

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
July 11, 2017 beginning at 6:30 PM**



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

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (A/I)

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

- CC-1. Minutes of the Regular Meeting – June 13, 2017
- CC-2. Revenue Analysis Report for June 2017
- CC-3. Assessor/Collector's Roll Adjustment for June 2017
- CC-4. Treasurer's Report for June 2017
- CC-5. Treasurer's Report of Fund Balances for June 2017
- CC-6. Operations Budget Analysis for June 2017
- CC-7. Capital Projects Summary June 2017
- CC-8. Warrants for June 2017
- CC-9. CAL-Card Distributions for June 2017
- CC-10. Summary of 2017 Employees, Officers and Directors Training Courses, Seminars and Conference
- CC-11. Employee Recognitions

- CC-12. Long Range Board Agenda (I)
Board Agenda Items Planned for Upcoming Meetings.
- CC-13. Engineering and Capital Projects Departmental Report (I)
Significant assignments and activities for the Engineering and Capital Projects Department are summarized.
- CC-14. Operations Departmental Report (I)
Monthly report on construction and maintenance activities.
- CC-15. 2017 Water Supply – Purchased and Produced (I)
Report on annual water supply including comparison with prior years.
- CC-16. Water Supply Reliability (I)
Receive status report on surface water supplies available to the Citrus Heights Water District (District).
- CC-17. Water Efficiency Program Update (I)
Monthly report on Water Efficiency program activities.

PRESENTATIONS:

None.

ADJOURN TO CHWD FINANCING CORPORATION:

See Citrus Heights Water District Financing Corporation Agenda

RECONVENE AS CHWD BOARD OF DIRECTORS:

BUSINESS:

- B-1. Approval of 2018 Strategic Plan Update (A)
Consider approval of the Citrus Heights Water District 2018 Strategic Plan Update.
- B-2. Discussion and Possible Action to Approve Task Order Agreement with Bryce Consulting (A)
Consider approval of agreement with Bryce Consulting.

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

None.

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

- D-1. Regional Water Authority (Dains).
D-2. Sacramento Groundwater Authority (Sheehan).
D-3. San Juan Water District (All).
D-4. Association of California Water Agencies (Dains).
D-5. ACWA Joint Powers Insurance Authority (Dains/Castruita).
D-6. Sacramento Local Agency Formation Commission (Riehle).
D-7. City of Citrus Heights (Pieri).
D-8. Chamber of Commerce Government Issues Committee (Gordon/Meurer).
D-9. RWA Lobbying Program Update (Gordon/Meurer).

D-10. Other Reports.

MANAGEMENT SERVICES REPORTS (I):

- MS-1. Meter Replacement Study Update.
- MS-2. Report on Proposed Land Swap Agreement for Mitchell Farms Well.
- MS-3. Update on Corporation Yard Safety Improvements.

CORRESPONDENCE:

None.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

August 16, 2017	6:30 PM	Regular Meeting*
August 28, 2017	6:00 PM	Special Meeting
September 20, 2017	6:30 PM	Regular Meeting
October 18, 2017	6:30 PM	Regular Meeting
November 8, 2017	6:30 PM	Special Meeting
November, 15, 2017	6:30 PM	Regular Meeting
December 20, 2017	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Hilary Straus, General Manager/ Secretary

Dated: July 6, 2017

* Note—Regular Board Meetings will move to the third Wednesday of the month beginning in August 2017.

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
JUNE 13, 2017

The Regular Meeting of the Board of Directors was called to order at 6:30 p.m. by Vice President Riehle and roll was called. Present were:

Raymond A. Riehle, Vice President, who served as presiding Board officer for this meeting.
Allen B. Dains, Director

Absent:

Caryl F. Sheehan, President

Staff:

Hilary Straus, General Manager
Susan Sohal, Administrative Services Manager
David Gordon, Operations Manager
Missy Pieri, Engineering Manager/District Engineer
Paul Dietrich, Project Manager
Rex Meurer, Water Efficiency Supervisor
Alberto Preciado, Senior Accountant

VISITORS:

John Bartel, President, Bartel Associates, LLC
Mark Wong, Shareholder, Maze & Associates
Zach Korach, Supervisor, Maze & Associates
Mitch Dion

PLEDGE OF ALLEGIANCE:

Board Vice President Ray Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

President Dains asked for consideration and/or approval of the Consent Calendar consisting of the following action or information items:

Minutes of the Regular Meeting – May 16, 2017.
Minutes of the Special Meeting – June 1, 2017
Revenue Analysis Report for May 2017.

Assessor/Collector's Roll Adjustment for May 2017.
Treasurer's Report for May 2017.
Treasurer's Report of Fund Balances for May 2017.
Operations Budget Analysis for May 2017.
Capital Improvements Budget Analysis for May 2017.
Warrants for May 2017.
CAL-Card Purchases for May 2017.
Summary of 2017 Directors, Officers and Employees Training, Seminars and Conference Expenses.
Long Range Agenda
Project Management and Engineering Report
Operations Departmental Report
Water Supply—Purchased and Produced
Water Supply Reliability
Water Efficiency Program Update
Approval of a Resolution 05-2017, Granting Sewer Easement to Sacramento Area Sewer District
Approval of Resolutions 07-2017 and 087-2017 Accepting Lot Mergers at District Corporation Yard
Approval of On-Call Trucking Services Agreements with Rayce Wilson Trucking and Blue Jay Trucking, LLC
Approval of Resolution 06-2017, Approving the Annexation of 7311 Hickory Avenue, Orangevale

MAY 2017 WARRANTS

63344	Regional Government Services	Contract Services- Other	\$1,635.50
63345	Best & Krieger	Legal & Audit	\$12,023.43
63346	Central Valley Engineering & Asphalt, Inc.	Contract Services- Concrete	\$20,292.95
63347	CirclePoint	Contract Services- Water Conservation	\$8,355.17
63348	Ferguson Enterprises Inc #1423	Material	\$25,520.60
63349	J4 Systems	Contract Services- Other	\$8,450.28
63350	Martin Bros Construction Inc	Road Base	\$38,739.43
63351	Maze & Associates	Legal & Audit	\$11,348.00
63352	San Juan Water District	Purchased Water	\$292,363.66
63353	SMUD	Utilities	\$12,595.55
63354	Sophos Solutions	Contract Services- Other	\$8,080.00
63355	US Bank I.M.P.A.C. Government Services	Continued Education	\$12,980.03
63356	WaterWise Consulting, Inc	Contract Services- Water Conservation	\$175.00
63357	Warren Consulting Engineers Inc	Contract Services- Engineering	\$9,000.00

63358	Sergio Cota	Customer Refund	\$124.12
63359	David A/Pilar E Winters	Customer Refund	\$12.46
63360	Dawn A Titus	Customer Refund	\$118.82
63361	Keller Wiliams Realty	Customer Refund	\$184.03
63362	Renee J/Christopher L Jorgensen	Customer Refund	\$76.59
63363	Avalon Custodial Care	Janitorial	\$695.00
63364	BSK Associates	Water Analysis	\$856.00
63365	California Society of Municipal Finance Officers	Dues & Subscriptions	\$30.00
63366	City of Citrus Heights	Permit Fees	\$180.00
63367	Robin Cope	Health Insurance	\$412.00
63368	Corix Water Products, Inc	Material	\$2,712.09
63369	Cybex	Equipment Rental- Office	\$149.21
63370	Kelly R Drake	Printing	\$85.90
63371	HD Supply Waterworks LTD	Material	\$180.00
63372	Hesse, Daniel	Small Tools	\$130.00
63373	Integrity Administrators Inc	Health Insurance	\$303.25
63374	J4 Systems	Contract Services- Other	\$6,300.00
63375	Kei Window Cleaning #12	Janitorial	\$94.00
63376	Liebert Cassidy Whitmore	Legal & Audit	\$2,874.20
63377	Mary F Marler	Customer Refund	\$48.22
63378	Moonlight BPO	Contract Services- Bill Print	\$7,611.62
63379	Office Depot	Office Expense	\$1,097.63
63380	Pace Supply Corp	Material	\$262.69
63381	Patrick Kuske Productions	Contract Services- Miscellaneous	\$800.00
63382	Power Services Inc	Wells Maintenance	\$500.00
63383	Protection One Alarm Monitoring	Equipment Rental- Office	\$140.00
63384	Protective Life Insurance Company	Disability & Life Insurance	\$2,121.53
63385	Sonitrol	Equipment Rental- Office	\$168.56
63386	State Water Resources Control Board	Dues & Subscriptions	\$105.00
63387	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,172.53
63388	Warren Consulting Engineers Inc	Contract Services- Engineering	\$4,000.00
63389	Liebert Cassidy Whitmore	Legal & Audit	\$1,940.00
63390	Manirva Roboz	Customer Refund	\$201.87
63391	City of Citrus Heights	Permit Fees	\$4,006.55
63392	Jerrold F/Mary C Bach	Customer Refund	\$118.14
63393	Potter Taylor & Co	Customer Refund	\$121.39
63394	Randy A/Hollie J Watson	Customer Refund	\$37.89
63395	Karyn G Markus	Customer Refund	\$34.57
63396	ABA DABA Rentals & Sales	Supplies-Field	\$114.86
63397	AFLAC	Employee Paid Insurance	\$238.56

63398	Charlotte Bakker	Water Conservation-Other	\$100.00
63399	Bart/Riebes Auto Parts	Repair-Trucks	\$911.11
63400	Burketts	Office Expense	\$43.60
63401	City of Citrus Heights	Permit Fees	\$125.00
63402	Corelogic Information Solutions Inc	Dues & Subscriptions	\$181.33
63403	County of Sacramento	Permit Fees	\$138.02
63404	Dawson Oil Company	Gas & Oil	\$1,018.53
63405	Tamar Dawson	Continued Education	\$118.75
63406	Future Ford	Repair-Trucks	\$875.58
63407	Grainger	Small Tools	\$13.06
63408	Katelynne Hall	Water Conservation-Other	\$50.00
63409	KBA DOCUSYS	Equipment Rental- Office	\$20.06
63410	KBA Docusys Inc	Equipment Rental- Office	\$342.63
63411	Kingswood Elementary c/o Robin Emmond	Water Conservation-Other	\$100.00
63412	L and D Landfill	Contract Services- Miscellaneous	\$62.40
63413	Luhdorff & Scalmanini	Contract Services- Wells	\$2,976.00
63414	Dana Mellado	Continued Education	\$54.72
63415	Oakview School c/o Kristie Hanson	Water Conservation-Other	\$100.00
63416	Occu-Med	Office Miscellaneous	\$278.00
63417	Petty Cash	Petty Cash	\$95.78
63418	Brooklyn Smith	Water Conservation-Other	\$50.00
63419	SureWest Directories	Telephone-Local/Long Distance	\$49.00
63420	Woodside School c/o Susanne Slayton	Water Conservation-Other	\$100.00
63421	W. Morgan Johnson Trust	Customer Refund	\$68.00
63422	Timothy A/Robin Chaffin	Customer Refund	\$27.36
63423	Claudia M Cory	Customer Refund	\$129.13
63424	Jennifer A Horst	Customer Refund	\$79.67
63425	Hugh/Deborah Charles	Customer Refund	\$21.34
63426	Bryan J Whitten	Customer Refund	\$173.35
63427	Allan W/Mary T Ruggles	Customer Refund	\$72.19
63428	Hydro Flow Products, Inc	Small Tools	\$1,474.04
63429	Jimmy W/Amanda G Shafer	Customer Refund	\$28.26
63430	Melville Family Trust	Customer Refund	\$28.33
63431	Maren Vidal	Customer Refund	\$76.13
63432	Marcus E/ Jennifer Gumm	Customer Refund	\$24.33
63433	Donald/Kimberley Henderson	Customer Refund	\$180.12
63434	Joan B Thompson	Customer Refund	\$16.66
63435	Frank W/Stacey Varbel	Customer Refund	\$63.76
63436	Paul W Apfel	Customer Refund	\$15.65
63437	Bruce Cooper	Customer Refund	\$143.48
63438	Alexander's Contract Services	Contract Services- Meter Read	\$3,887.57

63439	Aqua Sierra Controls	Wells Maintenance	\$632.00
63440	CA-NV AWWA	Dues & Subscriptions	\$20.00
63441	Axcient Inc	Maintenance Agreement-Software	\$444.30
63442	Bartel Associates LLC	Contract Services-Financial	\$4,000.00
63443	California Landscape Associates Inc	Janitorial	\$200.00
63444	City of Citrus Heights	Permit Fees	\$1,500.00
63445	Consolidated	Telephone-Local/Long Distance	\$1,726.77
63446	Corix Water Products, Inc	Material	\$7,283.90
63447	Government Finance Officers Association	Dues & Subscriptions	\$160.00
63448	Ives Training & Compliance Group Inc	Continued Education	\$2,190.00
63449	J4 Systems	Contract Services- Other	\$2,640.00
63450	Moonlight BPO	Contract Services- Bill Print	\$3,596.64
63451	Neighborly Pest Management	Janitorial	\$249.00
63452	Pace Supply Corp	Material	\$907.88
63453	Pacific Gas & Electric	Utilities	\$30.63
63454	RW Trucking	Contract Services- Miscellaneous	\$902.50
63455	Sacramento Bee	Publication Notices	\$593.74
63456	Sonitrol	Equipment Rental- Office	\$91.38
63457	Sylvan Supply	Repair-Trucks	\$3,000.00
63458	Tree Pros, Inc	Contract Services- Miscellaneous	\$3,500.00
63459	TriFresh Technologies, Inc.	Wells Maintenance	\$1,186.40
63460	Voyager Fleet Systems Inc	Gas & Oil	\$1,374.53
63461	Elk Grove Auto Group Inc	Fixed Assets	\$23,881.84
63462	Hanlees Chrysler Dodge	Fixed Assets	\$34,180.09
63463	John W/Tina L Gould	Customer Refund	\$12.88
63464	Paul/Lance Maska	Customer Refund	\$276.68
63465	Christopher L/Traci L Montgomery	Customer Refund	\$12.28
63466	Shirley I Myers Rev Trust	Customer Refund	\$9.92
63467	Cary/ Sandra Greenberg Family Trust	Customer Refund	\$17.13
63468	Marcucci Irrevocable Trust	Customer Refund	\$20.99
63469	William E/Linda Looper	Customer Refund	\$9.49
63470	Duncan S/Deanna L Wilson	Customer Refund	\$19.52
63471	Katz Family Trust	Customer Refund	\$86.97
63472	David A/Debra L Schoonbaert	Customer Refund	\$21.95
63473	Daniel C Sessoms	Customer Refund	\$95.90
63474	Theresa Setoudeh	Customer Refund	\$31.70
63475	Stephen/Fay Wassom	Customer Refund	\$23.72
63476	Deborah Roten	Customer Refund	\$386.28
63477	Annette A Clark	Customer Refund	\$187.75
63478	Harison Gross	Customer Refund	\$255.84
63479	Sean M Spagnoli	Customer Refund	\$32.91

63480	Harper Keely Investments LLC	Customer Refund	\$94.69
63481	Airgas USA, LLC	Supplies-Field	\$45.24
63482	Gloria Landscaping	Janitorial	\$475.00
63483	J4 Systems	Contract Services- Other	\$1,304.81
63484	Kaiser Foundation Health Plan, Inc	Health Insurance	\$16,907.64
63485	Liebert Cassidy Whitmore	Legal & Audit	\$1,866.00
63486	Rex Meurer	Water Conservation-Material/ Supplies	\$215.74
63487	Moonlight BPO	Contract Services- Bill Print	\$4,715.93
63488	Office Depot	Office Expense	\$41.99
63489	Pollardwater.com - East	Small Tools	\$861.73
63490	Red Wing Shoe Store	Small Tools	\$1,923.51
63491	Sophos Solutions	Contract Services- Other	\$2,800.00
63492	A. Teichert & Son, Inc.	Road Base	\$3,778.64
63493	Verizon Wireless	Telephone-Wireless	\$1,138.55
TOTAL			<u>\$654,194.80</u>

ACH	APRIL 2017	Contract Services- Other	\$88.94
ACH	APRIL 2017 GASB	PERS	\$26,741.84
ACH	APRIL 2017 S FEE	Contract Services- Other	\$845.20
ACH	APRIL 2017 S FEE	Bank Fee	\$1,976.90
ACH	APRIL 2017 WEB	Bank Fee	\$3,726.24
ACH	JUNE 2017 HEALTH WHA	Health Insurance	\$15,352.83
ACH	MAY 2017 PERS GASB	PERS	\$26,741.84
ACH	PERS 4/20/17 PDAY	PERS	\$15,749.75
ACH	PERS 5/4/17 PDAY	PERS	\$15,749.75
ACH	PERS 5/18/17 PDAY	PERS	\$15,749.75
ACH	VALIC 5/4/17 PDA	Deferred Compensation	\$2,642.50
ACH	VOYA 5/4/17PDAY	Deferred Compensation	\$25.00
ACH	APRIL 2017 FD	Bank Fee	\$262.66
ACH	APRIL 2017 PH	Bank Fee	\$249.26
ACH	VALIC 5/18/17 PDAY	Deferred Compensation	\$2,942.50
ACH	VOYA 5/18/17	Deferred Compensation	\$25.00
TOTAL			<u>\$128,869.96</u>

GRAND TOTAL			<u><u>\$783,064.76</u></u>
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June Checks Approved at June Board Meeting

63525	Airgas USA, LLC	Supplies-Field	\$10,349.86
63526	Best & Krieger	Legal & Audit	\$12,735.04
63528	SMUD	Utilities	\$13,004.62
63527	Ferguson Enterprises Inc	Material	\$13,157.65

63530	US Bank I.M.P.A.C. Government Services	June Agenda Item CC-9	\$16,594.35
63531	West Yost Associates	Contract Services- Engineering	\$17,238.25
63529	SWRCB	Dues & Subscriptions	\$46,457.05
63562	ACWA JPIA	Workers Comp Insurance	\$16,059.35
			\$145,596.17

Employee Recognitions—Twenty-five employees received recognition were recognized for attendance during April 2017, and outstanding customer service and quality of work during the month of May 2017. Directors were provided with a list of the employees and items for which each received recognition.

Long Rage Board Agenda was provided showing Directors upcoming items for future scheduled Board Meetings.

Project Management and Engineering Departmental Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of June 2017 by the Project Management and Engineering Department.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PROJECT 2030 Water Main Replacement Project	Engineering	Missy Pieri		Yes, 8/8/17 (Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Released RFP 4/7/17 - Mandatory Pre-proposal Meeting - 4/26/17 Proposals due May 26th. Award of contract anticipated for August 16th Board Meeting.
CAPITAL IMPROVEMENT PROJECT Corporation Yard Improvements - Phase 1	Engineering	Paul Dietrich		Yes, 5/16/17	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and	Released Notice Inviting Bids 6/1/17. Pre-bid Meeting 6/14/17. Bid Opening 6/28/17.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
						Efficiency Upgrades.	
CAPITAL IMPROVEMENT PROJECT Space Needs Operations Building Remodel Design	Engineering	Paul Dietrich	On-going	July or August	Yes	2017 Masterplan for office space requirements through 2040.	Reviewing Needs Assessment draft. Preparing scalable options with cost estimates and lists of pros and cons for each option.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, 5/16/17	No	2017 design and construction. Potholing complete.	Consultant finalizing easements for Rosa Vista Ave. Preparing 90% plans. NOE posted on 5/31/17.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Tamar Dawson	On-going	Yes, TBD	No	2017 design, 2018 construction. Received 60% plans.	60% plans reviewed & mark-ups completed. Determining schedule for pot-hole work.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	John Spinella	On-going	Yes, TBD	No	85% Complete	Private developer will complete work on the 47+ water services once the site work is done.
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	John Spinella	On-going	Yes, TBD	No	Pre-Con Meeting 12/1/16	Private developer completed building work then water improvements along Sunrise will be performed.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT Louis-Orlando Bus Transfer Point - Louis Ln at Orlando Ave	Engineering	John Spinella	On-going	Yes, TBD	No	Plans Signed 2/4/16	Preconstruction Meeting scheduled for 4/26/17. Water construction began 5/24/17. District crews replaced section of main.
PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 Lot Subdivision	Engineering	Missy Pieri	On-going	Yes, TBD	No	Signed 5/23/16 - Pre-con Meeting 3/27/17	Waiting for submittals and fee payment. Rough grading in progress.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	John Spinella	On-going	Yes, TBD	No	Plans Signed 6/8/16	Ribbon cutting was held on 5/23/17. GM Straus, District Engineer Pieri, and Assistant Engineer Dawson attended. Building pad grading complete.
PRIVATE DEVELOPMENT 3 Lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Missy Pieri	On-going	Yes, TBD	No	Plans Signed 11/14/16	

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT 7940 Patton Ave - Replace Existing Home	Engineering	Missy Pieri	On-going	Yes, TBD	No	Plans Signed 1/11/17	
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, TBD	No	200-300 unit development by Watt Communities	Working on a land swap agreement with the Mitchell Farms Well. Preparing Memorandum of Understanding for Board Consideration. 2nd plan submittal received and reviewed on 5/31/17.
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, TBD	No	Frontage Improvements along West Side of Sunrise from Sayonara to north and Storm Drain Improvements	Reviewing Plans from engineer. Need to mark-up plans. Waiting on pothole data from the City.
Annexation	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, TBD	No	Livoti Tract, Sacramento County, and Verne Tract Territory to SJWD	Strategic Planning Objective for 2018.
Annexation	Engineering	Missy Pieri	On-going	Yes, TBD	No	7311 Hickory Avenue - Property owner	Annexation was approved at the LAFCo hearing on

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
						annexing parcel into District to allow for water to be provided by CHWD	4/5/17. CHWD will need to prepare a resolution for the June Board Meeting.

Operations Departmental Report.

Operations Manager Gordon reported as follows:

A total of 181 work orders were performed during the month of June by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 90 samples, have met all California Department of Drinking Water (DDW) requirements.

2017 Water Supply – Purchased and Produced.

The District’s total water use during the month of May 2017 (1,138.73 acre-feet) was 29.0% below that of May 2013 (1,603.43 acre-feet).

Surface Water Supply Reliability

As of midnight on June 4, 2017, storage in Folsom Lake (Lake) was at 947,208 acre-feet, 97 percent of the total capacity of 977,000 acre-feet. This is about 116 percent of historical average for this date. This represents an increase in storage of 223,552 acre-feet in the past month.

The District’s total water use during the month of May 2017 (1,138.73 acre-feet) was 29.0 percent below that of May 2013 (1,603.43 acre-feet).

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

Water Efficiency Program Update

Water Efficiency Supervisor Meurer provided the Water Efficiency program updates below.

ACTIVITIES AND PROGRESS REPORT

Water Efficiency Program activities during the month of May 2017 include:

- 0 ultra-low-flush toilet (ULFT) rebates were processed for the month of May. A total of 38 ULFT rebates have been processed for a total of \$2,850.00 year to date.
- For the period of January-May, 11 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 11 HECW rebates were processed by SMUD for District customers.
- 46 water waste calls were received during the month of May. 0 reports of water waste were received through the CHWD’s Drought Resources web page. An additional 8 service requests were generated in-house by staff. A total of 28 contacts (mostly visits to customers’ homes and phone calls) have been completed based on these reports.
- On May 4th, JPIA trained District staff in the proper procedures while working in a confined space.
- On May 25th the District held a Respirator Protection Program class for staff. The class included training on equipment, a medical evaluation and respirator fit testing. 11 staff members were approved for the respirator program. The training was sponsored by JPIA.
- Two Ecolandscapes are scheduled for the month of June. The first class, titled “Getting The Best Yard With The Least Water”, will be held on Saturday, June 10th from 9am-12pm. The second class, titled “Designing Eco-Friendly Landscapes and Water Wise Irrigation Systems”, will be held on Saturday, June 24th from 9am-12pm. Both classes will be held at the Citrus Heights Community Center located at 6300 Fountain Square Drive C.H. CA 95621.
- The following table summarizes the R-GPCD values for CHWD to date:

Month	R-GPCD 2016	R-GPCD 2017	% CHANGE
January	80	75	-.06%
February	77	72	-.06%
March	77	80	.04%
April	107	87	-.19%
May	155	166	.07%
June	213		
July	237		
August	242		
September	189		
October	123		
November	85		
December	76		

Below is a recap of the region's overall water saving in April 2017 as compared to 2013.

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	Apr. 2017 Reduction	Jun. 2016 - Apr. 2017 Reduction
San Juan Water District	60.5%	27.1%
Orange Vale Water Company	50.8%	33.2%
Fair Oaks Water District	50.5%	28.9%
City of Woodland	49.9%	25.7%
El Dorado Irrigation District	47.7%	22.5%
Rancho Murieta CSD	47.3%	25.3%
Carmichael Water District	47.0%	27.0%
California American Water	46.7%	29.7%
Sacramento Suburban WD	45.4%	24.6%
City of West Sacramento	45.1%	25.2%
Citrus Heights Water District	44.1%	26.8%
Del Paso Manor Water District	43.7%	25.7%
City of Roseville	43.0%	25.4%
City of Davis	42.3%	24.1%
Rio Linda/Elverta CWD	41.7%	25.2%
City of Lincoln	41.6%	23.4%
Sacramento County Water Agency	41.1%	22.5%
Elk Grove Water District	40.7%	26.4%
City of Sacramento	40.4%	26.8%
Golden State Water Company	35.9%	21.6%
City of Yuba City	35.8%	24.9%
City of Folsom	34.8%	13.2%
Placer County Water Agency	33.7%	19.7%
Average	43.9%	25.0%
Minimum	33.7%	13.2%
Maximum	60.5%	33.2%

Resolution Granting Sewer Easement to Sacramento Area Sewer District

Project Manager Dietrich reported that sewer service for a portion of the CHWD Corporation Yard is provided by SASD through facilities installed adjacent to the southerly border of the site. An easement to SASD from CHWD is a requirement for receiving sewer service from SASD.

The Grant-of-Easement document, including legal description and plat map, have been prepared by Area West Engineers and reviewed by CHWD staff to facilitate granting of the easement.

The recommended action for this item was to adopt Resolution 05-2017 granting an easement to the Sacramento Area Sewer District (SASD) at the Citrus Heights Water District (CHWD) Corporation Yard.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 05-2017

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
APPROVING GRANTING AN EASEMENT
TO
SACRAMENTO AREA SEWER DISTRICT

WHEREAS, CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, is the owner of that certain property identified by Sacramento County Assessor's Parcel Number 243-0180-009, further known as a portion of the Citrus Heights Water District Corporation Yard, 6230 Sylvan Road; and

WHEREAS, CITRUS HEIGHTS WATER DISTRICT receives utility service to said property from the SACRAMENTO AREA SEWER DISTRICT; and

WHEREAS, the SACRAMENTO AREA SEWER DISTRICT has installed facilities over and upon said property for the purpose of providing utility service to CITRUS HEIGHTS WATER DISTRICT and others; and

WHEREAS, the SACRAMENTO AREA SEWER DISTRICT, as a requirement of providing service to said property, is requiring an easement across said property.

NOW THEREFORE BE IT RESOLVED that, for a valuable consideration, CITRUS HEIGHTS WATER DISTRICT does hereby approve the granting of an easement to the SACRAMENTO AREA SEWER DISTRICT over that certain real property situate in the City of Citrus Heights, County of Sacramento, State of California, particularly described as follows:

The South 21.00 feet of Parcel 3 as described in the Grant Deed to Citrus Heights Water District recorded in Book 20080613 of Official Records of Sacramento County, page 1361, State of California.

Said Parcel 3 being described as follows:

BEGINNING at a point from which the Southeast corner of Lot 4A as shown on the Official Plat of Citrus Heights Addition No. 3, filed in Book 12 of Maps, Map No. 2, in the Office of the County Recorder of Sacramento County, bears the following courses and distances: (1) South 00°25' West, 128.41 feet, to a point on the South line of said Lot 4A, said line also being on the centerline of

Greenback lane; and (2) East 210.5 feet, along said South line and said centerline; THENCE from said POINT OF BEGINNING West, 20.00 feet; THENCE North 00°25' East, 288.42 feet, to a point on the North line of said Lot 4A; THENCE East, 20.00 feet, along said North line; THENCE South 00°25' West, 288.42 feet, to the POINT OF BEGINNING.

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

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 13th day of June 2017, by the following vote, to wit:

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

SEAL

RAY RIEHLE, Vice President
Board of Directors
Citrus Heights Water District

ATTEST:

HILARY M. STRAUS, Secretary
Citrus Heights Water District

CERTIFICATION:

I, HILARY M. STRAUS, hereby certify and acknowledge that Resolution 05-2017 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 13th day of June 2017.

HILARY M. STRAUS, Secretary

Resolutions Accepting Lot Mergers at District Corporation Yard

Project Manager Dietrich reported that Citrus Heights Water District is currently preparing to undertake improvements to its Corporation Yard. The Corporation Yard currently consists of six (6) separate legal parcels. As part of the Corporation Yard Improvement project, Citrus Heights Water District wishes to merge these parcels into a single parcel.

The City of Citrus Heights processed the proposal administratively without City Council approval. However, it had to be done in two separate transactions because City policy only allows four parcels to be merged at once. Accordingly, if CHWD wishes to proceed, staff will record one application to merge four parcels (APN 243-0180-005, -006, -007 and -046) with the County of Sacramento. Once this merger is finalized, staff would file a second application to merge this new parcel with the remaining two (2) parcels (APN 243-180-009 and -011). The District's engineer consultant, Domenichelli & Associates, has prepared the necessary documents and worked with the City Engineer to prepare the necessary maps and process the applications.

To proceed, the Board of Directors must authorize staff to record the two (2) mergers of the six (6) parcels into a single parcel for the Corporation Yard Improvement project. Doing so will finalize the mergers and ensure that the Corporation Yard is a single legal parcel and not a collection of separate parcels.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 07-2017

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING PARCEL MERGERS AT THE CORPORATON YARD AT 6230 SYLVAN ROAD

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT) is the owner of four (4) certain real properties as follows:

- | | | |
|-------------|------------------|------------------|
| 1. Parcel 1 | 6209 Shuman Lane | APN 243-0180-005 |
| 2. Parcel 2 | 6221 Shuman Lane | APN 243-0180-006 |
| 3. Parcel 3 | 6210 Shuman Lane | APN 243-0180-007 |
| 4. Parcel 4 | 6230 Sylvan Road | APN 243-0180-046 |

WHEREAS, the DISTRICT herby determines that merging said four (4) parcels into a single parcel removes coexisting parcel lines and creates a uniform parcel; thus enabling a best use of the property.

NOW THEREFORE BE IT RESOLVED that, for a valuable consideration, CITRUS HEIGHTS WATER DISTRICT does hereby ACCEPT the merger of said four (4) parcels into a single parcel.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 13th day of June 2017, by the following vote, to wit:

AYES: Directors: Riehle and Dains
NOES: Directors:

ABSTAIN: Directors:
ABSENT: Directors: Sheehan

SEAL

RAY RIEHLE, Vice President
Board of Directors
Citrus Heights Water District

ATTEST:

HILARY M. STRAUS, Secretary
Citrus Heights Water District

CERTIFICATION:

I, HILARY M. STRAUS, hereby certify and acknowledge that Resolution 07-2017 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 13th day of June 2017.

HILARY M. STRAUS, Secretary
Citrus Heights Water District

**CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 08-2017**

**RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING PARCEL MERGERS AT CORPORATON YARD AT 6230 SYLVAN ROAD**

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT) is the owner of three (3) certain real properties as follows:

1. Parcel 1 6230 Sylvan Road APN 243-0180-005,006, 007, 046 (Previously Merged)
2. Parcel 2 Shuman Lane (Private Road) APN 243-0180-009
3. Parcel 3 6206 Shuman Lane APN 243-0180-011

WHEREAS, the DISTRICT herby determines that merging said three (3) parcels into a single parcel

removes coexisting parcel lines and creates a uniform parcel; thus enabling a best use of the property.

NOW THEREFORE BE IT RESOLVED that, for a valuable consideration, CITRUS HEIGHTS WATER DISTRICT does hereby ACCEPT the merger of said three (3) parcels into a single parcel.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 13th day of June 2017, by the following vote, to wit:

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

SEAL

RAY RIEHLE, Vice President
Board of Directors
Citrus Heights Water District

ATTEST:

HILARY M. STRAUS, Secretary
Citrus Heights Water District

CERTIFICATION:

I, HILARY M. STRAUS, hereby certify and acknowledge that Resolution 08-2017 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 13th day of June 2017.

HILARY M. STRAUS, Secretary
Citrus Heights Water District

Discussion and Possible Action to Approve On-Call Trucking Services Agreements with Rayce Wilson Trucking and Blue Jay Trucking, LLC

Operations Manager Gordon reported that the District's Operations work crews are involved in daily maintenance of the District's underground water infrastructure. This includes, but is not limited to, excavations in streets, driveways, parking lots, landscaped and unimproved areas for repair to and/or replacement work of the District's underground infrastructure. After the District repairs and/or

replaces the underground infrastructure, the District backfills the excavation using soil materials that are compliant with the standard of the District and the applicable municipal jurisdiction for excavation repair. The backfill soil materials (e.g., sand, crushed rock and aggregate base) are imported to the District's Corporation Yard by a contracted trucking company for as-needed use in the field. The field excavation spoils (e.g., asphalt, concrete, and excavated native soil) are hauled to the District's Corporation Yard by the District's crews for stockpiling. When the stockpiles of the excavated spoils reach a specific quantity, a contracted trucking company is utilized to remove the stockpiles for proper disposal.

The District's dump trucks are properly sized for the daily operations of small excavations sites such as fire hydrant installations and water service replacements. For larger ongoing excavations, it is more efficient to use larger dump trucks which consist of a truck and trailer(s). Use of the District's dump trucks requires a class "C" driver's license, which is the required license for anyone driving a 2-axle vehicle in California. In order to drive a larger dump truck and trailer, the driver must possess a class "A" license, which is not a requirement for any current full-time position at the District. Therefore, contracting out trucking services for use of large dump trucks to import and export materials to and from the District is essential.

The District issued a Request for Proposals for on-call trucking services on May 26, 2017. In response, six (6) sealed bids were received on June 6, 2017, at which time the proposals were opened and read publicly. The two apparent low bidders are Rayce Wilson Trucking of Fair Oaks, CA and Blue Jay Trucking, LLC of Sacramento, CA. Bids items and bid results are as follows:

Bid Item #	Bid Item Description	Est. # of Hours
1	Haul in materials w/transfer (5 axles)	300
2	Haul in materials w/ten (10) wheel	300
3	Haul out spoils w/transfer (5 axles)	275
4	Haul out spoils w/ten (10) wheel	275
5	End Dump	150

Name / Company	Item 1 (\$/HR)	Item 2 (\$/HR)	Item 3 (\$/HR)	Item 4 (\$/HR)	Item 5 (\$/HR)
Rayce Wilson Trucking	\$ 85.00	\$ 80.00	\$ 85.00	\$ 80.00	\$ 85.00
Blue Jay Trucking, LLC.	\$ 87.00	\$ 80.00	\$ 87.00	\$ 80.00	\$ 87.00
West Coast Water & Trucking, Inc.	\$ 94.00	\$ 89.00	\$ 94.00	\$ 89.00	\$ 94.00
Foothill Machine, Inc.	\$ 100.00	\$ 90.00	\$ 100.00	\$ 90.00	\$ 105.00
Bob's Trucking, Inc.	\$ 100.00	\$ 90.00	\$ 100.00	\$ 90.00	\$ 105.00
GR Trucking, Inc.	\$ 100.00	\$ 95.00	\$ 100.00	\$ 95.00	\$ 100.00

The District's previous cost for trucking services was \$95.00 per hour for a 5 or 10 axle truck and trailer(s). The current trucking service does not provide the use of an end dump for the disposal of spoils.

The timeline to perform trucking services for material import and export requires a quick response time. Based on this need, the District will issue the contracted company with a Notice to Proceed when trucking services are required. The contract then allows the contractor two days to respond to the Notice to Proceed. If the contractor does not respond or is unable to provide services, the District can then issue a Notice to Proceed to a back-up hauler. This expedited on-call service is to ensure that the District's Corporation Yard does not overflow with excavation spoils or lack materials for backfilling during a larger scale emergency or project. The District would like to enter into contract agreements with the two (2) lowest bidders in order to ensure redundancy and a quick response for a time sensitive issue. The District will provide the low bidder with a Notice to Proceed first, followed by the second.

The District is seeking to reduce the amount of continuous bidding for annual operations projects; therefore, the bidding on the project has an optional three (3) percent increase for Rayce Wilson Trucking and a zero (0) percent increase for Blue Jay Trucking, LLC on the bid items for the 24-months following the end of the initial contract term date of December 31, 2018.

The recommended action was to accept the proposal by Rayce Wilson Trucking and Blue Jay Trucking, LLC for on-call trucking services throughout the District service area. Authorize the General Manager to execute the accompanying agreements with Rayce Wilson Trucking and Blue Jay Trucking, LLC for hauling materials into and out of the District's Corporation Yard and project jobsites as necessary. Authorize the General Manager to utilize the contractors as necessary during the term of the agreements.

7311 Hickory Avenue Annexation

District Engineer Pieri reported that 7311 Hickory Avenue (Assessor's Parcel Number 257-0200-018-0000), located in Orangevale, was recently purchased and a new single family dwelling is being constructed on the 2.5 acres. The property is within the Sphere of Influence of the District, but has never been formally annexed to the District. Annexation Fees in the amount of \$3,715 have been paid to the District by the property developer. The annexation documents have been properly executed and approved by Sacramento LAFCo.

The recommended action was to adopt Resolution 06-2017 approving the annexation of 7311 Hickory Avenue in Orangevale to the Citrus Heights Water District.

ACTION: Director Dains moved and Director Riehle seconded a motion to accept the Consent Calendar.

The motion carried 2-0 with all Directors present voting yes.

PRESENTATIONS:

Presentation of Other Post Employment Benefits (OPEB) Study

An actuarial analysis of Other Post-Employment Benefits (OPEB) was performed for Citrus Heights Water District by Bartel Associates, LLC, a consulting actuary. OPEB principally involves retiree health care, but may also include life insurance, disability, legal and other services. The District participates in retiree health care benefits at this time. This analysis complies with Governmental Accounting Standards Board Statement 45 (GASB 45) related to liability for other post-employment benefits. John Bartel, Bartel Associates, LLC discussed the details of the results of the analysis and available for questions.

Following the presentation, the Board indicated that it would like to consider two pre-funding options, a twenty year pre-fund and a thirty year pre-fund option at the time the Board considers the 2018 budget.

Resolution Commending Robyn J. Evans for Service to the Citrus Heights Water District (A)

Administrative Services Manager Sohal reported that Senior Management Services Specialist Robyn J. Evans will be retiring from the District on June 30, 2017 after providing over 8 years of service to the District.

A Resolution acknowledging and commending Robyn's service is presented for the Board consideration.

The recommended action was to Adopt Resolution No. 09-2017 Commending Robyn J. Evans for her service to the District.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 09-2017
RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
COMMENDING ROBYN J. EVANS FOR OUTSTANDING SERVICE

WHEREAS, Robyn J. Evans began her career with Citrus Heights Water District as the Purchasing/Inventory Specialist on October 13, 2008; and

WHEREAS, Robyn J. Evans was further appointed to serve as the District's Senior Management Services Specialist on November 14, 2016; and

WHEREAS, Robyn J. Evans has been an outstanding leader of the District providing exceptional service and value to customers and employees through many noteworthy accomplishments such as significant enhancements to the District's purchasing and store room process, implementing technologies to meet customer and staff needs, and planning the efficient delivery of services while preparing for the future; and

WHEREAS, Robyn J. Evans's personal work ethic and dedication to fulfilling the mission of the District has earned her the respect of Directors, General Manager, co-workers, and customers, service providers and consultants that she has interacted with throughout her career with the District; and

WHEREAS, Robyn J. Evans is retiring from Citrus Heights Water District on June 30, 2017 with more than eight years of dedicated service.

THEREFORE BE IT RESOLVED that the Board of Directors of the Citrus Heights Water District does hereby commend Robyn J. Evans for her dedication and outstanding service to the Citrus Heights Water District, and extends best wishes for many years filled with happiness and good health during her retirement.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 13th day of June, 2017 by the following vote, to-wit:

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

RAY RIEHLE, Vice President
Board of Directors
Citrus Heights Water District

ATTEST:

SEAL

Hilary M. Straus, General Manager/Secretary

ACTION: Director Dains moved and Director Riehle seconded a motion approving Resolution 09-2017.

The motion carried 2-0 with all Directors present voting yes.

BUSINESS:

Audited Financial Report for Year Ended December 31, 2016 (A)

Senior Accountant Preciado reported that accompanying the staff report are the Audited Financial Statements of the District for the year ending December 31, 2016. The Audit was conducted by Maze and Associates, an Accountancy Corporation of Pleasant Hill, California. This is the second year of a five-year engagement for financial auditing services with Maze & Associates.

The Financial Statements include the following sections:

- Independent Auditor's Report
- Management Discussion and Analysis
- Basic Financial Statements

The Financial Statements summarize the financial activity in the previous year, as well as the net position of the District at December 31, 2016 and provides a narrative explanation in the Management Discussion and Analysis of significant policies, events, and activities from the past year. As valuable historical information, these documents are used to identify and track revenue and expenditure trends, evaluate past actions and decisions, and to develop budgets and make future plans and decisions.

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

As mentioned in the Management and Discussion Analysis, following are the financial highlights of 2016:

- The District's assets exceeded its liabilities at the end of 2016 by \$59,651,741 as compared to \$55,862,679 in 2015;
- District's Assets in 2016 totaled \$69,686,423 and \$66,958,041 in 2015, or an increase of \$2,728,382; due mainly to increased capital improvement;
- Liabilities in 2016 amounted to \$9,574,888 and \$10,265,741 in 2015, a decrease of \$690,853;
- Unrestricted net position in 2016 was \$6,782,716 and \$4,434,324 in 2015;
- Net Income in 2016 was \$3,789,062 and \$3,690,618 in 2015.

ACTION: Director Dains moved and Director Riehle seconded a motion to approve the Audited Financial Statements and for the Year Ended December 31, 2016, and authorize staff to submit the completed Audit Report to the State Controller's Office.

The motion carried 2-0 with all Directors present voting yes.

Discussion and Possible Action to Approve On-Call Pavement Restoration with Central Valley Engineering & Asphalt (A)

Operations Manager Gordon reported that the District's Operations work crews are involved in daily maintenance of the District's underground water infrastructure. This includes, but is not limited to,

streets, driveways and parking lot excavations for repair to and/or replacement work of the District's underground infrastructure. After the District repairs and/or replaces the underground infrastructure within a paved area, a contractor hired by the District will follow up with pavement restoration as necessary. The District does not have the equipment or the qualified staff to restore the pavement on an as-needed basis; therefore, contracting out pavement restoration work is necessary.

Based on history, the quantities of the patch pavement repair needed varies between 1,000 and 3,000 SF during any two (2) month period. The quantities of the pipeline pavement repair varies by job, but will typically vary between 4,000 and 7,000 SF, per main replacement project. The District is located within the City of Citrus Heights, Sacramento County, Placer County, and the City of Roseville. The scope of work requires the contractor to comply with the requirements set forth by each jurisdictional inspector, as well as a District inspector.

The District issued a Request for Proposal for on-call pavement restoration service on May 25, 2017. In response, two (2) sealed bids were received on June 6, 2017, at which time the proposals were opened and read publicly. The apparent low bidder is Central Valley Engineering & Asphalt, Inc. of Roseville, CA. Bids received are as follows:

Bidder	Patch Paving Restoration		Pipeline Trench Paving Restoration		Total
	\$/SF	\$/15,000SF	\$/SF	\$/15,000 SF	
1. Central Valley Engineering & Asphalt, Inc.	\$10.75	\$161,250.00	\$10.75	\$161,250.00	\$322,500.00
2. California Pavement Maintenance Company, Inc.	\$21.90	\$328,500.00	\$18.90	\$283,500.00	\$612,000.00

The District's previous contract amount for on-call pavement restoration was \$12.59 per SF for patch paving restoration.

The District is seeking to reduce the amount of continuous bidding for annual operations projects; therefore, the bidding on the project has an optional five (5) percent increase on the bid items for the 24-months following the end of the initial contract term date of December 31, 2018. The use of the optional increase and extension of the contract will follow with a new payment and performance bond by the contractor.

ACTION: Director Dains moved and Director Riehle seconded a motion to approve accept the proposal by Central Valley Engineering & Asphalt, Inc. for on-call pavement restoration services throughout the District service area. The Board also authorized the General Manager to execute the accompanying agreement with Central Valley Engineering & Asphalt, Inc. for on-call pavement restoration services and authorized the General Manager to utilize the contractor as necessary during the term of the agreement.

The motion carried 2-0 with all Directors present voting yes.

The Board meeting recessed at 9:08 PM.

The Board meeting reconvened at 9:15 PM.

CONSULTANTS' AND LEGAL COUNSEL REPORTS (I):

None.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

Regional Water Authority (Dains, Straus)

No Report.

Sacramento Groundwater Authority (Sheehan)

Board Member Dains reported that SGA staff provided an overview of area monitoring wells, showing that regional groundwater levels are rising. Also, there is concern about the GSA governance in that rural interests could end up outvoting urban interests. We need to monitor this process closely.

San Juan Water District

No Report.

ACWA Joint Powers Insurance Authority (Straus)

No report.

Sacramento Local Agency Formation Commission

Board Member Riehle reported that there is a proposal to simplify the dissolution of inactive special districts. No definition of "inactive districts" was provided. There was also a discussion about possible park district mergers.

City of Citrus Heights

District Engineering Pieri reported that she and Assistant Engineer Dawson attended the most recent coordination meeting with the City. Mitchell Farms with 261 residential units is proposed, and going through the Environmental Review process. The old Logan's restaurant will be redeveloped. The City's 20th Anniversary Block Party was well attended.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

No Report.

Water Efficiency Supervisor Meurer reported that there was a roundtable discussion with meeting attendees. San Juan Water District General Manager Paul Helliker was scheduled to provide a presentation, but was not able to attend the meeting.

RWA Lobbying Program Update (Gordon/Meurer).

Water Efficiency Supervisor Meurer provided an update on ABs 1668 & 1669. Trailer bills are still under consideration as the Brown Administration is still pushing water conservation legislation

through that process. The Brown Administration is currently in discussion with three water agencies and the with the water conservation community. Budget trailer bills also include mandatory state requirements for water efficiency, taking away local control. The trailer bills are the wild card. CHWD's lobbying update report will be distributed on the third Wednesday of the month.

Other Reports:

MANAGEMENT SERVICES REPORTS

Meter Replacement Study Update

Water Efficiency Supervisor Meurer provided an overview of the Request for Proposals developed to date of the Meter Replacement Study. CHWD is taking the lead to reach out to potential partner water agencies to participate in the meter replacement study, and staff will report back to the Board regularly on outreach efforts and efforts to develop and coordinate a multi-agency study.

CORRESPONDENCE:

None.

The Board adjourned to a recess at 8:28 PM.

The Board reconvened at 8:35 PM and adjourned into Closed Session.

CLOSED SESSION:

Reportable Action: The Board provided an authorization to staff concerning the rental of land at Property: APN 224-0162-006

The Board reconvened into open session at 9:10 PM.

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 9:10 PM.

APPROVED:

HILARY M. STRAUS
Secretary
Citrus Heights Water District

RAY RIEHLE, Vice President
Board of Directors
Citrus Heights Water District

JUNE 2017

2017 REVENUE ANALYSIS

Outstanding Recievables

Aged Trial Balance					
Total,	Current	31-90	91-150	>150	Unapplied Current
818,342	608,737	100,045	4,700	203,261	(98,401)

General Ledger Balance	Total
Outstanding A/R	908,993
Outstanding Liens	0.00
Outstanding Grants	1,247
Less Unapplied Payments	(97,860)
Total	\$ 812,380

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
June 30, 2017**

Board Of Directors
Citrus Heights Water District

Assessor/Collector Roll Adjustment		
June-17		
	Dollar	Count
DEFAULT		
One-Time Courtesy	\$ 103.47	23
DEFAULT Total	\$ 103.47	23
Grand Total	\$ 103.47	23

Pursuant to Policy No. 7315 the following charges have been cancelled.

Reason For Cancellation	Charge Type	Amount
One-Time Courtesy	DEFAULT	4.06
One-Time Courtesy	DEFAULT	3.81
One-Time Courtesy	DEFAULT	3.81
One-Time Courtesy	DEFAULT	4.75
One-Time Courtesy	DEFAULT	3.53
One-Time Courtesy	DEFAULT	5.39
One-Time Courtesy	DEFAULT	5.82
One-Time Courtesy	DEFAULT	8.30
One-Time Courtesy	DEFAULT	4.70
One-Time Courtesy	DEFAULT	4.65
One-Time Courtesy	DEFAULT	4.60
One-Time Courtesy	DEFAULT	4.65
One-Time Courtesy	DEFAULT	3.66
One-Time Courtesy	DEFAULT	2.87
One-Time Courtesy	DEFAULT	3.96
One-Time Courtesy	DEFAULT	3.86
One-Time Courtesy	DEFAULT	4.42
One-Time Courtesy	DEFAULT	4.16
One-Time Courtesy	DEFAULT	2.38
One-Time Courtesy	DEFAULT	4.65
One-Time Courtesy	DEFAULT	7.27
One-Time Courtesy	DEFAULT	4.11
One-Time Courtesy	DEFAULT	4.06
		<u>\$ 103.47</u>

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT
Month of June 2017**

Bank of the West			
Beginning Balance			\$3,953,561
RECEIPTS:		1,236,097	
DISBURSEMENTS:			
Checks Issued / ACH Payments	387,293		
Payroll	252,712		
Returned Checks	881		
		640,886	595,212
Bank of the West			
Balance per Bank June 30, 2017			4,548,772
Outstanding Checks			(44,777)
Deposit in Transit			15,232
Balance Per Books June 30, 2017			\$4,519,227

RECONCILEMENT:			
Bank of the West			\$4,519,227
Local Agency Investment Fund			6,079,750
COP Reserve Account			533,984
Money Mkt Activity Account			530,515
TOTAL BALANCE			\$11,663,477

CASH & INVESTMENT SUMMARY:			
Bank of the West (General Account)			\$4,519,227
Local Agency Investment Fund			6,079,750
COP 2010 Reserve Account			533,984
Money Mkt Activity Account			530,515
Total			\$11,663,477

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.78%	11,631.42	4/14/2017

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.



SUSAN K. SOHAL, Treasurer



HILARY M. STRAUS, Secretary

TREASURER'S REPORT OF FUND BALANCES
June 30, 2017

	Beginning Balance 01/01/2017	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 06/30/2017	2017 Target Balance per Policy
Operating Fund	\$ 3,040,083	\$ 26,451,778	\$ (27,422,201)	\$ 1,236,097	\$ (640,886)	\$ 2,664,871	\$1,600,000
Operating Reserve	\$ 1,912,263	\$ 3,420,802	\$ (1,200,000)			\$ 4,133,065	N/A
Rate Stabilization Fund	\$ 634,000	\$ 100,000				\$ 734,000	\$1,000,000
Depreciation Reserve	\$ 808,169		\$ (808,169)			\$ -	N/A
Capital Improvement Reserve	\$ 845,856	\$ 8,449,538	\$ (7,641,369)			\$ 1,654,025	\$3,270,756
Restricted for Debt Service	\$ 536,963					\$ 536,963	N/A
Water Supply Reserve	\$ -	\$ 100,000				\$ 100,000	N/A
Water Efficiency Reserve	\$ -	\$ 75,000				\$ 75,000	\$200,000
Water Meter Replacement Reserve	\$ -	\$ 725,000				\$ 725,000	N/A
Fleet Equipment Reserve	\$ 291,569	\$ 200,000	\$ (141,500)			\$ 350,069	\$296,708
Employment-Related Benefits Reserve	\$ 396,310	\$ 120,000	\$ (293,082)			\$ 223,229	\$864,229
	<u>\$ 8,465,213</u>	<u>\$ 39,642,118</u>	<u>\$ (37,506,320)</u>	<u>\$ 1,236,097</u>	<u>\$ (640,886)</u>	<u>\$ 11,196,222</u>	


SUSAN K. SOHAL, Treasurer

TREASURER'S REPORT OF FUND BALANCES
June 30, 2017

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,236,097.00	from funds collected in May 17 per Treasurer's Report
	<u>\$ (640,886.00)</u>	disbursements made in May 2017 per Treasurer's Report
	<u><u>\$ 595,211.00</u></u>	

Citrus Heights Water District
Budget Performance Report
As of 6/30/2017

	June Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance Amount	YTD Variance Percent	Annual Budget
Revenues						
Metered Service Charges	\$643,222.23	\$4,285,891.90	\$4,293,293.40	(\$7,401.50)	-0.17%	\$8,377,902.51
Metered Water Deliveries	317,818.82	1,390,668.05	1,560,556.93	(169,888.88)	-10.89%	4,463,092.68
Penalties	16,210.16	88,187.71	71,024.90	17,162.81	24.16%	150,000.00
Interest		12,114.24		12,114.24	0.00%	
New Account, Fire & Backflow Fees	17,373.00	79,955.40	70,061.94	9,893.46	14.12%	140,179.96
Water Service Install & S&R	4,219.00	6,541.68	8,701.02	(2,159.34)	-24.82%	17,409.00
Miscellaneous *	9,314.92	329,061.41	60,230.88	268,830.53	446.33%	120,509.97
Income - Wheeling Water		3,058.71	1,999.20	1,059.51	53.00%	4,000.00
Income - Connection Fees	6,948.00	9,796.00	13,307.70	(3,511.70)	-26.39%	26,626.05
Total Revenue	1,015,106.13	6,205,275.10	6,079,175.97	126,099.13	2.07%	13,299,720.17
*includes Assessments, Inclusions, Back Charges, Capacity Fee and other Miscellaneous Revenue Sources						
Operating Expenses						
Water Demand Management						
Water Demand Management - Postage			2,499.00	(2,499.00)	-100.00%	5,000.00
Water Demand Management - Printing	124.66	124.66	10,495.80	(10,371.14)	-98.81%	21,000.00
Water Demand Management - Materials and Supplies	314.34	3,906.25	7,247.10	(3,340.85)	-46.10%	14,500.00
Water Demand Management - Contract Services	13,136.60	32,819.53	179,828.04	(147,008.51)	-81.75%	359,800.00
Water Demand Management - Other	2,548.70	8,876.22	6,959.70	1,916.52	27.54%	13,924.97
Water Demand Management - Incentive Programs	2,100.00	4,950.00	9,836.04	(4,886.04)	-49.67%	19,679.96
Total Water Demand Management	18,224.30	50,676.66	216,865.68	(166,189.02)	-76.63%	433,904.93
Operations						
Purchased Water		1,010,829.66	1,425,123.24	(414,293.58)	-29.07%	2,851,387.03
Cooperative Transmission Pipeline Maintenance			2,499.00	(2,499.00)	-100.00%	5,000.00
Power to Wells	10,212.52	63,861.62	101,801.28	(37,939.66)	-37.27%	203,684.03
Wells - Repair / Maintenance		4,040.90	12,345.06	(8,304.16)	-67.27%	24,700.00
Water Quality Analysis	1,624.00	9,645.00	12,261.12	(2,616.12)	-21.34%	24,532.05
Field Miscellaneous - Dump Fees	2,409.26	2,665.11	1,999.20	665.91	33.31%	4,000.00
Small Tools - Field	2,501.64	25,255.05	19,992.00	5,263.05	26.33%	40,000.00
Supplies - Field	2,442.18	12,336.70	12,495.00	(158.30)	-1.27%	25,000.00
Materials	12,602.65	82,522.39	9,996.00	72,526.39	725.55%	20,000.00
Materials - CIP Contra		(100,931.03)		(100,931.03)	0.00%	
Roadbase	1,406.18	16,403.81	12,495.00	3,908.81	31.28%	25,000.00
Maintenance Agreements - Equipment	572.00	3,096.63	5,097.96	(2,001.33)	-39.26%	10,200.00
Maintenance Agreements - Software	2,069.30	113,114.98	64,789.86	48,325.12	74.59%	129,631.57
Repair - Fleet Equipment	5,242.83	22,217.52	27,489.00	(5,271.48)	-19.18%	55,000.00
Repair - Tools and Equipment	7,337.00	8,882.34	7,497.00	1,385.34	18.48%	15,000.00
Gas and Oil	3,232.23	17,959.46	25,489.80	(7,530.34)	-29.54%	51,000.00
Equipment Rental - Field	114.30	795.30	4,998.00	(4,202.70)	-84.09%	10,000.00
Equipment Rental & Maint - Office & Building Equip	373.16	6,390.44	7,068.18	(677.74)	-9.59%	14,142.02
Equipment CIP Contra Account		(168,683.38)		(168,683.38)	0.00%	
Permit Fee - Inspection Fees	200.09	338.11		338.11	0.00%	

Citrus Heights Water District
Budget Performance Report
As of 6/30/2017

	June	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Permit Fee - Air Quality / Haz Mat		6,982.50	3,098.76	3,883.74	125.33%	6,200.00
Permit Fee - State Water Resources Control Board		52,790.57	13,994.40	38,796.17	277.23%	28,000.00
Permit Fee - Encroachment Permits		4,098.00	21,991.20	(17,893.20)	-81.37%	44,000.00
	<u>52,339.34</u>	<u>1,194,611.68</u>	<u>1,792,521.06</u>	<u>(597,909.38)</u>	<u>-33.36%</u>	<u>3,586,476.70</u>
Professional & Contract Services						
Professional / Contract Services - Engineering	129.04	1,881.04	109,956.00	(108,074.96)	-98.29%	220,000.00
Professional / Contract Services - Temporary Labor		236.25	24,990.00	(24,753.75)	-99.05%	50,000.00
Professional / Contract Services - Wells			9,996.00	(9,996.00)	-100.00%	20,000.00
Professional / Contract Services - Office Labor			7,497.00	(7,497.00)	-100.00%	15,000.00
Professional / Contract Services - Meter Reading	6,274.68	52,569.66	56,137.56	(3,567.90)	-6.36%	112,320.04
Professional / Contract Services - Bill Print / Mail	2,678.27	15,028.97	14,994.00	34.97	0.23%	30,000.00
Professional / Contract Services - Financial	2,854.20	21,154.20	22,491.00	(1,336.80)	-5.94%	45,000.00
Professional / Contract Services - Other	10,498.47	83,660.61	60,855.66	22,804.95	37.47%	121,760.02
Contract Services - Concrete			3,998.40	(3,998.40)	-100.00%	8,000.00
Contract Services - Misc Field / O&M	4,810.00	20,993.75	18,992.40	2,001.35	10.54%	38,000.00
Contract Services - Office Repairs / Maint.		91.38	1,999.20	(1,907.82)	-95.43%	4,000.00
Contract Services - Paving		5,086.34	4,498.20	588.14	13.08%	9,000.00
	<u>27,244.66</u>	<u>200,702.20</u>	<u>336,405.42</u>	<u>(135,703.22)</u>	<u>-40.34%</u>	<u>673,080.06</u>
Administrative & General Services						
Janitorial	1,083.00	6,900.93	8,249.22	(1,348.29)	-16.34%	16,505.04
Bank Fees	7,639.51	35,784.36	34,986.00	798.36	2.28%	70,000.00
Office Expense	1,539.06	7,659.53	8,496.60	(837.07)	-9.85%	17,000.00
Small Office Equipment	872.35	3,707.44	3,998.40	(290.96)	-7.28%	8,000.00
Dues & Subscriptions	1,718.33	93,930.06	66,041.10	27,888.96	42.23%	132,135.05
Postage	11,653.23	65,442.22	59,476.20	5,966.02	10.03%	119,000.00
Printing	2,201.69	2,655.30	6,997.20	(4,341.90)	-62.05%	14,000.00
Telephone - Wireless	1,498.39	7,381.63	9,116.34	(1,734.71)	-19.03%	18,239.98
Telephone - Local / Long Distance	1,773.78	9,257.17	11,345.46	(2,088.29)	-18.41%	22,700.00
Telephone - Answering Service	198.69	956.38	1,249.50	(293.12)	-23.46%	2,500.00
Utilities	1,459.23	9,013.80	10,345.86	(1,332.06)	-12.88%	20,700.00
Legal & Audit	14,912.22	82,081.07	46,981.20	35,099.87	74.71%	94,000.00
Continued Education	1,597.10	20,610.29	35,695.74	(15,085.45)	-42.26%	71,420.04
Publication Notices		1,016.57	749.70	266.87	35.60%	1,500.00
Office Misc - District Events	292.65	1,138.05	2,843.88	(1,705.83)	-59.98%	5,690.03
Office Misc - Meeting Accomodations	618.54	4,277.68	3,498.60	779.08	22.27%	7,000.00
Office Misc - Other	101.43	1,558.94	1,099.56	459.38	41.78%	2,200.00
Office Misc - Milestone Events	1,919.33	2,137.03	2,748.90	(611.87)	-22.26%	5,500.00
Computer Software			1,849.26	(1,849.26)	-100.00%	3,700.00
	<u>51,078.53</u>	<u>355,508.45</u>	<u>315,768.72</u>	<u>39,739.73</u>	<u>12.59%</u>	<u>631,790.14</u>
Administration Other						
Election Expense		250.00		250.00	0.00%	
Directors Meeting Compensation	870.00	8,120.00	10,000.98	(1,880.98)	-18.81%	20,009.97
Retiree Healthcare Benefit		20,375.52	24,640.32	(4,264.80)	-17.31%	49,300.36
	<u>870.00</u>	<u>28,745.52</u>	<u>34,641.30</u>	<u>(5,895.78)</u>	<u>-17.02%</u>	<u>69,310.33</u>
Salary and Benefits						

Citrus Heights Water District
Budget Performance Report
As of 6/30/2017

	June	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Salary - Office (6 authorized positions)	49,182.41	306,920.24	282,337.68	24,582.56	8.71%	564,901.32
Salary - Water Demand Management (2 authorized positions)	14,030.88	89,372.92	93,508.14	(4,135.22)	-4.42%	187,091.12
Salary - Field / O&M (15 authorized positions)	94,304.52	605,291.05	644,231.52	(38,940.47)	-6.04%	1,288,978.63
Salary - Proj Mgmt & Engineering	22,204.82	155,343.13	204,288.18	(48,945.05)	-23.96%	408,739.85
Standby Duty	1,380.00	8,655.00	8,966.40	(311.40)	-3.47%	17,939.98
Employee Benefit - Vision Insurance		4,547.74	4,516.20	31.54	0.70%	9,036.01
Employee Benefit - Dental Insurance		19,566.93	18,592.56	974.37	5.24%	37,200.00
Employee Benefit - Health Insurance	32,691.28	220,069.48	194,782.08	25,287.40	12.98%	389,720.04
Employee Benefit - PERS Retirement	17,037.77	95,311.74	295,234.38	(199,922.64)	-67.72%	590,705.04
Employee Benefit - Social Security	19,448.12	82,084.89	90,066.48	(7,981.59)	-8.86%	180,205.04
Employee Benefit - Medicare	4,548.40	19,197.50	21,063.96	(1,866.46)	-8.86%	42,144.77
Employee Benefit - Unemployment Insurance	156.84	4,728.74	4,198.32	530.42	12.63%	8,400.00
Employee Benefit - Health Insurance Reimbursement	988.55	11,453.23	14,994.00	(3,540.77)	-23.61%	30,000.00
Employee Benefit - COBRA Insurance		10,517.62		10,517.62	0.00%	
Employee Benefit - CA Emp Training	6.53	197.04		197.04	0.00%	
GASB 68 - Pension Expense		106,967.36		106,967.36	0.00%	
Employee Salary and Benefits - Allocation to CIP		(252,231.73)	(274,890.00)	22,658.27	-8.24%	(550,000.00)
	255,980.12	1,487,992.88	1,601,889.90	(113,897.02)	-7.11%	3,205,061.80
Insurance						
Insurance - Liability & Comprehensive		28,204.17	37,485.00	(9,280.83)	-24.76%	75,000.00
Insurance - Disability & Life	(43.59)	17,771.61	17,356.26	415.35	2.39%	34,726.41
Insurance - Workers Compensation	16,059.35	16,059.35	27,148.44	(11,089.09)	-40.85%	54,318.61
	16,015.76	62,035.13	81,989.70	(19,954.57)	-24.34%	164,045.02
Debt-Related Expense						
Bad Debt Expense		37.97	2,499.00	(2,461.03)	-98.48%	5,000.00
Debt Service - COP Series 2010		20,511.84	283,586.52	(263,074.68)	-92.77%	567,400.00
Debt Service - COP Series 2012		7,778.90		7,778.90	0.00%	
CSM Deposit Interest Expense		238.56		238.56	0.00%	
		28,567.27	286,085.52	(257,518.25)	-90.01%	572,400.00
Total Operating Expenses	421,752.71	3,408,839.79	4,666,167.30	(1,257,327.51)	-26.95%	9,336,068.98
Net Income / (Expense)	593,353.42	2,796,435.31	1,413,008.67	1,383,426.64	97.91%	3,963,651.19

Project Number	Project Name	BUDGET				COMMITMENTS	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Expenditures to 12/2016	Remaining Budget	2017 Budget	Open Commitments	Month to Date	Year to Date	Project to Date	2018 Forecast
C15-102	Corporation Yard Improvements	\$1,385,688	\$83,095	\$1,302,593	\$1,276,188	\$0	\$44,280	\$131,602	\$214,697	
C15-130	Poplar Ave 14 Trans Main	\$112,335	\$25,807	\$86,528	\$86,528	\$0	\$0	\$0	\$25,807	
C15-133	Higland Ave and Rosa Vista	\$396,487	\$8,777	\$387,710	\$364,910	\$0	\$2,813	\$22,141	\$30,918	
C15-137	C-Bar-C Pressure Control	\$850,000	\$0	\$850,000	\$300,000	\$0	\$0	\$0	\$0	\$550,000
C16-131	Wind Way and Longwood Way	\$327,158	\$0	\$327,158	\$22,004	\$0	\$0	\$242	\$242	\$305,154
C16-134	Auburn Blvd-Rusch Park Placer	\$166,357	\$0	\$166,357	\$8,477	\$0	\$0	\$0	\$0	\$157,880
C16-142	Sunrise Bl Streetscape Ph 2	\$50,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	
Construction in Progress		\$3,288,025	\$117,679	\$3,170,346	\$2,108,107	\$0	\$47,092	\$153,985	\$271,663	\$1,013,034
C17-010	Water Main Replacements	\$63,000	\$0	\$63,000	\$63,000	\$0	\$6,241	\$8,622	\$8,622	
C17-011	Water Valve Replacements	\$140,000	\$0	\$140,000	\$140,000	\$0	\$0	\$28,313	\$28,313	
C17-012	Water Service Replacements	\$550,000	\$0	\$550,000	\$550,000	\$0	\$46,947	\$440,961	\$440,961	
C17-013	Water Meter Replacements	\$100,000	\$0	\$100,000	\$100,000	\$0	\$1,525	\$64,066	\$64,066	
C17-014	Fire Hydrants	\$135,000	\$0	\$135,000	\$135,000	\$0	\$4,219	\$88,020	\$88,020	
Annual Infrastructure		\$988,000	\$0	\$988,000	\$988,000	\$0	\$58,932	\$629,981	\$629,981	
C15-104	Technology HW & SW Improvement	\$0	\$30,590	(\$30,590)		\$0	\$0	\$0	\$30,590	
C15-104A	Billing/Finance Software	\$500,000	\$0	\$500,000	\$450,000	\$0	\$0	\$0	\$0	\$50,000
C15-104B	Document Management System	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
C17-003	Fleet/Field Operations Equip	\$287,500	\$0	\$287,500	\$287,500	\$0	\$3,928	\$122,706	\$122,706	
C17-003A	1/2 Ton Pickup Unit 14	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
C17-004	Technology Hardware/Software	\$0	\$0	\$0	\$0	\$0	\$2,410	\$39,037	\$39,037	
C17-004A	Server Upgrade	\$100,000	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0	
C17-004B	Workstation Replacements	\$20,000	\$0	\$20,000	\$20,000	\$0	\$0	\$0	\$0	
C17-004C	Hydraulic Model	\$42,000	\$0	\$42,000	\$42,000	\$0	\$0	\$0	\$0	
Fleet and Equipment		\$1,199,500	\$30,590	\$1,168,910	\$899,500	\$0	\$6,338	\$161,743	\$192,332	\$300,000

Project Number	Project Name	BUDGET				COMMITMENTS	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Expenditures to 12/2016	Remaining Budget	2017 Budget	Open Commitments	Month to Date	Year to Date	Project to Date	2018 Forecast
C15-101	Fairway 12" & 8" Intertie	\$19,690	\$0	\$19,690	\$19,690	\$0	\$0	\$0	\$0	
C15-109	Blossom Hill Way 6" & 10" Inte	\$22,015	\$0	\$22,015	\$22,015	\$0	\$0	\$0	\$0	
C15-110	Crestmont Ave 6" Intertie	\$19,980	\$0	\$19,980	\$19,980	\$0	\$0	\$0	\$0	
C15-131	Baird Way 12in Main	\$510,337	\$24,038	\$486,299	\$469,995	\$0	\$20,591	\$36,438	\$60,476	
C15-132	Graham Cir and Circuit Dr	\$570,984	\$0	\$570,984	\$46,936	\$0	\$3,750	\$16,750	\$16,750	\$524,048
C17-100	24in Oak at C-Bar-C to Arcade	\$2,100,000	\$0	\$2,100,000	\$100,000	\$0	\$0	\$0	\$0	\$500,000
C17-101	Pleasant View Dr-Oak to Poppy	\$499,231	\$0	\$499,231	\$39,101	\$0	\$0	\$0	\$0	\$460,130
C17-102	Michigan Dr - Sunrise to West	\$249,258	\$0	\$249,258	\$18,255	\$0	\$0	\$0	\$0	\$231,005
Water Mains		\$3,991,495	\$24,038	\$3,967,457	\$735,972	\$0	\$24,341	\$53,188	\$77,226	\$1,715,183
C17-005	Facilities Improvements	\$75,000	\$0	\$75,000	\$75,000	\$0	\$0	\$1,724	\$1,724	
C17-040	Other City Partnerships	\$50,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	
C17-041	Other Infrastructure Projects	\$50,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	
C17-103	Operations Building Remodel	\$1,475,000	\$0	\$1,475,000	\$175,000	\$0	\$5,250	\$10,500	\$10,500	\$1,300,000
Miscellaneous Projects		\$1,650,000	\$0	\$1,650,000	\$350,000	\$0	\$5,250	\$12,224	\$12,224	\$1,300,000
C17-020	Groundwater Well Improvements	\$115,000	\$0	\$115,000	\$115,000	\$0	\$0	\$0	\$0	
C17-104	Groundwater Well Property Acq	\$890,000	\$3,550	\$886,450	\$740,000	\$0	\$1,200	\$1,200	\$4,750	
Wells		\$1,005,000	\$3,550	\$1,001,450	\$855,000	\$0	\$1,200	\$1,200	\$4,750	
Grand Totals:		\$12,122,020	\$175,856	\$11,946,164	\$5,936,579	\$0	\$143,154	\$1,012,320	\$1,188,177	\$4,328,217

JUNE 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63494	Gail L Thompson	Customer Refund	\$199.92
63495	Emily/William Craig	Customer Refund	\$324.78
63496	Gary D/Gwendolyn F Taft	Customer Refund	\$83.45
63497	Peter Lowell Prince Trust	Customer Refund	\$45.35
63498	Ronald W McManus Revocable Trust	Customer Refund	\$66.62
63499	Elizabeth J Gray	Customer Refund	\$323.00
63500	Daniel D/Nicole E Gray	Customer Refund	\$10.95
63501	Newpoint Realty	Customer Refund	\$127.77
63502	Myrna McAlpin	Customer Refund	\$18.39
63503	Andrea Bouwer	Customer Refund	\$611.58
63504	ABA DABA Rentals & Sales	Supplies-Field	\$114.86
63505	Alexander's Contract Services	Contract Services-Meter Read	\$5,070.92
63506	AnswerNet	Telephone- Answering Service	\$236.62
63507	Bart/Riebes Auto Parts	Repair-Trucks	\$273.69
63508	BSK Associates	Water Analysis	\$972.00
63509	Burketts	Office Expense	\$92.50
63510	Chris Castruita	Continued Education	\$99.57
63511	Robin Cope	Health Insurance	\$412.00
63512	County of Sacramento - Clerk	Publication Notices	\$40.00
63513	Cybex	Equipment Rental-Office	\$149.21
63514	Global Machinery West	Fixed Assets	\$222.10
63515	Integrity Administrators Inc	Health Insurance	\$303.25
63516	J4 Systems	Contract Services-Other	\$1,516.25
63517	Moonlight BPO	Contract Services-Bill Print	\$4,770.78
63518	Public Agency Risk Management Assoc	Dues & Subscriptions	\$150.00
63519	Les Schwab Tires	Repair-Trucks	\$884.52
63520	Sierra Office and Printing	Contract Services- Water Conservation	\$2,429.00
63521	Sonitrol	Equipment Rental-Office	\$168.56
63522	A. Teichert & Son, Inc.	Road Base	\$1,375.81
63523	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$6,103.57
63524	Deborah J Thornton	Customer Refund	\$211.80
63525	Airgas USA, LLC	Supplies-Field	\$10,349.86
63526	Best Best & Krieger	Legal & Audit	\$12,735.04
63527	Ferguson Enterprises Inc #1423	Material	\$13,157.65
63528	SMUD	Utilities	\$13,004.62
63529	SWRCB	Dues & Subscriptions	\$46,457.05
63530	US Bank I.M.P.A.C. Government Services	Continued Education	\$16,594.35
63531	West Yost Associates	Contract Services-Engineering	\$17,238.25
63533	Dorinda C Raimond	Customer Refund	\$77.06
63534	Carol L Orlando	Customer Refund	\$173.57
63535	Federico Lopez	Customer Refund	\$15.02
63536	Karemullah Popal	Customer Refund	\$41.78
63537	ABA DABA Rentals & Sales	Supplies-Field	\$125.14
63538	AFLAC	Employee Paid Insurance	\$238.56
63539	All American Publishing	Contract Services-Conservation	\$374.00
63540	AREA Restroom Solutions	Equipment Rental-Field	\$114.30
63541	Associated Sound	Contract Services-Other	\$693.00
63542	Avalon Custodial Care	Janitorial	\$695.00
63543	Caltronics Business System	Small Office Equip	\$790.89
63544	David W or Kathy H Casten	Toilet Rebate Program	\$150.00
63545	Employee Relations Inc	Contract Services-Other	\$51.85
63546	Indoor Environmental Services	Maintenance Agreement- Equipment	\$525.00
63547	Integrity Administrators Inc	Health Insurance	\$5,000.00
63548	J4 Systems	Contract Services-Other	\$3,052.04

JUNE 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63549	KBA Docusys Inc	Equipment Rental-Office	\$342.63
63550	Kei Window Cleaning #12	Janitorial	\$94.00
63551	L and D Landfill	Contract Services- Miscellaneous	\$2,409.26
63552	Lance Luzny	Toilet Rebate Program	\$150.00
63553	Moonlight BPO	Contract Services-Bill Print	\$1,203.96
63554	Lora A Moore	Toilet Rebate Program	\$150.00
63555	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
63556	ROI Commercial Roofing And Solar Systems	Field Miscellaneous	\$3,100.00
63557	Sacramento Bee	Publication Notices	\$422.83
63558	CH&D Architects Inc	Contract Services-Engineering	\$5,250.00
63559	RH Davis & Co. LTD	Contract Services-Engineering	\$1,200.00
63560	Warren Consulting Engineers Inc	Contract Services-Engineering	\$6,562.50
63561	West Yost Associates	Contract Services-Engineering	\$2,409.91
63562	ACWA/JPIA	Workers Comp Insurance	\$16,059.35
63563	Stan Frank	Customer Refund	\$300.00
63564	Michael W/Lorri Sharp	Customer Refund	\$73.52
63565	Marmas Family Investments LLC	Customer Refund	\$42.93
63566	Harry J Rimelen Revocable 2009 Trust	Customer Refund	\$14.01
63567	Brookshire Family Living Trust	Customer Refund	\$101.03
63568	Marvin M/Marjorie L Ransom	Customer Refund	\$38.89
63569	William/Amanda C Robins	Customer Refund	\$69.46
63570	Lora A Moore Trust	Customer Refund	\$41.21
63571	Newpoint Realty	Customer Refund	\$72.30
63572	Elena Streltsova	Customer Refund	\$65.21
63573	Colleen Spillane	Customer Refund	\$173.74
63574	Charles B Shumate	Customer Refund	\$11.00
63575	Louis Manley	Customer Refund	\$16.42
63576	Vulgara Tile Hardwood & Carpet	Customer Refund	\$47.96
63577	Dawud Alekozai	Customer Refund	\$56.42
63578	AIA Services, LLC/NDS	Contract Services- Water Conservation	\$3,535.40
63579	Alexander's Contract Services	Contract Services-Meter Read	\$3,437.00
63580	Bart/Riebes Auto Parts	Repair-Trucks	\$109.64
63581	Best Best & Krieger	Legal & Audit	\$236.00
63582	California Landscape Associates Inc	Janitorial	\$200.00
63583	California Surveying & Drafting Supply	Small Tools	\$10.00
63584	CirclePoint	Contract Services-Water Conservation	\$6,633.34
63585	Corix Water Products, Inc	Material	\$468.72
63586	County of Sacramento	Permit Fees	\$200.09
63587	Dawson Oil Company	Gas & Oil	\$2,266.84
63588	Indoor Environmental Services	Maintenance Agreement- Equipment	\$322.00
63589	J4 Systems	Contract Services-Other	\$1,586.25
63590	Luhdorff & Scalmanini	Contract Services-Wells	\$4,461.50
63591	Moonlight BPO	Contract Services-Bill Print	\$3,419.69
63592	RW Trucking	Contract Services- Miscellaneous	\$7,495.00
63593	Water Education Foundation	Dues & Subscriptions	\$1,521.00
63594	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$350.00
63595	Walker Trust	Customer Refund	\$66.59
63596	Bailey Trust	Customer Refund	\$72.74
63597	Charlotte M Kurtz	Customer Refund	\$99.19
63598	Richard H/Marta A Martinson	Customer Refund	\$197.58
63599	Albion 2005 Family Trust	Customer Refund	\$175.48
63600	Avenir Slivinskiy	Customer Refund	\$34.65
63601	Stephen S/Susan G Runkle	Customer Refund	\$18.68
63602	Hugh/Deborah Charles	Customer Refund	\$284.59

JUNE 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63603	Joseph/Virginia Pagliaro	Customer Refund	\$70.94
63604	James M/Rachel Corry	Customer Refund	\$9.49
63605	James G Ball	Customer Refund	\$9.37
63606	Robert J Churchill	Customer Refund	\$13.32
63607	Denis Yarosh	Customer Refund	\$14.15
63608	Derik/Michelle Harris	Customer Refund	\$177.36
63609	Southwest Grading Inc	Customer Refund	\$324.18
63610	Cody Leppener	Customer Refund	\$444.87
63611	Robert/ Kristianne Simpson	Customer Refund	\$26.46
63612	Nova II LLC	Customer Refund	\$149.65
63613	Melinda C/ Raymond J Wetzel	Customer Refund	\$90.44
63614	Dhirendra Prasad	Customer Refund	\$108.01
63615	ABA DABA Rentals & Sales	Supplies-Field	\$114.86
63616	Afman Supply	Small Tools	\$842.91
63617	Alexander's Contract Services	Contract Services-Meter Read	\$2,739.01
63618	Bartel Associates LLC	Contract Services-Financial	\$2,000.00
63619	BSK Associates	Water Analysis	\$1,036.00
63620	CirclePoint	Contract Services-Water Conservation	\$5,663.26
63621	Consolidated	Telephone-Local/Long Distance	\$1,724.78
63622	Corelogic Information Solutions Inc	Dues & Subscriptions	\$197.33
63623	Corix Water Products, Inc	Material	\$5,474.26
63624	2014-1 IH Borrower	Customer Refund	\$11.49
63625	J4 Systems	Contract Services-Other	\$3,027.50
63626	Kaiser Foundation Health Plan, Inc	Health Insurance	\$21,077.25
63627	KBA DOCUSYS	Equipment Rental-Office	\$20.06
63628	Rex Meurer	Contract Services- Water Conservation	\$48.70
63629	Mitch's Certified Classes	Continued Education	\$250.00
63630	Moonlight BPO	Contract Services-Bill Print	\$1,961.96
63631	One Print Source & Graphics	Printing	\$46.33
63632	Pace Supply Corp	Material	\$2,480.78
63633	Red Wing Shoe Store	Small Tools	\$275.00
63634	Javed T or Amna J Siddiqui	Customer Refund	\$75.00
63635	Sophos Solutions	Contract Services-Other	\$3,440.00
63636	Traffic Management Inc.	Field Miscellaneous	\$547.80
63637	Verizon Wireless	Telephone-Wireless	\$1,408.39
63638	Zee Medical Company	Supplies-Field	\$110.51
63639	County of Sacramento Dept of Community Dev	Contract Services-Engineering	\$810.40
63640	SureWest Directories	Telephone-Local/Long Distance	\$49.00
63641	Alan P Schedler	Customer Refund	\$42.52
63642	Michael E/Elizabeth B Sabel	Customer Refund	\$55.85
63643	Tony R/Marie L Spangler	Customer Refund	\$82.88
63644	Joseph S/Dava J Chacon	Customer Refund	\$12.59
63645	Laura L Fournier	Customer Refund	\$10.79
63646	Laurel M Smith Family Trust	Customer Refund	\$9.65
63647	Bree M Kaspari	Customer Refund	\$73.07
63648	Phetsamorn/Thip Khotpanya	Customer Refund	\$95.01
63649	Epperly Huggins Living Trust	Customer Refund	\$82.10
63650	Leonardo/Courtney E Del Rio	Customer Refund	\$180.88
63651	Rebecca M Situmorang	Customer Refund	\$280.99
63652	Deborah Roten	Customer Refund	\$386.28
63653	Amna LLC	Customer Refund	\$212.95
63654	Austin T/Heather M Phillips	Customer Refund	\$18.14
63655	Victor A Negrete	Customer Refund	\$203.68
63656	Jason M Riches	Customer Refund	\$111.89

JUNE 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63657	Conservice	Customer Refund	\$225.00
63658	ABA DABA Rentals & Sales	Supplies-Field	\$145.09
63659	Absolute Secured Shredding Inc	Equipment Rental-Office	\$40.00
63660	AnswerNet	Telephone- Answering Service	\$198.69
63661	Gary S Arce	Toilet Rebate Program	\$150.00
63662	AREA Restroom Solutions	Equipment Rental-Field	\$114.30
63663	Bart/Riebes Auto Parts	Repair-Trucks	\$6.45
63664	Bennett Engineering Services, Inc	Contract Services-Engineering	\$129.04
63665	BSK Associates	Water Analysis	\$528.00
63666	Burketts	Office Expense	\$269.06
63667	Corix Water Products, Inc	Material	\$156.24
63668	Sacramento County Utilities	Utilities	\$183.41
63669	Dawson Oil Company	Gas & Oil	\$1,007.12
63670	Ecolandscape California	Contract Services-Conservation	\$2,500.00
63671	Stan Frank	Customer Refund	\$300.00
63672	Ferguson Enterprises Inc #1423	Material	\$4,293.38
63673	Liebert Cassidy Whitmore	Legal & Audit	\$3,377.50
63674	Moonlight BPO	Contract Services-Bill Print	\$3,189.52
63675	One Print Source & Graphics	Printing	\$2,052.69
63676	One Stop Truck Shop	Repair-Trucks	\$3,928.34
63677	Pace Supply Corp	Material	\$197.99
63678	Patrick Kuske Productions	Contract Services- Miscellaneous	\$300.00
63679	Pacific Gas & Electric	Utilities	\$10.15
63680	Sonsray Machinery, LLC	Fixed Assets	\$824.93
63681	State Water Resources Control Board	Dues & Subscriptions	\$115.00
63682	A. Teichert & Son, Inc.	Road Base	\$463.90
63683	Titan Workforce LLC	Contract Services-Temporary Labor	\$315.00
63684	Voyager Fleet Systems Inc	Gas & Oil	\$1,374.53
63685	World Environment & Energy Inc	Contract Services- Miscellaneous	\$325.00
63686	Zane Dezyn	Contract Services-Water Conservation	\$576.68
63687	Alexander's Contract Services	Contract Services-Meter Read	\$2,387.11
Total			\$335,297.57
ACH	6/1/17 PAYDAY	PERS	\$15,749.75
ACH	JULY 2017 HEALTH	Health Insurance	\$15,352.83
ACH	MAY 2017	Bank Fee	\$2,125.62
ACH	MAY 2017 FD	Bank Fee	\$328.07
ACH	MAY 2017 PH	Bank Fee	\$235.52
ACH	MAY 2017 S FEE	Contract Services-Other	\$375.60
ACH	MAY 2017 VANCO	Contract Services-Other	\$119.04
ACH	PAYCHEX	Contract Services-Other	\$197.25
ACH	PERS 6/15/17 PAYDAY	PERS	\$15,749.75
ACH	VALIC 6/1/17 PAYDAY	Deferred Compensation	\$2,942.50
ACH	VALIC 6/15/17 PAYDAY	Deferred Compensation	\$3,442.50
ACH	VOYA 6/15/17 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 6/8/17 PAYDAY	Deferred Compensation	\$25.00
ACH	MAY 2017 WEB	Bank Fee	\$4,736.81
Total			\$61,405.24
Grand Total			\$396,702.81

JUNE 2017 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
July Checks Approved at July Board Meeting			
63688	Best Best & Krieger	Legal & Audit	\$11,298.72
63689	Corix Water Products, Inc	Material	\$19,991.24
63690	Domenichelli and Associates, Inc	PC-Engineer	\$43,276.16
63691	SMUD	Utilities	\$11,478.19
63692	US Bank I.M.P.A.C. Government Services	Continued Education	\$9,573.34
			<u>\$95,617.65</u>

US BANK - CAL-Card Distributions
June 2017

TOTAL
BILL

	51000-03	54210	54211	54231-01	54241-01	54242	56200	56210	56230	56830	56840-08	56840-09	56890-01	56890-02	56890-04	
	Water Conser/ Material Supply	Tools	Supplies	Main Agree Equip/Hdw	Repair Truck	Gas & Oil	Office Exp	Small Office Equipment	Postage	C.E.	C/S Financial	Prof Contract Serv Other	Office Misc. District Event	Mtg Accom	Office Misc. Milestone Events	
Cutler	\$ 151.44	51.71	37.64		62.09											
Dietrich	\$ 25.99				25.99											
Evans	\$ 741.99						8.64	411.33							322.02	
Gordon	\$ 32.99				32.99											
Hensley	\$ 58.64					58.64										
Shockley	\$ 7,699.90	314.34	576.23	1,364.34			470.47	461.02	119.70	1,232.10	786.20		292.65	163.52	1,919.33	
Spiers	\$ 193.94			121.94			72.00									
Sohal	\$ 668.45		145.45		250.00							140.00			133.00	
2017	\$ 9,573.34	314.34	773.39	1,523.92	250.00	193.07	58.64	479.11	872.35	119.70	1,232.10	786.20	140.00	292.65	618.54	1,919.33

V#:
Date: 6/30/17

July 11, 2017 - AGENDA ITEM: CC-9

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS July 11, 2017 REGULAR MEETING

SUBJECT : Employee Recognition
 STATUS : Information Item
 REPORT DATE : July 6, 2017
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

The following District employees were recognized for attendance during May 2017, and outstanding customer service and quality of work during the month of June 2017.

Administration & Water Demand Management Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Castruita			Provided Alberto with payroll support.
Brady Chambers			Thank you for helping out with a Cogsdale misapplied payment of \$12.09 issue that went back to October 2011. Brady was able to review the account and find out where and how long this error has been going on and exactly which bill this error started to occur. The Cogsdale rep even wanted me to commend Brady on that find. Great job Brady!!
Kelly Drake	Yes		Tremendous help setting up the Ecolandscape classes held on June 10 and June 24.
Dana Mellado			Tremendous help setting up the Ecolandscape classes held on June 10 and June 24.
Rex Meurer	Yes	Assisted at the Block Party on Saturday, June 3 (8 hours!!!).	Assisted with evacuation drill on June 27, 2017.
Alberto Preciado	Yes	Received a call from customer who was very happy with Alberto stating he was pleasant	1) For his work with the audit presentation to the board.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
		and very understanding to her situation.	2) On short notice, Alberto assisted me with some budget questions, including providing an up-to-date totals for the year. Big Help!!
Beth Shockley	Yes		1) For all her work in planning an amazing farewell for Robyn. 2) Tremendous help setting up the Ecolandscape classes held on June 10th and June 24. 3) “Family Feud” safety presentation on June 8, 2017.
Desiree Smith			For designing the invitations for Robyn Evans’ retirement party.

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	Worked the District’s booth at the City of Citrus Heights Block Party on June 3.	Assisted Nick to install a new self-closing door in the restroom.
John Spinella	Yes	On June 1, assisted Operations on the Louis/Orlando water main replacement.	“Family Feud” safety presentation on June 8, 2017.
Borey Swing	Yes		Assisted Nick to install a new self-closing door in the restroom

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tim Cutler	Yes		
James Ferro		Assisted at the Block Party on Saturday, June 3.	Thursday, June 1, was a part of a work crew whom adjusted their work schedule to replace a water main on Orlando Ave in the middle of the night in order to not disrupt the neighboring commercial

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
			businesses.
Gil Garcia			For set up and tear down / clean-up for Robyn Evans' Retirement party.
Brian Hensley	Yes		
Dan Hesse			Thursday, June 1, was a part of a work crew whom adjusted their work schedule to replace a water main on Orlando Ave in the middle of the night in order to not disrupt the neighboring commercial businesses.
Rick Jimenez	Yes		For set up and tear down / clean-up for Robyn Evans' Retirement party.
Ricky Kelley	Yes		Thursday, June 1, was a part of a work crew whom adjusted their work schedule to replace a water main on Orlando Ave in the middle of the night in order to not disrupt the neighboring commercial businesses.
Mike Mariedth	Yes		1) For set up and tear down / clean-up for Robyn Evans' Retirement party. 2) "Family Feud" safety presentation on June 8, 2017.
Chris Nichols	Yes		For set up and tear down / clean-up for Robyn Evans' Retirement party.
Nick Spiers			1) For helping plan, putting together Robyn Evans' retirement party. 2) "Family Feud" safety presentation on June 8, 2017.
Jason Tupper	Yes		

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
July 11, 2017 REGULAR BOARD MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Information Item
 REPORT DATE : July 11, 2017
 PREPARED BY : Christopher Castruita, Management Services Supervisor/Chief Board Clerk

OBJECTIVE:

Listed below is the current Long Range Agenda.

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA					
MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
UPCOMING					
August 16, 2017					
August 16, 2017		Well Site Assessment Study	Gordon/Hensley	Study Session	I/D
August 16, 2017		Rosa Vista/Highland Water Main Replacement -- Award of Contract	Pieri	CC	A
August 16, 2017		Land Swap Agreement -- Mitchell Farms Well	Pieri	B	A
August 16, 2017		Information Technology Program Review	Castruita/Sohal/Straus	B	I/D
Early August--TBD					
Early August--TBD	Special Board Meeting	Space Requirements Report	Dietrich	Study Session	I/D
August 28, 2017					
August 28, 2017	Special Board Meeting	Budget Workshop	Straus/Sohal	Study Session	I/D
September 20, 2017					
September 20, 2017		Flagger Policy	Drake/Castruita	CC	A
September 20, 2017		Bloodborne Pathogen Policy	Drake/Castruita	CC	A
September 20, 2017		Strategic Plan Quarterly Update	Castruita	B	I/D
September 20, 2017		Award of Contract--Project 2030	Pieri	B	A
September 20, 2017		Appointment of Project 2030 Customer Advisory Committee	Pieri/Meurer	B	A
September 20, 2017		Proposed Budget for FY 2018	Straus/Sohal	B	A
September 20, 2017		Update Records Retention Schedule	Castruita/Straus/Sohal	B	A
October 18, 2017					
October 18, 2017		Presentation of 2018 Water Rates, Miscellaneous Fees and Charges and Capacity Charges	Straus/Sohal	P	I/D
October 18, 2017		457b Deferred Compensation Provider Options	Castruita/Sohal	B	A
October 18, 2017		Overview of RFP --Meter Replacement Program Study	Straus/Gordon/Meurer	B	A
November 8, 2017					
November 8, 2017		Public Hearing -- Rate, Misc Charges and Fees, CIP, O&M			
November 15, 2017					
November 15, 2017					
December 20, 2017					
December 20, 2017		Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits, and Directors' Compensation	Castruita	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 11, 2017 REGULAR MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Consent/Information Item
 REPORT DATE : July 5, 2017
 PREPARED BY : Missy Pieri, District Engineer

Significant assignments and activities for the Project Management and Engineering Department are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PROJECT 2030 Water Main Replacement Project	Engineering	Missy Pieri		Yes, 8/16/17 (Anticipat ed Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Released RFP 4/7/17 - Mandatory Pre-proposal Meeting - 4/26/17 Proposals due May 26th. Interviews completed week of June 19th. Second interviews of top 3 firms tentatively scheduled for week of July 17th. Award of contract anticipated for August 16th Board Meeting.
CAPITAL IMPROVEMENT PROJECT	Engineering	Paul Dietrich		Yes	Yes	2017 design and construction of Vacuum Spoils	Released Notice Inviting Bids 6/1/17. Pre-bid Meeting

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
Corporation Yard Improvements - Phase 1						Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	6/14/17. Bid Opening 6/28/17. Lowest responsive bid and other project costs under review. Staff formulating options for Board review. To be presented in July.
CAPITAL IMPROVEMENT PROJECT Space Needs Operations Building Remodel Design	Engineering	Paul Dietrich	On-going	July or August	Yes	2017 Masterplan for office space requirements through 2040.	Reviewing Needs Assessment draft. Preparing scalable options with cost estimates and lists of pros and cons for each option.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Missy Pieri/ Tamar Dawson	On-going	Yes, 5/16/17	Yes	2017 design and construction. Potholing complete.	Consultant finalizing easements for Rosa Vista Ave. Preparing 90% plans. Notice of Exemption posted on 5/31/17.
CAPITAL IMPROVEMENT PROJECT	Engineering	Tamar Dawson/	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	60% plans reviewed & mark-ups completed.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
Graham Cir and Circuit Dr 8" Water Mains		Paul Dietrich				Received 60% plans.	Determining schedule for pot-hole work by Operations.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Tamar Dawson/ Paul Dietrich	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Signed PSA for Drafting and Surveying with Area West Engineers on 5/31/17. Pre-walk with surveyor on 6/14/17, survey to happen next week.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	John Spinella	On-going	Yes, TBD	No	90% Complete.	Private developer's contractor has installed 39 of 48 water meter setters. Fire hydrants extension and concrete pads remain. Valve boxes will be completed during pavement placement.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	John Spinella	On-going	Yes, TBD	No	Pre-Con Meeting 12/1/16	Private developer completed building work then water improvements along Sunrise will be performed.
PRIVATE DEVELOPMENT Louis-Orlando Bus Transfer Point - Louis Ln at Orlando Ave	Engineering	John Spinella	On-going	Yes, TBD	No	Plans Signed 2/4/16	Preconstruction Meeting scheduled for 4/26/17. Water construction began 5/24/17. District crews replaced section of main. Waiting for pavement and valve box installation.
PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 Lot Subdivision	Engineering	Missy Pieri/John Spinella	On-going	Yes, TBD	No	7 Lot Subdivision by developer. Water main contractor is Blackrock.	All fees paid. Rough grading in progress. Storm drain work has begun.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Missy Pieri/John Spinella	On-going	Yes, TBD	No	Medical Office Building by developer. Plans Signed 6/8/16	Waiting on submittals. Building under construction. Utilities to begin in

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
							Aug/Sep after building is erected. Possible water work on Greenback & Fountain Square Drive sooner.
PRIVATE DEVELOPMENT 3 Lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Missy Pieri	On-going	No	No	Plans Signed 11/14/16	
PRIVATE DEVELOPMENT 7940 Patton Ave - Replace Existing Home	Engineering	Missy Pieri	On-going	No	No	Plans Signed 1/11/17. Single Family Dwelling - Replace 1" water service to new home.	All fees paid. Project given to Operations for them to complete the water service replacement.
PRIVATE DEVELOPMENT 7311 Hickory Ave	Engineering	Missy Pieri	On-going	No	No	Single Family Dwelling - Install 1" water service with backflow to new home.	All fees paid. Project given to Operations for them to complete the water service/backflow installation.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	Missy Pieri/ Tamar Dawson	On-going	Yes, TBD	No	200-300 unit development by Watt Communities	2nd plan submittal received and reviewed on 5/31/17. City of Citrus Heights completing environmental process. Received draft agreement for Exchange of Real Property from BBK on 6/19/17 for review. Anticipate bringing to the Board in the coming months.
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	Tamar Dawson/ Missy Pieri	On-going	No	No	15 lot subdivision located on Antelope Road	Plans received and staff reviewing plans.
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	Tamar Dawson/ Borey Swing	On-going	Yes, TBD	No	Highland Ave, Wonder St, Dana Butte Way, Sunhill Dr Storm Drain Project	Preparing utility maps for the various locations.
CITY OF CITRUS HEIGHTS PROJECT	Engineering	Missy Pieri/	On-going	Yes, TBD	No	Frontage Improvements	Received updated plans on 6/27/17.

Items of Interest	Department	Point of Contact	Date	To Board? If Yes, Date	Strategic Planning Item	Item Description	Update from Last Report
Sunrise Blvd Complete Streets Phase 2A (C16-142)		Tamar Dawson				along West Side of Sunrise from Sayonara to north and Storm Drain Improvements	Anticipate bid and start of construction in Spring 2018. City and CHWD to prepare a cost sharing agreement.
Annexation	Engineering	Missy Pieri/Tamar Dawson	On-going	Yes, TBD	No	Livoti Tract, Sacramento County, and Verne Tract Territory to SJWD	Strategic Planning Objective for 2018.
Annexation	Engineering	Missy Pieri	On-going	Yes, TBD	No	7311 Hickory Avenue - Property owner annexing parcel into District to allow for water to be provided by CHWD	Annexation was approved at the LAFCo hearing on 4/5/17. Send copies of signed Resolution to LAFCo and property owner. Update Inclusion /Exclusion Map.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 11, 2017 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Consent/Information Item
 REPORT DATE : July 5, 2017
 PREPARED BY : David M. Gordon, Operations Manager

Facilities Maintenance					
	Completed WO's			Completed WO's	
	Current Mth	Year to Date		Current Mth	Year to Date
Backflow Maintenance	7	10	Meter Register Replacement	11	71
Blow Off Maintenance		22	Meter Repair/Test/Maintenance	1	7
Hydrant Maintenance	33	232	Pot Hole Work		
Leak Investigation	1	3	Water Service Repair/Locate	1	5
Mainline Repair/Maintenance	1	4	Valve, Mainline Maintenance	68	402
Meter Box Maintenance	2	15	Valve Box Maintenance	1	8
TOTAL	126	779			
CIP Projects					
	Completed WO's				
	Current Mth	Year to Date			
C17-010 Water Mainline					
C17-011 Water Valves		7			
C17-012 Water Services	20	144			
C17-013 Water Meters	6	72			
C17-014 Fire Hydrants		6			
TOTAL	26	229			
Water Quality					
<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>					

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JULY 11, 2017 REGULAR BOARD MEETING**

SUBJECT : 2017 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Consent/Information Item
 REPORT DATE : July 5, 2017
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

OBJECTIVE:

Report on annual water supply including comparison with prior years and current 5 - 10% voluntary reduction directive.

Month	2013	2014	2015	2016	2017				Year-to-Date Comparison to 2013	
	Total Water Monthly				Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
	acre feet				acre feet				acre feet	%
Jan	602.52	602.39	570.05	539.60	433.94	72.87	506.81	506.81	-95.71	-15.9%
Feb	606.36	450.96	511.52	484.53	376.41	67.58	443.99	950.80	-258.08	-21.3%
Mar	819.55	612.20	725.95	517.56	462.69	83.91	546.60	1,497.40	-531.03	-26.2%
Apr	1,029.73	737.30	761.02	677.81	513.05	62.47	575.52	2,072.92	-985.24	-32.2%
May	1,603.43	1,190.07	869.08	979.49	1,053.43	85.30	1,138.73	3,211.65	-1,449.94	-31.1%
Jun	1,816.73	1,548.66	1,065.10	1,343.76	1,351.19	61.76	1,412.95	4,624.60	-1,853.72	-28.6%
Jul	2,059.21	1,622.10	1,184.95	1,544.57						
Aug	1,924.28	1,477.49	1,188.18	1,579.80						
Sep	1,509.82	1,275.11	1,069.78	1,257.91						
Oct	1,297.42	1,030.74	918.67	840.80						
Nov	911.55	682.48	589.6	561.82						
Dec	700.94	563.15	519.57	518.62						
Total	14,881.54	11,792.65	9,973.47	10,846.27	4,190.71 90.62%	433.89 9.38%	4,624.60	4,624.60		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 11, 2017 REGULAR MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Consent/Information Item
REPORT DATE : July 6, 2017
PREPARED BY : David M. Gordon, Operations Manager

OBJECTIVE:

Receive status report on surface water supplies available to the Citrus Heights Water District (District).

BACKGROUND AND ANALYSIS:

As of midnight on July 5, 2017, storage in Folsom Lake (Lake) was at 955,900 acre-feet, 97.8 percent of the total capacity of 977,000 acre-feet. This is about 116 percent of historical average for this date. This represents an increase in storage of 8,692 acre-feet in the past month.

The District's total water use during the month of June 2017 (1,412.95 acre-feet) was 23.0 percent below that of June 2013 (1,816.73 acre-feet).

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

CITRUS HEIGHTS WATER DISTRICT

WATER EFFICIENCY SUPERVISOR REPORT TO BOARD OF DIRECTORS JULY 11, 2017 REGULAR MEETING

SUBJECT : WATER EFFICIENCY PROGRAM UPDATE
 STATUS : Information Item - Consent Calendar
 REPORT DATE : June 29, 2017
 PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

Water Efficiency program updates are summarized below.

ACTIVITIES AND PROGRESS REPORT

Water Efficiency Program activities during the month of June 2017 include:

- 28 ultra-low-flush toilet (ULFT) rebates were processed for the month of June. A total of 66 ULFT rebates have been processed for a total of \$4,950.00 year to date.
- For the period of January-June, 11 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 11 HECW rebates were processed by the Sacramento Municipal Utility District (SMUD) for District customers.
- 52 water waste calls were received during the month of June. 15 reports of water waste were received through CHWD’s Drought Resources web page. An additional 12 service requests were generated in-house by staff. A total of 68 contacts (mostly visits to customers’ homes and phone calls) have been completed based on these reports.
- On June 29, Operations staff received their individual respirators and filters. This completes the initial training required to implement the respirator program.
- Two Ecolandscape classes were held during the month of June. The first class, titled “Getting The Best Yard With The Least Water”, was held on Saturday, June 10 from 9am-12pm. The second class, titled “Designing Eco-Friendly Landscapes and Water Wise Irrigation Systems”, was held on Saturday, June 24 from 9am-12pm. Both classes were held at the Citrus Heights Community Center located at 6300 Fountain Square Drive, Citrus Heights CA, 95621. The next Ecolandscape class is scheduled for Saturday, August 12.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2016	R-GPCD 2017	% CHANGE
January	80	75	-06%
February	77	72	-06%
March	77	80	04%
April	107	87	-19%
May	155	166	07%
June	213		

Month	R-GPCD 2016	R-GPCD 2017	% CHANGE
July	237		
August	242		
September	189		
October	123		
November	85		
December	76		

Below is a recap of the region's overall water saving in May 2017 as compared to 2013.

REDUCTION BY AGENCY (Data compared to 2013)		
Del Paso Manor Water District	41.9%	27.2%
City of Woodland	36.8%	27.0%
Orange Vale Water Company	30.0%	32.9%
El Dorado Irrigation District	29.7%	23.2%
California American Water	29.3%	29.6%
Citrus Heights Water District	29.0%	27.0%
Elk Grove Water District	28.4%	26.6%
Carmichael Water District	27.6%	27.0%
City of Sacramento	27.4%	26.8%
Fair Oaks Water District	26.7%	28.7%
San Juan Water District	26.6%	27.0%
City of West Sacramento	25.9%	25.3%
Golden State Water Company	25.7%	22.0%
Sacramento Suburban WD	23.3%	24.5%
Rio Linda/Elverta CWD	21.7%	24.9%
City of Roseville	20.9%	24.9%
City of Davis	20.2%	23.7%
Rancho Murieta CSD	19.3%	24.7%
City of Yuba City	18.3%	24.3%
Sacramento County Water Agency	17.2%	22.0%
City of Lincoln	16.5%	22.7%
Placer County Water Agency	14.8%	19.2%
City of Folsom	12.7%	13.2%
Water Agency	May 2017 Reduction	Jun. 2016- May 2017 Reduction
Average	24.8%	25.0%
Minimum	12.7%	13.2%
Maximum	41.9%	32.9%

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS July 11, 2017 REGULAR MEETING

SUBJECT : APPROVAL OF 2018 STRATEGIC PLAN
 STATUS : Discussion and Action Item
 REPORT DATE : July 5, 2017
 PREPARED BY : Christopher J. Castruita, Management Services Supervisor/Chief Board Clerk
 Susan K. Sohal, Administrative Services Manager
 Hilary M. Straus, General Manager

OBJECTIVE:

Discussion and possible action concerning the Citrus Heights Water District 2018 Strategic Plan.

BACKGROUND AND ANALYSIS:

This is the second year that CHWD has engaged in a Strategic Planning process to help shape the development of its annual budget. The goal of Strategic Planning has been to bring the Board of Directors and key District staff together to identify and prioritize the District's key policy, program and project issues, and to identify what items, given limited resources (i.e., funding, time and staffing resources) the District should be working on over and above daily operations in the coming year.

The Strategic Planning process includes three major components: 1) Education/Issues Briefing; 2) Team Building; 3) Work Program Development.

The *Education/Issues Briefing Component* consisted of a 2017 Strategic Plan Update and Key Issues Briefing by CHWD staff at the May 16, 2017 regular Board meeting, and a tour of the Sidney Peterson Water Treatment Plant at San Juan Water District and tour of the Citrus Heights Water District service area for the District's new General Counsel and Assistant General Counsel and new staff on May 31, 2017.

The *Team Building* and *Work Program Development* components took place on June 1, 2017, in a session attended by the Board of Directors and key District staff, facilitated by Laura Mason-Smith.

Accompanying this staff report are the Strategic Planning notes, prepared by facilitator Laura Mason-Smith. District leadership staff has made initial assignments as to who will serve as Project/Issue Lead and who will serve on the Project or Issue/Team to accomplish each objective.

District leadership staff will be reviewing progress on the Strategic Plan several times each month, and update the Board of Directors quarterly or more often as requested.

RECOMMENDATION:

Review the Strategic Plan notes accompanying this staff report, approve the 2018 Strategic Plan, and direct that Strategic Planning Goals and Objectives be strongly considered for funding in the 2018 budget, which will be considered by the Board of Directors for adoption in November.

ATTACHMENT:

1. 2018-2021 Strategic Plan Session Summary

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

CITRUS
HEIGHTS
WATER
DISTRICT



2018-2021 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 1, 2017

designed and facilitated by

Mason*Smith*
S U C C E S S
S T R A T E G I E S

*Laura Mason-Smith
916-485-3582
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Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 1, 2017

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Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 1, 2017

OVERVIEW

On Thursday, June 1, 2017, the following members of the Board and Management of the Citrus Heights Water District met to develop the District's 2018-2021 Strategic Plan:

Caryl F. Sheehan	President of the Board
Raymond A. Riehle	Vice President of the Board
Allen B. Dains	Director
Hilary M. Straus	General Manager
Steven M. Anderson	General Counsel
Joshua Nelson	Assistant General Counsel
David M. Gordon	Operations Manager
Paul A. Dietrich	Project Manager
Christopher Castruita	Management Services Supervisor/Chief Board Clerk
Susan K. Sohal	Accounting Supervisor/Treasurer
Brian M. Hensley	Water Quality Supervisor
Missy A. Pieri	Principal Civil Engineer
Tim R. Cutler	Water Distribution Supervisor
Rex W. Muerer	Water Efficiency Supervisor

The session was facilitated by Laura Mason-Smith of Mason-Smith SUCCESS STRATEGIES. Outlined on the following pages is a summary of the Strategic Plan Session results.

Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 1, 2017

INTRODUCTION

Board Chair Caryl Sheehan welcomed everyone and called the meeting to order. General Manager Hilary Straus explained that the purpose of the session was to develop the 2018-2021 Strategic Plan for the District.

DI STRICT ACCOMPLISHMENTS AND STRENGTHS

The participants identified the following District accomplishments and strengths:

1. The District is running very well; we do things right and demonstrate accountability
2. Excellent customer service/relations focused on serving our customers in a good environment
3. Positive public perceptions of the District
4. The transition of top management has been a major change for the District that has gone very well and led to increased collaboration and personal responsibility
5. Our annual Strategic Planning process is a valuable roadmap that keeps us focused and on track to achieve daily tangible accomplishments, complete projects effectively, and demonstrate more proactive approaches
6. Sense of Mission, Priorities, and Goals among the Board and staff that results in high-quality work
7. Excellent, knowledgeable, tight-knit staff team:
 - a. Great, forward thinking people who find that helping customers is rewarding
 - b. Strong ethics, dependability, and acting as a resource to each other
 - c. Strong knowledge base to make decisions
8. The Legal Counsel selection process was very well done and has resulted in huge positive results
9. Upgrading District facilities, especially the Corporation Yard improvements, creates a much better working environment
10. Decision Matrix for well development
11. Excellent safety compliance
12. Moving forward on Project 2030-Water Main Improvements
13. Revenue measures to strengthen the District's financials
14. Agreement templates to help property acquisition
15. Business process review of CHWD's Utility Billing software and increased functionality for customers and staff
16. Professional and collegial atmosphere with mutual respect – a great place to work!

Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 1, 2017

REAFFIRMATION OF THE DISTRICT'S MISSION AND CORE VALUES

The participants reaffirmed the District's Mission, Vision, Core Values, and Commitments as follows.

MISSION STATEMENT

The mission of the Citrus Heights Water District is to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner.

VISION STATEMENT

The Citrus Heights Water district will continue to evolve as a dynamic provider of municipal water service to assure that our customers receive the best value without giving it a second thought.

CORE VALUES

not in priority order

Integrity

Teamwork

Dependability

Accountability

Professionalism

COMMITMENTS

(See Attachment A)

Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 1, 2017

ISSUES, FACTORS, AND TRENDS

The participants identified the following key issues, factors, and trends that do or could affect the District:

1. New State Regulations and Legislation, and the impact on the District and its customers:
 - a. Water efficiency
 - b. Water conservation on a more permanent basis
 - c. State Groundwater Management Act (SGMA)
 - d. Water budgets for households and the impact on utility billings
 - e. Concerns about increased water rates
 - f. Public goals
 - g. Senate Constitutional Amendment (SCA) 4—Local Flexibility in Water Services Rate Structure (ACWA-sponsored)
 - h. Lead testing in schools
 - i. Unfunded mandates
2. Water rights and groundwater
3. Unregulated Drinking Water Contaminants (UCMR 4)—additional monitoring
4. San Juan Water District -- new leadership and water rates
5. Unfunded Actuarial Liability (UAL), Other Post-Employment Benefits (OPEB), and Public Employees Retirement System (PERS) unfunded actuarial liabilities
6. Safety considerations
7. Regional Water Reliability Study impacts
8. Regional contamination issues
9. Need to review and update internal District policies
10. Aging infrastructure, water mains, and meters
11. Need for organizational-wide District staff training and development
12. The impacts of the County's new paving requirements

Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 1, 2017

ISSUES, FACTORS, AND TRENDS (continued)

13. Need for a long-term Facilities Plan:
 - a. Operations, engineering, and shop buildings
 - b. Increased parking
 - c. Maintenance and Corporation Yard
14. Need for targeted reserves with a cap
15. Need to dispose of small lots
16. Community engagement needs:
 - a. Customer involvement
 - b. Opportunities like a community garden
 - c. Website development
17. More focus on regional collaboration
18. Industry potential for district mergers

THREE-YEAR GOALS – 2018-2021

(not in priority order)

After extensive discussion, the participants prioritized the District's five top Three-Year Goals as:

- ***Project 2030 – Water Main Improvements***
- ***Water Efficiency***
- ***Water Supply***
- ***Capital Improvements Program***
- ***Organization-Wide Objectives***

Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 1, 2017

CITRUS HEIGHTS WATER DISTRICT ✪ 2018 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: *PROJECT 2030 – WATER MAIN IMPROVEMENTS*

Objectives to be Completed in the 2018 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q1	Q2	Complete asset inventory into ESRI	Missy P., Paul D., Borey S., Tamar D.	Carry-over from 2017
2	Q1	Q4	Complete Community Advisory Committee (CAC)	Missy P., Consultant, Rex M., Hilary S., Ray R., David G., Paul D., Susan S., Brian H., Chris C., Tamar D.	Carry-over from 2017
3	Q1	Q4	Complete Project 2030 Study	Missy P., Consultant, Hilary S., David G., Paul D., Susan S., Brian H., Chris C., Tamar D., Borey S.	Carry-over from 2017
4	Q1	Q4	Transmission Main Evaluation (FIP)	Missy P., Consultant, David G., Paul D., Brian H., Tamar D., Borey S.	Carry-over from 2017
5	Q1	Q4	Creek Crossing Repair Replacement Program	Missy P., Consultant, David G., Paul D., Brian H., Tamar D., Borey S.	Carry-over from 2017

**Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY**

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CITRUS HEIGHTS WATER DISTRICT ✪ 2018 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: WATER EFFICIENCY

<i>Objectives to be Completed in the 2018 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q1	Q4	Meter Replacements: a. Study/Partnerships b. Grants c. Testing	Rex M., David G., Susan S., Hilary S., Brian H., Kelly D.	Carry-over from 2017
2	Q1	Q4	New Regulations: a. Updates b. Compliance c. Reporting	David G., Rex M., Hilary S., RWA, BB&K	Carry-over from 2017
3	Q1	Q4	Public Outreach—Training	Chris C., Rex M., Missy P, David G., Hilary S., Kelly D., CirclePoint	
4	Q1	Q4	Safety: a. In-house b. Public c. Compliance	Kelly D., Chris C., David G., Rex M., Safety Committee, ACWA JPIA	
5	Q1	Q4	Risk Management and Loss Prevention	Chris C., Kelly D., Rex M., Susan S., Hilary S.	
6	Q1	Q4	Secure Grant funding: a. RWA b. District c. Partnerships	David G., Brian H., Missy P., Rex M., RWA, Susan S., Alberto P.	

**Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY**

Thursday, June 1, 2017

CITRUS HEIGHTS WATER DISTRICT ✪ 2018 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: WATER SUPPLY

Objectives to be Completed in the 2018 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q1	Q4	Negotiate Supply Agreement: a. Banking b. Transfer c. Exchange	Hilary S., BB&K, David G., Susan S., Brian H.	Carry-over from 2017
2	Q1	On-going	Active engagement in SGMA Technical Advisory Group	Hilary S., David G., Brian H., BB&K	Carry-over from 2017
3	Q1	Q3	Consider Aquifer Storage and Recovery (ASR) Retrofit feasibility	David G., Brian H., Hilary S., Missy P., Susan S., Eng. Consultant, BB&K	Carry-over from 2017
4	Q1	Q4	Design Well # 7	David G., Brian H., Hilary S., Missy P., Susan S.	
5	Q1	Q4	Obtain Well # 8 property	David G., Brian H., Hilary S., Missy P., Susan S., and Real Estate Rep.	Carry-over from 2017
6	Q1	Q2	Revisit and Develop Intertie Agreements	Hilary S., David G., Brian H., Susan S., Missy P., BB&K	Carry-over from 2017
7	Q1	Q2	Complete two well rehabilitations and other upgrades	David G., Brian H., Hilary S., Missy P., Susan S.	Carry-over from 2017

Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 1, 2017

Objectives to be Completed in the 2018 Year

#	START	END	WHAT	WHO	COMMENTS
8.	Q1	Q4	Investigate water rights	Hilary S., BB&K David G., Brian H., Susan S., Chris C.	Carry-over from 2017

**Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY**

Thursday, June 1, 2017

CITRUS HEIGHTS WATER DISTRICT ✪ 2018 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: CAPITAL IMPROVEMENTS PROGRAM

<i>Objectives to be Completed in the 2018 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q1 2018	Q4 2018	Water distribution mains and services	Missy P., Paul D., Tamar D., Borey S., David G.	
2	Q3 2018	Q4 2018	Review the CEQA process for CIP's	Missy P., Paul D., Tamar D., Borey S., Hilary S., BBK	
3	Q2 2018	Q4 2018	Review easements	Missy P., Tamar D., Paul D., Borey S., Hilary S., BBK	
4	Q1 2018	Q4 2018	LAFCO and annexations	Missy P., Tamar D., Paul D., Borey S., Hilary S., BBK	
5	Q4 2017	Q4 2018	Develop the Corporation Yard/Facilities Master Plan, including ADA compliance	Paul D., David G., Missy P., Susan S., Hilary S., Consultant	Carry-over from 2017
6	Q3 2018	Q4 2018	Dispose of surplus well sites	David G., Brian H., Susan S., Engineering Staff, BBK	

**Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY**

Thursday, June 1, 2017

CITRUS HEIGHTS WATER DISTRICT ✪ 2018 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: ORGANIZATION-WIDE OBJECTIVES

Objectives to be Completed in the 2018 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q3	Q4	Server upgrade	Chris C., Susan S., J4, Sophos	
2	Q3	Q2 2019	Website Redesign	Chris C., Susan S., Hilary S.	
3	Q1	Q4	IT Program Review	Chris C., Susan S., Hilary S.	
4	Q1	Q4	Support the 2018 Board Member Candidates' Orientation and Election process	Chris C., Sr. Mgmt. Svc. Spec., Susan S., Hilary S.	
5	Q1	Q4	Organizational development and employee training	Chris C., Susan S., Hilary S., Missy P., David G.	
6	Q1	Q4	CHWD Policy Review	BB&K, Chris C., Susan S., Hilary S., Missy P., David G.	
7	Q3	Q3 2019	Rebuild Rate Model/Financial Model for 2020 budget	Susan S., Alberto P., Hilary S., Missy P., David G., Chris C., Rex M., Brian H., Paul D., Consultant	
8	Q1	Q4	Enterprise-wide document scanning and indexing/GIS	Chris C., Susan S., Consultant, Missy P., David G.	
9	Q1	Q2	Hire a Water Efficiency Technician (1FTE new position)	Chris C., Rex M., Sr. Mgmt. Svc. Spec., RGS	

ATTACHMENT A

DISTRICT COMMITMENTS

We commit to being good stewards of our water supply and the environment.

We commit to responsible management of the District's capital, fiscal and personnel assets.

We commit to provide reliable and dependable water service at an affordable cost.

We commit to provide a water supply that meets or exceeds State and federal water quality standards.

We commit to provide customer service that is extraordinary to both our rate-payers and to our work team.

We commit to be a valuable resource for our customers in consistently providing friendly, respectful service.

We commit to provide information that is accurate, complete and relevant.

We commit to excel beyond our commitments when moments of opportunity arise.

We commit to conduct our affairs with the highest ethical standards.

We commit to develop and implement reasonable policies and procedures that foster integrity and trust.

Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 1, 2017

We commit to have a friendly, courteous and professional person readily available through all channels of communication to customers during business hours.

We commit to have a well-trained staff that supports one another in opportunities for personal and professional growth.

We commit to provide the equipment, technology and training necessary to assure that our customers received the best value in water service.

We commit to work together for each other and for our customers.

We commit to provide employee compensation and benefits that are competitive, affordable and retain and attract high quality professionals to provide services to our customers.

We commit to an empowered staff that is accountable, team-oriented and supportive of each member's performance.

We commit to create a positive and safe work environment that recognizes and rewards superior performance.

We commit to hire progressive employees that will fulfill the mission of the District.

We commit to support economic growth by ensuring water service ample to meet new customer demand.

We commit to collaborate with other agencies in support of regional endeavors of mutual interest and benefit.

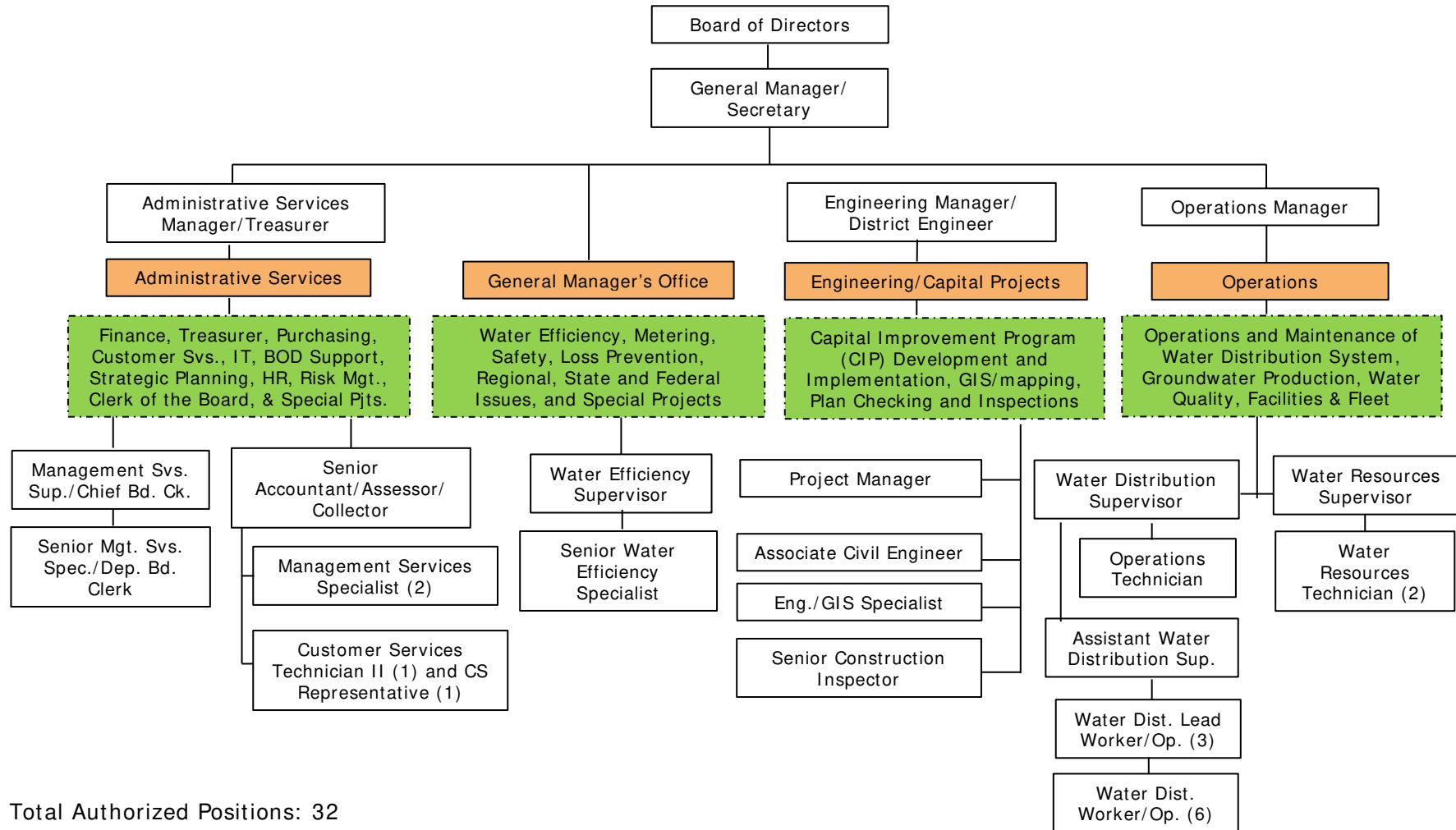
We commit to efficiently and effectively accomplish the day's business while preparing for the future.

We commit to choosing a great attitude.

**Citrus Heights Water District
2018-2021 STRATEGIC PLAN SESSION SUMMARY**

Thursday, June 1, 2017

**ATTACHMENT B
ORGANIZATION CHART**



Total Authorized Positions: 32

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 11, 2017 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE TASK ORDER
AGREEMENT WITH BRYCE CONSULTING

STATUS : Action Item

REPORT DATE : July 5, 2017

PREPARED BY : Christopher J. Castruita, Management Services Supervisor/Chief Board Clerk
Susan K. Sohal, Administrative Services Manager

OBJECTIVE:

Consider proposed professional services agreement with Bryce Consulting, Inc.

BACKGROUND AND ANALYSIS:

Over the past year, Citrus Heights Water District (CHWD) has been working with Bryce Consulting, Inc. (Bryce) on a Project/Not-to-Exceed (NTE) basis to complete a job classification and compensation study. CHWD staff has leveraged their specialized aptitudes and abilities to complete the assigned project in a timely and effective manner.

As CHWD maintains a small staff, utilizing contract resources, such as Bryce Consulting is essential to keeping ongoing operational expenses down, while assuring that the resources are available as required and on an as-needed basis to complete projects efficiently. Bryce Consulting's specialized proficiencies in Human Resources-specific projects, such as job classification and employee development and training, will add to the resources that CHWD may draw upon in order to complete projects and manage peak workload.

Bryce was established in 1995 to provide Human Resources consulting services to governmental clients including counties, cities and special districts. Their principal Shellie Anderson provided CHWD with a job classification and compensation study in Spring 2016, and has been working over the proceeding months to assist staff with the implementation of these new job classifications. She brings more than 15 years of human resources consulting experience, specifically within the public sector. Her background includes managing and participating in compensation and classification studies ranging from single position to city-wide studies.

Moving forward, it is recommended that CHWD formalize a task order style professional services agreement with Bryce. In addition to job classification and compensation studies, the scope of services in the accompanied task order agreement includes Human Resources-related projects such as employee development and training, organizational and management review and analysis, and Human Resources systems improvement.

The task order style agreement is structured to offer the options of a Time-and-Materials/Hourly Billable arrangement or Project Basis/ NTE amount with a defined scope of work, schedule, and a not-to-exceed budget. The term of the updated agreement is ongoing, but includes a fifteen (15) day termination provision by either party without cause.

Funding for the various services covered in the agreement are budgeted for in the 2017 Operating

Budget, and work performed will be subject to availability of budgeted funds.

RECOMMENDATION:

Approve the professional services agreement with Bryce Consulting, Inc., and authorize the General Manager to execute the agreement.

ATTACHMENT:

1. Professional Services Agreement for Human Resources Support Services with Bryce Consulting Services, Inc.

ACTION:

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

**CITRUS HEIGHTS WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT
FOR HUMAN RESOURCES SUPPORT SERVICES**

1. PARTIES AND DATE.

This Agreement is made and entered into this 12th day of July 2017, by and between the Citrus Heights Water District, a public agency organized and operating under the laws of the State of California with its principal place of business at 6230 Sylvan Road, Citrus Heights, CA 95610 (“District”) and Bryce Consulting, a private corporation with its principal place of business at 3436 American River Drive, Ste. 7A, Sacramento, CA 95864 (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

2.1 District. District is a public agency organized under the laws of the State of California, with power to contract for services necessary to achieve its purpose.

2.2 Consultant. Consultant desires to perform and assume responsibility for the provision of certain professional services required by the District on the terms and conditions set forth in this Agreement and in the task order(s) to be issued pursuant to this Agreement and executed by the District and Consultant (“Task Order”). Consultant represents that it is experienced in providing all of the support services listed in the scope of services provided for in Exhibit “A” to public clients, is licensed in the State of California, and is familiar with the plans of District.

2.3 Project. District desires to engage Consultant to render such services on an on-call basis. Services shall be ordered by Task Order(s) to be issues pursuant to this Agreement for future projects as set forth herein (each such project shall be designated a “Project” under this Agreement).

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work, on an on-call basis, as necessary to fully and adequately supply the professional human resources and related consulting services necessary for the Project (“Services”). The types of Services to be provided are generally described in Exhibit “A,” attached hereto and incorporated herein by reference. The Services shall be more particularly described in the individual Task Order issued by the District’s General Manager or designee. No Service shall be performed unless authorized by a fully executed Task Order in the form attached hereto as Exhibit “B”. All Services shall be subject to, and performed in accordance with, this Agreement, the relevant Task Order, the exhibits

attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from July 12, 2017 until terminated as provided herein. Consultant shall meet any other established schedules and deadlines set forth in the applicable Task Order. All applicable indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement and such directions and amendments from District as herein provided. District retains Consultant on an independent contractor basis and not as an employee. No employee or agent of Consultant shall become an employee of District. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of District and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the specific schedule that shall be set forth in the Task Order ("Schedule of Services"). Consultant shall be required to commence work within five (5) days, or as soon thereafter as reasonably practicable, of receiving a fully executed Task Order. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule of Services, District shall respond to Consultant's submittals in a timely manner. Upon request of District, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of District.

3.2.4 RESERVED.

3.2.5 District's Representative. The District hereby designates the General Manager, or his or her designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of the District for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the District's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates Jean Sullivan, or his or her designee, to act as its representative for the performance of this Agreement

("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City of Citrus Heights Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the District, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. If required, Consultant shall assist District, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies. Consultant shall be liable for all violations of local, state and federal laws, rules and regulations in connection with the Project and the Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the District, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold District, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence the Services under this Agreement until it has provided evidence satisfactory to the District that it has secured all insurance required under this section. In addition, Consultant shall not allow any

subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this section.

3.2.10.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance meeting the requirements set forth herein. In the event Consultant is self-insured, Consultant shall provide evidence of self-insured coverage that provides coverage that is equal to the insurance requirements set forth herein. Consultant shall require all of its subcontractors to procure and maintain the same insurance specified herein for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance during such time when Consultant has employees; and (4) *Professional Liability (Errors and Omissions)*: professional liability or Errors and Omissions insurance appropriate to its profession.

(B) Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) *General Liability*: One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: One Million Dollars (\$1,000,000) combined single limit (each accident) for bodily injury and property damage; (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits if required by the Labor Code of the State of California. Employer's Liability limits of One Million Dollars (\$1,000,000) per accident for bodily injury or disease (if required); and (4) *Professional Liability (Errors and Omissions)*: One Million Dollars (\$1,000,000) per claim and aggregate (errors and omissions).

Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as additional insured pursuant to this Agreement. Defense costs shall be payable in addition to the limits.

3.2.10.3 Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

(A) Commercial General Liability. The commercial general liability policy shall be endorsed to provide the following: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage; (2) the insurance coverage shall be primary insurance as respects the District, its

directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way; and (3) the insurance coverage shall contain or be endorsed to provide waiver of subrogation in favor of the District, its directors, officials, officers, employees, agents and volunteers or shall specifically allow Consultant to waive its right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(B) Automobile Liability. The automobile liability policy shall be endorsed to provide the following: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Consultant or for which the Consultant is responsible; (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way; and (3) the insurance coverage shall contain or be endorsed to provide waiver of subrogation in favor of the District, its directors, officials, officers, employees, agents and volunteers or shall specifically allow Consultant to waive its right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(C) Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the District, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

(D) Professional Liability (Errors and Omissions). This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

(E) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (1) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District; and (2) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its directors, officials, officers, employees, agents and volunteers.

3.2.10.4 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such

insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents and volunteers.

3.2.10.5 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District. Consultant shall guarantee that, at the option of the District, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its directors, officials, officers, employees, agents and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

3.2.10.6 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law, and satisfactory to the District.

3.2.10.7 Verification of Coverage. Consultant shall furnish District with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the District if requested. All certificates and endorsements must be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.2.10.8 Subconsultants. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the District that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the District as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, District may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

3.2.10.9 Compliance With Coverage Requirements. If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by District will be promptly reimbursed by Consultant or District will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, District may terminate this Agreement for cause.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (1) adequate life protection and life-saving equipment and procedures; (2) instructions in accident prevention for all employees and subcontractors, such as equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully

required to prevent accidents or injuries; and (3) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit “A,” attached hereto and incorporated herein by reference. The total compensation per Task Order shall be set forth in the relevant Task Order, and Consultant shall be compensated in one of two billable methods: a) Time and Materials/Hourly Billable; or b) Project Basis/Not-to-Exceed (NTE) amount. Extra Work may be authorized, as described below; and if authorized, said Extra Work will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Consultant shall submit to District a monthly itemized invoice which indicates work completed and hours of Services rendered by Consultant. The invoice shall reference the relevant Task Order and describe the amount of Services and supplies provided since the initial commencement date of Services under this Agreement, and since the start of the subsequent billing periods, through the date of the invoice. Consultant shall include a Project Task Tracking Sheet with each invoice submitted. District shall, within forty-five (45) days of receiving such invoice and Project Task Tracking Sheet, review the invoice and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized under Exhibit “B” or otherwise in writing by District.

3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Consultant perform Extra Work. As used herein, “Extra Work” means any work which is determined by District to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from District’s Representative. Where Extra Work is deemed merited by the District, an amendment to this Agreement shall be prepared by the District and executed by both Parties before performance of such Extra Work, or the District will not be required to pay for the changes in the scope of work. Such amendment shall include the change in fee and/or time schedule associated with the Extra Work. Amendments for Extra Work shall not render ineffective or invalidate unaffected portions of this Agreement

3.3.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq., and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is One Thousand Dollars (\$1,000) or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall obtain a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute

the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

If the Services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such Services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

3.5.1.1 Grounds for Termination. Either party may terminate the whole or any part of this Agreement at any time and without cause by giving written notice to the other party of such termination, and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data (defined below) and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

District

Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA 95611
Attn: Christopher Castruita,
Management Services Supervisor

Consultant

Bryce Consulting
3436 American River Drive, Ste. 7A
Sacramento, CA 95864
Attn: Jean Sullivan, Principal

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). Consultant shall require all subcontractors to agree in writing that District is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the District. District shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District’s sole risk.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District’s name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorney's Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.6 Indemnification.

3.5.6.1 Standard Indemnification. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or relating to any negligence, recklessness, or willful misconduct of Consultant, its officials, officers, employees, agents, consultants, and contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees, and attorney's fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents, or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents, or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided, including correction of errors and omissions. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its directors, officials officers, employees, agents or volunteers.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.10 District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project.

3.5.11 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the

prior written consent of the District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.12 Subcontracting. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subcontractors of Consultant, except as otherwise specified in this Agreement. All references to District include its officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

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

3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

3.5.20 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

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

3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

[Signatures on Following Page]

**SIGNATURE PAGE
TO
CITRUS HEIGHTS WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT
FOR HUMAN RESOURCES SUPPORT SERVICES**

CITRUS HEIGHTS WATER DISTRICT

BRYCE CONSULTING

By: _____
Hilary M. Straus
General Manager

By: _____
Jean Sullivan
Principal

Date: _____

Date: _____

EXHIBIT "A"
SCOPE OF SERVICES

**BRYCE
CONSULTING**

**PROPOSAL TO PROVIDE HUMAN
RESOURCES SUPPORT TO THE CITRUS
HEIGHTS WATER DISTRICT**



BRYCE CONSULTING

3436 American River Drive, Ste. 7A

Sacramento, CA 95864

(916) 974-0199

www.bryceconsulting.com



July 5, 2017

Mr. Christopher Castruita
Management Services Supervisor
Citrus Heights Water District
PO Box 286
Citrus Heights, CA 95611

Re: Proposal – Human Resources Support

Dear Mr. Castruita:

Thank you very much for the opportunity to submit a proposal to provide ongoing human resources support to the Citrus Heights Water District.

Bryce Consulting brings to this assignment over twenty years of experience in providing management consulting services to local government clients. The firm will devote all necessary resources to the identified tasks. Furthermore, we will work with the organization at every step during the project to provide status up-dates and ensure the successful accomplishment of the study's objectives.

Again, thank you for the opportunity to be considered for this project. If you need additional information, please contact me at (916) 974 - 0199.

Sincerely,

A handwritten signature in blue ink that reads 'Shellie Anderson'. The signature is fluid and cursive, with a large initial 'S'.

Shellie Anderson
Principal
Bryce Consulting

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SECTION I - PROJECT OVERVIEW

The District is seeking highly qualified consulting assistance to finalize District job descriptions and provide ongoing human resources support such as:

- Classification analysis and development/revision of job descriptions based on future needs
- Compensation analysis for newly created classifications
- Recruitment support
- Employee development and training
- General human resources support (e.g. development/revision of personnel policies, audit of personnel practices)

Each task will be carefully tailored to meet the District's needs and is intended to ensure:

Client Involvement – All deliverables will be thoroughly reviewed with the District prior to finalization.

Quality - All deliverables are based on sound technical methods and provide the District with quality recommendations and results that are acceptable and can be implemented.

Service And Value - The assignments are completed on time and in the most efficient and effective manner possible to ensure that the District receives the greatest value for its consulting dollar.

SECTION II - PROJECT STAFFING TEAM

Our consultants have extensive experience dealing with human resources service delivery, restructuring, and personnel management efforts. Shellie Anderson will serve as project manager for this study and will assume responsibility for on-going client contact, survey design, data collection, and preparation and presentation of reports.

CORPORATE QUALIFICATIONS

Bryce Consulting was formed in July 1995 to provide the full range of human resource consulting services to governmental clients. We offer comprehensive and integrated advisory services in the areas of human resources management, recruitment and selection, organization development, and training. Our scope and approach to consulting is based on a solid foundation of professional experience in providing consulting services to local governments.

SERVICES

Bryce Consulting offers a comprehensive range of human resource consulting services including:

Classification and Compensation - This area of the practice includes the development, installation, and modification of all or part of an agency's classification plan and compensation program. Typical study results include compensation policy development; the preparation of class specifications and career ladders that are in compliance with the ADA; internal salary relationship analysis; external compensation surveys; and the development of a revised compensation plan.

Training - This service provides both off-the-shelf and custom designed training programs on a wide variety of salient topics to organizations. Depending on the needs of the organization, we provide employee, mid-management, executive management or agency-wide training on topics such as supervisory skills, negotiation skills, performance evaluation, communicating with your boss and interpersonal skills.

Human Resources Systems - Typical assignments in this area result in the development or modification of the basic policy and administrative framework for the agency's human resource management system. Study results include the preparation of personnel rules, policies, and procedures, and employee handbooks.

Performance Appraisal - This service area involves the development and installation of comprehensive performance appraisal systems for both management and non-management staff. These systems are complete and include the necessary forms, procedure manuals, and the training of management and supervisory staff.

STAFF RESUME

SHELLIE ANDERSON

Shellie Anderson is a consultant with the firm who brings over 15 years of human resources consulting experience, specifically within the public sector. Her background includes managing and participating in compensation and classification studies, organizational analyses, recruitment and selection, and training. Ms. Anderson has worked with a variety of public agencies including the State of California, cities, counties, and water districts.

Ms. Anderson earned her Bachelor's degree in Psychology and Master's degree in Industrial and Organizational Psychology from the California State University, Sacramento. In addition, Ms. Anderson is a Certified Senior Professional in Human Resources and is an International Public Management Association Certified Professional.

REFERENCES

Modesto Irrigation District

Irma Perrone, Human Resources Manager

(209) 526-7340

IrmaP@mid.org

1231 11th Street, Modesto, CA 95352

Modesto Irrigation District is a current client with approximately 300 positions. Bryce recently completed a District-wide organizational efficiency review and total compensation study. We have also conducted numerous classification studies.

Sacramento Suburban Water District

Robert Roscoe, General Manager

(916) 972-7171

roscoe@sswd.org

3701 Marconi Avenue, Ste. 100, Sacramento, CA 95821

The Sacramento Suburban Water District is a past client. Bryce Consulting has conducted a total compensation study for the District in 2007, 2009, and 2013 consisting of 19 survey agencies and approximately 25 classifications.

San Juan Water District

Donna Silva, Director of Finance

(916) 791-0115

dsilva@sjwd.org

9935 Auburn Folsom Road, Granite Bay, CA 95670

The San Juan Water District is a long-term client. Bryce has conducted several recruitments, updated and revised the District's classification plan, and conducted a succession planning analysis for the District.

SECTION III - COST ESTIMATE

SERVICE	HOURLY RATE
Classification Analysis and/or Job Description Development/Revision	\$160 per hour
Compensation Analysis	\$160 per hour
Recruitment Support to include any of the following: <ul style="list-style-type: none"> • development of candidate profile • development and placement of ads • receipt and review of job applications • identification of top candidates • development of oral interview questions • facilitation of oral interview • reference checks 	\$160 per hour
General Human Resources Support Such as: <ul style="list-style-type: none"> • development/revision of personnel policies • audit of personnel practices 	\$160 per hour

Bryce shall be compensated in one of two billable methods: a) Time and Materials/Hourly Billable; or b) Project Basis/Not-to-Exceed (NTE) amount, including reimbursable expenses.

EXHIBIT "B"
SAMPLE TASK ORDER FORM

TASK ORDER

Task Order No. [REDACTED] (YEAR - ##)

Contract: Agreement for Human Resources Support Services with Citrus Heights Water District

Consultant: Bryce Consulting

The Consultant is hereby authorized to perform the following work subject to the provisions of the Contract identified above:

[Insert description of services to be provided]

List any attachments: (Please provide if any.)

Compensation Form: [INSERT HOURLY OR PROJECT BUDGET/NOT-TO-EXCEED (NTE)]

Reimbursements: [INSERT WHETHER MILEAGE AND OTHER REIMBURSEMENTS WILL BE PROVIDED]

Dollar Amount of Task Order: Not to exceed \$ [REDACTED], [REDACTED].00 (If NTE)

Completion Date: [REDACTED], 20 [REDACTED]

The undersigned consultant hereby agrees that it will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services for the work above specified in accordance with the Contract identified above and will accept as full payment therefore the amount shown above.

Citrus Heights Water District

Consultant

Dated: _____

Dated: _____

By: _____

By: _____

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 11, 2017 REGULAR MEETING

SUBJECT : METER REPLACEMENT STUDY UPDATE
STATUS : Information Item
REPORT DATE : June 29, 2017
PREPARED BY : Hilary Straus, General Manager
Rex Meurer, Water Efficiency Supervisor

Staff will provide an update to the Board on the status of the Meter Replacement Program Request for Proposals (RFP). Staff will also update the Board on efforts to identify other water district partners who may wish to participate in the Meter Replacement Program Study with a potential goal of developing a multi-agency program.

Preliminary meetings have occurred with surrounding water districts. The District is planning a second group meeting with interested potential partner agencies in the upcoming weeks.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 11, 2017 REGULAR MEETING

SUBJECT : Report on Proposed Agreement for the Exchange of Real Property for the Mitchell Farms Well Site
 STATUS : Information Item
 REPORT DATE : July 6, 2017
 PREPARED BY : Missy Pieri, District Engineer

A 261 single-family residential unit subdivision is being proposed by Watt Communities, herein referred to as “Developer”, at the former Sunrise Golf Course and surrounding property, herein referred to as “Mitchell Farms, which is owned by Mitchell/Sippola Limited Partnership, Brian/Wendy Lee Family Trust, Citrus Heights Water District (District) and Sacramento Municipal Utility District, located north of Arcadia Drive between Fair Oaks Boulevard on the east and Sunrise Boulevard on the west. The proposed subdivision includes the following assessor’s parcel numbers: 243-0070-030; 243-0082-001, 002, 019, 021, 023, 028; 243-0480-013, 014, 015, 016, 019, 020, 021, 025, 033.

One of the access points for the subdivision is near the Citrus Heights Water District’s Mitchell Farms well site access easement located off of Fair Oaks Boulevard. The preferred alignment of the Fair Oaks Boulevard access road would require approximately 4,219 square feet of Citrus Heights Water District’s well site property be granted to Mitchell Farms. In exchange for this property, Mitchell Farms proposes to grant Citrus Heights Water District 7,247 square feet of land located adjacent to the well site. All improvements to the District’s property and any associated fees, including engineering and attorney fees, shall be at the expense of the Developer.

The Operations Department supports the proposed land swap, as the additional square footage and improved access to the well site will be beneficial.

District staff requested that General Counsel prepare an Agreement for the Exchange of Real Property for the above land swap for Board consideration. A draft of the Agreement has been prepared and includes the following items:

- 1) The Exchange of Real Property;
- 2) Escrow and Title;
- 3) Watt Communities Approval of Condition of Title/Due Diligence;
- 4) CHWD’s Approval of Condition of Title;
- 5) Conditions Precedent to Close of Escrow;
- 6) Close or Cancellation of Escrow;
- 7) Costs and Prorations;
- 8) Representations and Warranties; Covenants;
- 9) Default;
- 10) Casualty Loss; Condemnation;
- 11) Possession;
- 12) Brokerage Commissions; and
- 13) Miscellaneous

The Draft Agreement for the Exchange of Real Property is currently being reviewed by District staff and will be reviewed with the Board prior to the agreement being sent to the developer. The Final Agreement is anticipated to be completed in the upcoming months.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 11, 2017 REGULAR MEETING

SUBJECT : CORPORATION YARD SAFETY IMPROVEMENTS UPDATE
 STATUS : Information Item
 REPORT DATE : July 6, 2017
 PREPARED BY : Paul Dietrich, Project Manager

The following is an update on the status of the Corporation Yard Safety Improvements Project. The District received five (5) sealed proposals, at which time proposals were opened and read publicly. The apparent low bidder is PnP Construction, Inc. of Auburn, CA. Bids received are as follows:

- | | |
|---|------------------------|
| 1. PnP Construction, Inc. | \$ 1,764,474.00 |
| 2. BRCO Constructors, Inc. | \$ 1,856,000.00 |
| 3. Myers and Sons Construction, Inc. | \$ 1,883,000.00 |
| 4. Civil Engineering Construction, Inc. | \$ 2,039,000.00 |
| 5. BOBO Construction, Inc. | \$ 2,368,500.00 |

The Engineer's Estimate for construction was \$1,329,000.00.

Staff and CHWD's Project Engineer, Domenichelli and Associates, are currently analyzing the bids to prepare options for the Board's consideration. Given the scale and complexity of this project, staff is requesting a special Board meeting on Wednesday, July 19, 2017 at 6:00 p.m. in order to provide adequate time for a presentation and consideration of options.