

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
JANUARY 17, 2024 beginning at 6:00 PM**



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

PHONE CALL IN: (669) 444-9171

PHONE MEETING ID: 885 7705 4665

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/88577054665>

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

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

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PUBLIC COMMENT:

CLOSED SESSION:

CL-1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

CL-2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code, section 54956.9(d)(1)

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

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

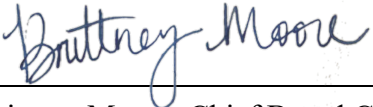
January 17, 2024	6:30 PM	Regular Meeting
February 21, 2024	6:30 PM	Regular Meeting
March 20, 2024	6:30 PM	Regular Meeting
April 17, 2024	6:30 PM	Regular Meeting
May 15, 2024	6:30 PM	Regular Meeting
June 19, 2024	6:30 PM	Regular Meeting
August 21, 2024	6:30 PM	Regular Meeting
September 18, 2024	6:30 PM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

November 20, 2024 6:30 PM Regular Meeting
December 18, 2024 6:30 PM Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Special Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours prior to the special meeting in accordance with Government Code Section 54956.



Brittney Moore, Chief Board Clerk

Dated: January 11, 2024

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
JANUARY 17, 2024 beginning at 6:30 PM**



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

**PHONE CALL IN: (669) 444-9171
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Materials related to an agenda item for an open session of a regular meeting of the Citrus Heights Water District are posted on the Citrus Heights Water District website at www.chwd.org.

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

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

- CC-1a. Minutes of the Special Meeting – December 18, 2023 (A)
- CC-1b. Minutes of the Special Meeting – December 20, 2023 (A)
- CC-1c. Minutes of the Regular Meeting – December 20, 2023 (A)

Recommendation:

Approve the minutes of the December 18, 2023 Special Meeting, and the minutes of the December 20, 2023 Special and Regular Meetings.

- CC-2. Revenue Analysis Report for December 2023 (I)
- CC-3. Assessor/Collector's Roll Adjustment for December 2023 (I)
- CC-4. Treasurer's Report for December 2023 (I)
- CC-5. Treasurer's Report of Fund Balances for December 2023 (I)
- CC-6. Operating Budget Analysis for December 2023 (I)
- CC-7. Capital Projects Summary for December 2023 (I)
- CC-8. Warrants for December 2023 (I)
- CC-9. Purchase Card Distributions for December 2023 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2023 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Approve a Professional Services Agreement with Area West Engineers, Inc. (A)

Recommendation:

Approve the professional services agreement with Area West Engineers, Inc., and authorize the General Manager to execute the agreement.

PRESENTATIONS:

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

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

- B-1. 2023 Strategic Plan Update and 2024 Strategic Plan Preview (A)

Recommendations:

Adopt the amended 2024 Strategic Plan incorporating proposed principles.

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

Recommendation:

Approve the proposed salary adjustments for the General Manager.

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

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

CLOSED SESSION:

None.

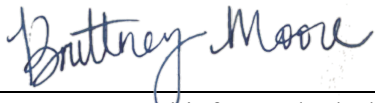
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

February 21, 2024	6:30 PM	Regular Meeting
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October 16, 2024	6:30 PM	Regular Meeting
November 20, 2024	6:30 PM	Regular Meeting
December 18, 2024	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Brittney Moore, Chief Board Clerk

Dated: January 11, 2024

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
December 18, 2023

The Special Meeting of the Board of Directors was called to order at 6:02 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
Dean Atyia, Special Counsel
Al Johnson, Strategic Advisor and Negotiator
Annie Liu, Director of Administrative Services
Josh Nelson, Assistant General Counsel
Kayleigh Shepard, Management Analyst/Deputy Board Clerk
Michael Shorter, Principal Accountant
Hilary Straus, General Manager

PUBLIC COMMENT:

None.

President Riehle adjourned the meeting to Closed Session at 6:03 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

No reportable action.

CL-2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code, section 54956.9(d)(1)
Name of case: *Citrus Heights Water District, et al. v. San Juan Water District, et al.*,
Sacramento Superior Court Case No. 23WM000080

No reportable action.

President Riehle adjourned the meeting back to Open Session at 6:50 p.m.

BUSINESS:

B-1. Water Rates Effective 2024 (A)

ACTION:

Director Sheehan moved and Vice President Wheaton seconded the motion to adopt Resolution 22-2023 Updating Water Rates Effective Fiscal Year 2024.

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

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:14 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
December 20, 2023

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

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

Staff:

Steve Anderson, General Counsel
Annie Liu, Director of Administrative Services
Ashley Metzger, Strategic Advisor
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Hilary Straus, General Manager

PUBLIC COMMENT:

None.

President Riehle adjourned the meeting to Closed Session at 6:00 p.m.
President Riehle adjourned the meeting back to Open Session at 6:39 p.m.

CLOSED SESSION:

CL.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

No reportable action.

CL-2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code, section 54956.9(d)(1)
Name of case: *Citrus Heights Water District, et al. v. San Juan Water District, et al.*,
Sacramento Superior Court Case No. 23WM000080

No reportable action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:42 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
December 20, 2023

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

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

Also Present:

Steve Anderson, General Counsel
Annie Liu, Director of Administrative Services
Ashley Metzger, Strategic Advisor
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Melissa Pieri, Director of Engineering/ District Engineer
Rebecca Scott, Director of Operations
Hilary Straus, General Manager

VISITORS:

Ted Costa, San Juan Water District
Mark Duncan
Pam Groft
Paul Helliker, San Juan Water District
Nick Spiers

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

Paul Helliker, San Juan Water District

CONSENT CALENDAR:

- CC-1a. Minutes of the Special Meeting –November 14, 2023 (A)
- CC-1b. Minutes of the Special Meeting –November 15, 2023 (A)
- CC-1c. Minutes of the Regular Meeting –November 15, 2023 (A)

Recommendation:

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

- CC-2. Revenue Analysis Report for November2023 (I)
- CC-3. Assessor/Collector’s Roll Adjustment for November2023 (I)

- CC-4. Treasurer's Report for November2023 (I)
- CC-5. Treasurer's Report of Fund Balances for November2023 (I)
- CC-6. Operating Budget Analysis for November2023 (I)
- CC-7. Capital Projects Summary for November2023 (I)
- CC-8. Warrants for November2023 (I)
- CC-9. Purchase Card Distributions for November2023 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2023 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Customer Advisory Committee Updates (A)

Recommendation:

Adopt Resolution 20-2023 Establishing a Customer Advisory Committee

ACTION:

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

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

PRESENTATIONS:

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

No presentation was held. Agenda item moved to the January 17, 2024 Regular Meeting.

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

ACTION:

Director Sheehan moved and Vice President Wheaton seconded the motion to Adopt Resolution 21-2023 Recognizing the Life of Jack Duncan.

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

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

ACTION:

President Riehle moved and Vice President Wheaton seconded a motion to:

1. Appoint Director Sheehan as President.

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

Director Riehle moved and President Sheehan seconded a motion to:

2. Reappoint Vice President Wheaton as Vice President

The roll call vote carried two (2) yes votes. Vice President Wheaton abstained.

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

ACTION:

Director Riehle moved and Vice President Wheaton seconded a motion to approve appointments of member of the Board of Directors or Staff to serve as District representatives to various organizations as follows:

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

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

B-3. Appoint District Officers (A)

ACTION:

Director Riehle moved and Vice President Wheaton seconded a motion to appoint District Officers as follows:

	Officer	Deputy
Assessor/Collector	Michael Shorter	Dana Mellado
Treasurer	Annie Liu	Michael Shorter
Secretary	Hilary Straus	Brittney Moore

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

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

ACTION:

1. Director Riehle moved and Vice President Wheaton seconded a motion to select Michael Saunders from Georgetown Divide Public Utility as the 2024 Regional Water Authority (RWA) Vice Chair.

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

2. Vice President Wheaton moved and Director Riehle seconded a motion to rank candidates for the 2024 RWA Executive Committee as follows:
 1. Michael Saunders, Georgetown Divide Public Utility
 2. Sean Bigley, City of Roseville
 3. William Roberts, City of West Sacramento

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

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

ACTION:

1. Vice President Wheaton moved and Director Riehle seconded a motion to amend District Policy No. 4101.A1 Salary Schedule as presented to include a market adjustment to the Water Resources Job Series; job title and classification updates; and a Cost-of-Living Adjustment (COLA) effective January 1, 2024

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

2. Director Riehle moved and Vice President Wheaton seconded a motion to

amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 as presented to include a 5 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees

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

3. Vice President moved and Director Riehle seconded a motion to amend District Policy No. 4101.A2 Other Compensation to include an Adjustment to the District's Standby Duty Pay (effective December 21, 2023) and Personal Cellular Telephone Reimbursement (effective January 1, 2024)

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

4. The Directors provided consensus direction to staff regarding Compensation of the Board of Directors; there will be no change.

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

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

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:15 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT

Dec 2023

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,547,131	1,134,550	167,827	131,692	218,838	105,776

General Ledger Balance	Total
Outstanding A/R	1,610,335.79
Outstanding Liens	-
Outstanding Grants	-
A/R Other	
Less Unapplied Payments	(107,531)
Total	\$ 1,502,805

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

LID	CID	Charge Type	Trans.Date	Reason For Cancellation	Amount
14309	12704	NO CHARGE	12/13/2023	Voided refund check#76664	1,420.00
N/A	5735	INVOICE	12/19/2023	Revised Amount Due	1,056.00
					\$ 2,476.00

January 17, 2024

To: Citrus Heights Water District Board of Directors

Re: Citrus Heights Water District Investment Portfolio Report for January 17, 2024

The attached Investment Report for January 17, 2024, is submitted in accordance with the Citrus Heights Water District (District)'s Investment Policy. All investments are in compliance with the policy.

The Investment Report lists all short- term, mid-term and long-term investments held at the conclusion of business on the final day of the month. The combined cash and investments in the District's treasury total \$29,350,156 with \$11,606,840 under the management of the Local Agency Investment Fund, California Asset Management Program, Money Market Funds and BMO Bank.

Investments with original cost of \$17,743,316 are selected based on criteria contained in the District's Investment Policy, which emphasized safety, liquidity, yield, and diversification. The core investments are marked to market daily based on a current market price determined by U.S. Bancorp Investments. The aggregate investment portfolio and holdings are included in the Investment Report.

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

Respectfully submitted,



Annie Y. Liu

Director of Administrative Services/Treasurer

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
For December 31, 2023

Summary of Funds

Fund Name	Par Amount	Book Value	Original Cost	Market Value
BMO Checking Plus Money Market Funds	3,803,022	3,803,022	3,803,022	3,803,022
Local Agency Investment Fund (LAIF)	2,166,121	2,166,121	2,166,121	2,166,121
California Asset Management Program (CAMP)	5,637,697	5,637,697	5,637,697	5,637,697
CHWD Investment CORE	18,228,881	17,832,907	17,743,316	17,971,814
Total	29,835,721	29,439,747	29,350,156	29,578,653

TREASURER'S REPORT TO THE BOARD OF DIRECTORS

For December, 2023

Funds Reconciliation

BMO Beginning Balance 12/1/2023		\$3,957,622
RECEIPTS/TRANSFERS:		
Receipts	1,656,179	
		1,656,179
DISBURSEMENTS/TRANSFERS:		
Checks Issued / ACH Payments	1,492,736	
Returned Checks	8,148	
Payroll	309,896	
		1,810,779
		(154,601)
Balance Per Bank 12/31/2023		3,803,022
Outstanding Checks		(267,610)
Deposit in Transit		123,476
		123,476
Balance Per Books 12/31/2023		\$3,658,887

RECONCILEMENT:		
BMO Checking Plus Money Market Funds		\$3,803,022
CAMP Pool Account		\$5,637,697
Local Agency Investment Fund		\$2,166,121
		\$2,166,121
TOTAL LIQUIDY BALANCE		\$11,606,840

CASH & INVESTMENT SUMMARY:		
CHWD-Liquidity		11,606,840
CHWD-Investment Core		17,743,316
		17,743,316
Total		29,350,156

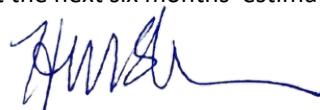
I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment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



ANNIE Y. LIU

Treasurer Signed:

1/10/2024



HILARY M. STRAUS

Secretary

Monthly Investment Report Citrus Heights Water District

December 31, 2023

Total Aggregate Portfolio

Month End Commentary - December 2023

Interest rates continued their descent in December with the two-year Treasury note falling by 43 basis points while the ten-year note dropped by 45 basis points to finish at the very level it began the year. The continuation of the rally in fixed income markets was supported by more evidence that the current disinflationary trend remains intact and by a Federal Reserve who, out of their latest meeting, are forecasting multiple rate cuts in 2024. Equities as measured by the S&P 500 continued their holiday rally advancing by 4.4% in December, bringing the 2023 gain to an impressive 24%.

Price data released in December showed that inflation continued to moderate with the headline PCE deflator decelerating to an annual rate of 2.6% while the Fed preferred core PCE deflator, which strips out volatile food and energy prices, trimmed its annual advance to 3.2%. The November inflation prints are still above the 2% annual rate that the Fed deems stable, however, the disinflationary trend appears to have momentum with core PCE running at annual rate of 1.9% over the past six months. The trend has been driven primarily by goods as several categories have experienced outright deflation for consecutive months. Prices for services, which are naturally stickier, and more influenced by labor costs, have been slower to moderate but have shown recent progress advancing by 0.2% for a second consecutive month after October's robust 0.5% advance.

Labor markets remained resilient through the end of the year adding a more than expected 216 thousand workers to non-farm payrolls in December. The headline number showcased ongoing strength however, the underlying details were not as supportive. The prior two months were revised downward by a combined 71 thousand jobs and the December household survey resulted in the largest decrease in employment since April of 2020. Further, the duration of unemployment spiked while participation fell by the most in almost three years. Average hourly earnings advanced by 0.4% in December, which is considered fast for the Fed, but it should be noted that the figure received a boost from the recently negotiated UAW labor contract. With reduced hours worked, and other factors displaying softness in the labor market, recent wage gains are unlikely to stoke a reacceleration of price levels – though the Fed will be closely monitoring as any persistently elevated readings could dampen the disinflationary trend in place.

With the Fed expected to loosen monetary policy in the first half of 2024, we continue to advise clients to be neutral to long duration relative to strategic targets. We remain neutral on credit and continue to see ample supply in agency markets where spreads have tightened yet remain at attractive levels.

Treasury Curve Total Returns Last 12 Months

Treasuries	Total Return
3 month bill	5.02%
1 year note	4.74%
2 year note	3.50%
3 year note	3.97%
5 year note	3.73%

Treasury Benchmark Total Returns In Month

Benchmark	Period Return	YTM	Duration (Years)
ICE BAML 90 Day Bill	0.47%	5.09%	0.23
ICE BAML 0-1 Year Treasury	0.55%	5.07%	0.49
ICE BAML 0-3 Year Treasury	0.92%	4.59%	1.37
ICE BAML 0-5 Year Treasury	1.26%	4.39%	2.09

Changes In The Treasury Market (Absolute Yield Levels)

Treasuries	12/31/2022	10/31/2023	11/30/2023	12/31/2023	1 Month Change	12 Month Change
3 month bill	4.34%	5.46%	5.39%	5.33%	-0.06%	0.99%
6 month bill	4.75%	5.57%	5.40%	5.25%	-0.15%	0.49%
2 year note	4.43%	5.09%	4.68%	4.25%	-0.43%	-0.18%
3 year note	4.22%	4.93%	4.44%	4.01%	-0.43%	-0.22%
5 year note	4.00%	4.85%	4.27%	3.85%	-0.42%	-0.16%
10 year note	3.88%	4.93%	4.33%	3.88%	-0.45%	0.00%

Summary Overview

Citrus Heights Water District | Total Aggregate Portfolio

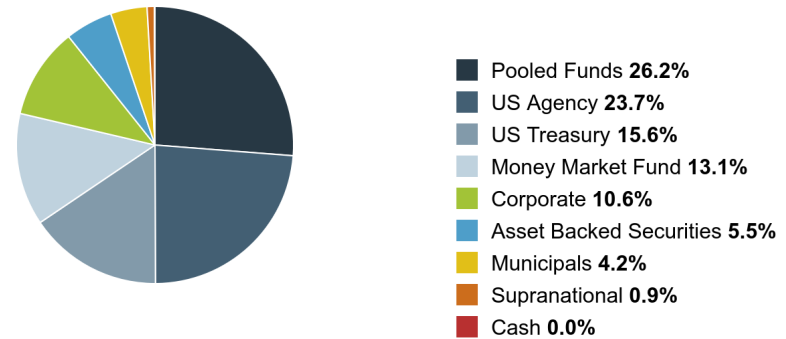


December 31, 2023

Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	11,720,464.43
Investments	18,012,442.51
Book Yield	5.04%
Market Yield	4.78%
Effective Duration	1.21
Years to Maturity	1.42
Avg Credit Rating	AAA

Allocation by Asset Class



Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
CHWD-Investment Core	18,228,880.95	17,832,907.11	17,743,316.45	17,971,813.79	138,906.68	154,253.58	4.98%	1.99	2.09	ICE BofA 0-5 Year US Treasury Index
CHWD-Liquidity	11,606,839.57	11,606,839.54	11,606,839.54	11,606,839.57	0.03	0.00	5.13%	0.01	0.09	ICE BofA US 1-Month Treasury Bill Index
Total	29,835,720.52	29,439,746.65	29,350,155.99	29,578,653.36	138,906.71	154,253.58	5.04%	1.21		



CHWD Holdings Report

As of 12/31/2023

CORV-Investment Core (170666)

Dated: 01/09/2024

Identifier	Description	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
CCYUSD	Receivable	12/31/2023	76,111.11	76,111.11	76,111.11	76,111.11	0.00	0.00	0.000	0.000 0.000
91282CBE0	UNITED STATES TREASURY	01/15/2024	2,000,000.00	1,999,909.10	1,992,890.62	1,996,320.00	-3,589.10	1,154.89	0.244	0.046 0.041
912797GD3	UNITED STATES TREASURY	01/18/2024	5,000,000.00	4,987,555.41	4,974,378.78	4,988,250.00	694.59	0.00	5.386	0.052 0.049
037833CG3	APPLE INC	02/09/2024	1,500,000.00	1,500,000.00	1,566,630.00	1,495,530.00	-4,470.00	17,750.00	3.000	0.112 0.110
912797JD0	UNITED STATES TREASURY	02/13/2024	7,500,000.00	7,452,958.90	7,433,267.27	7,453,800.00	841.10	0.00	5.387	0.125 0.120
91282CBM2	UNITED STATES TREASURY	02/15/2024	2,000,000.00	1,999,721.04	1,993,906.25	1,987,580.00	-12,141.04	944.29	0.239	0.130 0.126
912797JH1	UNITED STATES TREASURY	03/12/2024	7,500,000.00	7,422,661.77	7,403,054.90	7,424,175.00	1,513.23	0.00	5.385	0.200 0.197
91282CBR1	UNITED STATES TREASURY	03/15/2024	3,000,000.00	2,999,796.95	2,997,187.50	2,970,120.00	-29,676.95	2,225.27	0.284	0.209 0.205
912828X70	UNITED STATES TREASURY	04/30/2024	2,000,000.00	1,997,539.54	1,984,765.63	1,979,060.00	-18,479.54	6,813.19	2.386	0.332 0.331
91282CCC3	UNITED STATES TREASURY	05/15/2024	3,000,000.00	2,999,111.38	2,992,851.56	2,946,090.00	-53,021.38	968.41	0.331	0.372 0.372
91282CCG4	UNITED STATES TREASURY	06/15/2024	3,000,000.00	2,997,588.46	2,984,179.69	2,934,480.00	-63,108.46	348.36	0.428	0.451 0.457
912828XX3	UNITED STATES TREASURY	06/30/2024	2,000,000.00	2,016,528.99	2,102,187.50	1,968,820.00	-47,708.99	109.89	0.323	0.488 0.498
912828XX3	UNITED STATES TREASURY	06/30/2024	1,000,000.00	1,008,344.87	1,051,406.25	984,410.00	-23,934.87	54.95	0.307	0.488 0.498
912828D56	UNITED STATES TREASURY	08/15/2024	4,000,000.00	3,990,132.75	3,965,312.50	3,934,680.00	-55,452.75	35,883.15	2.786	0.609 0.624
3133ENL40	FEDERAL FARM CREDIT BANKS FUNDING CORP	09/13/2024	2,000,000.00	1,987,096.17	1,963,960.00	1,980,680.00	-6,416.17	21,000.00	4.472	0.680 0.704
91282CCX7	UNITED STATES TREASURY	09/15/2024	2,000,000.00	1,999,043.68	1,995,937.50	1,936,880.00	-62,163.68	2,225.27	0.443	0.693 0.709
91282CDB4	UNITED STATES TREASURY	10/15/2024	3,000,000.00	2,994,978.81	2,981,484.38	2,901,570.00	-93,408.81	3,995.90	0.840	0.775 0.791
91282CDH1	UNITED STATES TREASURY	11/15/2024	4,000,000.00	3,996,540.53	3,988,125.00	3,860,160.00	-136,380.53	3,873.63	0.851	0.856 0.876
3130ASG94	FEDERAL HOME LOAN BANKS	12/13/2024	4,000,000.00	4,007,906.33	4,019,800.00	3,944,920.00	-62,986.33	6,750.00	3.156	0.925 0.953
91282CDN8	UNITED STATES TREASURY	12/15/2024	2,000,000.00	1,999,441.49	1,998,281.25	1,928,680.00	-70,761.49	928.96	1.030	0.937 0.958
3133EN5Q9	FEDERAL FARM CREDIT BANKS FUNDING CORP	01/10/2025	3,000,000.00	3,001,754.45	3,003,420.00	2,998,200.00	-3,554.45	64,125.00	4.440	0.976 1.027
3133ENPY0	FEDERAL FARM CREDIT BANKS FUNDING CORP	02/25/2025	4,000,000.00	3,993,681.11	3,983,760.00	3,871,080.00	-122,601.11	24,500.00	1.892	1.116 1.153
91282CEH0	UNITED STATES TREASURY	04/15/2025	4,000,000.00	3,985,679.33	3,968,281.25	3,902,040.00	-83,639.33	22,377.05	2.916	1.247 1.287
3130ASG86	FEDERAL HOME LOAN BANKS	06/13/2025	4,000,000.00	4,018,019.22	4,035,800.00	3,939,720.00	-78,299.22	6,750.00	3.047	1.399 1.449
931142EW9	WALMART INC	09/09/2025	2,000,000.00	2,002,690.93	2,004,780.00	1,980,120.00	-22,570.93	24,266.67	3.815	1.601 1.690
3133EPC37	FEDERAL FARM CREDIT BANKS FUNDING CORP	11/13/2025	5,000,000.00	5,013,200.00	5,013,800.00	5,046,750.00	33,550.00	32,500.00	4.724	1.764 1.868
3130ATUC9	FEDERAL HOME LOAN BANKS	12/12/2025	4,000,000.00	4,021,362.29	4,033,080.00	4,009,400.00	-11,962.29	9,500.00	4.202	1.847 1.947
9128286F2	UNITED STATES TREASURY	02/28/2026	3,500,000.00	3,359,264.00	3,282,207.03	3,377,780.00	18,516.00	29,567.31	4.524	2.065 2.162
3130AUU36	FEDERAL HOME LOAN BANKS	03/13/2026	3,000,000.00	2,976,200.11	2,967,060.00	2,991,420.00	15,219.89	37,125.00	4.512	2.062 2.197
3135G0K36	FEDERAL NATIONAL MORTGAGE ASSOCIATION	04/24/2026	4,000,000.00	3,831,090.57	3,753,040.00	3,822,040.00	-9,050.57	15,819.44	4.099	2.220 2.312



CHWD Holdings Report

As of 12/31/2023

CORV-Investment Core (170666)

Dated: 01/09/2024

Identifier	Description	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
3130AWGR5	FEDERAL HOME LOAN BANKS	06/12/2026	2,500,000.00	2,475,917.46	2,471,225.00	2,512,300.00	36,382.54	5,772.57	4.802	2.300 2.446
06051GLA5	BANK OF AMERICA CORP	07/22/2026	2,500,000.00	2,479,521.19	2,464,775.00	2,480,700.00	1,178.81	53,298.13	5.255	1.455 2.556
3133ENV72	FEDERAL FARM CREDIT BANKS FUNDING CORP	07/27/2026	3,000,000.00	2,993,566.24	2,990,610.00	3,028,440.00	34,873.76	57,750.00	4.594	2.370 2.569
94988J6D4	WELLS FARGO BANK NA	08/07/2026	2,000,000.00	2,014,780.86	2,015,280.00	2,032,580.00	17,799.14	42,994.44	5.131	2.287 2.600
451174AC0	IDAHO ENERGY RES AUTH TRANSMISSION FACS REV	09/01/2026	2,500,000.00	2,402,332.22	2,363,225.00	2,387,925.00	-14,407.22	23,100.00	4.375	2.511 2.668
46625HRV4	JPMORGAN CHASE & CO	10/01/2026	2,000,000.00	1,872,080.89	1,817,040.00	1,905,140.00	33,059.11	14,750.00	5.573	2.556 2.750
13063D3A4	CALIFORNIA ST	10/01/2026	3,000,000.00	3,130,235.28	3,173,820.00	3,088,230.00	-42,005.28	42,750.00	3.987	2.502 2.750
3130AXU63	FEDERAL HOME LOAN BANKS	11/17/2026	5,000,000.00	5,018,989.88	5,019,550.00	5,070,600.00	51,610.12	28,263.89	4.482	2.666 2.879
3130AQF65	FEDERAL HOME LOAN BANKS	12/21/2026	4,500,000.00	4,161,329.67	4,033,665.00	4,137,165.00	-24,164.67	1,562.50	4.022	2.869 2.972
46647PBA3	JPMORGAN CHASE & CO	01/29/2027	2,000,000.00	1,949,408.82	1,923,480.00	1,953,660.00	4,251.18	33,440.00	5.296	1.937 3.079
912828V98	UNITED STATES TREASURY	02/15/2027	3,500,000.00	3,282,914.53	3,200,722.66	3,322,550.00	39,635.47	29,745.24	4.454	2.953 3.126
023135CF1	AMAZON.COM INC	04/13/2027	2,000,000.00	1,904,395.19	1,869,920.00	1,941,420.00	37,024.81	14,300.00	4.941	3.023 3.282
68607LXQ5	OREGON	06/01/2027	2,375,000.00	2,441,547.14	2,463,373.75	2,430,408.75	-11,138.39	11,661.25	4.965	3.061 3.416
736679LD1	PORTLAND ORE	06/01/2027	3,100,000.00	2,656,028.09	2,510,411.00	2,665,256.00	9,227.91	0.00	4.705	3.347 3.416
78016FZS6	ROYAL BANK OF CANADA	08/03/2027	2,000,000.00	1,902,434.33	1,870,260.00	1,976,840.00	74,405.67	34,862.22	5.815	3.239 3.589
89115A2H4	TORONTO-DOMINION BANK	09/15/2027	2,500,000.00	2,473,585.02	2,465,600.00	2,499,725.00	26,139.98	34,545.69	5.016	3.326 3.706
3133EPYM1	FEDERAL FARM CREDIT BANKS FUNDING CORP	10/13/2027	4,000,000.00	3,979,588.52	3,978,480.00	4,105,920.00	126,331.48	41,166.67	4.900	3.416 3.783
023135CP9	AMAZON.COM INC	12/01/2027	2,000,000.00	2,003,097.21	2,003,960.00	2,030,600.00	27,502.79	7,583.33	4.505	3.483 3.917
3133EN3S7	FEDERAL FARM CREDIT BANKS FUNDING CORP	12/07/2027	4,000,000.00	3,975,526.66	3,968,880.00	3,959,600.00	-15,926.66	10,000.00	3.923	3.616 3.934
3130AWN63	FEDERAL HOME LOAN BANKS	06/30/2028	2,500,000.00	2,446,644.26	2,442,387.50	2,510,500.00	63,855.74	277.78	4.534	4.013 4.498
3130AWTR1	FEDERAL HOME LOAN BANKS	09/08/2028	2,000,000.00	1,993,170.81	1,992,740.00	2,036,880.00	43,709.19	35,729.17	4.455	4.144 4.690
17325FBB3	CITIBANK NA	09/29/2028	2,000,000.00	1,994,076.36	1,993,820.00	2,088,260.00	94,183.64	29,659.78	5.875	4.007 4.747
17325FBB3	CITIBANK NA	09/29/2028	1,000,000.00	1,000,778.06	1,000,800.00	1,044,130.00	43,351.94	14,829.89	5.783	4.007 4.747
3130AXQK7	FEDERAL HOME LOAN BANKS	12/08/2028	4,000,000.00	4,075,580.50	4,076,880.00	4,150,840.00	75,259.50	30,611.11	4.318	4.359 4.939
---	---	12/05/2025	163,051,111.11	161,263,438.46	160,621,850.88	160,990,535.86	-272,902.60	970,210.29	3.763	1.761 1.930

* Weighted by: Market Value. * Holdings Displayed by: Lot.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 17, 2024 REGULAR MEETING

SUBJECT : DECEMBER 2023 FINANCIAL REPORTS
STATUS : Action Item
REPORT DATE : January 11, 2024
PREPARED BY : Annie Liu, Director of Administrative Services

Due to end-of-year financial closing, the January CC 5-7 reports will be included in the February Board agenda packet.

DECEMBER 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
76620	SWARINGEN FAMILY TRUST	Customer Refund	\$66.84
76621	MICHAEL F OR KATHLEEN P CUNNANE	Customer Refund	\$339.10
76622	STEPHEN OR BARBARA NOLAN	Customer Refund	\$36.44
76623	LAURA R KINSEY	Customer Refund	\$12.72
76624	ABA DABA RENTAL	Supplies-Field	\$94.82
76625	ACWA JPIA	Workers Comp Insurance	\$106.64
76626	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Read	\$8,361.64
76627	ANSWERNET	Telephone-Answering Service	\$392.35
76628	AREA PORTABLE SERVICES	Equipment Rental-Field	\$110.58
76629	B AND M BUILDERS	Contract Services-Engineering	\$32,765.00
76630	BEST BEST AND KRIEGER	Legal & Audit	\$9,187.20
76631	BSK ASSOCIATES	Water Analysis	\$3,339.75
76632	CALIFORNIA OFFICE FURNITURE	Material	\$4,614.60
76633	CITY OF CITRUS HEIGHTS	Equipment Rental-Office	\$1,784.10
76634	COGSDALE	Contract Services-Other	\$4,987.50
76635	ROBIN COPE	Retiree Insurance	\$495.00
76636	CORELOGIC INFORMATION SOLUTIONS INC	Dues & Subscriptions	\$225.10
76637	HALFHILL FAMILY TRUST	Customer Refund	\$58.49
76638	EVERBANK NA	Equipment Rental-Office	\$522.59
76639	FUTURE FORD	Repair-Trucks	\$3,420.93
76640	HUNT AND SONS INC	Gas & Oil	\$2,264.51
76641	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$246.42
76642	KEI WINDOW CLEANING 12	Janitorial	\$120.00
76643	MOONLIGHT BPO LLC	Contract Services-Bill Print/Mail	\$7,507.71
76644	NOWSPEED INC	Contract Services-Other	\$250.00
76645	ONE PRINT SOURCE AND GRAPHICS	Printing	\$515.86
76646	MISSY PIERI	Professional Development	\$86.13
76647	RAWLES ENGINEERING INC	Contract Services-Miscellaneous	\$35,390.00
76648	RDO EQUIPMENT	Repair-Trucks	\$222.58
76649	REPUBLIC SERVICES 922	Utilities	\$346.05
76650	SAN JUAN WATER DISTRICT	Purchased Water	\$873,155.10
76651	SCARSDALE SECURITY SYSTEMS INC	Contract Services-Other	\$532.44
76652	MARY LYNN SCHERRER	Retiree Insurance	\$164.90
76653	SMOKE BUSTERS	Repair-Trucks	\$420.00
76654	SONITROL	Equipment Rental-Office	\$128.26
76655	SONSRAY MACHINERY LLC	Repair-Equipment/Hardware	\$383.02
76656	STEPPING THRU ACCESSIBILITY	Contract Services-Miscellaneous	\$5,821.97
76657	STATE WATER RESOURCES CONTROL BOARD	Dues & Subscriptions	\$110.00
76658	TEE JANITORIAL MAINTENANCE	Contract Services-Other	\$2,989.00
76659	WALKERS OFFICE SUPPLIES	Office Expense	\$122.07
76660	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$2,434.59
76661	WATERWISE CONSULTING INC	Contract Services- Conservation	\$650.00
76662	WEST YOST ASSOCIATES	Contract Services-Engineering	\$4,242.50
76663	WYJO SERVICES CORP	Repair-Trucks	\$1,142.72
76664	Void	Void	\$0.00
76665	PETER P BOLLINGER	Customer Refund	\$6,390.45
76666	CARLENE MILLER	Customer Refund	\$228.27
76667	MARIJANA OR ZORAN TADIC	Customer Refund	\$212.13
76668	COREY R VERMILION	Customer Refund	\$86.47
76669	AFMAN SUPPLY	Small Tools	\$117.65
76670	ANG AUDIO VISUAL SERVICES	Contract Services-Miscellaneous	\$1,245.00
76671	AUTOMATE MAILING SERVICE	Contract Services-Bill Print/Mail	\$434.31
76672	BEST BEST AND KRIEGER	Legal & Audit	\$13,887.25
76673	BURKETTS	Office Expense	\$71.44
76674	CITY OF CITRUS HEIGHTS	Permit Fees	\$1,805.23
76675	COLANTUONO HIGHSMITH WHATLEY PC	Legal & Audit	\$6,425.50
76676	CONSOLIDATED	Telephone-Local/Long Distance	\$2,985.87
76677	HALFHILL FAMILY TRUST	Customer Refund	\$179.55
76678	COUNTY OF SACRAMENTO MUNICIPAL SERVICES	Field Miscellaneous	\$91.35

DECEMBER 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
76679	COUNTY OF SACRAMENTO	Permit Fees	\$151.00
76680	ORNELLA GALLAGHER	Toilet Rebate Program	\$75.00
76681	GRAINGER	Small Tools	\$79.05
76682	FERGUSON ENTERPRISES INC 1423	Material	\$148.35
76683	DEBORAH OR DONALD HARMAN	Toilet Rebate Program	\$150.00
76684	HOLT OF CALIFORNIA	Repair-Equipment	\$727.15
76685	HUNT AND SONS INC	Gas & Oil	\$1,689.95
76686	IB CONSULTING LLC	Consulting Services	\$9,136.68
76687	J4 SYSTEMS	Contract Services-Other	\$3,077.25
76688	JPL PHOTOGRAPHY	Contract Services-Miscellaneous	\$1,575.00
76689	MACQUARIE EQUIPMENT CAPITAL INC	Equipment Rental-Office	\$376.97
76690	NOR CAL PERLITE INC	Supplies-Field	\$2,739.80
76691	THOMAS PADDISON	Toilet Rebate Program	\$150.00
76692	PLANNING PARTNERS INC	Contract Services-Wells	\$1,813.00
76693	QUICK QUACK CAR WASH	Maintenance Agreement-Equipment	\$298.30
76694	RANU RONIEL	Toilet Rebate Program	\$75.00
76695	SACRAMENTO METRO FIRE DISTRICT	Permit Fees	\$913.00
76696	SAGENT	Contract Services-Other	\$5,485.03
76697	SWRCB	Dues & Subscriptions	\$3,576.00
76698	T MOBILE	Telephone-Wireless	\$1,885.43
76699	YEKATERINA THORELL	Toilet Rebate Program	\$75.00
76700	TRAFFIC MANAGEMENT INC	Field Miscellaneous	\$808.56
76701	USA BLUE BOOK	Supplies-Field	\$85.40
76702	UTILITY SERVICES ASSOCIATES LLC	Contract Services-Conservation	\$3,621.00
76703	WEX BANK	Gas & Oil	\$3,751.61
77001	RICHARD J OR UTE M REED	Customer Refund	\$52.61
77002	DOMINIC C VELLA	Customer Refund	\$171.48
77003	CHRISTINE OR GEORGE A HALL	Customer Refund	\$21.52
77004	HUI CHING HSU	Customer Refund	\$42.74
77005	AMY OR ANTONIO RIVAS	Customer Refund	\$138.77
77006	LAUREEN SULLIVAN OR FREDERICK MATTESON	Customer Refund	\$73.89
77007	DEBBERA LEE CUTHILL	Customer Refund	\$19.25
77008	2017 2 IH BORROWER LP	Customer Refund	\$75.66
77009	KEVIN OR SUZANNE E BAKKEN	Customer Refund	\$39.58
77010	KYLE OR FALLON GORRIE	Customer Refund	\$18.56
77011	EMERALD SITE SERVICES	Customer Refund	\$2,069.89
77012	19SIX ARCHITECTS	Contract Services-Other	\$13,812.80
77013	AFLAC	Employee Paid Insurance	\$290.74
77014	AK MECHANICAL INC	Contract Services-Other	\$3,603.00
77015	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Read	\$4,287.77
77016	AREA PORTABLE SERVICES	Equipment Rental-Field	\$110.58
77017	Jodi Ash	Contract Services-Miscellaneous	\$50.00
77018	AUL HEALTH BENEFIT TRUST MIDAMERICA	Health Insurance	\$119.50
77019	CALIFORNIA NEVADA SECTION AWWA	Dues & Subscriptions	\$255.00
77020	BEST BEST AND KRIEGER	Legal & Audit	\$24,184.98
77021	JULIE BEYERS	Contract Services-Other	\$25.00
77022	BSK ASSOCIATES	Water Analysis	\$839.50
77023	CD AND POWER	Repair-Equip/Hard	\$2,575.00
77024	CALIFORNIA LANDSCAPE ASSOCIATES INC	Janitorial	\$490.00
77025	CITY OF CITRUS HEIGHTS PROCESSING CENTER	Equipment Rental-Office	\$17.00
77026	CITY OF CITRUS HEIGHTS	Permit Fees	\$3,592.85
77027	COMCAST	Equipment Rental-Office	\$93.45
77028	SACRAMENTO COUNTY UTILITIES	Utilities	\$190.10
77029	PAUL DIETRICH	Contract Services-Miscellaneous	\$25.00
77030	DEBORA GARCIA	Contract Services-Miscellaneous	\$50.00
77031	GOVERNMENT PORTFOLIO ADVISORS	Contract Services-Financial	\$1,234.86
77032	FERGUSON ENTERPRISES INC 1423	Material	\$4,978.05
77033	SUZANNE GUTHRIE	Contract Services-Miscellaneous	\$50.00
77034	INDEPENDENT BUSINESS FORMS INC	Printing	\$336.05
77035	TARAS KOVALCHUK	Toilet Rebate Program	\$225.00

DECEMBER 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
77036	ERIC LINDBERG	Contract Services-Miscellaneous	\$50.00
77037	ANNIE LIU	Professional Development	\$29.99
77038	LOWES	Supplies-Field	\$901.28
77039	MICHAEL MAGLIOLA	Toilet Rebate Program	\$150.00
77040	JAY MARTINEZ	Contract Services-Miscellaneous	\$50.00
77041	MIKAELA OR JOSEPH MEDEIROS	Toilet Rebate Program	\$75.00
77042	DANA MELLADO	Professional Development	\$150.36
77043	MOONLIGHT BPO LLC	Contract Services-Bill Print/Mail	\$2,912.85
77044	JENNA MOSER	Contract Services-Miscellaneous	\$50.00
77045	NAPA AUTO PARTS	Repair-Equipment/Hardware	\$19.39
77046	NATIONAL TRENCH SAFETY	Equipment Rental-Field	\$310.93
77047	MICHAEL NISHIMURA	Contract Services-Miscellaneous	\$50.00
77048	OCCU MED	Office Miscellaneous	\$243.25
77049	PACIFIC GAS AND ELECTRIC	Utilities	\$127.18
77050	PRIME AUTO REPAIR	Repair-Trucks	\$787.39
77051	RED WING SHOE STORE	Small Tools	\$591.50
77052	REGIONAL GOVERNMENT SERVICES	Contract Services-Other	\$21,139.16
77053	TAK COMMUNICATIONS	Contract Services-Engineering	\$157,034.51
77054	A TEICHERT AND SON INC	Road Base	\$7,869.76
77055	UNIVERSAL ENGINEERING SCIENCES	Contract Services-Engineering	\$1,156.50
77056	ALAN UTZIG	Contract Services-Miscellaneous	\$25.00
77057	WOLF CONSULTING	Contract Services-Other	\$2,750.00
77058	CITY OF CITRUS HEIGHTS	Permit Fees	\$44,580.64
77059	BEVERLY V VICTOR	Customer Refund	\$30.43
77060	GAYLE E BIVINS ESTATE	Customer Refund	\$382.07
77061	VASILYIY OR DINA VASILENKO	Customer Refund	\$156.67
77062	NORMAN OR KATHLEEN MAGILL	Customer Refund	\$46.25
77063	CENTRAL VALLEY ENGINEERING AND ASPHALT	Customer Refund	\$2,299.63
77064	KEVIN R OR ERICA L DEGRAY	Customer Refund	\$291.05
77065	STEVEN R/DEBRA L DUARTE	Customer Refund	\$225.00
77066	JOSEPH VAUGHAN	Customer Refund	\$36.26
77067	2018 3 IH BORROWER LP	Customer Refund	\$79.81
77068	BSK ASSOCIATES	Water Analysis	\$361.00
77069	FAST ACTION PEST CONTROL	Contract Services-Miscellaneous	\$184.80
77070	J J LOCKSMITHS	Contract Services-Office Repair/Mainte:	\$450.92
77071	PSA PRINT GROUP	Postage	\$8,828.22
77072	RED WING SHOE STORE	Small Tools	\$300.00
77073	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$1,110.00
Total			\$1,406,788.20
ACH	ADP 647570081	Bank Fee	\$695.00
ACH	CAL CHOICE JANUARY 2024	Health Insurance	\$49,862.70
ACH	IC 1168-2023-11	Bank Fee	\$8,054.50
ACH	ICMA 12/21/2023 PAYDAY	Deferred Compensation	\$11,270.91
ACH	JP MORGAN NOVEMBER 2023	See December Agenda Item CC-9	\$19,578.32
ACH	PRINCIPAL JANUARY 2023	Health Insurance	\$10,173.82
ACH	ADP 649654524	Bank Fee	\$583.10
ACH	ADP 648533126	Bank Fee	\$487.10
ACH	ADP 649028938	Bank Fee	\$80.60
ACH	BMO NOVEMBER 2023	Bank Fee	\$1,369.96
ACH	CHASE NOVEMBER 2023	Bank Fee	\$5,033.05
ACH	ICMA 12/7/2023 PAYDAY	Deferred Compensation	\$11,253.28
ACH	MID AMERICA 12/12-12/18/2023	Employee Paid Insurance	\$69.74
ACH	PERS 12/7/2023 PAYDAY	PERS	\$28,598.14
ACH	PERS 11/22/2023 PAYDAY	PERS	\$28,598.62
ACH	VALIC 12/21/20230 PAYDAY	Deferred Compensation	\$2,137.67
ACH	VALIC 12/7/2023 PAYDAY	Deferred Compensation	\$2,789.38
ACH	MID AMERICA 12/5-12/11/2023	Deferred Compensation	\$250.00
Total			\$180,885.89
Grand Total			\$1,587,674.09

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

Name	Postage	District Events & Recognition	Dues & Subscription	Tools & Equipment	General Supplies	Equipment Maintenance	Professional Development	Maintenance/Licensing	Prepaid	Total Bill
Shockley		\$ 2,833.81	\$ 271.00	\$ 199.03	\$ 990.47		\$ 9,285.68		\$ 311.00	\$ 13,890.99
Abaya			\$ 43.78	\$ 397.60	\$ 29.08			\$ 358.64		\$ 829.10
Spiers		\$ 35.97		\$ 202.03		\$ 266.82				\$ 504.82
Liu			\$ 8.99				\$ 40.00			\$ 48.99
Straus	\$ 15.00	\$ 780.87								\$ 795.87
Scott		\$ 276.90								\$ 276.90
Shepard		\$ 339.44	\$ 2.95							\$ 342.39
Cutler		\$ 75.37								\$ 75.37
Pieri		\$ 156.26								\$ 156.26
Total Bill	\$ 15.00	\$ 4,498.62	\$ 326.72	\$ 798.66	\$ 1,019.55	\$ 266.82	\$ 9,325.68	\$ 358.64	\$ 311.00	\$ 16,920.69

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 17, 2024 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : January 4, 2024
 PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk
 Kayleigh Shepard, Management Analyst/Deputy Board Clerk

The following District employees were recognized for perfect attendance during December 2023, outstanding customer service, and quality of work during the month of December 2023.

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Dana Mellado	Yes		
Viviana Munoz	Yes	Assisted Board Clerk staff with CAC meeting set up on 12/14/23.	
Kayleigh Shepard	Yes		<p>The District's meeting facilitator, Laura Mason-Smith called to commend Kayleigh for her work setting up and assisting with coordinating the December 14th CAC meeting.</p> <p>President Sheehan recognized staff for their prompt response to AV issues and resourcefulness at the 12/20/23 Board Meeting.</p>
Beth Shockley	Yes		Coordinated the District's staff holiday event.
Mike Shorter	Yes		President Sheehan recognized staff for their prompt response to AV issues and resourcefulness at the 12/20/23 Board Meeting.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Desiree Smith	Yes		Worked during scheduled time off to complete various year-end processes.
Hogai Zalmi	Yes	Assisted Board Clerk staff with CAC meeting set up on 12/14/23.	

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	Worked on Friday, 12/22/23 on a District water main project – Minnesota Drive.	
Todd Jordan	Yes		President Sheehan recognized staff for their prompt response to AV issues and resourcefulness at the 12/20/23 Board Meeting.
Tim Katkanov	Yes	Assisted with IT support at the 12/20/23 Board Meeting. Assisted IT with server upgrades on 12/21/23.	President Sheehan recognized staff for their prompt response to AV issues and resourcefulness at the 12/20/23 Board Meeting.
Ali Shafaq	Yes		
Neil Tamagni	Yes	Worked on Friday, 12/8/23 and 12/15/23 on a District water main project – Reno Lane.	

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Bell			12/7 – Worked 13 hours to complete an emergency 12” steel main repair in Greenback Lane at 6231 Burich Ave. 12/19 – responded to an emergency after hours leak at 7224 Rochelle Way.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Andrew Callister			12/19 – responded to an emergency after hours leak at 7224 Rochelle Way.
Kelly Drake			Provided project oversight for the replacement of 200 water meters for the District’s meter testing program.
James Ferro			Helped complete the replacement of 200 water meters for the District’s meter testing program.
Jarrett Flink	Yes		12/7 – Worked 13 hours to complete an emergency 12” steel main repair in Greenback Lane at 6231 Burich Ave.
Brandon Goad	Yes		12/7 – Worked 13 hours to complete an emergency 12” steel main repair in Greenback Lane at 6231 Burich Ave. 12/19 – responded to an emergency after hours leak at 7224 Rochelle Way.
Brian Hensley	Yes		
Ricky Kelley			12/7 – Worked 13 hours to complete an emergency 12” steel main repair in Greenback Lane at 6231 Burich Ave. Helped complete the replacement of 200 water meters for the District’s meter testing program.
Mike Mariedth			Helped complete the replacement of 200 water meters for the District’s meter testing program.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Ryon Ridner			12/7 – Helped complete the emergency 12” steel main repair in Greenback Lane at 6231 Burich Ave.
Nick Spiers	Yes		
John Spinella	Yes		12/7 – Worked 13 hours to complete an emergency 12” steel main repair in Greenback Lane at 6231 Burich Ave. 12/19 – responded to an emergency after hours leak at 7224 Rochelle Way. 12/26-28 – completed USA tickets and marked the locations of District infrastructure during the holiday closure.
Jason Tupper	Yes		

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JANUARY 17, 2024 REGULAR MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : JANUARY 2, 2024
 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
February 21, 2024					
February 21, 2024	Annual	Investment Portfolio Update	Liu	P	A
February 21, 2024		Financial Policies Updates	Liu	B	A
March 20, 2024					
March 20, 2024		RiverARC Presentation	Scott	P	ID
March 20, 2024	Biennial	Conflict-of Interest	Moore	B	A
April 17, 2024					
April 17, 2024		2024 Strategic Plan Update	Moore	SS	ID
May 15, 2024					
May 15, 2024	Annual	Poster Contest Presentation	Scott/Nunes	P	ID
May 15, 2024		Annual Financial Report	Liu	CC	A
June 19, 2024					
June 19, 2024		Development Standards & Procedures	Pieri	SS	ID
June 19, 2024	Annual	Form 470	Moore	MS	ID
June 19, 2024	Biennial	Resolution calling for November Election	Moore	B	A
June 19, 2024	Annual	Finance Corporation officer appointment and status of Finance Corp	Liu	B	A
JULY-SUMMER RECESS					
August 21, 2024					
August 21, 2024	Annual	Approval of 2025 Strategic Plan	Straus	CC	A
August 21, 2024	Annual	Budget Rate Model Options Workshop	Liu	P	ID
September 18, 2024					
September 18, 2024	Annual	Refined Budget Options/Prop 218 Direction	Liu/Straus	SS	ID
October 16, 2024					
October 16, 2024	Annual	Misc charges and Fees -proposed	Liu	SS	ID

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 17, 2024 REGULAR MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : January 3, 2024
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

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

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project - Pipeline Condition Assessment	Engineering	Director of Engineering	Yes, updates as necessary.	Yes	Pipeline Condition Assessment	Corrosion Test Stations installation complete. Segment 1 follow-up testing occurred in early November. Begin Phase 1 of Segment 3. Field location in progress.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Director of Engineering	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Pre-Architectural Alternatives Analysis underway. Building layout options being prepared.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Reno Lane Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, 08/07/23 (Award of Contract)	No	2023 design, 2023/24 construction	Award of Contract on 08/07/23. Construction began on 09/29/23. 80% Complete.
CAPITAL IMPROVEMENT PROJECT - Patton Ave Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, 10/18/23 (Award of Contract)	No	2023 design, 2024 construction	Award of Contract on 10/18/23. Notice to Proceed issued 01/02/24.
CAPITAL IMPROVEMENT PROJECT - Admiral Ave and Anchor Cir Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	2023 design, 2024 construction	Potholing complete. District preparing 90% plans.
PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr	Engineering	Director of Engineering and Senior Construction Inspector	Yes, 03/30/20, 04/15/20 (Deferment of Fees)	No	200-300 unit development by Watt Communities.	CHWD sent conditional project acceptance on 01/12/22. Final acceptance issued on December 4, 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 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. District signed plans on 10/19/21. Construction 99% complete.</p>
<p>PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 3 for 3 home subdivision.</p>	<p>Plan check fees paid 04/13/21. Plans signed 06/07/22. Awaiting payment of fee balance.</p>
<p>PRIVATE DEVELOPMENT 8258 Holly Dr Parcel Split 1 - 2</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel Split - 1 parcel to 2 parcels.</p>	<p>Received Project Review Request from City on 10/18/23. District provided a Will Serve letter on 10/24/23.</p>
<p>PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 2 lots. New single family home construction on one lot.</p>	<p>District sent correspondence to property owner on 04/20/20. New will serve letter sent on 10/17/22.</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 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 Associate Civil Engineer	No	No	Proposed apartments.	Plan check fees paid. Plans signed on 08/28/23. Awaiting payment of fee balance & 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 Associate Civil Engineer	No	No	Customer requesting water service for a recently split lot.	Verify lot is split prior to initiating new water service.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7705 Hickory Ave Single Family Home	Engineering	Director of Engineering and Associate Civil Engineer	No	No	Parcel being split into 2 lots.	Plans submitted on 08/21/23. District provided Will Serve letter on 09/14/23.
PRIVATE DEVELOPMENT 8207 Oak Ave Parcel Split, Annexation & Single Family Home	Engineering	Director of Engineering and Assistant Engineer	Yes, Inclusion approved by Board on 05/18/22.	No	Parcel Split, Annexation & 2 single family homes.	Plan check fees paid. Annexation/Inclusion fees paid and approved by Board on 05/18/22. Plans signed on 08/02/22. Awaiting payment of fee balance and construction.
PRIVATE DEVELOPMENT 7803 Madison Ave MD Health	Engineering	Director of Engineering and Assistant Engineer	No	No	Tenant Improvements of Building. Domestic backflow installation.	All fees paid. Construction complete. Final acceptance issued on 01/03/24.
PRIVATE DEVELOPMENT 7975 Twin Oaks Ave Parcel Split 1 - 3	Engineering	Director of Engineering and Associate Engineer	No	No	Parcel Split - 1 to 3 lot split; 3 single family homes with frontage improvements.	All comments incorporated. Awaiting payment of fees.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 7501 Greenglen Ave Parcel Split 1 - 2</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel Split - 1 to 2 lot split per SB9; 2 single family homes.</p>	<p>Plan check fees paid. Plans signed on 08/09/23.</p> <p>Awaiting payment of fee balance.</p> <p>CHWD to provide installation of water facilities.</p>
<p>PRIVATE DEVELOPMENT 7641 Poplar Ave Parcel Split 1 - 2</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel Split - 1 parcel to 2 parcels.</p>	<p>Received Project Review Request from City on 6/29/23.</p> <p>District provided a Will Serve letter on 07/10/23.</p>
<p>PRIVATE DEVELOPMENT 6245 Sunrise Blvd Tenant Improvements</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Engineer</p>	<p>No</p>	<p>No</p>	<p>Tenant Improvements & upgrade to fire system & supply.</p>	<p>Received plans on 06/29/23.</p> <p>District provided comments on 07/17/23.</p>
<p>PRIVATE DEVELOPMENT 7828 Old Auburn Blvd Parcel Split 1 - 4</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel Split - 1 parcel to 4 parcels.</p>	<p>Received Project Review Request from City on 10/12/23.</p> <p>District provided a Will Serve letter on 10/19/23.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 7401 Mariposa Ave Parcel Split 1 - 2</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel Split - 1 parcel to 2 parcels.</p>	<p>Received Project Review Request from City on 10/18/23.</p> <p>District provided a Will Serve letter on 10/24/23.</p>
<p>PRIVATE DEVELOPMENT 7939 Hanson Dr Parcel Split 1 - 2</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel Split - 1 parcel to 2 parcels.</p>	<p>Received Project Review Request from City on 11/20/23.</p> <p>District provided a Will Serve letter on 11/28/23.</p>
<p>PRIVATE DEVELOPMENT 7509 Twin Oaks Ave Food Truck Plaza</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Engineer</p>	<p>No</p>	<p>No</p>	<p>Existing vacant site (with existing water service) to be used for a Food Truck Plaza.</p>	<p>Received Project Review Request from City on 11/20/23.</p> <p>District provided a Will Serve letter on 11/28/23.</p>
<p>PRIVATE DEVELOPMENT 7727 Wachtel Ave Parcel Split 1 - 2</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel Split - 1 parcel to 2 parcels.</p>	<p>Received Project Review Request from City on 11/28/23.</p> <p>District provided plan review comments on 11/29/23.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 8461 Olivine Ave Accessory Dwelling Unit</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Engineer</p>	<p>No</p>	<p>No</p>	<p>Accessory Dwelling Unit</p>	<p>Received Project Review Request from City on 12/05/23.</p> <p>District provided a Will Serve letter on 12/07/23.</p>
<p>PRIVATE DEVELOPMENT 5740 San Juan Ave Parcel Split 1 - 4</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel Split 1 parcel to 4 parcels.</p>	<p>Received Project Review Request from City on 12/06/23.</p> <p>District provided a Will Serve letter on 12/07/23.</p>
<p>PRIVATE DEVELOPMENT 8540 Auburn Blvd Starbucks</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Engineer</p>	<p>No</p>	<p>No</p>	<p>New commercial development.</p>	<p>Received preliminary plans on 04/21/22.</p> <p>District provided a Will Serve letter on 04/27/22.</p> <p>District provided addendum option as part of the Auburn Blvd - Complete Streets Phase 2 on 11/27/23.</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. 3 new irrigation services.	Final plans signed on 02/24/23. Awaiting fees for irrigation services. Project out to bid.
CITY OF CITRUS HEIGHTS PROJECT Arcade-Cripple Creek Trail Project	Engineering	Director of Engineering and Assistant Engineer	No	No	District & City finalized Cost Liability.	Construction in progress. Coordinating with the City on portion of bike trail through District easement.
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.	District and City finalized Cost Liability. District to prepare Engineer's Estimate. Awaiting construction.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
COUNTY OF SACRAMENTO AC Overlay Project SACOG 2022 Phase 1 to 3	Engineering	Director of Engineering and Associate Civil Engineer	No	No	County of Sacramento Road Improvements along Greenback Lane from Fair Oaks Blvd. to Hazel Ave. Valve box adjustments on CHWD facilities.	Anticipate construction Spring of 2024. CHWD will need to perform valve box adjustments. District to prepare Engineer's Estimate.
District-wide Easement Project (Phase 4)	Engineering	Director of Engineering and Assistant Engineer	Yes, updates as necessary.	Yes	Obtaining easements for District-owned facilities.	Group 2 Easement Acquisition in progress.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 17, 2024 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : January 8, 2024
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

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

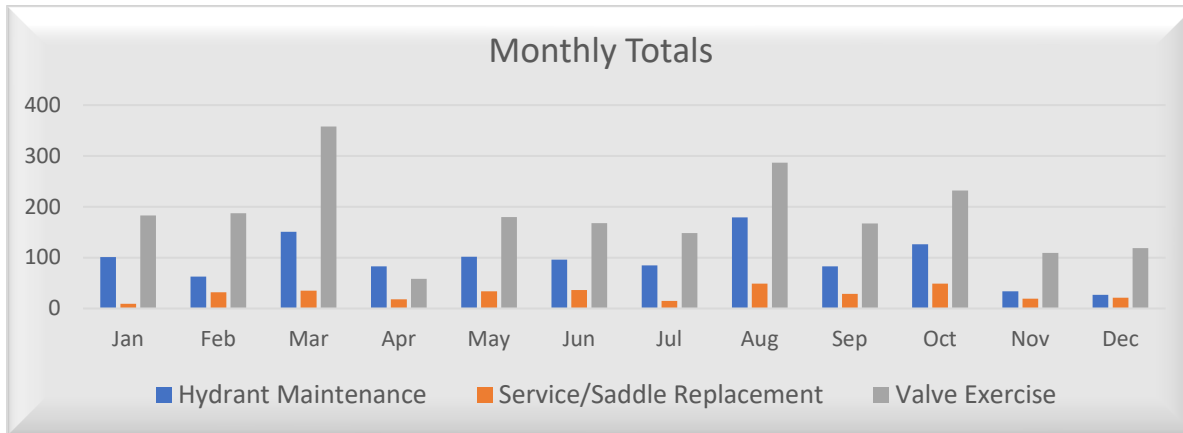
OPERATIONS MONTHLY ACTIVITIES

A. Distribution Division

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

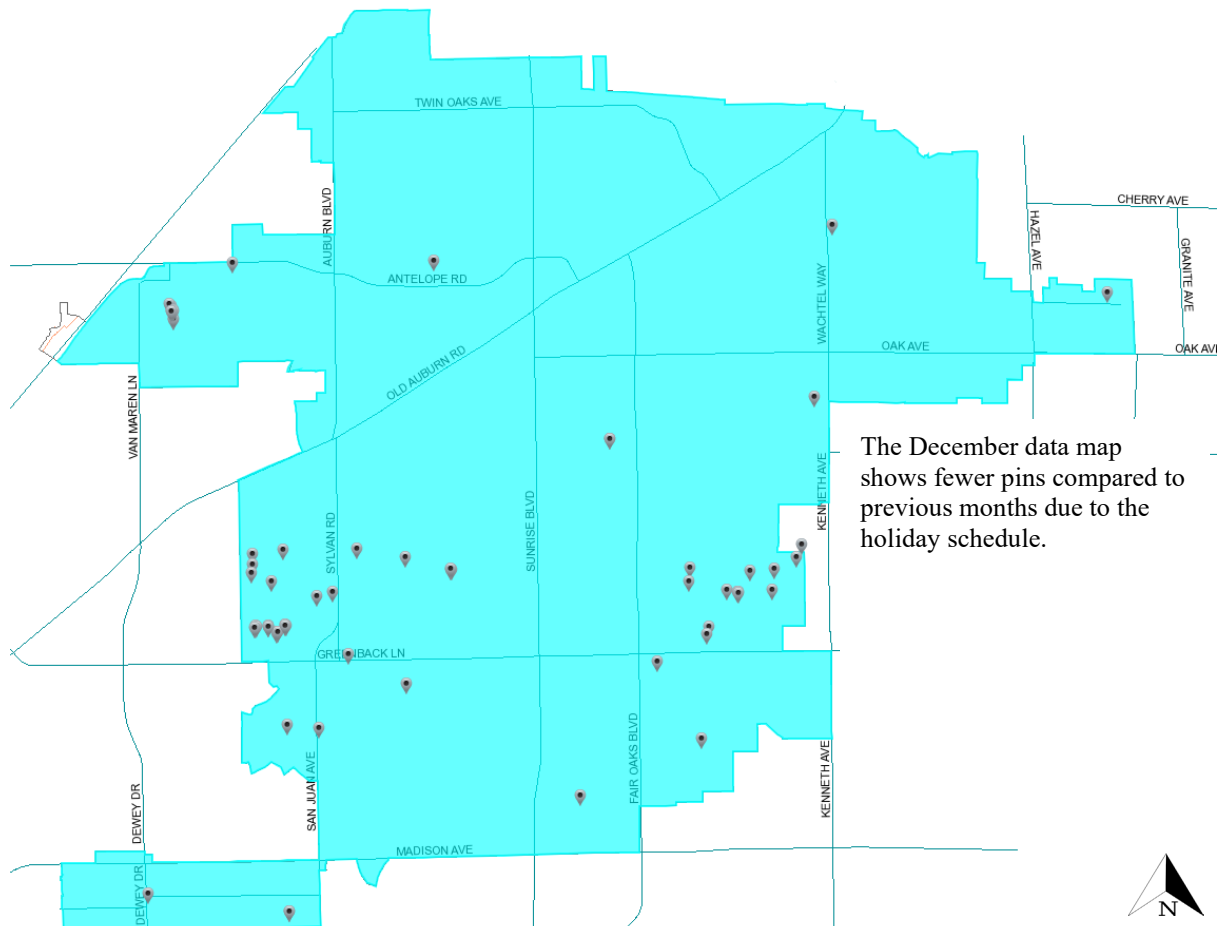
Distribution Maintenance	December 2023	Total CY 2023	Total # in System
Air Valve Inspection	0	2	147
Hydrant Maintenance	27	1,130	2,170
Mainline Repair/Maintenance	1	8	
Meter Box Maintenance	2	53	21,007
Meter Register Replacement	71	200	21,007
Service/Saddle Replacement	21	330	21,007
Valve Exercise	119	2,186	4,631
Total	241	3,853	

CIP Projects	December 2023	Total CY 2023
C23-010 Water Mainline	0	0
C23-011 Water Valves	0	27
C23-012 Water Services	21	332
C23-013 Water Meters	18	385
C23-014 Fire Hydrants	0	0
C23-103 Pothole Main	0	0
Total	39	744



The map below shows the locations where the Operations Crews worked in December.

Locations Worked within the Citrus Heights Water District



B. Standby Summary

The Operations Department assigns employees to weekly standby duty to provide 24-hour coverage in

case of water emergencies within the District. A 2023 summary of standby activity is provided below.

Standby Summary			
Standby Reporting Month	Total Calls to After-Hours Answering Service	Site Visits	Resolutions Via Phone Call
January	34	16	18
February	18	8	10
March	13	7	6
April	23	13	10
May	27	18	9
June	38	21	17
July	37	22	15
August	34	15	19
September	36	17	19
October	14	7	7
November	25	13	12
December	26	15	11
Annual Total	325	172	153

C. Operations Specialist

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

Operations Specialist Summary		
Work Description	December 2023	Total CY 2023
USA Markings	306	3,914
Check for Leak	15	384
Fire Hydrant Investigation	0	4
Locate a Meter	0	2
Turn Water On/Off	2	96
Total	323	4,400

D. Water Quality/Sampling Summary

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

Operations Vehicle Management & Maintenance:

For daily operations, the Citrus Heights Water District has 38 vehicles. Each vehicle is assigned to a specific staff member who is responsible for performing and documenting a thorough weekly inspection. To aid in vehicle management the District utilizes Fleetio software. Fleetio is capable of tracking routine vehicle maintenance, fuel management, and asset management. Furthermore, Fleetio aids the District in determining vehicle replacement cycles based on age, repair costs, and a variety of other factors.

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JANUARY 17, 2024 REGULAR MEETING**

SUBJECT : 2023 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : January 4, 2024
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 : Rebecca Scott, Director of Operations

OBJECTIVE:

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

Month	2013	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	370.11	117.19	487.30	989.22	-219.66	-18.2%
Mar	819.55	540.78	516.87	654.31	601.02	774.74	376.25	96.40	472.65	1,461.87	-566.56	-27.9%
Apr	1,029.73	646.09	682.90	767.24	1,001.96	763.83	556.28	142.56	698.84	2,160.71	-897.45	-29.3%
May	1,603.43	1,072.27	977.41	1,168.99	1,277.33	1,133.06	833.35	182.72	1,016.07	3,176.78	-1,484.81	-31.9%
Jun	1,816.73	1,387.03	1,328.07	1,475.82	1,541.32	1,288.62	1,106.47	158.78	1,265.25	4,442.03	-2,036.29	-31.4%
Jul	2,059.21	1,737.13	1,582.40	1,682.83	1,643.73	1,536.69	1,445.97	67.05	1,513.02	5,955.05	-2,582.48	-30.2%
Aug	1,924.28	1,583.78	1,603.36	1,660.59	1,538.76	1,461.15	1,412.69	82.07	1,494.76	7,449.81	-3,012.00	-28.8%
Sep	1,509.82	1,330.19	1,297.12	1,381.14	1,333.29	1,228.49	1,165.38	55.08	1,220.46	8,670.27	-3,301.36	-27.6%
Oct	1,297.42	1,061.88	1,083.17	1,185.00	972.09	1,065.99	893.84	72.28	966.12	9,636.39	-3,632.66	-27.4%
Nov	911.55	807.7	839.06	779.34	576.37	637.25	593.77	54.31	648.08	10,284.47	-3,896.13	-27.5%
Dec	700.94	558.97	548.17	620.34	536.97	541.93	514.11	44.76	558.87	10,843.34	-4,038.20	-27.1%
Total	14,881.54	11,782.93	11,426.87	12,484.43	12,083.55	11,565.65	9,718.92	1,124.42	10,843.34	10,843.34		
% of Total							89.63%	10.37%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 17, 2024 REGULAR MEETING

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

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of January 1, 2024, storage in Folsom Lake was at 465,081 acre-feet, forty-eight percent (48%) of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 15,807 acre-feet in the past month.

The District's total water use during December 2023 (558.87 acre-feet) was twenty percent (20%) below that of December 2013 (700.94 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 JANUARY 17, 2024 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : January 8, 2024
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

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

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of December 2023 included the following:
 - Ten High Efficiency Toilet (HET) rebates were processed.
 - Three High Efficiency Clothes Washer (HECW) rebates were processed.
 - Four smart irrigation controllers were installed.
- Four reports of water waste were received in December. Staff continues to reach out to customers concerning water waste violations.
- The December safety meeting covered PG&E Worker & Gas Line Safety.
- The District offers a variety of WaterSmart classes throughout the year. The 2024 WaterSmart schedule is below.

Date	Title	Format
Sat., Mar. 16	Seed Starting 101	In-person at the Sylvan Ranch Community Garden
Wed., May 22	Beneficial Bees, Birds, and Butterflies: Pollinators for Your Yard	Webinar
Wed., Aug. 28	Leaf with the Right Tree: A Guide to Regional Tree Selection	Webinar
Sat., Oct. 5	Manageable Maintenance Part 1: Planning with Purpose for Your Easy-Care Landscape	In-person at the Citrus Heights Community Center
Sat., Oct. 19	Manageable Maintenance Part 2: DIY Do's & Don'ts for Your Landscape	In-person at the Citrus Heights Community Center

- CHWD has three garden plots at the Sylvan Ranch Community Garden featuring water efficient landscaping. CHWD is working with a customer-based volunteer “Garden Corps,” who maintain the plots by removing weeds and checking the irrigation system and controller timers. The Garden Corps meets in January to perform winter maintenance on the Garden and discuss the group’s role in the 2024 WaterSmart classes. The dedicated webpage for the garden, chwd.org/garden, allows viewers to see detailed information about each plant in the District’s plots, and create a customized plant list for their property.

The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD for 2023:

Month	R-GPCD 2022	R-GPCD 2023	% CHANGE
January	84	64	-24%
February	78	71	-10%
March	88	60	-32%
April	135	88	-37%
May	169	128	-24%
June	172	167	-3%
July	230	191	-16%
August	187	189	1%
September	178	155	-13%
October	118	116	-2%
November	80	70	-12%
December	65	68*	4%

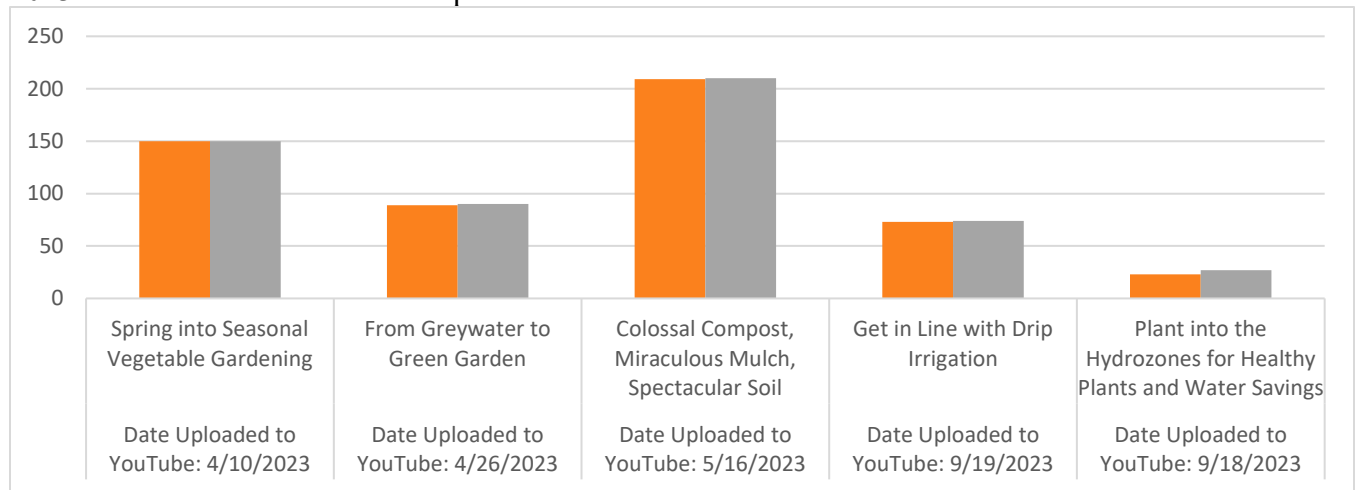
*Preliminary number as of the report date

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

Work Orders	Dec 2023	Dec 2022
CHANGE TOUCH-READ TO RADIO READ	0	0
CONVERT TO RADIO-READ METER	13	1
METER BOX MAINTENANCE	2	1
METER REPAIR	0	0
METER REPLACEMENT	0	1
METER TESTING	0	0
REGISTER REPLACEMENT	3	30
RADIO-READ REGISTER REPLACEMENT	0	17
INSTALL METER	0	5
TOTAL	18	55

Service Requests	Dec 2023	Dec 2022
CONSERVATION REQUEST	4	33
CHECK FOR LEAK	5	1
UNABLE TO OBTAIN METER READ	54	45
TRIM SHRUBS	11	10
METER BURIED	24	26
METER MAINT.	5	29
LOCKED GATE	4	3
RE-READ METER	5	8
READ METER	9	0
METER BOX MAINT.	0	0
MOVE-IN/MOVE-OUT	9	29
CAR OVER METER	8	11
TOTAL	138	195

2023 WaterSmart Class Viewership



= Viewership, December 5, 2023
 = Viewership, January 8, 2024

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 17, 2024 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH AREA WEST ENGINEERS, INC.
STATUS : Action Item
REPORT DATE : January 03, 2024
PREPARED BY : Tamar Dawson, Assistant Engineer
: Missy Pieri, Director of Engineering/District Engineer

OBJECTIVE:

Consider approval of an agreement with Area West Engineers, Inc. for engineering support services.

BACKGROUND AND ANALYSIS:

CHWD has been working with Area West Engineers, Inc. (AWE) in various capacities over the past decade to complete several projects, including surveying services, engineering services, and easement preparation services. CHWD staff has leveraged AWE's work and resources to complete assigned projects in a timely and effective manner.

As CHWD maintains a small staff, utilizing contract resources such as AWE is essential to keeping ongoing operating expenses down, while assuring that the resources are available as required and on an as-needed basis to complete projects in a timely and effective manner. This is especially true with Project 2030 ramping up and its associated increase in water main replacement output. CHWD currently has one engineering firm under a professional services agreement, and adding AWE would provide a necessary redundancy to our at-hand resources.

AWE is a local engineering firm that has been providing high quality land surveying and civil engineering services to public agencies for over 50 years. AWE's staff is experienced and knowledgeable, with an in-depth understanding of the challenges involved in water main replacement projects, easement development, land development, and land surveying.

It is recommended that CHWD formalize a task order style professional services agreement with AWE. The task order style agreement is 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. The term of the updated agreement is ongoing but includes a fifteen (15) day termination provision by either party without cause.

Funding for the various services covered in the agreement is budgeted for in the annual Operating and Capital Budgets. Work performed will be subject to the availability of budgeted funds.

RECOMMENDATION:

Approve the professional services agreement with Area West Engineers, Inc., and authorize the General Manager to execute the agreement.

ATTACHMENT:

Professional Services Agreement for Engineering Support Services

ACTION:

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

**CITRUS HEIGHTS WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT
FOR ENGINEERING SUPPORT SERVICES**

1. PARTIES AND DATE.

This Agreement is made and entered into this 17th day of January 2024, by and between the Citrus Heights Water District, a public agency organized and operating under the laws of the State of California with its principal place of business at 6230 Sylvan Road, Citrus Heights, CA 95610 (“District”) and Area West Engineers, Inc. (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

2.1 District. District is a public agency organized under the laws of the State of California, with power to contract for services necessary to achieve its purpose.

2.2 Consultant. Consultant desires to perform and assume responsibility for the provision of certain professional services required by the District on the terms and conditions set forth in this Agreement and in the task order(s) to be issued pursuant to this Agreement and executed by the District and Consultant (“Task Order”). Consultant represents that it is experienced in providing all of the support services listed in the scope of services provided for in Exhibit “A” to public clients, is licensed in the State of California, and is familiar with the plans of District.

2.3 Project. District desires to engage Consultant to render such services on an on-call basis. Services shall be ordered by Task Order(s) to be issued pursuant to this Agreement for future projects as set forth herein (each such project shall be designated a “Project” under this Agreement).

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant agrees to furnish to the District labor, materials, tools, equipment, services, and incidental and customary work, on an on-call basis, to provide management, planning and other engineering services to the District for the Project (“Services”). The types of Services to be provided are generally described in Exhibit “A,” attached hereto and incorporated herein by reference. The Services shall be more particularly described in the individual Task Order issued by the District’s General Manager or designee. No Service shall be performed unless authorized by a fully executed Task Order in the form attached hereto as Exhibit “B”. All Services shall be subject to, and performed in accordance with, this Agreement, the relevant Task Order, the exhibits attached hereto and incorporated herein by reference, and, as is consistent with the generally accepted professional standard of care, applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall continue in force for a period of one year from the date of execution. Upon expiration thereof, this agreement will continue in force until either party notifies the other party in writing of its intent to terminate this agreement as outlined in Section 3.5.1. Consultant shall meet any other established schedules and deadlines set forth in the applicable Task Order. All applicable indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement and such directions and amendments from District as herein provided. District retains Consultant on an independent contractor basis and not as an employee. No employee or agent of Consultant shall become an employee of District. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of District and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the specific schedule that shall be set forth in the Task Order ("Schedule of Services"). Consultant shall be required to commence work within five (5) calendar days, or as soon thereafter as reasonably practicable, of receiving a fully executed Task Order. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule of Services, District shall respond to Consultant's submittals in a timely manner. Upon request of District, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of District.

3.2.4 RESERVED.

3.2.5 District's Representative. The District hereby designates the General Manager, or his or her designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of the District for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the District's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates Charlie Czapkay, Professional Land Surveyor, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative").

Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City of Citrus Heights Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the District, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself informed of and in compliance with all applicable local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including applicable Cal/OSHA requirements, and shall give all notices required by law. If required, Consultant shall assist District, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies. Consultant shall be liable for all of its violations of local, state and federal laws, rules and regulations in connection with the Project and the Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the District, Consultant shall be solely responsible for all costs arising therefrom. It is understood, however, that various laws, rules, and regulations are subject to varying and sometimes contradictory interpretation. Where there are conflicting interpretations in laws, rules or regulations, the more stringent interpretation shall be applied. Consultant shall defend, indemnify and hold District, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of Consultant's failure or alleged failure to comply with such applicable laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence the Services under this Agreement until it has provided evidence satisfactory to the District that it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this section.

3.2.10.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance meeting the requirements set forth herein. In the event Consultant is self-insured, Consultant shall provide evidence of self-insured coverage that provides coverage that is equal to the insurance requirements set forth herein. Consultant shall require all of its subcontractors to procure and maintain the same insurance specified herein for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance; and (4) *Professional Liability (Errors and Omissions)*: professional liability or Errors and Omissions insurance appropriate to its profession.

(B) Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) *General Liability*: One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: One Million Dollars (\$1,000,000) combined single limit (each accident) for bodily injury and property damage; (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of One Million Dollars (\$1,000,000) per accident for bodily injury or disease; and (4) *Professional Liability (Errors and Omissions)*: One Million Dollars (\$1,000,000) per claim and aggregate (errors and omissions).

Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as additional insured pursuant to this Agreement. Defense costs shall be payable in addition to the limits.

3.2.10.3 Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

(A) Commercial General Liability. The commercial general liability policy shall be endorsed to provide the following: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage; (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way; and (3) the insurance coverage shall contain or be endorsed to provide waiver of subrogation in favor of the District, its directors, officials, officers, employees, agents and volunteers or shall specifically allow Consultant to waive its right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(B) Automobile Liability. The automobile liability policy shall be endorsed to provide the following: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Consultant or for which the Consultant is responsible; (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way; and (3) the insurance coverage shall contain or be endorsed to provide waiver of subrogation in favor of the District, its directors, officials, officers, employees, agents and volunteers or shall specifically allow Consultant to waive its right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(C) Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the District, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

(D) Professional Liability (Errors and Omissions). This insurance shall include or be endorsed to include contractual liability for negligence only and applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against negligent acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

(E) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (1) coverage shall not be suspended, voided, reduced

or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District; and (2) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its directors, officials, officers, employees, agents and volunteers.

3.2.10.4 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents and volunteers.

3.2.10.5 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District. Consultant shall guarantee that, at the option of the District, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its directors, officials, officers, employees, agents and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

3.2.10.6 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law, and satisfactory to the District.

3.2.10.7 Verification of Coverage. Consultant shall furnish District with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the District if requested. All certificates and endorsements must be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.2.10.8 Subconsultants. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the District that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the District as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, District may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

3.2.10.9 Compliance With Coverage Requirements. If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by District will be promptly reimbursed by Consultant or District will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, District may terminate this Agreement for cause.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall exercise usual and customary professional care in its efforts to be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of its employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (1) adequate life protection and life-saving equipment and procedures; (2) instructions in accident prevention for all employees and subcontractors, such as equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (3) adequate facilities for the proper inspection and maintenance of all safety measures. Nothing herein shall be construed as establishing any responsibility or obligation on the part of the Consultant for jobsite safety issues, programs, or precautions or anyone but its own employees and subconsultants for whom it is legally responsible.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "A," attached hereto and incorporated herein by reference. The total compensation per Task Order shall be set forth in the relevant Task Order, and Consultant shall be compensated in one of two billable methods: a) Time and Materials/Hourly Billable; or b) Project Basis/Not-to-Exceed (NTE) amount. Extra Work may be authorized, as described below; and if authorized, said Extra Work will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Consultant shall submit to District a monthly itemized invoice which indicates work completed and hours of Services rendered by Consultant. The invoice shall reference the relevant Task Order and describe the amount of Services and supplies provided since the initial commencement date of Services under this Agreement, and since the start of the subsequent billing periods, through the date of the invoice. Consultant shall include a Project Task Tracking Sheet with each invoice submitted. District shall, within forty-five (45) days of receiving such invoice and Project Task Tracking Sheet, review the invoice and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized under Exhibit "B" or otherwise in writing by District.

3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative. Where Extra Work is deemed merited by the District, an amendment to this Agreement shall be prepared by the District and executed by both Parties before performance of such Extra Work, or the District will not be required to pay for the changes in the scope of work. Such amendment shall include the change in fee and/or time schedule associated with the Extra Work. Amendments for Extra Work shall not render ineffective or invalidate unaffected portions of this Agreement

3.3.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq., and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is One Thousand Dollars (\$1,000) or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall obtain a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant’s principal place of business and at the project site. Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

If the Services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such Services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

3.5.1.1 Grounds for Termination. Either party may terminate the whole or any part of this Agreement at any time and without cause by giving written notice to the other party of such termination, and specifying the effective date thereof, at least fifteen (15) business days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents

and Data (defined below) and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) business days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

<p><u>District</u> Citrus Heights Water District P.O. Box 286 Citrus Heights, CA 95611 Attn: Melissa Pieri, PE District Engineer</p>	<p><u>Consultant</u> <u>Charlie Czapkay</u>, <u>Professional Land Surveyor</u> Area West Engineers, Inc. 7478 Sandalwood Drive, Suite 400 Citrus Heights, CA 95621</p>
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Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). Consultant shall require all subcontractors to agree in writing that District is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the District. District shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District’s sole risk.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the

performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District. This section shall not restrict the Consultant from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if disclosure is reasonably necessary for the Consultant to defend itself from any suit or claim.

3.5.4 Cooperation; Further Acts. The Parties shall reasonably cooperate with one another, and shall take additional acts or sign additional documents as may be reasonably necessary, appropriate or convenient to attain the purposes of this Agreement. The Consultant shall not be required to execute any documents or take any acts that in any way might, in the sole judgment of the Consultant, increase the Consultant's contractual or legal obligations or risks, or the availability or costs of its professional or general liability insurance.

3.5.5 Attorney's Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.6 Indemnification.

3.5.6.1 Standard Indemnification. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or relating to any negligence, recklessness, or willful misconduct of Consultant, its officials, officers, employees, agents, consultants, and contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees, and attorney's fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents, or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents, or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided, including correction of errors or omissions. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its directors, officials, officers, employees, agents or volunteers.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations,

understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.10 District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project.

3.5.11 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.12 Subcontracting. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents and subcontractors of Consultant, except as otherwise specified in this Agreement. All references to District include its officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.18 Prohibited Interests. Consultant maintains that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant maintains that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this provision, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

3.5.20 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party maintains that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

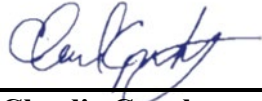
3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

**SIGNATURE PAGE
TO
CITRUS HEIGHTS WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT
FOR ENGINEERING SUPPORT SERVICES**

CITRUS HEIGHTS WATER DISTRICT

AREA WEST ENGINEERS, INC.

By: _____
Hilary M. Straus
General Manager

By:  _____
Charlie Czapkay
Professional Land Surveyor

Date: _____

Date: December 19, 2023

**EXHIBIT “A”
SCOPE OF SERVICES**

Based on the District’s needs and issuance of an approved Task Order (see Exhibit “B”), Area West Engineers, Inc. will accomplish one or more of the following tasks in the performance of providing requested General Engineering support services including:

1. Topographic, aerial photography, mapping, construction staking, legal description services, and plan and specification development including:
 - ALTA Surveys
 - Topographic Mapping
 - Aerial Photography
 - Subdivision Mapping (Parcel Maps / Final Maps)
 - Annexations
 - Lot Line Adjustments
 - Records of Survey
 - Legal Descriptions and Plats*
 - Easements
 - Water Plan and Profiles
 - Technical Specifications
 - Engineer’s Cost Estimates

2. Project Management & Oversight
 - Project Management – Area West Engineers, Inc. will provide proactive project management as needed to include close communication with the District and all assigned project team members.

 - Quality Assurance/Quality Control – This task includes effort budgeted for quality review by principal team members ultimately responsible for the final products.

 - Project review meetings – This task includes attendance to project meetings with the District as requested.

3. Peer reviews – Provide peer review services to review and comment on the District’s work and District’s contractor work products for accuracy, thoroughness, and cost estimation.

The rate for these services will be in accordance to the rates noted on prospective task orders as detailed in Exhibit B.

*Title Reports, if requested, will be ordered from the title company as a reimbursable expense.

EXHIBIT "B"
SAMPLE TASK ORDER FORM

TASK ORDER

Task Order No. _____ (YEAR - ##)

Contract: Agreement for Support Services with Citrus Heights Water District

Consultant: Area West Engineers, Inc.

The Consultant is hereby authorized to perform the following work subject to the provisions of the Contract identified above: [Description of scope of work]

List any attachments: (Please provide if any.)

Compensation Form: [INSERT HOURLY OR PROJECT BUDGET/NOT-TO-EXCEED (NTE)]

Reimbursements: [INSERT WHETHER MILEAGE AND OTHER REIMBURSEMENTS WILL BE PROVIDED]

Dollar Amount of Task Order: Not to exceed \$_____, _____00 (If NTE)

Completion Date: _____, 20__

The undersigned consultant hereby agrees that it will provide all labor, equipment, furnish all materials, except as may be otherwise noted above, and perform all services for the work above specified in accordance with the Contract identified above and will accept as full payment therefore the amount shown above.

Citrus Heights Water District

Area West Engineers, Inc.

Dated: _____

Dated: _____

By: _____

By: _____

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 17, 2024 REGULAR MEETING

SUBJECT : CALIFORNIA SPECIAL DISTRICTS ASSOCIATION LEGISLATIVE
AND MEMBERSHIP RECAP

STATUS : Presentation Item

REPORT DATE : December 11, 2023

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

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

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

At the January 17, 2024 Regular Board Meeting, CSDA's Senior Public Affairs Field Coordinator, Dane Wadle, will provide a review of CSDA-sponsored legislation from the past year, and highlight member programs that CSDA offers to CHWD.

ATTACHMENTS:

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

Attachment 1

2023 Year-End Legislative Report



**California Special
Districts Association**

Districts Stronger Together

2023 Year-End Legislative Report

Major Advocacy Accomplishments:

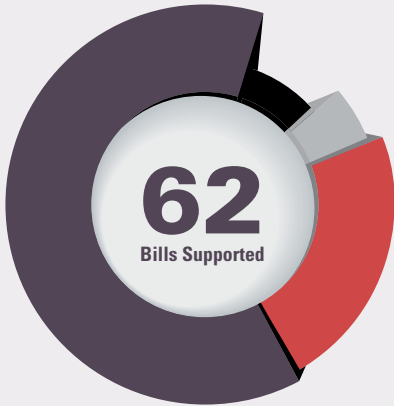
The Voice of Special Districts

Comprehensive Bill Report

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

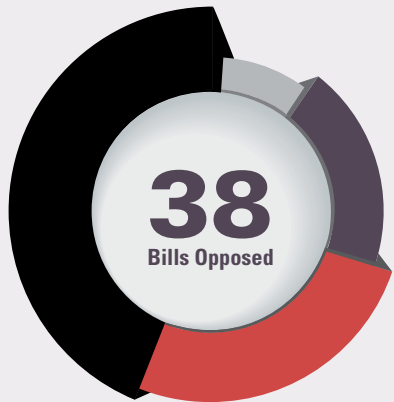
The California State Legislature introduced and CSDA reviewed 3,030 measures during the first year of the 2023-24 Legislative Session. CSDA's Legislative Committee maintained positions on 1,181 bills, including 100 priority positions. Of the 38 bills opposed by CSDA, only 7 became law. Of the 61 bills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

2023 State Legislative Year Statistics



BILLS SUPPORTED

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



BILLS OPPOSED

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

ADVOCACY: THE VOICE OF SPECIAL DISTRICTS



CSDA Sponsored Legislation

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



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

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

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



Protecting Local Revenue and Resources

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

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



Surplus Land Act

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

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



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



Protecting Operations Through Advocacy

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

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



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

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

Attachment 2
2023 CSDA Highlights



2023

HIGHLIGHTS



ENHANCED TECHNOLOGY

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

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



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



Coming soon! Website updates:

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



INVESTMENT OPTIONS FOR SPECIAL DISTRICTS

New CSDA Member Program Launched: California CLASS

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

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

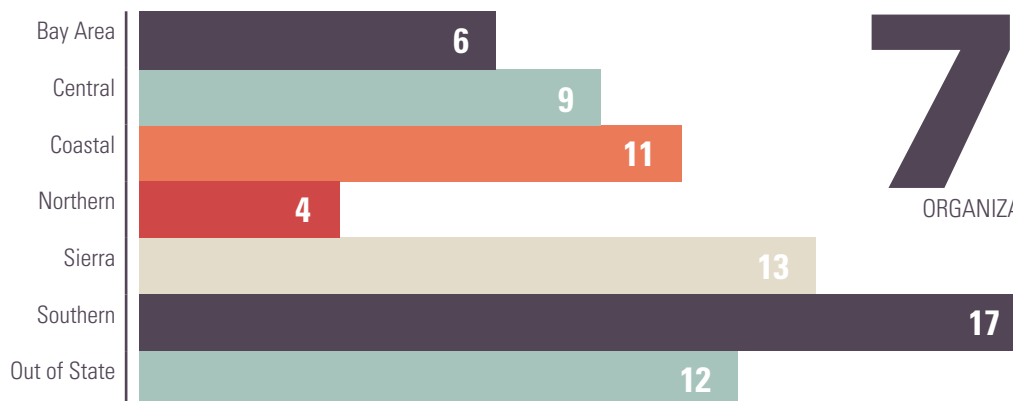
Learn More: www.californiaclass.com

CSDA MISSION

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

MEMBERSHIP

New Members by CSDA Network:



70+
ORGANIZATIONS JOINED IN 2023

ENGAGEMENT



90,000+
people reached on social
media channels



705,000+
visitors to the CSDA website



16,000+
engaged in CSDA Communities

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

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

COURT REPRESENTATION FOR SPECIAL DISTRICT INTERESTS



TRACKED

12+
CASES

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

APPROVED

4

BRIEFS FOR FILING,
WITH 2 MORE IN
CONSIDERATION

Issues Addressed:

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

PROFESSIONAL DEVELOPMENT



ANNUAL CONFERENCE
& EXHIBITOR SHOWCASE

31%

First-Time Attendees

20%

First-Time Exhibitors

15%

Attendees Growth
(yr/yr)

Registration Growth
21%
WEBINAR,
WORKSHOP AND
CONFERENCE



Viewership
Growth

33%
ON DEMAND

2023 CSDA ANNUAL AWARDS

WINNING SUBMISSIONS FROM EACH CATEGORY:

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

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

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

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

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

Chapter of the Year Award: Tuolumne County Special Districts Association

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

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

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

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

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



BUSINESS AFFILIATES



DIAMOND LEVEL



PLATINUM LEVEL



GOLD LEVEL

Brown Armstrong Accountancy Corporation

CalTRUST

Centrica Business Solutions

Chase Bank

Cole Huber LLP

Complete Paperless Solutions

Eide Bailly CPAs

Enterprise Automation

Kosmont Financial Services

National Demographics

Corporation (NDC)

NBS

Nextdoor, Inc.

Nossaman, LLP

SitelogiQ

Slovak Baron Empey Murphy &

Pinkney LLP

Tyler Technologies, Inc.

Vasquez & Company LLP

VC3

Witt O'Brien's

SPECIAL DISTRICT LEADERSHIP FOUNDATION

61



Certified Special District Managers Designated

278



Certificates in Special District Governance Awarded

NEW!

ESSENTIAL LEADERSHIP SKILLS CERTIFICATE LAUNCHED



RECOGNITION PROGRAM FOR ASPIRING MANAGERS

ESSENTIAL LEADERSHIP SKILLS CERTIFICATE

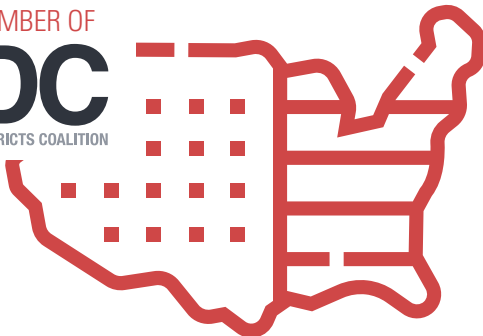
Offers special district employees who are aspiring to be general managers the opportunity to be recognized for learning essential skills needed for success in local government leadership.

www.sdlf.org

NATIONAL SPECIAL DISTRICTS COALITION

FOUNDING MEMBER OF

NSDC
NATIONAL SPECIAL DISTRICTS COALITION



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

ADVOCACY: THE VOICE OF SPECIAL DISTRICTS



CSDA Sponsored Legislation

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



3,000



Reviewed
State Bills

1,183



Actively
Tracked Bills

97



Adopted Priority
Positions on Bills



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

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

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



Protecting Local Revenue and Resources

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

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



Surplus Land Act

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

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



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



Protecting Operations Through Advocacy

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

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



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

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

California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814
 toll-free: 877.924.2732
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CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 17, 2024 REGULAR MEETING

SUBJECT : 2023 STRATEGIC PLAN UPDATE AND 2024 STRATEGIC PLAN PREVIEW
STATUS : Discussion Item
REPORT DATE : January 9, 2024
PREPARED BY : Brittney Moore, Administrative Services Manager/ Chief Board Clerk
Annie Liu, Director of Administrative Services

OBJECTIVE:

Receive an update to the 2023 Strategic Plan and consider proposed amendments to the 2024 Strategic Plan.

Since 2017 CHWD has engaged in a Strategic Planning process to help shape the development of its annual budget. The goal of Strategic Planning is to bring the Board of Directors and key District staff together to identify and prioritize the District's high priority policy, program and project issues, and to identify what items, given limited resources (i.e., funding, time and staffing resources) the District should be working on over and above daily operations in the coming year.

The Strategic Planning process includes three major components: 1) Education/Issues Briefing; 2) Team Building; 3) Work Program Development.

The *Education/Issues Briefing Component* consists of Strategic Plan updates to the Board throughout the year through study sessions, staff reports, and project status updates.

The *Team Building* and *Work Program Development* component is an annual session attended by the Board of Directors, Customer Advisory Committee (CAC) Members, and key District staff, facilitated by Laura Mason-Smith. The Strategic Planning session for 2024 took place on May 23, 2023. During this session, the District's three-year goals for 2024-2027 were established, along with one year objectives.

At the August 16, 2023 Regular Meeting, the Board approved the 2024 Strategic Plan (attachment 1). The Strategic Planning Objectives for 2024 were included in the Fiscal Year 2024 budget that was adopted by the Board on November 14, 2023.

At the January 17, 2024 Regular Meeting, District leadership staff will be providing a quarterly update on the 2023 Strategic Plan, and previewing the 2024 Strategic Plan. Additionally, staff is proposing to amend the 2024 Strategic Plan to include the principles bulleted below. These Principles incorporate the District's Mission, Vision, and Values and establish decision-making criteria upon which the Board of Directors will refer to when making policy decisions.

1. Educate and empower customers.
2. Protect customers from unfair ongoing cost burdens and oppose unfunded mandates.
3. Safeguard multi-generational investments in District assets and water supply sources.
4. Fulfill its purpose to advance local, community decision-making.

RECOMMENDATION:

Adopt the amended 2024 Strategic Plan incorporating the proposed principles.

ATTACHMENTS:

1. Approved 2024-2027 Strategic Plan Summary
2. 2024 Strategic Plan with proposed edits.

ACTION:

Moved by Director _____, Seconded by Director _____, Carried

ATTACHMENT 1

Approved 2024-2027 Strategic Plan Summary

CITRUS
HEIGHTS
WATER
DISTRICT



2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

designed and facilitated by

Mason*Smith*
S U C C E S S
S T R A T E G I E S

*Laura Mason-Smith
916-485-3582
www.masonsmith.com*

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY
Tuesday, May 23, 2023

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Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

OVERVIEW

On Tuesday, May 23, 2023, the following members of the Board and Management of the Citrus Heights Water District met to develop the District’s 2024-2027 Strategic Plan:

Raymond Riehle	President of the Board
David Wheaton	Vice President of the Board
Caryl Sheehan	Board Member
Hilary Straus	General Manager
Josh Nelson	Assistant General Counsel
Missy Pieri	Director of Engineering
Rebecca Scott	Director of Operations
Annie Liu	Director of Administrative Services
Brittney Moore	Administrative Services Manager
Kayleigh Shepard	Management Analyst
Jace Nunes	Management Analyst
Tim Cutler	Water Distribution Supervisor
Bryan Abaya	Principal Information Technology Analyst
Brian Hensley	Water Resources Supervisor
Ashley Metzger	Communications Advisor

Members of the District’s Customer Advisory Committee (CAC) and customers:

Jodi Ash	Member Residential
Regina Cave	Member Institutional, City of Citrus Heights
Andrew Johnson	Member Residential
Jay Martinez	District Customer
Kathy Morris	District Customer
Richard Moses	Member Residential
Mike Nishimura	Member Residential

The session was facilitated by Laura Mason-Smith of Mason-Smith SUCCESS STRATEGIES. Outlined on the following pages is a summary of the Strategic Planning Session.

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY
Tuesday, May 23, 2023

INTRODUCTION

Board Chair Raymond Riehle welcomed everyone, called the meeting to order, and explained that the purpose of the session was to develop the District's 2024-2027 Strategic Plan.

DISTRICT ACCOMPLISHMENTS AND STRENGTHS

The participants identified the following District accomplishments and strengths over the past year *(not in priority order)*:

1. Demonstrating foresight and taking positive actions.
2. The team of people working day to day who maintain the water system.
3. Customer education and outreach on the District's three key pillars—Project 2030, meter replacement program, and groundwater expansion.
4. Board Vice President David Wheaton elected to the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) Executive Committee.
5. Director Caryl Sheehan appointed to the Regional Water Authority (RWA) Executive Committee.
6. Others who represent the District on water industry Boards and committees.
7. The District is very engaged with stakeholders and focused on being solution oriented; one example is engaging with San Juan Water District and other agencies on a cost allocation plan.
8. Performed the Project 2030 condition assessment of the 42-inch transmission main.
9. Met designated reserve targets.
10. Selected an Investment Advisory consultant.
11. Continued success with multi-agency projects including a storm drain project in April 2023.
12. Completed the District-wide Easement Needs Assessment Study.
13. Completed easement acquisition for a San Juan Unified School District property for future storage and a potential well site.
14. Advocated for and received \$1.5 million in Federal Congressional funding for Well #8.

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY
Tuesday, May 23, 2023

DISTRICT ACCOMPLISHMENTS AND STRENGTHS (continued)

15. Submitted for Congressional funding for the 2023-24 budget year.
16. Developed the new Garden webpage and recruited two new Garden Corps members.
17. The District's Board of Directors works together so well as a team.
18. Successfully recruited our new Director of Administrative Services, Annie Liu.
19. Recruiting for key technical staff – Associate Civil Engineer, Senior Accountant, and Accounting Manager.
20. Maintained strong continuity of operations during staffing transitions.
21. Engaged stakeholders and the District team.
22. Updated the framework for Customer Advisory Committee (CAC) engagement.
23. The CAC's work and support to engage the community.
24. Utilizing the ACWA JPIA to provide education for the staff and also support high staff morale.
25. Taking care of our employees.
26. Outstanding legal team who provides invaluable wisdom, advice, and support.
27. Completed a new meter test pilot program.
28. Working closely with other water agencies to address issues with our water supplier.
29. Excellent financial statements, budget, and reserve policy.
30. Completed IT Policies and Procedures.
31. Implemented two-tiered washing machine rebate program.
32. Began single sign-on implementation.
33. Timely accountability for achieving the District's goals and objectives.
34. Successful drilling phase for the new Well #7.
35. Completed a test drill for potential well.
36. Outreach to citizens to get involved to understand water issues.
37. The District is very supportive of staff.
38. Completed the first phase of On-Base implementation.
39. Professional services agreement with SDI Presence LLC for cybersecurity support.

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

DISTRICT ACCOMPLISHMENTS AND STRENGTHS (continued)

- 40. Completed successful groundwater substitution transfer.
- 41. Distributed 2022 WaterLine publication and video.

DISTRICT MISSION, VISION AND CORE VALUES

The participants reviewed the District’s Mission, Vision, and Core Values as the foundation of their strategic planning work.

MISSION STATEMENT

It is the mission of the Citrus Heights Water District to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner.

VISION STATEMENT

The Citrus Heights Water district will continue to evolve as a dynamic provider of municipal water service to assure that our customers receive the best value without giving it a second thought.

CORE VALUES

not in priority order

Integrity

Teamwork

Dependability

Accountability

Professionalism

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

ISSUES, FACTORS, AND TRENDS

The participants identified the following key issues, factors, and trends that do or could affect the District:

1. State and Federal regulations and unfunded mandates; for example, agency water budgets, electric vehicle (EV) mandates, and charging station requirements.
2. State and Federal decisions related to the operation of Folsom Lake and how much water is released.
3. Lead/Copper Rule changes are a big burden.
4. Impacts of the Federal administration and likely expansion of environmental regulations.
5. Threats to upending long-standing water rights.
6. Impact of State-wide Voluntary Agreements, which are very likely to return.
7. Increased construction costs and the availability of building materials impact all District construction projects.
8. Water supply and availability.
9. San Juan Wholesale's future costs and impacts to retail agencies; the need for a cost-benefit analysis for San Juan Wholesale sales of water to agencies outside the San Juan Family of Agencies.
10. Recruitment and retention challenges—staff, Board, and community leaders.
11. Challenges related to being an employer of choice.
12. Unfunded California Public Employees' Retirement System (CalPERS) and Other Post-Employment Benefits (OPEB) liabilities, system changes, and city/county/district impacts.
13. A trend toward collaborative partnerships for mutual benefit while maintaining agency autonomy.
14. More alternative water technologies/impacts and the need for more attention to Aquifer Storage.
15. Confusing and sometimes contradictory messages to customers regarding water availability, water usage, and drought which can make it difficult for water agencies to maintain credibility.
16. Increasing need for public engagement and challenges in connecting with customers on key issues about their water system when they cannot see it (it is buried underground).
17. Customers have additional competing priorities related to the after-effects of both COVID and drought.
18. Need for additional customer outreach and education on unfunded mandates; for example, with regard to organic waste implementation and the perception that it was a choice by agencies to raise rates.

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

ISSUES, FACTORS, AND TRENDS *(continued)*

19. Difficulty building relationships with customers who mostly interact with the District solely by paying their bill.
20. Increased public awareness of the value of quality water.
21. Talks at a Federal level related to water, potential funding opportunities, and the return of earmark funding.
22. Water Agencies have different business models, for example, wholesale and retail.
23. Proposed water district merger talks between regional agencies.
24. Pre-1914 water rights discussions.
25. Reliance on rate-payer funding for Irrigation Districts.
26. Utilizing the localized press to highlight local issues.
27. Emerging groundwater contaminant issues, and more groundwater regulations.
28. Increase in Statewide activity regarding well drilling; drillers are so busy that it is difficult to get a well drilled.
29. Competition for contractors and supply chain issues cause delays.
30. Price increases of 30-50 percent on standard parts.
31. Economic uncertainty.
32. Sunrise Mall redevelopment.
33. City of Citrus Heights pavement restoration requirements.
34. Cybersecurity issues.
35. Environmental Protection Agency (EPA) compliance issues.
36. Analytics related to response rates to electronic bill pay options.
37. Delivering water continues to be more and more complicated.
38. Potential impacts of Artificial Intelligence (AI).

THREE-YEAR GOALS – 2024-2027

(not in priority order)

After discussion, the participants prioritized the District's four top Three-Year Goals as:

- ***Manage and Diversify a Dependable Water Supply and Empower Customers to Use Water in an Efficient Manner***
- ***Manage the Improvement of and Reinvestment in District Infrastructure and Facilities***
- ***Promote Organizational Effectiveness and Enhance Customer Service***
- ***Engage Customers and Communicate the District's Priorities and Value-Added Programs***

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY
 Tuesday, May 23, 2023

CITRUS HEIGHTS WATER DISTRICT ⚙ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** ***Manage and Diversify a Dependable Water Supply and Empower Customers to Use Water in an Efficient Manner***

<i>Objectives to be Completed in the 2024 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1			Complete construction for Well Site 7, which will include Aquifer Storage and Recovery (ASR)	Water Resources Supervisor (Lead), Director of Operations	
2			Begin design for Well Site 8	Water Resources Supervisor (Lead), Director of Operations	
3			Pursue acquisition of 1-2 potential sites for wells/water/asset storage	Water Resources Supervisor (Lead), Director of Operations	
4.			Host three in-person and two online Water Smart classes	Communications and Public Engagement staff (Lead), Director of Operations, Management Analyst-Ops	

CITRUS HEIGHTS WATER DISTRICT ⚙ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** ***Manage the Improvement of and Reinvestment in District Infrastructure and Facilities***

<i>Objectives to be Completed in the 2024 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1			Implement a District meter testing program	Director of Operations (Lead), Water Distribution Supervisor, Senior Water Efficiency Specialist	
2			Implement a joint purchasing program (which may include water meters) and/or participate in selected agency partnerships	Director of Operations (Lead), Management Analyst-Ops	
3			Complete 75% design of the selected alternative for the Corporation Yard and develop financing options	Director of Engineering (Lead), Engineering staff, Technical Advisory Committee	
4			Continue Easement Acquisitions as identified by the District-wide Easement Needs Assessment/Study	Director of Engineering (Lead), Engineering staff	
5.			Continue non-invasive condition assessments on selected District transmission mains	Director of Engineering (Lead), Engineering staff, Management Analyst-Ops	

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY
 Tuesday, May 23, 2023

CITRUS HEIGHTS WATER DISTRICT ⚙ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** ***Promote Organizational Effectiveness and Enhance Customer Service***

Objectives to be Completed in the 2024 Year					
#	START	END	WHAT	WHO	COMMENTS
1			Complete implementation of information technology (IT) federated services and single sign on	Principal IT Analyst (Lead), Director of Administrative Services	
2			Increase the number of customer emails on the email listserv by 5% (400 customers)	Director of Administrative Services (Lead), Communications and Public Engagement staff	
3			Continue to enhance employee recruitment and retention initiatives by providing additional resources (e.g., an advanced training and education program)	Administrative Services Manager (Lead), General Manager	
4			Continue analyses of regional water agency activity and impacts on CHWD	General Manager (Lead), Administrative Services Manager, Communications and Public Engagement staff	

Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY
 Tuesday, May 23, 2023

CITRUS HEIGHTS WATER DISTRICT ⚙ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** ***Engage Customers and Communicate the District’s Priorities and Value-Added Programs***

<i>Objectives to be Completed in the 2024 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1			Increase customer awareness and impressions of the District through traditional and digital media and in-person opportunities, and evaluate effectiveness with a benchmark survey to be performed in 2024. Special focus on CHWD key pillars: <ul style="list-style-type: none"> • Groundwater expansion and reinvestment, • Water meter asset management, and • Project 2030 Water Main Replacement. 	Communications and Public Engagement staff (Lead), Director of Engineering, Director of Operations	
2			Educate customers through traditional and digital media and in-person opportunities on intergovernmental activities that could impact CHWD’s policies, operations, capital, finances, and water supply.	Communications and Public Engagement staff (Lead)	
3			Engage stakeholders via the Garden Corps and Customer Advisory Committee (CAC) and develop an enhanced experience for participants. Empower members to act as CHWD ambassadors.	Communications and Public Engagement staff (Lead), Director of Operations, Management Analyst-Ops	

ATTACHMENT A

BENEFITS OF THE STRATEGIC PLANNING PROCESS

Each of the participants identified their learnings and take-away's from the Strategic Planning session as:

1. It is impressive that the Board and Management are so proactive and forward-looking.
2. Customer Advisory Committee (CAC) member involvement provides such invaluable input.
3. Appreciate that the District has three-year goals that are adjusted as appropriate.
4. It's rewarding that the value of the Community Garden is appreciated; it is a very valuable tool.
5. It is so valuable to hear from community and CAC members.
6. The 2024-2027 three-year goals are similar to the previous goals, which shows that the District is on the right track.
7. Community outreach and involvement are a high priority for the District.
8. Tonight really helped me learn more.
9. There is so much commitment by everyone in the room.
10. I appreciate the ideas for staff training.
11. We have such a good connection as a community, and the City's involvement is so appreciated.
12. I have so much admiration for all the commitment of everyone involved in this Strategic Planning session.
13. It's so inspiring to see everyone in the room.
14. All facets of technology are a big part of our work going forward.
15. We had an overwhelming harmony among all of us tonight.
16. I feel enthusiasm and gratitude to be part of this and be with all of the participants to make the District all it can be.
17. I'm fascinated with all the care that everyone demonstrates; it's so inspirational that everyone cares so much about the District.
18. I have incredible respect for the staff, Board, and CAC; it's reassuring to know that everyone is working together so well.

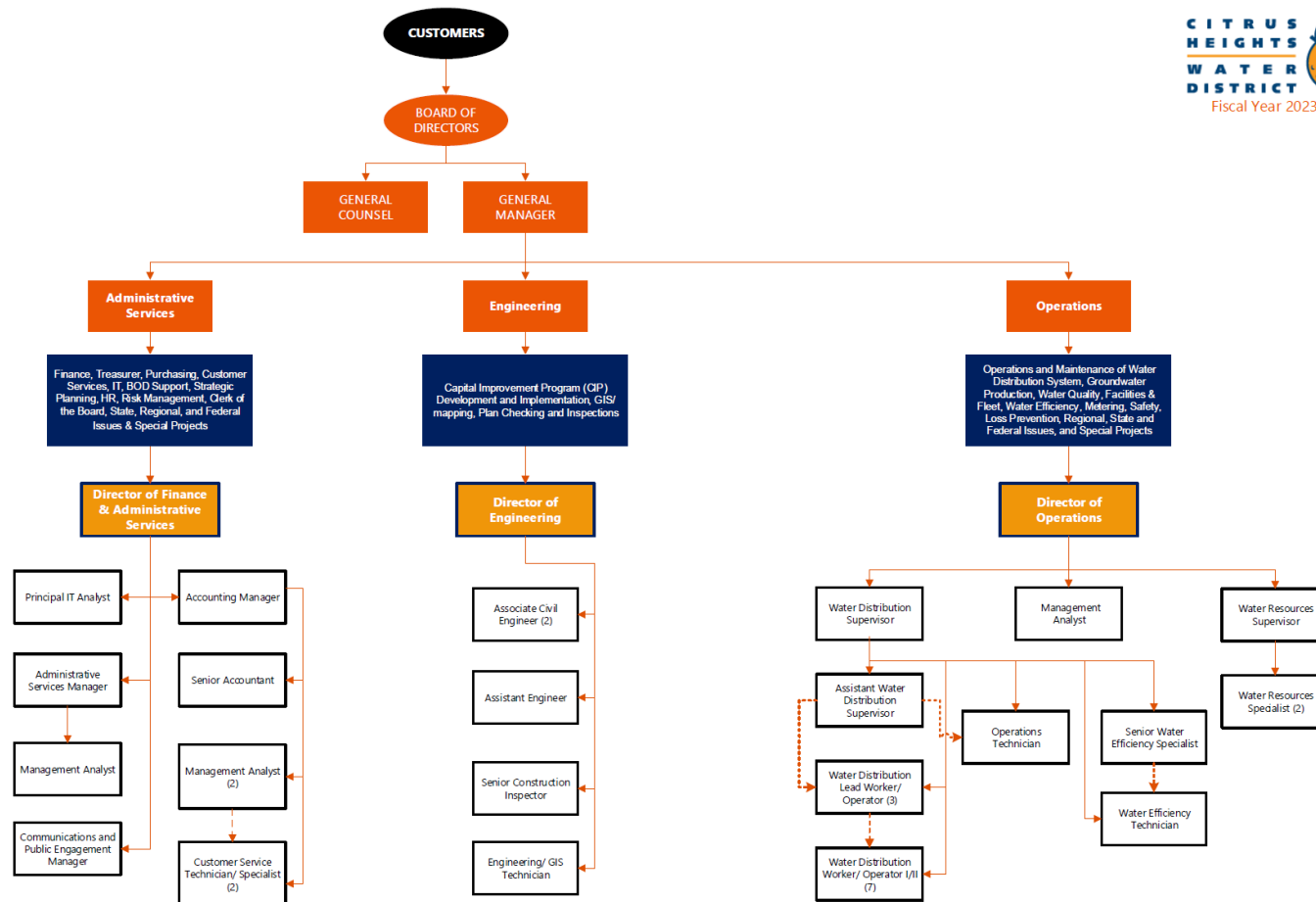
Citrus Heights Water District
2024-2027 STRATEGIC PLAN SESSION SUMMARY

Tuesday, May 23, 2023

BENEFITS OF THE STRATEGIC PLANNING PROCESS (continued)

19. The District is very modest about doing all that it does.
20. There is a real sense of optimism and enthusiasm; there's nothing we can't do.
21. We talked about so many complex issues; there is tremendous breadth and depth of what the District does and everyone we work with.
22. Tonight demonstrates that "it really does take a Village."
23. I appreciate everyone in this room and that everyone's voice can be heard.
24. The information and discussion of external factors and trends was very impactful; it is really helpful to see all of the issues that do or could affect the District.
25. I feel tremendous gratitude; communities work well because of people like all of us.
26. We're the best water district in the State with great leadership that always does the right thing.
27. The District's leadership is so thankful for everyone who participated tonight.

ATTACHMENT B
DISTRICT ORGANIZATION CHART



ATTACHMENT 2

2024 Strategic Plan with proposed edits

THREE-YEAR GOALS – 2024-2027

(not in priority order)

The District's four top Three-Year Goals as:

- ***Manage and Diversify a Dependable Water Supply and Empower Customers to Use Water in an Efficient Manner***
- ***Manage the Improvement of and Reinvestment in District Infrastructure and Facilities***
- ***Promote Organizational Effectiveness and Enhance Customer Service***
- ***Engage Customers and Communicate the District's Priorities and Value-Added Programs***

CITRUS HEIGHTS WATER DISTRICT ✨ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** *Manage and Diversify a Dependable Water Supply and Empower Customers to Use Water in an Efficient Manner*

Objectives to be Completed in the 2024 Year					
#	START	END	WHAT	WHO	COMMENTS
1			Complete construction for Well Site 7, which will include Aquifer Storage and Recovery (ASR)	Water Resources Supervisor (Lead), Director of Operations	
2			Begin design for Well Site 8	Water Resources Supervisor (Lead), Director of Operations	
3			Pursue acquisition of 1-2 potential sites for wells/water/asset storage	Water Resources Supervisor (Lead), Director of Operations	
4.			Host three in-person and two online Water Smart classes	Communications and Public Engagement staff (Lead), Director of Operations, Management Analyst-Ops	

CITRUS HEIGHTS WATER DISTRICT ⚙ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** ***Manage the Improvement of and Reinvestment in District Infrastructure and Facilities***

Objectives to be Completed in the 2024 Year					
#	START	END	WHAT	WHO	COMMENTS
1			Implement a District meter testing program	Director of Operations (Lead), Water Distribution Supervisor, Senior Water Efficiency Specialist	
2			Implement a joint purchasing program (which may include water meters) and/or participate in selected agency partnerships	Director of Operations (Lead), Management Analyst-Ops	
3			Complete 75% design of the selected alternative for the Corporation Yard and develop financing options	Director of Engineering (Lead), Engineering staff, Technical Advisory Committee	
4			Continue Easement Acquisitions as identified by the District-wide Easement Needs Assessment/Study	Director of Engineering (Lead), Engineering staff	
5.			Continue non-invasive condition assessments on selected District transmission mains	Director of Engineering (Lead), Engineering staff, Management Analyst-Ops	

CITRUS HEIGHTS WATER DISTRICT ✨ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** *Promote Organizational Effectiveness and Enhance Customer Service*

<i>Objectives to be Completed in the 2024 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1			Complete implementation of information technology (IT) federated services and single sign on	Principal IT Analyst (Lead), Director of Administrative Services	
2			Increase the number of customer emails on the email listserv by 5% (400 customers)	Director of Administrative Services (Lead), Communications and Public Engagement staff	
3			Continue to enhance employee recruitment and retention initiatives by providing additional resources (e.g., an advanced training and education program)	Administrative Services Manager (Lead), General Manager	
4			Continue analyses of regional water agency activity and impacts on CHWD	General Manager (Lead), Administrative Services Manager, Communications and Public Engagement staff	

CITRUS HEIGHTS WATER DISTRICT ⚙ 2024 STRATEGIC OBJECTIVES

- **THREE-YEAR GOAL:** ***Engage Customers and Communicate the District’s Priorities and Value-Added Programs***

<i>Objectives to be Completed in the 2024 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1			Increase customer awareness and impressions of the District through traditional and digital media and in-person opportunities, and evaluate effectiveness with a benchmark survey to be performed in 2024. Special focus on CHWD key pillars: <ul style="list-style-type: none"> • Groundwater expansion and reinvestment, • Water meter asset management, and • Project 2030 Water Main Replacement. 	Communications and Public Engagement staff (Lead), Director of Engineering, Director of Operations	
2			Educate customers through traditional and digital media and in-person opportunities on intergovernmental activities that could impact CHWD’s policies, operations, capital, finances, and water supply.	Communications and Public Engagement staff (Lead)	
3			Engage stakeholders via the Garden Corps and Customer Advisory Committee (CAC) and develop an enhanced experience for participants. Empower members to act as CHWD ambassadors.	Communications and Public Engagement staff (Lead), Director of Operations, Management Analyst-Ops	

CITRUS HEIGHTS WATER DISTRICT ⚙ PRINCIPLES

The Mission, Vision, and Values of the CHWD are incorporated in the following decision-making criteria upon which Board of Director policy decisions for District shall be made.

CHWD will:

- 1. Educate and empower customers.**
- 2. Protect customers from unfair ongoing cost burdens and oppose unfunded mandates.**
- 3. Safeguard multi-generational investments in District assets and water supply sources.**
- 4. Fulfill its purpose to advance local, community decision-making.**

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JANUARY 17, 2024 MEETING

SUBJECT : SALARY ADJUSTMENT FOR GENERAL MANAGER
STATUS : Action Item
REPORT DATE : January 9, 2024
PREPARED BY : Brittney Moore, Administrative Services Manager
 Pat West, Principal, Pat West, LLC

OBJECTIVE:

Discussion and possible action to approve a salary adjustment for the General Manager.

BACKGROUND AND ANALYSIS:

The General Manager’s employment agreement provides for an annual evaluation process to provide the incumbent with feedback on his work with the District during the previous year. In conjunction with this process, the Board may elect to provide a merit-based salary adjustment and rewards and recognition pay consistent with the levels provided for by Salary Merit Adjustments Policy (No. 4103) and Employee Recognition and Rewards Program (Policy No. 4105), respectively.

Consistent with past practice and based on the annual evaluation process described above, the Board last awarded a salary adjustment for the General Manager at its January 18, 2023 Regular Board Meeting, which was effective during the first pay period of 2023.

The General Manager has received an overall performance rating of *Commendable Plus* for the 2023 evaluation period, and the proposed merit adjustment and one-time rewards and recognition pay reflects the General Manager’s overall performance rating.

The granting of a Cost-of-Living Adjustment (COLA), merit-based salary adjustment and rewards and recognition pay for the 2023 evaluation period is consistent with past practice. If approved, the salary information shown below will be effective with the first full pay period of 2024, which began January 1, 2024.

The proposed adjustments to the General Manager’s salary include:

	Base Salary	Adjusted Base
Salary Adjustment:	\$113.79 Hourly	\$122.17 Hourly
One-time Rewards and Recognition Pay:	\$1,975.00	

RECOMMENDATION:

Approve the proposed salary adjustments for the General Manager.

ATTACHMENTS:

1. Policy No. 4103 – Salary Merit Adjustments
2. Policy No. 4105 – Employee Recognition and Rewards Program
3. Revised Exhibit B “Regular Compensation for General Manager”

ACTION:

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

ATTACHMENT 1
Policy No. 4103 – Salary Merit Adjustments

4103.00 SALARY MERIT ADJUSTMENTS

Salary adjustments within the salary range for a particular job title shall be based upon the eligible employee's performance evaluation and any applicable criteria established by the General Manager by Administrative Procedure. No employee whose overall performance evaluation rating is below "meets expectations plus" will be eligible for a merit adjustment in that rating year. Said adjustments shall be determined by the General Manager within the budget established and approved by the Board of Directors.

Salary adjustments tied to the employee's performance evaluation constitute a "Pay for Performance" system where an overall rating of "meets expectations plus" constitutes "superior" performance. For example, a rating of "unsatisfactory," "needs improvement" or "meets expectations" is not eligible for a merit adjustment; ratings of "meets expectations plus," "commendable," "commendable plus" and "exceptional" are eligible to receive a percentage of increase determined by the General Manager in accordance with the budget established and approved by the Board of Directors for this purpose. Salary adjustments for the General Manager shall require approval by the Board of Directors

Merit adjustments, when earned through performance, adjust the base compensation of the employee, as reflected in the publicly-available pay schedule, and therefore are considered pensionable compensation.

An employee who receives a "merit adjustment" may also qualify for a employee incentive award through the District's annual Employee Recognition and Rewards Program, as set forth in Policy 4105 below.

4103.10 Extended Range Merit Adjustment At Top of Classification Range

Subject to its assessment of the District's financial circumstances and budgetary approval, the Board of Directors shall annually establish the District's publicly-available salary ranges for each regular, full-time classification other than the General Manager with a minimum salary, a maximum salary that equates to the top base step for each range, and an "extended range" that is no more than percent (5%) above the control point.

An employee who has, through merit adjustments, reached the top of the employee's salary range (i.e. the maximum salary) is eligible annually to earn "extended range" merit performance pay of 1-5% for the coming year in accordance with the ratings received in the employee's annual performance evaluation for the prior year. This percentage shall be set by and at the discretion of the General Manager (and for employees subordinate to Department Directors, the General Manager shall consult with the applicable Department Directors to establish the appropriate percentage.)

At the end of each evaluation year, the base salary for any employee who has been receiving "extended range" merit pay shall automatically revert back to the maximum salary level. If the employee's performance ratings for that year again qualify for

“extended range” merit pay, a new corresponding percentage will be set and implemented for the coming year.

No employee who receives a rating in any evaluation category below “meets expectations plus” shall be eligible for “extended range” merit performance pay.

In no case may an employee’s salary exceed the extended range established for that classification as set forth on the Board-approved, publicly-available pay schedule.

ATTACHMENT 2

Policy No. 4105 – Employee Recognition and Reward Program

4105.00 EMPLOYEE RECOGNITION AND REWARDS PROGRAM

The District's employees are one of its most valuable assets. The District affirms its desire to employ highly skilled and motivated employees in order to provide the highest level of service within its own work force, to its customers and to the community. In order to acknowledge those employees that go above and beyond everyday expectations in their duties, the District will develop and maintain an Employee Recognition and Rewards Program, the details of which shall be set forth in applicable Administrative Procedure implemented by the General Manager. The Board of Directors shall maintain discretion to approve funds designated for use in the Program. Employee incentive awards through the Program coincide with the annual performance rating of the employee and are in addition to any applicable merit adjustment pursuant to Policy 4103 above. Employee incentive awards are only available for employees who are rated "meets expectations plus" or above; incentive awards are tied to the performance rating, where the maximum rating of "excellent" may receive an incentive award of up to 5% of the Employee's existing annual salary. For example, and dependent on District Board approval of funds for use in the annual Program, the following Employee incentive awards may be earned by Employees who exceed performance expectations: Incentive Award Range of 0-3% for Meets Expectations Plus; 0-3.5% for Commendable; 0-4% for Commendable Plus; and 0-5% for Excellent.

An employee incentive award earned through the Program is a one-time payment for the calendar year which does not increase the base compensation for PEPRAs employees during that year, as set forth in the publicly-available pay schedule.

ATTACHMENT 3

Revised Exhibit B: Regular Compensation for General Manager

**CITRUS HEIGHTS WATER DISTRICT
EXECUTIVE/ MANAGER/ SUPERVISOR EMPLOYMENT AGREEMENT
REVISED EXHIBIT B
REGULAR SALARY COMPENSATION FOR GENERAL MANAGER**

Salary:

\$122.17 per hour
\$9,773.60 bi-weekly
\$21,176.13 monthly
\$254,113.60 per year

The Regular Salary Range for this position is from a bi-weekly base of \$7,588.00, (\$94.85 per hour) to a bi-weekly maximum of \$10,244.00, (\$128.05 per hour) pursuant to the District's Salary Schedule 4101.A1.

Effective Date for Regular Salary Compensation: January 1, 2024

Payroll Authorization: By: _____

Caryl F. Sheehan,
President, Citrus Height Water District Board of Directors

Date