

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
APRIL 21, 2021 beginning at 6:30 PM**



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

PHONE CALL IN: (253) 215-8782

PHONE MEETING ID: 970 7101 8725

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://zoom.us/j/97071018725>

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting. Pursuant to Executive Order N-29-20, the meeting will be held at the listed physical location and electronically through the above phone number.

Directors and members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above. In compliance with the Sacramento County Health Order issued May 26, 2020, which states “Persons should wear face coverings when in public places,” members of the public shall wear a face covering unless they are exempt per the order.

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 ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/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-1a. Minutes of the Special Meeting – March 17, 2021 (A)

CC-1b. Minutes of the Regular Meeting – March 17, 2021 (A)

Recommendation: Approve the minutes of the March 17, 2021 Regular and Special Meetings.

- CC-2. Revenue Analysis Report for March 2021 (I)
- CC-3. Assessor/Collector's Roll Adjustment for March 2021 (I)
- CC-4. Treasurer's Report for March 2021 (I)
- CC-5. Treasurer's Report of Fund Balances for March 2021 (I)
- CC-6. Operating Budget Analysis for March 2021 (I)
- CC-7. Capital Projects Summary March 2021 (I)
- CC-8. Warrants for March 2021 (I)
- CC-9. Purchase Card Distributions for March 2021 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2021 Water Supply – Purchased and Produced (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. 2021 Strategic Plan Update (I)
- CC-18. Discussion and Possible Action to Approve and Add-on Agreement with Invoice Cloud.

Recommendation:

Approve the add-on agreement with Invoice Cloud, and authorize the General Manager to execute the agreement.

- CC-19. Discussion and Possible Action to Amend Policy 5700A: Records Retention Schedule (A)

Recommendation:

Amend District Policy 5700A: Records Retention Schedule as presented.

- CC-20. Discussion and Possible Action to Adopt Resolution 01-2021 Establishing a Customer Advisory Committee. (A)

Recommendation:

Adopt Resolution 01-2021 Establishing a Customer Advisory Committee.

PRESENTATIONS:

- P-1. Resolution 02-2021 Commending Rex Meurer for Service to the Citrus Heights Water District (A)

Recommendation:

Adopt Resolution 02-2021 Commending Rex Meurer for Service to the Citrus Heights Water District

- P-2. Information Technology (IT) Update (I)

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

None.

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

- D-1. Regional Water Authority (Wheaton).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Henry).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Talwar/Henry).
- D-8. RWA Legislative and Regulatory Affairs Update (Talwar/Henry).
- D-9. Customer Advisory Committee (Riehle/Henry).
- D-10. Other Reports.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

May 19, 2021	6:30 PM	Regular Meeting
June 16, 2021	6:30 PM	Regular Meeting
August 18, 2021	6:30 PM	Regular Meeting
September 15, 2021	6:30 PM	Regular Meeting
October 20, 2021	6:30 PM	Regular Meeting
November 17, 2021	6:30 PM	Regular Meeting
December 15, 2021	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Madeline Henry, Administrative Services Manager/
Chief Board Clerk

Dated: April 15, 2021

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
March 17, 2021

The Special Meeting of the Board of Directors was called to order at 6:03 p.m. by President Wheaton and roll was called. Present were:

David C. Wheaton, President
Caryl F. Sheehan, Vice President
Raymond A. Riehle, Director

Staff:

Steve Anderson, General Counsel
Madeline Henry, Administrative Services Manager/ Chief Board Clerk
Rebecca Scott, Director of Operations
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

PLEDGE OF ALLEGIANCE:

President Wheaton led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

President Wheaton adjourned the meeting to closed session at 6:04 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):
(one case)

No Reportable Action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:21 p.m.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

DAVID C. WHEATON, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
March 17, 2021

The Regular Meeting of the Board of Directors was called to order at 7:24 p.m. by President Wheaton and roll was called. Present were:

David C. Wheaton, President
Caryl F. Sheehan, Vice President
Raymond A. Riehle, Director

Staff:

Steve Anderson, General Counsel
Tamar Dawson, Assistant Engineer
Madeline Henry, Administrative Services Manager/ Chief Board Clerk
Brian Hensley, Water Resources Supervisor
Brittney Moore, Management Analyst
Missy Pieri, Director of Engineering/ District Engineer
Rebecca Scott, Senior Management Analyst
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

Scott Lewis, Luhdorff and Scalmanini Consulting Engineering
Justin Shobe, Luhdorff and Scalmanini Consulting Engineering
Kay Randolph-Pollard, Regional Government Services

PUBLIC COMMENT:

Dane Wadle, California Special Districts Association

CONSENT CALENDAR:

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

- CC-1a. Minutes of the Special Meeting – February 8, 2021 (A)
- CC-1b. Minutes of the Regular Meeting – February 17, 2021 (A)
- CC-1c. Minutes of the Special Meeting – February 17, 2021 (A)
Recommendation: Approve the minutes of the February 8, 2021 Special Meeting and the February 17, 2021 Regular and Special Meetings.
- CC-2. Revenue Analysis Report for February 2021 (I)
- CC-3. Assessor/Collector's Roll Adjustment for February 2021 (I)
- CC-4. Treasurer's Report for February 2021 (I)
- CC-5. Treasurer's Report of Fund Balances for February 2021 (I)

- CC-6. Operating Budget Analysis for February 2021 (I)
- CC-7. Capital Projects Summary February 2021 (I)
- CC-8. Warrants for February 2021 (I)
- CC-9. Purchase Card Distributions for February 2021 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2021 Water Supply – Purchased and Produced (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Amend Policy 4101.A1: Salary Schedule (A)
Recommendation:
Amend District Policy No. 4101.A1 Salary Schedule as presented.
- CC-18. Review and Possible Action to Approve Investment of District Funds Policy (A)
Recommendation:
Review District Policy 6300, Investment of District Funds, and readopt as required by Section 6300.90 of the District’s investment policy.

ACTION:

Director Riehle moved and Vice President Sheehan seconded a motion to approve the consent calendar.

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

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSIONS:

S-1. Overview of District-Wide Easement Project (I/D)

BUSINESS:

B-1. Discussion and Possible Action Regarding Water Distribution System Projects (A)

ACTION:

Director Riehle moved and Vice President Sheehan seconded a motion to:

1. Receive and file the Luhdorff & Scalmanini report titled “Evaluation of Palm and Sunrise Wells, Treatment and Storage Options.”
2. Approve the modified Property Acquisition Matrix to accommodate potential tank storage.

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

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

- D-1. Regional Water Authority (Wheaton).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Henry).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Talwar/Henry).
- D-8. RWA Legislative and Regulatory Affairs Update (Talwar/Henry).
- D-9. Customer Advisory Committee (Riehle/Henry).
- D-10. Other Reports.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:29 p.m.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

DAVID C. WHEATON, President
Board of Directors
Citrus Heights Water District

**CITRUS HEIGHTS WATER DISTRICT
MARCH 2021
REVENUE ANALYSIS**

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,125,718	945,104	115,927	62,497	101,121	98,931

General Ledger Balance	Total
Outstanding A/R	1,206,909.53
Outstanding Liens	-
Outstanding Grants	946
A/R Other	(25,348)
Less Unapplied Payments	(100,410)
Total	\$ 1,082,098

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
March 31, 2021**

CC-03

There were no adjustments made for March 2021.

Reason For Cancellation	Charge Type	Amount
		<u>\$ -</u>

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
MARCH 2021**


Bank of the West		
Beginning Balance		\$11,942,324
RECEIPTS:	1,452,893	
DISBURSEMENTS:		
Checks Issued / ACH Payments	1,009,632	
Payroll	588,705	
Returned Checks	22,298	
	1,620,634	(167,741)
Bank of the West		
Balance per Bank 03/31/2021		11,774,584
Outstanding Checks		(62,750)
Deposit in Transit		37,368
Balance Per Books 03/31/2021		\$11,749,201

RECONCILEMENT:		
Bank of the West		\$11,749,201
Local Agency Investment Fund		6,499,049
COP Reserve Account		0
Money Mkt Activity Account		543,978
TOTAL BALANCE		\$18,792,227


CASH & INVESTMENT SUMMARY:		
Bank of the West (General Account)		11,749,201
Local Agency Investment Fund		6,499,049
COP 2010 Reserve Account		0
Money Mkt Activity Account		543,978
Total		\$18,792,227

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.63%	10,259.60	1/15/2021

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



SUSAN K. TALWAR
Treasurer




HILARY M. STRAUS
Secretary

Signed: 04/15/2021

TREASURER'S REPORT OF FUND BALANCES
March 31, 2021

Fund Name	Beginning Balance 01/01/2021	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 03/31/2021	2021 Target Balance per Policy
Operating Fund	\$ 5,562,075	\$ 2,533,932	\$ (5,736,270)	\$ 1,452,893	\$ (1,620,634)	\$ 2,191,996	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 1,623,173	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 2,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,525,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 1,725,000	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 405,319	\$ 581,643	\$ -	\$ -	\$ -	\$ 986,962	\$ 986,962
	<u>\$ 17,575,708</u>	<u>4,315,575</u>	<u>\$ (5,736,270)</u>	<u>\$ 1,452,893</u>	<u>\$ (1,620,634)</u>	<u>\$ 15,987,272</u>	<u>\$ 7,520,786</u>



 SUSAN K. TALWAR, Treasurer

TREASURER'S REPORT OF FUND BALANCES
March 31, 2021

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,452,893	from funds collected in March 2021 per Treasurer's Report
	<u>\$ (1,620,634)</u>	disbursements made in March 2021 per Treasurer's Report
	\$ (167,741)	

Citrus Heights Water District
Budget Performance Report
As of 3/31/2021

	March	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Revenues						
Metered Service Charges	\$1,113,949.18	\$2,651,804.70	\$2,396,523.00	\$255,281.70	10.65%	\$9,586,090.00
Metered Water Deliveries	323,491.13	827,219.08	741,948.00	85,271.08	11.49%	5,234,960.00
Non-Metered Service Charges	9,611.26	25,336.53	35,001.00	(9,664.47)	-27.61%	140,000.00
Penalties	1,383.00	2,448.00	21,259.00	(18,811.00)	-88.48%	150,000.00
Interest	2,956.93	9,339.22	11,385.00	(2,045.78)	-17.97%	45,535.00
Backflow Fees	6,040.80	14,750.20	29,001.00	(14,250.80)	-49.14%	116,000.00
Water Service Install & S&R	20,080.18	50,374.09	6,825.00	43,549.09	638.08%	27,300.00
Grant Funds	1,387.50	1,387.50		1,387.50	100.00%	0.00
Miscellaneous *	7,222.57	10,298.20	36,750.00	(26,451.80)	-71.98%	147,000.00
Cost Reimbursements	554.53	9,677.76		9,677.76	0.00%	0.00
Income - Wheeling Water		9,189.78	675.00	8,514.78	1261.45%	2,700.00
Income - Connection Fees		10,756.00		10,756.00	0.00%	0.00
Total Revenue	1,486,677.08	3,622,581.06	3,279,367.00	343,214.06	10.47%	15,449,585.00
& other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water		542,775.51	796,466.10	(253,690.59)	-31.85%	3,185,864.40
Ground Water	80,774.76	173,771.03	238,001.19	(64,230.16)	-26.99%	952,004.76
	80,774.76	716,546.54	1,034,467.29	(317,920.75)	-30.73%	4,137,869.16
Labor & Benefits						
Labor Regular	380,820.12	790,864.35	839,886.33	(49,021.98)	-5.84%	3,359,545.32
Labor Non-Regular		2,762.20		2,762.20	0.00%	
Labor Taxes	29,609.85	63,414.32	66,805.14	(3,390.82)	-5.08%	267,220.56
Labor Workers Comp			22,875.00	(22,875.00)	-100.00%	91,500.00
Labor External	5,992.50	13,188.20	31,520.01	(18,331.81)	-58.16%	126,080.04
Benefits Med/Den/Vis	37,267.20	151,532.18	128,600.43	22,931.75	17.83%	514,401.72
Benefits LTD/Life/EAP	4,956.67	14,751.63	13,228.53	1,523.10	11.51%	52,914.12
Benefits CalPers	49,227.92	49,227.92	82,654.80	(33,426.88)	-40.44%	330,619.20
Benefits Other	12,171.13	33,800.69	32,282.61	1,518.08	4.70%	129,130.44
Benefit Retiree Expenses	7,551.00	15,102.00	14,210.61	891.39	6.27%	56,842.44
Benefit Unemployment			2,315.19	(2,315.19)	-100.00%	9,260.76
Benefit GASB 68		193,525.00	102,262.50	91,262.50	89.24%	409,050.00
Capitalized Labor & Benefit Contra	(54,238.94)	(117,579.73)	(125,000.01)	7,420.28	-5.94%	(500,000.04)
	473,357.45	1,210,588.76	1,211,641.14	(1,052.38)	-0.09%	4,846,564.56
General & Administrative						
Fees & Charges	10,193.12	24,686.68	52,256.25	(27,569.57)	-52.76%	209,025.00
Regulatory Compliance/Permits	921.90	30,146.51	29,993.76	152.75	0.51%	119,975.04
District Events & Recognition	1,443.05	2,818.59	24,180.78	(21,362.19)	-88.34%	96,723.12
Maintenance/Licensing	19,974.72	122,772.35	36,200.25	86,572.10	239.15%	144,801.00
Equipment Maintenance	6,076.74	13,043.04	28,343.73	(15,300.69)	-53.98%	113,374.92
Professional Development	3,844.00	6,947.37	33,547.26	(26,599.89)	-79.29%	134,189.04
Department Admin			6,675.03	(6,675.03)	-100.00%	26,700.12

Citrus Heights Water District
Budget Performance Report
As of 3/31/2021

	March	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Dues & Subscriptions	4,350.87	113,858.83	51,980.76	61,878.07	119.04%	207,923.04
Fuel & Oil	7,119.52	11,735.23	15,810.00	(4,074.77)	-25.77%	63,240.00
General Supplies	2,164.14	11,289.91	17,299.98	(6,010.07)	-34.74%	69,199.92
Insurance - Auto/Prop/Liab	320.00	70,238.06	25,500.00	44,738.06	175.44%	102,000.00
Leasing/Equipment Rental	4,328.24	6,823.14	9,975.00	(3,151.86)	-31.60%	39,900.00
Parts & Materials	34,267.45	50,527.38	13,749.99	36,777.39	267.47%	54,999.96
Postage/Shipping/Freight	5,750.59	15,516.69	43,125.00	(27,608.31)	-64.02%	172,500.00
Rebates & Incentives	300.00	1,875.00	8,499.99	(6,624.99)	-77.94%	33,999.96
Telecom/Network	4,499.83	8,899.13	17,034.99	(8,135.86)	-47.76%	68,139.96
Tools & Equipment	2,759.56	4,636.85	22,400.01	(17,763.16)	-79.30%	89,600.04
Utilities	738.11	1,662.22		1,662.22	0.00%	
Write-Off Bad Debt Exp	21.44	21.44	1,250.01	(1,228.57)	-98.28%	5,000.04
Capitalized G&A Contra	(57,467.54)	(118,956.15)		(118,956.15)	0.00%	
Capitalized Equipment Contra		(40,347.04)		(40,347.04)	0.00%	
	<u>51,605.74</u>	<u>338,195.23</u>	<u>437,822.79</u>	<u>(99,627.56)</u>	<u>-22.76%</u>	<u>1,751,291.16</u>
Professional & Contract Services						
Support Services	88,529.77	163,776.61	443,366.28	(279,589.67)	-63.06%	1,773,465.12
Legal Services	19,244.00	41,340.98	103,124.97	(61,783.99)	-59.91%	412,499.88
Printing Services			8,925.03	(8,925.03)	-100.00%	35,700.12
	<u>107,773.77</u>	<u>205,117.59</u>	<u>555,416.28</u>	<u>(350,298.69)</u>	<u>-63.07%</u>	<u>2,221,665.12</u>
Reserves & Debt Services						
Interest Expense		6,590.62	18,683.35	(12,092.73)	-64.72%	74,733.37
Net Increase(Decrease) in Value of Investments		14,738.10		14,738.10	0.00%	
		<u>21,328.72</u>	<u>18,683.35</u>	<u>2,645.37</u>	<u>14.16%</u>	<u>74,733.37</u>
Total Operating Expenses	<u>713,511.72</u>	<u>2,491,776.84</u>	<u>3,258,030.85</u>	<u>(766,254.01)</u>	<u>-23.52%</u>	<u>13,032,123.37</u>
Net Income / (Expense)	<u>773,165.36</u>	<u>1,130,804.22</u>	<u>21,336.15</u>	<u>1,109,468.07</u>	<u>5199.95%</u>	<u>2,417,461.63</u>

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 3/2021

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2020	Month to Date	Year to Date	Project to Date	
C16-134	Auburn Blvd-Rusch Park Placer	\$167,000	\$1,438	\$1,791	\$2,525	\$3,963	\$163,037
C19-108	6230 Sylvan East Wall	\$245,000	\$7,653	\$3,450	\$3,656	\$11,309	\$233,691
C20-040B	CH Electric Greenwy Bike Trail	\$0	\$411	\$0	\$0	\$411	(\$411)
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$1,676	\$0	\$0	\$1,676	\$98,324
C20-109	Corp Yard Plans Specs Estimate	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Construction in Progress		\$912,000	\$11,177	\$5,241	\$6,181	\$17,358	\$894,642
C20-010	Water Main Replacements	\$70,000	\$3,455	\$0	\$0	\$3,455	\$66,545
C20-011	Water Valve Replacements	\$70,000	\$40,727	\$0	\$5,175	\$45,902	\$24,098
C20-012	Water Service Connections	\$850,000	\$733,734	\$0	\$8,183	\$741,916	\$108,084
C20-013	Water Meter Replacements	\$70,000	\$23,262	\$0	\$0	\$23,262	\$46,738
C20-014	Fire Hydrants	\$160,000	\$69,837	\$0	\$0	\$69,837	\$90,163
C21-010	Water Main Replacements	\$72,100	\$0	\$0	\$0	\$0	\$72,100
C21-011	Water Valve Replacements	\$103,000	\$0	\$9,423	\$9,423	\$9,423	\$93,577
C21-012	Water Service Connections	\$875,500	\$0	\$89,040	\$155,460	\$155,460	\$720,040
C21-013	Water Meter Replacements	\$500,000	\$0	\$2,704	\$73,912	\$73,912	\$426,088
C21-014	Fire Hydrants	\$164,800	\$0	\$0	\$0	\$0	\$164,800
Annual Infrastructure		\$2,935,400	\$871,014	\$101,167	\$252,152	\$1,123,167	\$1,812,233
C15-104B	Document Management System	\$244,639	\$5,361	\$0	\$0	\$5,361	\$239,278
C19-003	Fleet/Field Operations Equip	\$295,000	\$268,668	\$0	(\$25,657)	\$243,011	\$51,989
C20-003	Fleet/Field Operations Equip	\$380,000	\$484,920	\$0	\$0	\$484,920	(\$104,920)
C20-004	Technology Hardware/Software	\$0	\$98,618	\$0	\$0	\$98,618	(\$98,618)
C21-003	Fleet/Field Operations Equip	\$260,000	\$0	\$0	\$0	\$0	\$260,000
C21-004	Technology Hardware/Software	\$56,650	\$0	\$6,589	\$6,589	\$6,589	\$50,061
Fleet and Equipment		\$1,236,289	\$857,566	\$6,589	(\$19,068)	\$838,499	\$397,790
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,979	\$91	\$0	\$0	\$91	\$24,888
C17-102	Michigan Dr - Sunrise to West	\$397,897	\$277,327	\$0	\$0	\$277,327	\$120,570
C18-103	Cologne Way 6in Main Replace	\$267,069	\$261,711	\$0	\$0	\$261,711	\$5,358
C19-101	Robie Way 8" Main Replacement	\$341,382	\$256,784	\$0	\$10,879	\$267,663	\$73,719
C19-104	Admiral MainRepl 8"	\$291,439	\$228,552	\$0	\$10,398	\$238,950	\$52,489
C19-105	Whyte MainRepl 8" Langley	\$742,655	\$680,994	\$0	\$29,122	\$710,115	\$32,540
C19-106	Wells Ave Main 8"	\$219,003	\$30,302	\$2,132	\$2,943	\$33,245	\$185,758
C19-107	Rowan MainRep 8/6" Grady	\$119,095	\$91,997	\$0	\$0	\$91,997	\$27,098

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 3/2021

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2020	Month to Date	Year to Date	Project to Date	
C20-101	Fair Oaks Blvd	\$475,137	\$10,210	\$4,058	\$11,164	\$21,374	\$453,763
C20-102	Langley Ave & Chance Dr	\$504,057	\$46,739	\$2,554	\$6,014	\$52,753	\$451,304
C20-103	Marsala Ct	\$53,683	\$22,081	\$0	\$0	\$22,081	\$31,602
C20-104	Skycrest School	\$104,022	\$5,536	\$961	\$2,769	\$8,305	\$95,717
C20-105	Walnut Drive	\$105,247	\$3,732	\$2,150	\$6,878	\$10,610	\$94,637
C20-106	Wisconsin Drive	\$301,990	\$42,391	\$21,115	\$23,256	\$65,647	\$236,343
C21-101	Antelope & Rusch Park	\$187,741	\$0	\$686	\$686	\$686	\$187,055
C21-102	Old Auburn Road	\$91,459	\$0	\$0	\$0	\$0	\$91,459
C21-103	Pratt Ave	\$39,043	\$0	\$0	\$0	\$0	\$39,043
C21-104	Mesa Verde HS	\$118,779	\$0	\$588	\$1,050	\$1,050	\$117,729
C21-105	Madison Ave & Dewey Dr	\$28,138	\$0	\$0	\$0	\$0	\$28,138
Water Mains		\$4,440,592	\$1,958,447	\$34,244	\$105,160	\$2,063,607	\$2,376,985
C19-040C	Mariposa Ave SR2S Phase IV	\$0	\$508	\$0	\$217	\$725	(\$725)
C20-005	Facilities Improvements	\$280,000	\$238,767	\$0	\$0	\$238,767	\$41,233
C20-005A	Admin Bldg Remodel	\$0	\$41	\$0	\$0	\$41	(\$41)
C20-040	Other City Partnerships	\$90,000	\$5,000	\$0	\$0	\$5,000	\$85,000
C20-041	Other Misc Infrastructure	\$50,000	\$0	\$0	\$0	\$0	\$50,000
C20-042	Other Property Acquisition	\$0	\$172,539	\$0	\$0	\$172,539	(\$172,539)
C21-005	Facilities Improvements	\$60,000	\$0	\$1,932	\$1,932	\$1,932	\$58,068
C21-040	Other City Partnerships	\$112,551	\$0	\$0	\$0	\$0	\$112,551
C21-041	Other Misc Infrastructure	\$112,551	\$0	\$0	\$0	\$0	\$112,551
Miscellaneous Projects		\$705,102	\$416,856	\$1,932	\$2,149	\$419,005	\$286,097
C17-104	Groundwater Well Property Acq	\$640,000	\$370,943	\$4,590	\$6,065	\$377,008	\$262,992
C17-104A	Well #7 Patton	\$250,000	\$45,712	\$637	\$101,389	\$147,101	\$102,899
C17-104B	Well #8 Highland	\$0	\$37,483	\$15	\$198,641	\$236,124	(\$236,124)
C20-020	Groundwater Well Improvements	\$150,000	\$36,581	\$30,184	\$30,184	\$66,765	\$83,235
C20-107	Well Design & Construction	\$1,105,500	\$0	\$0	\$0	\$0	\$1,105,500
C21-020	Groundwater Well Improvements	\$154,500	\$0	\$0	\$0	\$0	\$154,500
Wells		\$2,300,000	\$490,719	\$35,426	\$336,278	\$826,997	\$1,473,003
Grand Totals:		\$12,529,383	\$4,605,780	\$184,599	\$682,853	\$5,288,633	\$7,240,750

MARCH 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
71101	Lee J III/Suzanne R Sneath	Customer Refund	\$169.65
71102	Barbara L Beck	Customer Refund	\$297.58
71103	Laurel Goddard	Customer Refund	\$19.98
71104	Keith S Patterson	Customer Refund	\$45.19
71105	Arun Vinnakota	Customer Refund	\$49.33
71106	Bryan A Ashley	Customer Refund	\$37.33
71107	Angela L Orr	Customer Refund	\$10.46
71108	Airgas USA, LLC	Supplies-Field	\$252.65
71109	Awards By Kay Inc	Office Expense	\$24.47
71110	Bart/Riebes Auto Parts	Repair-Trucks	\$157.16
71111	BSK Associates	Water Analysis	\$1,065.00
71112	Burketts	Office Expense	\$14.62
71113	Robin Cope	Health Insurance	\$457.00
71114	Cybex	Equipment Rental-Office	\$179.62
71115	Hunt & Sons Inc	Gas & Oil	\$988.17
71116	Post Modern Marketing	Contract Services-Other	\$250.00
71117	Regional Government Services	Contract Services-Other	\$7,014.38
71118	River City Staffing Group	Contract Services-Conservation	\$924.00
71119	San Juan Water District	Purchased Water	\$713,106.91
71120	Scarsdale Security Security Systems Inc	Contract Services-Other	\$284.97
71121	Les Schwab Tires	Repair-Trucks	\$183.97
71122	Simon and Company Inc	Contract Services-Other	\$1,000.00
71123	Sonitrol	Equipment Rental-Office	\$196.39
71124	Tee Janitorial & Maintenance	Contract Services-Other	\$2,989.00
71125	A. Teichert & Son, Inc.	Road Base	\$2,448.70
71126	TIAA Commercial Finance Inc	Equipment Rental-Office	\$522.59
71127	Traffic Management Inc.	Field Miscellaneous	\$2,704.00
71128	Verizon Wireless	Telephone-Wireless	\$1,693.79
71129	Walker's Office Supplies	Office Expense	\$27.86
71130	Zane Dezin	Contract Services-Conservation	\$69.88
71131	Botica Family Trust	Customer Refund	\$388.55
71132	Donald R/Gilda Fraser	Customer Refund	\$126.56
71133	Nichols Family Living Trust	Customer Refund	\$175.79
71134	James/Kerri Plutchak	Customer Refund	\$5.71
71135	FIT Family Development	Customer Refund	\$12.82
71136	Barry L/Maxine Jacobsen	Customer Refund	\$34.00
71137	Mark R/Karen A Davidson	Customer Refund	\$179.30
71138	Donald J/Sarah E Foltyn Jr	Customer Refund	\$12.55
71139	Jaeger CA Ventures, Inc	Customer Refund	\$125.80
71140	Christina Altieri	Customer Refund	\$106.17
71141	Christopher L Erickson	Customer Refund	\$114.34
71142	A&A Stepping Stone Manufacturing	Supplies-Field	\$200.68
71143	ABA DABA Rentals & Sales	Supplies-Field	\$2,894.72
71144	ACWA	Continued Education	\$745.00
71145	Alexander's Contract Services	Contract Services-Meter Reads	\$6,467.19
71146	AnswerNet	Telephone-Answering Service	\$341.71
71147	Azteca Systems Inc	Maintenance Agreement-Software	\$19,995.00
71148	Best Best & Krieger	Legal & Audit	\$11,466.48
71149	Blue Jay Trucking Inc	Contract Services-Other	\$1,402.50
71150	Colantuono, Highsmith & Whatley, PC	Legal & Audit	\$12,112.50

MARCH 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
71151	Consolidated	Telephone-Local/Long Distance	\$1,849.87
71152	Harris Industrial Gases	Supplies-Field	\$66.75
71153	Hunt & Sons Inc	Gas & Oil	\$1,682.22
71154	Iconix Waterworks	Material	\$2,932.43
71155	Integrity Administrators Inc	Health Insurance	\$280.37
71156	Gail Lai	Liabilty & Comp Insurance	\$320.00
71157	Maze & Associates	Legal & Audit	\$9,850.00
71158	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$3,094.53
71159	Pace Supply Corp	Material	\$276.97
71160	Pollardwater.com - East	Small Tools	\$387.58
71161	Republic Services #922	Utilities	\$277.13
71162	Response Structural Engineers, Inc	Contract Services-Financial	\$3,780.00
71163	Regional Government Services	Contract Services-Other	\$6,651.65
71164	SMUD	Utilities	\$15,540.74
71165	Tripepi Smith	Contract Services-Other	\$1,000.00
71166	WaterWise Consulting, Inc	Contract Services-Conservation	\$575.00
71167	Warren Consulting Engineers Inc	Contract Services-Engineering	\$10,675.00
71168	Wex Bank	Gas & Oil	\$2,997.46
71169	Wolf Consulting	Contract Services-Other	\$6,125.00
71170	Zanjero	Contract Services-Conservation	\$11,040.00
71171	Kathleen/Kenneth Leone	Customer Refund	\$249.83
71172	Michael S Leuchars	Customer Refund	\$15.58
71173	Jacob/Melissa Smith	Customer Refund	\$59.51
71174	Svetlana Siniy	Customer Refund	\$240.00
71175	Darren J Emerson	Customer Refund	\$23.93
71176	Valeriy/Natalya Pulber	Customer Refund	\$72.14
71177	Ricki/Matthew Blevis	Customer Refund	\$9.54
71178	Brackett Investments Inc	Customer Refund	\$59.91
71179	AFLAC	Employee Paid Insurance	\$290.48
71180	Aqua Sierra Controls	Wells Maintenance	\$875.00
71181	B&M Builders	Contract Services-Engineering	\$5,721.39
71182	Bart/Riebes Auto Parts	Repair-Trucks	\$81.66
71183	Best Best & Krieger	Legal & Audit	\$9,653.00
71184	Burketts	Office Expense	\$92.94
71185	Corelogic Information Solutions Inc	Dues & Subscriptions	\$212.18
71186	Vine & Branches Investments LLC	Customer Refund	\$22.83
71187	Flowline Contractors, Inc	Contract Services-Engineering	\$4,172.00
71188	Ferguson Enterprises Inc #1423	Material	\$13,156.28
71189	IB Consulting LLC	Contract Services-Miscellaneous	\$6,825.00
71190	Iconix Waterworks	Material	\$1,206.55
71191	John Tony David	Field Miscellaneous	\$3,750.00
71192	Lowe's	Supplies-Field	\$627.00
71193	Luhdorff & Scalmanini	Contract Services-Wells	\$350.00
71194	Pacific Gas & Electric	Utilities	\$127.85
71195	River City Staffing Group	Contract Services-Conservation	\$2,021.25
71196	Sacramento Suburban Water District	Continued Education	\$4,936.13
71197	Les Schwab Tires	Repair-Trucks	\$251.24
71198	Sylvan Ranch Community Garden	Contract Services-Conservation	\$195.00
71199	Thomson Reuters	Dues & Subscriptions	\$86.20
71200	Larry R Sweet	Customer Refund	\$279.70

MARCH 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
71201	Sanaf Trust	Customer Refund	\$125.58
71202	Nancy B Sola Living Trust	Customer Refund	\$35.62
71203	Vine and Branches Investments LLC	Customer Refund	\$20.11
71204	Nicoleta Klopp	Customer Refund	\$41.72
71205	Michael R McWhirter	Customer Refund	\$27.05
71206	Deirdre Mathis	Customer Refund	\$51.89
71207	Chase E/Dorothy C Stremsterfer	Customer Refund	\$73.96
71208	Stuart R/ Marilyn K Wright	Customer Refund	\$51.63
71209	John D/Renee D Burdick	Customer Refund	\$19.30
71210	Lucas Z/Angelica M Onofrei	Customer Refund	\$18.76
71211	Nathan/Brooke E Gruetzmacher	Customer Refund	\$13.96
71212	ACWA	Continued Education	\$4,000.00
71213	AREA Restroom Solutions	Equipment Rental-Field	\$142.41
71214	Bartel Associates LLC	Contract Services-Financial	\$3,000.00
71215	BSK Associates	Water Analysis	\$1,695.00
71216	City of Citrus Heights	Permit Fees	\$853.00
71217	Fast Action Pest Control	Contract Services-Miscellaneous	\$165.00
71218	GEI Consultants	Contract Services-Wells	\$1,859.00
71219	Grainger	Small Tools	\$52.12
71220	Harris Industrial Gases	Supplies-Field	\$44.12
71221	Hunt & Sons Inc	Gas & Oil	\$1,590.78
71222	Iconix Waterworks	Material	\$1,213.27
71223	Industrial Service and Supply Inc	Supplies-Field	\$4,003.75
71224	J Comm Inc	Contract Services-Other	\$7,500.00
71225	Pace Supply Corp	Material	\$7,235.85
71226	Prime Auto Repair	Repair-Trucks	\$237.24
71227	Protective Life Insurance Company	Disability & Life Insurance	\$2,121.53
71228	Proud AV Inc	Contract Services-Other	\$6,589.26
71229	Regional Government Services	Contract Services-Other	\$8,852.87
71230	River City Staffing Group	Contract Services-Conservation	\$2,021.25
71231	TechnoFlo Systems	Repair-Equipment/Hardware	\$394.54
71232	Verizon Wireless	Telephone-Wireless	\$1,620.96
Total			\$984,830.37
ACH	VALIC 3/4/21 PAYDAY	Deferred Compensation	\$4,027.51
ACH	BOW FEBRUARY 2021	Bank Fee	\$1,086.97
ACH	CHASE FEBRUARY 2021	Bank Fee	\$2,170.84
ACH	IC 1168-2021-2	Bank Fee	\$3,797.35
ACH	ICMA 2/18/21 PAYDAY	Deferred Compensation	\$100.00
ACH	ICMA 3/18/21 PAYDAY	Deferred Compensation	\$100.00
ACH	ICMA 3/4/21 PAYDAY	Deferred Compensation	\$100.00
ACH	ICMA2/18/21 PAYDAY	Deferred Compensation	\$7,890.90
ACH	ICMA 3/4/21 PAYDAY	Deferred Compensation	\$7,890.90
ACH	MID AMERICA 2/1-2/13/21	Employee Paid Insurance	\$548.31
ACH	MID AMERICA 2/14-2/20/21	Employee Paid Insurance	\$205.16
ACH	MID AMERICA 2/28-3/6/21	Employee Paid Insurance	\$35.00
ACH	PERS1/21/21 PAYDAY	PERS	\$25,499.59
ACH	PRINCIPAL APRil 2021	Health Insurance	\$8,859.49
ACH	VALIC 3/18/21 PAYDAY	Deferred Compensation	\$2,027.51
ACH	VALIC 2/18/21 PAYDAY	Deferred Compensation	\$4,027.51

MARCH 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	VALIC 3/4/21 PAYDAY	Deferred Compensation	\$2,027.51
ACH	CA CHOICE APRIL 2021	Health Insurance	\$43,413.67
ACH	ICMA 3/18/21 PAYDAY	Deferred Compensation	\$7,890.90
ACH	JP MORGAN FEBRUARY 2021	See March Agenda Item CC-9	\$10,978.20
ACH	JP MORGAN FEBRUARY 2021	See March Agenda Item CC-9	\$123.27
ACH	MID AMERICA 3/14-3/20/2021	Employee Paid Insurance	\$658.97
ACH	PERS 2/18/21 PAYDAY	PERS	\$22,771.07
ACH	PERS 3/4/21 PAYDAY	PERS	\$22,931.54
ACH	PERS 2/4/21 PAYDAY	PERS	\$22,664.75
Total			<u>\$201,826.92</u>
Grand Total			<u><u>\$1,186,657.29</u></u>

**Purchase Card Distributions
Mar-21**

Name	Equipment Maintenance	District Events & Recognition	Tools & Equipment	General Supplies	Maintenance/ Licensing	Professional Development	Postage/Shipping/ Freight	Dues & Subscripti on	Total Bill
Spiers	\$ 3,001.89		\$ 1,700.98						\$ 4,702.87
Shockley		\$ 1,715.28	\$ 925.85	\$ 27.97	\$ 82.96	\$ 400.00	\$ 128.94		\$ 3,281.00
Talwar					\$ 275.00			\$ 3.99	\$ 278.99
Henry						\$ 125.00			\$ 125.00
Rucker	\$ 229.00								\$ 229.00
Moore						\$ 111.00			\$ 111.00
Total Bill	\$ 3,230.89	\$ 1,715.28	\$ 2,626.83	\$ 27.97	\$ 357.96	\$ 636.00	\$ 128.94	\$ 3.99	\$ 8,727.86

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2021 MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : April 21, 2021
 PREPARED BY : Brittney Moore, Management Analyst

The following District employees were recognized for perfect attendance during February 2021, and outstanding customer service and quality of work during the month of March 2021.

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Madeline Henry	Yes		Coordinated the submittal of a Congressionally-Directed Federal Funding request of \$585,000 for well development.
Dana Mellado	Yes	Assisted customer at 7119 Hatfield with a high bill caused by a misread. The customer was very happy with the quick turnaround on the corrected bill.	
Brittney Moore			Attended March Board Meeting. Assisted with urgent matters during staff outage.
Alberto Preciado	Yes		
David Rucker	Yes		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Kayleigh Shepard		<p>Assisted with the development of the High Efficiency Clothes Washer (HECW) rebate form. The form will be used for the HECW rebate program which is now being processed in-house.</p> <p>Assisted customer at 7119 Hatfield with a high bill caused by a misread. The customer was very happy with the quick turnaround on the corrected bill.</p>	Created mechanism to track calls received at front counter for Water Efficiency to ensure correct routing.
Beth Shockley	Yes	Coordinated uniform orders for staff.	Assisted staff with gathering documents for a Public Records Request.
Desiree Smith	Yes	<p>Assisted with the development of the High Efficiency Clothes Washer (HECW) rebate form. The form will be used for the HECW rebate program which is now being processed in-house.</p> <p>Assisted customer at 7119 Hatfield with a high bill caused by a misread. The customer was very happy with the quick turnaround on the corrected bill.</p>	

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes		Presented an overview of the District-wide Easement Project at the March board meeting.
Paul Dietrich	Yes	Prepared two contracts to streamline construction of water service installation for the District's Capital Improvement Projects.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Timothy Katkanov	Yes	Assisted the operations department with developing a query for air release valves to streamline the process of creating individual work orders.	
Neil Tamagni	Yes		Worked on Friday (3/12) for the District's Capital Improvement Project and a private development.

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Christopher Bell	Yes		
James Buford	Yes		
Tim Cutler	Yes		
Kelly Drake	Yes		
James Ferro	Yes		
Brian Hensley	Yes		Presented on the District's groundwater program at the March Board meeting. Contributed to the submittal of a Congressionally-Directed Federal Funding request of \$585,000 for well development.
Rick Jimenez	Yes	Assisted with moving computer equipment to Bonita Well Site.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Ricky Kelley	Yes	Assisted with moving computer equipment to Bonita Well Site.	
Mike Mariedth		Assisted with moving computer equipment to Bonita Well Site.	
Rex Meurer	Yes		
Chris Nichols	Yes	Took time out of his schedule to show IT staff where computer equipment would be stored at the Bonita Well Site.	Completed most of the required water sampling activities during a staff outage.
Jace Nunes	Yes		
Nick Spiers			Researched and implemented a program to procure a diesel fuel additive in bulk from the District's diesel fuel supplier, which reduced the price by approximately 40%.
John Spinella	Yes	Investigated a potential leak after a high bill inquiry from a customer on Hatfield Ct.	
Jason Tupper	Yes		

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
APRIL 21, 2021 MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : April 10, 2021
 PREPARED BY : Madeline A. Henry, Administrative Services Manager

OBJECTIVE:
 Listed below is the current Long Range Agenda.

Legend	
S	Study Session
CC	Consent Calendar
P	Presentation
B	Business
PH	Public Hearing
CL	Closed Session

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA

MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
May 19, 2021					
May 19, 2021		Poster Contest Presentation	Scott	P	I/D
May 19, 2021		Water Forum & Water Caucus Update	Scott	P	I/D
May 19, 2021		Review of the Draft Urban Water Management Plan (UWMP)	Scott	SS	I/D
May 19, 2021		Comprehensive Annual Financial Report (CAFR)	Preciado/Talwar	CC	A
May 19, 2021		Award of Contract for Langley Avenue and Chance Way Water Main Project	Pieri	CC	A
June 16, 2021					
June 16, 2021		Agreement for Audit Services	Preciado/Talwar	CC	A
June 16, 2021		Agreement with Response Structural Engineers	Pieri	CC	A
June 16, 2021		Award of Contract for Fair Oaks Boulevard Water Main Replacement Project	Pieri	CC	A
June 16, 2021		Consider Professional Services Agreement for the District-wide Easement Project	Pieri	CC	A
June 16, 2021		Award of Contract for the District-wide Easement Project	Pieri	CC	A
June 16, 2021		Adoption of the Urban Water Management Plan (UWMP)	Scott	PH	A
June 16, 2021		Finance Corporation, Confirm & Appoint Officers of the Finance Corp., Status of Finance Corp.	Preciado/Talwar	B	A
July- Cancelled- Summer Recess					
August 18, 2021					
August 18, 2021		Approval of 2022 Strategic Plan	Henry/Talwar	CC	A
August 18, 2021		Aquifer Storage and Recovery (ASR) Study Update	Scott/Hensley	SS	I/D
August 18, 2021		Branding & Marketing Update	Henry	P	I/D
August 18, 2021		CIP Update	Pieri	P	I/D
August 18, 2021		Water Meter Replacement Study	Scott	B	A
August 18, 2021		2022 Budget Workshop	Talwar	B	A
September 15, 2021					
September 15, 2021		Boring and Potholing Agreement	Pieri	CC	A
September 15, 2021		2022 Budget- Proposed	Talwar	B	A
September 15, 2021		Branding & Marketing Update	Henry	B	A
October 20, 2021					
October 20, 2021		Misc. Charges and Fees- Proposed	Talwar	B	A
October 20, 2021		Collaboration Study	Churchill/Wood	B	A
November 17, 2021					
November 17, 2021		On-Call Concrete Agreement	Scott	B	A
November 17, 2021		2022 Budget Adoption	Talwar	B	A
December 15, 2021					
December 15, 2021		District Officers	Henry	B	A
December 15, 2021		Selection of President and Vice President	Henry	B	A
December 15, 2021		Representatives and Alternatives	Henry	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2021 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : April 6, 2021
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

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

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Director of Engineering and Project Manager	Yes, First Quarter of 2021 (Final Completion Update)	Yes	Masterplan for replacement of water mains.	<p>Top Alternative Implementation Plan developed and discussed at CAC Workshop #8 on 09/10/19.</p> <p>Draft report submitted to CHWD on 01/06/20.</p> <p>Board Presentation expected in mid-late 2021.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Director of Engineering and Project Manager	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Staff to present findings to Board.
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd Perimeter Wall	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	Wall along the east side of District property. 2020 design.	District's Engineer preparing Lot Line Adjustment. Arborist report completed. Preliminary plans being prepared.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CAPITAL IMPROVEMENT PROJECT Robie Way - Water Main</p>	<p>Engineering</p>	<p>Project Manager and Senior Construction Inspector</p>	<p>Yes, 08/19/20 (Award of Contract)</p>	<p>Yes</p>	<p>2020 design, 2020 construction.</p>	<p>District received 8 easements from Placer County Recorder's office.</p> <p>1 additional easement submitted to Placer County Recorder's office on 03/04/21.</p> <p>100% Complete. Closing out project.</p> <p>Received recorded Notice of Completion and sent to Contractor on 02/25/21.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CAPITAL IMPROVEMENT PROJECT - Wells Ave - Water Main Project</p>	<p>Engineering</p>	<p>Project Manager and Senior Construction Inspector</p>	<p>Yes, 12/16/20 (Award of Contract)</p>	<p>Yes</p>	<p>2020 design, 2021 construction.</p>	<p>Easement acquisition complete. Waiting to record until construction complete.</p> <p>Award of Contract approved at the 12/16/20 Board Meeting.</p> <p>Construction started on 04/06/21.</p>
<p>CAPITAL IMPROVEMENT PROJECT - Wisconsin Dr - Water Main Project</p>	<p>Engineering</p>	<p>Project Manager and Senior Construction Inspector</p>	<p>Yes, 12/16/20 (Award of Contract)</p>	<p>Yes</p>	<p>2020 design, 2021 construction.</p>	<p>Easement acquisition complete. Waiting to record until construction complete.</p> <p>Award of Contract approved at the 12/16/20 Board Meeting.</p> <p>Construction started 03/01/21. 70% Complete.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CAPITAL IMPROVEMENT PROJECT - Skycrest School Water Service Replacement</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>No</p>	<p>Yes</p>	<p>2020 design, 2021 construction.</p>	<p>Plans are 100% complete.</p> <p>District submitted easement documents to SJUSD for SJUSD Board approval.</p> <p>Anticipate construction to be completed by Operations in summer 2021.</p>
<p>CAPITAL IMPROVEMENT PROJECT - Walnut Drive Water Service Project</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>No</p>	<p>Yes</p>	<p>2021 design, 2021 construction.</p>	<p>4 easement acquisitions complete. 1 easement acquisition remaining.</p> <p>Plans are 100% complete.</p> <p>Anticipate construction to be completed by Operations in Spring 2021.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Langley Ave & Chance Way Water Main Project	Engineering	Project Manager and Assistant Engineer	Yes, 05/19/21 (Anticipated Award of Contract)	Yes	2021 design, 2021 construction.	Easement acquisition (4) complete. Out to bid on 03/31/21. Pre-bid meeting on 04/13/21. Anticipated Award of Contract at May Board Meeting.
CAPITAL IMPROVEMENT PROJECT - Fair Oaks Blvd Water Main Project	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2021 construction.	District preparing 90% plans. Potholing to be completed in early April.
CAPITAL IMPROVEMENT PROJECT - Mesa Verde High School Water Main Project	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2022 construction.	District & SJUSD discussing easement. Survey completed. 30% Plans being prepared.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Antelope - Rusch Park Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2021 construction.	Survey to be completed in April 2021.
CAPITAL IMPROVEMENT PROJECT - Old Auburn Road Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2022 construction.	District to begin design.
CAPITAL IMPROVEMENT PROJECT - Pratt Avenue Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2022 construction.	District to begin design.
CAPITAL IMPROVEMENT PROJECT - Madison Ave & Dewey Dr Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2022 construction.	District to begin design.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr</p>	<p>Engineering</p>	<p>Director of Engineering and Senior Construction Inspector</p>	<p>Yes, 03/30/20, 04/15/20 (Deferment of Fees)</p>	<p>No</p>	<p>200-300 unit development by Watt Communities.</p>	<p>Recorded 2 easements at 8017 Greenback Lane received on 12/08/20.</p> <p>Waiting on 6434 Sunrise Boulevard easement until water main installed.</p> <p>Received recorded SMUD access easement on 01/08/21.</p> <p>Project re-started on 7/14/20. Water portion 99% Complete.</p> <p>Creek Crossing Agreement with KB Home signed. Construction began on 03/04/21.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Lawrence Ave Wyatt Ranch	Engineering	Senior Construction Inspector, Director of Engineering and Assistant Engineer	Yes, 01/20/21 (Deferment of Fees)	No	23 lot subdivision.	District signed plans on 12/04/19. Deferment Agreement signed on 02/11/21. Construction 75% Complete.
PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Director of Engineering and Assistant Engineer	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	District provided additional comments on first submittal on 12/28/20. District received second submittal on 03/31/21.
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	District received third submittal on 03/10/21 and provided comments on 03/29/21. Awaiting final plans and payment of plan check fees.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 lots. New single family home construction on one lot.	District sent correspondence to property owner on 04/20/20.
PRIVATE DEVELOPMENT 5425 Sunrise Blvd Sunrise Village Phase 1	Engineering	Director of Engineering and Assistant Engineer	No	No	Redevelopment of Sunrise Village.	Plans signed on 10/21/20. Revision #1 signed on 03/03/21. Revision #2 signed on 03/30/21. Awaiting final plans and payment of plan check & inspection fees. Demolition has begun.
PRIVATE DEVELOPMENT 7969 Madison Ave Orchard Apts Storage Units	Engineering	Director of Engineering and Assistant Engineer	No	No	Demo tennis courts to make storage unit with fire sprinkler system.	Payment received for Fees on 04/01/20. District signed plans on 11/23/20.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7435 Stock Ranch Rd USPI Surgical Center	Engineering	Senior Construction Inspector and Assistant Engineer	No	No	Proposed multi-use outpatient surgical center.	Plan Check Fees paid on 03/24/20. District signed plans on 08/18/20. Preconstruction Meeting occurred on 12/09/20.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed multi-unit housing complex for low-income and homeless.	Plan check fees paid on 03/22/21. District signed plans on 03/23/21. Awaiting payment of remaining fees & construction.
PRIVATE DEVELOPMENT 8220 Sunrise Blvd Carefield Citrus Heights	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed memory care facility.	Received schematic plans on 05/08/19. Will-Serve letter sent on 05/20/19.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Livoti Development	Engineering	Director of Engineering and Assistant Engineer	No	No	Six Parcel Subdivision.	Received third submittal on 02/17/21. District provided comments on 03/16/21. Awaiting final plans & payment of plan check fees.
PRIVATE DEVELOPMENT 7056 Sunrise Blvd Starbucks	Engineering	Senior Construction Inspector and Assistant Engineer	No	No	Commercial Development.	Plans signed on 05/13/20. Construction 95% complete. District provided punch list on 02/01/21.
PRIVATE DEVELOPMENT 7951 Antelope Rd American River Collegiate Academy	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Will Serve Letter sent 10/13/20. District received resubmittal on 03/25/21.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 6128 San Juan Ave Green Acres	Engineering	Senior Construction Inspector	No	No	Commercial Development.	Approved final plans on 01/06/21. Construction 99% Complete.
PRIVATE DEVELOPMENT 7800 Greenback Ln Raising Cane's	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	District reviewed final submittal on 03/31/21. Awaiting final plans and payment of plan check fees.
PRIVATE DEVELOPMENT 8030 Greenback Ln Popeye's Louisiana Chicken	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Will Serve Letter sent 12/21/20. Received first submittal on 03/31/21.
PRIVATE DEVELOPMENT 7301 Greenback Ln Safeway Fire Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	Interior Tenant Improvements and Fire Improvements.	District reviewed and signed final plans on 10/14/20. Awaiting payment of final fees and start of construction.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 8556 Pheasant Ridge Ln Fire Improvements</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Extension of water main, addition of fire hydrant, and fire sprinklers.</p>	<p>District has no additional comments on plans as of 02/16/21.</p> <p>All fees paid on 03/11/21.</p> <p>Awaiting final plans.</p>
<p>PRIVATE DEVELOPMENT 6031 Sunrise Vista Dr Apartments & Annexation</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>Yes (Resolution adopted for Annexation - 12/16/20)</p>	<p>No</p>	<p>Annexation and proposed apartments</p>	<p>Annexation fees paid.</p> <p>Adoption of Resolution approving annexation occurred at the 12/16/20 Board Meeting.</p> <p>Awaiting plans from developer's engineer for review.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT Huntington Square</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>New fire service and domestic water service for additional apartments</p>	<p>District received second submittal 01/18/21.</p> <p>District provided comments on 01/28/21.</p> <p>Easement required for fire hydrant.</p>
<p>CITY OF CITRUS HEIGHTS PROJECT Bonita & Old Auburn Rd Storm Drain Improvements</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>Yes</p>	<p>Bonita Way & Old Auburn Rd Storm Drain Project.</p>	<p>Plans signed on 05/06/20. Revised plans on 03/29/21.</p> <p>Water relocation to be performed by Operations prior to storm drain improvements.</p> <p>Gas lines relocation by PG&E completed in September 2020.</p> <p>Anticipate bid and start of construction in mid 2021.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Chula Vista Dr Storm Drain Improvements	Engineering	Director of Engineering and Assistant Engineer	No	Yes	Chula Vista Dr Storm Drain Project.	Project is on hold at the City as of 09/24/20.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV	Engineering	Director of Engineering and Assistant Engineer	No	Yes	Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.	District prepared Cost Liability letter to the City of Citrus Heights on 06/27/19. Received signed plans from City's engineer on 01/29/21. Anticipated start of construction in May 2021.
CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Complete Streets Phase 2	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Frontage Improvements and Utility relocation on Auburn Blvd from Rusch Park to north.	District received plans for review on 02/05/21 and provided comments on 03/08/21. District provided Cost Liability letter on 03/25/21.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Electric Greenway Bike Trail	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Bike Trail.	District received Cost Liability letter from the City on 10/09/20. District awaiting further information from City's consultant regarding Cost Liability Letter.
District-wide Easement Project	Engineering	Director of Engineering, Project Manager and Assistant Engineer	Yes, Presentation to Board to review Scope of Work of the Request for Proposal on 03/17/21. (06/16/21) Anticipated Award of Contract	Yes	Research and review District facility locations and easements for potential additions/revisions.	Released Request for Proposal on 03/25/21. Mandatory pre-proposal meeting on 04/08/21. Anticipated Award of Contract at the June Board Meeting.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>Review CEQA process for Capital Improvement Projects (CIPs)</p>	<p>Legal</p>	<p>Assistant General Counsel Joshua Nelson and Director of Engineering</p>	<p>TBD</p>	<p>Yes</p>	<p>Review existing CEQA process for CIPs. Update and revise as necessary.</p>	<p>For water main projects that are exempt, staff files a Notice of Exemption.</p> <p>For all other projects, an environmental consultant is hired to oversee the CEQA process.</p>

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2021 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : April 6, 2021
 PREPARED BY : Tim Cutler, Water Distribution Supervisor
 Rebecca Scott, Director of Operations

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Mar.	Year to Date		Mar.	Year to Date
Backflow Maintenance	0	0	C21-010 Water Mainline	0	0
Blow Off Maintenance	0	41	C21-011 Water Valves	3	3
Hydrant Maintenance	107	342	C21-012 Water Services	47	82
Leak Investigation	0	1	C21-013 Water Meters	16	106
Mainline Repair/Maintenance	0	2	C21-014 Fire Hydrants	0	0
Meter Box Maintenance	7	12	C21-103 Pot Hole Main	0	0
Meter Register Replacement	26	60	TOTAL	66	191
Meter Repair/Test/Maintenance	0	5	Water Quality		
Pot Hole Work	0	0	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 90 samples were collected with no positive results.</i>		
Water Service Repair/Locate	2	4			
Valve, Mainline Maintenance	175	554			
Valve Box Maintenance	3	4			
TOTAL	320	1,025			

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
APRIL 21, 2021 MEETING

SUBJECT : 2021 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : April 5, 2021
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

OBJECTIVE:

Monthly water supply report, including a comparison to the corresponding month in the prior 5 years. The 2013 data is included for reference as it is the baseline consumption year for water conservation mandates.

Month	2013	2016	2017	2018	2019	2020	2021				Year-to-Date Comparison to 2013	
	Total Water Monthly acre feet						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
							acre feet					
Jan	602.52	539.60	506.81	531.38	520.86	519.03	491.47	84.07	575.54	575.54	-26.98	-4.5%
Feb	606.36	484.53	443.99	525.73	447.48	589.8	401.12	84.05	485.17	1,060.71	-148.17	-12.3%
Mar	819.55	517.56	546.60	540.78	516.87	654.31	420.62	180.40	601.02	1,661.73	-366.70	-18.1%
Apr	1,029.73	677.81	575.52	646.09	682.90	767.24						
May	1,603.43	979.49	1,138.72	1,072.27	977.41	1,168.99						
Jun	1,816.73	1,343.76	1,412.94	1,387.03	1,328.07	1,475.82						
Jul	2,059.21	1,544.57	1,650.76	1,737.13	1,582.40	1,682.83						
Aug	1,924.28	1,579.80	1,570.80	1,583.78	1,603.36	1,660.59						
Sep	1,509.82	1,257.91	1,441.76	1,330.19	1,297.12	1,381.14						
Oct	1,297.42	840.80	1,128.97	1,061.88	1,083.17	1,185.00						
Nov	911.55	561.82	631.55	807.7	839.06	779.34						
Dec	700.94	518.62	574.43	558.97	548.17	620.34						
Total	14,881.54	10,846.27	11,622.85	11,782.93	11,426.87	12,484.43	1,313.21	348.52	1,661.73	1,661.73		
% of Total							79.03%	20.97%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2021 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : April 5, 2021
PREPARED BY : Brian Hensley Water Resources Supervisor

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of April 1, 2021, storage in Folsom Lake (Lake) was at 360,914 acre-feet, 37 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 14,431 acre-feet in the past month.

The District's total water use during the month of March 2021 (601.02 acre-feet) was 27 percent below that of March 2013 (819.55 acre-feet).

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District's groundwater production wells: Bonita, Skycrest, Mitchell Farms and Sylvan, are operational and used on a rotational or as-needed basis. Other District groundwater production wells, Palm and Sunrise, are available for emergency use.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2021 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : April 5, 2021
 PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

Water Efficiency, Safety and Meter Program updates are summarized below.

ACTIVITIES AND PROGRESS REPORT

Water Efficiency, Safety and Meter Program activities during the month of March 2021 included:

- Four High Efficiency Toilet (HET) rebates were processed for the month of March. This compares to one HET rebates processed for the month of March 2020. The five year monthly average (2016-2020) of March HET rebates is 12.
- The District is processing High-Efficiency Clothes Washer (HECW) rebates in-house. There have been zero rebates processed year to date. The District began reaching out to customers on social media and our website to promote the HECW rebate program.
- There were three Smart irrigation controllers installed for customers in the month of March. A total of 12 Smart irrigation controllers have been installed year to date.
- Five Pressure Reducing Valve (PRV) rebates have been issued year to date. Two PRV inspections are pending. Pending PRV inspections are in the process of being scheduled or the District is waiting for the customer to complete the installation of the PRV.
- 21 service calls were completed in March. There were three reports of water waste received in March through CHWD's Water Efficiency web page. Staff continues reaching out to customers via telephone for water waste violations and leak notifications.
- The District is now holding weekly safety meetings using Zoom presentations. The March safety meeting topics included "Common Sense" and "Hand Safety."
- Two videos focused on the Rachio and B-Hyve Smart irrigation controllers are now available through a link on CHWD's website and on YouTube. Topics covered include how to sync your controller to the internet, how to program the controller and setting up a watering schedule.
- The upcoming 2021 virtual WaterSmart class schedule is as follows:
 - May 13: The Perfect Plants: What, Where and When
 - June 17: Tree Care 101
 - September 16: Sylvan Ranch Community Garden (1 Year Later)

All classes will be held at noon on Thursdays. Attendees can participate in a live Q & A session

during each presentation. All virtual classes are being archived on CHWD’s website and on YouTube, where they can be viewed any time. The March 18th class is now posted on YouTube. There were 38 sign-ups for the class and there were 14 attendees.

- CHWD has three garden plots at the Sylvan Ranch Community Garden featuring water efficient landscaping. The plots are being used as an education area for activities, such as workshops, demonstrations and presentations. CHWD is working with a customer based volunteer “Garden Corps.” These volunteers are now maintaining the plots by removing weeds and checking the irrigation system and controller timers. A WaterSmart class is planned to be held at the SRCG on September 16, 2021 at noon. The District recently renewed its membership at the Basil level with the SRCG. Basil level membership allows the District full access to the SRCG, including attendance at garden sponsored events and harvesting from all common planting areas.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date for 2021:

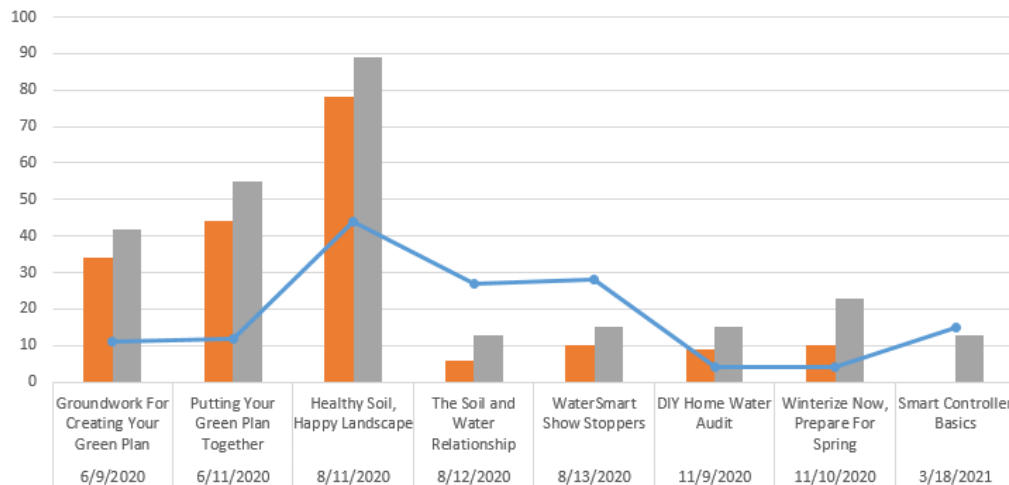
Month	R-GPCD 2020	R-GPCD 2021	% CHANGE
January	76	84	+10.5%
February	92	78	-15.2%
March	95	88	-7.3%
April			
May			
June			
July			
August			
September			
October			
November			
December			

- The following table summarizes the service requests and work orders of Water Efficiency staff for March 2021:

WORK ORDERS	Mar. 2021	Mar. 2020
CHANGE TOUCH-READ TO RADIO READ	0	2
CONVERT TO RADIO-READ METER	8	0
METER BOX MAINTENANCE	0	3
METER REPAIR	0	0
METER REPLACEMENT	0	1
METER TESTING	0	0
REGISTER REPLACEMENT	18	36
RADIO-READ REGISTER REPLACEMENT	7	6
INSTALL METER	16	0
TOTAL	49	48

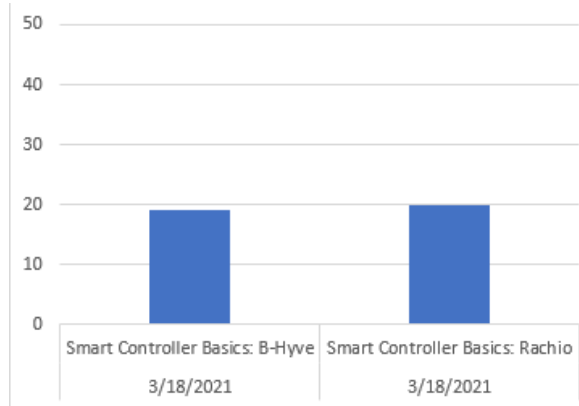
SERVICE REQUESTS	Mar. 2021	Mar. 2020
CONSERVATION REQUEST	19	6
WATER EFFICIENCY REVIEWS	3	3
HIGH EFFICIENCY TOILET REBATES	4	5
CHECK FOR LEAK	0	1
UNABLE TO OBTAIN METER READ	65	42
TRIM SHRUBS	39	50
METER BURIED	29	21
METER MAINTENANCE	6	5
LOCKED GATE	4	6
RE-READ METER	18	8
READ METER	0	42
METER BOX MAINTENANCE	6	5
MOVE-IN/MOVE-OUT	16	28
CAR OVER METER	35	26
TOTAL	244	248

WaterSmart Class Viewership



= Viewership, Mar. 2021
 = Viewership, Apr. 2021
 Line = live attendees

Standalone Video Viewership: Smart Controller Basics



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2020 MEETING

SUBJECT : 2021 STRATEGIC PLAN UPDATE
 STATUS : Information Item
 REPORT DATE : March 25, 2021
 PREPARED BY : Madeline Henry, Administrative Services Manager/Chief Board Clerk
 Brittney Moore, Management Analyst/Deputy Board Clerk
 Susan Talwar, Director of Finance and Administrative Services

The 2021 Strategic Plan update is summarized below. Staff will be available at the meeting to answer questions and/or provide additional details.

CITRUS HEIGHTS WATER DISTRICT ✨ 2021 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: IMPLEMENT THE PROJECT 2030 WATER MAIN REPLACEMENT PROGRAM TO ENSURE A RELIABLE WATER DISTRIBUTION SYSTEM

<i>Objectives to be Completed in the 2021 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q1	Q3	Develop outreach and engagement plan on the preferred alternative from the Project 2030 Water Main Replacement Study	Missy Pieri ; Hilary Straus; Madeline Henry (Lead); Paul Dietrich; Susan Talwar; Tamar Dawson	Staff have developed the plan and are working on implementation including: print media, social media, website updates and video. The plan includes outreach to the Customer Advisory Committee.

THREE-YEAR GOAL: IMPLEMENT THE PROJECT 2030 WATER MAIN REPLACEMENT PROGRAM TO ENSURE A RELIABLE WATER DISTRIBUTION SYSTEM CONT'D

<i>Objectives to be Completed in the 2021 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
2	Q1	Q3	Develop funding mechanism for the preferred alternative from the Project 2030 Water Main Replacement Study	Missy Pieri ; Alberto Preciado; Brittney Moore; Hilary Straus; Madeline Henry; Paul Dietrich; Susan Talwar (Lead); Tamar Dawson	Staff and the technical team of Harris and IB Consulting are refining the funding program, which will be presented to the CAC in mid-2021 and the Board in the Fall of 2021.
3	Q2	Q4	Initiate development of condition assessment plans for the District's transmission and distribution mains	Missy Pieri (Lead) ; Brian Hensley; Hilary Straus; Neil Tamagni; Paul Dietrich; Tamar Dawson; Tim Cutler	Anticipated start in late-2021.
4	Q4	2022	Perform non-invasive condition assessment on selected District transmission mains	Missy Pieri (Lead) ; Brian Hensley; Hilary Straus; Neil Tamagni; Paul Dietrich; Tamar Dawson; Tim Cutler	Anticipated start in late 2021.

THREE-YEAR GOAL: MANAGE AND DIVERSIFY A DEPENDABLE WATER SUPPLY

Objectives to be Completed in the 2021 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q1	Q4	Hinkle Reservoir Cover Replacement: <ul style="list-style-type: none"> • Develop operation plan • Develop participation and cost agreement 	Brian Hensley (Lead); Hilary Straus; Rebecca Scott; Susan Talwar; Steve Anderson	The District is taking part in the on-going testing and development of the operation plan. Also, CHWD has signed a letter agreement with San Juan Water District to assist SJWD in the project, and to ensure reliable water supply to CHWD's customers during the project. Tentative start date in November 2021.
2	Q2	Q4	Amend Intertie Agreement with Fair Oaks Water District	Brian Hensley (Lead); Hilary Straus; Rebecca Scott; Steve Anderson	No update. FOWD's Operations Manager recently retired. This project's schedule will need to be revisited.
3	Q1	Q1	Acquire well sites 7 and 8	Brian Hensley (Lead); Hilary Straus; Rebecca Scott; Steve Anderson	Both well sites have been acquired. This item is complete.
4	Q1	Q2	Complete Aquifer Storage Recovery (ASR) Feasibility Study	Brian Hensley (Lead); Hilary Straus; Missy Pieri; Rebecca Scott; Steve Anderson; Susan Talwar	Draft is under review and revision as discussions continue with potential surface water partner agencies.

THREE-YEAR GOAL: MANAGE WATER EFFICIENCY EFFECTIVELY AND EMPOWER CUSTOMERS TO USE WATER IN AN EFFICIENT MANNER

Objectives to be Completed in the 2021 Year																	
#	START	END	WHAT	WHO	COMMENTS												
1	Q1	Q4	Increase CHWD Customer attendance by 20% at WaterSmart Classes	Rebecca Scott; Madeline Henry (Lead); Rex Meurer; Susan Talwar	Ongoing; 15 attendees at the March class, currently confirming the number of CHWD customers who attended. For the next virtual class in April, over 80 people have RSVP'd.												
2	Q1	Q4	Expand the virtual content for WaterSmart Classes, including one pre-recorded and one live video at the community garden; and continue virtual WaterSmart Classes each season	Rebecca Scott; Madeline Henry (Lead); Rex Meurer; Susan Talwar	Ongoing; two pre-recorded smart irrigation controller videos have been completed.												
3	Q1	Q4	Increase sign-ups for Water Efficiency Reviews by 10%	Rebecca Scott; Madeline Henry; Rex Meurer (Lead); Susan Talwar	Ongoing; 9 year-to-date.												
4	Q1	Q4	Increase rebate program participants by 10%	Rebecca Scott; Madeline Henry; Rex Meurer (Lead); Susan Talwar	Year-to-date: <table border="1" data-bbox="1270 954 1764 1198"> <thead> <tr> <th>Rebate</th> <th>2020 Total</th> <th>2021 YTD</th> </tr> </thead> <tbody> <tr> <td>Pressure Reduction Valves</td> <td>3</td> <td>5</td> </tr> <tr> <td>High Efficiency Toilets</td> <td>62</td> <td>15</td> </tr> <tr> <td>High Efficiency Clothes Washers</td> <td>21</td> <td>0</td> </tr> </tbody> </table>	Rebate	2020 Total	2021 YTD	Pressure Reduction Valves	3	5	High Efficiency Toilets	62	15	High Efficiency Clothes Washers	21	0
Rebate	2020 Total	2021 YTD															
Pressure Reduction Valves	3	5															
High Efficiency Toilets	62	15															
High Efficiency Clothes Washers	21	0															
5	Q1	Q1	Develop a Garden Corps Volunteer Program to maintain the plots at the Community Garden	Rebecca Scott (Lead); Madeline Henry; Rex Meurer; Susan Talwar	Complete. CHWD continues to market the Garden Corps to customers and a new Garden Corps member joined in March.												

THREE-YEAR GOAL: MANAGE THE EFFICIENT IMPROVEMENT OF AND REINVESTMENT IN DISTRICT INFRASTRUCTURE AND FACILITIES

Objectives to be Completed in the 2021 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q1	Q2	Complete the Meter Replacement Study & Final Report	Rebecca Scott (Lead) ; Brady Chambers;; Hilary Straus; Kelly Drake; Rex Meurer	The planning study is approximately 75% complete. Discussions between Harris and Consortium agencies continue. Discussion with RWA concerning the long-term management of the Meter Consortium has begun, leading to additional budget and operations analysis for RWA review.
2	Q1	Q4	Prepare an implementation and funding Strategy for Meter Replacements and Meter Testing	Rebecca Scott ; Alberto Preciado; Brittney Moore; Hilary Straus; Madeline Henry; Missy Pieri; Rebecca Scott; Rex Meurer; Susan Talwar (Lead)	See Item #1 above.
3	Q1	Q4	Prepare and implement a Public Engagement Strategy including Customer Advisory Committee participation for Meter Replacements and Meter Testing	Rebecca Scott ; Brittney Moore; Hilary Straus; Madeline Henry (Lead); Rex Meurer; Susan Talwar	Staff is planning for a Customer Advisory Committee meeting later in 2021, along with customer education about the program and its financial implications.
4	Q1	Q4	Work with the Regional Water Authority to transition ongoing program leadership	Hilary Straus (Lead) ; Rebecca Scott; Rex Meurer	Ongoing; discussions with RWA are in progress. See item #1 above.
5	Q2	Q4	Complete Corporation Yard Pre-Architectural Study	Missy Pieri (Lead) ; Hilary Straus; Paul Dietrich; Rebecca Scott; Susan Talwar; Tamar Dawson	To begin once the Staffing Analysis is completed. Anticipated start in Q3/Q4 2021.
6	Q1	Q3	Complete Request for Proposal and hire a consultant for the District-wide Easement Project	Missy Pieri (Lead) ; Hilary Straus; Paul Dietrich; Susan Talwar; Tamar Dawson;	Completed Request for Proposal (RFP) and released on 03/25/21. Anticipate consultant selection in Q2 2021.

THREE-YEAR GOAL: PROMOTE ORGANIZATIONAL EFFECTIVENESS TO ENHANCE CUSTOMER SERVICE

Objectives to be Completed in the 2021 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q1	Q4	Implement the enterprise-wide Document Management System, convert the first 17 document types, & implement 6 document workflows	Susan Talwar ; Brady Chambers; Brian Hensley; Beth Shockley; Dave Rucker (Lead); Madeline Henry; Tamar Dawson; Tim Cutler	In progress; staff is configuring servers and developing workflows for document types.
2	Q1	Q4	Continued participation in study for regional integration evaluation	Hilary Straus (Lead) ; Josh Nelson; Steve Anderson; Susan Talwar	The third paper of three has been completed. There are problems with the Study which CHWD has documented. A concluding Ad-hoc Committee meeting is anticipated to be held, but has not been scheduled. CHWD will monitor next steps and keep the Board informed.
3	Q1	Q3	Implement a series of events and promotions for the District's Centennial Celebration	Susan Talwar ; Madeline Henry (Lead); Brittney Moore; Hilary Straus	In progress; insert in Spring 2021 newsletter, filming additional videos for release in Q2, sponsorship of ACWA Spring Conference.
4	Q1	Q3	Complete Update of 7000's (Accounts Receivable) Policies	Susan Talwar (Lead) ; Alberto Preciado; Dana Mellado; Hilary Straus; Josh Nelson	In progress; anticipate completion August 2021.
5	Q2	Q4	Select Consultant and begin the creation of engineering design standards/procedures for development projects – Create and/or revise District Policies (8000's – Water Service and 9000's – Water Distribution Facilities)	Missy Pieri (Lead) ; Hilary Straus; Paul Dietrich; Rebecca Scott; Susan Talwar	Project to be initiated in late 2021.
6	Q1	Q2	Select Consultant for Audit Services	Susan Talwar ; Alberto Preciado (Lead); Hilary Straus	RFP has been issued; responses are due 4/30/21.
7	Q1	Q2	Develop 5-year IT Strategic Plan	Susan Talwar ; Dave Rucker (Lead); Hilary Straus	In progress; staff to present at April Board Meeting

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2021 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE AN ADD-ON AGREEMENT WITH INVOICE CLOUD
 STATUS : Action Item
 REPORT DATE : April 7, 2021
 PREPARED BY : Madeline A. Henry, Administrative Services Manager/Chief Board Clerk

OBJECTIVE:

1. Consider approving Resolution 02-2021 Establishing a Customer Advisory Committee

BACKGROUND AND ANALYSIS:

In 2017, as a result of the Strategic Planning Item – Utility Billing and Finance Software, staff conducted a Business Process Review (BPR) of CHWD’s billing system (Cogsdale) and decided to upgrade electronic billing and payment services through Invoice Cloud. Invoice Cloud is a third party vendor to Cogsdale. Invoice Cloud provides integration with Cogsdale’s CIS (Customer Information Systems) and Customer Web. Invoice Cloud specializes in providing customers with the ability to make payments online, via mobile phone, or over the phone, and staff is provided with administrative tools for reporting and reconciliation. In April of 2017 the Board approved an agreement with Invoice Cloud for electronic billing and payment services. As of the drafting of this Board agenda report, CHWD currently has over 50% of total customers signed-up for on-line bill pay.

In 2021, Invoice Cloud launched a new service, Outbound Campaigns, that allows agencies to direct message (email, text and voice message) customers using information in their customer account. Invoice Cloud’s Outbound Campaigns feature enables organizations to send customers targeted digital messages by leveraging existing client information. This feature expands communications beyond reminders and late pay notices to keep customers updated on important, relevant, personalized information as they need it.

This service will allow CHWD to communicate with customers efficiently, and will allow for expedited communications during water shut-offs or emergencies.

The add-on agreement accompanies this Board agenda report. CHWD will be billed per message sent, with a total minimum monthly cost of \$250.00. There is no set-up fee associated with the added feature. Funding for any outreach that will occur in 2021 is included in the 2021 Budget.

RECOMMENDATION:

Approve the add-on agreement with Invoice Cloud, and authorize the General Manager to execute the agreement.

ATTACHMENTS:

1. Invoice Cloud Agreement 2017
2. Invoice Cloud Add-on Agreement

ACTION: Moved by Director _____, Seconded by Director _____, Carried _____

ATTACHMENT 1
Invoice Cloud Agreement 2017

Sales Information										
IC Sales Rep:	Carlyn Altheide		Sales Partner:				Software Partner:	Coagsdale		
Vertical:	GUB									
Products & Services										
Products:	<input checked="" type="checkbox"/> EBPP	<input type="checkbox"/> Cloud Store	<input type="checkbox"/> Cloud Pay	<input checked="" type="checkbox"/> Pay by Text	<input checked="" type="checkbox"/> IVR	<input checked="" type="checkbox"/> OBD	<input type="checkbox"/> Kiosk			
Services:	<input checked="" type="checkbox"/> Visa/MasterCard/Discover		<input type="checkbox"/> American Express		<input checked="" type="checkbox"/> ACH/EFT					
Billers Information										
Ownership Type:	Government				Billers Contacts					
Legal Name:	Citrus Heights Water District				Implementation:	Susan Sohal				
Address 1:	6230 Sylvan Rd.				Phone Number:	Susan Sohal		Ext.:		
Address 2:					Email Address:	ssohal@chwd.org				
City:	Citrus Heights		State:	CA	Zip:	95610		Technical Support:	Jeff Ott	
Phone#:	916-725-6873		Fax #:	916-725-0345		Phone Number:	916-804-6774		Ext.:	
Website URL:	http://chwd.org/				Email Address:	jeff.ott@sophosllc.com				
Business Open Date:	1920				Marketing:	Susan Sohal				
Federal Tax ID#:	94-6019187				Phone Number:	Susan Sohal		Ext.:		
<i>Note: Federal Tax ID and Legal Name must match on all documents.</i>										
<i>Note: Signer must sign ALL documents.</i>										
Signatory Contact:	Hilary Straus				Title:	General Manager				
Phone Number:	916-735-7715		Ext.:		Email Address:	hstraus@chwd.org				
Notes/Special Handling										
Billers bank address- 13300 Crossroads Parkway North, City of Industry, CA 91746. Susan and Jeff will be dual Project Managers.										
Billers Fees										
New Billers Implementation:	\$		Paperless Presentment:	\$.35	Per Item (includes 3 email notifications)				
Billers Portal Access:	\$	100.00	Monthly	IC Payment – Credit Card:	\$		Per Item			
Additional User(s):	\$		Choose an item.	IC Payment – EFT/ACH:	\$		Per Item			
Online Bank Direct Access:	\$		Choose an item.	Online Bank Direct:	\$.25	Per Item			
Invoice Presentment:	\$		Monthly	EFT/ACH Reject:	\$	15.00	Per Item			
Encrypted Reader License Fee:	\$		Monthly/Per Device	Charge Back:	\$	20.00	Per Item			
Excess Data Storage Needed:			# years Needed (past 2)	Bills Per Month:		Total Cost: \$		Per Month		
BILLERS BANK (MUST INCLUDE VOIDED BUSINESS CHECK OR BANK LETTER FOR EACH ACCOUNT)										
Name of Checking Account (As it appears on check or Bank Letter):	Citrus Heights Water District									
Bank Name:	Bank of the West		Address:	See notes section above			Phone:	855-692-1087 Ex. 5180		
Depository	Routing#:	121100782		Account#:	032001156					
<i>Your Invoice payment collections will be electronically deposited into this account.</i>										
Fees	Routing#:	121100782		Account#:	032001156					
<i>Invoice and payment processing fees will be electronically deducted from this account.</i>										

CERTIFICATION AND AGREEMENT

- A. By signing below, the Biller hereby authorizes Invoice Cloud, Inc. ("Invoice Cloud") to initiate and execute debit/credit entries to its checking/deposit account(s) indicated above at the depository financial institution(s) named above and to debit/credit the same such account(s). The Biller acknowledges that the origination of ACH transactions to its account(s) must comply with the provisions of U.S. law. This authority is to remain in full force and effect until (i) Invoice Cloud has received written notification (by electronic or U.S. mail) from the Biller of its revocation in such time and manner as to allow Invoice Cloud a reasonable opportunity to act on it, but not less than 10 business days notice; and (ii) all obligations of the Biller to Invoice Cloud that have arisen under this Agreement and all other agreements have been paid in full. The Biller must also notify Invoice Cloud, in writing, (by electronic or U.S. mail) when a change in account number(s) or bank has occurred at which time this authorization shall apply to such new/changed account. This notification must be received within 10 business days of change. A fee will be charged for any returned ACH debits.
- B. By signing below, the Biller named: (1) has read, agreed to, and acknowledges receipt of the Biller Agreement, Biller T+C and other Order Forms executed by the Biller, and (2) certifies to Invoice Cloud that he/she is authorized to sign this Order Form; (3) certifies that all information and documents submitted in connection with this Order Form are true and complete; (4) authorizes Invoice Cloud or its agent to verify any of the information given, including credit references, and to obtain credit reports (including a spouse if in a community property state); (4) agrees to pay the Monthly Access Fee through the last day of the month following the effective date of termination as provided in the Billing Agreement; (5) agrees that Biller and each transaction submitted will be bound by the Order Form and the Biller Agreement in its entirety; (6) agrees that Biller will submit transactions only in accordance with the information in this Order Form and Biller Agreement and will immediately inform Invoice Cloud, by email (contracts@invoicecloud.com) if any information in this Order Form changes, and (7) the Biller agrees and understands that outstanding sums due and owing to Invoice Cloud, will be charged daily or monthly and debited from its current depository account. Non-sufficient funds for these debits are grounds for a change in fees or termination of this Agreement. In the event of non-payment of any sums due, Invoice Cloud reserves the right to withdraw such sums from the current depository account at any time to ensure payment of the same.
- C. Pay by Text: Standard data rates and text messaging rates may apply based on the payer's plan with their mobile phone carrier. Payer can opt out of text messaging at any time with Invoice Cloud. Partial payment or overpayment is not supported. Service fees may apply based on the biller set up with Invoice Cloud. Biller may not use the service for activities that violate any law, statute, ordinance or regulation.
- D. By signing below, the Biller hereby gives permission to Invoice Cloud to access his / her credit history via Trans Union, Equifax, or other credit-reporting agency.
- E. The Order Form and the Biller Agreement will become effective only when counter-signed by Invoice Cloud and upon execution by the Biller of such third party agreement required by Invoice Cloud to permit use of the payment function of the Service.

In WITNESS WHEREOF, the parties hereto have executed this Agreement as of this day 4/28/17

Accepted by biller:

Hilary Straus
Corporate Officer

Hilary Straus
Printed Name

General Manager
Title

Accepted by Invoice Cloud:

Robert Lapides

Robert Lapides
Printed Name

President, Gov, Utilities, & Business Services
Title

Invoice Parameters

Invoice Type:	Water		Date:	3/16/2017				
<i>Invoicing Parameters sheet must be completed for each invoice type.</i>								
Biller Software:	Cogsdale		Pricing Model	Non-Submitter (Chase)				
Payment Methods:	<input checked="" type="checkbox"/> Visa <input checked="" type="checkbox"/> MasterCard <input checked="" type="checkbox"/> Discover <input type="checkbox"/> Amex <input checked="" type="checkbox"/> EFT/ACH							
Services & Products:	<input checked="" type="checkbox"/> EBPP <input type="checkbox"/> Cloud Store <input type="checkbox"/> Cloud Pay <input checked="" type="checkbox"/> OBD <input checked="" type="checkbox"/> IVR <input type="checkbox"/> Kiosk <input checked="" type="checkbox"/> Single Sign On							
Billing Details								
Billing Frequency:	Monthly		Number of Bills:	10,000				
Number of Cycles:	Between 5 & 8 cycles per month		Number of Installments:	1				
Average Invoice Amount:	\$80.00		Highest Invoice Amount:	\$ 125,000				
Billing Months (please select the applicable months below):								
<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input checked="" type="checkbox"/> All								
Printed Bills								
Bill Mailing Dates:	<input checked="" type="checkbox"/> 1 st – 10 th <input checked="" type="checkbox"/> 11 th – 20 th <input checked="" type="checkbox"/> 21 st – 31 st							
Who will provide images of bills?	<input checked="" type="checkbox"/> Biller <input type="checkbox"/> Template <input type="checkbox"/> Bill Print Vendor (please complete below)							
Bill Print Vendor:		Cont act:		Phone No:				
Hardware								
Card Readers:	Ipad	QTY	2	Provided by:	<input type="checkbox"/> Sales Rep <input checked="" type="checkbox"/> Operations			
Per Unit Price:	\$ 30.00	Monthly	Shipping Address: (if different than location address)					
Total Due:	\$ 60.00	Susan Sohal, 6230 Sylvan Rd, Citrus Heights, CA 95610						
Services Fees								
<i>Select from the below to indicate if the service fee will be paid by the Payer or if Biller will absorb fee.</i>								
<input type="checkbox"/>	Item	Paid by payer		<input type="checkbox"/>	Item	Paid by Biller (Non-Submitter)		
	Credit Card:	% with \$	Minimum		Credit Card:	<input type="checkbox"/> Flat Fee Pricing per Item, fees, dues assessments + <input type="checkbox"/> Interchange, fees, dues assessments + Authorization \$ _____ + _____ %BP		
<input type="checkbox"/>	EFT/ACH:	\$	per item	<input type="checkbox"/>	EFT/ACH:	\$	per item	
<input type="checkbox"/>	Flex Pay ACH:	\$	per item	<input type="checkbox"/>	Flex Pay ACH:	\$	per item	
Utility Invoice Type								
<input type="checkbox"/>	Item	Paid by payer			<input checked="" type="checkbox"/>	Item	Paid by Biller	
	Credit Card:	% with \$	Minimum <small>(Without Visa Acceptance)</small>		Credit Card:	<input type="checkbox"/> Flat Fee Pricing per Item, fees, dues assessments + <input checked="" type="checkbox"/> Interchange, fees, dues assessments + Authorization \$.75 + _____ %BP		
<input type="checkbox"/>	EFT/ACH:	\$	Per item	<input checked="" type="checkbox"/>	EFT/ACH:	\$.90	Per Item	
Utility Flat Rate (Flat Rate for Utilities credit cards must be paid by payer)								
<input type="checkbox"/>	Credit Card	Service Fee:	\$	Max Cap for Credit Cards:		\$		
<input type="checkbox"/>	EFT/ACH:	Service Fee:	\$	<input type="checkbox"/> Paid by payer	<input type="checkbox"/> Paid by Biller			
Interactive Voice Response - IVR								
<input type="checkbox"/>	Paid by payer	Service Fee + \$		<input type="checkbox"/> Paid by Biller	\$	per item surcharge		
Notes/Special Handling :								
Current IVR provider is Vocantis - district has an existing IVR with Vocantis. We will not establish a new IVR, Invoice Cloud will process payments through Vocantis.								

ATTACHMENT 2
Invoice Cloud Add On Agreement

SALES INFORMATION									
IC Sales Rep	Gretchen Schmitt				Vertical	Local Gov (Util, Tax, Misc)			
Order Date	3/25/2021	Sales Partner	Harris - Cogsdale		Software Partner	Harris - Cogsdale			
PRODUCTS AND SERVICES									
Products	[Outbound Campaigns]								
PAYMENT METHODS ACCEPTED									
Payment Types									
BILLER INFORMATION									
Ownership Type	Government			Phone	(916) 725-6873 x 115	Fax			
Legal Name	Citrus Heights Water District			Website URL	http://chwd.org/				
Address 1	6230 Sylvan Rd			Bus. Open Date	1920				
Address 2				Federal Tax ID	94-6019187				
City	Citrus Heights			<i>*Federal Tax ID and Legal Name must match on all documents</i>					
State	CA	ZIP	95610						
BILLER CONTACT									
Primary Contact Name	Hilary Straus								
Phone	9167357715								
Email Address	hstraus@chwd.org								
SIGNING AUTHORITY									
Name	Hilary Straus			Title	General Manager				
Phone	9167357715	Fax			Email Address	hstraus@chwd.org			
BILLER PRICING									
Description	Interval	Cost Type	Cost						
OutBound Campaign Monthly	Monthly	Fixed (\$)	\$250.00						
Outbound Campaigns Variable Fee - Email	Per Message	Fixed (\$)	\$0.10						
Outbound Campaigns Variable Fee - Text	Per Message	Fixed (\$)	\$0.10						
Outbound Campaigns Variable Fee - Voice	Per Minute	Fixed (\$)	\$0.15						
HARDWARE									
Card Reader Type		Quantity		Cost per Reader		Billing Interval			
Card Reader									
Shipping Addr. <i>(if different than location address)</i>									
Kiosk Type	Device Quantity	Per Device Txn Min	Note: Biller will be charged for the minimum number of transactions listed to left each month per kiosk unity. In addition, if the Biller's order includes kiosks then the terms and conditions of Kiosk Managed Standard SOW (and applicable schedules) are hereby agreed and incorporated by reference						
Standard/In-Door		750							
Thru-Wall		800							
Outdoor Model		850							
BILLER BANK INFO									
Billing Method	ACH Month End Fees								

Name on Account	Citrus Heights Water District	Bank Name	Bank of the West
Bank Address	13300 Crossroads Parkway North	Phone	(323) 727-3360
	City of Industry, CA 91746		
Routing #	121100782	Last 4 Acct #	1156

DATA RETENTION

Months to Keep	24	*Additional Fees apply if greater than 24 months
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NOTES/SPECIAL HANDLING

On any given month, Invoice Cloud will charge CHWD either the sum of the message fees or the monthly minimum fee - whichever is greater.

CERTIFICATION AND AGREEMENT

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- B. By signing below, the Biller named: (1) has read, agreed to, ratifies the Biller Agreement, Biller T+C and other Order Forms previously executed by the Biller, and (2) certifies to Invoice Cloud that he/she is authorized to sign this Add on to the Biller Order Form; (3) certifies that all information and documents submitted in connection with this Order Form are true and complete; (4) authorizes Invoice Cloud or its agent to verify any of the information given, including credit references, and to obtain credit reports (including a spouse if in a community property state); (5) agrees to pay the Monthly Access Fee through the last day of the month following the effective date of termination as provided in the Billing Agreement; (6) agrees that Biller and each transaction submitted will continue to be bound by the Order Form and the Biller Agreement in its entirety and any new agreement forms executed herewith; (7) If the Biller's order includes kiosks, then the terms and conditions of Kiosk Managed Services Standard SOW (and applicable schedules) are hereby agreed and incorporated by reference.(8) agrees that Biller will submit transactions only in accordance with the information in this Add on to the Biller Order Form and Biller Agreement and will immediately inform Invoice Cloud, by email (contracts@invoicecloud.com) if any information in this Order Form changes, and (9) the Biller agrees and understands that outstanding sums due and owing to Invoice Cloud., will be charged daily or monthly and debited from its current depository account. Non-sufficient funds for these debits are grounds for a change in fees or termination of this Agreement. In the event of non-payment of any sums due, Invoice Cloud reserves the right to withdraw such sums from the current depository account at any time to ensure payment of the same.
- C. Pay by Text: Standard data rates and text messaging rates may apply based on the payer's plan with their mobile phone carrier. Payer can opt out of text messaging at any time with Invoice Cloud. Partial payment or overpayment is not supported. Service fees may apply based on the biller set up with Invoice Cloud. Biller may not use the service for activities that violate any law, statute, ordinance or regulation.
- D. By signing below, the Biller hereby gives permission to Invoice Cloud to access his / her credit history via Trans Union, Equifax, or other credit-reporting agency.
- E. This Add on to the Order Form will become effective only when counter-signed by Invoice Cloud and upon execution by the Biller of such third party agreement required by Invoice Cloud to permit use of the payment function of the Service.
- F. If the Biller's order includes kiosks, then the terms and conditions of Kiosk Managed Services Standard SOW (and applicable schedules) are hereby agreed and incorporated by reference.

In WITNESS WHEREOF, the parties have executed this Agreement as of this day

Accepted by Biller:

X

Corporate Officer

Hilary Straus

Printed Name

General Manager

Title

Accepted by Invoice Cloud, Inc.:

X

Corporate Officer

Thomas E. Griffin

Printed Name

President

Title

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2021 REGULAR MEETING

SUBJECT : Discussion and Possible Action to Amend Policy 5700A: Records Retention Schedule (A)
 STATUS : Action Item
 REPORT DATE : April 8, 2021
 PREPARED BY : Brittney Moore, Management Analyst

OBJECTIVE:

Consider amending District Policy 5700A: Records Retention Schedule as presented.

BACKGROUND AND ANALYSIS:

On October 18, 2017 Resolution 11-2017, establishing a Records Retention Policy was adopted by CHWD Board of Directors, after a need to update the District's Records Retention Schedule was identified as part of the 2017 Strategic Plan. Staff selected Gladwell Governmental Services, Inc., an expert in local government records, who has assisted over 100 California municipal governments with their records management, records retention and/or document imaging programs, including many special districts, cities, and county agencies. Gladwell Governmental Services developed and updated CHWD's records retention schedule.

As an ongoing effort to ensure the District's retention schedules reflect current changes in law, and are consistent with best practices of other public agencies, Gladwell Governmental Services, Inc. completed an annual legal review and updates for FY 20-21.

Below are the major highlights of this year's changes in law:

- **District-Wide:** Added "staff videoconference chats, notes and recordings" to CW-031 - Correspondence – Transitory / Preliminary Drafts (When No Longer Required)
- **Clerk of the Board:** Added additional descriptions for COB-030 (Statement of Facts)
- **Engineering, Project Management:** Added new Environmental / CEQA / NEPA Correspondence and internal staff notes (required to be retained until completion of the CEQA process – by new case law)
- **Finance / Customer Service:** Billing for Potable Water Service – many new records series and retention requirements related to delinquencies, discontinuations and appeals
- **Human Resources:** New Law - COVID-19 Notifications to Employees (3-year retention)

While CHWD's Chief Board Clerk maintains overall responsibility for policy issues and management of CHWD's records retention program, the program's implementation is a shared responsibility. The proposed retention schedules for CHWD were reviewed by all department heads. CHWD's retention

schedules provide clear, specific record descriptions and retention periods, and apply current law and technology to the management of agency records. By identifying which department or division is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, CHWD will continue to realize significant savings in labor costs, storage costs, increase filing cabinet and office space, and achieving operational efficiencies.

RECOMMENDATION:

Amend District Policy 5700.A: Records Retention Schedule

ATTACHMENT:

1. Revised Draft Policy 5700.A – Records Retention Schedule

ACTION:

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

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: DISTRICTWIDE, DEPARTMENTS & DIVISIONS

The District-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the District-wide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the District with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the District
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the District Clerk.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an original record that has exceeded its retention period must be authorized according to District Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a Board of Directors meeting (then it is the Board Secretary.)

Records Description: The record series (a group of like records).

Transitory Records not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active: How long the file remains in the immediate office area (*guideline*)
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
Total Retention: The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) – the form of the record:
Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

Scan / Import (*guideline*):
“S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record should be microfilmed

Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record: “Yes” indicates the paper version may be destroyed **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC'd”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)

CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
USC: United States Code (US)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
DISTRICT-WIDE (Used by All Departments)										
Human Resources / Risk Manage.	DW-001	Accident or Damage Reports	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Settled	Mag, Ppr			GC §60200
Finance / Accounts Payable	DW-002	Accounts Payable (Invoices, Petty Cash, Travel Expense Reimbursements, etc.)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Paid	Mag, Ppr			Also see Grants. copies; GC §60200
Clerk of the Board	DW-003	Agendas, Agenda Packets (Board of Directors)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Ppr			copies; GC §60200
Clerk of the Board	DW-004	Agreements & Contracts (ALL)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Ppr			Send all originals to the Clerk of the Board; GC §60200
Lead Department	DW-005	Agreements & Contracts - ALL: ADMINISTRATIVE RECORDS (Correspondence, project schedules, copies of invoices, backup, insurance certificates etc.) Also see grant retention, if applicable.	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §§336(a), 337 et. seq., GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Department	DW-006	Agreements & Contracts: Unsuccessful bids	Bid Opening + 2 years		Bid Opening + 2 years			Mag, Ppr		Special Districts are required to keep public works unaccepted bids for 2 years; GC §60201(d)(11)
	DW-007	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records; GC §60201 et seq.
	DW-008	Bids: See Agreements						Mag, Ppr		
	DW-009	Brochures: See Reference Materials						Mag, Ppr		
Finance	DW-010	Budgets - Finals, Drafts, Reports, Worksheets	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year		Mag, Ppr		GC §§60200, 53901
Human Resources / Risk Manage.	DW-011	Claims / Litigation	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Settlement		Mag, Ppr		GC §§60200, 60201 et seq.
Lead Dept.	DW-012	Clippings / Newspaper Clippings	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records; GC §60201 et seq.
Lead Dept.	DW-013	Committees, Task Forces, Associations, Commissions, & Boards: External Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records
	DW-014	Contracts: See Agreements						Mag, Ppr		

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

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(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	DW-015	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §60200
Lead Dept.	DW-016	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues		Mag, Ppr		District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-017	Correspondence - Routine <u>(Content relates in a substantive way to the conduct of the public's business)</u> (e.g. Administrative, Chronological, Communications, General Files, Letters, Memorandums, Miscellaneous Reports, Reading Files, Working Files, etc. Does NOT include Regulatory Agency Correspondence)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the District's Original Document	DW-018	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail or social media posting, instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, staff videoconference chats, notes and recordings , supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period, If not mentioned here, consult the District Attorney to determine if a record is considered transitory / preliminary draft. GC §§60201, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981); District of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-019	Credit Card Slips (Signed by Employees)	5 years		5 years			Mag, Ppr		For auditing purposes; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

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			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-020	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §6254
Lead Dept.	DW-021	Grants (SUCCESSFUL - all records, including FEMA claims)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years			Mag, Ppr		District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 1403.36 & 1403.42(b) ; 24 CFR 85.42 , 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42 ; 29 CFR 97.42; 40 CFR 31.42 ; 44 CFR 13.42 ; 45 CFR 92.42 ; OMB Circular A-110 & A-133; GC §60201, GC §8546.7
Lead Dept.	DW-022	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	2 years		2 years			Mag, Ppr		Department Preference; GC §60201

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<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-023	Index to Inactive Records / Records Stored in Records Center / Inventory of Records in Records Center	Indefinite		Indefinite			Mag, Ppr		Department Preference; GC §60201
	DW-024	Invoices - see Accounts Payable						Mag, Ppr		
Clerk of the Board	DW-025	Ordinances	Copies - When No Longer Required		Copies - When No Longer Required	Yes		Mag, Ppr		GC §60201
Human Resources	DW-026	Personnel Files - Department-level Copies	Send to Human Resources Upon Separation		Send to Human Resources Upon Separation	Before Separation		Mag, Ppr		Ensure records kept in Department files comply with District policy; Originals are maintained by Personnel. Supervisors notes should be maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 , 60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	DW-027	Personnel Files - Department-level Supervisor's Notes	After Performance Evaluation or Documented Discipline		After Performance Evaluation or Documented Discipline	Before Separation	Mag, Ppr			Preliminary Drafts; Supervisors notes should maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 , 60201
Lead Dept.	DW-028	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			GC §60201
	DW-029	Policies & Procedures - See Reference Manuals					Mag, Ppr			
Clerk of the Board	DW-030	Records Destruction Lists	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §60200
Finance	DW-031	Travel Authorizations	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §60200
Authoring Dept.	DW-032	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters	When No Longer Required		When No Longer Required		Mag, Ppr			Documents of historical significance should be retained longer; GC §60201
Lead Dept.	DW-033	Reports and Studies - White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	Minimum 2 years		Minimum 2 years		Mag, Ppr			GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Clerk of the Board	DW-034	Resolutions	Copies - When No Longer Required		Copies - When No Longer Required	Yes, depending upon subject	Mag, Ppr			copies; GC §60200
Lead Dept.	DW-035	Surveys / Questionnaires (that the District issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed when no longer required.	2 years		2 years		Mag, Ppr			GC §§60200, 60201
Finance / Payroll	DW-036	Time Sheets	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §60201

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CLERK OF THE BOARD										
Clerk of the Board	COB-001	Agendas & Agenda Packets - District Board of Directors (Includes Agenda Staff Reports, Annotated Agendas, News clippings, etc.)	2 years	P	P	Yes: Before Meeting Date	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Clerk of the Board	COB-002	Agreements & Contracts - INFRASTRUCTURE - Engineering, JPAs, etc. Agreement or Contract, Insurance Certificates & Notices of Completion. Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, Certificates of Insurance, and amendments) Examples of Infrastructure: Architects, Treatment Plants, Lines, Buildings, etc.	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

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			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
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Clerk of the Board	COB-003	<p>Agreements & Contracts - NON INFRASTRUCTURE - Administration & Operations - Equipment Purchases, Consulting Services, Leases, Vehicle Purchases, etc.</p> <p>Agreement or Contract, Insurance Certificates & Notices of Completion. Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, Certificate of Insurance, and amendments)</p> <p>Examples of Non-Infrastructure: Consultants, Painting, Maintenance, Franchise Agreements, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	<p>Department Preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §60201 et seq.</p>
Clerk of the Board	COB-004	<p>Agreements & Contracts: Political & Outside Jurisdictions</p> <p>Conjunctive Agreements, Cooperative Agreements, JPAs (Joint Powers Authorities), Water Supply Agreements</p>	2 years	P	P	Yes: Before Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<p>Department preference; GC §60201</p>
Clerk of the Board	COB-005	Appointments / Resignations	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<p>Department preference; GC §60201</p>

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
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(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
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Clerk of the Board	COB-006	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Clerk of the Board	COB-007	Director's Handbook (Policy)	When No Longer Required - Minimum of Superseded + 2 years		When No Longer Required - Minimum of Superseded + 2 years		Mag, Ppr			Documents of historical significance should be retained longer; GC §60201
Clerk of the Board	COB-008	District Formation Records, Acquisition of other Districts	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	Department preference (historical purposes); GC §60201
Clerk of the Board	COB-009	Elections - Historical (Sample Ballot, Election Results)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (historical purposes); GC §60201
Clerk of the Board	COB-010	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	2 years		2 years		Mag, Ppr			Department preference (historical purposes); GC §60201
Clerk of the Board	COB-011	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the District's Conflict of Interest code)	7 years		7 years		Mag, Ppr			District maintains original statements; GC §81009(e)&(g)
Clerk of the Board	COB-012	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes District Board Members, General Manager)	7 years		7 years		Mag, Ppr			Department preference (only required for 4 years); GC §81009(f)&(g)

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	COB-013	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18944(c)(3)(G); GC §81009(e)
Clerk of the Board	COB-014	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Ppr			Must post on website for 4 years; GC §81009e
Clerk of the Board	COB-015	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			GC §81009e
Clerk of the Board	COB-016	FPPC Form 804 (Agenda Report of New Positions)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e; GC §60201
Clerk of the Board	COB-017	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e; GC §60201
Clerk of the Board	COB-018	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18705.5(b)(3); GC §60201, 81009e
Clerk of the Board	COB-019	Historical Records	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	District Secretary Determines Historical Significance; GC §60201
Clerk of the Board	COB-020	Minutes: Board of Directors	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §60201(d)(3)
Clerk of the Board	COB-021	Notices: Affidavits of Postings and Publications	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Clerk of the Board	COB-022	Oaths of Office (Elected Officials Only)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Clerk of the Board	COB-023	Ordinances	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §60201 et. seq.
Clerk of the Board	COB-024	Organization Charts - In Agenda Packets	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	GC §60201 et seq.

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Clerk of the Board	COB-025	Proclamations	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §60201
Clerk of the Board	COB-026	Public Records Act Requests	2 years		2 years		Mag, Ppr			Department Preference; GC §60201
Clerk of the Board	COB-027	Records Destruction Authorization Forms	10 years		10 years		Mag, Ppr			Department Preference; GC §60201
Clerk of the Board	COB-028	Real Property Acquisition or Sale: Deeds, Easements, Rights of Way, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201
Clerk of the Board	COB-029	Resolutions	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §60201 et. seq.
Clerk of the Board	COB-030	Secretary of State Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	2 years P		2 years P		Mag, Mfr, OD, Ppr	S / I	No	Department preference; GC §60201 et. seq.
Clerk of the Board	COB-031	Subpoenas	2 years		2 years		Mag, Ppr			GC §60201(d)(5)

RECORDS RETENTION SCHEDULE: ENGINEERING

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ENGINEERING, PROJECT MANAGEMENT										
Engineering	EN-001	Aerials	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	EN-002	Annexations / Boundary Changes Index, Maps, Documents	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §60201 et seq.
Engineering	EN-002.1	CEQA / NEPA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exceptions, etc.) Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action	Completion of CEQA Process		Completion of CEQA Process		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (D076605, D076924, D076993) (4th Dist. 2020); PRC 21167.6: GC §34090

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Engineering	EN-003	CEQA / NEPA Documents: Prepared by others for NON-District Projects (District comments) (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	When No Longer Required		When No Longer Required			Ppr		Non-records; GC §60200
Engineering	EN-004	CEQA / NEPA Documents: Prepared for District Purposes (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	2 years	P	P	Yes: Until Project Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in Project File; GC §60201
Engineering	EN-005	Comment Letters: No Comment, Non-Interference Letters to City or County for their proposed projects	2 years		2 years		Mag, Ppr			Department preference; GC §60201
Engineering	EN-006	Correspondence with Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Engineering	EN-007	Customer Advisory Committee (CAC)	2 years		2 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC	GC §60201 et seq.
Engineering	EN-008	Customer Service / Changes to System or Meters - ALL FINAL RECORDS	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Engineering	EN-009	Easements, Rights of Way, & Recorded Grant Deeds	While active	P	P		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §60201

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Engineering	EN-010	Environmental Agencies / Regulatory Agencies Permits (EPA, DHS / DPH, NPDES, etc.) Note: Does not include AQMD	When No Longer Required - Minimum Expiration + 3 years		When No Longer Required - Minimum Expiration + 3 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Engineering	EN-011	Inspection Reports	While active	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Engineering	EN-012	Projects (CIP or Private Development): Large Format Drawings Design Drawings (finals), Record Drawings ("As Builts")	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	No	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Engineering	EN-013	Projects (CIP or Private Development): Permanent File Agreements / Contracts (copies), Bid Package(Winning), Change Orders, Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing, Operations & Maintenance Manuals, Permits (Design, Environmental), Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, CAD files, Engineer's Calculation Files	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD, except for Easements & As-Builts	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-014	Projects (CIP or Private Development): Administration - 10 year file Project Administration, Bid Summary, Bonds, Certified Payroll, Grant Documents, Errors & Omissions, Insurance Certificates, Notifications, Progress Payments, Punch Lists, Videos Post-Construction & Pre-Construction, Bid Bonds (returned), Bond Copies of Drawings, Correspondence (Transitory / Preliminary Drafts), Engineer's Estimates, Memoranda, NPDES, Permits (Construction & Street Opening), Project Schedules, Requests for Information, Stop Notices - Claims, CCTV	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §60201
Engineering	EN-015	Projects (CIP or Private Development): Unsuccessful Proposals	2 years		2 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC	GC §60201 et seq.

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Engineering	EN-016	Real Estate Appraisal Reports ALL (Whether Purchased or Not)	2 years	3 years	5 years	Yes: Before Purchase	Mag, Ppr			Department preference (not accessible to the public until close of escrow); USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §§60201, 6254(h)
Engineering	EN-017	Reports & Studies (Soils Report, Water Availability, etc.)	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Engineering	EN-018	Sewer Improvement Districts / Assessment Districts / CFDs	Upon Completion	P	P	Yes	Mfr, OD, Ppr	S	Yes: After QC & OD	GC §60201 et seq.
Engineering	EN-019	Tracts / Subdivisions / Parcel Maps / Tentative Tracts (may contain drawings of our easements)	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (Tracts maintained by appropriate County and/or City); GC §60201
Engineering	EN-020	Wastewater Special Studies	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference to comply with NPDES regulations; 40 CFR §§122.21, 122.41; GC §60201 et seq.
Engineering	EN-021	Water Master Plans	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (updated every 5 years); GC §60201 et seq.

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Engineering	EN-022	Will-Serve Letters / Availability Letters	2 years	P	P	Yes	Imag, Mfr, OD, Per	S	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE ADMINISTRATION / GENERAL ACCOUNTING										
Finance / General Accounting	FN-001	Audit Annual Reports / Audited Financial Statements / Comprehensive Annual Financial Report (CAFR) with Audit Management Letters / Audit Reports	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	Department Preference; GC §60201 et seq.
Finance / General Accounting	FN-002	Audit Work Papers (Finals) Includes Depreciation Schedules	5 years		5 years		Mag, Ppr			Department Preference; GC §60201
Finance / General Accounting	FN-003	Audits - Single Audits	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-004	Bank Statements / Checking Account Reconciliation / Fiscal Agent Statements, Trustee Statements, Investment Account Statements, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-005	Bond Registers	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq., 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.

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Finance / General Accounting	FN-006	Bonds / Certificates of Participation / Transcripts / Disclosure Reports	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Finance / General Accounting	FN-007	Bonds Issue Records	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Finance / General Accounting	FN-008	Budgets: Adopted	5 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	Department Preference; GC §60200
Finance / General Accounting	FN-009	Budgets: Proposed, Work Papers, Drafts, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference; Preliminary drafts; GC §60200
Finance / General Accounting	FN-010	Cash Reconciliation	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201

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Finance / General Accounting	FN-011	Chart of Accounts (Print out if a major software change is made in order to retain historical account numbers)	2 years	5 years	7 years		Mag, Ppr		Department Preference; GC §60200
Finance / General Accounting	FN-012	Equipment Inventory	When No Longer Required		When No Longer Required		Mag, Ppr		Preliminary drafts (the Financial Database is the original); GC §60200
Finance / General Accounting	FN-013	Financial Reports: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments, Billing Registers for New Financial System, Edit Lists, (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	When No Longer Required		When No Longer Required		Mag, Ppr		Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / General Accounting	FN-014	Financial System Database / ERP Database	Indefinite		Indefinite		Mag		Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Finance / General Accounting	FN-015	Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	3 years	5 years		Mag, Ppr		Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §60201, CCP §337
Finance / General Accounting	FN-016	Fund Transfers / Wire Transfers / Adjustments	2 years	3 years	5 years		Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-017	Inventory Reports	When No Longer Required		When No Longer Required		Mag, Ppr		Preliminary drafts (the Financial Database is the original); GC §60200

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Finance / General Accounting	FN-018	Investment Files	2 years	3 years	5 years	Yes: Until Maturity	Mag, Ppr			Department Preference; GC §60201
Finance / General Accounting	FN-019	Journal Vouchers / Journal Entries	2 years	3 years	5 years		Mag, Ppr			Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §60201, CCP §337
Finance / General Accounting	FN-020	LAIF (Local Agency Investment Fund)	2 years	3 years	5 years	Yes: Until Maturity	Mag, Ppr			Department Preference; GC §60201
Finance / General Accounting	FN-021	State Reports: State Controllers Report / Local Government Compensation Report, Public Self Insurer Report (SIP Report), etc.	2 years	3 years	5 years		Mag, Ppr			District Preference; Meets auditing standards; GC §60201

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ACCOUNTS PAYABLE										
Finance / Accounts Payable	FN-022	1099's 1096's, W-9s	2 years	5 years	7 years			Mag, Ppr		IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounts Payable	FN-023	Accounts Payable Source Records / Invoices & Receivers / Credit Card Statements ALL	2 years	5 years	7 years	Yes: Until Paid		Mag, Ppr		Meets municipal government auditing standards; Sewage Sludge is required for 5 years; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounts Payable	FN-024	Check Copies / Cancelled Checks	2 years	5 years	7 years			Mag, Ppr		May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounts Payable	FN-025	Check Register	When No Longer Required		When No Longer Required			Mag, Ppr		The Financial Database is the original; Reports can be recreated on demand and are considered a copy or preliminary draft; GC §60201
Finance / Accounts Payable	FN-026	Customer Refunds & Backup	2 years	5 years	7 years			Mag, Ppr		District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6 ; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Finance / Accounts Payable	FN-027	Petty Cash / Reconciliation / Reports / Vouchers	2 years	5 years	7 years			Mag, Ppr			District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ACCOUNTS RECEIVABLE / CUSTOMER SERVICE										
Finance / Accounts Receivable & Customer Service	FN-028	Bankruptcies (Where District does NOT pursue a claim)	When No Longer Required		When No Longer Required			Mag, Ppr		Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-029	Bankruptcies (Where District DOES pursue a claim)	10 years		10 years			Mag, Ppr		Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-030	Checks deposited to Bank (District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	2 years	5 years	7 years			Mag, Ppr		These are bank instruments, and not District records; per bank agreement.
Finance / Accounts Receivable & Customer Service	FN-031	Collection Agency Assignments / Write Offs	2 years	5 years	7 years			Mag, Ppr		Department Preference (negative information remains on credit reports for 7 years); GC §60201 et seq.
Finance / Accounts Receivable & Customer Service	FN-033	Customer Correspondence, Appeals, etc. (letters from and to customers)	2 years	3 years	5 years			Mag, Ppr		Department preference (Clean Water Act actions are 5 years); GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable & Customer Service	FN-034	Customer Invoices / Customer Billing Database	Indefinite		Indefinite	Yes	Mag, Ppr			Data Fields / Records are interrelated; GC §60201
Finance / Accounts Receivable & Customer Service	FN-035	Direct Deposits / Lock Box & Backup (Images, Stubs & Deposit Tickets)	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Accounts Receivable & Customer Service	FN-036	Direct Payment Applications	2 years	3 years	5 years		Mag, Ppr			Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Finance / Accounts Receivable & Customer Service	FN-037	Liens	10 years		10 years		Mag, Ppr			Liens are good for 10 years from recording date, and may be extended by re-recording lien; WC 36729; 37212(b),
Finance / Accounts Receivable & Customer Service	FN-038	Payment Stubs (mailed) / Utility Receipts (when payment is made at the counter)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; Transitory records not retained in the ordinary course of business; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable & Customer Service	FN-039	Returned Checks (NSF, etc.)	5 years		5 years	Yes: Until Paid	Mag, Ppr			Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Finance / Accounts Receivable & Customer Service	FIN-039.1	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Accounts Receivable & Customer Service	FIN-039.2	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Accounts Receivable & Customer Service	FIN-039.3	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Accounts Receivable & Customer Service	FIN-039.4	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Expiration or Completion of Payment Plan		Mag. Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable & Customer Service	FIN-039.5	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded: Minimum 2 years		When Superseded: Minimum 2 years		Mag. Ppr. Mfr. OD	S	Yes: After QC & OD	Must post to Website: H&S §116906; GC §34090
Finance / Accounts Receivable & Customer Service	FIN-039.6	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years		Mag. Ppr. Mfr. OD	S	Yes: After QC & OD	Must post to Website: H&S §116918; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
CASH MANAGEMENT									
Finance / Cash Manag.	FN -040	Bank Deposit Receipts	2 years	3 years	5 years		Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -041	Bank Signature Cards	Superseded + 5 years		Superseded + 5 years		Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -042	Cash Receipts	2 years	3 years	5 years		Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -043	Customer Deposits	2 years	3 years	5 years		Mag, Ppr		District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§ 945-6 , GC §60201
PAYROLL									
Finance / Payroll	FN -044	Cancelled Payroll Checks, Including Voided copies for Automatic Deposits	2 years	5 years	7 years		Mag, Ppr		GC §60201(d)(12), CCP § 337
Finance / Payroll	FN -045	Billing: COBRA and Retiree Medical	Termination of Service	7 years	Termination of Service + 7 years	Yes: During Service	Mag, Ppr		Retained to cover auditing standards; General rule under ERISA (Employee Retirement Income Security Act) is 7 years; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §60201
Finance / Payroll	FN -046	Billing: Separated Employee Loans (Educational Reimbursement, etc.)	Fully Paid	7 years	Fully Paid + 7 years	Yes: During Service	Mag, Ppr		GC §60201(d)(12)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN -047	DE-6 & 941 Forms DE-6 & 941 Forms, DE-7, DE-9 DE-43, W-3, & DE-166, IRS 5500 Forms (Employee Benefit Plans) - Quarterly Payroll Tax Returns	5 years		5 years			Mag, Ppr		Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FN -048	Employee Payroll File Includes automatic payroll deposit authorizations, education loans, deductions, voluntary deductions, W-4s, etc.	Separation + 1 year	3 years	Separation + 4 years			Mag, Ppr		Department preference (W-4's are required for 4 years); FLSA requires 3 years; 29 CFR 516; GC §60201 et seq.
Finance / Payroll	FN -049	Garnishments	Fully Satisfied or Separated + 2 years		Fully Satisfied or Separated + 2 years			Mag, Ppr		Department preference; GC §60201 et seq.
Finance / Payroll	FN -050	Payroll Checks	2 years	5 years	7 years			Mag, Ppr		GC §60201(d)(12), CCP § 337
Finance / Payroll	FN -051	Payroll Registers / Payroll Reports Includes Deferred Compensation Reports, PERS reports, 401A, etc.	When No Longer Required		When No Longer Required			Mag, Ppr		Department preference (The software can accurately reproduce reports); GC §60201(d)(12)
Finance / Payroll	FN -052	PERS File Copies of PERS payments, statements, etc. Includes copies of Temporary Workers stubs & timesheets	2 years	5 years	7 years			Mag, Ppr		Department preference (Meets Municipal Government auditing Standards); GC §60201(d)(12)
Finance / Payroll	FN -053	Reports: Vacation / Sick Leave Usage	When No Longer Required		When No Longer Required			Mag, Ppr		Draft / Preliminary documents (financial database is the original); GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN -054	Timesheets / Timecards	2 years	5 years	7 years		Mag, Ppr			GC §60201(d)(12); 29 CFR 516.5 & 516.6(c); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d)
Finance / Payroll	FN -055	W-2's	2 years	5 years	7 years		Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
PURCHASING											
Finance / Purchasing	FN-056	Purchase Orders	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (software can accurately re-create Purchase Order); GC §60201
Finance / Purchasing	FN-057	Vehicle Titles (Pink Slips)	Upon Sale of the Vehicle		Upon Sale of the Vehicle	Yes		Mag, Ppr			Given to the new owner upon sale of the vehicle; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: GENERAL MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
General Manager	GM-001	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference; GC §60201
General Manager	GM-002	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required			Mag, Ppr		Notes, drafts, or preliminary documents; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
HUMAN RESOURCES										
Human Resources	HR-001	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years		4 years			Mag, Ppr		Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" ; IRS: 4 years after tax is due or paid; 6 CFR 31.6001-1(e)(2) GC §60201
Human Resources	HR-002	Affirmative Action Complaints - Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC)	Separation + 3 years		Separation + 3 years			Mag, Ppr		Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960 , 60201
Human Resources	HR-003	Applications for Employment / Recruitment Files: Solicited (Not Hired) (Includes Applications (Unsuccessful), Advertisements, Interview Notes, Job Brochures, Test Data, Rating Sheets, Questions, Eligibility Lists, Reference Checks, etc.)	1 year After Hiring Decision	2 years	3 years After Hiring Decision			Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq ., 2 CCR 11013(c); GC §§12946, 12960 , 60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-004	Applications for Employment, Interest Cards or Resumes: Non-Solicited / Unsolicited / No open position (not hired)	When No Longer Required		When No Longer Required			Mag, Ppr		No positions open; therefore not deemed part of District recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; GC §60201
Human Resources	HR-005	Beneficiary Files / FSA Files (Binders) (401A, 457, PERS, FSA) Place in Official Personnel File upon Separation	Separation + 1 year	5 years	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§12946, 12960 , 60201
Human Resources	HR-006	Cal-OSHA Log 200, 300, 300A, 301, etc.	5 years		5 years		Mag, Ppr			Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; ; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33;GC §60201 et seq.; LC §6429c
Human Resources	HR-007	Classification and Compensation Studies / Surveys / Salary Surveys	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-008	Contracts for Employees (Consultants / Contractors)	Completion	10 years	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §§336(a), 337 et. seq., GC §60201
Human Resources	HR-008.1	COVID-19 Notifications to Employees	3 years		3 years		Mag, Ppr			LC §6409.6(k), GC §60201
Human Resources	HR-009	District Benefit Contracts & Benefit Plans / Insurance Policies (Health, Dental, Deferred Compensation, Pension, etc.)	Plan Termination + 1 year	1 year	Plan Termination + 2 years		Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 9 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §60201
Human Resources	HR-010	DMV Pull Notices	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §§60201, 60201 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-011	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	5 years		5 years			Mag, Ppr		Department preference; D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 229 CFR 1627.3(b)(1)(v), GC §§12946, 12960 , 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-012	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	1 year	2 years	3 years			Mag, Ppr		29 CFR 1602.30
Human Resources	HR-013	Grievances	Separation + 1 year	5 years	Separation + 6 years			Mag, Ppr		Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 229 CFR 1602.31 & 1627.3(b)(1);, GC §§12946, 12960, 12960 , 60201; 29 USC 1113, LC 1174
Human Resources	HR-014	I-9s	Separation + 3 years		Separation + 3 years			Mag Ppr		Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960 , 60201, 60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
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Human Resources	HR-015	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Minimum of Superseded + 2 years			Mag, Ppr		Consistent with District-wide standards; GC §60201
Human Resources	HR-016	Job Descriptions	Superseded + 1 years	2 years	Superseded + 3 years	Yes: Before Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Human Resources	HR-017	Loss Runs - State Fund, Workers Compensation, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference (actuary wants 10 years of data); GC §60201 et seq.
Human Resources	HR-018	Personnel Files - Medical File (Includes pre-employment physicals, hazmat exposure records, pulmonary tests, Class B medicals, medical leaves, Respiratory Fit Tests, etc.)	Separation + 1 year	29 years, <u>or Termination of Benefits + 5 years. Whichever is Longer</u>	Separation + 30 years, <u>or Termination of Benefits + 5 years. Whichever is Longer</u>	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960 , 60201; LC §1198.5
Human Resources	HR-019	Personnel Files - Official Personnel file (Includes Application, Awards, Backgrounds, Employee Action Forms, DMV Reports, Disciplinary Actions, Certifications, Commendations, Evaluations, Grievances, Licenses, Oath of Office, Policy acknowledgements, Supplemental Life Insurance, etc. - Excludes Medical Records)	Separation + 1 year	5 years	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14, 1602.31 & 1627.3(b)(ii); GC §§12946, 12960 , 60201; 29 USC 1113; GC §3105; LC §1198.5
Human Resources	HR-020	Retirement Benefit Files	Termination of Benefits (includes Spouses' Benefits)	6 years	Termination of Benefits + 6 years (Includes Spouses' Benefits)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; GC §§12946, 12960 , 60201; 29 USC 1113

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Water Efficiency / Safety OR Human Resources	HR-021	Training Database (Tracks what employees have received what training)	Indefinite		Indefinite			Mag, Ppr		Data Fields / Records are interrelated; GC §60201
Water Efficiency / Safety OR Human Resources	HR-022	Training: ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES	2 years	3 years	5 years			Mag, Ppr		Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960 , 60201, 53235.2(b)
Human Resources	HR-023	Worker's Compensation Claims Files	Close	30 years, <u>or Termination of Benefits + 5 years. Whichever is Longer</u>	Separation + 30 years, <u>or Termination of Benefits + 5 years. Whichever is Longer</u>	Yes: Until Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960 , 60201. CCP §337 et seq.
RISK MANAGEMENT										
Human Resources / Risk Manage.	HR-024	Claims	Final Resolution	5 years	Final Resolution + 5 years	Yes: Until Resolution		Mag, Ppr		Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6 , 60201(d)(4)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources / Risk Manage.	HR-025	Insurance Policies - ALL	Expiration + 2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6 ; 60201(d)(4)

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
OPERATIONS ADMINISTRATION										
Operations / Admin.	OP-001	Aboveground Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		20 years		Mag, Ppr			Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Operations / Admin.	OP-002	AQMD Monitoring	5 years		5 years		Mag, Ppr			Department Preference; 40 CFR 70.6; GC §60201
Operations / Admin.	OP-003	Asbestos Disposal - Chain of Custody	2 years	P	P		Mag, Ppr, OD, Per	S/I	Yes: After QC'd	Department Preference; GC §60201
Operations / Admin.	OP-004	Business Plans / Hazardous Materials Inventory / Disclosures (for Local Fire Authorities / Districts)	5 years		5 years		Mag, Ppr			Department Preference (this is performed annually); GC §60201
Operations / Admin.	OP-005	Call Sheets / Standby Calls	2 years		2 years		Mag, Ppr			Department preference; GC §60201
Operations / Lead Div.	OP-006	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Operations / Admin.	OP-007	Customer Information System / Field Memos / Service Orders / Service Tracker CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §60201	
Operations / Admin.	OP-008	Customer Information System / Field Memos / Service Orders / Service Tracker - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts (the database is the original); GC §60201	
Operations / Admin.	OP-009	Encroachment Permit (Road / Street Cuts)	Upon Expiration		Upon Expiration			Mag, Ppr		Issued by other agencies for our work; GC §60201	
Admin. / Information Technology & Ops	OP-010	Geographic Information System (GIS)	Indefinite		Indefinite	Yes		Mag		Data is interrelated; GC §60200, 60201 et seq.	
Operations / Admin.	OP-011	Hazardous Waste Manifests / Disposal (includes batteries)	5 years	P	P	Yes: Before Resolution		Mag, Mfr, OD, Ppr	S	Yes: After QC'd	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 22 CCR 66262.40; GC §60201
Operations / Admin.	OP-012	Hydrant Maintenance Logs / Exercises and Flushes (prior to CMMS)	5 years		5 years			Mag, Ppr		Department Preference; GC §60201	
Operations / Admin.	OP-013	Incidents / Unauthorized Discharges: Main Breaks, Spills, Investigations and Corrective Actions, Notice to Comply - ALL	Last Action + 5 years		Last Action + 5 years	Yes: Before Resolution		Mag, Ppr		Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)(2); 22 CCR §64470	

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Operations / Admin.	OP-014	MSDS / SDS Masters (Material Safety Data Sheets / Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	Superseded + 2 years	28 years	Superseded + 30 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B), GC §60201
Operations / Admin.	OP-015	NPDES Permits	Expiration + 3 years		Expiration + 3 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Operations / Admin.	OP-016	Permits: Hazardous Materials Storage, other regulatory permits	Expiration + 3 years		Expiration + 3 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; GC §60201
Operations / Admin.	OP-017	Plans: IRWMP (Integrated Regional Water Management Plan), etc.	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Operations / Admin.	OP-018	Respirator Inventory & Maintenance	2 years		2 years		Mag, Ppr			Department preference; GC §60201
Operations / Admin.	OP-019	Two-Way Radio Licensing and Information	Expiration + 2 years		Expiration + 2 years	Yes: Until Expired	Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Covers statute of limitations for written contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Operations / Admin.	OP-020	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Ppr		Department Preference (required for 3 years); the warrantee period for work done is usually 5 years, the Statute of Limitations for some work may be up to 10 years; CCP §337 et seq., GC §§4216.2(f) & 4216.3(d), 60201
Operations / Admin.	OP-021	Vehicle and Equipment Folders: Includes Maintenance History, Inspections, etc.	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Ppr		Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
WATER DISTRIBUTION (DRINKING WATER / POTABLE WATER)										
Operations / Water Dist.	OP-022	Backflow Testing / Cross Connection	3 years	2 years	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Operations / Water Dist.	OP-023	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints about Potable Water (Entered into CMMS)	5 years		5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Operations / Water Dist.	OP-024	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections / Pre-Trip Inspections	1 year		1 year		Mag, Ppr			Department preference; Required for 3 months from the date of the Report; 49 CFR 396.11et seq. ; 13 CCR 1234(3); 49 CFR 396.11(e)(2); 49 CFR-396.21(b)(1) ; GC §60201
Operations / Water Dist.	OP-025	Diaries - Water Distribution (Some contain As-built drawings)	P		P		Mag, Ppr			Department preference; GC §60201
Operations / Water Dist.	OP-026	Flow Meter Reading	5 years		5 years		Mag, Ppr			Department preference; GC §60201
Operations / Water Dist.	OP-027	Generator Operation Logs (for Fixed / Stationary generators) / Inspections	3 years		3 years		Mag, Ppr			AQMD Rule 1470; GC §34090
Operations / Water Dist.	OP-028	Lab Reports & Chains of Custody: Bacteriological and Organics	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Operations / Water Dist.	OP-029	Lab Reports & Chains of Custody: Chemical (Includes Chlorine Residuals)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64470

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Operations / Water Dist.	OP-030	Lab Reports & Chains of Custody: Lead & Copper	12 years		12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 40 CFR 141.91
Operations / Water Dist.	OP-031	Leak Reports	5 years		5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Operations / Water Dist.	OP-032	Manuals: Operations & Maintenance / Project Manuals (O&M Manuals)	Upon Disposal of Equipment		Upon Disposal of Equipment	Yes: Until Superseded	Mag, Ppr			Maintain copies as long as the infrastructure is in the field (Engineering maintains originals permanently); Copies; GC §60200
Operations / Water Dist.	OP-033	Meter Calibration Records (Production Meters)	2 years	10 years	12 years		Mag, Ppr			Consistent with Lead & Copper Analysis; 40 CFR 141.33(a)
Operations / Water Dist.	OP-034	Meter Changes / Pump Meter Changes	Upon Change of Pump or Meter		Upon Change of Pump or Meter		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201
Operations / Water Dist.	OP-035	Pressure Tests	5 years		5 years		Mag, Ppr			Department preference; GC §60201
Operations / Water Dist.	OP-036	Pump Tests & Meter Tests	Upon Change of Pump or Meter		Upon Change of Pump or Meter		Mag, Ppr			Department Preference; GC §60201
Operations / Water Dist.	OP-037	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required		Mag, Ppr			Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Operations / Water Dist.	OP-038	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag, Ppr			Department preference; Data is interrelated; GC §§60201
Operations / Water Dist.	OP-039	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	When Superseded - Minimum 2 years		When Superseded Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Confidential; 42 USC 300i-2(d) ; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
WATER RESOURCES										
Operations / Water Resources	OP-040	Plans: GWMP (Ground Water Management Plan), etc.	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Operations / Water Resources	OP-041	Well Construction Files: Permanent File Agreements / Contracts (copies), Bid Package(Winning), Change Orders, Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing, Operations & Maintenance Manuals, Permits (Design, Environmental), Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, CAD files, Engineer's Calculation Files	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Operations / Water Resources	OP-042	Well Construction Files: Administration - 10 year file Project Administration, Bid Summary, Bonds, Certified Payroll, Grant Documents, Errors & Omissions, Insurance Certificates, Notifications, Progress Payments, Punch Lists, Videos Post-Construction & Pre-Construction, Bid Bonds (returned), Bond Copies of Drawings, Correspondence (Transitory / Preliminary Drafts), Engineer's Estimates, Memoranda, NPDES, Permits (Construction & Street Opening), Project Schedules, Requests for Information, Stop Notices - Claims, CCTV	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §60201
Operations / Water Resources	OP-043	Well Extraction Verifications	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Water Efficiency	OP-044	Well Water Production Reports (to State DHS / DPH & DWR)	Life of Well		Life of Well		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; Meets California Department of Health requirements (3 years); GC §60201
Operations / Water Resources	OP-045	Well Water Quality Reports	5 years		5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Water Efficiency	OP-046	Wells Depth to Water measurements, Sounding, Compiled Reports, etc.	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: WATER EFFICIENCY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
WATER EFFICIENCY										
Water Efficiency	WE-001	Classes, Sign-in Sheets	2 years		2 years		Mag, Ppr			Department preference; GC §60201
Water Efficiency	WE-002	Conservation Violation Notices	3 years		3 years		Mag, Ppr			Department preference; GC §60201
Water Efficiency	WE-003	Evaluations, Surveys, & Audits (Conservation Inspection Results, Evaluations, Landscape, etc.)	5 years		5 years		Mag, Ppr			Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201
Water Efficiency	WE-004	Landscape Toilet / Turf / Washer Incentive Application & Payment Worksheet: Denial Letters	5 years		5 years		Mag, Ppr			Department preference; GC §60201
Water Efficiency	WE-005	Landscape / Toilet / Turf / Washer Incentive Application & Payment Worksheet & Reimbursement	5 years		5 years		Mag, Ppr			Department preference; GC §60201
Water Efficiency	WE-006	Meter Installation, Repair, Replacement - CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §60201
Water Efficiency	WE-007	Meter Installation, Repair, Replacement - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts (the database is the original); GC §60201
Water Efficiency	WE-008	Meter Sheets: Installation, Notes, etc	5 years		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: WATER EFFICIENCY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Water Efficiency	WE-009	Rebate Requests: ALL Approved High-Efficiency Toilet Rebate, Water-Free Urinal Rebate, Clothes Washer Rebate, Hot Water Recirculation System Rebate, etc.	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet auditing standards and MWD's requirements; GC §60201
Water Efficiency	WE-010	Reports: CUWCC (California Urban Water Conservation Council), Conservation, etc.	10 years		10 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (Commercial baseline is 10 years); GC §60201
Water Efficiency	WE-011	Studies / Technical Studies / Meter Replacement Advance Studies	5 years		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Water Efficiency	WE-012	Urban Water Management Plans (UWMP)	10 years		10 years			Mag, Ppr			Department Preference (copies) GC §60201
SAFETY											
Water Efficiency / Safety	WE-013	Cal-OSHA Inspections & Citations	5 years		5 years			Mag, Ppr			Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c
Water Efficiency / Safety	WE-014	Emergency Exercises / Drills / After Action Reports	When No Longer Required		When No Longer Required	Yes: Until Superseded		Mag, Ppr			Department Preference; GC §60201
Water Efficiency / Safety	WE-015	Industrial Hygiene Surveys / Sampling Plan, Data	5 years		5 years			Mag, Ppr			Department Preference (actuary wants 10 years of data); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: WATER EFFICIENCY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Water Efficiency / Safety	WE-016	Safety Committee / Safety Steering Committee	5 years		5 years			Mag, Ppr		Department preference; 8 CCR §3203 et seq.; GC §60201 et seq.
Water Efficiency / Safety	WE-017	Safety Inspections	5 years		5 years			Mag, Ppr		Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c
Water Efficiency / Safety OR Human Resources	WE-018	Training Database (Tracks what employees have received what training)	Indefinite		Indefinite			Mag, Ppr		Data Fields / Records are interrelated; GC §60201
Water Efficiency / Safety OR Human Resources	WE-019	Training: ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES	2 years	3 years	5 years			Mag, Ppr		Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 60201, 53235.2(b)

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2021 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 01-2021
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

STATUS : Action Item

REPORT DATE : April 7, 2021

PREPARED BY : Madeline A. Henry, Administrative Services Manager/Chief Board Clerk

OBJECTIVE:

1. Consider approving Resolution 01-2021 Establishing a Customer Advisory Committee

BACKGROUND AND ANALYSIS:

Resolution 04-2018 created a 23 seat Customer Advisory Committee (CAC) made up of 19 voting members and four ex-officio members, including:

1. 16 seats for residential customers located throughout the CHWD service area;
2. Three seats representing commercial interests from the Citrus Heights Chamber of Commerce, the Sunrise MarketPlace, and the Auburn Boulevard Business Association, respectively; and
3. Four ex-officio seats for the San Juan Unified School District, the Sunrise Parks and Recreation District, Sylvan Cemetery District, and the City of Citrus Heights.

In October 2019, Resolution amended Resolution 04-2018 to update information about the Meter Replacement Program and add an ex-officio institutional seat for Sacramento Metropolitan Fire District.

At the February 2021 Board Meeting, the Board requested that the institutional CAC members become voting members. Resolution 01-2021 amends Resolution 16-2019 to make Institutional members voting members.

RECOMMENDATION:

1. Adopt Resolution 01-2021 Establishing a Customer Advisory Committee.

ATTACHMENTS:

1. Resolution 04-2018 Establishing a Customer Advisory Committee
2. Resolution 16-2019 Establishing a Customer Advisory Committee
3. Resolution 01-2021 Establishing a Customer Advisory Committee

ACTION:

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

ATTACHMENT 1
Resolution 04-2018 Establishing a
Customer Advisory Committee

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 04-2018

RESOLUTION OF THE BOARD OF DIRECTORS
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

WHEREAS, the Citrus Heights Water District (CHWD) is an Irrigation District formed pursuant to the California Irrigation District Law (California Water Code, section 20500 et seq.); and

WHEREAS, CHWD provides drinking water to an estimated service area population of 67,000 customers via approximately 19,600 water service connections in Sacramento and Placer Counties and has responsibility for operating, maintaining and planning for the replacement of its water assets, including water mains; and

WHEREAS, CHWD anticipates that, beginning in 2030, it will be necessary to replace many aging water mains, the majority of which were installed between 1960 and 1985 by private developers and later became donated assets to CHWD; and

WHEREAS, on October 18, 2017, the CHWD Board of Directors approved an agreement with Harris & Associates for the Project 2030 Water Main Replacement Study, known as “Project 2030”; and

WHEREAS, Project 2030 will include a public engagement and stakeholder outreach process in which a Project 2030 Customer Advisory Committee focus group (the “CAC”) will consider various alternatives, funding options and recommendations and will develop a formal recommendation for CHWD’s water main replacement strategy for consideration by the Board of Directors, and

WHEREAS, the CAC also will provide further stakeholder input on the development of the Meter Replacement Program, which is a multi-agency effort to develop strategies for the regular replacement of water meters expected to start before the end of 2018; and

WHEREAS, Project 2030 is projected to take 18 months and the CAC would be empaneled for the duration of that time and consist of 24 members; and

WHEREAS, on December 20, 2017, the Board of Directors selected 17 applicants for appointment to the CAC and agreed by consensus to expand the appointees to 19 members to include one Citrus Heights Chamber of Commerce representative and one Sunrise MarketPlace representative to represent large commercial accounts, and to provide three additional ex-officio seats for representatives of the San Juan Unified School District, the Sunrise Parks and Recreation District, and the Sylvan Cemetery District; and

WHEREAS on March 21, 2018, the Board of Directors agreed to revise the appointment

of one applicant to serve as the Auburn Boulevard Business Association representative, and to provide an additional ex-officio seat for a representative of the City of Citrus Heights; and

WHEREAS, the CAC may be called upon by the Board of Directors or staff to provide further stakeholder input on strategic programs of the District; and

WHEREAS, the Board of Directors wishes to establish the CAC and governing principles that will guide the CAC's activities.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Establishment and Purpose

The Project 2030 Customer Advisory Committee (the "CAC") is hereby established as set forth herein. The general purpose of the CAC is to consider various alternatives, funding options and recommendations to develop a formal recommendation for CHWD's water main replacement strategy for consideration by the CHWD Board of Directors. The CAC also will provide stakeholder input on the development of the multi-agency Meter Replacement Program effort to develop strategies for the regular replacement of water meters expected to start before the end of 2018. The CAC will further provide input on other CHWD matters as requested by the Board of Directors or staff.

Section 2. Membership.

The CAC shall include 19 voting members, appointed as follows:

- A. Residential
Sixteen (16) members appointed by the CHWD Board of Directors.

- B. Significant Commercial Accounts
One (1) Citrus Heights Chamber of Commerce representative.
One (1) Sunrise MarketPlace representative.
One (1) Auburn Boulevard Business Association representative.

- C. Ex-Officio Members – Institutional
One (1) representative from San Juan Unified School District.
One (1) representative from Sunrise Parks and Recreation District.
One (1) representative from Sylvan Cemetery District.
One (1) representative from the City of Citrus Heights.

In the event that a member resigns from the CAC, that member shall promptly notify CHWD and CHWD shall take any steps necessary fill the vacancy.

Section 3. Term Of Membership.

Members of the CAC shall serve at a minimum during the duration of the Project 2030 study period.

Section 4. Termination of Membership.

The Board of Directors may dismiss a CAC member for no reason or for any of the following reasons:

- A. One or more unexcused absences from CAC meetings.
- B. Violation of the Ralph M. Brown Act.
- C. Violation of applicable provisions within District Policy No. 2100 – Standards of Conduct for Directors and Officers.

Section 5. Officers and Subcommittees.

The CAC shall nominate a Chairperson and an Alternate Chairperson, whose appointments to this office shall be ratified by the Board of Directors. The Chairperson shall call meetings to order, shall have all the powers and duties of the presiding officer as described in the standardized rules of parliamentary procedure determined to be applicable by CHWD, and shall perform such other duties as may from time to time be prescribed by CHWD or the Board of Directors. The Alternate Chairperson shall have all of the powers and duties of the Chairperson in the event the Chairperson is absent or unable to act.

The CAC may create and appoint members of the CAC to subcommittees.

Section 6. Meetings.

The CHWD General Manager or the General Manager's designee shall determine the place and times for meetings of the CAC, and shall administer the CAC's activities and serve as a CAC liaison with support from other CAC staff as may be necessary. All meetings shall comply with California's open meetings law for public agencies (the Ralph M. Brown Act, Government Code Sections 54950 et seq.).

Section 7. Quorum and Voting.

A quorum of the CAC shall consist of a majority of the CAC's voting membership. Any necessary decisions of the CAC shall, whenever possible, be determined by consensus. If consensus cannot be reached, any necessary decisions shall be determined by majority vote.

Section 8. Responsibilities of the CAC.

The CAC shall have the responsibilities as provided in this section and such other duties as the Board of Directors may from time to time decide:

- A. Diligently review all documents and materials provided by the CHWD General Manager or the General Manager's designee relevant to the purposes referenced in Section 1.
- B. Serve as a forum for public input and feedback on issues related to the purposes referenced in Section 1.
- C. Develop a timely written recommendation for consideration by the Board of Directors for CHWD's water main replacement strategy.
- D. Provide stakeholder input on the development of the Meter Replacement

Program, referenced in Section 1.

- E. Abide by all relevant policies and procedures in the District Policy No. 2100 – Standards of Conduct for Directors and Officers, including participating in any training and making any disclosures that CHWD deems necessary to ensure compliance with all laws.

Any and all feedback, advice or other actions taken by the CAC shall be deemed to be advisory only and shall not be binding upon CHWD or the Board of Directors. Any activities of the CAC shall be performed as provided for in this Resolution and in compliance with all laws. This Resolution supersedes Resolution No. 01-2018, which is of no further force or effect.

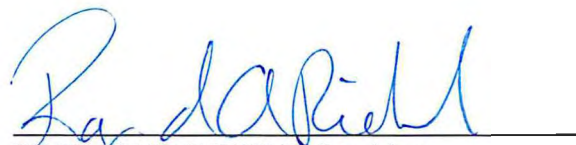
ADOPTED this 21st day of March, 2018

AYES: Board Members- Riehle, Sheehan, Dains

NOES: Board Members-

ABSTAIN: Board Members-

ABSENT: Board Members-



RAYMOND RIEHLE, President
Board of Directors
Citrus Heights Water District

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 04-2018 adopted by the Board of Directors of Citrus Heights Water District at its regular meeting held March 21, 2018.



CHRISTOPHER CASTRUITA, Chief
Board Clerk
Citrus Heights Water District

ATTACHMENT 2
Resolution 16-2019 Establishing a
Customer Advisory Committee

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 16-2019

RESOLUTION OF THE BOARD OF DIRECTORS
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

WHEREAS, the Citrus Heights Water District (CHWD) is an Irrigation District formed pursuant to the California Irrigation District Law (California Water Code, section 20500 et seq.); and

WHEREAS, CHWD provides drinking water to an estimated service area population of 67,000 customers via approximately 19,600 water service connections in Sacramento and Placer Counties and has responsibility for operating, maintaining and planning for the replacement of its water assets, including water mains; and

WHEREAS, CHWD anticipates that, beginning in 2030, it will be necessary to replace many aging water mains, the majority of which were installed between 1960 and 1985 by private developers and later became donated assets to CHWD; and

WHEREAS, on October 18, 2017, the CHWD Board of Directors approved an agreement with Harris & Associates for the Project 2030 Water Main Replacement Study, known as "Project 2030"; and

WHEREAS, Project 2030 will include a public engagement and stakeholder outreach process in which a Project 2030 Customer Advisory Committee focus group (the "CAC") will consider various alternatives, funding options and recommendations and will develop a formal recommendation for CHWD's water main replacement strategy for consideration by the Board of Directors, and

WHEREAS, the CAC also will provide further stakeholder input on the development of the Meter Replacement Program, which is a multi-agency effort to develop strategies for the regular replacement of water meters expected to start before the end of 2019; and

WHEREAS, the Meter Replacement Program is projected to take 18 months beginning in 2019 and the CAC would be empaneled for the duration of that time and consist of 25 members; and

WHEREAS, on December 20, 2017, the Board of Directors selected 17 applicants for appointment to the CAC and agreed by consensus to expand the appointees to 19 members to include one Citrus Heights Chamber of Commerce representative and one Sunrise MarketPlace representative to represent large commercial accounts, and to provide three additional ex-officio seats for representatives of the San Juan Unified School District, the Sunrise Parks and Recreation District, and the Sylvan Cemetery District; and

WHEREAS on March 21, 2018, the Board of Directors agreed to revise the appointment

of one applicant to serve as the Auburn Boulevard Business Association representative, and to provide an additional ex-officio seat for a representative of the City of Citrus Heights; and

WHEREAS on October 16, 2019, the Board of Directors has decided to add an additional Institutional Ex-Officio Member designated for the Sacramento Metropolitan Fire District;

WHEREAS, the CAC may be called upon by the Board of Directors or staff to provide further stakeholder input on strategic programs of the District; and

WHEREAS, the Board of Directors wishes to establish the CAC and governing principles that will guide the CAC's activities.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Establishment and Purpose

The Customer Advisory Committee (the "CAC") is hereby established as set forth herein. The general purpose of the CAC is to consider various policy alternatives, funding options and recommendations to develop a formal recommendation for CHWD's water main replacement strategy for consideration by the CHWD Board of Directors. The CAC also will provide stakeholder input on the development of the Meter Replacement Program, which will develop strategies for the regular replacement of water meters. The CAC will further provide input on other CHWD matters as requested by the Board of Directors or staff.

Section 2. Membership.

The CAC shall include 19 voting members, appointed as follows:

- A. Residential
Sixteen (16) members appointed by the CHWD Board of Directors.

- B. Significant Commercial Accounts
One (1) Citrus Heights Chamber of Commerce representative.
One (1) Sunrise MarketPlace representative.
One (1) Auburn Boulevard Business Association representative.

- C. Ex-Officio Members – Institutional
One (1) representative from San Juan Unified School District.
One (1) representative from Sunrise Parks and Recreation District.
One (1) representative from Sylvan Cemetery District.
One (1) representative from the City of Citrus Heights.
One (1) representative from the Sacramento Metropolitan Fire District.

In the event that a member resigns from the CAC, that member shall promptly notify CHWD and CHWD shall take any steps necessary fill the vacancy.

Section 3. Term Of Membership.

Members of the CAC shall serve at a minimum during the duration of the Meter Replacement Program period.

Section 4. Termination of Membership.

The Board of Directors may dismiss a CAC member for no reason or for any of the following reasons:

- A. One or more unexcused absences from CAC meetings.
- B. Violation of the Ralph M. Brown Act.
- C. Violation of applicable provisions within District Policy No. 2100 – Standards of Conduct for Directors and Officers.

Section 5. Officers and Subcommittees.

The CAC shall nominate a Chairperson and an Alternate Chairperson, whose appointments to this office shall be ratified by the Board of Directors. The Chairperson shall call meetings to order, shall have all the powers and duties of the presiding officer as described in the standardized rules of parliamentary procedure determined to be applicable by CHWD, and shall perform such other duties as may from time to time be prescribed by CHWD or the Board of Directors. The Alternate Chairperson shall have all of the powers and duties of the Chairperson in the event the Chairperson is absent or unable to act.

The CAC may create and appoint members of the CAC to subcommittees.

Section 6. Meetings.

The CHWD General Manager or the General Manager’s designee shall determine the place and times for meetings of the CAC, and shall administer the CAC’s activities and serve as a CAC liaison with support from other CAC staff as may be necessary. All meetings shall comply with California’s open meetings law for public agencies (the Ralph M. Brown Act, Government Code Sections 54950 et seq.).

Section 7. Quorum and Voting.

A quorum of the CAC shall consist of a majority of the CAC’s voting membership. Any necessary decisions of the CAC shall, whenever possible, be determined by consensus. If consensus cannot be reached, any necessary decisions shall be determined by majority vote.

Section 8. Responsibilities of the CAC.

The CAC shall have the responsibilities as provided in this section and such other duties as the Board of Directors may from time to time decide:

- A. Diligently review all documents and materials provided by the CHWD General Manager or the General Manager’s designee relevant to the

- purposes referenced in Section 1.
- B. Serve as a forum for public input and feedback on issues related to the purposes referenced in Section 1.
- C. Develop a timely written recommendation for consideration by the Board of Directors for CHWD's water main replacement strategy.
- D. Provide stakeholder input on the development of the Meter Replacement Program, referenced in Section 1.
- E. Abide by all relevant policies and procedures in the District Policy No. 2100 – Standards of Conduct for Directors and Officers, including participating in any training and making any disclosures that CHWD deems necessary to ensure compliance with all laws.

Any and all feedback, advice or other actions taken by the CAC shall be deemed to be advisory only and shall not be binding upon CHWD or the Board of Directors. Any activities of the CAC shall be performed as provided for in this Resolution and in compliance with all laws. This Resolution supersedes Resolution No. 04-2018, which is of no further force or effect.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 16th day of October, 2019 by the following vote, to wit:



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

ATTEST:

Madeline Henry

 MADELINE HENRY, Acting Chief Board Clerk
 Citrus Heights Water District

ATTACHMENT 3
Resolution 01-2021 Establishing a
Customer Advisory Committee

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 01-2021

RESOLUTION OF THE BOARD OF DIRECTORS
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

WHEREAS, the Citrus Heights Water District (CHWD) is an Irrigation District formed pursuant to the California Irrigation District Law (California Water Code, section 20500 et seq.); and

WHEREAS, CHWD provides drinking water to an estimated service area population of 67,000 customers via approximately 19,600 water service connections in Sacramento and Placer Counties and has responsibility for operating, maintaining and planning for the replacement of its water assets, including water mains; and

WHEREAS, CHWD anticipates that, beginning in 2030, it will be necessary to replace many aging water mains, the majority of which were installed between 1960 and 1985 by private developers and later became donated assets to CHWD; and

WHEREAS, on October 18, 2017, the CHWD Board of Directors approved an agreement with Harris & Associates for the Project 2030 Water Main Replacement Study, known as “Project 2030”; and

WHEREAS, Project 2030 will include a public engagement and stakeholder outreach process in which a Project 2030 Customer Advisory Committee focus group (the “CAC”) will consider various alternatives, funding options and recommendations and will develop a formal recommendation for CHWD’s water main replacement strategy for consideration by the Board of Directors, and

WHEREAS, the CAC also will provide further stakeholder input on the development of the Meter Replacement Program, which is a multi-agency effort to develop strategies for the regular replacement of water meters expected to start before the end of 2019; and

WHEREAS, the Meter Replacement Program is projected to take 18 months beginning in 2019 and the CAC would be empaneled for the duration of that time and consist of 25 members; and

WHEREAS, on December 20, 2017, the Board of Directors selected 17 applicants for appointment to the CAC and agreed by consensus to expand the appointees to 19 members to include one Citrus Heights Chamber of Commerce representative and one Sunrise MarketPlace representative to represent large commercial accounts, and to provide three additional ex-officio seats for representatives of the San Juan Unified School District, the Sunrise Parks and Recreation District, and the Sylvan Cemetery District; and

WHEREAS on March 21, 2018, the Board of Directors agreed to revise the appointment

of one applicant to serve as the Auburn Boulevard Business Association representative, and to provide an additional ex-officio seat for a representative of the City of Citrus Heights; and

WHEREAS on October 16, 2019, the Board of Directors has decided to add an additional Institutional Ex-Officio Member designated for the Sacramento Metropolitan Fire District;

WHEREAS on April 21, 2021, the Board of Directors has decided to transition the Institutional Members (San Juan Unified School District, the Sunrise Parks and Recreation District, and the Sylvan Cemetery District, the City of Citrus Heights; and the Sacramento Metropolitan Fire District) from ex-officio members to voting members;

WHEREAS, the CAC may be called upon by the Board of Directors or staff to provide further stakeholder input on strategic programs of the District; and

WHEREAS, the Board of Directors wishes to establish the CAC and governing principles that will guide the CAC's activities.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Establishment and Purpose

The Customer Advisory Committee (the "CAC") is hereby established as set forth herein. The general purpose of the CAC is to consider various policy alternatives, funding options and recommendations to develop a formal recommendation for CHWD's water main replacement strategy for consideration by the CHWD Board of Directors. The CAC also will provide stakeholder input on the development of the Meter Replacement Program, which will develop strategies for the regular replacement of water meters. The CAC will further provide input on other CHWD matters as requested by the Board of Directors or staff.

Section 2. Membership.

The CAC shall include 19 voting members, appointed as follows:

- A. Residential
Sixteen (16) members appointed by the CHWD Board of Directors.
- B. Significant Commercial Accounts
One (1) Citrus Heights Chamber of Commerce representative.
One (1) Sunrise MarketPlace representative.
One (1) Auburn Boulevard Business Association representative.
- C. ~~Ex-Officio Members~~ Institutional
One (1) representative from San Juan Unified School District.
One (1) representative from Sunrise Parks and Recreation District.

- One (1) representative from Sylvan Cemetery District.
- One (1) representative from the City of Citrus Heights.
- One (1) representative from the Sacramento Metropolitan Fire District.

In the event that a member resigns from the CAC, that member shall promptly notify CHWD and CHWD shall take any steps necessary fill the vacancy.

Section 3. Term Of Membership.

Members of the CAC shall serve at a minimum during the duration of the Meter Replacement Program period.

Section 4. Termination of Membership.

The Board of Directors may dismiss a CAC member for no reason or for any of the following reasons:

- A. One or more unexcused absences from CAC meetings.
- B. Violation of the Ralph M. Brown Act.
- C. Violation of applicable provisions within District Policy No. 2100 – Standards of Conduct for Directors and Officers.

Section 5. Officers and Subcommittees.

The CAC shall nominate a Chairperson and an Alternate Chairperson, whose appointments to this office shall be ratified by the Board of Directors. The Chairperson shall call meetings to order, shall have all the powers and duties of the presiding officer as described in the standardized rules of parliamentary procedure determined to be applicable by CHWD, and shall perform such other duties as may from time to time be prescribed by CHWD or the Board of Directors. The Alternate Chairperson shall have all of the powers and duties of the Chairperson in the event the Chairperson is absent or unable to act.

The CAC may create and appoint members of the CAC to subcommittees.

Section 6. Meetings.

The CHWD General Manager or the General Manager’s designee shall determine the place and times for meetings of the CAC, and shall administer the CAC’s activities and serve as a CAC liaison with support from other CAC staff as may be necessary. All meetings shall comply with California’s open meetings law for public agencies (the Ralph M. Brown Act, Government Code Sections 54950 et seq.).

Section 7. Quorum and Voting.

A quorum of the CAC shall consist of a majority of the CAC’s voting membership. Any necessary decisions of the CAC shall, whenever possible, be determined by consensus. If consensus cannot be reached, any necessary decisions shall be determined by majority vote.

Section 8. Responsibilities of the CAC.

The CAC shall have the responsibilities as provided in this section and such other duties as the Board of Directors may from time to time decide:

- A. Diligently review all documents and materials provided by the CHWD General Manager or the General Manager's designee relevant to the purposes referenced in Section 1.
- B. Serve as a forum for public input and feedback on issues related to the purposes referenced in Section 1.
- C. Develop a timely written recommendation for consideration by the Board of Directors for CHWD's water main replacement strategy.
- D. Provide stakeholder input on the development of the Meter Replacement Program, referenced in Section 1.
- E. Abide by all relevant policies and procedures in the District Policy No. 2100 – Standards of Conduct for Directors and Officers, including participating in any training and making any disclosures that CHWD deems necessary to ensure compliance with all laws.

Any and all feedback, advice or other actions taken by the CAC shall be deemed to be advisory only and shall not be binding upon CHWD or the Board of Directors. Any activities of the CAC shall be performed as provided for in this Resolution and in compliance with all laws. This Resolution supersedes Resolution No. 04-2018, which is of no further force or effect, **provided that all actions of the CAC predating this Resolution remain in force and effect and are hereby ratified to the extent required.**

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 21st day of April, 2021 by the following vote, to wit:

DAVID C. WHEATON, President
Board of Directors
Citrus Heights Water District

ATTEST:

MADELINE HENRY, Chief Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2021 REGULAR MEETING

SUBJECT : RESOLUTION COMMENDING REX MEURER FOR SERVICE TO THE CITRUS HEIGHTS WATER DISTRICT
STATUS : Presentation/Action Item
REPORT DATE : April 5, 2021
PREPARED BY : Rebecca Scott, Director of Operations
Hilary Straus, General Manager

OBJECTIVE:

Consider adoption of Resolution No. 02-2021 commending Rex Meurer for his service to the District.

BACKGROUND AND ANALYSIS:

Water Efficiency Supervisor Rex Meurer will be retiring from the District on June 22, 2021 after providing more than 21 years of service to the District. Rex has provided exceptional service and value to customers and employees through many noteworthy accomplishments such as contributing to the success of the design, construction and planting of the District's plots at the Sylvan Ranch Community Garden; helping coordinate the annual Poster Contest for local elementary-school children; and managing a variety of Water Efficiency programs, services, events and classes. His friendly demeanor enabled him to establish a rapport with customers, coworkers and the general public.

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

RECOMMENDATION:

Adopt Resolution No. 2-2021 Commending Rex Meurer for his service to the District.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 2-2021
RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
COMMENDING REX MEURER FOR OUTSTANDING SERVICE

WHEREAS, Rex Meurer began his career in 1982 removing and installing drinking water pumps at well sites for the Loewen Pump Company. In 1986, he joined the Arvin Water District and flushed fire hydrants and became a Water Distribution Operator. He joined the Carmichael Water District in 1994 as a Water Distribution Operator and later became a Water Treatment Operator. He joined the Citrus Heights Water District as a Conservation Specialist on September 13, 1999 and was promoted to Water Efficiency Supervisor on November 14, 2016; and

WHEREAS, Rex Meurer has been an outstanding employee for the District, providing exceptional service and value to customers and employees through many noteworthy accomplishments such as contributing to the success of the design, construction and planting of the District's plots at the Sylvan Ranch Community Garden; helping coordinate the annual Poster Contest for local elementary-school children; and managing a variety of Water Efficiency programs, services, events and classes. His friendly demeanor enabled him to establish a rapport with customers, coworkers and the general public; and

WHEREAS, Rex Meurer has judged more than 11,000 Water Efficiency posters; served as a Sacramento Area Water Works Association (SAWWA) Board member from 2013-2015 and as the SAWWA Board President in 2015; and physically collected and disposed of more than 300 high-flow toilets in a single year; and

WHEREAS, Rex Meurer served on the following committees for the Regional Water Authority: Regional Water Efficiency Advisory Committee, Incentive Program Committee, Public Outreach Committee and the Large Landscape Committee; and

WHEREAS, Rex Meurer is retiring from Citrus Heights Water District on June 22, 2021 after more than 21 years of dedicated service to the District and a 39-year-long career in the water industry.

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

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 21st day of April, 2021 by the following vote, to-wit:

AYES: Directors:
NOES: Directors:
ABSTAIN: Directors:
ABSENT: Directors:

DAVID WHEATON, President
Board of Directors
Citrus Heights Water District

ATTEST:

MADELINE HENRY, Administrative Services Manager/
Chief Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 21, 2021 REGULAR MEETING

SUBJECT : 2021 IT STRATEGIC PLAN UPDATE
STATUS : Presentation/Information Item
REPORT DATE : April 8, 2021
PREPARED BY : David Rucker, Principal Information Technology Analyst
Susan Talwar, Director of Finance and Administrative Services

IT staff will present a proposed multi-year Information Technology Strategic Plan as a follow-up to the 2021 CHWD Strategic Plan Goal (Promote Organizational Effectiveness to Enhance Customer Service), develop a 5 year IT Strategic Plan Objective. Key components of the Proposed Plan include: Enhancement of the Electronic Document Records Management, Cloud Computing Environments for Servers and Staff, and Single Sign On.