



**CITRUS
HEIGHTS
WATER
DISTRICT**

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Citrus Heights
California
95611-0286

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website
www.chwd.org

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

*General Manager/
Secretary*
Robert A. Churchill

*Assistant General
Manager/Treasurer*
Hilary M. Straus

*Accounting Supervisor
Assessor/Collector*
Susan K. Sohal

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT
FEBRUARY 9, 2016 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 Assistant General Manager or Human Resources Specialist at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

Jim Crowley, J. Crowley Group, Inc.

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)

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 – January 12, 2016.

CC-2a. Accounts Receivable Analysis Report for December 2015,

CC-2b. Accounts Receivable Analysis Report for January 2016.

CC-3a. Assessor/Collector's Roll Adjustments for December 2015.

CC-3b. Assessor/Collector's Roll Adjustments for January 2016.

CC-4a. Treasurer's Report for December 2015.

CC-4b. Treasurer's Report for January 2016.

- CC-5a. Funds and Reserves Report for December 2015.
CC-5b. Funds and Reserves Report for January 2016.
- CC-6a. Operations Budget Analysis for December 2015.
CC-6b. Operations Budget Analysis for January 2016.
- CC-7a. Capital Improvements Budget Analysis for December 2015.
CC-7b. Capital Improvements Budget Analysis for January 2016.
- CC-8a. Warrants for December 2015.
CC-8b. Warrants for January 2016.
- CC-9a. CAL–Card Purchases for December 2015.
CC-9b. CAL–Card Purchases for January 2016.
- CC-10a. Summary of 2015 Directors, Officers and Employees Training,
Seminars and Conference Expenses.
CC-10b. Summary of 2016 Directors, Officers and Employees Training,
Seminars and Conference Expenses.
- CC-11. 7085 Auburn Blvd Easement.
Consider adoption of Resolution 04-2016 accepting an
easement at 7085 Auburn Boulevard.
- CC-12. Claim for Property Damages.
Consider a Claim for property damages at 6348 Stoddard Rd
- CC-13. Skycrest Well Equipping Project.
Receive a status report on the Project.
- CC-14. Administration Building Improvements Project (I)
Receive information on adding an additional office to the
Administration Building.

PRESENTATIONS:

- P-1. Water Efficiency Update.
Receive a presentation from Water Efficiency Coordinator
Rex Meurer regarding the status of Citrus Heights Water
District's Drought Response Plan and Updated Regulations
from the State of California.

OLD BUSINESS:

None

NEW BUSINESS:

- N-1. Training/Continued Education /Meetings (I)
Discuss training, continued education, and meeting
opportunities.
- N-2. Agreement with J. Crowley Group, Inc. to Prepare 2015 Urban
Water Management Plan
Approve agreement and authorize General Manager to
execute the agreement.

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

PROJECT MANAGER'S REPORTS (I):

- PM-1. Accepted Water Systems.
- PM-2. Projects Under Construction by Private Developers.
- PM-3. Contractor / Developer Projects Pending Construction.
- PM-4. Proposed District Capital Improvement Projects.
- PM-5. Projects Contracted by Citrus Heights Water District.
- PM-6. City of Citrus Heights Projects.

OPERATIONS MANAGER'S REPORTS (I):

- OM-1. Monthly report on construction and maintenance activities plus water analysis reports.
- OM-2. 2015 Water Consumption.
- OM-3. Surface Water Supply.

RECESS: The Meeting will have a brief recess.

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

- D-1. Regional Water Authority (Dains, Churchill).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District.
- D-4. Association of California Water Agencies (Dains).
- D-5. ACWA Joint Powers Insurance Authority.
- D-6. Sacramento Local Agency Formation Commission.
- D-7. City of Citrus Heights.
- D-8. Chamber of Commerce Government Issues Committee (Straus).
- D-9. Other Reports:

ASSISTANT GENERAL MANAGER'S REPORTS (I):

- AGM-1. Water Efficiency Program Update.
- AGM-2. Drought Response Plan Update.
- AGM-3. Paladin Night Patrol Update.

GENERAL MANAGER'S REPORTS (I):

- GM-1. Employee Recognition.
- GM-2. General Manager's Task List.
- GM-3. SJWD Water Management and Reliability Study.

CORRESPONDENCE:

None

CLOSED SESSION:

None

OPEN SESSION:

- CL-1. Report from Closed Session.


FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

March 8, 2016	6:30 PM	Regular Meeting
April 12, 2016	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 Regular 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.



ROBERT A. CHURCHILL, Secretary

Dated: February 4, 2016

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
January 12, 2016

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

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

VISITORS

Pam Pinkston, Customer
Pam Banks, Customer

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

No public comment.

CONSENT CALENDAR

President Dains asked for the Consent Calendar.

Motion: It was moved by Director Riehle and seconded by Director Sheehan to accept the Consent Calendar consisting of CC-1 and CC-11 – CC-16, due to the early absence of the Accounting Supervisor, the financials CC-2 – CC-10 will be deferred to the February 9, 2016 Board Meeting.

- CC-1. Minutes of the Regular Meeting – December 8, 2015.
- ~~CC 2. Accounts Receivable Analysis Report for December 2015.~~
- ~~CC 3. Assessor/Collector's Roll Adjustments for December 2015.~~
- ~~CC 4. Treasurer's Report for December 2015.~~
- ~~CC 5. Funds and Reserves Report for December 2015.~~
- ~~CC 6. Operations Budget Analysis for December 2015.~~
- ~~CC 7. Capital Improvements Budget Analysis for December 2015.~~
- ~~CC 8. Warrants for December 2015.~~
- ~~CC 9. CAL Card Purchases for December 2015.~~

- ~~CC-10. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.~~
- CC-11. 7711 Sunrise Blvd Quitclaim Deed Approval
Consider adoption of Resolution 01-2016 approving a Quitclaim Deed for an easement within the property at 7711 Sunrise Boulevard.
- CC-12. 5311 Sable Wood Lane Easement Acceptance
Consider adoption of Resolution 02-2016 accepting an easement at the Village at Fair Oaks, 5311 Sable Wood Lane.
- CC-13. 5400 Heritage Tree Lane Easement Acceptance
Consider adoption of Resolution 03-2016 accepting an easement at 5400 Heritage Tree Lane.
- CC-14. Skycrest Well Equipping Project
An Agreement for Construction Services between the District and R.E. Smith Contractor, Inc. was executed on February 23, 2015. Completion date TBD, contingent on weather. Electrical service installed by SMUD. Wall installation is done, with the remainder of the fencing and gate to follow. Final electrical installation is proceeding, testing to follow.
- CC-15. Health Plan Coverage for District Employees for 2016
There were no proposed changes to the health care plans for 2016. The monthly premium costs for the two plans compared with the 2015 rates came in as follows: Kaiser 5% increase and Western Health Advantage a 0% increase. Both numbers came in below the budgeted 12% increase we were anticipating therefore no changes were recommended at this time.
- CC-16. Policy Amendments to Fill Senior Construction Inspector Position
This item is administrative in nature. The Board of Directors approved the 2016 budget, which included a new Senior Construction Inspector position. The position is funded in this year's budget at \$104,000 total cost (salary plus benefits). However, in order to fill the position, two District policies must be amended, General Policy 1030—Organizational Structure and Chart and Human Resources Policy 4101.A1—Salary Schedule. Both policies have been updated to incorporate the new Senior Construction Inspector position.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 01-2016

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

JCJK PROPERTIES, LLC

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

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

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

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

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

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

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

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

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

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

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

SEAL

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

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CERTIFICATION:

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

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 02-2016

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

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

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

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

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

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

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

SEAL

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

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 03-2016

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

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

under all that certain real property, situate in the City of Citrus Heights, State of California particularly described as follows:

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

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

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

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

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

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

SEAL

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

ATTEST:

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

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

OLD BUSINESS

Administration Building Improvements Project (I)

GM Churchill and AGM Straus requested authorization to proceed with enclosing the Administration Building patio area to create and additional office subject to confirmation of job status by the Sacramento Metro Fire District. The additional space could accommodate up to three work stations as may be needed for staff reorganization or temporary staffing. The estimated budget for completion of the project is as follows:

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

Following discussion, the Board authorized the General Manager to execute agreement amendments with Blackbird and Associates and KalerDobler Construction and authorized the expenditure of up to \$81,800 for completion of this project.

ACTION: Director Dains moved with a second by Director Sheehan to approve contingent on written indication from the Sacramento Metro Fire District that the addition would be treated as a new project and thus not trigger fire sprinkler requirements. The motion carried 3-0 with all Directors voting yes.

Sacramento LAFCo Special District Advisory Committee (A)

Consider Nomination of Board Member to the Sacramento Local Agency Formation Commission Special District Advisory Committee. Director Riehle expressed interest on being part of the Advisory Committee.

ACTION: Director Sheehan moved with a second by Director Dains to nominate Director Riehle to the Advisory Committee. The motion carried 3-0 with all Directors voting yes.

NEW BUSINESS:

Training/Continued Education/Meetings

The Board was informed of various upcoming training, continued education opportunities and meetings. Director Dains will attend the ACWA Spring Conference in Monterey, Director Riehle will consider the ACWA Spring Conference, and the Sacramento Metro Chamber CAP to CAP trip.

Policy Amendments

Human Resources Specialist Lisa Smoot reported that this item contained proposed amendments to two District Policies. Human Resources Policy number 4112-Overtime Pay and Recruitment,

proposes to clarify situations in which an employee qualifies for overtime pay and to clarify the Districts holiday overtime rule.

Human Resources Policy number 4120-Water Distribution Standby Duty & Call Outs, proposes to amend section 4120.03 to clarify work days as well as District observed holidays in relation to Standby Duty and Pay.

ACTION: Director Sheehan moved and Director Riehle seconded the motion to: 1) Amend Human Resources Policy 4112 – Overtime Pay and Recruitment; 2) Amend Human Resources Policy 4120 – Water Distribution Standby Duty & Call-Outs as proposed.

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

PROJECT MANAGER’S REPORT

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

New values or projects noted in bold italics

PM-1 ACCEPTED WATER SYSTEMS

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

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<i>Suds Car Wash 7711 Sunrise Blvd (2015-65)</i>		<i>Property of Owner Fire Hydrant Removal</i>	<i>n/a</i>

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

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

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

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

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

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

PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mesa Verde High School 14" Water Main Bennett Engineering Services (2015-30)	Northwest Corner of Property West from Poplar Avenue	Coordinating with Arborist and School
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	90% Submittal Review
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	90% Submittal Review
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	90% Submittal Review
Mariposa Ave, Limerick Way and Dublin Way Water Mains	Limerick Way to Farmgate Way and Eastgate Ave to	Awaiting Utility Maps

<u>Project</u>	<u>Location</u>	<u>Status</u>
KASL Consulting Engineers, Inc. (2015-40)	Northeast Circle (south end)	
Baird Way 12" Water Main Area West Engineers, Inc. (2015-31)	Auburn Blvd to Holly Dr	Awaiting Utility Maps

PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

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

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

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

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

None

OPERATIONS MANAGER'S REPORT

Interim Operations Manager David Gordon reported as follows:

A total of 205 work orders were performed during the month of December by field operations crews, administration field crews and district contractors. The results of recent bacteriological testing, at a total of 72 samples, have met all California Department of Public Health requirements.

District-wide water consumption for the calendar year 2015 through the end of December was 9,973.47 acre-feet, a decrease of 33% percent compared with the water consumption during the same period in 2013.

As of midnight on January 3, 2016, storage in Folsom Lake was at 243,331 acre-feet, 25 percent of the total capacity of 977,000 acre-feet. This is about 21 percent of historical average for this date. This represents an increase in storage of 107,270 acre-feet in the past month.

Regarding the state-wide snow pack data, as of January 4, 2016, the snow pack was 107% of normal.

Director Dains called a recess to the meeting at 7:30PM.

PM Deitrich and IOM Gordon left the meeting.

Director Dains reconvened the meeting at 7:34 PM.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

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

No report.

D-2. Sacramento Groundwater Authority (Sheehan)

Caryl Sheehan elected to be Chair in 2016.

D-3. San Juan Water District

No report.

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

No report.

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

AGM Straus and IOM Gordon are part of the year long Management Training Group.

D-6. Sacramento Local Agency Formation Commission

312No Report

D-7. City of Citrus Heights

No report.

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

No report.

D-9. Other Reports:

No report.

ASSISTANT GENERAL MANAGER'S REPORT

AGM Straus reported as follows:

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

- 19 ultra-low-flush toilet rebates for the month of November. A total of \$21,000 in rebates has been provided to customers during 2015 to date.
- For the period of January 2015 through December 2015, 17 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers for a total of \$850 in HECW rebates.
- 28 water waste calls were received during the month of December. An additional 5 reports of water wasting have been received through the CHWD's Drought Resources web page. A total of 21 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The December 2015 R-GPCD was 75. For the month of November 2015 R-GPCD was 82. For the month of October 2015 the R-GPCD was 140 the September R-GPCD was 160 August the R-GPCD was 172. The July R-GPCD was 176. The June R-GPCD 2015 was 163. The May R-GPCD was 129. The April R-GPCD was 117. The March R-GPCD was 108. The February R-GPCD 83. The January R-GPCD was 75. The December 2014 was 84. The November was 98, and October was 153. This information is submitted monthly to the State Water Resources Control Board.

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

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

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

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

DECEMBER 2015	56	31	54	0
Totals	375	209	335	1

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

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

GENERAL MANAGER'S REPORT

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

CORRESPONDENCE:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES

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

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 8:08 PM.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

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

DRAFT

CITRUS HEIGHTS WATER DISTRICT
2015 REVENUE ANALYSIS

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

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

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

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

CITRUS HEIGHTS WATER DISTRICT
2016 REVENUE ANALYSIS

Mo-Yr	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Budgeted Revenue	To Date	Variance	% Collected
Metered Service Charges	585,422	0	0	0	0	0	0	0	0	0	0	0	7,609,121	585,422	7,023,699	7.7%
Metered Water Deliveries	205,201	0	0	0	0	0	0	0	0	0	0	0	4,581,136	205,201	4,375,935	4.5%
Penalties	17,458	0	0	0	0	0	0	0	0	0	0	0	150,000	17,458	132,542	11.6%
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
New Acct, Fire & Backflow Fees	8,550	0	0	0	0	0	0	0	0	0	0	0	95,866	8,550	87,316	8.9%
WS Install & S&R	8,360	0	0	0	0	0	0	0	0	0	0	0	26,626	8,360	18,266	31.4%
Grant Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
Misc*	6,052	0	0	0	0	0	0	0	0	0	0	0	120,510	6,052	114,458	5.0%
Wheeling Water	2,217	0	0	0	0	0	0	0	0	0	0	0	4,429	2,217	2,212	50.1%
Total	833,260	0	0	0	0	0	0	0	0	0	0	0	12,587,688	833,260	11,754,428	6.6%

Collections Activity	Total
Outstanding A/R	732,861
Outstanding Liens	0
Outstanding Grants	1,173
Less Unapplied Payments	-86,479
Total	\$ 646,182

Aged Trial Balance				
Total	Current	31-90	91-150	>150
Unapplied Current Amount	86,479	14,017	8,939	242,809
Total	620,896	88,808	8,939	14,017

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

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

Assessor/Collector Roll Adjustment		
January-16		
	Dollar	Count
3-DAY DOOR HANG		
One Time Courtesy	\$ 44.00	2
3-DAY DOOR HANG Total	44.00	2
DEFAULT		
One Time Courtesy	\$ 192.58	15
DEFAULT Total	192.58	15
Grand Total	\$ 236.58	17

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

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

PER BANK STATEMENTS

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

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

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



HILARY STRAUS, Treasurer



ROBERT A. CHURCHILL, Secretary

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT
 Month of January 2016

Bank of the West			
Balance Per Books December 31,2015			\$2,365,750
RECEIPTS		1,133,651	
DISBURSEMENTS:			
Checks Issued / ACH Payments	388,834.66		
Payroll	196,529		
Returned Checks	1,094		
		586,458	547,193
Bank of the West			
Balance Per Books January 31, 2016			2,912,943
Add :Outstanding Checks			47,302
Less: Deposit in Transit			(23,960)
Bank of the West reconciled to books			
Balance per Bank January 31, 2016			\$2,936,285
Local Agency Investment Fund			4,542,040
COP Reserve Account			533,345
Money Mkt Activity Account			530,426
TOTAL BALANCE			\$8,542,097

PER BANK STATEMENTS

Bank of the West (General Account)	\$2,936,285
Local Agency Investment Fund	4,542,040
COP 2010 Reserve Account	533,345
Money Mkt Activity Account	530,426
Total	\$8,542,097

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

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



HILARY STRAUS, Treasurer



ROBERT A. CHURCHILL, Secretary

TREASURER'S REPORT OF FUND BALANCES
December 31, 2015

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

TREASURER'S REPORT OF FUND BALANCES

January 31, 2016

	Beginning Balance 1/1/2016	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	1/31/2016 Ending Balance	2016 Target Balance per Policy
Connection Fund	\$ -					\$ -	N/A
Operating Fund	\$ 3,611,289					\$ 3,611,289	
Operating Reserve	\$ 1,912,263					\$ 1,912,263	N/A
Rate Stabilization Fund	\$ 634,000					\$ 634,000	
Depreciation Reserve	\$ 808,169					\$ 808,169	
Capital Improvement Reserve	\$ 845,857					\$ 845,857	
Restricted for Debt Service	\$ 536,963					\$ 536,963	N/A
Fleet Equipment Reserve	\$ 291,569					\$ 291,569	
Employment-Related Benefits Reserve	\$ 396,310					\$ 396,310	
	<u>\$ 9,036,420</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,036,420</u>	

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

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

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

Account	Description	2015 YTD Expense	2015 Budget	Variance \$	Variance %
	TELEPHONE - ANSWERING SERVICE	2,306	2,400	94	96.1%
	UTILITIES	28,755	18,720	(10,035)	153.6%
	LEGAL & AUDIT	74,024	57,680	(16,344)	128.3%
	CONTINUED EDUCATION	64,464	31,580	(32,884)	204.1%
	PUBLICATION NOTICES	52	1,236	1,184	4.2%
	OFFICE MISC - DISTRICT EVENTS	4,884	4,903	19	99.6%
	OFFICE MISC - MEETING ACCOMODATIONS	527	309	(218)	170.6%
	OFFICE MISC - OTHER	8,643	1,200	(7,443)	720.3%
	OFFICE MISC - MILESTONE EVENTS	1,580	2,100	520	75.2%
	COMPUTER SOFTWARE	249	3,605	3,356	6.9%
		515,677	455,220	(60,457)	113.3%
Administration Other					
	ELECTION EXPENSE	-	-	-	0.0%
	INTEREST EXPENSE - LEASES	-	-	-	0.0%
	DIRECTORS MEETING COMPENSATION		20,300	20,300	0.0%
	RETIREE HEALTH CARE BENEFIT		41,565	41,565	0.0%
		-	61,865	61,865	0.0%
Salary & Benefits					
	SALARY - GENERAL MANAGER	215,775	186,302	(29,473)	115.8%
	SALARY - ASSISTANT GENERAL MANAGER	139,738	141,960	2,222	98.4%
	SALARY - OFFICE (6 authorized positions)	351,252	348,136	(3,116)	100.9%
	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	147,252	145,936	(1,316)	100.9%
	SALARY - ADMIN (Allocation to CIP)	(33,972)	-	33,972	0.0%
	SALARY - OPERATIONS MANAGER	265,992	141,522	(124,470)	188.0%
	SALARY - FIELD / O&M (15 authorized positions)	1,061,351	1,069,222	7,871	99.3%
	STANDBY DUTY	16,610	16,640	30	99.8%
	SALARY - OPERATIONS (Allocation to CIP)	(474,527)	-	474,527	0.0%
	SALARY - PROJECT MNGMT & ENGINEERING	327,133	-	-	0.0%
	SALARY - PROJECT MNGMT & ENGINEERING (Allocation to CIP)	(146,687)	-	-	0.0%
	EMPLOYEE BENEFIT - VISION INSURANCE	4,396	5,040	644	87.2%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	40,102	41,258	1,156	97.2%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	352,609	351,272	(1,337)	100.4%
	EMPLOYEE BENEFIT - PERS RETIREMENT	595,467	591,083	(4,384)	100.7%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	147,582	144,642	(2,940)	102.0%
	EMPLOYEE BENEFIT - MEDICARE	37,861	33,827	(4,034)	111.9%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	5,088	6,825	1,737	74.5%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	31,442	26,000	(5,442)	120.9%
	EMPLOYEE SALARY AND BENEFITS - (Allocation to CIP)	(373,456)	(629,907)	(256,451)	59.3%
		2,711,008	2,619,757	89,195	103.5%
Insurance					
	INSURANCE - LIABILITY & COMPREHENSIVE	74,024	68,845	(5,179)	107.5%
	INSURANCE - DISABILITY & LIFE	24,611	28,300	3,689	87.0%
	INSURANCE - WORKER'S COMPENSATION	24,088	54,319	30,231	44.3%
		122,723	151,464	28,741	81.0%
Reserves & Debt Services					
	RATE STABILIZATION RESERVE	366,000	1,000,000	634,000	0.0%
	DEPRECIATION RESERVE	875,371	949,000	73,629	92.2%
	CAPITAL IMPROVEMENT RESERVE	660,352	1,000,000	339,648	66.0%
	EMPLOYMENT-RELATED BENEFITS RESERVE	120,000	120,000	-	100.0%
	DEBT SERVICE - COP SERIES 2010	572,835	569,200	(3,635)	100.6%
	DEBT SERVICE - COP SERIES 2012	56,751	167,288	110,537	33.9%
		2,651,309.44	3,805,487.50	1,154,178.06	69.7%
		\$ 8,787,260	\$ 10,819,142	\$ 1,979,708	81.22%

CITRUS HEIGHTS WATER DISTRICT
2015 OPERATING EXPENDITURE VS BUDGET
January 31, 2016

Account	Description	2016MTD Expense	2016 Budget	Variance \$	Variance %
Water Demand Management					
	WATER DEMAND MANAGEMENT - POSTAGE		14,000	14,000	100.0%
	WATER DEMAND MANAGEMENT - PRINTING		25,000	25,000	100.0%
	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES		11,500	11,500	100.0%
	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	11,741	221,000	209,259	94.7%
	WATER DEMAND MANAGEMENT - OTHER		8,000	8,000	100.0%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS		30,000	30,000	100.0%
	WATER DEMAND MANAGEMENT - DROUGHT RESPONSE				
		11,741	309,500	297,759	
Operations					
	PURCHASED WATER	463,116	2,387,701	1,924,585	80.6%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE		5,000	5,000	100.0%
	POWER TO WELLS	8,470	244,904	236,434	96.5%
	WELLS - REPAIR / MAINTENANCE	1,156	22,000	20,844	94.7%
	WATER QUALITY ANALYSIS	1,288	41,000	39,712	96.9%
	FIELD MISCELLANEOUS - DUMP FEES		1,000	1,000	100.0%
	FIELD MISCELLANEOUS - OTHER		1,000	1,000	100.0%
	SMALL TOOLS - FIELD	789	23,400	22,611	96.6%
	SUPPLIES - FIELD	1,677	19,000	17,323	91.2%
	MATERIALS	32,788	6,000	(26,788)	-446.5%
	MATERIALS (Allocation to CIP)			-	
	ROADBASE	2,130	20,000	17,870	89.4%
	MAINTENANCE AGREEMENTS - EQUIPMENT	49	6,700	6,651	99.3%
	MAINTENANCE AGREEMENTS - SOFTWARE	89,265	134,332	45,067	33.5%
	REPAIR - FLEET EQUIPMENT	4,161	40,000	35,839	89.6%
	REPAIR - TOOLS AND EQUIPMENT	125	12,000	11,875	99.0%
	GAS AND OIL	3,325	51,000	47,675	93.5%
	EQUIPMENT RENTAL - FIELD	114	3,000	2,886	96.2%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	1,111	14,366	13,255	92.3%
	PERMIT FEE - AIR QUALITY / HAZ MAT	340	5,700	5,360	94.0%
	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	1,018	14,000	12,982	92.7%
	PERMIT FEE - ENCROACHMENT PERMITS	5,150	44,000	38,850	88.3%
		616,072	3,096,103	2,480,031	
Professional & Contract Services					
	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING		20,000	20,000	100.0%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	11,560	50,000	38,440	76.9%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR (Allocation to CIP)		10,000	10,000	100.0%
	PROFESSIONAL / CONTRACT SERVICES - WELLS			-	
	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	8,107	130,000	121,893	93.8%
	PROFESSIONAL / CONTRACT SERVICES - METER READING	8,539	108,960	100,421	92.2%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	3,073	27,600	24,527	88.9%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL		5,000	5,000	100.0%
	PROFESSIONAL / CONTRACT SERVICES - OTHER	3,777	133,460	129,683	97.2%
	CIP SKYCREST CONSTRUCTION	72,973		(72,973)	
	CIP SJH 24"	1,875		(1,875)	
	CIP MARIPOSA SYCAMORE	15,684		(15,684)	
	CIP-SJP MARIPOSA	28,525		(28,525)	
	ANNUAL TECHNOLOGY IMPROVEMENT	40,386		(40,386)	
	CONTRACT SERVICES CONCRETE		8,000	8,000	100.0%
	CONTRACT SERVICES - MISC FIELD / O&M	14,516	30,000	15,484	51.6%
	CONTRACT SERVICES - OFFICE REPAIRS / MAINT		2,000	2,000	100.0%
	CONTRACT SERVICES - PAVING	8,820	9,000	180	2.0%
		217,835	534,020	316,185	
Administration & General Services					
	JANITORIAL	461	11,100	10,639	95.8%
	BANK FEES	8,326	71,000	62,674	88.3%
	OFFICE EXPENSE	1,930	15,000	13,070	87.1%
	SMALL OFFICE EQUIPMENT		2,000	2,000	100.0%
	DUES & SUBSCRIPTIONS	52,201	112,210	60,009	53.5%
	POSTAGE	6,895	103,000	96,105	93.3%
	PRINTING	370	7,700	7,330	95.2%
	TELEPHONE - WIRELESS	1,384	16,800	15,416	91.8%
	TELEPHONE - LOCAL / LONG DISTANCE	99	12,500	12,401	99.2%

CITRUS HEIGHTS WATER DISTRICT
2015 OPERATING EXPENDITURE VS BUDGET
January 31, 2016

Account	Description	2016MTD Expense	2016 Budget	Variance \$	Variance %
	TELEPHONE - ANSWERING SERVICE	165	2,400	2,235	93.1%
	UTILITIES	2,350	19,700	17,350	88.1%
	LEGAL & AUDIT	1,250	78,900	77,650	98.4%
	CONTINUED EDUCATION	1,320	45,780	44,460	97.1%
	PUBLICATION NOTICES		1,500	1,500	100.0%
	OFFICE MISC - DISTRICT EVENTS	140	5,110	4,970	97.3%
	OFFICE MISC - MEETING ACCOMODATIONS		2,000	2,000	100.0%
	OFFICE MIS- MILESTONE EVENTS		5,100	5,100	100.0%
	OFFICE MISC - OTHER	245	2,200	1,955	88.9%
	BAD DEBT EXPENSE		5,000	5,000	100.0%
	COMPUTER SOFTWARE	250	3,700	3,450	93.2%
		77,386	522,700	445,314	
Administration Other					
	ELECTION EXPENSE	-	29,000	29,000	100.0%
	INTEREST EXPENSE - LEASES	-		-	
	DIRECTORS MEETING COMPENSATION	725	20,300	19,575	96.4%
	RETIREE HEALTH CARE BENEFIT	2,589	43,547	40,958	94.1%
		3,314	92,847	89,533	
Salary & Benefits					
	SALARY - MANAGER (4 POSITIONS)	13,945		667,917	
	SALARY - ASSISTANT GENERAL MANAGER	10,443			
	SALARY - OFFICE (6 authorized positions)	27,098	374,100	347,002	92.8%
	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	10,907	156,088	145,181	93.0%
	SALARY - ADMIN (Allocation to CIP)			-	
	SALARY - OPERATIONS MANAGER	7,694			
	SALARY - FIELD / O&M (15 authorized positions)	81,352	1,118,893	1,037,541	92.7%
	STANDBY DUTY	1,410	17,940	16,530	92.1%
	SALARY - OPERATIONS (Allocation to CIP)	72,972		(72,972)	
	SALARY - PROJECT MNGMT & ENGINEERING	20,157	315,145	294,988	93.6%
	SALARY - PROJECT MNGMT & ENGINEERING (Allocation to CIP)			-	
	EMPLOYEE BENEFIT - VISION INSURANCE	790	5,100	4,310	84.5%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	6,291	43,200	36,909	85.4%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	40,975	375,272	334,297	89.1%
	EMPLOYEE BENEFIT - PERS RETIREMENT	175,697	422,544	246,847	58.4%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	10,904	153,444	142,540	92.9%
	EMPLOYEE BENEFIT - MEDICARE	2,550	35,886	33,336	92.9%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	4,195	7,875	3,680	46.7%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	2,515	26,000	23,485	90.3%
	EMPLOYEE SALARY AND BENEFITS - (Allocation to CIP)		(339,867)	(339,867)	100.0%
		489,895	2,711,620	2,921,724	
Insurance					
	INSURANCE - LIABILITY & COMPREHENSIVE	61,748	75,300	13,552	18.0%
	INSURANCE - DISABILITY & LIFE	307	28,300	27,993	98.9%
	INSURANCE - WORKER'S COMPENSATION		54,319	54,319	100.0%
		62,055	157,919	95,864	
Reserves & Debt Services					
	RATE STABLIZATION RESERVE				
	DEPRECIATION RESERVE		1,001,744	1,001,744	100.0%
	CAPITAL IMPROVEMENT RESERVE		1,000,000	1,000,000	100.0%
	EMPLOYMENT-RELATED BENEFITS RESERVE			-	
	DEBT SERVICE - COP SERIES 2010		571,200	571,200	100.0%
	DEBT SERVICE - COP SERIES 2012		169,063	169,063	100.0%
		-	2,742,007.00	2,742,007.00	
		\$ 1,478,298	\$ 10,166,716	\$ 9,388,417	

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

Project No.	Description	Budget		Remaining Commitments	Amounts Paid		Remaining Projections
		Expenditures to 12/2014	Total Remaining Commitments		Year to Date	Project to Date	
2014-30	Sonora Way 8" and Hanson Avenue 6" Water Main Replacement Project	517,094	460,667	15,708	352,480	408,907	-
2015-31	Baird Way 12" Water Main Replacement Project	510,255	510,255	-	5,698	5,698	471,648
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project	46,262	46,262	-	-	-	46,262
2015-33	Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project	33,469	33,469	-	-	-	33,469
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project	255,821	255,821	-	-	-	20,049
2015-35	Sunrise Blvd Streetscape Phase III	165,067	165,067	-	162,183	162,183	-
2015-36	Sylvan Road Street Improvements	67,948	67,948	-	4,161	4,161	-
2012-03	Auburn Blvd - Watson Way 8" Distribution Main Replacement	592,103	(55,051)	-	1,669	648,823	-
2013-31	Park Drive/Poplar 8" Distribution Main Replacement	835,599	304,536	19,122	108,152	639,215	-
	Distribution Mains - Replacement	3,023,617	1,788,973	34,830	634,342	1,868,986	571,428
2015-14	Fire Hydrants - Replacements / Upgrades / Infill / New Replacements/Upgrades/New	173,738	173,738	-	113,169	113,169	-
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	109,500	-	-	-	-
2015-03	Annual Fleet and Field Operations Equipment Improvements/Replace	174,000	174,000	-	162,560	162,560	-
2015-04	Annual Technology Hardware and Software Improvements/Replacem	503,500	503,500	-	3,356	3,356	450,000
2015-10	Water Main Pipeline Replacements	20,877	20,877	-	60,172	60,172	-
2015-11	Water Valve Replacements	100,976	100,976	-	57,148	57,148	-
2015-12	Water Service Replacements	678,080	678,080	-	923,655	923,655	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	28,073	28,073	-	-	-	-
2015-39	Mariposa Avenue 12" Water Main Replacement Project	58,582	58,582	-	4,064	4,064	-
2015-40	Other City Partnership Opportunities	100,000	100,000	-	2,525	2,525	-
2015-41	Other Miscellaneous Infrastructure Projects	100,000	100,000	-	188	188	-
	Miscellaneous Projects	1,873,588	1,873,588	-	33,993	33,993	450,000
2012-13	Administration Building Expansion / Renovation Project	1,131,872	1,012,626	39,967	1,247,473	1,247,473	-
	Miscellaneous Projects - Facilities	1,131,872	1,012,626	39,967	1,364,199	1,483,445	-
2015-01	Annual Non-Project Specific Project Management & Engineering Salari	291,761	291,761	-	-	-	-
	Miscellaneous Projects-Miscellaneous CIP	291,761	291,761	-	-	-	-
2013-30	San Juan High School 24" North Property Line Transmission Main Inst	544,364	527,087	-	295,196	312,473	-
2014-36	to UC Davis Medical Center	378,304	378,181	-	177,507	177,630	-
2015-30	Poplar Avenue 14" Transmission Main Installation	142,325	142,325	-	4,756	4,756	129,645
	Transmission Mains - New	1,064,993	1,047,593	-	477,458	494,858	129,645
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue	471,102	458,249	-	186,829	199,682	-
2014-32	Sunrise Blvd./Highwood 12" Pipeline Replacement	79,879	2,211	-	56,575	195,812	-
	Transmission Mains - New and Distribution Mains - Replacement	550,981	460,460	-	243,405	395,495	-
2015-13	Water Meter Replacements	28,441	28,441	-	82,243	82,243	-
	Water Meters	28,441	28,441	-	82,243	82,243	-
2011-01	Fair Way 12" x 8" Interconnection w/ RV	76,128	76,128	-	-	-	47,723
2012-09	Blossom Hill Drive 6" x 10" Interconnection w/ RV	25,655	25,655	-	-	-	-
2012-10	Crestmont Avenue 6" Interconnection w/ RV	20,155	20,155	-	-	-	-
2012-11	Skycrest Well No. 13 Construction	316,483	(10,726)	-	10,465	337,674	-
2013-21	Skycrest Well No. 13 Construction	2,081,569	1,594,015	10,538	1,658,141	2,145,695	-
2015-20	Groundwater Well Improvements	300,000	300,000	-	1,980	1,980	-
2015-37	C-Bar-C Pressure Control Station	300,000	300,000	-	-	-	300,000
	Water Meters - Emergency Intertie Water Meters	2,871,819	2,057,056	10,538	1,670,586	2,485,349	300,000
	Grand Total	11,010,809	8,734,235	85,334	5,832,875	8,171,018	1,498,796

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of Jan 2016

Project No.	Description	Budget		Expenditures to 12/2015	Total Remaining Commitments	Amounts Paid		Remaining Projections 2017
		Adopted Budget 2016	Total Project Budget			Year to Date	Month to Date	
2015-31	Bald Way 12" Water Main Replacement Project	504,283	504,283	5,698	498,585	659	659	476,781
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project	396,672	396,672	-	-	180	180	-
2015-33	Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project	324,446	324,446	162,183	(162,183)	-	-	372,053
2015-34	Nichigan Drive 8" / 6" Water Main Replacement Project	324,446	324,446	4,161	(4,161)	1,810	1,810	163,993
2015-35	Sunrise Blvd Streetscape Phase III	158,252	158,252	-	-	-	-	4,161
2015-36	Sylvan Road Street Improvements	324,446	324,446	-	-	-	-	-
2016-31	Wind Way 6-inch and Longwood Way 6-inch Water Main Replacements	1,383,653	1,383,653	172,042	1,211,611	2,650	2,650	174,692
2016-34	Auburn Blvd - Rusch Park to Placer County Line	147,092	147,092	-	-	-	-	-
2016-14	Distribution Mains - Replacement	147,092	147,092	-	-	-	-	-
2016-14	Fire Hydrants - Replacements / Upgrades / Infill / New Replacements/Upgrades/New	109,500	109,500	-	-	-	-	-
2015-02	Annual Corporation Yard Improvements/Replacements	32,200	32,200	-	-	-	-	-
2015-03	Annual Fleet and Field Operations Equipment Improvements/Replacements	750,000	750,000	3,356	746,644	-	-	75,000
2015-04	Annual Technology Hardware and Software Improvements/Replacements	38,934	38,934	-	-	-	-	450,000
2016-04	Annual Technology Hardware and Software Improvements/Replacements	28,465	28,465	-	-	-	-	-
2016-10	Water Main Pipeline Replacements	91,281	91,281	-	-	3,624	3,624	-
2016-11	Water Valve Replacements	757,685	757,685	-	-	87,108	87,108	-
2016-12	Water Service Replacements	27,111	27,111	-	-	-	-	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	99,057	99,057	-	-	-	-	-
2015-39	Mariposa Avenue 12" Water Main Replacement Project	99,057	99,057	-	-	-	-	-
2016-40	Other City Partnership Opportunities	2,033,290	2,033,290	3,356	2,029,934	90,732	90,732	94,088
2016-41	Other Miscellaneous Infrastructure Projects	100,000	100,000	33,993	66,007	-	-	33,993
2015-41	Miscellaneous Projects	483,671	483,671	312,473	171,198	-	-	-
2013-41	Other Miscellaneous Infrastructure Projects - Admin Building Extension	100,000	100,000	33,993	66,007	-	-	33,993
Miscellaneous Projects - Facilities								
2013-30	San Juan High School 24" North Property Line Transmission Main Installation	483,671	483,671	312,473	171,198	-	-	312,473
2014-36	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	348,800	348,800	177,630	171,170	1,453	1,453	179,083
2015-30	Poplar Avenue 14" Transmission Main Installation	112,335	112,335	4,756	107,579	471	471	5,227
Transmission Mains - New		944,806	944,806	494,859	449,947	1,924	1,924	496,783
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue	775,110	775,110	414,356	(414,356)	90	90	414,446
2016-30	Mariposa Avenue 12-inch Mains and Limerick Way 8-inch Main Replacements	775,110	775,110	199,237	575,873	122	122	139,359
2016-13	Water Meter Replacements	53,158	53,158	53,593	21,517	212	212	553,805
Water Meters		53,158	53,158	-	-	5,487	5,487	5,487
2011-01	Fair Way 12" x 8" Interconnection w/ RV	28,105	28,105	-	-	5,487	5,487	5,487
2012-09	Blossom Hill Drive 6" x 10" Interconnection w/ RV	25,480	25,480	-	-	-	-	-
2012-10	Crestmont Avenue 6" Interconnection w/ RV	19,980	19,980	-	-	-	-	-
2016-20	Groundwater Well Improvements	48,900	48,900	-	-	215	215	215
2015-37	C-Bar-C Pressure Control Station	300,000	300,000	-	-	-	-	-
Water Meters - Emergency Inertile Water Meters		422,465	422,465	-	-	215	215	215
Grand Total		5,853,574	5,853,574	1,257,843	4,119,033	101,220	101,219	1,359,062
								1,846,564

DECEMBER 31, 2015 PAYABLES

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

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

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

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

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

GRAND TOTAL			<u><u>\$719,696.05</u></u>
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January Checks Signed at January Board Meeting

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

JANUARY 31, 2016 PAYABLES

Check #	Vendor	Description	Amount
60807	ACWA/JPIA	Workers Comp Insurance	\$13,400.00
60808	Albietz Law Firm	Legal & Audit	\$11,470.25
60809	ESRI	Maintenance Agreement-Equipment	\$12,416.00
60810	J4 Systems	Contract Services-Other	\$15,177.60
60811	Lamon Construction CO, INC	Contract Services-Engineering	\$35,079.89
60812	Ernest L Leporini	Contract Services-Engineering	\$16,260.00
60813	R E Smith Contractor Inc	Contract Services-Wells	\$92,495.73
60814	Sharp Inspection Group	Contract Services-Engineering	\$11,050.00
60815	SMUD	Utilities	\$11,524.02
60868	Lorraine Lew	Customer Refund	\$90.19
60869	Joyanne Dent	Customer Refund	\$11.55
60870	Stephanie A Flora	Customer Refund	\$3,936.24
60871	R Jeff Reimund	Customer Refund	\$126.09
60872	Serena Syn Family Trust	Customer Refund	\$76.64
60873	Robert B/Denise I Eckart	Customer Refund	\$80.08
60874	Buffets Inc #0717	Customer Refund	\$539.60
60875	Shannon M Blockton	Customer Refund	\$177.26
60876	Keith Tresh	Customer Refund	\$10.30
60877	All American Publishing	Water Conservation-Other	\$374.00
60878	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
60879	Bart/Riebes Auto Parts	Repair-Trucks	\$543.97
60880	Burketts	Office Expense	\$124.35
60881	California Landscape Associates Inc	Janitorial	\$187.00
60882	Caltronics Business System	Small Office Equipment	\$59.40
60883	Coverall North America Inc	Janitorial	\$450.00
60884	Cybex	Equipment Rental-Office	\$129.12
60885	Dawson Oil Company	Gas & Oil	\$1,388.88
60886	FP Mailing Solutions	Equipment Rental-Office	\$165.24
60887	Holt of California	Repair-Equipment/Hardware	\$2,245.91
60888	Infinisource	Contract Services-Other	\$300.00
60889	J4 Systems	Contract Services-Other	\$3,425.00
60890	KASL Consulting Engineers	Contract Services-Engineering	\$2,631.50
60891	Douglas A MacTaggart	Contract Services-Paving/Concrete	\$3,687.00
60892	Office Depot	Office Expense	\$67.69
60893	Pace Supply Corp	Material	\$84.20
60894	Powerplan	Repair-Trucks	\$442.04
60895	Republic Services #922	Utilities	\$199.52
60896	Road Machinery LLC	Repair-Trucks	\$658.11
60897	SHI International Corp	Maintenance Agreement-Software	\$829.34
60898	Sonitrol	Equipment Rental-Office	\$156.23
60899	State Water Resources Control Board	Dues & Subscriptions	\$150.00
60900	A. Teichert & Son, Inc.	Road Base	\$1,205.17
60901	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,186.50
60902	Daniel A/Susan M Paul	Customer Refund	\$509.59
60903	Seventh Day Adventist Church	Customer Refund	\$91.35
60904	Karen A Seward	Customer Refund	\$213.14
60905	Joe E/Vicky L Cardenas	Customer Refund	\$85.25
60906	Florinel/Nicoleta Osanu	Customer Refund	\$165.58
60907	Jane Montgomery-Crowden Revocable Trust	Customer Refund	\$11.50
60908	Jenson Family Trust	Customer Refund	\$38.17
60909	Tatyana/Gevorg Aslanyants	Customer Refund	\$29.23
60910	Kathleen Brainard Trust/Dianne Kruger	Customer Refund	\$14.43
60911	David J Young	Customer Refund	\$187.92
60912	Elahe Z Panah	Customer Refund	\$48.38

60913	Sara V Cardozo	Customer Refund	\$86.01
60914	Michael J Dutra	Customer Refund	\$83.65
60915	Gerald B Swanick	Customer Refund	\$166.90
60916	AnswerNet	Telephone-Answering Service	\$164.75
60917	BSK Associates	Water Analysis	\$276.00
60918	Burketts	Office Expense	\$44.80
60919	City of Citrus Heights	Permit Fees	\$75.00
60920	Connected Document Solutions	Maintenance Agreement-Equipment	\$23.87
60921	Robin Cope	Health Insurance	\$402.00
60922	Grainger	Small Tools	\$17.93
60923	Headsets.com	Office Expense	\$918.69
60924	Moonlight BPO	Contract Services-Bill Print	\$3,450.05
60925	Office Depot	Office Expense	\$15.11
60926	Pace Supply Corp	Material	\$478.40
60927	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
60928	Ramos Environmental Services	Field Miscellaneous	\$437.04
60929	RW Trucking	Contract Services-Miscellaneous	\$1,472.50
60930	SAWWA	Dues & Subscriptions	\$90.00
60931	Les Schwab Tires	Repair-Trucks	\$1,872.90
60932	SHI International Corp	Maintenance Agreement-Software	\$767.91
60933	SureWest Directories	Telephone-Local/Long Distance	\$49.00
60934	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,515.00
60935	United Textile	Supplies-Field	\$217.90
60936	OLIVIERI FAMILY TRUST	Customer Refund	\$15.12
60937	William O Gotthardt	Customer Refund	\$75.75
60938	Robert J/Laura A Pierson	Customer Refund	\$39.18
60939	Janet H Gertz	Customer Refund	\$14.16
60940	Scott L/Ineika C Collins	Customer Refund	\$345.33
60941	Jose E/Rachelle M Chavez	Customer Refund	\$177.48
60942	Christopher J Lamson	Customer Refund	\$20.27
60943	Chad M/Rebecca L Geyer	Customer Refund	\$96.89
60944	William R/Rosemary B Girvin	Customer Refund	\$10.36
60945	VLK Investment Inc	Customer Refund	\$18.66
60946	Gch Enterprises, Inc	Customer Refund	\$172.64
60947	Manoj/Rita Shah	Customer Refund	\$11.73
60948	Justin K Widdershoven	Customer Refund	\$11.89
60949	Nicksam Properties LLC	Customer Refund	\$159.20
60950	Stix Development	Customer Refund	\$77.46
60951	Granite Park Properties Inc	Customer Refund	\$24.08
60952	ABA DABA Rentals & Sales	Supplies-Field	\$110.93
60953	Alexander's Contract Services	Contract Services-Meter Read	\$1,867.54
60954	Water Research Foundation	Dues & Subscriptions	\$3,680.00
60955	Bart/Riebes Auto Parts	Repair-Trucks	\$14.03
60956	BSK Associates	Water Analysis	\$444.00
60957	Cogsdale	Contract Services-Other	\$1,550.90
60958	Connected Document Solutions	Maintenance Agreement-Equipment	\$12.55
60959	Corelogic Information Solutions Inc	Dues & Subscriptions	\$232.83
60960	Dawson Oil Company	Gas & Oil	\$891.07
60961	Grainger	Small Tools	\$7.10
60962	Griffin Electric, Inc.	Wells Maintenance	\$162.00
60963	Integrity Administrators Inc	Health Insurance	\$5,000.00
60964	Kaiser Foundation Health Plan, Inc	Health Insurance	\$13,931.06
60965	Moonlight BPO	Contract Services-Bill Print	\$4,215.78
60966	Pace Supply Corp	Material	\$3,252.12
60967	Nick Pershing	Water Conservation-Other	\$500.00
60968	Pacific Gas & Electric	Utilities	\$135.71
60969	Placer County Water Agency	Contract Services-Engineering	\$6,678.70
60970	Placer County Department of Public Works	Permit Fees	\$75.00

60971	SAWWA	Dues & Subscriptions	\$540.00
60972	Sophos Solutions	Contract Services-Other	\$5,115.00
60973	State Water Resources Control Board	Dues & Subscriptions	\$60.00
60974	A. Teichert & Son, Inc.	Road Base	\$2,129.72
60975	Thomson Reuters	Dues & Subscriptions	\$52.93
60976	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,694.00
60977	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$3,375.00
60978	Warren Consulting Engineers Inc	Contract Services-Engineering	\$1,875.00
60979	William H/Julie D Taylor	Customer Refund	\$106.07
60980	Richard A Noell	Customer Refund	\$8.42
60981	John L/Joan Black	Customer Refund	\$18.25
60982	William L/Sandra K McDonald	Customer Refund	\$153.12
60983	Brad/Susanne Dacus Trust	Customer Refund	\$167.62
60984	John/Jan L Rodli Nelson	Customer Refund	\$9.67
60985	Mary L MacMurray	Customer Refund	\$38.82
60986	James W/Grace C Yount	Customer Refund	\$112.98
60987	Chad B Johnston	Customer Refund	\$84.04
60988	Urapar Petroleum Inc	Customer Refund	\$120.30
60989	Rachael M Field	Customer Refund	\$72.17
60990	Nehemiah Community Reinvestment Ent LLC	Customer Refund	\$118.06
60991	Andrey Petrashishin	Customer Refund	\$48.22
60992	Absolute Secured Shredding Inc	Equipment Rental-Office	\$40.00
60993	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,703.09
60994	Airgas NCN	Supplies-Field	\$155.08
60995	Alexander's Contract Services	Contract Services-Meter Read	\$2,638.27
60996	Bart/Riebes Auto Parts	Repair-Trucks	\$5.07
60997	BSK Associates	Water Analysis	\$256.00
60998	Burketts	Office Expense	\$53.39
60999	California State Disbursement Unit	Garnishment	\$369.22
61000	California State Disbursement Unit	Garnishment	\$175.38
61001	Franchise Tax Board	Garnishment	\$200.00
61002	Greenback Ln Parners LLC	Customer Refund	\$322.62
61003	Integrity Administrators Inc	Health Insurance	\$265.65
61004	J4 Systems	Contract Services-Other	\$240.00
61005	KBA DOCUSYS	Maintenance Agreement-Equipment	\$12.34
61006	OCT Academy	Continued Education	\$350.00
61007	Missy Pieri	Continued Education	\$60.00
61008	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,146.50
61009	Verizon Wireless	Telephone- Wireless	\$1,383.97
61010	Voyager Fleet Systems Inc	Gas & Oil	\$1,442.05
Total			\$337,635.44
ACH	1/14/16 PAYROLL	PERS	\$12,742.62
ACH	1/14/16 PAYROLL	Deferred Compensation	\$2,520.00
ACH	DECEMBER 2015	Bank Fee	\$67.80
ACH	JAN 2016 POSTAGE	Equipment Rental-Office	\$1,000.00
ACH	VK7077 1/14/16	Deferred Compensation	\$45.00
ACH	0006603565 012816	Deferred Compensation	\$2,520.00
ACH	12/30/15 PAYROLL	PERS	\$10,245.59
ACH	2015122400 DEC15	Bank Fee	\$336.50
ACH	BOWDecember 2015 Bank Fee	Bank Fee	\$2,532.62
ACH	BOW DEC2015FD	Bank Fee	\$298.03
ACH	BOW DEC2015PH	Bank Fee	\$321.84
ACH	BOW DEC2015WEB	Bank Fee	\$3,394.32
ACH	VK70771/28/16PD	Deferred Compensation	\$45.00

ACH	WHA001396718	Health Insurance	\$15,129.90
Total			<u>\$51,199.22</u>
Grand Total			<u><u>\$388,834.66</u></u>

February Checks Approved at February Board Meeting

60827	Ernest L Leporini	Contract Services-Engineering	\$8,340.00
60832	SMUD	Utilities	\$10,446.02
60833	Ferguson Enterprises Inc #1423	Material	\$11,930.34
60831	SHI International Corp	Maintenance Agreement-Software	\$13,274.68
60828	Martin General Engineering Inc	Contract Services-Engineering	\$15,683.97
60826	Corix Water Products, Inc	Material	\$16,044.96
60825	CalSierra Construction Inc	Contract Services-Engineering	\$27,098.75
60829	R E Smith Contractor Inc	Contract Services-Wells	\$68,833.66
60830	San Juan Water District	Purchased Water	\$463,116.39
Total			<u>\$634,768.77</u>

US BANK - CAL-Card Distributions

December 2015

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

January 12, 2015 - AGENDA ITEM: CC-9

**TOTAL
BILL**

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

\$4,752.24

Churchill	\$	12.96					12.96					
Cutler	\$	262.39	240.82			21.57						
Dains	\$	32.40										
Dietrich	\$	2,160.80	1,077.76		185.45	274.00	(38.83)	106.92			149.81	28.09
Evans	\$	456.83	397.44				59.39					
Hensley	\$	1,556.36		341.25	19.99		2.15		116.15	1,192.97		
Straus	\$	116.15										
Smoot	\$	154.35			109.99		44.36					
Gordon	\$	-										
	\$	-										
	\$	4,752.24	1,716.02	341.25	315.43	295.57	80.03	106.92	116.15	1,192.97	149.81	28.09

V#:

Date: 12/31/15

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

4,752.24 Double check by Acct ID

US BANK - CAL-Card Distributions

January 2016

i:\users\ap\CalCard\2010 -Distribution for monthly payment.xls

**TOTAL
BILL**

	54210	54211	54241-01	54241-02	56120	56200	56230	56830	56890-01	56890-03	56950
	Tools	Supplies	Repair - Truck	Repair - Equip/Hardware	Janitorial	Office Exp	Postage	C.E.	Office Misc, District Event	Office Misc, Other	Software
Churchill											
Cutler	\$ 138.55	84.08		43.16	11.31						
Dains	\$ -										
Dietrich	\$ -										
Evans	\$ 3,738.85	771.48	2,249.18			61.95			139.92		
Gordon	\$ -										
Hensley	\$ 466.14	320.08		82.06		64.00					
Riehle	\$ -										
Sheehan	\$ -										
Smoot	\$ 253.30									200.00	
Straus	\$ 969.99		19.99				53.30	700.00			250.00
2016	\$ 5,566.83	1,175.64	2,269.17	125.22	11.31	125.95	53.30	700.00	139.92	200.00	250.00

Dec-15 39.67 2,239.18 5.05

V#:

February 9, 2016 - AGENDA ITEM: CC-9a- 9b

2015 2016

\$2,283.90 \$ 3,282.93

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

as of 1/5/2016

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

Citrus Heights Water District
 2015 Officer Training Courses/Seminars/Conferences
 as of 1/15/2016

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

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

as of 1/5/2016

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Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/phone
7/19/15-7/23/15	4	ESRI User Conference	ESRI	San Diego	Borey Swing	1,489.27		942.16	314.00		175.11	58.00
6/7/15-6/10/15	3	AWWA Annual Conference	AWWA	Anaheim	Paul Dietrich	1,670.56	845.00	290.00	254.20		201.36	80.00
06/24/15	1	Sacramento Valley Chapter Meeting	CSMFO	Yuba City	Susan Sohal	30.00	30.00					
07/24/15	1	Intermediate Government Accounting	CSMFO	Meno Park	Susan Sohal	369.83	150.00	219.83				
10/08/15	4	WaterSmart	Watersmart	Las Vegas	Rex Meturer	1,027.60	430.00	369.60	228.00		99.53	87.00
10/25/15	3	CalPERS Yearly Conference	CalPERS	San Jose	Lisa Smoot	1,245.41	399.00	659.88				
10/18/15	3	Board Secretary/Clerk Conference and Cert Program	CSDA	Lake Tahoe	Lisa Smoot	750.00	750.00	0.00	0.00			
10/30/15	2	Water Treatment Exam Review	OCT Water Qua	McClellan	Chris Nichols	350.00	350.00					
02/04/16	2	OSHA Compliance Update	NST	Sacramento	Kelly Drake	399.00	399.00					
11/9/15-11/20/15	2	Water Treatment Certification Testing	OCT Water Qua	McClellan	Chris Nichols	350.00	350.00					
Grand Total						7,681.67	3,703.00	2,481.47	796.20	0.00	476.00	225.00

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : 7085 AUBURN BOULEVARD EASEMENT ACCEPTANCE
STATUS : Action Item – Consent Calendar
REPORT DATE : January 28, 2016
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider adoption of Resolution 04-2016 accepting an easement at 7085 Auburn Boulevard.

BACKGROUND AND ANALYSIS:

The improvements of the Citrus Heights Middle School required 8” water main connections and a new 4” water service to provide water service to the site. An easement for the water facilities was granted by San Juan Unified School District at no cost to the District.

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

RECOMMENDATION:

Adopt the Resolution 04-2016 accepting an easement at 7085 Auburn Boulevard.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOALN OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : CLAIM FOR PROPERTY DAMAGES
6348 STODDARD LANE
STATUS : Consent Calendar
REPORT DATE : February 1, 2016
PREPARED BY : Lisa Smoot; Human Resources Specialist

OBJECTIVE:

Consider a claim for property damages to the window at the residence of Brian Mertz, 6348 Stoddard Ln, Citrus Heights.

BACKGROUND AND ANALYSIS:

Brian Mertz has filed a claim with the District for damages to his window. He claims that the window was damaged due to the 24 inch main installation at San Juan High School sometime during the second week of December 2015.

On behalf of the District, our insurance provider ACWA/JPIA (Association of California Water Agencies / Joint Powers Insurance Authority) has forwarded this claim to Lamson Construction Company, Inc., the contractor who performed the work. Based on implied and express contractual indemnity as stated in the contract with the District and Lamson Construction, the contractor will handle any and all claims related to the work performed under said contract.

Attached is a copy of a claim and supporting documentation.

RECOMMENDATION:

Deny the claim from Brian Mertz for property damages at 6348 Stoddard Ln, and tender it to Lamson Construction Company, Inc. as per ACWA-JPIA's recommendation.

ACTION:

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

Claim Form

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT: Citrus Heights Water District	
1	Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth.
	Name: Brian Mertz Phone Number: (916) 722-1967
	Address(es): 6348 Stoddard Rd. Social Security No.: 552-55-5303 Citrus Heights, CA 95610
	E-mail: N/A
	Date of Birth: 8/1/78
2	List name, address, and phone number of any witnesses.
	Name: Joanne Mertz incident occurred sometime during second week of December 2015.
	Address: "Same as above ↑"
	Phone Number: (916) 722-1967
3	List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.
	Date: 12/9/15 Time: 10:00 AM Place: 6348 Stoddard Rd Citrus Heights, CA 95610
	Tell What Happened (give complete information): I heard a lot of construction noise from the Citrus Heights Water District working at San Juan High School in the morning (piling, trucks, etc) my whole house was shaken as a direct result of the project and the next morning, I noticed my front window was cracked. I believe this was a direct result of the project. I left a message on Dec. 17th, the week after but have yet to hear back. It was referred to fill out this claimant form.
	NOTE: Attach any photographs you may have regarding this claim.
4	Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.
	Cracked window in front room of my home noticed by myself and my mom following the day of San Juan High project.
5	Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.
	Citrus Heights Water District
6	The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.
	* Needs further estimation by a window repair company
	Picture window is around 48 inches x 60 inches as guessed.
Date: 12/2/15 Time: 5:00 PM Signature: <i>Brian Mertz</i>	

ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!



COPY

JOINT POWERS
INSURANCE AUTHORITY

January 06, 2016

P. O. Box 619082
Roseville, CA 95661-9082

phone
916.786.5742
800.231.5742

direct line
916.774.7050
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President

E.G. "Jerry" Gladbach

Vice President

Tom Cuquet

Chief Executive Officer

Walter "Andy" Sells

Executive Committee

John A. Coleman

Tom Cuquet

Joseph Dion

E.G. "Jerry" Gladbach

David T. Hodgins

W.D. "Bill" Knutson

Melody A. McDonald

Charles W. Muse

Lou Reinkens

Hank Lamon, President
Lamon Construction Company, Inc.
871 Von Geldern Way
Yuba City, CA 95991

Re: Member - Citrus Heights Water District
Claimant - Mertz, Brian
D/Loss - 12/09/2015
Claim No. - 16-0399

Dear Mr. Lamon:

The Citrus Heights Water District (District) is a member of our liability program and we are handling this matter on their behalf. Enclosed is a copy of the claim filed by Brian Mertz against the District. Mr. Mertz claims his front window was cracked due to the construction work at San Juan High School. Mr. Mertz advised he called your company several times and left messages, but never received a return call. He therefore filed a claim with the District.

On behalf of the District, we tender this claim to Lamon Construction Company, Inc. (Contractor) based upon implied and express contractual indemnity provided by the San Juan High School 24-inch Transmission Main Installation Project 2013-30 contract, which requires Contractor to defend, indemnify and hold harmless the District. The contract also provides the Contractor will handle any and all claims related to the work performed under this contract. In addition, the District is named as an additional insured under the policy with HUB International.

We ask that you please contact Mr. Mertz at your earliest convenience to resolve his claim. Also, please send your acceptance of this tender to my attention.

Claim #16-0399

Page 2 of 2

Thank you in advance for your anticipated cooperation and please feel free to contact me if you have any questions.

Sincerely,



Jennifer Nogosek
Liability & Property Claims Manager
jnogosek@acwaipia.com

~~Encl.~~

cc: Citrus Heights Water District
Brian Mertz
HUB International

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : SKYCREST WELL EQUIPPING PROJECT
STATUS : Consent Calendar - Information Item
REPORT DATE : February 1, 2016
PREPARED BY : Brian Hensley, Water Quality Supervisor

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

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

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

Iron fencing and gate currently under construction. Pump testing has been completed with a confirmed flowrate of 2150 gpm@100 psi. Telemetry systems testing in progress, with final site work completion and paving contingent on weather.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING IMPROVEMENTS PROJECT
STATUS : Information Item – Consent Calendar
REPORT DATE : February 4, 2016
PREPARED BY : Robert A. Churchill, General Manager
Hilary M. Straus, Assistant General Manager

OBJECTIVE:

Receive information on adding an additional office to the Administration Building.

BACKGROUND AND ANALYSIS:

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

At the January 12, 2016 Board of Directors Meeting, the General Manager received authorization to execute agreement amendments with Blackbird Associates and Kaler Dobler Construction, Inc. with an overall expenditure limit of up to \$81,800 to enclose the aforementioned patio area to accommodate the 160 square foot office addition. This additional office space could accommodate up to three work stations as may be needed for staff reorganization or temporary staffing.

The authorization above was contingent upon written indication from the Sacramento Metro Fire District that the addition would be treated as a new project and thus not trigger fire sprinkler requirements. Written confirmation was received on January 15, 2016 that fire sprinklers will not be required.

A task order has been approved with Blackbird Associates to proceed with the design work. Staff and Blackbird Associates have reviewed Kaler Dobler's cost proposal and are in agreement. A change order authorizing Kaler Dobler to proceed with construction will be forthcoming.

A coordination meeting with the District, architect and contractor is scheduled for February 5, 2016.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : February 4, 2016
 PREPARED BY : Robert A. Churchill, General Manager

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

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

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

Recommended Attendees: Staff

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

Recommended Attendees: Directors, General Manager *Churchill*

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

Recommended Attendees: Directors *Dains, Riehle*, General Manager *Churchill*

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

Recommended Attendees:

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

Recommended Attendees: General Manager *Churchill*

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

Recommended Attendees:

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

H. Nov 30-Dec 2 ACWA Fall Conference
Anaheim, CA

Recommended Attendees: Directors, Assistant General Manager

I. WEF 2016 Water Tours

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT :CONSULTING SERVICES FOR PREPARATION OF THE 2015 URBAN WATER MANAGEMENT PLAN
 STATUS : Action Item
 REPORT DATE : February 4, 2016
 PREPARED BY : Rex Meurer, Water Efficiency Coordinator
 Hilary Straus, Assistant General Manager

OBJECTIVE:

Authorize a Professional Services Agreement with J. Crowley Group, Inc. to provide consulting services to complete CHWD's 2015 Urban Water Management Plan (UWMP).

BACKGROUND AND ANALYSIS:

Every five years since 1990, the District has produced an Urban Water Management Plan (UWMP) in compliance with the State Urban Water Management Planning Act. The UWMP is widely considered to be a water agency's most important public water planning document, and provides comprehensive information on the agency's water supply, reliability planning, use of water by customer types, water demand management and other information. The District's most recent five-year update was adopted by the Board in June 2011. The 2015 UWMP Guidebook has been finalized for all water purveyors by the Department of Water Resources (DWR) and the 2015 UWMP is due by July 1, 2016.

On December 29, 2015 a Request For Proposal (RFP) was sent to six consulting firms. The RFP response due date was January 22, 2016. One of six consulting firms submitted an RFP. A review team comprised of AGM Straus, IOM Gordon and WEC Meurer reviewed the RFP for completeness and content. The review team is recommending the accompanying agreement with the J. Crowley Group, Inc. to complete the 2015 UWMP. The District has worked successfully with the J. Crowley Group, Inc. in the past to update CHWD's Five year UWMP. The consulting team is familiar with CHWD's UWMP requirements and has completed several UWMPs for a variety of Districts throughout the State including Orange Vale Water Company.

Key dates in the project schedule include a Study Session with the Board of Directors on the May 10, 2016, at which time the Report will be presented to the Board for review, questions and comments. Thereafter, at the June 14, 2016 Board meeting, a revised final UWMP will presented to the Board at a Public Hearing for consideration and adoption. Cost for the proposed agreement with J. Crowley Group, Inc. will accrue on a time and materials basis, but will not exceed \$40,000.

RECOMMENDATION:

Approve the accompanying Professional Service Agreement with the J. Crowley Group, Inc. at an amount not-to-exceed \$40,000, and authorize the General Manager to execute the Agreement.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
Professional Services Agreement

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this 9th day of February, 2016 by and between CITRUS HEIGHTS WATER DISTRICT, an Irrigation District operating under the State of California Water Code (the “District”) and J. CROWLEY GROUP, INC. (the “Consultant”).

RECITALS

A. WHEREAS, District proposes to utilize the services of Consultant as an independent contractor to render professional services, as more fully described herein; and

B. WHEREAS, Consultant represents to District that Consultant possesses the skill, experience, ability, background, training, competency and knowledge, and further represents that Consultant holds all necessary licenses and certifications, to practice and perform the services herein contemplated; and

C. WHEREAS, District and Consultant desire to contract for the specific services described in Exhibit “A” (“Scope of Services”) and desire to set forth their rights, duties and liabilities in connection with the services to be performed.

NOW THEREFORE, in consideration of the mutual covenants set forth herein for such other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall perform the professional services described in the “Scope of Services” attached hereto and made a part hereof and identified as Exhibit “A”. All of the services identified in the Scope of Services shall hereinafter be collectively referred to as “Services”. Consultant shall correct any and all errors and/or omissions in the performance of the Services and any documents resulting therefrom even though District has accepted said Services or documents. Such corrections shall be made by Consultant upon District’s request and at no cost or expense to District.

1.2. Consultant an Independent Contractor. Consultant shall perform the services under the Agreement as an independent contractor. Consultant and all of its employees shall not be considered officers, employees, agents, partners, or a joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District’s employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker’s Compensation. Consultant shall assume full responsibility for payment of all federal, State and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant’s employees. Consultant shall be wholly responsible for the methods of performance, and shall

furnish, at its own expense, all labor, materials, equipment, supplies or other items necessary to complete the Services required by this Agreement. District shall have no right to supervise Consultant's performance, but shall have the right to observe it. Consultant shall work closely with District in performing the services, as reasonably requested by Consultant, without changing Consultant's independent contractor status.

1.3. Professional Practices. All Services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise District of any changes in any laws that may affect Consultant's performance of this Agreement.

1.4. Familiarity with Services. By execution of this Agreement, Consultant warrants that:

(1) It has thoroughly investigated and considered the Services to be performed, based on all available information; and

(2) It carefully considered how the Services should be performed; and

(3) It fully understands the difficulties and restrictions attending the performance of the Services under this Agreement; and

(4) It has the professional and technical competency to perform the Services and the production capacity to complete the Services in a timely manner with respect to the scope of services.

1.5. Performance . "Consultant will perform scope of work in line with industry standards and California Department of Water Resources 2015 UWMP Guidelines"

1.6. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by District's representative, regarding any services rendered under this Agreement at no additional cost to District. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to District, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of District and to participate in any meeting required with regard to the correction.

1.7. Time of Performance. The Services of Consultant are to commence upon execution of this Agreement and shall continue until all authorized work is approved by District.

2.0. COMPLIANCES

2.1. Compliance with Law. Consultant shall perform the Services required by this Agreement in compliance with all applicable Federal, State and local laws, ordinances, rules and regulations applicable to the Services required under this Agreement. Consultant shall give all required notices and shall obtain any approvals required by government agencies. Consultant shall be liable for all violations of law in connections with Services furnished by Consultant. Consultant shall indemnify and hold harmless District from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against District for, or on account of any liability under this Section 2, as set forth herein Section 7: "Indemnification."

2.2. Non-discrimination. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of their age, ancestry, color, religious creed, denial of family and medical care leave, disability, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, or sexual orientation. 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. Consultant shall also comply with all relevant provisions of District's programs or guidelines currently in effect or hereinafter enacted regarding equal opportunity employment.

2.3. Workers' Compensation Insurance. 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 that Consultant will comply with such provisions before commencing the performance of the Services. Consultant certifies that in the performance of the Services, Consultant shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agrees that if Consultant should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, Consultant shall forthwith comply with those provisions. Consultant shall comply with the code requirements and all other applicable laws and regulations regarding Workers' Compensation, payroll taxes, FICA and tax withholding and similar employment issues. Consultant further agrees to hold District harmless from loss or liability, which may arise from the failure of Consultant to comply with any such laws or regulations.

2.4. Safety. Consultant shall execute and maintain Services so as to avoid injury or damage to any person or property. In carrying out the Services, Consultant shall at all times, 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, and be in compliance with all applicable federal, State and local statutory and regulatory requirements including State of California, Division of Industrial Safety (Cal/OSHA) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act (OTETA) as applicable. Safety precautions as applicable shall include instructions in accident prevention for all employees including equipment and wearing apparel as are necessary or lawfully required to prevent

accidents and/or injuries.

3.0. COMPENSATION

3.1. Billing. Consultant shall submit a monthly invoice to District within 20 days of the end of the previous month in which Services are performed or expenses are incurred under this Agreement. Consultant's invoices shall include a brief description of the Services performed and the date the Services were performed, the number of hours spent and by whom, and a description of any reimbursable expenses. Reimbursable expenses shall be limited to actual expenditures of Consultant for expenses that are necessary for the proper completion of the Services and shall only be payable if specifically authorized in advance by District. In no case will the total amount paid to Consultant exceed the Maximum Amount as described in Section 3.2.

3.2. Maximum Amount. The maximum amount payable under the terms of this Agreement, including expenses, will not exceed forty thousand dollars and zero cents (\$40,000.00). Consultant shall promptly notify District, in writing, when fees and expenses incurred under this Agreement have reached thirty two thousand and zero cents (\$32,000) (80% of maximum amount allowable). Consultant shall concurrently inform District of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work would exceed the maximum amount payable.

3.3. Additional Services. Consultant shall not receive compensation for any Services provided outside the Scope of Services unless District approves such additional services in writing prior to Consultant performing the additional services.

3.4. Payment. District shall pay Consultant no later than 45 days after approval of the monthly invoice by District staff.

4.0. RECORDS, DOCUMENTS AND DATA, AUDIT AND LICENSE RIGHTS.

4.1. Records, Documents, Data and Retention. Consultant shall maintain adequate records, provide status reports to District and upon request deliver to District all findings, plans, specifications, studies, reports, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, records, data, pictures, reports, appraisals, inventories, studies, analyses, drawings, estimates, computer disks, files or data magnetically or otherwise recorded on computer or internet cloud services which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data") prepared or obtained in the performance of the Agreement, which shall be and remain the property of District. Consultant shall retain Consultant's books, documents, papers, materials, payrolls, records, accounts, computer disks, tapes and any and all data relevant to the Agreement for a minimum of three (3) years following under this Agreement and shall permit District and its authorized representatives to examine, re-examine, make excerpts, transcribe and copy such items at any reasonable time within three (3) years after final payment under the Agreement.

4.2. Audit. Consultant shall also permit District and its authorized representatives to

audit and verify statements, invoices or bills submitted by Consultant pursuant to the Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents. Consultant shall provide such assistance as may be reasonably required in the course of such examination and audit.

4.3. Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for District to use, modify, reuse or sublicense any and all copyrights, designs, and other intellectual property embodied in Documents & Data, which are prepared or caused to be prepared by Consultant under this Agreement. Consultant shall require all subcontractors to agree in writing that District is granted non-exclusive and perpetual license for any Documents & Data the subcontractor prepared under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. 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 purpose intended by this Agreement shall be at District's sole risk.

5.0. LIABILITY INSURANCE

Consultant will file with District, before beginning professional services, certificates of insurance satisfactory to District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-: VII, or equivalent, or as otherwise approved by District. The retroactive date (if any) is to be no later than the effective date of this Agreement.

5.1. Certificates of Insurance. Consultant will file with District, before beginning Services, certificates of insurance satisfactory to District evidencing:

- A. Coverage. Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:
 - 1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
 - 2. Coverage for Professional Liability appropriate to Consultant's profession covering Consultant's wrongful acts (negligent acts, errors or omissions).
 - 3. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)
- B. Limits. Consultant shall maintain limits no less than the following:
 - 1. General liability - coverage of not less than one million dollars (\$1,000,000) per occurrence or the full per occurrence limits of the policy, whichever is greater for bodily injury, personal injury and property damage; two million dollars (\$2,000,000) general and products-completed operations aggregate (if used)).

2. Professional Liability - coverage of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate or the limits of the policies available, whichever is greater.
3. Auto liability - One million dollars (\$1,000,000) for bodily injury and property damage each accident limit.
4. Workers' compensation (statutory limits) and employer's liability - one million dollars (\$1,000,000) (if applicable).

5.2. Required Provisions. The coverages specified in Section 5.1.A. are to contain or be endorsed to contain the following provisions:

- A. The general liability coverage shall give District, its directors, officers, employees, and authorized volunteers insured status (via ISO endorsement at least as broad as CG 2010 1185 or both CG 20 10 and CG 20 37 forms (if later revisions used)).
- B. The general liability coverage is to state or be endorsed (with as broad as ISO endorsement CG 20 01) to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by District, its directors, officers, employees, or authorized volunteers shall not contribute to it".
- C. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A- : VII, or equivalent, or as otherwise approved by District.
- D. The coverage shall contain no special limitations on the scope of protection afforded to District, its directors, officers, employees, or authorized volunteers.

5.3. Other Requirements.

- A. For any claims arising out of the Services to be performed hereunder pursuant to Exhibit A, Consultant's insurance shall be primary insurance as respects District, its directors, officers, employees, agents and volunteers.
- B. Any failure to comply with reporting or other provisions of the policies shall not affect coverage provided to District, its directors, officers, employees and volunteers.
- C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, reduced in coverage or

in limits except after thirty (30) days prior written notice by regular mail has been given to District.

- D. Except for Professional Liability, Consultant's insurance shall be a per-occurrence policy such that Consultant will be insured for all claims filed during or after the termination of the Agreement until all relevant statutes of limitations have expired.
- E. For Professional Liability claims made policy, the retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously after the completion of the contract work. Consultant shall purchase an extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. Consultant shall provide five (5) year tail on Professional Liability Coverage.
- F. In the event that Consultant employs other Consultants (sub-Consultants) as part of the Services covered by this Agreement, it shall be Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.
- G. If any of the required coverages expire during the term of this Agreement, Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to District at least ten (10) days prior to the expiration date.

5.4. Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by District. At the option of District, the insurer shall either reduce or eliminate such deductibles or self-insured retentions. Any insurance, pooled coverage or self-insurance maintained by District, its directors, officers, employees and volunteers shall not contribute to it.

5.5. Workers' Compensation and Employer's Liability Insurance. Consultant and all subcontractors shall cover or insure all their employees under the applicable laws relating to workers' compensation insurance, regardless of whether such coverage or insurance is mandatory or merely elective under the law. The Workers' Compensation Policy shall be endorsed with a waiver of subrogation in the favor of the Member Water District for all work performed by the Consultant, its employees, agents and sub-Consultants. Before beginning Services, Consultant shall furnish to District satisfactory proof that he/she has taken out workers' compensation insurance for the period covered by the Services, all in accordance with the Workers' Compensation and Insurance Act, Division IV of the Labor Code of the State of California and any Acts amendatory thereof.

Consultant shall provide employer's liability insurance in the amount of, at least one

million dollars (\$1,000,000) per accident for bodily injury and disease. Consultant shall provide District with a certificate of Employer's liability insurance coverage.

5.6. Evidences, Cancellation of Insurance and Continuation of Coverage. Prior to execution of the Agreement, Consultant shall file with District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. For general liability coverage, such evidence shall include original copies of the additional insured endorsement or policy wording signed by the insurer's representative and certificate of insurance. All evidence of insurance shall be certified by a properly authorized officer, agent or qualified representative of the insurer and shall certify the names of the insured, any additional primary insurers, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, the expiration date, and that the insurer will give by regular mail, written notice to District at least thirty (30) days prior to the effective date of any cancellation of the policy. If any of the required coverages expire during the term of this Agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Member Water District at least ten (10) days prior to the expiration date. The Contractor shall, upon demand of Member Water District deliver evidence of coverage showing continuation of coverage after completion of the project.

6.0. TERMINATION:

This Agreement may be terminated, with or without cause, at any time by District upon 10 days' written notice. In the event of any such termination, District shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of District's written notice of termination unless the termination is for cause, in which event District may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due District from Consultant is determined. Notwithstanding the foregoing, Consultant shall not be relieved of liability to District for damages sustained by District by virtue of any breach of this Agreement by Consultant. Upon such termination, District shall be entitled to all work, including but not limited to Documents & Data under Section 4.1 hereof. The obligations of Section 7 of this Agreement relating to Consultant's obligations to defend and indemnify District shall survive any termination of this Agreement.

7.0. INDEMNIFICATION.

7.1. Claims. Consultant shall indemnify and hold harmless and defend District to the fullest extent permitted by law, its directors, officers, employees or authorized volunteers, and each of them from and against:

- A. Any and all claims, demands, causes of action, damages, costs, expenses, losses or liabilities, in law or in equity, of every kind and nature whatsoever for, but not limited to, injury to or death of any person including Consultant, or any directors, officers, employees or volunteers of District or Consultant, and damages to or destruction of property of any person, including but not limited to, District and/or Consultant and their directors, officers, employees and volunteers, arising out of or in any manner directly or indirectly connected with the Services to be performed under this Agreement, due to Consultant's negligent acts, errors or

omissions committed or alleged to have been committed; and

- B. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or in equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Consultant.

7.2. Cooperation. In the event any claim or action is brought against District relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation, which District might require.

7.3. Defense of Claims. 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 or District's directors, officers, employees or volunteers. In complying with Sections A and B, supra, Consultant may retain and compensate legal counsel selected by or prior approved by the insurance company.

Consultant shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of Consultant's performance or non-performance of the Services hereunder, and shall not tender such claims to District nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.

7.4. Satisfaction of Judgment and Reimbursement to District. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officers, employees and volunteers, in any such suit, action or other legal proceeding.

Consultant shall reimburse District and its directors, officers, employees and volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

7.5. Insurance. Consultant agrees to carry insurance for this purpose as set out in the specifications for the entire duration of this Agreement. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District, or its directors, officers, employees and volunteers.

8.0. GENERAL PROVISIONS

8.1. Entire Agreement. This Agreement, together with Exhibit "A" supersede any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein. This Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a written amendment signed by all parties. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement; statement or promise not contained in this Agreement shall be valid and binding.

8.2. Non-Exclusive Agreement. District may enter into agreements with others for the Services set forth in this Agreement, or similar to the Services that are subject to this Agreement. Consultant retains the right to perform services for entities other than District.

8.3. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of District. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by District. Consultant shall treat any information it may come to have relating to the Agreement with confidence, revealing information to third parties only with prior written approval of District. District shall grant such authorization if disclosure is required by law. All District data shall be returned to District upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

8.4. Assignment. The Agreement shall not be assignable or transferable in whole or in part by Consultant, whether voluntarily or by operation of law provided, however, that Consultant with the prior written consent of District may subcontract that portion of the services for which Consultant does not have the facilities to perform. Any other purported assignment, transfer or subcontracting shall be void. Nothing in the Agreement shall be construed to give any right or benefit to anyone other than District and Consultant.

8.5. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

8.6. Captions and Headings. Captions and headings in the Agreement are solely for convenience in locating certain provisions and shall not be construed as limiting, expanding or otherwise affecting the provisions of this Agreement.

8.8. Notices. Any notice or other communication to either party hereto shall be personally delivered to the party or sent by first class, registered, or certified mail, with postage fully prepaid, or by any recognized overnight delivery service and addressed to District or Consultant at their respective addresses as set forth elsewhere in this Agreement, or to such other address as either party may from time to time designate by notice to the other given in accordance with this paragraph. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by District.

8.8. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

8.9. Ownership of Documents. All Documents & Data furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement shall be and remain the sole property of District, without restriction or limitation upon its use or dissemination by District; no such Documents & Data shall be the subject of a copyright application by Consultant. Consultant agrees that any such Documents & Data shall not be made available to any individual or organization without the prior consent of District. Consultant shall deliver to District all Documents & Data or any other Project related items as requested by District or its authorized representative, at no additional cost to District.

8.10. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

8.11. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

8.12. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

8.13. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

8.14. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

8.15. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

8.16. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not

affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

8.18. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one Agreement.

8.18. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

8.19. Taxpayer Identification Number. Consultant shall provide District with a complete Request for Taxpayer Identification Number and Certification, Form W 9, as issued by the Internal Revenue Service.

8.20. Change in Name, Ownership or Control. Consultant shall notify District representative, in writing, of any change in name, ownership or control of Consultant. Change of ownership or control of Consultant may require an amendment to the Agreement.

8.21. Covenants and Conditions. Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

8.22. Use of District's Name. Consultant shall not publish or use any advertising, sales promotion, or publicity in matters relating to services, equipment, products, reports, and material furnished by Consultant in which District's name is used, or its identity implied without District representative's prior written approval.

8.23. Force Majeure. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

8.24. 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 result 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.

8.25. 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 to bind each respective party.

8.26. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or mail and shall be addressed as follows:

IF TO CONSULTANT

Name: Jim Crowley
Title: Principal
Address: P.O. Box 1593
Carmichael, CA 95609

IF TO DISTRICT

Name: Rex Meurer
Title: Water Efficiency Coordinator
Address: 6230 Sylvan Rd
Citrus Heights, CA 95610

Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile or e-mail with confirmation back to sender; and c) 72 hours after deposit in the U.S. mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

Consultant shall notify District of changes in its address. The failure to do so, if such failure prevents District from locating Consultant, shall be deemed a waiver by Consultant of the right subsequently to enforce those provisions of this Agreement that require consultation or approval of Consultant. Notwithstanding this provision, District shall make every reasonable effort to locate Consultant when matters arise relating to Consultant's rights.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

Dated: February 9th, 2016

CITRUS HEIGHTS WATER DISTRICT

By: _____
Robert A. Churchill, General Manager
Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA 95611-0286

Dated: February 9th, 2016

J. CROWLEY GROUP, INC.

By: _____
Jim Crowley, Principal
J. Crowley Group, Inc.
PO Box 1593
Carmichael, CA 95609

Federal ID No. 20-5521847
Business License Number GNB32015-00977
Sacramento County

J. CROWLEY GROUP, INC.PO BOX 1593
CARMICHAEL, CA 95609

January 22, 2016

Rex Meurer
Water Efficiency Coordinator
Citrus Heights Water District
6230 Sylvan Rd
Citrus Heights, CA 95610

Subject: 2015 UWMP Proposal

Dear Rex,

The J. Crowley Group is pleased to submit this proposal to prepare the 2015 UWMP for Citrus Heights Water District (CHWD). Jim Crowley has extensive UWMP experience, preparing over 35 UWMPs, USBR Water Plans, and conservation master plans. Jim prepared CHWD's 2010 UWMP, as well as UWMPs for Orange Vale Water Company, San Juan Water District, and many other agencies in the Sacramento area. Jim is currently preparing the 2015 UWMP for Orange Vale Water Company, which has many of the same wholesale/retail issues and requirements. This following lists the required information per the request for proposals.

1. Company Information

J. Crowley Group, Inc.
Jim Crowley, Principal
PO Box 1593
Carmichael, Ca 95609
(916) 204-6011
jim@crowleywater.com

2. Scope of Services

The 2015 DWR UWMP Guidelines are very prescriptive compared to previous UWMP cycles. The State and DWR have modified the UWMP process to allow direct comparison of data from all agencies that submit UWMPs. Therefore, the organization, content, and data tables for the UWMPs are more form-like. Although we could maintain the previous approach and organization we created for the 2010 UWMP, we propose to follow the new organization and format requested by DWR. We believe this will ease the submittal process, minimize additional DWR review and comments, and obtain DWR approval quickly.

Task 1. Collect and Review Background Information

This task will review the 2015 UWMP requirements and identify the required data and information in formal data requests. Consultant will meet with CHWD as necessary to discuss and refine data requests. Data will be reviewed for accuracy and completeness with respect to UWMP

requirements. Additional discussions and/or requests will be developed for data and information that needs to be corrected, further refined, or modified.

Task 2. System Area and System Description

Provide descriptions and mapping necessary to describe the service area, water system, and climate per the UWMP requirements. DWR has developed a population analysis tool that is expected to be used by agencies not covered by Census-based city boundaries. This task will utilize the tool to develop historical service area populations. Results will be compared to the current population analysis methodologies and discussed with CHWD to select the preferred population analysis method.

Task 3. System Water Use

Task will project water demands through 2040 per the UWMP requirements and DWR Guidelines. Demand projections will be based on existing planning documents and SBX7-7 requirements. The AWWA Water Loss Audit for 2015 will be completed by CHWD and provided to the Consultant. Consultant will review for compliance with UWMP requirements and coordinated any modifications if necessary. Consultant will discuss water loss audit findings with CHWD and recommend changes or additional efforts to further reduce water loss. Task will also develop water demand projections for Low Income households per the UWMP requirements.

Task 4. SBX7-7 Baseline and Targets

New for 2015, an agency must show compliance with its 2015 SBX7-7 gpcd goal. DWR is requesting the SBX7-7 compliance as a stand-alone section in the UWMP. This task will update the baseline and target analysis using the DWR-provided analysis tools and tables. The task assumes CHWD will continue to use Method 1, 20 percent of baseline. The task will analyze target modifications for weather and economic factors per the UWMP Guidelines, and update the target as necessary.

Task 5. System Supplies

Summarize supplies including groundwater, recycled water, surface water, and other sources per the UWMP requirements. Provide required descriptions and data analysis of the groundwater basin and groundwater use. Provide required descriptions and data analysis of wastewater collections and treatment, and recycled water production and use.

Task 6. Water Supply Reliability Assessment

Conduct the water supply reliability base year analysis per the UWMP requirements. Discuss the supply reliability of the groundwater and potential impacts to future quantity and quality. Discuss the surface water reliability in the context of SJWD's Water Shortage Contingency Plan, Pump Back Project, and other ongoing supply discussions between the San Juan Family group. Compare projected demands to projected supplies for the required hydrologic year types and discuss any shortfalls.

Task does not include the optional Climate Change impact analysis or the Supply Energy Impact analysis, but these can be added if desired. The Climate Change impact analysis scope could vary greatly depending on CHWD's expected level of detail, as well as parallel efforts by the wholesaler,

SJWD. Because this information and analysis is still an emerging study, we propose that if the District desires this analysis, it be done outside of the UWMP process. This way, CHWD has more time to evaluate and develop the appropriate policy strategies prior to making the information public in the UWMP. J. Crowley Group proposes to discuss with CHWD in greater detail the desired Climate Change impact analysis prior to providing a scope of work and budget for this effort.

Task 7. Water Shortage Contingency Planning

Review the existing shortage plan for compliance with UWMP requirements and prepare descriptions for the UWMP. Task assumes the existing Water Shortage Contingency Plan meets all UWMP requirements (similar to 2010 UWMP). If necessary, prepare a summary and gap analysis to discuss any missing elements with CHWD staff. Development of additional contingency plan elements is not included in this scope and can be added once the scope of effort is understood.

Describe impacts of water shortages on the District's budget and revenue. It is assumed the District will provide budget data with revenue projections for reduction in sales in 10 percent increments up to 50 percent reduction in water use.

Task 8. Demand Management Measures

Review existing conservation programs, budgets, results, and data analysis, as well as CUWCC annual compliance reports for 2013/2014. Provide program descriptions per UWMP requirements for the Demand Management Measures Section. It is assumed the CUWCC annual coverage reports will be sufficient to meet the UWMP requirements.

Task 9. Draft UWMP

Prepare the DWR-required data tables for the UWMP and the SBX7-7 compliance efforts to be included in the UWMP. Two drafts of the UWMP will be developed. The first draft (Draft) will be provided to CHWD for review and comments and discussion at a Board workshop. The second draft (Public Hearing Draft) will incorporate CHWD comments and will be made available to the public for the Public Hearing. Present the UWMP at the Public Hearing.

Task 10. Final UWMP and Submittal to DWR

Incorporate comments and modifications from the Public Hearing as directed by CHWD. Submit the final UWMP and DWR tables in hard copy and electronic form. The Final UWMP with the required tables will be submitted to DWR electronically.

3. Project Budget

J. Crowley Group proposes to complete the scope of services on a time and materials basis with a not to exceed amount of \$40,000. Labor will be billed at \$180 per hour.

4. Experience and References

Mr. Crowley has 26 years of experience in water resource planning and engineering projects. He has led many integrated water resource strategy projects, conservation program development projects, and water demand analysis studies. He has completed over 35 Urban Water Management Plans, USBR Water Management Plans, and conservation program evaluations. He has extensive experience in water supply and demand evaluations, as well as recycled water projects. Jim has led evaluations of supply availability, drought response plans, demand analysis programs, water master plans, recycled water master plans, UWMP and USBR plans, and other integrated water resources efforts.

Jim has prepared UWMPs, USBR Water Plans, and/or conservation analysis plans at least twice for each member of the San Juan Family, and fully understands the supply issues faced by each retailer. The following lists a sample of recent UWMP and planning projects

Sample of Jim Crowley UWMP and Supply Strategy Projects

Citrus Heights Water District – 2010 UWMP and 2009 USBR Water Management Plan	Orange Vale Water Company – 2010 UWMP, 2015 UWMP, and 2009 USBR Water Management Plan
Fair Oaks Water District – 2009 USBR Water Management Plan	San Juan Water District - 2010 UWMP, USBR Water Management Plan
Rio Linda Elverta Community Water District – 2010 UWMP, Water Supply Strategy, and 2015 UWMP	City of Folsom Sphere of Influence Water Supply Strategy, USBR Water Management Plan
Elk Grove Water District – 2010 UWMP	Calaveras County Water District – 2010 UWMP, District Engineer, and Water Supply Strategy
City of Petaluma – 2010 UWMP and Integrated Water Resources Plan	Georgetown PUD – 2010 UWMP
Montecito Water District – 2010 UWMP	Simi Valley-Ventura County – 2010 UWMP and Conservation Program Analysis
San Diego County Water Authority Conservation Program Analysis	City of Thousand Oaks – 2010 UWMP

Please contact the following references to further discuss my work efforts with each agency:

Sharon Wilcox
General Manager
Orange Vale Water Company
916-988-1693

Lisa Brown
Customer Service Manager
San Juan Water District
916-791-0115

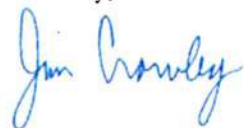
Mary Henrici
General Manager
Rio Linda/Elverta Community Water District
916-991-1000

5. Schedule

The estimated time for completion is within 160 days of notice to proceed pending scheduling requirements for meetings and data availability. It is assumed the public hearing and Board Approval will occur at the same Board meeting in June. Therefore, the first draft UWMP will be submitted to CHWD for internal review by April 25. CHWD will return comments by May 24. The final UWMP for the public hearing will be provided to CHWD by June 3, or as required for public notification requirements prior to the June Board meeting. The final UWMP will be provided to CHWD and submitted to the DWR by June 30, 2016.

J. Crowley Group is pleased to submit this proposal and looks forward to working with you on the 2015 UWMP. Please call me at 916-204-6011 if you have questions.

Sincerely,



Jim Crowley
J. Crowley Group, Inc.

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER’S REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : PROJECT MANAGER’S REPORT
 STATUS : Information Item
 REPORT DATE : February 2, 2016
 PREPARED BY : Paul A. Dietrich, Project Manager

Significant assignments and activities for the Project Manager (PM) and District engineering, construction inspection, and geographical information system maintenance staff are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

New values or projects noted in bold italics

PM-1 ACCEPTED WATER SYSTEMS

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

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
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None

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
The Village at Fair Oaks 55 Condominiums (2014-53)	6800 Madison Ave	99% Complete
California American Water Co. San Juan Avenue Tank - Intertie and Water Service (2015-39)	5444 San Juan Ave	Awaiting System Construction
Capitol Nursery Plaza (2015-50)	Sunrise Blvd @ Madison Ave	85% Complete
Sylvan Middle School (2015-63)	7085 Auburn Blvd	95% Complete

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

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

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

PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mesa Verde High School 14" Water Main Bennett Engineering Services (2015-30)	Northwest Corner of Property West from Poplar Avenue	Coordinating with Arborist and School
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	90% Submittal Review
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	90% Submittal Review
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	90% Submittal Review

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc. (2015-40)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<i>60% Plan Development Underway</i>
Baird Way 12" Water Main Area West Engineers, Inc. (2015-31)	Auburn Blvd to Holly Dr	<i>Awaiting 30% Plans</i>

PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

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

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

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

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

None

CITRUS HEIGHTS WATER DISTRICT

OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : February 1, 2016

BLOW OFF INSTALL: (1)

January 14, 2016 6199 VICEROY WAY

CONVERT TR TO RADIO READ METER: (1)

January 12, 2016 204 WHYTE AVE

LEAK INVESTIGATION: (1)

January 29, 2016 7887 BEAUPRE WAY

MAIN REPAIR: (2)

January 11, 2016 5720 ESSEX LN
 January 19, 2016 5700 PRIMROSE DR

METER BOX MAINTENANCE: (1)

January 6, 2016 6700 OAK AVE

POT HOLE SERVICE: (1)

January 12, 2016 8265 CROSSOAK WAY

RADIO READ METER INSTALL: (10)

January 6, 2016 6526 BRANDO LOOP
 January 19, 2016 7085 AUBURN BLVD
 January 20, 2016 5317 SABLEWOOD LN
 January 20, 2016 5319 SABLEWOOD LN
 January 20, 2016 5321 SABLEWOOD LN
 January 20, 2016 5325 SABLEWOOD LN
 January 20, 2016 5327 SABLEWOOD LN
 January 20, 2016 5328 SABLEWOOD LN
 January 20, 2016 5330 SABLEWOOD LN
 January 20, 2016 5332 SABLEWOOD LN

RADIO READ MIU R900 CHANGE OUT: (2)

January 27, 2016 7707 LIVE OAK WAY
 January 28, 2016 8516 AUBURN BLVD

REGISTER CHANGE OUT: (11)

January 4, 2016	8136 GLEN ALTA WAY
January 6, 2016	8300 OLD AUBURN RD
January 11, 2016	7554 CREEKRIDGE LN
January 11, 2016	7721 AUBURN WOODS DR
January 11, 2016	7714 MCCONNEL DR
January 14, 2016	8109 POULSON ST
January 14, 2016	8136 STACEY HILLS DR
January 14, 2016	6708 SHADY GROVE CT
January 27, 2016	7434 AUBURN OAKS CT
January 27, 2016	7597 LINDEN AVE
January 27, 2016	8443 FAIR WAY

SADDLE REPLACEMENT: (7)

January 1, 2016	7925 GLEN STONE AVE
January 1, 2016	7921 GLEN STONE AVE
January 12, 2016	8273 CROSSOAK WAY
January 12, 2016	8277 CROSSOAK WAY
January 21, 2016	8077 FOREST GLEN WAY
January 21, 2016	8073 FOREST GLEN WAY
January 27, 2016	7948 GLEN STONE AVE

SERVICE INSTALL: (1)

January 13, 2016	7632 POPPY WAY
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SERVICE REPLACEMENT: (9)

January 4, 2016	5736 ELIZABETH LN
January 4, 2016	5734 ELIZABETH LN
January 5, 2016	7190 CRAIL CT
January 6, 2016	7551 WESTGATE DR
January 6, 2016	7223/35 ADOBE CASA CT
January 6, 2016	7547 WESTGATE DR
January 12, 2016	7425 SILVER BIRCH PL
January 27, 2016	6550 MARIPOSA AVE
January 27, 2016	6546 MARIPOSA AVE

SERVICE/SADDLE REPLACEMENT: (26)

January 5, 2016	8204 HIGHWOOD WAY
January 5, 2016	8200 HIGHWOOD WAY
January 5, 2016	8201 HIGHWOOD WAY
January 5, 2016	8205 HIGHWOOD WAY
January 5, 2016	7168 CRAIL CT
January 6, 2016	7219/21 ADOBE CASA CT
January 11, 2016	6195 VICEROY WAY
January 12, 2016	8264 CROSSOAK WAY
January 13, 2016	7640 POPPY WAY
January 14, 2016	6199 VICEROY WAY

January 14, 2016	7636 POPPY WAY
January 20, 2016	7197 CRAIL CT
January 21, 2016	7127 CHECKERBLOOM WAY
January 21, 2016	7193 CRAIL CT
January 21, 2016	7189 CRAIL CT
January 21, 2016	7185 CRAIL CT
January 21, 2016	7123 CHECKERBLOOM WAY
January 26, 2016	7182 CRAIL CT
January 26, 2016	7178 CRAIL CT
January 26, 2016	7181 CRAIL CT
January 26, 2016	7177 CRAIL CT
January 27, 2016	7949 GLEN STONE AVE
January 27, 2016	7943 GLEN STONE AVE
January 27, 2016	7937 GLEN STONE AVE
January 27, 2016	7933 GLEN STONE AVE
January 27, 2016	7929 GLEN STONE AVE

VALVE BOX MAINTENANCE: (1)

January 12, 2016	7000 DRYWOOD WAY
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VALVE EXERCISE: (195)

January 4, 2016	7551 GREENBACK LN
January 4, 2016	7551 GREENBACK LN
January 4, 2016	7551 GREENBACK LN
January 4, 2016	7551 GREENBACK LN
January 4, 2016	7572 GREENBACK LN
January 4, 2016	7572 GREENBACK LN
January 4, 2016	7520 GREENBACK LN
January 4, 2016	7520 GREENBACK LN
January 4, 2016	7520 GREENBACK LN
January 4, 2016	7520 GREENBACK LN
January 4, 2016	7520 GREENBACK LN
January 4, 2016	7520 GREENBACK LN
January 4, 2016	7526 GREENBACK LN
January 4, 2016	7528 GREENBACK LN
January 4, 2016	7562 GREENBACK LN
January 4, 2016	7562 GREENBACK LN
January 4, 2016	7562 GREENBACK LN
January 4, 2016	7528 GREENBACK LN
January 4, 2016	7566 GREENBACK LN
January 4, 2016	7566 GREENBACK LN
January 4, 2016	7566 GREENBACK LN
January 4, 2016	7566 GREENBACK LN
January 4, 2016	7414 FARMGATE WAY
January 4, 2016	7411 FARMGATE WAY
January 4, 2016	7566 GREENBACK LN
January 5, 2016	6245 SUNRISE BLVD
January 5, 2016	6245 SUNRISE BLVD
January 5, 2016	7929 GREENBACK LN

January 5, 2016	7801 GREENBACK LN
January 5, 2016	7777 GREENBACK LN
January 5, 2016	7901 GREENBACK LN
January 5, 2016	7761 GREENBACK LN
January 5, 2016	7761 GREENBACK LN
January 5, 2016	7761 GREENBACK LN
January 5, 2016	7777 GREENBACK LN
January 5, 2016	7777 GREENBACK LN
January 5, 2016	7745 GREENBACK LN
January 5, 2016	7745 GREENBACK LN
January 5, 2016	7756 NORTH RIDGE DR
January 5, 2016	7747 GREENBACK LN
January 5, 2016	6041 SUNRISE VISTA DR
January 5, 2016	8128 SUNBONNET DR
January 5, 2016	6001 BIRDCAGE ST
January 5, 2016	7811 GREENBACK LN
January 5, 2016	6187 MERLINDALE WAY
January 5, 2016	6001 BIRDCAGE ST
January 5, 2016	7747 GREENBACK LN
January 5, 2016	6180 SUNRISE BLVD
January 5, 2016	6181 VICEROY WAY
January 5, 2016	6187 VICEROY WAY
January 5, 2016	6187 VICEROY WAY
January 6, 2016	7969 MADISON AVE
January 6, 2016	7969 MADISON AVE
January 6, 2016	5410 SUNRISE BLVD
January 6, 2016	6410 SUNRISE BLVD
January 6, 2016	7899 MADISON AVE
January 6, 2016	7899 MADISON AVE
January 6, 2016	7801 TEMPLE LN
January 6, 2016	7801 TEMPLE LN
January 6, 2016	7901 GREENBACK LN
January 6, 2016	6180 SUNRISE BLVD
January 6, 2016	7500 GREENBACK LN
January 6, 2016	7500 GREENBACK LN
January 6, 2016	6153 SUNRISE BLVD
January 6, 2016	6153 SUNRISE BLVD
January 6, 2016	7811 GREENBACK LN
January 6, 2016	7811 GREENBACK LN
January 6, 2016	7811 GREENBACK LN
January 6, 2016	7601 GREENBACK LN
January 6, 2016	7601 GREENBACK LN
January 6, 2016	7601 GREENBACK LN
January 6, 2016	7601 GREENBACK LN
January 6, 2016	7601 GREENBACK LN
January 6, 2016	7601 GREENBACK LN
January 6, 2016	7601 GREENBACK LN
January 7, 2016	7598 GREENBACK LN
January 7, 2016	7600 GREENBACK LN
January 7, 2016	7677 GREENBACK LN

January 7, 2016	7641 GREENBACK LN
January 7, 2016	7641 GREENBACK LN
January 7, 2016	7641 GREENBACK LN
January 7, 2016	7677 GREENBACK LN
January 7, 2016	7711 GREENBACK LN
January 7, 2016	7711 GREENBACK LN
January 7, 2016	7711 GREENBACK LN
January 7, 2016	7711 GREENBACK LN
January 7, 2016	7636 GREENBACK LN
January 7, 2016	7641 GREENBACK LN
January 7, 2016	6242 MARIPOSA AVE
January 11, 2016	6085 MARIPOSA AVE
January 11, 2016	6116 MARIPOSA AVE
January 11, 2016	6085 MARIPOSA AVE
January 11, 2016	6017 MARIPOSA AVE
January 11, 2016	6017 MARIPOSA AVE
January 11, 2016	6020 MARIPOSA AVE
January 11, 2016	7657 NORTHRIDGE DR
January 11, 2016	7708 NORTHRIDGE DR
January 11, 2016	7708 NORTHRIDGE DR
January 11, 2016	6101 RITA LOU WAY
January 11, 2016	6101 RITA LOU WAY
January 11, 2016	6100 RITA LOU WAY
January 11, 2016	7664 DENIO WAY
January 11, 2016	7712 NORTHRIDGE DR
January 11, 2016	7717 NORTHRIDGE DR
January 11, 2016	6100 VICEROY WAY
January 11, 2016	6231 BURICH AVE
January 11, 2016	6110 VICEROY WAY
January 13, 2016	6231 BURICH AVE
January 13, 2016	6231 BURICH AVE
January 13, 2016	7672 GREENBACK LN
January 13, 2016	7548 GREENBACK LN
January 19, 2016	7548 GREENBACK LN
January 19, 2016	7422 FARMHOUSE CT
January 19, 2016	7422 FARMHOUSE CT
January 19, 2016	7546 LIMERICK WAY
January 19, 2016	6040 DUBLIN WAY
January 19, 2016	8001 GREENBACK LN
January 19, 2016	8001 GREENBACK LN
January 19, 2016	8001 GREENBACK LN
January 19, 2016	8013 ARCADIA DR
January 19, 2016	7980 GREENBACK LN
January 19, 2016	7980 GREENBACK LN
January 19, 2016	7980 GREENBACK LN
January 19, 2016	7986 GREENBACK LN
January 19, 2016	7990 GREENBACK LN
January 19, 2016	7990 GREENBACK LN

January 19, 2016	7990 GREENBACK LN
January 19, 2016	7990 GREENBACK LN
January 19, 2016	7990 GREENBACK LN
January 19, 2016	8017 GREENBACK LN
January 19, 2016	8017 GREENBACK LN
January 19, 2016	8089 GREENBACK LN
January 19, 2016	8085 GREENBACK LN
January 19, 2016	8085 GREENBACK LN
January 19, 2016	8065 GREENBACK LN
January 19, 2016	8065 GREENBACK LN
January 19, 2016	8065 GREENBACK LN
January 20, 2016	8036 GREENBACK LN
January 20, 2016	6060 SUNRISE VISTA DR
January 20, 2016	6041 SUNRISE VISTA DR
January 20, 2016	6060 SUNRISE VISTA DR
January 20, 2016	6060 SUNRISE VISTA DR
January 20, 2016	6016 SUNRISE VISTA DR
January 20, 2016	6016 SUNRISE VISTA DR
January 20, 2016	6016 SUNRISE VISTA DR
January 20, 2016	6016 SUNRISE VISTA DR
January 20, 2016	5935 COURVILLE CT
January 20, 2016	8120 SUNBONNET DR
January 20, 2016	8140 SUNBONNET DR
January 20, 2016	8150 SUNBONNET DR
January 20, 2016	8154 SUNBONNET DR
January 25, 2016	8017 GREENBACK LN
January 25, 2016	8017 GREENBACK LN
January 25, 2016	8100 GREENBACK LN
January 25, 2016	8100 GREENBACK LN
January 25, 2016	8100 GREENBACK LN
January 25, 2016	8100 GREENBACK LN
January 25, 2016	8101 GREENBACK LN
January 25, 2016	8101 GREENBACK LN
January 25, 2016	8137 GREENBACK LN
January 25, 2016	8137 GREENBACK LN
January 25, 2016	8137 GREENBACK LN
January 25, 2016	8146 GREENBACK LN
January 25, 2016	8150 GREENBACK LN
January 25, 2016	8108 GREENBACK LN
January 25, 2016	12344 FAIR OAKS BLVD
January 25, 2016	12344 FAIR OAKS BLVD
January 25, 2016	12407 PARADISE CREEK LN
January 25, 2016	12407 PARADISE CREEK LN
January 25, 2016	8100 GREENBACK LN
January 25, 2016	8100 GREENBACK LN
January 25, 2016	6001 SUNBONNET DR
January 25, 2016	12400 SUN TREE LN
January 25, 2016	12425 SUN TREE LN

January 25, 2016	8174 SUNBONNET DR
January 25, 2016	8200 ASHCREST LN
January 25, 2016	8200 ASHCREST LN
January 25, 2016	8258 ASHCREST LN
January 25, 2016	8261 WITTENHAM WAY
January 25, 2016	8261 WITTENHAM WAY
January 25, 2016	8261 WITTENHAM WAY
January 26, 2016	8201 ASHCREST LN
January 26, 2016	8201 ASHCREST LN
January 26, 2016	8201 ASHCREST LN
January 26, 2016	8261 HAZELHURST CT
January 26, 2016	6231 WEDGEFIELD WAY
January 26, 2016	6231 WEDGEFIELD WAY
January 26, 2016	8311 GREENBACK LN
January 26, 2016	8311 GREENBACK LN
January 26, 2016	8311 GREENBACK LN
January 26, 2016	8311 GREENBACK LN
January 26, 2016	5706 HOFFMAN LN
January 26, 2016	5706 HOFFMAN LN
January 26, 2016	5714 HOFFMAN LN
January 26, 2016	5714 HOFFMAN LN
January 26, 2016	5930 HOFFMAN LN
January 26, 2016	6100 HOFFMAN LN
January 26, 2016	6100 HOFFMAN LN

Total Count: 269

WATER ANALYSIS REPORTS:

Bacteriological testing has met all California Department of Public Health requirements.
72 samples were collected with no positive results.

**CITRUS HEIGHTS WATER DISTRICT
OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS
FEBRUARY 9, 2016 REGULAR BOARD MEETING**

SUBJECT : 2016 WATER CONSUMPTION
 STATUS : Information Item
 REPORT DATE : February 3, 2016

OBJECTIVE:

Report on annual water consumption including comparison with prior years and current 29% reduction directive.

Month	2013	2014	2015	2016				Year-to-Date Comparison to 2013	
				Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
	acre feet			acre feet				acre feet	%
Jan	602.52	602.39	570.05	463.53	76.07	539.60	539.60	-62.92	-10.4%
Feb	606.36	450.96	511.52						
Mar	819.55	612.20	725.95						
Apr	1,029.73	737.30	761.02						
May	1,603.43	1,190.07	869.08						
Jun	1,816.73	1,548.66	1,065.10						
Jul	2,059.21	1,622.10	1,184.95						
Aug	1,924.28	1,477.49	1,188.18						
Sep	1,509.82	1,275.11	1,069.78						
Oct	1,297.42	1,030.74	918.67						
Nov	911.55	682.48	589.6						
Dec	700.94	563.15	519.57						
Total	14,881.54	11,792.65	9,973.47	463.53 85.90%	76.07 14.10%	539.60	539.60		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : SURFACE WATER SUPPLY
STATUS : Information Item
REPORT DATE : February 2, 2016
PREPARED BY : David M. Gordon, Interim Operations Manager

OBJECTIVE:

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

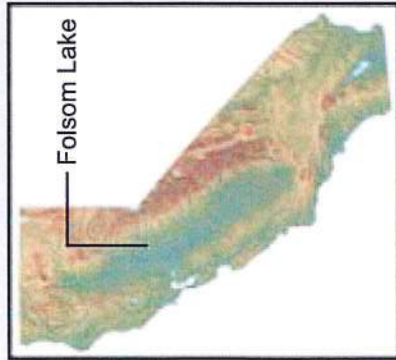
BACKGROUND AND ANALYSIS:

As of midnight on January 31, 2016, storage in Folsom Lake was at 528,563 acre-feet, 54 percent of the total capacity of 977,000 acre-feet. This is about 104 percent of historical average for this date. This represents an increase in storage of 285,232 acre-feet in the past month.

The District's total water use during the month of January 2016 (539.60 acre-feet) was 10.4% below that of January 2013 (602.52 acre-feet).

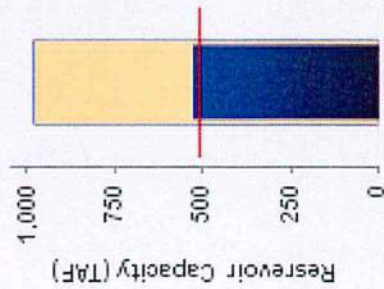
CHWD continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. All District wells (Bonita, Mitchell Farms, Palm, Sylvan and Sunrise) remain operational and are being operated on a rotational, or as-needed, basis.

Reservoir Conditions - Folsom Lake



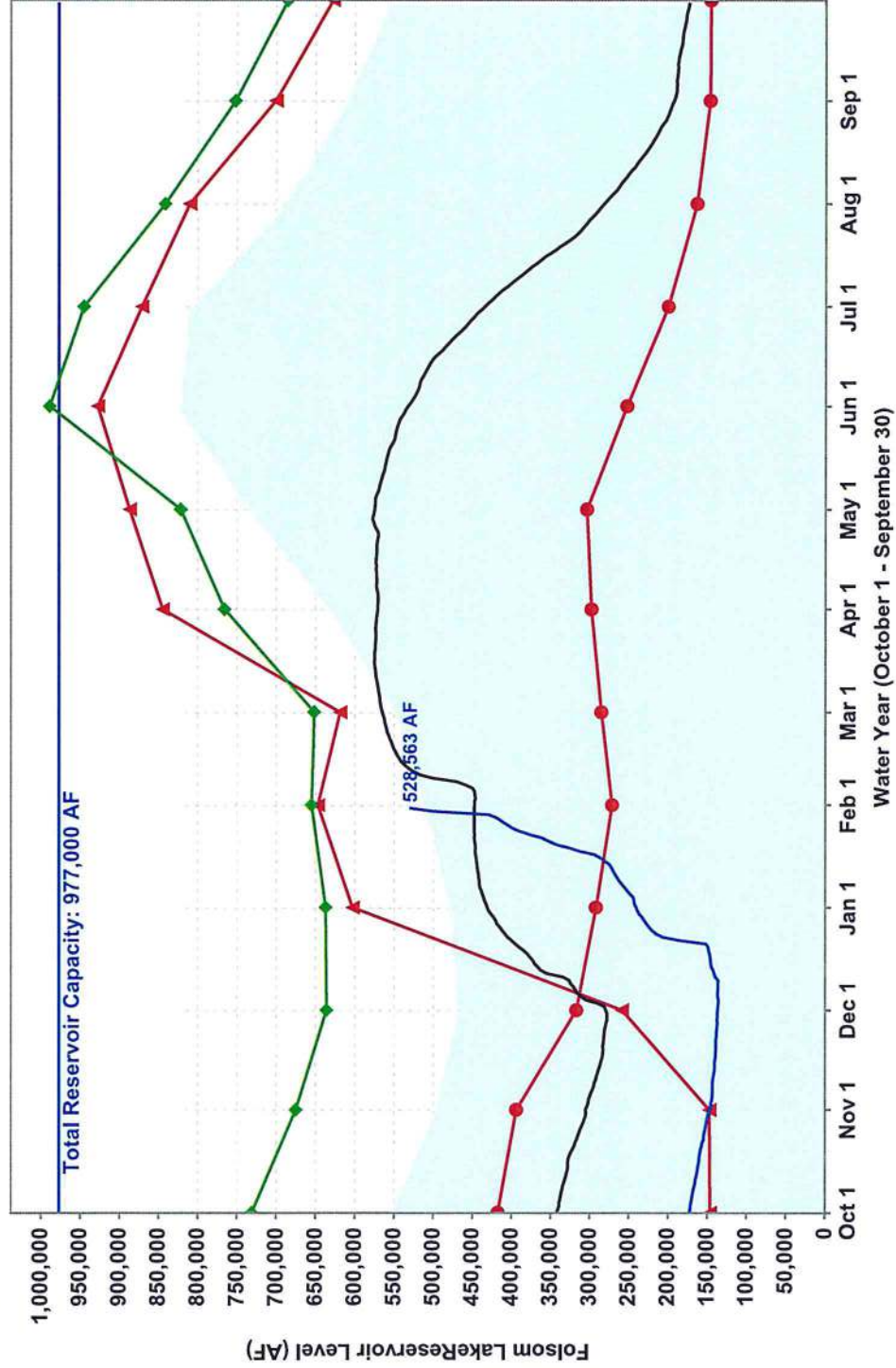
Folsom Lake Conditions

(as of Midnight - January 31, 2016)




Current Level: 528,563 AF
 54% (Total Capacity) | 104% (Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight January 31, 2016



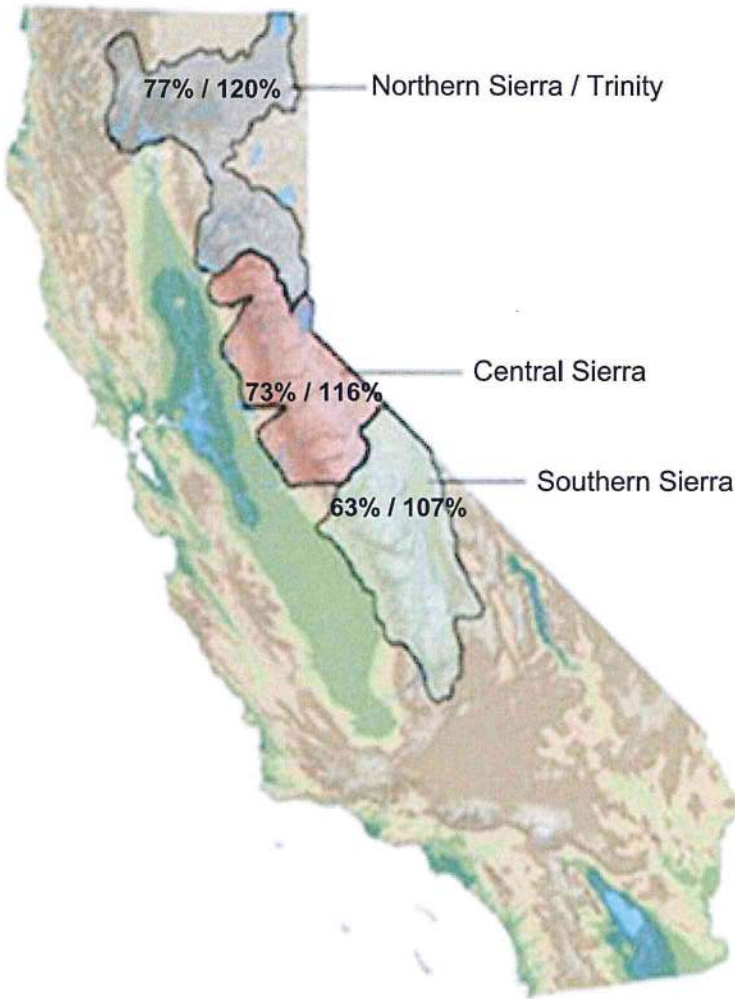
Historical Average — Total Reservoir Capacity — 1976-1977 (Driest) — 1977-1978 — 1982-1983 (Wettest) — 2014-2015
 — Current: 2015-2016



Statewide Summary of Snow Water Content

Current Regional Snowpack from Automated Snow Sensors

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



NORTH	
Data as of February 1, 2016	
Number of Stations Reporting	30
Average snow water equivalent (Inches)	22.7
Percent of April 1 Average (%)	77
Percent of normal for this date (%)	120

CENTRAL	
Data as of February 1, 2016	
Number of Stations Reporting	40
Average snow water equivalent (Inches)	21.3
Percent of April 1 Average (%)	73
Percent of normal for this date (%)	116

SOUTH	
Data as of February 1, 2016	
Number of Stations Reporting	31
Average snow water equivalent (Inches)	16.4
Percent of April 1 Average (%)	63
Percent of normal for this date (%)	107

STATE	
Data as of February 1, 2016	
Number of Stations Reporting	101
Average snow water equivalent (Inches)	20.2
Percent of April 1 Average (%)	72
Percent of normal for this date (%)	116

Statewide Average: 72% / 116%

Data as of February 1, 2016

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : February 2, 2016
 PREPARED BY : Hilary Straus, Assistant General Manager

Significant assignments and activities for the Assistant General Manager (AGM) and District administrative, customer service and water efficiency staff are summarized below.

AGM-1 WATER EFFICIENCY PROGRAM UPDATE

Water Efficiency Program activities during the month of January 2016 included:

- 26 ultra-low-flush toilet rebates for the month of January 2016. A total of \$1,950 in rebates has been provided to customers to date.
- For the period of January 2016, no High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers.
- 10 water waste calls were received during the month of January. An additional 2 reports of water waste were received through the CHWD's Drought Resources web page. A total of 9 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The following table summarizes the R-GPCD values for CHWD to date:

Month	R-GPCD
January 2015	75
February	83
March	108
April	117
May	129
June	163
July	176
August	172
September	160
October	140
November	82
December	75
January 2016	80

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

- The Department of Water Resources requires an UWMP (UWMP) update every 5 years. The update includes a comprehensive assessment and description of the District's water distribution system, water demands, water supplies, conservation and demand management, and demand to supply contingency planning. The District issued a Request for Proposals (RFP) and received one proposal which is responsive to the RFP's requirements. A review team of WEC Meurer, IOM Gordon and AGM Straus is recommending J. Crowley Group, Inc., and a proposed agreement for Board consideration/approval is included on the February 9, 2016 Board agenda.
- Staff is developing a Turn-off/Turn-on policy for Water Demand Management. The policy will be used as an enforcement tool for repeat violators of water efficiency regulations. Staff recommendations will be presented to the Board for consideration/adoption at the March 8th Board meeting.

AGM-2 DROUGHT RESPONSE PLAN UPDATE

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

- Letters to Citrus Heights Water District's top 20% of Commercial, Industrial and Institutional (CIIs) users and Large Landscape customers were distributed requesting water reduction plans for 2015 water use as compared to their 2013 irrigation schedule. To date, 84 water reduction plans have been submitted. The response rate is about 50%. Staff is considering more targeted and effective options when approaching CHWD's CII and Large Landscape customers, and will discuss a proposed strategy update with the Board on February 9, 2016 as part of the Water Efficiency Update Presentation.

AGM-3 PALADIN NIGHT PATROL UPDATE

Paladin Night Patrol began conducting night time water waste monitoring on July 29th, 2015. Below is a chart illustrating the number of incidents reported by category for August 2015 through January 2016.

Status Report				
Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
OCTOBER				
2015	46	37	42	0
NOVEMBER				
2015	69	15	69	0
DECEMBER				
2015	56	31	54	0
JANUARY				
2016	32	15	32	0
Totals	407	224	367	1

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

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : February 3, 2016

The following District employees were recognized for superior attendance, outstanding customer service and quality of work during the month of January 2016.

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Superior Attendance

Tim Cutler: Superior Attendance
 Work Quality – Catch up on office paperwork – 2016 Jan 15 Friday
 Work Quality – Catch up on office paperwork – 2016 Jan 29 Friday
 Work Quality – Saturday overtime work to repair 6” main leak at 6735 Skylane Dr –
 2016 Jan 23
 Work Quality – Saturday overtime work to repair water service leak at 8216
 Greenland Ct – 2016 Jan 23

Robyn Evans: Superior Attendance

Jarrett Flink: Work Quality – Nighttime emergency saddle replacement at 6199 Viceroy Ln –
 2016 Jan 07

Gil Garcia: Superior Attendance
 Customer Service – Compliments from customer at 5256 Agate Way regarding
 explanation of shut-off procedures – 2016 Jan 13
 Work Quality – Assisted Project Management/Engineering Department with
 spreading of crushed rock at 7512 Park drive – 2016 Jan 27

Brian Hensley: Superior Attendance

Dan Hesse: Superior Attendance

Mike Mariedth: Superior Attendance
 Customer Service – Compliments from customer at 5256 Agate Way regarding
 explanation of shut-off procedures – 2016 Jan 13
 Work Quality – Assisted Project Management/Engineering Department with
 spreading of crushed rock at 7512 Park drive – 2016 Jan 27

Chris Nichols: Superior Attendance
 Customer Service – Telephone call of thanks for assistance with water pressure from
 customer at 15 Coyle Creek Cir – 2016 Jan 05

Customer Service – Telephone call of thanks for assistance with water pressure from customer at 5811 Primrose Dr – 2016 Jan 05
Customer Service – Telephone call of thanks for response to repair leak at 5720 Essex Ln – 2016 Jan 10 Sunday
Work Quality – Sunday emergency 2 1/2” PVC main repair at 5720 Essex Ln – 2016 Jan 10
Work Quality – Water Treatment Operator Grade T2 Certification - 2016 Jan

Zachary Powell: Customer Service – Telephone call of thanks for response to repair leak at 5720 Essex Ln – 2016 Jan 10 Sunday
Work Quality – Holiday emergency water service saddles replacement for 7921 & 7925 Glen Stone Ct – 2016 Jan 01
Work Quality – Nighttime emergency saddle replacement at 6199 Viceroy Ln – 2016 Jan 07
Work Quality – Sunday emergency 2 1/2” PVC main repair at 5720 Essex Ln – 2016 Jan 10

Ryon Ridner: Customer Service – Telephone call of thanks for response to repair leak at 5720 Essex Ln – 2016 Jan 10 Sunday

Nick Spiers: Superior Attendance

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Superior Attendance
Customer Service – Helpful and friendly service to Title Company representing 5720 Essex Ln- 2016 Jan 14

Kelly Drake: Work Quality – Data logger installation and water consumption analysis for service to Kingswood School – 2016 Jan 7 & Jan 14

Dana Mellado: Customer Service – Proactive response customer at 8184 Walnut Fair Circle regarding a high meter read – 2016 Jan
Work Quality – Handling of Information Technology issues with J4 Consultants regarding Outlook and Silverlight –2016 Jan 13

Rex Meurer: Superior Attendance
Work Quality – Safety Meeting Presentation on “Proper Use of Hard Hats” – 2016 Jan 21

Beth Shockley: Superior Attendance
Work Quality – Preparation of Penalty Notices in the absence of coworker – 2016 Jan 07
Work Quality – Friday work to work on year-end tasks – 2016 Jan 08
Work Quality – Coordinating scheduling and installation of Administration and Operations Copy machines – 2016 Jan
Work Quality – Time-sensitive preparation of shut-off notices – 2016 Jan 25

Desiree Smith: Superior Attendance
Customer Service – Patience and sympathy at counter with grieving customer – 2016 Jan 19
Work Quality – Updating all standard forms for 2016 – 2016 Jan

Work Quality – Assisting CirclePoint with updating District web site content –
2016 Jan

Work Quality – After hours work to finish Move-Ins/Move-outs and Title Checks due
to short holiday week – 2016 Jan 19

Lisa Smoot:

Superior Attendance

Customer Service – Worked with CirclePoint to reorganize the web site pages for the
Board Meeting information for better customer access – 2016 Jan

Work Quality – Settling Credit Card Payments the absence of coworker –
2016 Jan 06 & 07

Work Quality – Friday work to work on year-end tasks – 2016 Jan 08

Work Quality – Time-sensitive preparation of shut-off notices – 2016 Jan 25

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

Missy Pieri:

Superior Attendance

Work Quality – Additional responsibilities during vacation absence of Project
Manager – 20126 Jan 04 to 11

Borey Swing:

Work Quality – Preparation of mapping data for water conservation project –
2016 Jan 04

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : February 4, 2016

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

Citrus Heights Water District
 General Manager's Task List
 Date: 2/4/2016

TASK LIST NO. 122							February 4, 2016						
Category	Green: Items that are substantially complete, delegated or awaiting action by others	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes								
Water Distribution	District Capital Project 2011-02: Beech Ave Metered Interconnection with Orange Vale WC	5	OVWC	15-Jun-2016	Draft Agreement sent to OVWC - awaiting comments								

**Citrus Heights Water District
General Manager's Task List
Date: 2/4/2016**

Category	Red: Top Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Annexations: Livoft Tract (4 of 8)	40	Churchill	15-Jun-2016	
Administration	Annexations: Sacramento County (4 of 8)	40	Churchill	15-Jun-2016	
Administration	Annexation of Verne Tract Territory to SJWD	40	Churchill	15-Jun-2016	
Administration	Fiscal Management Policy - Disbursement of Funds	2	Every 3 Years	15-Oct-2015	
District HQ & Corp Yard	Admin Building Office Enclosure 2016-25	40	Blackbird Architects	15-Jun-2016	Design Phase
Human Resources	Refire from Citrus Heights Water District		Churchill	17-Nov-2016	Planned Date
Water Distribution	District Capital Project 2013-30: SJHS 24"	10	Lamon Const	30-Dec-2015	Landscape Restoration Phase
Water Distribution	District Capital Project 2013-36: San Juan Park 12"	30	Cal Sierra Construction	30-Dec-2015	Landscape Restoration Phase
Water Distribution	Future CIP Projects Summary Binder (2 of 8)	20	GM/Engr Dept	15-Feb-2016	Edit in Progress
Water Distribution	Technology Improvements: Document Management / Project Management / Asset Management / Easements (7 of 8)	30			
Water Supply	Skycrest Well #13 Construction Equipping Project 2013-21: Skycrest (5 of 8)	30	R.E. Smith Contractor	15-Jun-2016	
Water Supply	SJWD Shortage Policy Cost Update (1 of 8)	30	SJWD	15-May-2016	
Water Supply	SJWD Wholesale Water Supply Agreement	80	Churchill/Albieiz	30-Dec-2015	
Water Supply	SJWD Hydraulic Model Maintenance Agreement	5	Churchill	15-May-2016	Draft Edits in Progress
Water Supply	Sites Reservoir Advocacy	40	Straus/Riehle	31-Dec-2015	
Water Supply	District Tour	5	Board Discussion	TBA	Discuss scheduling
	HOURS SUBTOTAL:	442			

**Citrus Heights Water District
General Manager's Task List
Date: 2/4/2016**

Category	Yellow: Medium Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Master Plan Update: RFP for Engineering Services	0	PM/Engr Dept	15-Apr-2016	
Administration	Policies & Procedures: Write Missing Policies	32		ongoing	
Water Distribution	District Capital Project 2015-30: Poplar Avenue 14"	10	Bennett Engr	15-Apr-2016	Design Phase
Water Distribution	District Capital Project 2015-31: Baird Way 12"	10	Area West Engr	15-Apr-2016	Design Phase
Water Distribution	District Capital Project 2015-40: Mariposa Avenue 12"	10	KASL Engr	15-Apr-2016	Design Phase
Water Distribution	District Capital Project 2013-32: Dewey Dr Interconnection w/SSWD & GWD	30	HOLD	1-Jun-2014	Design Phase
Water Distribution	Metering Projects: Meter Installation Policy Coordination with City of CH	2			
Water Distribution	Easements: Berry Lane	2			
Water Distribution	Easements: Ross	2			
Water Supply	Find Property Deeds: Wells Ave. Well Site	10		15-Jun-2016	Discuss with City of CH
HOURS SUBTOTAL:		108			

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 9, 2016 REGULAR MEETING

SUBJECT : SJWD WATER MANAGEMENT AND RELIABILITY STUDY
STATUS : Information Item
REPORT DATE : February 4, 2016

San Juan Water District has embarked on a Wholesale Water Management and Reliability Study and has selected MWH Engineers to conduct the Study. As part of their February 2, 2016 Water Supply & Reliability Committee Meeting, a two hour Project Kickoff Meeting was held. In addition to SJWD representatives and MWH engineers, GM Churchill attended along with three representatives of Orange Vale Water Company.

Attached is information provided and discussed at the meeting. Notable milestones include proposed meetings with the wholesale customer agencies on or about March 10, May 20 and August 25. The eight-month Study is proposed to conclude in late-September of this year with a Joint Board Meeting of all agencies.

It is recommended that a Director be selected to participate with staff in the discussions and that a presentation to the full CHWD Board be requested when appropriate, likely sometime in late June or in July.

SAN JUAN WATER DISTRICT
Wholesale Water Management and Reliability Study

Kickoff Meeting

Tuesday, Feb 2, 2016, 8:00-10:00 am

Agenda

TIME	ITEM	
8:00am	1. Introductions	
8:10	2. Confirm Study Purpose, Goals, Objectives, & Planning Constraints	
8:30	3. Confirm Roles and Responsibilities	
8:40	4. Confirm Process, Schedule, & Milestones	
8:50	5. Brainstorm/Update Water Management Options	
9:30	6. Discuss Screening Methodology and Screening Criteria	
9:45	7. Action Items/Next Steps	
10:00	8. Adjourn	

SAN JUAN WATER DISTRICT
Wholesale Water Management and Reliability Study

Purpose and Scope:

Develop a short, prioritize list of water management options to improve water supply reliability, and develop a scope for the next phase of the feasibility study.

Study Goal:

Improve management of surface water and groundwater resources within its wholesale service area, and potentially outside its current service area, through collaboration, consolidations, or other actions improve its water supply reliability.

Objectives:

- I. Perfect the beneficial use of San Juan Water District's water rights, contractual entitlements, and facilities
- II. Increase water supply reliability to SJWD retail customers and Wholesale Customer Agencies during dry years by integrating surface water and groundwater storage
- III. Provide long-term financial benefits to our ratepayers, and provide regional and statewide benefits

Planning Constraints

- Maintain consistency with new and emerging regulations, such as the Sustainable Groundwater Management Act.
- Maximize potential financial assistance for implementation.
- Consider the full range of options within district maximum allowable authority.
- Maintain and improve current water supply reliability to Wholesale Customer Agencies.

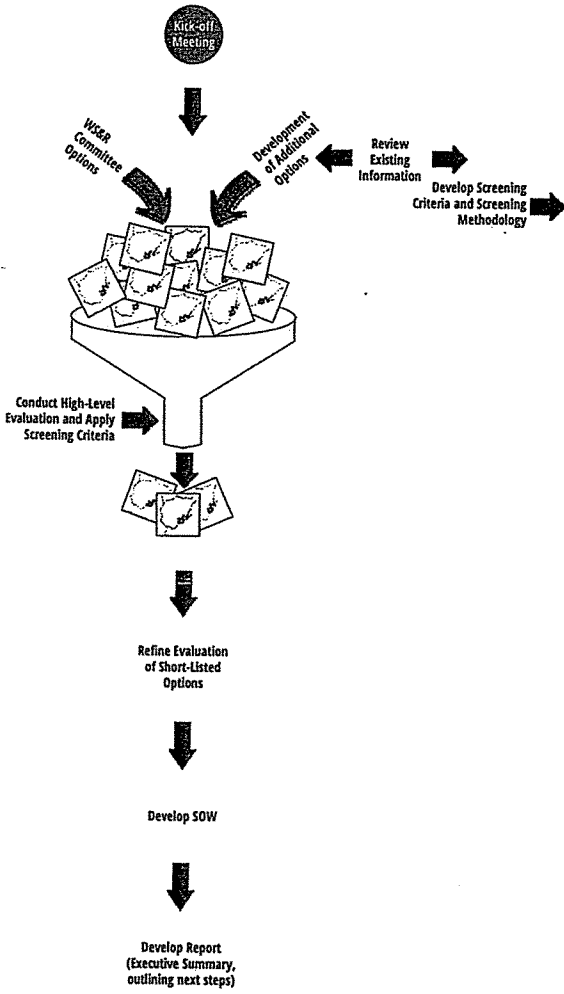
SJWD Wholesale Water Management and Reliability Study Roles and Responsibilities

GROUP	ANTICIPATED ACTIVITIES			
	Responsible	Accountable	Consulted	Informed
	R	A	C	I
District Staff	X	X		
Water Supply & Reliability Committee			X	
District Board		X		X
Wholesale Customer Agencies				X
MWH	X	X		

- * Review Study progress (technical, schedule, budget, etc.)
- * Address review comments
- * Resolve issues
- * Prepare for upcoming meetings
- * Provide direction to Consultant
- * Review Study progress
- * Provide input (review comments, study direction, etc.)
- * Participate in Study exercises
- * Preview upcoming activities
- * Become informed on Study progress
- * Provide input (review comments, study direction, larger policy issues, etc.)
- * Preview upcoming activities
- * Receive Final Report
- * Act on next steps/recommendations
- * Become informed on Study progress
- * Provide input (review comments, etc.)
- * Preview upcoming activities
- * Conduct Study based scope of work and on direction provided by District staff
- * Develop meeting materials and conduct meetings
- * Present issues to be resolved to District staff as well as items requiring input from Water Supply & Reliability Committee and/or District Board

R = Responsibility describes where the work is done, who is responsible for carrying out a task.
 A = Accountability describes where the buck stops, who is held accountable.
 C = Consulted are the critical people who need to contribute prior to completing the activity.
 I = Informed indicates that it is less critical for this person to be involved but they need to be updated and informed about the outcome of the activity.

Processes to Develop Wholesale Water Management and Reliability Study

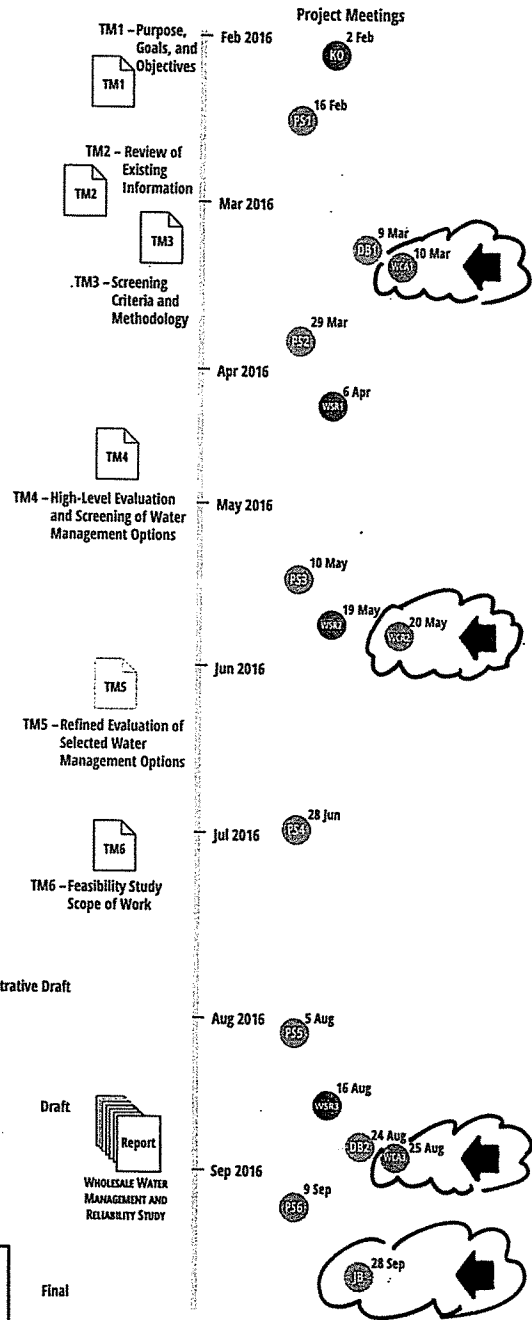


Wholesale Water Management and Reliability Study Report

- TM1 – Purpose, Goals, and Objectives
- TM2 – Review of Existing Information
- TM3 – Screening Criteria and Methodology
- TM4 – High-Level Evaluation and Screening of Water Management Options
- TM5 – Refined Evaluation of Selected Water Management Options
- TM6 – Feasibility Study Scope of Work

Project Meetings

- KO Kick-Off Meeting (1)
- PS Project Status Meetings (6)
- WSR Review Meetings with WS&R Committee (3)
- WCA Workshop/Status Meetings with WCAs (3)
- DB District Board Meetings (2)
- JB Joint Board Meeting (1)

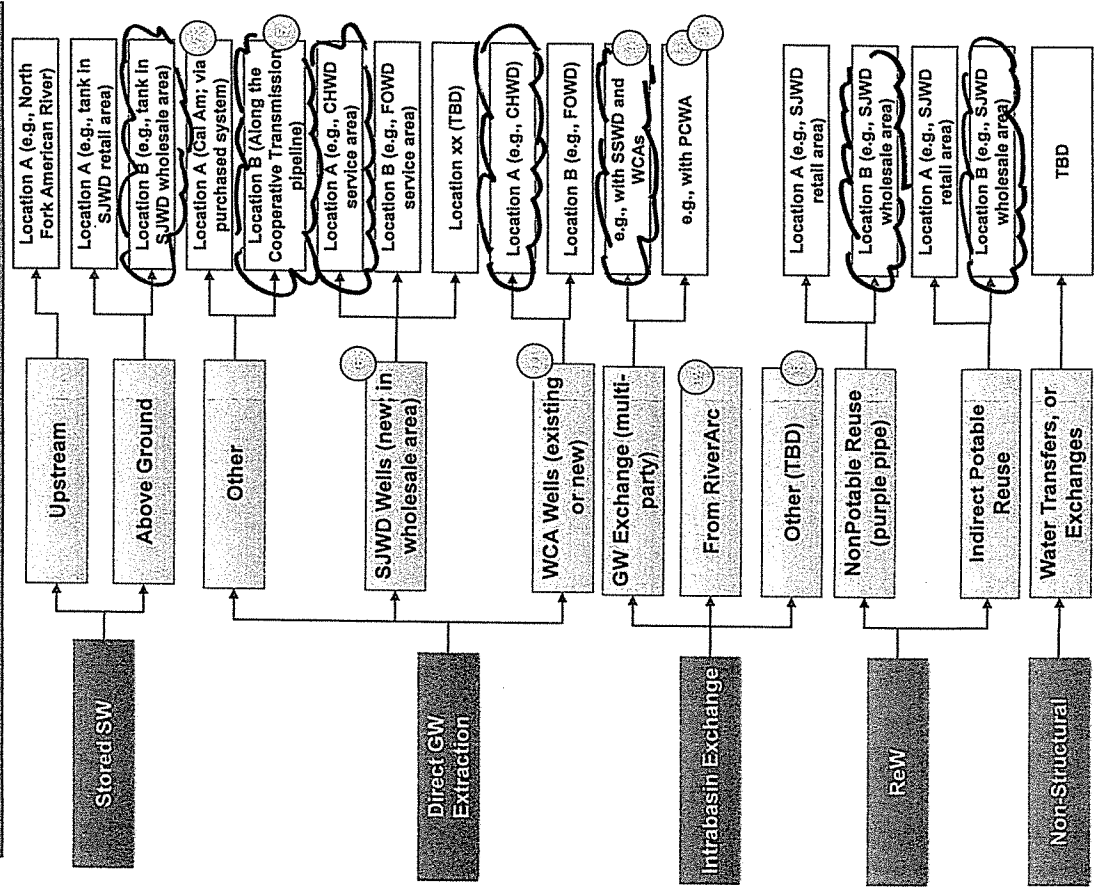


Dated 2 Feb 2016

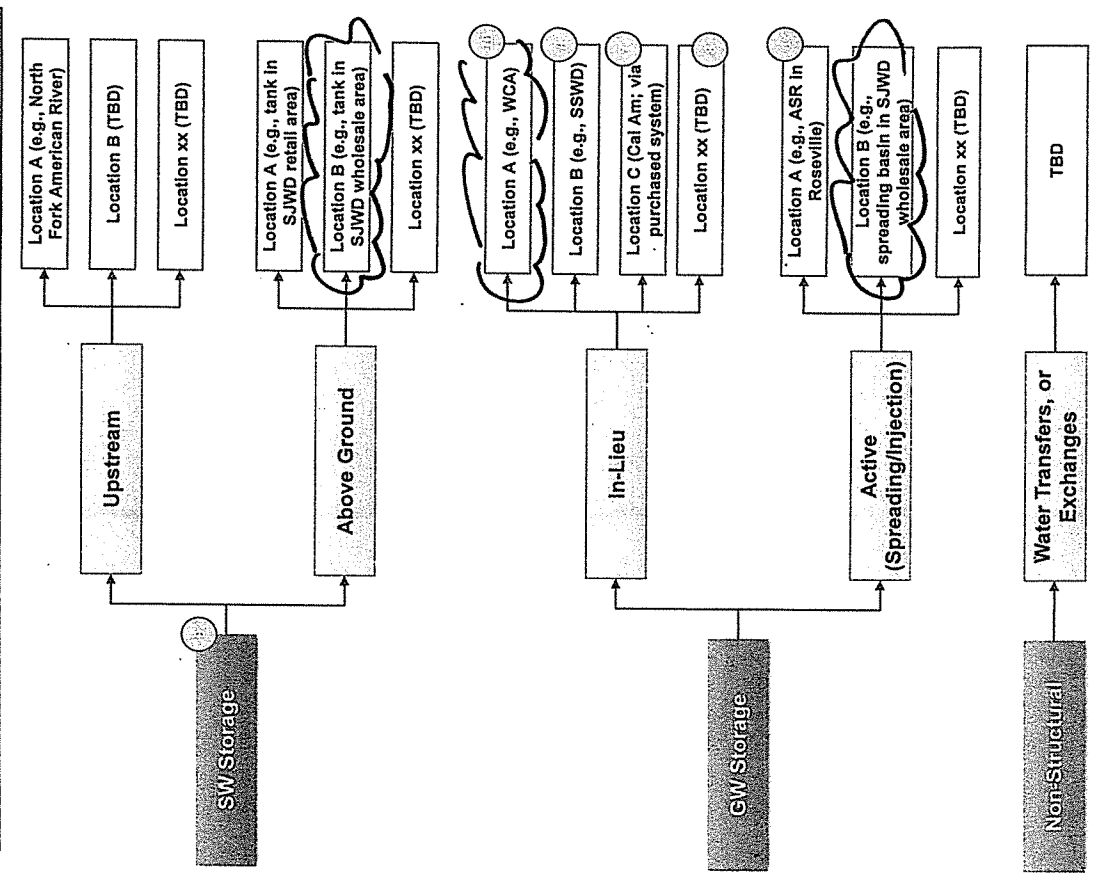
Options for better water management of groundwater and surface water identified by the SJWD WS&R Committee

	OPTION	PROS	CONS
1	Work with Roseville to use existing ASR wells	Reduced capital costs; already permitted; facilities installed; CVP contractor so possible use of CVP water	Limited ability to provide dry year water to SJWD; agmt could be terminated in future; requires cooperation and agreements of more than one agency
2	Work with PCWA to coordinate gw and sw	West Placer an opportunity; possibility to have access to sw above Folsom; CVP contractor so possible use of CVP water	Agmt could be terminated in future; requires cooperation and agreements of more than one agency
3	Work with PCWA on treatment plant capacities; ours and theirs	Possible access to sw above Folsom; more use of SJWD WTP during wet years	Does not provide dry year reliability; may only be short-term solution
4	Work with SSWD and other GW agencies	Possible ability to manage gw and sw	Same restrictions as SSWD w/o merger
5	Install gw wells along Cooperative Transmission Pipeline	Control of gw and sw by one agency; efficient transmission of water	May not be gw along route; WCA may have concerns
6	Install gw wells in SJWD boundaries (wholesale area)	Control of gw and sw by one agency; likely adequate gw	WCAs may have concerns; transmission pipelines could be costly
7	Purchase Cal AM Citrus Heights service area	Could provide same benefits as a merger	Cost to purchase system likely very high so Cal Am customer water rates would increase
8	Consolidate/merge with another agency	Could provide same benefits as a SSWD merger	Have not identified willing partner
9	Develop additional sw storage	Could provide sw storage under SJWD control;	Good location could be hard to find; would have environmental responsibilities
10	Work with WCAs on conjunctive use	Within existing wholesale service area;	Would require agreements and cooperation; agreements could be terminated; would require sw injection as in lieu not an option
11	Purchase groundwater wells from WCAs to manage both surface and groundwater	Would allow management of ALL surface and groundwater within wholesale service area for optimal use of each water source	WCAs may not be interested ; unsure of condition of gw wells and possible cost of rehabilitation and treatment requirements for continuous use
12	Sacramento River Regional Water Supply Reliability Project	Access to sw during dry years when Folsom Reservoir supplies at risk.	Requires significant regional partnership. Total project cost of \$1.28. Requires modified or new CVP agreement. Limited to small quantity, dry year supply .
13	Maintain Status Quo	Would not require any additional efforts; would avoid any disagreements related to SJWD obtaining gw production facilities	Significantly limits, if not removes, ability to optimally manage conjunctively gw and sw; does not meet SJWD reliability goals.

Potential Supply Reliability Augmentation Options



Potential Wet-Year Storage Options



Notes:

- Meant as an example of how to array potential storage options and supply options – would need to be fleshed out to add all 13 from RFP as well as others from MWH Team
- Not necessarily a 1-to-1 for storage and supply (e.g., could storage in one way and have more than one option for supply to increase reliability)
- Options identified by the SJWD WS&R Committee.

SAN JUAN WATER DISTRICT
Wholesale Water Management and Reliability Study

Preliminary Evaluation Criteria and Metrics

To support evaluation, comparison, and prioritization of identified water management options the following four evaluation criteria and associated metrics will be used:

1. Cost-effectiveness
 2. Contribution to objectives
 3. Implementation complexity
 4. Uncertainty
1. **Cost-Effectiveness** – Quantitatively measures the cost-effectiveness of project water supply benefits (yield) relative to its costs at a conceptual or pre-appraisal level. Project performance and cost are summarized as the ratio of annualized total cost of the project divided by yield.
 2. **Contribution to Objectives** – Qualitatively assess contribution to each of the study objectives and constraints (rated high, moderate, or low)
 3. **Implementation Complexity** – Qualitatively assesses how likely a project implementation will occur within a reasonable timeframe to achieve its potential benefits relative to the following seven implementation factors (rated high, moderate, or low):
 - a. Environmental compliance requirements
 - b. Permitting requirements & approvals
 - c. Water right/contracts requirements
 - d. Institutional arrangements & coordination
 - e. Land acquisitions
 - f. Public acceptance & support
 - g. Schedule
 4. **Uncertainty**– Qualitatively assesses level of confidence in the definition of water options with respect to the following two areas (rated high, moderate, or low):
 - a. Costs
 - b. Yield and reliability

Options Ranking

For the qualitative metrics, scores will be developed based on each project's assigned assessment value. The cost effectiveness will be normalized to a standard range (1 to 3) to be consistent with the other qualitative scores. The individual metric scores are then weighted to develop a weighted score using the criteria and metric relative weights. The weighted score reflects the relative importance of the four evaluation criteria and their associated metrics. This overall score will be used to rank and prioritize the projects relative to one another.