

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

The Regular Meeting of the Board of Directors was called to order at 6:31 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 M. Straus, Assistant General Manager  
David M. Gordon, Interim Operations Manager  
Paul A. Dietrich, Project Manager  
Lisa A. Smoot, Human Resources Specialist  
Mellie D. Deano, Temporary Accounting Staff

VISITORS

Beth Shockley, District Employee  
Nick Spiers, District Employee  
Rex Meurer, District Employee

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

There was no Public Comment.

CONSENT CALENDAR

President Dains asked for consideration and/or approval of the Consent Calendar.

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

- CC-1 Minutes of the Regular Meeting – March 8, 2016.
- CC-1a. Minutes of the Special Meeting – March 24, 2016.
- CC-1b. Minutes of the Special Meeting – March 28, 2016.
- CC-2. Revenue Analysis Report for March 2016.
- CC-3. Assessor/Collector's Roll Adjustment for March 2016.
- CC-4. Treasurer's Report for March 2016.
- CC-5. Treasurer's Report of Fund Balances for March 2016.
- CC-6. Operations Budget Analysis for March 2016.
- CC-7. Capital Improvements Budget Analysis for March 2016.
- CC-8. Payables for March 2016.

- CC-9. CAL–Card Purchases for March 2016.
- CC-10. Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.
- CC-11. San Juan High School Easement (A)  
Adoption of Resolution 07-2016 accepting an easement at San Juan High School.
- CC-12. Administration Building Improvements Project (I)  
Receive information on adding an additional office to the Administration Building.
- CC-13. Skycrest Well Equipping Project (I)  
Receive a status report on the Project.

**MARCH 31, 2016 PAYABLES**

<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
60836	James G. Ferro	Continued Education	\$97.58
60837	Ryon Ridner	Continued Education	\$1,850.64
60838	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$5,912.15
60839	Robin Cope	Health Insurance	\$402.00
60840	City of Citrus Heights	Permit Fees	\$1,500.00
60841	Sacramento Metro Fire District	Permit Fees	\$521.00
60842	Petty Cash	Petty Cash	\$146.80
60843	Paul N Phillips, Attorney at Law	Legal & Audit	\$3,937.50
61156	CalSierra Construction Inc	Contract Services-Engineering	\$29,317.00
61157	Lamon Construction CO, INC	Contract Services-Engineering	\$78,001.87
61158	Ernest L Leporini	Contract Services-Engineering	\$10,680.00
61159	Pace Supply Corp	Material	\$16,601.00
61160	Void- Printer Error	Void	\$0.00
61161	Void- Printer Error	Void	\$0.00
61162	Void- Printer Error	Void	\$0.00
61163	R E Smith Contractor Inc	Contract Services-Wells	\$44,420.96
61164	Azteca Systems Inc	Maintenances Agreement-Software	\$19,995.00
61165	SMUD	Utilities	\$11,779.67
61166	US Bank I.M.P.A.C. Government Services	See March Agenda Item CC:9	\$8,852.63
61167	Kathleen C Duncan	Customer Refund	\$107.44
61168	Mitchell D Lopez	Customer Refund	\$13.47
61169	Martin Brothers Construction, Inc.	Customer Refund	\$1,399.31
61170	James P/Megan Kiernan	Customer Refund	\$165.57
61171	Robert/Maria L Sharon	Customer Refund	\$17.83
61172	Latha Reghunathan	Customer Refund	\$23.54
61173	Watt Communities at Autumnwood	Customer Refund	\$61.22
61174	Absolute Secured Shredding Inc	Equipment Rental- Office	\$45.00
61175	Alexander's Contract Services	Contract Services-Meter Reads	\$2,389.18

61176	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
61177	BSK Associates	Water Analysis	\$228.00
61178	California Urban Water Conservation Council	Water Conservation-Other	\$3,273.52
61179	Coverall North America Inc	Janitorial	\$450.00
61180	Cybex	Equipment Rental- Office	\$129.12
61181	Integrity Administrators Inc	Health Insurance	\$299.75
61182	KASL Consulting Engineers	Contract Services-Engineering	\$5,479.00
61183	Kei Window Cleaning #12	Janitorial	\$92.00
61184	Douglas A MacTaggart	Contract Services-Concrete	\$3,814.00
61185	Moonlight BPO	Contract Services-Bill Print	\$978.03
61186	Paul N Phillips, Attorney at Law	Legal & Audit	\$1,500.00
61187	Powerplan	Repair-Trucks	\$295.31
61188	Sonitrol	Equipment Rental- Office	\$156.23
61189	SWRCB	Dues & Subscriptions	\$55.00
61190	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$5,701.13
61191	Titan Workforce LLC	Contract Services-Temporary Labor	\$6,002.63
61192	Trench Plate Rental Co	Equipment Rental-Field	\$3,565.16
61193	Bales Family Trust	Customer Refund	\$5.80
61194	Chino S/Tina T Lee	Customer Refund	\$57.30
61195	Crosby Trust/Charles Crosby Jr	Customer Refund	\$166.14
61196	Gerilee D Pope	Customer Refund	\$157.66
61197	Jeffrey C/Judy Leonetti	Customer Refund	\$167.69
61198	Jana E Maddux	Customer Refund	\$34.22
61199	Peters Family Trust	Customer Refund	\$109.82
61200	Sharon A Panning	Customer Refund	\$10.42
61201	Mildred A Chaffin	Customer Refund	\$6.13
61202	Kelly Trust	Customer Refund	\$108.30
61203	Steven/Teresa Barry	Customer Refund	\$24.99
61204	Merlyn/Nancy T Lund	Customer Refund	\$38.86
61205	Suzanne Meade	Customer Refund	\$23.32
61206	Hal/Susan L Faresh	Customer Refund	\$38.54
61207	Teddy H Wilson	Customer Refund	\$14.27
61208	Sentinel Field Services	Customer Refund	\$171.41
61209	Brittney R/Christopher R Wilson	Customer Refund	\$66.21
61210	Marina/Luke Michael Williams	Customer Refund	\$9.00
61211	Capital Ventures Group LLC	Customer Refund	\$13.94
61212	Cal Sierra Construction, Inc.	Customer Refund	\$1,750.00
61213	Primo Farms LLC	Customer Refund	\$41.76
61214	Multigroup LLC	Customer Refund	\$19.14
61215	Tracey Langley	Customer Refund	\$121.99
61216	ACWA/JPIA	Workers Comp Insurance	\$7,453.00
61217	AFLAC	Employee Paid Insurance	\$375.06
61218	Alexander's Contract Services	Contract Services-Meter Reads	\$3,891.02
61219	AnswerNet	Telephone-Answering Service	\$150.53
61220	Automate Mailing	Contract Services-Bill Print	\$7,526.84

61221	BSK Associates	Water Analysis	\$480.00
61222	Burketts	Office Expense	\$125.34
61223	California Landscape Associates Inc	Janitorial	\$187.00
61224	California Surveying & Drafting Supply	Small Tools	\$5.00
61225	Caltronics Business System	Small Office Equipment	\$362.02
61226	Corix Water Products, Inc	Material	\$6,680.99
61227	J Crowley Group Inc	Water Conservation-Other	\$5,940.00
61228	Dawson Oil Company	Gas & Oil	\$1,024.46
61229	Grainger	Small Tools	\$807.84
61230	J4 Systems	Contract Services-Other	\$3,545.00
61231	KBA DOCUSYS	Maintenance Agreement-Equipment	\$18.84
61232	KBA Docusys Inc	Equipment Rental- Office	\$343.43
61233	L and D Landfill	Contract Services-Miscellaneous	\$811.68
61234	Liebert Cassidy Whitmore	Legal & Audit	\$32.50
61235	Moonlight BPO	Contract Services-Bill Print	\$4,522.61
61236	Office Depot	Office Expense	\$100.74
61237	Void	Void	\$0.00
61238	Republic Services #922	Utilities	\$196.07
61239	RW Trucking	Contract Services-Miscellaneous	\$3,515.00
61240	Regional Water Authority	Dues & Subscriptions	\$142.84
61241	SMAQMD	Permit Fees	\$2,034.00
61242	Sierra Office and Printing	Water Conservation-Material/Supplies	\$2,429.00
61243	SureWest Directories	Telephone-Local/Long Distance	\$49.00
61244	Zane Dezign	Contract Services-Water Conservation	\$420.13
61245	Void	Void	\$0.00
61246	Protection One Alarm Monitoring	Equipment Rental- Office	\$140.00
61247	Powerplan	Repair-Trucks	\$166.69
61248	Stanley/Linda Ruggles Jr	Customer Refund	\$98.41
61249	David Brown/Paul E Brown/Darlene L Brown	Customer Refund	\$91.42
61250	Yuri/Inna Kulinich	Customer Refund	\$14.89
61251	Gloria Lomascola	Customer Refund	\$136.48
61252	David/Alethal Kehler	Customer Refund	\$284.11
61253	Toby C Mitchell	Customer Refund	\$18.81
61254	Rachel Atkinson	Customer Refund	\$183.96
61255	John R Sunzeri Jr	Customer Refund	\$75.27
61256	Alton E Hardin Jr	Customer Refund	\$15.04
61257	David B/Vivian C Janzen	Customer Refund	\$8.41
61258	John/Sherrri Godschalk	Customer Refund	\$33.23
61259	MST Holdings LLC	Customer Refund	\$24.72
61260	Airgas NCN	Supplies-Field	\$128.53
61261	Alexander's Contract Services	Contract Services-Meter Reads	\$2,638.27
61262	All American Publishing	Water Conservation-Other	\$374.00
61263	Bart/Riebes Auto Parts	Repair-Trucks	\$251.35
61264	Bryce Consulting, Inc	Legal & Audit	\$5,840.00
61265	California Surveying & Drafting Supply	Small Tools	\$5.00

61266	CirclePoint	Contract Services-Water Conservation	\$5,033.75
61267	City of Citrus Heights	Permit Fees	\$1,400.00
61268	Corelogic Information Solutions Inc	Dues & Subscriptions	\$246.83
61269	Corix Water Products, Inc	Material	\$7,802.42
61270	County of Sacramento - Clerk	Publication Notices	\$80.00
61271	Michael Dunn	Water Conservation-Rebates	\$640.00
61272	Indoor Environmental Services	Maintenance Agreement-Equipment	\$130.00
61273	Integrity Administrators Inc	Health Insurance	\$5,000.00
61274	J4 Systems	Contract Services-Other	\$280.00
61275	Kaiser Foundation Health Plan, Inc	Health Insurance	\$14,287.76
61276	Moonlight BPO	Contract Services-Bill Print	\$2,412.88
61277	Pace Supply Corp	Material	\$217.99
61278	Pacific Gas & Electric	Utilities	\$42.93
61279	Pollardwater.com - East	Small Tools	\$917.18
61280	Red Wing Shoe Store	Small Tools	\$460.00
61281	SHI International Corp	Maintenances Agreement-Software	\$3,638.52
61282	Sophos Solutions	Contract Services-Other	\$5,920.00
61283	Sunstate Equipment Co	Equipment Rental-Field	\$513.85
61284	A. Teichert & Son, Inc.	Road Base	\$1,736.74
61285	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$5,771.47
61286	Titan Workforce LLC	Contract Services-Temporary Labor	\$7,585.25
61287	Voyager Fleet Systems Inc	Gas & Oil	\$1,179.92
61288	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$1,625.00
61289	City of Citrus Heights	Permit Fees	\$486.38
61290	Ben or Bonnie Bellotti	Toilet Rebate Program	\$75.00
61291	Donald W or Lynda M Bridges	Toilet Rebate Program	\$75.00
61292	Jon L or Lana C Dresser	Toilet Rebate Program	\$150.00
61293	Kenneth R Fox or Sue Fairbanks	Toilet Rebate Program	\$75.00
61294	Lee N or Jamie L Kirtley	Toilet Rebate Program	\$150.00
61295	Louis P Lyon	Toilet Rebate Program	\$150.00
61296	Cynthia Masterson	Toilet Rebate Program	\$150.00
61297	Jeremy or Anna Maurer	Toilet Rebate Program	\$75.00
61298	Linda C Schoephoerster	Customer Refund	\$165.19
61299	Lamon Construction	Customer Refund	\$1,493.49
61300	ABA DABA Rentals & Sales	Supplies-Field	\$110.93
61301	Alexander's Contract Services	Contract Services-Meter Reads	\$2,457.49
61302	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
61303	Auburn Dam Council	Dues & Subscriptions	\$100.00
61304	BSK Associates	Water Analysis	\$1,522.00
61305	California Surveying & Drafting Supply	Small Tools	\$5.00
61306	Dawson Oil Company	Gas & Oil	\$737.03
61307	Demsey, Filliger & Associates LLC	Legal & Audit	\$3,000.00
61308	Kelly R Drake	Printing	\$30.00
61309	EH Wachs	Contract Services-Equipment/Hardware	\$2,879.76
61310	James G. Ferro	Continued Education	\$38.29

61311	Future Ford	Repair-Trucks	\$1,197.24
61312	Global Machinery West	Fixed Assets	\$2,586.87
61313	Ferguson Enterprises Inc #1423	Material	\$674.84
61314	Integrity Administrators Inc	Health Insurance	\$277.20
61315	J&J Locksmiths	Contract Services-Other	\$943.03
61316	J4 Systems	Contract Services-Other	\$420.00
61317	KASL Consulting Engineers	Contract Services-Engineering	\$6,760.00
61318	Kleinfelder	Contract Services-Miscellaneous	\$538.50
61319	Ernest L Leporini	Contract Services-Engineering	\$4,740.00
61320	Mike Mariedth	Continued Education	\$48.29
61321	Rex Meurer	Water Conservation-Material/Supplies	\$112.00
61322	Moonlight BPO	Contract Services-Bill Print	\$1,107.39
61323	Office Depot	Office Expense	\$190.90
61324	Pace Supply Corp	Material	\$1,522.40
61325	Pacific Mechanical Services Inc	Contract Services-Other	\$315.00
61326	Zachary Powell	Continued Education	\$98.29
61327	Rescue Training Institute Inc	Fixed Assets	\$1,533.00
61328	The Sacramento Gazette	Publication Notices	\$75.50
61329	Les Schwab Tires	Repair-Trucks	\$802.61
61330	SMUD	Utilities	\$1,395.57
61331	A. Teichert & Son, Inc.	Road Base	\$1,022.22
61332	Titan Workforce LLC	Contract Services-Temporary Labor	\$7,975.26
61333	Trench Plate Rental Co	Equipment Rental-Field	\$2,205.20
61334	US Bank I.M.P.A.C. Government Services	See March Agenda Item CC:9	\$6,697.77
61335	Verizon Wireless	Telephone-Wireless	\$1,104.51
61336	Vice's Collision Repair	Repair-Trucks	\$3,995.80
61337	World Environment & Energy Inc	Contract Services-Miscellaneous	\$375.00
<b>TOTAL</b>			<b><u>\$466,903.80</u></b>
ACH	FEB2016 BOW	Bank Fee	\$2,282.93
ACH	WHA APRIL2016 HEALTH	Health Insurance	\$15,805.94
ACH	VALIC3/24/16 PAYDAY	Deferred Compensation	\$2,895.00
ACH	PERS3/10/16 PAYROLL	PERS	\$12,870.29
ACH	PERS 3/24/16PAYROLL	PERS	\$13,254.50
ACH	WELLS FARGO MARCH2016	COP Debt Service	\$50,502.68
ACH	FEB2016FD	Bank Fee	\$214.00
ACH	FEB2016PAYCHEX	Contract Services-Other	\$322.05
ACH	FEB2016PH	Bank Fee	\$241.58
ACH	FEB2016VANCO	Bank Fee	\$70.30
ACH	FEB2016WB	Bank Fee	\$2,847.99
ACH	VALIC3/10/16	Deferred Compensation	\$2,895.00
ACH	VK70773/10/16	Deferred Compensation	\$45.00
ACH	VK70773/24/16	Deferred Compensation	\$45.00
<b>TOTAL</b>			<b><u>\$104,292.26</u></b>

GRAND TOTAL

\$571,196.06

**April Checks Approved At April Board Meeting**

61343	Warren Consulting Engineers Inc	Contract Services-Engineering	\$8,635.00
61340	Paladin Private Security	Water Conservation-Other	\$10,296.00
61345	ACWA/JPIA	Workers Comp Insurance	\$10,338.00
61339	Maze & Associates	Legal & Audit	\$11,648.00
61344	Central Valley Engineering & Asphalt, Inc.	ContractServices-Other	\$12,045.55
61342	SMUD	Utilities	\$13,471.12
61338	Ferguson Enterprises Inc #1423	Material	\$14,075.64
61341	R E Smith Contractor Inc	Contract Services-Other	\$107,857.14
			<u>\$188,366.45</u>

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 07 -2016

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
ACCEPTING AN EASEMENT FROM  
SAN JUAN UNIFIED SCHOOL DISTRICT  
FOR WATER DISTRIBUTION FACILITIES WITHIN  
7551 GREENBACK LANE, SAN JUAN HIGH SCHOOL

Whereas San Juan Unified School District 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 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, County of Sacramento, State of California particularly described as follows:

All that certain real property located in the Northeast ¼ of Section 35, Township 10, North, Range 6 East, Mount Diablo Meridian, County of Sacramento, State of California and being a portion of Lot 3 and Lot 7 of Citrus Heights Addition Number 3 as Recorded in Book 12 of Maps at Page 2 on file at the County Recorder's Office, County of Sacramento, State of California and being described as follows:

Beginning at a point which bears the following four (4) courses from a found one-inch iron pipe at the centerline of the intersection of Mariposa Avenue and Heatherington Way as shown on the Map of Heatherington Estates as Recorded in Book 190 of Maps at Page 5 on file at said County Recorder's Office;

1. Along the centerline of Mariposa Avenue South 00°14'00" West 839.38 feet;
2. Leaving said centerline of Mariposa Avenue North 89°46'00" West 30.00 feet;

3. West 178.81 feet;
4. North 44°50'12" West 22.00 feet to the Point of Beginning.

Thence the following sixteen (16) courses:

1. South 45°09'48" West 15.00 feet;
2. North 44°53'28" West 144.45 feet;
3. West 249.83 feet;
4. North 43°12'45" West 71.81 feet;
5. West 479.29 feet;
6. North 64°40'35" West 52.66 feet to the easterly line of that certain parcel of land Recorded in Document Number 1004051196, on file at the County Recorder's Office, County of Sacramento, State of California;
7. Along said easterly line North 00°14'00" East 16.56 feet;
8. Leaving said easterly line South 64°40'35" East 56.31 feet;
9. East 377.16 feet;
10. North 10.46 feet;
11. East 5.00 feet;
12. South 10.46 feet;
13. East 100.26 feet;
14. South 43°12'45" East 71.81 feet;
15. East 249.57 feet;
16. South 44°53'28" East 150.69 to the Point of Beginning.  
Containing 15,118.75 square feet or 0.347 acres+/-

Basis of Bearing for this description is identical to that certain Map of Citrus Heights Addition Number 3 as Recorded in Book 12 of Maps at Page 2 of file at the County Recorder's Office, County of Sacramento, State of California.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT 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 12<sup>th</sup> day of April 2016 by the following vote, to wit:

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

SEAL

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



ATTEST:

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ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

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

OLD BUSINESS:

San Juan High School 24-Inch Transmission Main Installation Project (A)

Consider Adoption of Resolution 08-2016 Accepting the San Juan High School 24-Inch Transmission Main Installation Project (2013-30), and authorize execution and recording of a Notice of Completion for the Project.

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 08-2016

RESOLUTION OF THE BOARD OF DIRECTORS  
ACCEPTING

THE SAN JUAN HIGH SCHOOL 24-INCH TRANSMISSION MAIN INSTALLATION PROJECT

WHEREAS, on August 11, 2015 the Board of Directors of the Citrus Heights Water District authorized the award of a contract to Lamon Construction Company, Inc. for the San Juan High School 24-Inch Transmission Main Installation Project; and

WHEREAS, on September 2, 2015 the contract was fully executed between the District and Lamon Construction Company, Inc.; and

WHEREAS, Lamon Construction Company, Inc. has completed the work for the San Juan High School 24-Inch Transmission Main Installation Project in accordance with the plans, specifications and contract documents prepared by the District pursuant to a final inspection on March 3, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District that the San Juan High School 24-Inch Transmission Main Installation Project is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the San Juan High School 24-Inch Transmission Main Installation Project and to have said Notice recorded with the Office of the Recorder of Sacramento County.

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

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

ABSENT: Directors:

SEAL

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

ATTEST:

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ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

**ACTION:** Director Riehle moved and Director Sheehan seconded the motion to: Adopt Resolution 08-2016 Accepting the San Juan High School 24-inch Transmission Main Installation Project (2013-30), and authorize the District Secretary to execute and record Notice of Completion for the Project.

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

Administration Building Improvements Project (I)

As reported at the February 9, 2016 Board of Directors Meeting , a task order was approved with Blackbird Associates to proceed with the design work of enclosing the 160 square foot patio area between the General Manager and Accounting Supervisor offices. A change order in the amount of \$ 55,225.00 authorizing Kaler/Dobler to proceed with construction has been executed.

Approval has been received from Sacramento Metro Fire District and an Exempt Certificate of Compliance has been obtained from the San Juan Unified School District. Issuance of a building permit from the City of Citrus Heights is expected any day.

The target date for completion is June 15, 2016.

Skycrest Well Equipping Project (I)

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.

On February 29, 2016 a check in the amount of \$540,000.00 from the California Department of Water Resources' (DWR) Proposition 50 Grant awarded to RWA on behalf of Citrus

Heights Water District (CHWD) was received, with 10 percent retention withheld until the project is complete.

Fencing and gates have been completed. Notice of Completion will be issued and final retention payment will be made when final punch-list items are completed. Department of Drinking Water data review and Permit Amendment are in process.

NEW BUSINESS:

Training/Continued Education/Meetings

ACWA-JPIA Spring Conference, Monterey, May 2-6 – Director Dains, GM Churchill and AGM Straus will attend.

On-Call Pavement Restoration Bids (A)

Consider acceptance of a bid to install asphalt and/or asphalt overlay throughout the District Service Area. The CHWD Operations work crews are involved in daily maintenance of the CHWD underground water infrastructure. This includes, but is not limited to, asphalt street and driveway excavation for repair and/or replacement work to CHWD’s underground infrastructure. After CHWD repairs and/or replaces the underground infrastructure within an asphalt area, a contractor, hired by CHWD, will follow up with asphalt restoration as necessary. CHWD currently does not have the equipment and the qualified staff to restore asphalt on an as needed basis; therefore, contracting out asphalt restoration work is essential. The District received three (3) sealed proposals on March 29, 2016, at which time proposals were opened and read publicly. The apparent low bidder is Martin Brothers Construction of Sacramento, CA. Bids received are as follows:

<u>Bidder</u>	<u>Unit \$/SF</u>	<u>\$/10,000 SF</u>
<b>1. Martin Brothers Construction</b>	<b>\$12.59</b>	<b>\$125,900.00</b>
2. Central Valley Engineering & Asphalt, Inc.	\$12.90	\$129,000.00
3. Arrow Construction	-Non-Responsive-	

ACTION: Director Sheehan moved and Director Riehle seconded the motion to: Accept the bid of Martin Brothers Construction in the amount of \$12.59 per square foot. Authorize the General Manager to execute the Agreement for Construction Services.

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

Mariposa Avenue 12-Inch Main Project (A)

Consider acceptance of a bid to replace a 12-inch transmission main along Mariposa Avenue between Northridge Drive and Farmgate Way and along Mariposa Avenue between Eastgate Avenue and Northeast Circle (South) in the City of Citrus Heights.

Project Plans were prepared by KASL Consulting Engineers and the District Engineering Department and distributed to twenty-three contractors and three material suppliers for installing and connecting approximately 1,471 lineal feet (lf) of 12-inch water main, 110 lineal feet (lf) of 8-inch water main, 43 lineal feet (lf) of 6-inch water main and related appurtenances along Mariposa Avenue between Northridge Drive and Farmgate Way and along Mariposa Avenue between Eastgate Avenue and Northeast Circle (South) in the City of

Citrus Heights.

The District received seven (7) sealed proposals on April 5, 2016, at which time proposals were opened and read publicly. The apparent low bidder is Civil Engineering Construction, Inc. of Loomis, CA. Bids received are as follows:

1. <b>Civil Engineering Construction, Inc.</b>	<b>\$ 442,685.00</b>
2. RTC Construction Management	\$ 446,927.90
3. Lamon Construction, Inc.	\$ 480,000.00
4. Rawles Engineering, Inc.	\$ 492,630.00
5. Cal Sierra Construction, Inc.	\$ 513,705.00
6. JJM Engineering Constructors, Inc.	\$ 517,613.00
7. Lund Construction, Inc.	\$ 699,233.00

The District's final engineering estimate (March 2016) for this Project was \$460,000.

ACTION: Director Riehle moved and Director Sheehan seconded the motion to: Accept the bid of Civil Engineering Construction, Inc. in the amount of \$442,685.00 and establish a change order contingency fund in the amount of \$44,000.00 (9.9%). Authorize the General Manager to execute the contract.

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

#### Water Conservation (D)

Discuss history of the District's water conservation ordinance, the District's Current water conservation stage declaration and the proposed adoption of new water conservation ordinance. On April 2<sup>nd</sup>, 1991 the District's Board of Directors adopted Ordinance No. 02-91 to establish the District's water conservation requirements, including enforcement measures, to be implemented to reduce water consumption within the District, recognizing that water is a valuable natural resource which should not be wasted, further recognizing that the District is resolved to provide its customers with high quality water for domestic, commercial, irrigation, and fire protection purposes at adequate pressures and equitable rates and further recognizing that water availability can be adversely affected by weather conditions, environmental commitments, a depleting ground-water basin, and growth. The District's philosophy over the years has been to enforce the conservation stage requirements with a "coach to correct approach" rather than a "penalty enforcement approach". Customers are offered educational materials, advice covering how to improve indoor and outdoor water efficiency and a free water efficiency review. Due to the District's "coach to correct approach" the enforcement measures were available but rarely used. To date the coach to correct philosophy has been successful with our customers. Since Ordinance 02-91 was adopted, amendments and revisions to the ordinance and enforcement measures were adopted by resolutions.

#### ***Procedural Correction:***

- Rescind Ordinance 02-91 by creating an updated Ordinance
- Update Water Conservation Stage language
- Insert updated enforcement measures including progressive monetary penalties
- Consider enforcement policy options and possible ramifications

- Adopt ordinance 05-16 to replace ordinance 02-91
- Moving forward use resolutions to declare or change a current stage declaration

At least 10 days before consideration of adoption of an ordinance, a Notice of Public Hearing should be published in a newspaper of general circulation. A certified copy of the full text of the ordinance (or summary) should be posted in the CHWD offices at least 5 days prior to the hearing. Within 15 days after adoption of the ordinance or amendment, the board shall publish a summary of the ordinance with the names of those directors voting for and against the ordinance.

ACTION: Director Riehle moved and Director Sheehan seconded the motion to: Call for a public hearing.

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

Strategic Planning (A)

Consider dates to schedule Strategic Planning Sessions. AGM Straus provided an overview of the two day Strategic Planning session. Board Members provided input regarding team building component. Staff will finalize dates with the Board and District Staff.

PROJECT MANAGER’S REPORT

PM Dietrich presented a report on the following activities during the month of March 2016 by the Project Management and Engineering Department.

*New values or projects noted in bold italics*

PM-1 ACCEPTED WATER SYSTEMS

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

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

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
The Village at Fair Oaks 55 Condominiums	6800 Madison Ave	<b><i>Ongoing Development. Inspecting Finished Phases as Released.</i></b>

<u>Project</u>	<u>Location</u>	<u>Status</u>
California American Water Co. San Juan Avenue Tank - Intertie and Water Service	5444 San Juan Ave	<b>75% Complete</b>
Capitol Nursery Plaza	Sunrise Blvd @ Madison Ave	<b>85% Complete</b>
Sylvan Middle School	7085 Auburn Blvd	<b>Substantially Complete</b>
Citrus Heights City Hall	6350 Fountain Square Dr	<b>80% Complete</b>
Northridge Grove 47 Condominiums	5555 Mariposa Ave	Awaiting System Construction
Memory Care Facility	6825-33 Sunrise Blvd	<b>50% Complete</b>
Applebee's Restaurant	6900 Auburn Blvd	<b>Substantially Complete</b>
Dundee Estates	Mariposa Ave @ Highland Ave	80% Complete

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
<b>McDonalds (2015-60)</b>	<b>5402 Sunrise Blvd</b>	<b>Awaiting System Construction</b>
<b>Bearpaw Expansion Commercial Building (2015-59)</b>	<b>7524 Old Auburn Rd</b>	<b>Awaiting System Construction</b>
<b>Louis-Orlando Bus Transfer Point (2015-66)</b>	<b>Louis Ln @ Orlando Ave</b>	<b>Awaiting System Construction</b>

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	Northwest Corner of Property West from Poplar Avenue	Preparing to Restart Project in May
Bennett Engineering Services Fair Way Intertie with	9955 Fair Way	<b>Agreement – 99%</b>

<u>Project</u>	<u>Location</u>	<u>Status</u>
City of Roseville		<b>Plans – 95%</b> <b>Cost Estimate – 90%</b>
Blossom Hill Dr Intertie with City of Roseville	Blossom Hill Dr at 1100 Main Sail Cir	<b>Agreement – 99%</b> <b>Plans – 95%</b> <b>Cost Estimate – 90%</b>
Crestmont Ave Intertie with City of Roseville	Crestmont Ave at 8199 Bonnie Oak Way	<b>Agreement – 99%</b> <b>Plans – 95%</b> <b>Cost Estimate – 90%</b>
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc.	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<b>Mariposa Ave Portion - Bid Opening on April 5<sup>th</sup>.</b> <b>Limerick Way Portion – 90% Plans Delivered to KASL on March 30<sup>th</sup>.</b>
Baird Way 12” Water Main Area West Engineers, Inc.	Auburn Blvd to Holly Dr	<b>60% Plan Development Continues</b>

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. San Juan High School 24” Water Main Lamon Construction Company	5555 Mariposa Ave to U.C. Davis Medical Center Along North Property Line	<b>Substantially Complete</b>  <b>Final Approval March 3, 2016.</b> <b>Notice of Completion April 12, 2016.</b>

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

District-wide water consumption for the calendar year 2016 through the end of March was 517.56 acre-feet, a decrease of 36.8% percent compared with the water consumption during the same period in 2013.

As of midnight on April 4, 2016, storage in Folsom Lake was at 711,948 acre-feet, 73 percent of the total capacity of 977,000 acre-feet. This is about 111 percent of historical average for this date. This represents an increase in storage of 106,393 acre-feet in the past month.

The state-wide snow pack data, as of April 4, 2016, was 81% of normal.

Director Dains called a recess to the meeting at 8:58 PM.

PM Dietrich and IOM Gordon left the meeting.

Director Dains reconvened the meeting at 9:06 PM.

#### DIRECTOR'S AND REPRESENTATIVES REPORTS:

- D-1. Regional Water Authority (Dains, Churchill)  
Director Dains and Churchill stated no updates.
- D-2. Sacramento Groundwater Authority (Sheehan)  
Director Sheehan reported that the next meeting will be Thursday so there are no new updates.
- D-3. San Juan Water District  
GM Churchill reported that both San Juan Water District and the Regional Water Authority are moving forward with their water reliability studies.
- D-4. Association of California Water Agencies (Dains)  
No report.
- D-5. ACWA Joint Powers Insurance Authority (Churchill)  
No report.
- D-6. Sacramento Local Agency Formation Commission  
Director Riehle attended his first meeting and requested information regarding what they represented.
- D-7. City of Citrus Heights  
It was reported that the City is beginning evaluating a street improvement project on Auburn Blvd. from Rusch Park North to the City limit.
- D-8. Chamber of Commerce Government Issues Committee (Straus)  
No report.



D-9. Other Reports:  
None

### ASSISTANT GENERAL MANAGER'S REPORT

AGM Straus reported as follows:

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

- 18 ultra-low-flush toilet rebates for the month of March. A total of \$4,500 in rebates has been provided to customers during 2016 to date.
- For the period of March 2016, 9 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers.
- 18 water waste calls were received during the month of March. No reports of water waste were received through the CHWD's Drought Resources web page. A total of 12 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- RWA distributed a template letter for its member agencies to customize and send to the State Water Resource Control Board (SWRCB) concerning statewide conservation enforcement measures. GM Churchill will send a comment letter on the District's behalf. Comment letters are due to the SWB by noon on Thursday, April 14, 2016. We will plan to share a draft letter with the Board next Tuesday evening. Also, RWA is sending its own letter on behalf of the region. There will be a SWRCB State Water Board workshop on April 20<sup>th</sup>. It is anticipated that the current State conservation measures will be discussed.
- The March 2016 Residential Gallon per Capita per Day (R-GPCD) was 77. February 2016 Residential Gallon per Capita per Day (R-GPCD) was 77. January 2016 Residential Gallon per Capita per Day (R-GPCD) was 80. December 2015 the R-GPCD was 75. November 2015 82 October 2015 the R-GPCD was 140. 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 March:

- CHWD's Water Reduction Target for 2016 has been reduced from 32% to 29%. A 3% target decrease was given to the region based on Sacramento's arid climate. June through September 2016 will be the months the required targets will be monitored for compliance by the SWRCB.

- Based on the current required 29% water reduction target issued by the SWRCB and current rainfall/snowpack totals, WEC Meurer recommends continuing with a Stage 4 Water Crisis through 2016. A formal recommendation will be brought to the Board at the April and May Board meetings as part of the Board’s consideration of drought enforcement policies.

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

Date	*Incident Report	Wrong Day	Equipment Waste	Theft
<b>AUGUST</b>				
2015	108	79	90	1
<b>SEPTEMBER</b>				
2015	96	47	80	0
<b>OCTOBER</b>				
2015	46	37	42	0
<b>NOVEMBER</b>				
2015	69	15	69	0
<b>DECEMBER</b>				
2015	56	31	54	0
<b>JANUARY</b>				
2016	32	15	32	0
<b>February</b>				
2016	29	18	29	0
<b>MARCH</b>				
2016				

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

**GENERAL MANAGER’S REPORT**

1. Twenty two employees received recognition for superior attendance, outstanding customer service and quality of work during the month of March 2016. 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.
3. Long Range Board Agenda.

Meeting Date	Item	Assigned To
May 10, 2016	Employment Agreements— Department Heads and Policy Updates	Churchill/Phillips
	Compensation Study, Phase 2	Churchill/Straus
	Water Supply Reserve Policy	Churchill

	Roseville Intertie Agreement	Churchill
	CIP Adoption	All
	CY 2015 Audit	Straus/Deano
	UWMP Study Session/Call for Public Hearing	Straus/Meurer
	Water Efficiency Enforcement Ordinance	Straus/Meurer
	PHG/Call for Public Hearing	Gordon/Hensley
	Auction Items	Gordon
	Well Test Hole Bids	Gordon
	GM Evaluation—Closed Session	Churchill
May-July TBD 2016	Strategic Planning	Board & GM, Dept. Heads, Supervisors, ACE Pieri and WEC Meurer (13)
June 14, 2016	UWMP Public Hearing/Adoption	Straus/Meurer
	Public Health Goals (PHG) Public Hearing	Gordon/Hensley
	Third Party Deposit Policy	Straus/Sohal
August 9, 2016	Budget & Rates Study Session	Straus/Sohal
September 13, 2016	Budget and Rates Workshop	Straus/Sohal
October 11, 2016		
November 8, 2016	Operating and Capital Budgets	Straus/Dietrich/Gordon
	Water Rates, Charges & Fees	Straus/Sohal
	Capacity Fees	Straus/Sohal
	Water Shortage Charges	Straus/Sohal
December 13, 2016		

- San Juan Water District has embarked on a Wholesale Water Management and Reliability Study and has selected MWH Engineers to conduct the Study. A meeting with the wholesale customer agencies at 11:00 am on Monday March 14, 2016 was held and attended by Director Sheehan, GM Churchill and OM Gordon. The purpose of the meeting was to develop a short, prioritized list of water management options to improve water supply reliability, and recommendations for the next phase.

CORRESPONDENCE:

None.

Request for a special meeting regarding succession planning was approved for Monday April 18, 2016 at 6:30 PM. This meeting will be held in closed session

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 10:00 PM.

APPROVED:

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ROBERT A. CHURCHILL  
Secretary  
Citrus Heights Water District

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