

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
FEBRUARY 15, 2023 beginning at 6:00 PM**



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

PHONE CALL IN: (253) 205-0468

PHONE MEETING ID: 875 1409 5112

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/87514095112>

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.

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):
(two cases)

CL-2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- a. Pursuant to Section 54956.8:
Property: Parcel Number 257-0040-024-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Hilary Straus, Steve Anderson, Brittney Moore, Carlos Urrutia, Lea Park-Kim
Negotiating Parties: San Juan Unified School District
Under Negotiation: Price and Terms of Payment

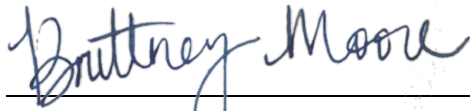
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

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

A handwritten signature in blue ink that reads "Brittney Moore". The signature is written in a cursive style and is positioned above a horizontal line.

Brittney Moore, Chief Board Clerk

Dated: February 9, 2023

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
FEBRUARY 15, 2023 beginning at 6:30 PM**



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

**PHONE CALL IN: (253) 205-0468
PHONE MEETING ID: 875 1409 5112**

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/87514095112>

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.

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the General Manager.

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

CC-1a. Minutes of the Special Meeting – January 18, 2023 (A)

CC-1b. Minutes of the Regular Meeting – January 18, 2023 (A)

Recommendation:

Approve the minutes of the January 18, 2023 Special and Regular Meeting.

CC-2. Revenue Analysis Report for January 2023 (I)

CC-3. Assessor/Collector's Roll Adjustment for January 2023 (I)

CC-4. Treasurer's Report for January 2023 (I)

- CC-5. Treasurer’s Report of Fund Balances for January 2023 (I)
- CC-6. Operating Budget Analysis for January 2023 (I)
- CC-7. Capital Projects Summary for January 2023 (I)
- CC-8. Warrants for January 2023 (I)
- CC-9. Purchase Card Distributions for January 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. ACWA JPIA Executive Committee Nomination (A)

Recommendation:

Adopt Resolution 02-2023 nominating David C. Wheaton as a candidate for the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority.

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

- S-1. Legislative Updates for Hybrid Public Meetings

BUSINESS:

- B-1. Easement Agreement with the San Juan Unified School District for Construction of a Water Well (A)

Recommendation:

Approve the Grant of Permanent Exclusive Utility Easement and Easement Purchase Agreement with the San Juan Unified School District. Authorize General Manager to execute the agreement.

- B-2. Discussion and Possible Action to Approve District Policy Updates (A)

Recommendations:

1. Review District Policy 6255.00—Water Main Replacement Reserve and adopt as amended
2. Review and adopt District Policy 6290—Reserve Fund Management
3. Receive and file the Annual review of District Policy No 6300—Investment of District Funds, and re-adopt as required by District policy
4. Review and adopt District Policy 6500.26—Task Order Agreement
5. Review and adopt District Policy 6600—Appeal of Administrative Penalty

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 (Park-Kim).
- D-8. RWA Legislative and Regulatory Affairs Update (Park-Kim).
- D-9. Customer Advisory Committee (Riehle/Park-Kim).
- D-10. Other Reports.

CLOSED SESSION:

None.

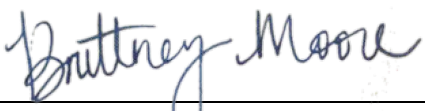
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ADJOURNMENT:

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: February 9, 2023

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
January 18, 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:

Steve Anderson, General Counsel
Brittney Moore, Administrative Services Manager/ Chief Board Clerk
Lea Park-Kim, Communications & Public Engagement Manager
Hilary Straus, General Manager
Carlos Urrutia, Interim Director of Finance and Administrative Services

PUBLIC COMMENT:

None.

President Riehle adjourned the meeting to Closed Session at 6:00pm.

CLOSED SESSION:

CL-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- a. Pursuant to Section 54956.8:
Property: Parcel Number 257-0040-024-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Hilary Straus, Steve Anderson, Brittney Moore, Carlos Urrutia
Negotiating Parties: San Juan Unified School District
Under Negotiation: Price and Terms of Payment

CL-2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

President Riehle adjourned the meeting back to the open session at 6:43 p.m.

There was no reportable action from Closed Session.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:47 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
January 18, 2023

The Regular Meeting of the Board of Directors was called to order at 6:47p.m. by President Riehle and role was called. Present were:

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

Staff:

Bryan Abaya, Principal Information Technology Analyst
Steve Anderson, General Counsel
Brittney Moore, Administrative Services Manager/ Chief Board Clerk
Lea Park-Kim, Communications and Public Engagement Manager
Missy Pieri, Director of Engineering
Rebecca Scott, Director of Operations
Kayleigh Shepard, Management Analyst
Hilary Straus, General Manager
Carlos Urrutia, Interim Director of Finance and Administrative Services

Pat West, Pat West LLC
Phil Danie, SDI Presence

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

CC-1a. Minutes of the Special Meeting – December 21, 2022 (A)

CC-1b. Minutes of the Regular Meeting – December 21, 2022 (A)

Recommendation:

Approve the minutes of the December 21, 2022 Special and Regular Meeting.

CC-2. Revenue Analysis Report for December 2022 (I)

CC-3. Assessor/Collector's Roll Adjustment for December 2022 (I)

CC-4. Treasurer's Report for December 2022 (I)

CC-5. Treasurer's Report of Fund Balances for December 2022 (I)

CC-6. Operating Budget Analysis for December 2022 (I)

CC-7. Capital Projects Summary for December 2022 (I)

CC-8. Warrants for December 2022 (I)

CC-9. Purchase Card Distributions for December 2022 (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. 2022 Water Supply (I)
CC-15. Water Supply Reliability (I)
CC-16. Water Efficiency and Safety Program Update (I)
CC-17. Discussion and Possible Action to Approve an Update to District Policy 4101.A2 Other Compensation (A)
Recommendation:
Amend District Policy No. 4101.A2 Other Compensation to include Certification pay for Water Use Efficiency Practitioners, Backflow Certification, and Cross Connection Certification.
- CC-18. Resolution 01-2023 Commending Paul Dietrich for Service to the Citrus Heights Water District (A)
Recommendation:
Adopt Resolution 01-2023 Commending Paul Dietrich for Service to the Citrus Heights Water District
- CC-19. Discussion and Possible Action to Update Appointments for 2023 Representatives and Alternates (A)
Recommendation:
Update the Regional Water Authority Director Representative and Alternate Director Representative
- CC-20. Discussion and Possible Action to Extend Resolution 07-2021 Authorizing Remote Public Meetings (A)
Recommendation:
Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

ACTION:

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

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

President Riehle requested to withdraw the motion and propose an amendment for Consent Calendar Item CC-19.

The recommended Action for CC-19 was amended to update the Regional Water Authority Director Representative to be Caryl Sheehan, and to update the Association of California Water Agencies Representative to be Raymond Riehle.

ACTION:

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

Regional Water Authority Director Representative, and to update the Association of California Water Agencies Representative to Raymond Riehle for item CC-19, and approve the full consent calendar.

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

PRESENTATIONS:

P-1. Capital Improvement Program (CIP) Update

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

B-1. Discussion and Possible Action to Approve a Professional Services Agreement with SDI Presence for Information Technology Services

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve the professional services agreement with SDI Presence and authorize the General Manager to execute the agreement.

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

B-2. Discussion and possible action to approve a Merit-Based salary adjustment for General Manager

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve the proposed salary adjustments for the General Manager.

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 (Wheaton).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Moore).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Park-Kim).
- D-8. RWA Legislative and Regulatory Affairs Update (Park-Kim).
- D-9. Customer Advisory Committee (Riehle/Park-Kim).
- D-10. Other Reports.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:56 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

January 2023

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,065,317	843,008	132,431	79,876	130,413	120,411

General Ledger Balance	Total
Outstanding A/R	1,143,615.27
Outstanding Liens	-
Outstanding Grants	946
A/R Other	(25,348)
Less Unapplied Payments	(122,065)
Total	\$ 997,149

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
January 31, 2023**

CC-03

Reason For Cancellation	Charge Type	Amount
No longer want to bill tenant	DEPOSIT	214.00
		<u>\$ 214.00</u>

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
January 2023

Bank of the West		
Beginning Balance		\$8,881,640
RECEIPTS:	1,428,649	
DISBURSEMENTS:		
Checks Issued / ACH Payments	427,521	
Payroll	543,898	
Returned Checks	<u>1,325</u>	
	972,744	<u>455,906</u>
Bank of the West		
Balance per Bank 01/31/2023		9,337,546
Outstanding Checks		(142,271)
Deposit in Transit		<u>83,934</u>
Balance Per Books 01/31/2023		\$9,279,209

RECONCILEMENT:	
Bank of the West	\$9,279,209
Local Agency Investment Fund	14,695,547
Money Mkt Activity Account	<u>550,826</u>
TOTAL BALANCE	<u><u>\$24,525,581</u></u>


CASH & INVESTMENT SUMMARY:	
Bank of the West (General Account)	9,279,209
Local Agency Investment Fund	14,695,547
Money Mkt Activity Account	<u>550,826</u>
Total	<u><u>\$24,525,581</u></u>

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	2.42%	76,370.09	1/13/2023

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.

Carlos A. Urrutia

CARLOS URRUTIA
Treasurer



HILARY M. STRAUS
Secretary

Signed: 2/9/2023

TREASURER'S REPORT OF FUND BALANCES

January 31, 2023

Fund Name	Beginning Balance 01/01/2022	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 01/31/2023	2022 Target Balance per Policy
Operating Fund	\$ 5,655,473	\$ 20,345,305	\$ (17,554,170)	\$ 1,505,020	\$ (972,744)	\$ 8,978,884	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 2,623,173	\$ -	\$ -	\$ -	\$ -	\$ 2,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,725,000	\$ -	\$ -	\$ -	\$ -	\$ 1,725,000	N/A
Water Main Reserve - Project 2030	\$ 1,189,350	\$ 100,273				\$ 1,289,623	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 986,962	\$ -	\$ -	\$ -	\$ -	\$ 986,962	\$ 986,962
	<u>\$ 20,640,099</u>	<u>20,445,579</u>	<u>\$ (17,554,170)</u>	<u>\$ 1,505,020</u>	<u>\$ (972,744)</u>	<u>\$ 24,063,783</u>	<u>\$ 7,520,786</u>



 CARLOS URRUTIA, Treasurer

TREASURER'S REPORT OF FUND BALANCES
January 31, 2023

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,505,020	from funds collected in December 2022 per Treasurer's Report
	<u>\$ (972,744)</u>	disbursements made in December 2022 per Treasurer's Report
	\$ 532,276	

Citrus Heights Water District
Budget Performance Report
As of 1/31/2023

CC-06

	January	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Revenues						
Metered Service Charges	\$871,246.48	\$871,246.48	\$922,882.58	(\$51,636.10)	-5.60%	\$1,074,591.00
Metered Water Deliveries	245,284.62	245,284.62	483,309.67	(238,025.05)	-49.25%	5,799,716.00
Water Main Replacement Revenue	100,273.49	100,273.49	114,508.25	(\$14,234.76)	-12.43%	1,374,099.00
Non-Metered Service Charges			11,667.00	(11,667.00)	-100.00%	140,000.00
Penalties	396.00	396.00	9,058.33	(8,662.33)	-95.63%	108,700.00
Interest	2,553.31	2,553.31	33,333.33	(30,780.02)	-92.34%	400,000.00
Backflow Fees	3,348.34	3,348.34	6,225.00	(2,876.66)	-46.21%	74,700.00
Water Service Install & S&R			31,158.33	(31,158.33)	-100.00%	373,900.00
Miscellaneous *	3,329.04	3,329.04		3,329.04	0.00%	1,607,000.00
Cost Reimbursements	4,069.87	4,069.87		4,069.87	0.00%	
Income - Wheeling Water			225.00	(225.00)	-100.00%	2,700.00
Total Revenue	<u>1,230,501.15</u>	<u>1,230,501.15</u>	<u>1,612,367.49</u>	<u>(381,866.34)</u>	<u>-23.68%</u>	<u>20,955,406.00</u>
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water			267,125.00	(267,125.00)	-100.00%	3,205,500.00
Ground Water	80,555.12	80,555.12	111,430.90	(30,875.78)	-27.71%	1,337,170.66
	<u>80,555.12</u>	<u>80,555.12</u>	<u>378,555.90</u>	<u>(298,000.78)</u>	<u>-78.72%</u>	<u>4,542,670.66</u>
Labor & Benefits						
Labor Regular	232,093.24	237,094.12	326,212.75	(89,118.63)	-27.32%	3,914,553.00
Labor Non-Regular			50.00	(50.00)	-100.00%	600.00
Labor Taxes	32,486.75	32,486.75	24,419.27	8,067.48	33.04%	293,031.20
Labor Workers Comp			8,341.67	(8,341.67)	-100.00%	100,100.00
Labor External	1,200.00	1,200.00	8,288.18	(7,088.18)	-85.52%	99,458.00
Benefits Med/Den/Vis	75,085.05	75,085.05	43,008.48	32,076.57	74.58%	516,101.70
Benefits LTD/Life/EAP	7,620.52	7,620.52	12,246.88	(4,626.36)	-37.78%	146,962.62
Benefits CalPers	39,378.76	39,378.76	29,745.25	9,633.51	32.39%	356,943.01
Benefits Other	9,544.35	9,544.35	14,234.07	(4,689.72)	-32.95%	170,808.83
Benefits OPEB					0.00%	135,300.00
Benefit Retiree Expenses	3,926.17	3,926.17	4,926.34	(1,000.17)	-20.30%	59,116.10
Benefit Unemployment			769.38	(769.38)	-100.00%	9,232.67
Benefit GASB 68	232,239.00	232,239.00	224,587.25	7,651.75	3.41%	449,174.50
Capitalized Labor & Benefit Contra	(29,873.76)	(29,873.76)	(47,083.33)	17,209.57	-36.55%	(564,999.99)
	<u>603,700.08</u>	<u>608,700.96</u>	<u>649,746.19</u>	<u>(41,045.23)</u>	<u>-6.32%</u>	<u>5,686,381.64</u>
General & Administrative						
Fees & Charges	15,702.71	15,702.71	15,540.42	162.29	1.04%	186,485.00
Regulatory Compliance/Permits	57,334.78	57,334.78	50,447.50	6,887.28	13.65%	201,790.00
District Events & Recognition	4,572.36	4,572.36	5,031.08	(458.72)	-9.12%	60,373.00
Maintenance/Licensing	111,580.25	111,580.25	110,044.00	1,536.25	1.40%	220,088.00
Equipment Maintenance	3,743.21	3,743.21	9,783.33	(6,040.12)	-61.74%	117,400.00

Citrus Heights Water District
Budget Performance Report
As of 1/31/2023

CC-06

	January	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Professional Development	11,713.84	11,713.84	13,749.08	(2,035.24)	-14.80%	164,989.00
Department Admin			891.68	(891.68)	-100.00%	10,700.00
Dues & Subscriptions	121,417.32	121,417.32	110,187.00	11,230.32	10.19%	110,187.00
Fuel & Oil	3,455.85	3,455.85	7,275.00	(3,819.15)	-52.50%	87,300.00
General Supplies	6,765.63	6,765.63	9,775.01	(3,009.38)	-30.79%	117,300.00
Insurance - Auto/Prop/Liab	81,757.53	81,757.53	84,150.00	(2,392.47)	-2.84%	112,200.00
Leasing/Equipment Rental	3,150.12	3,150.12	2,783.34	366.78	13.18%	33,400.00
Parts & Materials	40,928.79	40,928.79	13,333.33	27,595.46	206.97%	160,000.00
Postage/Shipping/Freight	5,739.79	5,739.79	11,408.50	(5,668.71)	-49.69%	136,902.00
Rebates & Incentives	925.00	925.00	2,666.67	(1,741.67)	-65.31%	32,000.00
Telecom/Network	4,063.42	4,063.42	5,716.67	(1,653.25)	-28.92%	68,600.00
Tools & Equipment	3,158.43	3,158.43	7,179.17	(4,020.74)	-56.01%	86,150.00
Utilities	7,947.97	7,947.97		7,947.97	0.00%	
Write-Off Bad Debt Exp			416.67	(416.67)	-100.00%	5,000.00
Capitalized G&A Contra	(27,365.08)	(27,365.08)	41.67	(27,406.75)	-65770.94%	500.00
Capitalized Equipment Contra	(31,074.46)	(31,074.46)		(31,074.46)	0.00%	
	<u>425,517.46</u>	<u>425,517.46</u>	<u>460,420.12</u>	<u>(34,902.66)</u>	<u>-7.58%</u>	<u>1,911,364.00</u>
Professional & Contract Services						
Support Services	134,126.07	134,126.07	116,886.08	17,239.99	14.75%	1,402,633.00
Legal Services	37,272.59	37,272.59	26,750.25	10,522.34	39.34%	321,003.00
Printing Services	6,760.33	6,760.33	3,750.01	3,010.32	80.27%	45,000.00
	<u>178,158.99</u>	<u>178,158.99</u>	<u>147,386.34</u>	<u>30,772.65</u>	<u>20.88%</u>	<u>1,768,636.00</u>
Reserves & Debt Services						
Interest Expense			5,812.86	(5,812.86)	-100.00%	69,754.17
			<u>5,812.86</u>	<u>(5,812.86)</u>	<u>-100.00%</u>	<u>69,754.17</u>
Total Operating Expenses	<u>1,287,931.65</u>	<u>1,292,932.53</u>	<u>1,641,921.41</u>	<u>(348,988.88)</u>	<u>-21.25%</u>	<u>13,978,806.47</u>
Net Income / (Expense)	<u>(57,430.50)</u>	<u>(62,431.38)</u>	<u>(29,553.92)</u>	<u>(32,877.46)</u>	<u>111.25%</u>	<u>6,976,599.53</u>

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 1/2023

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Expenditures to 12/2022	Month to Date	Year to Date	Project to Date	2024 Forecast
C15-102	Corporation Yard Improvements	\$330,097	\$24,027	\$0	\$0	\$24,027	\$306,070
C16-134	Auburn Blvd-Rusch Park Placer	\$167,000	\$8,785	\$161	\$161	\$8,946	\$158,054
C19-108	6230 Sylvan East Wall	\$7,653	\$16,748	\$0	\$0	\$16,748	(\$9,095)
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$1,676	\$0	\$0	\$1,676	\$98,324
C20-109	Corp Yard Plans Specs Estimate	\$400,000	\$0	\$0	\$0	\$0	\$400,000
C22-040C	Mariposa SR2S Phase4	\$0	\$0	\$0	\$0	\$0	\$0
C22-CIP-A	CIP Fixed Asset Purchase	\$0	\$0	\$0	\$0	\$0	\$0
C22-CIP-F	CIP Full Accounting	\$0	\$0	\$0	\$0	\$0	\$0
Construction in Progress		\$1,004,750	\$51,235	\$161	\$161	\$51,397	\$953,353
C21-010	Water Main Replacements	\$72,100	\$0	\$0	\$0	\$0	\$72,100
C21-011	Water Valve Replacements	\$103,000	\$0	\$0	\$0	\$0	\$103,000
C21-012	Water Service Connections	\$875,500	\$15,860	\$0	\$0	\$15,860	\$859,640
C21-013	Water Meter Replacements	\$500,000	\$0	\$0	\$0	\$0	\$500,000
C21-014	Fire Hydrants	\$164,800	\$0	\$0	\$0	\$0	\$164,800
C22-010	Water Main Replacements	\$50,000	\$18,577	\$0	\$0	\$18,577	\$31,423
C22-011	Water Valve Replacements	\$75,000	\$91,338	\$0	\$0	\$91,338	(\$16,338)
C22-012	Water Service Connections	\$825,000	\$1,067,535	\$4,747	\$4,747	\$1,072,282	(\$247,282)
C22-013	Water Meter Replacements	\$100,000	\$25,226	\$0	\$0	\$25,226	\$74,774
C22-014	Fire Hydrants	\$125,000	\$153,804	\$13,861	\$13,861	\$167,665	(\$42,665)
C23-010	Water Main Pipeline Replacemen	\$50,000	\$0	\$0	\$0	\$0	\$50,000
C23-011	Water Valve Replacements	\$115,000	\$0	\$0	\$0	\$0	\$115,000
C23-012	Water Service Connections	\$1,075,000	\$0	\$44,252	\$44,252	\$44,252	\$1,030,748
C23-013	Water Meter Replacements	\$120,000	\$0	\$0	\$0	\$0	\$120,000
C23-014	Fire Hydrants	\$175,000	\$0	\$20,595	\$20,595	\$20,595	\$154,405
Annual Infrastructure		\$4,425,400	\$1,372,340	\$83,454	\$83,454	\$1,455,794	\$2,969,606
C15-104B	Document Management System	\$244,639	\$116,231	\$15,290	\$15,290	\$131,521	\$113,118
C21-003	Fleet/Field Operations Equip	\$260,000	\$0	\$0	\$0	\$0	\$260,000
C21-004	Technology Hardware/Software	\$56,650	\$0	\$0	\$0	\$0	\$56,650
C22-003	Fleet/Field Operations Equip	\$100,000	\$89,957	\$0	\$0	\$89,957	\$10,043

C22-004	Technology Hardware/Software	\$55,000	\$9,888	\$0	\$0	\$9,888	\$45,112
C23-003	Fleet/Field Operations Equip	\$425,000	\$0	\$0	\$0	\$0	\$425,000
C23-004	Technology Hardware/Software	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Fleet and Equipment		\$1,196,289	\$216,076	\$15,290	\$15,290	\$231,366	\$964,923
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,979	\$91	\$0	\$0	\$91	\$24,888
C19-106	Wells Ave Main 8"	\$219,003	\$71	\$0	\$0	\$71	\$218,932
C20-101	Fair Oaks Blvd	\$475,137	\$57,731	\$0	\$0	\$57,731	\$417,406
C20-102	Langley Ave & Chance Dr	\$504,057	\$0	\$0	\$0	\$0	\$504,057
C20-103	Marsala Ct	\$31,602	\$0	\$0	\$0	\$0	\$31,602
C20-104	Skycrest School	\$104,022	\$3,601	\$0	\$0	\$3,601	\$100,421
C20-105	Walnut Drive	\$105,247	\$28,136	\$0	\$0	\$28,136	\$77,111
C20-106	Wisconsin Drive	\$301,990	\$71	\$0	\$0	\$71	\$301,919
C21-101	Antelope & Rusch Park	\$187,741	\$148,434	\$0	\$0	\$148,434	\$39,308
C21-102	Old Auburn Road	\$1,026	\$2,029	\$0	\$0	\$2,029	(\$1,003)
C21-103	Pratt Ave	\$490,064	\$479,441	\$0	\$0	\$479,441	\$10,623
C21-104	Mesa Verde HS	\$118,779	\$747,517	\$0	\$0	\$747,517	(\$628,738)
C21-105	Madison Ave & Dewey Dr	\$28,138	\$75,652	\$68	\$68	\$75,720	(\$47,582)
C22-101	Carriage Drive	\$427,104	\$572,897	\$4,569	\$4,569	\$577,466	(\$150,362)
C22-104	Patton Ave Main	\$45,433	\$0	\$16,165	\$16,165	\$16,165	\$29,268
C22-105	Reno Ln Main	\$45,000	\$178	\$10,145	\$10,145	\$10,323	\$34,677
Water Mains		\$3,137,099	\$2,115,850	\$30,946	\$30,946	\$2,146,796	\$990,302
C17-103	Operations Building Remodel	\$21,300	\$21,180	\$0	\$0	\$21,180	\$120
C21-005	Facilities Improvements	\$60,000	\$0	\$0	\$0	\$0	\$60,000
C21-040	Other City Partnerships	\$52,551	\$0	\$0	\$0	\$0	\$52,551
C21-040A	Greenback Ln Complete Streets	\$0	\$16,805	\$0	\$0	\$16,805	(\$16,805)
C21-040B	Elec. Greenway Bike Trail	\$0	\$1,797	\$0	\$0	\$1,797	(\$1,797)
C21-040C	MSR2S Phase4	\$0	\$17,964	\$0	\$0	\$17,964	(\$17,964)
C21-040E	Bonita Storm Drain	\$0	\$30,213	\$0	\$0	\$30,213	(\$30,213)
C21-041	Other Misc Infrastructure	\$12,551	\$0	\$0	\$0	\$0	\$12,551
C21-041A	Valve Box Raising	\$0	\$40,407	\$0	\$0	\$40,407	(\$40,407)
C21-041B	Greenback Acquisition	\$415,000	\$300,474	\$938	\$938	\$301,411	\$113,589
C22-005	Facilities Improvements	\$100,000	\$44,748	\$0	\$0	\$44,748	\$55,252
C22-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C22-040D	SACOG 22 AC Overlay P1	\$0	\$174	\$0	\$0	\$174	(\$174)

C22-040E	San Juan Ave Complete Streets	\$0	\$0	\$0	\$0	\$0	\$0
C22-041	Other Misc Infrastructure	\$82,347	\$0	\$0	\$0	\$0	\$82,347
C22-102	Well Site Acquisition	\$0	\$257,686	\$7,495	\$7,495	\$265,181	(\$265,181)
C23-005	Facilities Improvements	\$103,000	\$0	\$9,412	\$9,412	\$9,412	\$93,588
C23-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C23-041	Misc Infrastructure Projects	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C23-104	Patton/Pardal/Alondra/Perdez	\$1,010,000	\$0	\$0	\$0	\$0	\$1,010,000
C23-105	Reno Lane 8-inch	\$705,000	\$0	\$0	\$0	\$0	\$705,000
C23-106	Admiral & Anchor 8-inch	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Miscellaneous Projects		\$2,936,749	\$731,447	\$17,845	\$17,845	\$749,292	\$2,187,457
C17-104	Groundwater Well Property Acq	\$640,000	\$1,113	\$0	\$0	\$1,113	\$638,887
C17-104A	Well #7 Patton	\$250,000	\$67,434	\$0	\$0	\$67,434	\$182,566
C17-104B	Well #8 Highland	\$0	\$0	\$0	\$0	\$0	\$0
C18-106	Groundwater Well #7	\$796,860	\$10,780	\$0	\$0	\$10,780	\$786,080
C20-107	Well Design & Construction	\$1,105,500	\$327,362	\$8,661	\$8,661	\$336,023	\$769,477
C21-020	Groundwater Well Improvements	\$154,500	\$0	\$0	\$0	\$0	\$154,500
C22-020	Groundwater Well Improvements	\$150,000	\$7,332	\$0	\$0	\$7,332	\$142,668
C22-102A	SJUSD Property	\$0	\$5,582	\$0	\$0	\$5,582	(\$5,582)
C22-103	Well Design Construct Highland	\$0	\$0	\$0	\$0	\$0	\$0
C23-020	Groundwater Well Improvements	\$200,000	\$0	\$0	\$0	\$0	\$200,000
C23-103	Highland Well	\$0	\$0	\$0	\$0	\$0	\$0
Wells		\$3,296,860	\$419,603	\$8,661	\$8,661	\$428,264	\$2,868,596
Grand Totals:		\$15,997,147	\$4,906,552	\$156,357	\$156,357	\$5,062,909	\$10,934,238

JANUARY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74852	ACWA	Dues & Subscriptions	\$22,110.00
74853	ROBIN COPE	Health Insurance	\$436.12
74854	ESRI	Maintenance Agreement-Equipment	\$11,200.00
74855	MESSENGER PUBLISHING GROUP	Publication Notices	\$225.00
74856	NOWSPEED INC	Contract Services-Other	\$250.00
74857	ROTARY CLUB OF CITRUS HEIGHTS	Professional Development	\$1,500.00
74858	ZOHO CORPORATION	Maintenance Agreement-Software	\$1,971.00
74859	VICTORIA L HUTTON	Customer Refund	\$34.64
74860	DAVID A TREADWAY	Customer Refund	\$13.13
74861	CHARLES OR JAN ROBINSON	Customer Refund	\$22.58
74862	GULYAS REVOCABLE TRUST	Customer Refund	\$148.34
74863	FRANCIS J/VIRGINIA FRANZAGO	Customer Refund	\$652.45
74864	SWANSON TRUST	Customer Refund	\$105.13
74865	A TEICHERT & SON INC	Customer Refund	\$1,514.63
74866	JOHN P CARMICHAEL	Customer Refund	\$16.07
74867	MELISSA HICKS	Customer Refund	\$125.23
74868	KELLY A CROUSE	Customer Refund	\$29.00
74869	PANCURAK MANAGEMENT LLC	Customer Refund	\$224.88
74870	ABA DABA RENTALS AND SALES	Supplies-Field	\$356.32
74871	ACWA	Dues & Subscriptions	\$3,995.00
74872	AFLAC	Employee Paid Insurance	\$176.93
74873	ANSWERNET	Telephone-Answering Service	\$367.71
74874	AREA RESTROOM SOLUTIONS	Equipment Rental-Field	\$171.96
74875	ASSOCIATED SOUND	Contract Services-Other	\$1,247.06
74876	BACKFLOW DISTRIBUTORS INC	Small Tools	\$121.21
74877	BATTERIES PLUS BULBS	Small Tools	\$6.14
74878	BSK ASSOCIATES	Water Analysis	\$1,343.00
74879	CALIFORNIA WATER EFFICIENCY PARTNERSH	Dues & Subscriptions	\$3,907.25
74880	ANDREW CALLISTER	Professional Development	\$80.00
74881	CAPIO	Professional Development	\$30.00
74882	CENTRAL VALLEY ENGINEERING & ASPHALT,	Contract Services-Paving	\$19,343.00
74883	COLLEGE OAK TOWING	Repair-Trucks	\$701.25
74884	CONSOLIDATED	Telephone-Local/Long Distance	\$2,950.22
74885	CORE AND MAIN LP	Material	\$12,611.43
74886	RICO REVOCABLE TRUST	Customer Refund	\$82.30
74887	MATTHEW A CORWIN	Customer Refund	\$133.53
74888	COUNTY OF SACRAMENTO	Permit Fees	\$266.00
74889	FAST ACTION PEST CONTROL	Contract Services-Miscellaneous	\$168.00
74890	FERGUSON ENTERPRISES INC 1423	Material	\$22,304.25
74891	HARRIS INDUSTRIAL GASES	Supplies-Field	\$1,314.34
74892	HOLT OF CALIFORNIA	Repair-Equipment/Hardware	\$727.15
74893	HUNT AND SONS INC	Gas & Oil	\$2,767.07
74894	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$260.80
74895	J4 SYSTEMS	Contract Services-Other	\$3,702.50
74896	LUHDORFF SCALMANINI	Contract Services-Wells	\$9,945.01
74897	MOONLIGHT BPO LLC	Contract Services-Bill Print/Mail	\$3,430.75
74898	MOSAIC PUBLIC PARTNERS LLC	Contract Services-Other	\$8,700.00
74899	ONE PRINT SOURCE & GRAPHICS	Printing	\$221.33
74900	REPUBLIC SERVICES 922	Utilities	\$481.78
74901	RESPONSE STRUCTURAL ENGINEERS, INC	Contract Services-Engineering	\$41,000.00
74902	REGIONAL GOVERNMENT SERVICES	Contract Services-Other	\$42.00
74903	RAY RIEHLE	Professional Development	\$113.50

JANUARY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74904	RIVER CITY STAFFING GROUP	Temporary Labor	\$1,200.00
74905	SIMON AND COMPANY INC	Contract Services-Other	\$1,000.00
74906	SMUD	Utilities	\$12,045.98
74907	SONITROL	Equipment Rental-Office	\$204.08
74908	Void	Void	\$0.00
74909	SWRCB	Dues & Subscriptions	\$3,274.00
74910	STATE WATER RESOURCES CONTROL BOARD	Dues & Subscriptions	\$60.00
74911	T MOBILE	Telephone-Wireless	\$776.40
74912	TIAA COMMERCIAL FINANCE INC	Equipment Rental-Office	\$522.59
74913	ANTOINETTE VELA	Water Conservation-Material/Supplies	\$100.00
74914	VERIZON WIRELESS	Telephone-Wireless	\$399.34
74915	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$9,617.53
74916	WARREN CONSULTING ENGINEERS INC	Contract Services-Engineering	\$27,117.50
74917	WEX BANK	Gas & Oil	\$2,353.81
74918	WILLIAMS AND PADDON	Contract Services-Engineering	\$4,680.00
74919	ZANE DEZIGN	Tools/Equipment	\$283.14
74920	GENE OR JAN E BUENO	Customer Refund	\$144.29
74921	LENAMARIE TUCCELLI LIVING TRUST	Customer Refund	\$118.44
74922	FRANK R THARP OR KELI A LYDELL	Customer Refund	\$22.36
74923	LUNE OR MIRJANA RANDJELOVIC	Customer Refund	\$212.00
74924	PAUL T FONG	Customer Refund	\$252.22
74925	VICKIE L PINNEY	Customer Refund	\$201.67
74926	EVA JANDOVA	Customer Refund	\$17.90
74927	VANESSA N PASCHANE	Customer Refund	\$131.84
74928	LOUISE M SCHIELE	Customer Refund	\$13.05
74929	SHIRLEY AXWORTHY	Customer Refund	\$135.15
74930	JOSHUA ANDREA CAVANESS	Customer Refund	\$56.99
74931	CAITLIN MANHOLD	Customer Refund	\$12.24
74932	ABA DABA RENTALS AND SALES	Supplies-Field	\$251.76
74933	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Reads	\$6,823.92
74934	BART RIEBES AUTO PARTS	Repair-Trucks	\$8.61
74935	CALIFORNIA LANDSCAPE ASSOCIATES INC	Janitorial	\$245.00
74936	COMCAST	Equipment Rental-Office	\$93.45
74937	CORE AND MAIN LP	Material	\$5,484.48
74938	CORELOGIC INFORMATION SOLUTIONS INC	Dues & Subscriptions	\$225.10
74939	RICO REVOCABLE TRUST	Customer Refund	\$36.16
74940	FP MAILING SOLUTIONS	Equipment Rental-Office	\$164.86
74941	HUNT AND SONS INC	Gas & Oil	\$1,102.04
74942	INDOOR ENVIRONMENTAL SERVICES	Maintenance Agreement-Equipment	\$763.32
74943	J4 SYSTEMS	Contract Services-Other	\$1,087.50
74944	KEI WINDOW CLEANING 12	Janitorial	\$120.00
74945	PACE SUPPLY CORP	Material	\$11,225.06
74946	PACIFIC GAS & ELECTRIC	Utilities	\$373.54
74947	PLANNING PARTNERS INC	Contract Services-Wells	\$101.00
74948	REGIONAL GOVERNMENT SERVICES	Contract Services-Other	\$2,307.10
74949	LES SCHWAB TIRES	Repair-Trucks	\$20.00
74950	SWRCB	Dues & Subscriptions	\$74,704.50
74951	WATERWISE CONSULTING INC	Contract Services-Conservation	\$375.00
74952	WOLF CONSULTING	Contract Services-Other	\$2,000.00
74953	KATHY C LASSITER ESTATE	Customer Refund	\$26.38
74954	DAWN HELEVA	Customer Refund	\$143.82
74955	JAMIE CASHO BECKER	Customer Refund	\$115.71

JANUARY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74956	ANGELINA OR CATHY SONEOUTHAY CRUZ	Customer Refund	\$180.63
74957	BRYAN OR SHELLY WATLING	Customer Refund	\$39.43
74958	AFMAN SUPPLY	Small Tools	\$1,637.95
74959	AREA RESTROOM SOLUTIONS	Equipment Rental-Field	\$171.96
74960	BATTERIES PLUS BULBS	Small Tools	\$89.77
74961	BEST BEST AND KRIEGER	Legal & Audit	\$14,825.99
74962	HARLAN A CASE	Toilet Rebate Program	\$225.00
74963	MARCI CLARK	Toilet Rebate Program	\$75.00
74964	COLANTUONO HIGHSMITH WHATLEY PC	Legal & Audit	\$12,883.50
74965	COUNTY OF SACRAMENTO	Permit Fees	\$253.00
74966	SIERRA DEASON	Toilet Rebate Program	\$75.00
74967	GARY D OR KIMBERLY P EMBREE	Toilet Rebate Program	\$150.00
74968	FAST ACTION PEST CONTROL	Contract Services-Miscellaneous	\$168.00
74969	GLADWELL GOVERNMENTAL SERVICES INC	Contract Services-Financial	\$250.00
74970	DIANE D GLOSE	Toilet Rebate Program	\$75.00
74971	LISA D GOERLICH	Toilet Rebate Program	\$75.00
74972	FERGUSON ENTERPRISES INC 1423	Material	\$11,960.26
74973	ICMA MEMBERSHIP RENEWALS	Dues & Subscriptions	\$1,200.00
74974	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$5,000.00
74975	J4 SYSTEMS	Contract Services-Other	\$1,420.75
74976	FARHAD KHYBER	Toilet Rebate Program	\$50.00
74977	LUKE MATTISON	Toilet Rebate Program	\$75.00
74978	SEAN OR MELISSA MCADAMS	Toilet Rebate Program	\$50.00
74979	BRITTNEY MOORE	Professional Development	\$1,950.00
74980	NATIONAL TRENCH SAFETY	Equipment Rental-Field	\$1,944.68
74981	NAVIANT	Maintenance Agreement-Software	\$15,290.00
74982	NINJIO LLC	Dues & Subscriptions	\$130.00
74983	QUICK QUACK CAR WASH	Maintenance Agreement-Equipment	\$298.30
74984	KAYLEIGH SHEPARD	Professional Development	\$48.55
74985	STATE WATER RESOURCES CONTROL BOARD	Dues & Subscriptions	\$80.00
74986	VERIZON WIRELESS	Telephone-Wireless	\$378.20
74987	WALKERS OFFICE SUPPLIES	Supplies	\$64.10
74988	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$8,560.20
74989	BEST BEST AND KRIEGER	Legal & Audit	\$9,563.10
74990	CAROL WITTICH	Toilet Rebate Program	\$75.00
74991	REGIONAL GOVERNMENT SERVICES	Contract Services-Other	\$44,310.13
Total			\$490,021.32
ACH	1168-2022-12-IC	Bank Fee	\$6,233.15
ACH	ADP 624136836	Contract Services-Financial	\$765.00
ACH	BOW DECEMBER 2022	Bank Fee	\$1,166.77
ACH	CA CHOICE FEBRUARY 2023	Health Insurance	\$44,773.34
ACH	JP MORGAN DECEMBER 2022	See January Agenda Item CC-9	\$12,960.24
ACH	PERS 1/17/23 PAYDAY	PERS	\$31,967.11
ACH	PERS 12/21/22 PAYDAY	PERS	\$21,630.54
ACH	PRINCIPAL DECEMBER 2022 FICA	Health Insurance	\$389.76
ACH	PRINCIPAL FEBRUARY 2023	Health Insurance	\$8,555.63
ACH	STERLING ADMINISTRATORS 664488	Contract Services-Miscellaneous	\$800.00
ACH	CHASE DECEMBER 2022	Bank Fee	\$5,672.33
ACH	ICMA 1/5/2023 PAYDAY	Deferred Compensation	\$8,947.84
ACH	ICMA 1/19/23 PAYDAY	Deferred Compensation	\$9,254.84

JANUARY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	MID AMERICA 1/10-1/16/23	Employee Paid Insurance	\$550.00
ACH	PERS 1/3/22 PAYDAY	PERS	\$21,786.98
ACH	FP MAILING SOLUTIONS 1/24/23	Postage	\$1,000.00
ACH	VALIC 1/5/23 PAYDAY	Deferred Compensation	\$2,523.34
ACH	VALIC 2/2/23 PAYDAY	Deferred Compensation	\$2,563.99
ACH	VALIC 1/19/23 PAYDAY	Deferred Compensation	\$5,621.24
ACH	ADP 623036941	Contract Services-Financial	\$401.75
ACH	ADP 83417233-00	Contract Services-Financial	\$139.45
ACH	ADP 8340027-00	Contract Services-Financial	\$806.60
ACH	ADP 8341732-00	Contract Services-Financial	\$47.33
Total			<u>\$188,557.23</u>
Grand Total			<u><u>\$678,578.55</u></u>

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

Name	Dues & Subscription	Professional Development	District Events & Recognition	General Supplies	Equipment Maintenance	Tools & Equipment	Postage/Shipping/Freight	Total Bill
Park-Kim	\$ 125.00	\$ 151.02						\$ 276.02
Shockley	\$ 10.00	\$ 2,048.46	\$ 2,792.60	\$ 533.20		\$ 1,635.39	\$ 119.62	\$ 7,139.27
Abaya	\$ (144.65)	\$ 19.99		\$ 85.95	\$ 197.17			\$ 158.46
Scott		\$ 58.33						\$ 58.33
Moore		\$ 75.00	\$ 627.11		\$ 3,326.84			\$ 4,028.95
Spiers					\$ 5,000.00			\$ 5,000.00
Pieri			\$ 39.00	\$ 206.50				\$ 245.50
Total Bill	\$ (9.65)	\$ 2,352.80	\$ 3,458.71	\$ 825.65	\$ 8,524.01	\$ 1,635.39	\$ 119.62	\$ 16,906.53

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 15, 2023

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : January 18, 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 December 2022, and outstanding customer service and quality of work during the month of January 2023.

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Lea Park-Kim	Yes		
Kayleigh Shepard	Yes		Assisted with planning and set-up for Paul Dietrich's retirement recognition event. Worked with payroll software developers to set up paid furlough days and updated standby supplemental paycodes during staff outage.
Beth Shockley			Assisted with planning and set-up for Paul Dietrich's retirement recognition event.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Desiree Smith		<p>Customer on Lazy Trail Ct. called to thank Desiree and John for helping her identify a leak at her property. The customer stated that she is a recent widow and feeling overwhelmed. She was very grateful for the fast response time and common private leak examples that Desiree provided. The examples helped the customer identify a bad toilet flapper.</p> <p>Customer on Villa Oak Dr. came into the office to inquire about a mobile payment/online banking issue. The customer advised Desiree that CHWD payments were getting mailed back to her home address. After further investigation Desiree discovered that the customer input her home address for CHWD, and had been misinformed by the bank as to how to correct the error. Desiree was able to help the customer delete and reinitiate payments using the bank's mobile app. The customer was very grateful for Desiree's assistance.</p> <p>Assisted in Accounts payable during staff outage; printed and distributed payment checks.</p>	<p>Identified District Power Outage during after hours and notified IT staff to correct network issues before business hours; and worked to push through data pump payment errors caused by the outage.</p>

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Dana Mellado		Property owner on Highland Ave. called to thank Johnny, Mike, and Dana for being so patient and doing an amazing job working with her while she got leak repair work completed at her rental duplex. They were awesome, very helpful and worked with the owner and tenant's schedule to get the leak repair verified.	

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes		
Neil Tamagni		Worked on a holiday day, 1/16/2023, and outside normal business hours, Friday, 1/20/2023, on a District water main project.	

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Christopher Bell	Yes		
James Buford			Responded to an emergency service repair on Ranch Ave. on 1/16/2023.
Kelly Drake	Yes		Worked with the District's primary meter vendor to get a meter reading pilot project operational.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Nichols			<p>Came in on a Friday to complete transfer switch maintenance, which needs to be done outside of normal working hours as it involves turning off the facility’s power for a period of time.</p> <p>Assisted the Engineering Department with emergency flushing and sampling after a water main break.</p>
Jace Nunes	Yes		
Nick Spiers	Yes		
John Spinella		<p>Customer on Lazy Trail Ct. called to thank Desiree and John for helping her identify a leak at her property. The customer stated that she is a recent widow and feeling overwhelmed. She was very grateful for the fast response time.</p> <p>Property owner on Highland Ave called to thank Johnny, Mike, and Dana for being so patient and doing an amazing job working with her while she got leak repair work done at her rental duplex. They were awesome, very helpful and worked with the owner and tenant’s schedule to get the leak repair verified.</p>	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Mike Mariedth		Property owner on Highland Ave called to thank Johnny, Mike, and Dana for being so patient and doing an amazing job working with her while she got leak repair work done at her rental duplex. They were awesome, very helpful and worked with the owner and tenant's schedule to get the leak repair verified.	

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
FEBRUARY 15, 2023 MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : January 24, 2023
 PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk

OBJECTIVE:
 Listed below is the current Long Range Agenda.

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

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA

MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
March 15, 2023					
March 15, 2023		Strategic Plan Update	Moore	SS	I/D
March 15, 2023		Customer Advisory Committee Member Appointment	Park-Kim	CC	A
March 15, 2023		Investment Support Services	Urrutia/Finance Staff	B	A
April 19, 2023					
April 19, 2023		Records Retention Update	Moore	CC	I/D
May 17, 2023					
May 17, 2023		Annual Comprehensive Financial Report	Finance Staff	CC	I/D
May 17, 2023	Annual	Poster Contest Presentation	Scott/Nunes	P	I/D
June 21, 2023					
June 21, 2023		2024 Strategic Plan Approval	Moore	CC	A
June 21, 2023	Annual	Sacramento/Placer Counties Tax Assessment	Finance Staff	CC	A
June 21, 2023	Annual	Status of Finance Corporation	Finance Staff	B	A
June 21, 2023	Annual	Conflict of Interest	Moore/Shepard	B	A
JULY - SUMMER RECESS					
August 16, 2023					
August 16, 2023		2024 Budget Workshop	Finance Staff	P	I/D
September 20, 2023					
September 20, 2023		CIP Overview	Pieri	P	A
September 20, 2023	Annual	Refined Budget Options/Prop 218 Direction	Finance Staff	B	A
October 18, 2023					
October 18, 2023		Misc Charges and Fees Proposed	Finance Staff	B	A
November 15, 2023					
November 15, 2023	Annual	ACWA Voting Delegation	Moore	CC	A
December 20, 2023					
December 20, 2023	Annual	Committee Assignments	Moore	B	A
December 20, 2023	Annual	District Officers	Moore	B	A
December 20, 2023	Annual	Selection of President and Vice President	Straus	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 15, 2023 REGULAR MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : January 31, 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
PROJECT 2030 Water Main Replacement Project - Pipeline Condition Assessment	Engineering	Director of Engineering and Project Manager	Yes, updates as necessary	Yes	Pipeline Condition Assessment	Phase 2 of Segment 1 Transmission Main condition assessment in progress. 50% Complete.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Director of Engineering and Project Manager	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Pre-Architectural Alternatives Analysis 5% complete. Space Needs Assessment in progress.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Walnut Drive Water Service Project	Engineering	Project Manager and Assistant Engineer	No	Yes	2021 design, 2022 construction.	4 of 5 easements acquired. Construction in progress by Operations. 90% Complete.
CAPITAL IMPROVEMENT PROJECT - Madison Ave & Dewey Dr Water Main	Engineering	Project Manager and Senior Construction Inspector	Yes, 09/28/22 (Award of Contract)	Yes	2022 design, 2022 construction.	Easement received and recorded. Construction 100% complete. Awaiting final payment and recording of Notice of Completion. Project closeout underway.
CAPITAL IMPROVEMENT PROJECT - 7515 Greenback Lane Building Demolition	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2022 design, 2023 construction.	Demolition plans complete. Air Quality permit in process. City of Citrus Heights permit pending. Agreement being executed with contractor. Demolition expected in 2023.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr</p>	<p>Engineering</p>	<p>Director of Engineering and Senior Construction Inspector</p>	<p>Yes, 03/30/20, 04/15/20 (Deferment of Fees)</p>	<p>No</p>	<p>200-300 unit development by Watt Communities.</p>	<p>Project re-started on 07/14/20. Water portion 99% Complete.</p> <p>CHWD sent conditional project acceptance on 01/12/22.</p> <p>Finalizing access road construction.</p>
<p>PRIVATE DEVELOPMENT Lawrence Ave Wyatt Ranch</p>	<p>Engineering</p>	<p>Senior Construction Inspector, Director of Engineering and Assistant Engineer</p>	<p>Yes, 01/20/21 (Deferment of Fees)</p>	<p>No</p>	<p>23 lot subdivision.</p>	<p>District signed plans on 12/04/19.</p> <p>Deferment Agreement signed on 02/11/21.</p> <p>All fees paid.</p> <p>Construction 90% Complete.</p>
<p>PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments</p>	<p>Engineering</p>	<p>Senior Construction Inspector, Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Seniors apartment complex with 42 one bedroom and 68 two bedroom units.</p>	<p>All fees paid on 10/18/21.</p> <p>District signed plans on 10/19/21.</p> <p>Construction 90% complete.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	Plan check fees paid 04/13/21. Plans signed 06/07/22. Awaiting payment of fee balance.
PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 lots. New single family home construction on one lot.	District sent correspondence to property owner on 04/20/20. New will serve letter sent on 10/17/22.
PRIVATE DEVELOPMENT 5425 Sunrise Blvd Sunrise Village Phase 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Partial redevelopment of Sunrise Village.	Plans signed on 07/21/22. Construction 75% complete.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Senior Construction Inspector and Assistant Engineer	No	No	Proposed multi-unit housing complex for low-income and homeless.	All fees paid. Punchlist provided to contractor. Construction 99% complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Livoti Development	Engineering	Senior Construction Inspector and Assistant Engineer	No	No	Six Parcel Subdivision.	All fees paid. Plans signed on 11/09/21. Construction 75% complete.
PRIVATE DEVELOPMENT 7951 Antelope Rd American River Collegiate Academy	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Awaiting payment of fees. Final submittal approved. District awaiting to sign plans.
PRIVATE DEVELOPMENT 8556 Pheasant Ridge Ln Fire Improvements	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.
PRIVATE DEVELOPMENT 6031 Sunrise Vista Dr Apartments	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed apartments.	Received submittal on 12/21/22. Plans being reviewed.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7078 Auburn Blvd Auburn Heights Townhomes	Engineering	Senior Construction Engineer and Assistant Engineer	No	No	8 Townhomes on undeveloped property.	Water construction 100% complete. Easement sent to Recorder's Office on 01/31/23. Project closeout in progress.
PRIVATE DEVELOPMENT 8136 Auburn Blvd Self Service Coin Laundry	Engineering	Director of Engineering and Assistant Engineer	No	No	Redevelopment of existing building to a self-service coin laundry.	Plan check fees paid. Plans signed on 07/19/21. Awaiting construction.
PRIVATE DEVELOPMENT Talbot Way Citrus Place Subdivision	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.
PRIVATE DEVELOPMENT 7311 Hickory Ave Single Family Home	Engineering	Director of Engineering and Assistant 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
<p>PRIVATE DEVELOPMENT 7527 Linden Ave Multi-duplex</p>	<p>Engineering</p>	<p>Senior Construction Inspector and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>3 duplex complex.</p>	<p>Revised plans approved & all fees paid on 10/26/22.</p> <p>All submittals approved.</p> <p>Construction began on 02/02/23.</p>
<p>PRIVATE DEVELOPMENT 8207 Oak Ave Parcel Split, Annexation & Single Family Home</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>Yes, Inclusion approved by Board on 05/18/22.</p>	<p>No</p>	<p>Parcel Split, Annexation & 2 single family homes.</p>	<p>Plan check fees paid.</p> <p>Annexation/Inclusion fees paid and approved by Board on 05/18/22.</p> <p>Plans signed on 08/02/22.</p> <p>Awaiting payment of fee balance and construction.</p>
<p>PRIVATE DEVELOPMENT 8099 Greenback Ln Citrus Heights Pet Hospital</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Tenant Improvements of Pet Hospital.</p>	<p>CHWD provided submittal comments on 10/26/22.</p> <p>Awaiting resubmittal.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Complete Streets Phase 2	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Frontage Improvements and Utility relocation on Auburn Blvd from Rusch Park to north.	District & City finalized Cost Liability. Awaiting final submittal.
CITY OF CITRUS HEIGHTS PROJECT Arcade-Cripple Creek Trail Project	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Bike Trail.	Construction in progress. Coordinating with the City on portion of bike trail through District easement.
CITY OF CITRUS HEIGHTS PROJECT San Juan Ave (Madison Ave to Spicer) Road Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Road Improvements	City finalizing plans. District and City finalized Cost Liability.
COUNTY OF SACRAMENTO AC Overlay Project SACOG 2022 Phase 1 to 3	Engineering	Director of Engineering and Assistant Engineer	No	No	County of Sacramento Road Improvements along Greenback Lane from Fair Oaks Blvd. to Hazel Ave.	Received first submittal on 04/20/22. District provided comments on 05/24/22. Cost Liability letter was sent to the County.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
District-wide Easement Project (Phase 4)	Engineering	Director of Engineering, Project Manager and Assistant Engineer	Yes	Yes	Obtaining easements for District-owned facilities.	Phase 4 underway.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 15, 2023 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : February 2, 2023
 PREPARED BY : Tim Cutler, Water Distribution Supervisor
 Rebecca Scott, Director of Operations

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Jan	2023		Jan	2023
Backflow Maintenance	0	0	C22-010 Water Mainline	0	0
Blow Off Maintenance	0	0	C22-011 Water Valves	0	0
Hydrant Maintenance	104	104	C22-012 Water Services	24	24
Leak Investigation	0	0	C22-013 Water Meters	0	0
Mainline Repair/Maintenance	0	0	C22-014 Fire Hydrants	3	3
Meter Box Maintenance	1	1	C22-103 Pot Hole Main	0	0
Meter Register Replacement	24	24	TOTAL	27	27
Meter Repair/Test/Maintenance	0	0	Water Quality		
Pot Hole Work	0	0	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 90 samples were collected with no positive results.</i>		
Water Service Repair/Locate	1	1			
Valve, Mainline Maintenance	182	182			
Valve Box Maintenance	0	0			
TOTAL	312	312			

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
FEBRUARY 15, 2023 REGULAR MEETING**

SUBJECT : 2023 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : February 6, 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 acre feet						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	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						
Mar	819.55	540.78	516.87	654.31	601.02	774.74						
Apr	1,029.73	646.09	682.90	767.24	1,001.96	763.83						
May	1,603.43	1,072.27	977.41	1,168.99	1,277.33	1,133.06						
Jun	1,816.73	1,387.03	1,328.07	1,475.82	1,541.32	1,288.62						
Jul	2,059.21	1,737.13	1,582.40	1,682.83	1,643.73	1,536.69						
Aug	1,924.28	1,583.78	1,603.36	1,660.59	1,538.76	1,461.15						
Sep	1,509.82	1,330.19	1,297.12	1,381.14	1,333.29	1,228.49						
Oct	1,297.42	1,061.88	1,083.17	1,185.00	972.09	1,065.99						
Nov	911.55	807.7	839.06	779.34	576.37	637.25						
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	450.70	51.22	501.92	501.92		
% of Total							89.80%	10.20%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 15, 2023 REGULAR MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : February 2, 2023
PREPARED BY : Brian Hensley, Water Resources Supervisor
Rebecca Scott, Director of Operations

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of February 1, 2023, storage in Folsom Lake (Lake) was at 500,421 acre-feet, fifty-one percent (51%) of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 113,767 acre-feet in the past month.

The District's total water use during January 2023 (501.92 acre-feet) was seventeen percent (17%) below that of January 2013 (602.52 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 FEBRUARY 15, 2023 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : February 6, 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 January 2023 included:
 - Nine High Efficiency Toilet (HET) rebates were processed.
 - Four High Efficiency Clothes Washer (HECW) rebates were processed.
 - One smart irrigation controller was installed.
- No Pressure Reducing Valve (PRV) rebates were issued.
- Nine reports of water waste were received in January. Staff continues reaching out to customers concerning water waste violations and leak notifications.
- The District holds bi-monthly safety meetings. The January safety meetings covered Safety when a Vehicle is Traveling in Reverse, Asbestos Cement Pipe Training, and Slips, Trips, & Falls.
- The 2023 WaterSmart class lineup is below:

Date	Title	Format
Saturday, March 18	Spring into Seasonal Vegetable Gardening	In-person at the Sylvan Ranch Community Garden (SRCG)
Tuesday, April 18	From Greywater to Green Garden: How to Reuse Your Home's Water to Help Your Garden Thrive	Webinar
Thursday, May 11	Colossal Compost, Miracle Mulch, Spectacular Soil	Webinar
Saturday, Sept 9	Get in Line with Drip Irrigation	In-person at the SRCG
Wednesday, Sept 13	Plant into the Hydrozones for Healthy Plants and Water Savings	Webinar

WaterSmart classes from 2021 to present are archived on CHWD's website and on YouTube, where they can be viewed any time.

- 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 dedicated webpage for the garden, chwd.org/garden, is now live. The website allows viewers to see detailed information about each plant in the District’s plots, and create a customized plant list for their own residence.

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*	66	-22%

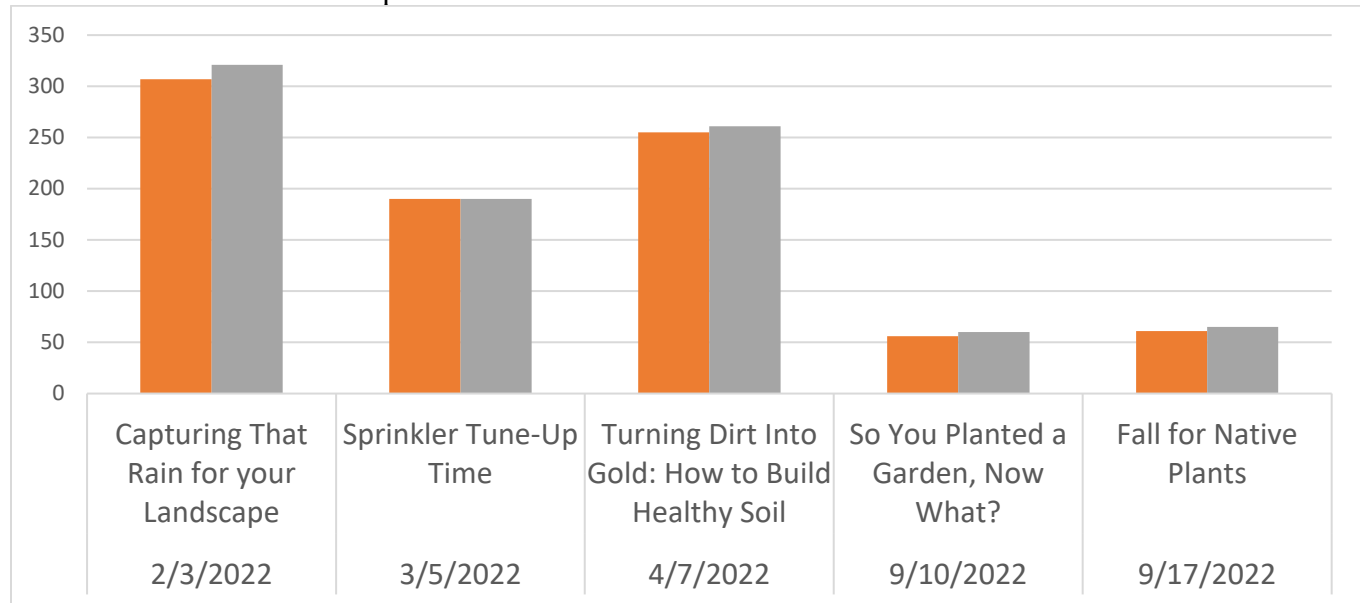
**Preliminary number as of the report date*

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

Work Orders	Jan 2023	Jan 2022
CHANGE TOUCH-READ TO RADIO READ	0	0
CONVERT TO RADIO-READ METER	4	1
METER BOX MAINTENANCE	1	3
METER REPAIR	0	0
METER REPLACEMENT	0	0
METER TESTING	0	0
REGISTER REPLACEMENT	16	36
RADIO-READ REGISTER REPLACEMENT	4	1
INSTALL METER	0	0
TOTAL	25	43

Service Requests	Jan 2023	Jan 2022
CONSERVATION REQUEST	9	20
CHECK FOR LEAK	0	4
UNABLE TO OBTAIN METER READ	33	24
TRIM SHRUBS	9	13
METER BURIED	36	32
METER MAINT.	2	1
LOCKED GATE	0	2
RE-READ METER	12	11
READ METER	1	9
METER BOX MAINT.	2	1
MOVE-IN/MOVE-OUT	5	27
CAR OVER METER	17	13
TOTAL	184	289

WaterSmart Class Viewership



█ = Viewership, January 4, 2023
█ = Viewership, February 1, 2023

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 15, 2023 REGULAR MEETING

SUBJECT : ACWA JPIA EXECUTIVE COMMITTEE NOMINATION
 STATUS : Action Item
 REPORT DATE : February 6, 2023
 PREPARED BY : Brittney Moore, Administrative Services Manager / Chief Board Clerk

OBJECTIVE:

Consider adoption of Resolution 02-2023 nominating David C. Wheaton as a candidate for the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA)

BACKGROUND AND ANALYSIS:

Governance of the ACWA JPIA is delegated to members of its Board of Directors. The ACWA JPIA Board of Directors is comprised of one representative from each of its member agencies. Citrus Heights Water District has appointed Director David Wheaton as its representative to the ACWA JPIA Board.

The ACWA JPIA Board of Directors has further delegated many of its decision-making processes to an Executive Committee totaling nine members; eight members are elected by the Board of Directors from its voting members as provided in their Bylaws; the ninth position is held by the Vice President of the Association of California Water Agencies (ACWA), as an ex officio member of the Executive Committee. Periodically, elections take place for ACWA JPIA Officers and seats on the Executive Committee. Such an election will take place on Monday May 8, 2023, at the spring conference in Monterey, CA. This election will fill four Executive Committee member positions, each for a four-year term.

CHWD Director David Wheaton has expressed an interest in serving on the ACWA JPIA Executive Committee. In order for his name to be placed in consideration, he must be formally nominated by the District. Additionally, three other ACWA JPIA member agencies must concur with the District's nomination.

Concurring nominations are being requested from Fair Oaks Water District, Zone 7 Water Agency, Western Canal Water District, Cucamonga Valley Water District, and South Sutter Water District.

RECOMMENDATION:

Adopt Resolution 02-2023 nominating David C. Wheaton as a candidate for the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority.

ATTACHMENT:

Resolution 02-2023 nominating David C. Wheaton as a candidate for the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 02-2023
RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT (DISTRICT)
NOMINATING ITS JOINT POWERS INSURANCE AUTHORITY (JPIA) BOARD
MEMBER TO THE EXECUTIVE COMMITTEE
OF THE JPIA

WHEREAS, this District is a member district of the JPIA and participates in all four of JPIA's Programs: Liability, Property, Workers' Compensation, and Employee Benefits; and

WHEREAS, the Bylaws of the JPIA provide that in order for a nomination to be made to JPIA's Executive Committee, the member district must place into nomination its member of the JPIA Board of Directors for such open position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Citrus Heights Water District that its member of the JPIA Board of Directors, David C. Wheaton be nominated as a candidate for the JPIA Executive Committee for the election to be held during the JPIA's Spring 2023 Board of Directors' meeting.

BE IT FURTHER RESOLVED that the JPIA staff is hereby requested, upon receipt of the formal concurrence of three other member districts to affect such nomination.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 15th day of February 2023 by the following vote, to-wit:

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

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

ATTEST:

SEAL

BRITTNEY MOORE, Chief Board Clerk

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 15, 2023 REGULAR MEETING

SUBJECT	: LEGISLATIVE UPDATES FOR HYBRID PUBLIC MEETINGS
STATUS	: Information Item
REPORT DATE	: February 6, 2023
PREPARED BY	: Brittney Moore, Administrative Services Manager / Chief Board Clerk Josh Nelson, Assistant General Counsel

Staff will provide a presentation and give an overview of Legislative updates regarding remote/hybrid public meetings.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 15, 2023 REGULAR MEETING

SUBJECT : EASEMENT AGREEMENT WITH THE SAN JUAN UNIFIED SCHOOL
DISTRICT FOR CONSTRUCTION OF A WATER WELL

STATUS : Action Item

REPORT DATE : February 1, 2023

PREPARED BY : Brian Hensley, Water Resources Supervisor
Rebecca Scott, Director of Operations
Josh Nelson, Assistant General Counsel

The material for this report will be available upon the conclusion of the February 15, 2023 closed session.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 15, 2023 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE DISTRICT POLICY UPDATES
 STATUS : Action Item
 REPORT DATE : February 1, 2023
 PREPARED BY : Carlos Urrutia, Interim Director of Finance and Administrative Services
 Josh Nelson, Assistant General Counsel

OBJECTIVE:

Consider approving updates to the Citrus Heights Water District's (CHWD or District) Fiscal Management Policies (6000 series).

BACKGROUND AND ANALYSIS:

The Board of Directors periodically reviews the District's Policies and, where necessary, makes changes due to legislative mandates, changed circumstances, for clarification, or to incorporate best practices. The Fiscal Management Policies were reviewed by the Board of Directors in November of 2022. As the revised policies have been implemented, staff and the General Counsel's office have identified a few areas where additional edits are warranted for Board consideration. This includes a proposed update to 6255.00—Water Main Replacement Reserve. It also includes three new proposed policies: Policy 6290.00—Reserve Fund Management, Policy 6500.26—Task Order Agreements, and Policy 6600—Appeal of Administrative Penalty. Lastly, in accordance with District policy, Policy 6300—Investment of District Funds was reviewed and that review is noted below.

The proposed changes to existing District Policies include the following:

Policy 6255.00—Water Main Replacement Reserve

The Board of Directors established the Water Main Replacement Reserve to provide funds for use in evaluating, planning, designing, constructing, replacing, or rehabilitating water transmission and distribution facilities. The Board approved a dedicated charge as an outgrowth of its Project 2030—Water Main Replacements Study to provide advanced funding for this purpose. The dedicated charge is estimated to produce about \$1.2 million annually. The funds generated by the dedicated charge and any other appropriation made by the Board are set aside in this Water Main Replacement Reserve.

The District's goal in setting aside funds in the Water Main Replacement Reserve is to generate a significant funding source in preparation for the water main replacement effort which is scheduled to start in 2030. To further supplement the Water Main Replacement Reserve, it is proposed that the District retain within the Water Main Replacement Reserve, investment earnings generated from the investment of the reserve fund balance. Currently, investment earnings from District funds are considered a general Enterprise Fund revenue, and are distributed to the Operating Fund and the Operating Reserve. At the end of Calendar Year 2022, the Water Main Replacement Reserve balance was \$1,189,349.74. This policy modification would

provide additional funding for in the Water Main Replacement Reserve and reflect the investment that the District and its ratepayers are making towards the substantial cost of these generational capital expenses.

As the District has implemented the updated 6000s, staff and the General Counsel's Office identified a few areas where additional policies are recommended. These proposed new financial policies include the following:

Policy 6290—Reserve Fund Management

The Board established ten separate designated reserves, described between policies 6200 and 6280. These policies require the Treasurer to report monthly to the Board on the amount allocated to each. In addition, the District maintains an operating fund which also requires monthly reporting to the Board. While specific amounts in the operating fund and designated reserve are tracked and reported separately, it has been the District's practice to comingle the monies for investment purposes. Consistent with best practices, the proposed new Policy 6290 would clarify the District's longstanding practice of comingling funds for investment purposes. Importantly, the Water Main Replacement Reserve would be an exception to this general rule under the proposed policy edits discussed above. However, the special circumstances surrounding Project 2030 justify this treatment.

Policy 6500.26—Task Order Agreements

The current Policy 6500.20 authorizes the General Manager to approve Consultant Services Agreements of \$75,000 or less. Board approval is required for any agreement over \$75,000. Recognizing the operational and project-level efficiencies that on-going task-order agreements with providers offer, the Board has approved several task order agreements. Task order agreements are structured to offer the options of a time-and-materials/hourly billable arrangement or project basis/not-to-exceed (NTE) amount with a defined scope of work, schedule, and a not-to-exceed budget. This is generally outlined in the applicable task order, which include the fixed fee or time-and-materials/hourly billable arrangement. The term of the task order agreement is ongoing, but includes a termination provision by either party without cause. The General Manager is authorized to issue task orders as necessary and to identify the funding structure and applicable fees/rates. Funding for the various services covered in the agreement is budgeted for in the Operating Budget, and included in future proposed budgets. Any work performed is subject to the availability of budgeted funds. This proposed policy language reflects the District practice of awarding and maintaining task order agreements. While task order agreements are permitted by existing policy, a specific policy section is recommended to provide greater transparency to the Board and public and guidance for staff regarding this longstanding practice .

Policy 6600—Appeal of Administrative Penalty

The General Manager or designee has the authority to assess a penalty for violations of District rules, procedures, or ordinances. Currently, the District does not have a formal appeal process. Best practices allow individuals subject to an administrative penalty to have the opportunity to appeal the General Manager or designee's decision to assess an administrative penalty. This new policy would establish an administrative penalty appeal process. The appeal process requires the "violation" to file a written appeal with the District Secretary (General Manager). The written appeal would be referred to the General Manager, who would be required to investigate the matter and make a determination. That determination could then be appealed to the Board of Directors. The Board of Directors would issue a final decision. The

new policy also allows the District to impose a delinquency charge of one percent (1%) per month of delinquency.

Lastly, by policy, the District must review some policies annually for potential revisions. This includes:

Policy 6300—Investment of District Funds:

Section 6300 of the District's investment policy specifies that the policy shall be reviewed and modified as necessary and re-adopted or amended at least annually. This policy was last reviewed and amended by the Board on March 16, 2022. To comply with the requirement for annual review and adoption, the Policy was reviewed recently by District staff and by District Assistant General Counsel Josh Nelson. There are no proposed changes to Policy 6300 as it reflects current law and best practices.

RECOMMENDATION:

1. Review District Policy 6255.00—Water Main Replacement Reserve and adopt as amended
2. Review and adopt District Policy 6290—Reserve Fund Management
3. Receive and file the Annual review of District Policy No 6300—Investment of District Funds, and re-adopt as required by District policy
4. Review and adopt District Policy 6500.26—Task Order Agreement
5. Review and adopt District Policy 6600—Appeal of Administrative Penalty

ATTACHMENTS:

1. Red-lined Version of Policy 6255.00—Water Main Replacement Reserve
2. Proposed new Policy 6290.00—Reserve Fund Management
3. Copy of Policy 6300.00—Investment of District Funds
4. Red-lined Version of Policy 6500.00—Purchasing and Procurement
5. Proposed new Policy 6600.00—Appeal of Administrative Penalty

ACTION:

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

ATTACHMENT 1

Red-lined Version of Policy 6255: Water Main
Replacement Reserve

6255.00

WATER MAIN REPLACEMENT RESERVE

The District shall establish and maintain a Water Main Replacement Reserve to provide funds for use in evaluating, planning, designing, constructing, replacing or rehabilitating capital facilities to benefit District customers, including, but not limited to, the following:

- Water Transmission and Distribution Facilities and related appurtenances, including water services, water valves, fire hydrants, etc.

Monies may be transferred to or from the Water Main Replacement Reserve at the direction of the General Manager or designee in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Water Main Replacement Reserve at the specific direction of the Board of Directors.

The target amount of funds to be maintained in the Water Main Replacement Reserve shall be monies to meet the District's future estimated capital outlays for evaluating, planning, designing and constructing water transmission or distribution facilities as determined by the water main capital improvement plan adopted by the Board of Directors.

Investment earnings resulting from funds in the Water Main Replacement Reserve shall be reinvested in the Water Main Replacement Reserve as retained earnings. The General Manager will apply accepted accounting practices in the calculation and allocation of investment earnings to the Water Main Replacement Reserve.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance at the end of the preceding calendar month and any amounts transferred to or from the Water Main Replacement Reserve during the month.

ATTACHMENT 2

Proposed New Policy 6290: Reserve Funds Management

6290.00

RESERVE FUND MANAGEMENT

Funds in each of the Designated Reserves and for the Operating Fund may be comingled and invested in compliance with the District's Investment Policy 6300 and any applicable Government Code Section.

ATTACHMENT 3

Copy of Policy 6300: Investments of District Funds

6300.00

INVESTMENT OF DISTRICT FUNDS

6300.01

Purpose

This fiscal management policy is intended to provide a policy and guidelines for the District's Treasurer or designee for the prudent and suitable investment of funds and monies of the District without regard to source. The ultimate goal is to enhance the economic status of the District while protecting its funds.

The District's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the District to invest operating and reserve funds to the fullest extent possible. The District shall attempt to obtain the highest yield, provided that all investments first meet the criteria established for safety and liquidity.

Funds not included in this Policy include deferred compensation funds.

6300.10

Definition and Provision of the Government Code

The Board of Directors and Officers authorized to make investment decisions on behalf of the District investing public funds pursuant to California Government Code sections 53600 et seq. and 53630 et seq. are trustees and therefore fiduciaries subject to the prudent investor standard. As an investment standard, any investment shall be made as if it is one which a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

6300.20

Authority

The investment policies and practices of the District are based upon compliance with federal, state and local law and prudent money management. Investments will be in compliance with governing provisions of law (California Government Code sections 53600 et seq. and 53630 et seq. as amended) and this Policy. This Policy shall take precedence when more restrictive than the California Government Code.

6300.21 The Board of Directors delegates for a one-year period the day-to-day management of the District's investments to the Treasurer, subject to the conditions of this Policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of documentation and reporting pursuant to Section 6300.70 of this Policy.

6300.30

Ethics and Conflicts of Interest

Directors and Officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

6300.35 Prudence

Investments shall be made in the context of the “Prudent Investor” rule, which states that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The General Manager, District Treasurer and their designees involved in the investment process, acting in accordance with this Investment of District Funds Policy and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

6300.40 Objectives

6300.41 Safety of Principal - Safety of principal is the primary objective of the District. Each investment transaction shall seek to preserve the principal of the portfolio, whether from institutional default, broker-dealer default or erosion of market value of securities. The District shall seek to preserve principal by mitigating the following two types of risk:

A. Credit Risk - Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by investing in only very safe institutions and by diversifying the investment of District funds so that the failure of any one issuer would not unduly harm the District’s cash flow.

B. Market Risk - The risk of market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the weighted average maturity of the District’s invested funds to three (3) years. It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall investment return.

6300.42 Liquidity - Liquidity is the second most important objective. Investments shall be made whose maturity dates are compatible with cash flow requirements and which can be easily and rapidly converted into cash without substantial loss of value.

6300.43 Return on Investment - Investments shall be undertaken to produce an acceptable rate of return after first considering safety of principal, liquidity, and without undue risk.

6300.50 Authorized Investments

District investments are governed by the California Government Code sections 53600 et seq. and 53630 et seq. Within the context of these sections the following investments are authorized:

- A. Local Agency Investment Fund - The District may invest in the Local Agency Investment Fund (LAIF) established by the California State Treasurer and created by Government Code sections 16429.1 through 16429.4 for the benefit of local agencies up to the maximum permitted by the LAIF's Local Investment Advisory Board.

- B. Securities of the U.S. Government and its Agencies - United States Treasury Bills, Notes, Bonds, or Certificates of Indebtedness, or those for which the faith and credit of the United States are pledged for payment of principal and interest. There is no limitation as to the percentage of the District funds which can be invested in this category as they are all safe and liquid. Purchases may not have a term remaining to maturity in excess of five (5) years. (Gov. Code, §§ 53601(b) and 53635(a).)

- C. State of California Obligations - Registered State Warrants or Treasury Notes or Bonds of this State or any of the other 49 United States, as defined in Government Code sections 53601(c), 53601(d) and 53651 and pursuant to Government Code section 53635.2.

- D. Local Agency Obligations - Obligations issued by any local agency, as defined by the Government Code, within the State. Obligations may be bonds, notes, warrants, or other evidences of indebtedness, as defined in Government Code sections 53601(e) and 53651 and pursuant to Government Code section 53635.2.

- E. U.S. Agencies - Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. (Gov. Code, §§ 53601(f), 53651).

- F. Bankers' Acceptances – Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 40 percent of the District's money that may be invested pursuant to Government Code section 53601(g). However, no more than 30 percent of the District's money may be invested in the bankers' acceptances of any one commercial bank pursuant to Government Code section 53601(g). (Gov. Code, §§ 53601(g), 53651)

- G. Prime Commercial Paper - Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or (2):

- (1) The entity meets the following criteria:
 - (a) Is organized and operating in the United States as a general corporation.
 - (b) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - (c) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization.
- (2) The entity meets the following criteria:
 - (a) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - (b) Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond.
 - (c) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.

Eligible commercial paper shall have a maximum maturity of 270 days or less. In addition:

- (a) No more than 25 percent of the District's money may be invested in eligible commercial paper; and,
- (b) No more than 10 percent of the District's money that may be invested pursuant to this section may be invested in the outstanding commercial paper of any single issuer. (Gov. Code, § 53601(h), 53635.)

H. Investment of Surplus Funds in Deposits - Notwithstanding Government Code section 53601 or any other provision of the Government Code, the District, at its discretion, may invest a portion of its surplus funds in deposits at a commercial bank, savings bank, savings and loan association, or credit union that uses a private sector entity that assists in the placement of certificates of deposit. The following conditions shall apply:

- (1) The District shall choose a nationally or State-chartered commercial bank, savings bank, savings and loan association, or credit union in this State to invest the funds, which shall be known as the "selected" depository institution.
- (2) The selected depository institution may use a private sector entity to help place District deposits with one or more commercial banks, savings banks, savings and loan associations, or credit unions that are located in the United States, and are within the network used by the private sector entity for this purpose.
- (3) Any private sector entity used by a selected depository institution to help place District deposits shall maintain policies and procedures requiring both of the following:
 - (a) The full amount of each deposit placed pursuant to paragraph (2) above and the interest that may accrue on each such deposit shall at all times be insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration.

(b) Every depository institution where funds are placed shall be capitalized at a level that is sufficient, and be otherwise eligible, to receive such deposits pursuant to regulations of the Federal Deposit Insurance Corporation or the National Credit Union Administration, as applicable.

(c) At the time of the local agency's investment with a selected depository institution and no less than monthly thereafter, the private sector entity shall ensure that the local agency is provided with an inventory of all depository institutions in which deposits have been placed on the local agency's behalf, that are within the private sector entity's network.

(d) Within its network, the private sector entity shall ensure that it does not place additional deposits from a particular local agency with any depository institution identified pursuant to subdivision (c) as holding that local agency's deposits if those additional deposits would result in that local agency's total amount on deposit at that depository institution exceeding the Federal Deposit Insurance Corporation or the National Credit Union Administration insurance limit.

(4) If a selected depository uses two or more private sector entities to assist in the placement of a local agency's deposits, the selected depository shall ensure that it does not place additional deposits from a particular local agency with a depository institution if those additional deposits would result in that local agency's total amount on deposit at that depository institution exceeding the Federal Deposit Insurance Corporation or the National Credit Union Administration insurance limit.

(5) The selected depository institution shall serve as a custodian for each such deposit.

(6) On the same date that the District's funds are placed pursuant to paragraph (2) above by the private sector entity, the selected depository institution shall receive an amount of insured deposits from other financial institutions that, in total, are equal to, or greater than, the full amount of the principal initially deposited through the selected depository institution pursuant to paragraph (2) above.

(7) Notwithstanding Government Code section 53601.8 subdivisions (a) to (g), inclusive, a credit union shall not act as a selected depository institution under Government Code sections 53601.8 or 53635.8 unless both of the following conditions are satisfied:

(a) The credit union offers federal depository insurance through the National Credit Union Administration.

(b) The credit union is in possession of written guidance or other written communication from the National Credit Union Administration authorizing participation of federally insured credit unions in one or more certificate of deposit placement services and affirming that the monies held by those credit unions while participating in a deposit placement service will at all times be insured by the federal government.

(8) Purchases of certificates of deposit pursuant to Government Code section 53601.8 shall not, in total, exceed fifty (50) percent of the District's funds that may be invested for this purpose.

(9) Excluding purchases of certificates of deposit pursuant to Government Code sections 53601.8, no more than ten (10) percent of the District's funds that may be invested for this purpose may be submitted, pursuant to paragraph (2) above, to any one private sector entity that assists in the placement of deposits with one or more commercial banks, savings banks, savings and loan associations, or credit unions that are located in the United States, for the District's account. (Gov. Code, §§ 53601.8.)

I. Certificates of Deposits and Time Deposits - The District may invest in nonnegotiable time deposits collateralized in accordance with the Uniform Commercial Code, in those banks and State and federal associations which meet the requirements for investment in negotiable certificates of deposit (NCD). When conditions so warrant, the first \$100,000 of collateral security for such deposits can be waived if the financial institution is insured pursuant to federal and State law.

J. Medium-Term Corporate Notes - Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment shall be rated "A" or better by a nationally recognized statistical rating organization. No more than 30 percent of the District's invested funds may be invested in medium-term notes, and no more than 10 percent of the District's invested funds may be invested in the commercial paper and medium-term notes of any single issuer. (Gov. Code, §§ 53601(k) and 53635.2)

K. Mutual Funds/Money Market Mutual Funds - To be eligible for investment pursuant to this subsection (K), these funds shall meet the following conditions in either paragraph (1) or (2) below:

(1) Shares of beneficial interest issued by diversified management companies (otherwise known as mutual funds) that invest in the securities and obligations as authorized by subdivisions (a) to (k), inclusive, or (m) to (q) inclusive, of Government Code section 53601 and that comply with the investment restrictions of Government Code sections 53600 et seq. and 53630 et seq. However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily. To be eligible for investment pursuant to this paragraph (1), the companies must have either:

(a) Retained an investment adviser registered with the Securities and Exchange Commission with not less than five (5) years' experience investing in securities and obligations and authorized by subdivisions (a) to (k), inclusive, (m) or (q) inclusive

of Government Code Section 53601 and with assets under management in excess of five hundred million dollars (\$500,000,000); or,

(b) Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) nationally recognized statistical rating organizations. (Gov. Code, § 53601(l)(1) & (3).)

(2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.). To be eligible for investment pursuant to this paragraph (2), the companies must either have:

(a) Retained an investment adviser registered with the Securities Exchange Commission with not less than five (5) years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000); or

(b) Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) nationally recognized statistical rating organizations. (Gov. Code, § 53601(l)(2) & (4).)

(3) The purchase price of shares of mutual funds and money market mutual funds purchased pursuant to this Section K of this Policy shall not include any commission that the companies may charge and shall not exceed 20 percent of the District's funds that may be invested pursuant to Government Code Section 53601. Further, no more than 10 percent of the District's funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1) above. (Gov. Code, § 53601(l)(5).)

L. Mortgage Pass-through Securities - Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum remaining maturity of five (5) years or less. Securities eligible for investment under this Section L of this Policy shall be rated in a rating category of "AA" or its equivalent or better by a nationally recognized statistical rating organization. Purchase of securities authorized by this Section L may not exceed 20 percent of the District's surplus monies that may be invested pursuant to Government Code section 53601. (Gov. Code, §§ 53601(o), 53635.2.)

M. Joint Powers Authority - Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (r), inclusive, of Government Code section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this Section M of this Policy, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

(1) The adviser is registered or exempt from registration with the Securities and Exchange Commission;

(2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive, of Government Code section 53601; and,

(3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000) (Gov. Code, § 53601(p).)

N. Passbook Deposits - Savings account(s) shall be maintained for amounts under \$250,000 as a source of funds for immediate use if required for selective commercial accounts. Savings account deposits may exceed the specified amount for periods not to exceed 45 days in anticipation of payment of monthly accounts payable.

O. Supranationals - United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. The maximum remaining maturity for these obligations must be five (5) years or less, and they must be eligible for purchase and sale within the United States. In addition, these investments must be rated "AA" or better by at least two (2) nationally recognized statistical ratings organizations and shall not exceed 30 percent of the District's monies that may be invested pursuant to Government Code section 53601. (Gov. Code, § 53601(q).)

6300.51 Non-Compliance with Authorized Investments

Investments which were obtained prior to adoption of this Policy which are currently not in compliance with said policy may be held until maturity pursuant to Government Code section 53601.6(b). Reporting of said non-compliant investments shall be made per Section 6300.70 of this Policy.

6300.55 Designation of Depositories

The Board of Directors shall, by Resolution, and in accordance with Government Code sections 53600 et seq. and 53630 et seq., designate depositories for District funds. A State or federal credit union may not be designated as a depository for District funds if a member of the Board of Directors or any person with investment decision-making authority for the District serves on the Board of Directors, any committee appointed by the Board of Directors, or the credit committee or supervisory committee of the State or federal credit union.

As far as possible, all money belonging to, or in the custody of the District, including money paid to the Treasurer or other official to pay the principal, interest, or penalties of bonds, shall be deposited for safekeeping in State or national banks, savings associations, federal associations, credit unions, or federally insured industrial loan companies in this State, selected by the Treasurer or other official having legal custody of the money; or may be invested in the investments set forth in Government Code section 53601. To be eligible to receive District money, a bank, savings association, federal association, or federally insured industrial loan company shall have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities, including low- and moderate-income neighborhoods, pursuant to Section 2906 of Title 12 of the United States Code.

Government Code sections 53601.5 and 53601.6 shall apply to all investments that are acquired pursuant to Government Code section 53635.2. (Gov. Code, § 53635.2).

6300.60 Safekeeping of Securities

To protect against potential losses caused by collapse of individual securities dealers, all securities may be delivered against payment and shall be kept in safekeeping pursuant to Government Code section 53608. Depositories having custody of the District's funds, securities, and other investment instruments shall be directed to forward copies of verification of such deposits in accordance with policies consistent with generally accepted reporting procedures of depositories. In no case shall funds be wired or transmitted in any manner to brokers.

6300.70 Reporting Requirements

Under provisions of Government Code sections 53646 and 53607, the Treasurer shall render a monthly report to the District's Board of Directors and General Manager. The report shall include the type of investment, issuer, date of maturity, par value and the dollar amount invested in all securities, investments and monies held by the District, and shall additionally include a description of any of the District's funds, investments or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the District, and under management of any outside party that is not also a local agency of the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation.

In the report, a subsidiary ledger of investments may be used in accordance with generally accepted accounting practices.

The Treasurer shall report whatever additional information or data may be required by the District's Board of Directors.

For District investments that have been placed in the Local Agency Investment Fund, created by Government Code section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Financial Code section 14858, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the Treasurer may supply to the District's Board of Directors and General Manager the most recent statement(s) received by the District from these institutions in lieu of the aforementioned information regarding the type of investment, issuer, date of maturity, par value and the dollar amount invested in all securities, investments and monies held by the District.

The monthly Treasurer's report shall state compliance of the portfolio with this Investment of District Funds Policy, or manner in which the portfolio is non-compliant. The report shall include a statement denoting the ability of the District to meet its expenditure requirement for the next six months or an explanation as to why sufficient monies will not or may not be available.

6300.90 Investment Policy Review

This policy governing Investment of District Funds shall be reviewed, modified as necessary and re-adopted or amended at a public meeting of the Board of Directors annually or more frequently if necessary.

ATTACHMENT 4

Red-lined Version of Policy 6500: Purchasing and
Procurement

6500.00

PURCHASING AND PROCUREMENT

6500.01 Introduction

The District has a responsibility to acquire the best value in supplies, materials, equipment, operating and maintenance services, consultant services, and public works projects from various suppliers, contractors, and consultants.

This Policy provides guidance and instructions to employees involved in the purchasing and procurement process.

6500.01 Objectives of Purchasing and Procurement Policy

This Purchasing and Procurement Policy has been developed to achieve the following objectives:

- Standardize the procedures by which the District conducts business with its suppliers, contractors, and consultants.
- Ensure impartiality and competition in purchasing and procurement transactions whenever possible.
- Establish purchasing and procurement authorization procedures, delegation of authority, and accountability.
- Implement effective documentation, processing, accounting, reporting, and audit trail systems to support purchasing and procurement activities.
- Maximize effective use of the District's financial and personnel resources.

6500.02 Personnel Standards of Conduct

All personnel engaging in purchasing and procurement activities on behalf of the District shall employ the following standard practices:

- Consider, first, the interests and needs of the District in all transactions.
- Carry out the established policies of the District.
- Buy without prejudice and seek to obtain the maximum value for each expenditure of public funds.
- Subscribe to and work for honesty and truth in purchasing and procurement, and denounce all forms of commercial bribery.

No District employee involved in purchasing shall maintain a financial interest or have any personal beneficial interest, directly or indirectly, in any contract or purchase of supplies, materials, equipment, services, or public works projects used by or furnished to the District.

6500.10 Purchasing Categories

District purchases typically are within the following seven categories:

1. General Purchases
2. Consultant Services
3. Public Works Projects
4. Petty Cash Purchases
5. Emergency Purchases
6. Single Source Purchases
7. Real Property

When considering purchases or procurements in any category except emergency purchases, the District's current Operating Budget should be reviewed to ensure compliance with anticipated expenditures and revenues.

6500.11 General Purchases

This category consists of the following general purchase classifications:

- Supplies including office and field supplies, fuels, etc.
- Material including waterworks materials, trench backfill material, etc.
- Equipment including office equipment, vehicles, tools, etc.
- Software and other intangible goods.
- Settling minor claims or potential claims against the District, including the payment of severance.

6500.12 Services

This category includes Operating and Maintenance Services including service contracts and agreements, equipment repairs, etc. and specialized professional services including, but not limited to, surveyors, engineers, architects, attorneys/legal counsel, auditors, management consultants, financial consultants, technical consultants, and short-term personal services less than 30 days.

Individual members of the Board of Directors are authorized to directly consult with the District's attorneys/legal counsel.

6500.13 Public Works Projects

This category comprises expenditures for public works projects that are typically related to capital improvements performed by independent contractors for the District's water distribution system, groundwater production facilities, and administrative/corporation yard facilities. Said contractors are to be considered for selection when a specific improvement project exceeds the available personnel, equipment, and technical expertise of the District.

Payment of the prevailing wage for construction labor classifications as determined by the State of California is required of contractors providing public works project construction for the District.

A 10 percent bid security is required for sealed competitive bids.

6500.13 Petty Cash Purchases

This category is comprised of small, day-to-day, over-the-counter purchases made on behalf of the District using Petty Cash. A Petty Cash fund not to exceed \$500 shall be maintained and controlled by the District Treasurer. See also Petty Cash Policy 6480.

6500.15 Emergency Purchases

This category constitutes purchases required during times of duress when the requirements for competitive purchasing and procurement can be waived. In such cases where purchases are made outside of normal procedures, records must be maintained to indicate the vendor, types, quantities, and disposition of items purchased or services procured. If possible, informal or facsimile quotations should be obtained and documented. The General Manager or designee shall have the authority to issue purchase orders and make purchases/procurements during emergency conditions.

A report and full accounting of expenditures shall be provided to the Board of Directors whenever emergency purchases and procurements are made.

6500.16 Single-Source Purchases

This category makes allowances for the infrequent, but sometimes necessary, purchase from a supplier that is the only acceptable vendor able to furnish a certain product or service. Inasmuch as single-source purchases are an exception to competition, care must be exercised and consideration given to the following:

- Is there a lack of responsible competition for the product or service?
- Does the vendor possess exclusive and/or predominant capabilities?
- Is the product or service unique and easily established as one-of-a-kind?
- Would utilizing a single-source result in future operational or maintenance savings.
- Are there patented or proprietary rights that fully demonstrate a superior patented feature not obtainable from similar products, or a product or service available from only one source rather than dealers and retailers from which competition could be encouraged?
- Can the District's requirements be modified so that competitive products or services may be used without sacrificing product quality and vendor responsiveness?

Further, in accordance with Public Contract Code section 3400(c), the District may make a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- In order that a field test or experiment may be made to determine the product's

suitability for future use.

- In order to match other products in use on a particular public improvement either completed or in the course of completion.
- In order to obtain a necessary item that is only available from one source.
- In order to respond to an emergency declared by the District, but only if the declaration is approved by a unanimous vote of the Board.
- In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the District.

6500.17 Real Property

This category includes easements, fee title and other interests in real property. Due to the individualized nature of real property, all purchases may be by negotiated purchase.

6500.20 Purchasing Levels and Authority

Below are tables listing the various purchasing categories and the authority for individual purchases:

	Category	
	General Manager	Board of Directors
General: supplies, materials, equipment, O&M services	\$75,000 or less	Greater than \$75,000
Consultant Services	\$75,000 or less	Greater than \$75,000
Public Works Projects	\$175,000 or less	Greater than \$175,000
Petty Cash	Less than \$500	None
Emergency Authority:	All amounts but General Manager shall notify Board of Directors at its next regular meeting	
Single Source	\$75,000 or less	Greater than \$75,000

Real Property	\$20,000 or less	Greater than \$20,000

Procurement limits shall apply on a single project basis for services or purchase basis for materials. Multiple procurements from a single provider or purchaser shall be judged individually. However, splitting or separating of materials, supplies, services, and projects for the express purpose of evading the requirements of this Policy is strictly prohibited.

6500.21 Informal Solicitations

All purchases or contracts for materials, supplies, equipment and services will be based, whenever possible and practicable, on some form of competition. There may be exceptions to the competitive process for emergency conditions, supply or source limitations, or other circumstances with justifications for such waiver being documented prior to the acquisition. Moreover, quotations are not required for consultant services or single source procurements. The following guidelines shall be used for obtaining quotes or proposals:

Estimated Value	Number and Type of Quotations
\$0 – \$5,000	At least one verbal or written quote
\$5,000.01 – \$40,000	At least two written quotes
\$40,000.01 – \$74,999.99	At least three written quotes
\$75,000 +	Formal Quotations

Written quotes may be either hard-copy quotes received in the mail, via facsimile or via electronic transmission. Written quotes or the justification for not obtaining quotes shall be maintained in the project file.

Quotes may not be available for common items normally found in retail establishments (i.e., Home Depot, Lowe’s, etc.), unless in bulk or special order. The purchase of common consumer items is acceptable without a quote, but a contractor’s discount should be sought if a business account is established.

6500.22 Formal Quotations

Formal solicitation procedures shall be required for procurements estimated to be greater than \$75,000. The use of an online solicitation system is acceptable for formal solicitations, as well the receipt of formal solicitations (unless specifically stated otherwise within the solicitation documents). In addition, the notice to bidders or request for proposal shall:

1. At a minimum, be advertised in one general circulation newspaper within the District’s geographic boundaries or advertised electronically on an

appropriate regional purchasing website.

2. Whenever possible and practical, provide a minimum of fourteen (14) calendar days for response, unless otherwise required by the Public Contract Code.
3. Require the receipt of a minimum of two (2) competitive responses or more, when available.

Proposals and quotations may be publicly unsealed, and respective dollar amount(s) announced. Award details shall be made available following the award of a contract. The formal competitive solicitation process may be waived at the discretion of the General Manager or designee, when there is a compelling reason to do so (e.g., public safety, prevent loss of life, imminent danger, or other valid reason). The General Manager shall document the reason and present it to the Board of Directors at the next regularly scheduled meeting. In addition, the formal competitive solicitation process shall not be required for services unless otherwise required by law. Written responses to the notice to bidders or request for proposal shall be maintained in the project file.

6500.23 Public Works Bidding

The Irrigation District Law does not maintain competitive bidding for public works except in limited cases. In such cases or when required by law, the District shall utilize all competitive processes mandated by the Public Contract Code.

For other public works solicitations, the District shall utilize the process identified in Section 6500.22 of this Policy for public works. In addition to such procedures, public work bids shall be publicly unsealed, and respective dollar amount(s) announced. The Board of Directors may waive public bidding for any public work at its discretion and subject to the limits of applicable law.

6500.25 Cooperative Purchasing

In lieu of conducting an informal or formal solicitation, the District may utilize cooperative and piggyback procurements that are based on competitive processes that are substantially consistent with the requirements of this Policy. Documentation of this finding and its basis shall be maintained in the project file.

6500.26 Task Order Agreements

The District may execute task order agreements with vendors. The procurement process set forth in this policy shall apply to the initial award of the agreement. During the term of the agreement, the General Manager may issue individual task orders within budgeted amounts. The General Manager may approve amendments to update billing rates and fee schedules as necessary.

6500.30 Change Orders

A change order is required when work or services performed pursuant to a contract will exceed the approved original contract amount or changes in the scope of work are required. A written request for change order must be completed and approved before a change order can be authorized. Board approval is required for any change order or amendment that exceeds ten percent of the initial contract amount. Subsequent change orders or amendments shall be aggregated so that Board approval is required once the

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total amount approved by change order or amendment exceeds ten percent of the initial contract amount. The Board may delegate additional authority for change orders or

amendments when approving any contract.

6500.50 Purchasing Cycle

Regardless of the type of item or service being acquired, each transaction proceeds through the following nine distinct stages in varying degrees:

1. Assessment and determination of need
2. Research and/or development of specifications
3. Estimation of anticipated cost
4. Solicitation and evaluation of quotations, bids, or proposals
5. Selection and approval of purchase
6. Award of contract or order
7. Delivery and Inspection
8. Receipt of invoice, reconciliation with delivery ticket, verification of pricing by purchasing coordinator/agent
9. Payment

6500.80 Purchase Orders

Purchase orders may be necessary from time to time to facilitate purchase of required products or services. The District's officers (Directors, Secretary, Assessor/Collector, and Treasurer), and the General Manager are authorized to execute purchase orders on behalf of the District.

6500.90 Purchasing/Procurement Authority

Purchasing and procurement authority not heretofore specifically designated is hereby retained by the Board of Directors.

The General Manager, at his or her discretion, may delegate purchasing authority to staff. Such delegation shall be in writing.

6500.100 Project File

The General Manager or designee shall maintain a project file for each purchase. The project file may be maintained electronically or in hard copy consistent with applicable law and the District's retention policy.

ATTACHMENT 5

Proposed New Policy 6600: Appeal of Administrative
Penalty

6600.00

APPEAL OF ADMINISTRATIVE PENALTY

6600.01 If the General Manager or designee determines that a violation of any rule, procedure, or ordinance of the District has occurred, and a penalty is assessed against such person, that person may appeal the determination of the General Manager or designee as provided in this Policy.

6600.02 The person found to be in violation of a District rule, procedure, or ordinance (the "Violator") may initiate an appeal of the imposition of any penalty by completing and submitting in writing to the District Secretary a form to be provided by the District for such purpose. All appeals shall be submitted to the District Secretary within thirty (30) calendar days of the date of the notice of the imposition of the penalty.

6600.03 The General Manager or designee shall review the written appeal form and any related information filed concurrently by the Violator, and, if necessary, shall cause an investigation and report to be made concerning the imposition of any penalty. The General Manager or designee shall have thirty (30) calendar days from the submission of the written appeal form to render a final decision on the appeal, and mail notice of such decision to the Violator. If the General Manager or designee grants the appeal and determines that a penalty was imposed in error or should be reduced based on extenuating circumstances, within fifteen (15) calendar days of such determination the General Manager or designee shall (a) refund the penalty or any portion thereof, if already paid by the Violator, for which the appeal was granted, including any additional penalties or interest related thereto; or (b) determine and adjust the amount of the penalty for the Violator, including any additional penalties or interest related thereto, and give written notice thereof.

6600.04 The decision of the General Manager or designee may be appealed by the Violator to the Board of Directors. Such appeal must be submitted in writing and filed with the District Secretary within fifteen (15) calendar days of the date of decision of the General Manager or designee pursuant to section 6600.03 herein. The Board of Directors shall conduct a hearing on such appeal at its next regularly scheduled Board of Directors meeting; provided, however, that the Board of Directors received the notice of appeal at least fifteen (15) calendar days prior to such meeting. If the appeal is not submitted within at least fifteen (15) calendar days prior to a regularly scheduled Board of Directors meeting, then the hearing shall be held at the next following regularly scheduled Board of Directors meeting. A notice of the hearing shall be mailed to the violator at least ten (10) calendar days before the date fixed for the hearing.

6600.05 The Board of Directors shall review the decision of the General Manager or designee de novo. The determination of the Board of Directors shall be conclusive and constitute a final order. Notice of the final determination by the Board of Directors shall be mailed to the Violator within ten (10) calendar days of such determination. If the appeal is granted in whole or in part, within ten (10) calendar days from the date of the mailing of the notice of determination by the Board of Directors, the District shall (a) refund the penalty or any portion thereof if already paid by the Violator, including any

other penalties or interest related thereto for which the appeal was granted; or (b) determine and impose the adjusted amount of the penalty for the Violator, including any other penalties or interest related thereto. If the appeal is denied, or granted only in part, the Violator shall have twenty (20) calendar days from the date of the mailing of the notice of determination by the Board of Directors to pay the penalty due, and any other penalties and interest, if any, fixed by the Board of Directors.

6600.06 Until the conclusion of the appeal process, all District rules, provisions, and decisions under appeal shall remain in full force and effect.

6600.07 If a Violator is subject to the imposition of a penalty under the District's rules and is delinquent in payment of such penalty, and after notice to the Violator has been provided in accordance with the District's policies, the Violator shall become liable to the District for interest (added to the penalty) at the rate of one percent (1%) per month on the delinquent penalty amount.