

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
APRIL 23, 2024 beginning at 6:00 PM**



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

PHONE CALL IN: (669) 444-9171

PHONE MEETING ID: 857 6329 3478

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/85763293478>

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.

Members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above.

Materials related to an agenda item for an open session of a regular meeting of the Citrus Heights Water District are posted on the Citrus Heights Water District website at www.chwd.org.

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:

PUBLIC COMMENT:

CLOSED SESSION:

CL-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

a. Pursuant to Section 54956.8:

Property: Parcel Number 261-0010-054-0000

Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Hilary Straus, Annie Liu, Steve Anderson, Brittney Moore

Negotiating Parties: Winter Water LLC

Under Negotiation: Price and Terms of Payment

b. Pursuant to Section 54956.8:

Property: Parcel Number 261-0010-051-0000

Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Hilary Straus, Annie Liu, Steve Anderson, Brittney Moore

Negotiating Parties: Winter Water LLC

Under Negotiation: Price and Terms of Payment

CL-2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code, section 54956.9(d)(1)

*Name of case: Citrus Heights Water District, et al. v. San Juan Water District, et al.,
Sacramento Superior Court Case No. 24WM000064*

CL-3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code, section 54956.9(d)(1)

Name of case: *Citrus Heights Water District, et al. v. San Juan Water District, et al.*,
Sacramento Superior Court Case No. 23WM000080

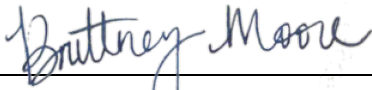
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

| | | |
|--------------------|---------|-----------------|
| April 23, 2024 | 6:30 PM | Regular Meeting |
| May 28, 2024 | 6:30 PM | Regular Meeting |
| June 25, 2024 | 6:30 PM | Regular Meeting |
| August 27, 2024 | 6:30 PM | Regular Meeting |
| September 24, 2024 | 6:30 PM | Regular Meeting |
| October 22, 2024 | 6:30 PM | Regular Meeting |
| November 26, 2024 | 6:30 PM | Regular Meeting |
| December 12, 2024 | 6:30 PM | Regular Meeting |

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Special 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 24 hours prior to the special meeting in accordance with Government Code Section 54956.



Brittney Moore, Chief Board Clerk

Dated: April 18, 2024

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
APRIL 23, 2024 beginning at 6:30 PM**



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

**PHONE CALL IN: (669) 444-9171
PHONE MEETING ID: 857 6329 3478**

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/85763293478>

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.

Members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above.

Materials related to an agenda item for an open session of a regular meeting of the Citrus Heights Water District are posted on the Citrus Heights Water District website at www.chwd.org.

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 requests 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 26, 2024 (A)

CC-1b. Minutes of the Regular Meeting –March 26, 2024 (A)

Recommendation:

Approve the minutes of the March 26, 2024 Special and Regular

Meetings.

- CC-2. Revenue Analysis Report for March 2024 (I)
- CC-3. Assessor/Collector's Roll Adjustment for March 2024 (I)
- CC-4. Treasurer's Report for March 2024 (I)
- CC-5. Treasurer's Report of Fund Balances for March 2024 (I)
- CC-6. Operating Budget Analysis for March 2024 (I)
- CC-7. Capital Projects Summary for March 2024 (I)
- CC-8. Warrants for March 2024 (I)
- CC-9. Purchase Card Distributions for March 2024 (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. 2024 Water Supply (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 5700A: Records Retention Schedule (A)

Recommendation:

Approve Updates to District Policy 5700.A: Records Retention Schedule and Authorize Staff to Update the Retention Schedule Index with the 2024 Revisions.

- CC-18. Discussion and Possible Action to Approve Amendments to the Citrus Heights Water District Conflict of Interest Code Pursuant to the Political Reform Act of 1974 (A)

Recommendations:

1. Adopt Resolution 04-2024 and Updated Policy 1035 Appendix A and Appendix B to amend the Conflict-of-Interest Code pursuant to the Political Reform Act of 1974
2. Authorize the General Manager to Execute the CEO Declaration

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Approve Agreement with Flowline Contractors, Inc. for the Admiral Avenue and Anchor Circle Water Main Project (A)

Recommendation:

Accept the bid of Flowline Contractors, Inc. in the amount of \$709,481.00 and establish a contingency fund in the amount of \$70,948.10 (10%), for a total amount of \$780,429.10. Authorize the General Manager to execute an agreement with Flowline Contractors, Inc.

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

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

| | | |
|--------------------|---------|-----------------|
| May 28, 2024 | 6:30 PM | Regular Meeting |
| June 25, 2024 | 6:30 PM | Regular Meeting |
| August 27, 2024 | 6:30 PM | Regular Meeting |
| September 24, 2024 | 6:30 PM | Regular Meeting |
| October 22, 2024 | 6:30 PM | Regular Meeting |
| November 26, 2024 | 6:30 PM | Regular Meeting |
| December 12, 2024 | 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 Regular meeting in accordance with Government Code Section 54954.2.



 Brittney Moore, Chief Board Clerk

Dated: April 18, 2024

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
March 26, 2024

The Special Meeting of the Board of Directors was called to order at 6:02 p.m. by President Sheehan.
Present were:

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

Also present were:

Steve Anderson, General Counsel
Josh Nelson, Assistant General Counsel
Hilary Straus, General Manager

PUBLIC COMMENT:

None.

President Sheehan adjourned the meeting to Closed Session at 6:02 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- a. Pursuant to Section 54956.8:
Property: Parcel Number 261-0010-054-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson,
Hilary Straus, Annie Liu, Steve Anderson, Brittney Moore
Negotiating Parties: Winter Water LLC
Under Negotiation: Price and Terms of Payment

- b. Pursuant to Section 54956.8:
Property: Parcel Number 261-0010-051-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson,
Hilary Straus, Annie Liu, Steve Anderson, Brittney Moore
Negotiating Parties: Winter Water LLC
Under Negotiation: Price and Terms of Payment

Director Riehle recused himself from participating in the discussion related to item CL-1 due to a potential conflict of interest based on his interest in real property near the property under discussion.

No reportable action.

CL-2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):
(1 case)

No reportable action.

CL-3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code, section 54956.9(d)(1)

Name of case: *Citrus Heights Water District, et al. v. San Juan Water District, et al.*,
Sacramento Superior Court Case No. 23WM000080

No reportable action.

President Sheehan adjourned the meeting to open session at 6:58 p.m.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:58 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
March 26, 2024

The Regular Meeting of the Board of Directors was called to order at 7:01 p.m. by President Sheehan and roll was called. Present were:

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

Also Present:

Tim Katkanov, Engineering/GIS Technician
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Melissa Pieri, Director of Engineering/District Engineer
Rebecca Scott, Director of Operations
Hilary Straus, General Manager

VISITORS:

None.

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

CC-1a. Minutes of the Special Meeting –February 21, 2024 (A)

CC-1b. Minutes of the Regular Meeting –February 21, 2024 (A)

Recommendation:

Approve the minutes of the February 21, 2024 Special and Regular Meetings.

CC-2. Revenue Analysis Report for February 2024 (I)

CC-3. Assessor/Collector’s Roll Adjustment for February 2024 (I)

CC-4. Treasurer’s Report for February 2024 (I)

CC-5. Treasurer’s Report of Fund Balances for February 2024 (I)

CC-6. Operating Budget Analysis for February 2024 (I)

CC-7. Capital Projects Summary for February 2024 (I)

CC-8. Warrants for February 2024 (I)

CC-9. Purchase Card Distributions for February 2024 (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. 2024 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to approve amendments to Policy 3000.00:
Board Meetings (A)

Recommendation:

Approve updates to the District's Policy 3000.00: Board Meetings

ACTION:

Director Riehle moved, and Vice President Wheaton seconded the motion to approve the consent calendar.

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

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Approve Design, Testing, and Construction Management Services for the Highland Well Project

ACTION:

Director Riehle moved and Vice President Wheaton seconded a motion to approve the Professional Services Agreement with Water Systems Consulting, Inc. for the Design, Testing and Construction Management Services for the Highland Well Project in the amount of \$800,586.00 and establish a contingency fund in the amount of \$80,059.00 (10%), and authorized the General Manager to execute an agreement with Water Systems Consulting, Inc.

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

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:36 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
Mar 2024
REVENUE ANALYSIS

Outstanding Receivables

| Aged Trial Balance | | | | | |
|--------------------|---------|---------|--------|---------|-------------------|
| Total | Current | 31-90 | 91-150 | >150 | Unapplied Current |
| 1,110,572 | 766,445 | 159,163 | 78,413 | 234,863 | 128,312 |

| General Ledger Balance | Total |
|-------------------------|---------------------|
| Outstanding A/R | 1,100,470.50 |
| Outstanding Liens | 0.00 |
| Outstanding Grants | 0 |
| A/R Other | 25,348 |
| Less Unapplied Payments | (91,817) |
| Total | \$ 1,034,001 |

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
March 31, 2024**

| LID | CID | Charge Type | Trans.Date | Reason For Cancellation | Amount |
|------------|------------|--------------------|-------------------|--------------------------------|------------------|
| 17146 | 15007 | DEFAULT | 3/11/2024 | ONE TIME COURTESY | 5.96000 |
| 20751 | 36122 | DEFAULT | 3/11/2024 | ONE TIME COURTESY | 6.57000 |
| 14173 | 25818 | DEFAULT | 3/14/2024 | ONE TIME COURTESY | 9.48000 |
| 5148 | 4599 | DEFAULT | 3/19/2024 | ONE TIME COURTESY | 6.47000 |
| 15341 | 23590 | DEFAULT | 3/20/2024 | ONE TIME COURTESY | 10.57000 |
| 16946 | 29008 | DEFAULT | 3/25/2024 | ONE TIME COURTESY | 5.96000 |
| 21308 | 33901 | DEFAULT | 3/25/2024 | ONE TIME COURTESY | 6.20000 |
| 6923 | 6191 | DEFAULT | 3/25/2024 | ONE TIME COURTESY | 10.86000 |
| 779 | 17259 | DEFAULT | 3/26/2024 | ONE TIME COURTESY | 151.96000 |
| 8406 | 7521 | DEFAULT | 3/4/2024 | ONE TIME COURTESY | 6.28000 |
| 11183 | 31238 | DEFAULT | 3/4/2024 | ONE TIME COURTESY | 3.90000 |
| 1321 | 1183 | DEFAULT | 3/6/2024 | ONE TIME COURTESY | 5.97000 |
| 18651 | 32926 | DEFAULT | 3/7/2024 | ONE TIME COURTESY | 27.54000 |
| 9415 | 25095 | DEFAULT | 3/7/2024 | ONE TIME COURTESY | 6.12000 |
| 15215 | 23549 | DEFAULT | 3/7/2024 | ONE TIME COURTESY | 87.41000 |
| | | | | | \$ 351.25 |

April 23, 2024

To: Citrus Heights Water District Board of Directors

Re: Citrus Heights Water District Investment Portfolio Report for March 2024

The attached Investment Report for March 2024 is submitted in accordance with the Citrus Heights Water District (District)'s Investment Policy. All investments are in compliance with the policy.

The Investment Report lists all short- term, mid-term and long-term investments held at the conclusion of business on the final day of the month. The combined cash and investments in the District's treasury total \$29,987,673 with \$9,573,883 under the management of the Local Agency Investment Fund, California Asset Management Program, Money Market Funds and BMO Bank.

Investments with original cost of \$20,413,790 are selected based on criteria contained in the District's Investment Policy, which emphasized safety, liquidity, yield, and diversification. The core investments are marked to market daily based on a current market price determined by U.S. Bancorp Investments. The aggregate investment portfolio and holdings are included in the Investment Report.

The Investment Report demonstrates that sufficient liquidity is available to meet anticipated expenditures during the next six months.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Annie Y. Liu".

Annie Y. Liu

Director of Administrative Services/Treasurer

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
For March 31, 2024

Summary of Funds

| Fund Name | Par Amount | Book Value | Original Cost | Market Value |
|--|-------------------|-------------------|----------------------|---------------------|
| BMO Checking Plus Money Market Funds | 3,170,774 | 3,170,774 | 3,170,774 | 3,170,774 |
| Local Agency Investment Fund (LAIF) | 687,882 | 687,882 | 687,882 | 687,882 |
| California Asset Management Program (CAMP) | 5,715,227 | 5,715,227 | 5,715,227 | 5,715,227 |
| CHWD Investment CORE | 20,920,650 | 20,547,681 | 20,413,790 | 20,534,120 |
| Total | 30,494,533 | 30,121,564 | 29,987,673 | 30,108,003 |


TREASURER'S REPORT TO THE BOARD OF DIRECTORS
For March, 2024
Funds Reconciliation

| | | |
|---------------------------------------|-----------|--------------------|
| BMO Beginning Balance 3/1/2024 | | \$2,477,309 |
| RECEIPTS/TRANSFERS: | | |
| Receipts | 1,725,531 | |
| | | 1,725,531 |
| DISBURSEMENTS/TRANSFERS: | | |
| Checks Issued / ACH Payments | 645,999 | |
| Returned Checks | 1,744 | |
| Payroll | 384,324 | |
| | | 1,032,067 |
| Balance Per Bank 03/31/2024 | | 3,170,774 |
| Outstanding Checks | | 263,217 |
| Deposit in Transit | | 189,821 |
| Balance Per Books 03/31/2024 | | \$3,097,378 |


| | |
|--------------------------------------|--------------------|
| RECONCILEMENT: | |
| BMO Checking Plus Money Market Funds | \$3,170,774 |
| CAMP Pool Account | \$5,715,227 |
| Local Agency Investment Fund | 687,882 |
| TOTAL LIQUIDY BALANCE | \$9,573,883 |

| | |
|---------------------------------------|-------------------|
| CASH & INVESTMENT SUMMARY: | |
| CHWD-Liquidity | 9,573,883 |
| CHWD-Investment Core | 20,413,790 |
| Total | 29,987,673 |

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.



ANNIE Y. LIU
Treasurer



HILARY M. STRAUS
Secretary

Signed: 4/23/2024



Monthly Investment Report Citrus Heights Water District

March 31, 2024

Total Aggregate Portfolio

Contents

| | |
|-----------------------------------|----|
| Compliance Report | 4 |
| Summary Overview | 6 |
| Portfolio Activity | 7 |
| Return Management-Income Detail | 8 |
| Security Type Distribution | 9 |
| Risk Management-Credit/Issuer | 10 |
| Risk Management-Maturity/Duration | 11 |
| Holdings by Maturity & Ratings | 12 |
| Transactions | 18 |

Month End Commentary - March 2024

Yields were little changed in March as showcased by the two-year Treasury note which despite trading in a 25-basis point range, finished unchanged at 4.62% while the five-year tenor decreased by 3 basis points to end the month at 4.21%. Driving the intra-month action was another round of robust labor market and inflation data that initially drove yields higher before Fed Chair Powell was able smooth talk yields back down in his presser that followed the second FOMC meeting of the year. Equities as measured by the S&P 500 index climbed higher for the fifth consecutive month advancing by 3.1% and clocking a commendable 10.2% return in Q1.

The job market continued to display strength in March with non-farm payrolls showing an additional 303 thousand workers being added to payrolls beating consensus expectations for 214 thousand. Net revisions to the prior two months also added another 22 thousand jobs however, this comes on the heels of January's massive, downward revision of 124 thousand released last month. The headline payroll data is still running hot relative to what the Fed would like to observe but they did receive some good news from the report that showed wages continuing to moderate on a year over year basis, and participation increase, both of which could be signs that the labor market is coming into better balance.

Price data for February showed that the Fed's ongoing fight against inflation very well may extend into extra innings as both CPI and PPI came in hotter than expected. PCE came in line with expectations and saw its core deflator decelerate to an annual rate of 2.8%, which is down from 2.9% but marks the smallest decrease in three years. Meanwhile, headline PCE saw a reacceleration from 2.4% to 2.5%. Fed members responded to the data in a poised manner acknowledging the recent momentum shift but were quick to point out the naturally bumpy path that disinflation often takes. Members may have also drawn confidence from February's "supercore" PCE print, which after accelerating for three consecutive months, advanced at a more comfortable monthly rate of 0.18% in February, down from the outsized 0.66% observed in January. Supercore inflation measures prices for core services excluding energy and housing and is considered more sensitive to trends in the labor market and wage pressure.

The Fed remains inclined to begin lowering interest rates in 2024 as they view policy sufficiently restrictive to dampen growth and contain inflation. Market participants, on the other hand, have changed their tune considerably with fed funds futures pricing now depicting less than three rate cuts in 2024, a far cry from the six that were priced in at the beginning of the year. With spreads still suppressed and yields hovering near multi-decade highs, we continue to be bullish on duration and elect to be careful when adding spread products into portfolios.

Treasury Curve Total Returns Last 12 Months

| Treasuries | Total Return |
|--------------|--------------|
| 3 month bill | 5.24% |
| 1 year note | 4.30% |
| 2 year note | 2.26% |
| 3 year note | 1.82% |
| 5 year note | 0.60% |

Treasury Benchmark Total Returns In Month

| Benchmark | Period Return | YTM | Duration (Years) |
|----------------------------|---------------|-------|------------------|
| ICE BAML 90 Day Bill | 0.45% | 5.11% | 0.24 |
| ICE BAML 0-1 Year Treasury | 0.43% | 5.25% | 0.49 |
| ICE BAML 0-3 Year Treasury | 0.36% | 4.88% | 1.37 |
| ICE BAML 0-5 Year Treasury | 0.37% | 4.71% | 2.10 |

Changes In The Treasury Market (Absolute Yield Levels)

| Treasuries | 03/31/2023 | 01/31/2024 | 02/29/2024 | 03/31/2024 | 1 Month Change | 12 Month Change |
|--------------|------------|------------|------------|------------|----------------|-----------------|
| 3 month bill | 4.69% | 5.36% | 5.38% | 5.36% | -0.02% | 0.67% |
| 6 month bill | 4.86% | 5.19% | 5.32% | 5.32% | -0.01% | 0.46% |
| 2 year note | 4.03% | 4.21% | 4.62% | 4.62% | 0.00% | 0.60% |
| 3 year note | 3.79% | 3.98% | 4.42% | 4.41% | -0.01% | 0.62% |
| 5 year note | 3.57% | 3.84% | 4.25% | 4.21% | -0.03% | 0.64% |
| 10 year note | 3.47% | 3.91% | 4.25% | 4.20% | -0.05% | 0.73% |

Compliance Report

Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2024

Category

| Policy Diversification Constraint | Policy Limit | Actual Value* | Status |
|---|---------------------|----------------------|---------------|
| US Treasury Obligations Maximum % of Holdings | 100.000 | 18.926 | Compliant |
| US Agency Securities Maximum % holdings | 100.000 | 25.100 | Compliant |
| Supranationals - Issuer is IADB, IBRD, or IFC | 0.000 | 0.000 | Compliant |
| Supranationals Maximum % of Holdings | 30.000 | 3.994 | Compliant |
| Municipal Bonds - Other States Outside of CA | 25.000 | 1.217 | Compliant |
| Municipal Bonds - Other States Outside of CA Issuer Concentration | 10.000 | 1.217 | Compliant |
| Municipal Bonds - State of California | 25.000 | 0.499 | Compliant |
| Municipal Bonds - State of California Issuer Concentration | 10.000 | 0.499 | Compliant |
| Municipal Bonds CA Entities Issuer Concentration | 10.000 | 0.744 | Compliant |
| Municipal Bonds CA Entities Max. % of Holdings | 30.000 | 2.958 | Compliant |
| Mortgages, CMOs and Asset Backed Securities Maximum % of Holdings | 20.000 | 5.358 | Compliant |
| Corporate Notes & Commercial Paper Single Issuer % | 10.000 | 1.678 | Compliant |
| Corporate Notes Maximum % of Holdings | 30.000 | 10.261 | Compliant |
| Corporate Notes must be Issued by US Corporation | 0.000 | 0.000 | Compliant |
| Commercial Paper Issued and Operating in the US | 0.000 | 0.000 | Compliant |
| Commercial Paper Maximum % of Holdings | 25.000 | 0.000 | Compliant |
| Negotiable CDs Issuer Concentration | 10.000 | 0.000 | Compliant |
| Negotiable CDs Maximum % of Holdings | 30.000 | 0.000 | Compliant |
| Banker's Acceptance Issuer Concentration | 30.000 | 0.000 | Compliant |
| Banker's Acceptance Maximum % of Holdings | 40.000 | 0.000 | Compliant |
| Money Market Issuer Concentration | 10.000 | 3.853 | Compliant |
| Money Market Maximum % of Holdings | 20.000 | 4.172 | Compliant |
| LGIP Maximum % of Holdings | 100.000 | 2.285 | Compliant |

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

Compliance Report

Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2024

| Category | | | |
|--|---------------------|--------------------|---------------|
| Policy Maturity Structure Constraint | Policy Limit | Actual % | Status |
| Maturity Constraints Under 5 years Minimum % of Total Portfolio | 100.000 | 100.000 | Compliant |
| Policy Maturity Constraint | Policy Limit | Actual Term | Status |
| US Treasury Maximum Maturity At Time of Purchase (years) | 5.000 | 5.000 | Compliant |
| US Agency Maximum Maturity At Time of Purchase (years) | 5.000 | 4.992 | Compliant |
| Supranationals Maximum Maturity At Time of Purchase (years) | 5.000 | 4.943 | Compliant |
| Municipals Maximum Maturity At Time of Purchase (years) | 5.000 | 4.995 | Compliant |
| Mortgages, CMOs and Asset Backed Securities Maximum Maturity At Time of Purchase (years) | 5.000 | 4.565 | Compliant |
| Corporate Maximum Maturity At Time of Purchase (years) | 5.000 | 4.995 | Compliant |
| Commercial Paper Days to Final Maturity (days) | 270.000 | 0.000 | Compliant |
| Negotiable CDs Maximum Maturity At Time of Purchase (years) | 1.000 | 0.000 | Compliant |
| Banker's Acceptance Maximum Maturity At Time of Purchase (days) | 180.000 | 0.000 | Compliant |
| Repurchase Agreements Maximum Maturity At Time of Purchase (days) | 365.000 | 0.000 | Compliant |
| Policy Credit Constraint | | | Status |
| Supranationals Ratings AA-/Aa3/AA- or better (Rated by 1 NRSRO) | | | Compliant |
| Municipal Bonds Ratings Minimum AA-/Aa3/AA- (Rated by 1 NRSRO) | | | Compliant |
| Mortgages, CMOs and Asset Backed Securities Minimum Credit Rating AA/Aa3/AA (Rated by 1 NRSRO) | | | Compliant |
| Corporate Notes Ratings Minimum A-/A3/A3 (Rated by 1 NRSRO) | | | Compliant |
| Commercial Paper Ratings Minimum A1/P1/F1 (Rated by 1 NRSRO) | | | Compliant |
| Commercial Paper Minimum Long Term Rating A-/A3/A- (Rated by 1 NRSRO) | | | Compliant |
| Banker's Acceptance Ratings Minimum A-/A3/A- (Rated by 1 NRSRO) | | | Compliant |
| Money Market Ratings Minimum AAA/Aaa/AAA (Rated by 1 NRSRO) | | | Compliant |

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

Summary Overview



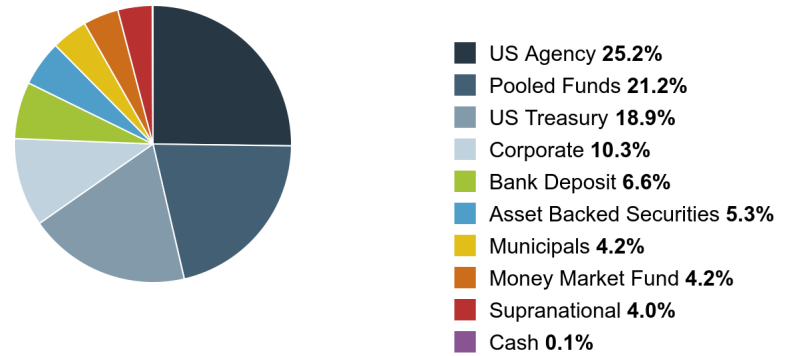
March 31, 2024

Citrus Heights Water District | Total Aggregate Portfolio

Portfolio Characteristics

| Metric | Value |
|---------------------------|---------------|
| Cash and Cash Equivalents | 9,690,590.71 |
| Investments | 20,578,447.11 |
| Book Yield | 4.67% |
| Market Yield | 4.95% |
| Effective Duration | 1.38 |
| Years to Maturity | 1.58 |
| Avg Credit Rating | AAA |

Allocation by Asset Class



Strategic Structure

| Account | Par Amount | Book Value | Original Cost | Market Value | Net Unrealized Gain (Loss) | Accrued | Yield at Cost | Effective Duration | Benchmark Duration | Benchmark |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------|-------------------|---------------|--------------------|--------------------|---|
| CHWD-Investment Core | 20,920,649.53 | 20,547,680.59 | 20,413,789.75 | 20,534,119.92 | (13,560.67) | 161,034.85 | 4.88% | 2.02 | 2.10 | ICE BofA 0-5 Year US Treasury Index |
| CHWD-Liquidity | 9,573,883.05 | 9,573,883.05 | 9,573,883.05 | 9,573,883.05 | 0.00 | 0.00 | 4.20% | 0.01 | 0.09 | ICE BofA US 1-Month Treasury Bill Index |
| Total | 30,494,532.58 | 30,121,563.64 | 29,987,672.80 | 30,108,002.97 | (13,560.67) | 161,034.85 | 4.67% | 1.38 | | |

Portfolio Activity

Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2024

Accrual Activity Summary

| | Month to Date | Fiscal Year to Date (01/01/2024) |
|---------------------------------------|---------------|-------------------------------------|
| Beginning Book Value | 29,307,622.00 | 29,439,746.67 |
| Maturities/Calls | (375,000.00) | (775,000.00) |
| Purchases | 447,825.15 | 3,465,257.36 |
| Sales | 0.00 | 0.00 |
| Change in Cash, Payables, Receivables | 731,176.50 | (2,029,873.72) |
| Amortization/Accretion | 21,772.40 | 57,747.52 |
| Realized Gain (Loss) | 0.00 | 0.01 |
| Ending Book Value | 30,121,563.64 | 30,121,563.64 |

Fair Market Activity Summary

| | Month to Date | Fiscal Year to Date (01/01/2024) |
|---------------------------------------|---------------|-------------------------------------|
| Beginning Market Value | 29,296,246.64 | 29,578,653.36 |
| Maturities/Calls | (375,000.00) | (775,000.00) |
| Purchases | 447,825.15 | 3,465,257.36 |
| Sales | 0.00 | 0.00 |
| Change in Cash, Payables, Receivables | 731,176.50 | (2,029,873.72) |
| Amortization/Accretion | 21,772.40 | 57,747.52 |
| Change in Net Unrealized Gain (Loss) | (2,185.31) | (152,467.36) |
| Net Realized Gain (Loss) | 0.00 | 0.01 |
| Ending Market Value | 30,108,002.97 | 30,108,002.97 |

| Maturities/Calls | Market Value |
|---------------------|--------------|
| Month to Date | (375,000.00) |
| Fiscal Year to Date | (775,000.00) |

| Purchases | Market Value |
|---------------------|--------------|
| Month to Date | 447,825.15 |
| Fiscal Year to Date | 3,465,257.36 |

| Sales | Market Value |
|---------------------|--------------|
| Month to Date | 0.00 |
| Fiscal Year to Date | 0.00 |

Return Management-Income Detail

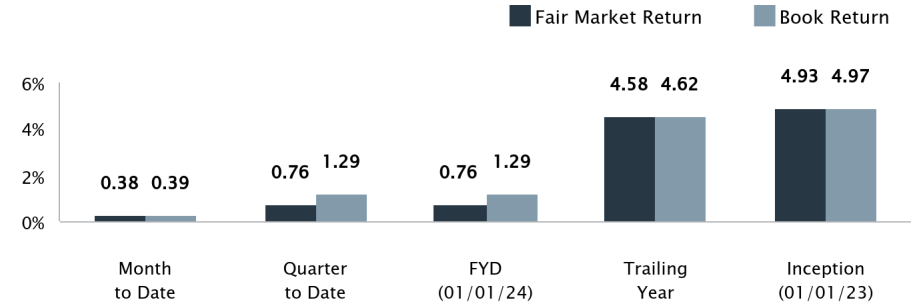
Citrus Heights Water District | Total Aggregate Portfolio

Accrued Book Return

| | Month to Date | Fiscal Year to Date (01/01/2024) |
|---------------------------|---------------|-------------------------------------|
| Amortization/Accretion | 21,772.40 | 57,747.52 |
| Interest Earned | 93,058.25 | 322,144.36 |
| Realized Gain (Loss) | 0.00 | 0.01 |
| Book Income | 114,830.65 | 379,891.90 |
| Average Portfolio Balance | 29,379,454.65 | 29,508,961.47 |
| Book Return for Period | 0.39% | 1.29% |

Return Comparisons

Periodic for performance less than one year. Annualized for performance greater than one year.



Fair Market Return

| | Month to Date | Fiscal Year to Date (01/01/2024) |
|-------------------------------|---------------|-------------------------------------|
| Market Value Change | (2,185.31) | (152,467.36) |
| Amortization/Accretion | 21,772.40 | 57,747.52 |
| Interest Earned | 93,058.25 | 322,144.36 |
| Fair Market Earned Income | 90,872.94 | 169,677.01 |
| Average Portfolio Balance | 29,379,454.65 | 29,508,961.47 |
| Fair Market Return for Period | 0.38% | 0.76% |

Interest Income

| | Month to Date | Fiscal Year to Date (01/01/2024) |
|----------------------------|---------------|-------------------------------------|
| Beginning Accrued Interest | 170,643.69 | 154,253.58 |
| Coupons Paid | 104,891.26 | 346,329.69 |
| Purchased Accrued Interest | 1,959.38 | 16,704.30 |
| Sold Accrued Interest | 0.00 | 0.00 |
| Ending Accrued Interest | 161,034.85 | 161,034.85 |
| Interest Earned | 93,058.25 | 322,144.36 |

Security Type Distribution

Citrus Heights Water District | Total Aggregate Portfolio

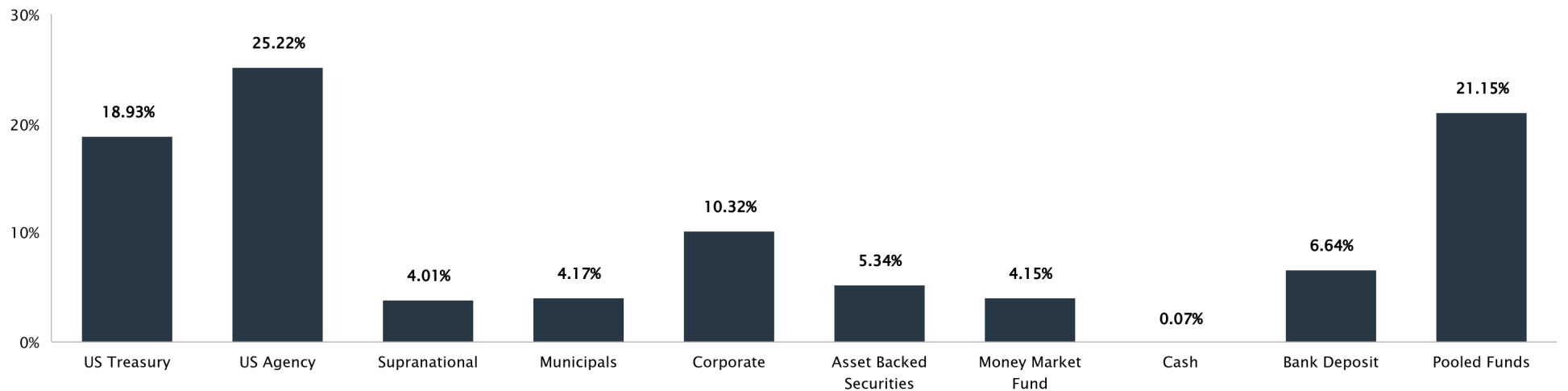


March 31, 2024

Security Type Distribution

| Security Type | Par Amount | Book Yield | Market Value + Accrued | % of Market Value + Accrued |
|-------------------------|----------------------|--------------|------------------------|-----------------------------|
| US Treasury | 5,875,000.00 | 4.84% | 5,728,855.78 | 18.93% |
| US Agency | 7,600,000.00 | 4.71% | 7,634,071.62 | 25.22% |
| Supranational | 1,200,000.00 | 4.16% | 1,213,354.48 | 4.01% |
| Municipals | 1,380,000.00 | 4.68% | 1,263,384.55 | 4.17% |
| Corporate | 3,100,000.00 | 5.18% | 3,123,519.16 | 10.32% |
| Asset Backed Securities | 1,648,941.87 | 6.05% | 1,615,261.52 | 5.34% |
| Money Market Fund | 1,256,218.69 | 5.17% | 1,256,218.69 | 4.15% |
| Cash | 20,455.37 | 0.00% | 20,455.37 | 0.07% |
| Bank Deposit | 2,010,807.26 | 0.00% | 2,010,807.26 | 6.64% |
| Pooled Funds | 6,403,109.39 | 5.33% | 6,403,109.39 | 21.15% |
| Total | 30,494,532.58 | 4.67% | 30,269,037.82 | 100.00% |

Security Type Distribution



Risk Management-Credit/Issuer

Citrus Heights Water District | Total Aggregate Portfolio

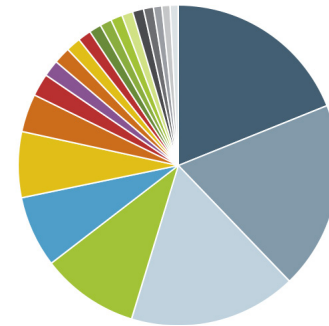


March 31, 2024

Credit Rating S&P/Moody's/Fitch

| | Market Value + Accrued | % |
|----------------|------------------------|---------------|
| S&P | | |
| A | 1,147,739.51 | 3.79 |
| A+ | 1,374,541.44 | 4.54 |
| A- | 299,367.70 | 0.99 |
| A-1+ | 620,431.25 | 2.05 |
| AA | 484,292.59 | 1.60 |
| AA+ | 13,337,831.15 | 44.06 |
| AAA | 2,747,397.86 | 9.08 |
| AAAm | 1,256,218.69 | 4.15 |
| NA | 9,001,217.62 | 29.74 |
| Moody's | | |
| A1 | 1,806,480.31 | 5.97 |
| A2 | 150,830.00 | 0.50 |
| Aa1 | 764,180.79 | 2.52 |
| Aa2 | 956,092.51 | 3.16 |
| Aa3 | 509,607.94 | 1.68 |
| Aaa | 16,451,834.14 | 54.35 |
| NA | 9,009,580.87 | 29.77 |
| P-1 | 620,431.25 | 2.05 |
| Fitch | | |
| A+ | 1,321,931.21 | 4.37 |
| AA | 2,115,537.31 | 6.99 |
| AA+ | 12,331,910.49 | 40.74 |
| AA- | 1,398,710.80 | 4.62 |
| AAA | 1,299,672.85 | 4.29 |
| F1+ | 1,031,016.92 | 3.41 |
| NA | 10,770,258.25 | 35.58 |
| Total | 30,269,037.82 | 100.00 |

Issuer Concentration



- United States **18.9%**
- California Asset Management Program **18.9%**
- Farm Credit System **16.9%**
- Other **9.8%**
- Federal Home Loan Banks **7.2%**
- Bank of Montreal **6.6%**
- Money Market Obligations Trust - Federated Government Obligations Fund **3.8%**
- CALIFORNIA LAIF **2.3%**
- Citigroup Inc. **1.7%**
- International Bank for Reconstruction and Development **1.7%**
- Inter-American Development Bank **1.5%**
- Bank of America Corporation **1.3%**
- State of Hawaii **1.2%**
- Toyota Motor Corporation **1.2%**
- The Toronto-Dominion Bank **1.2%**
- Royal Bank of Canada **1.1%**
- Federal National Mortgage Association **1.1%**
- Deere & Company **1.0%**
- The World Bank Group **0.8%**
- Wells Fargo & Company **0.8%**
- CNH Equipment Trust 2022-B **0.8%**

Risk Management-Maturity/Duration

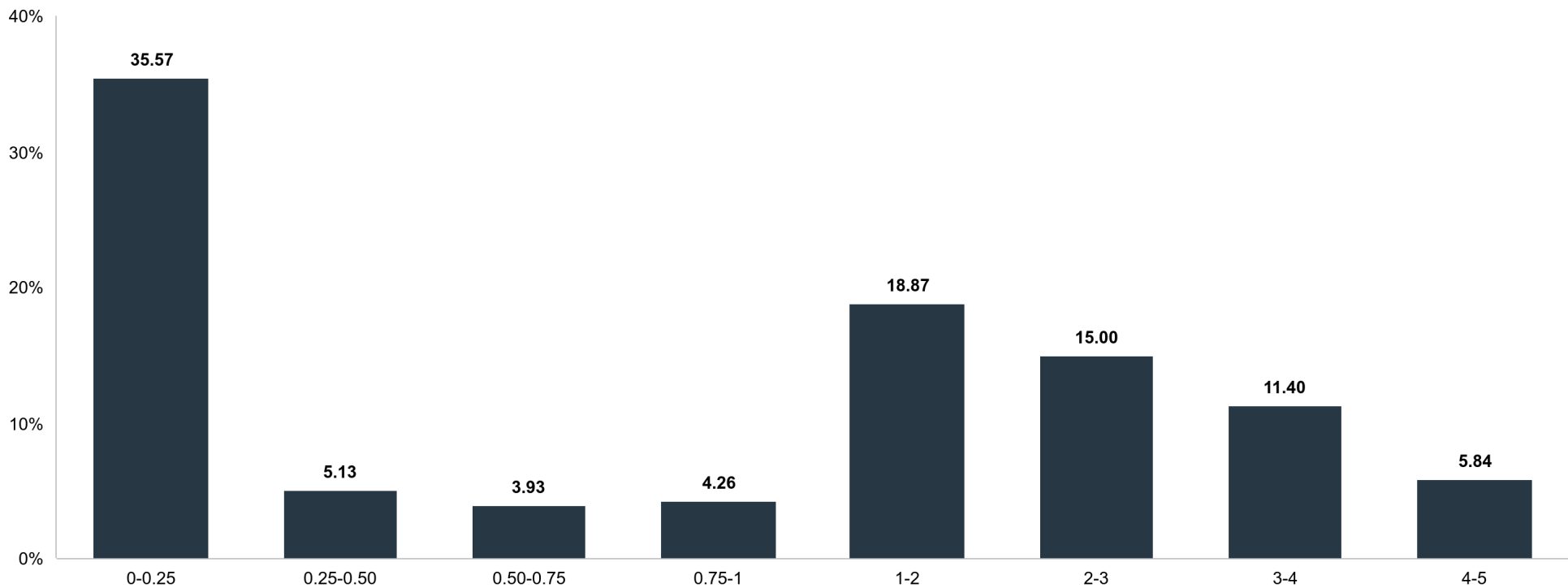
Citrus Heights Water District | Total Aggregate Portfolio



March 31, 2024

| | | | | | |
|-----------------|---------------------------|-----------------|--------------------------|------------|-------------------------|
| 1.38 Yrs | Effective Duration | 1.58 Yrs | Years to Maturity | 576 | Days to Maturity |
|-----------------|---------------------------|-----------------|--------------------------|------------|-------------------------|

Distribution by Effective Duration



Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2024

| Cusip | Par Amount | Security | Coupon Rate | Maturity Date | Call Date | Market Value | Accrued | Market Value + Accrued | Book Yield | Market Yield | % of Portfolio | Years to Maturity | Eff Duration | S&P, Moody, Fitch |
|---------------|--------------|--|-------------|---------------|-----------|--------------|-----------|------------------------|------------|--------------|----------------|-------------------|--------------|--------------------|
| CHWD_BMO_D EP | 2,010,807.26 | BMO Deposit | 0.000% | 03/31/2024 | | 2,010,807.26 | 0.00 | 2,010,807.26 | 0.00% | | 6.64 | 0.01 | 0.01 | NA NA NA |
| CAL_LGIP | 687,881.94 | CALIFORNIA LAIF | 4.122% | 03/31/2024 | | 687,881.94 | 0.00 | 687,881.94 | 4.12% | 4.12% | 2.27 | 0.01 | 0.01 | NA NA NA |
| CAL_CAMP | 5,715,227.45 | California Asset Management Program | 5.480% | 03/31/2024 | | 5,715,227.45 | 0.00 | 5,715,227.45 | 5.48% | 5.48% | 18.88 | 0.01 | 0.01 | NA NA NA |
| CCYUSD | 7,330.00 | Cash | 0.000% | 03/31/2024 | | 7,330.00 | 0.00 | 7,330.00 | 0.00% | 0.00% | 0.02 | 0.00 | 0.00 | AAA Aaa AAA |
| 60934N104 | 1,159,966.40 | FEDERATED HRMS GV O INST | 5.180% | 03/31/2024 | | 1,159,966.40 | 0.00 | 1,159,966.40 | 5.19% | 5.19% | 3.83 | 0.00 | 0.00 | AAAm Aaa AA |
| 31846V203 | 96,252.29 | FIRST AMER:GVT OBLG Y | 4.920% | 03/31/2024 | | 96,252.29 | 0.00 | 96,252.29 | 4.93% | 4.93% | 0.32 | 0.00 | 0.00 | AAAm Aaa AAA |
| CCYUSD | 13,125.37 | Receivable | 0.000% | 03/31/2024 | | 13,125.37 | 0.00 | 13,125.37 | 0.00% | 0.00% | 0.04 | 0.00 | 0.00 | AAA Aaa AAA |
| 9128286R6 | 400,000.00 | UNITED STATES TREASURY | 2.250% | 04/30/2024 | | 399,000.00 | 3,782.97 | 402,782.97 | 5.35% | 5.06% | 1.33 | 0.08 | 0.09 | AA+ Aaa AA+ |
| 912797JX6 | 625,000.00 | UNITED STATES TREASURY | 0.000% | 05/21/2024 | | 620,431.25 | 0.00 | 620,431.25 | 5.35% | 5.09% | 2.05 | 0.14 | 0.14 | A-1+ P-1 F1+ |
| 9128286Z8 | 400,000.00 | UNITED STATES TREASURY | 1.750% | 06/30/2024 | | 396,428.00 | 1,769.23 | 398,197.23 | 5.31% | 5.27% | 1.32 | 0.25 | 0.25 | AA+ Aaa AA+ |
| 91282CFA4 | 350,000.00 | UNITED STATES TREASURY | 3.000% | 07/31/2024 | | 347,273.50 | 1,759.62 | 349,033.12 | 5.53% | 5.30% | 1.15 | 0.33 | 0.33 | AA+ Aaa AA+ |
| 3133EPDE2 | 400,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 5.375% | 09/09/2024 | | 400,172.00 | 1,313.89 | 401,485.89 | 5.28% | 5.26% | 1.33 | 0.44 | 0.43 | AA+ Aaa AA+ |
| 3133EPVK8 | 400,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 5.250% | 10/02/2024 | | 400,144.00 | 10,441.67 | 410,585.67 | 5.44% | 5.18% | 1.36 | 0.51 | 0.48 | AA+ Aaa F1+ |
| 91282CFX4 | 450,000.00 | UNITED STATES TREASURY | 4.500% | 11/30/2024 | | 447,840.00 | 6,805.33 | 454,645.33 | 5.41% | 5.23% | 1.50 | 0.67 | 0.64 | AA+ Aaa AA+ |

Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2024

| Cusip | Par Amount | Security | Coupon Rate | Maturity Date | Call Date | Market Value | Accrued | Market Value + Accrued | Book Yield | Market Yield | % of Portfolio | Years to Maturity | Eff Duration | S&P, Moody, Fitch |
|-----------|------------|--|-------------|---------------|------------|--------------|----------|------------------------|------------|--------------|----------------|-------------------|--------------|-------------------|
| 3130ATUR6 | 350,000.00 | FEDERAL HOME LOAN BANKS | 4.625% | 12/13/2024 | | 348,631.50 | 4,856.25 | 353,487.75 | 5.14% | 5.19% | 1.17 | 0.70 | 0.68 | AA+ Aaa AA+ |
| 91282CDS7 | 400,000.00 | UNITED STATES TREASURY | 1.125% | 01/15/2025 | | 387,744.00 | 951.92 | 388,695.92 | 5.33% | 5.10% | 1.28 | 0.79 | 0.77 | AA+ Aaa AA+ |
| 3130AV7L0 | 300,000.00 | FEDERAL HOME LOAN BANKS | 5.000% | 02/28/2025 | | 299,571.00 | 1,375.00 | 300,946.00 | 4.98% | 5.16% | 0.99 | 0.91 | 0.88 | AA+ Aaa AA+ |
| 3130AUZC1 | 350,000.00 | FEDERAL HOME LOAN BANKS | 4.625% | 03/14/2025 | | 348,435.50 | 764.41 | 349,199.91 | 5.08% | 5.11% | 1.15 | 0.95 | 0.92 | AA+ Aaa AA+ |
| 3135G03U5 | 350,000.00 | FEDERAL NATIONAL MORTGAGE ASSOCIATION | 0.625% | 04/22/2025 | | 334,183.50 | 966.15 | 335,149.65 | 5.09% | 5.04% | 1.11 | 1.06 | 1.03 | AA+ Aaa AA+ |
| 02582JJT8 | 200,000.00 | AMXCA 2022-2 A | 3.390% | 05/15/2025 | | 195,868.00 | 301.33 | 196,169.33 | 5.24% | 5.34% | 0.65 | 1.12 | 1.08 | AAA NA AAA |
| 254683CS2 | 200,000.00 | DCENT 2022-2 A | 3.320% | 05/15/2025 | | 195,620.00 | 295.11 | 195,915.11 | 5.71% | 5.38% | 0.65 | 1.12 | 1.08 | NA Aaa AAA |
| 912828XB1 | 400,000.00 | UNITED STATES TREASURY | 2.125% | 05/15/2025 | | 387,640.00 | 3,222.53 | 390,862.53 | 5.17% | 4.97% | 1.29 | 1.12 | 1.09 | AA+ Aaa AA+ |
| 3133EPNB7 | 300,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.625% | 06/20/2025 | | 299,058.00 | 3,892.71 | 302,950.71 | 4.83% | 4.89% | 1.00 | 1.22 | 1.16 | AA+ Aaa AA+ |
| 3133EPRS6 | 350,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.875% | 07/28/2025 | | 349,765.50 | 2,985.94 | 352,751.44 | 5.10% | 4.92% | 1.17 | 1.33 | 1.26 | AA+ Aaa AA+ |
| 06428CAC8 | 250,000.00 | BANK OF AMERICA NA | 5.650% | 08/18/2025 | 07/18/2025 | 251,515.00 | 1,687.15 | 253,202.15 | 5.66% | 5.16% | 0.84 | 1.38 | 1.24 | A+ Aa1 AA |
| 89236TKZ7 | 200,000.00 | TOYOTA MOTOR CREDIT CORP | 5.600% | 09/11/2025 | | 201,344.00 | 622.22 | 201,966.22 | 5.47% | 5.11% | 0.67 | 1.45 | 1.37 | A+ A1 A+ |
| 91282CFK2 | 300,000.00 | UNITED STATES TREASURY | 3.500% | 09/15/2025 | | 294,399.00 | 485.05 | 294,884.05 | 4.65% | 4.84% | 0.97 | 1.46 | 1.40 | AA+ Aaa AA+ |
| 17325FBA5 | 250,000.00 | CITIBANK NA | 5.864% | 09/29/2025 | 08/29/2025 | 252,395.00 | 81.44 | 252,476.44 | 5.90% | 5.16% | 0.83 | 1.50 | 1.35 | A+ Aa3 A+ |

Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2024

| Cusip | Par Amount | Security | Coupon Rate | Maturity Date | Call Date | Market Value | Accrued | Market Value + Accrued | Book Yield | Market Yield | % of Portfolio | Years to Maturity | Eff Duration | S&P, Moody, Fitch |
|-----------|------------|--|-------------|---------------|-----------|--------------|----------|------------------------|------------|--------------|----------------|-------------------|--------------|-------------------|
| 14041NGB1 | 200,000.00 | COMET 2022-3 A | 4.950% | 10/15/2025 | | 199,220.00 | 440.00 | 199,660.00 | 5.20% | 5.27% | 0.66 | 1.54 | 1.45 | AAA NA AAA |
| 3133EPMB8 | 300,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.125% | 12/08/2025 | | 296,568.00 | 3,884.38 | 300,452.38 | 4.62% | 4.83% | 0.99 | 1.69 | 1.59 | AA+ Aaa AA+ |
| 89115A2K7 | 200,000.00 | TORONTO-DOMINION BANK | 5.103% | 01/09/2026 | | 200,346.00 | 2,324.70 | 202,670.70 | 5.39% | 5.00% | 0.67 | 1.78 | 1.66 | A A1 AA- |
| 3133EPW68 | 500,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.125% | 01/22/2026 | | 494,830.00 | 3,953.12 | 498,783.12 | 4.36% | 4.72% | 1.65 | 1.81 | 1.71 | AA+ Aaa AA+ |
| 91282CGL9 | 350,000.00 | UNITED STATES TREASURY | 4.000% | 02/15/2026 | | 345,653.00 | 1,769.23 | 347,422.23 | 4.70% | 4.69% | 1.15 | 1.88 | 1.78 | AA+ Aaa AA+ |
| 3133EPNV3 | 300,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.375% | 03/30/2026 | | 298,080.00 | 36.46 | 298,116.46 | 4.50% | 4.71% | 0.98 | 2.00 | 1.85 | AA+ Aaa AA+ |
| 3133EPPR0 | 400,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.625% | 04/10/2026 | | 399,400.00 | 8,787.50 | 408,187.50 | 4.72% | 4.70% | 1.35 | 2.03 | 1.88 | AA+ Aaa AA+ |
| 14913JAA8 | 150,000.00 | CATERPILLAR FINANCIAL SERVICES CORP | 4.350% | 05/15/2026 | | 148,365.00 | 2,465.00 | 150,830.00 | 4.78% | 4.89% | 0.50 | 2.12 | 1.97 | A A2 A+ |
| 3133EPUD5 | 300,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.750% | 05/28/2026 | | 300,576.00 | 4,868.75 | 305,444.75 | 4.86% | 4.65% | 1.01 | 2.16 | 2.00 | AA+ Aaa AA+ |
| 24422EWX3 | 150,000.00 | JOHN DEERE CAPITAL CORP | 4.750% | 06/08/2026 | | 149,524.50 | 2,236.46 | 151,760.96 | 4.75% | 4.90% | 0.50 | 2.19 | 2.03 | A A1 A+ |
| 89239KAC5 | 148,941.87 | TAOT 2022-AA3 | 1.230% | 06/15/2026 | | 145,234.71 | 81.42 | 145,316.13 | 6.57% | 5.75% | 0.48 | 2.21 | 0.55 | NA Aaa AAA |
| 3133EPNG6 | 300,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.375% | 06/23/2026 | | 298,344.00 | 3,572.92 | 301,916.92 | 4.41% | 4.64% | 1.00 | 2.23 | 2.08 | AA+ Aaa AA+ |
| 3133EPQC2 | 250,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.625% | 07/17/2026 | | 249,605.00 | 2,376.74 | 251,981.74 | 4.68% | 4.70% | 0.83 | 2.30 | 2.14 | AA+ Aaa AA+ |
| 78016FZZ0 | 150,000.00 | ROYAL BANK OF CANADA | 5.200% | 07/20/2026 | | 150,483.00 | 1,538.33 | 152,021.33 | 5.30% | 5.05% | 0.50 | 2.30 | 2.13 | A A1 AA- |

Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2024

| Cusip | Par Amount | Security | Coupon Rate | Maturity Date | Call Date | Market Value | Accrued | Market Value + Accrued | Book Yield | Market Yield | % of Portfolio | Years to Maturity | Eff Duration | S&P, Moody, Fitch |
|-----------|------------|---|-------------|---------------|------------|--------------|----------|------------------------|------------|--------------|----------------|-------------------|--------------|-------------------|
| 06051GLA5 | 150,000.00 | BANK OF AMERICA CORP | 4.827% | 07/22/2026 | 07/22/2025 | 148,650.00 | 1,387.76 | 150,037.76 | 5.36% | 5.54% | 0.50 | 2.31 | 1.24 | A- A1 AA- |
| 797272RN3 | 145,000.00 | SAN DIEGO CALIF CMNTY COLLEGE DIST | 1.445% | 08/01/2026 | | 134,821.00 | 349.21 | 135,170.21 | 4.72% | 4.65% | 0.45 | 2.34 | 2.25 | AAA Aa1 NA |
| 94988J6D4 | 250,000.00 | WELLS FARGO BANK NA | 5.450% | 08/07/2026 | 07/07/2026 | 251,680.00 | 2,043.75 | 253,723.75 | 5.46% | 5.13% | 0.84 | 2.35 | 2.11 | A+ Aa2 AA- |
| 3133EPSW6 | 350,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.500% | 08/14/2026 | | 349,779.50 | 2,056.25 | 351,835.75 | 4.53% | 4.53% | 1.16 | 2.37 | 2.22 | AA+ Aaa AA+ |
| 34533YAE0 | 250,000.00 | FORDO 2020-C A4 | 0.510% | 08/15/2026 | | 242,945.00 | 56.67 | 243,001.67 | 7.44% | 4.95% | 0.80 | 2.38 | 0.64 | AAA Aaa NA |
| 3130AWTQ3 | 350,000.00 | FEDERAL HOME LOAN BANKS | 4.625% | 09/11/2026 | | 350,574.00 | 899.31 | 351,473.31 | 4.81% | 4.55% | 1.16 | 2.45 | 2.29 | AA+ Aaa AA+ |
| 78016EZZ3 | 200,000.00 | ROYAL BANK OF CANADA | 1.400% | 11/02/2026 | | 182,678.00 | 1,158.89 | 183,836.89 | 5.11% | 5.00% | 0.61 | 2.59 | 2.47 | A A1 AA- |
| 13067WRD6 | 165,000.00 | CALIFORNIA ST DEPT WTR RES CENT VY PROJ REV | 0.920% | 12/01/2026 | | 150,239.10 | 506.00 | 150,745.10 | 5.03% | 4.51% | 0.50 | 2.67 | 2.58 | AAA Aa1 NA |
| 17325FBC1 | 250,000.00 | CITIBANK NA | 5.488% | 12/04/2026 | 11/04/2026 | 252,672.50 | 4,459.00 | 257,131.50 | 4.87% | 5.04% | 0.85 | 2.68 | 2.36 | A+ Aa3 A+ |
| 91282CJT9 | 500,000.00 | UNITED STATES TREASURY | 4.000% | 01/15/2027 | | 494,025.00 | 4,230.77 | 498,255.77 | 4.13% | 4.46% | 1.65 | 2.79 | 2.59 | AA+ Aaa AA+ |
| 912828Z78 | 375,000.00 | UNITED STATES TREASURY | 1.500% | 01/31/2027 | | 345,821.25 | 942.65 | 346,763.90 | 4.44% | 4.45% | 1.15 | 2.84 | 2.72 | AA+ Aaa AA+ |
| 3133ENV9 | 350,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 2.875% | 04/26/2027 | | 334,138.00 | 4,332.47 | 338,470.47 | 4.52% | 4.47% | 1.12 | 3.07 | 2.86 | AA+ Aaa AA+ |
| 91412HFP3 | 200,000.00 | UNIVERSITY CALIF REVS | 1.366% | 05/15/2027 | | 181,390.00 | 1,032.09 | 182,422.09 | 4.47% | 4.59% | 0.60 | 3.12 | 2.98 | AA Aa2 AA |
| 91282CEW7 | 300,000.00 | UNITED STATES TREASURY | 3.250% | 06/30/2027 | | 289,710.00 | 2,464.29 | 292,174.29 | 4.19% | 4.39% | 0.97 | 3.25 | 3.02 | AA+ Aaa AA+ |

Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2024

| Cusip | Par Amount | Security | Coupon Rate | Maturity Date | Call Date | Market Value | Accrued | Market Value + Accrued | Book Yield | Market Yield | % of Portfolio | Years to Maturity | Eff Duration | S&P, Moody, Fitch |
|-----------|------------|---|-------------|---------------|------------|--------------|----------|------------------------|------------|--------------|----------------|-------------------|--------------|-------------------|
| 7994082A6 | 250,000.00 | SAN RAMON VALLEY CALIF UNI SCH DIST | 1.184% | 08/01/2027 | | 224,570.00 | 493.33 | 225,063.33 | 4.69% | 4.50% | 0.74 | 3.34 | 3.20 | AA+ Aa1 NA |
| 799038NS9 | 220,000.00 | SAN MATEO CNTY CALIF CMNTY COLLEGE DIST | 1.467% | 09/01/2027 | | 199,443.20 | 268.95 | 199,712.15 | 4.77% | 4.44% | 0.66 | 3.42 | 3.27 | AAA Aaa NA |
| 65480BAD9 | 200,000.00 | NAROT 2021-A A4 | 0.570% | 09/15/2027 | | 189,244.00 | 50.67 | 189,294.67 | 6.46% | 5.13% | 0.63 | 3.46 | 1.20 | AAA Aaa NA |
| 91282CFM8 | 300,000.00 | UNITED STATES TREASURY | 4.125% | 09/30/2027 | | 297,669.00 | 33.81 | 297,702.81 | 4.16% | 4.37% | 0.98 | 3.50 | 3.16 | AA+ Aaa AA+ |
| 419792DB9 | 200,000.00 | HAWAII ST | 3.350% | 10/01/2027 | 10/01/2025 | 192,776.00 | 3,350.00 | 196,126.00 | 4.51% | 4.48% | 0.65 | 3.50 | 2.88 | AA+ Aa2 AA |
| 89236TKL8 | 150,000.00 | TOYOTA MOTOR CREDIT CORP | 5.450% | 11/10/2027 | | 152,839.50 | 3,201.88 | 156,041.38 | 4.85% | 4.87% | 0.52 | 3.61 | 3.19 | A+ A1 A+ |
| 12663JAC5 | 250,000.00 | CNH 2022-B A3 | 3.890% | 11/15/2027 | | 245,637.50 | 432.22 | 246,069.72 | 6.27% | 5.72% | 0.81 | 3.63 | 0.97 | NA Aaa AAA |
| 023135CP9 | 150,000.00 | AMAZON.COM INC | 4.550% | 12/01/2027 | 11/01/2027 | 149,920.50 | 2,275.00 | 152,195.50 | 4.62% | 4.56% | 0.50 | 3.67 | 3.24 | AA A1 AA- |
| 142921AD7 | 200,000.00 | CARMX 2032-2 A3 | 5.050% | 01/18/2028 | | 199,386.00 | 448.89 | 199,834.89 | 5.28% | 5.28% | 0.66 | 3.80 | 1.70 | AAA NA AAA |
| 24422EWR6 | 150,000.00 | JOHN DEERE CAPITAL CORP | 4.750% | 01/20/2028 | | 150,319.50 | 1,405.21 | 151,724.71 | 4.73% | 4.69% | 0.50 | 3.81 | 3.42 | A A1 A+ |
| 3133EPAV7 | 250,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 3.875% | 02/14/2028 | | 245,582.50 | 1,264.76 | 246,847.26 | 4.15% | 4.37% | 0.82 | 3.88 | 3.54 | AA+ Aaa AA+ |
| 931142FB4 | 150,000.00 | WALMART INC | 3.900% | 04/15/2028 | 03/15/2028 | 146,977.50 | 2,697.50 | 149,675.00 | 4.35% | 4.45% | 0.49 | 4.04 | 3.59 | AA Aa2 AA |
| 46647PDA1 | 150,000.00 | JPMORGAN CHASE & CO | 4.323% | 04/26/2028 | 04/26/2027 | 146,538.00 | 2,791.94 | 149,329.94 | 5.14% | 5.14% | 0.49 | 4.07 | 2.79 | A- A1 AA- |
| 91282CCE9 | 300,000.00 | UNITED STATES TREASURY | 1.250% | 05/31/2028 | | 265,419.00 | 1,260.25 | 266,679.25 | 4.08% | 4.30% | 0.88 | 4.17 | 3.97 | AA+ Aaa AA+ |

Holdings by Maturity & Ratings



Citrus Heights Water District | Total Aggregate Portfolio

March 31, 2024

| Cusip | Par Amount | Security | Coupon Rate | Maturity Date | Call Date | Market Value | Accrued | Market Value + Accrued | Book Yield | Market Yield | % of Portfolio | Years to Maturity | Eff Duration | S&P, Moody, Fitch |
|--------------|----------------------|--|---------------|---------------|-----------|----------------------|-------------------|------------------------|--------------|--------------|----------------|-------------------|--------------|-------------------|
| 3130AWN63 | 300,000.00 | FEDERAL HOME LOAN BANKS | 4.000% | 06/30/2028 | | 297,729.00 | 3,033.33 | 300,762.33 | 4.08% | 4.19% | 0.99 | 4.25 | 3.83 | AA+ Aaa AA+ |
| 89115A2U5 | 150,000.00 | TORONTO-DOMINION BANK | 5.523% | 07/17/2028 | | 153,192.00 | 1,702.92 | 154,894.92 | 5.34% | 4.97% | 0.51 | 4.30 | 3.76 | A A1 AA- |
| 419792YT7 | 200,000.00 | HAWAII ST | 1.145% | 08/01/2028 | | 173,764.00 | 381.67 | 174,145.67 | 4.62% | 4.51% | 0.58 | 4.34 | 4.14 | AA+ Aa2 AA |
| 459058KW2 | 500,000.00 | INTERNATIONAL BANK FOR | 4.625% | 08/01/2028 | | 505,110.00 | 3,854.17 | 508,964.17 | 4.15% | 4.36% | 1.68 | 4.34 | 3.87 | AAA Aaa NA |
| 3133EPUN3 | 350,000.00 | FEDERAL FARM CREDIT BANKS FUNDING CORP | 4.500% | 08/28/2028 | | 352,730.00 | 1,443.75 | 354,173.75 | 4.33% | 4.30% | 1.17 | 4.41 | 3.95 | AA+ Aaa AA+ |
| 45950VSM9 | 250,000.00 | INTERNATIONAL FINANCE CORP | 4.500% | 11/27/2028 | | 251,690.00 | 3,875.00 | 255,565.00 | 4.06% | 4.34% | 0.84 | 4.66 | 4.11 | AAA Aaa NA |
| 3130AXQK7 | 500,000.00 | FEDERAL HOME LOAN BANKS | 4.750% | 12/08/2028 | | 509,305.00 | 9,763.89 | 519,068.89 | 4.07% | 4.31% | 1.71 | 4.69 | 4.10 | AA+ Aaa AA+ |
| 91282CDW8 | 425,000.00 | UNITED STATES TREASURY | 1.750% | 01/31/2029 | | 379,078.75 | 1,246.39 | 380,325.14 | 4.00% | 4.24% | 1.26 | 4.84 | 4.54 | AA+ Aaa AA+ |
| 4581X0EN4 | 450,000.00 | INTER-AMERICAN DEVELOPMENT BANK | 4.125% | 02/15/2029 | | 445,680.00 | 3,145.31 | 448,825.31 | 4.23% | 4.34% | 1.48 | 4.88 | 4.34 | AAA Aaa NA |
| Total | 30,494,532.58 | | 3.811% | | | 30,108,002.97 | 161,034.85 | 30,269,037.82 | 4.67% | 4.95% | 100.00 | 1.58 | 1.38 | |

Transactions



March 31, 2024

Citrus Heights Water District | Total Aggregate Portfolio

| Cusip | Security | Trade Date | Settlement Date | Coupon Payment | Price | Par Amount | Principal Amount | Accrued Amount | Total Amount | Broker |
|-----------------|---|------------|-----------------|----------------|--------|---------------------|---------------------|-----------------|---------------------|---------------------|
| Buy | | | | | | | | | | |
| 4581X0EN4 | IDB 4.125 02/15/29 MTN | 03/06/2024 | 03/08/2024 | 0.00 | 99.52 | 450,000.00 | 447,825.15 | 1,959.38 | 449,784.53 | BMO Capital Markets |
| 31846V203 | FIRST AMER:GVT OBLG;Y | 03/13/2024 | 03/13/2024 | 0.00 | 1.00 | 57,123.58 | 57,123.58 | 0.00 | 57,123.58 | Direct |
| 60934N104 | FEDERATED HRMS GV O;INST | 03/31/2024 | 03/31/2024 | 0.00 | 1.00 | 683,886.26 | 683,886.26 | 0.00 | 683,886.26 | Direct |
| CAL_CAMP | California Asset Management Program | 03/31/2024 | 03/31/2024 | 0.00 | 1.00 | 26,403.65 | 26,403.65 | 0.00 | 26,403.65 | Direct |
| CHWD_BMO_DEP | BMO Deposit | 03/31/2024 | 03/31/2024 | 0.00 | 1.00 | 9,578.44 | 9,578.44 | 0.00 | 9,578.44 | Direct |
| Total | | | | 0.00 | | 1,226,991.93 | 1,224,817.08 | 1,959.38 | 1,226,776.46 | |
| Sell | | | | | | | | | | |
| 31846V203 | FIRST AMER:GVT OBLG;Y | 03/08/2024 | 03/08/2024 | 0.00 | 1.00 | 66,006.01 | 66,006.01 | 0.00 | 66,006.01 | Direct |
| Total | | | | 0.00 | | 66,006.01 | 66,006.01 | 0.00 | 66,006.01 | |
| Maturity | | | | | | | | | | |
| 3130ATUQ8 | FHLBANKS 4.750 03/08/24 MATD | 03/08/2024 | 03/08/2024 | 0.00 | 100.00 | 375,000.00 | 375,000.00 | 0.00 | 375,000.00 | |
| Total | | | | 0.00 | | 375,000.00 | 375,000.00 | 0.00 | 375,000.00 | |
| Coupon | | | | | | | | | | |
| 799038NS9 | SAN MATEO CNTY CALIF CMNTY 1.467 09/01/27 | 03/01/2024 | 03/01/2024 | 1,613.70 | | 0.00 | 0.00 | 0.00 | 1,613.70 | |
| 3130ATUQ8 | FHLBANKS 4.750 03/08/24 MATD | 03/08/2024 | 03/08/2024 | 8,906.25 | | 0.00 | 0.00 | 0.00 | 8,906.25 | |
| 3133EPDE2 | FEDERAL FARM 5.375 09/09/24 | 03/09/2024 | 03/09/2024 | 10,750.00 | | 0.00 | 0.00 | 0.00 | 10,750.00 | |
| 3130AWTQ3 | FHLBANKS 4.625 09/11/26 | 03/11/2024 | 03/11/2024 | 9,757.47 | | 0.00 | 0.00 | 0.00 | 9,757.47 | |
| 89236TKZ7 | TOYOTA MOTOR CRD 5.600 09/11/25 MTN | 03/11/2024 | 03/11/2024 | 5,600.00 | | 0.00 | 0.00 | 0.00 | 5,600.00 | |
| 3130AUZC1 | FHLBANKS 4.625 03/14/25 | 03/14/2024 | 03/14/2024 | 8,093.75 | | 0.00 | 0.00 | 0.00 | 8,093.75 | |
| 34533YAE0 | FCAOT-20C-A4 | 03/15/2024 | 03/15/2024 | 106.25 | | 0.00 | 0.00 | 0.00 | 106.25 | |
| 65480BAD9 | NART-21A-A4 | 03/15/2024 | 03/15/2024 | 95.00 | | 0.00 | 0.00 | 0.00 | 95.00 | |
| 89239KAC5 | TART-22A-A3 | 03/15/2024 | 03/15/2024 | 164.79 | | 0.00 | (0.00) | 0.00 | 164.79 | |
| 02582JJT8 | AXCMT-222-A | 03/15/2024 | 03/15/2024 | 565.00 | | 0.00 | 0.00 | 0.00 | 565.00 | |
| 254683CS2 | DCENT-222-A | 03/15/2024 | 03/15/2024 | 553.33 | | 0.00 | (0.00) | 0.00 | 553.33 | |
| 12663JAC5 | CNHET-22B-A3 | 03/15/2024 | 03/15/2024 | 810.42 | | 0.00 | 0.00 | 0.00 | 810.42 | |
| 91282CFK2 | US TREASURY 3.500 09/15/25 | 03/15/2024 | 03/15/2024 | 5,250.00 | | 0.00 | 0.00 | 0.00 | 5,250.00 | |
| 14041NGB1 | COMET-223-A | 03/15/2024 | 03/15/2024 | 825.00 | | 0.00 | 0.00 | 0.00 | 825.00 | |
| 142921AD7 | CARMAX-232-A3 | 03/15/2024 | 03/15/2024 | 841.67 | | 0.00 | 0.00 | 0.00 | 841.67 | |
| 17325FBA5 | CITIBANK NA US 5.864 09/29/25 '25 | 03/29/2024 | 03/29/2024 | 7,330.00 | | 0.00 | 0.00 | 0.00 | 7,330.00 | |

Transactions



March 31, 2024

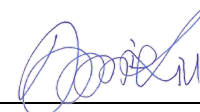
Citrus Heights Water District | Total Aggregate Portfolio

| Cusip | Security | Trade Date | Settlement Date | Coupon Payment | Price | Par Amount | Principal Amount | Accrued Amount | Total Amount | Broker |
|--------------------------|-------------------------------------|------------|-----------------|------------------|-------|------------------|------------------|----------------|------------------|--------|
| 3133EPNV3 | FEDERAL FARM 4.375 03/30/26 | 03/30/2024 | 03/30/2024 | 6,562.50 | | 0.00 | 0.00 | 0.00 | 6,562.50 | |
| 91282CFM8 | US TREASURY 4.125 09/30/27 | 03/31/2024 | 03/31/2024 | 6,187.50 | | 0.00 | 0.00 | 0.00 | 6,187.50 | |
| Total | | | | 74,012.63 | | 0.00 | 0.00 | 0.00 | 74,012.63 | |
| Custody Fee | | | | | | | | | | |
| CCYUSD | US DOLLAR | 03/25/2024 | 03/25/2024 | 0.00 | | 127.73 | (127.73) | 0.00 | (127.73) | |
| Total | | | | 0.00 | | 127.73 | (127.73) | 0.00 | (127.73) | |
| Principal Paydown | | | | | | | | | | |
| 89239KAC5 | TART-22A-A3 | 03/15/2024 | 03/15/2024 | 0.00 | | 11,832.42 | 11,832.41 | 0.00 | 11,832.41 | |
| Total | | | | 0.00 | | 11,832.42 | 11,832.41 | 0.00 | 11,832.41 | |
| Interest Income | | | | | | | | | | |
| CAL_CAMP | California Asset Management Program | 03/31/2024 | 03/31/2024 | 26,403.65 | | 0.00 | 26,403.65 | 0.00 | 26,403.65 | |
| 31846V203 | FIRST AMER:GVT OBLG;Y | 03/31/2024 | 03/31/2024 | 375.37 | | 0.00 | 12.99 | 0.00 | 375.37 | |
| 60934N104 | FEDERATED HRMS GV O;INST | 03/28/2024 | 03/28/2024 | 3,834.82 | | 0.00 | 2,013.21 | 0.00 | 3,834.82 | |
| Total | | | | 30,613.84 | | 0.00 | 28,429.85 | 0.00 | 30,613.84 | |

TREASURER'S REPORT OF ACCOUNT BALANCES

3/31/2024

| Fund Name | Beginning Balance 01/01/2024 | Year to Date Transfers In / Collections | Year to Date Transfers Out | Current Month Transfers In / Collections | Current Month Transfers Out | Ending Balance 03/31/2024 |
|--|------------------------------------|---|-------------------------------|--|--------------------------------|------------------------------|
| Operating Reserve | \$ 3,943,592 | \$ 4,659,278 | \$ (4,659,278) | | | \$ 3,943,592 |
| Operating Fund | \$ 9,826,555 | \$ 271,001 | \$ (869,125) | \$ 2,765,402 | \$ (3,320,898) | \$ 8,672,935 |
| Rate Stabilization Fund | \$ 1,000,000 | | | | | \$ 1,000,000 |
| Capital Improvement Reserve | \$ 3,146,633 | | | | | \$ 3,146,633 |
| Restricted for Debt Service | \$ - | | | | | \$ - |
| Water Supply Reserve | \$ 2,823,173 | | | \$ 200,000 | | \$ 3,023,173 |
| Water Efficiency Reserve | \$ 200,000 | | | \$ 200,000 | | \$ 400,000 |
| Water Meter Replacement Reserve | \$ 1,925,000 | | | | | \$ 1,925,000 |
| Water Main Reserve - Project 2030 | \$ 2,521,129 | \$ 258,937 | | \$ 76,761 | | \$ 2,856,828 |
| Fleet Equipment Reserve | \$ 471,395 | | | | | \$ 471,395 |
| Employment-Related Benefits Reserve | \$ 1,015,536 | | | | | \$ 1,015,536 |
| | <u>\$ 26,873,013</u> | <u>\$ 5,189,216</u> | <u>\$ (5,528,403)</u> | <u>\$ 3,242,163</u> | <u>\$ (3,320,898)</u> | <u>\$ 26,455,092</u> |



ANNIE Y. LIU, Treasurer

TREASURER'S REPORT OF FUND BALANCES
March 31, 2024

Fund Transfers Summary:

Operating Fund:

Fund Collected/Transferred \$ 2,765,402

Fund Disbursed/Transferred \$ (2,920,898)

Net Fund Transferred: \$ (155,496)

Water Main Reserve - Project 2030 \$ 76,761

Citrus Heights Water District
Budget Performance Report
As of 03/31/2024

CC-06

| | March | Year-to-Date | Year-to-Date | YTD Variance | | Annual |
|--|---------------------|---------------------|---------------------|---------------------|----------------|----------------------|
| | Actual | Actual | Budget | Amount | Percent | Budget |
| Revenues | | | | | | |
| Metered Service Charges | \$734,744.64 | \$3,074,323.74 | \$2,961,458.37 | \$112,865.37 | 3.81% | \$11,845,833.44 |
| Metered Water Deliveries | 172,183.11 | 837,466.37 | 813,917.89 | \$23,548.48 | 2.89% | 6,511,343.09 |
| Water Main Replacement Revenue | 76,761.43 | 335,698.28 | 342,999.99 | (7,301.71) | -2.13% | 1,372,000.00 |
| Penalties | 7,973.17 | 39,401.10 | 17,297.04 | 22,104.06 | 127.79% | 69,188.19 |
| Interest | 31,426.99 | 97,191.77 | 86,184.90 | 11,006.87 | 12.77% | 344,739.60 |
| Backflow Fees | 3,572.53 | 19,969.88 | 13,815.09 | 6,154.79 | 44.55% | 55,260.40 |
| Water Service Install & S&R | 0.00 | 0.00 | 2,400.00 | (2,400.00) | -100.00% | 9,600.00 |
| Grant Funds | 862.50 | 1,762.50 | 776,750.00 | (774,987.50) | -99.77% | 3,107,000.00 |
| Miscellaneous * | 2,263.60 | 4,128.58 | 3,197.13 | 931.45 | 29.13% | 12,788.50 |
| Cost Reimbursements | 3,838.62 | 4,363.62 | 1,425.00 | 2,938.62 | 206.22% | 5,700.04 |
| Income - Wheeling Water | 0.00 | 0.00 | 18,284.31 | (18,284.31) | -100.00% | 73,137.28 |
| Income - Connection Fees | 0.00 | 0.00 | 32,227.86 | (32,227.86) | -100.00% | 128,911.46 |
| Total Revenue | 1,033,626.59 | 4,414,305.84 | 5,069,957.58 | (655,651.74) | -12.93% | 23,535,502.00 |
| *includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources | | | | | | |
| Operating Expenses | | | | | | |
| Cost of Water | | | | | | |
| Purchased Water | 0.00 | 601,675.00 | 796,628.16 | (194,953.16) | -24.47% | 3,186,512.73 |
| Ground Water | 43,542.06 | 184,472.54 | 261,149.38 | (76,676.84) | -29.36% | 1,027,917.89 |
| | 43,542.06 | 786,147.54 | 1,057,777.54 | (271,630.00) | -25.68% | 4,214,430.62 |
| Labor & Benefits | | | | | | |
| Labor Regular | 321,246.80 | 1,195,182.30 | 1,082,203.71 | 112,978.59 | 10.44% | 4,328,814.89 |
| Labor Non-Regular | 474.85 | 1,087.97 | 1,031.00 | 56.97 | 5.53% | 3,353.11 |
| Labor Taxes | 24,851.97 | 98,053.00 | 82,608.69 | 15,444.31 | 18.70% | 330,434.76 |
| Labor Workers Comp | | | 19,987.05 | (19,987.05) | -100.00% | 79,948.16 |
| Labor External | 1,800.00 | 3,750.00 | 5,678.79 | (1,928.79) | -33.96% | 22,715.11 |
| Benefits Med/Den/Vis | 47,825.99 | 199,913.65 | 145,138.86 | 54,774.79 | 37.74% | 580,555.24 |
| Benefits LTD/Life/EAP | 6,283.01 | 22,100.55 | 15,579.63 | 6,520.92 | 41.86% | 62,318.46 |
| Benefits CalPers | 31,632.18 | 83,824.52 | 91,631.16 | (7,806.64) | -8.52% | 366,524.65 |
| Benefits Other | 7,611.08 | 36,836.62 | 35,181.69 | 1,654.93 | 4.70% | 140,726.74 |
| Benefit Retiree Expenses | 5,082.14 | 14,889.93 | 16,008.99 | (1,119.06) | -6.99% | 64,035.99 |
| Benefit GASB 68 | | 219,317.50 | 146,113.35 | 73,204.15 | 50.10% | 584,453.37 |
| Capitalized Labor & Benefit Contra | (45,698.38) | (114,866.61) | (113,776.35) | (1,090.26) | 0.96% | (455,105.49) |
| | 401,109.64 | 1,760,089.43 | 1,527,386.57 | 232,702.86 | 15.24% | 6,108,774.99 |
| General & Administrative | | | | | | |

Citrus Heights Water District
Budget Performance Report
As of 03/31/2024

| | March | Year-to-Date | Year-to-Date | YTD Variance | | Annual |
|----------------------------------|-------------------|---------------------|---------------------|---------------------|----------------|----------------------|
| | Actual | Actual | Budget | Amount | Percent | Budget |
| Fees & Charges | 15,389.46 | 44,184.43 | 57,593.70 | (13,409.27) | -23.28% | 230,374.69 |
| Regulatory Compliance/Permits | 659.75 | 90,571.49 | 30,128.07 | 60,443.42 | 200.62% | 120,512.29 |
| District Events & Recognition | 950.00 | 5,024.05 | 10,497.26 | (5,473.21) | -52.14% | 40,634.73 |
| Maintenance/Licensing | 20,749.12 | 166,346.90 | 67,719.78 | 98,627.12 | 145.64% | 270,879.08 |
| Equipment Maintenance | 25,939.47 | 35,412.47 | 39,833.70 | (4,421.23) | -11.10% | 159,334.78 |
| Professional Development | 2,435.69 | 16,780.99 | 23,389.08 | (6,608.09) | -28.25% | 91,526.93 |
| Dues & Subscriptions | 231.85 | 127,483.20 | 72,909.07 | 54,574.13 | 74.85% | 291,208.39 |
| Facility Improvements | 0.00 | 0.00 | 954.36 | (954.36) | -100.00% | 3,817.47 |
| Fuel & Oil | 6,184.80 | 16,265.82 | 26,288.82 | (10,023.00) | -38.13% | 105,155.26 |
| General Supplies | 3,968.87 | 15,585.83 | 21,580.62 | (5,994.79) | -27.78% | 85,551.39 |
| Insurance - Auto/Prop/Liab | 125.59 | 94,026.70 | 45,686.31 | 48,340.39 | 105.81% | 182,745.23 |
| Leasing/Equipment Rental | 2,282.13 | 15,632.07 | 13,059.92 | 2,572.15 | 19.69% | 51,803.36 |
| Parts & Materials | 127,188.33 | 280,311.55 | 246,758.31 | 33,553.24 | 13.60% | 987,033.24 |
| Postage/Shipping/Freight | 3,745.53 | 14,556.04 | 28,247.54 | (13,691.50) | -48.47% | 112,773.97 |
| Rebates & Incentives | 450.00 | 1,650.00 | 3,212.64 | (1,562.64) | -48.64% | 12,850.53 |
| Telecom/Network | 5,776.78 | 12,227.05 | 16,056.75 | (3,829.70) | -23.85% | 64,226.99 |
| Tools & Equipment | 1,002.67 | 2,142.59 | 22,950.72 | (20,808.13) | -90.66% | 91,247.64 |
| Utilities | 2,975.31 | 8,508.90 | 12,874.80 | (4,365.90) | -33.91% | 51,499.20 |
| Write-Off Bad Debt Exp | | | 26.10 | (26.10) | -100.00% | 26.10 |
| Capitalized G&A Contra | (46,165.16) | (106,236.47) | (207,461.01) | 101,224.54 | -48.79% | (829,844.00) |
| Capitalized Equipment Contra | (37,206.70) | (90,738.31) | (153,285.24) | 62,546.93 | -40.80% | (613,141.00) |
| | <u>136,683.49</u> | <u>749,735.30</u> | <u>379,021.30</u> | <u>370,714.00</u> | <u>97.81%</u> | <u>1,510,216.27</u> |
| Professional & Contract Services | | | | | | |
| Support Services | 143,585.59 | 290,515.36 | 485,501.58 | (194,986.22) | -40.16% | 1,942,006.21 |
| Legal Services | 29,620.40 | 72,823.91 | 164,536.17 | (91,712.26) | -55.74% | 655,788.35 |
| Printing Services | 277.55 | 7,814.55 | 8,636.51 | (821.96) | -9.52% | 33,315.55 |
| | <u>173,483.54</u> | <u>371,153.82</u> | <u>658,674.26</u> | <u>(287,520.44)</u> | <u>-43.65%</u> | <u>2,631,110.11</u> |
| Reserves & Debt Services | | | | | | |
| Interest Expense | 0.00 | 32,644.44 | 32,043.75 | 600.69 | 1.87% | 64,088.00 |
| | | <u>32,644.44</u> | <u>32,043.75</u> | <u>600.69</u> | <u>1.87%</u> | <u>64,088.00</u> |
| Total Operating Expenses | <u>754,818.73</u> | <u>3,699,770.53</u> | <u>3,654,903.42</u> | <u>44,867.11</u> | <u>1.23%</u> | <u>14,528,619.99</u> |
| Net Income / (Expense) | <u>278,807.86</u> | <u>714,535.31</u> | <u>1,415,054.16</u> | <u>(700,518.85)</u> | <u>-49.50%</u> | <u>9,006,882.01</u> |

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 3/2024

CC-7

| Project Number | Project Name | BUDGET | AMOUNTS PAID | | | PROJECTION |
|---------------------------------|--------------------------------|----------------------|------------------|------------------|--------------------|------------------------------------|
| | | Approved 2024 Budget | Month to Date | Year to Date | Project to Date | Remaining Budget for Total Project |
| C16-134 | Auburn Blvd-Rusch Park Placer | \$538,021 | \$0 | \$1,566 | \$10,512 | \$527,509 |
| C20-108 | Corp Yard PreArchitecture Stdy | \$100,000 | \$0 | \$0 | \$1,676 | \$98,324 |
| C20-109 | Corp Yard Plans Specs Estimate | \$400,000 | \$0 | \$0 | \$0 | \$400,000 |
| C24-003 | Fleet & Field Operations Eqpm | \$330,000 | \$0 | \$0 | \$0 | \$330,000 |
| C24-004 | Technology Hardware & Software | \$55,000 | \$0 | \$0 | \$0 | \$55,000 |
| C24-005 | Facilities Improvements | \$108,000 | \$5,382 | \$5,382 | \$5,382 | \$102,618 |
| C24-011 | Valve Replacement | \$120,000 | \$17,940 | \$20,076 | \$20,076 | \$99,924 |
| C24-012 | Water Service Connections | \$1,507,000 | \$96,445 | \$225,731 | \$225,731 | \$1,281,269 |
| C24-013 | Water Meter Replacement | \$125,000 | \$3,458 | \$4,994 | \$4,994 | \$120,006 |
| C24-014 | Fire Hydrants-Repl, Upgrades, | \$175,000 | \$0 | \$3,940 | \$3,940 | \$171,060 |
| C24-020 | Groundwater Well Improvement | \$200,000 | \$0 | \$0 | \$0 | \$200,000 |
| C24-101 | Minnesota Drive | \$727,000 | \$890 | \$970 | \$970 | \$726,030 |
| C24-102 | Fair Oaks Blvd at Leafcrest Wy | \$344,000 | \$0 | \$79 | \$79 | \$343,921 |
| C24-103 | Menke Way | \$103,000 | \$0 | \$0 | \$0 | \$103,000 |
| Construction in Progress | | \$4,832,021 | \$124,115 | \$262,737 | \$273,359 | \$4,558,662 |
| C15-104B | Document Management System | | \$0 | \$0 | \$179,755 | (\$179,755) |
| C23-003 | Fleet/Field Operations Equip | | \$107,909 | \$107,909 | \$107,909 | (\$107,909) |
| Fleet and Equipment | | \$0 | \$107,909 | \$107,909 | \$287,664 | (\$287,664) |
| C21-102 | Old Auburn Road | \$0 | \$0 | \$0 | \$2,029 | (\$2,029) |
| C21-104 | Mesa Verde HS | \$0 | \$0 | \$0 | \$747,517 | (\$747,517) |
| C21-105 | Madison Ave & Dewey Dr | \$0 | \$0 | \$0 | \$78,746 | (\$78,746) |
| C22-101 | Carriage Drive | \$0 | \$0 | \$0 | \$579,234 | (\$579,234) |
| C22-104 | Patton Ave Main | \$0 | \$66 | \$4,266 | \$82,997 | (\$82,997) |
| C23-040A | City of Citrus Heights Wachtel | \$0 | \$0 | \$0 | \$16,217 | (\$16,217) |
| Water Mains | | \$0 | \$66 | \$4,266 | \$1,506,740 | (\$1,506,740) |
| C17-103 | Operations Building Remodel | \$0 | \$0 | \$0 | \$21,180 | (\$21,180) |
| C21-040 | Other City Partnerships | \$0 | \$0 | \$0 | \$0 | \$0 |
| C21-040B | Elec. Greenway Bike Trail | \$0 | \$0 | \$0 | \$1,797 | (\$1,797) |
| C22-005 | Facilities Improvements | \$0 | \$0 | \$0 | \$44,748 | (\$44,748) |
| C22-040 | Other City Partnerships | \$0 | \$0 | \$0 | \$0 | \$0 |

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 3/2024

CC-7

| Project Number | Project Name | BUDGET | AMOUNTS PAID | | | PROJECTION |
|-------------------------------|--------------------------------|----------------------|------------------|------------------|--------------------|------------------------------------|
| | | Approved 2024 Budget | Month to Date | Year to Date | Project to Date | Remaining Budget for Total Project |
| C22-040D | SACOG 22 AC Overlay P1 | \$0 | \$0 | \$0 | \$174 | (\$174) |
| C22-040E | San Juan Ave Complete Streets | \$0 | \$177 | \$761 | \$761 | (\$761) |
| C22-041 | Other Misc Infrastructure | \$0 | \$0 | \$0 | \$0 | \$0 |
| C22-102 | Well Site Acquisition | \$0 | \$0 | \$0 | \$265,468 | (\$265,468) |
| C23-005 | Facilities Improvements | \$0 | \$5,000 | \$5,000 | \$5,000 | (\$5,000) |
| C23-040 | Other City Partnerships | \$0 | \$0 | \$0 | \$0 | \$0 |
| C23-041 | Misc Infrastructure Projects | \$0 | \$0 | | | |
| C23-104 | Patton/Pardal/Alondra/Perdez | \$0 | \$0 | | | |
| C23-105 | Reno Lane 8-inch | \$0 | \$0 | | | |
| C23-106 | Admiral & Anchor 8-inch | \$897,819 | \$0 | | | |
| C24-010 | Annual Water Main Pipeline Rep | \$51,500 | \$0 | \$0 | \$0 | \$51,500 |
| Miscellaneous Projects | | \$949,319 | \$5,177 | \$5,761 | \$339,128 | (\$287,628) |
| C17-104 | Ground Water Well Property | \$0 | \$0 | \$0 | \$0 | \$0 |
| C17-104A | Well #7 Patton | \$0 | \$0 | \$0 | \$0 | \$0 |
| C18-106 | Groundwater Well #7 | \$0 | \$0 | \$0 | \$10,780 | (\$10,780) |
| C20-107 | Well Design & Construction | \$0 | \$4,954 | \$16,880 | \$1,249,464 | (\$1,249,464) |
| C22-020 | Groundwater Well Improvements | \$4,442,536 | \$0 | \$0 | \$7,332 | \$4,435,204 |
| C22-102A | SJUSD Property | \$0 | \$0 | \$0 | \$12,100 | (\$12,100) |
| C22-103 | Well Design Construct Highland | \$0 | \$0 | \$0 | \$0 | \$0 |
| C23-020 | Groundwater Well Improvements | \$0 | \$0 | \$0 | \$0 | \$0 |
| C23-103 | Highland Well | \$0 | \$351 | \$2,409 | \$4,347 | (\$4,347) |
| Wells | | \$4,442,536 | \$5,305 | \$19,289 | \$1,284,024 | \$3,158,512 |
| Grand Totals: | | \$10,223,876 | \$242,571 | \$399,962 | \$3,690,916 | \$5,635,141 |

MARCH 2024 WARRANTS

| <u>CHECK</u> | <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------|-------------------------------------|---|---------------|
| 77363 | KUSTER THOMAS FAMILY TRUST | Customer Refund | \$23.18 |
| 77364 | VLADISLAV OR NATALYA KALENYUK | Customer Refund | \$3,088.03 |
| 77365 | MATHEW OR CHRISTY D MARTIN | Customer Refund | \$90.61 |
| 77366 | YONG J YOUN | Customer Refund | \$76.00 |
| 77367 | THOMAS A BREITWEISER | Customer Refund | \$93.27 |
| 77368 | KAREN RAPPA | Customer Refund | \$118.14 |
| 77369 | YULIYA MANASYAN | Customer Refund | \$71.47 |
| 77370 | JENAE J GEORGE | Customer Refund | \$35.86 |
| 77371 | AUTOLOOX LLC | Customer Refund | \$22.45 |
| 77372 | ALTA ENTERPRISE INC | Customer Refund | \$53.11 |
| 77373 | AIR DOCTOR | Maintenance Agreement-Equipment | \$11,200.00 |
| 77374 | ANSWERNET | Telephone-Answering Service | \$342.35 |
| 77375 | NANETTE WHEELER CARTER | Contract Services-Miscellaneous | \$200.00 |
| 77376 | CITY OF CITRUS HEIGHTS | Equipment Rental-Office | \$1,594.00 |
| 77377 | COVINO SMITH AND SIMON | Contract Services-Miscellaneous | \$1,000.00 |
| 77378 | RICO REVOCABLE TRUST | Customer Refund | \$222.16 |
| 77379 | EVERBANK NA | Equipmetn Rental-Office | \$522.59 |
| 77380 | FAST ACTION PEST CONTROL | Contract Services-Miscellaneous | \$184.80 |
| 77381 | DEBORA GARCIA | Contract Services-Miscellaneous | \$200.00 |
| 77382 | GRAINGER | Small Tools | \$449.71 |
| 77383 | FERGUSON ENTERPRISES INC 1423 | Material | \$25,455.94 |
| 77384 | ROBERT HENRY | Contract Services-Paving/Concrete | \$7,680.00 |
| 77385 | ICONIX WATERWORKS | Material | \$4,842.29 |
| 77386 | INTEGRITY ADMINISTRATORS INC | Health Insurance | \$10,000.00 |
| 77387 | INVOICE PROCESSING DEPARTMENT | Contract Services-Miscellaneous | \$7.00 |
| 77388 | J4 SYSTEMS | Contract Services-Other | \$6,011.25 |
| 77389 | MASON SMITH SUCCESS STRATEGIES | Contract Services-Other | \$19,200.00 |
| 77390 | MOONLIGHT BPO LLC | Contract Services-Bill Print/Mail | \$2,569.44 |
| 77391 | NOWSPEED INC | Contract Services-Other | \$600.00 |
| 77392 | PACE SUPPLY CORP | Material | \$3,646.22 |
| 77393 | REPUBLIC SERVICES 922 | Utilities | \$335.21 |
| 77394 | REGIONAL GOVERNMENT SERVICES | Consulting Services | \$17,293.50 |
| 77395 | SDI PRESENCE LLC | Contract Services-Other | \$1,008.00 |
| 77396 | SMUD | Utilities | \$13,827.27 |
| 77397 | SONITROL | Equipment Rental-Office | \$3.38 |
| 77398 | SPOT ON SIGNS AND GRAPHICS | Contract Services-Office Repair/Mainten | \$304.69 |
| 77399 | T MOBILE | Telephone-Wireless | \$919.88 |
| 77400 | HENLEY PACIFIC LA LLC | Repair-Equipment | \$122.24 |
| 77401 | WATER SYSTEMS CONSULTING INC | Contract Services-Other | \$10,333.72 |
| 77402 | WESTERN TRUCK CENTER | Fixed Assets | \$107,909.19 |
| 77403 | WIZIX TECHNOLOGY GROUP INC | Equipment Rental-Office | \$31.50 |
| 77404 | KATHLEEN WORLEY LIVING TRUST | Customer Refund | \$32,890.50 |
| 77405 | ROBERT V OR LAURI J HAGARTY | Customer Refund | \$134.51 |
| 77406 | MOHAMMAD A PAZDEL | Customer Refund | \$210.34 |
| 77407 | DAVID OR BRITTANY R INMAN | Customer Refund | \$197.51 |
| 77408 | JOSEPH OR ANDREA M SIMMONS | Customer Refund | \$48.24 |
| 77409 | JUSTIN HOFRICHTER OR TAYLER HAIGHT | Customer Refund | \$85.50 |
| 77410 | KELLER WILLIAMS REALTY | Customer Refund | \$491.16 |
| 77411 | 19SIX ARCHITECTS | Contract Services-Other | \$16,962.70 |
| 77412 | ABA DABA RENTAL | Supplies-Field | \$59.53 |
| 77413 | ACWA JPIA | Workers Comp Insurance | \$101.68 |
| 77414 | ALEXANDERS CONTRACT SERVICES | Contract Services-Meter Reads | \$8,701.81 |
| 77415 | ALTERTECH SOLUTIONS LLC | Professional Development | \$750.00 |
| 77416 | AREA PORTABLE SERVICES | Equipment Rental-Field | \$116.68 |
| 77417 | CALIFORNIA NEVADA SECTION AWWA | Dues & Subscriptions | \$320.00 |
| 77418 | B AND M BUILDERS | Contract Services-Engineering | \$37,432.50 |
| 77419 | BEST BEST AND KRIEGER | Legal & Audit | \$404.80 |
| 77420 | BLUE JAY TRUCKING INC | Contract Services-Other | \$1,819.13 |
| 77421 | BSK ASSOCIATES | Water Analysis | \$3,116.00 |
| 77422 | CALIFORNIA LANDSCAPE ASSOCIATES INC | Janitorial | \$4,488.00 |
| 77423 | CITY OF CITRUS HEIGHTS | Equipment Rental | \$968.00 |

MARCH 2024 WARRANTS

| <u>CHECK</u> | <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------|-------------------------------------|-----------------------------------|---------------|
| 77424 | COLANTUONO HIGHSMITH WHATLEY PC | Legal & Audit | \$5,301.00 |
| 77425 | TONY COLON | Toilet Rebate Program | \$75.00 |
| 77426 | CONSOLIDATED | Telephone-Local/Long Distance | \$2,535.69 |
| 77427 | ROBIN COPE | Retiree Insurance | \$520.00 |
| 77428 | CORELOGIC INFORMATION SOLUTIONS INC | Dues & Subscriptions | \$231.85 |
| 77429 | RICO REVOCABLE TRUST | Customer Refund | \$210.76 |
| 77430 | CTY OF SAC DEPT OF FINANCE | Contract Services-Miscellaneous | \$231.20 |
| 77431 | COUNTY OF SACRAMENTO LD SIR | Permit Fees | \$750.00 |
| 77432 | DLT SOLUTIONS LLC | Maintenance Agreement-Software | \$1,940.04 |
| 77433 | FAIR OAKS ARBORIST | Contract Services-Other | \$2,850.00 |
| 77434 | ERNESTINE FREEMAN | Retiree Insurance | \$174.70 |
| 77435 | BENJAMIN FRENCH | Toilet Rebate Program | \$225.00 |
| 77436 | NANCY HARROLD | Toilet Rebate Program | \$75.00 |
| 77437 | KIERSTIN HART | Toilet Rebate Program | \$75.00 |
| 77438 | INTEGRITY ADMINISTRATORS INC | Health Insurance | \$234.40 |
| 77439 | J4 SYSTEMS | Contract Services-Other | \$10,487.25 |
| 77440 | JDH CORROSION CONSULTANTS INC | Contract Services-Engineering | \$16,095.00 |
| 77441 | ANNIE LIU | Professional Development | \$314.26 |
| 77442 | LOWES | Supplies-Field | \$550.48 |
| 77443 | MACQUARIE EQUIPMENT CAPITAL INC | Equipment Rental-Office | \$376.97 |
| 77444 | MESSENGER PUBLISHING GROUP | Publication Notices | \$225.00 |
| 77445 | MOONLIGHT BPO LLC | Contract Services-Bill Print/Mail | \$5,154.59 |
| 77446 | MOSAIC PUBLIC PARTNERS LLC | Consulting Services | \$8,700.00 |
| 77447 | MSC INTEGRATION | Repair-Equipment/Hardware | \$933.12 |
| 77448 | NAPA AUTO PARTS | Repair-Equipment | \$81.09 |
| 77449 | NOWSPEED INC | Contract Services-Other | \$250.00 |
| 77450 | PACE SUPPLY CORP | Material | \$6,434.96 |
| 77451 | PROTECTIVE LIFE INSURANCE COMPANY | Disability & Life Insurance | \$2,121.53 |
| 77452 | QUICK QUACK CAR WASH | Maintenance Agreement-Equipment | \$298.30 |
| 77453 | RDO EQUIPMENT | Repair-Trucks | \$163.27 |
| 77454 | RESCUE TRAINING INSTITUTE INC | Contract Services-Other | \$513.88 |
| 77455 | SAGENT | Contract Services-Other | \$4,598.75 |
| 77456 | MARY LYNN SCHERRER | Retiree Insurance | \$174.70 |
| 77457 | SONSRAY MACHINERY LLC | Repair-Equipment | \$1,782.20 |
| 77458 | TEE JANITORIAL MAINTENANCE | Janitorial | \$2,989.00 |
| 77459 | MELINDA M TUPPER | Retiree Insurance | \$520.00 |
| 77460 | HENLEY PACIFIC LA LLC | Repair-Equipment | \$193.70 |
| 77461 | WALKERS OFFICE SUPPLIES | Office Expense | \$47.53 |
| 77462 | WATERWISE CONSULTING INC | Contract Service-Conservation | \$675.00 |
| 77463 | WEX BANK | Gas & Oil | \$3,112.61 |
| 77464 | WYJO SERVICES CORP | Repair-Trucks | \$1,416.00 |
| 77465 | LOPEZ FAMILY REVOCABLE TRUST | Customer Refund | \$249.71 |
| 77466 | FELICE FAMILY LIVING TRUST | Customer Refund | \$963.96 |
| 77467 | SAMUEL A BOKORI | Customer Refund | \$150.80 |
| 77468 | ROSEMARIE BURK | Customer Refund | \$446.98 |
| 77469 | ROSSMAN FAMILY TRUST | Customer Refund | \$5.07 |
| 77470 | JAMES PERRY | Customer Refund | \$143.77 |
| 77471 | GROSSER FAMILY 2011 REV TRUST | Customer Refund | \$43.38 |
| 77472 | ROBERT C OR CAROL A BAYNES | Customer Refund | \$9.51 |
| 77473 | TIMOTHY TUCK ESTATE OR TAMARA SOOK | Customer Refund | \$199.74 |
| 77474 | CAVANAGH FAMILY REVOCABLE TRUST | Customer Refund | \$415.28 |
| 77475 | RICHARD OR SANDRA SNODGRASS | Customer Refund | \$161.96 |
| 77476 | CYNTHIA M KIRCH | Customer Refund | \$2,199.08 |
| 77477 | MELISSA M CODDE | Customer Refund | \$60.00 |
| 77478 | MARY A BAISLEY | Customer Refund | \$26.69 |
| 77479 | Void | Void | \$0.00 |
| 77480 | JILL A POWELL | Customer Refund | \$415.43 |
| 77481 | GLENDALEE SCULLY REVCABLE TRUST | Customer Refund | \$207.17 |

MARCH 2024 WARRANTS

| <u>CHECK</u> | <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------|--|--------------------------------------|---------------|
| 77482 | RANDA MATAR LIVING TRUST | Customer Refund | \$260.39 |
| 77483 | MATTHEW KIRBY | Customer Refund | \$165.29 |
| 77484 | JONATHAN CVETKOVIC OR DIANA MARTINEZ | Customer Refund | \$164.16 |
| 77485 | LYSANDRA WILLIAMS OR AMBER WILLIAMS | Customer Refund | \$747.58 |
| 77486 | AMY M WEEKS OR ALEXANDRA R LORIS | Customer Refund | \$327.06 |
| 77487 | KIYOTAKA SUGIE | Customer Refund | \$113.06 |
| 77488 | MICHAEL QUILLMAN OR JULIE ADAMS ESTATE | Customer Refund | \$124.22 |
| 77489 | SAMUEL OR ASHLEY R WAMBUGU | Customer Refund | \$152.48 |
| 77490 | LIA ONNIAS | Customer Refund | \$470.66 |
| 77491 | BEVERLY A MCPHERSON | Customer Refund | \$382.36 |
| 77492 | MICHAEL A SNOWDEN | Customer Refund | \$146.17 |
| 77493 | JOSHUA D OR AVIGEYA G PAUL | Customer Refund | \$248.31 |
| 77494 | BASELINE ENTERPRISE LLC | Customer Refund | \$243.31 |
| 77495 | SCOTT OR KAREN L HARTER | Customer Refund | \$399.41 |
| 77496 | CAPITAL CULTIVATING INC | Customer Refund | \$275.88 |
| 77497 | DANIEL BROWN | Customer Refund | \$467.94 |
| 77498 | L VICTOR VACCARO | Customer Refund | \$25.42 |
| 77499 | DAVID OR ELIZABETH BARE | Customer Refund | \$54.60 |
| 77500 | Void | Void | \$0.00 |
| 77501 | AFLAC | Employee Paid Insurance | \$249.53 |
| 77502 | AIA SERVICES LLC | Water Conservation-Material/Supplies | \$88.22 |
| 77503 | Jodi Ash | Contract Services-Miscellaneous | \$50.00 |
| 77504 | JULIE BEYERS | Contract Services-Miscellaneous | \$50.00 |
| 77505 | COMCAST | Equip Rental-Office | \$96.68 |
| 77506 | PAUL DIETRICH | Contract Services-Miscellaneous | \$25.00 |
| 77507 | FIRST AMERICAN TITLE COMPANY | Customer Refund | \$861.39 |
| 77508 | GOVERNMENT PORTFOLIO ADVISORS | Contract Services-Financial | \$1,236.41 |
| 77509 | SUZANNE GUTHRIE | Contract Services-Miscellaneous | \$100.00 |
| 77510 | ERIC LINDBERG | Contract Services-Miscellaneous | \$50.00 |
| 77511 | JAY MARTINEZ | Contract Services-Miscellaneous | \$200.00 |
| 77512 | MESSENGER PUBLISHING GROUP | Publication Notices | \$351.00 |
| 77513 | KRISSI MIRAMONTES | Contract Services-Miscellaneous | \$200.00 |
| 77514 | ERICK MOREYRA | Toilet Rebate Program | \$125.59 |
| 77515 | JENNA MOSER | Contract Services-Miscellaneous | \$50.00 |
| 77516 | NAPA AUTO PARTS | Repair-Equipment | \$310.48 |
| 77517 | MICHAEL NISHIMURA | Contract Services-Miscellaneous | \$150.00 |
| 77518 | NOR CAL PERLITE INC | Supplies-Field | \$2,953.64 |
| 77519 | ONE PRINT SOURCE AND GRAPHICS | Printing | \$52.55 |
| 77520 | PACE SUPPLY CORP | Material | \$6,727.45 |
| 77521 | PACIFIC GAS AND ELECTRIC | Utilities | \$199.61 |
| 77522 | REGIONAL GOVERNMENT SERVICES | Consulting Services | \$14,727.25 |
| 77523 | SACRAMENTO COUNTY | Permit Fees | \$294.00 |
| 77524 | LES SCHWAB TIRES | Repair-Trucks | \$300.43 |
| 77525 | HILARY STRAUS | Professional Development | \$178.64 |
| 77526 | ALAN UTZIG | Contract Services-Miscellaneous | \$25.00 |
| 77527 | WALKERS OFFICE SUPPLIES | Office Expense | \$98.75 |
| 77528 | WARREN CONSULTING ENGINEERS INC | Contract Services-Engineering | \$6,500.00 |
| 77529 | WIZIX TECHNOLOGY GROUP INC | Equipment Rental-Office | \$22.00 |
| 77530 | BRENT L OR CAROL L KRINGLE | Customer Refund | \$50.75 |
| 77531 | ESTATE OF MARK O COOK | Customer Refund | \$261.04 |
| 77532 | RYAN OR PORTIA P STEWART | Customer Refund | \$18.15 |
| 77533 | RYAN OR NICOLE BURGESS | Customer Refund | \$109.24 |
| 77534 | VIKTOR OR LEGITT UVAROV | Customer Refund | \$121.85 |
| 77535 | JIMMY LY | Customer Refund | \$11.08 |
| 77536 | 19SIX ARCHITECTS | Contract Services-Other | \$5,000.00 |
| 77537 | AAA AUTO REPAIR CENTER | Repair-Trucks | \$5,922.14 |
| 77538 | ABA DABA RENTAL | Supplies-Field | \$202.60 |
| 77539 | AIA SERVICES LLC | Water Conservation-Material/Supplies | \$93.42 |
| 77540 | AZTECA SYSTEMS INC | Maintenance Agreement-Software | \$22,042.49 |
| 77541 | BEST BEST AND KRIEGER | Legal & Audit | \$22,291.99 |
| 77542 | CALIFORNIA LANDSCAPE ASSOCIATES INC | Contract Services-Other | \$245.00 |
| 77543 | CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS | Dues & Subscriptions | \$125.00 |

MARCH 2024 WARRANTS

| <u>CHECK</u> | <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------------|---|---------------------------------|----------------------------|
| 77544 | FAST ACTION PEST CONTROL | Contract Services-Miscellaneous | \$184.80 |
| 77545 | FP MAILING SOLUTIONS | Equipment Rental-Office | \$197.83 |
| 77546 | GOVERNMENT FINANCE OFFICERS ASSOCIATION | Dues & Subscriptions | \$460.00 |
| 77547 | FERGUSON ENTERPRISES INC 1423 | Material | \$82,536.50 |
| 77548 | HUNT AND SONS INC | Gas & Oil | \$3,072.19 |
| 77549 | KEI WINDOW CLEANING 12 | Janitorial | \$120.00 |
| 77550 | MMANC | Dues & Subscriptions | \$65.00 |
| 77551 | PACE SUPPLY CORP | Material | \$31,073.74 |
| 77552 | RAWLES ENGINEERING INC | Contract Services-Engineering | \$2,500.00 |
| 77553 | RDO EQUIPMENT | Repair-Trucks | \$6,035.41 |
| 77554 | REGIONAL GOVERNMENT SERVICES | Consulting Services | \$4,132.23 |
| 77555 | SDI PRESENCE LLC | Contract Services-Other | \$1,008.00 |
| 77556 | VERIZON WIRELESS | Telephone-Wireless | \$377.21 |
| 77557 | WATER SYSTEMS CONSULTING INC | Contract Services-Other | \$2,772.50 |
| 77558 | WOLF CONSULTING | Contract Services-Other | \$3,375.00 |
| Total | | | <u>\$685,771.48</u> |
| ACH | ADP655768033 | Contract Services-Financial | \$391.50 |
| ACH | ADP656234255 | Contract Services-Financial | \$127.10 |
| ACH | ADP656544007 | Contract Services-Financial | \$348.10 |
| ACH | IC 1168-2024-2 | Bank Fee | \$7,790.60 |
| ACH | ICMA 3/14/2024 PAYDAY | Deferred Compensation | \$11,704.81 |
| ACH | PERS 2/29/2024 PAYDAY | PERS | \$29,012.44 |
| ACH | PRINCIPAL APRIL 2024 | Health Insurance | \$10,199.58 |
| ACH | VALIC 3/14/2024 PAYDAY | Deferred Compensation | \$2,810.10 |
| ACH | CALIFORNIA CHOICEAPRIL 2024 | Health Insurance | \$51,945.72 |
| ACH | CHASE FEBRUARY 2024 | Bank Fee | \$4,373.06 |
| ACH | MID AMERICA 2/20-2/26/24 | Employee Paid Insurance | \$1,027.00 |
| ACH | MID AMERICA 3/12-3/18/24 | Employee Paid Insurance | \$330.00 |
| ACH | MID AMERICA 3/5-3/11/24 | Employee Paid Insurance | \$3,200.00 |
| ACH | PERS 3/14/24PAYDAY | PERS | \$29,011.57 |
| ACH | STERLING ADMINISTRATION | Employee Paid Insurance | \$1,295.00 |
| ACH | BMO | Ban Fee | \$1,337.28 |
| Total | | | <u>\$154,903.86</u> |
| Grand Total | | | <u><u>\$840,675.34</u></u> |

**JP Morgan Purchase Card Distributions
Mar-24**

| Name | District Events & Recognition | Professional Development | General Supplies | Support Services | Dues & Subscription | Postage/Shipping/Fr eight | Tools & Equipment | CIP | Equipment Maintenance | Total Bill |
|-------------------|-------------------------------|--------------------------|--------------------|------------------|---------------------|---------------------------|--------------------|----------------|-----------------------|---------------------|
| Shockley | \$ 3,688.15 | \$ 661.29 | \$ 1,843.57 | | \$ 370.19 | | \$ 2,944.95 | | | \$ 9,508.15 |
| Nunes | | | \$ 255.90 | | | | | \$ 4.22 | | \$ 260.12 |
| Moore | \$ 332.50 | | \$ 18.04 | \$ 405.00 | | | | | | \$ 755.54 |
| Pieri | | \$ 131.60 | | | | | | | | \$ 131.60 |
| Liu | \$ 91.69 | \$ 66.00 | | | \$ 8.99 | | | | | \$ 166.68 |
| Shepard | \$ 378.22 | | \$ 16.15 | | \$ 2.95 | \$ 35.28 | | | | \$ 432.60 |
| Straus | \$ 110.00 | | | | | | | | | \$ 110.00 |
| Spiers | | | | | | | | | \$ 616.76 | \$ 616.76 |
| Total Bill | \$ 4,600.56 | \$ 858.89 | \$ 2,133.66 | \$ 405.00 | \$ 382.13 | \$ 35.28 | \$ 2,944.95 | \$ 4.22 | \$ 616.76 | \$ 11,981.45 |

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 23, 2024 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : April 1, 2024
 PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk
 Kayleigh Shepard, Management Analyst/Deputy Board Clerk

The following District employees were recognized for perfect attendance, outstanding customer service, and quality of work during the month of March 2024.

Administrative Services

| <u>Name</u> | <u>Attendance</u> | <u>Customer Service</u> | <u>Work Quality</u> |
|------------------|-------------------|--|---------------------|
| Dana Mellado | | Assisted Board Clerk staff with meeting set up for the March Regular Board Meeting. | |
| Brittney Moore | Yes | | |
| Kayleigh Shepard | Yes | Kayleigh was recognized at the March Customer Advisory Committee (CAC) meeting by residential member, Jodi Ash, for her outstanding customer service as committee liaison, and for assisting Jodi when she was experiencing an internet outage. | |
| Beth Shockley | | Coordinated St. Patrick's Day staff team event. | |
| Desiree Smith | | A customer who lives on Single Way stated that he was very impressed with Desiree's job knowledge, and her familiarity with the USA Markings on his property and other District functions. He felt that the information Desiree provided him with was above and beyond standard customer service and he was appreciative of her willingness to assist him. | |

Engineering Department

| <u>Name</u> | <u>Attendance</u> | <u>Customer Service</u> | <u>Work Quality</u> |
|--------------|-------------------|---|---|
| Tamar Dawson | Yes | Worked on Friday, 03/29/24 on a District water main project – Patton Ave. | |
| Tim Katkanov | Yes | Assisted Board Clerk staff with meeting set up and IT support for the March Regular Board Meeting. On 03/12/24, assisted with logistics for the CAC meeting. | |
| Ali Shafaq | | | Passed the test for the Treatment T2 Certification. |
| Neil Tamagni | Yes | Worked on Friday, 03/15/24 on a District water main project – Patton Ave. | |

Operations Department

| <u>Name</u> | <u>Attendance</u> | <u>Customer Service</u> | <u>Work Quality</u> |
|------------------|-------------------|--|--|
| Chris Bell | Yes | | |
| Andrew Callister | Yes | | |
| Brady Chambers | | Presented at the Area 11 Neighborhood Meeting. | 3/16 – Helped with day-of logistics for the in-person WaterSmart Class. |
| Tim Cutler | Yes | Provided a tour of the Corporation Yard for the CAC Meeting on March 12. | |
| Kelly Drake | Yes | Presented at the Area 11 Neighborhood Meeting. | |
| Jarrett Flink | | | 3/29 – Helped repair an emergency leak resulting from a contractor hitting a District water line. |
| Brandon Goad | Yes | | 3/29 & 3/30 – Helped repair an emergency leak resulting from a contractor hitting a District water line. |

| <u>Name</u> | <u>Attendance</u> | <u>Customer Service</u> | <u>Work Quality</u> |
|---------------|-------------------|--|---|
| Brian Hensley | Yes | | |
| Jace Nunes | Yes | Assisted with the CAC meeting on March 12. | Coordinated the 3/16 in-person “Seed Starting 101” WaterSmart Class at the Sylvan Ranch Community Garden, the highest attended class in the last several years! |
| Nick Spiers | Yes | | |
| John Spinella | | | <p>Reupholstered the driver’s side seats in three District vehicles, which saved the District over \$1,000 and several days of the trucks not being usable.</p> <p>3/30 – Helped with the continued repairs on an emergency leak resulting from a contractor hitting a District water line.</p> |

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
APRIL 23, 2024 REGULAR MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : APRIL 9, 2024
 PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk

OBJECTIVE:

Listed below is the current Long Range Agenda.

| Legend | |
|--------|------------------|
| SS | 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 28, 2024 | | | | | |
| May 28, 2024 | | 2024 Strategic Plan Update | Moore | CC | A |
| May 28, 2024 | Annual | Poster Contest Presentation | Scott/Nunes | P | I/D |
| June 25, 2024 | | | | | |
| June 25, 2024 | | Water MasterPlan Study Session | Pieri | SS | I/D |
| June 25, 2024 | | Development Standards & Procedures | Pieri | SS | I/D |
| June 25, 2024 | Biennial | Resolution calling for November Election | Moore | B | A |
| June 25, 2024 | Annual | Finance Corporation officer appointment and status of Finance Corp | Liu | B | A |
| JULY-SUMMER RECESS | | | | | |
| August 27, 2024 | | | | | |
| August 27, 2024 | Annual | Approval of 2025 Strategic Plan | Moore | CC | A |
| August 27, 2024 | | Annual Financial Report | Liu/Shorter | CC | A |
| August 27, 2024 | Annual | Budget Rate Model Options Workshop | Liu | P | I/D |
| September 24, 2024 | | | | | |
| September 24, 2024 | Annual | Refined Budget Options/Prop 218 Direction | Liu/Straus | SS | I/D |
| October 22, 2024 | | | | | |
| October 22, 2024 | Annual | Misc charges and Fees -proposed | Liu | SS | I/D |
| November 26, 2024 | | | | | |
| November 26, 2024 | | 2025 Board Meeting Schedule | Moore | CC | I/D |
| December 12, 2024 | | | | | |
| December 12, 2024 | Annual | Committee Assignments | Moore | B | A |
| December 12, 2024 | Annual | District Officers | Moore | B | A |
| December 12, 2024 | Annual | Selection of President and Vice President | Moore | B | A |

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 23, 2024 REGULAR MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : April 9, 2024
 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 - Pipeline Condition Assessment | Engineering | Director of Engineering, Principal Civil Engineer, Management Analyst | Yes, updates as necessary | Yes | Pipeline Condition Assessment | Segment 1 (42-inch) Condition Assessment in progress. Next step - External Corrosion Direct Assessment. Development of Distribution Main Condition Assessment Protocol in process. Staff-level Project Mapping Session held on 04/03/2024. Work Flow planning underway for next phase of preparatory work. |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|---|-------------|---|-----------------------------------|-------------------------|--|---|
| DISTRICT ENGINEERING STANDARDS | Engineering | Director of Engineering, Engineering and Operations | Yes, TBD | No | Develop Engineering Standards for Private Development Projects | Staff reviewing draft standards. Anticipate presentation to Board in Q3 2024. |
| DISTRICT WATER SYSTEM MASTER PLAN | Engineering | Director of Engineering, Principal Civil Engineer, Associate Civil Engineer | Yes, updates as necessary | No | Update to the District's Existing Water Master Plan | Staff preparing Request for Proposal including Scope of Work. |
| CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout | Engineering | Director of Engineering, Principal Civil Engineer, Management Analyst, Technical Advisory Committee | Yes, 07/17/19 (Award of Contract) | Yes | Masterplan for office space requirements through 2045. | Pre-Architectural Alternatives Analysis underway. Building layout options and report being prepared. |
| CAPITAL IMPROVEMENT PROJECT - Patton Ave Water Main Project | Engineering | Senior Construction Inspector and Assistant Engineer | Yes, 10/18/23 (Award of Contract) | No | 2023 design, 2024 construction | Notice to Proceed issued 01/02/24. Construction started on 03/14/24. Construction 75% complete. |

| 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 - Admiral Ave and Anchor Cir Water Main Project | Engineering | Director of Engineering and Assistant Engineer | Yes, 04/23/24 (Anticipated Award of Contract) | No | 2023 design, 2024 construction | Project out to bid. Anticipate Award of Contract 04/23/24. |
| CAPITAL IMPROVEMENT PROJECT - Minnesota Dr Water Main Project | Engineering | Director of Engineering and Assistant Engineer | Yes, TBD | No | 2024 design, 2024 construction | District preparing 30% plans. Surveying complete. |
| CAPITAL IMPROVEMENT PROJECT - Fair Oaks Blvd to Leafcrest Water Main Project | Engineering | Director of Engineering and Assistant Engineer | Yes, TBD | No | 2024 design, 2024/25 construction | District obtaining existing utility information. Surveying to be completed mid-2024. |
| 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. | Plan check fees paid 04/13/21. Plans signed 06/07/22. Awaiting payment of fee balance. |

| 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 8258 Holly Dr Parcel Split 1 - 2</p> | <p>Engineering</p> | <p>Director of Engineering and Assistant Engineer</p> | <p>No</p> | <p>No</p> | <p>Parcel Split - 1 parcel to 2 parcels.</p> | <p>Received Project Review Request from City on 10/18/23.</p> <p>District provided a Will Serve letter on 10/24/23.</p> |
| <p>PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2</p> | <p>Engineering</p> | <p>Director of Engineering and Assistant Engineer</p> | <p>No</p> | <p>No</p> | <p>Parcel being split into 2 lots. New single family home construction on one lot.</p> | <p>District sent correspondence to property owner on 04/20/20.</p> <p>New will serve letter sent on 10/17/22.</p> |
| <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>All fees paid on 03/11/21.</p> <p>District approved plans on 01/24/22.</p> <p>Awaiting construction.</p> |
| <p>PRIVATE DEVELOPMENT 6031 Sunrise Vista Dr Apartments</p> | <p>Engineering</p> | <p>Director of Engineering and Associate Civil Engineer</p> | <p>No</p> | <p>No</p> | <p>Proposed apartments.</p> | <p>Plan check fees paid.</p> <p>Plans signed on 08/28/23.</p> <p>Awaiting payment of fee balance & construction.</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 Talbot Way Citrus Place Subdivision</p> | <p>Engineering</p> | <p>Director of Engineering and Assistant Engineer</p> | <p>No</p> | <p>No</p> | <p>8 lot subdivision.</p> | <p>Plan check fees paid 6/2022.</p> <p>Plans signed on 6/21/22.</p> <p>Awaiting remaining fees and construction.</p> |
| <p>PRIVATE DEVELOPMENT 7311 Hickory Ave Single Family Home</p> | <p>Engineering</p> | <p>Director of Engineering and Associate Civil Engineer</p> | <p>No</p> | <p>No</p> | <p>Customer requesting water service for a recently split lot.</p> | <p>Verify lot is split prior to initiating new water service.</p> |
| <p>PRIVATE DEVELOPMENT 7705 Hickory Ave Single Family Home</p> | <p>Engineering</p> | <p>Director of Engineering and Associate Civil Engineer</p> | <p>No</p> | <p>No</p> | <p>Parcel being split into 2 lots.</p> | <p>Plans submitted on 08/21/23.</p> <p>District provided Will Serve letter on 09/14/23.</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 8207 Oak Ave Parcel Split, Annexation & Single-Family Home</p> | <p>Engineering</p> | <p>Director of Engineering and Assistant Engineer</p> | <p>Yes, Inclusion approved by Board on 05/18/22.</p> | <p>No</p> | <p>Parcel Split, Annexation & 2 single family homes.</p> | <p>Plan check fees paid. Annexation/Inclusion fees paid and approved by Board on 05/18/22. Plans signed on 08/02/22. Awaiting payment of fee balance and construction.</p> |
| <p>PRIVATE DEVELOPMENT 7975 Twin Oaks Ave Parcel Split 1 - 3</p> | <p>Engineering</p> | <p>Director of Engineering and Associate Engineer</p> | <p>No</p> | <p>No</p> | <p>Parcel Split - 1 to 3 lot split; 3 single family homes with frontage improvements.</p> | <p>All comments incorporated. Awaiting payment of fees.</p> |
| <p>PRIVATE DEVELOPMENT 7501 Greenglen Ave Parcel Split 1 - 2</p> | <p>Engineering</p> | <p>Director of Engineering and Assistant Engineer</p> | <p>No</p> | <p>No</p> | <p>Parcel Split - 1 to 2 lot split per SB9; 2 single family homes.</p> | <p>Plan check fees paid. Plans signed on 08/09/23. Awaiting payment of fee balance. CHWD to provide installation of water facilities.</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 7641 Poplar Ave Parcel Split 1 - 2 | Engineering | Director of Engineering and Associate Engineer | No | No | Parcel Split - 1 parcel to 2 parcels. | Received Project Review Request from City on 6/29/23. District provided a Will Serve letter on 07/10/23. |
| PRIVATE DEVELOPMENT 6245 Sunrise Blvd Tenant Improvements | Engineering | Director of Engineering and Associate Engineer | No | No | Tenant Improvements & upgrade to fire system & supply. | Received plans on 06/29/23. District provided comments on 07/17/23. |
| PRIVATE DEVELOPMENT 7828 Old Auburn Blvd Parcel Split 1 - 4 | Engineering | Director of Engineering and Associate Engineer | No | No | Parcel Split - 1 parcel to 4 parcels. | Received Project Review Request from City on 10/12/23. District provided a Will Serve letter on 10/19/23. |
| PRIVATE DEVELOPMENT 7401 Mariposa Ave Parcel Split 1 - 2 | Engineering | Director of Engineering and Associate Engineer | No | No | Parcel Split - 1 parcel to 2 parcels. | Received Project Review Request from City on 10/18/23. District provided a Will Serve letter on 10/24/23. |

| Items of Interest | Department | Project Team | To Board? If so, Date | Strategic Planning Item | Item Description | Update from Last Report/ Current Status |
|---|-------------|--|-----------------------|-------------------------|---|---|
| PRIVATE DEVELOPMENT 7939 Hanson Dr Parcel Split 1 - 2 | Engineering | Director of Engineering and Associate Engineer | No | No | Parcel Split - 1 parcel to 2 parcels. | Received Project Review Request from City on 11/20/23. District provided a Will Serve letter on 11/28/23. |
| PRIVATE DEVELOPMENT 7509 Twin Oaks Ave Food Truck Plaza | Engineering | Director of Engineering and Associate Engineer | No | No | Existing vacant site (with existing water service) to be used for a Food Truck Plaza. | Received Project Review Request from City on 11/20/23. District provided a Will Serve letter on 11/28/23. |
| PRIVATE DEVELOPMENT 7727 Wachtel Ave Parcel Split 1 - 2 | Engineering | Director of Engineering and Associate Engineer | No | No | Parcel Split - 1 parcel to 2 parcels. | Received Project Review Request from City on 11/28/23. District provided plan review comments on 11/29/23. |
| PRIVATE DEVELOPMENT 8461 Olivine Ave Accessory Dwelling Unit | Engineering | Director of Engineering and Associate Engineer | No | No | Accessory Dwelling Unit | Received Project Review Request from City on 12/05/23. District provided a Will Serve letter on 12/07/23. |

| 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 5740 San Juan Ave Parcel Split 1 - 4</p> | Engineering | Director of Engineering and Associate Engineer | No | No | Parcel Split 1 parcel to 4 parcels. | <p>Received Project Review Request from City on 12/06/23.</p> <p>District provided a Will Serve letter on 12/07/23.</p> |
| <p>PRIVATE DEVELOPMENT 8540 Auburn Blvd Starbucks</p> | Engineering | Director of Engineering and Associate Engineer | No | No | New commercial development. | <p>District provided a Will Serve letter on 04/27/22.</p> <p>Follow-up meeting on 03/14/24 with developer and City. Developer to review agreement and finalize plans for incorporation into City's Auburn Blvd - Complete Streets Phase 2 project.</p> |
| <p>CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Complete Streets Phase 2</p> | 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. 3 new irrigation services. | <p>Final plans signed on 02/24/23.</p> <p>Awaiting fees for irrigation services.</p> <p>Project being re-bid, Feb 2024. Awaiting selection of contractor by the City. Bid Opening April 2024.</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 San Juan Ave (Madison Ave to Spicer) Road Improvements | Engineering | Director of Engineering and Assistant Engineer | No | No | City of Citrus Heights Road Improvements. | City Awarded Construction Contract in February 2024. Awaiting construction and submittal submission. |
| COUNTY OF SACRAMENTO AC Overlay Project SACOG 2022 Phase 1 to 3 | Engineering | Director of Engineering and Associate Civil Engineer | No | No | County of Sacramento Road Improvements along Greenback Lane from Fair Oaks Blvd. to Hazel Ave. Valve box adjustments on CHWD facilities. | Project includes valve box adjustment but District to contract separately with the contractor. County Awarded Construction Contract in February 2024. District preparing contract for valve box adjustments. |
| District-wide Easement Project (Phase 4) | Engineering | Director of Engineering and Assistant Engineer | Yes, updates as necessary | Yes | Obtaining easements for District-owned facilities. | Group 2 Easement Acquisition in progress. Properties for Group 3 Easement being determined. |

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 23, 2024 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : April 4, 2024
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

The Citrus Heights Water District has 20 employees in its Operations Department. The following report summarizes their work in March.

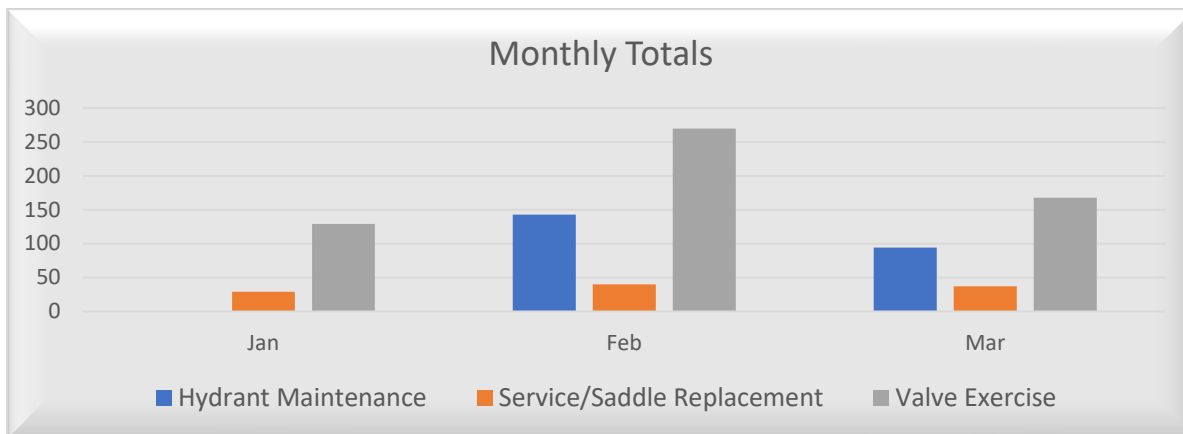
OPERATIONS MONTHLY ACTIVITIES

A. Distribution Division

The Operations Department includes 10 Distribution Operators who perform the necessary maintenance to properly operate and maintain over 250 miles of pipelines and more than 20,000 service connections. The table below summarizes noteworthy common tasks staff perform.

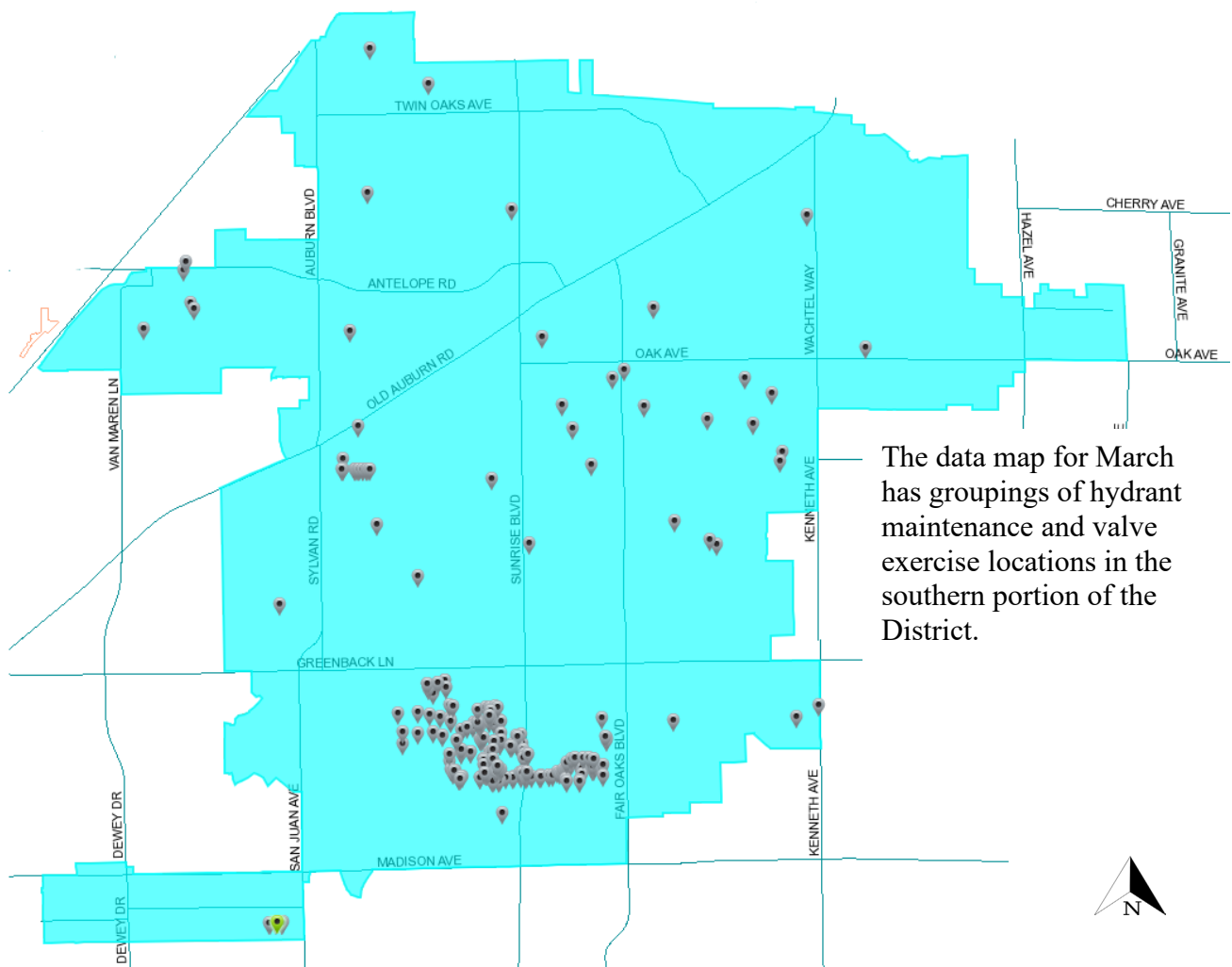
| Distribution Maintenance | March 2024 | Total CY 2024 | Total # in System |
|-----------------------------|------------|---------------|-------------------|
| Air Valve Inspection | 0 | 0 | 147 |
| Hydrant Maintenance | 94 | 237 | 2,170 |
| Mainline Repair/Maintenance | 0 | 0 | |
| Meter Box Maintenance | 6 | 11 | 21,007 |
| Meter Register Replacement | 13 | 116 | 21,007 |
| Service/Saddle Replacement | 37 | 106 | 21,007 |
| Valve Exercise | 168 | 567 | 4,631 |
| Total | 318 | 1037 | |

| CIP Projects | March 2024 | Total CY 2024 |
|------------------------|------------|---------------|
| C24-010 Water Mainline | 0 | 0 |
| C24-011 Water Valves | 5 | 9 |
| C24-012 Water Services | 46 | 112 |
| C24-013 Water Meters | 6 | 13 |
| C24-014 Fire Hydrants | 1 | 3 |
| C24-103 Pothole Main | 0 | 0 |
| Total | 58 | 137 |



The map below shows the locations where the Operations crews worked in March.

Locations Worked within the Citrus Heights Water District



B. Standby Summary

The Operations Department assigns employees to weekly standby duty to provide 24-hour coverage in case of water emergencies within the District. The year-to-date standby activity is provided below.

| Standby Summary | | | |
|--------------------------------|---|--------------------|-----------------------------------|
| Standby Reporting Month | Total Calls to After-Hours Answering Service | Site Visits | Resolutions Via Phone Call |
| January | 16 | 7 | 9 |
| February | 13 | 7 | 6 |
| March | 14 | 9 | 5 |

C. Operations Specialist

The District’s Operations Specialist performs the USA markings to help protect the District’s distribution system by identifying CHWD utilities for entities working in our area. The Operations Specialist also responds to leak investigations; requests to locate meters; and water turn on’s/off’s (additional information in the chart below).

| Operations Specialist Summary | | |
|--------------------------------------|-------------------|----------------------|
| Work Description | March 2024 | Total CY 2024 |
| USA Markings | 437 | 1,215 |
| Check for Leak | 27 | 70 |
| Fire Hydrant Investigation | 1 | 1 |
| Locate a Meter | 0 | 0 |
| Turn Water On/Off | 7 | 19 |
| Total | 472 | 1,305 |

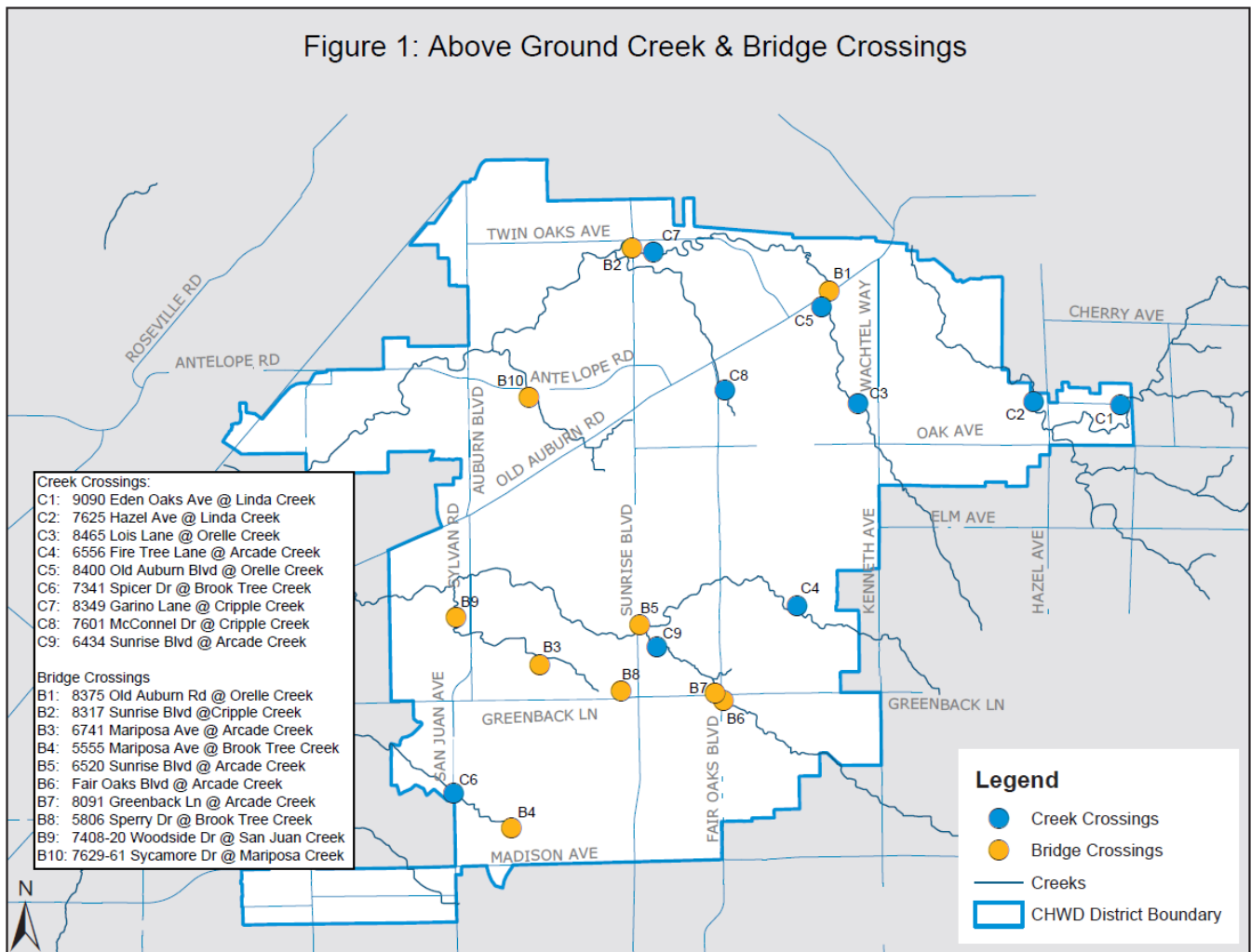
D. Water Quality/Sampling Summary

The Water Resources Division oversees routine monthly bacteriological testing as required by the California Division of Drinking Water. In March, 90 samples were collected with no positive results.

CHWD Mainline Creek and Bridge Crossings:

Within the CHWD service area, distribution mains pass over several creeks and bridges. At these locations, the water mains are exposed, making them more susceptible to corrosion and damage. The map below shows the nine creek and ten bridge crossing locations. CHWD Engineering and Operations staff have developed a monitoring program to track the condition of these mains, which includes annual inspections and rain event inspections. During the annual inspection, staff assess the general corrosion of the pipeline, while the rain event inspections are conducted to determine if any damage has occurred from external factors such as a fallen tree during a storm.

Figure 1: Above Ground Creek & Bridge Crossings



**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
APRIL 23, 2024 REGULAR MEETING**

SUBJECT : 2024 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : April 4, 2024
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 : Rebecca Scott, Director of Operations

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 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | | | | 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 | 520.86 | 519.03 | 575.54 | 528.73 | 501.92 | 460.92 | 54.37 | 515.29 | 515.29 | -87.23 | -14.5% |
| Feb | 606.36 | 447.48 | 589.8 | 485.17 | 605.17 | 487.3 | 411.19 | 56.11 | 467.30 | 982.59 | -226.29 | -18.7% |
| Mar | 819.55 | 516.87 | 654.31 | 601.02 | 774.74 | 472.65 | 488.42 | 51.30 | 539.72 | 1,522.31 | -506.12 | -25.0% |
| Apr | 1,029.73 | 682.90 | 767.24 | 1,001.96 | 763.83 | 698.84 | | | | | | |
| May | 1,603.43 | 977.41 | 1,168.99 | 1,277.33 | 1,133.06 | 1,016.07 | | | | | | |
| Jun | 1,816.73 | 1,328.07 | 1,475.82 | 1,541.32 | 1,288.62 | 1,265.25 | | | | | | |
| Jul | 2,059.21 | 1,582.40 | 1,682.83 | 1,643.73 | 1,536.69 | 1,513.02 | | | | | | |
| Aug | 1,924.28 | 1,603.36 | 1,660.59 | 1,538.76 | 1,461.15 | 1,494.76 | | | | | | |
| Sep | 1,509.82 | 1,297.12 | 1,381.14 | 1,333.29 | 1,228.49 | 1,220.46 | | | | | | |
| Oct | 1,297.42 | 1,083.17 | 1,185.00 | 972.09 | 1,065.99 | 966.12 | | | | | | |
| Nov | 911.55 | 839.06 | 779.34 | 576.37 | 637.25 | 648.08 | | | | | | |
| Dec | 700.94 | 548.17 | 620.34 | 536.97 | 541.93 | 558.87 | | | | | | |
| Total | 14,881.54 | 11,426.87 | 12,484.43 | 12,083.55 | 11,565.65 | 10,843.34 | 1,360.53 | 161.78 | 1,522.31 | 1,522.31 | | |
| % of Total | | | | | | | 89.37% | 10.63% | | | | |

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 23, 2024 REGULAR MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : April 4, 2024
PREPARED BY : Brian Hensley, Water Resources Supervisor
Rebecca Scott, Director of Operations

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of April 1, 2024, storage in Folsom Lake was at 712,526 acre-feet, seventy-three percent (73%) of the total capacity of 977,000 acre-feet. This represents an increase in storage of 107,149 acre-feet in the past month.

The District's total water use during March 2024 (539.72 acre-feet) was thirty-four percent (34%) below that of March 2013 (819.55 acre-feet).

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 23, 2024 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : April 4, 2024
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

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

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of March 2024 included the following:
 - Four High Efficiency Toilet (HET) rebates were processed.
 - Two High Efficiency Clothes Washer (HECW) rebates were processed.
 - Three smart irrigation controllers were installed.
- Three reports of water waste were received in March. Staff continues to reach out to customers concerning water waste violations.
- The District holds several safety meetings per month. The March safety meetings were titled: “Eye Injury Prevention,” “Vehicle Accident Reporting Kit,” and “Make it Safe, Make it Personal, Make it Home.”
- The District offers a variety of WaterSmart classes throughout the year. The remaining 2024 WaterSmart classes are listed below.

| Date | Title | Format |
|---------------|---|--|
| Wed., May 22 | Beneficial Bees, Birds, and Butterflies: Pollinators for Your Yard | Webinar |
| Wed., Aug. 28 | Leaf with the Right Tree: A Guide to Regional Tree Selection | Webinar |
| Sat., Oct. 5 | Manageable Maintenance Part 1: Planning with Purpose for Your Easy-Care Landscape | In-person at the Citrus Heights Community Center |
| Sat., Oct. 19 | Manageable Maintenance Part 2: DIY Do’s & Don’ts for Your Landscape | In-person at the Citrus Heights Community Center |

The March 16th WaterSmart class, “Seed Starting 101” had 42 participants with 83% customer attendance. In the post class survey, a participant stated it was a “great presentation with friendly staff.” The class was posted to YouTube on March 28th and currently has 120 views. WaterSmart classes from 2021 to present are archived on CHWD’s website and on YouTube, where they can be viewed any time.

- CHWD has a demonstration garden at the Sylvan Ranch Community Garden featuring water efficient landscaping. CHWD works with a customer-based volunteer “Garden Corps,” who maintain the plots by removing weeds and checking the irrigation system and controller timers. The Garden Corps helped teach the March 16th WaterSmart class and assisted participants with seed starting. The dedicated webpage for the garden, chwd.org/garden, allows viewers to see detailed information about each plant in the District’s plots, and create a customized plant list for their property.

The following table summarizes CHWD’s Residential Gallons Per Capita Per Day (R-GPCD) values for 2024:

| Month | R-GPCD 2024 | R-GPCD 2023 | % CHANGE |
|----------|----------------|----------------|----------|
| January | 67 | 64 | 4% |
| February | 66 | 71 | -6% |
| March | *69 | 60 | 16% |

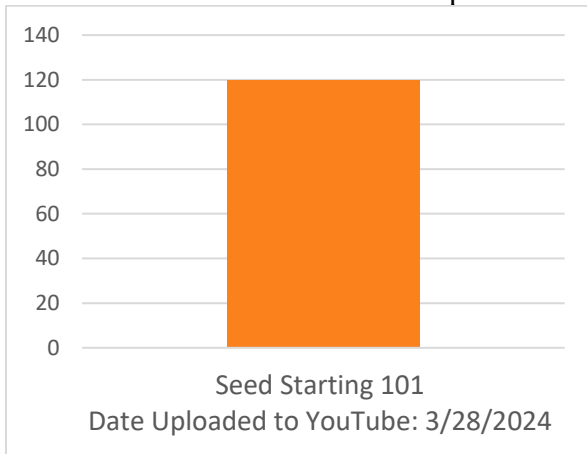
**Preliminary number as of the report date*


The following table summarizes the service requests and work orders of Water Efficiency staff for March 2024:

| Work Orders | Mar 2024 | Mar 2023 |
|---------------------------------|-------------|-------------|
| CHANGE TOUCH-READ TO RADIO READ | 3 | 5 |
| CONVERT TO RADIO-READ METER | 4 | 35 |
| METER BOX MAINTENANCE | 5 | 3 |
| METER REPAIR | 0 | 0 |
| METER REPLACEMENT | 3 | 2 |
| METER TESTING | 0 | 0 |
| REGISTER REPLACEMENT | 13 | 5 |
| RADIO-READ REGISTER REPLACEMENT | 10 | 9 |
| INSTALL METER | 0 | 3 |
| TOTAL | 38 | 62 |

| Service Requests | Mar 2024 | Mar 2023 |
|-----------------------------|-------------|-------------|
| CONSERVATION REQUEST | 3 | 8 |
| CHECK FOR LEAK | 3 | 0 |
| UNABLE TO OBTAIN METER READ | 27 | 48 |
| TRIM SHRUBS | 8 | 7 |
| METER BURIED | 21 | 14 |
| METER MAINT. | 42 | 48 |
| LOCKED GATE | 2 | 1 |
| RE-READ METER | 6 | 6 |
| READ METER | 0 | 0 |
| METER BOX MAINT. | 3 | 1 |
| MOVE-IN/MOVE-OUT | 16 | 16 |
| CAR OVER METER | 12 | 17 |
| TOTAL | 143 | 166 |

2024 WaterSmart Class Viewership



 = Viewership, April 8, 2024

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 23, 2024 REGULAR MEETING

SUBJECT : Discussion and Possible Action to Amend Policy 5700A: Records Retention Schedule (A)
STATUS : Action Item
REPORT DATE : April 11, 2024
PREPARED BY : Brittney Moore, Administrative Services Manager
Annie Liu, Director of Administrative Services

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 the Citrus Heights Water District (CHWD) Board of Directors, after a need to update the District's Records Retention Schedule was identified as part of the 2017 Strategic Plan. The District retained Gladwell Governmental Services, Inc., an expert in local government records, who has assisted over one hundred (100) California special districts, cities, and county agencies with their records management, records retention and/or document imaging programs. 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. conducts an annual legal review of the District's retention schedules.

Updates to Policy 5700.A: Records Retention Schedule were last approved by the CHWD Board of Directors at the April 19, 2023 Regular Meeting.

Major Highlights included:

Engineering

- ENG-002.1 – Language related to the retention for CEQA/ NEPA documents simplified for clearer employee interpretation. New language added based on environmental determinations (Golden Door Decision) requiring staff to retain notes that provide insight into the project or the agency's CEQA compliance with respect to a project.

Finance

- FIN-022 - 1099's, 1096's – Added DE542 (California Report of Independent Contractors) to retain reports for a total of seven (7) years.

Gladwell Governmental Services, Inc. recently completed its annual legal review and recommended updates for 2024.

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

In all schedules with references to databases, a minimum retention duration was established (if it was not already provided for). This update clarifies what needs to be retained (or converted) if software is changed.

In all schedules, the Statewide guidelines references were removed from the comments column. This original comments/reference section language was written as a volunteer effort by retired City Clerks and has never been updated. Additionally, References to published articles were also deleted from the comments/reference column. These updates do not have a substantive impact on any legal analysis or requirements of the retention schedules and were done as a clean-up effort to simplify sections of the document.

District-Wide:

- o DW-017 – Description Change:

Correspondence – language was added to clarify that specific correspondence must be retained for a minimum of two (2) years if the content relates in a substantive way to the conduct of business.

Finance:

- o FIN-013 – Description Improvement:

Language was added to clarify that finance reports created from specific databases are required to be retaining until no longer needed.

Human Resources:

The Following changes in retention are required by a change in State law:

- o HR-007: Description Change – language was added to retain personnel records as required by California Civil Rights Department (CRD)
- o Retention Change: Separation + 4 years
- o New Item: HR-022.5 - Verifications of Employment, Child Support, etc. (From lenders or other outside companies) This item was added to provide guidance for retaining employment verification documents.
 - o Retention - When No Longer Required

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:

Approve updates to District Policy 5700.A: Records Retention Schedule and authorize staff to update the Retention Schedule Index with the 2024 revisions.

ATTACHMENT:

Redlined Policy 5700A: Records Retention Schedule

ACTION:

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

HOW TO USE RETENTION SCHEDULES

©1995-2024 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The City-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 official (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 City-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 City 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 City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an official (original) record that has exceeded its retention period must be authorized according to City 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 official (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 resolution).**"

RECORDS RETENTION SCHEDULE LEGEND

©1995 – 2024 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

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

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 is 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 = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, 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 was microfilmed

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains 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)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

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)

PRC Public Resources Code

USC: United States Code (US)

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)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle 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? | |
| (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> | | | | | | | | | | |
| <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? |
| (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> | | | | | | | | | | |
| <i>HOLDS: 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

| 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> | | | | | | | | | | |
| <i>HOLDS: 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 (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological, Communications, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Reading Files, Working Files, etc. Does NOT include Regulatory Agency Correspondence) <u>IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business</u> | When No Longer Required Minimum 2 years | | When No Longer Required Minimum 2 years | | | Mag, Ppr | | <u>ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017; GC §60201</u> |

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> | | | | | | | | | | |
| <i>HOLDS: 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 | <p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(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.)</p> | When No Longer Required | | When No Longer Required | | | Mag, Ppr | | <p>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, 7927.500, 7928.705 6252- 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981); District of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p> |

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> | | | | | | | | | | |
| <i>HOLDS: 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-019 | Credit Card Slips (Signed by Employees) | 5 years | | 5 years | | | Mag, Ppr | | For auditing purposes; GC §60201 et seq. |
| 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 7927.500 , 7928.705 |
| 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 200.334; 24 CFR , 91.105(h), 92.505, 570.490, & 570.502(a&b) 29 CFR 97.42; 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 |

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> | | | | | | | | | | |
| <i>HOLDS: 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 - Permanent | | Indefinite - Permanent | | | 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? | |
| (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> | | | | | | | | | | |
| <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 | 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? | |
| <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> | | | | | | | | | | |
| 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

| 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 | 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 (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=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §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 | Department preference; 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? | |
| <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 | COB-005 | Appointments / Resignations | 2 years | P | P | | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department preference; GC §60201 |
| 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) |

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 | 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) |
| 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) |

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 | 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. |
| 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 | | 2 years | | 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

| 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> | | | | | | | | | | | |
| 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 and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project | Project Approval or Denial + 180 days | | Project Approval or Denial + 180 days | | | 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 §60201 |

RECORDS RETENTION SCHEDULE: ENGINEERING

| 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> | | | | | | | | | | | |
| 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. |

RECORDS RETENTION SCHEDULE: ENGINEERING

| 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> | | | | | | | | | | | |
| Engineering | EN-009 | Easements, Rights of Way, & Recorded Grant Deeds | While active | P | P | | | Mag, Mfr, OD, Ppr | S | No | Department preference; GC §60201 |
| 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 Built") | 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. |

RECORDS RETENTION SCHEDULE: ENGINEERING

| 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> | | | | | | | | | | |
| 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; <u>Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c);</u> CCP §337 et. seq., GC §60201 |
| 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 | |

RECORDS RETENTION SCHEDULE: ENGINEERING

| 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> | | | | | | | | | | |
| 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. |
| 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) - 7928.705 |
| 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 | Mag, 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 |

RECORDS RETENTION SCHEDULE: ENGINEERING

| 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> | | | | | | | | | | |
| 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. |
| Engineering | EN-022 | Will-Serve Letters / Availability Letters | 2 years | P | P | Yes | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department preference; 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 ADMINISTRATION / GENERAL ACCOUNTING | | | | | | | | | | |
| Finance / General Accounting | FN-001 | Audit Annual Reports / Audited Financial Statements / Annual Comprehensive Financial Report (ACFR) 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. |

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 / 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 |

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> | | | | | | | | | |
| 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 created from Database : 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 - Minimum 7 years | | Indefinite - Minimum 7 years | | Mag | | Data is interrelated; Meets municipal government auditing standards ; May include Employee Reimbursement ; GC §60201(d)(12) |
| 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 |

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 / 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 |
| 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 |

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 PAYABLE | | | | | | | | | | |
| Finance / Accounts Payable | FN-022 | 1099's, 1096's, DE542 (California Report of Independent Contractors) | 2 years | 5 years | 7 years | | | | | 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 | | | | 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 | | | | | 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 | | | | | 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 | | | | | 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 |
| Finance / Accounts Payable | FN-027 | W-9s | Vendor Inactive + 3 years | | Vendor Inactive + 3 years | | | Mag, Ppr | | Meets IRS auditing standards; 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 | 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 - <u>Minimum 5 years</u> | | Indefinite - <u>Minimum 5 years</u> | Yes | Mag, Ppr | | | Data Fields / Records are interrelated; <u>meets municipal government auditing standards</u> ; GC §34090 |
| 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 §60201; 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 §60201; 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 §60201; 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 §60201; 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 §60201 |
| 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 §60201 |
| 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 §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 |

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 -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) |
| 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 |

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 -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 |
| 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) |
| 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>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i> | | | | | | | | | | |
| GENERAL MANAGER | | | | | | | | | | |
| 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 & 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> | | | | | | | | | | |
| 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" ; GC §60201 |
| Human Resources | HR-002 | Affirmative Action Complaints - California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC) / Harassment Claims | Separation + 4 3 years | | Separation + 4 3 years | | | Mag, Ppr | | Department preference (Same as the Personnel File); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 2-3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., 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 | 3 years | 4 years After Hiring Decision | | | Mag, Ppr | | State Law requires 4 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

| 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> | | | | | | | | | | |
| 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

| 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> | | | | | | | | | | |
| 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

| 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> | | | | | | | | | | |
| 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; 29 CFR 1602.31, 29 CFR 1602.32; GC §60201 |
| Human Resources | HR-013 | Grievances | Separation + 1 year | 5 years | Separation + 6 years | | | Mag, Ppr | | All State and Federal laws require retention until final disposition of formal complaint; State requires <u>4</u> 2 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 60201 |
| 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 & 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>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-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 | 3 2 -years | Superseded + 4 3 years | Yes: Before Superseded | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 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, or Termination of Benefits + 5 years, Whichever is Longer | Separation + 30 years, or Termination of Benefits + 5 years, Whichever is Longer | 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 |

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 & 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>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-019 | <p>Personnel Files - Official Personnel file</p> <p>(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)</p> | Separation + 1 year | 5 years | Separation + 6 years | Yes: Until Separation | Mag, Mfr, OD, Ppr | S / I | Yes: After QC & OD | <p>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 4 2-3 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 60201; 53237.2(b), LC 1198.5</p> |
| 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 | |

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 & 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> | | | | | | | | | | |
| Water Efficiency / Safety OR Human Resources | HR-021 | Training Database (Tracks what employees have received what training) | <u>Indefinite - Minimum 5 years</u> | | <u>Indefinite - Minimum 5 years</u> | | | 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 & Harassment Prevention 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), 53237.2(b) |
| <u>Human Resources</u> | <u>HR-022.5</u> | <u>Verifications of Employment, Child Support, etc. (From lenders or other outside companies)</u> | <u>When No Longer Required</u> | | <u>When No Longer Required</u> | | | <u>Mag Ppr</u> | | <u>Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §60201 et seq.</u> |
| Human Resources | HR-023 | Worker's Compensation Claims Files | Close | 30 years, or Termination of Benefits + 5 years, Whichever is Longer | Separation + 30 years, or Termination of Benefits + 5 years, Whichever is Longer | 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. |

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 & 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> | | | | | | | | | | |
| 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, 60201(d)(4) |
| 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, 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, Mfr, OD, Ppr | 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> | | | | | | | | | | |
| <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-006.1 | Consumer Confidence Report / Annual Water Quality Report | P | | P | Yes: Until Completed | Mag, Mfr, OD, Ppr | S | Yes: After QC | Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR 64470; 22 CCR §64483; GC §60201 |
| Operations / Admin. | OP-007 | Customer Information System / Field Memos / Service Orders / Service Tracker CMMS DATABASE (Computerized Maintenance Management System) | Indefinite - Minimum 5 years | | Indefinite - Minimum 5 years | | 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 - Permanent | | Indefinite - Permanent | 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 |

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 / 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 |
| 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 |

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> | | | | | | | | | | |
| 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 |
| 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> | | | | | | | | | | |
| <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 / 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; 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 |
| Operations / Water Dist. | OP-038 | SCADA Database (Supervisory Control and Data Acquisition) | Indefinite - <u>Minimum 5 years</u> | | Indefinite - <u>Minimum 5 years</u> | Yes | Mag, Ppr | | | Department preference; Data is interrelated; 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> | | | | | | | | | | | |
| 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? | | |
| (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 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 | 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; Final environmental determinations are required to be kept a "reasonable period of time": 14 CCR §15095(c); CCP §337 et. seq., GC §609201 |

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 / 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 |
| 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? |
| (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 | | | | | | | | | | |
| 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 - Minimum Life of the Equipment | | Indefinite - Minimum Life of the Equipment | | 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>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 | 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 |

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>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 | 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. |
| 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 - Minimum 5 years | | Indefinite - Minimum 5 years | | Mag, Ppr | | | Data Fields / Records are interrelated; 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? | |
| (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 | WE-019 | Training: ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES | 2 years | 3 years | 5 years | | | | Mag, Ppr | Department preference; Ethics & Harassment Prevention 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), 53237.2(b) |

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 23, 2024 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE AMENDMENTS TO THE CITRUS HEIGHTS WATER DISTRICT CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

STATUS : Action Item

REPORT DATE : March 28, 2024

PREPARED BY : Brittney Moore, Administrative Services Manager/ Chief Board Clerk
Annie Liu, Director of Administrative Services

OBJECTIVE:

Consider approving amendments to the Citrus Heights Water District Conflict of Interest Code

BACKGROUND AND ANALYSIS:

The Political Reform Act of 1974, Government Code section 81000 et seq. (the “Act”), requires all public agencies to adopt and maintain a conflict-of-interest code establishing the rules for disclosure of personal assets and the disqualification from making or participating in the making of any decisions that may affect any personal assets designating positions and establishing disclosure categories.

Pursuant to Section 87306 of the Act, the District must amend its Code when necessitated by changed circumstances including the creation of new positions which must be designated.

Attached is a redlined version of the proposed amended Code showing that the revisions are based on the establishment and recognition of new positions that must be designated, along with Board approved title changes for existing positions.

RECOMMENDATIONS:

1. Adopt Resolution 04-2024 and updated Policy 1035 Appendix A and Appendix B to amend the Conflict of Interest Code pursuant to the Political Reform Act of 1974
2. Authorize the General Manager to Execute the CEO Declaration

ATTACHMENTS:

1. Explanation of Amendments
2. Resolution 04-2024 to Amend the Conflict-of-Interest Code Pursuant to the Political Reform Act of 1974
3. Redlined version of Policy 1035A: Conflict of Interest Code- Appendix A Designated Officials and Employees
4. CEO Declaration

ACTION:

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

ATTACHMENT 1

Explanation of Amendments

CITRUS HEIGHTS WATER DISTRICT

EXPLANATION OF CHANGES TO LIST OF DESIGNATED POSITIONS AND THE ASSIGNMENT OF DISCLOSURE REQUIREMENTS

Review of the Conflict-of-Interest Code of the Citrus Heights Water District (the "District") indicates that it is necessary to update and amend the District's Code to reflect changed circumstances within the District affecting the list of Designated Positions.

The Designated Positions have been amended as follows:

TITLE

ACTION

Director of Public Affairs

Added with disclosure interests affected by decisions at District wide level – position makes and participates in decisions on District policies; budget development; equipment, materials, and supplies; approves expenditures. Also takes role of the General Manager in his absence.

Principal Operations Specialist

Added with disclosure interests affected by decisions at District level – position makes and participates in decisions on District policies; budget development; equipment, materials, and supplies; approves expenditures; evaluates proposals and negotiates contracts.

Public Affairs Analyst (ALL) Communications and Public Engagement Manager

Title revised

ATTACHMENT 2

**Resolution 04-2024 to Amend the Conflict of Interest
Code Pursuant to the Political Reform Act of 1974**

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 04-2024

RESOLUTION TO AMEND THE CONFLICT OF INTEREST CODE
PURSUANT TO THE POLITICAL REFORM ACT OF 1974

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Citrus Heights Water District (the “District”) and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the “Code”) which was amended and approved by the Fair Political Reform Act on April 17, 2022; and

WHEREAS, the Board of Directors adopted Resolution 04-2024 to amend the Code on April 23, 2024; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District’s Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each affected designated employee and publicly posted for review and establishing a 45-day comment period in compliance with Title 2 California Code of Regulations Section 18750(a)(3); and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on April 23, 2024, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT AS FOLLOWS:

1. The Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Chief Board Clerk and available to the public for inspection and copying during regular business hours;

2. The said amended Code shall be submitted to the Fair Political Practices Commission for approval and said Code shall become effective 30 days after the date of approval of the proposed amended Code.

3. All previously adopted conflict of interest codes and amendments are rescinded upon the effective date of approval by the Fair Political Practices Commission of the amended and updated Conflict of Interest Code, attached.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 23rd day of April, 2024, by the following vote, to-wit:

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

Caryl Sheehan, President
CITRUS HEIGHTS WATER DISTRICT

ATTEST:

Brittney Moore, Chief Board Clerk
CITRUS HEIGHTS WATER DISTRICT

**CONFLICT OF INTEREST CODE FOR THE
CITRUS HEIGHTS WATER DISTRICT**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Citrus Heights Water District** (the **District**).

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **District**, which will make the statements available for public inspection and reproduction during regular business hours. (Gov. Code Sec. 81008.) All statements will be retained by the **District**.

APPENDIX
CONFLICT OF INTEREST CODE

OF THE

CITRUS HEIGHTS WATER DISTRICT

PART “A”

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT covered by the conflict of interest code because they must file statements of economic interests pursuant to Government Code Section 87200 and, therefore, are listed here for informational purposes only:

- Directors
- Treasurer
- Deputy Treasurer
- Consultants who manage public investments

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

CONFLICT OF INTEREST CODE OF THE
CITRUS HEIGHTS WATER DISTRICT
DESIGNATED POSITIONS*

| <u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u> | <u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u> |
|--|---|
| Accounting Manager/Assessor/Collector | 1 |
| Administrative Services Manager/Chief Board Clerk | 4 |
| Assistant Engineer | 2, 4 |
| Assistant General Manager | 1, 2, 3 |
| Assistant Water Distribution Supervisor | 4 |
| Director of Finance and Administrative Services | 1, 2, 3 |
| Director of Public Affairs | 1, 2, 3 |
| General Counsel | 1, 2, 3 |
| Public Affairs Analyst (ALL) | 4 |
| Construction Inspection Supervisor | 2, 4 |
| Construction Inspector (ALL) | 2, 4 |
| General Manager, Secretary | 1, 2, 3 |
| Information Technology Manager | 4 |
| Management Analyst (ALL) | 1 |
| Director of Operations | 1, 2 |
| Director of Engineering/District Engineer | 1, 2 |
| Information Technology Analyst (ALL) | 4 |
| Principal Operations Specialist | 4 |
| Project Manager | 2, 4 |
| Senior Accountant | 1 |
| Civil Engineer (ALL) | 2, 4 |
| Water Distribution Supervisor | 4 |
| Water Efficiency Supervisor | 4 |
| Water Resources Supervisor/Chief Operator | 4 |

* Consultant/New Position*

Note: General Counsel is filled by an outside consultant, but acts in a staff capacity.

*Individuals providing services as a Consultant defined in Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Section 81008.)

CONFLICT OF INTEREST CODE OF THE
CITRUS HEIGHTS WATER DISTRICT
PART B-DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated position is assigned. "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

CATEGORY 1 - All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that are located in or doing business in the jurisdiction of the District and that provide services, products, materials, machinery, or equipment of the type utilized by the District. Sources may include, but are not limited to engineering and environmental consulting firms, water and soil testing companies, products and service contractors, mechanical vendors, farmers, and their agents.

CATEGORY 2 - Interests in real property, located in whole or in part within the boundaries of the District or within two miles of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

CATEGORY 3 - All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities that have filed a claim, or have a claim pending against the District.

CATEGORY 4 - All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Position's department, unit or division.

ATTACHMENT 3

Redlined Version of Policy 1035A: Conflict of Interest
Code- Appendix A Designated Officials and Employees

CITRUS HEIGHTS WATER DISTRICT
POLICIES MANUAL

POLICY TYPE : GENERAL
POLICY TITLE : CONFLICT OF INTEREST CODE-APPENDIX A
DESIGNATED OFFICIALS AND EMPLOYEES
POLICY NUMBER : 1035.A
DATE ADOPTED : DECEMBER 8, 1992
DATE AMENDED : [APRIL 23, 2024](#)~~UGUST 17, 2022~~
AMENDMENTS : (1) NOVEMBER 1, 1994; (2) MARCH 18, 1997; (3) DECEMBER 13, 2002;
(4) JUNE 12, 2007; (5) AUGUST 14, 2012; (6) OCTOBER 9, 2012; (7) JANUARY 8,
2013; (8) NOVEMBER 19, 2014; (9) APRIL 14, 2015; (10) APRIL 12, 2017; (11) JUNE
19, 2019, [\(12\) AUGUST 17, 2022](#)

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
CITRUS HEIGHTS WATER DISTRICT
PART A

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT covered by the conflict of interest code because they must file statements of economic interests pursuant to Government Code Section 87200 and, therefore, are listed here for informational purposes only:

- Directors
- Treasurer
- Deputy Treasurer
- Consultants who manage public investments

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

CONFLICT OF INTEREST CODE OF THE
CITRUS HEIGHTS WATER DISTRICT

DESIGNATED POSITIONS

| DESIGNATED POSITIONS' TITLE OR FUNCTION | DISCLOSURE CATEGORIES ASSIGNED |
|--|-----------------------------------|
| Accounting Manager/Assessor/Collector | 1 |
| Administrative Services Manager/Chief Board Clerk | 1 |
| Assistant Engineer | 2, 4 |
| Assistant General Manager | 1, 2, 3 |
| Assistant Water Distribution Supervisor | 4 |
| Director of Finance and Administrative Services | 1, 2, 3 |
| Director of Public Affairs | 1, 2, 3 |
| General Counsel | 1, 2, 3 |
| Public Affairs Analyst (ALL)Communications and Public Engagement Manager | 4 |
| Construction Inspection Supervisor | 2, 4 |
| Construction Inspector (ALL) | 2, 4 |
| General Manager/Secretary | 1, 2, 3 |
| Information Technology Manager | 4 |
| Management Analyst (ALL) | 1 |
| Director of Operations | 1, 2 |
| Director of Engineering /District Engineer | 1, 2 |
| Information Technology Analyst (ALL) | 4 |
| Principal Operations Specialist | 4 |
| Project Manager | 2, 4 |
| Senior Accountant | 1 |
| Civil Engineer (ALL) | 2, 4 |
| Water Distribution Supervisor | 4 |
| Water Efficiency Supervisor | 4 |
| Water Resources Supervisor/Chief Operator | 4 |
| Consultant/New Position | * |

Note: General Counsel is filled by an outside consultant, but acts in a staff capacity.

*Individuals providing services as a Consultant defined in Regulation 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine that due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extant of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations of 18219 and 18734). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Section 81008.)

ATTACHMENT 4

CEO Declaration

DECLARATION OF HILARY STRAUS

I, HILARY STRAUS, declare as follows:

1. I am the General Manager of the Citrus Heights Water District (the “District”).

2. The District’s Conflict of Interest Code specifically enumerates each of the positions within the District which involve the making or participation in the making of decisions which may foreseeably have a material effect on financial interests.

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on _____, 2024, at Citrus Heights, California.

HILARY M. STRAUS

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS APRIL 23, 2024 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE AGREEMENT WITH FLOWLINE CONTRACTORS, INC. FOR THE ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT

STATUS : Action Item

REPORT DATE : April 11, 2024

PREPARED BY : Tamar Dawson, Assistant Engineer
Missy Pieri, Director of Engineering/District Engineer

OBJECTIVE:

Consider acceptance of a bid from Flowline Contractors, Inc. to install an 8-inch water main and appurtenances along Admiral Avenue, Anchor Circle, and Ensign Street as part of Citrus Heights Water District’s (CHWD) annual water main replacement program.

BACKGROUND AND ANALYSIS:

The Admiral Avenue and Anchor Circle Water Main Project (Project) will replace aging (built in 1960) 6-inch steel and asbestos cement water mains with an 8-inch water main. The Project includes replacing two fire hydrants and adding a third fire hydrant along Anchor Circle. The Project will provide improved fire flow and coverage area as well as bolster system redundancy to the residential neighborhood. This Project appears in the 2024 Capital Projects Budget as the Admiral Avenue and Anchor Circle Water Main Project (C23-106) and was identified using the risk assessment model created as part of the Project 2030 Study.

The District received seven (7) sealed proposals on April 11, 2024, at which time proposals were opened and read publicly. Bids received are as follows:

| | | |
|----|-----------------------------|--------------|
| 1. | Flowline Contractors, Inc. | \$709,481.00 |
| 2. | Martin General Engineering | \$712,978.00 |
| 3. | LaFleur Excavating, Inc. | \$780,068.00 |
| 4. | Rawles Engineering, Inc. | \$786,184.00 |
| 5. | LUND Construction Co. | \$827,208.22 |
| 6. | ARB, Inc. | \$889,075.00 |
| 7. | TAK Communications CA, Inc. | \$906,533.40 |

The lowest responsive bid received was from Flowline Contractors, Inc., Sacramento, Ca. at \$709,481.00 as noted above. This bid was approximately 0.5% below the estimated construction cost of \$712,520.00. Staff recommends acceptance of the lowest responsive bid.

RECOMMENDATION:

Accept the bid of Flowline Contractors, Inc. in the amount of \$709,481.00 and establish a contingency fund in the amount of \$70,948.10 (10%), for a total amount of \$780,429.10. Authorize the General Manager to execute an agreement with Flowline Contractors, Inc.

ATTACHMENT:

Admiral Avenue and Anchor Circle Water Main Project Construction Agreement

ACTION:

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

ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT

SPECIFICATIONS FOR PROJECT NO. C23-106



CONSTRUCTION AGREEMENT



**CITRUS
HEIGHTS**
**WATER
DISTRICT**

6230 Sylvan Rd • PO Box 286
Citrus Heights • California • 95611-0286

916/725-6873 • 916/725-0345 Fax

SECTION 00010
TABLE OF CONTENTS

INTRODUCTORY INFORMATION

| | | |
|----------------------|----------------------------|-------|
| SECTION 00001 | PROJECT TITLE PAGE | COVER |
| SECTION 00010 | TABLE OF CONTENTS | i. |
| SECTION 00100 | NOTICE INVITING BIDS | 1 |

BIDDING REQUIREMENTS

| | | |
|----------------------|--|----|
| SECTION 00200 | INSTRUCTIONS TO BIDDERS..... | 4 |
| SECTION 00400 | BID FORM..... | 12 |
| SECTION 00405 | CONTRACTOR'S CERT. RE WORKERS' COMPENSATION .. | 16 |
| SECTION 00410 | BID BOND | 17 |
| SECTION 00420 | NON-COLLUSION DECLARATION | 19 |
| SECTION 00430 | CONTRACTOR INFORMATION AND EXPERIENCE FORM ... | 20 |
| SECTION 00440 | LIST OF SUBCONTRACTORS FORM | 28 |
| SECTION 00441 | IRAN CONTRACTING ACT CERTIFICATION | 31 |

CONTRACT FORMS

| | | |
|----------------------|------------------------|----|
| SECTION 00500 | CONTRACT | 32 |
| SECTION 00610 | PERFORMANCE BOND | 36 |
| SECTION 00620 | PAYMENT BOND..... | 40 |

CONDITIONS OF THE CONTRACT

| | | |
|----------------------|--|----|
| SECTION 00700 | GENERAL CONDITIONS..... | 43 |
| ARTICLE 1. | DEFINITIONS..... | 43 |
| ARTICLE 2. | CONTRACT DOCUMENTS | 44 |
| ARTICLE 3. | CONTRACTS DOCUMENTS: COPIES & MAINTENANCE .. | 45 |
| ARTICLE 4. | CONTRACTOR SHALL MAINTAIN A CLEAN, | 45 |
| | UNDAMAGED SET OF CONTRACT DOCUMENTS AT THE PROJECT SITE | |
| ARTICLE 5. | EXISTENCE OF UTILITIES AT THE WORK SITE..... | 46 |
| ARTICLE 6. | SCHEDULE | 49 |
| ARTICLE 7. | SUBSTITUTIONS..... | 50 |
| ARTICLE 8. | SHOP DRAWINGS..... | 51 |
| ARTICLE 9. | SUBMITTALS | 51 |
| ARTICLE 10. | MATERIALS | 52 |
| ARTICLE 11. | CONTRACTOR'S SUPERVISION | 52 |
| ARTICLE 12. | WORKERS..... | 52 |
| ARTICLE 13. | SUBCONTRACTORS | 53 |
| ARTICLE 14. | VERIFICATION OF EMPLOYMENT ELIGIBILITY | 53 |
| ARTICLE 15. | PERMITS AND LICENSES | 53 |
| ARTICLE 16. | UTILITY USAGE | 54 |

SECTION 00010
TABLE OF CONTENTS

| | | |
|-------------|--|----|
| ARTICLE 17. | INSPECTION FEES FOR PERMANENT UTILITIES..... | 54 |
| ARTICLE 18. | TRENCHES..... | 55 |
| ARTICLE 19. | DIVERSION OF RECYCLABLE WASTE MATERIALS | 56 |
| ARTICLE 20. | REMOVAL OF HAZARDOUS MATERIALS | 56 |
| ARTICLE 21. | SANITARY FACILITIES | 56 |
| ARTICLE 22. | AIR POLLUTION CONTROL..... | 57 |
| ARTICLE 23. | COMPLIANCE WITH STATE STORM WATER PERMIT | 57 |
| ARTICLE 24. | CLEANING UP | 58 |
| ARTICLE 25. | LAYOUT AND FIELD ENGINEERING | 58 |
| ARTICLE 26. | EXCESSIVE NOISE | 59 |
| ARTICLE 27. | TESTS AND INSPECTIONS | 59 |
| ARTICLE 28. | PROTECTION OF WORK AND PROPERTY..... | 60 |
| ARTICLE 29. | CONTRACTORS MEANS AND METHODS..... | 62 |
| ARTICLE 30. | AUTHORIZED REPRESENTATIVES..... | 62 |
| ARTICLE 31. | HOURS OF WORK | 62 |
| ARTICLE 32. | PAYROLL RECORDS | 63 |
| ARTICLE 33. | PREVAILING RATES OF WAGES..... | 63 |
| ARTICLE 34. | EMPLOYMENT OF APPRENTICES | 64 |
| ARTICLE 35. | LABOR COMPLIANCE..... | 64 |
| ARTICLE 36. | CONTRACTOR & SUBCONTRACTOR REGISTRATION | 65 |
| ARTICLE 37. | NONDISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY/EMPLOYMENT ELIGIBILITY | 65 |
| ARTICLE 38. | LABOR/EMPLOYMENT SAFETY | 66 |
| ARTICLE 39. | INSURANCE | 67 |
| ARTICLE 40. | FORM AND PROOF OF CARRIAGE OF INSURANCE | 71 |
| ARTICLE 41. | TIME FOR COMPLETION AND LIQUIDATED DAMAGES... | 72 |
| ARTICLE 42. | COST BREAKDOWN AND PERIODIC ESTIMATES | 73 |
| ARTICLE 43. | MOBILIZATION | 74 |
| ARTICLE 44. | PAYMENTS..... | 74 |
| ARTICLE 45. | PAYMENTS WITHHELD AND BACKCHARGES | 75 |
| ARTICLE 46. | CHANGES AND EXTRA WORK | 76 |
| ARTICLE 47. | OCCUPANCY | 80 |
| ARTICLE 48. | INDEMNIFICATION..... | 81 |
| ARTICLE 49. | RECORD (“AS BUILT”) DRAWINGS..... | 81 |
| ARTICLE 50. | RESOLUTION OF CONSTRUCTION CLAIMS | 82 |
| ARTICLE 51. | DISTRICT’S RIGHT TO TERMINATE CONTRACT | 86 |
| ARTICLE 52. | WARRANTY AND GUARANTEE | 90 |
| ARTICLE 53. | DOCUMENT RETENTION & EXAMINATION | 91 |
| ARTICLE 54. | SOILS INVESTIGATIONS | 91 |
| ARTICLE 55. | SEPARATE CONTRACTS | 91 |
| ARTICLE 56. | NOTICE AND SERVICE THEREOF..... | 92 |
| ARTICLE 57. | NOTICE OF THIRD PARTY CLAIMS..... | 92 |
| ARTICLE 58. | STATE LICENSE BOARD NOTICE. | 92 |
| ARTICLE 59. | INTEGRATION..... | 93 |
| ARTICLE 60. | ASSIGNMENT..... | 93 |

SECTION 00010
TABLE OF CONTENTS

SECTION 00010
TABLE OF CONTENTS

| | | |
|----------------------|--|-----------|
| ARTICLE 61. | CHANGE IN NAME AND NATURE OF CONTRACTOR'S LEGAL ENTITY | 93 |
| ARTICLE 62. | ASSIGNMENT OF ANTITRUST ACTIONS..... | 93 |
| ARTICLE 63. | PROHIBITED INTERESTS | 94 |
| ARTICLE 64. | LAWS AND REGULATIONS..... | 94 |
| ARTICLE 65. | PATENT FEES OR ROYALTIES. | 94 |
| ARTICLE 66. | OWNERSHIP OF DRAWING | 95 |
| ARTICLE 67. | NOTICE OF TAXABLE POSSESSORY INTEREST | 95 |
| SECTION 00750 | SPECIAL CONDITIONS..... | 96 |
| SP – 1 | DIFFERING SITE CONDITIONS..... | 96 |
| SP – 2 | USE OF STANDARDS..... | 96 |
| SP – 3 | DESCRIPTION OF BID ITEMS | 96 |
| SP – 4 | DAMAGE TO PAVEMENT AND CONCRETE..... | 96 |
| SECTION 00900 | GENERAL SPECIFICATIONS | 97 |
| 1. | SCOPE OF WORK..... | 97 |
| 2. | DISTRICT FURNISHED ITEMS | 98 |
| 3. | CONTRACTOR FURNISHED ITEMS | 98 |
| 4. | ITEMS OF WORK, MEASUREMENT AND PAYMENT | 99 |
| 5. | ORDER OF WORK | 106 |
| 6. | BACTERIOLOGICAL TESTING PROCEDURE AND TIMELINE | 106 |
| 7. | EXCAVATION AND POTHOLES..... | 108 |
| 8. | REMOVAL, RELOCATION OR PROTECTION OF EXISTING UTILITIES | 109 |
| 9. | HOURS OF WORK | 110 |
| 10. | MATERIAL SUBMITTALS | 111 |
| 11. | VARIATIONS FROM PLANS AND SPECIFICATIONS OR OTHER CONTRACT DOCUMENTS | 111 |
| 12. | CALIFORNIA CONTRACTOR'S LICENSE CLASSIFICATION | 112 |
| 13. | SUBCONTRACT DOCUMENTS | 112 |
| 14. | PERMIT FOR CONSTRUCTION WATER..... | 112 |
| 15. | SAFETY AND HEALTH PROVISIONS..... | 112 |
| 16. | INJURY AND ILLNESS PREVENTION/HAZARD COMMUNICATION | 112 |
| 17. | PRE-CONSTRUCTION CONFERENCE | 113 |
| 18. | PROJECT MEETINGS..... | 113 |
| 19. | CONSTRUCTION SCHEDULE | 113 |
| 20. | EMERGENCY MATTERS AFTER HOURS | 113 |
| 21. | EMERGENCY CONTACT AND CONTRACTOR RESPONSE | 113 |
| 22. | TRENCH EXCAVATION COMPETENT PERSON ASSIGNMENT AND RESPONSIBILITIES | 114 |

SECTION 00010
TABLE OF CONTENTS

SECTION 00010
TABLE OF CONTENTS

| | | |
|----------------------|--|-------------|
| SECTION 01000 | SPECIAL PROVISIONS | 116 |
| 1. | TRAFFIC CONTROL REQUIREMENTS | 116 |
| 2. | U.S.A. MARKINGS AND TIRE MARKINGS | 116 |
| 3. | DAMAGE TO PAVEMENT AND CONCRETE | 116 |
| 4. | STORAGE OF EQUIPMENT AND MATERIALS | 117 |
| 5. | MINIMUM COVER | 117 |
| 6. | BACKFILL, COMPACTION, AND COMPACTION TESTING | 117 |
| 7. | THRUST BLOCKS | 118 |
| 8. | TEMPORARY TRENCH RESTORATION | 118 |
| 9. | SERVICE VALVE LOCATIONS AND METER INSTALLATIONS | 119 |
| 10. | CONNECTION TO EXISTING SERVICES | 119 |
| 11. | FLUSHING SERVICE LINES | 119 |
| 12. | BRONZE SERVICE SADDLES | 120 |
| 13. | CORPORATION STOPS AND BALL VALVES | 120 |
| 14. | BRASS FITTINGS | 120 |
| 15. | COMPRESSION COUPLINGS | 120 |
| 16. | PIPE AND FITTINGS FOR SERVICE RECONNECTIONS | 120 |
| 17. | RESILIENT WEDGE GATE VALVES | 120 |
| 18. | CHLORINATION AND FLUSHING | 121 |
| 19. | SPRINKLERS | 122 |
| 20. | CONCRETE RESTORATION | 122 |
| 21. | LANDSCAPE RESTORATION | 123 |
| 22. | MAINTAINING TRAFFIC, PUBLIC CONVENIENCE AND SAFETY | 125 |
| 23. | PUBLIC NOTIFICATION | 127 |
| 24. | CONSTRUCTION LAYOUT AND STAKING | 127 |
| SECTION 01100 | PROJECT PLANS (11 sheets, 22" x 34") | ---- |
| SECTION 01200 | ENCROACHMENT PERMIT DOCUMENTS (22 Pages) | ---- |

SECTION 00010
TABLE OF CONTENTS

**SECTION 00100
NOTICE INVITING BIDS**

Citrus Heights Water District ("District") will receive sealed bids for the **Admiral Avenue and Anchor Circle Water Main Project** no later than **April 04, 2024, at 2:00 PM**, at the Administrative Office of Citrus Heights Water District, 6230 Sylvan Road, Citrus Heights, CA 95610, at which time said bids will be read aloud. The District will not accept late bids. Bids shall be valid for 60 calendar days after the bid opening date.

The Project must be completed within **115** calendar days (**70** working days), beginning ten (10) calendar days after the date on which the notice to proceed ("Notice to Proceed") is sent by the District to the contractor that is awarded a bid for this Project ("Contractor").

The Project consists of all Work described in the Contract Documents and generally consists of furnishing of all labor, materials, tax, equipment and services for the construction and completion of the following work all within the roadways of **Ensign Street, Anchor Circle, and portions of Admiral Avenue and Manila Avenue**, within the Fair Oaks Community in the County of Sacramento. The work to be completed includes, but is not limited to, installing 1675 linear feet of 8-inch water main, 55 linear feet of 6-inch water main, four (4) 8-inch gate valves, two (2) 6-inch gate valves, three (3) steamer fire hydrants, forty-five (45) 1-inch water services with curb stops, and two (2) 1-inch metered water services.

Addendums or changes to the Contract Documents, Plans and Specifications prior to the date and time specified of the opening of bids will be performed and validated in writing and distributed by the District to the plan holders of record.

Contract Documents, Plans, and Specifications are now posted on the California Surveying & Drafting Supply (CSDS) website at <https://planroom.csdsinc.com/> under heading of Recent Jobs Posted. Citrus Heights Water District will be using CSDS to manage and distribute all Contract Documents, Plans, and Specifications. The entire bid package including plans and any District issued addendums can be ordered at the expense of the Contractor through the website or by calling CSDS at (916) 344-0232, 4733 Auburn Blvd, Sacramento, CA 95841. Prospective bidders may review all the documents on the website without downloading for no charge.

Addendums or changes to the Contract Documents, Plans and Specifications prior to the date and time specified of the opening of bids will be performed and validated in writing and distributed by the District to the plan holders of record.

Complete sets of the Bid Forms must be used in preparing bids. The District does not assume responsibility for errors or misinterpretations resulting from the use of incomplete sets of Contract Documents. Modifications to or withdrawal of bids may be made by the bidder prior to the bid closing deadline. Bids must be accompanied by cash, a certified or cashier's check, or a Bid Bond in favor of the District in an amount not less than (10%) of the submitted Total Bid Price.

Bids will be read aloud. However, bid results are automatically made public by email

**SECTION 00100
NOTICE INVITING BIDS**

SECTION 00100
NOTICE INVITING BIDS

transmittal to all participants of the Mandatory Pre-Bid Conference and by posting to the District's website at <http://chwd.org/>. The District reserves the right to reject any or all Bids and to waive any informality or irregularity in any Bid.

A MANDATORY Pre-Bid Conference will be held at 6230 Sylvan Road, Citrus Heights, CA 95610 on the following date and time: **March 20, 2024, at 9:00 AM**. Each and every Bidder MUST attend the Pre-Bid Conference. Bids WILL NOT be accepted from any bidder who did not attend the Mandatory Pre-Bid Conference.

The last day to submit written questions is **March 26, 2024, before 5:00 PM**. Submission shall be sent via email to Tamar Dawson at tdawson@chwd.org. An addendum will be created to address all questions and sent to all attendees of the Mandatory Pre-Bid Conference via email by end-of-day **March 28, 2024**.

The District's preliminary cost estimate for this Project is **\$712,520.00**.

Each bid shall be accompanied by the security referred to in the Contract Documents, the non-collusion declaration, the list of proposed subcontractors, and all additional documentation required by the Instructions to Bidders.

The successful bidder will be required to furnish the District with a Performance Bond equal to 100% of the successful bid, and a Payment Bond equal to 100% of the successful bid, prior to execution of the Contract. All bonds are to be secured from a surety that meets all of the State of California bonding requirements, as defined in Code of Civil Procedure Section 995.120, and is admitted by the State of California.

Pursuant to Public Contract Code Section 22300, the successful bidder may substitute certain securities for funds withheld by District to ensure his performance under the Contract.

The Director of Industrial Relations has determined the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract which will be awarded to the successful bidder, copies of which are on file and will be made available to any interested party upon request at the District's offices, 6230 Sylvan Road, Citrus Heights, California 95610, or online at <http://www.dir.ca.gov/dlsr>. A copy of these rates shall be posted by the successful bidder at the job site. The successful bidder and all subcontractor(s) under him, shall comply with all applicable Labor Code provisions, which include, but are not limited to the payment of not less than the required prevailing rates to all workers employed by them in the execution of the Contract, the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors.

All contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the

SECTION 00100
NOTICE INVITING BIDS

**SECTION 00100
NOTICE INVITING BIDS**

contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. This Project will be subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Each bidder shall be a licensed contractor pursuant to the Business and Professions Code and shall be licensed in the following appropriate classification(s) of contractor's license(s), for the work bid upon, and must maintain the license(s) throughout the duration of the Contract:

California Class A General Engineering Contractor.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this project, it shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its bid.

Award of Contract: The District may award the Contract for the Project to the lowest responsible bidder as determined from the Base Bid by the District. The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process.

The District reserves the right to reject any or all bids or to accept any bid. The District reserves the right to determine which proposal is, in its judgment, the most responsive bid of a responsible bidder and which proposal should be accepted in the best interest of the District. The District also reserves the right to waive any informality in any proposal or bid.

For further information, contact Tamar Dawson at 916-735-7732 or via e-mail (tdawson@chwd.org).

END OF NOTICE INVITING BIDS

**SECTION 00100
NOTICE INVITING BIDS**

SECTION 00200
INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

1. AVAILABILITY OF CONTRACT DOCUMENTS

Bids must be submitted to the District on the Bid Documents which are a part of the Bid Package for the Project. Prospective bidders may obtain a complete set of Contract Documents as stated in the Notice Inviting Bids.

2. EXAMINATION OF CONTRACT DOCUMENTS

The District has made copies of the Contract Documents available, as indicated above. Bidders shall be solely responsible for examining the Project Site and the Contract Documents, including any Addenda issued during the bidding period, and for informing itself with respect to local labor availability, means of transportation, necessity for security, laws and codes, local permit requirements, wage scales, local tax structure, contractors' licensing requirements, availability of required insurance, and other factors that could affect the Work. Bidders are responsible for consulting the standards referenced in the Contract. Failure of Bidder to so examine and inform itself shall be at its sole risk, and no relief for error or omission will be given except as required under State law.

3. INTERPRETATION OF CONTRACT DOCUMENTS

Discrepancies in, and/or omissions from the Plans, Specifications or other Contract Documents or questions as to their meaning shall be immediately brought to the attention of the District by submission of a written request for an interpretation or correction to the District. Such submission, if any, must be sent via email or U.S. Mail to:

Tamar Dawson
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610
e-mail: tdawson@chwd.org

and received no later than **March 26, 2024, before 5:00PM.**

Any interpretation of the Contract Documents will be made only by written addenda duly issued and provided to all recipients of complete sets of the Contract Documents. The District will not be responsible for any explanations or interpretations provided in any other manner. No person is authorized to make any oral interpretation of any provision in the Contract Documents to any Bidder, and no Bidder should rely on any such oral interpretation.

Bids shall include complete compensation for all items of work to be performed under the Contract Documents.

SECTION 00200
INSTRUCTIONS TO BIDDERS

4. INSPECTION OF SITE; PRE-BID CONFERENCE AND SITE WALK

Each prospective bidder is responsible for fully acquainting itself with the conditions of the Project Site(s), as well as those relating to the construction and labor of the Project, to fully understand the facilities, difficulties and restrictions which may impact the cost or effort required to complete the Project. To this end, a Pre-Bid Conference and Site Walk will be held on the date(s) and time(s) indicated in the Notice Inviting Bids.

5. ADDENDA

The District reserves the right to revise the Contract Documents prior to the bid opening date. Revisions, if any, shall be made by issuing Addenda. All plan holders will be notified when an addendum is posted to the bid management system. All addenda issued by the District shall be included in the bid and made part of the Contract Documents. Pursuant to Public Contract Code Section 4104.5, if the District issues an Addendum which includes material changes to the Project less than **72 hours** prior to the deadline for submission of bids, the District will extend the deadline for submission of bids. The District may determine, in its sole discretion, whether an Addendum warrants postponement of the bid submission date. Announcement of any extension shall be made via the electronic bid management system to all plan holders. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda. To this end, the electronic bid management system requires each bidder acknowledge receipt of all addenda before submission of the bid.

6. ALTERNATE BIDS

If alternate bid items are called for in the Contract Documents, the lowest bid will be determined on the basis of the base bid only, unless otherwise specified in the notice Inviting Bids. The time required for completion of the alternate bid items has been factored into the Contract Time and no additional time will be awarded for any of the alternate bid items. The District may elect to include one or more of the alternate bid items, or to otherwise remove certain work from the Project scope of work, accordingly each Bidder must ensure that each bid item contains a proportionate share of profit, overhead and other costs or expenses which will be incurred by the Bidder.

7. COMPLETION OF BID FORMS

Bids shall only be prepared using copies of the Bid Forms which are included in the Contract Documents. The use of substitute bid forms will not be permitted. Bids shall be executed by an authorized signatory as described in these Instructions to Bidders. Deviations in the bid form may result in the bid being deemed non-responsive.

8. MODIFICATIONS OF BIDS

Each Bidder shall submit its Bid in strict conformity with the requirements of the Contract Documents. Unauthorized additions, modifications, revisions, conditions, limitations,

SECTION 00200
INSTRUCTIONS TO BIDDERS

exclusions or provisions attached to a Bid may render it non-responsive and may cause its rejection. Bidders shall neither delete, modify, nor supplement the printed matter on the Bid Forms, nor make substitutions thereon. Oral, telephonic and electronic modifications will not be considered, unless the Notice Inviting Bids authorizes the submission of electronic bids and modifications thereto and such modifications are made in accordance with the Notice Inviting Bids.

9. DESIGNATION OF SUBCONTRACTORS

Pursuant to State law, the Bidders must designate the name and location of each subcontractor who will perform work or render services for the Bidder in an amount that exceeds one-half of one percent (1/2%) of the Bidder's Total Bid Price, as well as the portion of work each such subcontractor will perform on the form provided herein by the District. No additional time will be provided to bidders to submit any of the requested information in the Designation of Subcontractor form.

10. LICENSING REQUIREMENTS

Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract. Subcontractors must possess the appropriate licenses for each specialty subcontracted. Pursuant to Section 7028.5 of the Business and Professions Code, the District shall consider any bid submitted by a contractor not currently licensed in accordance with state law and pursuant to the requirements found in the Contract Documents to be nonresponsive, and the District shall reject the Bid. The District shall have the right to request, and Bidders shall provide within five (5) calendar Days, evidence satisfactory to the District of all valid license(s) currently held by that Bidder and each of the Bidder's subcontractors, before awarding the Contract.

Notwithstanding anything contained herein, if the Work involves federal funds, the Contractor shall be properly licensed by the time the Contract is awarded, pursuant to the provisions of Public Contract Code Section 20103.5.

11. SIGNING OF BIDS

All Bids submitted shall be executed by the Bidder or its authorized representative. Bidders may be asked to provide evidence in the form of an authenticated resolution of its Board of Directors or a Power of Attorney evidencing the capacity of the person signing the Bid to bind the Bidder to each Bid and to any Contract arising therefrom. Hard copy of bids shall be submitted at the District's offices.

If a Bidder is a joint venture or partnership, it may be asked to submit an authenticated Power of Attorney executed by each joint venturer or partner appointing and designating one of the joint venturers or partners as a management sponsor to execute the Bid on behalf of Bidder. Only that joint venturer or partner shall execute the Bid. The Power of Attorney shall also: (1) authorize that particular joint venturer or partner to act for and bind

SECTION 00200
INSTRUCTIONS TO BIDDERS

Bidder in all matters relating to the Bid; and (2) provide that each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of Bidder assumed under the Bid and under any Contract arising therefrom. The Bid shall be executed by the designated joint venturer or partner on behalf of the joint venture or partnership in its legal name.

12. BID GUARANTEE (BOND)

Each bid shall be accompanied by: (a) cash; (b) a certified check made payable to the District; (c) a cashier's check made payable to the District; or (d) a bid bond payable to the District executed by the bidder as principal and surety as obligor in an amount not less than 10% of the maximum amount of the bid. Personal sureties and unregistered surety companies are unacceptable. The surety insurer shall be California admitted surety insurer, as defined in Code of Civil Procedure Section 995.120. The cash, check or bid bond shall be given as a guarantee that the bidder shall execute the Contract if it be awarded to the bidder, shall provide the payment and performance bonds and insurance certificates and endorsements as required herein within ten (10) calendar Days after notification of the intent to award the Contract to the bidder. Failure to provide the required documents may result in forfeiture of the bidder's bid deposit or bond to the District and the District may award the Contract to the next lowest responsible bidder, or may call for new bids.

13. SUBMISSION OF SEALED BIDS

Bidders shall submit hard copies of their bids pursuant to Public Contract Code Sections 1600 and 1601. The acceptable method(s) of submission are stated in the Notice Inviting Bids. District shall not accept bids otherwise transmitted. **No oral, telephonic, or facsimile bids will be considered.**

14. DELIVERY AND OPENING OF BIDS

Bids will be received by the District up to the date and time shown in the Notice Inviting Bids. It is the Bidder's sole responsibility to ensure that its Bid is received as specified. Bids may be submitted earlier than the dates(s) and time(s) indicated.

Bids will be opened at the date and time stated in the Notice Inviting Bids, and the amount of each Bid will be read aloud and recorded. All Bidders may, if they desire, attend the opening of Bids. The District may, in its sole discretion, elect to postpone the opening of the submitted Bids. District reserves the right to reject any or all Bids and to waive any informality or irregularity in any Bid. In the event of a discrepancy between the written amount of the Bid Price and the numerical amount of the Bid Price, the written amount shall govern.

15. WITHDRAWAL OF BID

Prior to the bid closing deadline, a Bid may be electronically withdrawn by the Bidder. Any

SECTION 00200
INSTRUCTIONS TO BIDDERS

request to withdraw a bid after bid opening must be made in accordance with Public Contract Code section 5100 *et seq.* and must be submitted in writing within five (5) working Days, excluding Saturday, Sundays and State holidays, specifying in detail how the mistake was made.

16. BASIS OF AWARD; BALANCED BIDS

The District shall award the Contract to the lowest responsible Bidder submitting a responsive Bid. The District may reject any Bid which, in its opinion when compared to other bids received or to the District's internal estimates, does not accurately reflect the cost to perform the Work. The District may reject as non-responsive any bid which unevenly weights or allocates costs, including but not limited to overhead and profit to one or more particular bid items.

17. DISQUALIFICATION OF BIDDERS; INTEREST IN MORE THAN ONE BID

No bidder shall be allowed to make, submit or be interested in more than one bid. However, a person, firm, corporation or other entity that has submitted a sub-proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders submitting a bid to the District. No person, firm, corporation, or other entity may submit sub-proposal to a bidder, or quote prices of materials to a bidder, when also submitting a prime bid on the same Project.

18. INSURANCE REQUIREMENTS

The successful bidder shall procure the insurance in the form and in the amount specified in the Contract Documents.

19. AWARD PROCESS

Once all Bids are opened and reviewed to determine the lowest responsive and responsible Bidder, the District may award the contract, or reject all bids. The apparent successful Bidder should begin to prepare the following documents: **(1) the Performance Bond**; **(2) the Payment Bond**; and **(3) the required insurance certificates and endorsements**. Once the District notifies the Bidder of the intent to award, the Bidder will have ten (10) consecutive calendar Days from the date of this notification to execute the Contract and supply the District with all of the required documents and certifications. Regardless whether the Bidder supplies the required documents and certifications in a timely manner, the Contract time will begin to run ten (10) calendar Days from the date of the notification. Once the District receives all of the properly drafted and executed documents and certifications from the Bidder, the District shall issue a Notice to Proceed to that Bidder.

SECTION 00200
INSTRUCTIONS TO BIDDERS

20. FILING OF BID PROTESTS

Any bid protest relating to the form or content of the Bid or Contract Documents must be submitted in writing via the electronic bid management system at least ten (10) business Days before the original date set for the bid opening. Any bidder who submits a bid without making a protest shall be deemed to have waived any objection to the form of content of the Bid or Contract Documents not previously stated in writing.

Submitted bids will be timely made available for review upon written request of any bidder.

Bidders may file a "protest" of a Bid with the District's General Manager. In order for a Bidder's protest to be considered valid, the protest must:

- A. Be filed in writing not later than 5:00 p.m. on the fifth business Day after the bid opening date;
- B. Clearly identify the specific irregularity or basis for the protest;
- C. Specify, in detail, the factual and legal grounds for the protest; and
- D. Include all relevant supporting documentation with the protest at time of filing.

If the protest does not meet all of these requirements, the District may reject it without further review.

If the protest is timely and complies with all of the above requirements, the District's General Manger, or other designated District staff or representative, shall review the protest, any response from the challenged bidder, and all other relevant information. The District will provide a written response to the protestor.

The procedure and time limits set forth in this section are mandatory and are the sole and exclusive remedy in the event of a bid protest. Failure to comply with these procedures shall constitute a failure to exhaust administrative remedies and a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

21. WORKERS COMPENSATION

Each bidder shall submit the Contractor's Certificate Regarding Workers' Compensation form.

22. RETENTION AND SUBSTITUTION OF SECURITY

The Contract Documents call for monthly progress payments based upon the percentage of the work completed. Unless the District has made findings pursuant to Public Contract Code section 7201 (that the work included in this Contract is substantially complex, and

SECTION 00200
INSTRUCTIONS TO BIDDERS

therefore a retention of 10% shall be withheld from each progress payment as provided by the Contract Documents), the District will retain five percent (5%) of each progress payment as provided by the Contract Documents. At the request and expense of the successful Bidder, the District will substitute securities for the amount so retained in accordance with Public Contract Code Section 22300.

23. PREVAILING WAGES

The District has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract. These rates are on file and available at the District's offices, 6230 Sylvan Road, Citrus Heights, California 95610, or may be obtained online at <https://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Bidders are advised that a copy of these rates must be posted by the successful Bidder at the job site(s).

If the Work involves federal funds or otherwise requires compliance with the Davis-Bacon Fair Labor Standards Act, the Contractor and all its subcontractors shall pay the higher of the state or federal prevailing wage rates.

24. DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS

In accordance with the provisions of the Labor Code, contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Section 1777.1 or Section 1777.7 of the Labor Code. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid to a debarred subcontractor by the Contractor for the Project shall be returned to the District. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the Project.

25. IRAN CONTRACTING ACT CERTIFICATION

Each bidder shall submit the certification required by the Iran Contracting Act of 2010, Public Contract Code section 2200 *et seq.* with its bid. The certification is included in the Contract Documents.

26. PERFORMANCE BOND AND PAYMENT BOND REQUIREMENTS

Within the time specified in the Contract Documents, the Bidder to whom a Contract is awarded shall deliver to the District four identical counterparts of the Performance Bond and Payment Bond in the form supplied by the District and included in the Contract Documents. Failure to do so may, in the sole discretion of District, result in the forfeiture of the Bid Guarantee. The surety supplying the bond must be an admitted surety insurer,

SECTION 00200
INSTRUCTIONS TO BIDDERS

as defined in Code of Civil Procedure Section 995.120, authorized to do business as such in the State of California and satisfactory to the District. The Performance Bond and the Payment Bond shall be for one hundred percent (100%) of the Total Bid Price.

27. REQUEST FOR SUBSTITUTIONS

The successful bidder shall comply with the substitution request provisions set forth in the Special Conditions, including any deadlines for substitution requests **which may occur prior to the bid opening date.**

28. SALES AND OTHER APPLICABLE TAXES, PERMITS, LICENSES AND FEES

Contractor and its subcontractors performing work under this Contract will be required to pay California sales tax and other applicable taxes, and to pay for permits, licenses and fees required by the agencies with authority in the jurisdiction in which the work will be located, unless otherwise expressly provided by the Contract Documents. Bidders shall include all applicable taxes and fees that are in effect or reasonably anticipated on the bid date in their bid price.

29. EXECUTION OF CONTRACT

As required herein, the Bidder to whom an award is made shall execute two identical counterparts of the Contract in the amount determined by the Contract Documents. The District may require appropriate evidence that the persons executing the Contract are duly empowered to do so.

END OF INSTRUCTIONS TO BIDDERS

**SECTION 00400
 BID FORM**

BID FORM

NAME OF BIDDER: FLOWLINE CONTRACTORS INC

The undersigned, hereby declare that we have carefully examined the location of the proposed Work, and have read and examined the Contract Documents, including all plans, specifications, and all addenda, if any, for the following Project:

**ADMIRAL AVENUE & ANCHOR CIRCLE
 WATER MAIN PROJECT**

We hereby propose to furnish all labor, materials, equipment, tools, transportation, and services, and to discharge all duties and obligations necessary and required to perform and complete the Project in strict accordance with the Contract Documents for the TOTAL BID PRICE.

In the event the bid schedule requires unit pricing, final payment shall be determined by the District from measured quantities of work performed based upon the unit price.

| Bid Item | Description | Quantity | Units | Unit Cost | Price |
|-----------------|---|-----------------|--------------|------------------|---------------|
| 1 | Mobilization. (8% Max. of total) | 1 | Lump Sum | \$ 33,793.00 | \$ 33,793.00 |
| 2 | Sheeting, shoring and bracing. (1% Max. of total) | 1 | Lump Sum | \$ 3,391.00 | \$ 3,391.00 |
| 3 | Traffic control plan and implementation. (5% Max. of total) | 1 | Lump Sum | \$ 5,217.00 | \$ 5,217.00 |
| 4 | Storm water pollution prevention implementation. (1% Max. of total) | 1 | Lump Sum | \$ 1,963.00 | \$ 1,963.00 |
| 5 | Install 8" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main. | 115 | Lineal Feet | \$ 282.00 | \$ 32,430.00 |
| 6 | Install 8" CL 305 DR 14 AWWA C900 Polyvinylchloride (PVC) water main. | 1560 | Lineal Feet | \$ 144.00 | \$ 224,640.00 |
| 7 | Install 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main. | 55 | Lineal Feet | \$ 294.00 | \$ 16,170.00 |
| 8 | 8" connection to existing 12" water main. | 1 | Each | \$ 11,243.00 | \$ 11,243.00 |
| 9 | 8" connection to existing 8" water main. | 2 | Each | \$ 11,052.00 | \$ 22,104.00 |
| 10 | Install 8" resilient wedge gate valve. | 4 | Each | \$ 3,176.00 | \$ 12,704.00 |

**SECTION 00400
 BID FORM**

| Bid Item | Description | Quantity | Units | Unit Cost | Price |
|-----------------|--|-----------------|--------------|------------------|---------------|
| 11 | Install 6" resilient wedge gate valve. | 2 | Each | \$ 2,498.00 | \$ 4,996.00 |
| 12 | Install dry barrel steamer fire hydrant. | 3 | Each | \$ 6,709.00 | \$ 20,127.00 |
| 13 | Install concrete fire hydrant access pad. | 2 | Each | \$ 1,887.00 | \$ 3,774.00 |
| 14 | Install 1" metered water service. | 2 | Each | \$ 6,899.00 | \$ 13,798.00 |
| 15 | Install 1" water service with curb stop. | 45 | Each | \$ 3,951.00 | \$ 177,795.00 |
| 16 | Remove existing steamer fire hydrant. | 1 | Each | \$ 1,635.00 | \$ 1,635.00 |
| 17 | Remove existing wharf fire hydrant. | 1 | Each | \$ 1,600.00 | \$ 1,600.00 |
| 18 | Remove Valve Box. | 6 | Each | \$ 176.00 | \$ 1,056.00 |
| 19 | 4" Asphaltic Concrete (AC) paving restoration. | 7000 | Square Feet | \$ 7.39 | \$ 51,730.00 |
| 20 | Concrete restoration. | 435 | Square Feet | \$ 39.00 | \$ 16,965.00 |
| 21 | Landscape restoration. | 992 | Square Feet | \$ 5.00 | \$ 4,960.00 |
| 22 | Type 2 Slurry Seal. | 27000 | Square Feet | \$ 1.67 | \$ 45,090.00 |
| 23 | Install 6" 2-sack slurry cap. | 50 | Lineal Feet | \$ 46.00 | \$ 2,300.00 |

Bidders must provide pricing for every bid item.

The estimated quantities for unit price items are for purposes of comparing bids only and the District makes no representation that the actual quantities of work performed will not vary from the estimates.

In case of discrepancy between the unit price and the line item cost set forth for a unit price item, the line item cost, calculated at the unit price multiplied by the estimated quantity, shall prevail and shall be utilized as the basis for determining the lowest responsive, responsible bidder. However, if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any cause, or is omitted, or is the same amount as the entry in the "Line Item Cost" column, then the amount set forth in the "Line Item Cost" column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price. If any of the above discrepancies exist, the District may recalculate the bid price on the basis of the unit price

**SECTION 00400
 BID FORM**

**SECTION 00400
BID FORM**

and the bidder agrees to be bound by such recalculation. Final payment for unit price items shall be determined by the Engineer from measured quantities of work performed based upon the unit price.

TOTAL BID PRICE (BASED ON BID SCHEDULE TOTAL OF UNIT PRICES):

\$ 709,481.00
Total Bid Price in Numbers

SEVEN HUNDRED NINE THOUSAND FOUR HUNDRED EIGHTY-ONE DOLLARS
Total Bid Price in Written Form

In case of discrepancy between the written price and the numerical price, the written price shall prevail.

The undersigned agrees that the bid accompanied by this Bid Form constitutes a firm offer to the District which cannot be withdrawn for the number of calendar Days indicated in the Notice Inviting Bids from and after the bid opening, or until a Contract for the Work is fully executed by the District and a third party, whichever is earlier.

If the Contract Documents specify alternate bid items, the Alternate Additive or Deductive Bid amounts shall be added to or deducted from the Total Bid Price at the District's sole option. The District can choose to include one or more of the Alternate Bids in the Project. If any of the Alternate Bids are selected by the District, the resulting amount shall be added to or deducted from Total Bid Price for the Project. The District may select one or more of the Alternate Bids at the stated Bid Price up to sixty (60) Days following award of the Contract. The District can award/select Alternate Bid items at any time(s).

The Contract duration shall commence on the date stated in the District's Notice to Proceed, and shall be completed by the Contractor in the time specified in the Contract Documents. In no case shall the Contractor commence construction prior to the date stated in the District's Notice to Proceed, or before providing the required bonds and evidence of insurance.

Bidder certifies that it is licensed in accordance with the law providing for the registration of Contractors, License No. 697400, Expiration Date 10/31/24, class of license A. Bidder certifies that it and all sub-contractors are registered with the Department of Industrial Relations to perform public work, Registration No. 1000044596 (provide DIR for all sub-contractors, separate pages may be attached as needed). If the bidder is a joint venture, each member of the joint venture must include the above information.

The undersigned acknowledges understanding and full consideration of any issued addenda to the Contract Documents.

**SECTION 00400
BID FORM**

1. Attached is the required bid security in the amount of not less than 10% of the Total Bid Price.
2. Attached is the fully executed Non-Collusion Declaration form.
3. Attached is the completed Designation of Subcontractors form.
4. Attached is the completed Bidder Information Form.
5. Attached is the completed Iran Contracting Act Certification.
6. Attached is the completed Contractor's Certificate Regarding Workers' Compensation form.

I hereby certify under penalty of perjury under the laws of the State of California, that all of the information submitted in connection with this Bid and all of the representations made herein are true and correct.

Name of Bidder FLOWLINE CONTRACTORS INC

Signature 

Name and Title Benjamin Borba, CEO

Dated 04/11/24


END OF BID FORM

**SECTION 00405
CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION**

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

Name of Bidder FLOWLINE CONTRACTORS INC

Signature 

Name Benjamin Borba

Title CEO

Dated 04/11/24

END OF CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

SECTION 00410
BID BOND

BID BOND

The makers of this bond are, Flowline Contractors, Inc.,
as Principal, and Merchants Bonding Company (Mutual), as
Surety and are held and firmly bound unto Citrus Heights Water District, hereinafter called
the District, in the penal sum of TEN PERCENT (10%) OF THE TOTAL BID PRICE of the
Principal submitted to District for the work described below, for the payment of which sum
in lawful money of the United States, well and truly to be made, we bind ourselves, our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the
Principal has submitted the accompanying bid dated April 11th, 2024, for _____
Admiral Avenue and Anchor Circle Water Main Project, C23-106
(INSERT PROJECT NAME).

If the Principal does not withdraw its bid within the time specified in the
Contract Documents; and if bid is rejected or, in the alternate, the Principal is awarded
the Contract, signs the Contract and provides all documents to the District as required by
the Contract Documents; then this obligation shall be null and void. Otherwise, this bond
will remain in full force and effect and upon default of the Principal shall be forfeited to the
District, it being expressly understood and agreed that the liability of the Surety for any
and all default of the Principal shall be the amount of this obligation as herein stated, as
liquidated damages.

Surety, for value received, hereby stipulates and agrees that no change,
extension of time, alteration or addition to the terms of the Contract Documents shall
affect its obligation under this bond, and Surety does hereby waive notice of any such
changes.

IN WITNESS WHEREOF, the above-bound parties have executed this
instrument under their several seals this 5th Day of April, 2024, the name
and corporate seal of each corporation.

(Corporate Seal)

Flowline Contractors, Inc.
Contractor/ Principal

By [Signature]

Title CEO

Merchants Bonding Company (Mutual)

(Corporate Seal)

Surety

By [Signature]

Breanna Boatright, Attorney-in-Fact

Title

Merchants Bonding Company (Mutual)

(Attach Attorney-in-Fact Certificate)

6700 Westown Parkway

West Des Moines, IA 50266-7754

515-243-8171

SECTION 00410
BID BOND

SECTION 00410
BID BOND

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On _____, 20____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory
Name(s) of Signer(s)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

-See Attached – California all Purpose Acknowledgment Complies with Civil Code section 1189.

Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- Individual
- Corporate Officer

_____ Title(s)

_____ Title or Type of Document

- Partner(s) Limited
- General

_____ Number of Pages

- Attorney-In-Fact
- Trustee(s)
- Guardian/Conservator
- Other:

_____ Date of Document

Signer is representing:
Name Of Person(s) Or Entity(ies)

_____ Signer(s) Other Than Named Above

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of Nevada
County of Washoe

On April 5, 2024 before me, Julie Heimdal, Notary Public
(insert name and title of the officer)

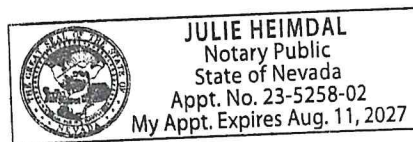
personally appeared Breanna Boatright,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~
subscribed to the within instrument and acknowledged to me that ~~he~~/~~she~~/~~they~~
~~his~~/~~her~~/~~their~~ authorized capacity(~~ies~~), and that by ~~his~~/~~her~~/~~their~~ signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

(Seal)



MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Bill Rapp; Brad Espinosa; Breanna Boatright; Cassandra Medina; Deanna Quintero; Elizabeth Collodi; Jason March; Jennifer Lakmann; John Hopkins; John Weber; Kathleen Le; Matthew Foster; Mindy Whitehouse; Pam Sey; Paula Senna; Phillip Watkins; Renee Ramsey; Samantha Watkins; Sara Walliser; Sharon Smith; Steven Lee Williams; Tony Clark

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 19th day of March, 2024.

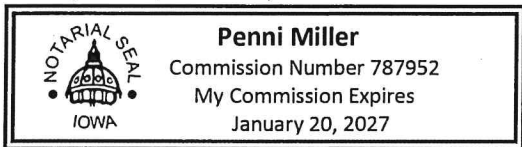


MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

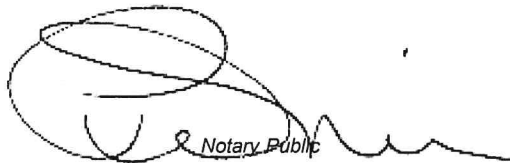
By 
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 19th day of March, 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)


Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 5th day of April, 2024.




Secretary

**SECTION 00420
NON-COLLUSION DECLARATION**

NON-COLLUSION DECLARATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the _____ CEO _____ of FLOWLINE CONTRACTORS INC, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____
04/11/24 [date], at Sacramento [city],
California [state].



(Signature)

Benjamin Borba

(Print Name)

CEO

(Print Title)

04/11/24

(Date)

END OF NON-COLLUSION DECLARATION

**SECTION 00420
NON-COLLUSION DECLARATION**

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

CONTRACTOR INFORMATION AND EXPERIENCE FORM

A. INFORMATION ABOUT BIDDER

Failure to complete all information may render your bid non-responsive. [**Indicate not applicable ("N/A") where appropriate.**]

NOTE: Where Bidder is a joint venture, pages shall be duplicated and information provided for all parties to the joint venture.

1.0 Name of Bidder: FLOWLINE CONTRACTORS INC

2.0 Type, if Entity: GENERAL BUSINESS / CORPORATION

3.0 Bidder Address: 6560 ASHER LANE, SACRAMENTO, CA 95828

(916) 383-7737 (916) 383-7525
Facsimile Number Telephone Number

4.0 How many years has Bidder's organization been in business as a Contractor? 33

5.0 How many years has Bidder's organization been in business under its present name? 29

5.1 Under what other or former names has Bidder's organization operated?: None

6.0 If Bidder's organization is a corporation, answer the following:

6.1 Date of Incorporation: 10/14/1994

6.2 State of Incorporation: CALIFORNIA

6.3 President's Name: Benjamin Borba

6.4 Vice-President's Name(s): Benjamin Borba

6.5 Secretary's Name: Benjamin Borba

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

6.6 Treasurer's Name: Benjamin Borba

7.0 If an individual or a partnership, answer the following:

7.1 Date of Organization:
N/A

7.2 Name and address of all partners (state whether general or limited partnership):

N/A

8.0 If other than a corporation or partnership, describe organization and name principals:

N/A

9.0 List other states in which Bidder's organization is legally qualified to do business.

None

10.0 What type of work does the Bidder normally perform with its own forces?

Underground Utility Construction, Installation and Repairs
Primarily water Mains, Services, Meters, Hydrants and other water apurtenances.
Also installing Sewer, Storm Drain and other similar underground utilities.

11.0 Has Bidder ever failed to complete any work awarded to it? If so, note when, where, and why:

No

12.0 Within the last five years, has any officer or partner of Bidder's organization ever been an officer or partner of another organization when it failed to complete a contract? If so, attach a separate sheet of explanation:

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

No

13.0 List Trade References:

| | | |
|--|--|---|
| PACE SUPPLY | 8400 24th AVE SACRAMENTO, CA 95826 | Rick Merri - (916) 379-5100 rmerri@pacesupply.com |
| TEICHERT, INC | 3500 AMERICAN RIVER BLVD SACRAMENTO, CA 95746 | Christine Grace - (916) 480-5516 cgrace@teichert.com |
| BLACK STAR PAVEMENT MAINTENANCE INC | 8360 GALENA AVENUE SACRAMENTO, CA 95828 | Brian Robinson - (916) 955-2813 brian@blackstarp.com |
| HARRISON CONCRETE CUTTING INC | 33522 COUNTY RD 24 WOODLAND, CA 95695 | Steve Phipps - (530) 662-2185 brian@blackstarp.com |

14.0 List Bank References (Bank and Branch Address):

FIVE STAR BANK (916) 660-5752

3100 Zinfandel Dr #100, Rancho Cordova, CA 95670

15.0 Name of Bonding Company and Name and Address of Agent:

Interwest Insurance Services

1357 E. Lassen Ave Chico, CA 95973

Point of Contact: John Hopkins - (530) 897-3154

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

B. LIST OF CURRENT PROJECTS (Backlog)

[**Duplicate Page if needed for listing additional current projects.**]

| Project | Description of Bidder's Work | Completion Date | Cost of Bidder's Work | Contact Name/ Phone Number |
|---|--|-----------------|-----------------------|----------------------------------|
| San Juan Water District; Annual Services Contract | Install / Repair / Replace Fire Hydrants, Services and other Water appurtenances | July 2024 | \$2,196,705.50 | Adam Larsen (916) 791-6935 |
| City of Patterson; Water Metering System Replacement Project | Water Meter Replacement and Installation | May 2024 | \$1,705,192.00 | Maria Encinas (209) 895-8060 |
| City of Lincoln; Hoitt Area Water Distribution East | Water Main, Services, and Hydrants Installation | May 2024 | \$3,064,663.81 | Andrew Kellen (530) 888-9929 |
| Golden State Water Company; Watt Ave and Northrop Ave Area Main Replacements | Water Main, Services, and Hydrants Installation | June 2024 | \$4,746,875.00 | Warren Johnson (916) 853-3614 |
| El Dorado Irrigation District; Subcontractor for Doug Veerkamp GE; Forebay Rd and Drop Off Rd Waterline | Water Services and Meters Installation | June 2024 | \$795,015.25 | Mark Rawlings (530) 676-0825 |

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

| | | | | |
|---|--|----------|----------------|----------------------------------|
| San Juan Water District; 2022/23 Water Services Replacement Project, Hidden Oaks | Water Services and Meters Installation | May 2024 | \$1,270,636.13 | Mark Hargrove (916) 791-6951 |
| Golden State Water Company Install 1.5 Inch Service 3140 Arden Way | Water Services | May 2024 | \$53,975.00 | Warren Johnson (916) 853-3614 |

C. LIST OF COMPLETED PROJECTS - LAST THREE YEARS

[**Duplicate Page if needed for listing additional completed projects.**]

Please include only those projects which are similar enough to demonstrate Bidder's ability to perform the required Work.

| Project Client | Description of Bidder's Work | Period of Performance | Cost of Bidder's Work | Contact Name/ Phone Number |
|---|---|---------------------------|-----------------------|----------------------------------|
| San Juan Water District; Eureka Rd Pipeline Replacement Project | Water Main, Services, and Hydrants Installation | 04/01/22 - 06/30/23 | \$3,326,228.57 | Mark Hargrove (916) 791-6951 |
| Department of Food and Agriculture; CDFA Amador County Fairgrounds Fire Line Loop | Fire Water Line and Hydrants Installation | 10/21/22 - 06/13/23 | \$1,288,044.13 | Gaurav Bali (916) 202-9586 |
| Golden State Water Company; Mills Park Drive Area Main Replacement | Water Main, Services, and Hydrants Installation | 01/04/23 - 05/31/23 | \$311,084.75 | Warren Johnson (916) 853-3614 |

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

| | | | | |
|--|--|---------------------------|----------------|----------------------------------|
| City of Lincoln Repairs; Subcontractor for Sierra National Const | Water Main and Services Repair and Installation | 09/02/22 - 05/16/23 | \$688,242.05 | Rob Hanna (916) 791-1609 |
| Sacramento Suburban Water District; Greenberry Complex Main and Metering Project | Water Main, Services, and Hydrants Installation | 10/25/21 - 10/24/22 | \$2,314,396.00 | Dana Dean (916) 679-3991 |
| Orange Vale Water Company; 8700 Block Elm Ave Water Line Replacement | Water Main, Services, and Hydrants Installation | 05/09/22 - 07/31/22 | \$567,150.50 | Mark DuBose (916) 988-1693 |
| Carmichael Water District; Stanley Avenue Water Main Replacement Project | Water Main, Services, and Hydrants Installation | 06/01/21 - 04/12/22 | \$1,809,826.57 | Justin Chen (916) 483-2452 |
| San Juan Water District; Kokila SJWD/PCWA Intertie Project | Water Main Installation | 07/09/21 - 04/06/22 | \$439,770.62 | Andrew Pierson (916) 791-6912 |
| Citrus Heights Water District; Fair Oaks Blvd Waterline Project | Water Main, Services, and Hydrants Installation | 09/14/21 - 03/14/22 | \$304,192.76 | Tamar Dawson (916) 223-3921 |

D. EXPERIENCE AND TECHNICAL QUALIFICATIONS QUESTIONNAIRE

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

Personnel:

The Bidder shall identify the key personnel to be assigned to this project in a management, construction supervision or engineering capacity.

1. List each person's job title, name and percent of time to be allocated to this project:

Ben Borba, CEO - 20%

Dennis Land, Foreman/Superintendent - 95%

Spencer Roberts, Asst. Project Manager - 20%

2. Summarize each person's specialized education:

Ben Borba: Hazmat, AC Pipe Handling, Traffic Flagger, Confined Space, CPR

Dennis Land: Local 3 - Operating Eng., Pipe Safety, OSHA 40, Confined Space, CPR

3. List each person's years of construction experience relevant to the project:

Ben Borba, 26 Years

Dennis Land, 38 Years

Spencer Roberts, 6 Years

4. Summarize such experience: Ben Borba has installed underground utilities in the local area for the last 26 years starting as a laborer, working up the ladder to superintendent and now CEO.
Dennis Land has 34 years of experience in underground utilities consisting of 27 as a pipe foreman and has been an operator for 38 years.
Spencer Roberts has been in the industry for 6 Years, 3 of those years being in the field as a laborer, directional drill tracker and pipe layer.

Bidder agrees that personnel named in this Bid will remain on this Project in their designated capacities until completion of all relevant Work, unless substituted by personnel of equivalent experience and qualifications approved in advance by the District.

**SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM**

Additional Bidder's Statements:


If the Bidder feels that there is additional information which has not been included in the questionnaire above, and which would contribute to the qualification review, it may add that information in a statement here or on an attached sheet, appropriately marked:

E. VERIFICATION AND EXECUTION

These Bid Forms shall be executed only by a duly authorized official of the Bidder:

I declare under penalty of perjury under the laws of the State of California that the foregoing information is true and correct:

Name of Bidder FLOWLINE CONTRACTORS INC

Signature 

Name Benjamin Borba

Title CEO

Dated 04/11/24

END OF CONTRACTOR INFORMATION AND EXPERIENCE FORM

**SECTION 00440
LIST OF SUBCONTRACTORS FORM**

LIST OF SUBCONTRACTORS FORM

In compliance with the Subletting and Subcontracting Fair Practices Act of the Public Contract Code of the State of California, each bidder shall set forth below: (a) the name, contractor's license number and the location of the place of business of and (b) the portion of the work which will be done by each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work in an amount in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price. Notwithstanding the foregoing, if the work involves streets and highways, then the Contractor shall list each subcontractor who will perform work or labor or render service to Contractor in or about the work in an amount in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price or \$10,000, whichever is greater. The District may, within its sole discretion, grant additional time to provide the below requested information.

If no subcontractor is specified for a portion of the Work, or if more than one subcontractor is specified for the same portion of Work, to be performed under the Contract in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price or \$10,000, whichever is greater, or if the work involves streets or highways, then the Contractor shall be deemed to have agreed that it is fully qualified to perform that Work, and that it shall perform that portion itself.

The completed form shall include a Department of Industrial Relations registration number for all subcontractors. Failure to include a registration number may cause the bid to be non-responsive.

| Portion of the Work | Subcontractor | Location of Business | % of the Work | License & Registration Numbers |
|----------------------------|-------------------------------------|--|----------------------|---|
| Asphalt | BLACK STAR PAVEMENT MAINTENANCE INC | 8360 GALENA AVE, SACRAMENTO, CA 95828 | 5.99% | CSLB: 954061 DIR: 1000026271 |
| Slurry | AMERICAN PAVEMENT SYSTEMS INC | 1012 11TH STREET SUITE 1000 MODESTO, CA 95354 | 5.48% | CSLB: 943792 DIR: 1000000207 |
| Chlorination | CANNON WATER TECHNOLOGY, INC | 233 TECHNOLOGY WAY, SUITE 9 ROCKLIN, CA 95765 | 0.79% | DIR: 1000011042 |
| Saw-Cutting | CALIFORNIA CUT & CORE INC | 11358 SUNRISE GOLD CIRCLE SUITE A RANCHO CORDOVA, CA 95742 | 0.74% | CSLB: 894220 DIR: 1000643289 |
| | | | | |

SECTION 00440
LIST OF SUBCONTRACTORS FORM

| Portion of the Work | Subcontractor | Location of Business | % of the Work | License & Registration Numbers |
|---------------------|---------------|----------------------|---------------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Name of Bidder FLOWLINE CONTRACTORS INC

Signature 

SECTION 00440
LIST OF SUBCONTRACTORS FORM

Name and Title Benjamin Borba, CEO

Dated 04/11/24

END OF LIST OF SUBCONTRACTORS FORM

**SECTION 00441
IRAN CONTRACTING ACT CERTIFICATION**

IRAN CONTRACTING ACT CERTIFICATION

(Public Contract Code section 2200 *et seq.*)

As required by California Public Contract Code section 2204, the Contractor certifies subject to penalty for perjury that the option checked below relating to the Contractor's status in regard to the Iran Contracting Act of 2010 (Public Contract Code section 2200 *et seq.*) is true and correct:

- The Contractor is not:
 - (i) identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code section 2203; or
 - (ii) a financial institution that extends, for 45 Days or more, credit in the amount of \$20,000,000 or more to any other person or entity identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code section 2203, if that person or entity uses or will use the credit to provide goods or services in the energy sector in Iran.
- District has exempted the Contractor from the requirements of the Iran Contracting Act of 2010 after making a public finding that, absent the exemption, District will be unable to obtain the goods and/or services to be provided pursuant to the Contract.
- The amount of the Contract payable to the Contractor for the Work does not exceed \$1,000,000.

Signed _____ 

Titled Benjamin Borba, CEO _____

Firm FLOWLINE CONTRACTORS INC _____

Date 04/11/24 _____

Note: In accordance with Public Contract Code section 2205, false certification of this form shall be reported to the California Attorney General and may result in civil penalties equal to the greater of \$250,000 or twice the Contract Price, termination of the Contract and/or ineligibility to bid on contracts for three years.

END OF IRAN CONTRACTING ACT CERTIFICATION

**SECTION 00500
CONTRACT**

CONTRACT

THIS CONTRACT is made this **23rd Day of April, 2024**, in the County of Sacramento, State of California, by and between the Citrus Heights Water District, hereinafter called District, and **Flowline Contractors, Inc.**, hereinafter called Contractor. The District and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1. SCOPE OF WORK. The Contractor shall perform all Work within the time stipulated the Contract and shall provide all labor, materials, equipment, tools, utility services, and transportation to complete all of the Work required in strict compliance with the Contract Documents as specified in Article 5 below for the following Project:

Admiral Avenue and Anchor Circle Water Main Project

The Contractor and its surety shall be liable to the District for any damages arising as a result of the Contractor's failure to comply with this obligation.

ARTICLE 2. TIME FOR COMPLETION. Time is of the essence in the performance of the Work. The Work shall be commenced on the date stated in the District's Notice to Proceed. The Contractor shall complete all Work required by the Contract Documents within **115** calendar Days from the commencement date stated in the Notice to Proceed, herein after the Contract Time. By its signature hereunder, Contractor agrees the Contract Time for completion set forth above is adequate and reasonable to complete the Work.

ARTICLE 3. CONTRACT PRICE. The District shall pay to the Contractor as full compensation for the performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, and including all applicable taxes and costs, the sum of **seven hundred nine thousand four hundred eighty one dollars and zero cents (\$709,481.00)**, hereinafter the Contract Price. Payment shall be made as set forth in the General Conditions.

ARTICLE 4. LIQUIDATED DAMAGES. The Contractor acknowledges that the District will sustain actual damages for each and every Day completion of the Project is delayed beyond the Contract Time. Because of the nature of the Project, it would be impracticable or extremely difficult to determine the District's actual damages. Accordingly, as provided in Government Code section 53069.85, it is agreed that the Contractor will pay the District the sum of **\$500.00** for each and every calendar Day of delay in completing the Work beyond the time prescribed in the Contract Documents for finishing the Work, as Liquidated Damages and not as a penalty or forfeiture. In the event the Liquidated Damages are not paid, the Contractor agrees the District may deduct that amount from any money due or that may become due the Contractor under the Contract. This Article does not affect the District's rights to other damages or remedies specified in the Contract Documents or allowed by law.

SECTION 00500
CONTRACT

Should Contractor be inexcusably delayed in the performance of the Work, District may deduct Liquidated Damages based on its estimate of when Contractor will achieve Final Completion or other milestones. District need not wait until Final Completion to withhold Liquidated Damages from Contractor.

Liquidated Damages are not a penalty but an agreed upon estimate of the actual damages that would be sustained by the District for delay, including but not limited to loss of revenue, inconvenience to the District and the public, and increased Project administration expenses, such as extra inspection, construction management, staff time and architectural and engineering expenses. Liquidated Damages do not include actual damages the District incurs on account of claims by third parties against the District on account of any delay.

Should money due or to become due to the Contractor be insufficient to cover Liquidated Damages or other offsets due, then Contractor forthwith shall pay the remainder of the assessed liquidated damages to District.

ARTICLE 5. COMPONENT PARTS OF THE CONTRACT. The "Contract Documents" include the following documents, each of which is incorporated into this Contract by reference:

- Notice Inviting Bids
- Instructions to Bidders
- Bid Form
- Contractor's Certificate Regarding Workers' Compensation
- Bid Bond
- Non-Collusion Declaration form
- Contractor Information and Experience Form
- List of Subcontractors Form
- Iran Contracting Act Certification
- Contract
- Performance Bond
- Payment Bond
- General Conditions
- Special Conditions
- General Specifications
- Special Provisions
- Construction Details
- Project Plans
- Encroachment Permit Documents
- Any other documents contained in or incorporated into the Contract

The Contractor shall complete the Work in strict accordance with all of the Contract Documents.

SECTION 00500
CONTRACT

SECTION 00500
CONTRACT

All of the Contract Documents are intended to be complementary. Work required by one of the Contract Documents and not by others shall be done as if required by all. This Contract shall supersede any prior agreement of the parties.

ARTICLE 6. PROVISIONS REQUIRED BY LAW. Each and every provision of law required to be included in these Contract Documents shall be deemed to be included in these Contract Documents. The Contractor shall comply with all requirements of applicable federal, state and local laws, rules and regulations, including but not limited to, the provisions of the California Labor Code and Public Contract Code applicable to this Project.

If the Work involves federal funds, the Contractor and all its subcontractors shall comply with all requirements set forth in the attached Federal Requirements.

ARTICLE 7. INDEMNIFICATION. Contractor shall provide indemnification as set forth in the General Conditions.

ARTICLE 8. PREVAILING WAGES. Contractor shall be required to pay the prevailing rate of wages in accordance with the Labor Code which such rates shall be made available at the District's offices, 6230 Sylvan Road, Citrus Heights, California 95610, or may be obtained online at <http://www.dir.ca.gov/dlsr>. and which must be posted at the job site.

**SECTION 00500
CONTRACT**

IN WITNESS WHEREOF, this Contract has been duly executed by the above-named parties, on the Day and year above written.

| | |
|---|---|
| FLOWLINE CONTRACTORS, INC. | CITRUS HEIGHTS WATER DISTRICT |
| By _____ | By _____ |
| Name and Title: _____ | Name and Title: <u>Hilary M. Straus, General Manager</u> |
| License No. <u>697400</u> | |
| DIR Registration No. <u>1000044596</u> | |

END OF CONTRACT

**SECTION 00610
PERFORMANCE BOND**

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, the Citrus Heights Water District (hereinafter referred to as "District") has awarded to _____, (hereinafter referred to as the "Contractor") _____ an agreement for _____ (hereinafter referred to as the "Project").

WHEREAS, the work to be performed by the Contractor is more particularly set forth in the Contract Documents for the Project dated _____, (hereinafter referred to as "Contract Documents"), the terms and conditions of which are expressly incorporated herein by reference; and

WHEREAS, the Contractor is required by said Contract Documents to perform the terms thereof and to furnish a bond for the faithful performance of said Contract Documents.

NOW, THEREFORE, we, _____, the undersigned Contractor and _____ as Surety, a corporation organized and duly authorized to transact business under the laws of the State of California, are held and firmly bound unto the District in the sum of _____ DOLLARS, (\$ _____), said sum being not less than one hundred percent (100%) of the total amount of the Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that, if the Contractor, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract Documents and any alteration thereof made as therein provided, on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill all obligations including the one-year guarantee of all materials and workmanship; and shall indemnify and save harmless the District, its officers and agents, as stipulated in said Contract Documents, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a condition precedent to the satisfactory completion of the Contract Documents, unless otherwise provided for in the Contract Documents, the above obligation shall hold good for a period of one (1) year after the acceptance of the work by District, during which time if Contractor shall fail to make full, complete, and satisfactory repair and replacements and totally protect the District from loss or damage resulting from or caused by defective materials or faulty workmanship, Surety shall undertake and faithfully fulfill all such obligations. The obligations of Surety hereunder shall continue so long as any obligation of Contractor remains. Nothing herein shall limit the District's rights or the

**SECTION 00610
PERFORMANCE BOND**

SECTION 00610
PERFORMANCE BOND

Contractor or Surety's obligations under the Contract, law or equity, including, but not limited to, California Code of Civil Procedure section 337.15.

Whenever Contractor shall be, and is declared by the District to be, in default under the Contract Documents, the Surety shall remedy the default pursuant to the Contract Documents, or shall promptly, at the District's option:

- (1) Take over and complete the Project in accordance with all terms and conditions in the Contract Documents; or
- (2) Obtain a bid or bids for completing the Project in accordance with all terms and conditions in the Contract Documents and upon determination by Surety of the lowest responsive and responsible bidder, arrange for a Contract between such bidder, the Surety and the District, and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the District under the Contract and any modification thereto, less any amount previously paid by the District to the Contractor and any other set offs pursuant to the Contract Documents.
- (3) Permit the District to complete the Project in any manner consistent with local, California and federal law and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the District under the Contract and any modification thereto, less any amount previously paid by the District to the Contractor and any other set offs pursuant to the Contract Documents.

Surety expressly agrees that the District may reject any contractor or subcontractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Contractor.

Surety shall not utilize Contractor in completing the Project nor shall Surety accept a bid from Contractor for completion of the Project if the District, when declaring the Contractor in default, notifies Surety of the District's objection to Contractor's further participation in the completion of the Project.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or

SECTION 00610
PERFORMANCE BOND

**SECTION 00610
PERFORMANCE BOND**

addition to the terms of the Contract Documents or to the Project, including but not limited to the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ Day of _____, 20__).

(Corporate Seal)

Contractor/ Principal

By _____

Title _____

(Corporate Seal)

Surety

By _____

Attorney-in-Fact

Signatures of those signing for the Contractor and Surety must be notarized and evidence of corporate authority attached.

(Attach Attorney-in-Fact Certificate) Title _____

The rate of premium on this bond is _____ per thousand. The total amount of premium charges, \$_____.

(The above must be filled in by corporate attorney.)

THIS IS A REQUIRED FORM

Any claims under this bond may be addressed to:

(Name and Address of Surety) _____

(Name and Address of Agent or Representative for service of process in California, if different from above) _____

(Telephone number of Surety and Agent or Representative for service of process in California) _____

SECTION 00610
PERFORMANCE BOND

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On _____, 20____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory

Name(s) of Signer(s)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- Individual
- Corporate Officer

- _____ Title(s)
- Partner(s)
 - Limited
 - General
 - Attorney-In-Fact
 - Trustee(s)
 - Guardian/Conservator
 - Other:

Signer is representing:
Name Of Person(s) Or Entity(ies)

_____ Title or Type of Document

_____ Number of Pages

_____ Date of Document

_____ Signer(s) Other Than Named Above

**SECTION 00620
PAYMENT BOND**

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS That

WHEREAS, the Citrus Heights Water District (hereinafter designated as the "District"), by action taken or a resolution passed _____, 20____ has awarded to _____ hereinafter designated as the "Principal," a contract for the work described as follows:

_____ (the "Project"); and

WHEREAS, the work to be performed by the Principal is more particularly set forth in the Contract Documents for the Project dated _____ ("Contract Documents"), the terms and conditions of which are expressly incorporated by reference; and

WHEREAS, said Principal is required to furnish a bond in connection with said contract; providing that if said Principal or any of its Subcontractors shall fail to pay for any materials, provisions, provender, equipment, or other supplies used in, upon, for or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, or for amounts due under the Unemployment Insurance Code or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of said Principal and its Subcontractors with respect to such work or labor the Surety on this bond will pay for the same to the extent hereinafter set forth.

NOW THEREFORE, we, the Principal and _____ as Surety, are held and firmly bound unto the District in the penal sum of _____ Dollars (\$_____) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, his or its subcontractors, heirs, executors, administrators, successors or assigns, shall fail to pay any of the persons named in Section 9100 of the Civil Code, fail to pay for any materials, provisions or other supplies, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department or Franchise Tax Board from the wages of employees of the Contractor and his subcontractors pursuant to Section 18663 of the Revenue and Taxation Code, with respect to such work and labor the Surety or Sureties will pay for the same, in an amount not exceeding the sum herein above specified.

This bond shall inure to the benefit of any of the persons named in Section 9100 of the Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety on this bond shall not be exonerated or released from the obligation of this bond by any change, extension of time

**SECTION 00620
PAYMENT BOND**

for performance, addition, alteration or modification in, to, or of any contract, plans, Specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described, or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement herein above described, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the owner or District and original Contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 9100 of the Civil Code, and has not been paid the full amount of his claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned and the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____
Day of _____, 20__.

(Corporate Seal)

Contractor/ Principal

By _____

Title _____

(Corporate Seal)

Surety

By _____

Attorney-in-Fact

Title _____

Signatures of those signing for the Contractor and Surety must be notified and evidence of corporate authority attached. A Power-of-Attorney authorizing the person signing on behalf of the Surety to do so much be attached hereto.

SECTION 00620
PAYMENT BOND

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On _____, 20____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory

Name(s) of Signer(s)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- Individual
- Corporate Officer

Title(s)

Title or Type of Document

- Partner(s) Limited General
- Attorney-In-Fact
- Trustee(s)
- Guardian/Conservator
- Other:

Number of Pages

Date of Document

Signer is representing:
Name Of Person(s) Or Entity(ies)

Signer(s) Other Than Named Above

**SECTION 00700
GENERAL CONDITIONS**

GENERAL CONDITIONS

ARTICLE 1. DEFINITIONS

- a. Acceptable, Acceptance or words of similar import shall be understood to be the acceptance of the Engineer and/or the District .
- b. Act of God is an earthquake of magnitude 3.5 or higher on the Richter scale or a tidal wave.
- c. Applicable Laws means laws, statutes, ordinances, rules, codes, regulations permits and licenses of any kind, issued by local, state or federal governmental authorities or private authorities with jurisdiction (including utilities), to the extent they apply to the Work.
- d. Approval means written authorization by Engineer and/or District .
- e. Contract Documents includes all documents as stated in the Contract.
- f. Day shall mean calendar Day unless otherwise specifically designated.
- g. District and Contractor are those stated in the Contract. The terms District, CHWD, and Owner may be used interchangeably.
- h. Engineer shall mean the District Engineer or his or her designee, of Citrus Heights Water District, acting either directly or through properly authorized agents, such as agents acting within the scope of the particular duties entrusted to them. Also sometimes referred to as the “District’s Representative” or “Representative” in the Contract Documents.
- i. Equal, Equivalent, Satisfactory, Directed, Designated, Selected, As Required and similar words shall mean the written approval, selection, satisfaction, direction, or similar action of the Engineer and/or District.
- j. Indicated, Shown, Detailed, Noted, Scheduled or words of similar meaning shall mean that reference is made to the drawings, unless otherwise noted. It shall be understood that the direction, designation, selection, or similar import of the Engineer and/or District is intended, unless stated otherwise.
- k. Install means the complete installation of any item, equipment or material.
- l. Material shall include machinery, equipment, manufactured articles, or construction such as form work, fasteners, etc., and any other classes of material to be furnished in connection with the Contract. All materials shall be new unless specified otherwise.

**SECTION 00700
GENERAL CONDITIONS**

- m. Perform shall mean that the Contractor, at Contractor's expense, shall take all actions necessary to complete The Work, including furnishing of necessary labor, tools, and equipment, and providing and installing Materials that are indicated, specified, or required to complete such performance.
- n. Project is The Work planned by District as provided in the Contract Documents.
- o. Provide shall include provide complete in place, that is furnish, install, test and make ready for use.
- p. Recyclable Waste Materials shall mean materials removed from the Project site which are required to be diverted to a recycling center rather than an area landfill. Recyclable Waste Materials include asphalt, concrete, brick, concrete block, and rock. The Contractor shall coordinate with the appropriate local government agency and comply with local waste disposal ordinances.
- q. Specifications means that portion of the Contract Documents consisting of the written requirements for materials, equipment, construction systems, standards and workmanship for the work. In the case of conflict between the Specifications and the Contract Documents, the Contract Documents shall prevail.
- r. The Work means the entire improvement planned by the District pursuant to the Contract Documents.
- s. Work means labor, equipment and materials incorporated in, or to be incorporated in the construction covered by the Contract Documents.

ARTICLE 2. CONTRACT DOCUMENTS

- a. **Contract Documents.** The Contract Documents are complementary, and what is called for by one shall be as binding as if called for by all.
- b. **Interpretations.** The Contract Documents are intended to be fully cooperative and to be complementary. If Contractor observes that any documents are in conflict, the Contractor shall promptly notify the Engineer in writing. In case of conflicts between the Contract Documents, the order of precedence shall be as follows:
 - 1. Change Orders or Work Change Directives, the most recent first
 - 2. Addenda, the most recent first
 - 3. Environmental documents and approvals
 - 4. Special Provisions (or Special Conditions)
 - 5. Technical Specifications
 - 6. Plans (Contract Drawings)
 - 7. Contract
 - 8. General Conditions

**SECTION 00700
GENERAL CONDITIONS**

**SECTION 00700
GENERAL CONDITIONS**

9. Instructions to Bidders
10. Notice Inviting Bids
11. Contractor's Bid Forms
12. Standard Specifications/Greenbook
13. Standard Plans
14. Reference Documents

With reference to the Drawings, the order of precedence shall be as follows:

1. Figures govern over scaled dimensions
 2. Detail drawings govern over general drawings
 3. Addenda or Change Order drawings govern over Contract Drawings
 4. Contract Drawings govern over Standard Drawings
 5. Contract Drawings govern over Shop Drawings
- c. **Conflicts in Contract Documents.** Notwithstanding the orders of precedence established above, in the event of conflicts, the higher standard shall always apply.
- d. **Organization of Contract Documents.** Organization of the Contract Documents into divisions, sections, and articles, and arrangement of drawings shall not control the Contractor in dividing The Work among subcontractors or in establishing the extent of Work to be performed by any trade.

ARTICLE 3. CONTRACTS DOCUMENTS: COPIES & MAINTENANCE

Contractor will be furnished, free of charge, **3 (three)** copies of the Contract Documents. Additional copies may be obtained at cost of reproduction.

ARTICLE 4. CONTRACTOR SHALL MAINTAIN A CLEAN, UNDAMAGED SET OF CONTRACT DOCUMENTS AT THE PROJECT SITE.

- a. **Examination of Contract Documents.** Before commencing any portion of The Work, Contractor shall again carefully examine all applicable Contract Documents, the Project site and other information given to Contractor as to materials and methods of construction and other Project requirements. Contractor shall immediately notify the Engineer in writing of any potential error, inconsistency, ambiguity, conflict or lack of detail or explanation. If Contractor performs, permits, or causes the performance of any Work which is in error, inconsistent or ambiguous, or not sufficiently detailed or explained, Contractor shall bear any and all resulting costs, including, without limitation, the cost of correction. In no case shall the Contractor or any subcontractor proceed with Work if uncertain as to the applicable requirements.
- b. **Request for Information; Additional Instructions.** Contractor may make a written request for information to address any error, inconsistency, ambiguity, conflict or lack of detail or explanation in the Contract Documents. The Engineer

**SECTION 00700
GENERAL CONDITIONS**

will provide any required additional instructions, by means of drawings or other written direction, necessary for proper execution of Work.

- c. **Quality of Parts, Construction and Finish.** All parts of The Work shall be of the best quality of their respective kinds and the Contractor must use all diligence to inform itself fully as to the required construction and finish. In no case shall Contractor proceed with The Work without obtaining first from the Engineer such written Approval as may be necessary for the proper performance of Work.
- d. **Contractor's Variation from Contract Document Requirements.** If it is found that the Contractor has varied from the requirements of the Contract Documents including the requirement to comply with all Applicable Laws, ordinances, rules and regulations, the Engineer may at any time, before or after completion of the Work, order the improper Work removed, remade or replaced by the Contractor at the Contractor's expense.

ARTICLE 5. EXISTENCE OF UTILITIES AT THE WORK SITE

a. **Existing Utilities**

- i. General – Known existing utilities and pipelines are shown on the Plans in their approximate locations. However, nothing herein shall be deemed to require the District to indicate the presence of existing service laterals or appurtenances whenever the presence of such utilities can be inferred from the presence of other visible facilities, such as buildings, cleanouts, meter and junction boxes, on or adjacent to the site of the Project.
- ii. The District will assume the responsibility for the timely removal, relocation, or protection of existing main or trunk line utility facilities located on the Project site if such utilities are not identified by the District in the Contract Documents or cannot reasonably be inferred from the presence of other visible facilities.

b. **Utility Location**

- i. It shall be the Contractor's responsibility to determine the exact location and depth of all utilities, including service connections, which have been marked by the respective utility owners and which the Contractor believes may affect or be affected by the Contractor's operations. The Contractor shall not be entitled to additional compensation or time extensions for work necessary to avoid interferences or for repair to damaged utilities if the Contractor does not expose all such existing utilities as required by this section.

SECTION 00700
GENERAL CONDITIONS

- ii. The locating of utilities shall be in conformance with Government Code section 4216 except for the District's utilities located on the District's property and not in public right-of-way.
- iii. A "High Priority Subsurface Installation" is defined in section 4216 (e) as "high-pressure natural gas pipelines with normal operating pressures greater than 415kPA gauge (60psig) or greater than six inches nominal pipe diameter, petroleum pipelines, pressurized sewage pipelines, high-voltage electric supply lines, conductors, or cables that have a potential to ground of greater than or equal to 60kv, or hazardous materials pipelines that are potentially hazardous to workers or the public if damaged."
- iv. A "Subsurface Installation" is defined in section 4216 (l) as "any underground pipeline, conduit, duct, wire, or other structure, except non-pressurized sewer lines, non-pressurized storm drains, or other non-pressurized drain lines."
- v. Pursuant to Government Code section 4216.2 the Contractor shall contact the appropriate regional notification center at least two (2) working Days but not more than fourteen (14) Days before performing any excavation. The Contractor shall request that the utility owners conduct a utility survey and mark or otherwise indicate the location of their service. The Contractor shall furnish to the District written documentation of its contact(s) with the regional notification center prior to commencing excavation at such locations.
- vi. After the utility survey is completed, the Contractor shall commence "potholing" or hand digging to determine the actual location of the pipe, duct, or conduit. The District shall be given written notice prior to commencing potholing operations. The Contractor shall uncover all piping and conduits, to a point one (1) foot below the pipe, where crossings, interferences, or connections are shown on the Drawings, prior to trenching or excavating for any pipe or structures, to determine actual elevations. New pipelines shall be laid to such grade as to clear all existing facilities, which are to remain in service for any period subsequent to the construction of the run of pipe involved.
- vii. The Contractor's attention is directed to the requirements of Government Code section 4216.2 (a)(2) which provides: "When the excavation is proposed within 10 feet of a high priority subsurface installation, the operator of the high priority subsurface installation shall notify the excavator of the existence of the high priority subsurface installation prior to the legal excavation start date and time, as such date and time are authorized pursuant to paragraph (1) of subdivision (a) of section 4216.2. The excavator and the operator or its representative shall conduct an onsite

SECTION 00700
GENERAL CONDITIONS

**SECTION 00700
GENERAL CONDITIONS**

meeting at a mutually-agreed-on time to determine actions or activities required to verify the location of the high priority subsurface installation prior to start time.” The Contractor shall notify the District in advance of this meeting.

c. Utility Relocation and Repair

- i. If interferences occur at locations other than those indicated in the Contract Documents with reasonable accuracy, Contractor shall notify the District in writing.
- ii. Care shall be exercised by the Contractor to prevent damage to adjacent existing facilities and public or private works; where equipment will pass over these obstructions, suitable planking shall be placed. If high priority subsurface installations are damaged and the operator cannot be contacted, Contractor shall call 911 emergency services.
- iii. District will compensate the Contractor for the costs of locating and repairing damage not due to the failure of the Contractor to exercise reasonable care, and for removing or relocating such main or trunk line utility facilities not indicated in the Contract Documents with reasonable accuracy, and for the cost of equipment on the Project necessarily idled during such work. The payment for such costs will be made as provided in ARTICLE 46 (Changes and Extra Work). The Contractor shall not be assessed liquidated damages for delay in completion of the Project when such delay is caused by the failure of the District or utility company to provide for removal or relocation of such utility facilities. Requests for extensions of time arising out of utility relocation or repair delays shall be filed in accordance with ARTICLE 46.
- iv. The public utility, where they are the owner of the affected utility, shall have the sole discretion to perform repairs or relocation work or permit the Contractor to do such repairs or relocation work at a reasonable price. The right is reserved to the District and the owners of utilities or their authorized agents to enter upon the Work area for the purpose of making such changes as are necessary for the rearrangement of their facilities or for making necessary connections or repairs to their properties. The Contractor shall cooperate with forces engaged in such work and shall conduct its operations in such a manner as to avoid any unnecessary delay or hindrance to the work being performed by such forces and shall allow the respective utilities time to relocate their facility.
- v. When the Contract Documents indicate that a utility is to be relocated, altered or constructed by others, the District will conduct all negotiations with the utility company and the work will be done at no cost to the Contractor, unless otherwise stipulated in the Contract.

**SECTION 00700
GENERAL CONDITIONS**

**SECTION 00700
GENERAL CONDITIONS**

- vi. Temporary or permanent relocation or alteration of utilities desired by the Contractor for its own convenience shall be the Contractor's responsibility and it shall make arrangements and bear all costs for such work.

ARTICLE 6. SCHEDULE

- a. **General Requirements.** The schedule shall be prepared in a Critical Path Method ("CPM") format and in an electronic scheduling program acceptable to the District. Contractor shall deliver the schedule and all updates to the District in both paper and electronic form. The electronic versions shall be in the format and include all data used to prepare the schedule; pdf. Copies are not acceptable.
- b. **Initial Schedule.** Within ten (10) Days after the issuance of the Notice to Proceed, Contractor shall prepare a schedule for the performance of the Work and shall submit this to the Engineer for Approval. The receipt or Approval of any schedules by the Engineer or the District shall not in any way relieve the Contractor of its obligations under the Contract Documents. The Contractor is fully responsible to determine and provide for any and all staffing and resources at levels which allow for good quality and timely completion of the Project. Contractor's failure to incorporate all elements of Work required for the performance of the Contract or any inaccuracy in the schedule shall not excuse the Contractor from performing all Work required for a completed Project within the specified Contract time period. If the required schedule is not received by the time the first payment under the Contract is due, Contractor shall not be paid until the schedule is received, reviewed and accepted by the Engineer.
- c. **Schedule Contents.** The schedule shall allow enough time for inclement weather that can reasonably be expected at the Site. The schedule shall indicate the beginning and completion dates of all phases of construction; critical path for all critical, sequential time related activities; and "float time" for all "slack" or "gaps" in the non-critical activities. The schedule shall clearly identify all staffing and other resources which in the Contractor's judgment are needed to complete the Project within the Contract Time. Schedule duration shall match the Contract Time. Schedules indicating early completion will be rejected.
- d. **Schedule Updates.** Contractor shall continuously update its construction schedule to show the actual status of the Work and incorporate changes in the Work. Contractor shall submit an updated and accurate construction schedule to the Engineer whenever requested to do so by Engineer and with each progress payment request. The Engineer may withhold progress payments or other amounts due under the Contract Documents if Contractor fails to submit an updated and accurate construction schedule.

**SECTION 00700
GENERAL CONDITIONS**

ARTICLE 7. SUBSTITUTIONS

- a. Pursuant to Public Contract Code Section 3400(b) the District may make a finding that is described in the invitation for bids that designates certain products, things, or services by specific brand or trade name.
- b. Unless specifically designated in the Contract Documents, whenever any material, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such Specifications shall be deemed to be used for the purpose of facilitating the description of the material, process or article desired and shall be deemed to be followed by the words “or equal.” Contractor may, unless otherwise stated, offer for substitution any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified in the Contract Documents. However, the District may have adopted certain uniform standards for certain materials, processes and articles.
- c. Contractor shall submit written requests, together with substantiating data, for substitution of any “or equal” material, process or article no later than thirty-five (35) Days after award of the Contract. To facilitate the construction schedule and sequencing, some requests may need to be submitted before thirty-five (35) Days after award of Contract. Provisions regarding submission of “or equal” requests shall not in any way authorize an extension of time for performance of this Contract. If a proposed “or equal” substitution request is rejected, Contractor shall be responsible for providing the specified material, process or article without adjustment to the Contract Price or Contract Time. The burden of proof as to the equality of any material, process or article shall rest with the Contractor. The District has the complete and sole discretion to determine if a material, process or article is an “or equal” material, process or article that may be substituted.
- d. Data required to substantiate requests for substitutions of an “or equal” material, process or article data shall include a signed affidavit from the Contractor stating that, and describing how, the substituted “or equal” material, process or article is equivalent to that specified in every way except as listed on the affidavit. Substantiating data shall include any and all illustrations, Specifications, and other relevant data including catalog information which describes the requested substituted “or equal” material, process or article, and substantiates that it is an “or equal” to the material, process or article. The substantiating data must also include information regarding the durability and lifecycle cost of the requested substituted “or equal” material, process or article. Failure to submit all the required substantiating data, including the signed affidavit, to the District in a timely fashion will result in the rejection of the proposed substitution.
- e. The Contractor shall bear all of the District’s costs associated with the review of substitution requests.

**SECTION 00700
GENERAL CONDITIONS**

- f. The Contractor shall be responsible for all costs related to a substituted “or equal” material, process or article.
- g. Contractor is directed to the Special Conditions (if any) to review any findings made pursuant to Public Contract Code section 3400.

ARTICLE 8. SHOP DRAWINGS

- a. Contractor shall check and verify all field measurements and shall submit with such promptness as to provide adequate time for review and cause no delay in his own Work or in that of any other contractor, subcontractor, or worker on the Project, three (3) hard copies and one electronic copy of all shop or setting drawings, calculations, schedules, and materials list, and all other provisions required by the Contract. Contractor shall sign all submittals affirming that submittals have been reviewed and approved by Contractor prior to submission to Engineer. Each signed submittal shall affirm that the submittal meets all the requirements of the Contract Documents except as specifically and clearly noted and listed on the cover sheet of the submittal.
- b. Contractor shall make any corrections required by the Engineer, and file with the Engineer three (3) hard copies and one electronic copy each, and furnish such other copies as may be needed for completion of the Work. Engineer’s approval of shop drawings shall not relieve Contractor from responsibility for deviations from the Contract Documents unless Contractor has, in writing, called Engineer’s attention to such deviations at time of submission and has secured the Engineer’s written Approval. Engineer’s Approval of shop drawings shall not relieve Contractor from responsibility for errors in shop drawings.

ARTICLE 9. SUBMITTALS

- a. Contractor shall furnish to the Engineer for approval, prior to purchasing or commencing any Work, a log of all samples, material lists and certifications, mix designs, schedules, and other submittals, as required in the Specifications. The log shall indicate whether samples will be provided in accordance with other provisions of this Contract.
- b. Contractor will provide samples and submittals, together with catalogs and supporting data required by the Engineer, to the Engineer within a reasonable time period to provide for adequate review and avoid delays in the Work.
- c. These requirements shall not authorize any extension of time for performance of this Contract. Engineer will check and approve such samples, but only for conformance with design concept of work and for compliance with information given in the Contract Documents. Work shall be in accordance with approved samples and submittals.

**SECTION 00700
GENERAL CONDITIONS**

- d. Contractor shall not be entitled to any extension of the Contract Time on account of the requirements of ARTICLE 9.

ARTICLE 10. MATERIALS

- a. Except as otherwise specifically stated in the Contract Documents, Contractor shall provide and pay for all materials, labor, tools, equipment, water, lights, power, transportation, superintendence, temporary constructions of every nature, and all other services and facilities of every nature whatsoever necessary to execute and complete this Contract within the Contract Time.
- b. Unless otherwise specified, all materials shall be new and the best of their respective kinds and grades as noted and/or specified, and workmanship shall be of good quality.
- c. Materials shall be furnished in ample quantities and at such times as to ensure uninterrupted progress of The Work and shall be stored properly and protected as required by the Contract Documents. Contractor shall be entirely responsible for damage or loss by weather or other causes to materials or Work.
- d. No materials, supplies, or equipment for Work under this Contract shall be purchased subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein or in any part thereof is retained by the seller or supplier. Contractor warrants good title to all material, supplies, and equipment installed or incorporated in the work and agrees upon completion of all work to deliver the Project, to the District free from any claims, liens, or charges.
- e. Materials shall be stored on the Project site in such manner so as not to interfere with any operations of the District or any independent contractor.

ARTICLE 11. CONTRACTOR'S SUPERVISION

Contractor shall continuously keep at the Project site, a competent and experienced full-time Project superintendent approved by the District. Superintendent must be able to proficiently speak, read and write in English. Contractor shall continuously provide efficient supervision of the Project.

ARTICLE 12. WORKERS

- a. Contractor shall at all times enforce strict discipline and good order among its employees and subcontractors. Contractor shall not employ or allow subcontractors to employ on the Project any unfit person or any one not skilled in the Work assigned to him or her.

**SECTION 00700
GENERAL CONDITIONS**

- b. Any person in the employ of the Contractor whom the District may deem incompetent or unfit shall be dismissed from The Work and shall not be employed on this Project except with the written Approval of the District.

ARTICLE 13. SUBCONTRACTORS

- a. Contractor agrees to bind every subcontractor to the terms of the Contract Documents as far as such terms are applicable to subcontractor's portion of The Work. Contractor shall be as fully responsible to the District for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by its subcontractors, as Contractor is for acts and omissions of persons directly employed by Contractor. Nothing contained in these Contract Documents shall create any contractual relationship between any subcontractor and the District.
- b. The District reserves the right to Approve all subcontractors. The District's Approval of any subcontractor under this Contract shall not in any way relieve Contractor of its obligations in the Contract Documents.
- c. Prior to substituting any subcontractor listed in the Bid Forms, Contractor must comply with the requirements of the Subletting and Subcontracting Fair Practices Act pursuant to California Public Contract Code section 4100 et seq.

ARTICLE 14. VERIFICATION OF EMPLOYMENT ELIGIBILITY

By executing this Contract, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subcontractors, sub-subcontractors and consultants to comply with the same. Each person executing this Contract on behalf of Contractor verifies that he or she is a duly authorized officer of Contractor and that any of the following shall be grounds for the District to terminate the Contract for cause: (1) failure of the Contractor or its subcontractors, sub-subcontractors or consultants to meet any of the requirements provided for in this ARTICLE 14; (2) any misrepresentation or material omission concerning compliance with such requirements; or (3) failure to immediately remove from the Work any person found not to be in compliance with such requirements.

ARTICLE 15. PERMITS AND LICENSES

Permits and licenses necessary for prosecution of The Work shall be secured and paid for by Contractor, unless otherwise specified in the Contract Documents.

- a. Contractor shall obtain and pay for all other permits and licenses required for The Work, including excavation permit and permits for plumbing, mechanical and

**SECTION 00700
GENERAL CONDITIONS**

electrical work and for operations in or over public streets or right of way under jurisdiction of public agencies other than the District.

- b. The Contractor shall arrange and pay for all off-site inspection of the Work related to permits and licenses, including certification, required by the Specifications, drawings, or by governing authorities, except for such off-site inspections delineated as the District's responsibility pursuant to the Contract Documents.
- c. Before Acceptance of the Project, the Contractor shall submit all licenses, permits, certificates of inspection and required approvals to the District.

ARTICLE 16. UTILITY USAGE

- a. All temporary utilities, including but not limited to electricity, water, gas, and telephone, used on the Work shall be furnished and paid for by Contractor. Contractor shall Provide necessary temporary distribution systems, including meters, if necessary, from distribution points to points on The Work where the utility is needed. Upon completion of The Work, Contractor shall remove all temporary distribution systems.
- b. Contractor shall provide necessary and adequate utilities and pay all costs for water, electricity, gas, oil, and sewer charges required for completion of the Project, including but not limited to startup and testing required in the Contract Documents.
- c. All permanent meters Installed shall be listed in the Contractor's name until Project Acceptance.
- d. If the Contract is for construction in existing facilities, Contractor may, with prior written Approval of the District, use the District's existing utilities. If Contractor uses District utilities, it shall compensate the District for utilities used by Contractor.

ARTICLE 17. INSPECTION FEES FOR PERMANENT UTILITIES

All inspection fees and other municipal charges for permanent utilities including, but not limited to, sewer, electrical, phone, gas, water, and irrigation shall be paid for by the District. Contractor shall be responsible for arranging the payment of such fees, but inspection fees and other municipal fees relating to permanent utilities shall be paid by the District. Contractor may either request reimbursement from the District for such fees, or shall be responsible for arranging and coordination with District for the payment of such fees.

**SECTION 00700
GENERAL CONDITIONS**

ARTICLE 18. TRENCHES

- a. Trenches Five Feet or More in Depth. The Contractor shall submit to the District, in advance of excavation, a detailed plan showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground during the excavation of any trench or trenches five feet or more in depth. If the plan varies from shoring system standards, the plan shall be prepared by a registered civil or structural engineer. The plan shall not be less effective than the shoring, bracing, sloping, or other provisions of the Construction Safety Orders, as defined in the California Code of Regulations, and all costs therefor shall be included in the Contract Price. Nothing in this section shall be deemed to allow the use of a shoring, bracing, sloping or other protective system less effective than that required by the Construction Safety Orders. Nothing in this section shall be construed to impose a tort liability on the owner, any of its officers, officials, partners, employees, agents, consultants or volunteers. The Owner's review of the Contractor's excavation plan is only for general conformance to the Construction Safety Orders and does not relieve the Contractor of any obligation hereunder. Prior to commencing any excavation, the Contractor shall designate in writing to the District the "competent person(s)" with authority and responsibilities designated in the Construction Safety Orders.
- b. Excavations Deeper than Four Feet. If work under this Contract involves digging trenches or other excavation that extends deeper than four feet below the surface, Contractor shall promptly, and before the following conditions are disturbed, notify the District, in writing, of any:
- 1) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
 - 2) Subsurface or latent physical conditions at the site differing from those indicated by information made available to bidders prior to the deadline for submitting bids.
 - 3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

The District shall promptly investigate the conditions, and if it finds that the conditions do so materially differ, or do involve hazardous waste, and cause a decrease or increase in Contractor's cost of, or the time required for, performance of any part of The Work, shall issue a change order under the procedures described in the Contract Documents.

**SECTION 00700
GENERAL CONDITIONS**

In the event that a dispute arises between the District and the Contractor as to whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of The Work, the Contractor shall not be excused from any scheduled completion date provided for by the Contract, but shall proceed with all Work to be performed under the Contract. Contractor shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the parties.

ARTICLE 19. DIVERSION OF RECYCLABLE WASTE MATERIALS

In compliance with the applicable District's waste reduction and recycling efforts, Contractor shall divert all Recyclable Waste Materials to appropriate recycling centers. Contractor will be required to submit weight tickets and written proof of diversion with its monthly progress payment requests. Contractor shall complete and execute any certification forms required by District or other applicable agencies to document Contractor's compliance with these diversion requirements. All costs incurred for these waste diversion efforts shall be the responsibility of the Contractor. The Contractor shall coordinate with the appropriate local government agency and comply with local waste disposal ordinances.

ARTICLE 20. REMOVAL OF HAZARDOUS MATERIALS

Should Contractor encounter material reasonably believed to be polychlorinated biphenyl (PCB) or other toxic wastes and hazardous materials (as defined in section 25117 of the Health and Safety Code) which have not been rendered harmless at the Project site, the Contractor shall immediately stop work at the affected Project site and shall report the condition to the District in writing. The District shall contract for any services required to directly remove and/or abate PCBs and other toxic wastes and hazardous materials, if required by the Project site(s), and shall not require the Contractor to subcontract for such services. The Work in the affected area shall not thereafter be resumed except by written agreement of the District and Contractor.

ARTICLE 21. SANITARY FACILITIES

Contractor shall provide sanitary temporary toilet buildings for the use of all workers. All toilets shall comply with local codes and ordinances. Toilets shall be kept supplied with toilet paper and shall have workable door fasteners. Toilets shall be serviced no less than once weekly and shall be present in a quantity of not less than 1 per 20 workers as required by CAL-OSHA regulation. The toilets shall be maintained in a sanitary condition at all times. Use of toilet facilities in The Work under construction shall not be permitted. Any other Sanitary Facilities required by CAL-OSHA shall be the responsibility of the Contractor.

**SECTION 00700
GENERAL CONDITIONS**

ARTICLE 22. AIR POLLUTION CONTROL

Contractor shall comply with all air pollution control rules, regulations, ordinances and statutes. All containers of paint, thinner, curing compound, solvent or liquid asphalt shall be labeled to indicate that the contents fully comply with the applicable material requirements. Without limiting the foregoing, Contractor must fully comply with all Applicable Laws, rules and regulations in furnishing or using equipment and/ or providing services, including but not limited to, emissions limits and permitting requirements imposed by the Air Quality Management District with jurisdiction over the Project and/ or California Air Resources Board (CARB). Contractor shall specifically be aware of the application of these limits and requirements to "portable equipment" which definition is considered to include any item of equipment with a fuel-powered engine. Contractor shall indemnify District against any fines or penalties imposed by the air quality management district, CARB, or any other governmental or regulatory agency for its violations of Applicable laws as well as those of its subcontractors or others for whom Contractor is responsible under its indemnity obligations provided for in ARTICLE 48.

ARTICLE 23. COMPLIANCE WITH STATE STORM WATER PERMIT

- a. Contractor shall be required to comply with all conditions of the State Water Resources Control Board ("State Water Board") Water Quality Order No. 2009-00009-DWQ as modified by Order No. 2010-0014-DWQ, National Pollutant Discharge Elimination System General Permit for Waste Discharge Requirements for Discharges of Storm Water Discharges Associated with Construction Activity ("Permit") for all construction activity which results in the disturbance of in excess of one acre of total land area or which is part of a larger common area of development or sale. Contractor shall be responsible for filing the Notice of Intent and for obtaining the Permit. Contractor shall be solely responsible for preparing and implementing a Storm Water Pollution Prevention Plan ("SWPPP") prior to initiating Work. In bidding on this Contract, it shall be Contractor's responsibility to evaluate the cost of procuring the Permit and preparing the SWPPP as well as complying with the SWPPP and any necessary revision to the SWPPP. Contractor shall comply with all requirements of the State Water Resources Control Board. Contractor shall include all costs of compliance with specified requirements in the Contract amount.
- b. Contractor shall be responsible for procuring, implementing and complying with the provisions of the Permit and the SWPPP, including the standard provisions, monitoring and reporting requirements as required by the Permit. Contractor shall provide copies of all reports and monitoring information to the Engineer.
- c. Contractor shall comply with the lawful requirements of any applicable municipality, the District, drainage District, and other local agencies regarding discharges of storm water to separate storm drain system or other watercourses under their

**SECTION 00700
GENERAL CONDITIONS**

jurisdiction, including applicable requirements in municipal storm water management programs.

- d. Storm, surface, nuisance, or other waters may be encountered at various times during construction of The Work. Therefore, the Contractor, by submitting a Bid, hereby acknowledges that it has investigated the risk arising from such waters, has prepared its Bid accordingly, and assumes any and all risks and liabilities arising therefrom.
- e. Failure to comply with the Permit is in violation of federal and state law. Contractor hereby agrees to indemnify and hold harmless District, its officials, officers, agents, employees and authorized volunteers from and against any and all claims, demands, losses or liabilities of any kind or nature which District, its officials, officers, agents, employees and authorized volunteers may sustain or incur for noncompliance with the Permit arising out of or in connection with the Project, except for liability resulting from the sole established negligence, willful misconduct or active negligence of the District, its officials, officers, agents, employees or authorized volunteers. District may seek damages from Contractor for delay in completing the Contract in accordance with the Contract Documents, caused by Contractor's failure to comply with the Permit.

ARTICLE 24. CLEANING UP

- a. Contractor at all times shall keep premises free from debris such as waste, rubbish, and excess materials and equipment. Contractor shall not store debris under, in, or about the premises. The contractor shall also remove temporary fencing, barricades, planking and construction toilet and similar temporary facilities from site. Contractor shall also clean all buildings, asphalt and concrete areas to the degree necessary to remove oil, grease, fuel, or other stains caused by Contractor operations or equipment.
- b. Contractor shall fully clean up the site at the completion of The Work. If the Contractor fails to immediately clean up at the completion of The Work, the District may do so and the cost of such clean up shall be charged back to the Contractor.

ARTICLE 25. LAYOUT AND FIELD ENGINEERING

All field engineering required for laying out The Work and establishing grades for earthwork operations shall be furnished by the District at its expense. Layout shall be done by a qualified individual Approved by the Engineer. Any required "as-built" drawings of civil engineering elements of the Work shall be prepared by a registered civil engineer.

**SECTION 00700
GENERAL CONDITIONS**

ARTICLE 26. EXCESSIVE NOISE

- a. The Contractor shall use only such equipment on the work and in such state of repair so that the emission of sound therefrom is within the noise tolerance level of that equipment as established by CAL-OSHA.
- b. The Contractor shall comply with the most restrictive of the following: (1) local sound control and noise level rules, regulations and ordinances and (2) the requirements contained in these Contract Documents, including hours of operation requirements. No internal combustion engine shall be operated on the Project without a muffler of the type recommended by the manufacturer. Should any muffler or other control device sustain damage or be determined to be ineffective or defective, the Contractor shall promptly remove the equipment and shall not return said equipment to the job until the device is repaired or replaced. Said noise and vibration level requirements shall apply to all equipment on the job or related to the job, including but not limited to, trucks, transit mixers or transit equipment that may or may not be owned by the Contractor.
- c. The Contractor shall comply with all the environmental provisions contained in the Contract Documents.

ARTICLE 27. TESTS AND INSPECTIONS

- a. If the Contract Documents, the Engineer, or any instructions, laws, ordinances, or public authority require any part of The Work to be tested or Approved, Contractor shall provide the Engineer at least two (2) working Days' notice of its readiness for observation or inspection. If inspection is by a public authority other than the District, Contractor shall promptly inform the District of the date fixed for such inspection. Required certificates of inspection (or similar) shall be secured by Contractor. Costs for District testing and District inspection shall be paid by the District. Costs of tests for Work found not to be in compliance with the Contract Documents or Applicable Law shall be paid by the Contractor.
- b. If any Work is done or covered up without the required testing or approval, the Contractor shall uncover or deconstruct the Work, and the Work shall be redone after completion of the testing at the Contractor's cost in compliance with the Contract Documents, at the Contractor's cost.
- c. Where inspection and testing are to be conducted by an independent laboratory or agency, materials or samples of materials to be inspected or tested shall be selected by such laboratory or agency, or by the District, and not by Contractor. All tests or inspections of materials shall be made in accordance with the commonly recognized standards of national organizations.
- d. In advance of manufacture of materials to be supplied by Contractor which must be tested or inspected, Contractor shall notify the District so that the District may

**SECTION 00700
GENERAL CONDITIONS**

arrange for testing at the source of supply. Any materials which have not satisfactorily passed such testing and inspection shall not be incorporated into The Work.

- e. If the manufacture of materials to be inspected or tested will occur in a plant or location outside the geographic limits of District, the Contractor shall pay for any excessive or unusual costs associated with such testing or inspection, including but not limited to excessive travel time, standby time and required lodging.
- f. Reexamination of Work may be ordered by the District. If so ordered, Work must be uncovered or deconstructed by Contractor. If Work is found to be in accordance with the Contract Documents, the District shall pay the costs of reexamination and reconstruction. If such work is found not to be in accordance with the Contract Documents, Contractor shall pay all costs.

ARTICLE 28. PROTECTION OF WORK AND PROPERTY

- a. The Contractor shall be responsible for all damages to persons or property that occur as a result of The Work. Contractor shall be responsible for the proper care and protection of all materials delivered and Work performed until completion and final Acceptance by the District. All Work shall be solely at the Contractor's risk. Contractor shall adequately protect adjacent property from settlement or loss of lateral support as necessary. Contractor shall comply with all applicable safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the Project site where Work is being performed. Contractor shall erect and properly maintain at all times, as required by field conditions and progress of work, all necessary safeguards, signs, barriers, lights, and watchmen for protection of workers and the public, and shall post danger signs warning against hazards created in the course of construction.
- b. In an emergency affecting safety of life or of work or of adjoining property, Contractor, without special instruction or authorization from the Engineer, is hereby permitted to act to prevent such threatened loss or injury; and Contractor shall so act, without appeal, if so authorized or instructed by the Engineer or the District. Any compensation claimed by Contractor on account of emergency work shall be determined by and agreed upon by the District and the Contractor in accordance with ARTICLE 46.
- c. Contractor shall provide such heat, covering, and enclosures as are necessary to protect all Work, materials, equipment, appliances, and tools against damage by weather conditions.
- d. Contractor shall take adequate precautions to protect existing sidewalks, curbs, pavements, utilities, and other adjoining property and structures, and to avoid damage thereto, and Contractor shall repair any damage thereto caused by The Work operations. Contractor shall:

**SECTION 00700
GENERAL CONDITIONS**

SECTION 00700
GENERAL CONDITIONS

- 1) Enclose the working area with a substantial barricade, and arrange work to cause minimum amount of inconvenience and danger to the public.
- 2) Provide substantial barricades around any shrubs or trees indicated to be preserved.
- 3) Deliver materials to the Project site over a route designated by the Engineer.
- 4) Provide any and all dust control required and follow the Applicable air quality regulations as appropriate. If the Contractor does not comply, the District shall have the immediate authority to provide dust control and deduct the cost from payments to the Contractor.
- 5) Confine Contractor's apparatus, the storage of materials, and the operations of its workers to limits required by law, ordinances, permits, or directions of the Engineer. Contractor shall not unreasonably encumber the Project site with its materials.
- 6) Take care to prevent disturbing or covering any survey markers, monuments, or other devices marking property boundaries or corners. If such markers are disturbed by accident, they shall be replaced by an approved civil engineer or land surveyor, at no cost to the District.
- 7) Ensure that existing facilities, fences and other structures are all adequately protected and that, upon completion of all Work, all facilities that may have been damaged are restored to a condition acceptable to the District.
- 8) Preserve and protect from injury all buildings, pole lines and all direction, warning and mileage signs that have been placed within the right-of-way.
- 9) At the completion of work each Day, leave the Project site in a clean, safe condition.
- 10) Comply with any stage construction and traffic handling plans. Access to residences and businesses shall be maintained at all times.

These precautionary measures will apply continuously and not be limited to normal working hours. Full compensation for the Work involved in the preservation of life, safety and property as above specified shall be considered as included in the prices paid for the various contract items of Work, and no additional allowance will be made therefor.

- e. Should damage to persons or property occur as a result of The Work, Contractor shall promptly notify the District, in writing. Contractor shall be responsible for proper investigation, documentation, including video or photography, to

SECTION 00700
GENERAL CONDITIONS

**SECTION 00700
GENERAL CONDITIONS**

adequately memorialize and make a record of what transpired. The District shall be entitled to inspect and copy any such documentation, video, or photographs.

ARTICLE 29. CONTRACTORS MEANS AND METHODS

Contractor is solely responsible for the means and methods utilized to Perform The Work. In no case shall the Contractor's means and methods deviate from commonly used industry standards.

ARTICLE 30. AUTHORIZED REPRESENTATIVES

The District shall designate representatives, who shall have the right to be present at the Project site at all times. The District may designate an inspector who shall have the right to observe all of the Contractor's Work. The inspector is not authorized to make changes in the Contract Documents or excuse Contractor from performing in accordance with the Contract Documents. The inspector shall not be responsible for the Contractor's failure to carry out The Work in accordance with the Contract Documents. Contractor shall provide safe and proper facilities for such access.

ARTICLE 31. HOURS OF WORK

- a. Eight (8) hours of work shall constitute a legal Day's work. The Contractor and each subcontractor shall forfeit, as penalty to the District, twenty-five dollars (\$25) for each worker employed in the execution of Work by the Contractor or any subcontractor for each Day during which such worker is required or permitted to work more than eight (8) hours in any one Day and forty (40) hours in any week in violation of the provisions of the Labor Code, and in particular, Section 1810 to Section 1815, except as provided in Labor Code Section 1815.
- b. Work shall be accomplished on a regularly scheduled eight (8) hour per Day work shift basis, Monday through Friday, between the hours of 7:00 a.m. and 5:00 p.m. No Work shall be allowed on District-observed holidays, including the week between Christmas Day and New Years Day, unless otherwise Approved by the Engineer.
- c. It shall be unlawful for any person to operate, permit, use, or cause to operate any of the following at the Project site, other than between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday:
 - 1) Powered Vehicles
 - 2) Construction Equipment
 - 3) Loading and Unloading Vehicles
 - 4) Domestic Power Tools

**SECTION 00700
GENERAL CONDITIONS**

ARTICLE 32. PAYROLL RECORDS

- a. Pursuant to Labor Code Section 1776, the Contractor and each subcontractor shall maintain weekly certified payroll records showing the name, address, social security number, work classification, straight time and overtime hours paid each Day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed in connection with the work. Contractor shall certify under penalty of perjury that records maintained and submitted by Contractor are true and accurate. Contractor shall also require subcontractor(s) to certify weekly payroll records under penalty of perjury.
- b. The payroll records described herein shall be certified and submitted by the Contractor at a time designated by the District. The Contractor shall also provide the following:
 - 1) A certified copy of the employee's payroll records shall be made available for inspection or furnished to such employee or his or her authorized representative on request.
 - 2) A certified copy of all payroll records described herein shall be made available for inspection or furnished upon request of the Department of Industrial Relations ("DIR").
- c. The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement ("DLSE") of the DIR or shall contain the same information as the forms provided by the DLSE.
- d. Any copy of records made available for inspection and furnished upon request to the public shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor or any subcontractor shall not be marked or obliterated.
- e. In the event of noncompliance with the requirements of this Section, the Contractor shall have ten (10) Days in which to comply subsequent to receipt of written notice specifying any item or actions necessary to ensure compliance with this section. Should noncompliance still be evident after such ten (10) Day period, the Contractor shall, as a penalty to the District, forfeit One Hundred Dollars (\$100.00) for each Day, or portion thereof, for each worker until strict compliance is effectuated. Upon the request of the DIR, such penalties shall be withheld from contract payments.

ARTICLE 33. PREVAILING RATES OF WAGES

- a. The Contractor is aware of the requirements of Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage

**SECTION 00700
GENERAL CONDITIONS**

rates and the performance of other requirements on certain “public works” and “maintenance” projects. Since this Project involves an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. The Contractor shall obtain a copy of the prevailing rates of per diem wages at the commencement of this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at www.dir.ca.gov/dlsr/. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to perform work on the Project available to interested parties upon request, and shall post copies at the Contractor’s principal place of business and at the Project site. Contractor shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

- b. The Contractor and each subcontractor shall forfeit as a penalty to the District not more than Two Hundred dollars (\$200.00) for each Day, or portion thereof, for each worker paid less than the stipulated prevailing wage rate for any work done by him, or by any subcontract under him, in violation of the provisions of the Labor Code. The difference between such stipulated prevailing wage rate and the amount paid to each worker for each Day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.
- c. Contractor shall post, at appropriate conspicuous points on the Project site, a schedule showing all determined general prevailing wage rates and all authorized deductions, if any, from unpaid wages actually earned.

ARTICLE 34. EMPLOYMENT OF APPRENTICES

The Contractor’s attention is directed to the provisions of Sections 1777.5, 1777.6, and 1777.7 of the Labor Code concerning employment of apprentices by the Contractor or any subcontractor. The Contractor shall obtain a certificate of apprenticeship before employing any apprentice pursuant to Section 1777.5, 1777.6, and 1777.7 of the Labor Code. Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, the Administrator of Apprenticeships, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

ARTICLE 35. LABOR COMPLIANCE

This Project is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations. It shall be the Contractor’s sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under

**SECTION 00700
GENERAL CONDITIONS**

this contract and applicable law in its bid.

Contractor shall post, at each job site, the notice required by Section 16451(d) of Title 8 of the California Code of Regulations. Template notices are available by emailing a request to CMU@dir.ca.gov or at the following location.

District Office of the Division of Labor Standards Enforcement
1515 Clay Street, Suite 801
Oakland, CA 94612

In accordance with Labor Code section 1771.4, the Contractor and each subcontractor shall furnish the certified payroll records directly to the Department of Industrial Relations on a weekly basis and in the format prescribed by the Department of Industrial Relations, which may include electronic submission. Contractor shall comply with all requirements and regulations from the Department of Industrial Relations relating to labor compliance monitoring and enforcement.

ARTICLE 36. CONTRACTOR AND SUBCONTRACTOR REGISTRATION

If the bids subject to the Notice Inviting Bids are due on or after March 1, 2015, then pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work.

ARTICLE 37. NONDISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY/EMPLOYMENT ELIGIBILITY

Pursuant to Labor Code Section 1735 and other applicable provisions of law, the Contractor and its subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap on this Work. The Contractor will take affirmative action to insure that employees are treated during employment or training without regard to their race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap.

Employment Eligibility; Contractor. By executing this Contract, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Contractor. Contractor also verifies that it has not committed a violation of any such law

**SECTION 00700
GENERAL CONDITIONS**

within the five (5) years immediately preceding the date of execution of this Contract, and shall not violate any such law at any time during the term of the Contract. Contractor shall avoid any violation of any such law during the term of this Contract by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Contractor shall maintain records of each such verification, and shall make them available to the District or its representatives for inspection and copy at any time during normal business hours. The District shall not be responsible for any costs or expenses related to Contractor's compliance with the requirements provided for or referred to herein.

Employment Eligibility; Subcontractors, Sub-subcontractors and Consultants. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and consultants performing any part of the Work or of this Contract to make the same verifications and comply with all requirements and restrictions provided for herein.

Employment Eligibility; Failure to Comply. Each person executing this Contract on behalf of Contractor verifies that he or she is a duly authorized officer of Contractor, and understands that any of the following shall be grounds for the District to terminate the Contract for cause: (1) failure of Contractor or its subcontractors, sub-subcontractors or consultants to meet any of the requirements provided for herein; (2) any misrepresentation or material omission concerning compliance with such requirements; or (3) failure to immediately remove from the Work any person found not to be in compliance with such requirements.

ARTICLE 38. LABOR/EMPLOYMENT SAFETY

In the performance of this Contract the Contractor shall comply with all applicable federal, state and local statutory and regulatory requirements including, but not limited to California Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act, related to their scope of work and operations. In case of conflict in regulations, the most stringent shall apply. The Contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the Work covered by the Contract. Safety precautions shall include but shall not be limited to: adequate life protection and lifesaving equipment; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses (including but not limited to exposure to the Coccidioides

**SECTION 00700
GENERAL CONDITIONS**

fungus and Valley Fever); and adequate facilities for the proper inspection and maintenance of all safety measures.

Contractor must obtain all applicable Division of Occupational Safety and Health (CAL-OSHA) permit(s) and others required by California Labor Code and California Government Code, prior to the initiation of any practices, Work, method, operation, or process related to the Work covered in the Contract. Permits required by governmental authorities will be obtained at Contractor's expense.

It is a condition of this Contract, and shall be made a condition of each subcontract which the Contractor enters into pursuant to this Contract, that the Contractor and any subcontractor shall not permit any employee, in performance of the Contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under Cal/OSHA safety and health standards.

The Contractor shall be responsible for the safeguarding of all utilities. At least two working Days before beginning Work, the Contractor shall call the Underground Service Alert (USA) in order to determine the location of sub-structures. The Contractor shall immediately notify District and the utility owner if he/she disturbs, disconnects, or damages any utility.

In accordance with Section 6705 of the California Labor Code, the Contractor shall submit to District specific plans to show details of provisions for worker protection from caving ground during excavations of trenches of five feet or more in depth. The excavation/trench safety plan shall be submitted to and accepted by District prior to starting excavation. The trench safety plan shall have details showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground. If such a plan varies from the shoring system standards established by the Construction Safety Orders of the California Department of Industrial Relations (Cal/OSHA), the plan shall be prepared by a California registered civil or structural engineer. As part of the plan, a note shall be included stating that the registered civil or structural engineer certifies that the plan complies with the Cal/OSHA Construction Safety Orders, or that the registered civil or structural engineer certifies that the plan is not less effective than the shoring, bracing, sloping or other provisions of the Safety Orders. In no event shall the Contractor use a shoring, sloping, or protective system less effective than that required by said Construction Safety Orders. Submission of this plan in no way relieves the Contractor of the requirement to maintain safety in all areas. If excavations or trench Work requiring a Cal/OSHA permit are to be undertaken, the Contractor shall submit his/her permit with the excavation/trench Work safety plan to District before Work begins.

ARTICLE 39. INSURANCE

- a. Minimum Scope and Limits of Insurance. Contractor shall procure and maintain for the duration of the Contract, and for 5 years thereafter, insurance against claims

**SECTION 00700
GENERAL CONDITIONS**

for injuries or death to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

b. Coverage. Coverage shall be at least as broad as the following:

1. General Liability - Commercial General Liability (CGL). Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least five million dollars (\$5,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to District) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability. Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) with limit of two million dollars (\$2,000,000) for bodily injury and property damage each accident.
3. Workers' Compensation Insurance. The Contractor shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. Waiver of Subrogation (also known as Transfer of Rights of Recovery Against Others to Us): The Contractor hereby agrees to waive rights of subrogation to obtain endorsement necessary to affect this waiver of subrogation in favor of the District, its directors, officers, employees, and authorized volunteers, for losses paid under the terms of this coverage which arise from Work performed by the Named Insured for the District; this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
4. Builder's Risk. (Course of Construction) if necessary, insurance utilizing an "All Risk" (Special Perils) coverage form with limits equal to the completed value of the Project and no coinsurance penalty provision. See Responsibility of Work.
5. Contractor's Pollution Liability. With limits no less than \$5,000,000 per occurrence or claim, and \$10,000,000 policy aggregate.

If the Contractor maintains broader coverage and or/higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess

**SECTION 00700
GENERAL CONDITIONS**

**SECTION 00700
GENERAL CONDITIONS**

of the specified minimum of insurance and coverage shall be available to the District.

- c. Other Required Provisions. The Commercial General Liability policy, Automobile Liability policy and Contractors Pollution (if necessary) are to contain, or be endorsed to contain, the following provisions:
1. Additional Insured Status. District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 10 01 and CG 20 37 10 01 for the Commercial General Liability policy) with respect to liability arising out of Work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such Work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance.
 2. Primary and Non-Contributory Coverage. For any claims related to this Project, the Contractor's insurance coverage shall be primary, at least as broad as ISO CG 20 01 04 13 for the Commercial General Liability policy, as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 3. Waiver of Subrogation. All policies shall permit and Contractor does hereby waive any right of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss.
- d. Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.
- e. Acceptability of Insurers. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or equivalent or as otherwise approved by District.

The Contractor agrees and he/she will comply with such provisions before commencing Work. All of the insurance shall be provided on policy forms and through companies satisfactory to District. The District reserves the right to obtain complete, certified copies of all required insurance policies, including the policy declarations page with endorsement number. Failure to continually satisfy the Insurance requirements is a material breach of contract.

- f. Responsibility for Work. Until the completion and final Acceptance by District of all The Work under and implied by this Contract, The Work shall be under the Contractor's responsible care and charge. The Contractor shall rebuild, repair,

**SECTION 00700
GENERAL CONDITIONS**

SECTION 00700
GENERAL CONDITIONS

restore and make good all injuries, damages, re-erections, and repairs occasioned or rendered necessary by causes of any nature whatsoever.

The Contractor shall provide and maintain builder's risk (course of construction) or an installation floater (for materials and equipment) covering all risks of direct physical loss, damage or destruction to The Work in the amount specified in the General Conditions, to insure against such losses until final Acceptance of The Work by District. Such insurance shall insure at least against the perils of fire and extended coverage, theft, vandalism and malicious mischief, and collapse. The Policy shall be endorsed with District, its directors, officers, employees, and authorized volunteers named as loss payee, as their interest may appear. The making of progress payments to the Contractor shall not be construed as creating an insurable interest by or for District or be construed as relieving the Contractor or his/her subcontractors of responsibility for loss from any direct physical loss, damage or destruction occurring prior to final Acceptance of The Work by District.

- g. Deductibles and Self-Insured Retentions. Insurance deductibles or self-insured retentions must be declared by the Contractor, and approved by the District. At the election of District the Contractor shall either cause the insurer to reduce or eliminate such self-insured retentions as respects the District, its directors, officers, employees, and authorized volunteers or the Contractor shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.
- h. Verification of Coverage - Evidences of Insurance. Contractor shall furnish the District with copies of certificates and amendatory endorsements effecting coverage required by this Contract. All certificates and endorsements are to be received and approved by the District before Work commences. However, failure to obtain the required documents prior to the Work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages, required by these Specifications, at any time. Failure to continually satisfy the Insurance requirements is a material breach of contract.
- i. Continuation of Coverage. The Contractor shall, upon demand of District deliver evidence of coverage showing continuation of coverage for at least (5) years after completion of the Project. Contractor further waives all rights of subrogation under this Contract. When any of the required coverages expire during the term of this Contract, the Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement and evidence of waiver of rights of subrogation against District (if builder's risk insurance is applicable) to District at least ten (10) Days prior to the expiration date.

SECTION 00700
GENERAL CONDITIONS

**SECTION 00700
GENERAL CONDITIONS**

- j. Subcontractors. In the event that the Contractor employs other Contractors (subcontractors) as part of the Work covered by this Contract, it shall be the Contractor's responsibility to require and confirm that each subcontractor meets the minimum insurance requirements specified above (via as broad as ISO CG 20 38 04 13). The Contractor shall, upon demand of District, deliver to District copies such policy or policies of insurance and the receipts for payment of premiums thereon.

ARTICLE 40. FORM AND PROOF OF CARRIAGE OF INSURANCE

- a. Any insurance carrier providing insurance coverage required by the Contract Documents shall be authorized to do business in the State of California unless waived, in writing, by the District's General Manager. Carrier(s) shall have an A.M. Best rating of not less than an A:IX. Insurance deductibles or self-insured retentions must be declared by the Contractor. At the election of the District, the Contractor shall either 1) reduce or eliminate such deductibles or self-insured retentions, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses. If umbrella or excess liability coverage is used to meet any required limit(s) specified herein, the Contractor shall provide a "follow form" endorsement satisfactory to the District indicating that such coverage is subject to the same terms and conditions as the underlying liability policy.
- b. Each insurance policy required by this Contract shall be endorsed to state that: (1) should any of the above described be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions; and (2) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District its directors, officials, officers, employees, agents and volunteers.
- c. The Certificate(s) and policies of insurance shall contain or shall be endorsed to contain the covenant of the insurance carrier(s) that it shall provide no less than thirty (30) Days written notice be given to the District prior to any material modification or cancellation of such insurance. In the event of a material modification or cancellation of coverage, the District may terminate the Contract or stop the Work in accordance with the Contract Documents, unless the District receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. Contractor shall not take possession, or use the Site, or commence operations under this Contract until the District has been furnished original Certificate(s) of Insurance and certified original copies of endorsements or policies of insurance including all endorsements and any and all other attachments as required in this section. The

**SECTION 00700
GENERAL CONDITIONS**

original endorsements for each policy and the Certificate of Insurance shall be signed by an individual authorized by the insurance carrier to do so on its behalf.

- d. The Certificate(s) of Insurance, policies and endorsements shall so covenant and shall be construed as primary, and the District's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- e. The District reserves the right to adjust the monetary limits of insurance coverages during the term of this Contract including any extension thereof if in the District's reasonable judgment, the amount or type of insurance carried by the Contractor becomes inadequate.
- f. Contractor shall report to the District, in addition to Contractor's insurer, any and all insurance claims submitted by the Contractor in connection with the Work under this Contract.

ARTICLE 41. TIME FOR COMPLETION AND LIQUIDATED DAMAGES

- a. **Time for Completion/Liquidated Damages.** Work shall be commenced within ten (10) Days of the date stated in the District's Notice to Proceed and shall be completed by Contractor in the Contract Time. The District is under no obligation to consider early completion of the Project; and the Contract completion date shall not be amended by the District's receipt or acceptance of the Contractor's proposed earlier completion date. Furthermore, Contractor shall not, under any circumstances, receive additional compensation from the District (including but not limited to indirect, general, administrative or other forms of overhead costs) for the period between the time of earlier completion proposed by the Contractor and the Contract completion date. If The Work is not completed within the Contract Time, it is understood that the District will suffer damage. In accordance with Government Code section 53069.85, being impractical and infeasible to determine the amount of actual damage, it is agreed that Contractor shall pay to the District as fixed and liquidated damages, and not as a penalty, the sum stipulated in the Contract for each Day of delay until The Work is fully completed. Contractor and its surety shall be liable for any liquidated damages. Any money due or to become due the Contractor may be retained to cover liquidated damages.
- b. **Inclement Weather.** Contractor shall abide the Engineer's determination of what constitutes inclement weather. Time extensions for inclement weather shall only be granted when the Work stopped during inclement weather is on the critical path of the then-current Project schedule.
- c. **Extension of Time.** Contractor shall not be charged liquidated damages because of any delays in completion of The Work due to unforeseeable causes beyond the control and without the fault or negligence of Contractor (or its subcontractors or suppliers). Contractor shall within five (5) Days of identifying any such delay notify

**SECTION 00700
GENERAL CONDITIONS**

**SECTION 00700
GENERAL CONDITIONS**

the District in writing of causes of delay. The District shall ascertain the facts and extent of delay and grant extension of time for completing The Work when, in its judgment, the facts justify such an extension. Time extensions to the Project shall be requested by the Contractor as they occur and without delay. No delay claims shall be permitted unless the event or occurrence delays the completion of the Project beyond the Contract completion date.

- d. **No Damages for Reasonable Delay.** The District's liability to Contractor for delays for which the District is responsible shall be limited to only an extension of time unless such delays were unreasonable under the circumstances. In no case shall the District be liable for any costs which are borne by the Contractor in the regular course of business, including, but not limited to, home office overhead and other ongoing costs. Damages caused by unreasonable District delay, including delays caused by items that are the responsibility of the District pursuant to Government Code section 4215, shall be based on actual costs only, no proportions or formulas shall be used to calculate any delay damages.

ARTICLE 42. COST BREAKDOWN AND PERIODIC ESTIMATES

Contractor shall furnish on forms Approved by the District:

- a. Within ten (10) Days of award of the Contract a detailed Schedule of Values giving a complete breakdown of the Contract price. The Schedule of Values shall be adjusted as directed by the District;
- b. A monthly itemized estimate of Work done for the purpose of making progress payments. In order for the District to consider and evaluate each progress payment application, the Contractor shall submit a detailed measurement of Work performed and a progress estimate of the value thereof before the tenth (10th) Day of the following month.
- c. Contractor shall submit, with each of its payment requests, an adjusted list of actual quantities, verified by the Engineer, for unit price items listed, if any, in the Bid Form.
- d. Following the District's Acceptance of the Work, the Contractor shall submit to the District a written statement of the final quantities of unit price items for inclusion in the final payment request.
- e. The District shall have the right to adjust any estimate of quantity and to subsequently correct any error made in any estimate for payment.

Contractor shall certify under penalty of perjury, that all cost breakdowns and periodic estimates accurately reflect the Work on the Project.

**SECTION 00700
GENERAL CONDITIONS**

ARTICLE 43. MOBILIZATION

- a. When a bid item is included in the Bid Form for mobilization, the costs of Work in advance of construction operations and not directly attributable to any specific bid item will be included in the progress estimate (“Initial Mobilization”). When no bid item is provided for “Initial Mobilization,” payment for such costs will be deemed to be included in the other items of The Work.

- b. Payment for Mobilization shall be based on the lump sum provided in the Bid Form, which shall constitute full compensation for all such Work. The first payment for mobilization shall be one hundred percent (100%) of the bid item amount. The Contractor shall submit an invoice to the District for payment of mobilization upon execution of the Agreement for Construction Services. The scope of the Work included under Mobilization shall include, but shall not be limited to, the following principal items, if applicable:
 - 1) Obtaining and paying for all bonds, insurance, and permits.
 - 2) Moving on to the Project site of all Contractor’s plant and equipment required for first month’s operations.
 - 3) Developing and installing a construction water supply.
 - 4) Providing on-site sanitary facilities and potable water facilities as specified per Cal-OSHA and these Contract Documents.
 - 5) Furnishing, installing, and maintaining all storage buildings or sheds required for temporary storage of products, equipment, or materials, and for all security.
 - 6) Arranging for and erection of Contractor’s work and storage yard.
 - 7) Posting all OSHA required notices and establishment of safety programs per Cal-OSHA.
 - 8) Full-time presence of Contractor’s superintendent at the job site as required herein.
 - 9) Submittal of Construction Schedule as required by the Contract Documents.

ARTICLE 44. PAYMENTS

- a. The District shall make monthly progress payments following receipt of undisputed and properly submitted payment requests. Unless the District has made findings pursuant to Public Contract Code section 7201 (that the work included in this Contract is substantially complex, and therefore a retention of 10% shall be withheld from each progress payment as provided by the Contract Documents),

**SECTION 00700
GENERAL CONDITIONS**

Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of Work performed up to the last Day of the previous month, less the aggregate of previous payments. District will, within forty-five (45) Days after receipt of an undisputed and properly submitted application for payment, pay the Contractor the amount so approved.

- b. The Contractor shall, after the full completion of The Work, submit a final payment application. All prior progress estimates shall be subject to correction in the final estimate and payment.
- c. Unless otherwise required by law or unless the District has made findings pursuant to Public Contract Code section 7201 (that the work included in this Contract is substantially complex, and therefore a retention of 10% shall be withheld from each progress payment as provided by the Contract Documents), the final payment of five percent (5%) of the value of the Work, if unencumbered, shall be paid no later than sixty (60) Days after the date of recordation of the Notice of Completion.
- d. Acceptance by Contractor of the final payment shall constitute a waiver of all claims against the District arising from this Contract.
- e. Payments to the Contractor shall not be construed to be an acceptance of any defective work or improper materials, or to relieve the Contractor of its obligations under the Contract Documents.
- f. The Contractor shall submit with each payment request the Contractor's conditional waiver of lien for the entire amount covered by such payment request, as well as a valid unconditional waiver of lien from the Contractor and all subcontractors and materialmen for all work and materials included in any prior invoices. Waivers of lien shall be in the forms prescribed by California Civil Code Section 8132, 8132, 8136 and 8138. Prior to final payment by the District, the Contractor shall submit a final conditional waiver of lien for the Contractor's work, together with unconditional releases of lien from any subcontractor or materialmen.

ARTICLE 45. PAYMENTS WITHHELD AND BACKCHARGES

In addition to amounts which the District may retain under other provisions of the Contract Documents the District may withhold payments due to Contractor as the District may consider to be necessary to cover:

- a. Stop Notice Claims.
- b. Defective work not remedied.
- c. Failure of Contractor to make proper payments to its subcontractors or suppliers.

**SECTION 00700
GENERAL CONDITIONS**

- d. Completion of the Contract if there exists a reasonable doubt that the work can be completed for balance then unpaid.
- e. Damage to another contractor or third party.
- f. Amounts which may be due the District for claims against Contractor.
- g. Failure of Contractor to keep the record ("as-built") drawings up to date.
- h. Failure to provide updates on the construction schedule.
- i. Site cleanup.
- j. Failure of the Contractor to comply with requirements of the Contract Documents.
- k. Liquidated damages.
- l. Legally permitted penalties.

Upon completion of the Contract, the District will reduce the final Contract amount to reflect costs charged to the Contractor, back charges or payments withheld pursuant to the Contract Documents.

ARTICLE 46. CHANGES AND EXTRA WORK

a. Change Order Work.

- 1) The District, without invalidating the Contract, may order changes in the Work consisting of additions, deletions or other revisions, the Contract Price and Contract Time being adjusted accordingly. All such changes in the Work shall be authorized by Change Order, and shall be performed under the applicable conditions of the Contract Documents. A Change Order signed by the Contractor indicates the Contractor's agreement therewith, including any adjustment in the Contract amount or the Contract time, and the full and final settlement of all costs (direct, indirect and overhead) related to the Work authorized by the Change Order.
- 2) Contractor shall promptly execute changes in the Work as directed in writing by the District even when the parties have not reached agreement on whether the change increases the scope of Work or affects the Contract Price or Contract Time. All claims for additional compensation to the Contractor shall be presented in writing. No claim will be considered after the work in question has been done unless a written contract change order has been issued or a timely written notice of claim has been made by Contractor. Contractor shall not be entitled to claim or bring suit for damages, whether for loss of profits or otherwise, on account of any

**SECTION 00700
GENERAL CONDITIONS**

decrease or omission of any item or portion of Work to be done. Whenever any change is made as provided for herein, such change shall be considered and treated as though originally included in the Contract, and shall be subject to all terms, conditions and provisions of the original Contract.

- 3) Owner Initiated Change. The Contractor must submit a complete cost proposal, including any change in the Contract time, within seven (7) Days after receipt of a scope of a proposed change order initiated by the District, unless the District requests that proposals be submitted in less than seven (7) Days.
- 4) Contractor Initiated Change. The Contractor must give written notice of a proposed change order required for compliance with the Contract Documents within seven (7) Days of discovery of the facts giving rise to the proposed change order.
- 5) Whenever possible, any changes to the Contract amount shall be in a lump sum mutually agreed to by the Contractor and the District.
- 6) Price quotations from the Contractor shall be accompanied by sufficiently detailed supporting documentation to permit verification by the District, including but not limited to estimates and quotations from subcontractors or material suppliers, as District may reasonably request.
- 7) If the Contractor fails to submit a complete cost proposal within the seven (7) Day period (or as requested), the District has the right to order the Contractor in writing to commence the work immediately on a force account basis and/or issue a lump sum change to the Contract Price and/ or Contract Time in accordance with the District's estimate. If the change is issued based on the District estimate, the Contractor will waive its right to dispute the action unless within fifteen (15) Days following completion of the added/deleted work, the Contractor presents written proof that the District's estimate was in error.
- 8) Estimates for lump sum quotations and accounting for cost-plus-percentage work shall be limited to direct expenditures necessitated specifically by the subject extra work, and shall be segregated as follows:
 - (a) Labor. The costs of labor will be the actual cost for wages prevailing locally for each craft or type of worker at the time the extra work is done, plus employer payments of payroll taxes and insurance, health and welfare, pension, vacation, apprenticeship funds, and other direct costs resulting from Federal, State or local laws, as well as assessment or benefits required by lawful collective bargaining agreements. The use of a labor classification which would increase

**SECTION 00700
GENERAL CONDITIONS**

SECTION 00700
GENERAL CONDITIONS

the extra work cost will not be permitted unless the contractor establishes the necessity for such additional costs. Labor costs for equipment operators and helpers shall be reported only when such costs are not included in the invoice for equipment rental.

- (b) Materials. The cost of materials reported shall be at invoice or lowest current price at which such materials are locally available in the quantities involved, plus sales tax, freight and delivery. Materials cost shall be based upon supplier or manufacturer's invoice. If invoices or other satisfactory evidence of cost are not furnished within fifteen (15) Days of delivery, then the Engineer shall determine the materials cost, at its sole discretion.
- (c) Tool and Equipment Use. Costs for the use of small tools, tools which have a replacement value of \$1,000 or less shall be considered included in the markups described below. Regardless of ownership, the rates to be used in determining equipment use costs shall not exceed listed rates prevailing locally at equipment rental agencies, or distributors, at the time the work is performed.
- (d) Overhead, Profit and Other Charges. The mark-up for overhead (including supervision) and profit on work added to the Contract shall be according to the following:
 - i. "Net Cost" is defined as consisting of costs of labor, materials and tools and equipment only excluding overhead and profit. The costs of applicable insurance and bond premium will be reimbursed to the Contractor and subcontractors at cost only, without mark-up. Contractor shall provide District with documentation of the costs, including but not limited to payroll records, invoices and such other information as District may reasonably request.
 - ii. For Work performed by the Contractor's forces the added cost for overhead and profit shall not exceed fifteen (15%) percent of the Net Cost of the Work.
 - iii. For Work performed by a subcontractor, the added cost for overhead and profit shall not exceed fifteen (15%) percent of the subcontractor's Net Cost of the Work to which the Contractor may add five (5%) percent of the subcontractor's Net Cost.
 - iv. For Work performed by a sub-subcontractor the added cost for overhead and profit shall not exceed fifteen (15 %) percent of the sub-subcontractor's Net Cost for Work to which the

SECTION 00700
GENERAL CONDITIONS

**SECTION 00700
GENERAL CONDITIONS**

subcontractor and general contractor may each add an additional five (5%) percent of the Net Cost of the lower tier subcontractor.

- iv. No additional markup will be allowed for lower tier subcontractors, and in no case shall the added cost for overhead and profit payable by District exceed twenty-five (25%) percent of the Net Cost as defined herein, of the party that performs the Work.
- 9) All of the following costs are included in the markups for overhead and profit described above, and Contractor shall not receive any additional compensation for: Submittals, drawings: field drawings, Shop Drawings, including submissions of drawings; field inspection; General Superintendence; General administration and preparation of cost proposals, schedule analysis, Change Orders, and other supporting documentation; computer services; reproduction services; Salaries of project engineer, superintendent, timekeeper, storekeeper, and secretaries; Janitorial services; Small tools, incidentals and consumables; Temporary on-Site facilities (Offices, Telephones, Internet access, Plumbing, Electrical Power, lighting; Platforms, Fencing, Water), Jobsite and Home office overhead or other expenses; vehicles and fuel used for work otherwise included in the Contract Documents; Surveying; Estimating; Protection of Work; Handling and disposal fees; Final cleanup; Other incidental Work; Related warranties; insurance and bond premiums.
- 10) For added or deducted Work by subcontractors, the Contractor shall furnish to the District the subcontractor's signed detailed record of the cost of labor, material and equipment, including the subcontractor markup for overhead and profit. The same requirement shall apply to sub-subcontractors.
- 11) For added or deducted work furnished by a vendor or supplier, the Contractor shall furnish to the District a detailed record of the cost to the Contractor, signed by such vendor or supplier.
- 12) Any change in The Work involving both additions and deletions shall indicate a net total cost, including subcontracts and materials. Allowance for overhead and profit, as specified herein, shall be applied if the net total cost is an increase in the Contract Price; overhead and profit allowances shall not be applied if the net total cost is a deduction to the Contract Price. The estimated cost of deductions shall be based on labor and material prices on the date the Contract was executed.
- 13) Contractor shall not reserve a right to assert impact costs, extended job site costs, extended overhead, constructive acceleration and/or actual

**SECTION 00700
GENERAL CONDITIONS**

**SECTION 00700
GENERAL CONDITIONS**

acceleration beyond what is stated in the change order for work. No claims shall be allowed for impact, extended overhead costs, constructive acceleration and/or actual acceleration due to a multiplicity of changes and/or clarifications. The Contractor may not change or modify the District's change order form in an attempt to reserve additional rights.

- 14) If the District disagrees with the proposal submitted by Contractor, it will notify the Contractor and the District will provide its opinion of the appropriate price and/or time extension. If the Contractor agrees with the District, a change order will be issued by the District. If no agreement can be reached, the District shall have the right to issue a unilateral change order setting forth its determination of the reasonable additions or savings in costs and time attributable to the extra or deleted work. Such determination shall become final and binding if the Contractor fails to submit a claim in writing to the District within fifteen (15) Days of the issuance of the unilateral change order, disputing the terms of the unilateral change order, and providing such supporting documentation for its position as the District may require.
- 15) No dispute, disagreement or failure of the parties to reach agreement on the terms of the change order shall relieve the Contractor from the obligation to proceed with performance of the work, including extra work, promptly and expeditiously.
- 16) Any alterations, extensions of time, extra work or any other changes may be made without securing consent of the Contractor's surety or sureties.

ARTICLE 47. OCCUPANCY

The District reserves the right to occupy or utilize any portion of The Work at any time before completion, and such occupancy or use shall not constitute Acceptance of any part of Work covered by this Contract. This use shall not relieve the Contractor of its responsibilities under the Contract.

**SECTION 00700
GENERAL CONDITIONS**

ARTICLE 48. INDEMNIFICATION

To the extent permitted by law, Contractor shall defend, indemnify and hold harmless District, its directors, officers, employees, and authorized volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and costs to defend arising out of the performance of the Work described herein, and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the District, its directors, officers, employees, and authorized volunteers.

To the fullest extent allowed by law, Contractor shall defend (with Counsel of District's choosing), indemnify and hold the District, its elected officials, officers, employees, agents and authorized volunteers free and harmless from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages or injuries, at law or in equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death, to the extent arising out of or incident to any acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, consultants and contractors arising out of or in connection with the performance of the Work or this Contract, including claims made by subcontractors for nonpayment, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, with Counsel of District's choosing, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its elected officials, officers, employees, agents and authorized volunteers. To the extent of its liability, Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District, its elected officials, officers, employees, agents and authorized volunteers in any such suit, action or other legal proceeding. Contractor shall reimburse District, its elected officials, officers, employees, agents and authorized volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. The only limitations on this provision shall be those imposed by Civil Code Section 2782.

ARTICLE 49. RECORD ("AS BUILT") DRAWINGS

- a. Contractor shall prepare and maintain a complete set of record drawings (herein referred to as "as-builts") and shall require each trade to prepare its own as-builts. Contractor shall mark the as-builts to show the actual installation where the installation varies from the Work as originally shown. Contractor shall mark whichever drawings are most capable of showing conditions fully and where shop drawings are used, Contractor must record a cross-reference at the corresponding location on the contract drawings. Contractor shall give particular attention to concealed elements that would be difficult to measure and record at a later date.

**SECTION 00700
GENERAL CONDITIONS**

Contractor shall use colors to distinguish variations in separate categories of The Work.

- b. Contractor shall note related change order numbers where applicable. Contractor shall organize as-builts into manageable sets, bound with durable paper cover sheets and shall print suitable title, dates and other identification on the cover of each set. The suitability of the as-builts will be determined by the Engineer.

ARTICLE 50. RESOLUTION OF CONSTRUCTION CLAIMS

- a. Contractor shall timely comply with all notices and requests for changes to the Contract Time or Contract Price, including but not limited to all requirements of Article 47, Changes and Extra Work, as a prerequisite to filing any claim governed by this Article. The failure to timely submit a notice of delay or notice of change, or to timely request a change to the Contract Price or Contract Time, or to timely provide any other notice or request required by this agreement shall constitute a waiver of the right to procedures of this Article.
- b. Effective January 1, 1991, Section 20104 et seq., of the California Public Contract Code prescribes a process utilizing informal conferences, non-binding judicial supervised mediation, and judicial arbitration to resolve disputes on construction claims of \$375,000 or less.
- c. Effective January 1, 2017, Section 9204 of the Public Contract Code prescribes a process for negotiation and mediation to resolve disputes on construction claims. The intent of this Article is to implement Sections 20104 et seq. and Section 9204 of the California Public Contract Code. This Article shall be construed to be consistent with said statutes.
- d. For purposes of this Article, "Claim" means a separate demand by the Contractor, after a change order duly requested in accordance with Article 47 "Changes and Extra Work" has been denied, for (A) a time extension, (B) payment of money or damages arising from work done by or on behalf of the Contractor pursuant to the Contract for a public work and payment of which is not otherwise entitled to, or (C) an amount the payment of which is disputed by the District.
- e. **Claims governed by this Article may not be filed unless and until the Contractor completes all procedures for giving notice of delay or change and for the requesting of a time extension or change order, including but not necessarily limited to the procedures contained in Article 47 "Changes and Extra Work," and Contractor's request for a change has been denied in whole or in part. Claims governed by this Article must be filed no later than the date of final payment.**
- f. The claim shall be submitted in writing to the District and shall include on its first page the following in 16 point capital font: "THIS IS A CLAIM." Furthermore, the

**SECTION 00700
GENERAL CONDITIONS**

claim shall include the documents necessary to substantiate the claim. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims, including all requirements pertaining to compensation or payment for extra work, disputed work, and/or changed conditions. Failure to follow such contractual requirements shall bar any claims or subsequent lawsuits for compensation or payment thereon.

g. **Supporting Documentation:** The Contractor shall submit all claims in the following format:

- 1) Summary of claim merit and price, reference Contract Document provisions pursuant to which the claim is made
- 2) List of documents relating to claim:
 - i. Specifications
 - ii. Drawings
 - iii. Clarifications (Requests for Information)
 - iv. Schedules
 - v. Other
- 3) Chronology of events and correspondence
- 4) Analysis of claim merit
- 5) Analysis of claim cost
- 6) Time impact analysis in CPM format

h. **District's Response.** Upon receipt of a claim pursuant to this Article, District shall conduct a reasonable review of the claim and, within a period not to exceed 45 Days, shall provide the Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. Any payment due on an undisputed portion of the claim will be processed and made within 60 Days after the public entity issues its written statement.

- 1) If the District needs approval from the District Board to provide the Contractor a written statement identifying the disputed portion and the undisputed portion of the claim, and the District Board does not meet within the 45 Days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the District shall have up to three Days following the next duly publicly noticed meeting of the District Board after the 45-Day period, or

**SECTION 00700
GENERAL CONDITIONS**

SECTION 00700
GENERAL CONDITIONS

extension, expires to provide the Contractor a written statement identifying the disputed portion and the undisputed portion.

- 2) Within 30 Days of receipt of a claim, the District may request in writing additional documentation supporting the claim or relating to defenses or claims the District may have against the Contractor. If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of District and the Contractor. The District's written response to the claim, as further documented, shall be submitted to the Contractor within 30 Days (if the claim is less than \$15,000, within 15 Days) after receipt of the further documentation, or within a period of time no greater than that taken by the Contractor in producing the additional information or requested documentation, whichever is greater.
- i. **Meet and Confer.** If the Contractor disputes the District's written response, or the District fails to respond within the time prescribed, the Contractor may so notify the District, in writing, either within 15 Days of receipt of the District's response or within 15 Days of the District's failure to respond within the time prescribed, respectively, and demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand, the District shall schedule a meet and confer conference within 30 Days for settlement of the dispute.
 - j. **Mediation.** Within 10 business Days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the Contractor a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 Days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the Contractor sharing the associated costs equally. The public entity and Contractor shall mutually agree to a mediator within 10 business Days after the disputed portion of the claim has been identified in writing, unless the parties agree to select a mediator at a later time.
 - 1) If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator.
 - 2) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute

SECTION 00700
GENERAL CONDITIONS

SECTION 00700
GENERAL CONDITIONS

resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

- 3) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.
 - 4) The mediation shall be held no earlier than the date the Contractor completes the Work or the date that the Contractor last performs Work, whichever is earlier. All unresolved claims shall be considered jointly in a single mediation, unless a new unrelated claim arises after mediation is completed.
- k. If following the mediation, the claim or any portion remains in dispute, the Contractor must file a claim pursuant to Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code prior to initiating litigation. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the Contractor submits his or her written claim pursuant to subdivision (a) until the time the claim is denied, including any period of time utilized by the meet and confer conference.
- l. The following procedures are established for all civil actions filed to resolve claims of \$375,000 or less:
- 1) Within 60 Days, but no earlier than 30 Days, following the filing or responsive pleadings, the court shall submit the matter to non-binding mediation unless waived by mutual stipulation of both parties or unless mediation was held prior to commencement of the action in accordance with Public Contract Code section 9204 and the terms of this Agreement. The mediation process shall provide for the selection within 15 Days by both parties of a disinterested third person as mediator, shall be commenced within 30 Days of the submittal, and shall be concluded within 15 Days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court.
 - 2) If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1114.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

SECTION 00700
GENERAL CONDITIONS

**SECTION 00700
GENERAL CONDITIONS**

- i. In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, (A) arbitrators shall, when possible, be experienced in construction law, and (B) any party appealing an arbitration award who does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, also pay the attorney's fees on appeal of the other party.

- m. **Government Code Claims:** In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, construction claims and/or changed conditions, the Contractor must comply with the claim procedures set forth in Government Code Sections 900, et seq. prior to filing any lawsuit against the District. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, construction claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if the prerequisite contractual requirements are not satisfied, no action against the District may be filed. **A Government Code claim must be filed no earlier than the date the work is completed or the date the Contractor last performs work on the Project, whichever occurs first. A Government Code claim shall be inclusive of all unresolved claims unless a new unrelated claim arises after the Government Code claim is submitted.**

- n. The District's failure to respond to a claim from the Contractor within the time periods described in this Article or to otherwise meet the time requirements of this Article shall result in the claim being deemed rejected in its entirety.

ARTICLE 51. DISTRICT'S RIGHT TO TERMINATE CONTRACT

- a. **Termination for Cause:** The District may, without prejudice to any other right or remedy, serve written notice upon Contractor of its intention to terminate this Contract if the Contractor: (i) refuses or fails to prosecute The Work or any part thereof with such diligence as will ensure its completion within the time required; (ii) fails to complete The Work within the required time; (iii) should file a bankruptcy petition or be adjudged a bankrupt; (iv) should make a general assignment for the benefit of its creditors; (v) should have a receiver appointed; (vi) should persistently or repeatedly refuse or fail to supply enough properly skilled workers or proper materials to complete the work; (vii) should fail to make prompt payment to subcontractors or for material or labor; (viii) persistently disregard Applicable Laws, ordinances, other requirements or instructions of the District; or (ix) should violate any of the provisions of the Contract Documents.

The notice of default and intent to terminate shall contain the reasons for termination. Unless within ten (10) Days after the service of such notice, Contractor resolves the circumstances giving rise to the notice of default to the District's

**SECTION 00700
GENERAL CONDITIONS**

**SECTION 00700
GENERAL CONDITIONS**

satisfaction, or makes arrangements acceptable to the District for the required corrective action, this Contract shall terminate. In such case, Contractor shall not be entitled to receive any further payment until the Project has been finished. The District may take over and complete The Work by any method it may deem appropriate. Contractor and its surety shall be liable to the District for any excess costs or other damages incurred by the District to complete the Project. If the District takes over The Work, the District may, without liability for so doing, take possession of and utilize in completing The Work such materials, appliances, plant, and other property belonging to the Contractor as may be on the Project site.

- b. **Termination For Convenience:** In addition to its right to terminate this Contract for default, the District may terminate the Contract, in whole or in part, at any time upon ten (10) Days written notice to Contractor. The Notice of Termination shall specify that the termination is for the convenience of the District, the extent of termination and the effective date of such termination.

After receipt of Notice of Termination, and except as directed by the District, the Contractor shall, regardless of any delay in determining or adjusting any amounts due under this Termination for Convenience clause, immediately proceed with the following obligations:

- 1) Stop Work as specified in the Notice.
- 2) Complete any Work specified in the Notice of Termination in a least cost/shortest time manner while still maintaining the quality called for under the Contract Documents.
- 3) Leave the Site and any other property upon which the Contractor was working and upon which the facility (or facilities) forming the basis of the Contract Documents is situated in a safe and sanitary manner such that it does not pose any threat to the public health or safety.
- 4) Terminate all subcontracts and purchase orders to the extent that they relate to the portions of The Work terminated.
- 5) Place no further subcontracts or orders, except as necessary to complete the remaining portion of The Work.
- 6) Submit to the District, within ten (10) Days from the effective date of the Notice of Termination, all of the documentation called for by the Contract Documents to substantiate all costs incurred by the Contractor for labor, materials and equipment through the Effective Date of the Notice of Termination. Any documentation substantiating costs incurred by the Contractor solely as a result of the District's exercise of its right to terminate this Contract pursuant to this clause,

**SECTION 00700
GENERAL CONDITIONS**

**SECTION 00700
GENERAL CONDITIONS**

which costs the Contractor is authorized under the Contract Documents to incur, shall: (i) be submitted to and received by the District no later than thirty (30) Days after the Effective Date of the Notice of Termination; (ii) describe the costs incurred with particularity; and (iii) be conspicuously identified as "Termination Costs Occasioned by the District's Termination for Convenience."

- 7) District's total liability to Contractor by reason of the termination shall be limited to the total (without duplication of any items) of:
- i. The reasonable cost to the Contractor for all Work performed prior to the effective date of the termination, determined in accordance with the force account provisions of ARTICLE 46, including the Work done to secure the Project for termination. Reasonable cost may not exceed the applicable percentage completion values derived from the progress schedule and the Cost Breakdown. Deductions shall be made for cost of materials to be retained by the Contractor, cost of Work defectively performed, amounts realized by sale of materials, and for other appropriate credits or offsets against cost of Work as allowed by the Contract Documents. Reasonable cost will include reasonable allowance for Project overhead and general administrative overhead, not to exceed five percent (5%) of the cost. Contractor shall not be entitled to reimbursement under this section for Work for which Contractor has already received, or is eligible to receive, compensation under the terms of the Contract.
 - ii. When, in the District's opinion, the cost of any item of Work is excessively high due to costs incurred to remedy or replace defective or rejected Work, reasonable cost to be allowed will be the estimated reasonable cost of performing the Work in compliance with requirements of the Contract Documents and excessive actual cost shall be disallowed.
 - iii. A reasonable allowance for profit on cost of Work performed as determined in accordance with ARTICLE 46 provided that the Contractor establishes to the District's satisfaction that the Contractor would have made a profit had the Project been completed, and provided further that the profit allowed shall not exceed five percent (5%) percent of the cost. Contractor shall not be entitled to an allowance for profit on any work for which Contractor has received, or is eligible to receive, compensation under the terms of the Contract.

**SECTION 00700
GENERAL CONDITIONS**

SECTION 00700
GENERAL CONDITIONS

- iv. Reasonable costs to the Contractor of handling material returned to vendors, delivered to the District or otherwise disposed of as directed by the District.
 - v. A reasonable allowance for the Contractor's internal administrative costs in preparing termination claim.
 - vi. Reasonable demobilization costs, and reasonable payments made to Subcontractors or suppliers on account of termination.
- 8) In no event shall the District be liable for unreasonable costs incurred by the Contractor or subcontractors after receipt of a notice of termination. Such non-recoverable costs include, but are not limited to, the cost of or anticipated profits on Work not performed as of the date of termination, post-termination employee salaries, unreasonable post-termination administrative expenses, post-termination overhead or unabsorbed overhead, surety costs of any type, costs of preparing and submitting the Contractor's termination claim, attorney fees of any type, and all other costs relating to prosecution of a claim or lawsuit.
- 9) The District shall have no obligation to pay the Contractor under this ARTICLE 51b (Termination for Convenience) unless and until the Contractor provides the District with updated and acceptable as-builts and Record Documents for Work completed prior to termination.
- 10) In arriving at the amount due the Contractor under this clause there shall be deducted in whole or in the appropriate part(s) if the termination is partial:
- 11) All unliquidated advances or other payments on account previously made to the Contractor, including without limitation all payments which are applicable to the terminated portion of the Contract Documents,
- 12) Any claim the District may have against the Contractor in connection with the Work, and
- 13) The agreed price for, or proceeds of sale of, any materials, supplies, or other things kept by the Contractor and not otherwise recovered by or credited to the District.
- 14) These provisions are in addition to and not in limitation of any other rights or remedies available to the District.

SECTION 00700
GENERAL CONDITIONS

**SECTION 00700
GENERAL CONDITIONS**

- c. **Savings Clause.** If District terminates Contractor for cause, and if it is later determined that the termination was wrongful, such default termination shall automatically be converted to and treated as a termination for convenience. In such event, Contractor shall be entitled to receive only the amounts payable under this section, and Contractor specifically waives any claim for any other amounts or damages, including, but not limited to, any claim for consequential damages or lost profits.
- d. **Exception.** Notwithstanding any other provision of this Article, when immediate action is necessary to protect life and safety or to reduce significant exposure or liability, the District may immediately order Contractor to cease Work until such safety or liability issues are addressed to the satisfaction of the District or the Contract is terminated.

ARTICLE 52. WARRANTY AND GUARANTEE

- a. Contractor warrants that all materials and equipment furnished under this Contract shall be new unless otherwise specified in the Contract Documents; and that all Work conforms to the Contract Document requirements and is free of any defect whether performed by the Contractor or any subcontractor or supplier.
- b. Unless otherwise stated, all warranty periods shall begin upon the filing of the Notice of Completion. Unless otherwise stated, the warranty period shall be for one year.
- c. The Contractor shall remedy at its expense any damage to District-owned or controlled real or personal property.
- d. Contractor shall furnish the District with all warranty and guarantee documents prior to final Acceptance of the Project by the District.
- e. The District shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage. The Contractor shall within ten (10) Days after being notified commence and perform with due diligence all necessary Work to complete or correct the Work at issue. If the Contractor fails to promptly remedy any defect, or damage; the District shall have the right to replace, repair, or otherwise remedy the defect, or damage at the Contractor's expense.
- f. In the event of any emergency constituting an immediate hazard to health, safety, property, or licensees, when caused by Work of the Contractor not in accordance with the Contract requirements, the District may undertake at Contractor's expense, and without prior notice, all actions necessary to correct such condition.
- g. With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for Work performed and Materials furnished under this Contract, the Contractor shall:

**SECTION 00700
GENERAL CONDITIONS**

**SECTION 00700
GENERAL CONDITIONS**

- 1) Obtain for District all warranties that would be given in normal commercial practice or that are required in the Contract Documents;
- 2) Require all warranties to be executed, in writing, for the benefit of the District; and
- 3) Enforce all warranties for the benefit of the District, unless otherwise directed in writing by the District.

This Article shall not limit the District's rights under this Contract or with respect to latent defects, gross mistakes, or fraud. The District specifically reserves all rights related to defective work, including but not limited to the defect claims pursuant to California Code of Civil Procedure Section 337.15.

ARTICLE 53. DOCUMENT RETENTION & EXAMINATION

- a. In accordance with Government Code Section 8546.7, records of both the District and the Contractor shall be subject to examination and audit by the State Auditor General for a period of three (3) years after final payment.
- b. Contractor shall make available to the District any of the Contractor's other documents related to the Project immediately upon request of the District.
- c. In addition to the State Auditor rights above, the District shall have the right to examine and audit all books, estimates, records, contracts, documents, bid documents, subcontracts, and other data of the Contractor (including electronic records, computations and projections) related to negotiating, pricing, or performing the modification in order to evaluate the accuracy and completeness of the cost or pricing data at no additional cost to the District, for a period of four (4) years after final payment.

ARTICLE 54. SOILS INVESTIGATIONS

When a soils investigation report for the Project site is available, such report shall not be a part of the Contract Documents. Any information obtained from such report as to subsurface soil condition, or to elevations of existing grades or elevations of underlying rock, is approximate only and is not guaranteed. Contractor acknowledges that any soils investigation report (including any borings) was prepared for purposes of design only and Contractor is required to examine the site before submitting its bid and must make whatever tests it deems appropriate to determine the underground condition of the soil.

ARTICLE 55. SEPARATE CONTRACTS

- a. The District reserves the right to let other contracts in connection with this Work or on the Project site. Contractor shall cooperate with and permit other contractors

**SECTION 00700
GENERAL CONDITIONS**

reasonable access and storage of their materials and execution of their work and shall properly connect and coordinate its Work with theirs.

- b. To ensure proper execution of its subsequent Work, Contractor shall immediately inspect work already in place and shall at once report to the Engineer any problems with the work in place or discrepancies with the Contract Documents.
- c. Contractor shall ascertain to its own satisfaction the scope of the Project and nature of any other contracts that have been or may be awarded by the District in prosecution of the Project to the end that Contractor may perform this Contract in the light of such other contracts, if any. Nothing herein contained shall be interpreted as granting to Contractor exclusive occupancy at site of the Project. Contractor shall not cause any unnecessary hindrance or delay to any other contractor working on the Project. If simultaneous execution of any contract for the Project is likely to cause interference with performance of some other contract or contracts, the Engineer shall decide which Contractor shall cease Work temporarily and which contractor shall continue or whether work can be coordinated so that contractors may proceed simultaneously. The District shall not be responsible for any damages suffered or for extra costs incurred by Contractor resulting directly or indirectly from award, performance, or attempted performance of any other contract or contracts on the Project site.

ARTICLE 56. NOTICE AND SERVICE THEREOF

All notices shall be in writing and either served by personal delivery or mailed to the other party as designated in the Bid Forms. Written notice to the Contractor shall be addressed to Contractor's principal place of business unless Contractor designates another address in writing for service of notice. Notice to District shall be addressed to the District as designated in the Notice Inviting Bids unless District designates another address in writing for service of notice. Notice shall be effective upon receipt or five (5) Days after being sent by first class mail, whichever is earlier. Notice given by facsimile shall not be effective unless acknowledged in writing by the receiving party.

ARTICLE 57. NOTICE OF THIRD PARTY CLAIMS

Pursuant to Public Contract Code Section 9201, the District shall provide Contractor with timely notification of the receipt of any third-party claim relating to the Contract.

ARTICLE 58. STATE LICENSE BOARD NOTICE

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation.

**SECTION 00700
GENERAL CONDITIONS**

**SECTION 00700
GENERAL CONDITIONS**

Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

ARTICLE 59. INTEGRATION

- a. This Contract, together with its incorporated documents, contains the entire, integrated agreement of the parties hereto, and supersedes any and all other prior or contemporaneous negotiations, understandings and oral or written agreements between the parties hereto. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void.
- b. Any modification of this Contract shall be effective in in writing signed by all parties hereto. No oral order, objection, direction, claim or notice by any party or person shall affect or modify any of the terms or obligations contained in the Contract Documents.

ARTICLE 60. ASSIGNMENT

Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this Contract or any part thereof including any claims, without prior written consent of the District. Any assignment without the written consent of the District shall be void. Any assignment of money due or to become due under this Contract shall be subject to a prior lien for services rendered or Material supplied for performance of Work called for under the Contract Documents in favor of all persons, firms, or corporations rendering such services or supplying such Materials to the extent that claims are filed pursuant to the Civil Code, the Code of Civil Procedure or the Government Code.

ARTICLE 61. CHANGE IN NAME AND NATURE OF CONTRACTOR'S LEGAL ENTITY

Should a change be contemplated in the name or nature of the Contractor's legal entity, the Contractor shall first notify the District in order that proper steps may be taken to have the change reflected on the Contract and all related documents. No change of Contractor's name or nature will affect District's rights under the Contract, including but not limited to the bonds.

ARTICLE 62. ASSIGNMENT OF ANTITRUST ACTIONS

Pursuant to Section 7103.5 of the Public Contract Code, in entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, Contractor or subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (chapter 2 (commencing with Section 16700) of part 2 of division 7 of the Business and Professions Code), arising from the purchase of goods, services, or materials pursuant to this Contract or any subcontract.

**SECTION 00700
GENERAL CONDITIONS**

**SECTION 00700
GENERAL CONDITIONS**

This assignment shall be made and become effective at the time the District makes final payment to the Contractor, without further acknowledgment by the parties.

ARTICLE 63. PROHIBITED INTERESTS

No District official or representative who is authorized in such capacity and on behalf of the District to negotiate, supervise, make, accept, or approve, or to take part in negotiating, supervising, making, accepting or approving any engineering, inspection, construction or material supply contract or any subcontract in connection with construction of the project, shall be or become directly or indirectly interested financially in the Contract.

ARTICLE 64. LAWS AND REGULATIONS

- a. Contractor shall give all notices and comply with all federal, state and local laws, ordinances, rules and regulations bearing on conduct of work as indicated and specified by their terms. References to specific laws, rules or regulations in the Contract Documents are for reference purposes only and shall not limit or affect the applicability of provisions not specifically mentioned. If Contractor observes that drawings and Specifications are at variance therewith, he shall promptly notify the Engineer in writing and any necessary changes shall be adjusted as provided for in this Contract for changes in work. If Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Engineer, he shall bear all costs arising therefrom.
- b. Contractor shall be responsible for familiarity with the Americans with Disabilities Act ("ADA") (42 U.S.C. § 12101 et seq.). The Work will be performed in compliance with ADA laws, rules and regulations. Contractor shall comply with the Historic Building code, including but not limited to, as it relates to the ADA, whenever applicable.
- c. Contractor acknowledges and understands that, pursuant to Public Contract Code section 20676, sellers of "mined material" must be on an approved list of sellers published pursuant to Public Resources Code section 2717(b) in order to supply mined material for this Contract.

ARTICLE 65. PATENT FEES OR ROYALTIES.

The Contractor shall include in its bid amount the patent fees or royalties on any patented article or process furnished or used in the Work. Contractor shall assume all liability and responsibility arising from the use of any patented, or allegedly patented, materials, equipment, devices or processes used in or incorporated with The Work, and shall defend, indemnify and hold harmless the District, its officials, officers, agents, employees and representatives from and against any and all liabilities, demands, claims, damages, losses, costs and expenses, of whatsoever kind or nature, arising from such use.

**SECTION 00700
GENERAL CONDITIONS**

ARTICLE 66. OWNERSHIP OF DRAWING

All Contract Documents furnished by the District are District property. They are not to be used by Contractor or any subcontractor on other work nor shall Contractor claim any right to such documents. With exception of one complete set of Contract Documents, all documents shall be returned to the District on request at completion of the Work.

ARTICLE 67. NOTICE OF TAXABLE POSSESSORY INTEREST

In accordance with Revenue and Taxation Code Section 107.6, the Contract Documents may create a possessory interest subject to personal property taxation for which Contractor will be responsible.

END OF GENERAL CONDITIONS

**SECTION 00750
SPECIAL CONDITIONS**

SPECIAL CONDITIONS

SP – 1 DIFFERING SITE CONDITIONS

In the event that site conditions are materially different than shown on the plans or observed during the mandatory site visit, the Contractor shall promptly notify the Engineer in writing. The Engineer shall investigate the conditions, and if found that such conditions do materially differ and cause an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the Work under this Contract, the Engineer will recommend to the District that an equitable adjustment be made by modifying the Contract by Change Order to account for differing site conditions.

No Claim of the Contractor under this clause or any other shall be allowed unless the Contractor has given notice as indicated above.

No Claim of the Contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment under this Contract.

SP – 2 USE OF STANDARDS

The District's Standard Technical Specifications and Standard Details (most recent edition) are considered a part of the Contract Documents and are the primary reference for technical Specifications for the construction of District projects. Any item of work not specified in the following Technical Specifications sections or not shown in the Bid Drawings shall be subject to the District's Standard Technical Specifications and Standard Details.

SP – 3 DESCRIPTION OF BID ITEMS

The Bid Items listed in Section 00400 Bid Form are described in further detail in Section 00900 – Measurement and Payment. The descriptions provided are intended as a guide for measurement and payment and may not include all items or work necessary to complete the Project. Any items not described, but necessary to complete the Project as specified within the Contract Documents, shall be considered included in the appropriate Bid Item.

SP – 4 DAMAGE TO PAVEMENT AND CONCRETE

The Contractor shall provide all necessary protection to existing pavement and concrete so as to avoid scraping, gouging, imprinting, cracking edges or otherwise causing damage during the entire Project. The District shall direct the Contractor to repair any damage as deemed necessary by the District. The Contractor shall repair said damage using methods required by the District or the parties may agree to an alternative method in advance of said repairs. All costs of repairs to existing pavement and concrete due to damage caused by the Contractor shall be solely the responsibility of the Contractor.

END OF SPECIAL CONDITIONS

**SECTION 00750
SPECIAL CONDITIONS**

**SECTION 00900
GENERAL SPECIFICATIONS**

ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT
C23-106

The work described herein shall be performed according to the Citrus Heights Water District General Specifications as follows:

1. SCOPE OF WORK

The work shall include installing:

- 1560 lineal feet of 8" CL 305 DR 14 AWWA C900 Poly Vinyl Chloride Pipe (PVC)
- 115 lineal feet of 8" Pressure Class 350 Ductile Iron Pipe (PC 350 DIP)
- 55 lineal feet of 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP)

The work shall also include installing:

- Four (4) 8" resilient wedge gate valves
- Two (2) 6" resilient wedge gate valves

The work shall also include installing:

- Three (3) steamer fire hydrants

The work shall also include installing:

- Two (2) 1" metered water services and reconnections to customer lines
- Forty-five (45) 1" water services with curb stops

The work includes all labor, materials, equipment, and incidentals, to completely install an operating facility in accordance with these Citrus Heights Water District General Specifications and the Contract Documents.

The Work shall be complete, and all work, materials, and services not expressly shown or called for in the Contract Documents which may be necessary for the complete and proper construction of the Work in good faith shall be performed, furnished, and installed by the Contractor as though originally so specified or shown, at no increase in cost to the District.

2. DISTRICT FURNISHED ITEMS

- The District shall furnish water for construction at no cost to the Contractor.
- The District shall provide for initial compaction testing as deemed necessary by

**SECTION 00900
GENERAL SPECIFICATIONS**

the District at no cost to the Contractor.

- The District shall provide for bacteriological sampling of the water in the water main and services prior to reconnection of same at no cost to the Contractor.
- The District shall provide an Encroachment Permit approved by the County of Sacramento and pay all costs for fees and inspection at no cost to the Contractor.
- The District shall file and maintain a Notice of Exemption for the California Environmental Quality Act (CEQA).

3. CONTRACTOR FURNISHED ITEMS

- The Contractor shall furnish all other material including but not limited to pipeline and appurtenances, sand, 3/4" aggregate base, concrete for thrust blocks, temporary and final paving, and hauling and disposal of spoils. The Contractor is advised to order and acquire the specified materials well enough in advance so as not to cause the Project to be delayed or to necessitate substitutions. Additional work days will not be granted for failure to obtain materials in a timely manner.
- The Contractor shall be responsible for obtaining any necessary permit for the disposal of chlorinated water and coordinating with the proper agency. Any variation on this method will require approval in advance by Citrus Heights Water District. The discharge of chlorinated water into any surface water drainage system is strictly prohibited by law.
- The Contractor shall furnish a Traffic Control Plan approved by the County of Sacramento. The Traffic Control Plan shall comply with the Encroachment Permit.

**SECTION 00900
GENERAL SPECIFICATIONS**

4. ITEMS OF WORK, MEASUREMENT AND PAYMENT

Bid Item 1 Mobilization: Includes obtaining a temporary discharge permit as required. Includes preparatory work and operations, including, but not limited to, that necessary for the movement of personnel, equipment, supplies, and incidentals to the Project site; for the establishment of all work site offices, buildings, and other facilities necessary for the Project; and for all other work and operations which must be performed, including costs incurred, prior to beginning work on the various contract items at the work site.

The bid item for mobilization shall be no more than eight percent (8%) of the total contract amount. The first payment for mobilization shall be one hundred percent (100%) of the bid item amount. The Contractor shall submit an invoice to the District for payment of mobilization upon execution of the Agreement for Construction Services.

Bid Item 2, Sheeting, Shoring and Bracing: Consists of providing sheeting, shoring and bracing for below-grade excavations as is necessary to provide a safe work environment for the workers. The Contractor shall be responsible for the proper application of sheeting, shoring, and bracing as required at any trench depth. Furthermore, the Contractor shall comply with all requests by the District Inspector for applying of sheeting, shoring, and bracing at any trench depth.

The Contractor shall refer directly to Title 8 of the California Code of Regulations and the Labor Code, produced by the State of California Department of Industrial Relations and the Cal/OSHA Consultation Service Research and Education Unit, for detailed information regarding the regulation's scope, specifications, and exceptions and for other requirements that may be applicable to their operations.

The bid item for sheeting, shoring, and bracing shall be no more than one percent (1%) of the total contract amount. The first payment for sheeting, shoring, and bracing shall be one hundred percent (100%) of the bid item amount. The Contractor shall submit an invoice to the District for payment of sheeting, shoring, and bracing upon execution of the Agreement for Construction Services.

Bid Item 3, Traffic Control Plan and Implementation: Includes preparing and obtaining approval for a Traffic Control Plan, procurement and placement of all traffic control materials, equipment, and markings, and fulfillment of all other requirements as specified in the approved Traffic Control Plan. The Contractor shall coordinate required inspections with the County of Sacramento Encroachment Inspector. The Contractor shall comply with the approved County of Sacramento encroachment Permit and shall implement traffic control procedures as directed by the County Inspector and the District Inspector. The Contract lump sum price paid for Traffic Control Implementation includes compensation for all labor, materials, tools, equipment and incidentals and for all work involved with Traffic Control Implementation, including placement of surface mounted

**SECTION 00900
GENERAL SPECIFICATIONS**

channelizers, , construction area and stationary mounted signs, project information signs, flagging, removal of all traffic control materials, equipment, and markings from the site upon completion of work, complete in place, as shown on the Project Plans and as directed by the County Inspector.

The bid item for the traffic control plan and implementation shall be no more than five percent (5%) of the total contract amount. The first payment for the traffic control plan and implementation shall be fifty percent (50%) of the bid item amount and shall be invoiced with the Contractor's monthly payment request following receipt of the Notice to Proceed from the District. The remaining fifty percent (50%) of the bid item amount shall be invoiced by the Contractor with the following monthly payment request.

Bid Item 4, Storm Water Pollution Prevention Implementation: Includes procurement and placement of all storm water pollution protection materials and equipment, and fulfillment of all other requirements as specified in the Project Plan. The Contractor shall coordinate required inspections with the County of Sacramento Encroachment Inspector and the District Inspector. The Contractor shall comply with changes to the approved storm water pollution protection plans as required by the County of Sacramento Encroachment Inspector and the District Inspector. The contract lump sum price paid for Storm Water Pollution Prevention Implementation includes compensation for all labor, materials, tools, equipment and incidentals and for doing all work involved with Storm Water Pollution Prevention Implementation, including filter bags, gravel filled bags, geotextile fabric or erosion control blankets, staples, temporary fiber rolls, stakes, and removal of all storm water pollution protection materials and equipment from the site upon completion of work and as directed by the County and District Inspectors.

The bid item for the storm water pollution prevention plan and implementation shall be no more than one percent (1%) of the total contract amount. Payment for the storm water pollution prevention plan and implementation shall be one hundred percent (100%) of the bid item amount and shall be invoiced with the Contractor's monthly payment request following receipt of the Notice to Proceed from the District.

Bid Item 5, Install 8" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) Water Main: Includes construction saw cutting and removal of existing paving, excavation, all potholing prior to or during construction, and the installation of 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract unit price per each unit, complete.
See CONSTRUCTION DETAILS "TREN_712" and "TREN_713SC"

**SECTION 00900
GENERAL SPECIFICATIONS**

SECTION 00900
GENERAL SPECIFICATIONS

Bid Item 6, Install 8" CL305 DR 14 AWWA C900 Polyvinylchloride (PVC) Water Main:

Includes construction saw cutting and removal of existing paving, excavation, all potholing prior to or during construction, and the installation of 8" CL305 DR 14 AWWA C900 Polyvinylchloride (PVC) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract unit price per each unit, complete.

See *CONSTRUCTION DETAILS "TREN_712" and "TREN_713SC"*

Bid Item 7, Install 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) Water Main:

Includes construction saw cutting and removal of existing paving, excavation, all potholing prior to or during construction, and the installation of 6" Pressure Class 350 Ductile Iron Pipe (PC350 DIP) water main, mechanically restrained with bolted external joints, as indicated on the Project Plan. Includes the installation of tees, elbows, caps, spools, and adaptors, flexible couplings, nuts, bolts, gaskets, insulated locator wire and non-detectable locator tape, thrust blocks, backfill, compaction, and temporary paving. Includes disinfection, hydrostatic pressure testing (150 PSI for two hours), flushing, and bacteriological testing of the new water mains prior to connecting to the existing water mains. Payment shall be at the contract unit price per each unit, complete.

See *CONSTRUCTION DETAILS "TREN_712" and "TREN_713SC"*

Bid Item 8, 8" Connection to Existing 12" Water Main: Includes connecting newly constructed 8" water main to existing 12" water main as indicated on the Project Plan. Includes installing all materials and fittings, with the exception of water main, as necessary to obtain proper alignment with the existing water main as indicated on the Project Plan. Water main shall be invoiced at the linear footage price as part of the appropriate bid item. Includes potholing prior to construction, insulated locator wire and non-detectable locator tape, backfill, and compaction. Includes disinfection, flushing, and bacteriological testing. Includes removal of existing caps and blow-offs, valve boxes and risers, and thrust blocks regardless of size. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS, Sheet 8, Note 1.*

Bid Item 9, 8" Connection to Existing 8" Water Main: Includes connecting newly constructed 8" water main to existing 8" water main as indicated on the Project Plan. Includes installing all materials and fittings, with the exception of water main, as necessary to obtain proper alignment with the existing water main as indicated on the Project Plan. Water main shall be invoiced at the linear footage price as part of the appropriate bid item. Includes potholing prior to construction, insulated locator wire and non-detectable locator tape, backfill, and compaction. Includes disinfection, flushing, and

SECTION 00900
GENERAL SPECIFICATIONS

bacteriological testing. Includes removal of existing caps and blow-offs, valve boxes and risers, and thrust blocks regardless of size. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS, Sheet 4, Note 1.*

See *PROJECT PLANS, Sheet 7, Note 1.*

Bid Item 10, Install 8” Resilient Wedge Gate Valve: Includes installing an 8” FL x FL or FL x MJ resilient wedge gate valve. Includes valve box, valve access riser, and locator wire. Payment shall be at the contract unit price, complete.

See *CONSTRUCTION DETAIL “VB_811”*

Bid Item 11, Install 6” Resilient Wedge Gate Valve: Includes installing a 6” FL x FL or FL x MJ resilient wedge gate valve. Includes valve box, valve access riser, and locator wire. Payment shall be at the contract unit price, complete.

See *CONSTRUCTION DETAIL “VB_811”.*

Bid Item 12, Install Dry Barrel Steamer Fire Hydrant: Includes installing a dry barrel steamer fire hydrant. Includes construction saw cutting and removal of existing paving, potholing during construction, excavation, thrust block, backfill, compaction, and temporary paving. Includes disinfection, bacteriological and hydrostatic pressure testing (150 PSI for two hours), and flushing. Payment shall be at the contract unit price, complete. Fire hydrant lateral piping to be installed and invoiced per the appropriate bid item.

See *CONSTRUCTION DETAIL “FH_612”.*

Bid Item 13, Install Concrete Fire Hydrant Access Pad: Includes installation of a concrete fire hydrant access pad only at locations as indicated on the Project Plans. Payment shall be at the contract price per each unit, complete.

See *CONSTRUCTION DETAIL “FH_683”.*

Bid Item 14, Install 1” Metered Water Service: Includes the installation of a 1” polyethylene metered water service and meter as specified by directional boring (or open-cut trenching with District approval). Includes backfill, compaction, disinfection, and hydrostatic pressure testing (150 PSI for two hours). Includes construction saw cutting and removal of existing paving, potholing during construction, excavation, non-detectable locator tape, backfill, compaction, and temporary paving. Includes removing and reinstalling the existing water meter at the new location and removing the existing meter setter and meter box. Includes cutting, capping, and abandoning the existing water line. Includes locating of existing customer line and installation of pipe and fittings required to reconnect customer line. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS, Sheet 7, Note 8.*

See *CONSTRUCTION DETAILS “WS_100PE”, “TREN_721”, and “TREN_723SC”.*

SECTION 00900
GENERAL SPECIFICATIONS

**SECTION 00900
GENERAL SPECIFICATIONS**

Bid Item 15, Install 1" Water Service with Curb Stop: Includes the installation of a 1" polyethylene water service as specified by directional boring (or open-cut trenching with District approval). Includes installation of a 1" curb stop and connecting to customer's existing 1" meter setter at the existing meter box with all brass fittings as required. Includes excavating and reinstalling the existing meter box to proper grade with new 2" x 6" pressure treated Douglas Fir supports and replacing the ¾" clean crushed rock. Includes cutting, capping, and abandoning the existing water service. Includes backfill, compaction, disinfection, and hydrostatic pressure testing (150 PSI for two hours). Includes construction saw cutting and removal of existing paving, potholing during construction, and excavation, non-detectable locator tape, #10 insulated copper locator wire, backfill, compaction, and temporary paving. Payment shall be at the contract unit price per each unit, complete.

See *CONSTRUCTION DETAILS "WS_108PE", "TREN_721", and "TREN_723SC"*.

Bid Item 16, Remove Existing Fire Hydrant: Includes removal of an existing fire hydrant. Includes plugging the abandoned water main with concrete. Includes proper disposal of the fire hydrant. Includes excavation, backfill, and compaction. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS, Sheet 5, Note 8*.

Bid Item 17, Remove Existing Wharf Fire Hydrant: Includes removal of an existing fire hydrant. Includes plugging the abandoned water main with concrete. Includes proper disposal of the fire hydrant. Includes excavation, backfill, and compaction. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS, Sheet 8, Note 7*.

Bid Item 18, Remove Valve Box: Includes removal of an existing valve box, including the riser to 3' below finish grade. Includes closing the valve and back filling to 95% compaction. Landscape restoration to be included in Bid Item 21, not here. Payment shall be at the contract unit price per each unit, complete.

See *PROJECT PLANS, Sheet 4, Note 6*.

See *PROJECT PLANS, Sheet 7, Note 10*.

Bid Item 19, 4" Max. Depth Asphaltic Concrete (AC) Paving Restoration: This work includes removal of temporary paving, surface preparation, subsurface compaction as necessary and installation of 1/2" aggregate Asphalt Concrete to a 4" Maximum depth (installed in 2" maximum lifts) in accordance with County of Sacramento Standard Construction Specifications. Spoils from demolition shall be properly disposed of by the Contractor outside County right-of-way.

Final paving lift shall be applied using a paving finishing machine to provide an even surface with minor compaction. Hand raking of the final paving lift shall be minimal and only in areas where a paving finishing machine cannot be used. No disturbance of the

**SECTION 00900
GENERAL SPECIFICATIONS**

**SECTION 00900
GENERAL SPECIFICATIONS**

paving shall be allowed until a pavement roller has adequately compacted the paving, and the paving has properly cooled. All paving not conforming to said specifications shall be removed and properly replaced by the Contractor at no cost to the District.

The contract unit price paid per square foot for 4" Asphaltic Concrete (AC) Paving Restoration shall include compensation for all labor, materials, tools, equipment, and incidentals and for doing all work involved in 4" Asphaltic Concrete Paving Restoration, including all pavement striping, lettering, and reflective buttons, complete in place, as shown on the plans, as specified in these specifications, and as directed by the District Inspector. Payment shall be based upon the quantity of paving restoration.

See CONSTRUCTION DETAILS "TREN _713SC" and "TREN _723SC" (No 12" T cut required on these roads).

See PROJECT PLANS, Sacramento County DETAIL 4-64 "TRENCH SECTIONS" pertaining to roads older than 5 years.

Bid Item 20, Concrete Restoration: This work includes construction and finish saw cutting, removal, subsurface recompaction with 4" minimum 3/4" aggregate base compacted to 95%, and replacement with six-sack concrete mix, and finish to match existing. The replaced curb, gutter and sidewalk shall be constructed in conformance with County of Sacramento Standard Construction Specifications. Spoils from demolition shall be properly disposed of by the Contractor outside County right of way.

The contract unit price paid per square foot for Concrete Restoration shall include compensation for all labor, materials, tools, equipment and incidentals and for doing all work involved in Concrete Restoration, including furnishing and placing aggregate base material, complete in place, as shown on the plans, as specified in these specifications, and as directed by the County Inspector and District Inspector.

See SPECIAL PROVISIONS, Concrete Restoration.

Bid Item 21, Landscape Restoration – Lawn or Planter Area: This work consists of restoring customer's lawn or planter area to its original or better condition prior to water installation. Includes sod and decomposed granite removal and replacement or reinstallation, grading, mulching, irrigation and sprinkler systems, and a general site cleanup. Payment shall be at the contract price per each unit, complete.

See SPECIAL PROVISIONS, Landscape Restoration.

Bid Item 22, Type 2 Slurry Seal: Includes installation of Slurry Seal – Type 2 used for surface restoration which shall comply with County of Sacramento Standard Construction Specifications. Includes replacement of pavement striping, lettering, and reflective buttons, disturbed during the project and as directed by the Inspector.

See PROJECT PLANS, Shaded areas on all sheets.

Bid Item 23, Install 6" Slurry Cap: Includes installing a two-sack slurry mixture in the uppermost 6" of the trench, on top of the aggregate base mixture, above the new water

**SECTION 00900
GENERAL SPECIFICATIONS**

SECTION 00900
GENERAL SPECIFICATIONS

main(s) in location(s) where 24" minimum cover between finished grade and the water main cannot be achieved. Includes installing a second level of non-detectable locator tape at the base of the slurry. Payment shall be at the contract price per each unit, complete.

See PROJECT PLANS, Sheets 4 and 7.

See CONTRUCTION DETAIL "SC_001" on Sheet 4.

SECTION 00900
GENERAL SPECIFICATIONS

**SECTION 00900
GENERAL SPECIFICATIONS**

5. ORDER OF WORK

The order of work outlined below is to minimize public inconvenience and water service interruptions. The Contractor is to submit a more detailed written schedule of the order of work based on this outline.

1. Obtain approvals of submittals for the following items: Discharge permit if required, materials, pipeline and appurtenances, backfill material design, asphalt mix design, concrete design mix, and Construction Schedule.
2. Order and coordinate delivery of material and equipment, and request location services from Underground Service Alert (USA). Telephone: 1-800-642-2444 or 811.
3. Install new water mains, including fire hydrants and appurtenances, with temporary caps with 2" blow-offs at points of connection to the existing system. Obtain approval from the District for installation and then backfill excavation.
4. Install water services, via directional boring, in accordance with District General Specifications. Obtain approval from the District for installation and then backfill excavation.
5. Install temporary 2" Construction Water Service(s) as required by the District Inspector to allow pressurization of the old system and the new system simultaneously.
See CONSTRUCTION DETAILS, Construction Detail WS_290.
6. Flush and hydrostatically test water mains and services. District performs bacteriological sampling.
7. Coordinate with District Inspector for connecting new water mains to existing water mains upon notification by District of satisfactory bacteriological sampling.
8. Connect all water services to customers' lines upon notification by District of satisfactory bacteriological sampling.
9. Abandon old facilities. All open ends of old facilities shall be concrete capped. All abandoned valve boxes shall be removed.
10. Restore sites to pre-construction conditions as required and obtain approval from the District and the County of Sacramento.

6. BACTERIOLOGICAL TESTING PROCEDURE AND TIMETABLE

Before project construction begins:

**SECTION 00900
GENERAL SPECIFICATIONS**

SECTION 00900
GENERAL SPECIFICATIONS

1. CHWD Water Quality personnel shall sample for both Coliform (Presence/Absence) and Heterotrophic Plate Count (HPC) on mains adjacent to the project. (SimPlate may be substituted for HPC)

During project:

2. CHWD Project Management personnel will provide a 24-hour notice to the Regional Water Quality Control Board for all flushing events.
3. The newly constructed mains shall be filled by the contractor and purged to remove any trapped air using the District-approved and tested backflow prevention device. All best management practices shall be followed to ensure no sediment or chlorine reaches any drain inlet or creek.
4. The newly constructed mains shall pass the District pressure check requirements.
5. The mains shall be chlorinated at 100 ppm for a minimum of 24 hours by the contractor using an approved chlorination specialist.
6. The chlorine concentration shall be checked after 24 hours and a minimum residual of 25 ppm must be present throughout the new mains.
7. The mains shall be flushed by the contractor until the chlorine concentration matches the normal system residual. All best management practices shall be followed to insure no sediment or chlorine reaches any drain inlet or creek.
8. CHWD Project Management personnel shall submit a sampling plan to the Operations Manager for approval.
9. CHWD Water Quality personnel, when practical, will collect Coliform and HPC samples according to the approved sampling plan. The sampling schedule will be submitted to the Operations Manager and the Water Quality Supervisor with at least a 24-hour notice.
10. Samples shall be taken for both Coliform and Heterotrophic Plate Count (HPC) at 24 and 48 hour intervals after completion of flushing.
11. CHWD Project Management personnel shall submit negative sample documentation to Operations Manager for acceptance prior to the any connections to the CHWD distribution system. Sample result documentation generally takes 3-5 business days after samples are delivered to lab.

SECTION 00900
GENERAL SPECIFICATIONS

**SECTION 00900
GENERAL SPECIFICATIONS**

12. CHWD Water Quality personnel will sample mains downstream of project for Coliform and HPC after the new main is connected to the CHWD distribution system.

The Contractor shall allow 8-10 business days for the Disinfection/Sampling Procedure prior to any connection to the District's distribution system. Larger systems will require additional time for chlorination and flushing. Bacteriological samples shall only be collected between 8:00am and 2:00pm Monday through Thursday. Any positive results on any sample taken shall require a repeat of the Disinfection/Sampling Procedure until all samples test negative. HPC samples require a plate count of less than 500 on any sample taken.

1. DAY 1 - Chlorinate new mains to 100 PPM and complete to allow flushing time on following day.

---24-hour chlorine detention period---

2. DAY 2 - Flush new mains to normal residual and complete before 2:00pm. (Similar to system residual)

---24-hour sampling detention period---

3. DAY 3 - Obtain first Coliform and HPC samples before 2:00pm.

---24-hour sampling detention Period---

4. DAY 4 - Obtain second Coliform and HPC samples before 2:00pm.

---3 to 5 business days for laboratory testing and review---

5. DAY 7-9 - Sample documentation provided to Operations Manager and customer notification of shut-down

---24-hour notification period---

6. DAY 8-10 - Connection to CHWD distribution system only after clearance from Operations Manager is received.

7. EXCAVATION AND POTHOLING

Prior to beginning any excavation, the Contractor shall call Underground Service Alert (USA) (800) 642-2444 or 811, at least two (2) working days in advance, to arrange for utility location. The Contractor shall be responsible for the location and protection of all existing utilities. **The Contractor shall expose and verify locations and elevations of existing utilities prior to construction as specified in the plans and specifications.**

**SECTION 00900
GENERAL SPECIFICATIONS**

**SECTION 00900
GENERAL SPECIFICATIONS**

The types, locations, sizes and/or depths of the existing underground utilities as shown on the plans were obtained from sources of varying reliability. The Contractor is cautioned that only actual excavation will reveal the types, extent, sizes, location, and depths of such underground utilities. If a utility is damaged, the Contractor shall contact the utility company immediately for repair. The Contractor shall pay all costs for such repair if said damage is determined to be the responsibility of the Contractor. The Contractor shall receive no additional compensation for removing and reinstalling any pipe or appurtenances due to a lack of proper advance potholing.

Removal of soil, concrete, asphalt and other existing improvements shall be considered as excavation. Excavation shall also include exploration and/or "Potholing" to determine the location of existing underground facilities and obstructions, and shall be considered as a normal part of this work.

The Contractor shall immediately advise the District of inaccurate pothole data or any other pothole data which presents a conflict to the proposed water main alignment. The District shall provide direction in advance of any water main installation to resolve the conflict.

The District assumes no responsibility for the accuracy of utility markings other than water mains and appurtenances. Should the Contractor fail to locate any utility, the Contractor shall be solely responsible for contacting that utility to schedule a re-mark. The Contractor is advised that the District assumes no responsibility for additional costs for further excavation to locate a non-water related utility.

Furthermore, should the Contractor choose to abandon all attempts to locate a utility, the Contractor is hereby advised that they are proceeding with water main installation at their own risk. The District will not provide any written waiver of the requirement to locate in such case. Should the Contractor later encounter the utility during trenching operations, the District assumes no responsibility for cost of realignment of the new water main or repair for damage to the utility.

8. REMOVAL, RELOCATION OR PROTECTION OF EXISTING UTILITIES

In accordance with the provisions of Section 4215 of the California Government Code, any contract to which a public agency, as defined in Section 4402, is a party, the public agency shall assume the responsibility, between the parties to the contract, for the timely removal, relocation, or protection of existing main or trunk-line utility facilities located on the site of any construction project that is a subject of the contract, if such utilities are not identified by the public agency in the Project Plans and general specifications made a part of the Notice Inviting Bids. The agency shall compensate the Contractor for the costs of locating, repairing damage not due to the failure of the Contractor to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and general specifications with reasonable accuracy, and for equipment on the Project necessarily idled during such work.

**SECTION 00900
GENERAL SPECIFICATIONS**

**SECTION 00900
GENERAL SPECIFICATIONS**

The Contractor shall not be assessed liquidated damages for delay in completion of the Project, when such delay was caused by the failure of the public agency or the owner of the utility to provide for removal or relocation of such utility facilities.

Nothing herein shall be deemed to require the public agency to indicate the presence of existing service laterals or appurtenances when the presence of such utilities on the site of the construction project can be inferred from the presence of other visible facilities, such as buildings, meter and junction boxes, on or adjacent to the site or construction; provided, however, nothing herein shall relieve the public agency from identifying main or trunk lines in the Project Plans and specifications.

If the Contractor, while performing the Contract, discovers utility facilities not identified by the public agency in the contract Documents it shall immediately notify the public agency and utility in writing.

The public utility, where they are the owners, shall have the sole discretion to perform such repairs or relocation work or permit the Contractor to do such repairs or relocation work at a negotiated price.

The Contractor shall cooperate fully with all utility forces of the District or forces of other public or private agencies engaged in the relocation, altering, or otherwise rearranging of any facilities which interfere with the progress of the work, and shall schedule the work so as to minimize interference with said relocation, altering, or other rearranging of facilities.

9. HOURS OF WORK

The Contractor shall schedule all work activities per the Encroachment Permits, Monday through Friday, with Saturdays, Sundays, and District Holidays being excluded. The Contractor shall indicate the need for non-normal work hours in the various schedules submitted during the progress of the Project.

Overtime work shall not entitle the Contractor to any compensation for any contract item in addition to that stipulated in the contract for the kind of work performed. In case of extra work ordered by the District, no additional payment shall be made to the Contractor because of the payment by him of overtime wage rates for such work, unless the use of overtime work in connection with such extra work is specifically ordered in writing by the District, and then only to such extent as extra payment is regularly being made by the Contractor to his personnel for overtime work of a similar nature in the same locality.

If, due to Contractor negligence, the District is called out after hours to restore water service, the Contractor shall be back-charged at a rate of \$75 per hour per District employee for said restoration. All such charges shall be documented by the District and deducted by the District from retention monies due the Contractor.

**SECTION 00900
GENERAL SPECIFICATIONS**

**SECTION 00900
GENERAL SPECIFICATIONS**

10. MATERIAL SUBMITTALS

The Contractor shall submit the following items for District approval prior to the beginning of the Project:

Submittal List

| <u>Item Description</u> | <u>Submittal Summary</u> |
|---------------------------|--|
| Pipe, Valves and Fittings | Product Data Sheets or other information |
| Service Materials | Product Data Sheets or other information |
| Valve Boxes and Lids | Product Data Sheets |
| Sand | Gradation and Material Certification |
| Import Backfill | Gradation and Material Certification |
| Asphalt Mix Design | Mix Design |
| Concrete Mix Design | Mix Design |
| Chlorination Specialist | Applicable State Contractors License Number |
| Asbestos Cement Pipe | Applicable Asbestos Training Certificate (when required) |

11. VARIATIONS FROM PLANS AND SPECIFICATIONS OR OTHER CONTRACT DOCUMENTS

Any portions of the work, which do not conform to the General Specifications, Special Provisions, Construction Details, Map and Project Plans, or other Contract Documents, shall be clearly identified by the Contractor in a written letter noting such variation. In the event of a conflict between the General Specifications and Special Provisions, the Special Provisions shall prevail.

The District reserves the right to make such modifications or alterations, reductions or omissions, extra or additional work to the General Specifications and Contract Documents, including the right to increase or decrease the quantity of any item or portion of the work or to omit any item or portion of the work, as may be deemed by the District as necessary or advisable, and to require such extra work as may be determined by the District to be required for the proper completion or construction of the whole work contemplated. All charges shall be considered a part hereof and subject to each and all of its terms and requirements.

Increases or decreases in the quantities shown in the bid schedule, regardless of the magnitude of the change, the percentage change from the bid schedule quantity or the elimination of a contract item of work does not constitute a change requiring a change order, a change in the scope of the work, or a change in the character of the work. Contractor shall be paid the unit price quoted in the Proposal for Construction Services for the actual quantities used.

**SECTION 00900
GENERAL SPECIFICATIONS**

No change or deviation from the Contract Documents or General Specifications shall be made by the Contractor without written authorization from the District setting forth a complete description of the change.

12. CALIFORNIA CONTRACTOR'S LICENSE CLASSIFICATION

In accordance with the provisions of California Public Contract Code Section 3300, the District has determined that the Contractor must possess a valid California State Class A - General Engineering Contractor Contractor's License at the time that the Contract is awarded and throughout the Contract's duration. Failure to possess the specified license shall render the bid as non-responsive, and shall act as a bar to award the Contract to any bidder not possessing said license at the time of award.

13. SUBCONTRACT DOCUMENTS

Subcontractor(s) shall possess a valid California State Contractor's License as applicable to the work performed. All subcontracts shall include provisions that the Contract between the District and Contractor is part of the subcontract, and that all terms and provisions of said Contract are incorporated in the subcontract. Copies of the subcontract shall be made available to the District upon written request and shall be provided to the District at the time any litigation is filed against the District concerning the Project. The Contractor shall pay subcontractor(s) for completed work within thirty (30) days of receipt of payment from the District.

14. PERMIT FOR CONSTRUCTION WATER

A Construction Water Permit, a fire hydrant meter, and a fire hydrant meter deposit is required for use of any District fire hydrant(s). The construction water fees are waived for the duration of the Contract and shall entitle the Contractor access to and reasonable use of water from assigned fire hydrants connected to the District's water distribution system.

15. SAFETY AND HEALTH PROVISIONS

Fixed or portable chemical toilets, properly obscured from public observance, shall be provided for the use of the employees of the Contractor. Toilets at the site shall conform with OSHA Safety and Health Standards for Construction. Toilets shall be serviced daily and shall be removed from the work site on Saturdays, Sundays, and District Holidays unless work is authorized for those days.

16. INJURY AND ILLNESS PREVENTION/HAZARD COMMUNICATION

The Contractor shall maintain written "Injury and Illness Prevention," "Confined Space Entry," and "Hazard Communications" programs and shall provide the District with documentation of same prior to the execution of the Agreement for Construction Services.

**SECTION 00900
GENERAL SPECIFICATIONS**

**SECTION 00900
GENERAL SPECIFICATIONS**

17. PRE-CONSTRUCTION CONFERENCE

A Pre-construction Conference shall be held at the office of the Project Manager (Citrus Heights Water District, 6230 Sylvan Road, Citrus Heights, CA 95610) for the purpose of discussing with the Contractor the Scope of Work, General Specifications, existing conditions, submittals, materials, construction equipment, and other essential matters relating to the satisfactory completion of the work. This conference shall be held prior to the issuance of the Notice to Proceed. The Contractor's representatives shall include the Competent Person, Project on-Site Superintendent, other primary superintendents and may also include representative's subcontractors, service providers and material suppliers if any.

18. PROJECT MEETINGS

The Contractor, the District Inspector, and Project Manager shall establish a routine meeting schedule throughout the course of the Project to discuss progress, changes, questions, and to update the Project Schedule. Meetings shall occur at two week intervals or more frequently if needed.

19. CONSTRUCTION SCHEDULE

A Construction Schedule shall be prepared and submitted by the Contractor to the District for review and approval prior to the issuance of the Notice to Proceed. Biweekly updates shall be provided thereafter and until completion of the project. Full compensation for preparing the Construction Schedule and biweekly updates thereto shall be considered as included in the contract prices paid for the various items of work, and no additional payment will be allowed therefor.

20. EMERGENT MATTERS AFTER HOURS

Matters requiring an emergent response after working hours include but are not limited to public safety and the protection of private property, such as; degradation of temporary paving, unsafe traffic plates, leaking piping, customers without water service, violations of storm water pollution prevention implementation and unsafe construction. The Contractor is advised that the District has the authority to determine what matters shall constitute an emergency, and the Contractor shall respond to all such emergencies until measures have been taken to remedy the matter to the District's satisfaction.

21. EMERGENCY CONTACT AND CONTRACTOR RESPONSE

**SECTION 00900
GENERAL SPECIFICATIONS**

Prior to commencement of the Project, the Contractor shall designate a competent person to be responsible for responding to emergencies during non-work hours resulting from the Contractor's work. Said person shall be available at all hours and shall be housed near the Project site. The maximum allowable response time shall be 30-minutes as determined by MapQuest. The District shall be provided with a cellular telephone number and other relevant contact information for said designated competent person. The Contractor is solely responsible for informing the District of any changes in designation of the responsible person or contact information during the course of the Project.

22. TRENCH AND EXCAVATION COMPETENT PERSON ASSIGNMENT AND RESPONSIBILITIES

The Contractor is hereby notified that a Trench and Excavation Competent Person shall be assigned to the Project at all times and shall be present on the Project during any and all work periods as specified in the Competent Person Assignment Form (see following page). The Trench and Excavation Competent Person shall be present at the Pre-Construction Conference and shall complete and sign this Form during the Conference. Should substitution of the assigned Trench and Excavation Competent Person be required, a new form shall be completed prior to initiating or continuing any work period, and that substituted Trench and Excavation Competent Person shall assume all responsibilities of the title.

**SECTION 00900
GENERAL SPECIFICATIONS**

Trench and Excavation “Competent Person” Assignment

PROJECT NAME: _____

(Name of individual) _____
has been designated a “Competent Person” for Trenching & Excavation Operations by

(Name of employer) _____
based on the individual’s training, experience and demonstrated skills in the following:

1. Knowledge of Cal-OSHA Code of Regulations, Title 8, Article 6 Excavations (Section 1539-1547)
2. Soil classification
3. Use of protective systems and safe access to and from all work levels or surfaces

As such, the individual has the ability to detect:

1. Conditions that could result in cave-ins
2. Failures in protective systems
3. Potential hazardous atmospheres
4. Other hazards including those associated with confined spaces, and has
5. The authority to take prompt corrective measures to eliminate existing and predictable hazards and to stop work when required.

Inspections shall be made by the Competent Person and must be documented. The following specifies the frequency and conditions requiring inspections:

1. Daily and before the start of each shift
2. As dictated by the work being done in the trench
3. After every rainstorm or other events that could increase hazards, e.g. rain event, wind storm, thaw, earthquake, etc.
4. When fissures, tension cracks, sloughing, undercutting, water seepage, bulging of the trench, a change in soil types or other similar conditions that occur
5. When there is a change in the size, location, or placement of the spoil pile nearest the excavation
6. When there is any indication of change or movement in protective systems or adjacent structures

Designated by:

Signature: _____ Date _____

Name _____ Title _____

Signature of individual assigned as Competent Person: Title _____ Date _____

Office telephone number: () _____ Cellular number: () _____

After-hours telephone: () _____ Pager number: () _____

**SECTION 01000
SPECIAL PROVISIONS**

**ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT
C23-106**

1. Traffic Control Requirements

The following traffic control requirements shall be adhered to as a basis for bidding purposes. The County of Sacramento shall provide the traffic control requirements upon submittal of the encroachment permit by the contractor. Adjustments may be required in the field for the purposes of installing the water main and appurtenances.

DRIVEWAY ACCESS: The Contractor shall allow driveway access (ingress and egress) for all residential properties within the temporary traffic control zone unless special arrangements are approved by the property owner and the County of Sacramento.

PEDESTRIAN ACCESS: All temporary traffic controls shall incorporate measures to ensure full and safe access for pedestrians and shall be in full compliance with the Americans with Disabilities Act (ADA) and Title 24 of the California Code. Submittal of separate pedestrian signage and routing plans may be required by the County of Sacramento to ensure compliance with access requirements.

BICYCLE ACCESS: When the road shoulder or designated bike lane is blocked by work zone or temporary traffic control measures, temporary traffic controls shall be incorporated to provide safe passage for bicyclists through the work zone. "Share the Road" signs shall be placed at the beginning of the taper or closure and a minimum lane width of 12 feet shall be maintained in the lane shared by bicycles.

2. U.S.A. Markings and Tire Markings

The Contractor shall be responsible for removal of all U.S.A. markings and tire markings from construction equipment via power-washing or other approved method at no additional expense to the District.

3. Damage to Pavement and Concrete

The Contractor shall provide all necessary protection to existing pavement and concrete so as to avoid scraping, gouging, imprinting, cracking edges or otherwise causing damage during the entire Project. The Contractor shall exercise caution to avoid damaging pavement along the edge of pavement where the water main is to be installed on the shoulder of the roadway. The District Inspector or the County of Sacramento shall direct the contractor to repair any damage as deemed necessary. The Contractor shall repair said damage using methods required by the Inspector or shall agree to an alternative method in advance of said repairs. All costs of repairs to existing pavement and concrete due to damage caused by the Contractor shall be solely the responsibility

**SECTION 01000
SPECIAL PROVISIONS**

**SECTION 01000
SPECIAL PROVISIONS**

of the Contractor.

4. Storage of Equipment and Materials

Storage of equipment and materials on the properties shall not be permitted without the written permission of the property owner. The Contractor shall contact the County of Sacramento to determine if any use permits are required and obtain same, if required, at no additional expense to the District.

Storage of equipment and materials within the County of Sacramento right-of-way shall require coordination with the District Inspector and County of Sacramento Encroachment Inspectors. Requirements of the Encroachment Permit shall prevail.

5. Minimum Cover

Minimum cover on all main lines shall be 36" below finish grade unless otherwise shown on the plans or specifically approved by the District Inspector. Minimum cover on all service lines shall be 24" below finish grade unless otherwise specifically approved by the District Inspector. For the purposes of this contract "finish grade" shall be the grade of the completed trench, including restored surfaces. The restored surfaces shall match existing grade.

6. Backfill, Compaction, and Compaction Testing

Lawn, Planter, and Other Non-traffic Locations: Backfill around service piping, valves and fittings shall be #2 washed sand to a minimum of 3" below and 9" above. Backfill around water mains and service saddles shall be #2 washed sand to a minimum of 6" below and 12" above. Remaining backfill shall be 100% ¾" crushed rock to the bottom of the meter box. Above this level, backfill shall be native soil at optimum moisture content, placed in 3" lifts and hand-compacted to 90% minimum.

Roadway, Driveway, and Traffic Locations: Backfill around service piping, valves and fittings shall be #2 washed sand to a minimum of 3" below and 9" above. Backfill around water mains and service saddles shall be #2 washed sand to a minimum of 6" below and 12" above.

Proper haunching of the pipe shall be achieved by hand shovel slicing sand under the haunches of the pipe. With the pipe in place, the first lift of sand shall not exceed the springline of the pipe. No additional sand shall be added until the entire section of pipe has been properly haunched.

Compaction in the sanded pipe zone shall be 90% minimum. Remaining backfill shall be 100% ¾" crushed rock to the bottom of the meter box. Above this level, the remaining

**SECTION 01000
SPECIAL PROVISIONS**

SECTION 01000
SPECIAL PROVISIONS

trench backfill shall be 100% import $\frac{3}{4}$ " aggregate base compacted to 95% minimum.

Compaction at all paved locations shall be 95% minimum. Compaction at all other locations shall be 90% minimum unless otherwise specified by the District Inspector.

Initial compaction testing shall be performed at the discretion and expense of the District. Backfill not meeting compaction specifications shall be corrected by the Contractor at no additional expense to the District. Follow-up compaction testing shall be performed by the District at the expense of the Contractor. No extra time or payment shall be provided due to work delays for these tests.

Any surface settlement during the guarantee period shall be the responsibility of the Contractor.

7. Thrust Blocks

Thrust blocks shall be constructed of Type II six-sack Portland cement. Concrete shall conform to either the 1" or 1 $\frac{1}{2}$ " gradation at the option of the Contractor, unless otherwise specified in these Specifications or as required by the District Inspector. No backfill material shall be compacted above thrust blocks prior to a 24-hour period.

Trailers with "buggies" shall not be used to haul concrete. Concrete shall be hauled in cement mixing trucks or trailers only and shall be mechanically mixed at the site prior to placement.

8. Temporary Trench Restoration

Temporary paving (asphalt plant-mix cutback) shall be placed at locations and maintained at locations wherever excavation is made through pavement, sidewalk or driveways, as shown on the Project Plans, or as directed by the District. Temporary paving shall be placed as soon as the condition of the backfill is suitable to receive it and shall remain in place until the condition of the backfill is suitable for permanent resurfacing. Thickness of the temporary paving shall be one and one-half inches (1- $\frac{1}{2}$ ") unless otherwise shown on the Project Plans. Temporary paving shall be maintained at the same elevation as the existing surrounding surfaces until the permanent surfacing is placed. Temporary paving shall be placed using a hand powered compaction device.

Trench plates and their installation shall comply with the Encroachment Permit. Trench plates shall be pinned prior to subjecting them to public traffic. The edges of the trench plates shall be lined with temporary paving wedges. The 2" Construction Water Service (See Exhibit G, Construction Detail WS_290) and all temporary blow-offs shall be plumbed below the roadway surface and installed in traffic-rated valve boxes for the duration of the Project.

SECTION 01000
SPECIAL PROVISIONS

**SECTION 01000
SPECIAL PROVISIONS**

9. Service Valve Locations and Meter Installations

The Contractor shall advise the on-site property owner/tenant of water turn-off in writing 24 hours in advance and verbally after restoration of water service.

Unless as stated below, the meter and meter boxes shall be centered over the meter setter and shall typically be placed longitudinally perpendicular to the sidewalk.

The Contractor shall locate meters and meter boxes away from drainage swales and gutters whenever possible. The Contractor shall locate meters and meter boxes entirely within the landscape or lawn area whenever possible. If location in the landscape or lawn area is not possible, it shall be placed entirely in the sidewalk, driveway or paved area.

The Contractor shall be responsible daily for the removal and proper disposal of all landscaping, concrete, and excess native soil from the work zone. Temporary cold mix asphalt patches shall be required for concrete excavations that create a safety hazard or maintenance problem. All concrete replacement required by the Project installation shall be the responsibility of the Contractor. The Contractor shall replace all concrete driveways, curbs, gutters, and sidewalks and landscaping to its original condition within thirty (30) calendar days of removal.

10. Connection to Existing Services

The Contractor shall install all piping, meter setters, and fittings. The Contractor shall connect copper, brass, or PVC (Schedule 40 with Schedule 80 fittings) line to the customer's supply line as indicated on the Project Plans.

The Contractor shall connect to existing services using the appropriate adapter, bushing or reducer. When connecting to existing galvanized services the Contractor shall use only the Smith-Blair 411 metal couplings or equal as approved by the District. No Flow-Control PVC Schedule 40 couplings shall be allowed for connecting to any type of existing service. Note that the existing service size is not necessarily the same size as the meter setter and/or meter being installed. No direct metal connection shall exist between customer and District lines. No polyvinylchloride (PVC) pipe and fittings shall be used on the District side of the meter.

11. Flushing Service Lines

The Contractor shall be responsible for the thorough flushing of all water service line installations through an outside hose bib immediately following service connection with a meter idler in place to prevent a water consumption charge to the property owner. It shall be the Contractor's responsibility to investigate and resolve complaints regarding low

**SECTION 01000
SPECIAL PROVISIONS**

flow, plugged lines, etc. which ensue after working on any water service.

12. Bronze Service Saddles

Water Service Saddles used in the course of the Project are to be bronze with an iron pipe thread (IPT) outlet. Saddles for ACP are to be of the double strap bronze variety. Saddles for PVC pipe and DIP pipe are to be full support, two-piece for PVC pipe and DIP pipe. All nuts and bolts are to be bronze. Saddles shall be Mueller, Jones, Ford, or equal.

13. Corporation Stops and Ball Valves

Corporation stops and ball valves used in the course of this Project shall have an iron pipe thread connection on one end and a Mueller 110 compression connection or equal on the other end.

14. Brass Fittings

Brass valves and fittings used in the course of this Project shall meet the requirements of the State of California and not exceed 0.25% lead content.

15. Compression Couplings

Compression Couplings used in the course of this Project shall have Mueller 110 compression connections or equal.

16. Polyvinylchloride (PVC) Pipe and Fittings for Service Reconnections

PVC Pipe used in the course of this Project for domestic service reconnections shall be a minimum of Schedule 40. All PVC fittings shall be Schedule 80. When connecting to existing galvanized services the Contactor shall use only the Smith-Blair 411 metal couplings or equal as approved by the District. No Flow-Control PVC Schedule 40 couplings shall be allowed for connecting to any type of existing service.

Approved plastic pipe cement shall be WET 'R DRY PVC 2725 Blue. Medium Bodied.

Approved plastic pipe primer shall be WET 'R DRY PVC P-75 Aqua Blue Primer used to connect the pipe and fittings.

17. Resilient Wedge Gate Valves

The resilient wedge gate valves shall fully comply with the latest revision of AWWA C509, and shall also be UL listed and FM approved. The valves shall be tested and certified to

**SECTION 01000
SPECIAL PROVISIONS**

**SECTION 01000
SPECIAL PROVISIONS**

ANSI/NSF 61.

The valve shall have a 250 psig working pressure.

The valve type shall be NRS (non-rising stem).

The valve shall have an arrow cast on the operating nut or handwheel showing opening direction. The direction of opening shall be counterclockwise (left).

The NRS valves shall be provided with a 2" square operating nut. The bolt that attaches the operating nut to the stem shall be recessed into the operating nut so as not to interfere with valve wrench operation.

The valve body, bonnet, stuffing box, and disc shall be composed of ASTM A-126 Class B grey iron or ASTM A395 or A536 ductile iron. The body and bonnet shall also adhere to the minimum wall thickness as set forth in Table 2, section 4.3.1 of AWWA C509. Wall thickness less than those in Table 2 are not acceptable.

The valve disc and guide lugs must be fully (100%) encapsulated in SBR ASTM D2000 rubber material. The peel strength shall not be less than 75 pounds per inch.

The valves shall have all internal and external ferrous surfaces coated with a fusion bonded thermosetting powder epoxy coating of ten (10) mils nominal thickness. The coating shall conform to AWWA C550.

18. Chlorination and Flushing

The Contractor shall use a licensed Chlorination Specialist for the process of introducing a chlorine solution into the new water system. Said specialist shall maintain an Active C36 (Plumbing) and C55 (Water Conditioning) license with the California State Licensing Board.

Chlorine shall be introduced into the system at a minimum of 50 PPM and a maximum of 100 PPM. The Inspector shall be provided with proof of uniform chlorination throughout the system within the stated range using an approved test procedure. All requirements of American Water Works Association standard C651-05 (Disinfecting Water Mains) shall be followed.

Chlorinated water shall be properly disposed of using dechlorination procedures outlined in American Water Works Association standard C651-05 (Disinfecting Water Mains) and shall comply with all regulations. The Inspector shall be provided with proof of uniform dechlorination at a minimum of 10 minute intervals during disposal using an approved

**SECTION 01000
SPECIAL PROVISIONS**

**SECTION 01000
SPECIAL PROVISIONS**

test procedure. Dechlorination shall be maintained at 0.0 PPM at all times during any disposal of any water into a drainage system.

19. Sprinklers

The properties may have underground sprinkler systems. It is the Contractor's responsibility to locate the system piping, and if disturbed, repair or replace it to its original condition at no cost to the District or property owner. Sprinkler system repairs and reconnections shall be made using Schedule 40 PVC pipe w/Schedule 40 fittings or better. Full compensation for restoration of existing sprinkler systems shall be considered as included in the contract unit prices paid for the various items of work, and no additional payment will be allowed therefor.

20. Concrete Restoration

◆ **Materials**

Class A-2 Concrete – Shall contain six (6) sacks (564 pounds) of Portland cement per cubic yard and shall have a maximum size of course aggregate of three-quarter inch (3/4")

Concrete shall be hauled in cement mixing trucks or a trailer mounted barrel mixer only and shall be mechanically mixed at the site prior to placement. All ingredients are to be thoroughly intermingled during mixing, and all aggregate particles are to be completely coated with cement paste.

Note: Transporting or use of concrete in non-mixing trucks or trailers ("buggies") is not permitted.

◆ **Installation**

All new concrete shall be installed within thirty (30) calendar days of removal. All concrete construction shall conform to existing finishes. Thickness shall be 4" minimum and 6" maximum. Temporary "cut-back" asphalt shall be placed in sidewalks and other pedestrian traffic areas, until the final restored concrete can be placed.

Restored concrete surfaces shall be installed per County of Sacramento Standard Construction Specifications Plan 4-30 and Section 27.

Doweling and restored concrete surfaces shall comply with County of Sacramento Specifications as required.

**SECTION 01000
SPECIAL PROVISIONS**

**SECTION 01000
SPECIAL PROVISIONS**

◆ **Saw-cutting**

Double saw cutting is required for all locations in the concrete. An initial construction saw-cut is required to facilitate the locating and excavating of existing water distribution facilities or other utilities and to permit the installation of the proposed facilities. After facility installation, backfill and compaction, a second final saw-cut 6" beyond the excavation is required immediately prior to restoration of the surface. Saw cutting to the nearest expansion or control joint is required if within 18" of a proposed facility or at the direction of the District. Saw cut shall be for full depth of the slab. Edges remaining after removal shall be square, uniform, and with no chips or spalling.

◆ **Placement**

Replaced portions of concrete shall be finished to match existing surfaces.

◆ **Vandalism**

Contractor shall take all reasonable precautions to protect wet concrete from damage or vandalism.

21. Landscape Restoration

Landscape restoration work shall be performed by the Contractor. If the Contractor is unable to satisfactorily restore the landscaping, a Landscape Contractor shall be retained. The Landscape Contractor to be used shall be provided in Exhibit A, List of Subcontractors if work exceeds one percent (1.00%) of total amount of bid.

Provide all labor, materials, services and equipment necessary to complete all landscape restoration work, including but not limited to the following:

1. Sod removal and replacement
2. Ground Cover removal and replacement
3. Shrub removal and replacement
4. Pruning
5. Grading
6. Mulching – Shredded Bark
7. Weed Retardant Fabric replacement

**SECTION 01000
SPECIAL PROVISIONS**

**SECTION 01000
SPECIAL PROVISIONS**

- 8. Cleanup
- 9. Restoration of Sprinkler Systems

◆ **Sod Removal and Replacement**

All lawn areas disturbed by the work shall be re-sod according to the following procedures: The grass shall be cut to a height of 2". The sod shall be removed with an appropriate tool, cutting a minimum of 1 1/2" below the surface of the soil. The sod shall be stockpiled and maintained in a healthy condition, and shall be replaced within three (3) days of the time it was cut.

If the sod removed is not healthy when it is to be relayed, it shall be replaced with new sod. New sod shall be installed when and where required, within fourteen (14) days of the completion of the trench or excavation. It shall be the responsibility of the Contractor to notify the property occupant in writing to water the newly replaced sod on a regular basis as required.

Areas to be planted shall be cultivated until the soil is mixed thoroughly and in a loose and fine textured condition. The top 2" shall be cleared of all stones, stumps, dirt clods, debris, etcetera, larger than 1/4" in diameter, that are brought to the surface as a result of cultivation.

◆ **Ground Cover Removal and Replacement**

Ground cover disturbance shall be kept to a minimum and removal confined to an immediate area of required excavation. Replacement shall be with healthy new plant material of a like variety, installed in conformance with the recommendations of the Sunset Western Garden Book.

New ground cover shall be installed where required within fourteen (14) days of completion of the trench or excavation. It shall be the Contractor's responsibility to notify the property occupant in writing to water the newly replaced ground on a regular basis as required.

◆ **Shrub Removal and Replacement**

Any shrubbery, which must be removed, as directed by the District, shall be removed by the Contractor so as not to damage it. If any damage is done to the shrubbery, the Contractor at no cost to the District or property owner shall replace it. Replacement shrubs shall be 5-gallon minimum size and shall match the size of the removed shrub.

**SECTION 01000
SPECIAL PROVISIONS**

**SECTION 01000
SPECIAL PROVISIONS**

◆ **Pruning**

Pruning of any shrubbery or trees shall be conducted under the direction of the District and follow sound horticultural practice. Pruning shall be limited to the minimum necessary to provide access to work, to remove injured twigs and branches and to compensate for loss of roots during a transplant.

◆ **Grading**

Planting beds shall be graded to drain with uniform levels or slopes between finished elevations and existing elevations.

Remove debris, roots, stones, etcetera, in excess of 2" in size.

Fine grade all planting areas to a smooth, loose, and a uniform surface.

◆ **Mulching**

The Contractor shall replace mulch that has been disturbed by the operation. Minimum depth of mulch will be 2".

◆ **Weed Retardant Fabric Replacement**

The Contractor shall replace fabric used to retard weed growth that has been disturbed by the operation. The replaced fabric shall be of similar quality and character of the existing fabric disturbed.

◆ **Cleanup**

Any excess soil, imported fill, prunes, or other debris shall be removed daily from the work zone and disposed of in a lawful manner at the Contractor's expense.

◆ **Guarantee and Replacement**

All plant material and sod installed, new or reused, under this Contract shall be guaranteed for thirty (30) days from time of installation against any and all poor, inadequate, or inferior materials and/or workmanship or improper maintenance, as determined by the District.

22. Maintaining Traffic, Public Convenience and Safety

**SECTION 01000
SPECIAL PROVISIONS**

SECTION 01000
SPECIAL PROVISIONS

The Contractor shall be responsible for the safety of traffic within the Project limits and on the approaches to the Project. The Contractor shall be responsible for maintaining local property access and access to the existing public cross-streets within the limits of this contract. The Contractor shall provide adequate steel plating to protect driveways and provide access to properties.

Temporary paving shall be used when trenching occurs across a driveway. The Contractor shall make a reasonable effort to reduce durations of the driveway closures by scheduling and coordinating work accordingly.

The Contractor shall provide 72 hour advance notification to the occupants of property to which the existing access or frontage parking will be closed for a period of time exceeding two (2) hours. Notification will be by written notice placed on or near the building entrance or the property access point to be closed. The Contractor shall be responsible for making access available into the existing driveways at any time during their work day to emergency type vehicles such as fire, ambulance, police, and etcetera.

Personal vehicles of the Contractor's employees shall not be parked within the right of way.

Minor deviations from the requirements of this section concerning hours of work which do not significantly change the cost of the work may be permitted upon the written request of the Contractor if in the opinion of the District Inspector, public traffic and convenience will be better served and the work expedited. These deviations shall not be adopted by the Contractor until the County of Sacramento and District have approved them in writing.

Pedestrian access facilities shall be provided through construction areas within the right-of-way as specified herein. Access shall be American's with Disabilities Act (ADA) compliant. Pedestrian walkways shall be provided with surfacing of asphalt concrete, Portland cement concrete or timber. Surface shall be skid resistant and free of irregularities.

Paved pedestrian access to sidewalks and signals and signal push buttons shall be maintained during all stages of construction. Walkways shall be maintained in good condition by the Contractor. Walkways shall be kept clear of obstructions.

Full compensation for providing said pedestrian facilities shall be considered as included in the prices paid for the various contract items of work involved and no additional compensation will be allowed therefor.

Any closure or detour of pedestrian access for Contractor's convenience shall be approved in writing by County of Sacramento and District prior to scheduling work in the area under question. Any request for temporary closure or detour of pedestrians shall be

SECTION 01000
SPECIAL PROVISIONS

**SECTION 01000
SPECIAL PROVISIONS**

made in writing and include plans and information showing requested duration, days of the week, routes, signing and safety measures. Approval or rejection of requests will be at the sole discretion of the County of Sacramento and District. Additional signing and safety measures for pedestrians approved as part of a pedestrian access modification shall be considered as included in the prices paid for the various contract items of work involved and no additional payment shall be made therefor.

23. Public Notification

The District will be responsible for notifying the public, local residents, local businesses, local public, Regional Transit Route Scheduling Unit, local law enforcement agencies, local fire districts, local public and private ambulance and paramedic service providers, local utility companies and any other persons or agencies affected by this Project. The District will be responsible for coordinating with the Contractor to ensure the proper timing and information is provided to the public.

24. Construction Layout and Staking

The District will provide construction staking for the water line as described below:

- Offset stakes will be provided at 50 foot intervals along waterline, grade breaks and two stakes will be placed at each waterline angle point along the route. Offset stakes will provide centerline of the water main and cut elevation to flowline of pipe.
- Staking Waterline Tees or Service Laterals
- Staking Water Meters or other waterline appurtenances

The following staking items will not be provided by the District:

- Staking Saw Cut Line
- Staking Construction Area Signs
- Traffic control except as noted below

Contractor Responsibilities:

- Discuss scheduling of staking needs for Contractor operations and time estimates of staking operations with the District Inspector. Staking needs shall be included on the biweekly schedule updates.
- Request construction stakes a minimum of three (3) working days in advance of starting an operation that will use the stakes (i.e. if stakes are to be used Thursday,

**SECTION 01000
SPECIAL PROVISIONS**

**SECTION 01000
SPECIAL PROVISIONS**

the staking request shall be submitted on Monday). Weekends and holidays are not considered working days.

- Submit suitable requests for construction stakes, ensuring that the requested staking area is ready for stakes and that the stakes will begin to be used within five (5) days of staking.
- Coordinate construction operations so that areas to receive stakes are relatively clear of construction equipment activity, in order that stakes can be set in safe and expeditious manner to the satisfaction of the District Inspector.
- Contractor shall provide a safe working environment for the survey crews.
- Contractor shall establish priorities for requested construction stakes and note the priorities on the staking request.
- Contractor shall preserve all construction stakes. Replacement of stakes will be completed at the expense of the Contractor.
- The Contractor will coordinate with the District Inspector regarding the location and placement of Fire Hydrants, Valves, Tees, Crosses, Water Services, ARVs and related appurtenances. The final location of these facilities will require approval from the District Inspector.

If the area or facility is not prepared satisfactorily for the stakes, as determined by the District Inspector, the staking request will be voided by the District Inspector and the Contractor shall submit a new request for the stakes when the area or facility has been properly prepared. If survey crews have been mobilized to an area that is not ready for stakes, the District will provide written documentation and charge the Contractor with re-staking charges for the survey crew's time.

Full compensation for coordinating construction layout and staking with the District Inspector and the District's staking agents shall be considered as included in the various contract items of work and no additional payment will be allowed therefor.

END OF SPECIAL PROVISIONS

**SECTION 01000
SPECIAL PROVISIONS**

**SECTION 01100
PROJECT PLANS**

ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT
C23-106

The following Project Plans pertain to Citrus Heights Water District's Admiral Avenue and Anchor Circle Water Main Project C23-106:

11 Sheets

Project Plans are 22" x 34" and shall be purchased as a portion of the Bid Package

**SECTION 01200
ENCROACHMENT PERMIT DOCUMENTS**

**ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT
C23-106**

The following Encroachment Permit Documents pertain to Citrus Heights Water District's Admiral Avenue and Anchor Circle Water Main Project C23-106:

County of Sacramento

Encroachment Permit and Attachments

(32 Pages)



ENCROACHMENT PERMIT

SACRAMENTO COUNTY MUNICIPAL SERVICES AGENCY
827 - 7TH STREET, ROOM 105, SACRAMENTO, CA 95814
PHONE (916) 874-6544

Encroachment
Inspection
Area: 02

U.S.A. TICKET NO. _____ **ENUC2024-00095**

Phone (800) 227-2600

1. Permit Type: Utility
2. Application is made for permissions to excavate, construct and/or otherwise encroach on County right-of-way by performing the work described below on:

Ensign Street and Anchor Circle, including a portion of Admiral Avenue east of Ensign Street

Project Location

3. Scope of Work:

CITRUS HEIGHTS WATER DISTRICT,
CONSTRUCT NEW WATER MAIN, FIRE HYDRANT AND WATER SERVICES BETWEEN MARCH & AUGUST 2024 PER
ATTACHED
PROPOSED PLANS.

4. **Except for Annual Permits: Permittee shall schedule a pre-construction meeting to activate this permit by calling CMID at (916) 875-2707.**
5. **Before starting work, the Permittee shall notify Sacramento County Construction Management at (916) 875-2707, 24 hours in advance of the date work is to begin.**
 - a) For emergency work, notification shall be provided within 1 hour of dispatch as defined in Section 7-8.03 of the County Standard Construction Specifications
 - b) No notification required for work that does not involve excavation and does not obstruct or modify pedestrian, bicycle or vehicular traffic patterns.
6. **Permittee shall contact the County Survey Section at (916) 874-6546 for potential location of survey monuments.**
7. Applicant must check with all Utility Companies serving the area covered by this permit, for location of existing underground pipes, conduits or cables. Underground Service Alert (U.S.A.) does not locate non-pressurized sewer and drainage facilities.
8. Attention is directed to the General Provisions attached hereto and to any specific conditions made a part of hereof.

In consideration of the granting of this application, it is agreed by the applicant that the County of Sacramento and any officer or employee thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response to thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with future use of the highway, it must be removed or relocated, as designated by the Director of County Engineering, at the expense of the applicant or their successor in interest.

| FOR USE BY UTILITY COMPANIES | | | |
|------------------------------|--|-----------|---------|
| District: | | Division: | |
| Engineer: | | Job No: | C23-106 |

Contact Person: _____ TAMAR DAWSON
Phone _____ (916) 735-7732

Applicant Signature: _____

Applicant: CITRUS HEIGHTS WATER DISTRICT TAMAR DAWSON Phone: (916) 735-7732

Address: 6230 SYLVAN RD CITRUS HEIGHTS CA 95610 - 5610

| Invoice # | Fee Item | Fee Due | Fee Paid | Date Paid |
|-----------|------------------------------|----------|----------|-----------|
| 1640457 | IT Recovery Fee Billable | \$15.75 | \$0.00 | |
| 1640457 | Permit Fee - Utility Company | \$350.00 | \$0.00 | |

Fees Due: \$365.75 Fees Paid: \$0.00 Current Balance **\$365.75**

| DEPARTMENTAL REVIEW | APPROVED | DATE | DEPARTMENTAL REVIEW | APPROVED | DATE |
|---------------------|----------|-----------|---------------------|------------|-----------|
| WATER SUPPLY | N/A | | WATER QUALITY | YES | 3/7/2024 |
| TRANSPORTATION | YES | 3/27/2024 | TECHNICAL RESOURCES | YES | 3/27/2024 |
| WATER RESOURCES | YES | 2/23/2024 | Sub. Order Number: | 90016171 | |
| | | | Customer Number: | 1000000602 | |

Approved application is subject to payment of fees, pre-construction meeting with CMID, Attachment A, and is revocable at any time. This permit is nontransferable and EXPIRES ONE YEAR from date issued.

***ANNUAL Permits expire December 31 of the year permit is issued.**

On Behalf of the Director of County Engineering

By: _____
CMID INSPECTOR Date

| | |
|-----------------------------------|---|
| Plan Submittal Date: 2/22/2024 | "ASBUILT" Inspector Approval _____ Name Date |
|-----------------------------------|---|

Department of Transportation Specific Comments

DESCRIPTION:

Permit No. ENUC2024-00095

Description of Work: **CITRUS HEIGHTS WATER DISTRICT, CONSTRUCT NEW WATER MAIN, FIRE HYDRANT AND WATER SERVICES BETWEEN MARCH & AUGUST 2024 PER ATTACHED PROPOSED PLANS. PREVIOUS POTHOLING PERFORMED AT THIS LOCATION UNDER PERMIT #ENUC2023-00501. WORK AREA LOCATIONS ARE ENSIGN STREET AND ANCHOR CIRCLE, INCLUDING A PORTION OF ADMIRAL AVENUE EAST OF ENSIGN STREET.**

SPECIFIC REQUIREMENTS FOR ALL ENCROACHMENT PERMITS:

- A mandatory preconstruction meeting is required prior to beginning any work on site. This permit is not activated and therefore not approved until a preconstruction meeting is held.
- Site specific notification must be given to Sacramento County Construction Management and Inspection Division at (916) 875-2707 a minimum of 24-hours prior to any work.
- The deposit may be released 180 days after the acceptance of the work provided all inspection costs have been paid in full where applicable.
- Applicant is aware that permit fees DO NOT include inspection charges. Inspection charges will be billed separately at a later date.
- All work covered under this encroachment permit shall comply with the provisions of the revised January 2016 edition of the County of Sacramento Standard Construction Specifications (SCS) and the Standard Requirements for Encroachment Permits (attachment "A"). Prior to the start of any work, it is the responsibility of the applicant to be sure that all requirements including those indicated on "Attachment A" and the SCS are fully understood. Any failure to comply with any of the requirements indicated on attachment A, the SCS or any requirements indicated below may result in work stoppage, fines and/or penalties, or both. This permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Chapter 12.08 of the Sacramento County Code as amended on January 6, 1998.
- Specific attention is directed to the "BACKFILL AND PAVEMENT RESTORATION REQUIREMENTS" section of attachment "A". All work covered under this permit shall conform to these requirements. Deviations from these requirements shall be reviewed and approved (if appropriate) in writing separately from this encroachment review process.

POSSIBLE CONFLICTING PROJECTS:

- No projects are proposed at this location which will conflict with the work covered under this permit.

TRAFFIC CONTROL REQUIREMENTS:

- Construction traffic controls shall be provided in conformance with the Sacramento County Department of Transportation Traffic Control Templates. These templates can be obtained through the Department website at <http://www.sacdot.com/Pages/TrafficControlPlansandDetourPlans.aspx>

TRENCH CUT FEES:

- No trench cut fees are required for this project.

PAVEMENT MORATORIUM RESTRICTIONS:

- No roadways included under this permit are subject to the pavement moratorium.

HOLIDAY MORATORIUM:

- No Holiday Moratorium Streets are included in this work.

Reviewed by Amandeep Singh on 03/27/24 – Sac County ROW Management Section

-ATTACHMENT A-
STANDARD REQUIREMENTS
FOR
SACRAMENTO COUNTY ENCROACHMENT PROJECTS

REQUIREMENTS AND STANDARDS

Provisions of the most recent editions of the County of Sacramento Standard Construction Specifications (SCS) and the County of Sacramento Improvement Standards shall apply to all work covered under this encroachment permit. This permit is issued in accordance with Division 2, Chapter 5.5 of the Streets and Highways Code of the State of California and Chapter 12.08 of the Sacramento County Code as amended on January 6, 1998. The following requirements shall also apply to this work.

ACCEPTANCE OF PROVISIONS

It is understood and agreed by the Permittee that performing any work under this permit shall constitute an acceptance of the general and specific conditions hereof.

WORK AND MATERIALS

Work and materials shall be in accordance with the current edition of the County of Sacramento "Standard Construction Specifications." All work shall be in compliance with the Americans with Disabilities Act.

VALID PERMIT KEPT ON SITE

This permit is valid only for work done in the unincorporated Sacramento County area. Any use of private property for storage of materials, trenching and/or placement of signage (other than traffic control devices) shall be approved by the property owner of the land parcel or acting agent thereof. This permit shall be kept on the worksite and must be shown to any authorized representative of the Agency or any law enforcement officer upon demand. Fines for failing to provide a valid permit may be accessed in accordance with Chapter 12.08 of the Sacramento County Code.

GENERAL DEPOSIT

Applicant shall post a \$2,500.00 deposit as specified in Chapter 12.08 of the Sacramento County Code. The deposit may be released 180 days after acceptance of the work provided all inspection costs have been paid in full where applicable.

GUARANTEE

Should any failure of the work occur within a period of one year after completion and acceptance by the Agency, (i.e., sign off of permit), including the refilled excavation settling or if the resurfacing or restoration of the roadway disintegrates or develops ruts or holes or if found that materials used were not in compliance with County Standard Specifications, the permittee shall repair and/or resurface the work to the satisfaction of the Agency. If the permittee fails or refuses to do such corrective work, the County may elect to complete the corrective work and collect the cost of the work from the permittee, or to pursue such other remedies as may be available to complete the corrective work at the permittee's expense.

PROSECUTION OF WORK

Any work authorized by this permit shall be performed in a workmanlike, diligent and expeditious manner to the satisfaction of the Agency. The Permittee shall submit a schedule prior to beginning work for any project lasting more than 5 working days.

U.S.A. NOTIFICATION REQUIRED

The Permittee shall notify Underground Service Alert two working days in advance of performing excavation work by calling the toll-free number (800) 227-2600. U.S.A. notification to be renewed at not more than 14 calendar day intervals.

Disregard for or destruction of underground utilities may be cause for revocation of this permit and/or denial of future permits at the discretion of the Agency. Any utility so damaged shall be immediately reported to the owner and the Agency.

ADDITIONAL NOTIFICATION REQUIREMENTS

This permit is for work within the County Right of Way only. Applicant is responsible for coordinating and obtaining all other permits, permission, rights, etc. necessary for work both within the County Right of Way and beyond the limits covered under this permit.

Work performed within the former McClellan Air Force Base must be coordinated with Paul Bernheisel (916) 997-1798 or Mike Swart at (916) 643-0830, ext. 230. A McClellan Facility Encroachment permit is required through these contacts prior to obtaining a County Permit.

Work performed within the former Mather Air Force Base must be coordinated with Clark Whitten at (916) 874-2555. Address: 700 H Street, Ste. 7650, Sacramento, CA 95814

STORAGE OF EQUIPMENT OR MATERIALS WITHIN THE RIGHT-OF-WAY

No equipment or materials shall be parked or stored within any traffic lane or within the public right-of-way at any time of day or night, including holidays and weekends without written consent from the Department of Transportation.

TREES

Unless specifically approved on the face of this permit, the removal or trimming of a tree(s) requires a separate tree permit per County Ordinance, call (916) 874-6291.

TRAFFIC CONTROL REQUIREMENTS AND HOURS OF WORK

A traffic control plan (or plans) shall be submitted for review and approval for any work requiring modifications to existing traffic patterns. The traffic control plan (or plans) shall include provisions for vehicular, pedestrian and bicycle access. Additionally, the traffic control plans (or plans) shall address traffic signal operations for any work performed within 200 feet of a signalized intersection.

Contractor shall contact schools affected by construction to determine if school is in session. If school is in session, no construction activities shall take place 30 minutes before and 30 minutes after the arrival (am) or departure (pm) bell. Contractor shall also be responsible for providing notification to any fire station that could potentially be affected by construction activities.

Transportation routes involving a river crossing over the American River have been identified as being critical for traffic circulation between areas north and south of the river. In order to maintain traffic flow

across these critical corridors, no lane or road closures are permitted from 7:00 am to 9:00 pm at the following locations:

| | |
|-------------------|--|
| Watt Avenue | Between Folsom Boulevard and Fair Oaks Boulevard |
| Sunrise Boulevard | Between Folsom Boulevard and Fair Oaks Boulevard |
| Hazel Avenue | Between Folsom Boulevard and Winding Way |

Lane or road closures at these locations during the times indicated will only be allowed in emergency situations or with the written approval of the Director of the Department of Transportation or his designee.

ROAD CLOSURE

No highway or street may be closed without first obtaining approval in writing from the Agency. If permission is granted, it shall be the Permittee's responsibility to notify the Highway Patrol and Fire Department prior to closing the street.

LANE/ROAD CLOSURE DURING NOVEMBER/DECEMBER HOLIDAY SEASON

Unless specifically approved by the Agency, construction will be suspended and no activities that interfere with public traffic shall be conducted on designated streets during the holiday season (defined as the four-day Thanksgiving weekend and December 8 through January 1). All existing pits, excavations, trenches, and openings in the road surface shall be backfilled and paved to produce a level and smooth surface. All barricades and barriers shall be removed from all traffic lanes, unless authorized by the Agency as long-term traffic controls. SCC 7-8.06

MAINTAINING AND PROTECTING TRAFFIC CONTROL FACILITIES

Metal objects (such as manhole frames and lids, valve boxes, bore casings, etc.) shall not be installed within 72 inches of a traffic detector loop. Any traffic signal or detector operation disruption shall be repaired and the system made operational within eight hours of the damage. Should the County elect to provide repair or replacement services, the Permittee shall be required to reimburse the County for all costs involved.

EXISTING SPEED TABLES:

If work requires excavating into existing speed tables, one half of the speed table shall be removed and reconstructed in accordance with current County speed table requirements. If the remaining half of the speed table does not meet current standards, the entire speed table shall be removed and reconstructed in accordance with current standards. If excavation is cored and no greater than 1 sq. ft. in area, in lieu of removing the speed table, pavement restoration may be as specified in Attachment A for "backfilling of potholes and borings within pavement areas".

DIRECTIONAL BORE REQUIREMENTS

Prior to beginning work, the contractor must submit to the Agency (County of Sacramento Inspector) a general work plan. Verify all underground utilities in accordance with Government Code 4216 (SCS sec. 6-16). Before drilling, prepare a directional bore profile showing all verified utility depths with utility required clearances and the projected bore path (elevation). Contractor shall provide directional bore profile to the Agency (County of Sacramento Inspector) prior to drilling. Directional bore depths to be a minimum of 42 inches below pavement grade. Directional bore profile, log of boring operation and a guidance system log shall be kept onsite with the permit. Surface incisions on project streets shall not exceed industry bore pit standards. In the event surface incision dimensions (i.e., length and width) exceed industry bore pit standards (as determined by the Agency), additional pavement restoration will be required. Additional pavement restoration shall include a slurry seal placed over the entire width of the roadway (or to the roadway centerline if disturbances are isolated to one half of the roadway) to encompass the area of restored

pavement. Surface incisions located within 50 feet shall be included in the same slurry seal area. Slurry seal shall extend 4 feet beyond the outermost surface incisions.

TUNNELING

No tunneling will be permitted except on major work as may be specifically approved and set forth on the permit thereof. Tunneling under sidewalks are also not allowed.

PROTECTION OF EXISTING SURFACES

The permittee’s contractor shall use appropriate equipment, construction methods and effort/care to prevent damage to existing pavement. The permittee shall also document the pre-existing pavement conditions in a manner that will allow construction damage to be identified. The permittee shall make a post construction evaluation of the pavement surface upon completion of the work and will be responsible for repairing all damage to the pavement surface resulting from construction activities. The permittee will also be responsible for repairing any damaged pavement that cannot be identified as pre-existing.

Excavations within sidewalk areas, when not active, must be covered with a material suitable for pedestrian use and secured to avoid shifting. The excavation shall be covered for no more than 7 days (i.e., the excavation must be backfilled and the surface restored within 7 days of initial excavation). Sidewalk repairs shall conform to Sacramento County Details 4-25 and 4-43.

MAINTENANCE

The permittee agrees to exercise reasonable care to properly maintain any encroachment placed by it in the County right-of-way. The permittee further agrees to repair any damage to portions of the right-of-way which occurs as a result of the maintenance of the encroachment.

TRENCHING

Not more than one-half of the width of a traveled way shall be disturbed at one time and the remaining width shall be kept open to traffic by bridging or backfilling. Pedestrian and bicycle facilities shall be maintained through the work site at all times unless provisions have been shown on an approved traffic control plan.

TEMPORARY BRIDGING OF EXCAVATIONS AND TRENCHES

The use of steel plates shall be approved by the Agency prior to installation. Steel plates used in the roadway, shall have the name and 24 hour emergency telephone number of the contractor responsible for maintaining the plates stenciled on the roadway pavement adjacent to the plates. Painted text shall be in white lettering. The text shall be neatly stenciled lettering, a minimum five inches (5”) in height and shall be maintained in a neat and legible condition for the duration of plate placement. Steel plates shall conform to the following width and thickness requirements:

| <u>Steel Plate Width</u> | <u>Min. Thickness</u> |
|--------------------------|--------------------------|
| 18” or less | 3/4” |
| 18” to 72” | 1” |
| Width greater than 72” | per analysis by engineer |

When steel plates are used to cover excavations on roadways with two or more lanes in each direction or posted 45 mph or greater posted speed or where the related work is to take place for longer than two (2) weeks, the steel plates shall be inlayed or recessed into the existing pavement. Existing pavement surface shall be milled out to ensure that the top of plate elevation matches the existing elevations of the adjacent

pavement surface. Steel plates must be large enough to allow a minimum of one foot (1') of bearing on all sides of the trench.

When steel plates are used to cover excavations on all other roadways, they maybe placed on top of the asphalt with transitional ramps of MC250 asphalt mix (cutback) against all vertical edges of the plates. All ramping must be accomplished to provide a minimum angle of approach of twelve to one (12:1), providing a smooth, gradual transition between the pavement and the plate. Steel plates shall be anchored to the roadway surface with pins or spikes on the four (4) outermost corners. Additional pins shall be placed as necessary to assure the steel plates are secured. Pins shall be installed such that they do not protrude above the plate surface anymore than is necessary to anchor the plate and shall not create a hazard for the motoring or pedestrian public. Steel plates should be welded together to prevent shifting/bouncing where necessary. Where the Street surface is uneven, plates shall be bedded on MC250 asphalt mix (cutback). The steel plates shall extend beyond the edge of the trench a minimum of 18", but no more than 30" on all sides. No corner of any steel plate shall protrude into the traveled way as to create a hazard to the motoring public.

Steel plates shall have a nonskid surface static coefficient of friction of 0.35 per California Test 342 for all steel plates within traveled roadway, and 0.50 per ASTM C 1028 for those steel plates in pedestrian crosswalks or accessible areas. When required by the Agency, the Contractor shall certify in writing to the Agency that steel plates to be used in the Work meet the required static coefficient of friction.

The length of a series of plates running parallel to traffic wheel paths shall not exceed 30' unless approved by the agency or noted in the TCP or contract drawings. Steel plates shall not remain on the roadway for longer than seven (7) calendar days, unless otherwise approved by the Agency

Trench walls and adjacent soils shall be sufficiently stabilized prior to the use of steel plates for bridging. For conditions that require a support structure (wide excavation with multiple plates), the system must be designed by a registered professional engineer and submitted to the Agency for approval before use.

Steel plates shall be installed to operate with minimum noise levels as indicated in Sacramento County Code, Section 6.68, "Noise Control". All steel plates within the right-of-way, whether used in or out of the traveled way, shall be without deformation (e.g., chains, attachments, weldments, or irregularities that can constitute a hazard). BUMP (W8-1) warning signs shall be properly posted and maintained in advance of all roadway plates placed on the surface of the pavement. The Contractor is responsible to maintain the steel plates in a proper condition until the roadway is properly back-filled and patched to allow for the safe passage of vehicles. The Contractor shall be responsible for any damages or injuries which may occur as a result of the plates being placed in the roadway. The Contractor must reimburse to the Agency any cost for emergency repairs.

In sidewalk areas, one and one-eighths inch (1-1/8") plywood with a nonskid surface static coefficient of friction of 0.50 per ASTM C 1028 may be substituted for steel plating where the excavation is less than two (2) feet deep and when authorized by the Agency. Transitional ramps of MC250 asphalt mix (cutback) shall be installed against vertical edges in the direction of pedestrian traffic (both up and down-stream). All ramping must be accomplished to provide a minimum angle of approach of twelve to one (12:1), providing a smooth, gradual transition between the sidewalk and the plate. Plywood shall extend beyond the edge of the trench and any overlap shall be a minimum of 18". Plywood shall not be placed such that it protrudes past the sidewalk edge.

REMOVAL OF USA MARKINGS

Before the project is accepted as complete, all USA and other construction related markings shall be removed to the satisfaction of the Agency. Removal shall occur within 30 days of the date the markings are no longer needed, or upon completion of the work, whichever is sooner. The Agency will accept natural weathering of markings if the markings disappear within the 30 day period. If the markings are in brick paver or concrete areas and if by natural weathering or other approved removal methods the markings still remain, the

contractor must replace the concrete or the brick pavers in-kind, unless the utility operator has failed to use chalk-based paint or other non-permanent marking materials. Excavators and utility operators are encouraged to avoid marking in these areas by using offset markings. Removal methods shall be non-destructive and residual shadowing shall not remain.

Removal of markings shall comply with the federal, state and local requirements of the National Pollutant Discharge Elimination System (NPDES) and the Regional Water Quality Control Board.

U.S.A. markings not removed by the required time lines may be removed and the sidewalk or street repaired/replaced by the Agency at its discretion. The Agency will charge the excavator a service fee equal to the actual costs of removal plus an administrative fee of 20% for removing the markings and making any repairs and/or replacements. This fee will include the cost to comply with NPDES.

DAMAGE TO EXISTING IRRIGATION SYSTEMS

Irrigation systems owned or operated by the County of Sacramento are located within the right-of-way and on dedicated property outside the right-of-way. In the event the irrigation systems are damaged due the permittee's activities, it shall be repaired under the supervision of the Department of Transportation, Contract Landscape Section staff (916-875-5123). The system shall be repaired in accordance with the current County Standards. Care shall be taken to eliminate any debris from entering the system. Any damage resulting from repairs or contamination into the irrigation system will be the responsibility of the permittee. A contractor working in the Landscape construction or maintenance field shall be required for all necessary repairs to the landscape system.

Any permittee working in the right-of-way shall verify the location of the utilities with regards to easements. It shall be the permittee's onus to verify they are not encroaching on dedicated properties such as Assessment District parcels along the right-of-way. In the event a utility has been installed on dedicated property outside of the right-of-way or utility easements, or is planned to be placed on dedicated property, a utility easement must be acquired.

DRIVEWAYS

Portland cement concrete is not allowed for private driveway approaches within County right-of-way unless specifically approved by the Director of the Department of Transportation.

CLEANUP

All roadside drainage ditches shall be restored to a true grade and intake and outlet ends of all culverts shall be left free from all excess material and debris.

RECORD DRAWING

Upon completion of underground or surface work of consequence, the Permittee shall furnish record drawings to CMID showing location and details of work performed.

FUTURE MOVING OF INSTALLATION

The installation authorized herein shall, upon demand of the Agency, be relocated in a timely manner by, and at the sole expense of the Permittee whenever construction, reconstruction, maintenance, or traffic conditions on the highway may require such relocation. The permittee must commence such relocation within the time specified in said demand and thereafter diligently prosecute the same to completion.

BACKFILLING OF POTHOLES AND BORINGS WITHIN PAVEMENT AREAS

Backfilling of potholes or similar types of minor excavations shall be with native or aggregate base materials compacted to 95%. In lieu of using compacted materials, controlled density fill (CDF) conforming to section 50-15 of the SCS may be used.

Backfilling of borings for soil or ground water sampling shall be in accordance with Sacramento County Environmental Health Requirements and County Standards. Backfilling of borings within pavement areas shall utilize cementitious grout materials regardless of the depth of encountered ground water. Backfilling of the upper one foot of borings/monitoring wells located in pavement areas shall consist of either high strength non-shrink grout or fast-setting concrete (minimum compressive strength of 4000 psi). The grout/concrete shall be uniformly color stained black to match surrounding asphalt surfaces (surface staining of placed concrete is prohibited). Placement of material shall utilize hand-rodding methods to facilitate consolidation. Once placed and rodded the surface shall be finished smooth using hand-trowel or other methods.

In the event that consolidation of backfill materials occurs within the first 24-hours of placement resulting in settlements within the boring/monitoring well hole greater than ¼-inch, the hole shall be subsequently refilled with high strength non-shrink grout as required to reestablish a smooth surface. Additionally, if separation/shrinkage of the placed concrete is greater than 1/8-inch occurs along the outer perimeter of the filled hole, a flexible sealant shall be placed such that it uniformly fills associated gaps/voids. If the above criteria are not satisfactorily met, the County Inspector may require cutting/grinding within affected areas and subsequently repave in accordance with County Drawing 4-64.

TEMPORARY PAVEMENT REQUIREMENTS

Vehicular travel over backfilled but unpaved excavations will not be allowed. The Contractor shall provide a temporary surface suitable for driving consisting of at least one and one half inches (1-1/2") of plant mix type "A" asphalt concrete on all roadways with two or more marked traffic lanes in each direction or 45 mph or greater posted speed. Plant mix type "A" or asphalt plant mix cutback maybe used on all other roadways.

All temporary paving shall be identified by painting the words "TEMPORARY PAVEMENT" along with the name of the contractor responsible for maintaining the temporary paving material and the date in which the material was placed. Painted text shall be in white lettering at the beginning, ending and along the length of the temporary paving at a spacing not to exceed 500 ft. The TEMPORARY PAVING and the contractor or utility's name shall be neatly stenciled 5 inches minimum in height and shall be maintained in a neat and legible condition. The date in which the material was place may be painted free hand without the use of a stencil, but must be legible.

Temporary pavement and/or portions of temporary pavement totaling 1000 ft or greater in length shall also be identified with a construction sign placed along the edge of the roadway and constructed in accordance with section 34 of the SCS. Temporary pavement signs shall be 30" X 30" in a diamond configuration and shall be orange with 5 inch black lettering. Signs shall be installed at the beginning, ending and at a spacing not to exceed 1000 ft. and shall be installed within the road right of way whenever possible. Signs shall not be installed in a location that would obstruct visibility or create an obstacle for pedestrians. Property owner's permission must be obtained if sign is placed on private property.

In no case shall temporary pavement be allowed to remain for a period greater than 30 calendar days unless specifically approved by the Department of Transportation Right-of-Way Management Section.

RESTORATION OF SURFACES

(Note: Requirements for Trench Restoration are currently in the process of being revised. New requirements may be enforced on this project if final paving has not been completed prior to implementation of new requirements.)

Replace section 14-3 STREET AND PARKING LOTS and Section 14-4 CONCRETE of the County Standard Construction Specifications with the following:

14-3 STREETS AND PARKING LOTS

14-3.01 Trench Restoration

Edges of trench restoration shall be cut/grind so that edges are parallel or perpendicular to the centerline of the roadway. All required sand/slurry seal must be placed so that edges are parallel or perpendicular to the centerline of the roadway. Edges of existing pavement that are broken or damaged shall be removed and neatly trimmed back to stable and undisturbed base and surface materials. For locations where the existing pavement is severely fractured, remove loose asphalt to the nearest crack beyond the specified restoration limits.

Repaving of trenched areas shall be in accordance with Standard Drawing 4-64 (including Shallow Trench, Deep Trench and Earth Saw Trench Details) with the following exceptions:

Roadways less than 3 years old

Cuts in pavement that have been constructed or overlaid within the last three (3) years are not generally allowed. County Code section 12.09.120 prohibits excavations in newly constructed or overlaid roadways for a period of three (3) years. In circumstances such as emergency repair work where no other feasible options exist, the Sacramento County Dept. of Transportation may grant a waiver to this restriction. In the event that a waiver is granted, the applicant should be prepared to meet more stringent restoration requirements than those specified in these specifications.

Roadways with pavement 3 to 5 year old

Cuts in pavement that have been constructed or overlaid within three (3) to five (5) years shall receive a minimum 1-1/2 inch deep grind from lane line to lane line or edge of pavement and overlaid with asphalt concrete in conformance with these specifications. At roadway intersections and cul-de-sac bulbs, minimum grind and overlay shall extend to include the entire ¼ quadrant of the roadway affected by the work. 1-1/2 inch grind depth shall be considered a minimum and shall be adjusted as necessary to produce a stable surface for new pavement material. A seal coat will not be required.

For Earth Saw Trench Section, delete “is within 20” of lip of gutter, otherwise 6” minimum” and replace with “edge of pavement or lane line”. A seal coat will not be required

Roadways with pavement greater than 5 years old

Minor Roadways:

Alternate 1 – Comply with requirements of Drawing 4-64 except eliminate tee portion of asphalt restoration by limiting the extent of paving to the projected area above the trench. Follow the trench paving with a minimum 1-1/2 inch grind and overlay from center of roadway to edge of pavement.

Alternate 2 – Comply with requirements of Drawing 4-64. Slurry seal or sand seal from edge of pavement to centerline of roadway and a minimum of two (2) feet beyond the trench paving limits. At roadway intersections and cul-de-sac bulbs, minimum slurry seal or sand seal shall be placed on the entire ¼ quadrant of the roadway affected by the work. Sand seal applications shall be limited to 250 sq. ft. or less or as directed by the County (**Black sand shall be used for this application**).

Roadways with 2 or more lanes in each direction or 45 mph or greater posted speed:

Add: Arterial and thoroughfares shall receive a minimum 1-1/2 inch deep grind from lane line to lane line or edge of pavement and overlay with asphalt concrete in conformance with these specifications. 1-1/2 inch grind depth shall be considered a minimum and shall be adjusted as necessary to produce a stable surface for new pavement material. A seal coat will not be required

Limits for "Seal Coats" specified in section 49-2.02 which is referenced in the "Earth Saw Trench Section" detail shall be revised to comply with the limits indicated above.

14-3.01 Repair to areas damaged by Contractor's Operations

Areas of existing asphalt surfaces damaged during construction shall be removed and the top four inches (4") of base material shall be re-compacted to a minimum relative compaction of ninety-five percent (95%). Base or underlying material that is wet, loose, or otherwise unsuitable for supporting new paving shall be removed to a maximum depth of twelve inches (12") below the bottom surface of the new asphalt pavement section and replaced with aggregate base material per the requirements of Section 22, "Base Material", of the County Standard Construction Specifications. Aggregate base material shall be compacted in layers not exceeding six inches (6") in depth to a minimum relative compaction of ninety-five percent (95%). If unsuitable materials exist below this depth, an approved geotextile fabric shall be installed prior to placing the aggregate base materials.

14-3.02 Asphalt Concrete

The asphalt concrete shall conform to requirements specified in Section 23, "Asphalt Concrete", of the Sacramento County Standard Construction Specifications. If the existing pavement surfacing is rubberized asphalt, top layer of new asphalt surfacing shall match the existing. Special attention should be noted that section 23-3.02 "Binders" specifies that "Conventional dense graded asphalt used on on-ramps, off-ramps, arterial streets and thoroughfare streets shall use PG70-10 binder."

Contractor is responsible for developing and providing appropriate placing and compacting techniques for producing asphalt concrete in conformance with these specifications including the determination of minimum acceptable paving temperatures for the specific mix to be used. In no case however shall any layer of asphalt concrete be placed when the atmospheric temperature is below 50°F, during raining weather or when the roadway is moist or damp. For the purpose of this provision, "raining" shall mean any weather condition that causes the roadway to become moist or damp. In the case of sudden precipitation, all paving work must stop immediately, all asphalt concrete on site not yet placed and all asphalt concrete in transit from the plant shall be rejected. Asphalt concrete shall be delivered to the site in a thoroughly blended condition and spread by a self-propelled asphalt paving machine in such a manner as to avoid segregation during the placing operations and placed in such a manner as to achieve a density of not less than 92%, nor greater than 97% (CTM 309). Prior to placing asphalt concrete pavement, the vertical edges of any existing pavement, curbs, and gutters adjoining the area to be paved shall be clean and given a tack coat of asphaltic emulsion. Horizontal surfaces of asphalt (new and/or existing) shall also receive a tack coat prior to placing new asphalt. Asphaltic emulsion shall be of the high viscosity type subject to the approval of the Agency, and shall conform to Sections 39 and 94 of the State Specifications. Asphalt paving machine shall be used for placing the finish lift of asphalt concrete paving on all trench restorations. Limited areas inaccessible to mechanical spreading and compaction equipment or where irregularities or unavoidable obstacles exists may be spread, raked and luted by hand tools or other methods approved by the Agency. Asphalt paving machines shall be mechanical spreading and finishing equipment provided with a screed or strike-off assembly capable of distributing the material to not less than the full width of the trench. Screed action shall include any cutting, crowding or other practical action which is effective on the mixture without tearing, shoving or gouging and which produces a surface texture of uniform appearance. The screed shall be adjustable to the required section and thickness. The paver shall operate independently of the vehicle being unloaded.

Final pavement surface for trenches greater than 3 feet in width and which are mostly parallel to the centerline of the street shall not vary from the edge of a 10 foot straight edge (placed parallel and perpendicular to the trench) by more than 3/8-inch, except at intersections or changes in grade.

Final pavement surface for trenches 3 feet or less in width, bore holes having an area less than 50 square feet, and trenches of any width not mostly parallel to the centerline of the street shall match the smoothness of the existing pavement, except final pavement surface grade shall not exceed 3/8-inch above a line between the existing pavement surface at each edge of the excavation. Final pavement below this line is not acceptable.

Pavement not meeting the above requirements shall be removed and replaced. Such pavement shall be removed to a minimum depth of 1-1/2 inches for the full width of the trench. The minimum length of removal along the trench shall extend for 4 feet beyond the ends of the non-conforming areas, but in no case exceed the limits of the original pavement repair.

14-3.02A Density requirements

The County may require testing of the asphalt concrete used in pavement restoration to verify that the materials being place conforms to these specifications. Density of asphalt concrete for quality control purposes may be determined by nuclear gage testing or other approved nondestructive testing method. At the County's request, the Contractor shall provide quality assurance testing based on sampling of the asphalt on a lot basis defined as each five hundred (500) linear feet of trench. Compaction results shall be from comparing the average of density of cores taken from the compacted pavement to the Maximum Theoretical Density (Rice) as determined by California Test 309 (CT 309) taken from randomly sampled material on a lot basis. A minimum of two (2) cores per lot shall be sampled with half of the cores taken at the joint between the newly placed and the existing asphalt concrete (not more than 1 ft away from existing asphalt concrete). Contractor shall meet with the inspector and mutually agree on the sampling location. The density of each core shall be determined per CTM 308. The core samples shall be four inches (4") in diameter. Samples shall be neatly cut with a saw, core drill, or other approved equipment. If the density does not fall within the specified density range, the Contractor may test at two additional locations within the same 500 linear feet of trench area and average the results of all three tests. This averaged result shall fall within the above-specified range. The Contractor shall notify the County inspector prior to paving and provide contact information for Contractor's testing personnel. The Agency reserves the right to conduct parallel quality assurance testing at its discretion in accordance with Caltrans test methods, 308, 309, and 375. Asphalt not meeting the above specified compaction requirements will be rejected on a lot basis.

14-3.03 Seal Coats

Specified seal coat treatment shall conform to the following requirements and shall not be placed until at least seventy-two (72) hours after the placement of the final paving lift.

Slurry Seal (type 2)

Slurry seal shall be furnished and placed as specified in Section 37-2 for Slurry Seal, of the State Specifications, with the exception that the fifth paragraph of Section 37-2.06, "Placing", shall be modified to provide that the thickness of application of slurry seal shall be adjusted to provide one (1) layer not less than one eighth inch (1/8") thick nor greater than one-quarter inch (1/4") thick. The requirement for wetting surface prior to placement of slurry seal is waived.

Sand Seal

Sand seal shall be furnished and placed as specified in Section 37-1, "Seal Coats", of the State Specifications with the exception of the requirements for the asphaltic binder and aggregate. Asphaltic binder and aggregate shall be as

follows:

- The asphaltic materials for sand seal shall conform to the requirements in Section 50-17, “Asphalt, Liquid Asphalt, and Asphaltic Emulsion”, of these Specifications. The asphaltic materials shall be CRS 1.
- The rate of application of CRS 1 shall vary between 0.08 and 0.15 gallons per square yard as directed by the Agency, depending upon the surface condition and weather.
- Aggregate for sand seal shall conform to Section 37-2.02C, “Aggregate”, of the State Specifications and shall be spread at the rate of six (6) to ten (10) pounds per square yard, or as directed by the Agency. Preparation of seal coat, applying bituminous binder, spreading, and finishing shall be in accordance with Section 37, “Bituminous Seals”, of the State Specifications, with the exception that steel wheeled rollers for sand seal may be eliminated and the pneumatic roller used for all seal operations. Asphaltic emulsion shall be applied by a distributor truck.
- Black sand shall be used for this application.

14-3.04 Shoulders

Surface restoration of trenches located in a shoulder within six feet (6') of the traveled way shall consist of a structural section equal to the original, or as shown on the Plans, but having a minimum of five inches (5") of aggregate base compacted to a relative compaction of ninety-five percent (95%).

14-4 CONCRETE

Repairs to concrete curbs, gutters, sidewalks, driveways and other concrete surfaces shall be made by removing and replacing the entire portions between joints or scores, except as follows:

- Curb and gutter shall be replaced between saw cuts so that the remaining or new curb and gutter will not be less than four feet (4') in length, measured from the saw cut to the nearest score mark, expansion joint, construction joint or weaken plane joint.
- The entire width of sidewalk shall be replaced between saw cuts for a length of not less than four feet (4') in length, measured from the saw cut to the nearest score mark, expansion joint, construction joint or weaken plane joint.
- Driveways shall be replaced as directed by the Agency, either completely or partially by saw cutting in the middle of the driveway.
- Existing driveways not in conformance with current ADA requirements shall be completely removed and replaced to conform to current requirements.
- In accordance with section 4-18 of the County of Sacramento Improvement Standards and the American with Disabilities Act (ADA), California Code of Regulations, Title 24 and the California Manual on Uniform Traffic Control Devices, any modification of any portion of an intersection shall require access improvements to all corners of that intersection. Reconstruction of existing sidewalk ramps as a result of damage to the sidewalk ramp shall be considered a modification to a portion of the intersection. All existing corners of an intersection where sidewalk ramps are not in conformance with current ADA requirements shall be completely removed and replaced to conform to current requirements.
- Curb dowels and reinforcing shall be provided and shall be installed in accordance with Section 27-6 of the County Standard Construction Specifications.

Replacement shall be in accordance with the applicable requirements, including the placement of Aggregate Base Class 2 under the new concrete as specified in Section 27, “Curb, Gutter, Sidewalk, and Drainage Structures” of the County Standard Construction Specifications. Pedestrian access shall be maintained in accordance with Section 12-12.02, “Pedestrian and Bicycle Access” of the County Standard Construction Specifications.

14-5 PAVEMENT MARKINGS

Replace entire section with the following:

Except where specified otherwise in these Specifications or the Special Provisions, the Contractor shall replace all crosswalks, legends and other permanent pavement markings and raised markers that have been disturbed, destroyed or covered by the Work. Damaged pavement legends shall be completely removed and crosswalks shall be removed from edge of road to centerline in accordance with section 13-2.09 "Removal of Traffic Stripes and Pavement Markings" and a sand seal or slurry seal conforming to section 14-3.04 "Seal Coat" shall be applied. Seal coat shall cover the entire pavement surface and extend a minimum of 6 inches past the areas where the legend has been removed. All edges of seal coat shall be perpendicular or parallel to the centerline of the roadway. Pavement markings shall then be replaced in accordance with section 48-2 "Thermoplastic Traffic Stripes and Pavement Markings".

P:\Shared Folders\R-O-W Management\Templates\Encroachment permits\Attachment A Comments - January 3, 2018.docx

DWR STANDARD REQUIREMENTS FOR ENCROCHMENT PERMITS

POTHOLE NOTE:

Prior to beginning construction, the contractor shall pothole all drainage locations on these plans and allow utility company appointed surveys to locate the Utilities within 1/10 (0.10') of a foot. After surveys have located the utilities, the contractor shall backfill the potholed areas in accordance with Sacramento County Standard Construction Specifications. Utility companies shall review the information provided by surveys and revise the alignment of the utility lines as necessary.

DIRECTIONAL BORE TELEVISION INSPECTION REQUIREMENTS

Effective September 1st, 2022

Pre-construction television inspection shall be performed for all County Maintained storm drainage systems that are crossed by directional boring operations. Permittee must request upstream and downstream storm drain facility numbers for each pipe segment that will be crossed by the bore. County maintain facilities may include manholes, drain inlets, outfall structures and open-ended pipes, some of these structures may be outside of the County Right of Way. The TVI report will include: The Encroachment Permit Application Number, The Starting location (drainage facility number), direction of travel (with flow/against flow) and TVI date. During the TVI, the running screen will include upstream and downstream facility numbers and running footage. Defects will be photographed, and footage noted in TVI. Video inspection data, including the digital video, JPEGs and corresponding hard copy reports, shall be submitted to the County on a USB drive, DVD or SacDrive (fileshare), in a format that can be viewed on a standard windows media player or equivalent. The files shall be stored using the upstream and downstream facility numbers for each individual pipe segment. The purpose of this television inspection is to confirm the integrity of the drainage system before boring operations. Alternatively, the Contractor can expose all County utility crossings prior to bore and request visual inspection and sign off of exposed crossing, post bore and prior to backfilling operations.

Contact Information: WRDRAINENGVSWTP@saccounty.gov

Post-construction television inspections shall be performed for all storm drain systems that have been crossed by directional boring operations. These TVI reports will follow the same criteria as described above. These television inspection reports shall be submitted to the County within 5 business days of completing the underground conduit installation, or on a case by case basis, prior to asphalt restoration. Please also see ATTACHMENT A, DIRECTIONAL BORE REQUIREMENTS.

Contact Information: WRDRAINENGVSWTP@saccounty.gov

NOTES TO BE INCLUDED ON CONSTRUCTION DRAWINGS:

1. For locations where tunneling/trenching occurs under existing storm drainpipe, control density backfill shall be used consistent with Section 50-15 of the Sacramento County Standard Construction Specifications (September 2001 Revised March 2004, Revised January 2008 and Revised January 1,2016).
2. Sacramento County Department of Water Resources requires a minimum horizontal separation of 36 inches and a minimum vertical separation of 12 inches from nearest side of storm drain facility. All drainage facilities shall be field verified prior to any construction activity.
3. All drain inlets within the project limits and any downstream inlets that may be affected shall be protected using Sacramento County Standard Construction Specifications (September 2001 Revised March 2004, Revised January 2008 and Revised January 1,2016).
4. If during construction, the drainage system is damaged or found to be damaged, immediately contact the Drainage Maintenance Engineering Office by calling 311 and the inspector. Repairs shall adhere to the current Sacramento County Standard Construction Specifications.

DWR ENCROACHMENT PERMIT STORM WATER CONDITION OF APPROVAL

1. Contractor shall inspect on a daily basis all immediate access roads and gutters. At a minimum daily (or when deemed necessary by the inspector) and prior to any rain event, the discharger shall remove sediment or other construction activity related materials that are deposited on the roads and gutters (by vacuuming or sweeping).
2. A haul route plan and soil export destination locations shall be part of this permit. Grading permit/s may be required for soil disposal locations.

STANDARD CONSTRUCTION SPECIFICATIONS 10-4.03 STORMWATER QUALITY

Contractors performing construction in the County of Sacramento are required to develop and implement a Water Pollution Control Program (WPCP).

Unless specifically authorized in writing by the Agency, activities that could create water pollution (like potholing, clearing, grubbing, directional drilling, boring, or similar ground-disturbing activities) must not be performed without a written program to control water pollution.

WATER POLLUTION CONTROL PROGRAM (WPCP)

The Permit holder must prepare a Water Pollution Control Program (WPCP) detailing the following:

1. A map showing:
 - a. Locations of storm drainsystem.
 - b. Locations of water lines with owner contact information.
 - c. Locations of soil stockpiles and solid waste containers.
 - d. Locations of Vehicle and equipment fueling, servicing, cleaning and storage areas.
 - e. Locations of Material storage areas.
 - f. Locations of erosion and sediment control Best ManagementPractices (BMPs).
 - g. Site drainage (flow arrows) during execution of the work.
 - h. Locations of stabilized vehicle accesses.
 - i. Locations of concrete clean out areas.
2. List of chemicals, potential pollutants, and hazardous materials to be used. For example: drilling fluids, marking paint removal solutions, etc.
3. Methods for (include copies of BMP: drawings, details, and/or descriptions):
 - a. Storm Water and Non-Storm Waterdewatering.
 - b. Street cleaning.
 - c. Managing run-on and run off.
 - d. Frack-out prevention and control.
 - e. Directional boring equipment secondary containment.
 - f. Spill prevention and control.
 - g. Handling and disposal of solid waste.
 - h. Safekeeping and secondary containment of chemicals, potential pollutants, and hazardous materials.
 - i. Storage and dispensing of fuel and lubricants.
 - j. Clean out and disposal of concrete.
 - k. Construction BMP maintenance, inspection, and repair.
 - l. Sanitation provisions.
4. Methods of site stabilization after completion of the work.
5. Construction BMP implementation and removal schedule.

The program must be available on-site and is subject to review by County personnel.

Failure to implement the program may subject the permit holder to formal enforcement actions including but not limited to a stop work notification.



Review drawing attached to this permit. For lower lateral location contact U.S.A. 1-800-227-2600. In the event of damage and or broken SASD (sewer) facilities, contact SASD Radio room at (916) 875-6730 and provide location of damage line, a SASD representative will document and evaluate the damage.

We are enforcing County Standard .Please plot public utilities with offset dimensions relative to other facilities, utilities; center line & right of way, and write adjacent Assessor's Parcel Number (see Encroachment Review application form). Please request Plan & Profile of the sewer facilities in your project area in writing and or visit us from 1:00 PM to 4:30 PM at:

10060 Goethe Rd.

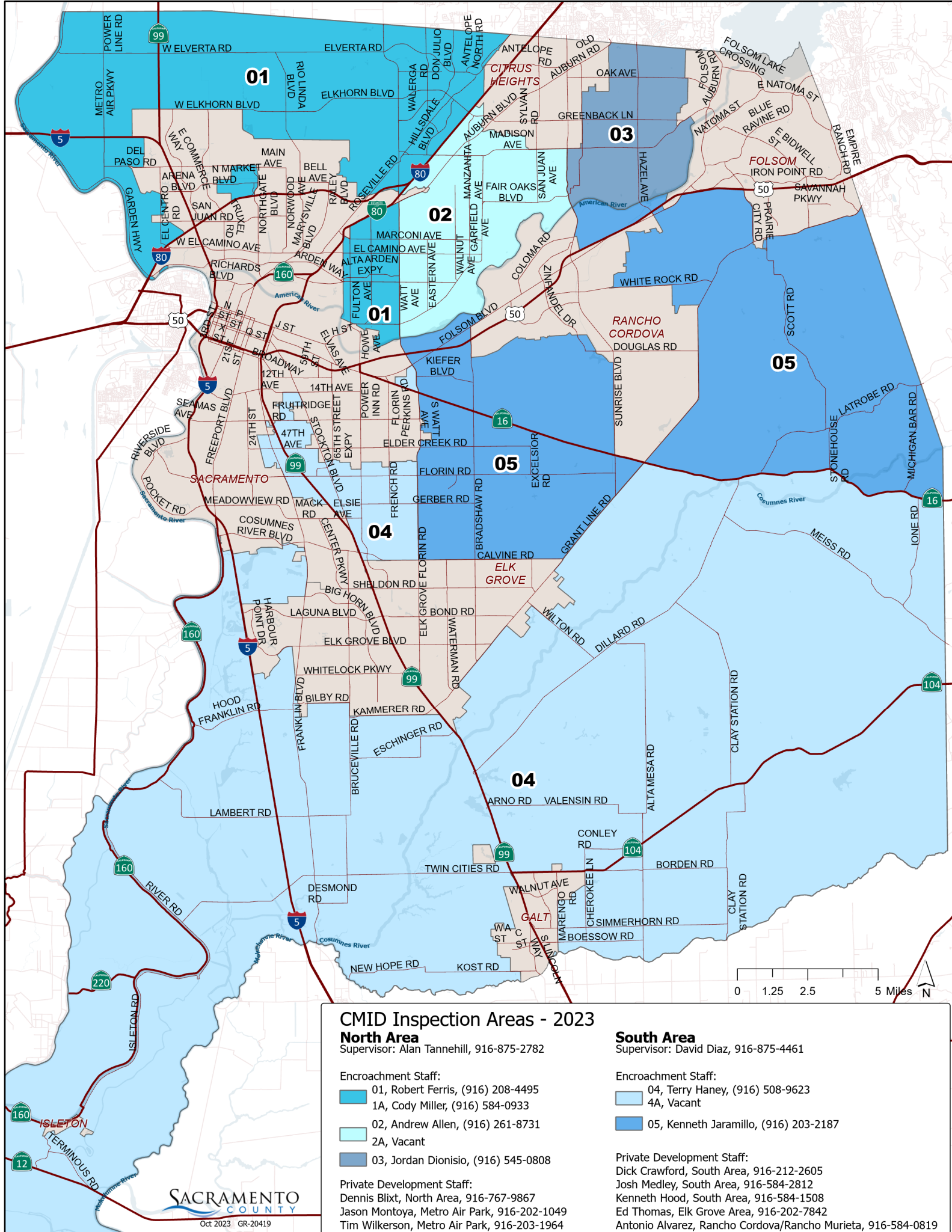
Sacramento Ca. 95827

Maintain 5' Min. Horizontal clearance to Sewer facilities. Except Water Main per State Health & Safety code requires 10' min Horizontal clearance.

Maintain 1' Min. Vertical clearance to Sewer facilities on all crossings.

To access any SASD sewer:

An approved Access Permit is required. Access Permit is available on SASD website www.sacsewer.com , please allow 10 days for approval.



CMID Inspection Areas - 2023

North Area
Supervisor: Alan Tannehill, 916-875-2782

- Encroachment Staff:
- 01, Robert Ferris, (916) 208-4495
 - 1A, Cody Miller, (916) 584-0933
 - 02, Andrew Allen, (916) 261-8731
 - 2A, Vacant
 - 03, Jordan Dionisio, (916) 545-0808

Private Development Staff:
 Dennis Blixt, North Area, 916-767-9867
 Jason Montoya, Metro Air Park, 916-202-1049
 Tim Wilkerson, Metro Air Park, 916-203-1964

South Area
Supervisor: David Diaz, 916-875-4461

- Encroachment Staff:
- 04, Terry Haney, (916) 508-9623
 - 4A, Vacant
 - 05, Kenneth Jaramillo, (916) 203-2187

Private Development Staff:
 Dick Crawford, South Area, 916-212-2605
 Josh Medley, South Area, 916-584-2812
 Kenneth Hood, South Area, 916-584-1508
 Ed Thomas, Elk Grove Area, 916-202-7842
 Antonio Alvarez, Rancho Cordova/Rancho Murieta, 916-584-0819

U.S.A. TICKET NO. _____
 Phone (800) 227-2600 _____

PERMIT NO. **ENUC2024-00095**
 MAP NUMBER
 COORDINATES

APPLICATION FOR ENCROACHMENT PERMIT

1. Permit Type:
2. Application is made for permission to excavate, construct and/or otherwise encroach on County right-of-way by performing the work described below on:

Ensign Street and Anchor Circle, including a portion of Admiral Avenue east of Ensign Street
 Project Location

3. Scope of Work:

CONSTRUCT NEW WATER MAIN, FIRE HYDRANT AND WATER SERVICES BETWEEN MARCH & AUGUST 2024 PER ATTACHED PROPOSED PLANS.

PREVIOUS POTHOLING PEFORMED AT THIS LOCATION UNDER PERMIT #ENUC2023-00501.

4. Permittee shall schedule a pre-construction meeting to activate this permit by calling CMID at (916) 875-2707.
5. **Permittee shall notify Construction Management and Inspection Division (CMID) at (916) 875-2707, at least 24 hours in advance prior to commencing work.**
6. **Permittee shall contact the County Survey Section at (916) 874-6546 for potential location of survey monuments.**
7. Applicant must check with all Utility Companies serving the area covered by this permit, for location of existing underground pipes, conduits or cables. Underground Service Alert (U.S.A.) does not locate non-pressurized sewer and drainage facilities.
8. Attention is directed to the General Provisions attached hereto and to any specific conditions made a part of hereof.

In consideration of the granting of this application, it is agreed by the applicant that the County of Sacramento and any officer or employee thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response to thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with the future use of the highway, it must be removed or relocated, as designated by the Chief Deputy County Executive of Municipal Services, at the expense of the applicant or their successor in interest.

| FOR USE BY UTILITY COMPANIES | | | |
|------------------------------|-------------------------------|-----------|-------------|
| District | Citrus Heights Water District | Division: | Engineering |
| Engineer | Tamar Dawson | Job No: | C23-106 |

Contact Person TAMAR DAWSON

Applicant Signature: 

Applicant: CITRUS HEIGHTS WATER DISTRICT, TAMAR DAWSON Phone: 916.735.7732

Address: 6230 SYLVAN RD City Citrus Heights State CA ZIP 95610

| DEPARTMENTAL REVIEW | APPROVED | DATE | Bond / Deposit: Code: 077C-0772982-5500000 | VALIDATION: |
|---------------------|----------|------|---|-------------|
| WATER SUPPLY | | | PERMIT FEE: Code: 005A-2900000-92925800 | |
| TRANSPORTATION | | | | |
| WATER RESOURCES | | | Sub. Order Number: | |
| WATER QUALITY | | | Customer Number: | |
| TECHNICAL RESOURCES | | | | |

Approved applications subject to payment of fees, pre-construction meeting with CMID, Attachment A, and is revocable at any time. This permit is nontransferable and EXPIRES **ONE YEAR** from date issued. ***ANNUAL Permits expire December 31 of the year permit is issued.**

RON E. VICARI, Road Commissioner

By: _____ Date: _____

CMID INSPECTOR

Plan Submittal Date: _____

“ASBUILT” Inspector Approval: _____
 Name _____ Date _____

STATEMENT OF APPLICANTS RESPONSIBILITY


Encroachment Permit

Dear Applicant:

Please read the following statement outlining your responsibilities regarding the checking and approval of your Encroachment Permit.

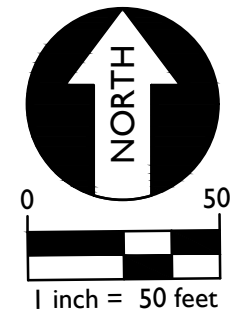
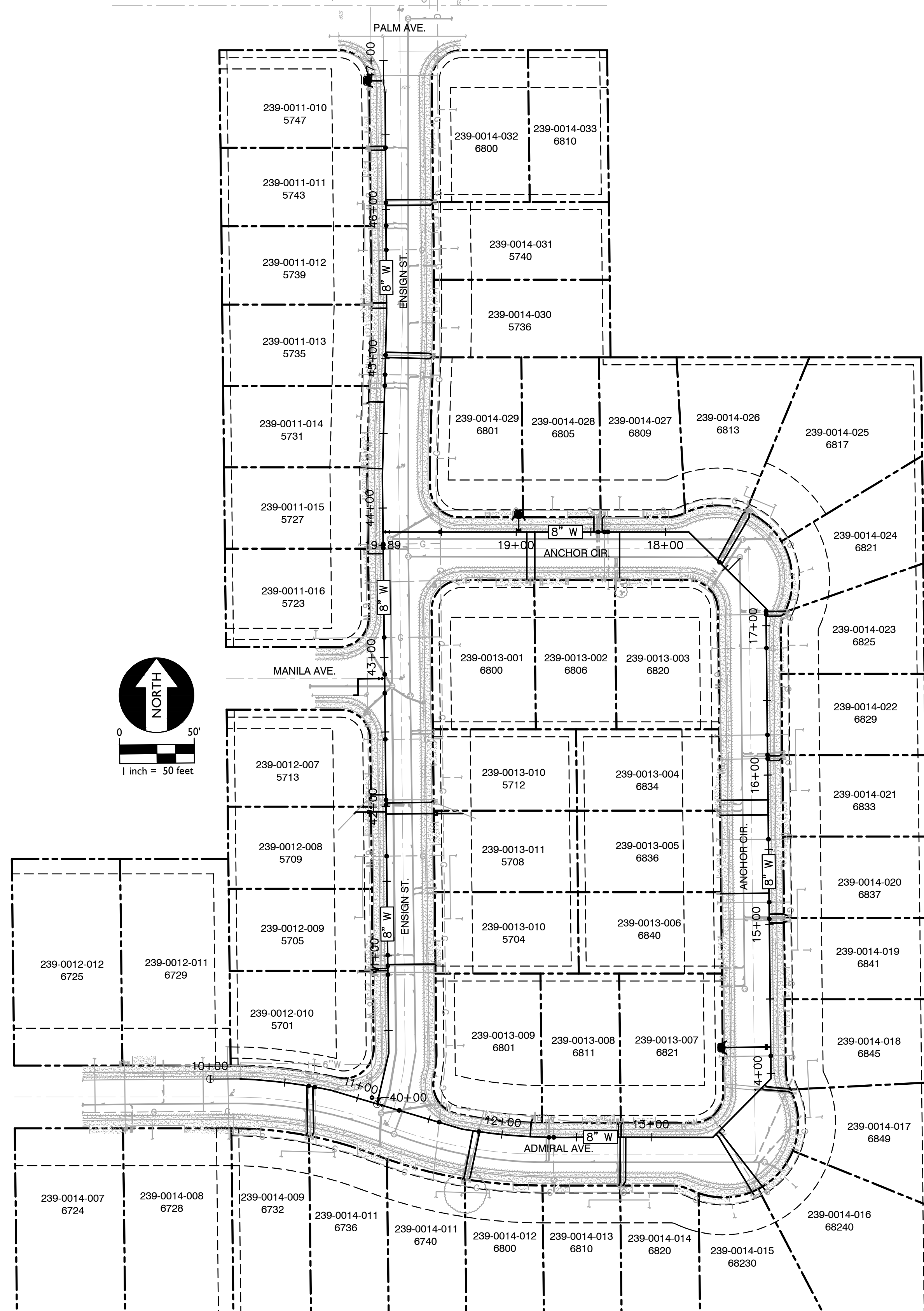
California Government Code Section 66451.2 authorizes cities & counties to charge a fee for the actual cost of review. Sacramento County has implemented this fee in Section 22.20.016 of Sacramento County Code. In submitting your plan for review and signing this form, you are agreeing to take responsibility for the costs generated by the County related to plan review, material testing, and construction inspections. An application fee of \$365.75 (\$350.00 + \$15.75 I.T. Recovery Fee) is to accompany this encroachment permit submittal. Upon receipt, a unique account will be established in your name. You will receive a statement on a monthly basis, and all charges must be paid in full prior to final inspection approvals of your permit. If you are the owner of the affected land please sign on the line below. If you are an authorized agent of the owner please sign below and present a copy of your power of attorney for this project. Failure to keep your account current may result in delays of permit approval and final inspection approvals.

I hereby confirm that I understand my financial responsibility for this plan. If I sell or option this property, I will disclose the terms of this statement, and if I fail to do so, I will be jointly responsible.

| | | | | | | |
|---|---|---|-------------------------------|--------------|------------|--|
| Property Address/Project Name: | | Ensign Street, Anchor Circle, and the eastern portion of Admiral Avenue | | | | |
| Assessor's Parcel No.: | | | | | | |
| FOR UTILITY ENCROACHMENT PERMITS ONLY IDENTIFY UTILITY PURVEYOR WHO OWNS FACILITIES: | | | Citrus Heights Water District | | | |
| Applicant's Name: | Tamar Dawson | | | | | |
| Title: | Assistant Engineer | | | | | |
| Company Name: | Citrus Heights Water District | | | | | |
| Contractor's License No.: | | Business License: | | | | |
| Address: | 6230 Sylvan Road Citrus Heights, CA 95610 | | | | | |
| Telephone No.: | 916.735.7732 | E-mail Address: | tdawson@chwd.org | | | |
| SECURITY DEPOSIT | | | | | | |
| <input type="checkbox"/> | Bond | Bond Number: | | Bond Amount: | | |
| Bond Exp. Date: | | Bonding Company: | | | | |
| <input type="checkbox"/> | Cash | | | | | |
| Refund Cash Deposit To: | | | | | | |
| Name: | | | | | | |
| Address: | | | | | | |
| Signature: |  | | | Date: | 02/21/2024 | |

CITRUS HEIGHTS WATER DISTRICT ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT C23-106

| UTILITY REPRESENTATIVES | | | |
|-------------------------|---------------------|-------------------------------|----------------|
| CONTACT | UTILITY | COMPANY | PHONE |
| | U.S.A. | UNDERGROUND SERVICE ALERT | (800) 227-2600 |
| KEN WEGER | COMMUNICATION | US SPRINT | (916) 207-8519 |
| FOREST DECKER | TELEPHONE/BROADBAND | SUREWEST TELEPHONE | (916) 786-1226 |
| DARREN HANSON | ELECTRIC | SMUD | (916) 732-5221 |
| MISSY PIERI | WATER | CITRUS HEIGHTS WATER DISTRICT | (916) 735-7724 |
| ROB ARMSTRONG | SEWER | SRCSO | (916) 876-6104 |
| ROBERT ESPINOZA | SEWER | SASD | (916) 876-6386 |
| MARK RAINS | DRAINAGE | SACRAMENTO COUNTY | (916) 874-8649 |
| PETE MISKOVICH | GAS | PG&E | (916) 386-5429 |
| DIANA SCHMIDT | FIRE | SAC. METRO FIRE DEPARTMENT | (916) 727-4940 |



SHEET INDEX

| NO. | DESCRIPTION |
|----------------|---------------------------------|
| SHEET 1 OF 11 | COVER SHEET |
| SHEET 2 OF 11 | GENERAL NOTES |
| SHEET 3 OF 11 | ABBREVIATIONS AND LEGENDS |
| SHEET 4 OF 11 | ADMIRAL AVE. STA 10+00 TO 13+50 |
| SHEET 5 OF 11 | ANCHOR CIR. STA 13+50 TO 17+50 |
| SHEET 6 OF 11 | ANCHOR CIR. STA 17+50 TO 19+89 |
| SHEET 7 OF 11 | ENSIGN ST. STA 40+00 TO 43+50 |
| SHEET 8 OF 11 | ENSIGN ST. STA 43+50 TO 47+00 |
| SHEET 9 OF 11 | STANDARD DETAILS - 1 |
| SHEET 10 OF 11 | STANDARD DETAILS - 2 |
| SHEET 11 OF 11 | STANDARD DETAILS - 3 |



APPROVED FOR CONSTRUCTION

MELISSA PIERI
CITRUS HEIGHTS WATER DISTRICT

DATE _____

APPROVALS ARE GOOD FOR 12 MONTHS FROM DATE OF SIGNATURE

APPROVED FOR CONSTRUCTION

DIANA SCHMIDT
SACRAMENTO METROPOLITAN FIRE DISTRICT

DATE _____

APPROVALS ARE GOOD FOR 12 MONTHS FROM DATE OF SIGNATURE

| | | | | |
|---------------|----------------------|--------------|---|-----------------|
| A.P.N. | BENCHMARK NO. 13-182 | ELEV. 146.53 | FOUND BM 13-182 AT NW CORNER OF OAKCREST AVE. AND DEWEY DR. | |
| HORIZ. SCALE: | AS NOTED | VERT. SCALE: | AS NOTED | JOB NO.: 23-081 |
| REVISIONS | DATE | DESIGNED: | AT | DATE: |
| DESCRIPTION | DATE | DRAWN: | AT | DATE: |
| NO. | DATE | CHECKED: | AT | DATE: |
| NO. | DATE | DATE: | 02-21-24 | 23-081 |

| | | |
|-----------|---|------------------------|
| TITLE: | COVER SHEET | CITY OF CITRUS HEIGHTS |
| PROJECT: | CITRUS HEIGHTS WATER DISTRICT ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT C23-106 | CALIFORNIA |
| SHEET NO. | 1 OF 11 | |



CHWD IN SACRAMENTO METROPOLITAN FIRE DISTRICT NOTES

- F-1. CONTACT THE SACRAMENTO METROPOLITAN FIRE DISTRICT FIRE PREVENTION BUREAU (PHONE (916) 859-4330) AND THE CITRUS HEIGHTS WATER DISTRICT (PHONE (916) 725-6873) PRIOR TO THE INSTALLATION OF FIRE HYDRANTS AND UPON STORAGE OF COMBUSTIBLE MATERIALS ON SITE.
- F-2. FIRE HYDRANTS SHALL BE AMERICAN DARLING B84B OR MUELLER A-423 AND A MINIMUM BURY LENGTH OF FORTY-EIGHT INCHES (48") WITH A MECHANICAL JOINT INLET. FIRE HYDRANTS ARE TO BE FACTORY PAINTED RUSTOLEUM GLOSS WHITE. FIRE HYDRANT DRAIN HOLES SHALL BE PLUGGED AND VERIFIED BY CONTRACTOR AND DURING THE HYDROSTATIC PRESSURE TEST.
- F-3. FIRE HYDRANT OUTLETS SHALL BE NATIONAL STANDARD THREADS WITH METAL PROTECTOR CAPS. ONE 4 1/2"-INCH "STEAMER"OUTLET AND TWO 2 1/2"-INCH OUTLETS ARE REQUIRED.
- F-4. FIRE HYDRANTS SHALL BE LOCATED AS SHOWN ON THE PLAN AS APPROVED BY THE FIRE DISTRICT WITH THE 4 1/2"-INCH OUTLET ROTATED TOWARD THE TRAFFIC LANE UNLESS OTHERWISE SPECIFIED. FIRE HYDRANTS SHALL BE INSTALLED WITH CENTERLINE OF OUTLETS A MINIMUM OF EIGHTEEN INCHES (18"), AND A MAXIMUM OF TWENTY INCHES (20") ABOVE FINISH GRADE. FIRE HYDRANTS SHALL BE PLACED BETWEEN EIGHTEEN INCHES (18") MINIMUM TO TWENTY-FOUR INCHES (24") MAXIMUM BEHIND THE SIDEWALK TO CENTERLINE.
- F-5. THERE SHALL BE NO OBSTRUCTIONS, INCLUDING PLANTS, WITHIN A THIRTY-SIX INCH (36") RADIUS OF ANY FIRE HYDRANT. THERE SHALL BE A SEVEN FOOT (7') VERTICAL CLEARANCE ABOVE THE THIRTY-SIX INCH (36") CLEAR RADIUS AROUND ANY FIRE HYDRANT. CONCRETE ACCESS PADS ARE REQUIRED TO BE INSTALLED AROUND ALL FIRE HYDRANTS UNLESS OTHERWISE SPECIFIED BY THE PLANS OR DETAIL DRAWINGS.
- F-6. FIRE HYDRANTS SHALL BE CLEANED OF ALL LOOSE DEBRIS AND PAINTED USING A MANUFACTURER'S RECOMMENDED PRIMER COAT AND FINISHED WITH A MINIMUM OF TWO (2) COATS OF RUSTOLEUM GLOSS WHITE ENAMEL.
- F-7. PRESSURE SENSITIVE BLUE MARKERS SHALL BE INSTALLED FOR FIRE HYDRANTS TO FIRE DISTRICT SPECIFICATIONS.
- F-8. ALL FIRE HYDRANTS SHALL BE INSTALLED PRIOR TO ANY CONSTRUCTION OR STORAGE OF COMBUSTIBLE MATERIALS ON THE SITE. THE HYDRANTS SHALL BE ACCESSIBLE VIA AN ALL-WEATHER DRIVING SURFACE, TEMPORARY OR OTHERWISE, DURING ALL PHASES OF CONSTRUCTION.

GENERAL NOTES

- 1. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN PERMITS NECESSARY TO PERFORM THE WORK SHOWN ON THESE PLANS FROM APPROPRIATE AGENCIES.
- 2. THE CONTRACTOR SHALL PRACTICE SAFETY AT ALL TIMES AND SHALL FURNISH, ERECT AND MAINTAIN SUCH FENCES, BARRICADES, LIGHTS AND SIGNS NECESSARY TO GIVE ADEQUATE PROTECTION TO THE PUBLIC AT ALL TIMES. TEMPORARY TRAFFIC CONTROL SHALL BE APPROVED BY THE ENGINEER.
- 3. INFORMATION SHOWN ON ALL EXISTING IMPROVEMENTS ON THESE DRAWINGS IS TAKEN FROM FIELD SURVEY AND AGENCY RECORDS. THE CONTRACTOR SHALL VERIFY LOCATIONS OF ALL IMPROVEMENTS PRIOR TO BEGINNING OF WORK.
- 4. THE CONTRACTOR SHALL HAVE COPIES OF THE APPROVED PLANS AND SPECIFICATIONS FOR THIS PROJECT ON THE SITE AT ALL TIMES, AND CONTRACTOR SHALL BE FAMILIAR WITH ALL APPLICABLE STANDARDS AND SPECIFICATIONS.
- 5. THE CONTRACTOR AGREES THAT, IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY, AND HOLD THE DISTRICT AND ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXEMPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE ENGINEER.
- 6. SHOULD IT APPEAR THAT THE WORK TO BE DONE OR ANY MATTER RELATIVE THERETO IS NOT SUFFICIENTLY DETAILED OR EXPLAINED ON THESE PLANS, THE CONTRACTOR SHALL REQUEST IN WRITING FROM THE ENGINEER SUCH FURTHER EXPLANATIONS AS MAY BE NECESSARY PRIOR TO COMMENCEMENT OF SAID WORK.
- 7. ALL DIMENSIONS ARE IN FEET AND TO THE CENTERLINE OF PIPE UNLESS OTHERWISE SHOWN. MEASUREMENTS ARE HORIZONTAL.
- 8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL EXISTING UTILITIES AND FOR THE PROTECTION OF AND REPAIR OF DAMAGE TO THEM. CONTACT UNDERGROUND SERVICE ALERT, 1-800-642-2444, TWO (2) WORKING DAYS BEFORE WORK IS TO BEGIN.
- 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING THE RESPECTIVE UTILITY COMPANIES, FOR VERIFICATION AT THE SITE, OF ANY POSSIBLE CONFLICTS WITH THEIR UNDERGROUND UTILITIES AND THE PROPOSED IMPROVEMENTS AS SHOWN ON THESE IMPROVEMENT PLANS.
- 10. THE TYPES, LOCATIONS, SIZES AND DEPTHS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THESE IMPROVEMENT PLANS WERE OBTAINED FROM SOURCES OF VARYING RELIABILITY. THE CONTRACTOR IS CAUTIONED THAT ONLY ACTUAL EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES LOCATIONS AND DEPTHS OF SUCH UNDERGROUND UTILITIES. NEITHER THE CITRUS HEIGHTS WATER DISTRICT NOR ITS CONSULTANT, WARREN CONSULTING ENGINEERS, CAN ASSUME THE RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACY OF THE DELINEATION OF SUCH UTILITIES NOR THE EXISTENCE OF OTHER BURIED OBJECTS OF SUCH UNDERGROUND UTILITIES WHICH MAY BE ENCOUNTERED BUT WHICH ARE NOT SHOWN ON THESE IMPROVEMENT PLANS.
- 11. CONTRACTOR SHALL INSTALL APPLICABLE EROSION CONTROL MEASURES IN ACCORDANCE WITH THE LATEST EDITION OF THE COUNTY OF SACRAMENTO "EROSION AND SEDIMENT CONTROL STANDARDS AND SPECIFICATIONS.
- 12. CONTRACTOR SHALL MAINTAIN SUFFICIENT EQUIPMENT, ON THE JOB SITE TO PROVIDE DUST CONTROL AT ALL TIMES. AREAS SURROUNDING THE WORK SHALL BE KEPT CLEAN AND RETURNED TO ORIGINAL CONDITIONS UPON COMPLETION OF THIS PROJECT.

CITRUS HEIGHTS WATER DISTRICT

NEW MAINLINE DISINFECTION/SAMPLING PROCEDURE

ADOPTED: OCTOBER 28, 2014

BEFORE PROJECT CONSTRUCTION BEGINS:

- 1. CHWD WATER QUALITY PERSONNEL SHALL SAMPLE FOR BOTH COLIFORM (PRESENCE/ABSENCE) AND HETEROTROPHIC PLATE COUNT (HPC) ON MAINS ADJACENT TO THE PROJECT. (SIMPLATE MAY BE SUBSTITUTED FOR HPC)

DURING PROJECT:

- 2. CHWD PROJECT MANAGEMENT PERSONNEL WILL PROVIDE A 24-HOUR NOTICE TO THE REGIONAL WATER QUALITY CONTROL BOARD FOR ALL FLUSHING EVENTS.
- 3. THE NEWLY CONSTRUCTED MAINS SHALL BE FILLED BY THE CONTRACTOR AND PURGED TO REMOVE ANY TRAPPED AIR USING THE DISTRICT-APPROVED AND TESTED BACKFLOW PREVENTION DEVICE SPECIFICATION. ALL BEST MANAGEMENT PRACTICES SHALL BE FOLLOWED TO INSURE NO SEDIMENT OR CHLORINE REACHES ANY DRAIN INLET OR CREEK.
- 4. THE NEWLY CONSTRUCTED MAINS SHALL PASS THE DISTRICT PRESSURE CHECK REQUIREMENTS.
- 5. THE MAINS SHALL BE CHLORINATED AT 100 PPM FOR A MINIMUM OF 24 HOURS BY THE CONTRACTOR USING AN APPROVED CHLORINATION SPECIALIST.
- 6. THE CHLORINE CONCENTRATION SHALL BE CHECKED AFTER 24 HOURS AND A MINIMUM RESIDUAL OF 25 PPM MUST BE PRESENT THROUGHOUT THE NEW MAINS.
- 7. THE MAINS SHALL BE FLUSHED BY THE CONTRACTOR UNTIL THE CHLORINE CONCENTRATION MATCHES THE NORMAL SYSTEM RESIDUAL. ALL BEST MANAGEMENT PRACTICES SHALL BE FOLLOWED TO INSURE NO SEDIMENT OR CHLORINE REACHES ANY DRAIN INLET OR CREEK.
- 8. CHWD PROJECT MANAGEMENT PERSONNEL SHALL SUBMIT A SAMPLING PLAN TO THE OPERATIONS MANAGER FOR APPROVAL.
- 9. CHWD WATER QUALITY PERSONNEL, WHEN PRACTICAL, WILL COLLECT COLIFORM AND HPC SAMPLES ACCORDING TO THE APPROVED SAMPLING PLAN. THE SAMPLING SCHEDULE WILL BE SUBMITTED TO THE OPERATIONS MANAGER AND THE WATER QUALITY SUPERVISOR WITH AT LEAST A 24-HOUR NOTICE.
- 10. SAMPLES SHALL BE TAKEN FOR BOTH COLIFORM AND HETEROTROPHIC PLATE COUNT (HPC) AT 24 AND 48 HOUR INTERVALS AFTER COMPLETION OF FLUSHING.
- 11. CHWD PROJECT MANAGEMENT PERSONNEL SHALL SUBMIT NEGATIVE SAMPLE DOCUMENTATION TO OPERATIONS MANAGER FOR ACCEPTANCE PRIOR TO THE ANY CONNECTIONS TO THE CHWD DISTRIBUTION SYSTEM. SAMPLE RESULT DOCUMENTATION GENERALLY TAKES 3-5 BUSINESS DAYS AFTER SAMPLES ARE DELIVERED TO LAB.
- 12. CHWD WATER QUALITY PERSONNEL WILL SAMPLE MAINS DOWNSTREAM OF PROJECT FOR COLIFORM AND HPC AFTER THE NEW MAIN IS CONNECTED TO THE CHWD DISTRIBUTION SYSTEM.

CITRUS HEIGHTS WATER DISTRICT

TIMETABLE FOR DISINFECTION/SAMPLING PROCEDURE

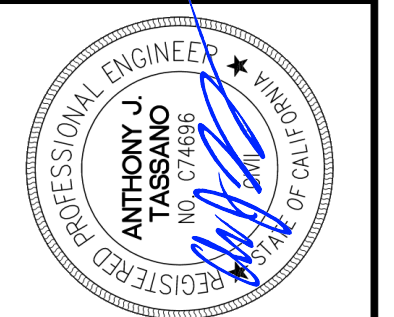

ADOPTED: OCTOBER 28, 2014

THE CONTRACTOR SHALL ALLOW 8-10 BUSINESS DAYS FOR THE DISINFECTION/SAMPLING PROCEDURE PRIOR TO ANY CONNECTION TO THE DISTRICT'S DISTRIBUTION SYSTEM. LARGER SYSTEMS WILL REQUIRE ADDITIONAL TIME FOR CHLORINATION AND FLUSHING. BACTERIOLOGICAL SAMPLES SHALL ONLY BE COLLECTED BETWEEN 8:00AM AND 2:00PM MONDAY THROUGH THURSDAY. ANY POSITIVE RESULTS ON ANY SAMPLE TAKEN SHALL REQUIRE A REPEAT OF THE DISINFECTION/SAMPLING PROCEDURE UNTIL ALL SAMPLES TEST NEGATIVE. HPC SAMPLES REQUIRE A PLATE COUNT OF LESS THAN 500 ON ANY SAMPLE TAKEN.

- 1. DAY 1 - CHLORINATE NEW MAINS TO 100 PPM AND COMPLETE TO ALLOW FLUSHING TIME ON FOLLOWING DAY.
- 24-HOUR CHLORINE DETENTION PERIOD---
- 2. DAY 2 - FLUSH NEW MAINS TO NORMAL RESIDUAL AND COMPLETE BEFORE 2:00PM. (SIMILAR TO SYSTEM RESIDUAL)
- 24-HOUR SAMPLING DETENTION PERIOD---
- 3. DAY 3 - OBTAIN FIRST COLIFORM AND HPC SAMPLES BEFORE 2:00PM.
- 24-HOUR SAMPLING DETENTION PERIOD---
- 4. DAY 4 - OBTAIN SECOND COLIFORM AND HPC SAMPLES BEFORE 2:00PM.
- 3 TO 5 BUSINESS DAYS FOR LABORATORY TESTING AND REVIEW---
- 5. DAY 7-9 - SAMPLE DOCUMENTATION PROVIDED TO OPERATIONS MANAGER AND CUSTOMER NOTIFICATION OF SHUT-DOWN
- 24-HOUR NOTIFICATION PERIOD---
- 6. DAY 8-10 - CONNECTION TO CHWD DISTRIBUTION SYSTEM ONLY AFTER CLEARANCE FROM OPERATIONS MANAGER IS RECEIVED.

CITRUS HEIGHTS WATER DISTRICT NOTES

- WS-1. THE WATER CONTRACTOR SHALL POSSESS A STATE OF CALIFORNIA CLASS "A" GENERAL ENGINEERING CONTRACTOR LICENSE AND SHALL MAINTAIN SAME THROUGHOUT CONSTRUCTION. THE CONTRACTOR SHALL PROVIDE THE DISTRICT WITH VALID CONTRACTOR'S LICENSE INFORMATION INCLUDING LICENSE NUMBER, NAME OF LICENSE HOLDER, CLASSIFICATION AND EXPIRATION DATE. THE CONTRACTOR SHALL BE SKILLED AND REGULARLY ENGAGED IN CONSTRUCTING PUBLIC WATER DISTRIBUTION SYSTEMS.
- WS-2. ALL MATERIALS AND INSTALLATION OF THE WATER DISTRIBUTION SYSTEM SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS OF THE CITRUS HEIGHTS WATER DISTRICT.
- WS-3. THE WATER CONTRACTOR SHALL BE IN RECEIPT OF THE APPROVED WATER PLAN PRIOR TO SCHEDULING A PRE-CONSTRUCTION CONFERENCE AND AT ALL TIMES DURING CONSTRUCTION.
- WS-4. ALL APPLICABLE PROJECT DEVELOPMENT CHARGES AND FEES SHALL BE PAID PRIOR TO SCHEDULING A PRE-CONSTRUCTION CONFERENCE.
- WS-5. CITRUS HEIGHTS WATER DISTRICT REQUIRES A CURRENT CERTIFICATE OF COMPLETION FOR TRAINING THAT QUALIFIES INDIVIDUALS TO PERFORM ASBESTOS CONSTRUCTION WORK WITH ASBESTOS CEMENT PIPE (ACP). THE APPROVED TRAINING MUST BE IN AGREEMENT WITH LOCAL, STATE AND FEDERAL REGULATIONS AND CITRUS HEIGHTS WATER DISTRICT'S ASBESTOS CEMENT PIPE SAFETY PLAN. ALL ASBESTOS MATERIALS SHALL BE LESS THAN FOUR FEET (4') LONG, PROPERLY DOUBLE WRAPPED WITH MINIMUM SIX-MIL (6-MIL) PLASTIC, SECURELY TAPED CLOSED WITH A CITRUS HEIGHTS WATER DISTRICT WARNING LABEL AFFIXED BETWEEN PLASTIC LAYERS, AND DELIVERED TO THE CITRUS HEIGHTS WATER DISTRICT FOR PROPER DISPOSAL.
- WS-6. THE WATER CONTRACTOR SHALL CONTACT THE CITRUS HEIGHTS WATER DISTRICT FIVE (5) WORKING DAYS PRIOR TO BEGINNING CONSTRUCTION FOR A PRE-CONSTRUCTION CONFERENCE.
- WS-7. LOCATION OF WATER FACILITIES SHALL BE ESTABLISHED AND STAKED BY A LICENSED CIVIL ENGINEER OR LAND SURVEYOR, INCLUDING FINISH GRADE AT FIRE HYDRANTS, MAIN VALVES, TEES, CROSSES, ANGLE POINTS, WATER SERVICES AND RELATED APPURTENANCES.
- WS-8. THE WATER CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION AND PROTECTION OF ALL EXISTING UTILITIES MAINTAINED IN OR ACROSS A PUBLIC RIGHT-OF-WAY OR COMMON AREA. THE CONTRACTOR SHALL EXPOSE AND VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION OF NEW IMPROVEMENTS CONNECTING TO OR IN THE VICINITY OF SAME.
- WS-9. THE WATER CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION WITH THE STREET LIGHTING CONTRACTOR TO AVOID CONFLICTS IN PLACEMENT OF WATER AND STREET LIGHT SYSTEMS. WATER FACILITIES MUST CLEAR CONCRETE STREET LIGHT FOUNDATIONS BY A MINIMUM HORIZONTAL DISTANCE OF TWENTY-FOUR INCHES (24").
- WS-10. ALL FACILITIES TO BE ACCEPTED BY THE DISTRICT SHALL BE LOCATED WITHIN DEDICATED EASEMENTS AND RIGHTS-OF-WAY. OWNERSHIP OF THE ACCEPTED SYSTEM SHALL PASS FROM THE OWNER TO CITRUS HEIGHTS WATER DISTRICT AT THE TIME OF WRITTEN ACCEPTANCE. THOSE PORTIONS NOT ACCEPTED BY THE DISTRICT ARE PRIVATE AND ARE TO BE MAINTAINED BY THE PROPERTY OWNER.
- WS-11. WATER MAINS SHALL BE PLACED THREE FEET (3') FROM LIP OF GUTTER, IN STREET, UNLESS OTHERWISE SPECIFIED BY THE PLANS OR DETAIL DRAWINGS. WATER METERS SHALL BE PLACED BETWEEN EIGHTEEN INCHES (18") MINIMUM AND THIRTY INCHES (30") MAXIMUM BEHIND THE SIDEWALK AND A MAXIMUM OF THREE FEET (3') OFF THE SIDE PROPERTY LINE. FIRE HYDRANTS SHALL BE PLACED BETWEEN EIGHTEEN INCHES (18") MINIMUM AND TWENTY-FOUR INCHES (24") MAXIMUM BEHIND THE SIDEWALK TO CENTERLINE.
- WS-12. MINIMUM COVER FOR WATER MAINS SHALL BE THIRTY-SIX INCHES (36") BELOW FINISH GRADE. DUCTILE IRON PIPE (DIP) SHALL BE USED WHEREVER COVER BECOMES LESS THAN THE MINIMUM SUBJECT TO PRIOR APPROVAL.
- WS-13. WATER MAINS SHALL BE PC 350 DIP (OR CL 305 DR 14 AWWA C900-07 PVC WITH CHWD APPROVAL) UNLESS OTHERWISE NOTED. PIPE SHALL BE FREE OF DEFECTS AND DISCOLORATION. FIRE HYDRANT LATERALS SHALL BE PC350 DIP UNLESS OTHERWISE NOTED. POLYVINYLCHLORIDE (PVC) PIPE SHALL HAVE BEEN MANUFACTURED WITHIN EIGHTEEN (18) MONTHS PRIOR TO INSTALLATION.
- WS-14. WATER MAINS IN THE PIPE ZONE SHALL BE BACKFILLED WITH NO. 2 WASHED SAND COMPACTED TO A RELATIVE COMPACTION OF NOT LESS THAN NINETY PERCENT (90%) TO A MINIMUM OF SIX INCHES (6") BELOW AND TWELVE INCHES (12") ABOVE THE MAIN. BACKFILL SHALL BE DEVOID OF DEBRIS AND CONCRETE, PAVEMENT, STONES, SOLID EARTH CHUNKS AND PARTICULATE LARGER THAN THREE INCHES (3") IN GREATEST DIMENSION. WITHIN EXISTING ROADWAYS AND EXISTING TRAFFIC AREAS, THE REMAINING TRENCH BACKFILL ABOVE THE SAND SHALL ALL BE THREE-QUARTER-INCH (3/4") CLASS 2 AGGREGATE BASE COMPACTED TO CITY/COUNTY ROADWAY REQUIREMENTS.
- WS-15. THE METHODS FOR OBTAINING COMPACTION SHALL BE AS SPECIFIED BY THE MOST CURRENT EDITIONS OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION ("GREENBOOK") AND THE COUNTY OF SACRAMENTO PUBLIC WORKS STANDARD CONSTRUCTION SPECIFICATIONS. NUCLEAR DENSITY METER TESTING BY A LICENSED GEOTECHNICAL ENGINEER IN ACCORDANCE WITH ASTM STANDARD TEST METHODS FOR LABORATORY COMPACTION SHALL BE REQUIRED OF THE CONTRACTOR FOR IN-PLACE SOIL AND THREE-QUARTER-INCH (3/4") CLASS 2 AGGREGATE BASE.
- WS-16. A NO. 10 INSULATED COPPER LOCATOR WIRE SHALL BE AFFIXED TO WATER MAINS, FIRE HYDRANTS, MAIN AND HYDRANT VALVES, AND APPURTENANCES. THE WIRE SHALL BE AFFIXED TO THE TOP OF PIPE WITH TEN-MIL (10 MIL) VINYL TAPE EVERY FIVE FEET (5'). THE CONTRACTOR SHALL CONDUCT A CONTINUITY TEST ON ALL LOCATOR WIRE SPLICES. A MINIMUM OF TWO (2) STRANDS OF THREE INCH (3") WIDE NON-DETECTABLE BLUE TAPE MARKED "WATER" SHALL BE PLACED TWELVE INCHES (12") ABOVE MAIN AND SERVICE PIPING AT THE TRENCH EDGES.
- WS-17. ALL AWWA KEY-OPERATED VALVES TWELVE INCH (12") AND SMALLER SHALL BE EPOXY-COATED RESILIENT WEDGE GATE VALVES (RWGV) UNLESS OTHERWISE SPECIFIED. VALVES FOURTEEN INCHES (14") AND LARGER SHALL BE EPOXY-COATED BUTTERFLY VALVES (BFV) UNLESS OTHERWISE SPECIFIED. MAIN AND HYDRANT VALVES SHALL BE FLANGED TO FITTINGS UNLESS OTHERWISE NOTED.
- WS-18. EACH LOT SHALL BE PROVIDED WITH A ONE INCH (1") METERED WATER SERVICE UNLESS OTHERWISE SPECIFIED. WATER SERVICES SHALL BE POLYETHYLENE TUBING, UNLESS OTHERWISE NOTED, WITH LEAD FREE BRASS COMPRESSION CONNECTIONS AND FITTINGS. SERVICE SADDLES SHALL BE BRONZE.
- WS-19. ALL MAIN VALVES AND FIRE HYDRANT VALVES SHALL BE PROVIDED WITH AN OLDCASTLE PRECAST NO. G04 TRAFFIC VALVE BOX AND NO. G04C CAST IRON LID MARKED "WATER." THE TRIANGULAR LID SHALL POINT IN THE DIRECTION OF THE WATER MAIN THAT IS ISOLATED BY THE VALVE. THE VALVE OPERATING NUT SHALL BE FULLY ACCESSIBLE AND CENTERED IN THE VALVE ACCESS RISER. MAIN VALVES, SERVICE VALVES, AND BLOW-OFF VALVE BOXES SHALL AVOID CONFLICTS WITH CURBS, GUTTERS, SIDEWALKS AND DRIVEWAYS UNLESS APPROVED BY THE DISTRICT, AND BE VISIBLE AND ACCESSIBLE AFTER YARD GRADING/LANDSCAPING IS COMPLETED BY THE CONTRACTOR/DEVELOPER.

| | | | |
|--|--|--------------------------|--------------------|
| A.P.N. BENCHMARK NO. 13-182 ELEV. 146.53 FOUND BM 13-182 AT NW CORNER OF OAKCREST AVE. AND DEWEY DR. | HORIZ. SCALE: AS NOTED | VERT. SCALE: AS NOTED | JOB NO.: 23-081 |
| REVISIONS DESCRIPTION DATE | AT NO. AT CHECKED: DATE: 02-21-24 | | |
|  | | | |
|  | | | |
| GENERAL NOTES CITRUS HEIGHTS WATER DISTRICT ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT C23-106 CITY OF CITRUS HEIGHTS CALIFORNIA | | | |
| SHEET NO. 2 OF 11 | | | |

ABBREVIATIONS

NOTE: NOT ALL ABBREVIATIONS MAY BE USED ON THESE PLANS.

| | |
|--------|---------------------------------|
| ABS | ACRYLONITRILE BUTADIENE STYRENE |
| AC | ASPHALTIC CONCRETE |
| ACP | ASBESTOS CEMENT PIPE |
| ADP | ADAPTER |
| APN | ASSESSOR'S PARCEL NUMBER |
| ARV | AIR RELEASE VALVE |
| BOL | BOLLARD |
| BOV | BLOW-OFF VALVE |
| C | COMMUNICATION |
| CL | CENTERLINE |
| CATV | CABLE TELEVISION |
| CB | CATCH BASIN |
| CL.F. | CLASS |
| CMP. | CHAIN LINK FENCE |
| CO | CORRUGATED METAL PIPE |
| CONC. | CLEANOUT |
| CPF | CONCRETE |
| CS | CONTROL POINT FOUND |
| CU | CONCRETE SURFACE |
| D | COPPER |
| DI | DEPTH |
| DIA | DROP INLET |
| DIP | DIAMETER |
| DRWY | DUCTILE IRON PIPE |
| DWG | DRIVEWAY |
| E | DRAWING |
| EP | ELECTRIC EAST |
| ESMT | EDGE OF PAVEMENT |
| EX | EASEMENT |
| FH | EXISTING |
| FL | FIRE HYDRANT |
| FO | FLOWLINE, FLANGE |
| G | FIBER OPTIC |
| GB | GAS |
| GR | GRADE BREAK |
| GRD | GRATE |
| GROD | GRADE ELEVATION |
| GV | GROUND ROD |
| HP | GAS VALVE |
| HVE | HIGH PRESSURE |
| ICP | HIGH VOLTAGE ELECTRIC |
| ICV | IRRIGATION CONTROL PANEL |
| INV | IRRIGATION CONTROL VALVE |
| IRR | PIPE INVERT ELEVATION |
| JP | IRRIGATION |
| JT | JOINT UTILITY POLE |
| LF | JOINT TRENCH |
| LNDG | LINAL FEET |
| LVE | LANDING |
| M | LOW VOLTAGE ELECTRIC |
| MH | METAL |
| MIN | MANHOLE |
| MJ | MINIMUM |
| N | MECHANICAL JOINT |
| NTS | NORTH |
| OD | NOT TO SCALE |
| OH | OUTSIDE DIAMETER |
| OHANG | OVERHEAD |
| OIP | OVERHANG |
| OSPH | OPEN IRON PIPE |
| P/L | OLD STEEL POST HOLE |
| PA | PROPERTY LINE |
| PC | PLANTER AREA |
| PD | PRESSURE CLASS |
| PH | PLANTER DRAIN |
| PIV | POSTHOLE, POTHOLE |
| PUE | POST INDICATOR VALVE |
| PVC | PUBLIC UTILITY EASEMENT |
| RCG | POLYVINYL CHLORIDE |
| RCP | ROLLED CURB AND GUTTER |
| RIM | REINFORCED CONCRETE PIPE |
| ROW | MANHOLE RIM ELEVATION |
| RWALL | RIGHT OF WAY |
| S | RETAINING WALL |
| S/W | SOUTH |
| SD | SIDEWALK |
| SDMH | STORM DRAIN |
| SF | STORM DRAIN MANHOLE |
| SIG | SQUARE FEET |
| SLB | SIGNAL |
| SS | STREET LIGHT |
| SSCO | STREET LIGHT BOX |
| SSMH | SANITARY SEWER |
| STA | SANITARY SEWER CLEANOUT |
| STD | SANITARY SEWER MANHOLE |
| STL | STATION |
| T | STANDARD |
| TBALL | STEEL |
| TBM | TELEPHONE |
| TC | TETHER BALL POLE |
| T.O.P. | TEMPORARY BENCHMARK |
| TOW | TOP OF CURB |
| TRW | TOP OF PIPE |
| UG | TOP OF WALL |
| UNK | TOP OF RETAINING WALL |
| VCP | UNDERGROUND |
| W | UNKNOWN |
| W/O | VITRIFIED CLAY PIPE |
| WD. | WATER, WEST |
| W.I.F. | WITH |
| W.M. | WITHOUT |
| XWALK | WOOD |
| | WROUGHT IRON FENCE |
| | WATER MAIN |
| | CROSSWALK |

BASIS OF BEARINGS:
62 MAPS 15

NOTE:
EXISTING UTILITIES BASED ON
VISIBLE SURFACE STRUCTURES
AND RECORD INFORMATION.

EXISTING TOPOGRAPHY

| | |
|-------|---|
| --- | = PROPERTY LINE |
| --- | = CENTERLINE |
| --- | = EASEMENT |
| ⊙ | = PROPERTY CORNER FOUND AS NOTED |
| ○ | = PROPERTY CORNER NOTHING FOUND OR SET |
| △ 123 | = TEMPORARY BENCHMARK (SEE TBM LIST FOR INFO) |
| → | = SWALE OR DRAINAGE FLOW |
| → | = DRAINAGE FLOW |
| ⊗ | = FENCE (TYPE NOTED) |
| ○ | = TREE (SIZE/TYPE INDICATED) |
| --- | = SLOPE |
| 100 | = CONTOUR |
| ▨ | = CONCRETE SURFACE |
| ▨ | = EDGE OF ASPHALT |
| ▨ | = EDGE OF BUILDING |
| ⊥ | = SIGN |
| • | = POST OR BOLLARD |
| 99.9 | = GROUND ELEVATION |
| 99.99 | = HARD SURFACE ELEVATION |

TBM LIST

| NUMBER | DESCRIPTION | NORTHING | EASTING | ELEVATION |
|--------|---------------------------|----------|---------|-----------|
| 1 | CPS CHISELED "+" IN LIP | 5033.22 | 5754.56 | 165.65 |
| 2 | CPF REBAR CL INTERSEC | 5009.48 | 5787.18 | 166.06 |
| 3 | CPF 1/2 REBAR? | 5029.16 | 5683.10 | 166.38 |
| 4 | CPS CHISELED "+" @TBC | 5008.86 | 5243.01 | 157.46 |
| 5 | CPF REBAR | 5308.03 | 5796.63 | 158.54 |
| 6 | CPF CHISELED "+" CURB TIE | 5039.62 | 5775.89 | 165.01 |
| 7 | CPF CHISELED "+" CURB TIE | 5022.63 | 5816.55 | 165.54 |
| 8 | CPF REBAR | 5394.86 | 6029.60 | 168.61 |
| 9 | CPF REBAR CL INTERSEC | 5755.88 | 5795.41 | 171.00 |
| 10 | CPS PK&WASHER | 5007.99 | 4969.64 | 148.48 |
| 11 | CPF OIP W/ TAG LS 3034 | 4864.57 | 5041.18 | 146.31 |
| 12 | CPF BM13-182 EL=146.53 | 4765.24 | 4972.97 | 146.53 |
| 13 | CPF CHISELED "+" CURB TIE | 5280.61 | 5033.36 | 144.84 |
| 14 | CPF CHISELED "+" CURB TIE | 5325.15 | 5033.71 | 145.54 |
| 15 | CPS CHISELED "+" | 4967.72 | 6028.96 | 171.70 |
| 16 | CPF CHISELED "+" | 5401.82 | 6043.65 | 168.28 |
| 17 | CPF CHISELED "+" | 5371.84 | 6006.53 | 168.57 |
| 18 | CPF CHISELED "+" | 5371.96 | 5818.97 | 159.84 |
| 19 | CPF CHISELED "+" | 5285.79 | 5773.04 | 157.66 |
| 20 | CPF REBAR | 5449.55 | 5794.93 | 160.54 |
| 21 | CPF REBAR | 5558.57 | 5797.76 | 162.62 |
| 22 | CPS CHISELED "+" | 5775.66 | 5784.67 | 170.89 |

PROPOSED SYMBOLS:

| | |
|----------|-------------------------|
| — 8" W — | = WATER LINE & SIZE |
| — X — | = GATE VALVE |
| — FH — | = FIRE HYDRANT ASSEMBLY |
| — M — | = WATER METER |
| — A — | = AIR/VACUUM VALVE |
| — B — | = BLOW OFF VALVE |

EXISTING UTILITIES

| | |
|------------|--|
| — 12" SD — | = STORM DRAIN LINE (SIZE & DIRECTION OF FLOW) |
| — 12" SD — | = STORM DRAIN LINE (RECORD INFORMATION) |
| — 12" SD — | = STORM DRAIN LINE (UNDERGROUND LOCATING) |
| ⊙ | = STORM DRAIN MANHOLE |
| ○ | = STORM DRAIN CLEANOUT |
| ⊗ | = DROP INLET |
| ⊗ | = AREA DRAIN |
| ○ RWL | = RAIN WATER LEADER |
| ○ DS | = DOWNSPOUT |
| — 12" SS — | = SANITARY SEWER LINE (SIZE & DIRECTION OF FLOW) |
| — 12" SS — | = SANITARY SEWER LINE (RECORD INFORMATION) |
| — 12" SS — | = SANITARY SEWER LINE (UNDERGROUND LOCATING) |
| ⊙ | = SANITARY SEWER MANHOLE |
| ⊙ | = SANITARY SEWER CLEANOUT |
| — W — | = WATER LINE (SIZE INDICATED) |
| — W — | = WATER LINE (RECORD INFORMATION) |
| — W — | = WATER LINE (UNDERGROUND LOCATING) |
| ⊙ | = WATER MANHOLE |
| ⊙ | = WATER VALVE |
| ⊙ | = WATER METER |
| ⊙ | = WATER BOX |
| ⊙ | = IRRIGATION CONTROL VALVE |
| ⊙ | = FIRE HYDRANT |
| ⊙ | = BACKFLOW PREVENTER |
| • | = SPRINKLER |
| • | = HOSE BIBB |
| • | = BLOWOFF VALVE |
| — OH-E — | = OVERHEAD ELECTRIC LINE |
| — E — | = UNDERGROUND ELECTRIC LINE |
| — E — | = UNDERGROUND ELECTRIC LINE (RECORD INFORMATION) |
| — E — | = UNDERGROUND ELECTRIC LINE (UNDERGROUND LOCATING) |
| ⊙ | = ELECTRIC MANHOLE |
| — O — | = UTILITY POLE (WITH GUY WIRE) |
| ⊙ | = ELECTRIC METER |
| ⊙ | = ELECTRIC BOX |
| ⊙ | = STREET LIGHTING BOX |
| ⊙ | = LIGHT STANDARD |
| ⊙ | = SIGNAL LIGHT |
| ⊙ | = FLOOD LIGHT |
| ⊙ | = ELECTRICAL OUTLET |
| — G — | = GAS LINE (SIZE INDICATED) |
| — G — | = GAS LINE (RECORD INFORMATION) |
| — G — | = GAS LINE (UNDERGROUND LOCATING) |
| ⊙ | = GAS MANHOLE |
| ⊙ | = GAS VALVE |
| ⊙ | = GAS METER |
| — t — | = TELEPHONE LINE |
| — t — | = TELEPHONE LINE (RECORD INFORMATION) |
| — t — | = TELEPHONE LINE (UNDERGROUND LOCATING) |
| ⊙ | = STORM DRAIN BOX |
| ⊙ | = TRAFFIC SIGNAL BOX |
| ⊙ PHX | = POTHOLE X |

A.P.N.
BENCHMARK NO. 13-182 ELEV. 146.53

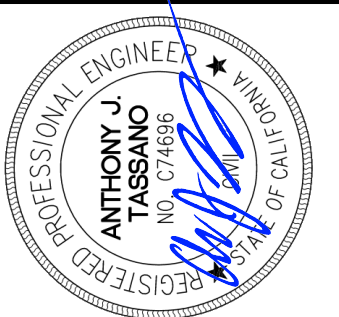
HORIZ. SCALE:
AS NOTED

VERT. SCALE:
AS NOTED

DATE

REVISIONS
DESCRIPTION

DESIGNED: AT
DRAWN: AT
CHECKED: AT
DATE: 02-21-24

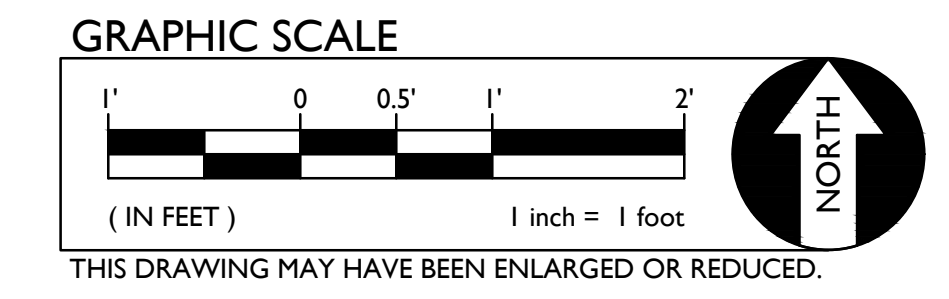
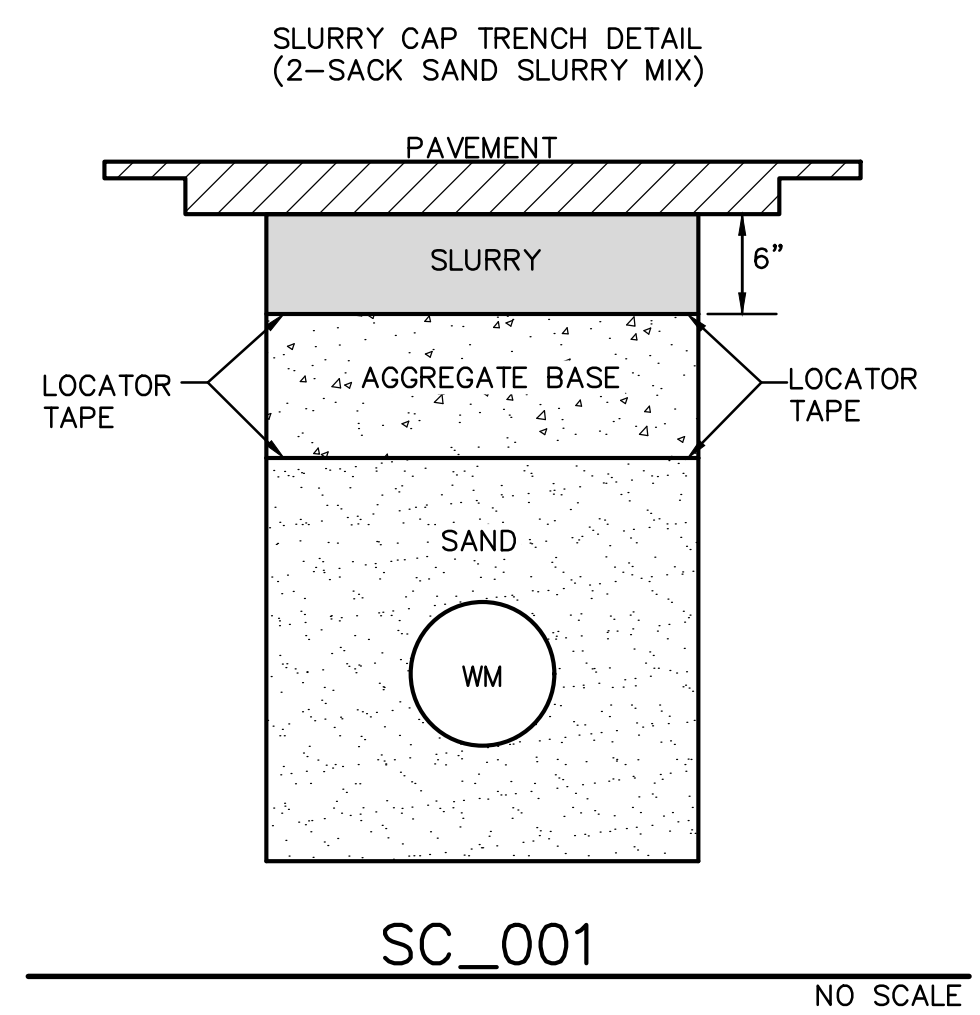
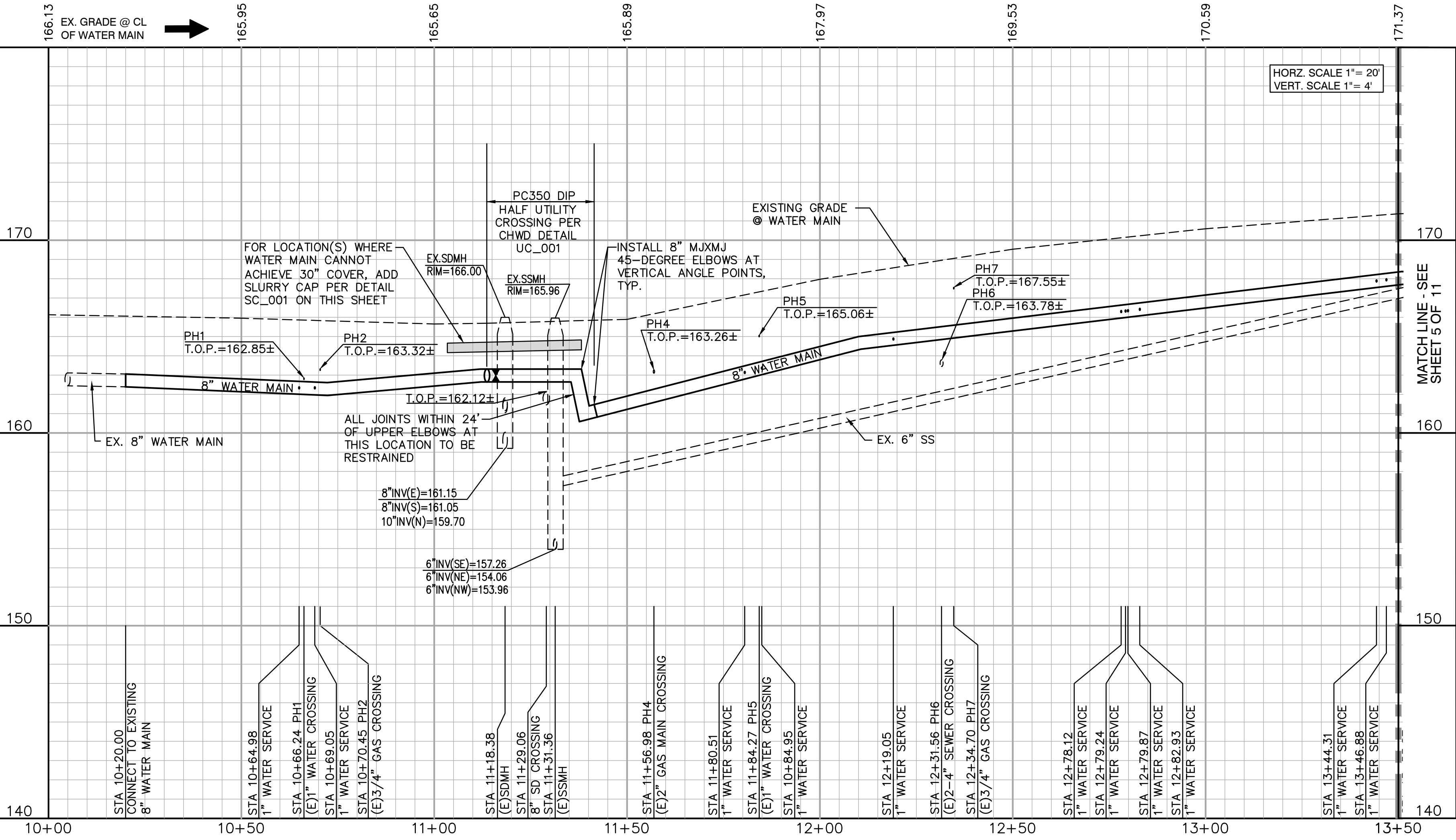
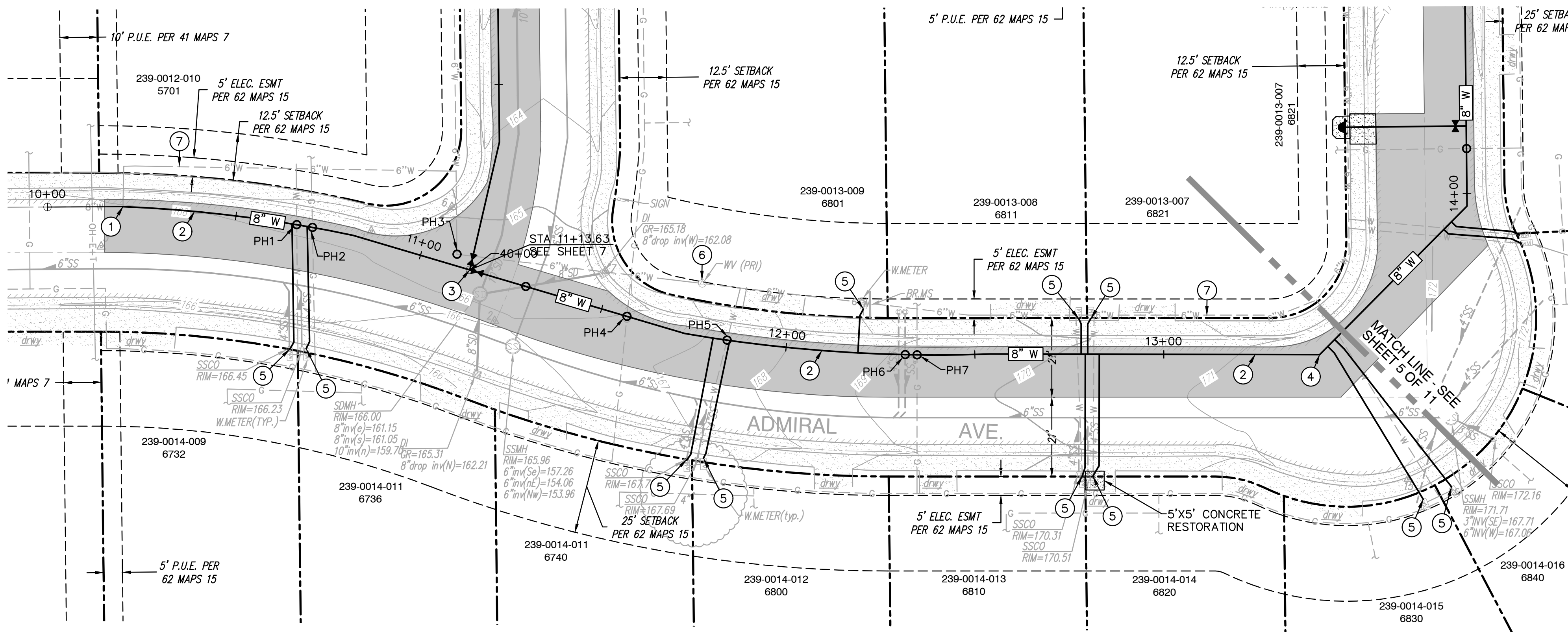


TITLE:
ABBREVIATIONS AND LEGENDS

PROJECT:
**CITRUS HEIGHTS WATER DISTRICT
ADMIRAL AVENUE AND ANCHOR CIRCLE
WATER MAIN PROJECT C23-106**

CITY OF CITRUS HEIGHTS
CALIFORNIA

SHEET NO.
3 OF 11



CONSTRUCTION NOTES

- CONNECT TO EXISTING 8" PVC WATER MAIN WITH 8" SLEEVE. REMOVE EXISTING 90-DEGREE ELBOW, THRUST BLOCK AND PIPING AS NEEDED.
- INSTALL 8" CL305 DR 14 AWWA C900 PVC WATER MAIN (EXCEPT WHERE PC350 DIP IS NOTED ON PROFILE) PER CHWD DETAIL TREN_713SC.
- INSTALL 8" X 8" FL X FL TEE WITH 8" FL X MJ RW GATE VALVES TO NORTH AND EAST, AND 8" FL X MJ ADAPTOR TO WEST, PER CHWD DETAILS TB_001 AND VB_811.
- INSTALL 8" MJ X MJ 45-DEGREE ELBOW PER CHWD DETAIL TB_001.
- REPLACE EXISTING WATER SERVICE WITH 1" POLY SERVICE PER CHWD DETAIL WS_108PE. CONNECT TO EXISTING 1" METER SETTER.
- REMOVE EXISTING VALVE BOX AND RISER TO 3' BELOW FINISH GRADE. CLOSE VALVE AND BACKFILL TO 95% COMPACTION. RESTORE LANDSCAPE TO MATCH SURROUNDING AREA.
- EXISTING 6" WATER MAIN TO BE ABANDONED IN PLACE. REMOVE AND PLUG WATER MAIN WHERE NECESSARY TO INSTALL NEW WATER FACILITIES.

NOTE: ALL FITTINGS TO BE RESTRAINED

NOTE: CONTRACTOR SHALL BE RESPONSIBLE FOR POTHOLING AND VERIFYING THESE LISTED POTHOLE LOCATIONS AND ANY ADDITIONAL LOCATIONS PRIOR TO CONSTRUCTION. ADD POTHOLE DATA TO PLAN SET AS PART OF AS-BUILTS.

| EXISTING POTHOLE DATA | | | |
|-----------------------|---------------------------|------------|----------------------|
| PH# | DESCRIPTION | PIPE TYPE | DEPTH TO TOP OF PIPE |
| PH1 | 1" WATER SVC. IN 2" STEEL | POLY/STEEL | 36" |
| PH2 | 3/4" GAS SERVICE | STEEL | 30" |
| PH3 | 6" WATER MAIN | ACP | 42" |
| PH4 | 2" GAS MAIN | STEEL | 35" |
| PH5 | 1" WATER SVC. IN 2" STEEL | POLY/STEEL | 27" |
| PH6 | 4" SEWER LATERAL | VCP | 62" |
| | 4" SEWER LATERAL | VCP | EST. 62" |
| PH7 | 3/4" GAS SERVICE | STEEL | 18" |

A.P.N. _____ ELEV. 146.53
 BENCHMARK NO. 13-182
 FOUND BM 13-182 AT NW CORNER OF OAKCREST AVE. AND DEWEY DR.

| REVISIONS | DATE | DESCRIPTION |
|-----------|------|-------------|
| | | |

DESIGNED: _____ AT NO. _____
 DRAWN: _____ AT _____
 CHECKED: _____ AT _____
 DATE: 02-21-24

WCC
 WARREN CONSULTING ENGINEERS, INC.
 1117 WINDFIELD WAY, SUITE 110
 EL DORADO HILLS, CA 95762 | (916) 895-1870

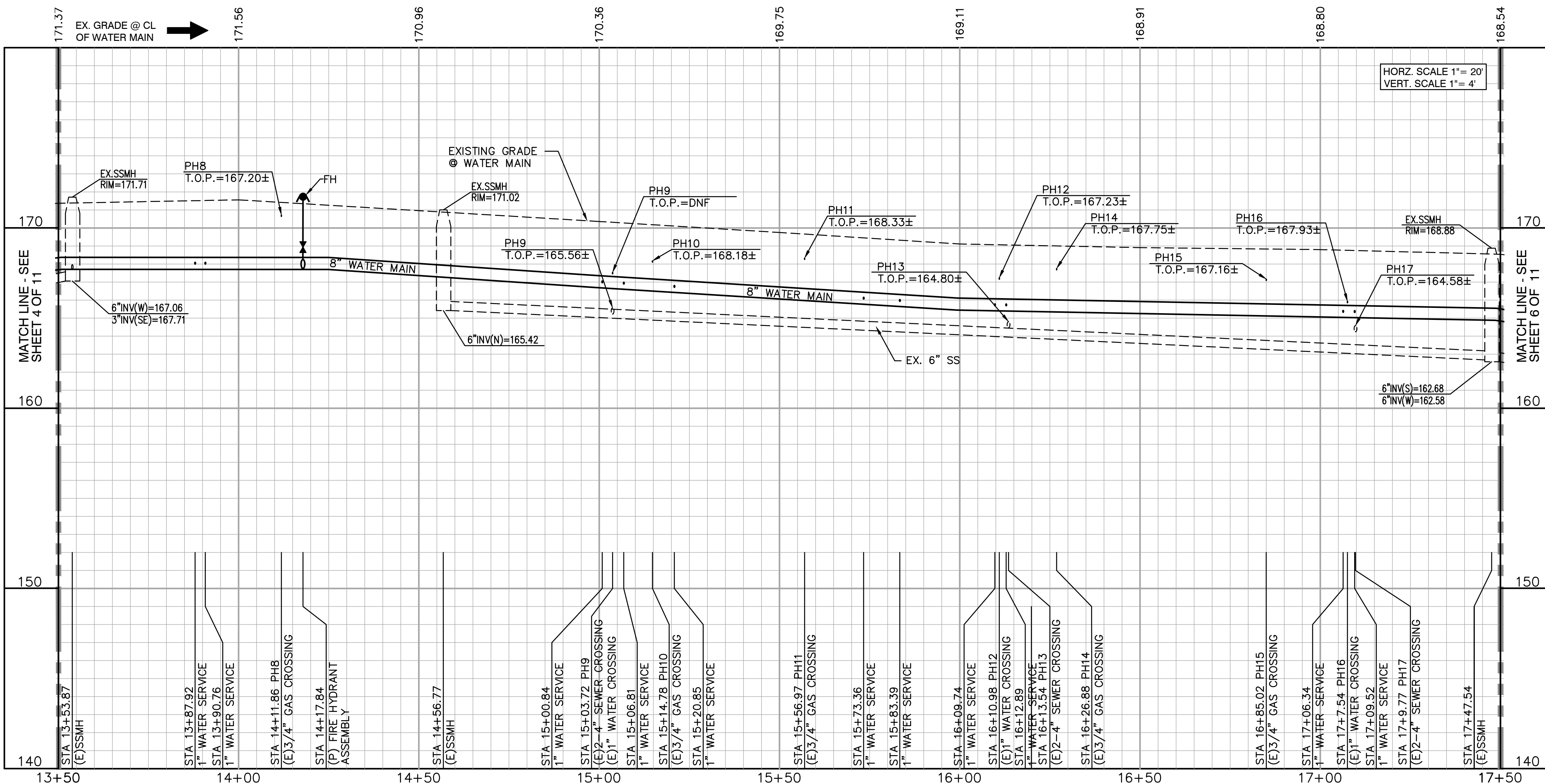
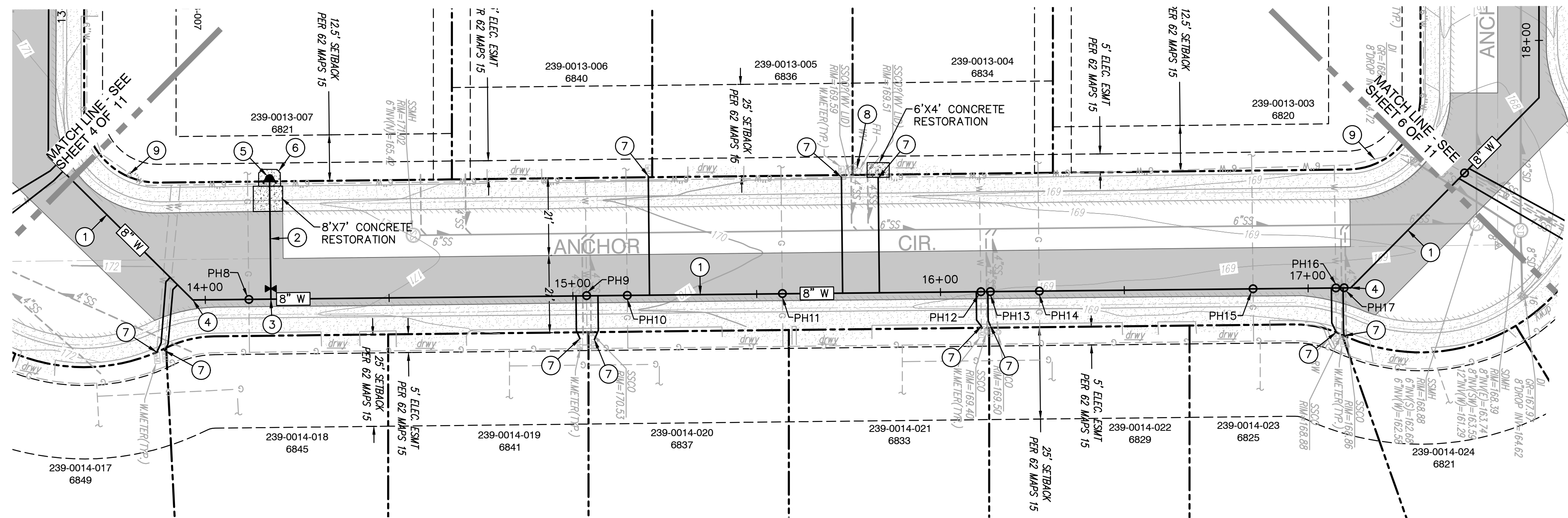
TITLE: ADMIRAL AVE. STA 10+00 TO 13+50
 PROJECT: CITRUS HEIGHTS WATER DISTRICT
 ADMIRAL AVENUE AND ANCHOR CIRCLE
 WATER MAIN PROJECT C23-106
 CALIFORNIA
 CITY OF CITRUS HEIGHTS

SHEET NO. **4** OF **11**



FILENAME: I:\23-081\CIVIL\DWG\23-081-C4-C8.DWG PLOTTED: Wednesday, February 21, 2024

FILENAME: I:\23-081\CIVIL\DWG\23-081-C4-C8.DWG PLOTTED: Wednesday, February 21, 2024



CONSTRUCTION NOTES

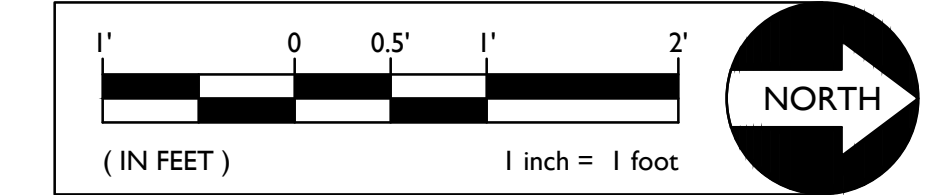
- INSTALL 8" CL305 DR 14 AWWA C900 PVC WATER MAIN PER CHWD DETAIL TREN_713SC.
- INSTALL 6" PC350 DIP WATER MAIN PER CHWD DETAILS FH_612 AND TREN_713SC.
- INSTALL 8" X 6" MJ X FL TEE WITH 6" FL X MJ RW GATE VALVE TO WEST PER CHWD DETAIL TB_001 AND VB_811.
- INSTALL 8" MJ X MJ 45-DEGREE ELBOW PER CHWD DETAIL TB_001.
- INSTALL FIRE HYDRANT PER CHWD DETAIL FH_612.
- INSTALL CONCRETE FIRE HYDRANT ACCESS PAD PER CHWD DETAIL FH_683.
- REPLACE EXISTING WATER SERVICE WITH 1" POLY SERVICE PER CHWD DETAIL WS_108PE. CONNECT TO EXISTING 1" METER SETTER.
- REMOVE EXISTING FIRE HYDRANT. CLOSE VALVE, REMOVE VALVE BOX AND RISER TO MINIMUM 3' BELOW FINISHED GRADE, AND BACK FILL TO 95% COMPACTION.
- EXISTING 6" WATER MAIN TO BE ABANDONED IN PLACE. REMOVE AND PLUG WATER MAIN WHERE NECESSARY TO INSTALL NEW WATER FACILITIES.

NOTE: ALL FITTINGS TO BE RESTRAINED

NOTE: CONTRACTOR SHALL BE RESPONSIBLE FOR POTHOLING AND VERIFYING THESE LISTED POTHOLE LOCATIONS AND ANY ADDITIONAL LOCATIONS PRIOR TO CONSTRUCTION. ADD POTHOLE DATA TO PLAN SET AS PART OF AS-BUILTS.

| EXISTING POTHOLE DATA | | | |
|-----------------------|---------------------------|-----------|----------------------|
| PH# | DESCRIPTION | PIPE TYPE | DEPTH TO TOP OF PIPE |
| PH8 | 3/4" GAS SERVICE | STEEL | 8" |
| PH9 | 4" SEWER LATERAL | ABS | 57" |
| | 4" SEWER LATERAL | ABS | 57" |
| | 1" WATER SVC. IN 2" STEEL | POLYSTEEL | <DNF> |
| PH10 | 3/4" GAS SERVICE | STEEL | 24" |
| PH11 | 3/4" GAS SERVICE | STEEL | 16" |
| PH12 | 1" WATER SVC. IN 2" STEEL | POLYSTEEL | 22" |
| PH13 | 4" SEWER LATERAL | ABS | 51" |
| PH14 | 4" SEWER LATERAL | ABS | 50" |
| PH15 | 3/4" GAS SERVICE | STEEL | 20" |
| PH16 | 1" WATER SVC. IN 2" STEEL | POLYSTEEL | 34" |
| PH17 | 4" SEWER LATERAL | ABS | 50" |
| | 4" SEWER LATERAL | ABS | 50" |

GRAPHIC SCALE



A.P.N. BENCHMARK NO. 13-182 ELEV. 146.53
 FOUND BM 13-182 AT NW CORNER OF OAKCREST AVE. AND DEWEY DR.

| REVISIONS | DATE | DESCRIPTION |
|-----------|------|-------------|
| | | |

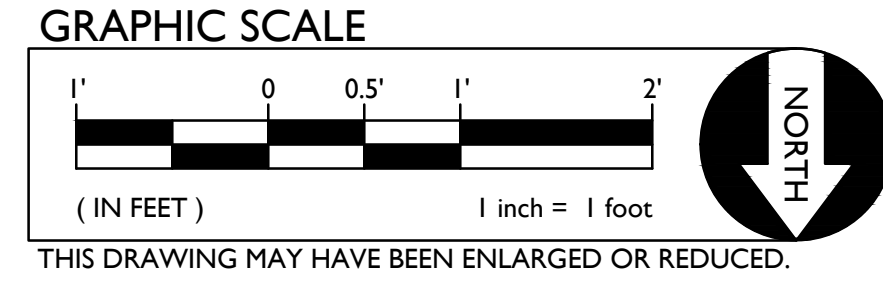
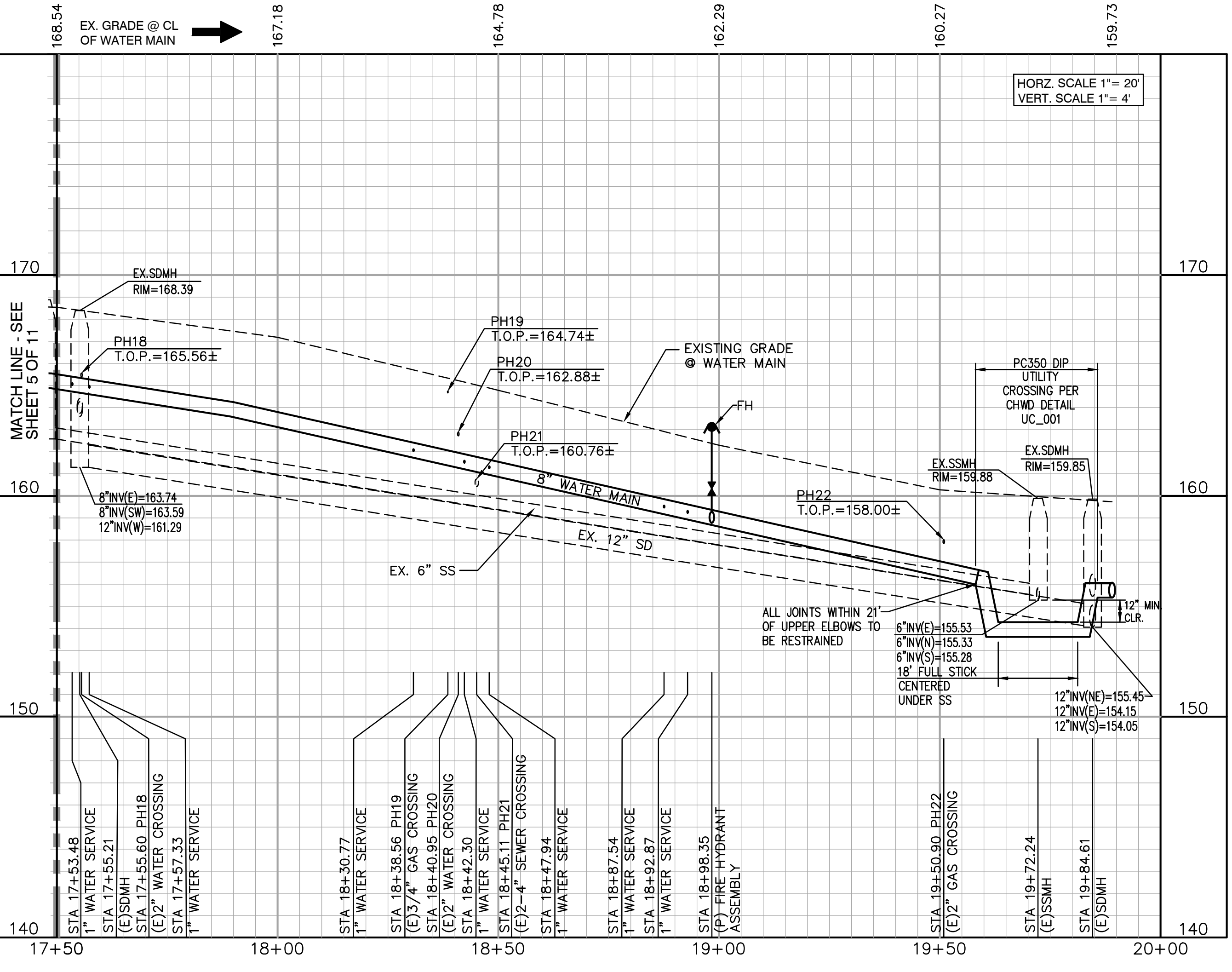
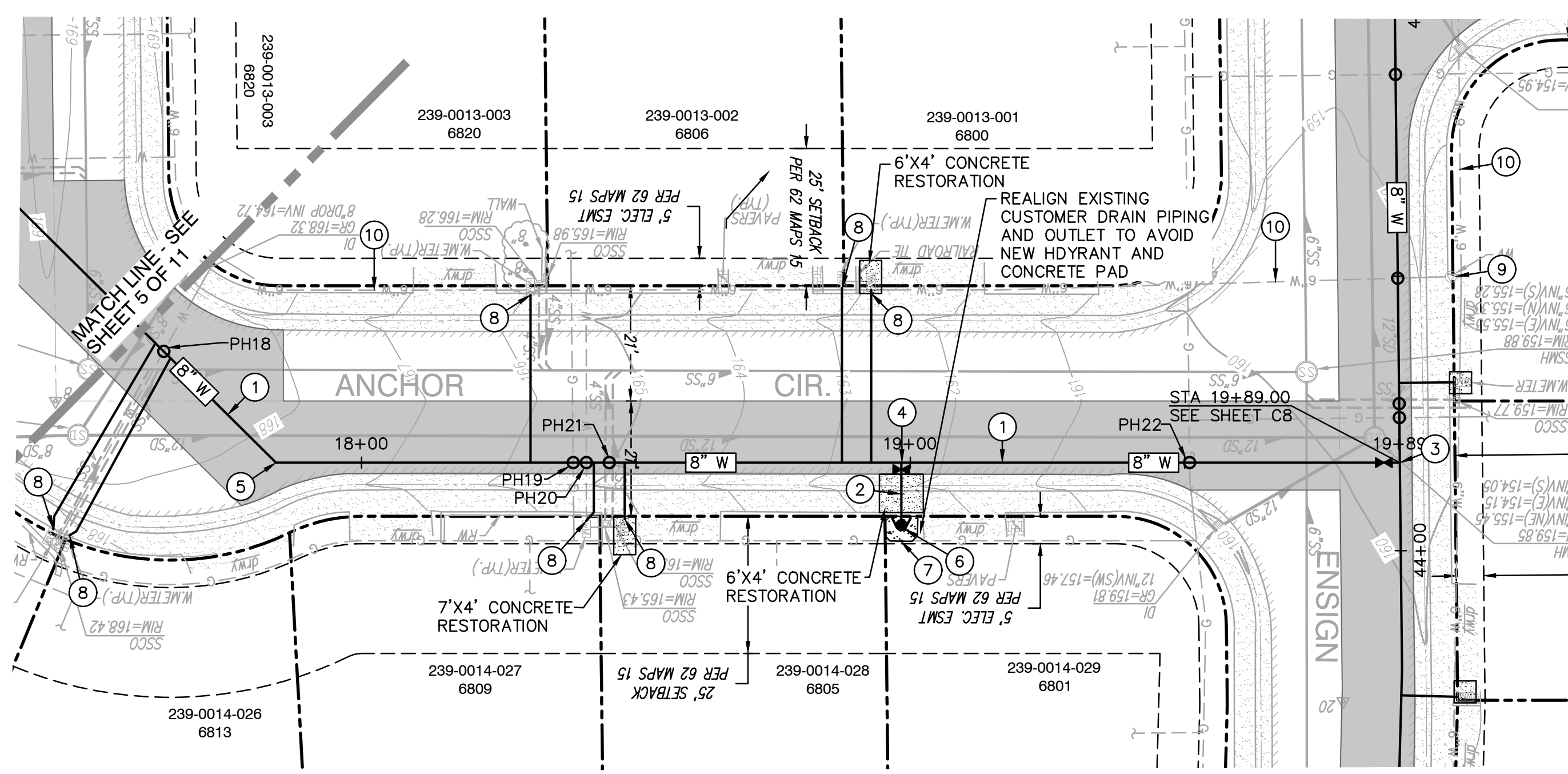
DESIGNED: AT NO. AT NO. AT NO.
 DRAWN: AT NO. AT NO. AT NO.
 CHECKED: AT NO. AT NO. AT NO.
 DATE: 02-21-24

ANTHONY J. TASSAN
 REGISTERED PROFESSIONAL ENGINEER
 1117 WINDFIELD WAY, SUITE 110
 EL DORADO HILLS, CA 95762 | (916) 985-1870

WC
 WARREN CONSULTING ENGINEERS, INC.
 1117 WINDFIELD WAY, SUITE 110
 EL DORADO HILLS, CA 95762 | (916) 985-1870

TITLE: ANCHOR CIR. STA 13+50 TO 17+50
 PROJECT: CITRUS HEIGHTS WATER DISTRICT
 ADMIRAL AVENUE AND ANCHOR CIRCLE
 WATER MAIN PROJECT C23-106
 CALIFORNIA
 CITY OF CITRUS HEIGHTS

SHEET NO. 5 OF 11
 JOB NO.: 23-081



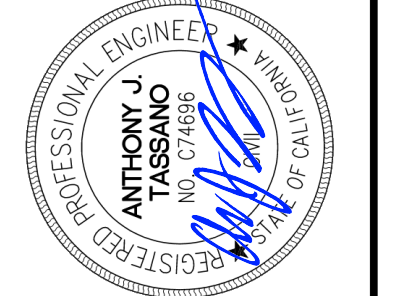
CONSTRUCTION NOTES

- INSTALL 8" CL305 DR 14 AWWA C900 PVC WATER MAIN (EXCEPT WHERE PC350 DIP IS NOTED ON PROFILE) PER CHWD DETAIL TREN_713SC.
- INSTALL 6" PC350 DIP WATER MAIN PER CHWD DETAILS FH_612 AND TREN_713SC.
- INSTALL 8" X 8" MJ X FL TEE WITH 8" FL X MJ RW GATE VALVE TO EAST PER CHWD DETAIL TB_001 AND VB_811.
- INSTALL 8" X 6" MJ X FL TEE WITH 6" FL X MJ RW GATE VALVE TO NORTH PER CHWD DETAIL TB_001 AND VB_811.
- INSTALL 8" MJ X MJ 45-DEGREE ELBOW PER CHWD DETAIL TB_001.
- INSTALL FIRE HYDRANT PER CHWD DETAIL FH_612. REALIGN EXISTING CUSTOMER DRAIN PIPING AND OUTLET TO AVOID NEW HYDRANT AND CONCRETE PAD.
- INSTALL CONCRETE FIRE HYDRANT ACCESS PAD PER CHWD DETAIL FH_683.
- REPLACE EXISTING WATER SERVICE WITH 1" POLY SERVICE PER CHWD DETAIL WS_108PE. CONNECT TO EXISTING 1" METER SETTER.
- CLOSE VALVE AND BACKFILL RISER AND BOX TO 95% COMPACTION. REINSTALL VALVE BOX LID AND LEAVE AT GRADE IN DRIVEWAY.
- EXISTING 6" WATER MAIN TO BE ABANDONED IN PLACE. REMOVE AND PLUG WATER MAIN WHERE NECESSARY TO INSTALL NEW WATER FACILITIES.

NOTE: ALL FITTINGS TO BE RESTRAINED

NOTE: CONTRACTOR SHALL BE RESPONSIBLE FOR POTHOLING AND VERIFYING THESE LISTED POTHOLE LOCATIONS AND ANY ADDITIONAL LOCATIONS PRIOR TO CONSTRUCTION. ADD POTHOLE DATA TO PLAN SET AS PART OF AS-BUILTS.

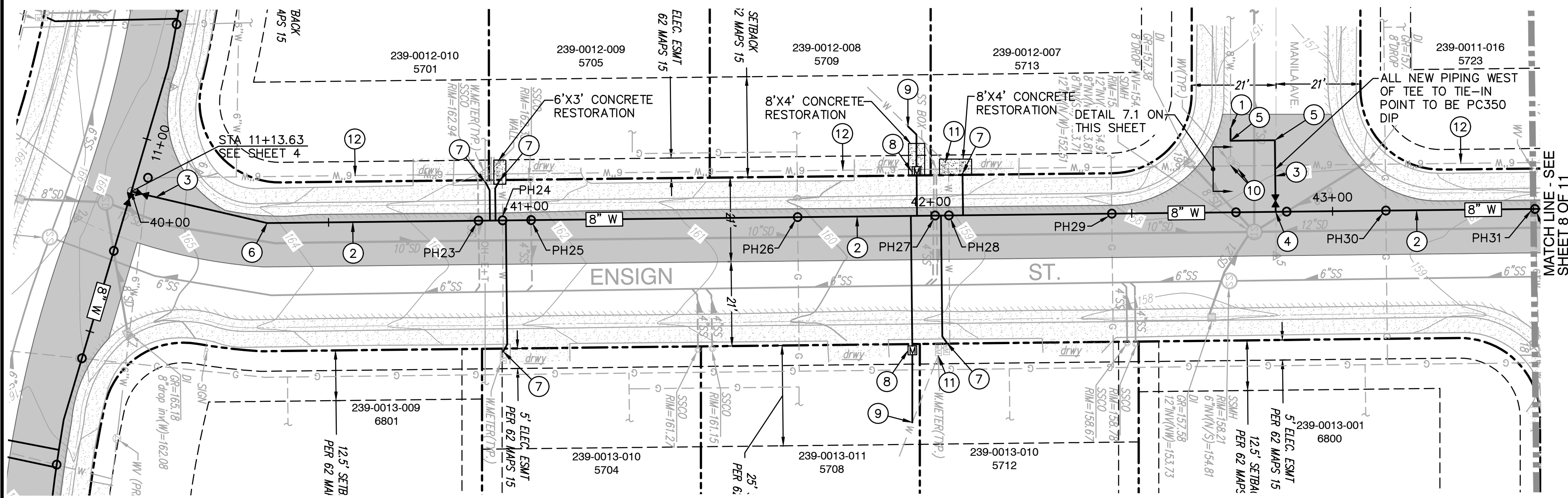
| EXISTING POTHOLE DATA | | | |
|-----------------------|---------------------------|-----------|----------------------|
| PH# | DESCRIPTION | PIPE TYPE | DEPTH TO TOP OF PIPE |
| PH18 | 1" WATER SVC. IN 2" STEEL | CU/STEEL | 34" |
| PH19 | 3/4" GAS SERVICE | STEEL | 7" |
| PH20 | 2" WATER SERVICE | STEEL | 28" |
| PH21 | 4" SEWER LATERAL | ABS | 50" |
| | 4" SEWER LATERAL | ABS | 51" |
| PH22 | 2" GAS MAIN | STEEL | 27" |



TITLE: ANCHOR CIR. STA 17+50 TO 19+89
 PROJECT: CITRUS HEIGHTS WATER DISTRICT
 ADMIRAL AVENUE AND ANCHOR CIRCLE
 WATER MAIN PROJECT C23-106
 CITY OF CITRUS HEIGHTS CALIFORNIA
 SHEET NO. 6 OF 11
 A.P.N. BENCHMARK NO. 13-182 ELEV. 146.53
 FOUND BM 13-182 AT NW CORNER OF OAKCREST AVE. AND DEWEY DR.
 JOB NO.: 23-081
 DATE: 02-21-24

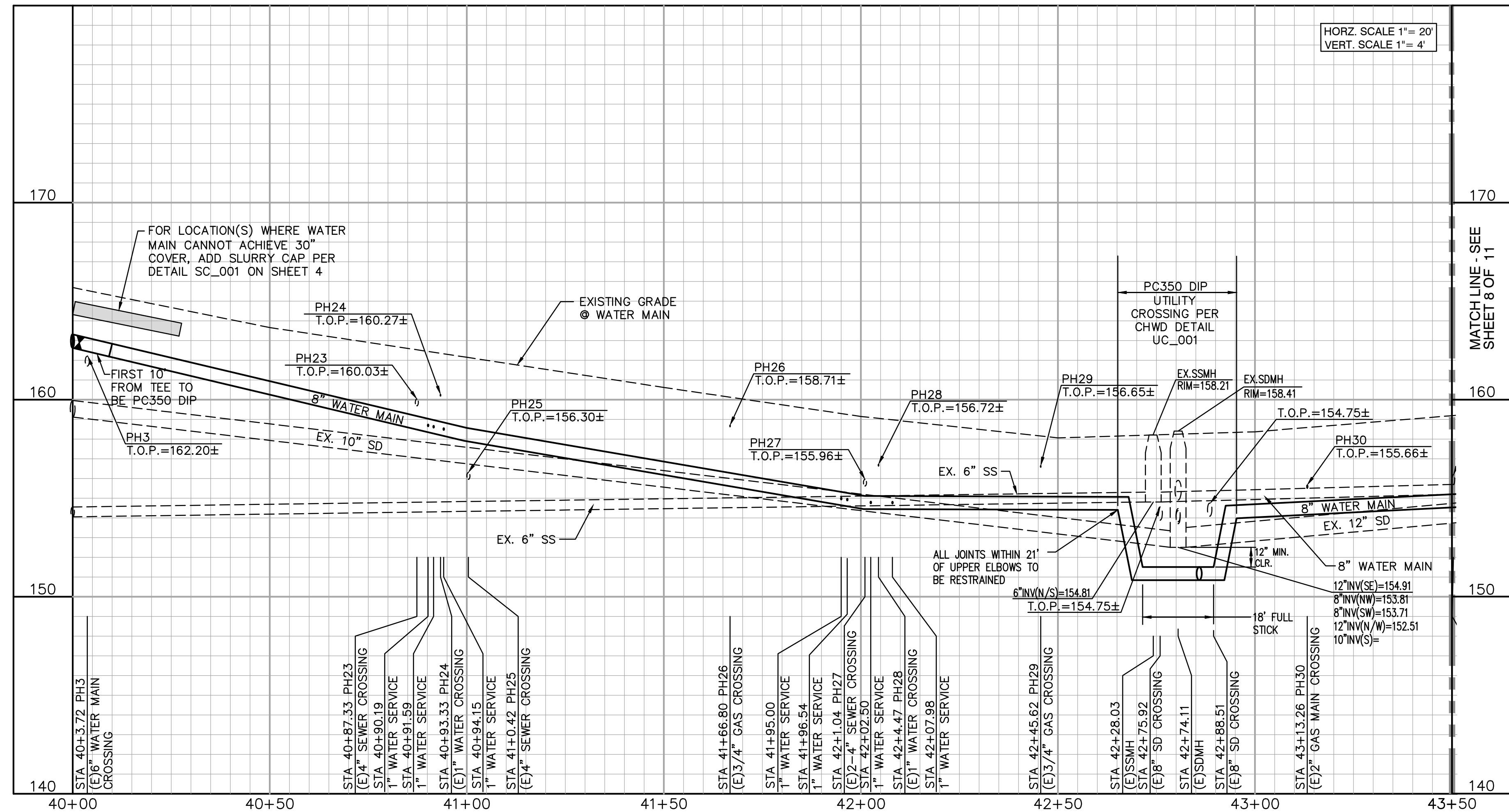


FILENAME: I:\23-081\CIVIL\DWG\23-081-C4-C8.DWG PLOTTED: Wednesday, February 21, 2024

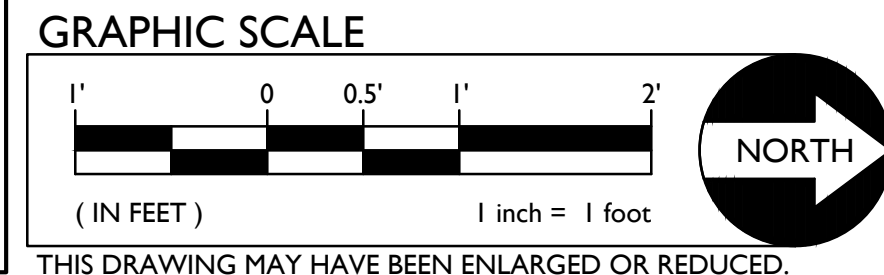
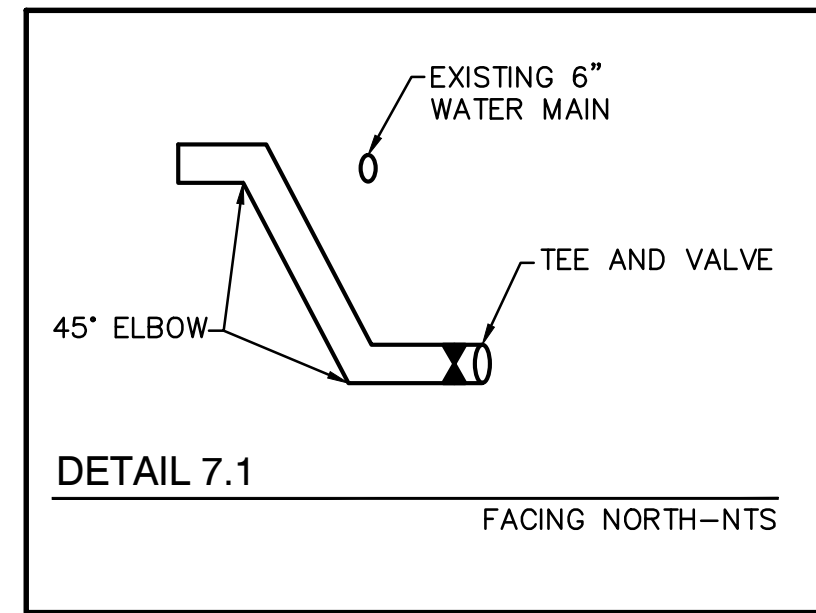


MATCH LINE - SEE SHEET 8 OF 11

165.69 EX. GRADE @ CL OF WATER MAIN → 163.66



HORZ. SCALE 1" = 20'
VERT. SCALE 1" = 4'



THIS DRAWING MAY HAVE BEEN ENLARGED OR REDUCED.

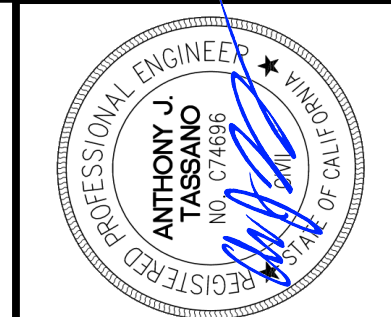
CONSTRUCTION NOTES

- CONNECT TO EXISTING 8" DIP WATER MAIN WITH 8" X MJ X MJ 90-DEGREE ELBOW PER NOTE 5. REMOVE PIPING AS NEEDED.
- INSTALL 8" CL305 DR 14 AWWA C900 PVC WATER MAIN (EXCEPT WHERE PC350 DIP IS NOTED ON PROFILE) PER CHWD DETAIL TREN_713SC.
- INSTALL 8" PC350 DIP WATER MAIN PER CHWD DETAIL TREN_713SC. ONLY FIRST 10' FROM TEE TO BE DIP.
- INSTALL 8" X 8" FL X FL TEE WITH 8" FL X MJ RW GATE VALVE TO WEST AND 8" FL X MJ ADAPTOR TO SOUTH PER CHWD DETAILS TB_001 AND VB_811. CONNECT FL TO FL OF 45 DEGREE ELBOW.
- INSTALL 8" MJ X MJ 90-DEGREE ELBOW PER CHWD DETAIL TB_001.
- INSTALL 8" MJ X MJ 11.25-DEGREE ELBOW PER CHWD DETAIL TB_001.
- REPLACE EXISTING WATER SERVICE WITH 1" POLY SERVICE PER CHWD DETAIL WS_108PE. CONNECT TO EXISTING 1" METER SETTER.
- INSTALL 1" POLY WATER SERVICE PER CHWD DETAILS WS_100PE. USE EXISTING METER FROM RELOCATION SERVICE.
- LOCATE AND CONNECT TO EXISTING CUSTOMER SERVICE LINE, AT BACK END OF EXISTING WATER METER ON PROPERTY, VIA BORING. INSTALL 1.25" SCH 40 PVC AS NEEDED WITH SCH 80 FITTINGS.
- REMOVE EXISTING VALVE BOX AND RISER TO 3' BELOW FINISH GRADE. CLOSE VALVE AND BACKFILL TO 95% COMPACTION. RESTORE LANDSCAPE TO MATCH SURROUNDING AREA.
- REMOVE EXISTING WATER METER, METER SETTER, METER BOX AND PIPING AS NEEDED.
- EXISTING 6" WATER MAIN TO BE ABANDONED IN PLACE. REMOVE AND PLUG WATER MAIN WHERE NECESSARY TO INSTALL NEW WATER FACILITIES.

NOTE: ALL FITTINGS TO BE RESTRAINED

NOTE: CONTRACTOR SHALL BE RESPONSIBLE FOR POTHOLING AND VERIFYING THESE LISTED POTHOLE LOCATIONS AND ANY ADDITIONAL LOCATIONS PRIOR TO CONSTRUCTION. ADD POTHOLE DATA TO PLAN SET AS PART OF AS-BUILTS.

| PH# | DESCRIPTION | PIPE TYPE | DEPTH TO TOP OF PIPE |
|------|---------------------------|-----------|----------------------|
| PH23 | 4" SEWER LATERAL | ABS | 30" |
| PH24 | 1" WATER SERVICE | CU | 25" |
| PH25 | 4" SEWER LATERAL | ABS | 70" |
| PH26 | 3/4" GAS SERVICE | STEEL | 17" |
| PH27 | 4" SEWER LATERAL | ABS | 38" |
| | 4" SEWER LATERAL | ABS | 38" |
| PH28 | 1" WATER SVC. IN 2" STEEL | POLYSTEEL | 28" |
| PH29 | 3/4" GAS SERVICE | STEEL | 18" |
| PH30 | 2" GAS MAIN | STEEL | 35" |
| PH31 | 6" WATER MAIN | STEEL | 36" |

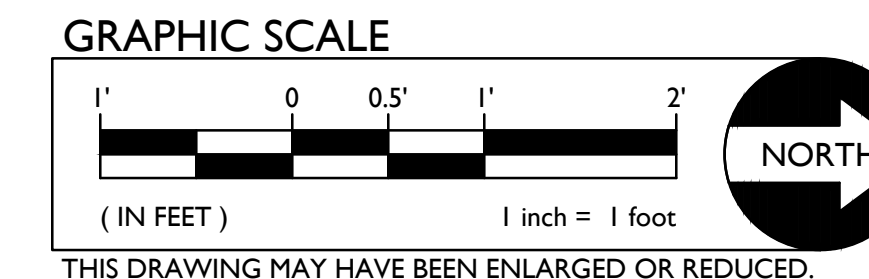
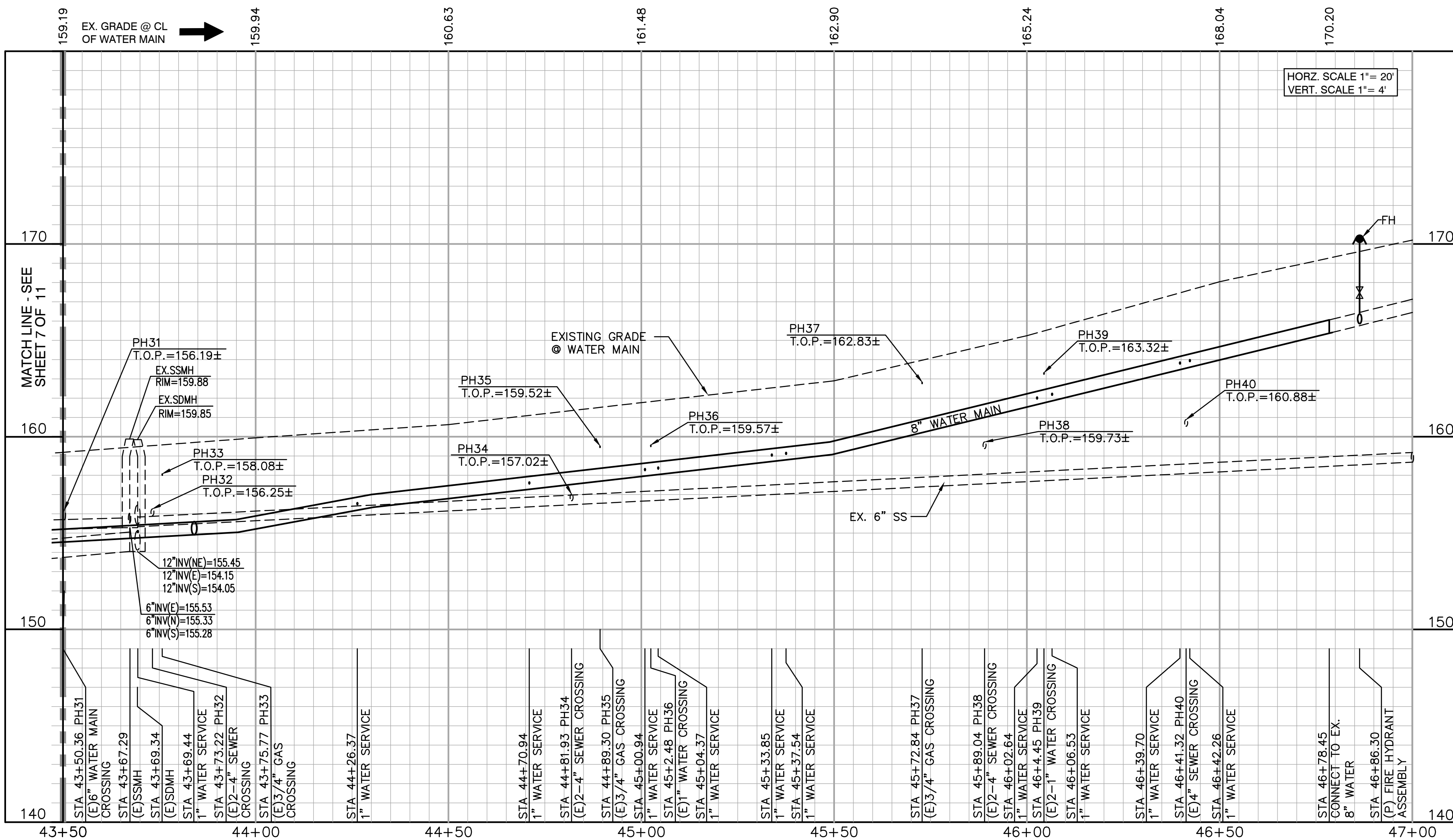
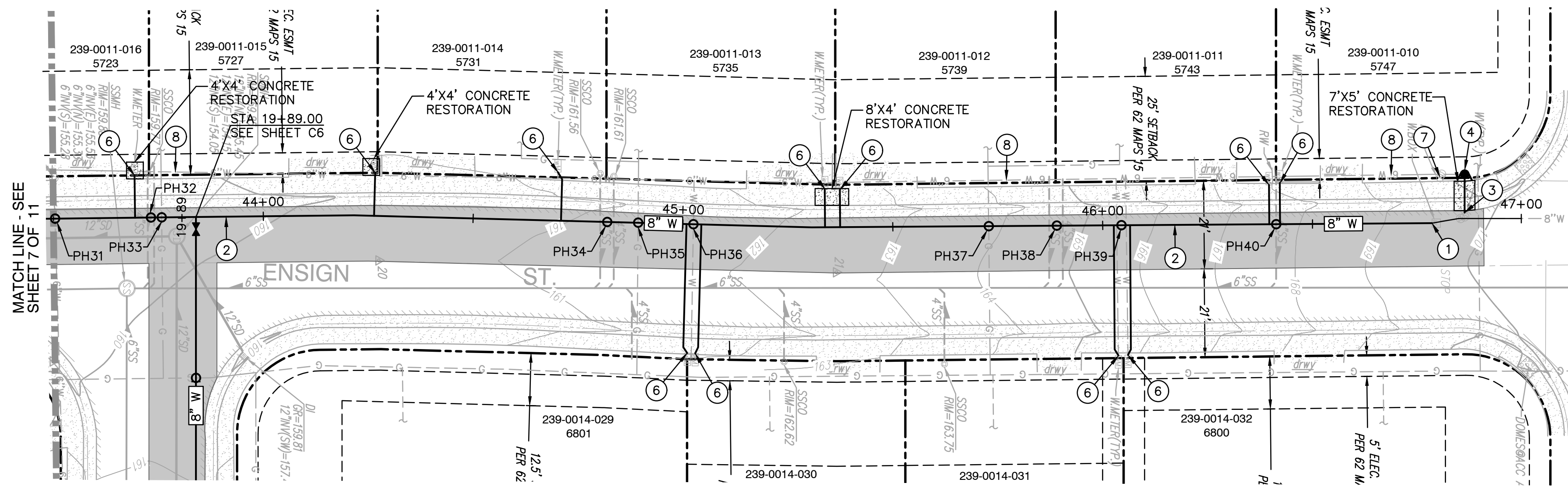


TITLE: ENSIGN ST. STA 40+00 TO 43+50
PROJECT: CITRUS HEIGHTS WATER DISTRICT
ADMIRAL AVENUE AND ANCHOR CIRCLE
WATER MAIN PROJECT C23-106
CITY OF CITRUS HEIGHTS CALIFORNIA

SHEET NO. 7 OF 11



FILENAME: I:\23-081\CIVIL\DWG\23-081-C4-C8.DWG PLOTTED: Wednesday, February 21, 2024



CONSTRUCTION NOTES

1. CONNECT TO EXISTING 12" DIP WATER MAIN WITH 12" X 8" MJ X MJ REDUCER. REMOVE BLOW-OFF, THRUST BLOCK, AND PIPING AS NEEDED.
2. INSTALL 8" CL305 DR 14 AWWA C900 PVC WATER MAIN PER CHWD DETAIL TREN_713SC.
3. CONNECT TO EXISTING FL X MJ RW GATE VALVE. INSTALL 6" PC350 DIP WATER MAIN PER CHWD DETAILS FH_612 AND TREN_713SC. REMOVE EXISTING 6" PVC AND OTHER PIPING AND ELBOWS AS NEEDED. SEE NOTE 7 REGARDING EXISTING WHARF HYDRANT REMOVAL.
4. INSTALL FIRE HYDRANT PER CHWD DETAIL FH_612.
5. NOT USED.
6. REPLACE EXISTING WATER SERVICE WITH 1" POLY SERVICE PER CHWD DETAIL WS_108PE. CONNECT TO EXISTING 1" METER SETTER.
7. REMOVE EXISTING WHARF HYDRANT. CLOSE VALVE, REMOVE VALVE BOX AND RISER TO MINIMUM 3' BELOW FINISHED GRADE, AND BACK FILL TO 95% COMPACTION. RESTORE SURFACE TO MATCH SURROUNDING AREA.
8. EXISTING 6" WATER MAIN TO BE ABANDONED IN PLACE. REMOVE AND PLUG WATER MAIN WHERE NECESSARY TO INSTALL NEW WATER FACILITIES.

NOTE: ALL FITTINGS TO BE RESTRAINED

NOTE: CONTRACTOR SHALL BE RESPONSIBLE FOR POTHOLING AND VERIFYING THESE LISTED POTHOLE LOCATIONS AND ANY ADDITIONAL LOCATIONS PRIOR TO CONSTRUCTION. ADD POTHOLE DATA TO PLAN SET AS PART OF AS-BUILTS.

| EXISTING POTHOLE DATA | | | |
|-----------------------|---------------------------|------------|----------------------|
| PH# | DESCRIPTION | PIPE TYPE | DEPTH TO TOP OF PIPE |
| PH32 | 4" SEWER LATERAL | ABS | 40" |
| | 4" SEWER LATERAL | ABS | 40" |
| PH33 | 3/4" GAS SERVICE | STEEL | 18" |
| PH34 | 4" SEWER LATERAL | ABS | 52" |
| | 4" SEWER LATERAL | ABS | 52" |
| PH35 | 3/4" GAS SERVICE | STEEL | 24" |
| PH36 | 1" WATER SVC. IN 2" STEEL | POLY/STEEL | 27" |
| PH37 | 3/4" GAS SERVICE | STEEL | 14" |
| PH38 | 4" SEWER LATERAL | VCP | 60" |
| | 4" SEWER LATERAL | VCP | 60" |
| PH39 | 1" WATER SERVICE | POLY | 26" |
| | 1" WATER SERVICE | POLY | 26" |
| PH40 | 4" SEWER LATERAL | VCP | 80" |

AP.N. BENCHMARK NO. 13-182 ELEV. 146.53
 FOUND BM 13-182 AT NW CORNER OF OAKCREST AVE. AND DEWEY DR.

REVISIONS: AT NO. DESCRIPTION DATE

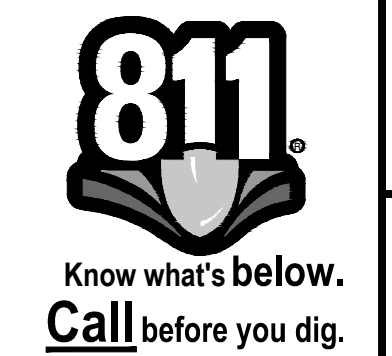
DESIGNED: AT NO. DATE: 02-21-24
 DRAWN: AT NO. DATE:
 CHECKED: AT NO. DATE:

PROFESSIONAL ENGINEER
 ANTHONY J. TASSANO
 1117 WINDFIELD WAY, SUITE 110
 EL DORADO HILLS, CA 95762 | (916) 895-1870

WCE
 WARREN CONSULTING ENGINEERS, INC.
 1117 WINDFIELD WAY, SUITE 110
 EL DORADO HILLS, CA 95762 | (916) 895-1870

TITLE: ENSIGN ST. STA 43+50 TO 47+00
 PROJECT: CITRUS HEIGHTS WATER DISTRICT
 ADMIRAL AVENUE AND ANCHOR CIRCLE
 WATER MAIN PROJECT C23-106
 CITY OF CITRUS HEIGHTS CALIFORNIA

SHEET NO. 8 OF 11



FIRE HYDRANT - 6" CONNECTION (STREET SIDE)
CITRUS HEIGHTS WATER DISTRICT
 DRAWN 8 MAY 2013
 APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13
 SCALE: N.T.S. DESIGN: P.A.D.
 CITRUS HEIGHTS WATER DISTRICT CAD FILE: FH_612.DWG
 DETAIL FOR CONSTRUCTION IN: SACRAMENTO METRO FIRE DISTRICT
 PAGE: FH_612

FIRE HYDRANT ACCESS PAD
CITRUS HEIGHTS WATER DISTRICT
 DRAWN 8 MAY 2013
 APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13
 SCALE: N.T.S. DESIGN: P.A.D.
 CITRUS HEIGHTS WATER DISTRICT CAD FILE: FH_683.DWG
 PAGE: FH_683

| MAKEUP WATER ALLOWANCES (GALLONS PER HOUR PER 1000') | | | |
|---|-------------------|--------------|-------------------|
| PVC | | DIP | |
| SIZE OF PIPE | LEAKAGE ALLOWANCE | SIZE OF PIPE | LEAKAGE ALLOWANCE |
| 4" | 0.36 | 4" | 0.36 |
| 6" | 0.54 | 6" | 0.54 |
| 8" | 0.72 | 8" | 0.72 |
| 10" | 0.89 | 10" | 0.89 |
| 12" | 1.02 | 12" | 1.07 |
| | | 14" | 1.25 |
| | | 16" | 1.43 |
| | | 18" | 1.61 |
| | | 24" | 2.15 |

HYDROSTATIC PRESSURE TESTING
CITRUS HEIGHTS WATER DISTRICT
 DRAWN 8 MAY 2013
 APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13
 SCALE: N.T.S. DESIGN: P.A.D.
 CITRUS HEIGHTS WATER DISTRICT CAD FILE: HP_001.DWG
 PAGE: HP_001

| MINIMUM REQUIRED BEARING AREA - TOTAL SQUARE FEET | | | | | | |
|---|----------|----------|----------------------------|-----------------|-------------|-------|
| TYPE OF FITTING | 90° BEND | 45° BEND | 11 1/4" DR OR 22 1/2" BEND | TEE OR DEAD END | END OF LINE | CROSS |
| TYPICAL INSTALLATION | | | | | | |
| SIZE OF PIPE | 4" | 2" | 1" | 2" | 3" | 4" |
| | 6" | 2" | 1" | 3" | 3" | 4" |
| | 8" | 4" | 2" | 5" | 5" | 7" |
| | 10" | 6" | 3" | 8" | 8" | 12" |
| | 12" | 10" | 5" | 12" | 11" | 16" |

CONCRETE THRUST BLOCK DETAILS
CITRUS HEIGHTS WATER DISTRICT
 DRAWN 8 MAY 2013
 APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13
 SCALE: N.T.S. DESIGN: P.A.D.
 CITRUS HEIGHTS WATER DISTRICT CAD FILE: TB_001.DWG
 PAGE: TB_001

4" THROUGH 12" TRENCH DETAIL - PAVEMENT
CITRUS HEIGHTS WATER DISTRICT
 DRAWN 8 MAY 2013
 APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13
 SCALE: N.T.S. DESIGN: P.A.D.
 CITRUS HEIGHTS WATER DISTRICT CAD FILE: TREN_7133C.DWG
 FOR CONSTRUCTION IN THE COUNTY OF SACRAMENTO
 TREN_7133C

SERVICE LINE TRENCH DETAIL - PAVEMENT
CITRUS HEIGHTS WATER DISTRICT
 DRAWN 19 APRIL 2017
 APPROVED BY: *Melina Puri* DATE: 4/19/17
 SCALE: N.T.S. DESIGN: P.A.D.
 CITRUS HEIGHTS WATER DISTRICT CAD FILE: TREN_7233C.DWG
 FOR CONSTRUCTION IN THE COUNTY OF SACRAMENTO
 TREN_7233C

UTILITY CROSSING
CITRUS HEIGHTS WATER DISTRICT
 DRAWN 8 MAY 2013
 APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13
 SCALE: N.T.S. DESIGN: P.A.D.
 CITRUS HEIGHTS WATER DISTRICT CAD FILE: UC_001.DWG
 PAGE: UC_001

WATER MAIN VALVE BOX - STREET/DRIVEWAY
CITRUS HEIGHTS WATER DISTRICT
 DRAWN 8 MAY 2013
 APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13
 SCALE: N.T.S. DESIGN: P.A.D.
 CITRUS HEIGHTS WATER DISTRICT CAD FILE: VB_811.DWG
 PAGE: VB_811

A.P.N. BENCHMARK NO. 13-182 ELEV. 146.53
 FOUND BM 13-182 AT NW CORNER OF OAKCREST AVE. AND DEWEY DR.

DESIGNED: AT NO. DATE: 02-21-24
 DRAWN: AT NO. DATE:
 CHECKED: AT NO. DATE:
 DATE: 02-21-24

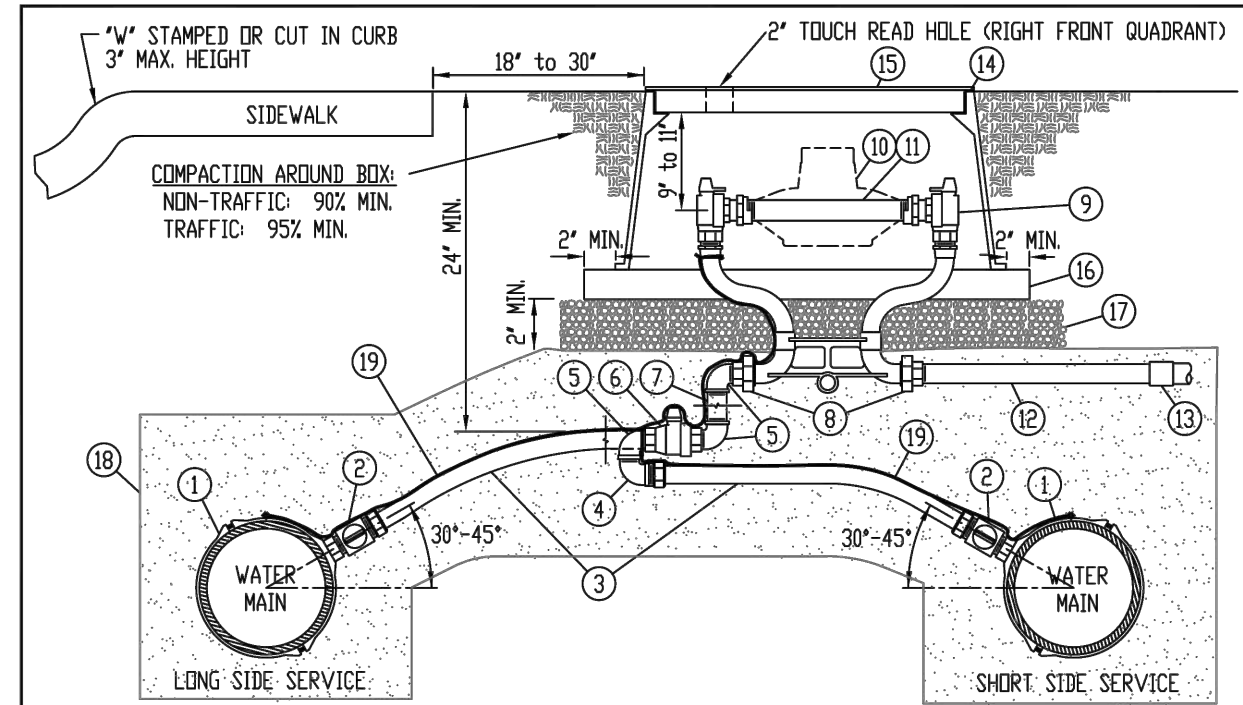
REVISIONS: NO. DESCRIPTION. DATE.

PROFESSIONAL ENGINEER
 ANTHONY J. TASSANIC
 1117 WINDFIELD WAY, SUITE 110
 EL DORADO HILLS, CA 95762 | (916) 985-1870

WATER MAIN PROJECT C23-106
 CITRUS HEIGHTS WATER DISTRICT
 ADMIRAL AVENUE AND ANCHOR CIRCLE

TITLE: STANDARD DETAILS - 1
 SHEET NO. 9 OF 11

CITY OF CITRUS HEIGHTS CALIFORNIA



CARSON 1220-4B 1" TYPE LID: SHALL INCLUDE STRAIGHT TYPE HEXAGON LOCK-DOWN BOLTS (1) AND TOUCH READ HOLE. SHALL BE MARKED "WATER".

CHRISTY FL30P RECESSED LID: SHALL INCLUDE STRAIGHT TYPE PENTHEAD LOCK-DOWN BOLTS (2) AND NEPTUNE OFFSET AMR HOLE. SHALL BE MARKED "WATER".

METER YOKE: FORD, JONES, MUELLER, McDONALD

| | | | |
|----|---|----|---|
| 1 | 1" BRONZE SADDLE - IPT | 9 | 1" COPPER/BRASS METER YOKE - 12" HEIGHT w/2 FULL PORT ANGLE BALL VALVES INCLUDING PAULICK WINGS ON INLET AND OUTLET |
| 2 | 1" CORPORATION STOP - FULL-PORT BALL, MIP x CTS COMP w/ STAINLESS STEEL INSERT (1" CTS INSERT-52) | 10 | 1" WATER METER (BY DISTRICT) |
| 3 | 1" POLYETHYLENE TUBING - CTS ENDPORE PE-4710 SDR19 9 (250 PSD) OR EQUAL | 11 | PVC METER TOLER - 1 1/4" x 10 3/4", SCH 80 (BY CONTRACTOR) |
| 4 | 1" BRASS STREET ELBOW - CTS COMP x MIP w/ STAINLESS STEEL INSERT (1" CTS INSERT-52) | 12 | 1" x 18" PVC NIPPLE - SCH 80 (BRASS IF BACKFLOW) |
| 5 | 1" BRASS STREET ELBOW | 13 | 1" PVC COUPLING - SCH 80 |
| 6 | 1" VALVE - FULL-PORT BALL, FIP x FIP or CTS COMP x FIP w/ STAINLESS STEEL INSERT (1" CTS INSERT-52) | 14 | METER BOX CARSON 1220-12 |
| 7 | 1" POLYETHYLENE TUBING - CTS ENDPORE PE-4710 SDR19 9 (250 PSD) OR EQUAL | 15 | LID CARSON 1220-4B |
| 8 | 1" BRASS STREET ELBOW - CTS COMP x MIP w/ STAINLESS STEEL INSERT (1" CTS INSERT-52) | 16 | 2" x 6' PRESSURE TREATED DOUGLAS FIR SUPPORTS (2) |
| 9 | 1" BRASS NIPPLE (AS NECESSARY TO ADJUST TO PROPER GRADE) | 17 | 3/4" CLEAN GROUND ROCK |
| 10 | 1" DUAL PURPOSE CONNECTION | 18 | #2 WASHED SAND COMPACTED TO 90% |
| | | 19 | #10 INSULATED COPPER LOCATOR WIRE |

1" POLYETHYLENE WATER SERVICE - 1" WATER METER NEW CONSTRUCTION

CITRUS HEIGHTS WATER DISTRICT

APPROVED BY: *Robert A. Chumblee* DATE: APRIL 15, 2021

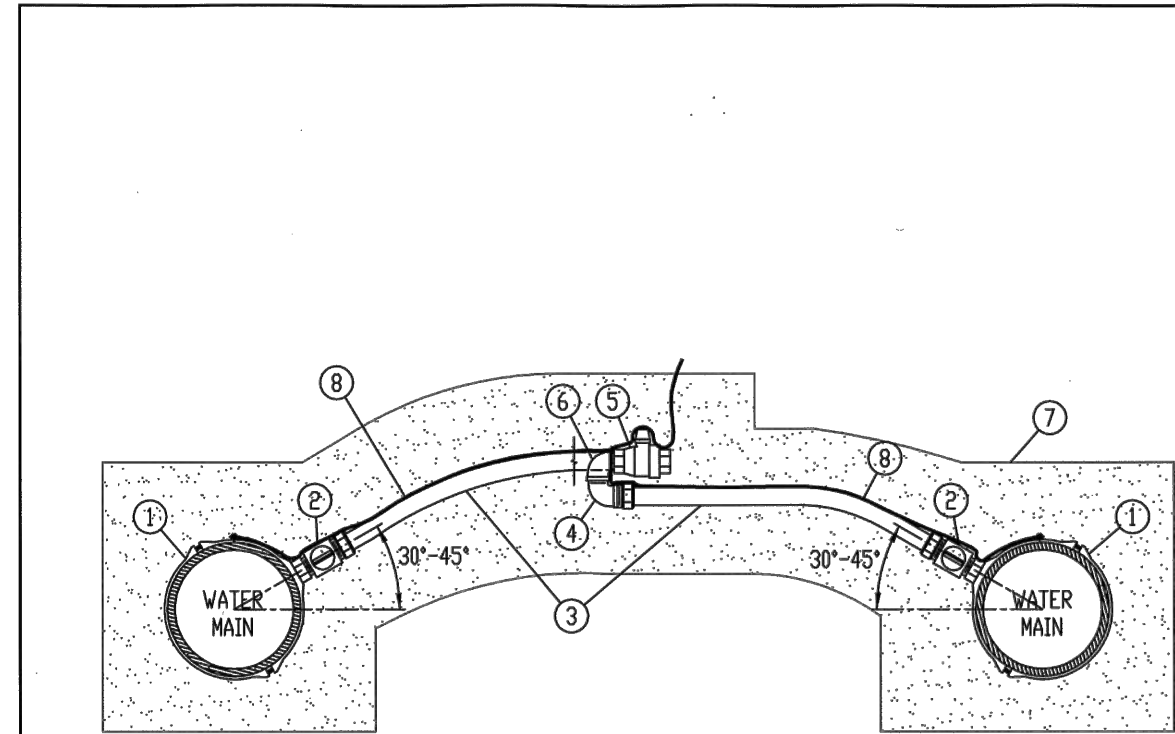
DESIGNED BY: *Melanie Rios* DATE: APRIL 15, 2021

SCALE: N.T.S.

DESIGN: P.A.D.

CAD FILE: SWPPP_100E.DWG

PAGE: **WS_100PE**



| | | | |
|---|---|---|--|
| 1 | 1" BRONZE SADDLE - IPT | 5 | 1" VALVE - FULL-PORT BALL, FIP x FIP or CTS x FIP w/ STAINLESS STEEL INSERT (1" CTS INSERT-52) |
| 2 | 1" CORPORATION STOP - FULL-PORT BALL, MIP x CTS COMP w/ STAINLESS STEEL INSERT (1" CTS INSERT-52) | 6 | 1" BRASS STREET ELBOW |
| 3 | 1" POLYETHYLENE TUBING - CTS ENDPORE PE-4710 SDR19 9 (250 PSD) OR EQUAL | 7 | #2 WASHED SAND COMPACTED TO 90% |
| 4 | 1" BRASS STREET ELBOW - CTS COMP x MIP w/ STAINLESS STEEL INSERT (1" CTS INSERT-52) | 8 | #10 INSULATED COPPER LOCATOR WIRE (INSTALL INTO EXISTING METER BOX) |

1" POLYETHYLENE WATER SERVICE

CITRUS HEIGHTS WATER DISTRICT

APPROVED BY: *Robert A. Chumblee* DATE: 9/25/14

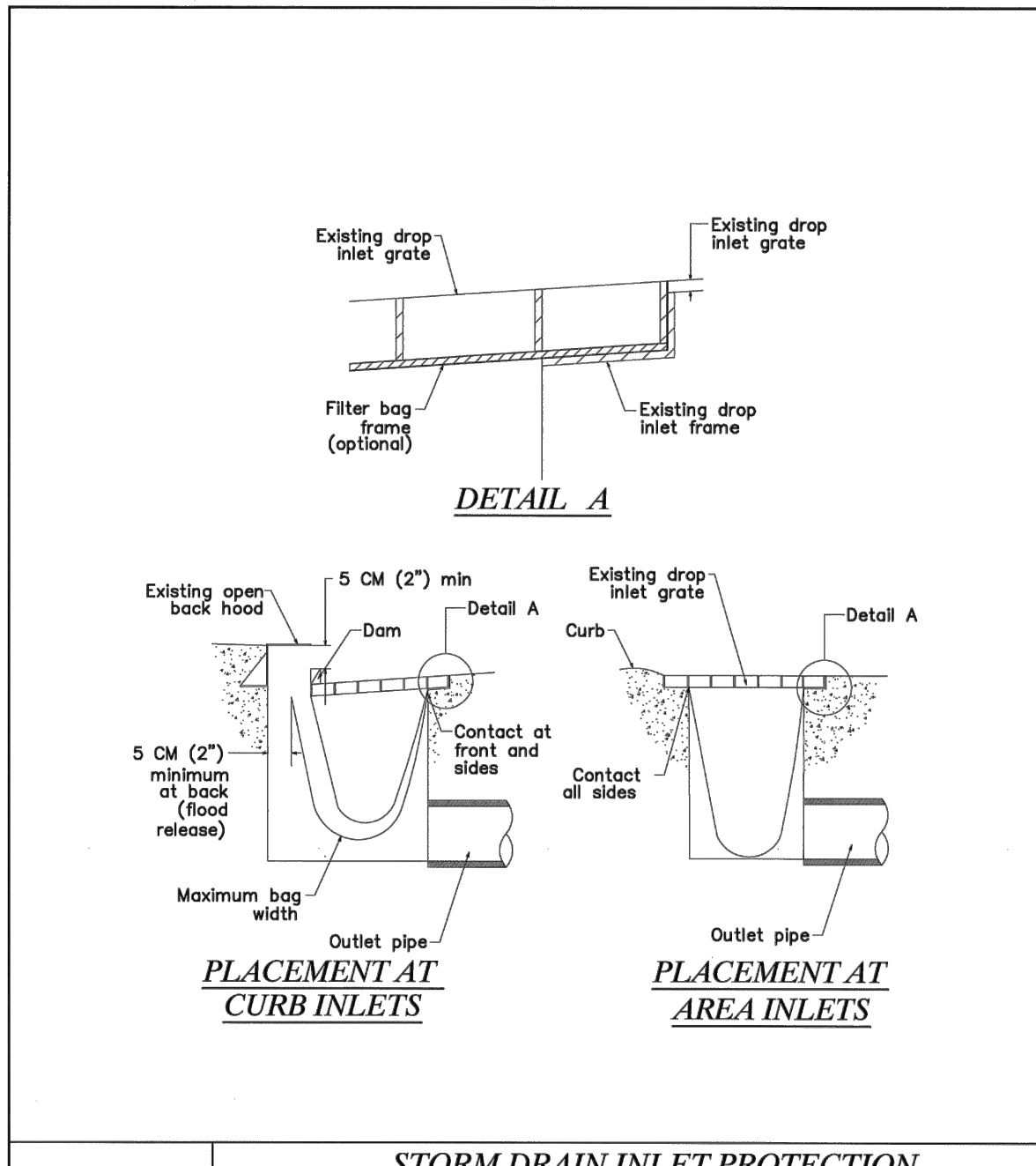
DESIGNED BY: *Robert A. Chumblee* DATE: 9/25/14

SCALE: N.T.S.

DESIGN: P.A.D.

CAD FILE: WS_108PE.DWG

PAGE: **WS_108PE**



STORM DRAIN INLET PROTECTION FILTER BAG INSTALLATION

CITRUS HEIGHTS WATER DISTRICT

APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13

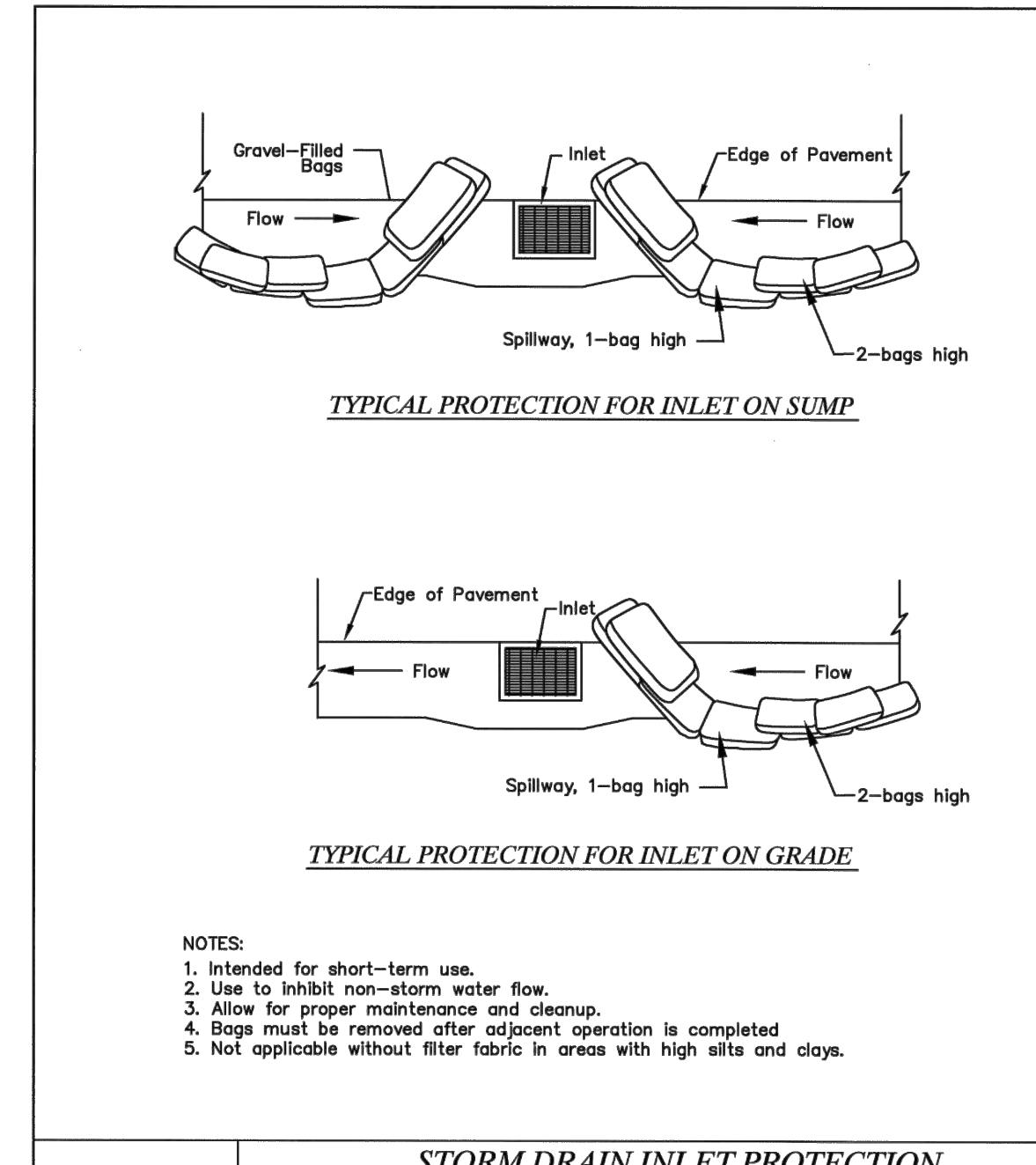
DESIGNED BY: *Robert A. Chumblee* DATE: 5/8/13

SCALE: N.T.S.

DESIGN: P.A.D.

CAD FILE: SWPPP_100.DWG

PAGE: **SWPPP_100**



STORM DRAIN INLET PROTECTION CURB INLET INSTALLATION

CITRUS HEIGHTS WATER DISTRICT

APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13

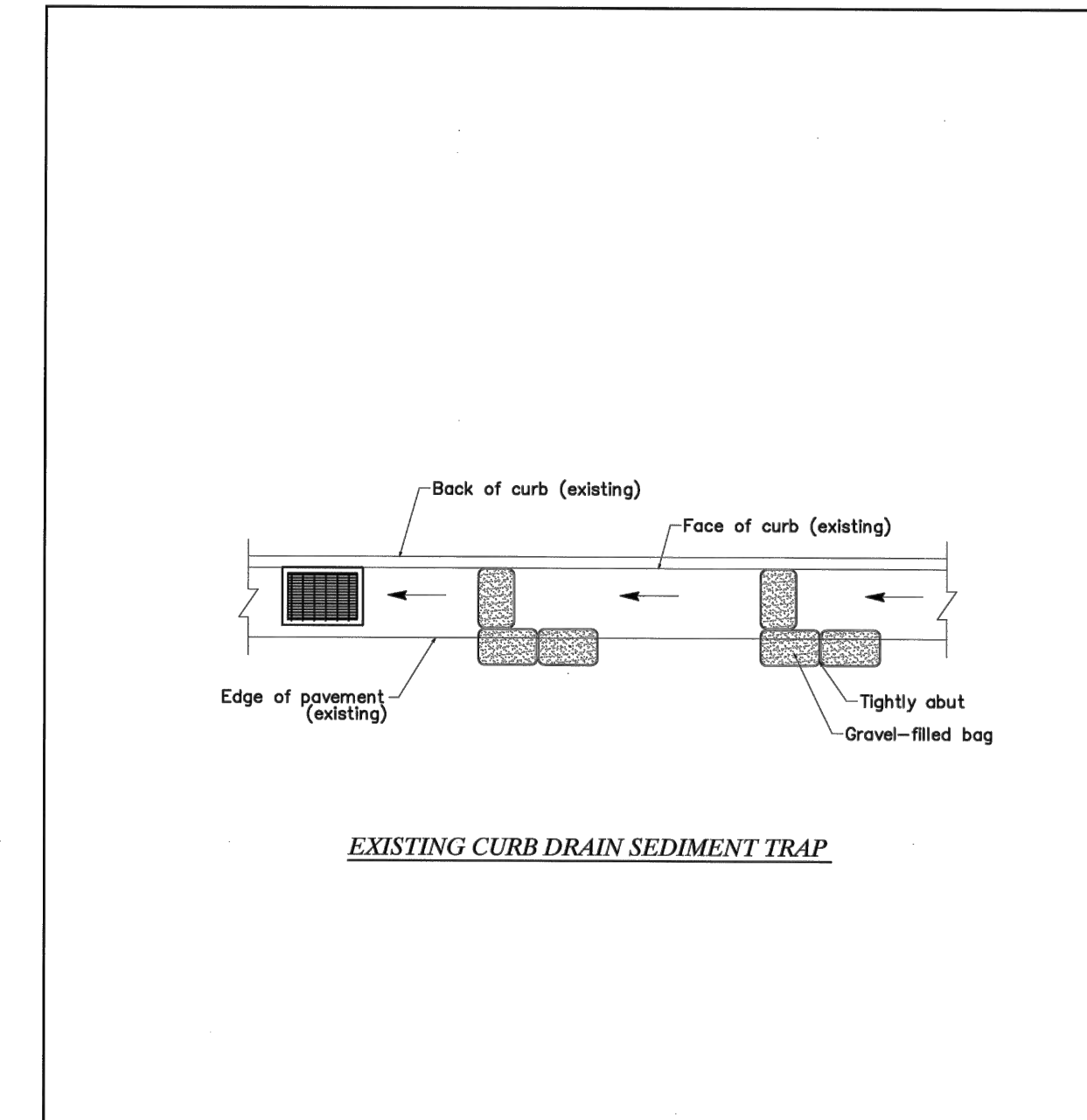
DESIGNED BY: *Robert A. Chumblee* DATE: 5/8/13

SCALE: N.T.S.

DESIGN: P.A.D.

CAD FILE: SWPPP_101.DWG

PAGE: **SWPPP_101**



STORM DRAIN INLET PROTECTION SEDIMENT TRAP

CITRUS HEIGHTS WATER DISTRICT

APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13

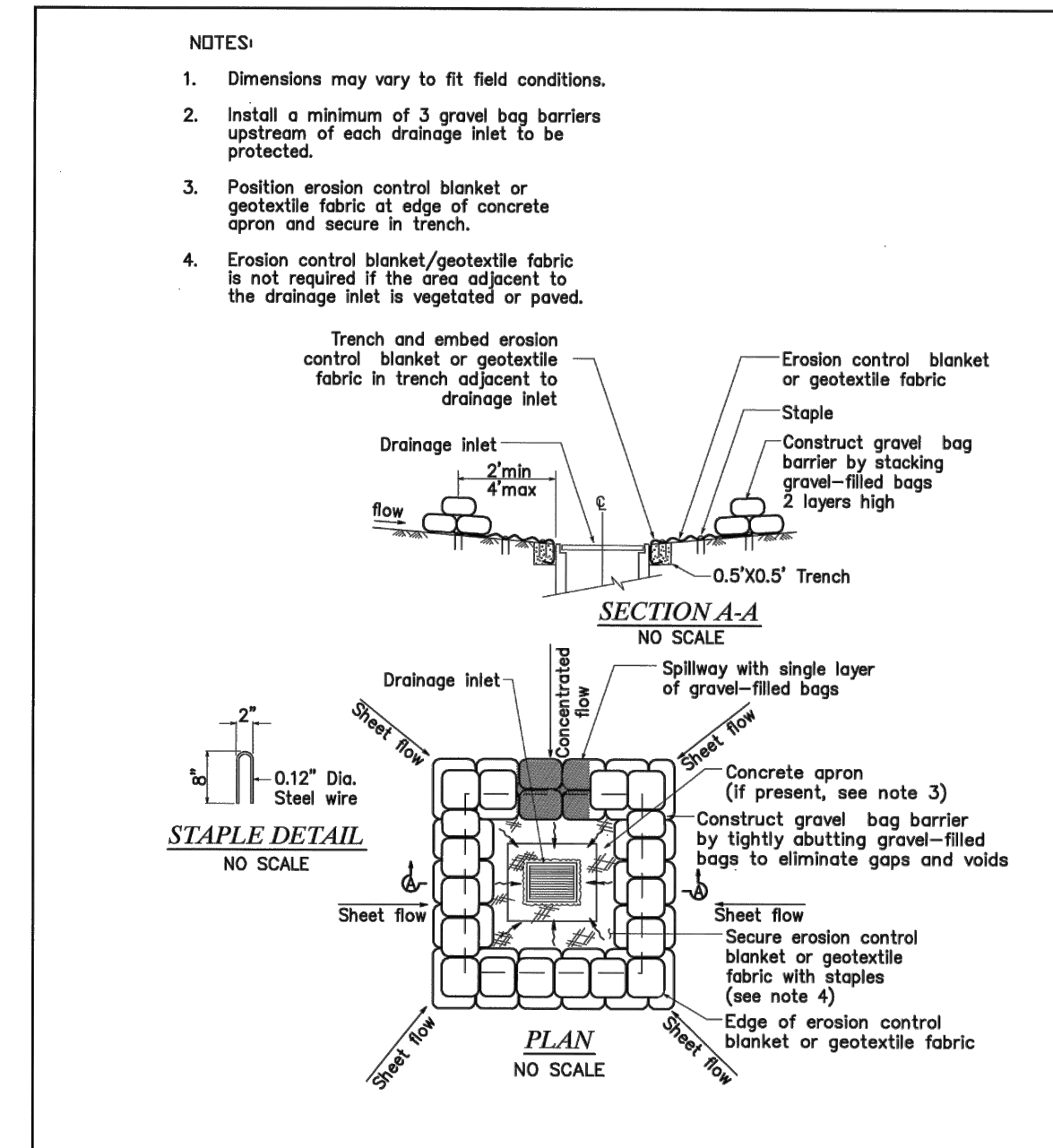
DESIGNED BY: *Robert A. Chumblee* DATE: 5/8/13

SCALE: N.T.S.

DESIGN: P.A.D.

CAD FILE: SWPPP_102.DWG

PAGE: **SWPPP_102**



STORM DRAIN INLET PROTECTION AREA INLET INSTALLATION

CITRUS HEIGHTS WATER DISTRICT

APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13

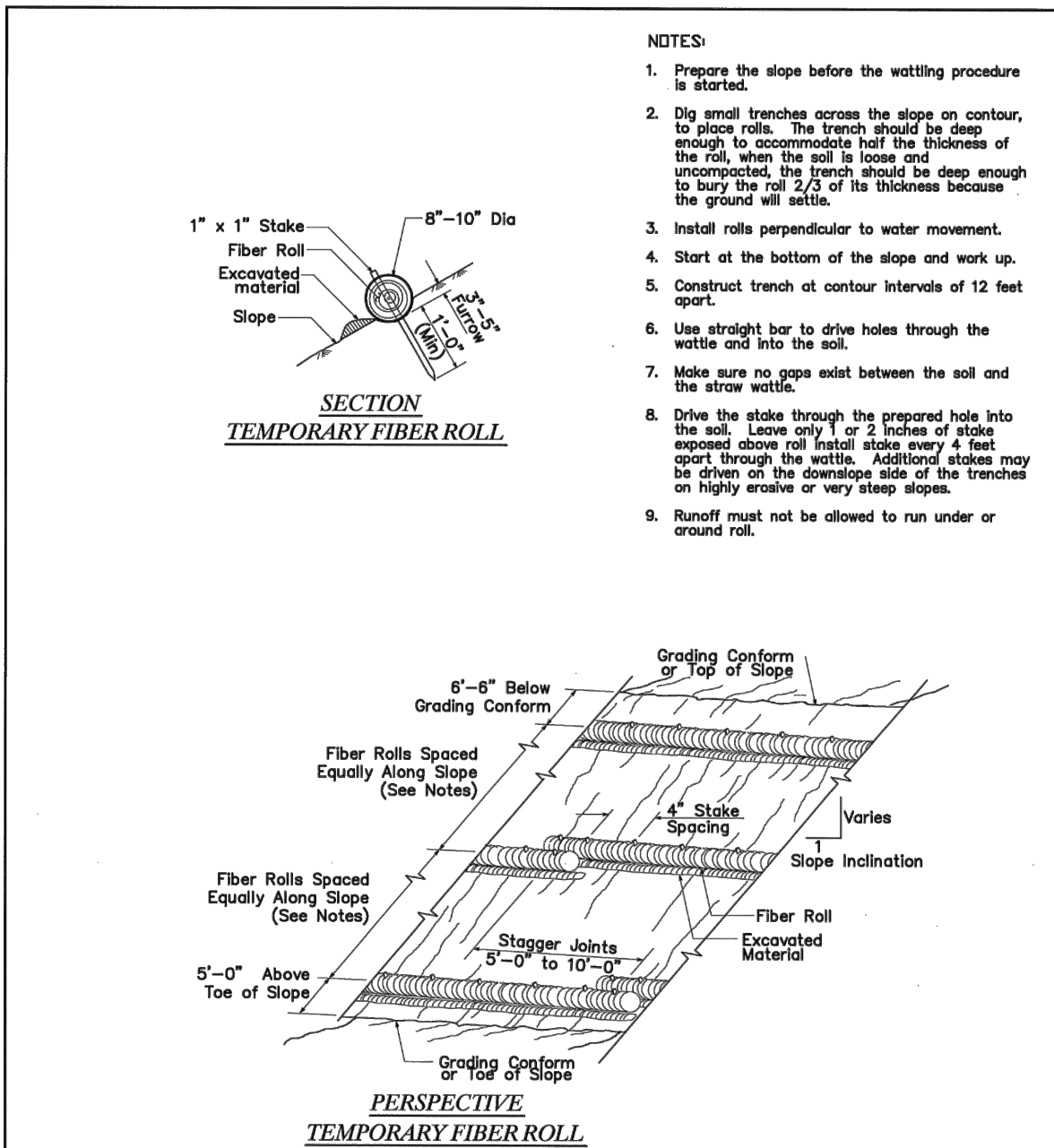
DESIGNED BY: *Robert A. Chumblee* DATE: 5/8/13

SCALE: N.T.S.

DESIGN: P.A.D.

CAD FILE: SWPPP_103.DWG

PAGE: **SWPPP_103**



TEMPORARY FIBER ROLL

CITRUS HEIGHTS WATER DISTRICT

APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13

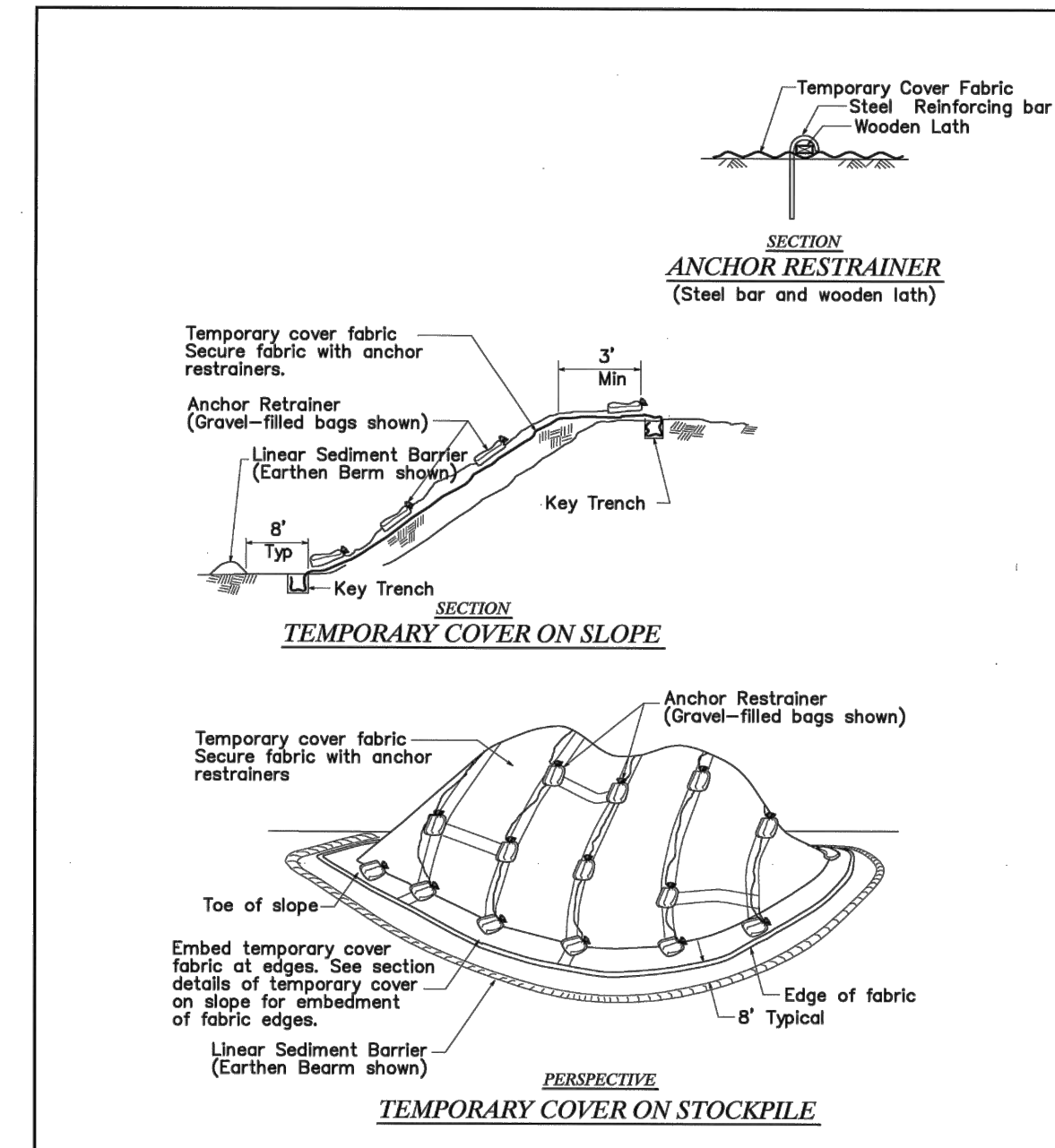
DESIGNED BY: *Robert A. Chumblee* DATE: 5/8/13

SCALE: N.T.S.

DESIGN: P.A.D.

CAD FILE: SWPPP_110.DWG

PAGE: **SWPPP_110**



TEMPORARY COVER STOCKPILE INSTALLATION

CITRUS HEIGHTS WATER DISTRICT

APPROVED BY: *Robert A. Chumblee* DATE: 5/8/13

DESIGNED BY: *Robert A. Chumblee* DATE: 5/8/13

SCALE: N.T.S.

DESIGN: P.A.D.

CAD FILE: SWPPP_111.DWG

PAGE: **SWPPP_111**

FILENAME: I:\23-081\CIVIL\DWG\23-081-C9-C11.DWG PLOTTED: Wednesday, February 21, 2024

STANDARD DETAILS - 2

CITRUS HEIGHTS WATER DISTRICT

ADMIRAL AVENUE AND ANCHOR CIRCLE

WATER MAIN PROJECT C23-106

CITY OF CITRUS HEIGHTS CALIFORNIA

PROJECT: ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT C23-106

TITLE: STANDARD DETAILS - 2

SHEET NO. 10 OF 11

DESIGNED: AT NO. DATE: 02-21-24

DRAWN: AT NO. DATE:

CHECKED: AT NO. DATE:

DATE: 02-21-24

REVISIONS:

| NO. | DESCRIPTION | DATE |
|-----|-------------|------|
| | | |

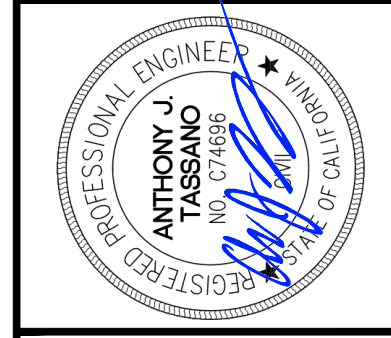
HORIZ. SCALE: AS NOTED

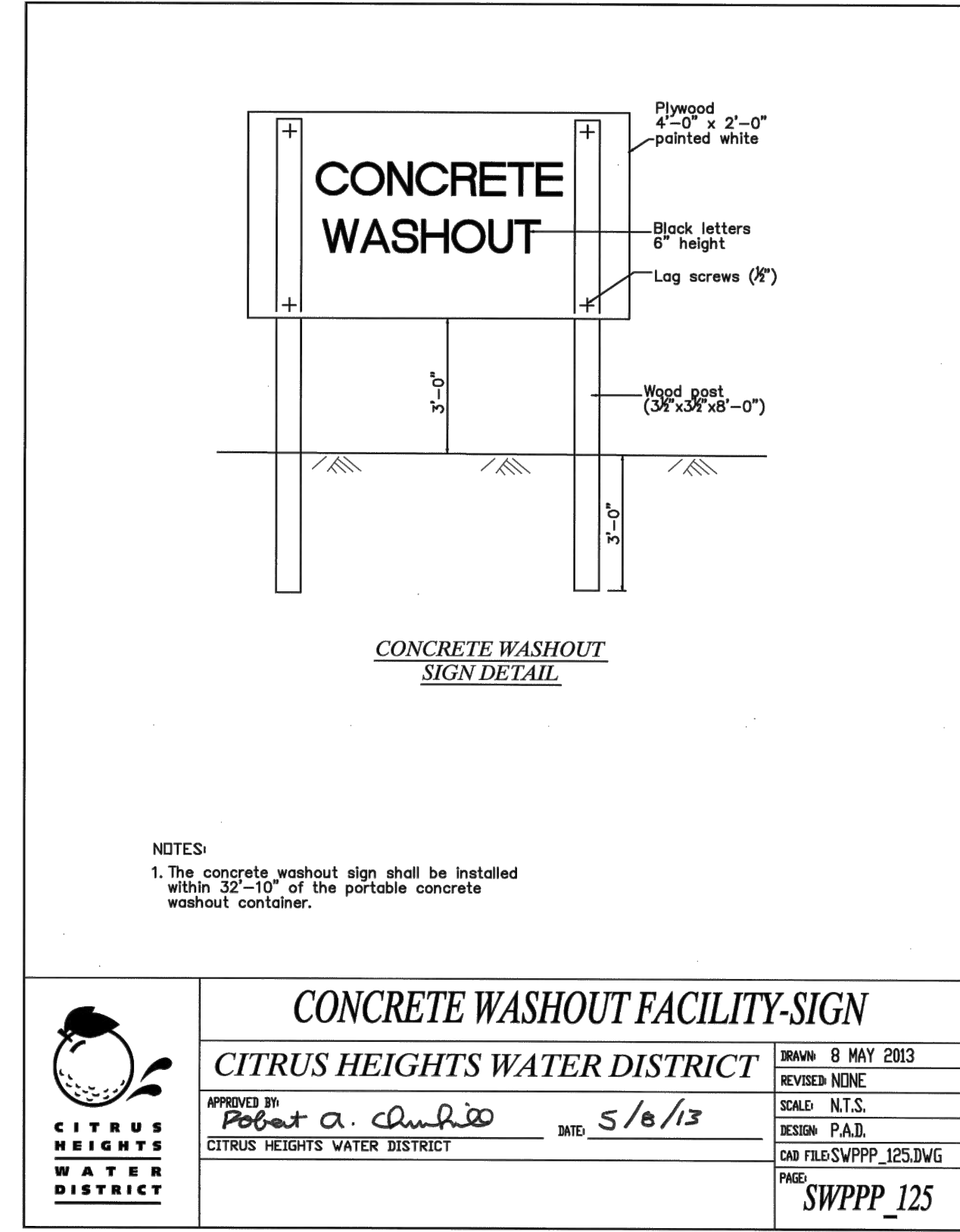
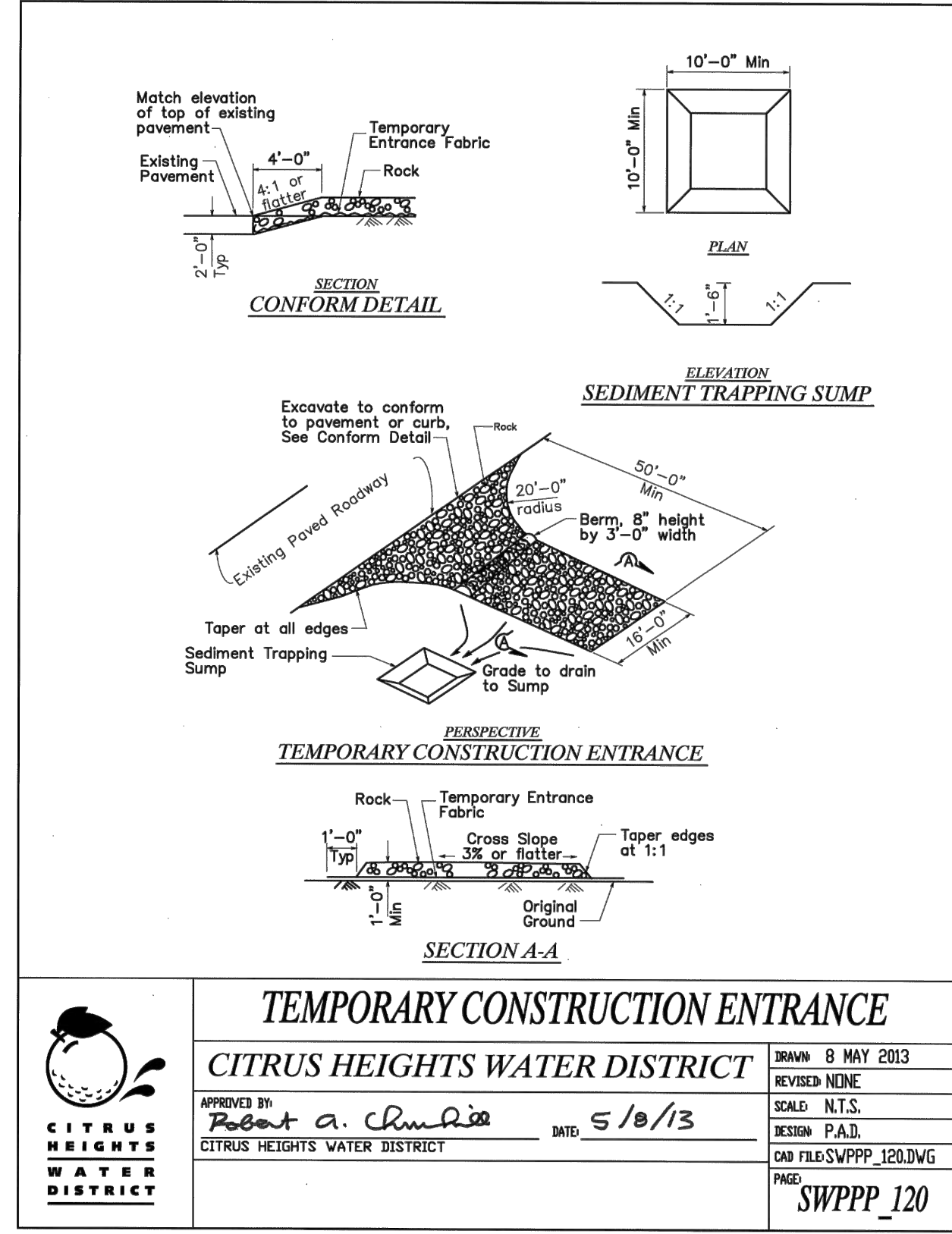
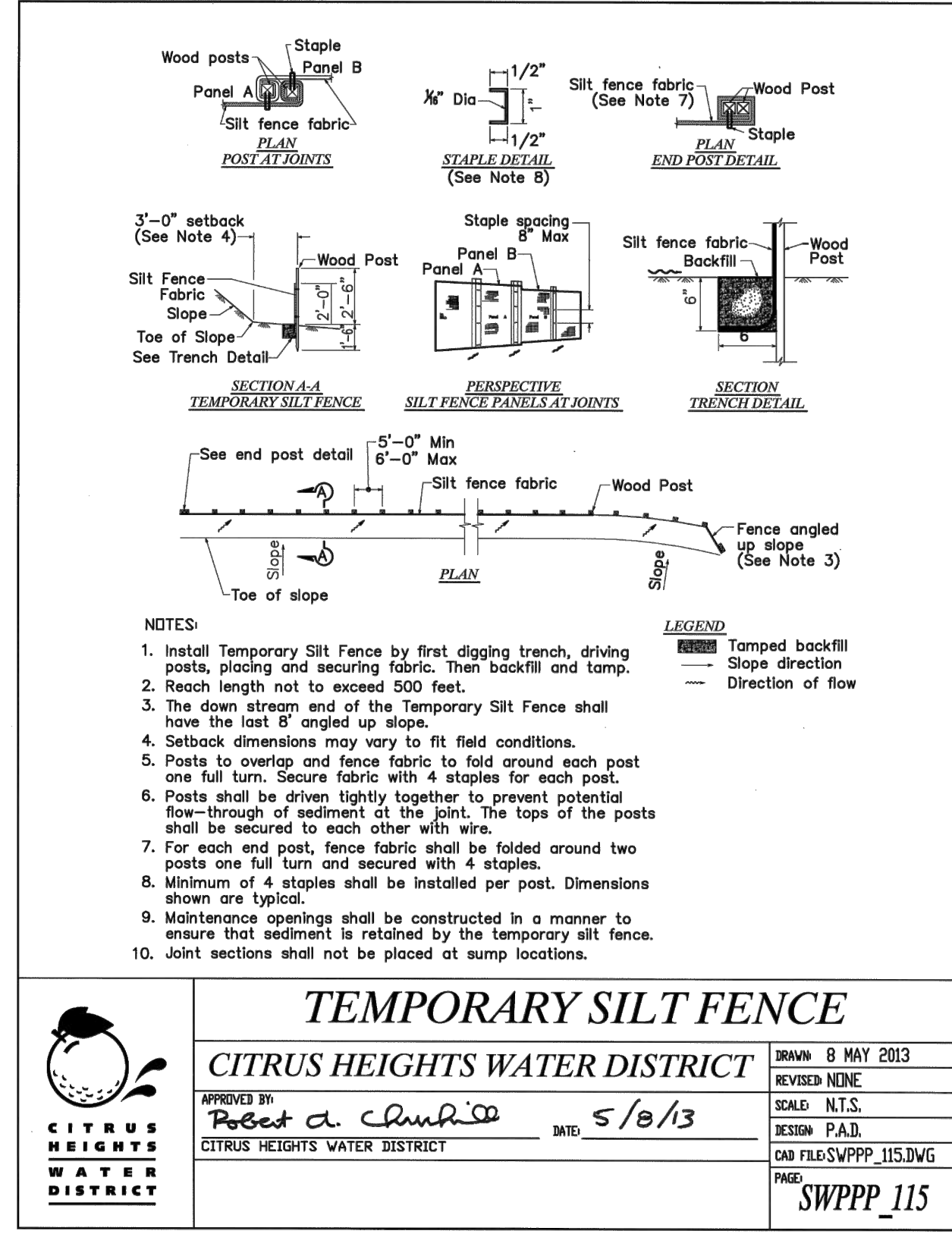
VERT. SCALE: AS NOTED

JOB NO.: 23-081

A.P.N.: BENCHMARK NO. 13-182 ELEV. 146.53

FOUND BM 13-182 AT NW CORNER OF OAKCREST AVE. AND DEWEY DR.





| | | | |
|--|--|---|--|
| TITLE: STANDARD DETAILS - 3 PROJECT: CITRUS HEIGHTS WATER DISTRICT ADMIRAL AVENUE AND ANCHOR CIRCLE WATER MAIN PROJECT C23-106 CITY OF CITRUS HEIGHTS CALIFORNIA | | A.P.N. BENCHMARK NO. 13-1B2 ELEV. 146.53 FOUND BM 13-1B2 AT NW CORNER OF OAKCREST AVE. AND DEWEY DR. | |
| SHEET NO. 11 OF 11 | DESIGNED: AT DRAWN: AT CHECKED: AT DATE: 02-21-24 | REVISIONS: NO. DESCRIPTION DATE | HORIZ. SCALE: AS NOTED VERT. SCALE: AS NOTED JOB NO.: 23-081 |
| | | | |