

**BOARD MEETING AGENDA  
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
DECEMBER 20, 2023 beginning at 6:00 PM**

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



**PHONE CALL IN: (669) 444-9171**

**PHONE MEETING ID: 823 8176 7263**

**COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/82381767263>**

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](http://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 LEGAL COUNSEL – ANTICIPATED LITIGATION**

Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):  
(2 cases)

**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. 23WM000080

**FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:**

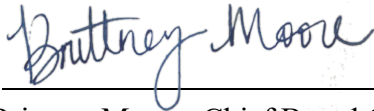
December 20, 2023	6:30 PM	Regular Meeting
January 17, 2024	6:30 PM	Regular Meeting
February 21, 2024	6:30 PM	Regular Meeting
March 20, 2024	6:30 PM	Regular Meeting
April 17, 2024	6:30 PM	Regular Meeting
May 15, 2024	6:30 PM	Regular Meeting
June 19, 2024	6:30 PM	Regular Meeting
August 21, 2024	6:30 PM	Regular Meeting
September 18, 2024	6:30 PM	Regular Meeting

October 16, 2024	6:30 PM	Regular Meeting
November 20, 2024	6:30 PM	Regular Meeting
December 18, 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: December 19, 2023

**BOARD MEETING AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
DECEMBER 20, 2023 beginning at 6:30 PM**



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

**PHONE CALL IN: (669) 444-9171**

**PHONE MEETING ID: 823 8176 7263**

**COMPUTER AUDIO/LIVE MEETING PRESENTATIONS:** <https://us06web.zoom.us/j/82381767263>

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](http://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 – November 14, 2023 (A)

CC-1b. Minutes of the Special Meeting – November 15, 2023 (A)

CC-1c. Minutes of the Regular Meeting – November 15, 2023 (A)

Recommendation:

Approve the minutes of the November 14, 2023 Special Meeting, and the minutes of the November 15, 2023 Special and Regular Meetings.

- CC-2. Revenue Analysis Report for November 2023 (I)
- CC-3. Assessor/Collector's Roll Adjustment for November 2023 (I)
- CC-4. Treasurer's Report for November 2023 (I)
- CC-5. Treasurer's Report of Fund Balances for November 2023 (I)
- CC-6. Operating Budget Analysis for November 2023 (I)
- CC-7. Capital Projects Summary for November 2023 (I)
- CC-8. Warrants for November 2023 (I)
- CC-9. Purchase Card Distributions for November 2023 (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. 2023 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Customer Advisory Committee Updates (A)

Recommendation:

Adopt Resolution 20-2023 Establishing a Customer Advisory Committee

**PRESENTATIONS:**

- P-1. CSDA Presentation (I/D)

- P-2. Resolution 21-2023 Recognizing the Life of Jack Duncan (A)

Recommendation:

Adopt Resolution 21-2023 Recognizing the Life of Jack Duncan

**PUBLIC HEARINGS:**

None.

**STUDY SESSION:**

None.

**BUSINESS:**

- B-1. Selection of President and Vice President (A)

Recommendation:

Consider selection of President and Vice President of the Board of Directors.

- B-2. Discussion and Possible Action to Appoint 2023-2024 Representatives and Alternates (A)

Recommendation:

Consider appointments of member of the Board of Directors or Staff to serve as District representatives to various organizations.

B-3. Appoint District Officers (A)

Recommendation:

Consider appointments to Officer Positions for the District.

B-4. Discussion and Possible Action to Consider Selection of a Regional Water Authority (RWA) 2024 Vice Chair and Executive Committee Members (A)

Recommendation:

Provide staff direction concerning the RWA Executive Committee Election.

B-5. Discussion and Possible Action to Approve Updates and a Cost of Living Adjustment to Salary Schedule 4101.A1; Retiree Insurance Benefits; Directors' Compensation; and Other Compensation Adjustments (A)

Recommendation:

1. Amend District Policy No. 4101.A1 Salary Schedule as presented to include a market adjustment to the Water Resources Job Series; job title and classification updates; and a Cost-of-Living Adjustment (COLA) effective January 1, 2024; and
2. Amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 to include a 5 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees; and
3. Amend District Policy No. 4101.A2 Other Compensation to include an Adjustment to the District's Standby Duty Pay (effective December 21, 2023) and the Personal Cellular Telephone Reimbursement Stipend (effective January 1, 2024); and
4. Provide direction to staff regarding Compensation of the Board of Directors.

**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:**

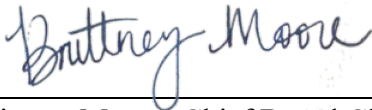
None.

**FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:**

January 17, 2024	6:30 PM	Regular Meeting
February 21, 2024	6:30 PM	Regular Meeting
March 20, 2024	6:30 PM	Regular Meeting
April 17, 2024	6:30 PM	Regular Meeting
May 15, 2024	6:30 PM	Regular Meeting
June 19, 2024	6:30 PM	Regular Meeting
August 21, 2024	6:30 PM	Regular Meeting
September 18, 2024	6:30 PM	Regular Meeting
October 16, 2024	6:30 PM	Regular Meeting
November 20, 2024	6:30 PM	Regular Meeting
December 18, 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: December 14, 2023

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
November 14, 2023

The Special Meeting of the Board of Directors was called to order at 6:00 p.m. by President Riehle and roll was called. Present were:

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

Staff:

Bryan Abaya, Principal Information Technology Analyst  
Annie Liu, Director of Administrative Services  
Joanna Gin, Acting General Counsel  
Melissa Pieri, Director of Engineering/District Engineer  
Rebecca Scott, Director of Operations  
Kayleigh Shepard, Management Analyst/Deputy Board Clerk  
Michael Shorter, Principal Accountant  
Hilary Straus, General Manager  
Hogai Zalmai, Senior Accountant

Habib Isaac, IB Consulting

Visitors:

Ted Costa, Board Member, San Juan Water District  
Paul Helliker, General Manager, San Juan Water District

**PLEDGE OF ALLEGIANCE:**

President Riehle led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**PUBLIC HEARING:**

Deputy Board Clerk, Kayleigh Shepard stated for the record that ten (10) statutorily-compliant protest petters were received out of a total possible of twenty thousand three hundred thirty-nine accounts or .0491666% of total accounts protesting the proposed water rate increase.

President Riehle opened the public hearing at 6:45 p.m. There were no public comments.

PH-1. Water Rates Effective 2024 (A)

**ACTION:**

Director Sheehan moved and Vice President Wheaton seconded a motion to approve the adoption of Resolution 17-2023 Establishing Water Rates

Effective Fiscal Year 2024.

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

President Riehle closed the public hearing at 6:47 p.m.

President Riehle opened the public hearing at 6:52 p.m. There were no public comments.

PH-2. Miscellaneous Fees and Charges and Capacity Fees Effective 2024 (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded a motion to approve the adoption of Resolution 18-2023 Establishing Miscellaneous Fees, Charges, and Capacity Fees Effective Fiscal Year 2024.

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

President Riehle closed the public hearing at 6:53 p.m.

President Riehle opened the public hearing at 6:54 p.m. There were no public comments.

PH-3. 2023 Operating and Capital Improvements Budgets (A)

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve the adoption of Resolution 19-2023 Establishing Fiscal Year 2024 Operating and Capital Improvement Budgets

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

President Riehle closed the public hearing at 6:54 p.m.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 6:55 p.m.

APPROVED:

---

BRITTNEY C. MOORE  
Chief Board Clerk  
Citrus Heights Water District

---

RAYMOND A. RIEHLE, President  
Board of Directors  
Citrus Heights Water District



CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
November 15, 2023

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

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

Staff:

Brian Abaya, Principal Information Technology Analyst  
Steve Anderson, General Counsel  
Brian Hensley, Water Resources Supervisor  
Al Johnson, Strategic Advisor and Negotiator  
Anya Kwan, BBK Associate  
Annie Liu, Director of Administrative Services  
Brittney Moore, Administrative Services Manager/Chief Board Clerk  
Josh Nelson, Assistant General Counsel  
Rebecca Scott, Director of Operations  
Hilary Straus, General Manager

**PUBLIC COMMENT:**

None.

President Riehle adjourned the meeting to Closed Session at 6:04 p.m.

President Riehle adjourned the meeting back to Open Session at 6:38 p.m.

President Riehle adjourned the meeting to Closed Session at 7:37 p.m.

**CLOSED SESSION:**

**CL.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):  
(1 case)

No reportable action.

**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. 23WM000080

No reportable action.

**CL-3. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: In re: Aqueous Film-Forming Foams Products Liability Litigation, Case

No. 2:18-mn-2873-RMG

President Riehle moved, and Vice President Wheaton seconded a motion to opt out of the settlement; authorize the General Manager to execute documentation, and authorize BBK to submit needed documentation to appropriate parties within the prescribed timeframe.

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

CL-4. 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, Steve Anderson, Brittney Moore, Annie Liu
  - Negotiating Parties: Winter Water LLC.
  - Under Negotiation: Price and Terms of Payment

No reportable action.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 8:29 p.m.

APPROVED:

---

BRITTNEY C. MOORE  
Chief Board Clerk  
Citrus Heights Water District

---

RAYMOND A. RIEHLE, President  
Board of Directors  
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
November 15, 2023

The Regular Meeting of the Board of Directors was called to order at 6:42 p.m. by President Riehle and roll was called. Present were:

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

Also Present:

Bryan Abaya, Principal Information Technology Analyst  
Steve Anderson, General Counsel  
Brian Hensley, Water Resources Supervisor  
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:**

Michelle Banonis, Manager of Strategic Affairs, Regional Water Authority  
Paul Dietrich, Customer  
Andrea Hedstrom, Customer  
Nick Spiers

**PLEDGE OF ALLEGIANCE:**

President Riehle led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

- CC-1a. Minutes of the Special Meeting – October 16, 2023 (A)
- CC-1b. Minutes of the Special Meeting – October 18, 2023 (A)
- CC-1c. Minutes of the Regular Meeting – October 18, 2023 (A)
- CC-1d. Minutes of the Special Meeting – October 30, 2023 (A)

**Recommendation:**

Approve the minutes of the October 16, 2023 Special Meeting, the minutes of the October 18, 2023 Regular and Special Meetings, and the minutes of the October 30, 2023 Special Meeting.

- CC-2. Revenue Analysis Report for October 2023 (I)
- CC-3. Assessor/Collector's Roll Adjustment for October 2023 (I)
- CC-4. Treasurer's Report for October 2023 (I)
- CC-5. Treasurer's Report of Fund Balances for October 2023 (I)
- CC-6. Operating Budget Analysis for October 2023 (I)
- CC-7. Capital Projects Summary for October 2023 (I)
- CC-8. Warrants for October 2023 (I)
- CC-9. Purchase Card Distributions for October 2023 (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. 2023 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 Adopt Resolution 16-2023  
Amending Policy 5300.00-Maintenance of Water Meters and District Owned  
Water Services; and Adopt New Policy-10102.00 Social Media Usage and  
Content Moderation (A)  
Recommendation:  
Adopt Resolution 16-2023 amending District Operations  
Policy No. 5300.00; and Approve the New Proposed  
Policy 10102.00.

**ACTION:**

Vice President Wheaton moved and Director Sheehan 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 the American River Terms for Ecosystem Support and Infrastructure Assistance Needs (ARTESIAN) Project Agreement with the Regional Water Authority

**ACTION:**

Director Sheehan moved, and Vice President Wheaton seconded a motion to approve the

ARTESIAN agreement with the Regional Water Authority and authorize the General Manager to execute the agreement.

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 (Straus).
- 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 7:30 p.m.

APPROVED:

---

BRITTNEY C. MOORE  
Chief Board Clerk  
Citrus Heights Water District

---

RAYMOND A. RIEHLE, President  
Board of Directors  
Citrus Heights Water District

## CITRUS HEIGHTS WATER DISTRICT

CC-02

Nov 2023

## REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,835,709	1,446,571	159,281	109,984	209,810	89,938

General Ledger Balance	Total
Outstanding A/R	1,883,540.97
Outstanding Liens	-
Outstanding Grants	-
A/R Other	
Less Unapplied Payments	(92,159)
Total	\$ \$1,791,382

**CITRUS HEIGHTS WATER DISTRICT  
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR  
November 30, 2023**

CC-03

LID	CID	Charge Type	Trans.Date	Reason For Cancellation	Amount
10708	31702	NO CHARGE	4/27/2023	Unclaimed Refund	18.59
13785	28278	NO CHARGE	4/26/2023	Unclaimed Refund	77.61
18097	15969	NO CHARGE	5/10/2023	Unclaimed Refund	19.29
18303	39374	NO CHARGE	4/27/2023	Unclaimed	102.96
					<b>\$ 218.45</b>

December 20, 2023

To: Citrus Heights Water District Board of Directors

Re: Citrus Heights Water District Investment Portfolio Report for December 20, 2023

The attached Investment Report for December 20, 2023, 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 \$29,414,284 with \$11,734,980 under the management of the Local Agency Investment Fund, California Asset Management Program, Money Market Funds and BMO Bank.

Investments with original cost of \$17,679,304 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,



Annie Y. Liu

Director of Administrative Services/Treasurer



**TREASURER'S REPORT TO THE BOARD OF DIRECTORS**  
**For November 30, 2023**

**Summary of Funds**

<b>Fund Name</b>	<b>Par Amount</b>	<b>Book Value</b>	<b>Original Cost</b>	<b>Market Value</b>
BMO Checking Plus Money Market Funds	3,957,622	3,957,622	3,957,622	3,957,622
Local Agency Investment Fund (LAIF)	2,166,121	2,166,121	2,166,121	2,166,121
California Asset Management Program (CAMP)	5,611,237	5,611,237	5,611,237	5,611,237
CHWD Investment CORE	18,185,605	17,761,400	17,679,304	17,748,674
<b>Total</b>	<b>29,920,585</b>	<b>29,496,380</b>	<b>29,414,284</b>	<b>29,483,654</b>


# TREASURER'S REPORT TO THE BOARD OF DIRECTORS


For November, 2023

Funds Reconciliation

<b>BMO Beginning Balance 11/1/2023</b>		<b>\$3,316,276</b>
<b>RECEIPTS/TRANSFERS:</b>		
Receipts	1,977,895	
		<u>1,977,895</u>
<b>DISBURSEMENTS/TRANSFERS:</b>		
Checks Issued / ACH Payments	920,090	
Returned Checks	7,014	
Payroll	409,445	
		<u>1,336,549</u>
<b>Balance Per Bank 11/30/2023</b>		<u><b>3,957,622</b></u>
Outstanding Checks		(184,058)
Deposit in Transit		<u>339,471</u>
<b>Balance Per Books 11/30/2023</b>		<u><b>\$4,113,036</b></u>
<b>RECONCILEMENT:</b>		
BMO Checking Plus Money Market Funds		\$3,957,622
CAMP Pool Account		\$5,611,237
Local Agency Investment Fund		\$2,166,121
<b>TOTAL LIQUIDY BALANCE</b>		<u><u><b>\$11,734,980</b></u></u>
<b>CASH &amp; INVESTMENT SUMMARY:</b>		
CHWD-Liquidity		11,734,980
CHWD-Investment Core		<u>17,679,304</u>
<b>Total</b>		<u><u><b>29,414,284</b></u></u>

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  
 Signed: 12/20/2023

  
 \_\_\_\_\_  
**HILARY M. STRAUS**  
 Secretary

# Monthly Investment Report Citrus Heights Water District

---

November 30, 2023

Total Aggregate Portfolio

## Month End Commentary - November 2023

Yields declined substantially in November with the 2-year yield dropping 41 basis points while the 10-year yield declined by 61 basis points. Driving the move was continued positive news on inflation and labor markets which shifted the markets' view on the Federal Reserve as we now have more rate cuts priced into the upcoming calendar year. Risk assets were supported by a decline in yields with stocks, as measured by the S&P 500, jumping higher by almost 9%.

November was a constructive month for markets as inflation continued to decline faster than expected while growth and labor markets continued to remain resilient. This all put momentum behind the "soft landing" or "no landing" scenario that allows the Fed to back off their restrictive stance without undue harm to the economy. As of this writing, the markets are pricing in five 25 basis point rate cuts in 2024 and sees the Fed ultimately shifting rates back toward 3% in 2025. We await fresh forecasts from the FOMC that are set to be delivered on December 13th that will give us an updated view on how the policy setting committee seeks to tackle the year ahead and glide us back toward more neutral footing. The good news for investors is the decline in market yields has been less severe than the decline in forward Fed expectations which, in our view, still leaves considerable value in fixed income securities for long-term investors.

Before we head off to the holiday break, markets will digest November's CPI report as well as retail sales that will help shape the narrative for the start of 2024. For now, it looks like we have plenty of reasons to be optimistic for the year ahead and therefore we don't forecast any coal in stockings this season.

Despite the rally in bonds, we continue our call to be long duration compared to strategic targets as we see ample reason for the Fed to start reversing policy next year, doubly so if we enter a downturn in the economy. We continue to remain neutral in corporate credit and see good value in the agency market where spreads are attractive, and supply is ample.

## Treasury Curve Total Returns Last 12 Months

Treasuries	Total Return
3 month bill	4.91%
1 year note	4.41%
2 year note	2.49%
3 year note	2.35%
5 year note	0.95%

## Treasury Benchmark Total Returns In Month

Benchmark	Period Return	YTM	Duration (Years)
ICE BAML 90 Day Bill	0.45%	5.39%	0.24
ICE BAML 0-1 Year Treasury	0.52%	5.35%	0.5
ICE BAML 0-3 Year Treasury	0.84%	4.98%	1.37
ICE BAML 0-5 Year Treasury	1.25%	4.80%	2.08

## Changes In The Treasury Market (Absolute Yield Levels)

Treasuries	11/30/2022	09/30/2023	10/31/2023	11/30/2023	1 Month Change	12 Month Change
3 month bill	4.32%	5.45%	5.46%	5.39%	-0.07%	1.07%
6 month bill	4.65%	5.54%	5.57%	5.40%	-0.17%	0.75%
2 year note	4.31%	5.04%	5.09%	4.68%	-0.41%	0.37%
3 year note	4.05%	4.80%	4.93%	4.44%	-0.48%	0.39%
5 year note	3.74%	4.61%	4.85%	4.27%	-0.59%	0.53%
10 year note	3.61%	4.57%	4.93%	4.33%	-0.61%	0.72%

# Compliance Report

Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

## Category

Policy Diversification Constraint	Policy Limit	Actual Value*	Status
US Treasury Obligations Maximum % of Holdings	100.000	17.588	Compliant
US Agency Securities Maximum % holdings	100.000	23.990	Compliant
Supranationals - Issuer is IADB, IBRD, or IFC	0.000	0.000	Compliant
Supranationals Maximum % of Holdings (NM only)	30.000	0.000	Compliant
Municipal Bonds - Other States Outside of CA	25.000	1.248	Compliant
Municipal Bonds - Other States Outside of CA Issuer Concentration	10.000	1.248	Compliant
Municipal Bonds - State of California	25.000	0.510	Compliant
Municipal Bonds - State of California Issuer Concentration	10.000	0.510	Compliant
Municipal Bonds CA Entities Issuer Concentration	10.000	0.763	Compliant
Municipal Bonds CA Entities Max. % of Holdings	30.000	3.023	Compliant
Mortgages, CMOs and Asset Backed Securities Maximum % of Holdings	20.000	5.712	Compliant
Corporate Notes & Commercial Paper Single Issuer %	10.000	1.385	Compliant
Corporate Notes Maximum % of Holdings	30.000	9.799	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	13.354	Violating
Money Market Maximum % of Holdings	20.000	13.549	Compliant
LGIP Maximum % of Holdings	100.000	7.513	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



November 30, 2023

## 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	4.937	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	0.000	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-/A-/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

Citrus Heights Water District | Total Aggregate Portfolio

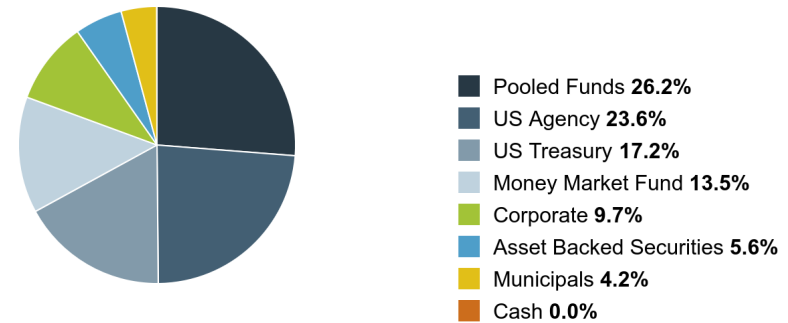


November 30, 2023

## Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	11,792,942.26
Investments	17,843,652.00
Book Yield	5.05%
Market Yield	5.02%
Effective Duration	1.19
Years to Maturity	1.39
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	18,185,604.81	17,761,400.11	17,679,304.12	17,748,673.59	(12,726.51)	152,940.37	5.00%	1.96	2.08	ICE BofA 0-5 Year US Treasury Index
CHWD-Liquidity	11,734,980.30	11,734,980.27	11,734,980.27	11,734,980.30	0.03	0.00	5.11%	0.01	0.08	ICE BofA US 1-Month Treasury Bill Index
<b>Total</b>	<b>29,920,585.11</b>	<b>29,496,380.38</b>	<b>29,414,284.39</b>	<b>29,483,653.89</b>	<b>(12,726.48)</b>	<b>152,940.37</b>	<b>5.05%</b>	<b>1.19</b>		

# Portfolio Activity

Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

## Accrual Activity Summary

	Month to Date	Inception Date (01/01/2023)
Beginning Book Value	28,775,942.95	0.00
Maturities/Calls	0.00	(9,450,000.00)
Purchases	0.00	27,034,169.66
Sales	0.00	0.00
Change in Cash, Payables, Receivables	713,908.96	11,792,941.93
Amortization/Accretion	19,518.74	146,625.63
Realized Gain (Loss)	0.00	0.30
Ending Book Value	29,496,380.38	29,496,380.38

## Fair Market Activity Summary

	Month to Date	Inception Date (01/01/2023)
Beginning Market Value	28,592,775.23	0.00
Maturities/Calls	0.00	(9,450,000.00)
Purchases	0.00	27,034,169.66
Sales	0.00	0.00
Change in Cash, Payables, Receivables	713,908.96	11,792,941.93
Amortization/Accretion	19,518.74	146,625.63
Change in Net Unrealized Gain (Loss)	170,441.24	(12,726.48)
Net Realized Gain (Loss)	0.00	0.30
Ending Market Value	29,483,653.89	29,483,653.89

Maturities/Calls	Market Value
Month to Date	0.00
Inception Date	(9,450,000.00)

Purchases	Market Value
Month to Date	0.00
Inception Date	27,034,169.66

Sales	Market Value
Month to Date	0.00
Inception Date	0.00



# Return Management-Income Detail

Citrus Heights Water District | Total Aggregate Portfolio



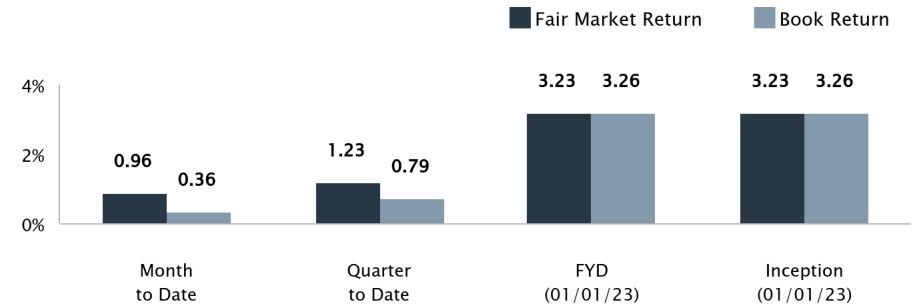
November 30, 2023

## Accrued Book Return

	Month to Date	Inception Date (01/01/2023)
Amortization/Accretion	19,518.74	146,625.63
Interest Earned	84,912.94	737,084.85
Realized Gain (Loss)	0.00	0.30
Book Income	104,431.68	883,710.78
Average Portfolio Balance	28,731,368.81	27,136,767.65
Book Return for Period	0.36%	3.26%

## Return Comparisons

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



## Fair Market Return

	Month to Date	Inception Date (01/01/2023)
Market Value Change	150,922.49	(159,352.11)
Amortization/Accretion	19,518.74	146,625.63
Interest Earned	84,912.94	737,084.85
Fair Market Earned Income	255,354.17	724,358.37
Average Portfolio Balance	28,731,368.81	27,136,767.65
Fair Market Return for Period	0.96%	3.23%

## Interest Income

	Month to Date	Inception Date (01/01/2023)
Beginning Accrued Interest	134,553.38	0.00
Coupons Paid	67,015.00	677,953.30
Purchased Accrued Interest	0.00	93,808.82
Sold Accrued Interest	0.00	0.00
Ending Accrued Interest	152,940.37	152,940.37
Interest Earned	84,912.94	737,084.85

# Security Type Distribution

Citrus Heights Water District | Total Aggregate Portfolio

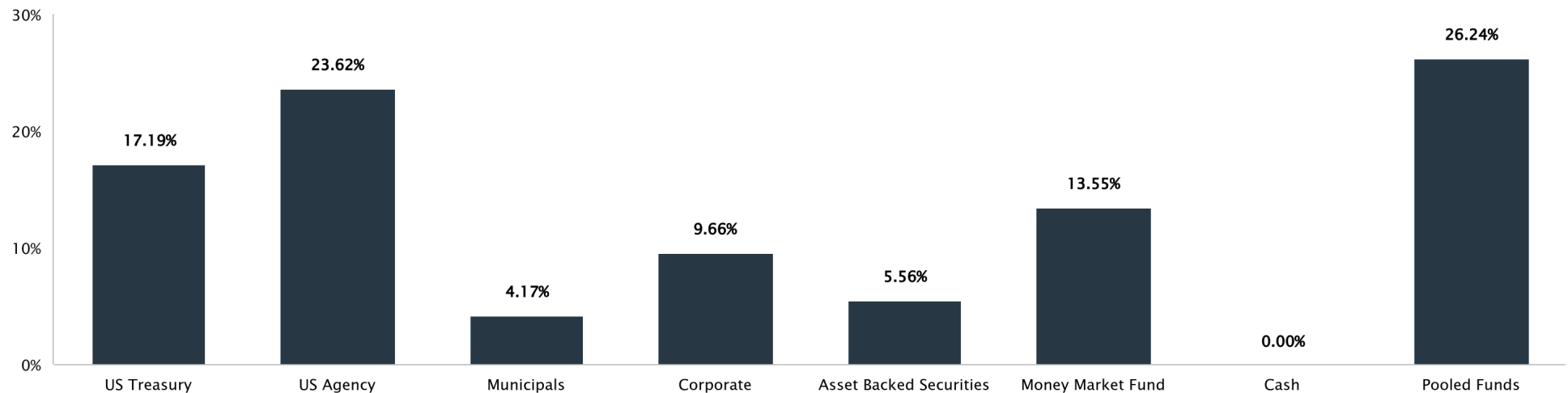


November 30, 2023

## Security Type Distribution

Security Type	Par Amount	Book Yield	Market Value + Accrued	% of Market Value + Accrued
US Treasury	5,225,000.00	5.01%	5,095,551.53	17.19%
US Agency	6,975,000.00	4.82%	6,999,602.92	23.62%
Municipals	1,380,000.00	4.68%	1,236,619.11	4.17%
Corporate	2,850,000.00	5.21%	2,862,833.13	9.66%
Asset Backed Securities	1,697,642.85	5.66%	1,649,045.32	5.56%
Money Market Fund	4,015,462.58	5.24%	4,015,462.58	13.55%
Cash	121.71	0.00%	121.71	0.00%
Pooled Funds	7,777,357.97	5.05%	7,777,357.97	26.24%
<b>Total</b>	<b>29,920,585.11</b>	<b>5.05%</b>	<b>29,636,594.26</b>	<b>100.00%</b>

## Security Type Distribution



# Risk Management-Credit/Issuer

Citrus Heights Water District | Total Aggregate Portfolio

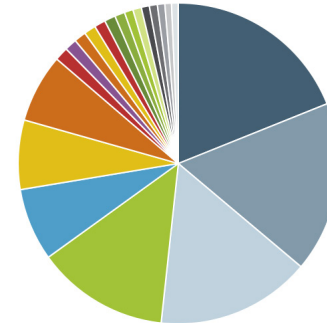


November 30, 2023

## Credit Rating S&P/Moody's/Fitch

	Market Value + Accrued	%
<b>S&amp;P</b>		
A	1,143,401.93	3.86
A+	1,123,311.25	3.79
A-	296,308.45	1.00
A-1+	498,535.00	1.68
AA	477,296.92	1.61
AA+	12,179,371.12	41.10
AAA	1,495,187.28	5.05
AAAm	4,015,462.58	13.55
NA	8,407,719.73	28.37
<b>Moody's</b>		
A1	1,497,242.98	5.05
A2	453,258.67	1.53
Aa1	757,303.75	2.56
Aa2	941,445.81	3.18
Aa3	254,744.78	0.86
Aaa	16,863,631.09	56.90
NA	8,370,432.19	28.24
P-1	498,535.00	1.68
<b>Fitch</b>		
A+	1,065,637.21	3.60
AA	4,898,628.07	16.53
AA+	11,193,165.78	37.77
AA-	1,395,295.60	4.71
AAA	1,281,397.94	4.32
F1+	901,988.67	3.04
NA	8,900,480.99	30.03
<b>Total</b>	<b>29,636,594.26</b>	<b>100.00</b>

## Issuer Concentration



California Asset Management Program	18.9%
United States	17.2%
Farm Credit System	15.6%
Money Market Obligations Trust - Federated Government Obligations Fund	13.4%
CALIFORNIA LAIF	7.3%
Other	7.0%
Federal Home Loan Banks	6.9%
Bank of America Corporation	1.4%
State of Hawaii	1.2%
The Toronto-Dominion Bank	1.2%
Toyota Motor Corporation	1.2%
Royal Bank of Canada	1.1%
Federal National Mortgage Association	1.1%
Deere & Company	1.0%
Wells Fargo & Company	0.9%
Citigroup Inc.	0.9%
CNH Equipment Trust 2022-B	0.8%
Ford Credit Auto Owner Trust 2020-C	0.8%
San Ramon Valley Unified School District	0.7%
Capital One Multi-Asset Execution Trust, Series 2022-3	0.7%
Carmax Auto Owner Trust 2023-2	0.7%

# Risk Management-Maturity/Duration

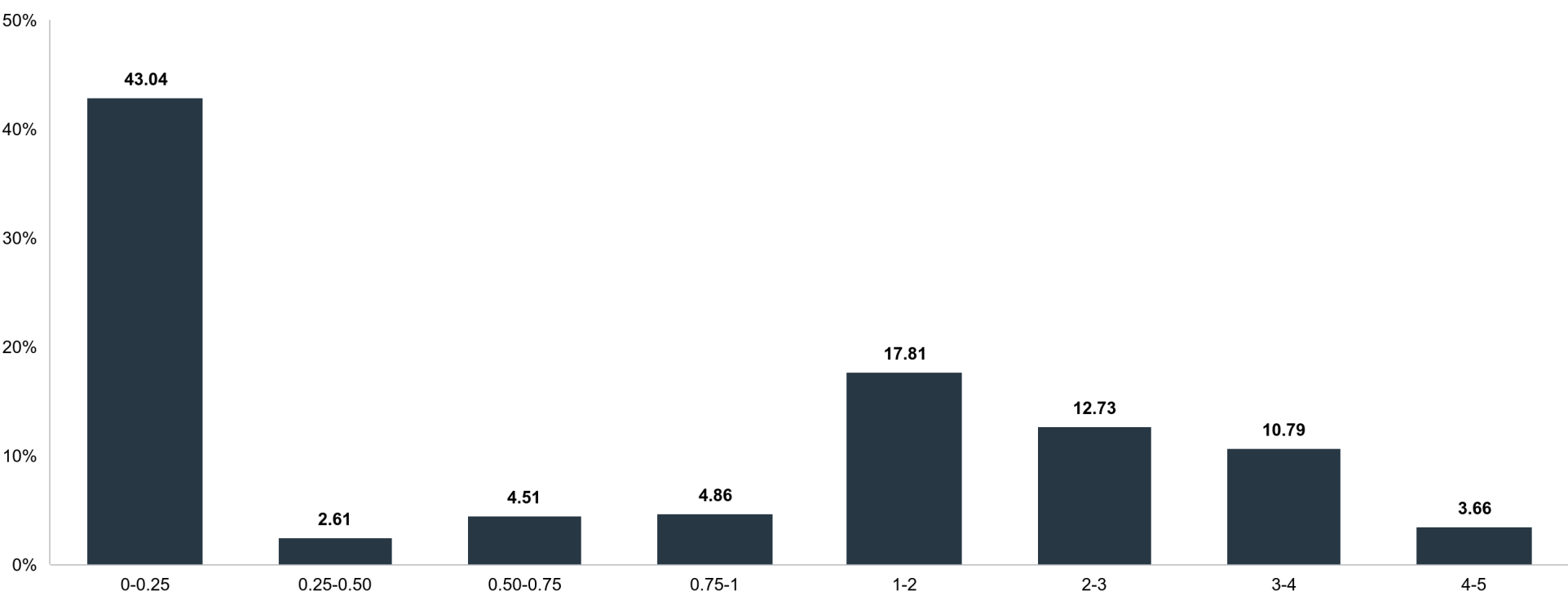
Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

1.19 Yrs	Effective Duration	1.39 Yrs	Years to Maturity	508	Days to Maturity
----------	--------------------	----------	-------------------	-----	------------------

Distribution by Effective Duration



# Holdings by Maturity & Ratings

Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

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
CAL_LGIP	2,166,120.54	CALIFORNIA LAIF	3.670%	11/30/2023		2,166,120.54	0.00	2,166,120.54	3.67%	3.67%	7.31	0.01	0.01	NA NA NA
CHWD_CAMP	5,611,237.43	California Asset Management Program	5.580%	11/30/2023		5,611,237.43	0.00	5,611,237.43	5.58%	5.58%	18.93	0.01	0.01	NA NA NA
60934N104	3,957,622.33	FEDERATED HRMS GV O INST	5.210%	11/30/2023		3,957,622.33	0.00	3,957,622.33	5.24%	5.24%	13.35	0.00	0.00	AAAm Aaa AA
31846V203	57,840.25	FIRST AMER:GVT OBLG Y	4.970%	11/30/2023		57,840.25	0.00	57,840.25	4.98%	4.98%	0.20	0.00	0.00	AAAm Aaa AAA
CCYUSD	121.71	Receivable	0.000%	11/30/2023		121.71	0.00	121.71	0.00%	0.00%	0.00	0.00	0.00	AAA Aaa AAA
912797FV4	500,000.00	UNITED STATES TREASURY	0.000%	12/21/2023		498,535.00	0.00	498,535.00	5.41%	5.12%	1.68	0.06	0.06	A-1+ P-1 F1+
91282CDV0	400,000.00	UNITED STATES TREASURY	0.875%	01/31/2024		397,016.00	1,169.84	398,185.84	5.34%	5.33%	1.34	0.17	0.17	AA+ Aaa AA+
3130ATUQ8	375,000.00	FEDERAL HOME LOAN BANKS	4.750%	03/08/2024		374,287.50	4,106.77	378,394.27	5.45%	5.40%	1.28	0.27	0.27	AA+ Aaa AA+
9128286R6	400,000.00	UNITED STATES TREASURY	2.250%	04/30/2024		394,892.00	766.48	395,658.48	5.35%	5.37%	1.34	0.42	0.41	AA+ Aaa AA+
9128286Z8	400,000.00	UNITED STATES TREASURY	1.750%	06/30/2024		391,892.00	2,929.35	394,821.35	5.31%	5.32%	1.33	0.58	0.56	AA+ Aaa AA+
91282CFA4	350,000.00	UNITED STATES TREASURY	3.000%	07/31/2024		344,778.00	3,509.51	348,287.51	5.53%	5.29%	1.18	0.67	0.64	AA+ Aaa AA+
3133EPDE2	400,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	5.375%	09/09/2024		400,468.00	4,897.22	405,365.22	5.28%	5.21%	1.37	0.78	0.74	AA+ Aaa AA+
3133EPVK8	400,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	5.250%	10/02/2024		400,012.00	3,441.67	403,453.67	5.44%	5.24%	1.36	0.84	0.81	AA+ Aaa F1+
91282CFX4	450,000.00	UNITED STATES TREASURY	4.500%	11/30/2024		446,890.50	55.33	446,945.83	5.41%	5.22%	1.51	1.00	0.96	AA+ Aaa AA+

# Holdings by Maturity & Ratings

Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

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		347,875.50	7,554.17	355,429.67	5.14%	5.23%	1.20	1.04	0.98	AA+ Aaa AA+
91282CDS7	400,000.00	UNITED STATES TREASURY	1.125%	01/15/2025		382,656.00	1,699.73	384,355.73	5.33%	5.14%	1.30	1.13	1.09	AA+ Aaa AA+
3130AV7L0	300,000.00	FEDERAL HOME LOAN BANKS	5.000%	02/28/2025		299,760.00	3,875.00	303,635.00	4.98%	5.06%	1.02	1.25	1.18	AA+ Aaa AA+
3130AUZC1	350,000.00	FEDERAL HOME LOAN BANKS	4.625%	03/14/2025		348,001.50	3,462.33	351,463.83	5.08%	5.08%	1.19	1.28	1.22	AA+ Aaa AA+
3135G03U5	350,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.625%	04/22/2025		329,826.00	236.98	330,062.98	5.09%	4.95%	1.11	1.39	1.36	AA+ Aaa AA+
912828XB1	400,000.00	UNITED STATES TREASURY	2.125%	05/15/2025		384,236.00	373.63	384,609.63	5.17%	4.96%	1.30	1.45	1.41	AA+ Aaa AA+
3133EPNB7	300,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.625%	06/20/2025		298,533.00	6,205.21	304,738.21	4.83%	4.95%	1.03	1.55	1.45	AA+ Aaa AA+
3133EPRS6	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.875%	07/28/2025		350,329.00	5,829.69	356,158.69	5.10%	4.81%	1.20	1.66	1.55	AA+ Aaa AA+
06428CAC8	250,000.00	BANK OF AMERICA NA	5.650%	08/18/2025	07/18/2025	251,205.00	4,041.32	255,246.32	5.66%	5.34%	0.86	1.71	1.52	A+ Aa1 AA
89236TKZ7	200,000.00	TOYOTA MOTOR CREDIT CORP	5.600%	09/11/2025		201,722.00	2,488.89	204,210.89	5.47%	5.08%	0.69	1.78	1.66	A+ A1 A+
91282CFK2	300,000.00	UNITED STATES TREASURY	3.500%	09/15/2025		293,379.00	2,221.15	295,600.15	4.65%	4.80%	1.00	1.79	1.70	AA+ Aaa AA+
17325FBA5	250,000.00	CITIBANK NA	5.864%	09/29/2025	08/29/2025	252,220.00	2,524.78	254,744.78	5.90%	5.32%	0.86	1.83	1.63	A+ Aa3 A+
14041NGB1	200,000.00	COMET 2022-3 A	4.950%	10/15/2025		198,880.00	440.00	199,320.00	5.20%	5.32%	0.67	1.87	1.74	AAA NA AAA
3133EPMB8	300,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.125%	12/08/2025		296,433.00	5,946.88	302,379.88	4.62%	4.75%	1.02	2.02	1.88	AA+ Aaa AA+

# Holdings by Maturity & Ratings

Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

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
89115A2K7	200,000.00	TORONTO-DOMINION BANK	5.103%	01/09/2026		199,604.00	4,025.70	203,629.70	5.39%	5.20%	0.69	2.11	1.94	A A1 AA-
91282CGL9	350,000.00	UNITED STATES TREASURY	4.000%	02/15/2026		345,366.00	4,108.70	349,474.70	4.70%	4.63%	1.18	2.21	2.06	AA+ Aaa AA+
3133EPNV3	300,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.375%	03/30/2026		298,239.00	2,223.96	300,462.96	4.50%	4.64%	1.01	2.33	2.18	AA+ Aaa AA+
3133EPPR0	400,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.625%	04/10/2026		399,936.00	2,620.83	402,556.83	4.72%	4.63%	1.36	2.36	2.20	AA+ Aaa AA+
14913UAA8	150,000.00	CATERPILLAR FINANCIAL SERVICES CORP	4.350%	05/15/2026		148,053.00	290.00	148,343.00	4.78%	4.92%	0.50	2.45	2.30	A A2 A+
3133EPUD5	300,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.750%	05/28/2026		300,795.00	118.75	300,913.75	4.86%	4.64%	1.02	2.49	2.33	AA+ Aaa AA+
24422EWX3	150,000.00	JOHN DEERE CAPITAL CORP	4.750%	06/08/2026		149,592.00	3,423.96	153,015.96	4.75%	4.87%	0.52	2.52	2.30	A A2 A+
89239KAC5	197,642.85	TAOT 2022-AA3	1.230%	06/15/2026		191,770.88	108.04	191,878.93	6.13%	5.56%	0.65	2.54	0.68	NA Aaa AAA
3133EPNG6	300,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.375%	06/23/2026		298,836.00	5,760.42	304,596.42	4.41%	4.54%	1.03	2.56	2.35	AA+ Aaa AA+
3133EPQC2	250,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.625%	07/17/2026		250,087.50	4,303.82	254,391.32	4.68%	4.61%	0.86	2.63	2.41	AA+ Aaa AA+
78016FZZ0	150,000.00	ROYAL BANK OF CANADA	5.200%	07/20/2026		149,674.50	2,838.33	152,512.83	5.30%	5.29%	0.51	2.64	2.39	A A1 AA-
06051GLA5	150,000.00	BANK OF AMERICA CORP	4.827%	07/22/2026	07/22/2025	147,985.50	2,594.51	150,580.01	5.36%	5.69%	0.51	2.64	1.53	A- A1 AA-
797272RN3	145,000.00	SAN DIEGO CALIF CMNTY COLLEGE DIST	1.445%	08/01/2026		132,499.55	698.42	133,197.97	4.72%	4.93%	0.45	2.67	2.55	AAA Aa1 NA
94988J6D4	250,000.00	WELLS FARGO BANK NA	5.450%	08/07/2026	07/07/2026	251,447.50	4,238.89	255,686.39	5.46%	5.21%	0.86	2.68	2.37	A+ Aa2 AA-

# Holdings by Maturity & Ratings

Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

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
3133EPSW6	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500%	08/14/2026		349,804.00	4,681.25	354,485.25	4.53%	4.52%	1.20	2.70	2.49	AA+ Aaa AA+
34533YAE0	250,000.00	FORDO 2020-C A4	0.510%	08/15/2026		238,910.00	56.67	238,966.67	5.70%	5.14%	0.81	2.71	0.97	AAA Aaa NA
3130AWTQ3	350,000.00	FEDERAL HOME LOAN BANKS	4.625%	09/11/2026		351,109.50	5,260.94	356,370.44	4.81%	4.50%	1.20	2.78	2.55	AA+ Aaa AA+
78016EZZ3	200,000.00	ROYAL BANK OF CANADA	1.400%	11/02/2026		179,622.00	225.56	179,847.56	5.11%	5.20%	0.61	2.92	2.79	A A1 AA-
13067WRD6	165,000.00	CALIFORNIA ST DEPT WTR RES CENT VY PROJ REV	0.920%	12/01/2026		146,968.80	759.00	147,727.80	5.03%	4.88%	0.50	3.00	2.88	AAA Aa1 NA
912828Z78	375,000.00	UNITED STATES TREASURY	1.500%	01/31/2027		342,877.50	1,880.10	344,757.60	4.44%	4.43%	1.16	3.17	3.02	AA+ Aaa AA+
3133ENV9D	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.875%	04/26/2027		332,199.00	978.30	333,177.30	4.52%	4.50%	1.12	3.40	3.18	AA+ Aaa AA+
91412HFP3	200,000.00	UNIVERSITY CALIF REVS	1.366%	05/15/2027		177,364.00	121.42	177,485.42	4.47%	4.97%	0.60	3.45	3.30	AA Aa2 AA
02582JJT8	200,000.00	AMXCA 2022-2 A	3.390%	05/17/2027		194,472.00	301.33	194,773.33	5.54%	5.42%	0.66	3.46	1.38	AAA NA AAA
254683CS2	200,000.00	DCENT 2022-2 A	3.320%	05/17/2027		194,128.00	295.11	194,423.11	5.88%	5.48%	0.66	3.46	1.39	NA Aaa AAA
91282CEW7	300,000.00	UNITED STATES TREASURY	3.250%	06/30/2027		288,645.00	4,080.16	292,725.16	4.19%	4.40%	0.99	3.58	3.29	AA+ Aaa AA+
7994082A6	250,000.00	SAN RAMON VALLEY CALIF UNI SCH DIST	1.184%	08/01/2027		220,145.00	986.67	221,131.67	4.69%	4.77%	0.75	3.67	3.50	AA+ Aa1 NA
799038NS9	220,000.00	SAN MATEO CNTY CALIF CMNTY COLLEGE DIST	1.467%	09/01/2027		194,649.40	806.85	195,456.25	4.77%	4.86%	0.66	3.75	3.56	AAA Aaa NA
65480BAD9	200,000.00	NAROT 2021-AA4	0.570%	09/15/2027		186,592.00	50.67	186,642.67	5.63%	5.06%	0.63	3.79	1.52	AAA Aaa NA



# Holdings by Maturity & Ratings

Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

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
91282CFM8	300,000.00	UNITED STATES TREASURY	4.125%	09/30/2027		297,222.00	2,096.31	299,318.31	4.16%	4.39%	1.01	3.83	3.48	AA+ Aaa AA+
419792DB9	200,000.00	HAWAII ST	3.350%	10/01/2027	10/01/2025	189,866.00	1,116.67	190,982.67	4.51%	4.81%	0.64	3.84	3.37	AA+ Aa2 AA
89236TKL8	150,000.00	TOYOTA MOTOR CREDIT CORP	5.450%	11/10/2027		152,946.00	476.88	153,422.88	4.85%	4.90%	0.52	3.94	3.51	A+ A1 A+
12663JAC5	250,000.00	CNH 2022-B A3	3.890%	11/15/2027		243,627.50	432.22	244,059.72	5.86%	5.92%	0.82	3.96	1.28	NA Aaa AAA
023135CP9	150,000.00	AMAZON.COM INC	4.550%	12/01/2027	11/01/2027	149,745.00	3,412.50	153,157.50	4.62%	4.60%	0.52	4.00	3.48	AA A1 AA-
142921AD7	200,000.00	CARMX 2032-2 A3	5.050%	01/18/2028		198,532.00	448.89	198,980.89	5.26%	5.47%	0.67	4.13	1.99	AAA NA AAA
24422EWR6	150,000.00	JOHN DEERE CAPITAL CORP	4.750%	01/20/2028		149,307.00	2,592.71	151,899.71	4.73%	4.87%	0.51	4.14	3.65	A A2 A+
3133EPAV7	250,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	3.875%	02/14/2028		244,137.50	2,879.34	247,016.84	4.15%	4.49%	0.83	4.21	3.79	AA+ Aaa AA+
931142FB4	150,000.00	WALMART INC	3.900%	04/15/2028	03/15/2028	145,906.50	747.50	146,654.00	4.35%	4.59%	0.49	4.38	3.91	AA Aa2 AA
46647PDA1	150,000.00	JPMORGAN CHASE & CO	4.323%	04/26/2028	04/26/2027	145,098.00	630.44	145,728.44	5.12%	5.38%	0.49	4.41	3.10	A- A1 AA-
91282CCE9	300,000.00	UNITED STATES TREASURY	1.250%	05/31/2028		262,266.00	10.25	262,276.25	4.08%	4.36%	0.88	4.50	4.29	AA+ Aaa AA+
3130AWN63	300,000.00	FEDERAL HOME LOAN BANKS	4.000%	06/30/2028		296,076.00	4,566.67	300,642.67	4.08%	4.32%	1.01	4.58	4.08	AA+ Aaa AA+
89115A2U5	150,000.00	TORONTO-DOMINION BANK	5.523%	07/17/2028		151,069.50	3,083.68	154,153.18	5.34%	5.35%	0.52	4.63	3.96	A A1 AA-
419792YT7	200,000.00	HAWAII ST	1.145%	08/01/2028		169,874.00	763.33	170,637.33	4.62%	4.78%	0.58	4.67	4.42	AA+ Aa2 AA

# Holdings by Maturity & Ratings

Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

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
3133EPUN3	350,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500%	08/28/2028		349,839.00	4,068.75	353,907.75	4.33%	4.51%	1.19	4.74	4.18	AA+ Aaa AA+
<b>Total</b>	<b>29,920,585.11</b>		<b>4.152%</b>			<b>29,483,653.89</b>	<b>152,940.37</b>	<b>29,636,594.26</b>	<b>5.05%</b>	<b>5.02%</b>	<b>100.00</b>	<b>1.39</b>	<b>1.19</b>	

# Transactions

Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

Cusip	Security	Trade Date	Settlement Date	Coupon Payment	Price	Par Amount	Principal Amount	Accrued Amount	Total Amount	Broker
<b>Buy</b>										
31846V203	FIRST AMER:GVT OBLG;Y	11/19/2023	11/19/2023	0.00	1.00	47,420.40	47,420.40	0.00	47,420.40	Direct
60934N104	FEDERATED HRMS GV O;INST	11/30/2023	11/30/2023	0.00	1.00	641,346.33	641,346.33	0.00	641,346.33	Direct
CHWD_CAMP	California Asset Management Program	11/30/2023	11/30/2023	0.00	1.00	25,619.80	25,619.80	0.00	25,619.80	Direct
<b>Total</b>				<b>0.00</b>		<b>714,386.53</b>	<b>714,386.53</b>	<b>0.00</b>	<b>714,386.53</b>	
<b>Sell</b>										
31846V203	FIRST AMER:GVT OBLG;Y	11/27/2023	11/27/2023	0.00	1.00	110.23	110.23	0.00	110.23	Direct
<b>Total</b>				<b>0.00</b>		<b>110.23</b>	<b>110.23</b>	<b>0.00</b>	<b>110.23</b>	
<b>Coupon</b>										
78016EZZ3	RBC 1.400 11/02/26 MTN	11/02/2023	11/02/2023	1,400.00		0.00	0.00	0.00	1,400.00	
89236TKL8	TOYOTA MOTOR CRD 5.450 11/10/27 MTN	11/10/2023	11/10/2023	4,087.50		0.00	0.00	0.00	4,087.50	
912828XB1	US TREASURY 2.125 05/15/25	11/15/2023	11/15/2023	4,250.00		0.00	0.00	0.00	4,250.00	
34533YAE0	FCAOT-20C-A4	11/15/2023	11/15/2023	106.25		0.00	0.00	0.00	106.25	
65480BAD9	NART-21A-A4	11/15/2023	11/15/2023	95.00		0.00	0.00	0.00	95.00	
89239KAC5	TART-22A-A3	11/15/2023	11/15/2023	215.90		0.00	0.00	0.00	215.90	
02582JIT8	AXCMT-222-A	11/15/2023	11/15/2023	565.00		0.00	0.00	0.00	565.00	
254683CS2	DCENT-222-A	11/15/2023	11/15/2023	553.33		0.00	(0.00)	0.00	553.33	
91412HFP3	UNIVERSITY CALIF REVS 1.366 05/15/27	11/15/2023	11/15/2023	1,366.00		0.00	0.00	0.00	1,366.00	
12663JAC5	CNHET-22B-A3	11/15/2023	11/15/2023	810.42		0.00	0.00	0.00	810.42	
14041NGB1	COMET-223-A	11/15/2023	11/15/2023	825.00		0.00	0.00	0.00	825.00	
142921AD7	CARMAX-232-A3	11/15/2023	11/15/2023	841.67		0.00	0.00	0.00	841.67	
14913UAA8	CTRPLLR FIN SERV 4.350 05/15/26 MTN	11/15/2023	11/15/2023	3,262.50		0.00	0.00	0.00	3,262.50	
3133EPUD5	FEDERAL FARM 4.750 05/28/26	11/28/2023	11/28/2023	3,562.50		0.00	0.00	0.00	3,562.50	
91282CCE9	US TREASURY 1.250 05/31/28	11/30/2023	11/30/2023	1,875.00		0.00	0.00	0.00	1,875.00	
91282CFX4	US TREASURY 4.500 11/30/24	11/30/2023	11/30/2023	10,125.00		0.00	0.00	0.00	10,125.00	
<b>Total</b>				<b>33,941.07</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33,941.07</b>	
<b>Custody Fee</b>										
CCYUSD	US DOLLAR	11/27/2023	11/27/2023	0.00		110.23	(110.23)	0.00	(110.23)	
<b>Total</b>				<b>0.00</b>		<b>110.23</b>	<b>(110.23)</b>	<b>0.00</b>	<b>(110.23)</b>	
<b>Principal Paydown</b>										

# Transactions

Citrus Heights Water District | Total Aggregate Portfolio



November 30, 2023

Cusip	Security	Trade Date	Settlement Date	Coupon Payment	Price	Par Amount	Principal Amount	Accrued Amount	Total Amount	Broker
89239KAC5	TART-22A-A3	11/15/2023	11/15/2023	0.00		12,990.28	12,990.28	0.00	12,990.28	
<b>Total</b>				<b>0.00</b>		<b>12,990.28</b>	<b>12,990.28</b>	<b>0.00</b>	<b>12,990.28</b>	
<b>Interest Income</b>										
31846V203	FIRST AMER:GVT OBLG;Y	11/30/2023	11/30/2023	121.71		0.00	7.89	0.00	121.71	
CHWD_CAMP	California Asset Management Program	11/30/2023	11/30/2023	25,619.80		0.00	25,619.80	0.00	25,619.80	
60934N104	FEDERATED HRMS GV O;INST	11/30/2023	11/30/2023	6,843.37		0.00	(6,909.37)	0.00	6,843.37	
<b>Total</b>				<b>32,584.88</b>		<b>0.00</b>	<b>18,718.32</b>	<b>0.00</b>	<b>32,584.88</b>	

This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

**Questions About an Account:** GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodial bank maintains the control of assets and settles all investment transactions. The custodial statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodial bank statement and the GPA report should be reconciled, and differences documented.

**Trade Date versus Settlement Date:** Many custodial banks use settlement date basis and post coupons or maturities on the following business days when they occur on weekend. These items may result in the need to reconcile due to a timing difference. GPA reports are on a trade date basis in accordance with GIPS performance standards. GPA can provide all account settings to support the reason for any variance.

**Bank Deposits and Pooled Investment Funds Held in Liquidity Accounts Away from the Custodial Bank are Referred to as Line Item Securities:** GPA relies on the information provided by clients when reporting pool balances, bank balances and other assets that are not held at the client's custodial bank. GPA does not guarantee the accuracy of information received from third parties. Balances cannot be adjusted once submitted however corrective transactions can be entered as adjustments in the following months activity. Assets held outside the custodial bank that are reported to GPA are included in GPA's oversight compliance reporting and strategic plan.

**Account Control:** GPA does not have the authority to withdraw or deposit funds from or to any client's custodial account. Clients retain responsibility for the deposit and withdrawal of funds to the custodial account. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

**Custodial Bank Interface:** Our contract provides for the ability for GPA to interface into our client's custodial bank to reconcile transactions, maturities and coupon payments. The GPA client portal will be available to all clients to access this information directly at any time.

**Market Price:** Generally, GPA has set all securities market pricing to match custodial bank pricing. There may be certain securities that will require pricing override due to inaccurate custodial bank pricing that will otherwise distort portfolio performance returns. GPA may utilize Refinitiv pricing source for commercial paper, discount notes and supranational bonds when custodial bank pricing does not reflect current market levels. The pricing variances are obvious when market yields are distorted from the current market levels.

**Performance Calculation:** Historical returns are presented as time-weighted total return values and are presented gross and net of fees.

**Amortized Cost:** The original cost on the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discounts or premiums are amortized on a straight-line basis on all securities. This can be changed at the client's request.

**Callable Securities:** Securities subject to redemption in whole or in part prior to the stated final maturity at the discretion of the security's issuer are referred to as "callable". Certain call dates may not show up on the report if the call date has passed or if the security is continuously callable until maturity date. Bonds purchased at a premium will be amortized to the next call date while all other callable securities will be amortized to maturity. If the bond is amortized to the call date, amortization will be reflected to that date and once the call date passes, the bond will be fully amortized.

**Duration:** The duration is the effective duration. Duration on callable securities is based on the probability of the security being called given market rates and security characteristics.

**Benchmark Duration:** The benchmark duration is based on the duration of the stated benchmark that is assigned to each account.

**Rating:** Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

**Coupon Payments and Maturities on Weekends:** On occasion, coupon payments and maturities occur on a weekend or holiday. GPA's report settings are on the accrual basis so the coupon postings and maturities will be accounted for in the period earned. The bank may be set at a cash basis, which may result in a reconciliation variance.

**Cash and Cash Equivalents:** GPA has defined cash and cash equivalents to be cash, bank deposits, LGIP pools and repurchase agreements. This may vary from your custodial bank which typically defines cash and equivalents as all securities that mature under 90 days. Check with your custodial bank to understand their methodology.

**Account Settings:** GPA has the portfolio settings at the lot level, if a security is sold our setting will remove the lowest cost security first. First-in-first-out (FIFO) settings are available at the client's request.

**Historical Numbers:** Data was transferred from GPA's legacy system, however, variances may exist from the data received due to a change of settings on Clearwater. GPA is utilizing this information for historical return data with the understanding the accrual settings and pricing sources may differ slightly.

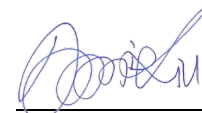
**Financial Situation:** In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.

**No Guarantee:** The securities in the portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.



**TREASURER'S REPORT OF ACCOUNT BALANCES**  
**November 30, 2023**

Fund Name	Beginning Balance 01/01/2023	Year to Date Transfers In / Collections	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 11/30/2023	2023 Target Balance per Policy
<b>Operating Fund</b>	\$ 8,953,894	\$ 16,341,846	\$ 2,172,894	\$ (2,172,893)	\$ 3,943,592	\$ 3,943,592
<b>Operating Reserve</b>	\$ 3,592,065	\$ 1,510,163	\$ 543,406		\$ 5,645,634	N/A
<b>Rate Stabilization Fund</b>	\$ 1,000,000	\$ -		\$ -	\$ 1,000,000	\$ 1,000,000
<b>Capital Improvement Reserve</b>	\$ 2,796,860	\$ 349,773		\$ -	\$ 3,146,633	\$ 3,146,633
<b>Restricted for Debt Service</b>	\$ 536,963	\$ -			\$ -	N/A
<b>Water Supply Reserve</b>	\$ 2,623,173	\$ 200,000		\$ -	\$ 2,823,173	N/A
<b>Water Efficiency Reserve</b>	\$ 200,000	\$ -		\$ -	\$ 200,000	\$ 200,000
<b>Water Meter Replacement Reserve</b>	\$ 1,725,000	\$ 200,000		\$ -	\$ 1,925,000	N/A
<b>Water Main Reserve - Project 2030</b>	\$ 1,189,350	\$ 1,374,099	\$ 142,634		\$ 2,706,083	N/A
<b>Fleet Equipment Reserve</b>	\$ 334,253	\$ 137,142		\$ -	\$ 471,395	\$ 471,395
<b>Employment-Related Benefits Reserve</b>	\$ 986,962	\$ 28,574		\$ -	\$ 1,015,536	\$ 1,015,536
	<b>\$ 23,938,519</b>	<b>\$ 20,141,597</b>	<b>\$ 2,858,934</b>	<b>\$ (2,172,893)</b>	<b>\$ 22,877,046</b>	<b>\$ 9,777,156</b>



**ANNIE Y. LIU, Treasurer**

**TREASURER'S REPORT OF FUND BALANCES**  
**November 30, 2023**

**Fund Transfers Summary:**

**Operating Fund:**

Fund Collected/Transferred	\$ 2,858,934
----------------------------	--------------

Fund Disbursed/Transferred	<u>\$ (2,172,893)</u>
----------------------------	-----------------------

<b>Net Fund Transferred:</b>	<b>\$ 686,040</b>
------------------------------	-------------------

<b><u>Water Main Reserve - Project 2030</u></b>	<b><u>\$ 142,634</u></b>
---	--------------------------

Citrus Heights Water District  
Budget Performance Report  
As of 11/30/2023

CC-06

	November Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance Amount	Percent	Annual Budget
Revenues						
Metered Service Charges	\$1,258,590.13	\$10,949,040.38	\$9,228,825.83	\$1,720,214.55	18.64%	\$11,074,591.00
Metered Water Deliveries	\$867,506.54	\$6,194,092.16	\$4,833,096.67	\$1,360,995.49	28.16%	5,799,716.00
Water Main Replacement Revenue	\$142,633.84	\$1,250,305.67	\$1,145,082.50	\$105,223.17	9.19%	1,374,099.00
Non-Metered Service Charges	\$0.00	\$0.00	\$116,666.67	(\$116,666.67)	-100.00%	140,000.00
Penalties	\$396.00	\$56,995.20	\$90,583.33	(\$33,588.13)	-37.08%	108,700.00
Interest	\$33,737.32	\$435,789.03	\$333,333.33	\$102,455.70	30.74%	400,000.00
Backflow Fees	\$8,621.25	\$73,068.55	\$62,250.00	\$10,818.55	17.38%	74,700.00
Water Service Install & S&R	\$3,173.02	\$12,237.00	\$311,583.33	(\$299,346.33)	-96.07%	373,900.00
Grant Funds	\$0.00	\$937.50	\$0.00	\$937.50	n/a	
Miscellaneous *	(\$97.53)	\$14,817.02	\$1,339,166.67	(\$1,324,349.65)	-98.89%	1,607,000.00
Cost Reimbursements	\$967.05	\$7,614.71	\$0.00	\$7,614.71	n/a	
Income - Wheeling Water		\$59,829.74	\$2,250.00	\$57,579.74	2559.10%	2,700.00
Total Revenue	\$2,315,527.62	\$19,054,726.96	\$17,462,838.33	\$1,591,888.63	9.12%	20,955,406.00
Operating Expenses						
Cost of Water						
Purchased Water	\$873,155.10	\$2,773,530.55	\$2,671,250.00	\$102,280.55	3.83%	3,205,500.00
Ground Water	\$105,227.36	\$762,548.14	\$1,114,308.88	(\$351,760.74)	-31.57%	1,337,170.66
	978,382.46	3,536,078.69	3,785,558.88	(249,480.19)	-6.59%	4,542,670.66
Labor & Benefits						
Labor Regular	\$383,469.23	\$3,344,500.38	\$3,262,127.50	\$82,372.88	2.53%	3,914,553.00
Labor Non-Regular	\$422.18	\$2,590.66	\$500.00	\$2,090.66	418.13%	600.00
Labor Taxes	\$26,887.73	\$255,298.32	\$244,192.67	\$11,105.65	4.55%	293,031.20
Labor Workers Comp	\$0.00	\$61,769.02	\$83,416.67	(\$21,647.65)	-25.95%	100,100.00
Labor External	\$1,650.00	\$17,550.00	\$82,881.67	(\$65,331.67)	-78.83%	99,458.00
			\$0.00	\$0.00	n/a	
Benefits Med/Den/Vis	\$40,535.71	\$448,028.22	\$430,084.75	\$17,943.47	4.17%	516,101.70
Benefits LTD/Life/EAP	\$3,948.57	\$47,121.89	\$122,468.85	(\$75,346.96)	-61.52%	146,962.62
Benefits CalPers	\$29,109.70	\$283,181.86	\$297,452.51	(\$14,270.65)	-4.80%	356,943.01
Benefits Other	\$10,461.08	\$108,727.37	\$142,340.69	(\$33,613.32)	-23.61%	170,808.83
Benefits OPEB	\$0.00	\$0.00	\$112,750.00	(\$112,750.00)	-100.00%	135,300.00



	November Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance Amount	Percent	Annual Budget
Benefit Retiree Expenses	\$4,496.50	\$49,475.06	\$49,263.42	\$211.64	0.43%	59,116.10
Benefit Unemployment	\$0.00	\$0.00	\$7,693.89	(\$7,693.89)	-100.00%	9,232.67
Benefit GASB 68	\$0.00	\$451,556.50	\$374,312.08	\$77,244.42	20.64%	449,174.50
			\$0.00	\$0.00	n/a	
Capitalized Labor & Benefit Contra	(\$34,064.79)	(\$351,620.60)	(\$470,833.33)	\$119,212.73	-25.32%	(564,999.99)
	466,915.91	4,718,178.68	4,738,651.37	(20,472.69)	-0.43%	5,686,381.64
General & Administrative Fees & Charges	\$13,576.14	\$158,412.00	\$155,404.17	\$3,007.83	1.94%	186,485.00
Regulatory Compliance/Permits	\$1,788.00	\$81,983.58	\$168,158.33	(\$86,174.75)	-51.25%	201,790.00
District Events & Recognition	\$3,023.91	\$27,941.56	\$50,310.83	(\$22,369.27)	-44.46%	60,373.00
Maintenance/Licensing Equipment	\$6,222.74	\$186,263.94	\$183,406.67	\$2,857.27	1.56%	220,088.00
Maintenance Professional	\$14,354.68	\$109,563.00	\$97,833.33	\$11,729.67	11.99%	117,400.00
Development	\$5,137.98	\$62,936.44	\$137,490.83	(\$74,554.39)	-54.22%	164,989.00
Department Admin	\$0.00	\$0.00	\$8,916.67	(\$8,916.67)	-100.00%	10,700.00
Dues & Subscriptions	\$15,503.91	\$200,242.94	\$91,822.50	\$108,420.44	118.08%	110,187.00
Facility Improvements	\$0.00	\$2,625.00	\$0.00	\$2,625.00	n/a	
Fuel & Oil	\$8,978.91	\$72,307.66	\$72,750.00	(\$442.34)	-0.61%	87,300.00
General Supplies	\$1,967.42	\$58,827.50	\$97,750.00	(\$38,922.50)	-39.82%	117,300.00
Insurance - Auto/Prop/Liab	\$26,249.01	\$125,660.67	\$93,500.00	\$32,160.67	34.40%	112,200.00
Leasing/Equipment Rental	\$1,693.54	\$35,621.42	\$27,833.33	\$7,788.09	27.98%	33,400.00
Parts & Materials	\$29,413.74	\$678,711.34	\$133,333.33	\$545,378.01	409.03%	160,000.00
Postage/Shipping/Freight	\$6,954.76	\$77,546.50	\$114,085.00	(\$36,538.50)	-32.03%	136,902.00
Rebates & Incentives	\$1,350.00	\$8,836.38	\$26,666.67	(\$17,830.29)	-66.86%	32,000.00
Telecom/Network	\$3,446.75	\$44,164.26	\$57,166.67	(\$13,002.41)	-22.74%	68,600.00
Tools & Equipment	\$4,974.42	\$62,744.40	\$71,791.67	(\$9,047.27)	-12.60%	86,150.00
Utilities	\$2,982.69	\$35,412.27	\$0.00	\$35,412.27	n/a	
Write-Off Bad Debt Exp	\$0.00	\$17.95	\$4,166.67	(\$4,148.72)	-99.57%	5,000.00
Capitalized G&A Contra	(\$108,572.50)	(\$570,623.67)	\$416.67	(\$571,040.34)	n/a	500.00

	November Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance Amount	Percent	Annual Budget
Capitalized Equipment Contra	(\$38,393.51)	(\$421,612.70)	\$0.00	(\$421,612.70)	n/a	
	652.59	1,037,582.44	1,592,803.33	(555,220.89)	-34.86%	1,911,364.00
Professional & Contract Services						
Support Services	\$99,833.46	\$1,335,377.14	\$1,168,860.83	\$166,516.31	14.25%	1,402,633.00
Legal Services	\$78,108.70	\$450,938.19	\$267,502.50	\$183,435.69	68.57%	321,003.00
Printing Services	\$5,594.25	\$22,908.69	\$37,500.00	(\$14,591.31)	-38.91%	45,000.00
	183,536.41	1,809,224.02	1,473,863.33	335,360.69	22.75%	1,768,636.00
Reserves & Debt Services					n/a	
Interest Expense		\$67,540.31	\$58,128.48	\$9,411.84	16.19%	69,754.17
Total						
Operating Expenses	1,629,487.37	10,896,541.48	11,649,005.39	(752,463.91)	-6.46%	14,048,560.64
Net Income / (Expense)	686,040.25	8,158,185.48	5,813,832.94	2,344,352.54	40.32%	6,976,599.53

**Citrus Heights Water District**  
**Capital Projects Summary**  
**Fiscal Period End as of 11/2023**

**CC-7**

		BUDGET	AMOUNTS PAID			PROJECTION
Project Number	Project Name	Approved 2023 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	\$161	\$8,946	\$529,075
C20-108	Corp Yard PreArchitecture StdY	\$98,324	\$0	\$0	\$1,676	\$96,648
C20-109	Corp Yard Plans Specs Estimate	\$0	\$0	\$0	\$0	\$0
<b>Construction in Progress</b>		<b>\$636,345</b>	<b>\$0</b>	<b>\$161</b>	<b>\$10,622</b>	<b>\$625,723</b>
C21-012	Water Service Connections	\$2,500	\$0	\$2,465	\$18,325	(\$15,825)
C23-010	Water Main Pipeline Replacemen	\$0	\$0	\$0	\$0	\$0
C23-011	Water Valve Replacements	\$15,000	\$16,456	\$113,485	\$113,485	(\$98,485)
C23-012	Water Service Connections	\$1,084,000	\$98,212	\$1,062,277	\$1,062,277	\$21,723
C23-013	Water Meter Replacements	\$120,000	\$66,562	\$176,388	\$176,388	(\$56,388)
C23-014	Fire Hydrants	\$142,000	\$32,565	\$139,407	\$139,407	\$2,593
<b>Annual Infrastructure</b>		<b>\$1,363,500</b>	<b>\$213,796</b>	<b>\$1,494,022</b>	<b>\$1,509,882</b>	<b>(\$146,382)</b>
C15-104B	Document Management System	\$127,639	\$0	\$63,524	\$179,755	(\$52,116)
C22-004	Technology Hardware/Software	\$40,000	\$5,000	\$40,639	\$50,527	(\$10,527)
C23-003	Fleet/Field Operations Equip	\$425,000	\$0	\$124,273	\$124,273	\$300,727
<b>Fleet and Equipment</b>		<b>\$592,639</b>	<b>\$5,000</b>	<b>\$228,436</b>	<b>\$354,555</b>	<b>\$238,084</b>
C20-105	Walnut Drive	\$1,000	\$0	\$683	\$28,819	(\$27,819)
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	\$3,093	\$78,746	(\$78,746)
C22-101	Carriage Drive	\$0	\$0	\$6,337	\$579,234	(\$579,234)
C22-104	Patton Ave Main	\$0	\$0	\$78,389	\$78,389	(\$78,389)
C22-105	Reno Ln Main	\$0	\$0	\$72,650	\$72,828	(\$72,828)
C23-040A	City of Citrus Heights Wachtel	\$0	\$0	\$16,217	\$16,217	(\$16,217)
<b>Water Mains</b>		<b>\$1,000</b>	<b>\$0</b>	<b>\$177,368</b>	<b>\$1,603,779</b>	<b>(\$1,602,779)</b>
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)
C21-041	Other Misc Infrastructure	\$56,747	\$0	\$0	\$0	\$56,747
C21-041B	Greenback Acquisition	\$50,000	\$2,685	\$49,201	\$349,675	(\$299,675)
C22-005	Facilities Improvements	\$0	\$0	\$0	\$44,748	(\$44,748)

**Citrus Heights Water District**  
**Capital Projects Summary**  
**Fiscal Period End as of 11/2023**

**CC-7**

		<b>BUDGET</b>	<b>AMOUNTS PAID</b>			<b>PROJECTION</b>
<b>Project Number</b>	<b>Project Name</b>	<b>Approved 2023 Budget</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Project to Date</b>	<b>Remaining Budget for Total Project</b>
C22-040	Other City Partnerships	\$0	\$0	\$0	\$0	\$0
C22-040D	SACOG 22 AC Overlay P1	\$0	\$0	\$0	\$174	(\$174)
C22-040E	San Juan Ave Complete Streets	\$0	\$0	\$0	\$0	\$0
C22-041	Other Misc Infrastructure	\$0	\$0	\$0	\$0	\$0
C22-102	Well Site Acquisition	\$0	\$0	\$7,782	\$265,468	(\$265,468)
C23-005	Facilities Improvements	\$113,000	\$61,808	\$100,260	\$100,260	\$12,740
C23-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$100,000
C23-041	Misc Infrastructure Projects	\$100,000	\$0	\$0	\$0	\$100,000
C23-104	Patton/Pardal/Alondra/Perdez	\$1,088,389	\$0	\$0	\$0	\$1,088,389
C23-105	Reno Lane 8-inch	\$777,695	\$0	\$192,438	\$192,438	\$585,257
C23-106	Admiral & Anchor 8-inch	\$75,000	\$46,968	\$51,331	\$51,331	\$23,669
<b>Miscellaneous Projects</b>		<b>\$2,360,831</b>	<b>\$111,460</b>	<b>\$401,011</b>	<b>\$1,027,070</b>	<b>\$1,333,761</b>
C17-104	Groundwater Well Property Acq	\$115,015	\$0	\$115,015	\$116,128	(\$1,113)
C17-104A	Well #7 Patton	\$0	\$0	\$0	\$67,434	(\$67,434)
C17-104B	Well #8 Highland	\$6,518	\$0	\$0	\$0	\$6,518
C18-106	Groundwater Well #7	\$0	\$0	\$0	\$10,780	(\$10,780)
C20-107	Well Design & Construction	\$2,949,118	\$7,093	\$903,893	\$1,231,254	\$1,717,864
C22-020	Groundwater Well Improvements	\$0	\$0	\$0	\$7,332	(\$7,332)
C22-102A	SJUSD Property	\$0	\$0	\$6,518	\$12,100	(\$12,100)
C22-103	Well Design Construct Highland	\$0	\$0	\$0	\$0	\$0
C23-020	Groundwater Well Improvements	\$200,000	\$0	\$0	\$0	\$200,000
C23-103	Highland Well	\$733	\$0	\$0	\$0	\$733
<b>Wells</b>		<b>\$3,271,384</b>	<b>\$7,093</b>	<b>\$1,025,426</b>	<b>\$1,445,029</b>	<b>\$1,826,355</b>
	<b>Grand Totals:</b>	<b>\$8,225,699</b>	<b>\$337,349</b>	<b>\$3,326,426</b>	<b>\$5,950,937</b>	<b>\$2,274,762</b>

## NOVEMBER 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
76432	MICHAEL OR KATHALENE L JOHNSTON	Customer Refund	\$75.94
76433	PEGGY BUTLER OR PATRICIA J CANADY	Customer Refund	\$17.13
76434	PHILIP LEE ZENTNER FAMILY TRUST	Customer Refund	\$40.77
76435	VASILIIY OR DINA VASILENKO	Customer Refund	\$9.94
76436	THOMAS J LAWLER	Customer Refund	\$46.47
76437	ROGER G HANN	Customer Refund	\$71.50
76438	JOHN M OR TERI M YESSEN	Customer Refund	\$36.04
76439	ROGER S SCOTT	Customer Refund	\$20.66
76440	JAMES J ASHEN III	Customer Refund	\$40.55
76441	TIANA MOSES	Customer Refund	\$178.20
76442	GARY OR LINDA E SCHINDLER TRUST	Customer Refund	\$56.63
76443	DANIEL BROWN	Customer Refund	\$48.27
76444	ADVANCED CHEMICAL TRANSPORT INC	Contract Services-Other	\$744.96
76445	AUTOMATE MAILING SERVICE	Contract Services-Bill Print/Mail	\$19,935.27
76446	BART RIEBES AUTO PARTS	Repair-Trucks	\$103.42
76447	BLUE JAY TRUCKING INC	Contract Services-Other	\$1,617.00
76448	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	Dues & Subscriptions	\$50.00
76449	CITY OF CITRUS HEIGHTS	Permit Fees	\$8,484.25
76450	Homelight Real Estate II LLC	Customer Refund	\$182.05
76451	ESRI	Maintenance Agreement-Equipment	\$12,916.71
76452	EVERBANK NA	Equipment Rental-Office	\$522.59
76453	FAIR OAKS ARBORIST	Contract Services-Other	\$5,200.00
76454	JARRETT FLINK	Professional Development	\$60.00
76455	GOVERNMENT FINANCE OFFICERS ASSOCIATION	Dues & Subscriptions	\$85.00
76456	FERGUSON ENTERPRISES INC 1423	Material	\$2,945.36
76457	J COMM INC	Contract Services-Other	\$5,000.00
76458	TODD JORDAN	Professional Development	\$290.00
76459	MOONLIGHT BPO LLC	Contract Services-Bill Print/Mail	\$6,200.59
76460	MSC INTEGRATION	Repair-Equipment/Hardware	\$660.08
76461	ONE PRINT SOURCE AND GRAPHICS	Printing	\$291.97
76462	PACE SUPPLY CORP	Material	\$4,175.23
76463	RENTAL GUYS	Equipment Rental-Field	\$3,674.55
76464	REPUBLIC SERVICES 922	Utilities	\$435.63
76465	RIVER CITY FIRE EQUIPMENT	Repair-Equipment/Hardware	\$1,518.16
76466	SAGENT	Contract Services-Other	\$7,947.31
76467	KAYLEIGH SHEPARD	Professional Development	\$335.00
76468	SIMON AND COMPANY INC	Contract Services-Other	\$1,000.00
76469	SMUD	Utilities	\$14,118.67
76470	SONITROL	Equipment Rental-Office	\$290.26
76471	SPOT ON SIGNS AND GRAPHICS	Contract Servoces-Office Repair/Mainte	\$492.07
76472	HILARY STRAUS	Continued Education	\$90.00
76473	TAK COMMUNICATIONS	Contract Services-Engineering	\$144,250.18
76474	HENLEY PACIFIC LA LLC	Repair-Equipment	\$151.37
76475	WALKERS OFFICE SUPPLIES	Office Expense	\$173.05
76476	BEST BEST AND KRIEGER	Legal & Audit	\$8,423.82
76477	GOVERNMENT FINANCE OFFICERS ASSOCIATION	Dues & Subscriptions	\$150.00
76478	PAT WEST LLC	Consulting Services	\$6,931.84
76479	REGIONAL GOVERNMENT SERVICES	Consulting Services	\$8,301.07
76480	PAUL L SHEPHERD RVBLE FAMILY TRST	Customer Refund	\$65.14
76481	JON TUROVITZ	Customer Refund	\$20.38
76482	NICHOLAS SPARKS	Customer Refund	\$2,051.12
76483	ANSWERNET	Telephone-Answering Service	\$392.35
76484	APPLIED BEST PRACTICES	Contract Services-Financial	\$1,200.00
76485	BEST BEST AND KRIEGER	Legal & Audit	\$11,328.00
76486	LORETTA CLAYCOMB	Toilet Rebate Program	\$150.00
76487	COLANTUONO HIGHSMITH WHATLEY PC	Legal & Audit	\$9,610.00
76488	CONSOLIDATED	Telephone-Local/Long Distance	\$2,951.48
76489	LORRAINE COOPER	Toilet Rebate Program	\$75.00
76490	ROBIN COPE	Health Insurance	\$495.00

## NOVEMBER 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
76491	Void	Void	\$0.00
76492	VANESSA GARY	Toilet Rebate Program	\$75.00
76493	GRAINGER	Small Tools	\$197.82
76494	FERGUSON ENTERPRISES INC 1423	Material	\$4,229.19
76495	GROW CONTROL	Contract Services-Miscellaneous	\$2,685.00
76496	HUNT AND SONS INC	Gas & Oil	\$1,985.25
76497	IB CONSULTING LLC	Consulting Services	\$9,400.00
76498	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$246.42
76499	J4 SYSTEMS	Contract Services-Other	\$5,000.00
76500	SEAN KEARNEY	Toilet Rebate Program	\$75.00
76501	NANCY LEITNER	Toilet Rebate Program	\$150.00
76502	NOWSPEED INC	Contract Services-Other	\$550.00
76503	PACE SUPPLY CORP	Material	\$3,270.79
76504	PLANNING PARTNERS INC	Contract Services-Wells	\$5,380.64
76505	QUICK QUACK CAR WASH	Maintenance Agreement-Equipment	\$298.30
76506	RDO EQUIPMENT	Repair-Trucks	\$104.70
76507	Void	Void	\$0.00
76508	REGIONAL WATER AUTHORITY	Dues & Subscriptions	\$250.00
76509	MARY LYNN SCHERRER	Health Insurance	\$164.90
76510	TEE JANITORIAL MAINTENANCE	Janitorial	\$2,989.00
76511	WYJO SERVICES CORP	Repair-Trucks	\$771.76
76512	JON OR CHARLENE G WILM	Customer Refund	\$21.89
76513	CRAIG L OR KATHLEEN WAHLQUIST	Customer Refund	\$291.02
76514	LOIS D LIPE	Customer Refund	\$54.17
76515	KARIN C OR JEFFREY N CAMERON	Customer Refund	\$13.80
76516	AVDIJA OR ANKA SKRIJELJ	Customer Refund	\$61.87
76517	VALENTIN OR ELENA STEFOGLO	Customer Refund	\$68.68
76518	GRANITE REALTY GROUP INC	Customer Refund	\$145.23
76519	Gregg Kenney	Customer Refund	\$101.53
76520	19SIX ARCHITECTS	Contract Services-Other	\$6,300.76
76521	ABA DABA RENTAL	Supplies-Field	\$198.44
76522	AFLAC	Employee Paid Insurance	\$290.74
76523	Void	Void	\$0.00
76524	AIA SERVICES LLC	Tools/Equipment	\$154.21
76525	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Reads	\$4,420.25
76526	Void	Void	\$0.00
76527	BEST BEST AND KRIEGER	Legal & Audit	\$9,410.50
76528	BSK ASSOCIATES	Water Analysis	\$2,354.00
76529	STATE OF CA DEPT OF CONSUMER AFFAIRS	Dues & Subscriptions	\$180.00
76530	CORELOGIC INFORMATION SOLUTIONS INC	Dues & Subscriptions	\$225.10
76531	COUNTY OF SACRAMENTO	Permit Fees	\$377.50
76532	EMPLOYEE RELATIONS INC	Contract Services-Other	\$55.60
76533	ENOVEN INDUSTRIES LLC	Maintenance Agreement-Equipment	\$3,931.53
76534	FUTURE FORD	Repair-Trucks	\$2,496.00
76535	FERGUSON ENTERPRISES INC 1423	Material	\$7,607.15
76536	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$5,000.00
76537	ANNIE LIU	Professional Development	\$290.00
76538	ONE PRINT SOURCE AND GRAPHICS	Printing	\$52.55
76539	MISSY PIERI	Professional Development	\$290.00
76540	RDO EQUIPMENT	Repair-Trucks	\$83.69
76541	REGIONAL GOVERNMENT SERVICES	Consulting Services	\$19,501.50
76542	REGIONAL WATER AUTHORITY	Dues & Subscriptions	\$26,382.00
76543	LES SCHWAB TIRES	Repair-Trucks	\$446.09
76544	REBECCA SCOTT	Professional Development	\$290.00
76545	HILARY STRAUS	Professional Development	\$380.00
76546	WARREN CONSULTING ENGINEERS INC	Contract Services-Engineering	\$11,200.00
76547	WEST YOST ASSOCIATES	Contract Services-Engineering	\$3,499.25
76548	WEX BANK	Gas & Oil	\$4,729.15
76549	DAVID WHEATON	Professional Development	\$380.00
76550	WIZIX TECHNOLOGY GROUP INC	Equipment Rental-Office	\$399.85

## NOVEMBER 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
76551	WOLF CONSULTING	Contract Services-Other	\$3,625.00
76552	JOHN OR LINDA DURBOROUGH	Customer Refund	\$1,058.00
76553	GENEVA NULL FAMILY TRUST	Customer Refund	\$102.56
76554	JULIE ANN HOWELL	Customer Refund	\$74.95
76555	YAKOV BANAR	Customer Refund	\$90.75
76556	MARK O COOK	Customer Refund	\$275.71
76557	JONATHAN CVETKOVIC OR DIANA MARTINEZ	Customer Refund	\$34.58
76558	ERIC OR JESSICA L LENDEWIG	Customer Refund	\$72.52
76559	HARVEY OR AURORA J ROHRER	Customer Refund	\$30.93
76560	MICHAEL QUILLMAN OR JULIE ADAMS ESTATE	Customer Refund	\$874.17
76561	DONNA L FEENEY	Customer Refund	\$20.53
76562	DAVID FAIRLY	Customer Refund	\$14.03
76563	KAIZENETIC LLC	Customer Refund	\$389.67
76564	ABA DABA RENTAL	Supplies-Field	\$327.75
76565	ACWA JPIA	Workers Comp Insurance	\$104,996.00
76566	BART RIEBES AUTO PARTS	Repair-Trucks	\$11.83
76567	BEST BEST AND KRIEGER	Legal & Audit	\$36,073.30
76568	BRYCE CONSULTING INC	Consulting Services	\$1,045.00
76569	CALIFORNIA LANDSCAPE ASSOCIATES INC	Janitorial	\$496.00
76570	COMCAST	Equipment Rental-Office	\$93.45
76571	FAST ACTION PEST CONTROL	Contract Services-Miscellaneous	\$184.80
76572	FERGUSON ENTERPRISES INC 1423	Material	\$17,584.80
76573	GARY OR SUSAN HUNTER	Toilet Rebate Program	\$75.00
76574	LARRY IGLESIAS	Toilet Rebate Program	\$150.00
76575	INDUSTRIAL SERVICE AND SUPPLY INC	Supplies-Field	\$5,824.00
76576	J COMM INC	Contract Services-Other	\$5,000.00
76577	J4 SYSTEMS	Contract Services-Other	\$2,781.00
76578	TODD JORDAN	Professional Development	\$255.50
76579	KALER GENERAL CONTRACTORS INC	Contract Services-Miscellaneous	\$56,000.00
76580	AMANDA KREZMAN	Toilet Rebate Program	\$150.00
76581	LOWES	Supplies-Field	\$513.81
76582	MACQUARIE EQUIPMENT CAPITAL INC	Equipment Rental-Office	\$376.97
76583	MIKE MARIEDTH	Professional Development	\$100.00
76584	CARMEN OF JEAN MINI	Toilet Rebate Program	\$75.00
76585	RICARDO PEREZ	Toilet Rebate Program	\$150.00
76586	PACIFIC GAS AND ELECTRIC	Utilities	\$17.88
76587	ROTARY CLUB OF CITRUS HEIGHTS	Dues & Subscriptions	\$1,500.00
76588	LES SCHWAB TIRES	Repair-Trucks	\$758.41
76589	WATERWISE CONSULTING INC	Contract Services-Conservation	\$2,150.00
76590	ACWA JPIA	Workers Comp Insurance	\$101.68
76591	ROTARY CLUB OF CITRUS HEIGHTS	Dues & Subscriptions	\$516.00
76592	RITA RAE PERRY FAMILY TRUST	Customer Refund	\$135.14
76593	OXFORD FAMILY TRUST OR SUE MATTHEWS	Customer Refund	\$138.08
76594	JEFFREY OR MADIHAH STEWART	Customer Refund	\$114.77
76595	SHAKA ROBINSON OR DONNA HENDERSON	Customer Refund	\$20.00
76596	NIKOLAY OR NATALIE YAKUBOVSKIY	Customer Refund	\$75.51
76597	MATTHEW C BRIGGS	Customer Refund	\$393.10
76598	BART RIEBES AUTO PARTS	Repair-Trucks	\$16.15
76599	BEST BEST AND KRIEGER	Legal & Audit	\$8,227.10
76600	CITY OF CITRUS HEIGHTS	Permit Fees	\$1,107.93
76601	AMY J CLAWSON	Toilet Rebate Program	\$150.00
76602	TERRY OR SHERRY CLIFTON	Toilet Rebate Program	\$75.00
76603	GOVERNMENT PORTFOLIO ADVISORS	Contract Services-Financial	\$1,196.97
76604	GRAINGER	Small Tools	\$81.81
76605	INVOICE PROCESSING DEPARTMENT	Fees/Charges	\$7.00
76606	LOEWEN PUMP MAINTENANCE	Wells Maintenance	\$12,380.00
76607	DANA MELLADO	Professional Development	\$290.00
76608	MESSANGER PUBLISHING GROUP	Publication Notices	\$1,575.00
76609	OCCU MED	Contract Services-Miscellaneous	\$328.50
76610	ONE PRINT SOURCE AND GRAPHICS	Printing	\$52.55

## NOVEMBER 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	76611 PACE SUPPLY CORP	Material	\$902.83
	76612 PIRTEK POWER INN	Repair-Trucks	\$1,885.19
	76613 RED WING SHOE STORE	Small Tools	\$1,729.06
	76614 REGIONAL GOVERNMENT SERVICES	Consulting Services	\$17,323.54
	76615 SIMON AND COMPANY INC	Contract Services-Other	\$1,000.00
	76616 SMUD	Utilities	\$13,495.50
	76617 VERIZON WIRELESS	Telephone-Wireless	\$376.74
	76618 WALKERS OFFICE SUPPLIES	Office Expense	\$105.49
	76619 WIZIX TECHNOLOGY GROUP INC	Equipment Rental-Office	\$14.50
<b>Total</b>			<u>\$753,404.89</u>
ACH	1168-2023-10 INVOICE CLOUD	Bank Fee	\$5,998.25
ACH	CHASE ON LINE OCTOBER 2023	Bank Fee	\$4,083.99
ACH	FP MAILING SOLUTIONS	Postage	\$1,000.00
ACH	ADP 645491256	Contract Services-Financial	\$348.10
ACH	ADP 646062606	Contract Services-Financial	\$55.70
ACH	ADP 646539966	Contract Services-Financial	\$566.15
ACH	BMO OCTOBER 2023	Bank Fee	\$1,173.57
ACH	CALIFORNIA CHOICE DECEMBER 2023	Health Insurance	\$45,813.00
ACH	ICMA 11/22/23 PAYDAY	Deferred Compensation	\$11,237.24
ACH	ICMA 11/22/2023 SPECIAL	Deferred Compensation	\$19,304.67
ACH	ICMA 11/9/2023 PAYDAY	Deferred Compensation	\$10,538.93
ACH	JP MORGAN OCTOBER 2023	See November Agenda Item CC-9	\$13,405.89
ACH	MID AMERICA 11/7-11/13/2023	Employee Paid Insurance	\$435.00
ACH	MID AMERICA 11/21-11/27/2023	Employee Paid Insurance	\$112.00
ACH	PERS 10/26/2023 PAYDAY	PERS	\$27,319.59
ACH	PERS 11/18/2023 PAYDAY	PERS	\$27,767.69
ACH	PRINCIPAL LIFE DECEMBER 2023	Health Insurance	\$9,628.96
ACH	VALIC 11/9/2023 PAYDAY	Deferred Compensation	\$2,920.99
ACH	VALIC 10/26/2023 PAYDAY	Deferred Compensation	\$2,920.99
ACH	VALIC 10/25/2023 PAYDAY	Deferred Compensation	\$2,920.99
ACH	VALIC 11/22/2023 PAYDAY	Deferred Compensation	\$2,920.99
ACH	VALIC 11/22/2023 SPECIAL	Deferred Compensation	\$478.46
<b>Total</b>			<u>\$190,951.15</u>
<b>Grand Total</b>			<u><u>\$944,356.04</u></u>



**JP Morgan Purchase Card Distributions**  
**Nov-23**

Name	Professional Development	District Events & Recognition	Dues & Subscription	Maintenance/ Licensing	Printing Services	General Supplies	Tools & Equipment	Telecom/Network	Total Bill
Shockley	\$ 8,769.69	\$ 1,909.86	\$ 521.00			\$ 630.08	\$ 866.05		\$ 12,696.68
Liu		\$ 280.10	\$ 8.99						\$ 289.09
Abaya			\$ 62.99	\$ 3,388.65			\$ 184.24	\$ (23.99)	\$ 3,611.89
Spiers		\$ 34.32							\$ 34.32
Moore		\$ 1,485.67			\$ 689.58	\$ 17.53			\$ 2,192.78
Pieri		\$ 225.42							\$ 225.42
Shepard		\$ 495.19	\$ 2.95						\$ 498.14
Nunes	\$ 30.00								\$ 30.00
<b>Total Bill</b>	<b>\$ 8,799.69</b>	<b>\$ 4,430.56</b>	<b>\$ 595.93</b>	<b>\$ 3,388.65</b>	<b>\$ 689.58</b>	<b>\$ 647.61</b>	<b>\$ 1,050.29</b>	<b>\$ (23.99)</b>	<b>\$ 19,578.32</b>

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 REGULAR MEETING

---

SUBJECT : EMPLOYEE RECOGNITION  
 STATUS : Information Item  
 REPORT DATE : December 4, 2023  
 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 during October and/or November 2023, outstanding customer service, and quality of work during the month of November 2023.

### Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Bryan Abaya	October		Assisted with set up for the District's Public Rate Hearing.
Dana Mellado		Customer on Olive Tree Way thanked Dana for taking the time to go through her water service bills and payments line-by-line to help reconcile the charges and payments.	Assisted with completing a requested reference check for the District's bill printing service provider.
Brittney Moore	Yes		Assisted with meeting coordination and set up for the District's Public Rate Hearing.
Viviana Munoz	Yes	A customer called to thank Viviana and Desiree for their help in identifying why her credit card was declining during her scheduled autopay. The customer commended the team's patience while assisting her & her husband.	Coordinated a holiday charity initiative with which District staff could participate.
Kayleigh Shepard		Assisted Finance staff with gathering documents for the District's Interim Audit.	Assisted with meeting coordination and set up for the District's Public Rate Hearing.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Beth Shockley	Yes	Coordinated staff Thanksgiving luncheon/team event.	
Mike Shorter	Yes		Presented at the District's Public Rate Hearing
Desiree Smith	November	A customer called to thank Viviana and Desiree for their help in identifying why her credit card was declining during her scheduled autopay. The customer commended the team's patience while assisting her & her husband.	Assisted with coordinating a holiday charity initiative with which District staff could participate.
Hogai Zalmai	Yes		Worked on the weekend to help finish the District's 2024 Budget book and assisted with set-up for the District's Public Rate Hearing.

### Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	November		
Tim Katkanov	Yes		
Neil Tamagni	October	Worked on Friday, 11/03/23 on a District water main project – Reno Lane.	

### Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Bell	Yes		11/25 – Assisted with water main repair on Sugar Maple Way

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford	October		
Aaron Cater	Yes		
Brady Chambers	November		
Kelly Drake	November		
James Ferro	November		11/15 – James assisted with an emergency after hours meter replacement on Greenback Lane.
Jarrett Flink	November		11/25 – Assisted with water main repair on Sugar Maple Way
Brandon Goad	Yes		
Brian Hensley	Yes		
Mike Mariedth	November		
Chris Nichols	October		
John Spinella	October		

**CITRUS HEIGHTS WATER DISTRICT**  
**DISTRICT STAFF REPORT TO BOARD OF DIRECTORS**  
**DECEMBER 20, 2023 REGULAR MEETING**

SUBJECT : LONG RANGE AGENDA  
STATUS : Consent/Information Item  
REPORT DATE : DECEMBER 14, 2023  
PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk

**OBJECTIVE:**

Listed below is the current Long Range Agenda.

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

**CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA**

MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
January 17, 2024					
January 17, 2024		Strategic Plan Update/ 2024 Strategic Plan Preview	Moore	SS	I/D
January 17, 2024		Development Standards & Procedures	Pieri	SS	I/D
February 21, 2024					
February 21, 2024	Annual	Investment Portfolio Update	Liu	CC	A
March 20, 2024					
March 20, 2024	Annual	Poster Contest Presentation	Scott/Nunes	P	I/D
March 20, 2024	Biennial	Conflict-of Interest	Moore	B	A
April 17, 2024					
April 17, 2024		2024 Strategic Plan Update	Moore	SS	I/D
May 15, 2024					
May 15, 2024		Annual Financial Report	Liu	CC	A
June 19, 2024					
June 19, 2024	Annual	Form 470	Moore	MS	I/D
June 19, 2024	Biennial	Resolution calling for November Election	Moore	B	A
June 19, 2024	Annual	Finance Corporation officer appointment and status of Finance Corp	Liu	B	A
JULY-SUMMER RECESS					
August 21, 2024					
August 21, 2024	Annual	Approval of 2025 Strategic Plan	Straus	CC	A
August 21, 2024	Annual	Budget Rate Model Options Workshop	Liu	P	I/D
September 18, 2024					
September 18, 2024	Annual	Refined Budget Options/Prop 218 Direction	Liu/Straus	SS	I/D
October 16, 2024					
October 16, 2024	Annual	Misc charges and Fees -proposed	Liu	SS	I/D

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 REGULAR MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT  
 STATUS : Information Item  
 REPORT DATE : December 6, 2023  
 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
<b>PROJECT 2030 Water Main Replacement Project - Pipeline Condition Assessment</b>	Engineering	Director of Engineering	Yes, updates as necessary.	Yes	Pipeline Condition Assessment	Corrosion Test Stations installation complete. Segment 1 follow-up testing occurred in early November.  Begin Phase 1 of Segment 3. Field location in progress.
<b>CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout</b>	Engineering	Director of Engineering	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Pre-Architectural Alternatives Analysis underway.  Building layout options being prepared.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT - Reno Lane Water Main Project</b>	Engineering	Director of Engineering and Assistant Engineer	Yes, 08/07/23 (Award of Contract)	No	2023 design, 2023 construction	Award of Contract on 08/07/23.  Construction began on 09/29/23. 75% complete.
<b>CAPITAL IMPROVEMENT PROJECT - Patton Ave Water Main Project</b>	Engineering	Director of Engineering and Assistant Engineer	Yes, 10/18/23 (Award of Contract)	No	2023 design, 2024 construction	Award of Contract on 10/18/23.  Notice to Proceed to be issued 01/02/24.
<b>CAPITAL IMPROVEMENT PROJECT - Admiral Ave and Anchor Cir Water Main Project</b>	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	2023 design, 2024 construction	Potholing complete.  District preparing 90% plans.
<b>PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr</b>	Engineering	Director of Engineering and Senior Construction Inspector	Yes, 03/30/20, 04/15/20 (Deferment of Fees)	No	200-300 unit development by Watt Communities.	Project re-started on 07/14/20. Water portion 99% complete.  CHWD sent conditional project acceptance on 01/12/22.  Punchlist completed.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>12057 Fair Oaks Blvd</b> <b>Fair Oaks Senior Apartments</b>	Engineering	Senior Construction Inspector, Director of Engineering and Assistant Engineer	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	All fees paid on 10/18/21.  District signed plans on 10/19/21.  Construction 99% complete.
<b>PRIVATE DEVELOPMENT</b> <b>8043 Holly Dr</b> <b>Parcel Split 1 - 3</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>8258 Holly Dr</b> <b>Parcel Split 1 - 2</b>	Engineering	Director of Engineering and Assistant 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.
<b>PRIVATE DEVELOPMENT</b> <b>208 Langley Ave</b> <b>Parcel Split 1 - 2</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 lots. New single family home construction on one lot.	District sent correspondence to property owner on 04/20/20.  New will serve letter sent on 10/17/22.



Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>8556 Pheasant Ridge Ln</b> <b>Fire Improvements</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Extension of water main, addition of fire hydrant, and fire sprinklers.	All fees paid on 03/11/21.  District approved plans on 01/24/22.  Awaiting construction.
<b>PRIVATE DEVELOPMENT</b> <b>6031 Sunrise Vista Dr</b> <b>Apartments</b>	Engineering	Director of Engineering and Associate Civil Engineer	No	No	Proposed apartments.	Plan check fees paid.  Plans signed on 08/28/23.  Awaiting payment of fee balance & construction.
<b>PRIVATE DEVELOPMENT</b> <b>Talbot Way</b> <b>Citrus Place</b> <b>Subdivision</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	8 lot subdivision.	Plan check fees paid 6/2022.  Plans signed on 6/21/22.  Awaiting remaining fees and construction.
<b>PRIVATE DEVELOPMENT</b> <b>7311 Hickory Ave</b> <b>Single Family Home</b>	Engineering	Director of Engineering and Associate Civil Engineer	No	No	Customer requesting water service for a recently split lot.	Verify lot is split prior to initiating new water service.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>7705 Hickory Ave</b> <b>Single Family Home</b>	Engineering	Director of Engineering and Associate Civil Engineer	No	No	Parcel being split into 2 lots.	Plans submitted on 08/21/23.  District provided Will Serve letter on 09/14/23.
<b>PRIVATE DEVELOPMENT</b> <b>8207 Oak Ave</b> <b>Parcel Split, Annexation &amp; Single Family Home</b>	Engineering	Director of Engineering and Assistant Engineer	Yes, Inclusion approved by Board on 05/18/22.	No	Parcel Split, Annexation & 2 single family homes.	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.
<b>PRIVATE DEVELOPMENT</b> <b>7803 Madison Ave</b> <b>MD Health</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Tenant Improvements of Building. Domestic backflow installation.	All fees paid.  Construction 75% complete.
<b>PRIVATE DEVELOPMENT</b> <b>7975 Twin Oaks Ave</b> <b>Parcel Split 1 - 3</b>	Engineering	Director of Engineering and Associate Engineer	No	No	Parcel Split - 1 to 3 lot split; 3 single family homes with frontage improvements.	All comments incorporated.  Awaiting payment of fees.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>7501 Greenglen Ave</b> <b>Parcel Split 1 - 2</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel Split - 1 to 2 lot split per SB9; 2 single family homes.	Plan check fees paid. Plans signed on 08/09/23.  Awaiting payment of fee balance.  CHWD to provide installation of water facilities.
<b>PRIVATE DEVELOPMENT</b> <b>7641 Poplar Ave</b> <b>Parcel Split 1 - 2</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>6245 Sunrise Blvd</b> <b>Tenant Improvements</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>7828 Old Auburn Blvd</b> <b>Parcel Split 1 - 4</b>	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.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>7401 Mariposa Ave</b> <b>Parcel Split 1 - 2</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>7939 Hanson Dr</b> <b>Parcel Split 1 - 2</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>7509 Twin Oaks Ave</b> <b>Food Truck Plaza</b>	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.
<b>PRIVATE DEVELOPMENT</b> <b>7727 Wachtel Ave</b> <b>Parcel Split 1 - 2</b>	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.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>8540 Auburn Blvd Starbucks</b>	Engineering	Director of Engineering and Associate Engineer	No	No	New commercial development.	Received preliminary plans on 04/21/22.  District provided a Will Serve letter on 04/27/22.  District provided addendum option as part of the Auburn Blvd - Complete Streets Phase 2 on 11/27/23.
<b>CITY OF CITRUS HEIGHTS PROJECT</b> <b>Auburn Blvd - Complete Streets Phase 2</b>	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.	Final plans signed on 02/24/23.  Awaiting fees for irrigation services.  Project out to bid.
<b>CITY OF CITRUS HEIGHTS PROJECT</b> <b>Arcade-Cripple Creek Trail Project</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	District & City finalized Cost Liability.	Construction in progress.  Coordinating with the City on portion of bike trail through District easement.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CITY OF CITRUS HEIGHTS PROJECT</b> San Juan Ave (Madison Ave to Spicer) Road Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Road Improvements.	District and City finalized Cost Liability.  District to prepare Engineer's Estimate.  Project out to bid.
<b>COUNTY OF SACRAMENTO AC Overlay Project SACOG 2022 Phase 1 to 3</b>	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.	Anticipate construction Spring of 2024. CHWD will need to perform valve box adjustments.  District to prepare Engineer's Estimate.
<b>District-wide Easement Project (Phase 4)</b>	Engineering	Director of Engineering and Assistant Engineer	Yes, updates as necessary.	Yes	Obtaining easements for District-owned facilities.	Group 2 Easement Acquisition in progress.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT  
 STATUS : Information Item  
 REPORT DATE : December 5, 2023  
 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 during November.

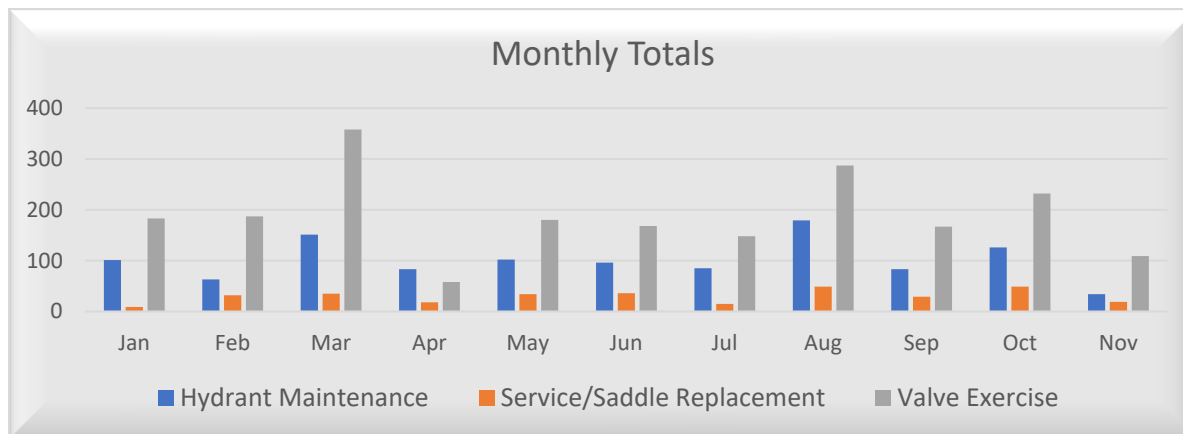
### OPERATIONS MONTHLY ACTIVITIES

#### A. Distribution Division

The Operations Department consists of 10 Distribution Operators who perform the necessary maintenance to properly operate and maintain over 250 miles of pipelines and more than 20,300 service connections. The table below summarizes noteworthy common tasks staff perform.

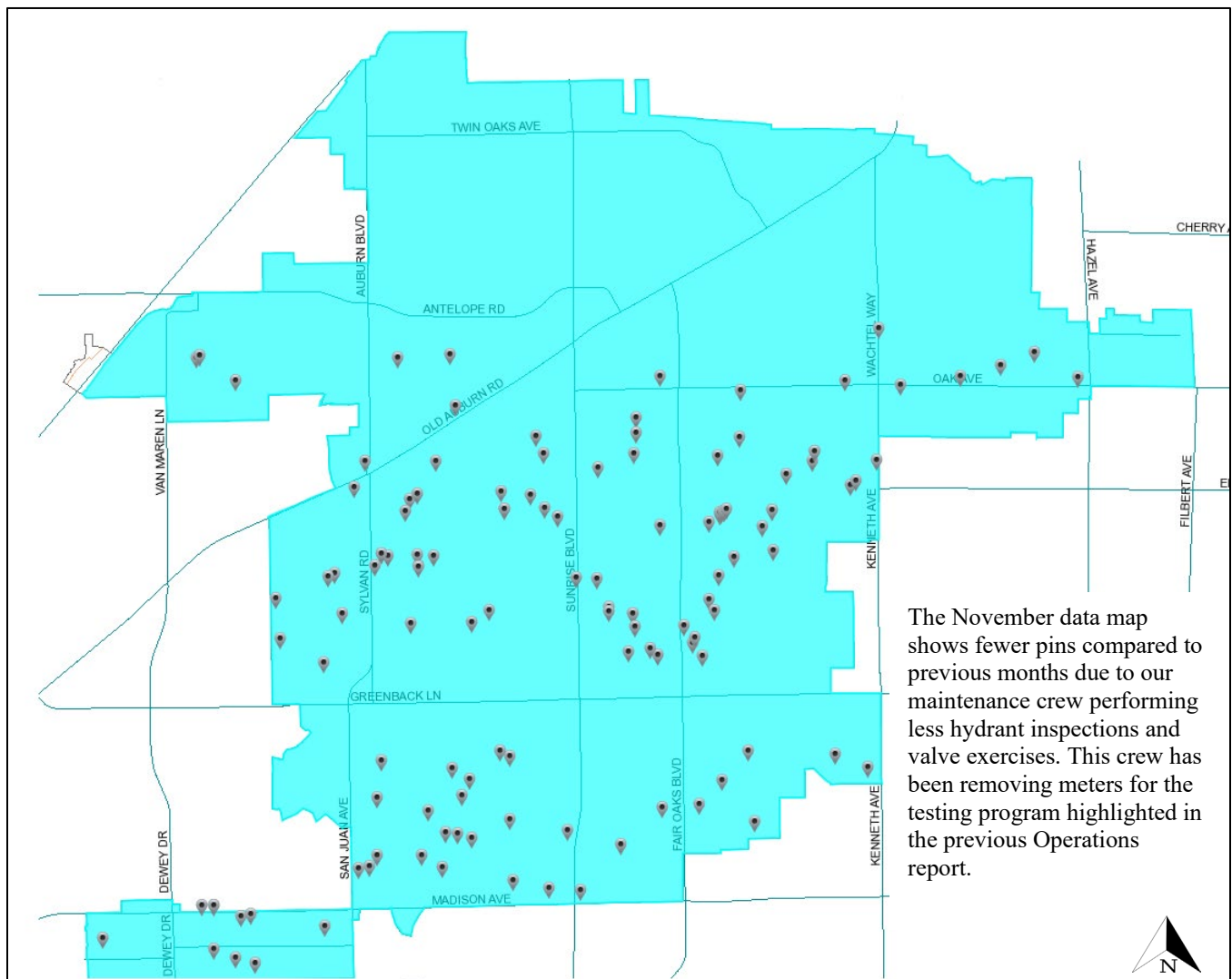
Distribution Maintenance	November 2023	Total CY 2023	Total # in System
Air Valve Inspection	0	2	147
Hydrant Maintenance	34	1,103	2,170
Mainline Repair/Maintenance	1	7	
Meter Box Maintenance	6	51	21,007
Meter Register Replacement	14	129	21,007
Service/Saddle Replacement	19	309	21,007
Valve Exercise	109	2,067	4,631
<b>Total</b>	<b>183</b>	<b>3,668</b>	

CIP Projects	November 2023	Total CY 2023
C23-010 Water Mainline	0	0
C23-011 Water Valves	1	27
C23-012 Water Services	20	311
C23-013 Water Meters	110	367
C23-014 Fire Hydrants	0	0
C23-103 Pothole Main	0	0
<b>Total</b>	<b>133</b>	<b>705</b>



The map below shows the locations the Operations Crews worked in November.

Locations Worked within the Citrus Heights Water District



The November data map shows fewer pins compared to previous months due to our maintenance crew performing less hydrant inspections and valve exercises. This crew has been removing meters for the testing program highlighted in the previous Operations report.



## 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. A 2023 summary of standby activity is provided below.

Standby Summary			
Standby Reporting Month	Total Calls to After-Hours Answering Service	Site Visits	Resolutions Via Phone Call
January	34	16	18
February	18	8	10
March	13	7	6
April	23	13	10
May	27	18	9
June	38	21	17
July	37	22	15
August	34	15	19
September	36	17	19
October	14	7	7
November	25	13	12

## C. Operations Specialist

The District's Operations Specialist performs the USA markings. USA markings 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 ons/off (additional information in the chart below).

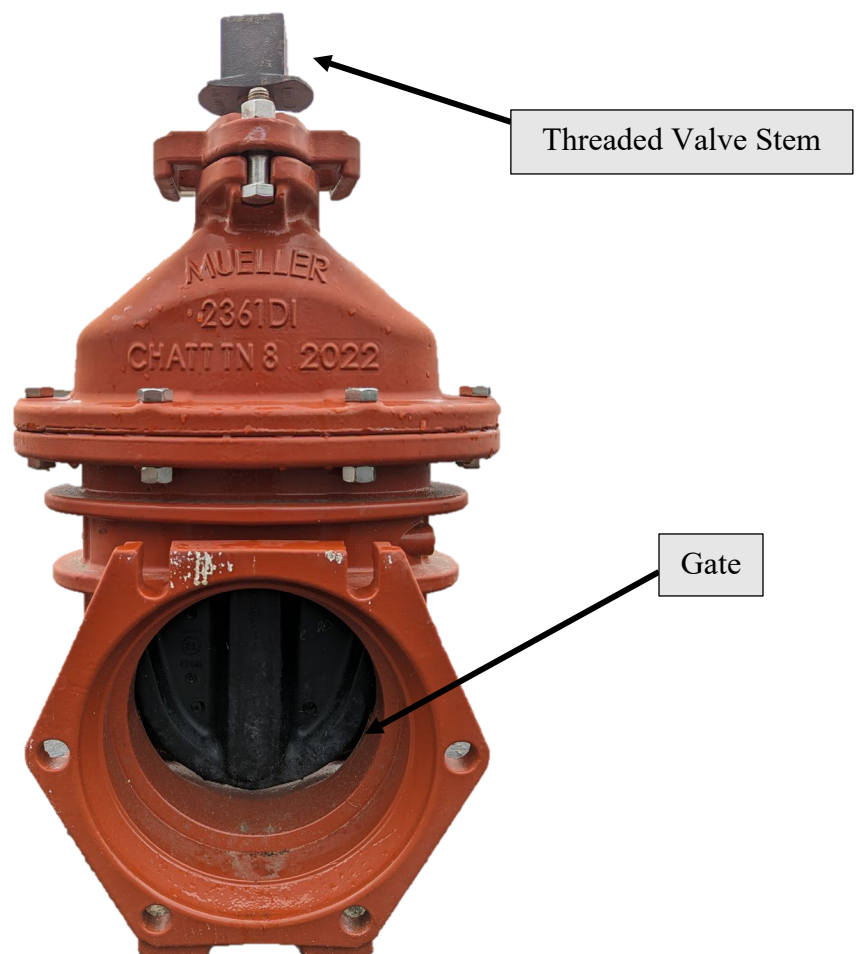
Operations Specialist Summary		
Work Description	November 2023	Total CY 2023
USA Markings	423	3,608
Check for Leak	33	369
Fire Hydrant Investigation	0	4
Locate a Meter	0	2
Turn Water On/Off	14	94
<b>Total</b>	<b>370</b>	<b>3,654</b>

## D. Water Quality/Sampling Summary

The Water Resources Division oversees routine monthly bacteriological testing as required by the California Division of Drinking Water. In November, 72 samples were collected with no positive results.

Valves:

When the District's Operations staff respond to a leak, they rely on mainline valves, which can be used to isolate the section of pipeline, shut down the water, and safely access the leak for repairs. Within CHWD's distribution system, there are approximately 4,600 valves. The most common type within the system are gate valves. The top of a gate valve has a threaded stem that, when rotated, lowers a physical gate to constrict the flow of water. This simple design is reliable and requires minimal up-keep. The District's maintenance crew is responsible for a valve exercising program to ensure they function properly and are capable of shutting down the water in an emergency. The "Distribution Maintenance" table above tracks this work.



**CITRUS HEIGHTS WATER DISTRICT**  
**DISTRICT STAFF REPORT TO BOARD OF DIRECTORS**  
**DECEMBER 20, 2023 REGULAR MEETING**

SUBJECT : 2023 WATER SUPPLY - PURCHASED & PRODUCED  
STATUS : Information Item  
REPORT DATE : December 5, 2023  
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	2018	2019	2020	2021	2022	2023				Year-to-Date Comparison to 2013	
	Total Water Monthly						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	
	acre feet						acre feet				acre feet	%
Jan	602.52	531.38	520.86	519.03	575.54	528.73	450.70	51.22	501.92	501.92	-100.60	-16.7%
Feb	606.36	525.73	447.48	589.8	485.17	605.17	370.11	117.19	487.30	989.22	-219.66	-18.2%
Mar	819.55	540.78	516.87	654.31	601.02	774.74	376.25	96.40	472.65	1,461.87	-566.56	-27.9%
Apr	1,029.73	646.09	682.90	767.24	1,001.96	763.83	556.28	142.56	698.84	2,160.71	-897.45	-29.3%
May	1,603.43	1,072.27	977.41	1,168.99	1,277.33	1,133.06	833.35	182.72	1,016.07	3,176.78	-1,484.81	-31.9%
Jun	1,816.73	1,387.03	1,328.07	1,475.82	1,541.32	1,288.62	1,106.47	158.78	1,265.25	4,442.03	-2,036.29	-31.4%
Jul	2,059.21	1,737.13	1,582.40	1,682.83	1,643.73	1,536.69	1,445.97	67.05	1,513.02	5,955.05	-2,582.48	-30.2%
Aug	1,924.28	1,583.78	1,603.36	1,660.59	1,538.76	1,461.15	1,412.69	82.07	1,494.76	7,449.81	-3,012.00	-28.8%
Sep	1,509.82	1,330.19	1,297.12	1,381.14	1,333.29	1,228.49	1,165.38	55.08	1,220.46	8,670.27	-3,301.36	-27.6%
Oct	1,297.42	1,061.88	1,083.17	1,185.00	972.09	1,065.99	893.84	72.28	966.12	9,636.39	-3,632.66	-27.4%
Nov	911.55	807.7	839.06	779.34	576.37	637.25	593.77	54.31	648.08	10,284.47	-3,896.13	-27.5%
Dec	700.94	558.97	548.17	620.34	536.97	541.93						
Total	14,881.54	11,782.93	11,426.87	12,484.43	12,083.55	11,565.65	9,204.81	1,079.66	10,284.47	10,284.47		
% of Total							89.50%	10.50%				

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 REGULAR MEETING

---

SUBJECT	: WATER SUPPLY RELIABILITY
STATUS	: Information Item
REPORT DATE	: December 5, 2023
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 December 1, 2023, storage in Folsom Lake was at 480,888 acre-feet, forty-nine percent (49%) of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 68,076 acre-feet in the past month.

The District's total water use during November 2023 (648.08 acre-feet) was twenty-nine percent (29%) below that of November 2013 (911.55 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 DECEMBER 20, 2023 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE  
 STATUS : Information Item  
 REPORT DATE : December 5, 2023  
 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 November 2023 included the following:
  - Three High Efficiency Toilet (HET) rebates were processed.
  - Two High Efficiency Clothes Washer (HECW) rebates were processed.
  - Two smart irrigation controllers were installed.
  - Six Pressure Reducing Valve (PRV) rebates were issued.
- Seven reports of water waste were received in November. Staff continues to reach out to customers concerning water waste violations.
- The District holds several safety meetings per month. The November safety meetings covered Head Protection, Safety on the Job, and Working in the Cold.
- The District offers a variety of WaterSmart classes throughout the year. The 2024 WaterSmart schedule is below.

Date	Title	Format
Sat., Mar. 16	Seed Starting 101	In-person at the Sylvan Ranch Community Garden
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

- CHWD has three garden plots at the Sylvan Ranch Community Garden featuring water efficient landscaping. CHWD is working with a customer-based volunteer "Garden Corps," who maintains the plots by removing weeds and checking the irrigation system and controller timers. The Garden Corps will meet in January to perform winter maintenance on the Garden and discuss the group's

role in the 2024 WaterSmart classes. The dedicated webpage for the garden, [chwd.org/garden](http://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 the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD for 2023:

Month	R-GPCD 2022	R-GPCD 2023	% CHANGE
January	84	64	-24%
February	78	71	-10%
March	88	60	-32%
April	135	88	-37%
May	169	128	-24%
June	172	167	-3%
July	230	191	-16%
August	187	189	1%
September	178	155	-13%
October	118	116	-2%
November	80	88*	10%

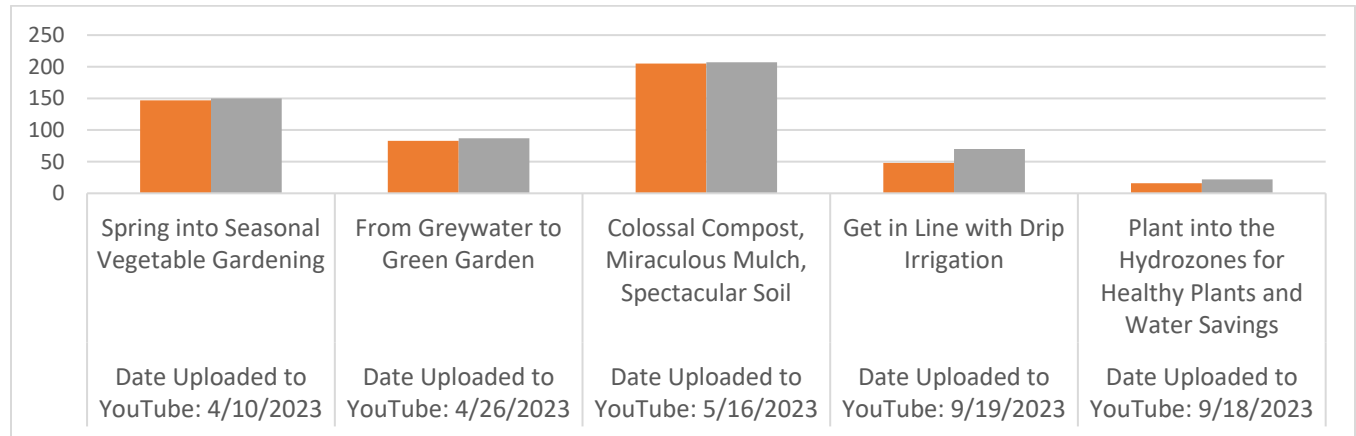
\*Preliminary number as of the report date

The following table summarizes the service requests and work orders of Water Efficiency staff for November 2023:

Work Orders	Nov 2023	Nov 2022
CHANGE TOUCH-READ TO RADIO READ	1	0
CONVERT TO RADIO-READ METER	36	3
METER BOX MAINTENANCE	5	1
METER REPAIR	0	0
METER REPLACEMENT	2	2
METER TESTING	0	0
REGISTER REPLACEMENT	14	27
RADIO-READ REGISTER REPLACEMENT	7	10
INSTALL METER	0	3
<b>TOTAL</b>	<b>172</b>	<b>46</b>

Service Requests	Nov 2023	Nov 2022
CONSERVATION REQUEST	7	9
CHECK FOR LEAK	0	1
UNABLE TO OBTAIN METER READ	54	39
TRIM SHRUBS	27	14
METER BURIED	29	40
METER MAINT.	12	27
LOCKED GATE	3	3
RE-READ METER	19	17
READ METER	0	0
METER BOX MAINT.	3	0
MOVE-IN/MOVE-OUT	16	14
CAR OVER METER	24	12
<b>TOTAL</b>	<b>194</b>	<b>176</b>

### WaterSmart Class Viewership



■ = Viewership, November 6, 2023  
■ = Viewership, December 5, 2023

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023, REGULAR MEETING

SUBJECT : CUSTOMER ADVISORY COMMITTEE UPDATES  
 STATUS : Consent Calendar Item  
 REPORT DATE : December 7, 2023  
 PREPARED BY : Ashley Metzger, Senior Advisor – Communications

### **OBJECTIVE:**

Ensure the Customer Advisory Committee (CAC) members are adequately trained in, and compliant with, the legal requirements associated with public appointment.

### **BACKGROUND AND ANALYSIS:**

Following the Board's adoption of Resolution 15-2023 on October 30, 2023, staff identified a need for CAC members to undergo training for:

- Ethics pursuant to AB 1234 (2 hours)
- Sexual harassment prevention pursuant to AB 1661 (2 hours)
- The Ralph M. Brown Act (1 hour)
- Rosenberg's Rules of Order (30 minutes)
- Fair Political Practices Commission forms (30 minutes)

Completion of the trainings requires roughly six hours of time per participant.

If a CAC member does not complete the training in a timely fashion, as identified by CHWD staff, it would benefit the agency to have the ability to replace a member with an alternate. Alternates are encouraged to undergo training but are not required to do so until 45 days after appointment to full membership.

Additionally, there may be other trainings or activities that staff identify as beneficial for CAC members and/or alternates. Adopting a new resolution will allow some limited flexibility for these opportunities.

Given the current inactive status of the Auburn Boulevard Business Association (ABBA), the revised Resolution removes the business seat for ABBA, and creates an at-large business seat to be filled by the Chamber of Commerce with preference to a business owner or operator in the Auburn Boulevard business corridor. This will allow for flexibility in business representation.

### **RECOMMENDATION:**

Adopt Resolution 20-2023 to supersede Resolution 15-2023. Resolution 20-2023 replacing the ABBA seat with a Citrus Heights Chamber of Commerce at-large business member. The updated resolution also allows for member removal and other compensable CAC activities.

Extend existing per diem compensation for members and alternates to complete training and attend other staff-approved events.

### **ATTACHMENT:**

Resolution 20-2023



CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 20-2023

RESOLUTION OF THE BOARD OF DIRECTORS  
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

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

WHEREAS, CHWD provides drinking water to an estimated service area population of 67,000 customers via approximately 20,300 water service connections in Sacramento and Placer Counties and has responsibility for operating, maintaining, repairing and replacing its facilities and assets; and

WHEREAS, in 2018, as part of its public engagement and stakeholder outreach efforts, the Board of Directors of CHWD established a Customer Advisory Committee (“CAC”) to consider alternatives, funding options and recommendations concerning CHWD’s Project 2030 –Water Main Replacement Program (“Project 2030”) and Water Meter Asset Management Program; and

WHEREAS, the Board of Directors adopted Resolution 07-2023 to update the composition and broaden the scope of the CAC to support the CHWD in meeting its mission, goals, and objectives as defined in its Strategic Plan and budget; and

WHEREAS, the Board of Directors adopted Resolution 15-2023 to allow for alternate members; and

WHEREAS, the Board of Directors seeks to adopt Resolution 20-2023 to accomplish the goals of Resolution 15-2023 and allow for the appointment of alternate residential members; and

WHEREAS, Resolution 20-2023 replaces the designated Auburn Boulevard Business Association seat with a Citrus Heights Chamber of Commerce at-large business representative.; and

WHEREAS, the goal of the CAC is to develop community education and leadership among its customers and other stakeholders regarding CHWD policies, projects, and programs;

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

Section 1. The foregoing Recitals are true and correct, and are incorporated herein and made an operative part of this Resolution.

Section 2. This Resolution 20-2023 hereby supersedes Resolutions No. 15-2023, 07-2023, 01-2021, 16-2019, 04-2018, and 01-2018, which are no longer in full force or effect, provided that all actions of the CAC predating this Resolution remain in force and effect and are hereby ratified to the extent required.

### Section 3. Establishment and Purpose

The CAC is hereby reestablished as set forth herein. The general purpose of CAC is hereby set forth herein.

The general purpose of the CAC, shall be to, as assigned:

- A. Provide input to the Board of Directors and staff on policies, programs, projects and major initiatives.
- B. Serve as ambassadors of the CHWD and its Board of Directors.

### Section 4. Membership.

The CAC shall be comprised of 17 to 21 voting members, appointed as follows:

- A. Residential Representation  
Nine to thirteen (9-13) members appointed by the CHWD Board of Directors, representing various areas geographically distributed throughout the District's service area.
- B. Business Representation  
Three (3) Business Representation positions are appointed by the CHWD Board of Directors. Each organization will appoint its representative and may change its representative at any time.  
One (1) Citrus Heights Chamber of Commerce representative.  
One (1) Citrus Heights Chamber of Commerce at-large business representative.  
One (1) Sunrise MarketPlace representative.
- C. Institutional Representation  
Five (5) Institutional Representation positions are appointed by the CHWD Board of Directors. Each organization will appoint its representative and may change its representative at any time.  
One (1) representative from San Juan Unified School District, elected official, faculty or staff.  
One (1) representative from Sunrise Parks and Recreation District, elected official, management or administration.  
One (1) representative from Sylvan Cemetery District, elected official, management or administration.  
One (1) representative from the City of Citrus Heights, elected official, management or administration.  
One (1) representative from the Sacramento Metropolitan Fire District, elected official, management or administration.

### Section 5. Term of Membership.

Members of the CAC shall serve up to a three-year (3) term from the date of appointment.

### Section 6. Termination of Membership.

Membership on the CAC is an 'at-will' appointment, made at the sole discretion of the

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

- A. Resignation from CAC.
- B. Affiliation changes of Business or Institutional Representatives.
- C. Two (2) or more unexcused absences from CAC meetings in any 12-month period.
- D. Failure to complete mandatory training by the District-designated deadline.
- E. Violation of the Ralph M. Brown Act.
- F. Violation of applicable provisions within District Policy No. 2100 – Standards of Conduct for Directors and Officers.

In the event of a CAC member removal, the District shall endeavor to fill the vacancy.

#### Section 7. Officers

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

#### Section 8. Alternates

The Board of Directors may approve up to four alternates for residential CAC members. Alternates must meet all criteria as CAC members, will be invited to attend all CAC meetings, and may be eligible for a per diem at the discretion of the Board. Alternate attendance is optional. When a member from the CAC resigns or is removed, the Board will include one of the alternates from the list to replace said member. The term of an alternate is also up to three years. If appointed as a member, they will serve the remainder of the three-year term.

#### Section 9. Meetings.

Based on Board-directed policy, the CHWD General Manager or the General Manager's designee shall work with the CAC Chair/Alternate Chair to determine the place and times for CAC meetings, assist the Chair/Alternate Chair in preparing and distributing agendas, serve as a CAC liaison to CHWD staff, and perform other administrative tasks necessary to support the mission, goals and objectives of the CAC. From time to time, there may be committee work, as required by the District. All meetings shall comply with California's open meetings law for public agencies (the Ralph M. Brown Act, Government Code Sections 54950 et seq.) CHWD may establish a per diem for meeting attendance, mandatory training, and other days of service for residential members and alternates. CHWD shall not compensate CAC members with a per diem unless the General Manager or the General Manager's designee identifies an activity as compensable prior to it commencing.

#### Section 10. Quorum and Voting.

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

Section 11. Responsibilities of the CAC and Alternates.

The CAC shall have the following responsibilities and such other duties as the District may from time to time assign:

- A. Diligently review all documents and materials provided by the CHWD General Manager or the General Manager's designee relevant to the purposes referenced in Section 1.
- B. Serve as a forum for public input and feedback on issues related to the purposes referenced in Section 1.
- C. Develop timely recommendations for District consideration on issues relevant to the District.
- D. Provide stakeholder input on the development of District policies, projects and issues.
- E. Serve as ambassadors of CHWD by sharing positions in support of the mission, goals and objectives of the District.
- F. Abide by all relevant policies and procedures in the District Policy No. 2100 – Standards of Conduct for Directors and Officers, including participating in any training and making any disclosures that CHWD deems necessary to ensure compliance with all laws.

Operations of the CAC may also be subject to Administrative Procedures in keeping with, but not addressed by, this Resolution.

Any and all feedback, advice or other actions taken by the CAC shall be deemed to be advisory only and shall not be binding upon CHWD or its Board of Directors. Any activities of the CAC shall be performed as provided for in this Resolution and in compliance with all laws.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 20<sup>th</sup> day of December, 2023 by the following vote, to wit:

AYES: Directors-

NOES: Directors-

ABSTAIN: Directors-

ABSENT: Directors-

SEAL

---

RAYMOND RIEHLE, President  
Board of Directors  
Citrus Heights Water District

ATTEST:

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 20-2023 adopted by the Board of Directors of Citrus Heights Water District at a special meeting held December 20, 2023.

---

BRITTNEY C. MOORE, Chief Board Clerk  
Citrus Heights Water District

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 REGULAR MEETING

---

SUBJECT	: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION LEGISLATIVE AND MEMBERSHIP RECAP
STATUS	: Presentation Item
REPORT DATE	: December 11, 2023
PREPARED BY	: Brittney Moore, Administrative Services Manager/Chief Board Clerk

---

### **OBJECTIVE:**

Receive an update on the services and work programs of the California Special Districts Association (CSDA).

### **BACKGROUND AND ANALYSIS:**

CHWD's current membership with CSDA dates back to 2016. CSDA provides legislative advocacy along with training/professional development and other benefits to the district.

At the December 20, 2023 Regular Board Meeting, CSDA's Senior Public Affairs Field Coordinator, Dane Wadle, will provide a year-end review of CSDA-sponsored legislation, and member programs that CSDA offers to CHWD.

### **ATTACHMENTS:**

1. 2023 Year-End Legislative Report
2. 2023 CSDA Highlights

## **Attachment 1**

### **2023 Year-End Legislative Report**



**California Special  
Districts Association**

*Districts Stronger Together*

# 2023 Year-End Legislative Report

Major Advocacy Accomplishments:

## The Voice of Special Districts

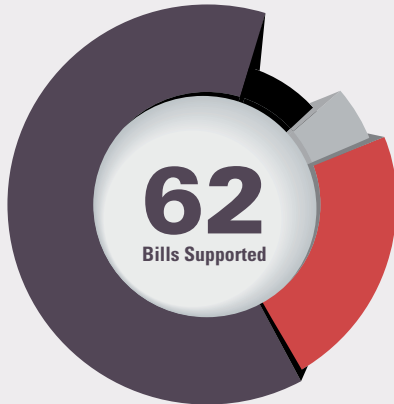
### **Comprehensive Bill Report**

*CSDA is honored to advocate for and represent special districts in the pursuit of providing members with the necessary resources to best serve their communities. In addition to the highlights and bill statistics provided in this report, view CSDA's 2023 year-end priority positions bill report [here](#).*

The California State Legislature introduced and CSDA reviewed 3,030 measures during the first year of the 2023-24 Legislative Session. CSDA's Legislative Committee maintained positions on 1,181 bills, including 100 priority positions. Of the 38 bills opposed by CSDA, only 7 became law. Of the 61 bills supported by CSDA, 33 became law.

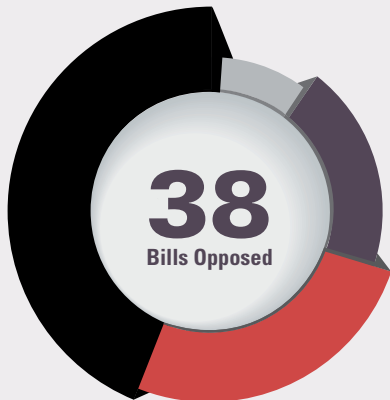


## 2023 State Legislative Year Statistics



### BILLS SUPPORTED

- 33 – Signed into law
- 4 – Vetoed
- 2 – Amended to remove support
- 23 – 2-year



### BILLS OPPOSED

- 7 – Signed into law
- 4 – Vetoed
- 17 – Amended to remove opposition
- 10 – 2-year

## ADVOCACY: THE VOICE OF SPECIAL DISTRICTS



### CSDA Sponsored Legislation

- » **AB 557 (Hart) Brown Act** – Emergency remote meetings
- » **SCR 52 (Alvarado-Gil)** – Special Districts Week



### At the Forefront of the Fight Against an Existential Threat to Special District Services

When the California Business Roundtable filed Initiative 21-0042A1 (now #1935) to retroactively incapacitate the ability of special districts and other agencies to fund government services, CSDA immediately adopted an oppose position, joined a coalition with key stakeholders, and began educating its membership. These efforts are gaining traction.

- » **ACA 13 (Ward) Protect and Retain the Majority Vote Act** – CSDA was one of the original supporters of this constitutional amendment to uphold the majority vote and force measures like Initiative #1935 to meet the same voter thresholds they seek to impose on others. ACA 13 was approved by two-thirds of each house of the State Legislature to place on the November 2024 statewide ballot.
- » **Preelection Challenge to Initiative #1935** – CSDA moved swiftly to support the filing of the Governor's and Legislature's preelection challenge to Initiative #1935, asking the California Supreme Court to conduct preelection review and prevent the measure from being placed on the ballot.
- » **Special District Resolutions in Opposition** – Over 111 special districts have now adopted a board resolution in opposition to Initiative #1935.



### Protecting Local Revenue and Resources

As one of the most efficient and effective forms of government, special districts often do more with less. CSDA is fighting in the Capitol to ensure special districts have the resources they need to deliver the services their communities depend on.

- » **ACA 1 (Aguilar-Curry) 55 Percent Vote Threshold** – CSDA secured inclusion of special districts when this constitutional amendment was originally introduced in a prior session; ACA 1 passed the Legislature and voters will now decide whether to afford special districts and other local agencies with the same financing tools they previously approved for school districts.
- » **AB 516 (Ramos) Mitigation Fee Act** – Led efforts to resolve issues created by revisions to audit requirements for development project fees.
- » **AB 1713 (Gipson) Federal Funding** – Joined local agency stakeholders in opposition to this bill which would have created overly broad reporting requirements.
- » **AB 1490 (Lee) Housing** – Secured amendments to drop provisions that could have potential to threaten fee-related revenue that may be necessary for covering the costs of development projects, as a result, CSDA moved to a Neutral position.
- » **AB 1637 (Irwin) Web Domain Mandate** – CSDA worked with a coalition with an Oppose Unless Amended position that resulted in an amendment limiting the bill's requirement that all local governments transition to .gov websites to apply to cities and counties only.



## Surplus Land Act

In response to California's housing challenges, the State Legislature has taken a critical look at numerous housing-related policies, some of which would lead to unintended or counter-productive consequences if not for the CSDA-led local government coalition advocating on behalf of those who provide the essential services that support housing and affordable living.

- » **SB 747 (Caballero)** – Support with Negotiated Amendments
- » **AB 480 (Ting)** – Neutral with Amendments
- » **AB 457 (Patterson, Joe)** – Neutral with Amendments
- » **SB 34 (Umberg)** – Neutral with Amendments
- » **SB 229 (Umberg)** – Neutral with Amendments
- » **SB 634 (Becker)** – Opposed Unless Amended



CSDA Senior Legislative Representative, Aaron Avery, presents argument to amend SB 34.



## Protecting Operations Through Advocacy

Special districts employ over 160,000 front-line workers and contract for the design and construction of much of California's core infrastructure. CSDA worked to ensure these local service specialists can best serve the communities that rely on special districts.

- » **AB 400 (Rubio, Blanca)** – Design-Build: Support
- » **AB 504 (Reyes)** – Sympathy Strikes: Oppose
- » **AB 1484 (Zbur)** – Temporary Workforce Unionization: Oppose
- » **SB 149 (Caballero)** – California Environmental Quality Act: Support
- » **SB 252 (Gonzalez)** – CalPERS Divestment: Oppose
- » **SB 399 (Wahab)** – Political Job Duties: Oppose
- » **SB 706 (Caballero)** – Progressive Design-Build: Support
- » **SB 799 (Portantino)** – Unemployment Insurance: Oppose



## CARB Advance Clean Fleet (ACF) Zero Emission Medium-Duty and Heavy-Duty Vehicle Mandate

CSDA advocated directly with CARB members and staff, provided written comments, and testified in opposition to the regulation during the public hearing, citing timeline, cost, infrastructure and emergency response concerns. As a result of CSDA and coalition efforts, CARB instituted numerous revisions, expanding opportunities for exemptions and extensions, including a "Milestone" implementation option that provides special districts and other local agencies with significantly more time for implementation.

## **Attachment 2**

### **2023 CSDA Highlights**



# 2023

## HIGHLIGHTS



### ENHANCED TECHNOLOGY

**CSDA Is Working On Technology Upgrades That Will Enhance Your Experience With Our Association.**

**A new year-round CSDA mobile app will be launched in the beginning of the year**

- » Real-time updates
- » Event notifications
- » Connection with your peers



**Coming soon! Website updates:**

- » Easy access to information and resources
- » Engagement opportunities



### INVESTMENT OPTIONS FOR SPECIAL DISTRICTS

**New CSDA Member Program Launched: California CLASS**

Established in 2022, California CLASS serves California public agencies and can be a great tool for enhancing your agency's portfolios' diversification.

- **100+** participants
- **~\$750 million** assets managed
- **\$2 million+** earned in investment income in Prime Fund July 2022-July 2023.

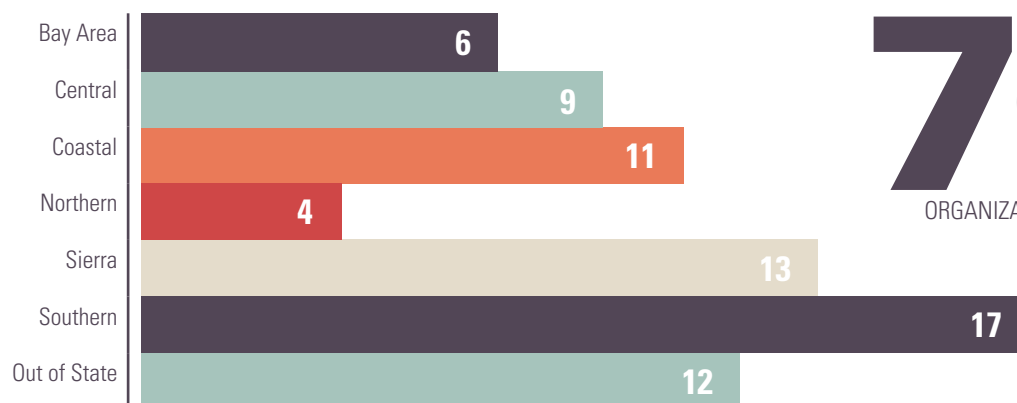
**Learn More:** [www.californiaclass.com](http://www.californiaclass.com)

## CSDA MISSION

*California Special Districts Association is the voice for all special districts, providing members with the resources necessary to best serve their communities.*

## MEMBERSHIP

**New Members by CSDA Network:**



**70+**  
ORGANIZATIONS JOINED IN 2023

## ENGAGEMENT



**90,000+**  
people reached on social  
media channels



**705,000+**  
visitors to the CSDA website



**16,000+**  
engaged in CSDA Communities

CSDA's redesigned eNews and magazine added 8 new sections of engaging and informative content and a refreshed design that provides better readability for members.

- **78,000+** *California Special Districts* magazines distributed to agencies and Legislators
- **11,000+** Recipients of weekly *CSDA eNews*

## COURT REPRESENTATION FOR SPECIAL DISTRICT INTERESTS



TRACKED

**12+**  
CASES

- California Supreme Court
- Ninth Circuit Court of Appeals
- U.S. Supreme Court

APPROVED

**4**

BRIEFS FOR FILING,  
WITH 2 MORE IN  
CONSIDERATION

### Issues Addressed:

- Impact Fees adopted pursuant to the Mitigation Fee Act
- California Public Records Act
- Rate-setting under Proposition 218
- Labor Code – Wage Order Claims

## PROFESSIONAL DEVELOPMENT



ANNUAL CONFERENCE  
& EXHIBITOR SHOWCASE

**31%**

First-Time Attendees

**20%**

First-Time Exhibitors

**15%**

Attendees Growth  
(yr/yr)

  
Registration Growth  
**21%**  
WEBINAR,  
WORKSHOP AND  
CONFERENCE



Viewership  
Growth

**33%**  
ON DEMAND

# 2023 CSDA ANNUAL AWARDS

## WINNING SUBMISSIONS FROM EACH CATEGORY:

**Exceptional Public Outreach & Advocacy Award (Large District Category):** Tahoe City Public Utility District for its *Action to Protect Communities from Wildfires*

**Exceptional Public Outreach & Advocacy Award (Small District Category):** Reclamation District No. 1000 for its public relations campaign *4Natomas - Levees. Lift Pumps. Lives. Longevity.*

**Innovative Project of the Year Award (Large District Category):** Orange County Water District and Orange County Sanitation District for their *Recycling 100 Percent Local Reclaimable Wastewater Flows into High-Quality Drinking Water*

**Innovative Program of the Year Award (Small District Category):** Camarillo Health Care District for its *Adventures in VR* program.

**Excellence in Technology Award:** Soquel Creek Water District for using innovative technologies to ensure a sustainable water supply

**Chapter of the Year Award:** Tuolumne County Special Districts Association

**Staff Member of the Year Award:** Bridgette Burton, Management Analyst/Board Secretary, Big Bear Area Regional Wastewater Agency

**Board Member of the Year Award:** Charley Wolk, Fallbrook Public Utility District

**General Manager of the Year Award:** Peter J. Kampa, CSDM, Groveland Community Services District

**Ralph Heim Public Outreach & Advocacy Award:** Emily Barnett, Communication Services & Inter Governmental Relations Manager, Central Contra Costa Sanitary District

**William Hollingsworth Award of Excellence (pictured below):** Vincent Ferrante, Moss Landing Harbor District



## BUSINESS AFFILIATES



### DIAMOND LEVEL



### PLATINUM LEVEL



### GOLD LEVEL

Brown Armstrong Accountancy Corporation

CalTRUST

Centrica Business Solutions

Chase Bank

Cole Huber LLP

Complete Paperless Solutions

Eide Bailly CPAs

Enterprise Automation

Kosmont Financial Services

National Demographics

Corporation (NDC)

NBS

Nextdoor, Inc.

Nossaman, LLP

SitelogiQ

Slovak Baron Empey Murphy &

Pinkney LLP

Tyler Technologies, Inc.

Vasquez & Company LLP

VC3

Witt O'Brien's

# SPECIAL DISTRICT LEADERSHIP FOUNDATION

61



Certified Special District  
Managers Designated

278



Certificates in Special  
District Governance Awarded

**NEW!**

**ESSENTIAL  
LEADERSHIP  
SKILLS  
CERTIFICATE  
LAUNCHED**



RECOGNITION PROGRAM FOR ASPIRING MANAGERS

## ESSENTIAL LEADERSHIP SKILLS CERTIFICATE

Offers special district employees who are aspiring to be general managers the opportunity to be recognized for learning essential skills needed for success in local government leadership.

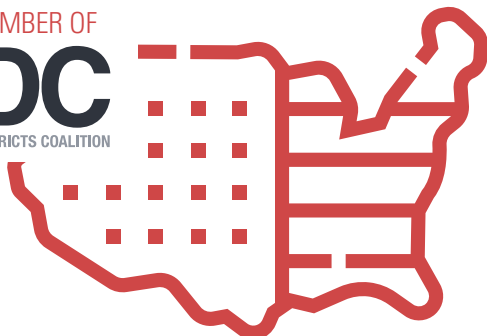
[www.sdlf.org](http://www.sdlf.org)

## NATIONAL SPECIAL DISTRICTS COALITION

FOUNDING MEMBER OF

**NSDC**

NATIONAL SPECIAL DISTRICTS COALITION



- Direct engagement in Washington D.C. promoting priority policy initiatives including the Special Districts Recognition Act developed to place a formal definition for special districts nationally
- Forged coalition to curb federal regulations hindering fire retardant use on wildfires
- Joined the national Public Finance Network as an advocate for favorable public finance policies
- Helped prevent removal of consideration of park and recreation projects from the Fiscal Year 2024 Community Project Funding Program
- Established 3 new policy advisory groups to engage on federal and state issues with districts across the country



# ADVOCACY: THE VOICE OF SPECIAL DISTRICTS



## CSDA Sponsored Legislation

- » **AB 557 (Hart) Brown Act** – Emergency remote meetings
- » **SCR 52 (Alvarado-Gil)** – Special Districts Week



# 3,000



Reviewed  
State Bills

# 1,183



Actively  
Tracked Bills

# 97



Adopted Priority  
Positions on Bills



## At the Forefront of the Fight Against an Existential Threat to Special District Services

When the California Business Roundtable filed Initiative 21-0042A1 (now #1935) to retroactively incapacitate the ability of special districts and other agencies to fund government services, CSDA immediately adopted an oppose position, joined a coalition with key stakeholders, and began educating its membership. These efforts are gaining traction.

- » **ACA 13 (Ward) Protect and Retain the Majority Vote Act** – CSDA was one of the original supporters of this constitutional amendment to uphold the majority vote and force measures like Initiative #1935 to meet the same voter thresholds they seek to impose on others. ACA 13 was approved by two-thirds of each house of the State Legislature to place on the November 2024 statewide ballot.
- » **Preelection Challenge to Initiative #1935** – CSDA moved swiftly to support the filing of the Governor and Legislature's preelection challenge to Initiative #1935, asking the California Supreme Court to conduct preelection review and prevent the measure from being placed on the ballot.
- » **Special District Resolutions in Opposition** – Over 111 special districts have now adopted a board resolution in opposition to Initiative #1935.



## Protecting Local Revenue and Resources

As one of the most efficient and effective forms of government, special districts often do more with less. CSDA is fighting in the Capitol to ensure special districts have the resources they need to deliver the services their communities depend on.

- » **ACA 1 (Aguiar-Curry) 55 Percent Vote Threshold** – CSDA secured inclusion of special districts when this constitutional amendment was originally introduced in a prior session; ACA 1 passed the Legislature and voters will now decide whether to afford special districts and other local agencies with the same financing tools they previously approved for school districts.
- » **AB 516 (Ramos) Mitigation Fee Act** – Led efforts to resolve issues created by revisions to audit requirements for development project fees.
- » **AB 1713 (Gipson) Federal Funding** – Joined local agency stakeholders in opposition to this bill which would have created overly broad reporting requirements.
- » **AB 1490 (Lee) Housing** – Secured amendments to drop provisions that could have potential to threaten fee-related revenue that may be necessary for covering the costs of development projects, as a result, CSDA moved to a Neutral position.
- » **AB 1637 (Irwin) Web Domain Mandate** – CSDA worked with a coalition with an Oppose Unless Amended position that resulted in an amendment limiting the bill's requirement that all local governments transition to .gov websites to apply to cities and counties only.





## Surplus Land Act

In response to California's housing challenges, the State Legislature has taken a critical look at numerous housing-related policies, some of which would lead to unintended or counter-productive consequences if not for the CSDA-led local government coalition advocating on behalf of those who provide the essential services that support housing and affordable living.

- » **SB 747 (Caballero)** – Support with Negotiated Amendments
- » **AB 480 (Ting)** – Neutral with Amendments
- » **AB 457 (Patterson, Joe)** – Neutral with Amendments
- » **SB 34 (Umberg)** – Neutral with Amendments
- » **SB 229 (Umberg)** – Neutral with Amendments
- » **SB 634 (Becker)** – Opposed Unless Amended



## Protecting Operations Through Advocacy

Special districts employ over 160,000 front-line workers and contract for the design and construction of much of California's core infrastructure. CSDA worked to ensure these local service specialists can best serve the communities that rely on special districts.

- » **AB 400 (Rubio, Blanca)** – Design-Build: Support
- » **AB 504 (Reyes)** – Sympathy Strikes: Oppose
- » **AB 1484 (Zbur)** – Temporary Workforce: Oppose
- » **SB 149 (Caballero)** – California Environmental Quality Act: Support
- » **SB 252 (Gonzalez)** – CalPERS Divestment: Oppose
- » **SB 399 (Wahab)** – Political Job Duties: Oppose
- » **SB 706 (Caballero)** – Progressive Design-Build: Support
- » **SB 799 (Portantino)** – Unemployment Insurance: Oppose



## CARB Advance Clean Fleet (ACF) Zero Emission Medium-Duty and Heavy-Duty Vehicle Mandate

CSDA advocated directly with CARB members and staff, provided written comments, and testified in opposition to the regulation during the public hearing, citing timeline, cost, infrastructure and emergency response concerns. As a result of CSDA and coalition efforts, CARB instituted numerous revisions, expanding opportunities for exemptions and extensions, including a "Milestone" implementation option that provides special districts and other local agencies with significantly more time for implementation.

California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
toll-free: 877.924.2732  
[www.csda.net](http://www.csda.net)

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 REGULAR MEETING

---

SUBJECT : Resolution Recognizing the Life of Jack Duncan  
STATUS : Action Item  
REPORT DATE : December 13, 2023  
PREPARED BY : Brittney C. Moore, Administrative Services Manager/Chief Board Clerk

---

**OBJECTIVE:**

Consider adoption of Resolution 21-2023 recognizing the life of Jack Duncan.

**BACKGROUND AND ANALYSIS:**

A resolution recognizing the life of Citrus Heights Community Leader, Jack Duncan, who passed away on November 17, 2023.

**RECOMMENDATION:**

Approve the accompanying resolution recognizing the life of Jack Duncan and his contributions to the Community of Citrus Heights.

**ATTACHMENT:**

Resolution 21-2023 Recognizing the Life of Jack Duncan

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

---

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 21-2023

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
RECOGNIZING THE LIFE OF JACK DUNCAN

WHEREAS, on behalf of the Citrus Heights Water District, the Board of Directors wishes to record our deep sorrow over the passing of Jack Duncan on November 17, 2023, and;

WHEREAS, Jack Duncan was a beloved husband, father, friend, business owner, and community leader, and;

WHEREAS, Jack Duncan was a well-respected community leader who resided in Citrus Heights since 1958, and was instrumental in the incorporation of the City of Citrus Heights and;

WHEREAS, Jack Duncan served as a member of the Rotary Club of Citrus Heights for thirty-nine (39) years and;

WHEREAS, his life was dedicated to the best interests of the community;

NOW, THEREFORE, The Citrus Heights Water District honors the life and legacy of Jack Duncan.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 20<sup>th</sup> day of December 2023, by the following vote, to wit:

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

---

RAYMOND RIEHLE, President  
Board of Directors  
Citrus Heights Water District

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 21-2023 adopted by the Board of Directors of Citrus Heights Water District at its regular meeting held December 20, 2023.

---

BRITTNEY MOORE, Chief Board Clerk  
Citrus Heights Water District

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 REGULAR MEETING

---

SUBJECT : SELECTION OF PRESIDENT AND VICE PRESIDENT  
STATUS : Action Item  
REPORT DATE : December 11, 2023  
PREPARED BY : Brittney Moore, Administrative Services Manager

---

**OBJECTIVE:**

Consider selection of President and Vice President of the Board of Directors for 2024.

**BACKGROUND AND ANALYSIS:**

Pursuant to District Board of Directors and Officers, Policy No. 2010 (attached), a President and Vice President of the Board of Directors are to be elected by a majority vote of the Board in December of each year or as otherwise necessary.

The terms of office will begin as soon as acted upon by the Board.

**RECOMMENDATION:**

1. Receive nominations for President of the Board of Directors and conduct an election.
2. Receive nominations for Vice President of the Board of Directors and conduct an election.

**ATTACHMENT:**

Policy 2010 – President and Vice President of the Board of Directors

**ACTION:**

1. For President: \_\_\_\_\_

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

2. For Vice President: \_\_\_\_\_

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

---

## 2010.00      PRESIDENT AND VICE PRESIDENT OF THE BOARD OF DIRECTORS

A President and a Vice President of the Board of Directors shall be chosen from members of the Board of Directors. The President and Vice President shall perform duties as established by the Board of Directors and as required by law.

### 2010.10      Selection and Term of Office of President and Vice President

Each December or as otherwise necessary, the Board of Directors shall elect a President and a Vice President from among its members. Nominations from members of the Board will be requested and a President and a Vice President shall be elected by a majority vote of the Board of Directors. The term of office of the President and the Vice President shall begin immediately upon their election unless otherwise specified by the Board of Directors.

### 2010.20      Duties of the President

The President of the Board of Directors shall:

- 2010.21      Preside at meetings and hearings of the Board of Directors and conduct said meetings to ensure proper order and decorum.
- 2010.22      Execute documents on behalf of the District that are approved at the meeting including, but not limited to, warrants, resolutions, agreements, and contracts.
- 2010.23      Rule on points of order and passage or failure of motions, resolutions, or ordinances brought before the Board.
- 2010.24      Invite public participation when appropriate during meetings of the Board of Directors.
- 2010.25      Set the time and place for any special or emergency meeting of the Board of Directors.
- 2010.26      Serve as public spokesperson of the Board and express adopted policy of the District when called upon to do so.
- 2010.27      Represent the Board of Directors at public meetings or ceremonies when called upon to do so.
- 2010.28      Perform other duties as may be required by law or as directed by the Board of Directors.
- 2010.29      Appoint a member(s) of the Board of Directors, Officers or staff to serve or represent the District at public meetings, ceremonies or on committees on behalf of the District.

### 2010.30      Duties of the Vice President

In the absence of the President, the Vice President shall assume the duties of the President until such a time as the President is in attendance. In the event that the office of President is vacant, the

Vice President shall act in the place of the President until the Board of Directors elects a new President.

2010.40      Participation in Meetings of the Board of Directors

The President and Vice President shall have the same rights as other members of the Board of Directors in voting, introducing motions, resolutions, and ordinances, and any discussion of questions that follow said actions.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 MEETING

---

SUBJECT : APPOINTMENT OF BOARD REPRESENTATIVES AND ALTERNATES  
 STATUS : Action Item  
 REPORT DATE : December 11, 2023  
 PREPARED BY : Brittney Moore, Administrative Services Manager

---

### **OBJECTIVE:**

Consider appointments of members of the Board of Directors, Officers or staff to serve as District representatives to various organizations.

### **BACKGROUND AND ANALYSIS:**

#### *Appointment of Representatives*

Pursuant to District practice, each December or as otherwise necessary, the Board of Directors has appointed its Members, Officers, or staff to serve as District representatives and/or alternates to various organizations as follows:

Current 2023 Appointments			
Organization		Representative	Alternate
Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)	Director	David C. Wheaton	Raymond A. Riehle
	Staff	Brittney C. Moore	Kayleigh Shepard
Association of California Water Agencies (ACWA) Region 4		Raymond A. Riehle	David C. Wheaton
Citrus Heights Regional Chamber of Commerce Government Issues Committee		Raymond A. Riehle	Vacant
San Juan Family of Agencies	Director	Raymond A. Riehle	Caryl F. Sheehan
	Staff	Hilary M. Straus	General Manager Appointee Based on Issue
Regional Water Authority (RWA)	Director	Caryl F. Sheehan	Raymond A. Riehle
	Staff	Hilary M. Straus	Rebecca A. Scott
Sacramento Groundwater Authority (SGA)*		Caryl F. Sheehan	Raymond A. Riehle
Sacramento Water Forum		Rebecca A. Scott	Jace Nunes

\*Changes must be confirmed by City of Citrus Heights

Staff will be ready to provide suggestions for these appointments at the December 20 Board Meeting should the Board wish to receive such input. It should be noted that these appointments by the Board of Directors are independent of appointments to ACWA Committees and the Sacramento Local Agency Formation Commission.

**RECOMMENDATION:**

Appoint Representatives to the following organizations listed below:

<b>2024 Worksheet</b>			
<b>Organization</b>		<b>Representative</b>	<b>Alternate</b>
<b>Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)</b>	Director	David C. Wheaton	Raymond A. Riehle
	Staff	Brittney Moore	Kayleigh Shepard
<b>Association of California Water Agencies (ACWA) Region 4</b>		Raymond A. Riehle	David C. Wheaton
<b>Citrus Heights Regional Chamber of Commerce Government Issues Committee</b>		Raymond A. Riehle	
<b>San Juan Family of Agencies</b>	Director	Raymond A. Riehle	Caryl F. Sheehan
	Staff	Hilary M. Straus	General Manager Appointee Based on Issue
<b>Regional Water Authority (RWA)</b>	Director	Caryl F. Sheehan	Raymond A. Riehle
	Staff	Hilary M. Straus	Rebecca A. Scott
<b>Sacramento Groundwater Authority (SGA)*</b>		Caryl F. Sheehan	Raymond A. Riehle
<b>Sacramento Water Forum</b>		Rebecca Scott	Jace Nunes

\*Changes must be confirmed by City of Citrus Heights

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

---



# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 MEETING

SUBJECT : APPOINTMENT OF DISTRICT OFFICERS  
 STATUS : Action Item  
 REPORT DATE : December 11, 2023  
 PREPARED BY : Brittney Moore, Administrative Services Manager

### **OBJECTIVE:**

Consider appointments and reconfirmations of District Officers

### **BACKGROUND AND ANALYSIS:**

Pursuant to District Board of Directors and Officers Policy No. 2200 (attached) the Board of Directors shall appoint or reconfirm appointments of District Officers each December or as otherwise necessary. Current appointments are as follows:

<u>Current Appointments</u>	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Annie Liu	Dana R. Mellado
Treasurer	Annie Liu	Brittney C. Moore
Secretary	Hilary M. Straus	Brittney C. Moore

Staff recommends that new officers be appointed to the Assessor/Collector Officer and Treasurer Officer positions, and all officers be reappointed to their respective positions.

### **RECOMMENDATION:**

Appoint and/or reconfirm the following District Officers:

	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Michael Shorter	Dana R. Mellado
Treasurer	Annie Liu	Michael Shorter
Secretary	Hilary M. Straus	Brittney C. Moore

### **ATTACHMENT:**

Policy No. 2200 – Officers of the District

### **ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

2200.00

OFFICERS OF THE DISTRICT

The offices of Assessor, Collector, Treasurer, and the position of Secretary are recognized as Officers of the District.

The office of Assessor and the office of Collector shall be consolidated into one office and titled Assessor / Collector.

2200.10

Appointment of Officers

The following District offices shall be filled by appointment by the Board of Directors to serve at the pleasure of the Board:

Assessor / Collector

Treasurer

Secretary

2200.20

Duties of Officers

The offices established by this policy shall perform all duties as prescribed by applicable law or District policy.

2200.50

Officers' and Deputy Officers' Compensation

Notwithstanding compensation received as employees of the District, Officers and Employees appointed pursuant to this policy shall not receive any additional compensation for their duties as District Officers and/or Deputy Officers.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 REGULAR MEETING

---

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO CONSIDER SELECTION OF A  
REGIONAL WATER AUTHORITY EXECUTIVE COMMITTEE VICE CHAIR  
AND EXECUTIVE COMMITTEE MEMBERS

STATUS : Discussion and Action Item

REPORT DATE : December 12, 2023

PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk

---

**OBJECTIVE:**

Consider Selection of a 2024 Vice Chair and members for Regional Water Authority's (RWA) Executive Committee.

**BACKGROUND AND ANALYSIS:**

The Citrus Heights Water District (CHWD) recently received email correspondence and accompanying materials from RWA regarding an Election to select a Vice Chair and Executive Committee members for a 12-month term beginning January 2024.

RWA's nine-member Executive Committee was established to coordinate and monitor the activities of RWA staff, review and approve routine business decisions, and serve as a sounding board for ideas on behalf of the Board of Directors.

The attached Ballot and 2024 Election Roster were included with the email correspondence.

The Ballot permits the CHWD Board of Directors to select one 2024 Vice Chair Candidate, and an option to rank six candidates for the 2024 Executive Committee. The completed ballot with the CHWD-selected candidate and rankings will be sent to RWA to be tallied with other agencies' ballots.

If CHWD's Board elects to vote, it may do so by motion. The ballot will be returned to RWA electronically on Thursday, December 21, 2023.

**RECOMMENDATION:**

Provide staff direction concerning the RWA Executive Committee Election.

**ATTACHMENT:**

RWA Election materials

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

---

## 2023 RWA Board of Directors

### California American Water

**Audie Foster**, General Manager

Evan Jacobs, Operations Manager

### Carmichael Water District

Ron Greenwood, Board Member

**Cathy Lee**, General Manager

### Citrus Heights Water District

Caryl Sheehan, Director

Raymond Riehle, Director (alternate)

**Hilary Straus**, General Manager

Rebecca Scott, Director of Operations (alternate)

### City of Folsom

YK Chalamcherla, Councilmember

**Marcus Yasutake**, Environmental/Water Resources Director (alternate)

### City of Lincoln

Holly Andreatta, Councilmember

**Matthew Medill**, Public Works Director

Chris Nelson, Environmental Services Manager (alternate)

### City of Roseville

Pauline Roccucci, Councilmember

Scott Alvord, Councilmember (alternate)

**Sean Bigley**, Assistant Environment Utilities Director

Rich Plecker, Director of Utilities (alternate)

### City of Sacramento

Lisa Kaplan, Councilmember

**Brett Ewart**, Water Policy & Regional Planning Supervising Engineer

Michelle Carrey, Supervising Engineer (alternate)

Anne Sanger, Policy and Legislative Specialist (alternate)

### City of West Sacramento

Martha Guerrero, Councilmember

**William Roberts**, Director of Public Works and Operations

### City of Yuba City

Shon Harris, Councilmember

**Diana Langley**, City Manager

### Del Paso Manor Water District

Gwynne Pratt, Board Member

**Adam Coyan**, General Manager

### El Dorado Irrigation District

Pat Dwyer, Director/Board President

**Jim Abercrombie**, General Manager

Brian Mueller, Engineering Director (alternate)

### Elk Grove Water District

Tom Nelson, Board Chair

**Bruce Kamilos**, General Manager

<b>Fair Oaks Water District</b> Randy Marx, Board Member <b>Tom Gray, General Manager</b>
<b>Georgetown Divide Public Utility District</b> Michael Saunders, Board Member <b>Nicholas Schneider, General Manager</b> Adam Brown, Operations Manager (alternate)
<b>Golden State Water Company</b> <b>Paul Schubert, General Manager</b> Ernie Gisler, Director of Engineering
<b>Nevada Irrigation District</b> Ricki Heck, Board Member Karen Hull, Board Member (alternate) <b>Greg Jones, Assistant General Manager</b> Jennifer Hanson, General Manager (alternate)
<b>Orange Vale Water Company</b> Robert Hunter, Board Member <b>Joe Duran, General Manager</b>
<b>Placer County Water Agency</b> Robert Dugan, Board Member <b>Tony Firenzi, Director of Strategic Affairs</b> Andy Fecko, General Manager, (alternate) Mike Lee, Board Member, (alternate)
<b>Rancho Murieta Community Services District</b> Tim Maybee, Director <b>Mimi Morris, General Manager</b>
<b>Sacramento County Water Agency</b> Patrick Kennedy, Supervisor <b>Michael Grinstead, P.E. Principal Civil Engineer</b>
<b>Sacramento Suburban Water District</b> Bob Wichert, Board Member <b>Dan York, General Manager</b> Jay Boatwright, (alternate) Craig Locke, (alternate) Dave Jones, (alternate) Kevin Thomas, Board Member (alternate)
<b>San Juan Water District</b> Dan Rich, Director <b>Greg Zlotnick, Water Resources and Strategic Affairs</b> Ted Costa, Board President (alternate) Paul Helliker, General Manager (alternate)



**REGIONAL WATER AUTHORITY  
OFFICIAL 2024 VOTING BALLOT**

AGENCY NAME: \_\_\_\_\_

VOTING MEMBER: \_\_\_\_\_

**1. RWA 2024 VICE CHAIR**

***SELECT ONLY ONE CANDIDATE – CHECK ONLY ONE BOX***

William Roberts, City of West Sacramento

Michael Saunders, Georgetown Divide Public Utility

-----

**2. RWA 2024 Executive Committee**

***REGARDLESS OF YOUR SELECTION ABOVE PLEASE RANK THE CANDIDATE IN NUMERICAL ORDER (1-6) OF YOUR PREFERENCE, WITH 1 BEING THE MOST DESIRED AND 6 BEING THE LEAST***

Sean Bigley, City of Roseville

Ron Greenwood, Carmichael Water District

Bruce Kamilos, Elk Grove Water District

William Roberts, City of West Sacramento

Michael Saunders, Georgetown Divide Public Utility

Robert Wichert, Sacramento Suburban Water District

I certify that I have been identified by my agency as the member representative of my agency as outlined in the RWA election policy. Please consider this completed ballot as my agency's vote.

\_\_\_\_\_  
Agency Representative Signature

\_\_\_\_\_  
Date

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS DECEMBER 20, 2023 REGULAR MEETING

---

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE UPDATES AND A COST-OF-LIVING ADJUSTMENT TO SALARY SCHEDULE 4101.A1; RETIREE INSURANCE BENEFITS; DIRECTORS' COMPENSATION; AND OTHER COMPENSATION ADJUSTMENTS

STATUS : Action Item

REPORT DATE : December 4, 2023

PREPARED BY : Brittney Moore, Administrative Services Manager  
Annie Liu, Director of Administrative Services  
Rebecca Scott, Director of Operations

---

### **OBJECTIVE:**

1. Consider amending District Policy No. 4101.A1 Salary Schedule to include a market adjustment to the Water Resources Job Series; job title and classification updates; and a Cost-of-Living Adjustment (COLA) effective January 1, 2024.
2. Consider amending District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996, for consistency with the amended Salary Schedule.
3. Consider amending District Policy No. 4101.A2 Other Compensation, to include an adjustment to the District's Standby Duty Pay and Personal Cellular Telephone Reimbursement.
4. Provide direction to staff regarding Compensation of the Board of Directors.

### **BACKGROUND AND ANALYSIS:**

#### **Proposed Adjustments to District Salary Schedule 4101.A1**

CHWD Policy 4102, Salary Cost of Living Adjustments (COLA), provides for considering a COLA not to exceed 5 percent, to CHWD's salary schedule upon recommendation by the General Manager and approval by the Board of Directors. The policy provides a guideline to utilize the first six months of calendar year data from the Consumer Price Index for All Urban West Consumers (CPI-U), an index of 13 states, including California, produced by the U.S. Department of Labor. The CPI-U increased by a total of 5.05% for the period from January to June 2023 (Attachment 1).

In an effort to balance costs and available resources in the upcoming budget year, COLA data from 17 comparable agencies were reviewed, along with the District's financial resources, and based upon direction provided by the Board on August 16, 2023, a COLA adjustment of five percent (5%) for 2024 is included in the recommended action/motion as part of this Board agenda item.

Included with this report is the current Salary Schedule Policy No. 4101.A1 (Attachment 2), and a proposed revised Salary Schedule (Attachment 3) that includes salary range adjustments that reflect the recommended 5 percent increase.

Additionally, a 6.2 percent market adjustment for the Water Resources Job Series is calculated in the revised Salary Schedule. The Board provided consensus direction in August 2023 to adjust this classification, as Compensation Study data shows that it has fallen more than 5 percent below market for two consecutive years (2022 and 2023).

The revised schedule shows salary ranges based upon hourly rates and a calculated average monthly rate based upon the hourly rate. Dollar amounts on the schedule are rounded to the nearest whole cent or dollar as applicable.

Furthermore, job titles and classification changes proposed in the table below are a result of Bryce Consulting's compensation study, and an assessment of organizational needs and industry standards.

It is recommended that existing classification and titles be updated in the current Communications and Public Engagement Series to reflect more in-depth involvement with policy and government relations in public affairs, compared to a more narrowly focused communications and public engagement work program that focuses on customer relations only. It is also recommended that a Director of Public Affairs position be added; this is based on a recent assessment of the current communications work program and candidate pool. There is a need for a director level position in this series, due to long term projects that require increased strategic engagement and vision, along with many complex public relations needs that require deeper engagement. The salary range for the Director of Public Affairs has been added to the proposed 4101.A1 edits and aligns with internal organizational considerations, including the ranges for the Director of Administrative Services and Director of Operations classifications.

Lastly, as part of CHWD's continuing recruitment and retention strategy, it is recommended to restructure two classification ladders, the Accounting Series, and the Management Services Series. The recommendations will help to delineate and clarify the duties and expectations between Division Management and Principal-level staff. The proposed recommendations are noted in the table below:

Proposed Recommendations		
<i>Communications and Public Engagement Series</i>	<i>Public Affairs Series</i>	<i>Update series classification to reflect increased government relations work</i>
<i>N/A</i>	<i>Director of Public Affairs (E)</i>	<i>New position proposed due to recent work program assessment</i>
<i>Communications &amp; Public Engagement Manager/Principal Communications &amp; Public Engagement Analyst (E)</i>	<i>Principal Public Affairs Analyst (E)</i>	<i>Title change recommended to align with the updated naming convention in the series</i>
<i>Senior Communications and Public Engagement Analyst (E)</i>	<i>Senior Public Affairs Analyst (E)</i>	<i>Title change recommended to align with the updated naming convention in the series</i>



Proposed Recommendations		
<i>Communications and Public Engagement Analyst</i>	<i>Public Affairs Analyst</i>	<i>Title change recommended to align with the updated naming convention in the series</i>
<i>Communications and Public Engagement Technician</i>	<i>Public Affairs Technician</i>	<i>Title change recommended to align with the updated naming convention in the series</i>
<b>Accounting Series</b>		
<i>Accounting Manager/Principal Accountant (E)</i>	<i>Accounting Manager (E)</i>	<i>Restructuring of classification ladder</i>
<i>Accounting Manager/Principal Accountant (E)</i>	<i>Principal Accountant (E)</i>	<i>Restructuring of classification ladder</i>
<b>Management Services (MS) Series</b>		
<i>Administrative Services Manager/Principal Management Analyst/Chief Board Clerk (E)</i>	<i>Administrative Services Manager/Chief Board Clerk (E)</i>	<i>Restructuring of classification ladder</i>
<i>Administrative Services Manager/Principal Management Analyst/Chief Board Clerk (E)</i>	<i>Principal Management Analyst (E)</i>	<i>Restructuring of classification ladder</i>

### **Standby Duty Pay**

District Human Resources Policy No. 4101.A2 Other Compensation (Attachment 5) provides the compensation amounts for field operators holding standby duty during regular workdays, weekends, and District Holidays.

The current standby rate for Regular Workdays and District Holidays is \$44.00 per day. Upon implementation of the paid furlough week (December 26 through December 31), it was identified that an adjustment to the District's standby duty pay on paid furlough days should be updated to the weekend standby (Friday-Sunday) rate of \$108.00. On a typical workday, the standby employee is "on call" from the time their work shift is over until the next morning when their shift starts. Standby duties performed on a paid furlough day are equivalent to a weekend day, in which the standby employee is "on call" for 24 hours. The annual cost difference to implement this change is \$192.00, and the proposed adjustment has been factored into the 2024 District budget. The holiday pay is scheduled to remain at \$44.00 per day, as employees receive additional leave hours for holding standby call on a District holiday.

The Board's action on this update would take effect immediately, as the paid furlough week starts on December 26, 2023.

### **Personal Cellular Telephone Reimbursement**

District Human Resources Policy No. 4101.A2 Other Compensation (Attachment 5) provides the monthly stipend amount of \$49 that Department Directors, Managers and Supervisors may receive to use District

sanctioned personal cellular telephones. The District's phone stipend was last updated in November 2018. Data from the 2022 Compensation Study identified an average monthly cellular phone stipend of \$72 from eight surveyed agencies: Regional Water Authority (RWA), Rancho Murieta Community Services District, El Dorado Irrigation District, City of Sacramento, City of Davis, City of Folsom, City of Woodland, and San Juan Water District. To balance costs and available resources in the upcoming budget year, staff recommends updating the monthly stipend amount to \$72 effective January 1, 2024. By approving this change, the annual cost increase for the District is approximately \$2,208.00; there are 8 employees currently receiving the stipend.

### **Retiree Insurance Benefits**

District Human Resources Policy No. 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 states that the amount of District financial participation in retiree health insurance set forth in the policy will be amended annually in the amount of the percent change in the CPI-U referenced above. In keeping with past practice to apply the same COLA to the insurance benefits for retirees as applies to District staff salaries, a copy of Policy No. 4831 is attached as Attachment 4, with a 5 percent increase to the retiree insurance benefit.

### **Cost-of-Living Adjustment for Directors' Compensation**

The Board of Directors approved Ordinance No. 01-2017 on April 5, 2017, setting Directors' compensation at \$150 per day for attending Board meetings and other Board-sanctioned functions. This amount was an update from the previous rate of \$145 per day set forth in Ordinance 01-2008, approved on January 8, 2008.

Under the current Ordinance and District Board of Directors and Officers Policy 2040 (Attachment 6), changes in compensation of Directors requires approval of the Board of Directors (adoption of a new ordinance adjusting the compensation) during an Open Session at a Regular Meeting held at least 60 days prior to the effective date of the change.

A 5 percent COLA increase in Directors' compensation would result in an increase of \$7.50 in the daily compensation rate, making the rate \$157.50.

If the Board wishes to amend Director's compensation, a new ordinance will be prepared for consideration at a future Board meeting. If adopted, the ordinance would go into effect 60 days following adoption, pursuant to provisions of the State Water Code.

### **RECOMMENDATIONS:**

1. Amend District Policy No. 4101.A1 Salary Schedule (Attachment 3) as presented to include a market adjustment to the Water Resources Job Series; job title and classification updates; and a Cost-of-Living Adjustment (COLA) effective January 1, 2024; and
2. Amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 (Attachment 4) as presented to include a 5 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees; and

3. Amend District Policy No. 4101.A2 Other Compensation (Attachment 5) to include an Adjustment to the District's Standby Duty Pay (effective December 21, 2023) and Personal Cellular Telephone Reimbursement (effective January 1, 2024); and
4. Provide direction to staff regarding Compensation of the Board of Directors.

**Attachments:**

1. Consumer Price Index, West Region – October 2023
2. Current Policy No. 4101.A1 –Salary Schedule
3. Proposed Policy No 4101.A1 with redlined edits –Salary Schedule
4. Proposed Policy No. 4831 with redlined edits – Retiree Insurance Benefits
5. Proposed Policy No. 4101.A2 with redlined– Other Compensation
6. Policy No. 2040 – Director's Compensation

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

## **Attachment 1**

### **Consumer Price Index, West Region**



# Western Information Office

Search Western Region

Go

Western Home

Western Geography ▾

Western Subjects ▾

Western Archives ▾

Contact Western

News Release Information

23-2443-SAN  
Tuesday, November 14, 2023

Contacts

Technical information:

(415) 625-2270  
[BLInfoSF@bls.gov](mailto:BLInfoSF@bls.gov)  
[www.bls.gov/regions/west](http://www.bls.gov/regions/west)

Media contact:

(415) 625-2270

Related Links

[CPI historical databases](#)

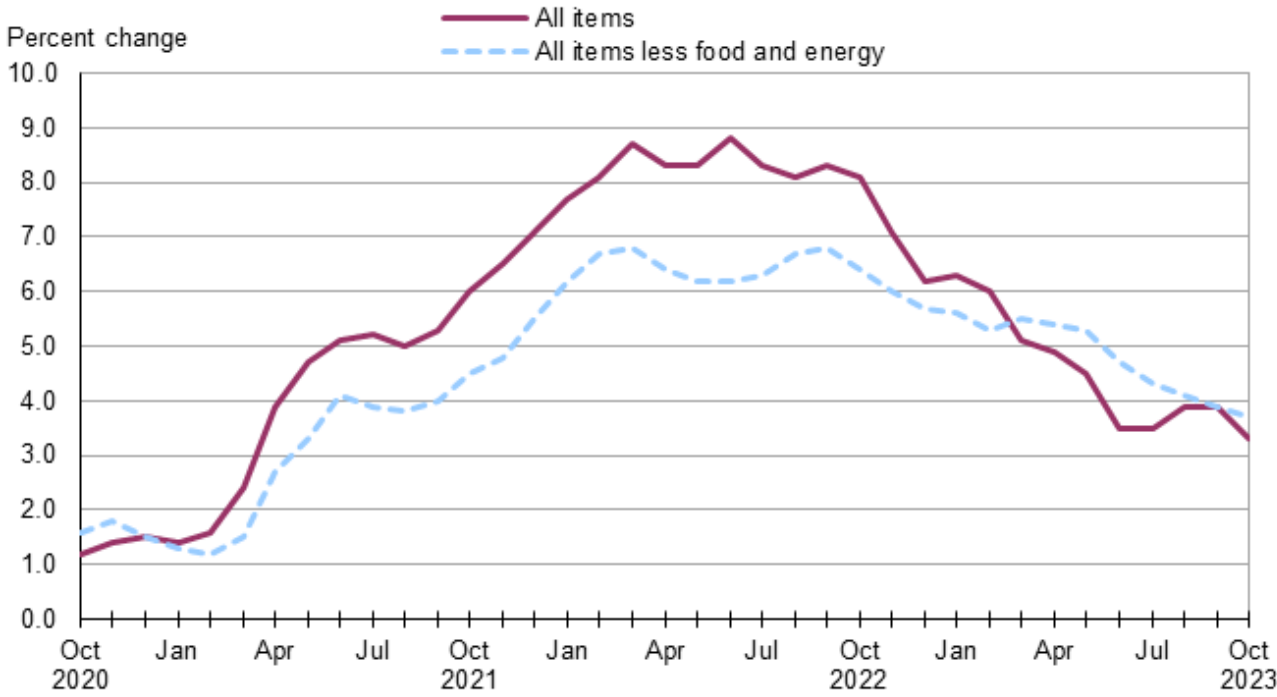
## Consumer Price Index, West Region — October 2023

Area prices were up 0.1 percent over the past month, up 3.3 percent from a year ago

Prices in the West Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), increased 0.1 percent in October, the U.S. Bureau of Labor Statistics reported today. (See [table A](#).) The October increase was influenced by higher prices for shelter. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 3.3 percent. (See [chart 1](#) and [table A](#).) Food prices rose 3.5 percent. Energy prices declined 0.8 percent, largely the result of a decrease in the price of gasoline. The index for all items less food and energy advanced 3.7 percent over the year. (See [table 1](#).)

Chart 1. Over-the-year percent change in CPI-U, West region, October 2020–October 2023



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

**Food**  
Food prices rose 0.3 percent for the month of October. (See [table 1](#).) Prices for food at home increased 0.3 percent, led by higher prices for cereals and bakery products (1.2 percent). Prices for food away from home rose 0.4 percent for the same period.

Over the year, food prices rose 3.5 percent. Prices for food at home increased 2.2 percent since a year ago, with higher prices in five of the six grocery categories. Prices for food away from home advanced 5.7 percent.

Energy

The energy index declined 0.6 percent over the month. The decrease was mainly due to lower prices for gasoline (-1.8 percent). Prices for electricity rose 1.2 percent, and prices for natural gas service increased 0.2 percent for the same period.

Energy prices declined 0.8 percent over the year, largely due to lower prices for gasoline (-7.2 percent). Prices paid for electricity rose 10.4 percent, and prices for natural gas service advanced 8.9 percent during the past year.

All items less food and energy

The index for all items less food and energy increased 0.1 percent in October. Higher prices for shelter (0.2 percent) and household furnishings and operations (0.2 percent) were partially offset by lower prices for new and used motor vehicles (-0.7 percent) and education and communication (-0.3 percent).

Over the year, the index for all items less food and energy advanced 3.7 percent. Components contributing to the increase included shelter (5.6 percent) and recreation (4.6 percent). Partly offsetting the increases was a price decrease in used cars and trucks (-7.1 percent).

Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2019		2020		2021		2022		2023	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.2	2.7	0.3	2.9	0.2	1.4	0.9	7.7	0.9	6.3
February	0.2	2.4	0.4	3.1	0.5	1.6	0.8	8.1	0.5	6.0
March	0.4	2.4	-0.2	2.5	0.7	2.4	1.3	8.7	0.5	5.1
April	0.8	2.9	-0.4	1.3	1.0	3.9	0.7	8.3	0.5	4.9
May	0.5	2.9	0.1	0.8	0.8	4.7	0.8	8.3	0.4	4.5
June	0.0	2.7	0.4	1.2	0.9	5.1	1.2	8.8	0.3	3.5
July	0.0	2.7	0.5	1.7	0.6	5.2	0.1	8.3	0.1	3.5
August	0.1	2.6	0.3	1.9	0.2	5.0	0.0	8.1	0.4	3.9
September	0.3	2.6	0.0	1.6	0.2	5.3	0.3	8.3	0.4	3.9
October	0.5	2.8	0.2	1.2	0.8	6.0	0.7	8.1	0.1	3.3
November	-0.1	2.8	0.0	1.4	0.5	6.5	-0.4	7.1		
December	-0.2	2.8	-0.1	1.5	0.4	7.1	-0.4	6.2		

The November 2023 Consumer Price Index for the West Region is scheduled to be released on December 12, 2023.

Technical Note

The Consumer Price Index for the West Region is published monthly. The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the internet at [www.bls.gov/cpi](http://www.bls.gov/cpi) and the CPI section of the BLS Handbook of Methods available on the internet at [www.bls.gov/opub/hom/cpi/](http://www.bls.gov/opub/hom/cpi/).

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**





















































The West Region covered in this release is comprised of the following thirteen states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.



















Information in this release will be made available to sensory impaired individuals upon request. Voice phone: 202-691-5200; Telecommunications Relay Service: 7-1-1.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

West (1982-84=100 unless otherwise noted)

Item and Group	Indexes				Percent change from-		
	Historical data	Aug. 2023	Sep. 2023	Oct. 2023	Oct. 2022	Aug. 2023	Sep. 2023

Item and Group	Indexes				Percent change from-		
	Historical data	Aug. 2023	Sep. 2023	Oct. 2023	Oct. 2022	Aug. 2023	Sep. 2023
Expenditure category							
All Items		326.234	327.491	327.708	3.3	0.5	0.1
All items (December 1977=100)		527.340	529.372	529.722	-	-	-
Food and beverages		335.089	335.380	336.491	3.4	0.4	0.3
Food		337.512	337.595	338.775	3.5	0.4	0.3
Food at home		318.756	318.187	319.135	2.2	0.1	0.3
Cereals and bakery products		335.896	331.317	335.184	4.6	-0.2	1.2
Meats, poultry, fish, and eggs		344.174	346.597	348.047	1.4	1.1	0.4
Dairy and related products		284.593	281.581	283.859	0.0	-0.3	0.8
Fruits and vegetables		396.348	395.854	397.123	1.3	0.2	0.3
Nonalcoholic beverages and beverage materials		225.210	223.460	225.054	2.0	-0.1	0.7
Other food at home		276.216	276.840	275.318	3.3	-0.3	-0.5
Food away from home		362.061	363.488	365.100	5.7	0.8	0.4
Alcoholic beverages		298.075	301.188	301.343	2.5	1.1	0.1
Housing		361.936	363.160	364.145	5.5	0.6	0.3
Shelter		414.761	416.666	417.624	5.6	0.7	0.2
Rent of primary residence <sup>(1)</sup>		441.884	444.340	446.285	6.5	1.0	0.4
Owners' equiv. rent of residences <sup>(1)(2)</sup>		436.052	438.361	440.068	5.7	0.9	0.4
Owners' equiv. rent of primary residence <sup>(1)(2)</sup>		435.839	438.153	439.852	5.7	0.9	0.4
Fuels and utilities		409.439	410.191	412.985	8.7	0.9	0.7
Household energy		359.290	360.851	364.448	9.7	1.4	1.0
Energy services <sup>(1)</sup>		362.155	363.648	367.234	10.2	1.4	1.0
Electricity <sup>(1)</sup>		394.357	395.835	400.654	10.4	1.6	1.2
Utility (piped) gas service <sup>(1)</sup>		307.813	309.449	310.218	8.9	0.8	0.2
Household furnishings and operations		158.904	158.270	158.655	2.3	-0.2	0.2
Apparel		126.129	126.985	127.133	1.4	0.8	0.1
Transportation		282.174	283.269	281.600	-2.0	-0.2	-0.6
Private transportation		281.415	282.719	280.872	-1.5	-0.2	-0.7
New and used motor vehicles <sup>(3)</sup>		128.121	124.950	124.069	-3.2	-3.2	-0.7
New vehicles		177.631	177.585	177.110	1.4	-0.3	-0.3
New cars and trucks <sup>(3)(4)</sup>		-	-	-	-	-	-
New cars <sup>(4)</sup>		176.411	176.575	176.255	0.8	-0.1	-0.2
Used cars and trucks		191.354	180.132	177.941	-7.1	-7.0	-1.2
Motor fuel		385.366	409.534	402.155	-7.2	4.4	-1.8
Gasoline (all types)		383.575	407.138	399.797	-7.2	4.2	-1.8
Gasoline, unleaded regular <sup>(4)</sup>		379.946	403.614	395.928	-7.4	4.2	-1.9
Gasoline, unleaded midgrade <sup>(4)(5)</sup>		365.104	387.187	381.431	-6.8	4.5	-1.5
Gasoline, unleaded premium <sup>(4)</sup>		373.938	395.635	390.016	-6.4	4.3	-1.4
Medical Care		582.797	590.018	590.688	2.1	1.4	0.1
Medical care commodities		460.952	458.944	458.240	5.7	-0.6	-0.2
Medical care services		620.667	630.633	631.709	1.4	1.8	0.2
Professional services		409.657	409.466	410.627	3.2	0.2	0.3
Recreation <sup>(3)</sup>		130.827	131.381	131.154	4.6	0.2	-0.2
Education and communication <sup>(3)</sup>		143.073	143.619	143.240	0.0	0.1	-0.3
Tuition, other school fees, and child care <sup>(6)</sup>		1,644.339	1,657.905	1,648.649	1.4	0.3	-0.6
Other goods and services		546.275	546.692	548.103	7.5	0.3	0.3
Commodity and Service Group							
All Items		326.234	327.491	327.708	3.3	0.5	0.1
Commodities		230.254	230.935	230.383	0.0	0.1	-0.2
Commodities less food & beverages		179.482	180.227	179.212	-2.2	-0.2	-0.6
Nondurables less food & beverages		239.979	245.570	244.012	-1.4	1.7	-0.6
Nondurables less food, beverages, and apparel		319.783	328.689	325.938	-2.0	1.9	-0.8
Durables		127.089	125.350	124.730	-2.6	-1.9	-0.5
Services		414.611	416.435	417.486	5.3	0.7	0.3

Item and Group	Indexes				Percent change from-		
	Historical data	Aug. 2023	Sep. 2023	Oct. 2023	Oct. 2022	Aug. 2023	Sep. 2023
Rent of shelter(2)		442.249	444.297	445.315	5.7	0.7	0.2
Transportation services		380.872	381.378	383.000	4.3	0.6	0.4
Other services		408.719	409.126	408.573	4.7	0.0	-0.1
Special aggregate indexes:							
All items less medical care		314.361	315.364	315.562	3.4	0.4	0.1
All items less food		324.573	325.998	326.077	3.2	0.5	0.0
All items less shelter		291.418	292.414	292.326	2.0	0.3	0.0
Commodities less food		184.076	184.879	183.877	-2.1	-0.1	-0.5
Nondurables		287.987	291.197	290.857	1.4	1.0	-0.1
Nondurables less food		244.773	250.263	248.790	-1.2	1.6	-0.6
Nondurables less food and apparel		317.308	325.679	323.193	-1.6	1.9	-0.8
Services less rent of shelter(2)		425.975	427.705	428.928	4.9	0.7	0.3
Services less medical care services		400.114	401.383	402.431	5.8	0.6	0.3
Energy		380.890	395.266	392.724	-0.8	3.1	-0.6
All items less energy		325.450	325.916	326.303	3.7	0.3	0.1
All items less food and energy		324.264	324.791	325.056	3.7	0.2	0.1
Commodities less food and energy commodities		163.371	162.356	161.862	-0.3	-0.9	-0.3
Energy commodities		391.970	416.303	408.985	-7.1	4.3	-1.8
Services less energy services		419.315	421.165	422.081	5.1	0.7	0.2
<b>Footnotes</b> (1) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator. (2) Indexes on a December 1982=100 base. (3) Indexes on a December 1997=100 base. (4) Special index based on a substantially smaller sample. (5) Indexes on a December 1993=100 base. (6) Indexes on a December 1977=100 base.  - Data not available Regions defined as the four Census regions. West includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. NOTE: Index applies to a month as a whole, not to any specific date. Data not seasonally adjusted.							

Last Modified Date: Tuesday, November 14, 2023

U.S. BUREAU OF LABOR STATISTICS Western Information Office Attn: EA & I, 90 Seventh Street Suite 14-100 San Francisco, CA 94103-6715

Telephone:1-415-625-2270\_ [www.bls.gov/regions/west](http://www.bls.gov/regions/west) [Contact Western Region](#)



## **Attachment 2**

Policy No. 4101.A1  
Salary Schedule

Attachment 4101.A1 SALARY SCHEDULE ADOPTED- EFFECTIVE JANUARY 2, 2023  
HOURLY AND MONTHLY\* SALARY RANGE

JOB TITLE / JOB CLASS	2023 Base Hourly	2023 Base Monthly	2023 Maximum Hourly	2023 Maximum Monthly
<b><u>Organizational Leadership</u></b>				
General Manager (E)	90.33	15,657.18	121.95	21,138.69
Assistant General Manager (E)	75.64	13,111.39	102.13	17,702.44
<b><u>Accounting Series</u></b>				
Director of Finance/ Director of Finance and Administrative Services/ Director of Administrative Services (E)	68.77	11,920.98	92.85	16,093.98
Accounting Manager /Principal Accountant (E)	50.38	8,732.18	68.01	11,787.87
Senior Accountant (E)	43.11	7,472.41	58.19	10,087.56
Accountant	39.19	6,793.78	52.90	9,168.97
<b><u>Customer Service Series</u></b>				
Senior Customer Services Specialist	37.47	6,495.70	50.61	8,771.55
Customer Service Specialist	33.87	5,871.44	45.74	7,927.95
Customer Service Technician	28.00	4,853.50	37.80	6,551.95
<b><u>Engineering Technical Series</u></b>				
Project Manager (E)	58.29	10,104.43	78.70	13,640.04
Engineering Supervisor/Principal GIS Specialist (E)	45.40	7,869.83	61.29	10,623.71
Engineering/GIS Specialist	39.48	6,844.39	53.31	9,240.22
Engineering/GIS Technician	35.88	6,220.13	48.45	8,398.48
Engineering Aide	31.20	5,408.40	42.15	7,305.56
<b><u>Construction Inspection Series</u></b>				
Construction Inspection Supervisor/Principal Construction Inspector (E)	44.16	7,654.25	59.61	10,333.14
Senior Construction Inspector	38.39	6,655.05	51.84	8,985.26
Construction Inspector	34.91	6,051.41	47.13	8,169.78
<b><u>Engineering Series</u></b>				
Director of Engineering /District Engineer (E)	75.64	13,111.39	102.13	17,702.44
Principal Civil Engineer (E)	68.77	11,920.98	92.85	16,093.98
Senior Civil Engineer (E)	62.53	10,837.42	84.40	14,629.87
Associate Civil Engineer (E)	56.84	9,853.22	76.73	13,300.73
Assistant Civil Engineer	49.43	8,569.08	66.74	11,568.54
Assistant Engineer	39.48	6,844.39	53.37	9,251.46
<b><u>Information Technology (IT) Series</u></b>				
Information Technology Manager (E)	53.93	9,347.07	72.79	12,618.35
Principal Information Technology Analyst (E)	49.03	8,497.84	66.18	11,471.06
Senior Information Technology Analyst	44.56	7,723.61	60.17	10,428.74
Information Technology Analyst	40.52	7,022.48	54.83	9,504.54
Information Technology Technician	33.77	5,852.69	45.59	7,901.70
<b><u>Management Services (MS) Series</u></b>				
Administrative Services Manager/Principal Management Analyst/Chief Board Clerk (E)	50.97	8,835.28	68.83	11,930.35

JOB TITLE / JOB CLASS	2023 Base Hourly	2023 Base Monthly	2023 Maximum Hourly	2023 Maximum Monthly
Senior Management Analyst (E)	44.32	7,682.36	59.85	10,374.38
Management Analyst	40.29	6,983.12	54.41	9,431.42
Management Technician	36.64	6,351.35	49.46	8,572.83
<b><u>Communications &amp; Public Engagement Series</u></b>				
Communications & Public Engagement Manager/Principal Communications & Public Engagement Analyst (E)	50.97	8,835.28	68.83	11,930.35
Senior Communications and Public Engagement Analyst (E)	44.32	7,682.36	59.85	10,374.38
Communications and Public Engagement Analyst	40.29	6,983.12	54.41	9,431.42
Communications and Public Engagement Technician	36.64	6,351.35	49.46	8,572.83
<b><u>Water Distribution Series</u></b>				
Director of Operations (E)	68.77	11,920.98	92.85	16,093.98
Water Distribution Supervisor (E)	52.16	9,041.49	70.42	12,205.93
Assistant Water Distribution Supervisor	44.59	7,729.23	60.20	10,434.37
Water Distribution Lead Worker/Operator	38.79	6,722.54	52.35	9,073.36
Water Distribution Operator II	35.24	6,109.53	47.59	8,248.51
Water Distribution Operator I	32.05	5,554.62	43.27	7,500.53
Water Distribution Worker	23.13	4,009.90	31.22	5,412.15
<b><u>Operations Specialist Series</u></b>				
Principal Operations Specialist	52.16	9,041.49	70.42	12,205.93
Senior Operations Specialist	47.41	8,218.52	64.00	11,094.25
Operations Specialist	40.72	7,058.10	54.96	9,525.16
Operations Technician	37.01	6,415.09	49.97	8,660.94
<b><u>Water Efficiency Series</u></b>				
Water Efficiency Supervisor (E)	40.85	7,080.60	55.15	9,558.90
Senior Water Efficiency Specialist	35.53	6,158.27	47.96	8,314.13
Water Efficiency Specialist	32.29	5,595.87	43.60	7,558.64
Water Efficiency Technician	29.37	5,089.71	39.63	6,868.76
<b><u>Water Resources Series</u></b>				
Water Resources Supervisor/Chief Operator (E)	52.16	9,041.49	70.42	12,205.93
Water Resources Specialist	37.07	6,424.47	50.05	8,675.94
Water Resources Technician	33.70	5,841.45	45.49	7,884.83
<b><u>Miscellaneous Series</u></b>				
Intern	15.50	2,686.66	26.79	4,643.54

## **Attachment 3**

Proposed Policy No. 4101.A1  
Salary Schedule Effective 1/1/2024

## Attachment 4101.A1 SALARY SCHEDULE PROPOSED- EFFECTIVE JANUARY 1, 2024

JOB TITLE / JOB CLASS	2024 Base Hourly	2024 Base Monthly	2024 Maximum Hourly	2024 Maximum Monthly
<b><u>Organizational Leadership</u></b>				
General Manager (E)	\$94.85	\$16,440.67	\$128.05	\$22,195.33
Assistant General Manager (E)	\$79.42	\$13,766.13	\$107.24	\$18,588.27
<b><u>Accounting Series</u></b>				
Director of Finance/ Director of Finance and Administrative Services/ Director of Administrative Services (E)	\$72.21	\$12,516.40	\$97.49	\$16,898.27
Accounting Manager (E)	\$58.19	\$10,086.27	\$78.55	\$13,615.33
Principal Accountant (E)	\$52.90	\$9,169.33	\$71.41	\$12,377.73
Senior Accountant (E)	\$45.27	\$7,846.80	\$61.10	\$10,590.67
Accountant	\$41.15	\$7,132.67	\$55.55	\$9,628.67
<b><u>Customer Service Series</u></b>				
Senior Customer Services Specialist	\$39.34	\$6,818.93	\$53.14	\$9,210.93
Customer Service Specialist	\$35.56	\$6,163.73	\$48.03	\$8,325.20
Customer Service Technician	\$29.40	\$5,096.00	\$39.69	\$6,879.60
<b><u>Engineering Technical Series</u></b>				
Project Manager (E)	\$61.20	\$10,608.00	\$82.64	\$14,324.27
Engineering Supervisor/Principal GIS Specialist (E)	\$47.67	\$8,262.80	\$64.35	\$11,154.00
Engineering/GIS Specialist	\$41.45	\$7,184.67	\$55.98	\$9,703.20
Engineering/GIS Technician	\$37.67	\$6,529.47	\$50.87	\$8,817.47
Engineering Aide	\$32.76	\$5,678.40	\$44.26	\$7,671.73
<b><u>Construction Inspection Series</u></b>				
Construction Inspection Supervisor/Principal Construction Inspector (E)	\$46.37	\$8,037.47	\$62.59	\$10,848.93
Senior Construction Inspector	\$40.31	\$6,987.07	\$54.43	\$9,434.53
Construction Inspector	\$36.66	\$6,354.40	\$49.49	\$8,578.27
<b><u>Engineering Series</u></b>				
Director of Engineering /District Engineer (E)	\$79.42	\$13,766.13	\$107.24	\$18,588.27
Principal Civil Engineer (E)	\$72.21	\$12,516.40	\$97.49	\$16,898.27
Senior Civil Engineer (E)	\$65.66	\$11,381.07	\$88.62	\$15,360.80
Associate Civil Engineer (E)	\$59.68	\$10,344.53	\$80.57	\$13,965.47
Assistant Civil Engineer	\$51.90	\$8,996.00	\$70.08	\$12,147.20
Assistant Engineer	\$41.45	\$7,184.67	\$56.04	\$9,713.60
<b><u>Information Technology (IT) Series</u></b>				
Information Technology Manager (E)	\$56.63	\$9,815.87	\$76.43	\$13,247.87
Principal Information Technology Analyst (E)	\$51.48	\$8,923.20	\$69.49	\$12,044.93
Senior Information Technology Analyst	\$46.79	\$8,110.27	\$63.18	\$10,951.20

JOB TITLE / JOB CLASS	2024 Base Hourly	2024 Base Monthly	2024 Maximum Hourly	2024 Maximum Monthly
Information Technology Analyst	\$42.55	\$7,375.33	\$57.57	\$9,978.80
Information Technology Technician	\$35.46	\$6,146.40	\$47.87	\$8,297.47
<b><u>Management Services (MS) Series</u></b>				
Administrative Services Manager/Chief Board Clerk (E)	\$58.87	\$10,204.13	\$79.50	\$13,780.00
Principal Management Analyst (E)	\$53.52	\$9,276.80	\$72.27	\$12,526.80
Senior Management Analyst (E)	\$46.54	\$8,066.93	\$62.84	\$10,892.27
Management Analyst	\$42.30	\$7,332.00	\$57.13	\$9,902.53
Management Technician	\$38.47	\$6,668.13	\$51.93	\$9,001.20
<b><u>Public Affairs Series</u></b>				
Director of Public Affairs (E)	\$72.21	\$12,516.40	\$97.49	\$16,898.27
Principal Public Affairs Analyst (E)	\$53.52	\$9,276.80	\$72.27	\$12,526.80
Senior Public Affairs Analyst (E)	\$46.54	\$8,066.93	\$62.84	\$10,892.27
Public Affairs Analyst	\$42.30	\$7,332.00	\$57.13	\$9,902.53
Public Affairs Technician	\$38.47	\$6,668.13	\$51.93	\$9,001.20
<b><u>Water Distribution Series</u></b>				
Director of Operations (E)	\$72.21	\$12,516.40	\$97.49	\$16,898.27
Water Distribution Supervisor (E)	\$54.77	\$9,493.47	\$73.94	\$12,816.27
Assistant Water Distribution Supervisor	\$46.82	\$8,115.47	\$63.21	\$10,956.40
Water Distribution Lead Worker/Operator	\$40.73	\$7,059.87	\$54.97	\$9,528.13
Water Distribution Operator II	\$37.00	\$6,413.33	\$49.97	\$8,661.47
Water Distribution Operator I	\$33.65	\$5,832.67	\$45.43	\$7,874.53
Water Distribution Worker	\$24.29	\$4,210.27	\$32.78	\$5,681.87
<b><u>Operations Specialist Series</u></b>				
Principal Operations Specialist (E)	\$54.77	\$9,493.47	\$73.94	\$12,816.27
Senior Operations Specialist	\$49.78	\$8,628.53	\$67.20	\$11,648.00
Operations Specialist	\$42.76	\$7,411.73	\$57.71	\$10,003.07
Operations Technician	\$38.86	\$6,735.73	\$52.47	\$9,094.80
<b><u>Water Efficiency Series</u></b>				
Water Efficiency Supervisor (E)	\$42.89	\$7,434.27	\$57.91	\$10,037.73
Senior Water Efficiency Specialist	\$37.31	\$6,467.07	\$50.36	\$8,729.07
Water Efficiency Specialist	\$33.90	\$5,876.00	\$45.78	\$7,935.20
Water Efficiency Technician	\$30.84	\$5,345.60	\$41.61	\$7,212.40
<b><u>Water Resources Series</u></b>				
Water Resources Supervisor/Chief Operator (E)	\$58.16	\$10,081.07	\$78.53	\$13,611.87
Water Resources Specialist	\$41.34	\$7,165.60	\$55.81	\$9,673.73
Water Resources Technician	\$37.58	\$6,513.87	\$50.73	\$8,793.20
<b><u>Miscellaneous Series</u></b>				
Intern	\$16.28	\$2,821.87	\$28.13	\$4,875.87

## **Attachment 4**

Proposed Policy No. 4831 -Retiree Insurance Benefits

#### 4831.00      INSURANCE BENEFITS FOR RETIREES

For employees hired prior to January 31, 2019 who have not opted into the District's health reimbursement account benefit program, the District will participate in the cost of health, dental and vision insurance coverage for retired employees and their qualified spouse, registered domestic partner, and dependents based upon length of employment with the District. Employees hired on or after January 31, 2019 will have the option of the District's health reimbursement account benefit, but no other retiree insurance benefits under this Policy.

##### 4831.10      Length of Employment And Eligibility

For the purpose of calculating the length of employment to determine the District's participation in the cost of insurance benefits for retirees, total employment calculated/credited by PERS as years of service as an employee of Citrus Heights Water District shall be the basis and shall not include credit for years of service attributed to accrued sick leave or credit for purchased years of service time. Such employment shall be cumulative and need not be continuous. No credit will be provided for employment with the District in a Temporary capacity.

Employees must have been employed by the District for a minimum of twenty (20.00) years to qualify for benefits under this Policy and must enroll in Medicare/utilize Medicare as primary upon reaching Medicare eligibility. Employees retiring from the District with less than twenty (20.00) years of service do not qualify for benefits under this Policy.

##### 4831.20      Application of Policy

This policy shall apply to employees retiring from the District following the date of its adoption, March 19, 1996. Insurance benefits afforded to employees that retired prior to the adoption of this policy shall continue to be governed by the policies, terms, or conditions existing at the time of said prior retirements (see Policy 4830).

##### 4831.30      Qualification of Spouse/Registered Domestic Partner/Dependents

The spouse, registered domestic partner and/or dependents of the employee as of the date of retirement from the District are eligible to participate in the benefits of this Policy. A spouse, registered domestic partner and/or dependents added after retirement are not eligible for participation. Qualified dependent children are eligible to participate up to the age limits as defined by state and/or federal health care regulations.

##### 4831.40      Selection of Benefits

A retiree can choose either to obtain health, dental and vision insurance on their own for themselves and their qualified dependents or, at the time of retirement, the retiree and each dependent covered under the District's insurance plans, while the retiree was on active status, will be offered the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) option to continue health insurance coverage under the "qualifying event" provision as set forth in the law.

Retirees or their surviving dependents, as defined in Section 4831.30 of this policy, shall be eligible to receive reimbursement from the District in an amount not to exceed the



maximum District financial participation shown in Section 4831.50 of this Policy. Reimbursement shall be made only upon presentation of written proof of coverage and proof of payment in a form acceptable to the District. Written proof of coverage must be provided to the Human Resources Department at the beginning of each calendar year before any reimbursement will be issued for the remainder of that year.

#### 4831.50 District Participation

The District's financial participation under this Policy is dependent upon the length of employment with the District as follows:

Length of Employment	Maximum Monthly District Participation
20.00 years	<del>\$395.00</del> <u>\$415.00</u>
25.00 years	<del>\$442.00</del> <u>\$464.00</u>
30.00 years	<del>\$495.00</del> <u>\$520.00</u>

No credit, cash back refund, or other consideration will be provided for any unused portion of the maximum District participation.

The Maximum Monthly District Participation shall be amended as of and effective January 1 of each year by the percent change in the Consumer Price Index for All Urban West Consumers (CPI-U) averaged over the first six months (January to June) unless otherwise determined by the Board of Directors. Said amendments shall be rounded up to the nearest whole dollar amount.

Unless otherwise directed by the Board of Directors, the monthly amount of reimbursement received by eligible retirees will be increased by any increase pursuant to the paragraph above, but will not be reduced by a decrease in the Maximum Monthly District Participation amount.

The District shall report contributions and make withholdings from contributions in accordance with applicable requirements of the Internal Revenue Service, the California State Franchise Tax Board and any and all other legal requirements. Retirees bear sole responsibility for the tax consequences of District contributions.

#### 4831.85 Death of Retiree

In the event of a retiree's death, a surviving qualified spouse, registered domestic partner, and/or dependents may choose to continue to participate in the benefits of this Policy. A spouse that remarries or a registered domestic partner that enters into another domestic partnership or marries is no longer eligible for participation.

#### 4831.86 Death of Qualified Employee

In the event of the death, prior to retirement, of a District employee who otherwise has met the length of employment requirements necessary to qualify for insurance benefits for retirees, the surviving spouse, registered domestic partner and/or dependents may choose to participate in the benefits under the terms of this Policy.

#### 4831.90 Amendments

The District reserves the right to amend or discontinue this Policy at its sole discretion at any time.

## **Attachment 5**

Proposed Policy No. 4101.A2- Other Compensation

Attachment 4101.A2 OTHER COMPENSATION ADOPTED JANUARY 18, 2023

4101.A2.01 Regular Employees

In addition to salary compensation received, FLSA (Fair Labor Standards Act) exempt, who are not department heads (Senior Management), and non-exempt Regular Employees (see Policy 4001) are authorized to receive the following compensation:

Certified California State Water Distribution System Operators (see Policy 4401)

Grade	D1	\$20.00/month
Grade	D2	\$40.00/month
Grade	D3	\$60.00/month
Grade	D4	\$80.00/month
Grade	D5	\$100.00/month

Certified California State Water Treatment Operators (see Policy 4401)

Grade	T1	\$20.00/month
Grade	T2	\$40.00/month
Grade	T3	\$60.00/month
Grade	T4	\$80.00/month
Grade	T5	\$100.00/month

American Water Works Association California-Nevada Section Certifications

Backflow Prevention Assembly Tester	\$20.00/month
Cross Connection Specialist	\$20.00/month

Certified California Water Use Efficiency Practitioner

Grade	1	\$20.00/month
Grade	2	\$40.00/month
Grade	3	\$60.00/month

Standby Duty (see Policy 4120)

Regular Work Days	\$44.00/day
Friday	\$108.00/day
Saturday	\$108.00/day
Sunday	\$108.00/day
District Holiday	\$44.00/day
<u>Paid Furlough Days</u>	<u>\$108.00/day</u>

#### 4101.A2.04 Out-Of-Class Pay

At times, the District needs to temporarily assign an existing employee to perform a more complex level of work or additional work in a higher, equivalent or subordinate position. This need may arise due to a vacancy created by an extended leave, resignation or retirement. In order to qualify for Out-of-Class Pay, an employee must be assigned in writing by the General Manager or General Manager's Designee to perform the duties of another job classification due to a temporary vacancy extending for a period of more than eight (8) consecutive working days, holidays excluded. Assigned employees will be compensated at a five percent (5%) increase of their current hourly rate of pay in recognition of the increased responsibilities and additional workload. This Out-of-Class rate of pay increase is temporary in nature and will remain in effect until the assignment is complete. The maximum duration of the temporary assignment is one year. If the need arises to extend the assignment past one year, written justification must be provided by the General Manager and filed in the employee's personnel file. This written justification must include the completion date of the temporary assignment. This Policy section pertains to all positions that report to and/or are subordinate to the General Manager.

#### 4101.A2.05 Personal Cellular Telephone Reimbursement

Exempt employees, including District Department Managers and Supervisors, will receive a monthly stipend in the amount of ~~\$72~~~~\$49~~ to use District sanctioned personal cellular telephones. This stipend will be paid through payroll quarterly. If an employee obtains or currently has a plan that exceeds the monthly stipend, Citrus Heights Water District will not be liable for the cost difference. The device remains the property of the employee, who is responsible for all repairs or replacement of the device.

## **Attachment 6**

### **Policy No. 2040- Director's Compensation**

2040.00        DIRECTOR'S COMPENSATION

Each member of the Board of Directors shall be entitled to receive compensation, in a dollar amount as specified by Citrus Heights Water District Ordinance Fixing the Compensation of the Board of Directors, per day or partial day for attendance at meetings of the Board and District related functions.

2040.10        Officer's Compensation

The Board appointed District Secretary, District Treasurer, and District Assessor/Collector shall not be compensated for their duties as District Officers.

2040.20        Reimbursement

District Officers and each member of the Board of Directors shall be entitled to reimbursement for actual and necessary expenses incurred in performance of their duties required or authorized by the Board. Reimbursements shall be subject to written documentation and shall be limited to imposed maximums (i.e.: meal expenses, travel expenses, etc.).

2040.30        Approval

Reimbursement pursuant to Section 2040.20 for actual and necessary expenses to the Directors and Officers shall be reviewed and approved monthly by the Board of Directors as part of their review of the Treasurer's report and accounts payable.

2040.90        Reporting

An annual report shall be prepared by the Treasurer quantifying meeting attendance, compensation, and expenses for members of the Board of Directors and District Officers.