

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
November 15, 2017

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

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President
Allen B. Dains, Director

Absent:

None.

Staff:

Hilary Straus, General Manager
Susan Sohal, Administrative Services Manager
Chris Castruita, Management Services Supervisor/Chief Board Clerk
David Gordon, Operations Manager
Missy Pieri, Engineering Manager/District Engineer
Rex Meurer, Water Efficiency Supervisor
Alberto Preciado, Senior Accountant
Brain Hensley, Water Resources Manager

VISITORS:

Adam Robin, Legislative and Regulatory Affairs Program Manager, Regional Water Authority
Rob Swartz, Manager Technical Services, Regional Water Authority
Steve Anderson, General Counsel, Best Best & Krieger
Bobbi Bennett, Senior Human Resources Advisor, Regional Government Services
Julie Beyers, Resident

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Minutes of the Regular Meeting – October 18, 2017.

- Revenue Analysis Report for October 2017.
- Assessor/Collector's Roll Adjustment for October 2017.
- Treasurer's Report for October 2017.
- Treasurer's Report of Fund Balances for October 2017.
- Operations Budget Analysis for October 2017.
- Capital Projects Summary October 2017.
- Warrants for October 2017.
- CAL-Card Distributions for October 2017.
- Summary of 2017 Employees, Officers and Directors Training Courses, Seminars and Conference.
- Employee Recognitions.
- Long Range Board Agenda (I)
 - Board Agenda Items Planned for Upcoming Meetings.
- Engineering and Capital Projects Departmental Report (I)
 - Significant assignments and activities for the Engineering and Capital Projects Department is summarized.
- Operations Departmental Report (I)
 - Monthly report on construction and maintenance activities.
- 2017 Water Supply – Purchased and Produced (I)
 - Report on annual water supply including comparison with prior years.
- Water Supply Reliability (I)
 - Receive status report on surface water supplies available to the Citrus Heights Water District (District).

OCTOBER 2017 WARRANTS			
CHECK	PAYEE	DESCRIPTION	AMOUNT
64187	Tony/Dorothy J Leon	Customer Refund	\$7,950.00
64188	Gary L. Tingle	Contract Services-Wells	\$1.00
64189	Best Best & Krieger	Legal & Audit	\$13,221.56
64190	Domenichelli and Associates, Inc	Contract Services-Engineering	\$31,187.07
64191	PNP Construction, Inc	Contract Services-Engineering	\$321,172.00
64192	SMUD	Utilities	\$8,835.67
64193	US Bank I.M.P.A.C. Government Services	See November Agenda Item CC-9	\$8,927.40
64194	Charles Goodridge	Customer Refund	\$265.49
64195	Shawne K Boyd	Customer Refund	\$6.79
64196	Chester E/Carole D Hammonds	Customer Refund	\$69.06
64197	Charles L Ledger	Customer Refund	\$134.76
64198	David A/ Marcia E McKean	Customer Refund	\$23.56
64199	Dixon J Allen Jr	Customer Refund	\$166.49
64200	Douglas D Akey	Customer Refund	\$356.63
64201	Ruben/Nadezhda Radu	Customer Refund	\$16.15
64202	Zane D/Sonia T Henry	Customer Refund	\$20.50

64203	Menlo Funding Corp	Customer Refund	\$9.92
64204	Stephen R Vance	Customer Refund	\$13.71
64205	AFLAC	Employee Paid Insurance	\$238.56
64206	CA-NV AWWA	Dues & Subscriptions	\$300.00
64207	Betty Ann Bertoglio	Contract Services- Miscellaneous	\$3,000.00
64208	Robin Cope	Health Insurance	\$412.00
64209	Stan Frank	Customer Refund	\$300.00
64210	Integrity Administrators Inc	Health Insurance	\$291.12
64211	J4 Systems	Contract Services-Other	\$755.00
64212	KBA Docusys Inc	Equipment Rental-Office	\$342.63
64213	Powerplan	Repair-Trucks	\$2,992.88
64214	River City Staffing Group	Contract Services-Conservation	\$2,299.10
64215	Sonitrol	Equipment Rental-Office	\$168.56
64216	Spot on Signs & Graphics	Contract Services- Repair/Maintenance	\$1,193.26
64217	The Lincoln National Life Insurance Company	Disability & Life In	\$6,033.47
64218	J4 Systems	Contract Services-Other	\$546.15
64219	Georgena Cook	Customer Refund	\$19.13
64220	Robert W/Barbara A Martin	Customer Refund	\$19.61
64221	Robert R/Shirley D Rodgers	Customer Refund	\$12.17
64222	Vasily/Natalya Bokoch	Customer Refund	\$1,450.30
64223	Matthew L Dowling	Customer Refund	\$11.30
64224	Jonathan M Alestra	Customer Refund	\$193.04
64225	Alina Champlain	Customer Refund	\$167.44
64226	Nicolas A Fogle	Customer Refund	\$121.32
64227	Robert/Adriana Jenson	Customer Refund	\$74.88
64228	Marianna/Aleksandr Sotnichenko	Customer Refund	\$139.75
64229	Dynamic Asset Solutions LLC	Customer Refund	\$140.70
64230	Dong H Qian	Customer Refund	\$29.07
64231	A&A Stepping Stone Manufacturing	Supplies-Field	\$152.74
64232	ABA DABA Rentals & Sales	Supplies-Field	\$433.60
64233	All American Publishing	Water Conservation-Other	\$374.00
64234	AREA Restroom Solutions	Equip Rental-Field	\$118.76
64235	Bart/Riebes Auto Parts	Repair-Trucks	\$105.47
64236	Consolidated	Telephone-Local/Long Distance	\$1,747.95
64237	Corelogic Information Solutions Inc	Dues & Subscriptions	\$185.83
64238	Corix Water Products, Inc	Material	\$6,018.39
64239	Cybex	Equipment Rental-Office	\$149.21
64240	Fernando G or Lily C Sto Domingo	Toilet Rebate Program	\$150.00
64241	Manuel Duena	Toilet Rebate Program	\$150.00

64242	Damon C. or Priscilla E. Falconi	Toilet Rebate Program	\$75.00
64243	Stephen R or Catherine Ferrie	Toilet Rebate Program	\$75.00
64244	Gaynor Telesystems Incorporated	Contract Services-Other	\$50.00
64245	Grainger	Small Tools	\$163.72
64246	Ferguson Enterprises Inc #1423	Material	\$2,096.19
64247	Lyndon or Cindy Harrison	Toilet Rebate Program	\$75.00
64248	Indoor Environmental Services	Maintenance Agreement- Equipment	\$1,339.32
64249	J4 Systems	Contract Services-Other	\$2,262.50
64250	KBA DOCUSYS	Equipment Rental-Office	\$471.82
64251	KBA Docusys Inc	Equipment Rental-Office	\$529.67
64252	Kei Window Cleaning #12	Janitorial	\$94.00
64253	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$1,793.84
64254	Madison Avenue, Inc	Office Miscellaneous	\$16.75
64255	Moonlight BPO	Contract Services-Bill Print	\$6,173.93
64256	One Print Source & Graphics	Printing	\$229.83
64257	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
64258	Republic Services #922	Utilities	\$207.73
64259	Rescue Training Institute Inc	Fixed Assets	\$675.00
64260	RW Trucking	Contract Services- Miscellaneous	\$260.00
64261	SureWest Directories	Telephone-Local/Long Distance	\$49.00
64262	A. Teichert & Son, Inc.	Road Base	\$922.50
64263	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,890.00
64264	WaterWise Consulting, Inc	Contract Services-Conservation	\$525.00
64265	Tamar Dawson	Continued Education	\$25.00
64266	Paul J/Carol R Spiker	Customer Refund	\$16.29
64267	Monica L Necula	Customer Refund	\$73.88
64268	Debora L Motz	Customer Refund	\$158.78
64269	John Bullock	Customer Refund	\$60.19
64270	Dilafiruz Miller Trust	Customer Refund	\$73.66
64271	Antoinette D Rego	Customer Refund	\$21.48
64272	Jack P/Edna D Hilbert	Customer Refund	\$5.43
64273	Ljiljana Miljkovic	Customer Refund	\$16.89
64274	Yan/Margarita Reznik	Customer Refund	\$5,657.50
64275	Billie A Barker	Customer Refund	\$68.92
64276	Marc E White	Customer Refund	\$27.59
64277	Randall S Weston	Customer Refund	\$6.07
64278	Andrew Roberts	Customer Refund	\$78.16
64279	Martha Goad	Customer Refund	\$7.41

64280	William E/Pamela L Lehtonen	Customer Refund	\$76.01
64281	Sports Destiny Investments INC	Customer Refund	\$11.85
64282	David Pirkkala	Customer Refund	\$8.70
64283	David R Shoff	Customer Refund	\$13.76
64284	Leslie L Davis	Customer Refund	\$110.25
64285	ACWA/JPIA	Workers Comp Insurance	\$1,495.00
64286	Airgas USA, LLC	Supplies-Field	\$1,583.95
64287	Alexander's Contract Services	Contract Services-Meter Read	\$3,436.31
64288	AnswerNet	Telephone-Answering Service	\$273.14
64289	Best Best & Krieger	Legal & Audit	\$4,995.23
64290	Albert A Branson	Customer Refund	\$98.00
64291	BSK Associates	Water Analysis	\$856.00
64292	California Landscape Associates Inc	Janitorial	\$200.00
64293	CHCMB	Water Conservation-Other	\$30.00
64294	City of Citrus Heights	Permit Fees	\$2,109.30
64295	Express Office Products Inc	Office Expense	\$62.37
64296	ICMA Membership Renewals	Dues & Subscriptions	\$1,401.42
64297	J4 Systems	Contract Services-Other	\$446.25
64298	Safa E Kaddis	Customer Refund	\$110.28
64299	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$896.92
64300	Moonlight BPO	Contract Services-Bill Print	\$5,140.17
64301	Pace Supply Corp	Material	\$6,680.00
64302	Missy Pieri	Continued Education	\$25.00
64303	Rapid Information Destruction Services	Equipment Rental-Office	\$40.00
64304	Red Wing Shoe Store	Small Tools	\$488.33
64305	Reed & Graham Inc	Supplies-Field	\$228.42
64306	River City Staffing Group	Contract Services-Conservation	\$2,304.00
64307	Sacramento County Dept of Finance	Utilities	\$35.76
64308	The Sacramento Gazette	Publication Notices	\$96.60
64309	Sacramento Local Agency Formation Commission	Dues & Subscriptions	\$1,872.00
64310	Staples Advantage	Office Expense	\$30.16
64311	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,260.00
64312	Zane Dezign	Contract Services-Conservation	\$1,575.31
64313	Adam Funk	Customer Refund	\$12.94
64314	Jimmy A Ackerman	Customer Refund	\$11.92
64315	Jerld M Hackney Trust	Customer Refund	\$104.18
64316	Victoria L Stevens	Customer Refund	\$48.11
64317	Gretti/Steven Keith Trust	Customer Refund	\$25.62
64318	Carmen L Courtney	Customer Refund	\$113.13
64319	Barbara J Saunders	Customer Refund	\$51.97

64320	William/ Michele Kreisl	Customer Refund	\$231.66
64321	Andrea L Holland	Customer Refund	\$137.14
64322	Eugene M Ganas-Kouklis	Customer Refund	\$198.60
64323	Chris W/Michelle Edge	Customer Refund	\$76.63
64324	Tyler Whaley	Customer Refund	\$18.10
64325	Michael/Vonda Rizzo	Customer Refund	\$51.46
64326	ABA DABA Rentals & Sales	Supplies-Field	\$641.63
64327	Alexander's Contract Services	Contract Services-Meter Reads	\$5,124.74
64328	Avalon Custodial Care	Janitorial	\$695.00
64329	AWWA	Dues & Subscriptions	\$4,022.00
64330	Axcient Inc	Maintenance Agreement-Software	\$444.30
64331	Bart/Riebes Auto Parts	Repair-Trucks	\$49.23
64332	Best Best & Krieger	Legal & Audit	\$5,138.44
64333	Burketts	Office Expense	\$177.73
64334	Corix Water Products, Inc	Material	\$341.58
64335	Dawson Oil Company	Gas & Oil	\$2,146.29
64336	Tamar Dawson	Continued Education	\$80.00
64337	Government Finance Officers Association	Dues & Subscriptions	\$135.00
64338	Ferguson Enterprises Inc #1423	Material	\$1,576.37
64339	J4 Systems	Contract Services-Other	\$527.50
64340	Kaiser Foundation Health Plan, Inc	Health Insurance	\$18,254.37
64341	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$896.92
64342	Moonlight BPO	Contract Services-Bill Print	\$1,323.79
64343	Pace Supply Corp	Material	\$2,342.74
64344	Pacific Gas & Electric	Utilities	\$10.19
64345	Les Schwab Tires	Repair-Trucks	\$607.57
64346	Sharol Smith	Toilet Rebate Program	\$150.00
64347	Sophos Solutions	Contract Services-Other	\$1,440.00
64348	State Water Resources Control Board	Dues & Subscriptions	\$105.00
64349	A. Teichert & Son, Inc.	Road Base	\$2,376.68
64350	Temp A Fence Inc	Supplies-Field	\$785.00
64351	Voyager Fleet Systems Inc	Gas & Oil	\$4,001.44
64352	PNP Construction, Inc	Contract Services-Engineering	\$321,172.00
64353	ACWA/JPIA	Workers Comp Insurance	\$89,590.23
64354	Sharon A Baker	Toilet Rebate Program	\$75.00
64355	Austin Kimbrell	Toilet Rebate Program	\$75.00
64356	Margarita Winn	Toilet Rebate Program	\$150.00
64357	Aleksandr Zhuravel	Toilet Rebate Program	\$225.00
Total			\$953,380.89
ACH	CHASE SEPT 2017	Bank Fee	\$2,814.79

ACH	10/5/17 PAYDAY	PERS	\$16,345.68
ACH	PAYCHEX	Contract Services-Other	\$377.70
ACH	CHASE OCT 2017	Bank Fee	\$2,494.56
ACH	NOV 2017 HEALTH	Health Insurance	\$13,684.34
ACH	OCT 2017 GASB68	PERS	\$30,046.58
ACH	SEPT 2017 FD	Bank Fee	\$104.99
ACH	SEPT 2017 PH	Bank Fee	\$111.29
ACH	SEPT 2017WB	Bank Fee	\$72.99
ACH	VALIC 10/19/17 PAYDAY	Deferred Compensation	\$3,342.50
ACH	VALIC 10/5/17 PAYDAY	Deferred Compensation	\$3,342.50
ACH	VANCO SEPT 2017	Contract Services-Other	\$30.14
ACH	VOYA 10/5/17 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 10/19/17 PAYDAY	Deferred Compensation	\$25.00
ACH	PERS 10/19/17 PAYDAY	PERS	\$16,203.00
ACH	SEPT2017 S FEE	Bank Fee	\$1,899.02
Total			\$90,920.08
Grand Total			\$1,044,300.97
November Checks Approved at November Board Meeting			
64394	ACWA	Dues & Subscriptions	\$14,955.00
64395	ACWA/JPIA	Workers Comp Insurance	\$15,734.60
64396	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving/Concrete	\$100,538.81
64397	Domenichelli and Associates, Inc	Contract Services-Engineering	\$14,482.00
64398	ESRI	Maintenance Agreement-Equipment	\$11,900.00
64399	J4 Systems	Contract Services-Other	\$17,200.32
64400	PNP Construction, Inc	Contract Services-Engineering	\$198,682.00
64401	San Juan Water District	Purchased Water	\$753,047.83
64402	SMUD	Utilities	\$8,425.92
Total			\$1,134,966.48

Employee Recognitions— Seventeen employees received recognition for attendance during September 2017, and twenty-one were recognized for outstanding customer service and quality of work during the month of October 2017. Directors were provided with a list of the employees and items for which each received recognition.

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

Engineering Department Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of October 2017.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
PROJECT 2030 Water Main Replacement Project	Engineering	EM/PM	On-going	Yes, 10/18/17 (Award of Contract)	Yes	2017-2018 Master plan for replacement of mains installed in 1960-1985.	Award of contract at the 10/18/17 Board Meeting. Compiling Customer Advisory Committee Apps.
CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project-	Engineering	EM/PM/SCI	On-going	TBD	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Board Award of Contract 07/24/17. Notice to Proceed started 08/10/17. 40% Complete.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Build out	Engineering	EM/PM	On-going	TBD	Yes	2017-18 Master plan for office space requirements through 2040.	Project is currently on hold due to other priorities. Current plan is to start work again in first half of 2018.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	EM/AE	On-going	Yes, 10/18/17, PS&E for approval to bid	Yes	2017 design and construction. Potholing complete.	Out to bid on 10/25/17. Mandatory Pre-bid meeting on 11/08/17. Bids due 11/21/17.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	AE/PM	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Potholing existing utilities complete.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	AE/PM	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Staff to schedule potholing.
CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main	Engineering	AE/GIS	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Design Agreement signed 10/31/17.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	EM/AE	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Reviewed plans and provided comments 09/28/17.
PRIVATE DEVELOPMENT 8027 Holly Dr - Parcel Split 1 - 3	Engineering	EM/AE	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Tentative Parcel Map received 08/21/17. Will Serve letter sent 08/29/17.
PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean	Engineering	EM/AE	On-going	No	No	Commercial Development	Resubmittal comments sent to developer on 11/01/17.
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	EM/AE	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in Spring 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts.
CITY OF ROSEVILLE PROJECT Fair Way Intertie (C15-101)	Engineering	EM/SCI/OM	2017	Yes, 11/2016	Yes	Intertie with City of Roseville on Fair Way.	City of Roseville completed Intertie. Perform project close-out.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report
Annexations	Engineering	EM/PM/AE	2018	Yes, TBD	Yes	Strategic Planning Item	New item
Easements	Engineering	EM/PM/AE	2018	Yes, TBD	Yes	Strategic Planning Item	New item

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 91 work orders were performed during the month of October 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 October 2017 (1,128.97 acre-feet) was 13 percent below that of October 2013 (1,297.42 acre-feet).

Surface Water Supply Reliability

As of November 1, 2017, storage in Folsom Lake (Lake) was at 552,735 acre-feet, 57 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 106,465 acre-feet in the past month.

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District’s groundwater production wells, Bonita, Mitchell Farms, Skycrest, and Sylvan, are operational and used 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 October 2017 include:

- 21 ultra-low-flush toilet (ULFT) rebates were processed for the month of October. A total of 145 ULFT rebates have been processed for a total of \$10,875.00 year to date.

- For the period of January-October, 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.
- 21 water waste calls were received during the month of October. 2 reports of water waste were received through CHWD's Drought Resources web page. An additional 7 service requests were generated by staff. A total of 23 contacts have been completed based on these reports.
- The Department of Water Resources (DWR) is proceeding to finalize and validate all SB 555 Wave 4 documents submitted in October. Approval of the documents is pending DWR's review.
- On October 21, staff participated in the Citrus Heights Marching Band's Howl-O-Ween parade and the City of Citrus Heights harvest festival. Staff marched in the parade and handed out mandarins to the crowd. After the parade staff participated in our public outreach booth. The booth focus was on recruitment for the Customer Advisory Committee.
- An Ecolandscape class was held on Wednesday November 1st from 6:00 pm-8:00 pm. The class was held at the Citrus Heights Community Center. The class topics covered winter maintenance of your landscape and irrigation system, tree pruning and other fall gardening techniques. The class was attended by over 40 people.
- 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	213	0%
July	237	241	02%
August	242	229	-05%
September	189	217	15%
October	123	170	38%
November	85		
December	76		

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

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	Sept. 2017	January - Sept. 2017

	Reduction	Reduction
City of Woodland	19.2%	26.3%
California American Water	17.2%	25.3%
Sacramento Suburban WD	15.5%	19.8%
City of Sacramento	15.2%	23.3%
Golden State Water Company	12.6%	20.0%
City of West Sacramento	9.0%	22.0%
Del Paso Manor Water District	8.1%	20.9%
City of Yuba City	8.0%	18.8%
City of Davis	7.8%	21.0%
Elk Grove Water District	7.7%	20.5%
Carmichael Water District	7.3%	20.3%
Rio Linda/Elverta CWD	6.1%	19.7%
Orange Vale Water Company	5.6%	25.5%
Sacramento County Water Agency	5.3%	15.0%
Fair Oaks Water District	4.7%	21.2%
Citrus Heights Water District	4.5%	22.4%
Placer County Water Agency	3.9%	12.2%
San Juan Water District	3.5%	24.1%
El Dorado Irrigation District	2.4%	18.2%
City of Roseville	2.3%	17.2%
City of Lincoln	1.9%	15.2%
Rancho Murieta CSD	1.9%	16.5%
City of Folsom	-3.5%	9.0%
Average	7.2%	19.8%
Minimum	-3.5%	9.0%
Maximum	19.2%	26.3%

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

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

PRESENTATIONS:

State Legislative Update

Operations Manager Gordon introduced Regional Water Authority Legislation and Regulatory Affairs Program Manager Adam Robin, who provided an update on the status of key policy issues that are forecasted in this coming legislative process. Mr. Robin also presented a roadmap for advocacy of these policy issues.

Citrus Heights Water District (CHWD) participates in the Regional Water Authority (RWA) Legislative and Regulatory Advocacy Program and Lobbyist Subscription Program and meets with Adam Robin monthly to:

- 1) Develop positions on legislative activities;
- 2) Shape RWA's engagement and strategies on proposed policy issues; and
- 3) Provide participating agencies with the latest developments on legislative issues and other policy matters.

RWA tracked a total of 164 measures in 2017. The Lobbyist Subscription Program considered 40 of those measures to be analyzed and considered. Measures with an active position to oppose, oppose unless amended, support, and support if amended totaled 16. RWA sponsored two bills in 2017.

Hot topics for 2018 Legislation include:

- AB 1668/SB 606 – Long-term Conservation/Consumption Mandate bills;
- Human Right to Water Legislation: “Safe, Clean, Affordable and Accessible” producing the Public Good Charge/Water Tax- SB 623 and Proposition 218 Reform – SCA 4;
- State Water Resource Control Board AB 401 Statewide Low-Income Ratepayer Assistance Program
- SWRCB Bay/Delta Water Quality Control Plan; and
- Maximum contaminant levels for Chromium-VI, Perchlorate.

The Board discussed the State Legislative update.

Update on Groundwater Sustainability Plan Development

Operations Manager Gordon introduced Citrus Heights Water District (CHWD) General Counsel Steve Anderson and Sacramento Groundwater Authority (SGA) Manager of Technical Services Rob Swartz, who provided an update on the Sustainable Groundwater Management Act (SGMA) and its requirement to develop a Groundwater Sustainability Plan (GSP). SGMA was signed into law in 2014 with the purpose of:

1. Establishing a framework for sustainable, local groundwater management;
2. Preventing groundwater-dependent regions from the over-draft of groundwater supplies; and
3. Bringing groundwater basins into balanced levels of pumping and recharge.

CHWD is located within the Sacramento Valley's North American Sub-basin (NASB). NASB is represented by five Groundwater Sustainability Agencies (GSA), which include:

1. Western Placer County;
2. South Sutter Water District;

3. Reclamation District 1001;
4. Sutter County; and
5. Sacramento Groundwater Authority.

CHWD and SGA staff, meets with all the GSA's within the NASB to plan, develop and submit one GSP for the NASB. Mr. Swartz provided an update on the status of the GSP development, and presented a roadmap for future action.

BUSINESS:

STRATEGIC PLAN QUARTERLY UPDATE

Management Services Supervisor/Chief Board Clerk Castruita presented the 2017 Strategic Plan quarterly update.

Beginning with the 2017 budget process, CHWD initiated an annual Strategic Planning process. The goal of Strategic Planning is 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 actionable steps to take over the coming year given limited funding and staffing resources. Given that Strategic Planning items are above and beyond daily operations, the need to prioritize issues is critical to the success of the Strategic Plan. CHWD staff utilizes this Strategic Plan as a roadmap in the preparation of the budget for the coming year.

Staff provided a PowerPoint presentation that discussed the 2017 Strategic Plan Quarterly Updates. Management Services Supervisor Castruita stated that staff will return to the Board with further updates to the 2017 plan and an overview of the 2018 plan after the beginning of the New Year.

The Directors discussed the updates provided. Director Dains asked staff to inquire with current and former staff about the District's Water Rights.

COST OF LIVING ADJUSTMENT

Management Services Supervisor/Chief Board Clerk Castruita presented the Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits and Directors' Compensation to the Board for approval/direction of the following:

1. Consider amending District Policy No. 4101.A1 to include a Cost-of-Living Adjustment to the District's Salary Schedule effective January 01, 2018;
2. Consider amending District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule.
3. Provide direction to staff regarding a Cost-of-Living Adjustment for Compensation of the Board of

Directors.

Board members agreed by consensus that the Board of Directors compensation does not need to be altered at this time.

ACTION: Director Dains moved and Director Riehle seconded a motion to authorize a Cost-of-Living amendment to Policy No.4101.A1, District's Salary Schedule effective January 01, 2018 and District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996.

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

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

Regional Water Authority (Dains)

Director Dains reported that at the recent Regional Water Authority meeting, they discussed recent legislation and its potential impacts. He also noted that the RWA Holiday Social will take place on December 7, 2017. Management Services Supervisor/Chief Board Clerk Castruita will take RSVPs for the Board and senior management in order to submit to RWA prior to their deadline.

Sacramento Groundwater Authority (Sheehan)

No report.

San Juan Water District (All)

General Manager Straus reported that SJWD appointed former Sacramento Assistant City Manager Marty Hanneman to the open seat left by Bob Walters. In addition, he will be meeting with SJWD General Manager Paul Helliker to discuss next steps on the Water Meter study.

Association of California Water Agencies (Dains)

Director Dains informed the group that State Senator Jim Nielsen's office will be offering a tour of the proposed Sites Reservoir. General Manager Straus stated that he will have staff attend the tour along with any interested Board Members, and provide a report at an upcoming meeting.

ACWA Joint Powers Insurance Authority (Dains/Castruita)

No report.

Sacramento Local Agency Formation Commission (Riehle)

Director Riehle stated that the advisory committee was taking their annual requests to renew membership on the committee. He suggested that the Board consider discontinuing membership with the Sacramento Local Agency Formation Commission's (LAFCo) advisory committee due to limited time. General Manager Straus stated that participation in the advisory committee should not impact any District business. The Board agreed by consensus to not pursue membership in the LAFCo advisory committee.

City of Citrus Heights (Pieri)

No report.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

Water Efficiency Supervisor Meurer reported that the Government Issues Committee was struggling with participation, and consideration is being given to moving from monthly meetings to quarterly meetings to ensure higher turnout.

Director Riehle mentioned that Cendrinne DeMattei was given the permanent position of Executive Director of the Chamber.

RWA Lobbying Program Update (Gordon/Meurer)

No report.

Other Reports

Management Services Supervisory/Chief Board Clerk Castruita stated that over 30 applications were received for the proposed Customer Advisory Committee. While this far exceed the 17 seats, he informed the Board that nobody applied from a handful of neighborhoods in the service area.

The Board agreed by consensus for staff to move forward with conducting a focused recruitment of individuals from the unrepresented neighborhoods in the service area. Director Sheehan requested that all Customer Advisory Committee applicants be numbered on a District Map. Director Riehle proposed to select 4 CAC members per division and 5 members that represent Citrus Heights at-large. The Board reached a consensus agreement on Director Riehle's proposal.

Operations Manager Gordon presented to the Board an AWWA 50 years of service placard awarded to Citrus Heights Water District.

MANAGEMENT SERVICES REPORT:

Corporation Yard Safety Improvements Update

Engineering Manager/District Engineer Pieri provided an update on the status of the Corporation Yard Safety Improvements Construction Project currently under construction by PnP Construction, Inc.

Construction support throughout the project is being provided by CHWD's construction manager, Domenichelli and Associates. Engineering Manager/District Engineer Pieri presented a PowerPoint presentation for the Board to examine the progress of the project.

Verti-crete sound wall color examples from Skycrest and Bonita were presented to the Board. The Board reached consensus to move forward with the color scheme similar to the Bonita well site.

Meter Replacement Study Update

General Manager Straus and Water Efficiency Supervisor Muerer provided an update on the development of the Meter Replacement Program Request for Proposals (RFP). Staff provided the Board with an update on CHWD's progress in working with several surrounding water districts to develop a multi-agency Water Meter Replacement and Operations program.

Water Efficiency Supervisor Muerer informed the Board that Amy Talbot from Regional Water Authority has begun attending the Meter Replacement Study meeting. General Manager Straus has scheduled meetings with other general managers to discuss cost sharing. Straus will meet with incoming Sacramento Suburban Water District General Manager Dan York on November 19, 2018 and San Juan Water District General Manager Paul Heliker on November 20, 2018 to discuss cost sharing options for the Meter Replacement Study. Action items distributed to agencies with due date of December 7, 2018 and will be incorporated by General Manager Straus and Muerer. Next meeting will be held on January 4, 2018 to review updates.

CORRESPONDENCE:

None.

The Regular Meeting of the Board of Directors was called to break at 9:07 pm. The Board of Directors returned from break and began the closed session at 9:10 pm.

CLOSED SESSION:

Closed Session Regular Meeting Agenda:

CL-1. Pursuant to Government Code Section 54957

Public Employee Performance Evaluation
Title: General Manager

The Closed Session was adjourned at 9:25 pm.

No reportable action.

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 9:27 pm.

APPROVED:



HILARY M. STRAUS
Secretary
Citrus Heights Water District



CARYL F. SHEEHAN, President
Board of Directors
Citrus Heights Water District