

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
November 10, 2015

The Regular Meeting of the Board of Directors was called to order at 6:35 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President
Caryl F. Sheehan, Director
Robert A. Churchill, General Manager
Hilary Straus, Assistant General Manager
David Gordon, Interim Operations Manager
Paul A. Dietrich, Project Manager

VISITORS

Nick Spiers
James Buford
Pam Banks
Debra Desrosiers
Chris Boster
Tracie Haidle

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment at this time.

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:

1. Minutes of the Regular Meeting – October 13, 2015.
2. Assessor/Collector's Report for October 2015.
3. Accounts Receivable Analysis Report for October 2015
4. Assessor/Collector's Roll Adjustments for October 2015.
5. Treasurer's Report for October 2015.
6. Funds and Reserves Report for October 2015.
7. Operations Budget Analysis for October 2015.
8. Capital Improvements Budget Analysis for October 2015.
9. Payables for October 2015.
10. CAL–Card Purchases for October 2015.
11. Summary of 2015 Directors, Officers and Employees Training, Seminars and

- Conference Expenses.
12. Administration Building Improvements Project. Receive and file a status report on the project.
 13. Skycrest Well Equipping Project. Receive and file a status report on the project.
 14. Sacramento Lafco Special District Commissioner. Cast a ballot for Ron Greenwood of Carmichael Water District.
 15. 2016 Water Rates and Charges. Receive and file letters received in response to the District's Proposition 218 Notice regarding proposed water rates and charges for 2016.

The motion passed 2-0 with all Directors voting yes.

October 31, 2015 PAYABLES

60297	Groeniger & Company	Material	\$35,100.00
60298	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$20,577.54
60299	Douglas A MacTaggart	Contract Services-Paving/Concrete	\$9,911.00
60300	Martin General Engineering Inc	Overpayments	\$63,596.80
60301	R E Smith Contractor Inc	Contract Services-Wells	\$180,935.36
60302	Regional Water Authority	Dues & Subscriptions	\$8,478.00
60303	Sharp Inspection Group	Contract Services-Engineering	\$13,400.00
60304	SMUD	Utilities	\$9,670.26
60305	Bettye J Anthony	Overpayments	\$166.27
60306	William E/Firouzeh Saunders	Overpayments	\$6.80
60307	Pamela D Chappell	Overpayments	\$136.55
60308	Carl L Vierra	Overpayments	\$165.59
60309	Diane Honegger	Overpayments	\$57.23
60310	Penelope Estrada/Rachel Glensor	Overpayments	\$147.16
60311	Larry Hamilton	Overpayments	\$83.79
60312	Martin General Engineering Inc	Overpayments	\$1,300.58
60313	Margot Schnellbacher/ Nicole Woods	Overpayments	\$189.45
60314	Bijan Setoudeh	Overpayments	\$47.22
60315	Ty-Cole LLC	Overpayments	\$181.87
60316	ABA DABA Rentals & Sales	Supplies-Field	\$70.59
60317	ACWA/JPIA	Workers Comp-Insurance	\$14,527.00
60318	AFLAC	Employee Paid Insurance	\$330.86
60319	Automate Mailing	Contract Services-Bill Print	\$7,694.26
60320	Blackbird Associates	Contract Services-Engineering	\$1,471.63
60321	Burketts	Office Expense	\$419.04
60322	California State Disbursement Unit	Garnishment	\$184.61
60323	California State Disbursement Unit	Garnishment	\$109.61
60324	Robin Cope	Health Insurance	\$397.00

60325	Corporate Design Group Inc	Contract Services-Other	\$706.48
60326	MP Birdcage Marketplace LLC	Overpayments	\$842.85
60327	Ditch Witch	Fixed Assets	\$612.79
60328	Robyn J Evans	Continued Education	\$127.96
60329	Gaynor Telesystems Incorporated	Fixed Assets	\$118.50
60330	Global Machinery West	Fixed Assets	\$1,022.01
60331	Simon or Ludmila Gorelkin	Overpayments	\$79.46
60332	Groeniger & Company	Material	\$5,518.82
60333	Integrity Administrators Inc	Health Insurance	\$3,000.00
60334	J4 Systems	Contract Services-Other	\$2,710.00
60335	KASL Consulting Engineers	Contract Services-Engineering	\$1,677.00
60336	Moonlight BPO	Contract Services-Bill Print	\$2,757.83
60337	OCT Academy	Continued Education	\$350.00
60338	One Print Source & Graphics	Printing	\$92.88
60339	Protection One Alarm Monitoring	Equipment Rental- Office	\$120.00
60340	Republic Services #922	Utilities	\$201.43
60341	RW Trucking	Contract Services-Miscellaneous	\$3,343.75
60342	Les Schwab Tires	Repair-Trucks	\$379.55
60343	SureWest Directories	Telephone-Local/Long Distance	\$49.00
60344	Jason E Tupper	Continued Education	\$80.00
60345	Wells Fargo Bank	Office Expense	\$2,500.00
60346	Laura S or Justin R Wood	Overpayments	\$203.99
60347	Zane Dezign	Contract Services-Water Conservation	\$191.44
60348	Coverall North America Inc	Janitorial	\$399.00
60349	void	void	\$0.00
60350	Ward Greene/Shelly M. Ward Margie John Ganiban-Hayes/Victoria	Overpayments	\$45.92
60351	Kerin	Overpayments	\$118.49
60352	Jose/Elisa Gonzalez Trust	Overpayments	\$17.49
60353	McGuire and Hester	Overpayments	\$1,379.16
60354	Sandra L Scoville	Overpayments	\$82.60
60355	John/Kathleen Cardinale	Overpayments	\$118.99
60356	Cal Sierra Construction, Inc.	Overpayments	\$1,592.12
60357	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,985.09
60358	Afman Supply	Small Tools	\$65.21
60359	AnswerNet	Telephone-Answering Service	\$197.14
60360	AREA Restroom Solutions	Equipment Rental-Field	\$106.20
60361	Bart/Riebes Auto Parts	Repair-Trucks	\$482.18
60362	BSK Associates	Water Analysis	\$408.00
60363	Burketts	Office Expense	\$479.05
60364	CirclePoint	Contract Services-Water Conservation	\$7,581.08
60365	City of Citrus Heights	Permit Fees	\$1,000.00
60366	Comcast	Equipment Rental- Office	\$329.59
60367	Connected Document Solutions	Maintenance Agreement-Equipment	\$250.00

60368	Consolidated	Telephone-Local/Long Distance	\$898.05
60369	Corix Water Products, Inc	Material	\$6,753.25
60370	Ditch Witch	Fixed Assets	\$13.08
60371	En Pointe Technologies	Software	\$248.23
60372	Future Ford	Repair-Trucks	\$3,775.82
60373	David M Gordon	Overpayments	\$469.00
60374	J4 Systems	Contract Services-Other	\$1,830.00
60375	Moonlight BPO	Contract Services-Bill Print	\$2,985.36
60376	Office Depot	Office Expense	\$263.39
60377	One Print Source & Graphics	Printing	\$416.57
60378	Pace Supply Corp	Material	\$28.58
60379	Les Schwab Tires	Repair-Trucks	\$768.84
60380	Patricia Thomas	Field Miscellaneous	\$85.00
60381	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,449.70
60382	TriFresh Technologies, Inc.	Wells Maintenance	\$1,117.50
60383	Jason E Tupper	Continued Education	\$105.00
60384	Warren Consulting Engineers Inc	Contract Services-Engineering	\$3,000.00
60385	Ricky Dean Williams	Overpayments	\$169.05
60386	Void	Void	Void
60387	Robert L Baker/Elizabeth Putnam	Overpayments	\$143.80
60388	Ellyne/Ted Novak	Overpayments	\$175.16
60389	Airgas NCN	Supplies-Field	\$1,036.12
60390	Alexander's Contract Services	Contract Services-Meter Read	\$1,776.46
60391	Bart/Riebes Auto Parts	Repair-Trucks	\$76.01
60392	BSK Associates	Water Analysis	\$400.00
60393	California State Disbursement Unit	Garnishment	\$184.61
60394	California State Disbursement Unit	Garnishment	\$109.61
60395	Connected Document Solutions	Maintenance Agreement-Equipment	\$291.05
60396	Corelogic Information Solutions Inc	Dues & Subscriptions	\$770.83
60397	Sacramento County Utilities	Utilities	\$173.38
60398	Dawson Oil Company	Gas & Oil	\$1,296.52
60399	Gaynor Telesystems Incorporated	Fixed Assets	\$760.38
60400	David M Gordon	Overpayments	\$366.36
60401	HD Supply Waterworks LTD	Material	\$162.00
60402	J4 Systems	Contract Services-Other	\$980.00
60403	Kaiser Foundation Health Plan, Inc	Health Insurance	\$13,288.03
60404	Kleinfelder	Contract Services-Miscellaneous	\$509.25
60405	Miles Treaster & Associates	Office Expense	\$488.66
60406	Pace Supply Corp	Material	\$800.45
60407	Paladin Private Security	Contract Services-Other	\$3,135.00
60408	Paul N Phillips, Attorney at Law	Legal & Audit	\$500.00
60409	Pacific Gas & Electric	Utilities	\$9.40
60410	S&S Fence Co Inc	Supplies-Field	\$324.00
60411	Les Schwab Tires	Repair-Trucks	\$1,249.43
60412	Lisa Smoot	Continued Education	\$22.40

60413	Sonitrol	Equipment Rental- Office	\$305.23
60414	St Vincent De Paul Society	Overpayments	\$127.41
60415	A. Teichert & Son, Inc.	Road Base	\$1,089.92
60416	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,065.85
60417	Unum Life Insurance Co of America	Disability & Life Insurance	\$1,741.82
60418	Voyager Fleet Systems Inc	Gas & Oil	\$2,136.79
60419	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$1,625.00
60420	Zee Medical Company	Supplies-Field	\$51.68
60421	Auburn Moving Company	Contract Services-Miscellaneous	\$3,346.50
60422	Adrian or Damariz Cimpan	Toilet Rebate Program	\$225.00
60423	Rachel Dupuy	Toilet Rebate Program	\$75.00
60424	Donald Hare	Toilet Rebate Program	\$75.00
60425	Janelle Ingle	Toilet Rebate Program	\$75.00
60426	Misty A Jones	Toilet Rebate Program	\$75.00
60427	Tracy McCrite	Toilet Rebate Program	\$150.00
60428	David R O'Brien	Toilet Rebate Program	\$150.00
60429	James J or Tommie D Rohrer	Toilet Rebate Program	\$75.00
60430	Louis I or Marcia P Roseman	Toilet Rebate Program	\$75.00
60431	Craig or Kathleen Wahlquist	Toilet Rebate Program	\$225.00
60432	Gregory M or Karla S Wanee	Toilet Rebate Program	\$75.00
60433	Mike J/Ashraf Sahrai	Overpayments	\$146.02
60434	Peters Family Trust	Overpayments	\$109.82
60435	Carol A McNelly	Overpayments	\$16.85
60436	Estate of Richard V Bell /William Bell	Overpayments	\$175.16
60437	South 2008 Residence Trust	Overpayments	\$88.69
60438	The Galster Group	Overpayments	\$62.67
60439	Cale D Boggs	Overpayments	\$235.54
60440	Jamie Jackson	Overpayments	\$209.67
60441	Elise S Akers	Overpayments	\$32.07
60442	James Crum	Overpayments	\$198.46
60443	William S Dias	Overpayments	\$9.09
60444	ProSolutions Group Inc.	Overpayments	\$57.44
60445	ABA DABA Rentals & Sales	Supplies-Field	\$471.39
60446	AFLAC	Employee Paid Insurance	\$330.86
60447	Airgas NCN	Supplies-Field	\$1,113.11
60448	Alexander's Contract Services	Contract Services-Meter Read	\$2,738.32
60449	Automate Mailing	Contract Services-Bill Print	\$222.43
60450	Bart/Riebes Auto Parts	Repair-Trucks	\$270.91
60451	BSK Associates	Water Analysis	\$772.00
60452	Burketts	Office Expense	\$365.83
60453	Connected Document Solutions	Maintenance Agreement-Equipment	\$20.00
60454	Future Ford	Repair-Trucks	\$446.31
60455	GreatAmerica Leasing Corp	Equipment Rental- Office	\$218.79
60456	Groeniger & Company	Material	\$332.37

60457	Integrity Administrators Inc	Health Insurance	\$506.00
60458	J&J Locksmiths	Contract Services-Repair/Main	\$1,508.38
60459	J4 Systems	Contract Services-Other	\$1,050.00
60460	Lamon Construction CO, INC	Contract Services-Engineering	\$127,410.20
60461	Ernest L Leporini	Contract Services-Engineering	\$11,520.00
60462	Martin General Engineering Inc	Overpayments	\$106,980.73
60463	Moonlight BPO	Contract Services-Bill Print	\$2,549.98
60464	One Print Source & Graphics	Printing	\$866.78
60465	Pace Supply Corp	Material	\$2,926.05
60466	Paco Ventures LLc	Repair-Equipment Hardware	\$510.95
60467	Protection One Alarm Monitoring	Equipment Rental- Office	\$943.60
60468	R E Smith Contractor Inc	Contract Services-Wells	\$478,494.82
60469	San Juan Water District	Purchased Water	\$574,482.46
60470	Sharp Inspection Group	Contract Services-Engineering	\$9,075.00
60471	SMUD	Utilities	\$10,197.77
60472	Sonsray Machinery, LLC	Fixed Assets	\$75,607.28
60473	Sylvan Supply	Repair-Trucks	\$506.91
60474	A. Teichert & Son, Inc.	Road Base	\$2,178.12
60475	ULINE	Supplies-Field	\$1,028.56
60476	Verizon Wireless	Telephone-Wireless	\$1,187.12
60477	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$10,049.88
TOTAL			<u>\$1,910,074.04</u>

ACH	PAYCHEXSEPT2015	Contract Services-Other	\$344.40
ACH	PERS10/22/15PDAY	PERS	\$12,944.79
ACH	PERS10/8/15PAYROL	PERS	\$12,391.95
ACH	ELAVON'SEPT2015FD	Bank Fee	\$277.39
ACH	ELAVON SEPT2015PH	Bank Fee	\$565.19
ACH	SEPT2015VANCO	Contract Services-Other	\$71.50
ACH	ELAVON SEPT2015WB	Bank Fee	\$3,698.08
ACH	VALIC10/22/15PDAY	Deferred Compensation	\$3,320.00
ACH	VALIC10/8/15PAYDA	Deferred Compensation	\$3,320.00
ACH	VK707710/22/15	Deferred Compensation	\$45.00
ACH	VOYA10/8/15PAYROL	Deferred Compensation	\$45.00
ACH	BANK OF THE WEST	Bank Fee	\$2,516.47
ACH	WHA10/2015	Health Insurance	\$16,604.00
TOTAL			<u>\$56,143.77</u>

GRAND TOTAL \$1,966,217.81

PRESENTATIONS

Adopt and present Resolution 24-2015 commending Chris Boster for his Fire Hydrant Painting Project.

Chris Boster, a member of Boy Scout Troop 635, was directed to organize a Community Service Project to fulfill the requirements for attaining the Rank of Eagle Scout. He planned, organized and directed a Project that resulted in the cleaning and painting of 158 fire hydrants within Citrus Heights Water District. Due to the Project, the appearance and visibility of these fire hydrants has been increased thereby enhancing public safety.

Motion: It was moved by Director Sheehan and seconded by Director Riehle to Adopt and Present Resolution No. 24-2015 Commending Chris Boster for his Fire Hydrant Painting Project.

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 24-2015

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
COMMENDING CHRIS BOSTER

WHEREAS, CHRIS BOSTER, a member of Boy Scout Troop 635, was directed to organize a Community Service Project to fulfill the requirements for attaining the Rank of Eagle Scout; and

WHEREAS, CHRIS BOSTER did plan, organize and direct a Project that resulted in the cleaning and painting of 158 fire hydrants within Citrus Heights Water District; and

WHEREAS, due to the Project, the appearance and visibility of these fire hydrants has been increased thereby enhancing public safety.

THEREFORE BE IT RESOLVED that the Board of Directors of the Citrus Heights Water District does hereby commend and offer sincere appreciation to CHRIS BOSTER for his efforts.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 10th day of November, 2015 by the following vote, to-wit:

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

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

ATTEST:

SEAL

ROBERT A. CHURCHILL, Secretary

OLD BUSINESS

Antelope Pump-Back Project

GM Churchill reported that the meeting on October 19, 2015 at SJWD with all CTP Participants to discuss utilization of the Cooperative Transmission Pipeline (CTP) to facilitate water deliveries from the Antelope Pump-Back Booster Pump Station Project. Did not produce any substantial information and it is recommended to suspend the project at this time.

ACTION: Director Sheehan moved the project be suspended; Director Riehle seconded all 3 approved.

San Juan Park Water Main Project

At the October 13, 2015 Board of Directors Meeting, a bid was accepted to install a new 12-inch water transmission main through San Juan Park from the south boundary of 5555 Mariposa Avenue to the north boundary of the UC Davis Medical Center including an 8" connection to Kalamazoo Drive.

An easement from Sunrise Recreation and Park District (SRPD) is needed for this project. Attached for consideration of approval and execution is a Sales and Purchase Agreement necessary to facilitate granting of an easement to Citrus Heights Water District (CHWD). This document has been reviewed and edited by SRPD and CHWD representatives and approved by legal counsels for both agencies.

Payment to SRPD in the amount of \$1,000.00 for the easement itself will become payable upon execution of the Agreement by both parties. Previously CHWD paid \$7,500.00 to Sacramento County to facilitate this real estate transaction on behalf of SRPD.

ACTION: Director Riehle moved to authorize execution of a Sales and Purchase Agreement with Sunrise Recreation and Park District for an easement at San Juan park, Director Sheehan seconded all 3 were in favor.

NEW BUSINESS:

Training/Continued Education/Meetings

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

Amendments to Agreement With Circlepoint

Assistant General Manager Hilary Straus presented the requested amendments to the current agreement with Circlepoint. The District brought Circlepoint on board in August 2008, primarily to assist with the development of the WaterLine newsletter and to update content on the District's web site. Over time, the District's public engagement and public information needs have expanded, and to date, Circlepoint has provided timely and quality services to the District.

Two recent examples of Circlepoint's expanded work program have been the firm's tasks in support of the District's drought response plan (e.g., new web page/web content, development and content

management of CHWD's new Facebook Wall and development/distribution of a direct mail notice to customers concerning the drought and CHWD's implementation of a water shortage rate) and public information and public engagement work for the proposed budget and rate structure for 2016 (e.g., new web page/web content and Proposition 218 mailer).

Moving forward, the District would like to memorialize the expanded scope of services, provided in the updated professional services agreement that accompanies this Board Report. In addition to the WaterLine newsletter and web site content support provided for in the original agreement, the expanded scope of services includes on-going social media support, water conservation and drought outreach as needed, public information/public engagement concerning operational and financial issues (including Proposition 218 notices) and special projects as assigned.

The agreement is structured as a time-and-materials/hourly billable agreement (i.e., CHWD only pays for work that is requested by CHWD and performed by Circlepoint). The term of the updated agreement is on-going, but includes a thirty (30) day termination provision by either party without cause.

Funding for the various services covered in the agreement are provided for in the 2015 and proposed 2016 operating budgets, and work performed will be subject to availability of budgeted funds.

A presentation focusing on work completed and upcoming projects was given by Katie Lichty from Circlepoint.

Director Sheehan moved to update the professional services agreement with Circlepoint and authorize the General Manager to execute that agreement; it was seconded by Director Riehle after a brief discussion regarding the costs involved in making Facebook updates by Director Riehle and guests in attendance.

Dental, Vision, Life, Short/Long Term Disability Provider and Coverage Change:

Human Resources Specialist Lisa Smoot and Benefits Broker Tracie Haidle presented the board with a request to change the District's benefits package inclusive of dental, vision, life, short/long term disability insurance for employees. The District provides dental, vision, life and disability insurance (short- and long-term) to all employees. The existing policies are provided through the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) and Unum. As part of the District's annual renewal process of these benefits, staff and representatives from the District's benefit broker, Arthur J. Gallagher and Company, conducted a zero-based review of the benefits listed above, and identified expanded coverage opportunities for employees through Lincoln Benefit Life at a reduced annual cost to the District.

It was moved by Director Riehle to approve the proposed benefits package inclusive of dental, vision, life, short-term and long-term disability insurance plan with Lincoln, and authorize the General Manager or General Manager's designee to submit the plan enrollment forms as required; it was seconded by Director Sheehan and approved by all 3.

Human Resources Policy Amendments:

Pursuant to District Policy 4120, employees who are assigned to Standby Duty in a non-working status at their residence during off-duty hours shall be entitled to payment for Standby Duty in addition to their regular compensation and overtime pay as set forth in the “Other Compensation” schedule per each Standby Duty assignment. Daily pay for Standby Duty, as set forth by the Board of Directors, may differentiate between weekdays, weekends, and District holidays.

A recent survey of five neighboring water agencies found that the weekly compensation for Standby Duty ranges from \$200 per week to \$573 per week with an average of \$344 per week. The District’s current Standby Duty pay, last adjusted in January 2006, totals \$320 per week. It is recommended that the District’s Standby Duty pay be modified to provide for the same compensation rate of \$75 for non-work days (Friday, Saturday and Sunday), reducing the Saturday and Sunday compensation from \$85 per day. This amendment increases the weekly compensation to \$345 per week.

CHWD Human Resources Policy No. 4420, Employee Equipment, sets forth certain safety and protective equipment furnished by the District and the requirements for employees to wear or use these items.

The reimbursement for protective footwear was last adjusted last adjusted in 2008. It is proposed that the protective footwear allowance be increased from \$180.00 to a maximum of \$230.00 reflecting current costs. It is further recommended that a schedule be adopted to recognize those employees who, by virtue of their job assignments, tend to wear out their footwear at an accelerated rate. Other minor edits are also proposed as noted.

Director Riehle moved to approve the policy changes; Director Sheehan seconded all three in favor.

Equipment Purchase Modification:

Interim Operations Manager David Gordon would like to consider the purchase of one backhoe instead of one loader as authorized in the 2015 budget.

A new backhoe would replace the 2007 Komatsu loader unit currently being used for material handling, loading of spoils for disposal and corporation yard cleanup. A new backhoe would also provide CHWD the flexibility for field assistance for; future pipe installation projects, leak repairs, service replacements, fire hydrant replacements, emergency backup for the two existing backhoes, CHWD corporation yard development work, and use of the backhoe boom for material handling.

Director Riehle moved to authorize staff to proceed with the modified purchase of one 2014 Case 580SN 4x4 Backhoe from Sons Ray Machinery, providing an additional \$8,311.68 in the purchase – bringing the total to \$88,395. This is \$3,395.00 more than the original 2015 budget set for replacement of the existing loader; Director Sheehan seconded the motion all three were in favor.

PROJECT MANAGER’S REPORT

PM Dietrich presented a report on the following activities during the month of October 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>
Stock Ranch Retail - Interior Drive Aisle Improvements (2015-52)	36 l.f. 895 l.f. 36 l.f 2 4 4 4 1 1	8-inch DIP 8-inch PVC 6-inch DIP 8-inch Gate Valves 6-inch Gate Valves Steamer Fire Hydrants 2-inch Metered Water Service 1-inch Air/Vacuum Valve 2-inch Blow-off	\$114,562.48
Sylvan Road Accessibility & Safety Improvements 6312 - 6448 Sylvan Road (2015-36)	1	¾” Metered Water Service	\$2,300.00

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	5444 San Juan Ave	Construction Continues

<u>Project</u>	<u>Location</u>	<u>Status</u>
(2015-39)		
Capitol Nursery Plaza (2015-50)	Sunrise Blvd @ Madison Ave	60% Complete
Suds Car Wash (2015-65)	7711 Sunrise Blvd	95% Complete
Sylvan Middle School (2015-63)	7085 Auburn Blvd	80% Complete
Citrus Heights City Hall (2015-54)	6350 Fountain Square Dr	70% Complete
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	Grading Continues
Memory Care Facility (2015-56)	6825-33 Sunrise Blvd	Grading Complete
Applebee's Restaurant (2015-53)	6900 Auburn Blvd	80% Complete
Dundee Estates 2015-58	Mariposa Ave @ Highland Ave	Construction Underway

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
Convenience Store	8244 Auburn Blvd	Plans Approved December 23, 2014

PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mesa Verde High School 14'' Water Main Bennett Engineering Services	Northwest Corner of Property West from Poplar Avenue	Coordinating with Arborist and School

<u>Project</u>	<u>Location</u>	<u>Status</u>
(2015-30)		
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 KASL Consulting Engineers, Inc. (2015-40)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<i>Reviewing 30% Submittal</i>
Baird Way 12" Water Main Area West Engineers, Inc. (2015-31)	Auburn Blvd to Holly Dr	<i>Reviewing 30% Submittal</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>Construction Starts November 6, 2015</i>
Mariposa Ave 18" and 8" Water Main Martin General Engineering, Inc. (2014-33)	Sycamore Drive to Pratt Avenue	<i>Substantially Complete</i>

San Juan High School 24” Along North Property Line **40% Complete**
Water Main
Lamon Construction Company
(2013-30)

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
Sunrise Blvd Complete Streets Phase III CHWD Operations Dept. to Complete Water Improvements (2015-35)	Antelope Road to Northern City Limits	<i>Construction Continues</i>

OPERATIONS MANAGER’S REPORT

Interim Operations Manager David Gordon reported as follows:

A total of 124 work orders were performed during the month of October by field Operations Crews, Administration Field Crews and District Contractors. The results of recent bacteriological testing, at total of 75 samples, have met all California Department of Public Health requirements.

District-wide water consumption for the calendar year 2015 through the end of October 2015 was 8,864.29 acre-feet, a decrease of 33.2% percent compared with the water consumption during the same period in 2013.

As of midnight on November 1, 2015, storage in Folsom Lake was at 146,772 acre-feet, 15 percent of the total capacity of 977,000 acre-feet. This is about 30 percent of historical average for this date. This represents a decrease in storage of 26,927 acre-feet in the past month.

Director Dains called a recess to the meeting at 8:07 PM.

PM Deitrich and IOM Gordon left the meeting.

Director Dains reconvened the meeting at 8:16 PM.

DIRECTOR’S AND REPRESENTATIVES REPORTS:

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

No report.

D-2. Sacramento Groundwater Authority (Dains)

No report.

D-3. San Juan Water District

No report.

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

No report.

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

No report.

D-6. Sacramento Local Agency Formation Commission

No report.

D-7. City of Citrus Heights

No report.

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

No report.

D-9. Other Reports:

A. Water Issues Meeting-Yuba City (Riehle, Churchill):

Local support is needed to support reservoir sites to relieve stress on Folsom Lake. Prop 1 money may be used make heard early to allocate funds.

B. SMGA Informational Meeting (Sheehan, Churchill, Straus):

First half of the meeting they went over strategic plan, second half is still in process.

ASSISTANT GENERAL MANAGER'S REPORT

AGM Straus reported as follows:

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

- 29 ultra-low-flush toilet rebates for the month of October. A total of \$18,075 in rebates has been provided to customers during 2015 to date.
- For the period of January 2015 through October 2015, 17 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers for a total of \$850 in HECW rebates.

- 128 water waste calls were received during the month of October. An additional 24 reports of water wasting have been received through the CHWD’s Drought Resources web page. A total of 163 contacts (mostly visits to customers’ homes and phone calls) have been completed based on these reports.
- The October 2015 R-GPCD was 140. For the month of September 2015 the 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 August:

- Staff is sending follow-up letters to the District’s Top 20% of CII customers that did not respond to CHWD’s initial request for a water reduction plan as compared to their 2013 irrigation schedule. The letter also covered the current Stage 4 drought regulations. The top 20% CII customers have been provided an opportunity to sign up for a free landscape irrigation review instead of submitting their own written plan. To date, 54 water reduction plans have been submitted.
- The California Urban Water Conservation Council (CUWCC) Best Management Practices (BMP) report has been completed. The annual report covers water deliveries, water use per customer class, system water loss, finance and water conservation related programs. The BMP report is an annual requirement by the United States Bureau of Reclamation (USBR) and the CUWCC. Failure to submit the report can lead to denied eligibility for State grant funding.

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

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
Totals	250	163	212	1

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

The following is a summary of current noteworthy Finance activities over and above normal operations:

The Board will consider adopting the District's 2016 proposed budget and rates and fees on November 17th. A public engagement and information effort is being undertaken beginning with the recent mailing of a Proposition 218 Notice, and visits to Citrus Heights Neighborhood Associations, 1, 6, 7, 8, 9, 10, and 11. District leadership has also visited with the Orangevale Community Planning Advisory Council and service clubs, including Kiwanis, Rotary and the Citrus Heights Women's Club. Additional outreach efforts prior to the November 17th public hearings will include Supervisor MacGlashan, Carmichael and Sunrise Recreation and Park Districts, San Juan Unified School District and the Sylvan Cemetery District.

GENERAL MANAGER'S REPORT

1. Twenty-Three employees received recognition for superior attendance, outstanding customer service and quality of work during the month of October 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:

Letter from ACWA President Nominee Kathleen Tiegs was discussed.

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 8:51 PM.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

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