a telephone for communications.
- Uses office equipment such as computers, copiers, and facsimile machines.
- Frequently operates a vehicle when conducting District business.
- Frequently works in an outdoor environment.
- Must be able to carry, push, pull, reach and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt and significant temperature changes between cold and heat.
- Walks and stands on uneven terrain.
- Sits and stands for extended time periods.
- Hearing and vision within normal ranges.

Environmental Factors

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work below ground level: Some work done in excavations, trenches or confined spaces below the surface of the ground.
- High temperature: Considerable work time in temperatures between 80-110 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: Occasional work time getting part or all of the body and/or clothing wet.
- Noise: Frequently there are unusually loud sounds.
- Slippery surfaces: Frequent work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with fluctuating environmental air quality conditions including minor amounts of dust and other airborne particulates.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Qualifying Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities would be:

Education: High school diploma or equivalent is required with courses in mathematics desirable. Postsecondary education with course work in engineering technology, construction management or related areas from an accredited university or college or documented vocational/technical school training in related areas is highly desirable. Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE) or by the California Bureau for Private Postsecondary Education (BPPE).

Experience: Eight (8) years of responsible work experience in the field of water utility, public agency or general contracting construction inspection and contractor coordination.

Certificate, License and Registration Requirements

Water Distribution Operator Certification: Possession of a valid Grade D2 Water Distribution Operator Certification issued by the State of California Department of Public Health is required within 12 months of appointment. Failure to obtain or maintain such required certification may be cause for disciplinary action, or dismissal.

Water Treatment Operator Certification: Possession of a valid Grade T2 Water Treatment Operator Certification issued by the State of California Department of Public Health is required within 12 months of appointment. Failure to obtain or maintain such certification may be cause for disciplinary action, or dismissal.

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING IMPROVEMENTS PROJECT
 STATUS : Information Item
 REPORT DATE : January 7, 2016
 PREPARED BY : Robert A. Churchill, General Manager
 Hilary Straus, Assistant General Manager

OBJECTIVE:

Authorization to proceed with enclosing the Administration Building patio area to create an additional office subject to confirmation of job status by the Sacramento Metropolitan Fire District.

BACKGROUND AND ANALYSIS:

The Administration Building Expansion and Renovation Project was complete with the City of Citrus Heights Building Department's final inspection/approval on October 8, 2015. In the design, a patio area was created between the General Manager's office and the Accounting Supervisor's to keep the total interior office space below that requiring the installation of a fire sprinkler system.

With the completion of the Project, staff has engaged in discussion with Sacramento Metropolitan Fire District resulting in the ability of the District to add on to its now-existing building to accommodate the 160 square foot office addition without requiring fire sprinklers. Staff has further discussed this addition with the project architect (Blackbird Associates) and contractor (KalerDobler Construction, Inc.) and both firms have provided proposals to complete the work, accompanying this staff report.

This additional office space could accommodate up to three work stations as may be needed for staff reorganization or temporary staffing.

The estimated budget for the completion of the project is as follows:

Work Item	Cost
Blackbird Associates	
Design/Construction Support	\$7,365
Direct Costs Reimbursement	500
Kaler Dobler Construction, Inc.	50,435
Miscellaneous Project Expenses (e.g., Permits)	1,000
Furniture, Fixtures & Equipment (includes computers/printers)	15,000
Project Contingency (10%)	7,500
Total Estimated Cost	\$81,800

RECOMMENDATION:

Authorize the General Manager to execute agreement amendments with Blackbird Associates and KalerDobler Construction, Inc. as included in Attachments 1 and 2 to this staff report, and authorize the expenditure of up to \$81,800 for completion of this project to be funded from the District's Capital

Improvement Reserve Fund on condition that the District receive written confirmation from the Sacramento Metropolitan Fire District that this project will be treated a new project, not a continuation of the recently complete remodel project, and therefore, not subject to fire sprinkler installation requirements.

ACTION:

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

ATTACHMENT 1

**Design and Construction Support Proposal—Blackbird
Associates**



ADDITIONAL SERVICES Request 5

December 17, 2015

TO: Robert A. Churchill, General Manager
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610

PROJECT: Administration Building Expansion and Renovation

SUBJECT: Additional Services Request – Patio Infill Office

Dear Bob:

This letter requests a modification to the current Agreement between Blackbird Associates, Inc. and Citrus Heights Water District dated February 4th 2014, for requested additional design services as follows:

Additional Services Description, Authorization 5:

Infill the covered patio at the east side of the District's Administration Building to provide an additional new office of approximately 151 square feet. The scope of work includes minor demolition of exterior finishes and new construction infill to match existing construction including slab, exterior wall, windows, exterior stucco finish and interior floor, wall and ceiling finishes:

- Architectural design and documentation
- Structural design and documentation
- Building Envelope, Mechanical and Electrical Title 24 Documentation
- Coordination with KalerDobler Construction for electrical and mechanical design
- Complete City and Fire Department application forms
- Submit documents for agency review
- Revise architectural, structural, T24 documents per agency comments until approved
- Coordination with KalerDobler for electrical and mechanical documents per agency comments until approved
- Construction administration services assuming about 2 hours per week including:
 - Coordination with KalerDobler Construction
 - Visit job site monthly during construction
 - Respond to Request for Information
 - Review submittal and pay applications
 - Coordinate project close out activities (punch lists, warranties, etc.)

ARCHITECTURE AND
PROJECT MANAGEMENT

Compensation:

The total fees for the Basic Design Professional services for the additional work as described above are: **\$7,365.**

- Blackbird Associates, Inc. \$ 5,565
- CYS Structural Engineers \$ 1,500
- Optimized Energy & Facilities Consulting (T24 documentation) \$ 300

Reimbursable expenses

The cost of printing, delivery and shipping for Owner and Contractor are reimbursable expenses. These expenses are not included in the fees noted above and will be billed at actual cost plus a service charge of 10%.

Schedule Impacts:

Construction Documentation	4 weeks
Agency Review	4 weeks
Construction	2 months


Proposed Form of Agreement:

All other terms and conditions of the original signed Agreement shall remain in full force and effect. Please indicate your acceptance of the terms of this letter by signing in the space provided below, and return a signed copy for our files.

This authorization for Additional Services is entered into as of: _____
Date

ARCHITECT

OWNER



 Franc Blackbird, AIA, C18238
 Blackbird Associates, Inc.

 Robert A. Churchill, General Manager
 Citrus Heights Water District

ATTACHMENT 2

Proposed Change Order—KalerDobler Construction, Inc.

PROPOSED CHANGE ORDER

KalerDobler Construction, Inc

11320 Trade Center Drive Suite C, Rancho Cordova, CA 95742

(916) 631-7211 Office (916) 631-0936 Fax

NAME & ADDRESS OF PROJECT:

Citrus Heights Water District Administration Expansion and Renovation
6230 Sylvan Road
Citrus Heights, CA 95610

PCO NUMBER: 035 Enclose Patio

NAME OF OWNER REP/PROJECT MANAGER:

Robert Churchill, General Manager
(916) 725-6873 Office

ARCHITECT:

Blackbird Associates - Leslie Thomas
(916) 446-6227 Office (916) 446-7877 Fax

Contractor proposes to change the Contract as follows:

Completely enclose patio area and renovate to make a new office area-

Work includes:

Electrical and Mechanical design. Does not include Architectural design or engineering;

Remove stucco; Remove exterior light;

Setup, reinforce, place and finish new slab and footing; CHWD to provide Backhoe work, take pavers and spoils, and supply underslab ¾" crushed rock.

Relocate hose bib to new exterior wall;

Install new metal framing with sheer ply panels;

Install lath and stucco on new wall and install expansions to match existing layout on new wall and adjacent General Managers wall and patch as necessary

Install 2 new metal windows with glazing to match existing offices;

Install R19 insulation in new wall;

Install electrical, lighting and switching to match existing offices including three receptacles and data;

Install supply and return air into room and tie to existing AC units;

Install and finish gypsum board on four walls and finish; Install acoustical channel and sound board on South Wall to roof.

Paint interior walls, exterior stucco and trim, and metal window frames;

Install suspended Tbar ceiling and tile;

Install carpet tiles and base, including liquid moisture barrier- CHWD to provide carpet from inventory.

Install two new blinds in windows;

IN RESPONSE TO:

Request For Proposal RFP #____ Request For Information RFI #__ Architects Supplemental Instructions ASI #____

Other site conditions Verbal from the Water District X

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum is: ADD \$50,435.00
2. The proposed schedule change is 0 days

ACCEPTED

DATE: December 10, 2015

APPROVED

Date:

ACCEPTED

Date:

KalerDobler Construction Inc

Blackbird Associates

Citrus Heights Water District

CONTRACTOR (Typed Name)

ARCHITECT (Typed Name)

OWNER (Typed Name)



(Signature)

(Signature)

(Signature)

Bill Kaler

(Print Name)

(Print Name)

(Print Name)

Division	Scope	Cost	Division Total
1	General Conditions		\$6,180.00
	Bonds	\$890.00	
	Supervision	\$4,600.00	
	Submittals/Schedule	\$0.00	
	Protection/Temporary Facilities	\$230.00	
	Closeout and Final Cleaning	\$460.00	
2	Site		\$3,278.00
	Demolition	\$3,278.00	
3	Concrete		\$7,935.00
	Cast in Place Concrete and Reinforcement	\$7,935.00	
4	Masonry		
5	Metals		
6	Wood		
7	Thermal/Moisture		\$1,035.00
	Wall/Ceiling Insulation	\$460.00	
	Caulking/Sealant	\$575.00	
8	Openings		\$2,185.00
	Metal Windows and Glazing	\$2,185.00	
9	Finishes		\$17,096.00
	Metal Framing/Drywall/Drywall Finish	\$7,325.00	
	Lath and Plaster	\$5,750.00	
	Suspended Ceiling/ Acoustical Ceiling Tile	\$1,722.00	
	Install Flooring and Base	\$1,236.00	
	Paint	\$1,063.00	
10	Specialties		\$920.00
	Window Coverings	\$920.00	
15	Mechanical		\$3,888.00
	Plumbing	\$570.00	
	HVAC	\$3,318.00	
16	Electrical		\$7,918.00
	Electrical	\$7,918.00	
Change Order Total		\$50,435.00	

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : SACRAMENTO LAFCO SPECIAL DISTRICT ADVISORY COMMITTEE
 STATUS : Action Item
 REPORT DATE : January 7, 2016
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Consider Nomination of Board Member to the Sacramento Local Agency Formation Commission Special District Advisory Committee.

BACKGROUND AND ANALYSIS:

At the December 8, 2015 Board of Directors Meeting information was provided to the Board should they desire to nominate one of their members to be considered for selection to one of the seven seats on Office "A" of the seventeen-member SDAC.

In addition to the information provided previously, attached to this report is a recent SDAC Meeting Agenda, Minutes of a recent SDAC Meeting and SDAC Bylaws.

RECOMMENDATION:

Consider nomination of Board Member to the Sacramento Local Agency Formation Commission Special District Advisory Committee.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : January 7, 2016
 PREPARED BY : Robert A. Churchill, General Manager

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

Common Abbreviations:

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

A. Mar 21-24 AWWA CA/NV Section Spring Conference
Sacramento, CA

Recommended Attendees: Staff

B. May 2-3 ACWA-JPIA Spring Conference
Monterey, CA

Recommended Attendees: Directors, General Manager

C. May 4-6 ACWA Fall Conference
Monterey, CA

Recommended Attendees: Directors, General Manager

D. Jun 19-22 AWWA National Conference
Chicago, IL

Recommended Attendees:

E. Sep 28-Oct 1 ASCE National Conference
Portland, OR

Recommended Attendees: General Manager

F. Oct 24-27 AWWA CA/NV Section Fall Conference
San Diego, CA

Recommended Attendees:

G. Nov 28-29 ACWA-JPIA Fall Conference
Anaheim, CA
Recommended Attendees: Directors, Assistant General Manager

H. Nov 30-Dec 2 ACWA Fall Conference
Anaheim, CA
Recommended Attendees: Directors, Assistant General Manager

I. WEF 2016 Water Tours

Mar 2-4	Lower Colorado River Tour
Apr 13-15	Central Valley Tour
May 19-20	San Diego Tour
Jun 15-17	Bay-Delta Tour
Oct 19-21	Northern California Tour
Nov 2-3	San Joaquin River Restoration Tour

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : POLICY AMENDMENTS
 STATUS : Action Item
 REPORT DATE : January 7, 2016
 PREPARED BY : Lisa A. Smoot, Human Resources Specialist

OBJECTIVE:

Consider amendments to two Human Resources Policies..

BACKGROUND AND ANALYSIS:

Minor amendments and other non-substantive edits to the following District Policies are recommended:

Human Resources Policies

Policy 4112 – Overtime Pay and Recruitment
 Amend policy to clarify situations in which an employee qualifies for overtime pay,
 and to clarify the Districts holiday overtime rules.

Policy 4120 – Water Distribution Standby Duty & Call-Outs
 Amend section 4120.03 clarifying work days as well as clarifying District observed
 holiday in relation to Standby Duty Pay.

RECOMMENDATION:

Amend Policy 4112: Overtime Pay and Recruitment and Policy 4120: Water Distribution Standby Duty & Call-Outs as presented.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
POLICY TITLE : OVERTIME PAY AND RECRUITMENT
POLICY NUMBER : 4112
DATE ADOPTED : JUNE 3, 1992
DATE AMENDED : ~~OCTOBER 11, 2011~~ JANUARY 12, 2016
AMENDMENTS : (1) MAY 24, 1995; (2) OCTOBER 17, 1995; (3) MAY 13, 1997; (4) OCTOBER 17, 2002;
(5) FEBRUARY 28, 2006; (6) OCTOBER 14, 2008; (7) MARCH 10, 2009; (8) APRIL 13,
2010; (9) OCTOBER 11, 2011

4112.00 OVERTIME PAY

District overtime pay policy will conform to the requirements of applicable law. All employees, except those who specifically qualify as “Exempt” from these statutes, will be paid at one and one-half (1.50) times their regular hourly rate of pay for hours worked in excess of forty (40) hours in a regular work week. A regular work week is defined as a seven-calendar-day period commencing at 12:00 a.m. each Monday and ending at 11:59 p.m. the following Sunday. Pay for work in excess of forty-eight (48) hours in a regular work week will be at two (2.00) times their regular hourly rate of pay.

Hours worked in excess of forty (40) hours in a regular work week during a continuous shift that overlaps the start of a new regular work week, i.e., from Sunday night into Monday morning, shall be counted as overtime hours worked in the regular work week during which the continuous shift began, and shall not be counted as hours worked during the regular work week during which the continuous shift ends.

Leave hours, whether approved, unapproved or granted, shall not be counted as hours worked for the purpose of qualifying for overtime pay except in circumstances where the employee works hours that require returning to work in an emergency situation, after being off duty and are not a continuation of a regular work shift. Under these circumstances, when the leave hours have been scheduled in advance or the employee was out on sick leave in accordance with the advance scheduling protocol established by the District, i.e., requested a minimum of two full working days in advance for each full or partial calendar day of scheduled leave, then the leave hours may be counted as hours worked for the purpose of qualifying for overtime pay.

Compensatory time-off (CTO) in lieu of overtime payments may be granted subject to a maximum CTO accrual (see Policy 4303).

4112.02 Holiday Overtime Pay

All employees, except those listed as “exempt” will be paid at two (2.00) times their regular hourly rate of pay for hours worked on the day of the District observed holiday in excess of forty (40) hours during the work week in which the holiday falls and two and one-half (2.50)

~~times their regular hourly rate of pay for hours worked in excess of forty-eight (48) hours during the work week in which the holiday falls on any~~ For a list of designated District holiday's (see Policy 4350).

4112.03 Paid Leave Following Extended Work Shifts

In consideration of the safety and well-being of District employees, all employees, at the discretion of the General Manager or Assistant General Manager and upon the General Manager's or Assistant General Manager's approval, an employee may be granted authorized Leave-with-Pay on the work day that immediately follows a work shift that prevented the employee from having at least eight (8) non-working hours. The purpose of this provision is to ensure that District employees are not required to work when they are overly fatigued from working an overnight or extended shift and that employees are allowed non-working time off to rest without being required to use their Annual Leave, Compensatory Time-Off (CTO) or take Leave-without-Pay.

Upon returning to work after the prescribed eight (8) non-working hours, the employee may be granted a maximum Leave-with-Pay based upon the time difference to the nearest one-quarter hour between their typical work shift starting time and their actual return to work time. In the event that the employee works beyond their typical work shift ending time, the maximum Leave-with-Pay will be reduced by the time worked beyond the typical work shift ending time.

4112.04 Exempt Employees

The following positions are exempt from receiving overtime pay according to state and federal overtime pay provisions because their duties and responsibilities meet the requirements from exemption established under the Fair Labor Standards Act (FLSA):

General Manager
Assistant General Manager
Operations Manager
Project Manager

The District may add additional positions to this list as positions are added or job duties change.

4112.50 OVERTIME RECRUITMENT

Scheduled overtime work shall not be performed without the express approval of the General Manager, Assistant General Manager, Operations Manager, Project Manager, or person designated by them. Emergencies requiring immediate response do not require approval.

When assembling the necessary personnel to perform scheduled overtime or emergency response activities, selections are to be based upon job class and title, seniority, certification and training. The Operations Manager shall prepare and post a job class, job title and seniority list for scheduled and emergency overtime water distribution system related work. The individual in responsible charge of the work shall begin at the top of the job class, job title and seniority list in assembling the work force required and contact, in order, those water distribution system operators until necessary

personnel are obtained. If the individual in responsible charge is unable to assemble the forces necessary to perform the work after twice canvassing the list, the Operations Manager shall be contacted for further instructions. If the Operations Manager cannot be contacted, the General Manager, Assistant General Manager or Project Manager shall be contacted. Consult the Emergency Operations Plan if unable to assemble necessary District personnel.

4112.51 Job Class and Job Title

For water distribution system maintenance and construction related activities, the following ordered job classes and job titles are established for overtime recruiting purposes:

	<u>Job Class</u>	<u>Job Title</u>
a.	Supervisor	Water Distribution Supervisor
b.	Expert / Specialist	Water Distribution Specialist
c.	Expert / Specialist	Water Distribution Lead Worker / Operator
d.	Journey / Professional	Water Distribution Operator
e.	Entry / Apprentice	Water Distribution Worker

(Uncertified employees may be recruited only if a certified employee is in charge of the work)

When assembling the necessary personnel to perform overtime work, all persons within a higher job class must be afforded the opportunity for overtime work in order of seniority before recruiting from the next lower job class.

4112.52 Seniority

Seniority shall be based upon an employee's total employment duration with the District and not upon time of service within a particular job title or job class.

4112.53 Other Certified Employees

If the individual in responsible charge is unable to assemble the forces necessary to perform the work based upon the Job Class, Job Title and Seniority provisions noted above, other District employees that are certified water distribution operators shall be contacted and allowed to work.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : HUMAN RESOURCES
POLICY TITLE : WATER DISTRIBUTION STANDBY DUTY AND CALL-OUTS
POLICY NUMBER : 4120
DATE ADOPTED : JUNE 3, 1992
DATE AMENDED : ~~DECEMBER 9, 2014~~ JANUARY 12, 2016
DATE EFFECTIVE : DECEMBER 10, 2014
AMENDMENTS : (1) OCTOBER 17, 1995; (2) JANUARY 2, 1996; (3) DECEMBER 7, 1999; (4) JUNE 10, 2008; (5) APRIL 13, 2010; (6) DECEMBER 9, 2014

4120.00 STANDBY DUTY

4120.01 Assignment and Rotation of Standby Duty

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

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

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

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

approved by the Operations Manager.

4120.02 Duties

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

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

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

4120.03 Standby Duty Pay

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

An employee who is assigned to Standby Duty during the time period from 7:00 AM to 5:30 PM on a District observed holiday (See Policy 4350) will be compensated for the day the holiday is observed ~~the holiday~~ by receiving District holiday Standby Duty pay (see Human Resources Policy 4101.A2) and will also receive ten (10) hours added to their Annual Leave accrual upon completion of their Standby Duty assignment.

4120.04 Vehicle and Equipment Use

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

inside and out at the beginning of the regular duty shift.

The employee may, at his/her own risk and liability, store his/her personal vehicle at the District's corporation yard while using a District vehicle for the performance of Standby Duty. Relocation of a Standby Duty employee's personal vehicle to a location other than the District's corporation yard shall be the responsibility of the employee and shall be done outside of regular working hours without additional compensation.

4120.50 CALL-OUTS

4120.51 Call-Out Reports

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

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

4120.60 CALL-OUT PAY

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

4120.61 Compensation Rate

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

4120.62 Multiple Call-Outs

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

4120.63 Travel Allowance

For purposes of determining hourly compensation for call-outs, travel time from the employee's residence to the reporting station and return to residence shall be included in the minimum pay period. An exception to this would be if the employee would be

required to remain on duty until the start of the regularly scheduled shift when return travel time will not be paid.

DRAFT

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER'S REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : PROJECT MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : December 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>
<i>Suds Car Wash 7711 Sunrise Blvd (2015-65)</i>		<i>Property of Owner Fire Hydrant Removal</i>	<i>n/a</i>

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
The Village at Fair Oaks 55 Condominiums (2014-53)	6800 Madison Ave	99% Complete
California American Water Co. San Juan Avenue Tank - Intertie and Water Service (2015-39)	5444 San Juan Ave	Awaiting System Construction
Capitol Nursery Plaza (2015-50)	Sunrise Blvd @ Madison Ave	<i>80% Complete</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
Sylvan Middle School (2015-63)	7085 Auburn Blvd	90% Complete
Citrus Heights City Hall (2015-54)	6350 Fountain Square Dr	80% Complete
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	Awaiting System Construction
Memory Care Facility (2015-56)	6825-33 Sunrise Blvd	50% Complete
Applebee's Restaurant (2015-53)	6900 Auburn Blvd	Substantially Complete
Dundee Estates 2015-58	Mariposa Ave @ Highland Ave	80% Complete

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
<i>None</i>		

PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mesa Verde High School 14" Water Main Bennett Engineering Services (2015-30)	Northwest Corner of Property West from Poplar Avenue	Coordinating with Arborist and School
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	90% Submittal Review
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	90% Submittal Review

<u>Project</u>	<u>Location</u>	<u>Status</u>
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	90% Submittal Review
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc. (2015-40)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	Awaiting Utility Maps
Baird Way 12" Water Main Area West Engineers, Inc. (2015-31)	Auburn Blvd to Holly Dr	Awaiting Utility Maps

PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:

<u>Project</u>	<u>Location</u>	<u>Status</u>
San Juan Park 12" Water Main KASL Consulting Engineers, Inc. (2014-36)	5555 Mariposa Ave to U.C. Davis Medical Center	80% Complete
San Juan High School 24" Water Main Lamon Construction Company (2013-30)	Along North Property Line	80% Complete

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

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

None

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : OPERATIONS MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : January 5, 2016

BLOW OFF LOCATE: (2)

December 16, 2015 8501 VICTORY WAY
 December 16, 2015 7931 KYLE CT

BLOW OFF REPLACEMENT: (2)

December 14, 2015 6500 GETAWAY CT
 December 22, 2015 5707 CELINE DR

MAIN REPAIR: (2)

December 28, 2015 7538 WESTGATE DR
 December 30, 2015 6010 SHUPE DR

OPERATIONS CIP ADMIN: (1)

December 31, 2015 ADMIN-BUILDING/SECURITY IMPROVEMENTS

POT HOLE SERVICE: (1)

December 8, 2015 7819 CLAYPOOL WAY

RADIO READ METER INSTALL: (7)

December 9, 2015 6522 BRANDO LOOP
 December 9, 2015 6521 BRANDO LOOP
 December 9, 2015 6515 BRANDO LOOP
 December 9, 2015 6509 BRANDO LOOP
 December 9, 2015 6511 BRANDO LOOP
 December 9, 2015 6513 BRANDO LOOP
 December 9, 2015 6519 BRANDO LOOP

REGISTER CHANGE OUT: (12)

December 1, 2015 7541 CEDAR DR
 December 1, 2015 8007 SUNRISE BLVD
 December 8, 2015 7429 ANTELOPE RD
 December 10, 2015 7102 LINDA VISTA DR
 December 10, 2015 7213 GEOWOOD WAY
 December 10, 2015 7149 MARETHA ST

December 10, 2015	6725 RINCONADA DR
December 14, 2015	7787 SAYONARA DR
December 14, 2015	6517 ELZA CT
December 14, 2015	6501 SYLVAN RD
December 14, 2015	7128 MARY ANN WAY
December 16, 2015	6608 PENNEY WAY

SADDLE REPLACEMENT: (6)

December 1, 2015	5606 GITTA RIA CT
December 1, 2015	5602 GITTA RIA CT
December 8, 2015	8141 POPPYFIELD WAY
December 8, 2015	8135 POPPYFIELD WAY
December 10, 2015	6613 MARIPOSA AVE
December 28, 2015	7547 WESTGATE DR

SERVICE RAISE/LOWER: (2)

December 3, 2015	8317 SUNRISE BLVD
December 3, 2015	8317 SUNRISE BLVD

SERVICE REPAIR: (1)

December 30, 2015	7425 SILVER BIRCH PL
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SERVICE REPLACEMENT: (6)

December 2, 2015	8108 LOBATA ST
December 3, 2015	8243 SCARLET OAK CIR
December 7, 2015	8231 MARIPOSA AVE
December 10, 2015	5344 DIVOT CIR
December 10, 2015	5348 DIVOT CIR
December 21, 2015	8186 BONNIE OAK WAY

SERVICE/SADDLE REPLACEMENT: (24)

December 7, 2015	8421 OLD RANCH RD
December 7, 2015	8427 OLD RANCH RD
December 8, 2015	8134 POPPYFIELD WAY
December 9, 2015	7550 LIMERICK WAY
December 10, 2015	7546 LIMERICK WAY
December 14, 2015	7321 AUBURN OAKS CT
December 14, 2015	6501 GETAWAY CT
December 14, 2015	8282 SCARLET OAK CIR
December 14, 2015	8254 SCARLET OAK CIR
December 14, 2015	6500 GETAWAY CT
December 16, 2015	8236 SCARLET OAK CIR
December 16, 2015	8215 SCARLET OAK CIR
December 16, 2015	7001 CHECKERBLOOM WAY
December 16, 2015	7006 CHECKERBLOOM WAY
December 16, 2015	7010 CHECKERBLOOM WAY
December 16, 2015	7014 CHECKERBLOOM WAY
December 16, 2015	7018 CHECKERBLOOM WAY

December 16, 2015	8274 SCARLET OAK CIR
December 23, 2015	7122 CHECKERBLOOM WAY
December 23, 2015	7118 CHECKERBLOOM WAY
December 23, 2015	7119 CHECKERBLOOM WAY
December 23, 2015	7101 CHECKERBLOOM WAY
December 23, 2015	7100 CHECKERBLOOM WAY
December 23, 2015	7026 CHECKERBLOOM WAY

VALVE EXERCISE: (136)

December 1, 2015	6501SKYVIEW DR
December 2, 2015	8132 WOODLAKE HILLS DR
December 2, 2015	8115 WOODLAKE HILLS DR
December 2, 2015	6545 SKYVIEW DR
December 2, 2015	6375 BRANDO LOOP
December 2, 2015	6375 BRANDO LOOP
December 2, 2015	6375 BRANDO LOOP
December 2, 2015	6385 BRANDO LOOP
December 2, 2015	6399 BRANDO LOOP
December 2, 2015	6411 BRANDO LOOP
December 2, 2015	6402 BRANDO LOOP
December 2, 2015	6413 BRANDO LOOP
December 2, 2015	6423 BRANDO LOOP
December 2, 2015	6414 BRANDO LOOP
December 2, 2015	6425 BRANDO LOOP
December 2, 2015	6426 BRANDO LOOP
December 2, 2015	6437 BRANDO LOOP
December 2, 2015	6447 BRANDO LOOP
December 2, 2015	6447 BRANDO LOOP
December 2, 2015	6447 BRANDO LOOP
December 2, 2015	6459 BRANDO LOOP
December 2, 2015	6483 BRANDO LOOP
December 8, 2015	6522 BRANDO LOOP
December 8, 2015	6486 ASTAIRE LN
December 8, 2015	6496 BRANDO LOOP
December 8, 2015	8157 ASTAIRE LN
December 8, 2015	8161 BRANDO LOOP
December 8, 2015	6486 BRANDO LOOP
December 8, 2015	8155 ASTAIRE LN
December 8, 2015	8144 ASTAIRE LN
December 8, 2015	8143 ASTAIRE LN
December 8, 2015	8143 ASTAIRE LN
December 8, 2015	8132 ASTAIRE LN
December 8, 2015	8131 ASTAIRE LN
December 8, 2015	8120 ASTAIRE LN
December 8, 2015	6369 BRANDO LOOP
December 8, 2015	6369 BRANDO LOOP
December 8, 2015	6357 BRANDO LOOP
December 8, 2015	6245 BRANDO LOOP

December 14, 2015	8147 WOODLAKE HILLS DR
December 14, 2015	8152 WOODLAKE HILLS DR
December 14, 2015	6483 BRANDO LOOP
December 14, 2015	6496 BRANDO LOOP
December 14, 2015	6522 BRANDO LOOP
December 14, 2015	6522 BRANDO LOOP
December 14, 2015	6526 BRANDO LOOP
December 14, 2015	6300 BRANDO LOOP
December 14, 2015	6300 BRANDO LOOP
December 14, 2015	6300 BRANDO LOOP
December 14, 2015	6300 BRANDO LOOP
December 14, 2015	6312 BRANDO LOOP
December 14, 2015	6312 BRANDO LOOP
December 14, 2015	6324 BRANDO LOOP
December 14, 2015	6324 BRANDO LOOP
December 14, 2015	6300 FOUNTAIN SQUARE DR
December 14, 2015	6300 FOUNTAIN SQUARE DR
December 14, 2015	6300 FOUNTAIN SQUARE DR
December 14, 2015	6300 FOUNTAIN SQUARE DR
December 14, 2015	6237 FOUNTAIN SQUARE DR
December 14, 2015	6237 FOUNTAIN SQUARE DR
December 14, 2015	6237 FOUNTAIN SQUARE DR
December 14, 2015	7147 GREENBACK LN
December 14, 2015	6300 FOUNTAIN SQUARE DR
December 15, 2015	7129 GREENBACK LN
December 15, 2015	7129 GREENBACK LN
December 15, 2015	7229 GREENBACK LN
December 15, 2015	7229 GREENBACK LN
December 15, 2015	7229 GREENBACK LN
December 15, 2015	6300 FOUNTAIN SQUARE DR
December 15, 2015	7147 GREENBACK LN
December 15, 2015	7147 GREENBACK LN
December 15, 2015	7147 GREENBACK LN
December 15, 2015	7229 GREENBACK LN
December 15, 2015	7229 GREENBACK LN
December 15, 2015	7229 GREENBACK LN
December 15, 2015	7247 GREENBACK LN
December 15, 2015	7147 GREENBACK LN
December 15, 2015	7301 GREENBACK LN
December 15, 2015	7301 GREENBACK LN
December 15, 2015	7301 GREENBACK LN
December 15, 2015	7301 GREENBACK LN
December 15, 2015	7217 GREENBACK LN
December 15, 2015	7217 GREENBACK LN
December 15, 2015	7411 GREENBACK LN
December 16, 2015	7210 GREENBACK LN
December 16, 2015	7210 GREENBACK LN
December 16, 2015	7210 GREENBACK LN

December 16, 2015	7342 GREENBACK LN
December 16, 2015	6141 SHUPE DR
December 16, 2015	6199 SAN JUAN AVE
December 16, 2015	6199 SAN JUAN AVE
December 16, 2015	6199 SAN JUAN AVE
December 16, 2015	7342 GREENBACK LN
December 16, 2015	6135 SAN JUAN AVE
December 16, 2015	6091 SAN JUAN AVE
December 16, 2015	6091 SAN JUAN AVE
December 16, 2015	6091 SAN JUAN AVE
December 16, 2015	6129 SAN JUAN AVE
December 17, 2015	7411 GREENBACK LN
December 17, 2015	7411 GREENBACK LN
December 17, 2015	7411 GREENBACK LN
December 17, 2015	6125 SAN JUAN AVE
December 17, 2015	6124 SAN JUAN AVE
December 21, 2015	6101 SHUPE DR
December 21, 2015	6240 SAN JUAN AVE
December 21, 2015	6240 SYLVAN RD
December 21, 2015	6230 SYLVAN RD
December 21, 2015	6230 SYLVAN RD
December 21, 2015	7433 GREENBACK LN
December 21, 2015	7501 GREENBACK LN
December 21, 2015	6124 SAN JUAN AVE
December 21, 2015	6124 SAN JUAN AVE
December 21, 2015	6124 SAN JUAN AVE
December 21, 2015	6124 SAN JUAN AVE
December 21, 2015	6124 SAN JUAN AVE
December 21, 2015	7342 GREENBACK LN
December 21, 2015	6121 SHUPE DR
December 21, 2015	6121 SHUPE DR
December 21, 2015	6000 SHUPE DR
December 21, 2015	6012 SHUPE DR
December 21, 2015	7231 CINNAMON CT
December 21, 2015	5900 SPERRY DR
December 21, 2015	5921 SPERRY DR
December 21, 2015	6021 SAN JUAN AVE
December 21, 2015	6021 SAN JUAN AVE
December 22, 2015	6001 SAN JUAN AVE
December 22, 2015	6462 BRANDO LOOP
December 22, 2015	6462 BRANDO LOOP
December 22, 2015	6421 MARIPOSA AVE
December 22, 2015	7520 CHULA VISTA DR
December 22, 2015	7501 CHULA VISTA DR
December 22, 2015	6409 MARIPOSA AVE
December 22, 2015	6409 MARIPOSA AVE
December 22, 2015	6409 MARIPOSA AVE

VALVE REPAIR: (1)

December 9, 2015

6861 SUGAR MAPLE WAY

VANDALISM SVC POINT REPAIR: (1)

December 23, 2015

5125 DOVE DR

Well Site Improvements: (1)

December 16, 2015

6240 SYLVAN RD

Total Count: 205

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
JANUARY 12, 2016 REGULAR BOARD MEETING**

SUBJECT : 2015 WATER CONSUMPTION
 STATUS : Information Item
 REPORT DATE : January 6, 2016

OBJECTIVE:

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

Month	2013	2014	2015				Three Year Monthly Average	Year-to-Date Comparison to 2013		
			Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual		acre feet	acre feet	%
			acre feet							
Jan	602.52	602.39	502.55	67.50	570.05	570.05	591.65	-32.47	-5.4%	
Feb	606.36	450.96	455.27	56.25	511.52	1,081.57	522.95	-127.31	-10.5%	
Mar	819.55	612.20	652.03	73.92	725.95	1,807.52	719.23	-220.91	-10.9%	
Apr	1,029.73	737.30	678.97	82.05	761.02	2,568.54	842.68	-489.62	-16.0%	
May	1,603.43	1,190.07	769.85	99.23	869.08	3,437.62	1,220.86	-1,223.97	-26.3%	
Jun	1,816.73	1,548.66	996.70	68.40	1,065.10	4,502.72	1,476.83	-1,975.60	-30.5%	
Jul	2,059.21	1,622.10	1,121.89	63.06	1,184.95	5,687.67	1,622.09	-2,849.86	-33.4%	
Aug	1,924.28	1,477.49	1,127.88	60.30	1,188.18	6,875.85	1,529.98	-3,585.96	-34.3%	
Sep	1,509.82	1,275.11	1,007.09	62.69	1,069.78	7,945.63	1,284.90	-4,026.00	-33.6%	
Oct	1,297.42	1,030.74	846.76	71.91	918.67	8,864.30	1,082.28	-4,404.75	-33.2%	
Nov	911.55	682.48	515.44	74.16	589.60	9,453.90	727.88	-4,726.70	-33.3%	
Dec	700.94	563.15	458.17	61.40	519.57	9,973.47	594.55	-4,908.07	-33.0%	
Total	14,881.54	11,792.65	9,132.60 91.57%	840.87 8.43%	9,973.47	9,973.47	12,215.89 -18.36%			

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : SURFACE WATER SUPPLY
STATUS : Information Item
REPORT DATE : January 6, 2016
PREPARED BY : David M. Gordon, Interim Operations Manager

OBJECTIVE:

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

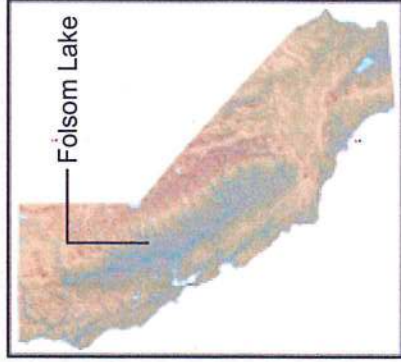
BACKGROUND AND ANALYSIS:

As of midnight on January 3, 2016, storage in Folsom Lake was at 243,331 acre-feet, 25 percent of the total capacity of 977,000 acre-feet. This is about 51 percent of historical average for this date. This represents an increase in storage of 107,270 acre-feet in the past month.

The District's total water use during the month of December 2015 (519.57 acre-feet) was 25.9% below that of December 2013 (700.94 acre-feet).

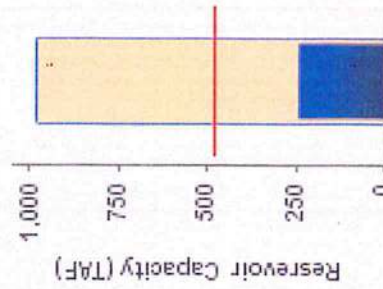
CHWD continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. All District wells (Bonita, Mitchell Farms, Palm, Sylvan and Sunrise) remain operational and are being operated on a rotational, or as-needed, basis.

Reservoir Conditions - Folsom Lake



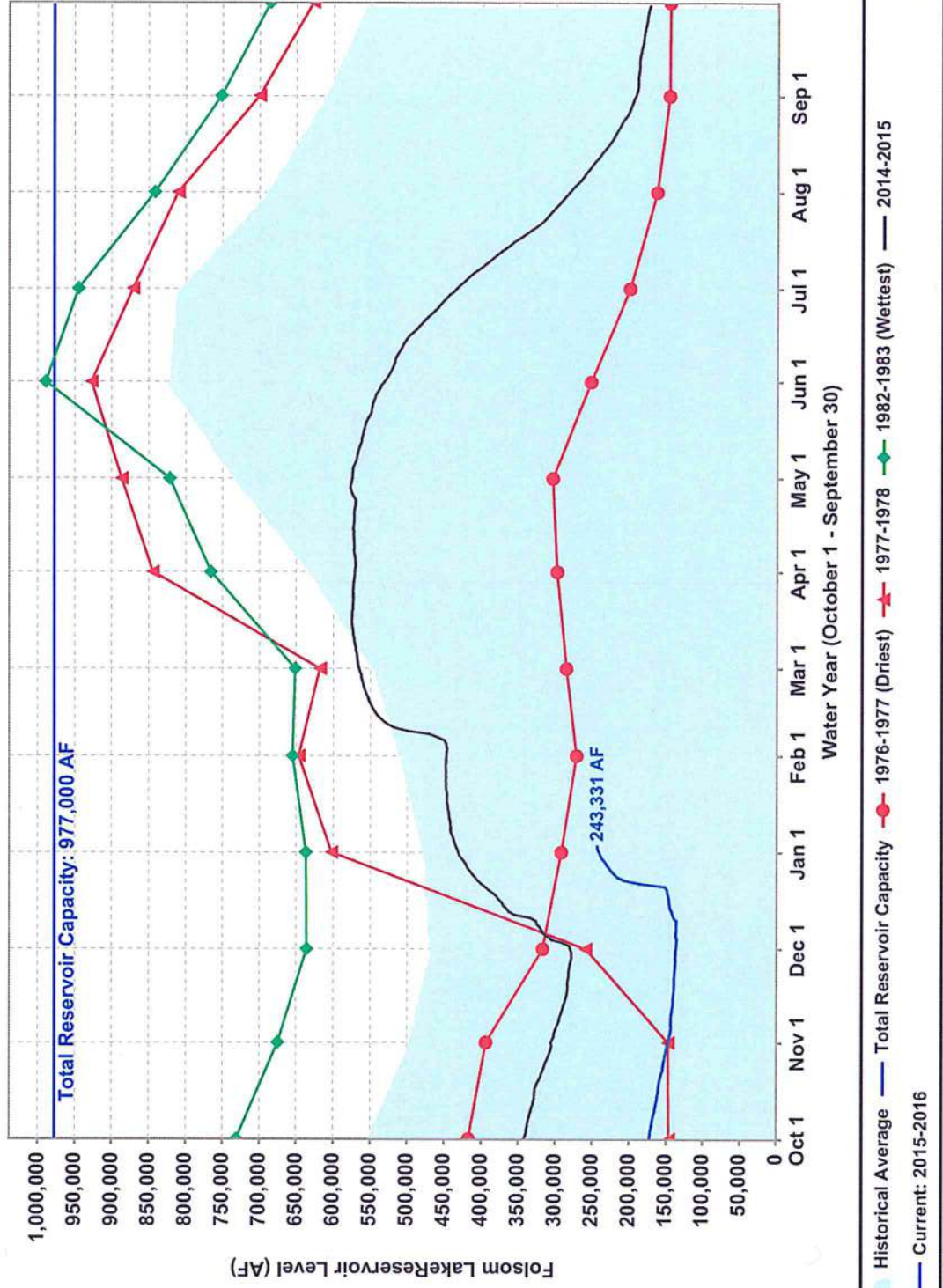
Folsom Lake Conditions

(as of Midnight - January 3, 2016)



Current Level: 243,331 AF
 25% (Total Capacity) | 51% (Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight January 3, 2016

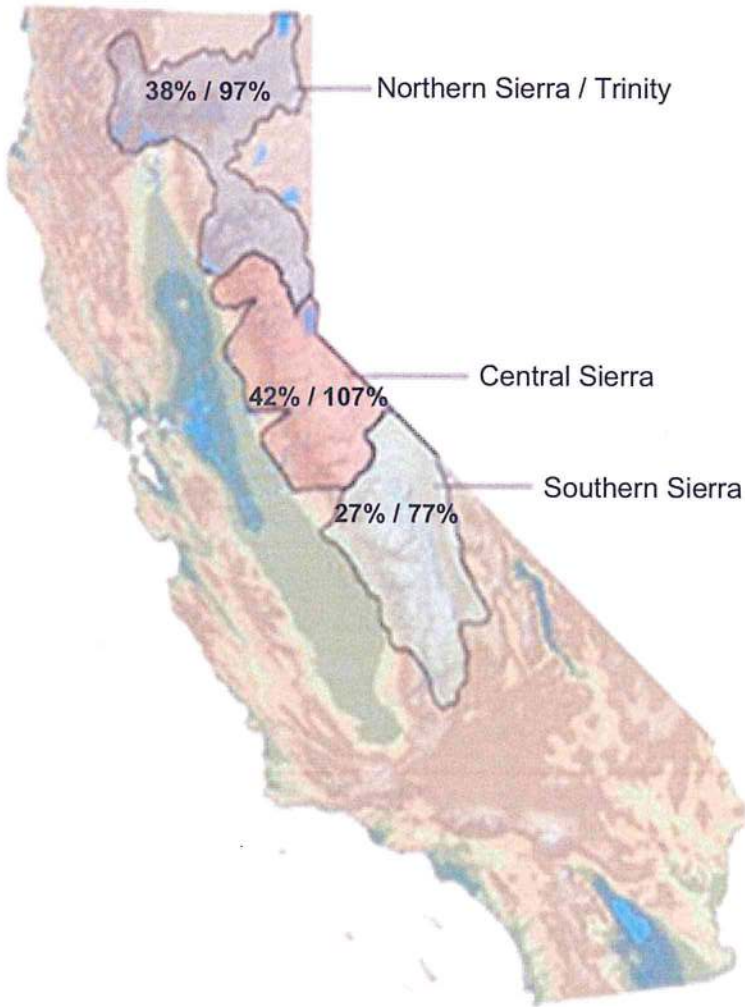




Statewide Summary of Snow Water Content

Current Regional Snowpack from Automated Snow Sensors

% of April 1 Average / % of Normal for This Date



NORTH	
Data as of January 4, 2016	
Number of Stations Reporting	31
Average snow water equivalent (Inches)	11.1
Percent of April 1 Average (%)	38
Percent of normal for this date (%)	97

CENTRAL	
Data as of January 4, 2016	
Number of Stations Reporting	39
Average snow water equivalent (Inches)	12.3
Percent of April 1 Average (%)	42
Percent of normal for this date (%)	107

SOUTH	
Data as of January 4, 2016	
Number of Stations Reporting	28
Average snow water equivalent (Inches)	6.8
Percent of April 1 Average (%)	27
Percent of normal for this date (%)	77

STATE	
Data as of January 4, 2016	
Number of Stations Reporting	98
Average snow water equivalent (Inches)	10.3
Percent of April 1 Average (%)	37
Percent of normal for this date (%)	97

Statewide Average: 37% / 97%

Data as of January 4, 2016

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : January 5, 2016
 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 December 2015 included:

- 19 ultra-low-flush toilet rebates for the month of December. A total of \$21,000 in rebates has been provided to customers during 2015 to date. For 2015, 280 HET/ULFT rebates were issued to CHWD customers.
- For the period of January 2015 through December 2015, 17 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers for a total of \$850 in HECW rebates.
- 28 water waste calls were received during the month of December. An additional 5 reports of water waste were received through the CHWD's Drought Resources web page. A total of 21 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The following table summarizes the R-GPCD values for CHWD to date:

Month	R-GPCD
January	75
February	83
March	108
April	117
May	129
June	163
July	176
August	172
September	160
October	140
November	82
December	75

This information is submitted monthly to the State Water Resources Control Board.

- An RFP to complete CHWD’s 2015 Urban Water Management Plan (UWMP) has been sent to consulting firms. The Department of Water Resources requires an UWMP update every 5 years. The update includes a comprehensive assessment and description of the District’s water distribution system, water demands, water supplies, conservation and demand management, and demand to supply contingency planning. The deadline for RFP submittals is Friday January 22nd.
- Staff is developing a turn off/turn on policy for Water Demand Management. The policy will be used as an enforcement tool for repeat violators of water efficiency regulations. Staff recommendations will be presented to the Board on a future date.

AGM-2 DROUGHT RESPONSE PLAN UPDATE

The following is a summary of Drought Response Plan activities in December.

- Staff sent follow-up letters to the District’s Top 20% of CII customers that did not respond to CHWD’s initial request for a water reduction plan as compared to their 2013 irrigation schedule. The top 20% CII customers have been provided an opportunity to sign up for a free landscape irrigation review instead of submitting their own written plan. To date, 81 water reduction plans have been submitted. WaterWise has scheduled an additional 5 landscape irrigation reviews for customers choosing not to submit their own plan. WaterWise is a firm that CHWD has on contract to provide water audits/assistance to promote conservation for the District’s customers.

AGM-3 PALADIN NIGHT PATROL UPDATE

Paladin Night Patrol began conducting night time water waste monitoring on July 29th, 2015. Below is a chart illustrating the number of incidents reported by category for August through December.

Status Report				
Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
OCTOBER				
2015	46	37	42	0
NOVEMBER				
2015	69	15	69	0
DECEMBER				
2015	56	31	54	0
Totals	375	209	335	1

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

AGM-4 UPDATE TO LIFE INSURANCE POLICY COVERAGE FOR CHWD EMPLOYEES

As a follow-up to the Board's approval of employee benefits through Lincoln Financial in November, staff has conducted additional research and determined that for a nominal additional cost, the District can offer \$100,000 of term life insurance coverage to all of its employees. The current policy coverage provides for managers and supervisors to be covered at the \$100,000 level and all other employees to be covered at the \$50,000 level. According to the District's benefits broker, Gallagher and Company, this proposed change, which falls within the General Manager's expenditure authority, will cost an additional \$76 per month for all employees or \$912 per year. The higher level of benefit is recommended as it will promote employee retention and enhance the District's future recruitment efforts.

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JANUARY 7, 2016 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : January 6, 2015

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

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

Borey Swing: Work Quality – Safety “Game” Meeting Presentation – 2015 Dec 03

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Superior Attendance
 Work Quality – 7190 Crail Ct Saddle Replacement – 2015 Dec 19 Saturday
 Work Quality – 8273 & 8277 Cross Oak Way Saddle Replacements – 2015 Dec 19 Saturday

Tim Cutler: Customer Service – 5602 Gitta Ria Ct Customer Call of Appreciation for help – 2015 Dec 07

Robyn Evans: Work Quality – Breakfast Preparation for Employee Recognition Assembly – 2015 Dec 03

Jarrett Flink: Superior Attendance
 Work Quality – UD Davis Medical Building flushing assistance – 2015 Dec 18 Friday

Gil Garcia: Work Quality – Quick response to exercise and close valves fort Sunrise Memory Care Project in support of assist Project Management and Engineering Department – 2015 Dec 14
 Customer Service – 5602 Gitta Ria Ct Customer Call of Appreciation for help – 2015 Dec 07

Dan Hesse: Work Quality – Safety “Game” Meeting Presentation – 2015 Dec 03
 Work Quality – Assisted Standby Duty with clean-up at 7223 Adobe Casa Ct – 2015 Dec 20 Sunday

Rick Jimenez: Superior Attendance
 Work Quality – Quick response to exercise and close valves fort Sunrise Memory Care Project in support of assist Project Management and Engineering Department – 2015 Dec 14
 Work Quality – Safety “Game” Meeting Presentation – 2015 Dec 03

Mike Mariedth: Superior Attendance
Work Quality – Quick response to exercise and close valves for Sunrise Memory Care Project in support of assist Project Management and Engineering Department – 2015 Dec 14

Chris Nichols: Work Quality – On site for Annual Transfer Switch Maintenance – 2015 Dec 18 Friday
Work Quality – 7538 Westgate Drive water main repair – 2015 Dec 27 Sunday

Zachary Powell: Superior Attendance
Customer Service – 5602 Gitta Ria Ct Customer Call of Appreciation for help – 2015 Dec 07
Work Quality – On site for Equipment Mechanic – 2015 Dec 18 Friday
Work Quality – 7538 Westgate Drive water main repair – 2015 Dec 27 Sunday

Nick Spiers: Superior Attendance

Jason Tupper: Superior Attendance

Work Quality – Flush and Load 42” Transmission Main after SJWD Control Station Connections – 2015 Dec 4 Friday

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Superior Attendance
Work Quality – Volunteered to stay late to complete tasks due to being short staffed – 2015 Dec 16

Kelly Drake: Superior Attendance
Work Quality – Report Preparation and Board Presentation on Amendments to Injury and Illness Prevention Program – 2015 Dec 08

Dana Mellado: Work Quality – Volunteered to enter 2016 Water Rates – 2015 Dec 04 Friday
Work Quality – Volunteered to enter 2016 Charges & Fees – 2015 Dec 18
Work Quality - Volunteered to stay late to process payments due to employee vacation – 2015 Dec 21
Work Quality – Safety “Game” Meeting Presentation – 2015 Dec 03

Rex Meurer: Work Quality – Safety Meeting Presentation on Holiday Safety – 2015 Dec 23
Work Quality – Safety Meeting Presentation on New Year’s Tips – 2015 Dec 30

Beth Shockley: Work Quality – Support of Front Counter Customer Service due to being short staffed 2015 Dec 07
Work Quality - Volunteered to stay late to process move-in / move-outs due to employee vacation – 2015 Dec 21

Desiree Smith: Work Quality - Volunteered to stay late to process title checks due to employee vacation – 2015 Dec 21

Lisa Smoot: Work Quality - Volunteered to stay late to process open enrollment forms – 2015 Dec 21
Work Quality – Chaired Finance Committee Meeting – 2015 Dec 29

Susan Sohal:

Superior Attendance

Work Quality – Training of Staff to handle several of her regular duties during \
extended planned absence – 2015 Dec

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS JANUARY 12, 2016 REGULAR MEETING

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : January 7, 2016

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

**Citrus Heights Water District
General Manager's Task List
Date: 1/7/2016**

TASK LIST NO. 121 January 7, 2016						
Category	Green: Items that are substantially complete, delegated or awaiting action by others	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes	
District HQ & Corp Yard	Admin Building Improvements & Expansion Project 2012-13 (6 of 8)	40	Kaler/Dobler Construction	1-Dec-2015	Substantially complete	
Water Distribution	District Capital Project 2011-02: Beech Ave Metered Interconnection with Orange Vale WC	5	OVWC	15-Mar-2016	Draft Agreement sent to OVWC - awaiting comments	

**Citrus Heights Water District
General Manager's Task List
Date: 1/7/2016**

Category	Red: Top Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Annexations: Livoli Tract (4 of 8)	40	Churchill	15-Jun-2016	
Administration	Annexations: Sacramento County (4 of 8)	40	Churchill	15-Jun-2016	
Administration	Annexation of Verne Tract Territory to SJWD	40	Churchill	15-Jun-2016	
Administration	Fiscal Management Policy - Disbursement of Funds	2	Every 3 Years	15-Oct-2015	
Human Resources	Rehire from Citrus Heights Water District		Churchill	17-Nov-2016	Planned Date
Water Distribution	District Capital Project 2013-30: SJHS 24"	10	Lamon Const	30-Dec-2015	Landscape Restoration Phase
Water Distribution	District Capital Project 2013-36: San Juan Park 12"	30	Cal Sierra Construction	30-Dec-2015	Landscape Restoration Phase
Water Distribution	Future CIP Projects Summary Binder (2 of 8)	20	GM/Engr Dept	15-Feb-2016	Edit in Progress
Water Distribution	Technology Improvements: Document Management / Project Management / Asset Management / Easements (7 of 8)	30			
Water Supply	Skycrest Well #13 Construction Equipping Project 2013-21:	30	R.E. Smith Contractor	15-Jun-2016	
Water Supply	Skycrest (5 of 8)	30		15-Apr-2016	
Water Supply	SJWD Shortage Policy Cost Update (1 of 8)	30	SJWD	30-Dec-2015	
Water Supply	SJWD Wholesale Water Supply Agreement	80	Churchill/Albietz	15-Mar-2016	Draft Edits in Progress
Water Supply	SJWD Hydraulic Model Maintenance Agreement	5	Churchill	31-Dec-2015	
Water Supply	Sites Reservoir Advocacy	40	Churchill/Riehle		
Water Supply	District Tour	5	Board Discussion	TBA	Discuss scheduling
	HOURS SUBTOTAL:	402			

**Citrus Heights Water District
General Manager's Task List
Date: 1/7/2016**

Category	Orange: High Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
External Influences	Regional Water Authority Board & Executive Committee: Organize Files	20	Churchill	31-Dec-2015	
Water Distribution	District Capital Project 2011-01 : Fair Way 8" Metered Interconnection with Roseville	20	Churchill	15-Apr-2016	RV Design Review
Water Distribution	District Capital Project 2012-09 : Blossom Hill Dr 6" Metered Interconnection with Roseville	20	Churchill	15-Apr-2016	RV Design Review
Water Distribution	District Capital Project 2012-10 : Crestmont Dr 6" Metered Interconnection with Roseville	20	Churchill	15-Apr-2016	RV Design Review
Water Quality	Cross Connection Ordinance Update	5	Churchill	15-Feb-2016	
Water Quality	Private Well Policy	5	Hensley	15-Feb-2016	
Water Supply	Cal Am Interconnection Agreements	5	Churchill		
	HOURS SUBTOTAL:	95			

**Citrus Heights Water District
General Manager's Task List
Date: 1/7/2016**

Category	Yellow: Medium Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Master Plan Update: RFP for Engineering Services	0	PM/Engr Dept	15-Apr-2016	
Administration	Policies & Procedures: Write Missing Policies	32		ongoing	
Water Distribution	District Capital Project 2015-30 : Poplar Avenue 14"	10	Bennett Engr	15-Apr-2016	Design Phase
Water Distribution	District Capital Project 2015-31 : Baird Way 12"	10	Area West Engr	15-Apr-2016	Design Phase
Water Distribution	District Capital Project 2015-40: Mariposa Avenue 12"	10	KASL Engr	15-Apr-2016	Design Phase
Water Distribution	District Capital Project 2013-32 : Dewey Dr-Interconnection-w/SSWD & GWD	30	HOLD	1-Jun-2014	Design Phase
Water Distribution	Metering Projects: Meter Installation Policy Coordination with City of CH	2			
Water Distribution	Easements: Berry Lane	2			
Water Distribution	Easements: Ross	2			
Water Supply	Find Property Deeds: Wells Ave. Well Site	10			
Water Supply	Locate and Secure additional Well Sites	40	GM / OPS / WGS	15-Jun-2016 ongoing	Discuss with City of CH
	HOURS SUBTOTAL:	148			

**Citrus Heights Water District
General Manager's Task List
Date: 1/7/2016**

Category	Blue: Non-Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Human Resources	Salary Schedule Update	120	Every 3 Years	1-Jul-2016	Last Updated Jan 2014, Update by July 2016 for 2017 Budget
Human Resources	GASB 45 Actuarial Analysis	10		31-Dec-2015	Select new actuary in mid-2015
Administration	2016 District Election	20		4-Nov-2016	Divisions One (4 year) and Two (2 year)
Administration	Conflict of Interest Code - Biennial Update	15	FPPC	31-Dec-2016	Biennial Update
Administration	Division Boundary Analysis	0	2020 Census	1-Jun-2021	Reviewed May 2011
Administration	Citrus Heights Water Takers Assn - Transcribe Meeting Minutes	20	Staff	15-Feb-2016	1917-1922 Handwritten Minutes of Predecessor to CHID / CHWD
Administration	Board of Directors Policies "3000 Series"	10	Every 4 Years	14-Feb-2016	Last completed 14 Feb 2012
Human Resources	Continued Education: Obtain and document contact hours for Water Treatment Operator T2 Certification	0	Renewed	1-Sep-2017	16 total hours needed
Human Resources	Continued Education: Obtain and document contact hours for Water Distribution Operator D5 Certification	0	Renewed	1-Jan-2018	36 total hours needed
Human Resources	Biennial Ethics Training	2	Every 2 Years	7-May-2017	Completed at ACWA Conference - 7 May 2015
Human Resources	Biennial Sexual Harassment Training	2	Every 2 Years	5-May-2017	Completed at ACWA JPIA Conference - 5 May 2015
Human Resources	Defensive Driver Training	5	Every 4 Years	15-Oct-2013	Scheduled for Jan 28, 2016 at PCWA
Water Supply	Patton Ave Well Property Disposal		Hold	Hold	No Interested Parties
Water Supply	Watson Way Well Property Disposal		Hold	Hold	No Interested Parties
Water Supply	Public Health Goal Report & Public Hearing	3	Every 3 Years	1-Jun-2016	
Water Distribution	PIV Photos & Locks	3			
	HOURS SUBTOTAL:	210			
	HOURS TOTAL:	855			