

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
JULY 17, 2019 beginning at 6:30 PM**



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

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

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

CC-1a. Minutes of the Special Meeting – June 6, 2019 (A)

CC-1b. Minutes of the Special Meeting – June 19, 2019 (A)

CC-1c. Minutes of the Regular Meeting – June 19, 2019 (A)

Recommendation: Approve the minutes of the June 6, 2019 Special Board of Directors Meeting and June 19, 2019, Special and Regular Board of Directors Meetings.

CC-2. Revenue Analysis Report for June 2019 (I)

CC-3. Assessor/Collector's Roll Adjustment for June 2019 (I)

CC-4. Treasurer's Report for June 2019 (I)

CC-5. Treasurer's Report of Fund Balances for June 2019 (I)

CC-6. Operating Budget Analysis for June 2019 (I)

CC-7. Capital Projects Summary June 2019 (I)

CC-8. Warrants for June 2019 (A)

Recommendation: Approve disbursements issued for payment dated June 10, 2019 through June 30, 2019 per Policy 6460.20.

CC-9. CAL–Card Distributions for June 2019 (I)

CC-10. Summary of 2019 Employees and Directors Training Courses, Seminars and Conference (I)

CC-11. Employee Recognitions (I)

CC-12. Long-Range Agenda (I)

CC-13. Engineering Department Report (I)

CC-14. Operations Department Report (I)

CC-15. 2019 Water Supply – Purchased and Produced (I)

CC-16. Water Supply Reliability (I)

CC-17. Water Efficiency and Safety Program Update (I)

CC-18. Discussion and Possible Action to approve the 2020 Strategic Plan (A)

Recommendation:

Approve the 2020 Strategic Plan, and direct that Strategic Planning Objectives be considered for funding in the 2020 budget.

CC-19. Discussion and Possible Action to approve a revised Minutes Template (A)

Recommendation:

Approve use of a new meeting minute template for future Board of Directors Meeting Minutes.

PRESENTATIONS:

None.

STUDY SESSIONS:

S-1. Water District Partnerships/Integration Update (I)

S-2. Easement Acquisition Process (I)

BUSINESS:

B-1. Discussion and Possible Action to approve an agreement with Williams & Paddon Architects & Planners, Inc. for Pre-Architectural Planning Study for Corporation Yard Master Plan/Build-out Project (A)

Recommendation:

Authorize the General Manager to execute agreement with Williams & Paddon Architects & Planners, Inc.

B-2. Discussion and Possible Action to approve an agreement with KASL Consulting Engineers, Inc. for District-wide Annexation Project (A)

Recommendation:

Authorize the General Manager to execute agreement with KASL Consulting Engineers, Inc.

B-3. Discussion and Possible Action to approve a Task-order agreement with ProProse LLC dba Sagent for Communications and Outreach Services (A)

Recommendation:

Authorize the General Manager to execute agreement with ProProse LLC dba Sagent.

B-4. Discussion and Possible Action to Adopt Resolution 09-2019 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll (A)

Recommendation:

Adopt Resolution 09-2019 approving and confirming the report of delinquent utilities charges and requesting the County of Sacramento to collect such charges on the tax roll.

MANAGEMENT SERVICES REPORTS (I):

None.

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

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

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

August 28, 2019	6:00 PM	Special Meeting
September 18, 2019	6:30 PM	Regular Meeting
October 16, 2019	6:30 PM	Regular Meeting
November 20, 2019	6:30 PM	Regular Meeting
December 2, 2019	6:30 PM	Special Meeting
November 25, 2019	6:30 PM	Special Meeting

ADJOURNMENT:

CERTIFICATION:

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



Madeline Henry, Acting Sr. Management Services
Specialist/Chief Board Clerk

Dated: July 11, 2019

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
JUNE 6, 2019

The Special Meeting of the Board of Directors was called to order at 8:50 AM by President Sheehan and roll was called. Present were:

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President

Absent:

David C. Wheaton, Director

Staff:

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

Christopher Castruita, Management Services Supervisor/Chief Board Clerk
Tim Cutler, Water Distribution Supervisor
Paul Dietrich, Project Manager
David Gordon, Operations Manager
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Brian Hensley, Water Resources Supervisor
Rex Meurer, Water Efficiency Supervisor
Josh Nelson, Assistant General Counsel
Jeff Ott, Principal Information Technology Analyst
Missy Pieri, Engineering Manager/District Engineer
Alberto Preciado, Accounting Supervisor
Rebecca Scott, Senior Management Services Specialist
Susan Talwar, Administrative Services Manager/Treasurer

Also Present:

Laura Mason-Smith, Facilitator
Jenna Moser, Customer Advisory Committee Chair
Richard Moses, Customer Advisory Committee Vice Chair
Michael Goble, Customer Advisory Committee Member

PUBLIC COMMENT:

None.

BUSINESS:

Strategic Planning Session defining Goals and Objectives for the District (I/D)

The Citrus Heights Water District (CHWD) Board Members and Staff present reviewed the District's mission, vision and core values and commitments; built a shared understanding of significant issues; factors and trends facing the District; and, identified three-year goals and one-year objectives for the coming calendar and budget year, 2020. A summary of the goals and objectives developed for 2020 will be brought back to the Board for consideration/adoption at the July 19, 2019 Board meeting.

Discussion and Possible Action to Approve First Amendment to the Water Meter Consortium Memorandum of Understanding and an Agreement with Harris and Associates for a Meter Replacement Program Planning Study

Operations Manager Gordon and Management Services Specialist Scott requested that the Board consider approval of the First Amendment to the Memorandum of Understanding for the Water Meter Consortium and consider approval of an agreement with Harris & Associates for the Regional Water Meter Replacement Planning Study.

Background

Due to aging infrastructure, the District and other water providers in the area are examining how best to replace customer water meters. Staff of affected local water agencies and the Regional Water Authority (RWA) have determined that this process may present an opportunity for regional collaboration in effective asset inventory management. In particular, a regional approach presents potential opportunities for economies of scale to reduce procurement and on-going maintenance costs. A regional *sensible integration* approach may also increase effectiveness in mutual aid and emergency situations if all staff are familiar with the meters and related infrastructure. Similarly, a regional approach may present grant or other funding opportunities. Despite the benefits of a regional approach, staff recognizes the potential challenges, such as the fact that individual agencies may be on differing meter replacement schedules.

To explore this possibility, the Carmichael Water District, Citrus Heights Water District (CHWD), City of Folsom, City of Sacramento, Fair Oaks Water District, Golden State Water Company, Orange Vale Water Company, RWA, Sacramento County Water Agency, Sacramento Suburban Water District, and San Juan Water District (SJWD) previously executed a Memorandum of Understanding (MOU) establishing a flexible framework for agencies to participate in the Regional Water Meter Replacement Program (Program). The focus of the MOU is an initial planning study (Study) that will examine numerous parts of the Program, including: an inventory and assessment of the current meter fleet; an evaluation of potential replacement meter technology options and specifications; a summary and assessment of current meter testing programs and options for optimizing performance; an evaluation of potential replacement meter procurement programs and financing models; and a public outreach program for the meter replacement process.

The MOU allows parties to participate in the Study in three different levels of participation:

- a) An L1 agency participates in the Study by providing input and suggestions but is not required to pay a share of consultant and related costs,

- b) An L2 agency shares in a portion of the cost of the Study but otherwise participates as an L1 agency, and
- c) An L3 agency participates in the Study fully, including sharing all consultant and related costs.

Originally, CHWD and SJWD were participating as L3 Parties and all other agencies were participating as L1 Parties.

First Amendment to the Memorandum of Understanding – Consortium

Recently, several agencies expressed interest in increasing their level of participation to L2, including City of Folsom, City of Sacramento, Placer County Water Agency, Sacramento County Water Agency, and Sacramento Suburban Water District. When L1 agencies request to participate in the Study at a higher level, the MOU requires an amendment to be executed among the L2 and L3 Parties.

The First Amendment to the MOU generally outlines how each agency will participate in the Study and pay its share of the participating costs.

Professional Services Agreement – Harris & Associates

A Request for Proposals was issued for the Study on August 30, 2018. As a result of that process, the participating agencies recommended that Harris & Associates (Harris) be selected as the consultant for the Study. A professional services agreement (Agreement) with Harris is included as Exhibit A to Attachment 2 of this report as described below. Under the MOU, CHWD will be the contracting agency with Harris. CHWD will pay Harris according to the terms of the Agreement and receive reimbursement from the participating agencies.

Based upon the proposal provided by Harris, the project cost for the entire Study is \$631,497, based on the Consortium agencies' levels of participation. CHWD's portion of the Study cost is \$155,751. Staff is recommending a larger contingency than the standard 10% for this project, due to:

- 1) The extensive work necessary to complete the study;
- 2) The logistics of Harris completing somewhat individualized tasks for numerous agencies; and
- 3) The potential for other agencies joining the Study at various levels of participation.

Therefore, as noted in section 2.b of the Agreement, the total cost of the project is a Not-to-Exceed amount of \$800,000 for all agencies. To control CHWD's costs, staff requests CHWD's Not-to-Exceed total cost for the Study be set at \$200,000.

	Project Cost	Contingency	% of Project Cost	Not-to-Exceed
Total Study (all agencies)	\$631,497	\$168,503	21%	\$800,000
CHWD's share	\$155,751	\$44,249	22%	\$200,000

Notable Terms and Conditions are as follows:

As stated in the Amendment, the Agreement is designed to reduce CHWD's outlay as it requires payment of each agency's share of the costs at the start of each phase. CHWD will then pay Harris upon the completion of each phase. This cost sharing system is similar to RWA's payment arrangement system for multi-agency agreements. This will not present any operational or financial

issues for CHWD. Additionally, this payment arrangement will ensure operational efficiencies in the completion of project deliverables and schedule.

One important item to note in the Amendment is Section 8. This section allows a majority of the affected General Managers or other agency representatives to vote to add additional L2 Parties. Staff has received indications that additional agencies may wish to join the Program and participate in the Study. Rather than require each agency to execute a second amendment to the MOU, this section delegates to Consortium agency staff the authority to approve additional agencies, which streamlines the process and avoids cost increases and time delays.

Next Steps

Staff requested that the Board authorize the General Manager to execute both the Amendment and the Agreement, subject to any modifications deemed appropriate by the General Manager in consultation with the General Counsel's office as long as those modifications do not increase CHWD's share of any Study costs or potential liability.

The anticipated Project Schedule is below:

Phase 1: Individual Agency Assessment	August 2019
Phase 2: Next Generation Program Options	August-November 2019
Phase 3: Meter Testing Program Strategy	October 2019-February 2020
Phase 4: Implementation Strategy	December 2019-July 2020
Phase 5: Long-Term Planning	June 2020-October 2020
Phase 6: Final Report/Plan Adoption	October 2020-December 2020
Phase 7: Public Outreach	TBD

ACTION: Director Riehle motioned and Director Sheehan seconded a motion to approve the First Amendment to the Memorandum of Understanding, subject to any modifications deemed appropriate by the General Manager in consultation with the General Counsel's office as long as those modifications do not increase CHWD's share of any Study costs or potential liability.

The motion carried 2-0 with all Directors voting yes.

ACTION: Director Riehle motioned and Director Sheehan seconded a motion to approve a Professional Services Agreement with Harris & Associates for the Regional Water Meter Replacement Planning Study, subject to any modifications deemed appropriate by the General Manager in consultation with the General Counsel's office as long as those modifications do not increase CHWD's share of any Study costs or potential liability.

The motion carried 2-0 with all Directors present voting yes.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 1:51 PM.

APPROVED:

MADELINE A. HENRY
Acting Deputy Secretary
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
June 19, 2019

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

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President

Absent:

David C. Wheaton, Director

Staff: Hilary Straus, General Manager
Missy Pieri, Engineering Manager/District Engineer
Paul Dietrich, Project Manager
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Josh Nelson, Assistant General Counsel
Susan Talwar, Administrative Services Manager

VISITORS:

None.

PUBLIC COMMENT:

None.

CLOSED SESSION:

The meeting adjourned into Closed Session at 6:00 pm to discuss the following items as listed on the Closed Session Special Meeting Agenda:

- CL-1. Pursuant to Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of
Section 54956.9: 2 case

- CL-2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 7715-7717 Cologne Lane
Agency negotiator: Hilary Straus; Missy Pieri
Negotiating parties: Mitchell/Sippola Limited Partnership
Under negotiation: Price and Terms of Payment

The Closed Session was adjourned at 6:56 pm.

No reportable action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:59 pm.

APPROVED:

MADELINE A. HENRY
Acting Deputy Secretary
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
June 19, 2019

The Regular Meeting of the Board of Directors was called to order at 7:00 p.m. by President Sheehan and roll was called. Present were:

Caryl F. Sheehan, President
Raymond A. Riehle, Vice President

Absent:

David C. Wheaton, Director

Staff:

Hilary Straus, General Manager
Chris Castruita, Management Services Supervisor/Chief Board Clerk
Paul Dietrich, Project Manager
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Brian Hensley, Water Resources Supervisor
Rex Meurer, Water Efficiency Supervisor
Brittney Moore, Customer Services Technician II
Jeff Ott, Principal Information Technology Analyst
Missy Pieri, Engineering Manager
Alberto Preciado, Accounting Supervisor
Rebecca Scott, Senior Management Services Specialist
Nick Spiers, Assistant Water Distribution Supervisor
John Spinella, Operations Technician
Susan Talwar, Administrative Services Manager

VISITORS:

Ana Javaid, Association of California Water Agencies (ACWA)

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Minutes of the Special Meeting – Minutes of the Special Meeting – May 15, 2019 (A)

Minutes of the Regular Meeting – Minutes of the Special Meeting – May 15, 2019 (A)

Recommendation: Approve the minutes of the May 15, 2019, Special Board of Directors Meetings.

Revenue Analysis Report for May 2019 (I)

Assessor/Collector's Roll Adjustment for May 2019 (I)

Treasurer's Report for May 2019 (I)

Treasurer's Report of Fund Balances for May 2019 (I)

Operations Budget Analysis for May 2019 (I)

Capital Projects Summary May 2019 (I)

Warrants for May 2019 (A)

CAL-Card Distributions for May 2019 (I)

Summary of 2019 Employees and Directors Training Courses, Seminars and Conferences

Employee Recognitions (I)

Long Range Board Agenda (I)

Engineering Department Report (I)

Operations Department Report (I)

2019 Water Supply – Purchased and Produced (I)

Water Supply Reliability (I)

Water Efficiency and Safety Program Update (I)

Discussion and Possible Action to approve amendments to the Conflict of Interest Code (A)

Recommendation:

Amend Policy 1035: Conflict of Interest Code.

Discussion and Possible Action to approve a task-order agreement with Bartel Associates for Actuarial Services (A)

Recommendation:

Authorize the General Manager to execute agreement with Bartel Associates.

Discussion and Possible Action to approve a task-order agreement with Luhdorff & Scalmanini for Engineering Services (A)

Recommendation:

Authorize the General Manager to execute agreement with Luhdorff Scalmanini Consulting Engineers.

Discussion and Possible Action to approve the purchase of a New Heavy Duty Utility Crew Truck (A)

Recommendation:

Authorize staff to purchase one Peterbilt 337 single axle truck and associated custom, mounted utility boxes from Coast Counties Peterbilt in the amount of \$242,831.86.

Discussion and Possible Action to approve a task-order agreement with Axiom Technologies, LLC for Information Technology Services (A)

Recommendation:

Authorize the General Manager to execute agreement with Axiom Technologies, LLC.

MAY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67456	Joanne Bishop	Customer Refund	\$225.96
67457	Martin Family Trust/Joyce R Scott Successor Trustee	Customer Refund	\$225.00
67458	Ronald Randall	Customer Refund	\$156.14
67459	Alisha L Sanders	Customer Refund	\$7.04
67460	Daniel Boethin	Customer Refund	\$37.39
67461	Theodore Mavritsakis	Customer Refund	\$16.00
67462	Thomas/Linda Porta	Customer Refund	\$242.05
67463	Jessie Maples	Customer Refund	\$43.13
67464	Amir R Alavi	Customer Refund	\$209.19
67465	Dylan T.J. Brown	Customer Refund	\$85.23
67466	Sunil /Premjit Hans	Customer Refund	\$311.90
67467	AFLAC	Employee Paid Insurance	\$1,096.68
67468	AIA Services, LLC/NDS	Water Conservation- Material/Supplies	\$341.13
67469	Bart/Riebes Auto Parts	Repair-Trucks	\$51.46
67470	Best Best & Krieger	Legal & Audit	\$7,931.87
67471	California Choice Benefit Administrators	Health Insurance	\$41,684.52
67472	California Landscape Associates Inc	Janitorial	\$200.00
67473	Chris Castruita	Continued Education	\$57.50
67474	Citrus Heights Saw & Mower	Repair-Equipment /Hardware	\$103.38
67475	City of Citrus Heights	Permit Fees	\$127.80
67476	Robin Cope	Health Insurance	\$439.00
67477	Corix Water Products, Inc	Material	\$133.61
67478	Cybex	Equipment Rental-Office	\$166.07
67479	Employee Relations Inc	Contract Services-Other	\$66.50
67480	Anton Finko	Toilet Rebate Programram	\$150.00
67481	Ferguson Enterprises Inc #1423	Material	\$2,489.61
67482	Void	Void	\$0.00
67483	Madeline Henry	Continued Education	\$55.74
67484	Integrity Administrators Inc	Health Insurance	\$544.64
67485	KBA Document Solutions, LLC	Equip Rent-Office	\$25.20
67486	Luhdorff & Scalmanini	PC-Wells	\$1,262.50
67487	Matthew Maxwell	CS-Miscellaneous	\$845.00

MAY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67488	McC Campbell Analytical, Inc	Wells Maintenance	\$315.00
67489	MidAmeria Administrative & Retirement Solutions	Employee Paid Ins	\$3,071.20
67490	Nor Cal Perlite Inc	Supplies-Field	\$1,258.00
67491	Pace Supply Corp	Material	\$2,080.00
67492	Pro시오 Communications	CS-Miscellaneous	\$3,270.00
67493	RDO Equipment	Repair-Trucks	\$810.32
67494	Red Wing Shoe Store	Small Tools	\$272.47
67495	Regional Government Services	PC-Other	\$3,189.46
67496	Randall Rozanski	Toilet Rebate Program	\$75.00
67497	Sonitrol	Equipment Rental-Office	\$181.91
67498	Sonsray Machinery, LLC	Fixed Assets	\$51.46
67499	S.I.C.H.	Office Miscellaneous	\$60.00
67500	A. Teichert & Son, Inc.	Road Base	\$4,415.75
67501	Titan Workforce LLC	Contract Services-Temporary Labor	\$910.65
67502	Wendell Peart	Customer Refund	\$146.26
67503	Nicholas L Rutherford	Customer Refund	\$83.03
67504	City of Citrus Heights	Permit Fees	\$426.00
67505	Donald M. or Deborah Harmon	Toilet Rebate Program	\$75.00
67506	ACWA/JPIA	Workers Compensation Insurance	\$19,748.64
67507	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving	\$41,997.25
67508	Elk Grove Auto Group Inc	Fixed Assets	\$24,326.85
67509	Raftelis	Contract Services-Miscellaneous	\$12,892.32
67510	San Juan Water District	Purchased Water	\$633,163.46
67511	SMUD	Utilities	\$9,090.08
67512	Karin H Holtz	Customer Refund	\$106.33
67513	Alice W Boulos	Customer Refund	\$35.77
67514	Victoria D Tedford	Customer Refund	\$52.01
67515	Allen L Toal	Customer Refund	\$82.55
67516	Michael/Cheryl Teague	Customer Refund	\$109.44
67517	Jack Clay Jr	Customer Refund	\$31.13
67518	Willie T/Carla D Cox	Customer Refund	\$28.27
67519	Terence J OConnor	Customer Refund	\$12.98
67520	Max Yutsan	Customer Refund	\$112.32

MAY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67521	Kevin/Suzette R Wallace	Customer Refund	\$121.95
67522	Linda B Steffan Trust	Customer Refund	\$9.50
67523	Madson Living Trust	Customer Refund	\$226.99
67524	Manuel Carlos	Customer Refund	\$21.36
67525	Karen Adicoff	Water Conservation- Material/Supplies	\$100.00
67526	Alexander's Contract Services	Contract Services-Meter Read	\$4,480.97
67527	AM Conservation Group Inc	Water Conservation- Material/Supplies	\$2,207.27
67528	Best Best & Krieger	Legal & Audit	\$2,734.76
67529	California Surveying & Drafting Supply	Small Tools	\$77.20
67530	Canon Solutions America, Inc.	Maintenance Agreement- Equipment	\$630.00
67531	Adriana Cruz	Water Conservation- Material/Supplies	\$50.00
67532	EG Threads	Water Conservation- Material/Supplies	\$81.16
67533	Michele Horner	Water Conservation- Material/Supplies	\$100.00
67534	J4 Systems	Contract Services-Other	\$2,435.00
67535	Moonlight BPO	Contract Services-Bill Print/Mail	\$3,390.56
67536	RDO Equipment	Repair-Trucks	\$510.24
67537	Les Schwab Tires	Repair-Trucks	\$942.23
67538	Jewel Semmens	Water Conservation- Material/Supplies	\$50.00
67539	Susanne Slayton	Water Conservation-Other	\$100.00
67540	Steven Enterprises Inc	Office Expense	\$140.08
67541	Kalee Sy	Water Conservation- Material/Supplies	\$100.00
67542	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,831.36
67543	WaterWise Consulting, Inc	Contract Services-Conservation	\$350.00
67544	West Coast Arborists, Inc	Contract Services-Miscellaneous	\$2,000.00
67545	Susan J Culver Trust/Mary Patt	Customer Refund	\$96.09
67546	Michael K Short	Customer Refund	\$262.06
67547	Patricia Acuna	Customer Refund	\$12.87
67548	Elahe Z Panah	Customer Refund	\$88.85
67549	Tiffany Pelkey	Customer Refund	\$108.81
67550	Matthew J Capistrant	Customer Refund	\$167.15

MAY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67551	Laura J Sullivan	Customer Refund	\$309.58
67552	Albert J/Julie D Thims	Customer Refund	\$28.05
67553	James A Seibert	Customer Refund	\$187.69
67554	Ryan J/Katherine A Mote	Customer Refund	\$25.43
67555	A&A Stepping Stone Manufacturing	Supplies-Field	\$160.55
67556	ABA DABA Rentals & Sales	Supplies-Field	\$162.56
67557	Afman Supply	Small Tools	\$523.15
67558	Airgas USA, LLC	Supplies-Field	\$252.26
67559	AnswerNet	Telephone-Answering Service	\$288.14
67560	Bart/Riebes Auto Parts	Repair-Trucks	\$47.77
67561	Best Best & Krieger	Legal & Audit	\$7,326.00
67562	Blue Jay Trucking LLC	Contract Services-Other	\$1,609.50
67563	Brake Masters #220	Repair-Trucks	\$429.51
67564	BSK Associates	Water Analysis	\$1,162.00
67565	California Society of Municipal Finance Officers	Dues & Subscriptions	\$400.00
67566	City of Citrus Heights	Permit Fees	\$800.00
67567	Consolidated	Telephone-Local/Long Distance	\$1,841.13
67568	Corelogic Information Solutions Inc	Dues & Subscriptions	\$543.91
67569	County of Sacramento Municipal Services	Field Miscellaneous	\$50.00
67570	County of Sacramento - Clerk	Publication Notices	\$40.00
67571	County of Sacramento	Permit Fees	\$87.00
67572	Dawson Oil Company	Gas & Oil	\$2,156.42
67573	Diana Miller Photography	Contract Services-Miscellaneous	\$1,035.00
67574	Future Ford	Repair-Trucks	\$656.56
67575	Ferguson Enterprises Inc #1423	Material	\$7,748.83
67576	ICMA Membership Renewals	Dues & Subscriptions	\$200.00
67577	J4 Systems	Contract Services-Other	\$811.25
67578	KBA Document Solutions Inc	Equipment Rental-Office	\$60.40
67579	KBA Document Solutions, LLC	Equipment Rental-Office	\$342.63
67580	Kei Window Cleaning #12	Janitorial	\$96.00
67581	Lowe's	Supplies-Field	\$590.56
67582	Luhdorff & Scalmanini	Contract Services-Wells	\$708.00
67583	McCampbell Analytical, Inc	Wells Maintenance	\$315.00
67584	Moonlight BPO	Contract Services-Bill Print/Mail	\$4,068.65

MAY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67585	Pace Supply Corp	Material	\$1,331.39
67586	Prosio Communications	Contract Services-Miscellaneous	\$2,350.00
67587	Protection One Alarm Monitoring	Equipment Rental-Office	\$206.05
67588	Republic Services #922	Utilities	\$591.23
67589	RW Trucking	Contract Services-Miscellaneous	\$1,685.34
67590	S.I.C.H.	Office Miscellaneous	\$300.00
67591	SureWest Directories	Telephone-Local/Long Distance	\$49.74
67592	Trench Plate Rental Co	Equipment Rental-Field	\$986.80
67593	Walker's Office Supplies	Office Expense	\$112.01
67594	John R Wilkinson	Customer Refund	\$18.38
67595	Jian Ying Chen	Customer Refund	\$180.54
67596	Adobe Systems Incorporated	Maintenance Agreement-Software	\$56.96
67597	AIA Services, LLC/NDS	Water Conservation-Material/Supplies	\$4,134.87
67598	AREA Restroom Solutions	Equipment Rental-Field	\$119.81
67599	Avalon Custodial Care	Janitorial	\$695.00
67600	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
67601	Bart/Riebes Auto Parts	Repair-Trucks	\$64.61
67602	BSK Associates	Water Analysis	\$504.00
67603	City of Citrus Heights	Permit Fees	\$987.50
67604	Core & Main LP	Material	\$495.65
67605	Iconix Waterworks Inc	Material	\$7,320.55
67606	Dana Lyn Miller	Customer Refund	\$187.69
67607	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
67608	Grainger	Small Tools	\$93.79
67609	Ferguson Enterprises Inc #1423	Material	\$1,478.81
67610	Moonlight BPO	Contract Services-Bill Print/Mail	\$4,800.09
67611	Pacific Gas & Electric	Utilities	\$13.19
67612	Ray Riehle	Continued Education	\$237.07
67613	Susan Sohal	Continued Education	\$122.96
67614	Sutter Medical Foundation-Corporate	Contract Services-Other	\$480.00
67615	A. Teichert & Son, Inc.	Road Base	\$1,104.99
67616	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,879.71

MAY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67617	Verizon Wireless	Telephone-Wireless	\$1,043.96
67618	Voyager Fleet Systems Inc	Gas & Oil	\$3,361.16
67619	Wendie L Skala	Customer Refund	\$38.18
67620	John T/Janette C Sharp	Customer Refund	\$18.40
67621	JPL Properties LLC	Customer Refund	\$181.13
67622	Papineau & Abboud Family Trust	Customer Refund	\$6.92
67623	Julio A/Nicole Hernandez	Customer Refund	\$86.91
67624	Habib Golban	Customer Refund	\$198.88
67625	Dennis W Dodson	Customer Refund	\$12.64
67626	William Kumansky	Customer Refund	\$65.36
67627	Alecia M Campbell	Customer Refund	\$99.81
67628	Nicole/Donnan Wigginton	Customer Refund	\$97.39
67629	Kevin Nguyen	Customer Refund	\$40.01
67630	Alexander's Contract Services	Contract Services-Meter Read	\$4,075.25
67631	Satyendra Attota	Toilet Rebate Program	\$150.00
67632	Awards By Kay Inc	Office Expense	\$21.65
67633	Best Best & Krieger	Legal & Audit	\$7,084.47
67634	CalCPA	Dues & Subscriptions	\$425.00
67635	Certex Usa Inc	Supplies-Field	\$340.94
67636	Cybex	Equipment Rental-Office	\$166.07
67637	Dawson Oil Company	Gas & Oil	\$938.13
67638	First Apostolic Church of Citrus Heights	Fixed Assets	\$887.50
67639	David Gordon	Continued Education	\$1,950.00
67640	Ferguson Enterprises Inc #1423	Material	\$352.10
67641	J4 Systems	Contract Services-Other	\$947.50
67642	Key West Holdings DBA Monster Contractor	Contract Services-Other	\$3,965.85
67643	One Stop Truck Shop	Repair-Trucks	\$2,882.51
67644	Alberto Preciado	Continued Education	\$264.68
67645	Red Wing Shoe Store	Small Tools	\$256.96
67646	Anne Sibley	Toilet Rebate Program	\$75.00
67647	Sonitrol	Equipment Rental-Office	\$181.91
67648	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,927.54
67649	Walker's Office Supplies	Office Expense	\$24.60

MAY 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67650	Ron A/ Dolly R Weber	Toilet Rebate Program	\$75.00
Total			\$948,693.58
ACH	1168-2019-5 INVOICE CLOUD	Bank Fee	\$5,145.60
ACH	168-2019-4 INVOICE CLOUD	Bank fee	\$3,621.15
ACH	2019042500 PAYCHEX	Contract Services-Other	\$433.35
ACH	APRIL 2019 BOW	Bank Fee	\$1,231.47
ACH	APRIL 2019 CHASE	Bank Fee	\$1,726.65
ACH	APRIL 2019 FD	Bank Fee	\$42.99
ACH	MAY 2019 CHASE	Bank Fee	\$2,179.40
ACH	PERS 5/2/19 PAYDAY	PERS	\$20,188.52
ACH	VALIC 5/16/19 PAYDAY	Deferred Compensation	\$2,829.25
ACH	VALIC 5/2/19 PAYDAY	Deferred Compensation	\$2,796.75
ACH	VOYA 5/16/19 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 5/2/19 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 5/30/19 PAYDAY	Deferred Compensation	\$25.00
ACH	PERS 4/4&4/18 PAYDAY	PERS	\$40,348.81
ACH	VALIC 5/30/19 PAYDAY	Deferred Compensation	\$2,829.25
Total			\$ 83,448.19
Grand Total			\$1,032,141.77

June Checks Approved at June Board Meeting

ACH	Falcon Networks, LLC	Equipment Rental-Office	\$37,371.05
ACH	US Bank I.M.P.A.C. Government Services	See June Agenda Item CC-9	\$0.00
67685	Raftelis	Contract Services-Miscellaneous	\$9,015.00
67680	Best Best & Krieger	Legal & Audit	\$9,794.00
67686	SMUD	Utilities	\$9,932.25
67682	Clarke & Rush Mechanical	Contract Services-Other	\$10,400.00
67684	Pace Supply Corp	Material	\$17,957.57
67679	Azteca Systems Inc	Maintenance Agreement-Software	\$19,995.00
67683	Elk Grove Auto Group Inc	Fixed Assets	\$24,510.02
67681	CirclePoint	Contract Services-Conservation	\$25,176.83

Employee Recognitions — Thirteen employees received recognition for attendance during April 2019, and Twenty-four were recognized for outstanding customer service and quality of work during the month of May 2019. Directors were provided with a list of the employees and items for which each received recognition.

The Long Range Board Agenda was provided showing Directors upcoming items scheduled for future Board Meetings.

Engineering Department Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of May 2019:

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 10/16/19 (Final Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Top Alternative to be selected at CAC Workshop #7 on 06/11/19. Implementation Plan to be developed of the top Alternative and discussed at CAC Workshop #8 on 09/10/19.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Request for Proposal (RFP) released 04/08/19. Staff reviewing proposals received on 05/23/19. Interviews to occur on 06/12/19.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 06/20/18 (Notice of Completion)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Notice of Completion approved at 06/20/18 Board Meeting. Easements being prepared by District.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans complete. Construction to be completed by District Operations staff. Construction began in June 2019. 5% complete.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Pleasantview Dr 8" Water Main	Engineering	Project Manager, Assistant Engineer and Senior Construction Inspector	On-going	Yes, 04/17/19 (Award of Contract)	Yes	2017 design, 2018 construction.	Award of Contract approved on 04/17/19. Notice to Proceed sent to contractor on 05/21/19. Construction to begin on 06/10/19.
CAPITAL IMPROVEMENT PROJECT Michigan Dr 8" & 6" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to engineer on 05/02/18. Potholing completed. Preparing 90% plans. Right-of-Way agent to begin easement process for the project.
CAPITAL IMPROVEMENT PROJECT Old Auburn Rd - Daffodil to Wooddale 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	District finalizing plans. Project anticipated to be put out to bid in Fall 2019.
CAPITAL IMPROVEMENT PROJECT Cologne Way 6" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	District to provide 60% mark-ups to Consultant. Right-of-Way agent to begin easement process for the project.
CAPITAL IMPROVEMENT PROJECT Quiet Oak Ln 8" Water Main	Engineering	Project Manager, Assistant Engineer and Senior Construction Inspector	On-going	Yes, 04/17/19 (Award of Contract)	Yes	2017 design, 2018 construction.	Award of Contract approved on 04/17/19. Notice to Proceed sent to contractor on 05/21/19. Construction to begin on 06/10/19.
CAPITAL IMPROVEMENT PROJECT Patton Avenue - Watson Way to North	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2019 design, 2020 construction.	District preparing 90% mark-ups to Engineer. Potholing being performed.
CAPITAL IMPROVEMENT PROJECT Watson Way - Sherlock Way to Well Site	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2019 design, 2020 construction.	District preparing 90% mark-ups to Engineer. Potholing being performed.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd East Side Wall	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	Task Order executed with Engineer. District following up with SJUSD regarding property.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Dr	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	Received initial submittal for the Mitchell Farms Subdivision Improvement Plans on 05/15/19. District submitted comments to Engineer on 05/22/19.
PRIVATE DEVELOPMENT Mitchell Farms Land Exchange - 7925 Arcadia Dr	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	Land Exchange of District's Well Site for development property.	Initial submittal for Well Site Improvement Plans received on 02/07/19. District provided comments on initial submittal on 02/22/19. Received second submittal on 06/06/19.
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Received updated plans from developer's engineer on 04/30/18. District sent back comments on 05/22/18. Awaiting a resubmittal.
PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	Received Project Referral and proposed site plan on 11/13/18. District sent Will Serve Letter on 12/04/18. Awaiting first submittal from developer's engineer.
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Plans signed on 09/19/18. Awaiting construction.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8053 Holly Dr Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Final plans signed and fees received on 05/10/18. District Operations staff began construction on 09/25/18. 98% Complete. Awaiting final street improvements before completion can occur.
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Received initial plans on 10/01/18. District provided comments to the developer's engineer on 01/02/19.
PRIVATE DEVELOPMENT 8116 Holly Dr Parcel Split 1 - 2	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 2 with 2 existing homes and meters.	Received Project Referral 11/16/18. Conditions of Approval letter sent 11/28/18.
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Preconstruction meeting occurred on 05/22/19. Construction began on 05/23/19.
PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent comments to City on 11/27/17. Awaiting final plans from developer for District review.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Big Lots	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	Commercial Development.	Plans signed on 08/23/18. Awaiting easements and the signed Common Area Maintenance Agreement from developer. City to provide Temporary Certificate of Occupancy week of 04/01/19.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8501 Auburn Blvd Parcel Split	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Potential parcel split from one parcel to four parcels.	Sent conditions of approval letter on 09/06/18. Waiting for the developer to prepare easements.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Received second submittal from engineer on 03/25/19. Sent comments to developer's engineer on 04/16/19. Awaiting next submittal and easements from developer.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Proposed multi-unit housing complex for low-income and homeless.	Received project referral and initial plans on 10/11/18. Will-Serve letter sent 11/21/18. Awaiting first plan submittal from developer's engineer.
PRIVATE DEVELOPMENT 7312 Veterans Ln	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home on a private street.	Sent review comments on 08/03/18. Engineering sent cost estimate of improvements to owner on 10/30/18. Awaiting payment from customer.
PRIVATE DEVELOPMENT Livoti Development	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Six Parcel Subdivision.	Received initial plans on 12/17/18. District provided comments to the engineer on 03/12/19.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
COMCAST	Engineering	Assistant Engineer and GIS Specialist	On-going	No	No	Various communications boring projects throughout the service area.	District has provided water utility maps for all requested projects. Awaiting resubmittal from Comcast engineer. Awaiting as-builts on all completed projects.
CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Highland Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	Yes	Highland Ave Drainage Project.	Field preconstruction meeting occurred on 03/28/19. Storm Drain improvements in progress by City contractor. District completed relocation of water facilities.
CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Wonder St	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Wonder St Drainage Project.	Anticipate bid and start of construction in 2019. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.
CITY OF CITRUS HEIGHTS PROJECT Bonita & Old Auburn Rd Storm Drain Improvements	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Bonita Way & Old Auburn Rd Storm Drain Project.	Received 30% plans at the meeting with Dokken Engineering on 05/21/18. District sent City's engineer data on 08/03/18.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Engineering Manager and Assistant Engineer	On-going	No	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Pre-Construction meeting occurred on 04/16/19. Storm Drain improvements in progress by City contractor. District to schedule water facility relocation work.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.	Attended kick-off meeting with the City on 01/14/19. District provided comments to City's engineer on 05/02/19.
COUNTY OF SACRAMENTO Overlay Oak Avenue from Hazel Ave to Granite Ave	Engineering	Engineering Manager and Senior Construction Inspector	On-going	No	No	Road improvements along Oak Ave from Hazel Ave to Granite Ave.	District to coordinate with County contractor regarding raising water valve boxes.
CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope Rd	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Weigh station and off-ramp improvements.	Sent water facility maps and as-builts to State on 11/20/17. Awaiting plans from CalTrans for District review.
Annexations	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, 07/17/19 (Anticipated Award of Contract)	Yes	Annex properties into the District to clarify and revise District boundaries.	Proposals received on 05/22/19. District reviewing proposals and anticipate selection of consultant by 06/19/19.
Easements	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff conducted an initial scoping meeting in April. Staff will start-up this project once the annexation project is near completion.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 59 work orders were performed during the month of May by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Drinking Water (DDW) requirements.

2019 Water Supply – Purchased and Produced

The District's total water use during the month of May 2019 (977.41 acre-feet) was 32.5 percent below that of May 2013 (1,603.43 acre-feet).

Water Supply Reliability

As of June 1, 2019, storage in Folsom Lake (Lake) was at 934,600 acre-feet, 96 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 47,700 acre-feet in the past month.

The District's total water use during the month of May 2019 (977.41 acre-feet) was 39.0 percent below that of May 2013 (1,603.43 acre-feet).

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

Water Efficiency Program Update

Water Efficiency, Safety, and Meter Program activities during the month of May 2019 include:

- 6 High Efficiency Toilet (HET) rebates were processed for the month of May 2019. This compares to 11 HET rebates processed for the month of May 2018. The 5 year monthly average (2014-2018) of May HET rebates is 11. A total of \$3,525.00 in HET rebates have been issued year-to-date.
- A total of 7 High Efficiency Clothes Washer (HECW) rebates were issued during the first quarter of 2019. This compares to 11 HECW rebates issued for the first quarter of 2018. A total of 7 HECW rebates were issued year to date.
- 62 service calls were received during the month of May. There were 3 reports of water waste received through CHWD's Water Efficiency web page.
- Five WaterSmart classes are planned for 2019. The second class, titled "Irrigation For WaterSmart Yards" was held on Saturday, May 11, 2019. The next two classes are scheduled for Saturday, June 22, 2019 and Saturday, July 27, 2019. The title of the June 22 WaterSmart class is "Selecting and Maintaining the Best WaterSmart Plants for Your Landscape". Topics for future classes will include: what your landscape likes during the summer sizzle, ways to properly feed and care for your summer garden, and hands-on trouble shooting of common irrigation problems. The first four classes are being held at the Citrus Heights Community Center.
- CHWD has secured three garden plots at the Sylvan Ranch Community Garden. The plots will feature water efficient landscaping. The project will be completed in two phases. Phase I will include a gardening area at the corner of Sylvan Rd. and Stock Ranch Rd. Phase II will be an education area for activities, such as workshops and presentations. Funding for the rental, development and maintenance of the garden plots is included in the 2019 budget.
- In July 2018, staff conducted a meter testing program for all meters 3 inches and larger. The testing is part of the Water Loss Program requirement contained in SB555. The meters were tested

for accuracy during high, medium and low flow conditions. A total of 67 meters were identified for testing. A total of fifty-two 3 inch and larger meters were tested. Of the meters tested, 31 are within California standards (reference AWWA M6 Meter Manual), and 6 were very close to standards. 13 of the 15 meters that tested below AWWA standards have been repaired or replaced. The remaining two meters were repaired on Tuesday, May 7. Follow-up testing of the repaired meters was conducted May 20-22. Follow-up testing for repaired meters is required according to AWWA’s M6 Meter Manual. The results of the follow-up testing are being analyzed by staff and will be in the July Board report.

- Staff is currently updating the District’s Emergency Operations Plan (EOP). The last update to the EOP was in July 2011. The EOP establishes procedures and provides information necessary to ensure that members of CHWD’s staff are knowledgeable about what to do in the event of an emergency. The District is using a Consultant to assist with the EOP update. Staff met with the Consultant on Wednesday, May 15, to review recommended updates and revisions to the EOP. The Consultant provided staff with a draft EOP and a draft template of EOP Annex’s. A follow-up meeting with the Consultant is scheduled for June 26.
- The fourth group safety presentation, in a series of eleven group safety presentations, was presented on Thursday, May 16. The topic was “Dangerous Insects”. The presenters included Ryon Ridner, Water Distribution Worker; Mike Mariedth, Water Distribution Lead Worker; and Madeline Henry, Management Services Specialist. The fifth presentation was given on June 13, and the topic will be on the District’s “Injury and Illness Prevention Program”. The presenters will be, Jason Tupper, Water Resources Specialist; Chris Castruita, Management Services Supervisor/Chief Board Clerk; and Jonny Spinella, Operations Technician.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD	R-GPCD	% CHANGE
	2018	2019	
January	77	76	-.01%
February	85	72	-.15%
March	79	75	-.05%
April	100	103	+.03%
May	156	147	-.06%

Discussion and Possible Action to approve amendments to the Conflict of Interest Code (A)
 Management Services Supervisor Castruita asked the Board to consider adoption of Resolution 08-2019 approving amendments to Policy 1035 – Conflict of Interest Code, pursuant to the Political Reform Act of 1974.

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

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

Proposed Revisions

Resolution 08-2019 would approve multiple revisions to the Code, including:

1. The establishment and recognition of new positions that must be designated, such as the Principal Information Technology Analyst.
2. The updated titles of existing positions, such as the General Counsel.
3. The addition of a new disclosure category for Department-specific reporting, and revision of some assigned disclosure categories in an effort to avoid requiring over-disclosure.
4. The update of language to terms currently in use by the Fair Political Practices Commission.

RESOLUTION NO. 08-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITRUS HEIGHTS WATER DISTRICT AMENDING THE
CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL
REFORM ACT OF 1974

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

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the "Code") which was amended and approved by the Fair Political Reform Act on April 12, 2017; and

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

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

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

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on June 19, 2019, at which all present were given an opportunity to be heard

on the proposed amended Code.

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

1. The Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Chief Board Clerk and available to the public for inspection and copying during regular business hours;
2. The said amended Code shall be submitted to the Fair Political Practices Commission for approval and said Code shall become effective 30 days after the date of approval of the proposed amended Code.
3. All previously adopted conflict of interest codes and amendments are rescinded upon the effective date of approval by the Fair Political Practices Commission of the amended and updated Conflict of Interest Code, attached.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 19th day of June, 2019.

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

CARYL SHEEHAN, President
CITRUS HEIGHTS WATER DISTRICT

ATTEST:

CHRISTOPHER CASTRUITA, Chief Board Clerk
CITRUS HEIGHTS WATER DISTRICT

Discussion and Possible Action to approve a task-order agreement with Bartel Associates for Actuarial Services (A)

Accounting Supervisor Preciado asked the Board to consider approving an agreement with Bartel Associates (Bartel) for actuarial services.

The Citrus Heights Water District (CHWD) offers a benefit to staff employed with CHWD, who were hired prior to February 1, 2019, and retire from the District with a minimum of 20 years of service, wherein the District offers a reimbursement towards the retiree's healthcare cost. Governmental Accounting Standards Board (GASB) Statement No. 45 had previously required an actuarial valuation

of the liability incurred by the District as a result of this benefit, which it classified as an Other Post Employment Benefit (OPEB). Under GASB 45, these valuations were required to be completed once every three years.

The GASB then issued Statement No. 75, which became effective for the District on January 1, 2018, and superseded GASB 45. Under GASB 75, actuarial valuations on OPEB are required to be completed every two years.

In 2017, the District contracted with Bartel to complete the actuarial report measuring the District's OPEB liability as of December 31, 2016, as well as to provide an analysis to the Board of Directors (Board) regarding the fiscal effects of a potential prepayment of the District's OPEB liability.

Since then, Bartel has completed additional work for the District, including the preparation of information required by GASB 75 for the 2018 financial statements, and an analysis of the potential impact on the District's OPEB liability from proposed changes to the retiree healthcare reimbursement benefit.

The District must now obtain a new OPEB actuarial valuation in order to properly account for the OPEB liability in the current year's financial statements, as well as to submit to the California Employers' Retiree Benefit Trust (CERBT), with whom the District began prefunding its OPEB liability in 2018.

Bartel has been providing services to public agencies since its inception in 2003. Its founder, John Bartel, is widely regarded by public agencies in California as a foremost expert in pensions and OPEB. Bartel's staff is experienced and knowledgeable, with an in-depth understanding of pensions and OPEB and are frequent speakers on the subject at trade conferences and seminars. Their work product is carefully reviewed for completeness and accuracy before delivery to CHWD.

Staff recommended that CHWD formalize a task order style professional services agreement with Bartel. The task order style agreement is structured to offer the options of an 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 termination provision of ten (10) days for the District, and thirty (30) days for Bartel.

Funding for the various services covered in the agreement are budgeted for in the 2019 Operating Budget, and will also be included the proposed 2020 Operating Budget. Work performed will be subject to the availability of budgeted funds.

Discussion and Possible Action to approve a task-order agreement with Luhdorff & Scalmanini for Engineering Services (A)

Water Resource Supervisor and Senior Management Services Specialist Scott asked the Board to consider approving of an agreement with Luhdorff & Scalmanini Consulting Engineers for Engineering Consulting Services.

Over the past 15 years, Citrus Heights Water District (CHWD or District) has worked with Luhdorff & Scalmanini Consulting Engineers (LSCE) to complete a variety of miscellaneous engineering services pertaining to the District's well sites. As CHWD maintains a small staff, utilizing contract

resources such as LSCE is essential to keep ongoing operating expenses down, while assuring that resources are available to complete projects in a timely and effective manner. While CHWD leverages LSCE from time to time, District staff works closely with LSCE staff to provide engineering design and oversight and ensure that projects are completed as directed.

LSCE has been providing services to public agencies since its inception in 1980, and works extensively with water agencies in the greater Sacramento area. The firm's staff, including engineers, geologists, hydrologists and hydrogeologists, is experienced and knowledgeable, with an in-depth understanding of the challenges involved in regional groundwater issues and well development, repair and maintenance.

Staff recommends formalizing a task order agreement with LSCE for miscellaneous engineering consulting services for the District's well sites. The agreement includes the options of a Time-and-Materials/Hourly Billable arrangement or Project Basis/Not-to-Exceed 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 ten (10) day termination provision by CHWD without cause.

Funding for the various services covered in the agreement is allocated in the 2019 Operating Budget, and will also be included in the proposed 2020 Operating Budget. Work performed will be subject to the availability of budgeted funds.

Discussion and Possible Action to approve the purchase of a New Heavy Duty Utility Crew Truck (A)
Senior Management Services Specialist Scott asked the Board to consider approving the purchase of one heavy duty utility crew truck with custom, mounted utility boxes to replace an existing utility crew truck.

Citrus Heights Water District (CHWD) staff operate heavy duty utility crew trucks for daily operations. The crew trucks store heavy equipment and tow vacuum excavation trailers. Unfortunately, one of the Ford F550 trucks CHWD previously used for these tasks experienced a catastrophic engine failure earlier this year. As the repairs would have exceeded the truck's value, staff began to research new vehicle options and sent the Ford truck to public auction.

CHWD staff consulted with regional agencies and conducted site visits to the City of Sacramento and Sacramento Suburban Water District and found that many utility agencies are now using larger utility trucks for daily operations. CHWD staff contacted Peterbilt, Freightliner and Kenworth and checked the references of the truck manufacturers and bed designers. These references included: PG&E, the City of Sacramento, East Bay Municipal Utility District and Marin Municipal Water District. As a result of this process, staff identified a more reliable, stronger truck, a Peterbilt 337 single axle cab and chassis that can be fabricated with custom, mounted utility boxes. This truck has a larger tow capacity, brakes and chassis, which allows it to tow vacuum excavation trailers more easily. Additionally, this is the largest truck that can be driven with a Class C license.

CHWD is able to purchase the Peterbilt 337 cab and chassis using the Sourcewell government contract. The Sourcewell cooperative contract leverages the national purchasing power of more than 50,000 member agencies and streamlines the purchasing process. Utilizing the Sourcewell contract reduces the delivery time and eliminates the need to solicit for items that have already been

significantly reduced in price. Additionally, CHWD staff identified American Truck & Trailer Body Co., Inc. as the best supplier for the custom, mounted utility boxes. The other truck suppliers staff contacted were unable to provide the required equipment, such as roll-up utility doors (doors that open outward commonly encroach onto the sidewalk or street).

If approved, CHWD will order the truck from Coast Counties Peterbilt, and Coast Counties' subcontractor, American Truck & Trailer Body Co., Inc., will install the custom utility boxes and deliver the completed truck to CHWD approximately one year after receipt of the purchase order. As these specialty trucks are not available to rent, CHWD staff has re-allocated fleet vehicles to maintain daily operations.

The truck and associated utility boxes to be purchased are as follows:

<u>Qty.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Vendor</u>
1	Peterbilt 337 single axle cab and chassis	\$86,903.54	Coast Counties Peterbilt
1	Set of custom, mounted utility boxes	\$138,367.71	American Truck & Trailer Body Co., Inc.

The total for the truck, installed utility boxes, taxes and fees is \$242,831.86. CHWD's fleet budget has \$282,370 available for the purchase of the vehicle.

Discussion and Possible Action to approve a task-order agreement with Axiom Technologies, LLC for Information Technology Services (A)

Principal Information Technology Analyst Ott asked the Board to consider approving a professional services agreement with Axiom Technologies, LLC and authorize the General Manager to approve task orders issued under the agreement.

The District has long maintained the practice of utilizing consultants to provide general information technology consulting services to support the District's various technology systems. The new Principal Information Technology Analyst (PITA) will be utilizing consultants to provide very specific technical services related to the support and maintenance of the District's systems and equipment. When the PITA position was created, as a division of one, it was anticipated that when required, consultant assistance would be required to address vacation, sick, special projects and peak workload.

In March of 2019, the District released a Request for Proposal (RFP) for IT Services related to network administration and management, and help desk support for vacation, sick and peak workload to replace the incumbent provider J4 Systems. Five proposals were received and evaluated by District staff. Staff evaluation resulted in the selection of Axiom Technologies, LLC as the preferred provider of the services identified in the RFP.

District staff (PITA) will prepare task releases against the agreement that will be approved by the General Manager or designee in accordance with District purchasing limits. Funding for activities already included in 2019 budget. Consultant may also be awarded task releases for specific project work related to District systems and equipment.

Director Riehle pulled items CC-18 and CC-22 from the Consent Calendar for further discussion.

Management Services Supervisor Castruita and Principal Information Technology Analyst Ott provided answer to questions and the items were returned to the Consent Calendar.

Director Sheehan pulled item CC-21 from the Consent Calendar for further discussion. Senior Management Services Specialist Scott provided answer to questions and the item was returned to the Consent Calendar.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to accept the Consent Calendar.

The motion carried 2-0 with all Directors voting yes.

PRESENTATIONS:

Association of California Water Agencies Update (I)

Management Services Supervisor Castruita requested that the Board take up the Association of California Water Agencies (ACWA) Update. ACWA Member Engagement Specialist II Ana Javaid provided an overview of the services that ACWA provides to CHWD, as well as opportunities for Board Member participation in ACWA regional governance.

STUDY SESSIONS:

Board of Directors Meeting Minutes (I)

Management Services Specialist/Deputy Board Clerk Henry presented options for updating the District's Board of Directors meeting minute template and received consensus direction to bring back the update for action at the July Meeting.

Corporation Yard Build-out: Pre-Design (I)

Engineering Manager/District Engineer Pieri, presented a history of the Corporation Yard Improvements over the years, discussed future outlook of the site, and provided an overview of the next steps of the proposed development of the site.

PUBLIC HEARING:

Discussion and Possible Action to adopt the 2019 Report on Source Water Quality Relative to Public Health Goals (A)

Water Resources Supervisor asked the Board to consider conducting a Public Hearing and receiving comments on the Citrus Heights Water District 2019 Report on Source Water Quality Relative to Public Health Goals; and adopt the Citrus Heights Water District 2019 Report on Source Water Quality Relative to Public Health Goals.

The State of California Office of Environmental Health Hazard Assessment (OEHHA) establishes Public Health Goals (PHGs) for drinking water. A PHG is the level of a chemical contaminant in drinking water that does not pose a significant risk to health. While PHGs are not regulated, state law requires drinking water standards for chemical contaminants to be as close to the corresponding PHGs as economically and technologically feasible. Federal and State drinking water standards determine Maximum Contaminant Levels (MCLs) for chemical contaminants. MCLs take into account not only

chemicals' health risks but also factors such as their detectability and treatability, as well as costs of treatment. Primary MCLs address health concerns and secondary MCLs address aesthetics, such as taste and odor. If OEHHA has not adopted a PHG for a constituent, the law requires water suppliers to use the Maximum Contaminant Level Goals (MCLGs) adopted by the United States Environmental Protection Agency. MCLGs are similar to PHGs, as they do not take into consideration the economic and financial feasibility of treatment options.

MCLs are enforceable regulatory standards for all public water systems in California. Conversely, PHGs and MCLGs are not enforceable, and available technologies cannot accurately detect such minute levels of the various chemicals tested. As such, many PHG and MCLG levels are unattainable for water systems, as the technology to detect these constituents may not be available, and the cost of treatment may be very high.

As a result of these standards, California Health and Safety Code Section 116470: Consumer Confidence Report, subsection (b) specifies that public water systems serving more than 10,000 service connections, such as the Citrus Heights Water District (CHWD), must prepare a special report by July 1 of every third year that provides information on the agency's water quality levels above the PHGs. As part of the requirements, CHWD must conduct a public hearing to present and receive comments on the special report at a regularly scheduled Board Meeting. This report is unique to California, and provides additional information not found in the federally-mandated annual Consumer Confidence Report. A copy of CHWD's 2019 Report on Source Water Quality Relative to Public Health Goals (Report) is included as Attachment 1.

Exhibit 1 to the Report is a table of Regulated Water Quality Constituents with the Detectable Limits for Reporting (DLRs), MCLs and PHGs or MCLGs. When the level of a chemical constituent drops below the DLR, available technologies can no longer reliably detect its presence. The Report also includes Section 116470 of the California Health and Safety Code (Exhibit 2). Exhibit 3 of the Report includes cost estimates to reduce the drinking water contaminants to non-detectable levels, regardless of how minimal the risk might be.

Within CHWD's three-year reporting period, only three of these constituents were detected at levels higher than the PHGs, which required further discussion in the Report. As the levels of the three constituents are close to the DLR (considered zero), and are significantly lower than the MCL, no action or further treatment is needed. CHWD's drinking water continues to meet or exceed all of the State and Federal standards set to protect public health.

ACTION: Director Riehle moved and Director Sheehan seconded a motion to Adopt the Citrus Heights Water District 2019 Report on Source Water Quality Relative to Public Health Goals.

The motion carried 2-0 with all Directors voting yes.

President Sheehan opened the Public Hearing at 8:42p.m. There was no public comment.

President Sheehan closed the Public Hearing at 8:43p.m.

President Sheehan adjourned to the CHWD Financing Corporation at 8:44p.m.

President Sheehan reconvened as the CHWD Board of Directors at 8:49pm.

BUSINESS:

None.

MANAGEMENT SERVICES REPORTS:

None.

DIRECTORS' AND REPRESENTATIVES' REPORTS:

Regional Water Authority (Riehle)
No Report.

Sacramento Groundwater Authority (SGA) (Sheehan)
President Sheehan reported that James (Jim) Peifer has been selected as the new RWA/SGA Executive Director.

San Juan Water District (All)
General Manager Straus announced that the San Juan Water District/Sacramento Suburban Water District Water Management/Re-organization Committee will meet on June 20, 2019. General Manger Straus, Administrative Services Manger Sohal and Assistant General Counsel Nelson will attend.

Association of California Water Agencies (ACWA) (Riehle)
General Manager Straus reported that the District will provide dates for ACWA's Washington D.C. conference when they are released.

ACWA Joint Powers Insurance Authority (JPIA) (Wheaton/Castruita)
General Manager Straus noted that Management Services Supervisor Castruita and Accounting Supervisor Preciado graduated from ACWA JPIA's Leadership Development Program.

City of Citrus Heights (Pieri)
Engineering Manager Pieri reported that the Highland Ave. storm drain project is near completion. CHWD is working closely with the city on the Mariposa Safe Sidewalks to School and storm drain improvements to ensure the water mains are protected and replaced as necessary.

Chamber of Commerce Update (Straus/Castruita/Meurer)
No Report.

RWA Legislative and Regulatory Affairs Update (Castruita/Meurer)

Management Services Supervisor Castruita reported that the current state of the Water Tax is a proposal to fund it through the state general fund. He reported that staff will keep the Board updated as the state budget moves forward.

Customer Advisory Committee (CAC) (Riehle/Pieri)

President Sheehan reported that she was impressed with the level of participation at the June 11, 2019 CAC Meeting and looks forward to seeing the CAC's future work.

Other Reports

General Manager Straus reported that the Meter Replacement Consortium has tentatively scheduled to meet with Placer County Water Agency (PCWA) on July 18, 2019.

Administrative Services Manager Sohal asked the Board to consider dates for a potential special meeting and rate hearing in the Fall. The Board selected Monday, November 25, 2019.

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

Dates and locations of upcoming Regular Meetings of the Board of Directors were noted for the calendar.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:10 pm.

APPROVED:

MADELINE A. HENRY
Acting Deputy Secretary
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
JUNE 2019
2019 REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
914,708	908,966	68,575	8,119	38,547	109,499

General Ledger Balance	Total
Outstanding A/R	1,017,721.25
Outstanding Liens	-
Outstanding Grants	1,247
Unclaimed Funds	(14,435)
Less Unapplied Payments	(110,779)
Total	\$ 893,754

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
June 30, 2019**

CC-03

Assessor/Collector Roll Adjustment June-19		
	Dollar	Count
DEFAULT		
One-Time Courtesy	\$ 27.83	6
DEFAULT Total	\$ 27.83	6
DEPOSIT		
New Owner	\$ 225.00	1
DEPOSIT Total	\$ 225.00	1
Grand Total	\$ 252.83	7

Reason For Cancellation	Charge Type	Amount
One-Time Courtesy	DEFAULT	4.39
One-Time Courtesy	DEFAULT	4.66
One-Time Courtesy	DEFAULT	4.92
One-Time Courtesy	DEFAULT	4.39
One-Time Courtesy	DEFAULT	4.76
One-Time Courtesy	DEFAULT	4.71
New Owner	DEPOSIT	225.00
		<u>225.00</u>
		<u>\$ 252.83</u>

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
JUNE 2019**


<hr/>		
Bank of the West		
Beginning Balance		\$6,708,396
RECEIPTS:	961,902	
DISBURSEMENTS:		
Checks Issued / ACH Payments	423,384	
Payroll	336,907	
Returned Checks	208	
	760,499	201,403
Bank of the West		
Balance per Bank 06/30/2019		6,909,799
Outstanding Checks		(81,556)
Deposit in Transit		65,553
Balance Per Books 06/30/2019		\$6,893,796

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RECONCILEMENT:		
Bank of the West		\$6,893,796
Local Agency Investment Fund		6,303,175
COP Reserve Account		546,782
Money Mkt Activity Account		539,728
TOTAL BALANCE		\$14,283,481


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CASH & INVESTMENT SUMMARY:		
Bank of the West (General Account)		\$6,893,796
Local Agency Investment Fund		6,303,175
COP 2010 Reserve Account		546,782
Money Mkt Activity Account		539,728
Total		\$14,283,481

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	2.55%	39,292.23	4/15/2019

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



SUSAN K. TALWAR
Treasurer

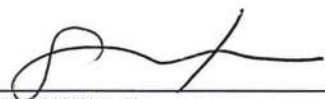


HILARY M. STRAUS
Secretary

Signed: 7/11/2019

TREASURER'S REPORT OF FUND BALANCES
June 30, 2019

Fund Name	Beginning Balance 01/01/2019	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 06/30/2019	2019 Target Balance per Policy
Operating Fund	\$ 2,395,731	\$ 5,673,326	\$ (5,252,809)	\$ 961,902.05	\$ (760,498.95)	\$ 3,017,652	\$ 2,334,017
Operating Reserve	\$ 3,493,065	\$ -	\$ -	\$ -	\$ -	\$ 3,493,065	N/A
Rate Stabilization Fund	\$ 934,000	\$ -	\$ -	\$ -	\$ -	\$ 934,000	\$ 1,000,000
Capital Improvement Reserve	\$ 3,822,445	\$ -	\$ -	\$ -	\$ -	\$ 3,822,445	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 1,063,173	\$ -	\$ -	\$ -	\$ -	\$ 1,063,173	N/A
Water Efficiency Reserve	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,325,000	\$ -	\$ -	\$ -	\$ -	\$ 1,325,000	N/A
Fleet Equipment Reserve	\$ 350,069	\$ -	\$ -	\$ -	\$ -	\$ 350,069	\$ 318,559
Employment-Related Benefits Reserve	\$ 223,228	\$ -	\$ -	\$ -	\$ -	\$ 223,228	\$ 1,079,527
	<u>\$ 14,368,674</u>	<u>5,673,326</u>	<u>\$ (5,252,809)</u>	<u>\$ 961,902</u>	<u>\$ (760,499)</u>	<u>\$ 14,990,594</u>	<u>\$ 7,613,351</u>



 SUSAN K. TALWAR, Treasurer

TREASURER'S REPORT OF FUND BALANCES
June 30, 2019

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 961,902	from funds collected in June 2019 per Treasurer's Report
	<u>\$ (760,499)</u>	disbursements made in June 2019 per Treasurer's Report
	\$ 201,403	

Citrus Heights Water District
Budget Performance Report
As of 6/30/2019

CC-06

	June Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$776,328.29	\$4,681,432.10	\$4,501,248.00	\$180,184.10	4.00%	\$9,002,494.00
Metered Water Deliveries	409,901.91	1,597,110.09	1,879,448.00	(282,337.91)	-15.02%	5,824,506.00
Non-Metered Service Charges	11,056.34	53,079.05	70,002.00	(16,922.95)	-24.17%	140,000.00
Penalties	5,740.56	30,812.82	48,402.00	(17,589.18)	-36.34%	150,000.00
Interest	3,735.33	60,929.97	49,998.00	10,931.97	21.86%	100,000.00
Backflow Fees	5,241.02	27,064.94	58,002.00	(30,937.06)	-53.34%	116,000.00
Water Service Install & S&R		21,367.28	13,650.00	7,717.28	56.54%	27,300.00
Grant Funds		2,212.50		2,212.50	0.00%	
Miscellaneous *	12,803.16	83,481.69	73,500.00	9,981.69	13.58%	147,000.00
Cost Reimbursements		6,253.26		6,253.26	0.00%	
Income - Wheeling Water		6,759.46	1,350.00	5,409.46	400.70%	2,700.00
Income - Connection Fees		37,268.00		37,268.00	0.00%	
Total Revenue	<u>1,224,806.61</u>	<u>6,607,771.16</u>	<u>6,695,600.00</u>	<u>(87,828.84)</u>	<u>-1.31%</u>	<u>15,510,000.00</u>
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water		1,286,571.46	1,724,823.54	(438,252.08)	-25.41%	3,449,647.00
Ground Water	78,350.13	317,230.72	413,550.66	(96,319.94)	-23.29%	827,101.38
	<u>78,350.13</u>	<u>1,603,802.18</u>	<u>2,138,374.20</u>	<u>(534,572.02)</u>	<u>-25.00%</u>	<u>4,276,748.38</u>
Labor & Benefits						
Labor Regular	257,128.09	1,525,485.91	1,592,250.42	(66,764.51)	-4.19%	3,184,500.80
Labor Taxes	19,240.99	114,970.02	124,392.90	(9,422.88)	-7.58%	248,785.84
Labor Workers Comp		19,748.64	40,450.02	(20,701.38)	-51.18%	80,900.00
Labor External	10,855.73	57,012.72	54,369.96	2,642.76	4.86%	108,740.00
Benefits Med/Den/Vis	83,521.29	265,013.38	257,200.86	7,812.52	3.04%	514,401.70
Benefits LTD/Life/EAP	6,781.87	22,938.58	26,457.06	(3,518.48)	-13.30%	52,914.05
Benefits CalPers	20,851.34	100,654.55	148,660.62	(48,006.07)	-32.29%	297,321.29
Benefits Other	(1,361.55)	11,911.62	15,175.02	(3,263.40)	-21.51%	30,350.00
Benefits OPEB		82,400.00		82,400.00	0.00%	
Benefit Retiree Expenses	3,711.19	23,562.69	26,277.00	(2,714.31)	-10.33%	52,554.00
Benefit Unemployment	144.39	3,503.84	4,620.00	(1,116.16)	-24.16%	9,240.00
Benefit GASB 68		202,079.00	194,527.50	7,551.50	3.88%	389,055.00
Capitalized Labor & Benefit Contra	(39,008.48)	(224,918.42)	(274,999.98)	50,081.56	-18.21%	(550,000.00)
	<u>361,864.86</u>	<u>2,204,362.53</u>	<u>2,209,381.38</u>	<u>(5,018.85)</u>	<u>-0.23%</u>	<u>4,418,762.68</u>
General & Administrative						
Fees & Charges	3,996.32	49,813.17	95,547.48	(45,734.31)	-47.87%	191,095.00
Regulatory Compliance/Permits	87.00	60,162.10	42,532.50	17,629.60	41.45%	85,065.00
District Events & Recognition	1,671.29	12,480.84	32,419.98	(19,939.14)	-61.50%	64,840.00
Maintenance/Licensing	4,338.90	118,347.88	73,555.02	44,792.86	60.90%	147,110.00
Equipment Maintenance	5,244.23	34,681.39	51,562.50	(16,881.11)	-32.74%	103,125.00

Citrus Heights Water District
Budget Performance Report
As of 6/30/2019

CC-06

	June	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Professional Development	10,063.24	32,054.62	57,409.44	(25,354.82)	-44.16%	114,819.00
Department Admin		1,057.16	11,600.04	(10,542.88)	-90.89%	23,200.00
Dues & Subscriptions	913.87	89,239.88	79,971.00	9,268.88	11.59%	159,942.00
Facility Improvements		338.23		338.23	0.00%	
Fuel & Oil	5,589.73	15,224.35	28,050.00	(12,825.65)	-45.72%	56,100.00
General Supplies	8,487.51	29,254.22	23,599.98	5,654.24	23.96%	47,200.00
Insurance - Auto/Prop/Liab		57,819.49	44,625.00	13,194.49	29.57%	89,250.00
Leasing/Equipment Rental	685.09	14,465.75	13,530.00	935.75	6.92%	27,060.00
Parts & Materials	20,638.85	248,221.52	27,499.98	220,721.54	802.62%	55,000.00
Postage/Shipping/Freight	9,999.91	63,781.28	84,550.02	(20,768.74)	-24.56%	169,100.00
Rebates & Incentives	525.00	4,050.00	14,839.98	(10,789.98)	-72.71%	29,680.00
Telecom/Network	2,904.76	14,944.11	22,750.02	(7,805.91)	-34.31%	45,500.00
Tools & Equipment	7,860.01	21,540.78	55,024.98	(33,484.20)	-60.85%	110,050.00
Utilities	1,095.73	3,484.76		3,484.76	0.00%	
Write-Off Bad Debt Exp		69.28	2,500.02	(2,430.74)	-97.23%	5,000.00
Capitalized G&A Contra	(19,813.41)	(162,286.55)		(162,286.55)	0.00%	
Capitalized Equipment Contra	(47,522.90)	(208,806.02)		(208,806.02)	0.00%	
	16,765.13	499,938.24	761,567.94	(261,629.70)	-34.35%	1,523,136.00
Professional & Contract Services						
Support Services	79,715.38	363,827.88	851,338.50	(487,510.62)	-57.26%	1,702,677.00
Legal Services	14,025.22	59,623.26	150,000.00	(90,376.74)	-60.25%	300,000.00
Printing Services	539.44	6,585.11	18,475.02	(11,889.91)	-64.36%	36,950.00
	94,280.04	430,036.25	1,019,813.52	(589,777.27)	-57.83%	2,039,627.00
Reserves & Debt Services						
Interest Expense		17,878.12	61,312.51	(43,434.39)	-70.84%	122,625.01
Net Increase(Decrease) in Value of Investments		(5,907.73)		(5,907.73)	0.00%	
		11,970.39	61,312.51	(49,342.12)	-80.48%	122,625.01
Total Operating Expenses	551,260.16	4,750,109.59	6,190,449.55	(1,440,339.96)	-23.27%	12,380,899.07
Net Income / (Expense)	673,546.45	1,857,661.57	505,150.45	1,352,511.12	267.74%	3,129,100.93

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 6/2019

CC-7

Project Number	Project Name	BUDGET			AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2018	Remaining Budget	Month to Date	Year to Date	Project to Date	
C15-102	Corporation Yard Improvements	\$330,097	\$111,419	\$218,678	\$4,203	\$47,811	\$159,230	\$59,448
C16-131	Wind Way and Longwood Way	\$327,158	\$23,128	\$304,030	\$32,933	\$55,297	\$78,425	\$225,605
C16-134	Auburn Blvd-Rusch Park Placer	\$10,000	\$609	\$9,391	\$0	\$0	\$609	\$8,781
C19-108	6230 Sylvan East Wall	\$250,000	\$0	\$250,000	\$0	\$2,432	\$2,432	\$247,568
Construction in Progress		\$917,255	\$135,156	\$782,099	\$37,136	\$105,541	\$240,697	\$541,402
C18-013	Water Meter Replacements	\$46,497	\$10,847	\$35,649	\$0	\$60,401	\$71,249	(\$35,599)
C19-010	Water Main Replacements	\$66,843	\$0	\$66,843	\$0	\$0	\$0	\$66,843
C19-011	Water Valve Replacements	\$148,540	\$0	\$148,540	\$0	\$18,097	\$18,097	\$130,443
C19-012	Water Service Connections	\$957,700	\$0	\$957,700	\$69,091	\$374,774	\$374,774	\$582,926
C19-013	Water Meter Replacements	\$129,086	\$0	\$129,086	\$3,359	\$28,365	\$28,365	\$100,721
C19-014	Fire Hydrants	\$159,150	\$0	\$159,150	\$2,156	\$61,008	\$61,008	\$98,142
Annual Infrastructure		\$1,507,816	\$10,847	\$1,496,969	\$74,606	\$542,646	\$553,493	\$943,476
C15-104B	Document Management System	\$250,000	\$5,361	\$244,639	\$0	\$0	\$5,361	\$239,278
C18-003	Fleet/Field Operations Equip	\$71,325	\$0	\$71,325	\$24,510	\$81,086	\$81,086	(\$9,760)
C18-004	Technology Hardware/Software	\$0	(\$5,685)	\$5,685	\$0	\$13,123	\$7,438	(\$1,753)
C19-003	Fleet/Field Operations Equip	\$295,000	\$0	\$295,000	\$0	\$5,765	\$5,765	\$289,235
C19-004	Technology Hardware/Software	\$10,000	\$0	\$10,000	\$3,457	\$3,457	\$3,457	\$6,543
Fleet and Equipment		\$626,325	(\$324)	\$626,650	\$27,967	\$103,430	\$103,106	\$523,544
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$27,777	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,288	\$0	\$24,288	\$0	\$91	\$91	\$24,197
C17-101	Pleasant View Dr-Oak to Poppy	\$180,890	\$12,966	\$167,924	\$437	\$21,948	\$34,914	\$133,011
C17-102	Michigan Dr - Sunrise to West	\$249,258	\$12,963	\$236,295	\$1,594	\$3,374	\$16,337	\$219,958
C18-102	Thunderhead Cir 8in Main Rplc	\$157,407	\$5,616	\$151,791	\$0	\$61	\$5,677	\$146,114
C18-103	Cologne Way 6in Main Replace	\$220,471	\$267	\$220,204	\$9,355	\$28,053	\$28,319	\$191,885
C18-104	Quiet Oak Ln 8in Main Oak S	\$127,654	\$222	\$127,432	\$531	\$14,564	\$14,786	\$112,646
C18-105	Old Auburn Rd Dafodil Wooddale	\$150,465	\$311	\$150,154	\$5,513	\$11,719	\$12,030	\$138,124

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 6/2019

CC-7

Project Number	Project Name	BUDGET			AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2018	Remaining Budget	Month to Date	Year to Date	Project to Date	
C19-101	Robie Way 8" Main Replacement	\$26,846	\$0	\$26,846	\$0	\$0	\$0	\$26,846
C19-102	Patton 8" Main Repl Watson/Nth	\$67,679	\$0	\$67,679	\$1,763	\$3,156	\$3,156	\$64,523
C19-103	Watson 8" Main Repl Sherlock	\$406,401	\$0	\$406,401	\$17,641	\$20,071	\$20,071	\$386,330
C19-104	Admiral MainRepl 8"	\$30,310	\$0	\$30,310	\$0	\$0	\$0	\$30,310
C19-105	Whyte MainRepl 8" Langley	\$83,235	\$0	\$83,235	\$0	\$0	\$0	\$83,235
C19-106	Wells Ave Main 8"	\$22,460	\$0	\$22,460	\$0	\$386	\$386	\$22,074
C19-107	Rowan MainRep 8/6" Grady	\$28,419	\$0	\$28,419	\$0	\$11	\$11	\$28,408
Water Mains		\$1,803,560	\$32,345	\$1,771,215	\$36,835	\$103,434	\$135,779	\$1,635,437
C17-103	Operations Building Remodel	\$50,000	\$19,322	\$30,678	\$1	\$1,858	\$21,180	\$9,497
C19-005	Facilities Improvements	\$130,000	\$0	\$130,000	\$7,042	\$48,894	\$48,894	\$81,106
C19-005A	Admin Boardroom Audio System	\$10,000	\$0	\$10,000	\$0	\$9,584	\$9,584	\$416
C19-040	Other City Partnerships	\$100,000	\$0	\$100,000	\$0	\$1,614	\$1,614	\$98,386
C19-040A	Highland Rinconada Drainage	\$0	\$0	\$0	\$12,751	\$44,327	\$44,327	(\$44,327)
C19-040B	Mariposa SR2S Phase III	\$0	\$0	\$0	\$908	\$968	\$968	(\$968)
C19-040C	Mariposa Ave SR2S Phase IV	\$0	\$0	\$0	\$39	\$508	\$508	(\$508)
C19-041	Other Misc Infrastructure	\$50,000	\$0	\$50,000	\$0	\$70,512	\$70,512	(\$20,512)
Miscellaneous Projects		\$340,000	\$19,322	\$320,678	\$20,740	\$178,267	\$197,589	\$123,089
C17-104	Groundwater Well Property Acq	\$640,000	\$189,875	\$450,125	\$2,238	\$6,580	\$196,456	\$253,669
C17-104A	Well #7 Patton	\$250,000	\$18,261	\$231,739	\$0	\$7,057	\$25,318	\$206,421
C17-104B	Well #8 Highland	\$0	\$0	\$0	\$3,584	\$7,134	\$7,134	(\$7,134)
C18-020	Groundwater Well Improvements	\$59,289	\$8,499	\$50,790	\$0	\$11,726	\$20,225	\$30,566
C19-020	Groundwater Well Improvements	\$175,000	\$0	\$175,000	\$0	\$0	\$0	\$175,000
Wells		\$1,124,289	\$216,635	\$907,654	\$5,822	\$32,498	\$249,133	\$658,521
Grand Totals:		\$6,319,245	\$413,982	\$5,905,264	\$203,105	\$1,065,814	\$1,479,796	\$4,425,468

JUNE 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67651	Timothy L/Barbara A Easter	Customer Refund	\$10.34
67652	Jonathan Segal	Customer Refund	\$303.10
67653	Chris/Stacy Kilpatrick	Customer Refund	\$92.06
67654	Suzanne Volz	Customer Refund	\$59.12
67655	ABA DABA Rentals & Sales	Supplies-Field	\$1,856.53
67656	Alexander's Contract Services	Contract Services-Meter Read	\$1,766.80
67657	BSK Associates	Water Analysis	\$294.00
67658	California Landscape Associates Inc	Janitorial	\$200.00
67659	Campbell Keller	Material	\$1,143.09
67660	Core & Main LP	Material	\$260.54
67661	Government Finance Officers Association	Dues & Subscriptions	\$560.00
67662	Ferguson Enterprises Inc #1423	Material	\$6,035.86
67663	Iconix Waterworks	Material	\$7,331.32
67664	J4 Systems	Contract Services-Other	\$1,670.00
67665	KBA Document Solutions, LLC	Equipment Rental-Office	\$317.43
67666	Kei Window Cleaning #12	Janitorial	\$96.00
67667	McCampbell Analytical, Inc	Wells Maintenance	\$315.00
67668	Rex Meurer	Water Conservation-Material/Supplies	\$241.52
67669	Moonlight BPO	Contract Services-Bill Print	\$2,953.34
67670	Pace Supply Corp	Material	\$1,553.40
67671	Petty Cash	Petty Cash	\$130.07
67672	Alberto Preciado	Continued Education	\$112.96
67673	Public Agency Risk Management Assoc	Dues & Subscriptions	\$150.00
67674	The HON Company LLC	Material	\$4,950.73
67675	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,156.80
67676	Waxie Sanitary Supply	Office Expense	\$278.34
67677	Warren Consulting Engineers Inc	Contract Services-Engineering	\$2,437.50
67678	Wolf Consulting	Contract Services-Other	\$1,750.00
67679	Azteca Systems Inc	Maint Agree-Software	\$19,995.00
67680	Best Best & Krieger	Legal & Audit	\$9,794.00
67681	CirclePoint	Contract Services-Conservation	\$25,176.83
67682	Clarke & Rush Mechanical	Contract Services-Other	\$10,400.00
67683	Elk Grove Auto Group Inc	Fixed Assets	\$24,510.02
67684	Pace Supply Corp	Material	\$17,957.57
67685	Raftelis	Contract Services-Miscellaneous	\$9,015.00
67686	SMUD	Utilities	\$9,932.25
67687	Donald B/Marceline F McKinney	Customer Refund	\$166.25
67688	Sheila R Butler	Customer Refund	\$11.43
67689	California Investor	Customer Refund	\$20.15
67690	Jerry/Caryn Freelove	Customer Refund	\$108.07
67691	Phillip D/Nicole F Adams	Customer Refund	\$120.48
67692	Joseph McKinney	Customer Refund	\$14.23
67693	Lubin D Duque	Customer Refund	\$11.84
67694	Karin/Ed Cole	Customer Refund	\$30.16
67695	Calpac Properties LLC	Customer Refund	\$192.14

JUNE 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67696	Tone Nilsen-Freamon	Customer Refund	\$45.02
67697	Steven Rhinehart	Customer Refund	\$8.58
67698	Terry Vashchyk	Customer Refund	\$46.73
67699	James C Raymond	Customer Refund	\$24.01
67700	Jonathan/Kia Schulz	Customer Refund	\$113.65
67701	Alison T Glenn	Customer Refund	\$182.65
67702	AFLAC	Employee Paid Ins	\$548.34
67703	AIA Services, LLC/NDS	Water Conservation-Material/Supplies	\$127.06
67704	AnswerNet	Telephone-Answering Service	\$280.51
67705	Best Best & Krieger	Legal & Audit	\$7,978.22
67706	California Choice Benefit Administrators	Health Insurance	\$86,463.86
67707	Brady Chambers	Continued Education	\$643.75
67708	Robin Cope	Health Insurance	\$396.19
67709	Dawson Oil Company	Gas & Oil	\$751.39
67710	Future Ford	Repair-Trucks	\$1,523.64
67711	Iconix Waterworks	Material	\$7,820.26
67712	Integrity Administrators Inc	Health Insurance	\$272.32
67713	J4 Systems	Contract Services-Other	\$675.00
67714	KBA Document Solutions Inc	Equipment Rental-Office	\$25.20
67715	Maze & Associates	Legal & Audit	\$1,892.00
67716	MMANC	Dues & Subscriptions	\$425.00
67717	Moonlight BPO	Contract Services-Bill Print	\$4,130.52
67718	Pacific Surveys	Contract Services-Wells	\$2,467.30
67719	Principal Life Insurance Company	Health Insurance	\$15,886.52
67720	Protection One Alarm Monitoring	Equipment Rental-Office	\$206.05
67721	Republic Services #922	Utilities	\$279.77
67722	RW Trucking	Contract Services-Miscellaneous	\$415.86
67723	SureWest Directories	Telephone-Local/Long Distance	\$49.00
67724	Sylvan Trailer & Supply	Repair-Trucks	\$517.50
67725	Visiplex, Inc	Material	\$4,203.00
67726	David S/Debra Greene	Customer Refund	\$227.38
67727	Green Revocable Trust Agreement	Customer Refund	\$21.43
67728	Jacobson Trust	Customer Refund	\$98.13
67729	Ralph/Edna A Peri	Customer Refund	\$33.10
67730	Andrew A/Sharon A Mackarness	Customer Refund	\$172.47
67731	Brooke Porteous	Customer Refund	\$19.47
67732	Brandon T Nguyen	Customer Refund	\$66.70
67733	RLS Funding Inc	Customer Refund	\$13.20
67734	John L Orsua	Customer Refund	\$110.59
67735	Dayn Beal	Customer Refund	\$8.09
67736	Patrick J Manley	Customer Refund	\$11.09
67737	ABA DABA Rentals & Sales	Supplies-Field	\$324.97
67738	Afman Supply	Small Tools	\$189.17
67739	All American Publishing	Water Conservation-Other	\$409.00
67740	AREA Restroom Solutions	Equip Rental-Field	\$119.81
67741	Associated Sound	Contract Services-Other	\$2,835.94

JUNE 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67742	Avalon Custodial Care	Janitorial	\$695.00
67743	Awards By Kay Inc	Office Expense	\$21.75
67744	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
67745	Bart/Riebes Auto Parts	Repair-Trucks	\$9.87
67746	Bartel Associates LLC	Contract Services-Financial	\$7,800.00
67747	Best Best & Krieger	Legal & Audit	\$7,613.50
67748	Brake Masters #220	Repair-Trucks	\$134.85
67749	Bryce Consulting, Inc	Legal & Audit	\$1,445.00
67750	BSK Associates	Water Analysis	\$3,103.00
67751	CirclePoint	Contract Services-Conservation	\$2,126.25
67752	Consolidated	Telephone-Local/Long Distance	\$1,855.13
67753	Core & Main LP	Material	\$405.78
67754	Corelogic Information Solutions Inc	Dues & Subscriptions	\$439.87
67755	County of Sacramento Municipal Services	Field Miscellaneous	\$52.30
67756	County of Sacramento - Clerk	Publication Notices	\$40.00
67757	County of Sacramento	Permit Fees	\$87.00
67758	Sacramento County Utilities	Utilities	\$190.10
67759	Employee Relations Inc	Contract Services-Other	\$84.00
67760	eOne Integrated Business Solutions	Small Tools	\$4,988.42
67761	FastFrame	Contract Services-Other	\$715.47
67762	Global Machinery West	Fixed Assets	\$165.63
67763	Ferguson Enterprises Inc #1423	Material	\$271.90
67764	Haven Properties	Customer Refund	\$90.73
67765	Luhdorff & Scalmanini	Contract Services-Wells	\$779.25
67766	McCampbell Analytical, Inc	Wells Maintenance	\$315.00
67767	Nor Cal Perlite Inc	Supplies-Field	\$1,984.00
67768	Pacific Gas & Electric	Utilities	\$15.28
67769	Prosio Communications	Contract Services-Miscellaneous	\$2,601.25
67770	Regional Government Services	Contract Services-Other	\$1,182.26
67771	Superior Equipment Repair	Repair-Trucks	\$165.00
67772	State Water Resources Control Board	Dues & Subscriptions	\$60.00
67773	A. Teichert & Son, Inc.	Road Base	\$2,800.65
67774	Walker's Office Supplies	Office Expense	\$220.62
67775	WaterWise Consulting, Inc	Contract Services-Conservation	\$1,225.00
67776	Gude Trust	Customer Refund	\$10.61
67777	Jack B/Lucille V Walker	Customer Refund	\$79.69
67778	Alan/Marialice S Garrett	Customer Refund	\$82.59
67779	Kelly A Ford	Customer Refund	\$15.45
67780	Virginia Hill	Customer Refund	\$98.63
67781	Max Williams	Customer Refund	\$216.06
67782	Airgas USA, LLC	Supplies-Field	\$109.18
67783	Alexander's Contract Services	Contract Services-Meter Read	\$7,124.76
67784	Allsteel Inc	Material	\$4,693.74
67785	Bender Rosenthal Incorporated	Contract Services-Other	\$4,000.00
67786	California Surveying & Drafting Supply	Small Tools	\$464.62
67787	Certex Usa Inc	Supplies-Field	\$444.47

JUNE 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67788	City of Citrus Heights	Permit Fees	\$1,500.00
67789	Dawson Oil Company	Gas & Oil	\$1,096.83
67790	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
67791	Ferguson Enterprises Inc #1423	Material	\$769.34
67792	Indoor Environmental Services	Maintenance Agreement-Equipment	\$592.75
67793	Integrity Administrators Inc	Health Insurance	\$5,000.00
67794	Occupational Safety	Small Tools	\$740.00
67795	Pace Supply Corp	Material	\$502.05
67796	Regional Government Services	Contract Services-Other	\$949.50
67797	Sutter Medical Foundation-Corporate	Contract Services-Other	\$560.00
67798	Titan Workforce LLC	Contract Services-Temporary Labor	\$7,667.68
67799	Verizon Wireless	Telephone-Wireless	\$1,049.63
67800	Voyager Fleet Systems Inc	Gas & Oil	\$3,550.67
67801	Walker's Office Supplies	Office Expense	\$380.49
67802	Warren Consulting Engineers Inc	Contract Services-Engineering	\$7,800.00
67803	World Environment & Energy Inc	Contract Services-Miscellaneous	\$411.61
Total			<u>\$404,694.22</u>
ACH	JULY 2019 PRINCIPAL	Health Insurance	\$8,821.31
ACH	MAY 2019 BOW	Bank Fees	\$1,607.15
ACH	US Bank I.M.P.A.C. Government Services	See June Agenda Item CC:8	\$12,754.59
ACH	MAY 2019 PAYCHEX	Contract Services-Other	\$647.55
ACH	PERS 5/16/19 PAYDAY	PERS	\$20,065.60
ACH	VALIC 6/13/19 PAYDAY	Deferred Compensation	\$2,829.25
ACH	VOYA 6/13/19 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 6/27/19 PAYDAY	Deferred Compensation	\$25.00
ACH	VALIC 6/27/19 PAYDAY	Deferred Compensation	\$2,829.25
Total			<u>\$49,604.70</u>
Grand Total			<u><u>\$454,298.92</u></u>
July Checks Approved at July Board Meeting			
ACH	Harris & Associates	PC-Engineer	\$17,957.25
ACH	Harris & Associates	PC-Engineer	\$8,191.67
ACH	US Bank I.M.P.A.C. Government Services	See July Agenda Item CC:8	\$11,990.24
67854	B&M Builders	PC-Engineer	\$17,574.38
67855	CirclePoint	Water Cons-Contract	\$15,044.50
67856	Regional Water Authority	Dues & Subscriptions	\$20,000.00
67857	SMUD	Utilities	\$9,028.82
67858	Warren Consulting Engineers Inc	PC-Engineer	\$17,550.00
67859	Regional Water Authority	Dues & Subscriptions	\$41,508.00
Total			<u>\$158,844.86</u>

US BANK - CAL-Card Distributions
Jun-19

Name	Dues & Subscriptions	Office Misc. - District Event	Supplies	Postage	Office - Expense	Capital Project (CIP)	Repair - Truck	Maint. Agrmt. - Software	Continued Education	Meeting Accommodations	Tools	Gas & Oil	Total Bill
Cutler							\$ 323.99						\$ 323.99
Ott						\$ 1,941.65		\$ 250.00					\$ 2,191.65
Shockley	\$ 207.99	\$ 528.56	\$ 358.48	\$ 58.80	\$ 213.61		\$ 115.99		\$ 5,514.13	\$ 64.78	\$ 323.41		\$ 7,385.75
Spiers							\$ 35.58				\$ 47.36	\$ 75.94	\$ 158.88
Talwar									\$ 523.07	\$ 100.18			\$ 623.25
Henry		\$ 344.28							\$ 53.80	\$ 719.85			\$ 1,117.93
Straus									\$ 127.84	\$ 60.95			\$ 188.79
Total Bill	\$ 207.99	\$ 872.84	\$ 358.48	\$ 58.80	\$ 213.61	\$ 1,941.65	\$ 475.56	\$ 250.00	\$ 6,218.84	\$ 945.76	\$ 370.77	\$ 75.94	\$ 11,990.24

Citrus Heights Water District
2019 Staff Training Courses/Seminars/Conferences

as of 7/10/2019

DIRECTORS

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Meals	Transportation
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Caryl Sheehan	1,340.35	725.00	495.68	119.67	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	David Wheaton	1,295.16	725.00	495.68	74.48	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Ray Riehle	1,527.84	725.00	495.68	46.88	260.28

Total - Directors 4,163.35

STAFF

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Meals	Transportation
1/8/19-1/11/19	4	CSMFO Convention	CSMFO	Palm Springs, CA	Susan Sohal	1,459.06	370.00	697.32	46.14	345.60
1/8/19-1/11/19	4	CSMFO Convention	CSMFO	Palm Springs, CA	Alberto Preciado	1,333.38	370.00	697.32	46.15	219.91
1/14/19-1/16/19	3	Cappo Conference	CAPPO	Sacramento, CA	Beth Shockley	486.19	349.00	-	-	137.19
2/10/19-2/13/19	4	Parma Conference	Parma	Anaheim, CA	Chris Castruita	1,907.42	350.00	610.74	179.39	767.29
2/10/19-2/13/19	4	Parma Conference	Parma	Anaheim, CA	Madeline Henry	1,337.50	320.00	610.74	92.44	314.32
4/8/19-4/11/19	4	Capio Conference	Capio	San Diego, CA	Madeline Henry	1,527.22	530.00	645.78	95.74	255.70
7/7/19-7/10/19	4	Esri Conference	Esri	San Diego, CA	Borey Swing	1,110.35	-	784.39	-	325.96
7/7/19-7/10/19	5	Esri Conference	Esri	San Diego, CA	Jeff Ott	1,305.45	-	980.49	-	324.96
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Hilary Straus	1,337.16	725.00	495.68	74.48	42.00
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Missy Pieri	1,295.16	725.00	495.68	74.48	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Susan Sohal	1,295.16	725.00	495.68	74.48	-
5/14/19-5/17/19	3	Peer to Peer	Calwep	Anaheim, CA	Rex Meurer	1,344.59	266.85	559.26	111.29	407.19
6/23/16-6/25/19	3	General Manager Leadership Summit	CSDA	Newport Beach, CA	Hilary Straus	1,373.59	625.00	635.61	-	112.98
6/23/16-6/25/19	3	General Manager Leadership Summit	CSDA	Newport Beach, CA	Susan Talwar	1,763.38	625.00	635.61	109.00	393.77
6/23/16-6/25/19	3	General Manager Leadership Summit	CSDA	Newport Beach, CA	Alberto Preciado	1,774.45	625.00	635.61	135.26	378.58
6/23/16-6/25/19	3	General Manager Leadership Summit	CSDA	Newport Beach, CA	Madeline Henry	1,667.14	625.00	635.61	93.47	313.06
5/18/19-5/22/19	4	GFOA Conference	GFOA	Los Angeles	Alberto Preciado	1,726.80	-	1,241.16	162.35	323.29
9/30/19-10/4/19	4	Watersmart Innovations	Watersmart	Las Vegas	Rex Meurer	632.96	385.00			247.96
9/30/19-10/4/20	4	Watersmart Innovations	Watersmart	Las Vegas	Brady Chambers	685.98	450.00			235.98
9/30/19-10/4/21	4	Watersmart Innovations	Watersmart	Las Vegas	Hilary Straus	335.00	335.00			
10/27/19-10/30/19	5	CalPers Conference	CalPers	Oakland, CA	Susan Talwar	449.00	449.00			

Total - Staff 43,646.94

Grand Total 47,810.29

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : July 1, 2019
 PREPARED BY : Madeline Henry, Management Services Specialist/Deputy Board Clerk

The following District employees were recognized for perfect attendance during May 2019, and outstanding customer service and quality of work during the month of June 2019.

Administrative Services & Water Efficiency Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Brady Chambers	Yes	Modified his work schedule on 6/25/19 & 6/26/19 to accommodate customer needs in order to replace two meters.	
Kelly Drake	Yes	Presented a safety presentation of the District's "Injury and Illness Prevention Program" on 6/13/19. Also, on 6/25/19 & 6/26/19 he modified his work schedule to accommodate customer needs in order to replace two meters.	
Madeline Henry	Yes	Provided outstanding customer service for the Project 2030 Study including the preparation, setup, facilitation and take down for the 06/11/19 CAC Meeting.	Work on the Board of Directors Meeting Minute Template update.
Dana Mellado	Yes	Helped a customer who came into the office get his water restored. She explained his account balances and helped him create a plan to pay off his delinquent balances. Customer came in upset, but after speaking with Dana, he was thankful for her help.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Rex Meurer	Yes	Attended CAC meeting on 06/11/19.	
Brittney Moore			Helped set up for and attended the June Board Meeting.
Jeff Ott	Yes		Attended and presented an item at the June Board Meeting.
Alberto Preciado	Yes		Attended and presented an item the June Board Meeting.
Beth Shockley		Assisted with the WaterSmart Class held on 6/22/19.	
Desiree Smith	Yes	Helped a new customer on Kipp Way whose title company hadn't paid final balances on the account. Desiree found the seller and got them to pay in order to avoid the new owner being shut off.	

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	Attended CAC meeting on 06/11/19.	
Paul Dietrich	Yes	Attended CAC meeting on 06/11/19.	Attended the June Board Meeting.
Borey Swing	Yes		On 05/09/19 filled in for Senior Construction Inspector during jury duty.
Neil Tamagni	Yes		Installed water service for the Highland storm drain project.

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford	Yes		
James Ferro			<p>Assisted Standby Staff on Friday 6/7/19 with an emergency leak on a 6” steel water main. Repair work took 7 hours to expose, repair, backfill and place the water main back in service.</p> <p>Assisted Standby Staff on Sunday 6/9/19 with an emergency water service repair on Patton Ave. The emergency repair involved 9 hours of digging through tree roots and difficult terrain.</p> <p>Worked into the evening on Wednesday 6/12/19 to ensure the day’s work on Merrymum Ct. was complete and safe for pedestrian and vehicle traffic.</p>
Jarrett Flink	Yes		
Gilbert Garcia			<p>Worked into the evening on Wednesday 6/12/19 to ensure the day’s work on Merrymum Ct. was complete and safe for pedestrian and vehicle traffic.</p>
Brian Hensley	Yes		<p>Attended the June Board Meeting to present on the 2019 Water Quality Public Health Goals Report.</p>

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Ricky Kelley	Yes		<p>Assisted Standby Staff on Friday 6/7/19 with an emergency leak on a 6” steel water main on Admiral Ave. Repair work took 7 hours to expose, repair, backfill and place the water main back in service.</p> <p>Assisted Standby Staff on Sunday 6/9/19 with an emergency water service repair on Patton Ave. The emergency repair involved 9 hours of digging through tree roots and difficult terrain.</p> <p>Worked into the evening on Wednesday 6/12/19 to ensure the day’s work on Merrymum Ct. was complete and safe for pedestrian and vehicle traffic.</p> <p>Assisted Standby on Monday 6/17/19 with an emergency repair of a water service on Pratt Ave.</p>
Chris Nichols			<p>Worked a modified schedule to oversee the Test Hole Drilling Contractor working on Highland Ave.</p>
Ryon Ridner	Yes		
Rebecca Scott	Yes		<p>Attended the June Board Meeting to answer questions regarding the agreement with Luhdorff and Scalmanini Consulting Engineers, and the purchase of a new service truck.</p>

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Nick Spiers		Assisted with the delivery and spreading of soil at the community garden.	Attended the June Board Meeting to answer questions regarding the purchase of a new service truck.
John Spinella	Yes	Assisted with the delivery and spreading of soil at the community garden.	Attended the June Board Meeting to answer questions regarding the purchase of a new service truck. Installed water service for the Highland storm drain project.
Jason Tupper		Presented a safety presentation of the District's "Injury and Illness Prevention Program" on 6/13/19	Came in during off hours to perform water quality sampling for the Test Hole Drilling construction work.

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JULY 17, 2019 MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : July 1, 2019
 PREPARED BY : Madeline Henry, Management Services Specialist/Deputy 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
August 21, 2019					
No Agenda Items					
August 28, 2019					
August 28, 2019	Special Board Meeting	Budget Rate Model Options Workshop	Talwar	P	I/D
August 28, 2019		Award of Contract for Watson Way Project-- Construction	Pieri/Dietrich	CC	A
September 18, 2019					
September 18, 2019		Award of Contract for Cologne Way Project-- Construction	Pieri/Dietrich	CC	A
September 18, 2019		Engineering Policies	Pieri/Nelson	B	A
September 18, 2019		HR/Time and Entry System	Talwar/Ott	B	A
September 18, 2019		Refined Budget Options/Prop 218 Direction	Talwar/Straus	B	A
September 18, 2019		Notice of Completion Test Hole Drilling	Gordon	B	A
September 18, 2019		Emergency Response Plan	Gordon	CC	A
September 18, 2019		Lock-Out/Block-Out Program	Drake	B	A
October 16, 2019					
October 16, 2019		Award of Contract for On-Call Concrete Restoration	Gordon/Cutler	CC	A
October 16, 2019		Misc. Charges and Fees - Proposed	Talwar	S	I/D
November 20, 2019					
November 20, 2019		Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits, and Directors' Compensation	Henry	B	A
November 20, 2019		Strategic Plan Update	Henry	CC	I/D
November 25, 2019					
November 25, 2019	Special Board Meeting	Operating and Capital Budgets	Straus/Talwar/Pieri/Gordon	PH	A
November 25, 2019	Special Board Meeting	Water Rates, Charges and Fees	Straus/Talwar	PH	A
November 25, 2019	Special Board Meeting	Capacity Fees	Straus/Talwar	PH	A
December 18, 2019					
December 18, 2019		Committee Assignments	Henry	B	A
December 18, 2019		District Officers	Henry	B	A
December 18, 2019		Selection of President and Vice President	Henry	B	A
December 18, 2019		Project 2030 Update (Final)	Pieri	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : June 27, 2019
 PREPARED BY : Missy Pieri, Engineering Manager/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	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 10/16/19 (Final Completion Update)	Yes	Masterplan for replacement of water mains.	Top Alternative selected at CAC Workshop #7 on 06/11/19. Top Alternative Implementation Plan to be developed and discussed at CAC Workshop #8 on 09/10/19.

<p>CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout</p>	<p>Engineering</p>	<p>Engineering Manager and Project Manager</p>	<p>On-going</p>	<p>Yes, 07/17/19 (Anticipated Award of Contract)</p>	<p>Yes</p>	<p>Masterplan for office space requirements through 2045.</p>	<p>Request for Proposal (RFP) released 04/08/19.</p> <p>Interviews occurred on 06/12/19.</p> <p>Anticipate award of Professional Services Agreement at 07/17/19 Board Meeting.</p>
<p>CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains</p>	<p>Engineering</p>	<p>Senior Construction Inspector and Project Manager</p>	<p>On-going</p>	<p>Yes, 06/20/18 (Notice of Completion)</p>	<p>Yes</p>	<p>2017 design, 2018 construction.</p>	<p>Award of Contract occurred at the 01/17/18 Board Meeting.</p> <p>Notice of Completion approved at 06/20/18 Board Meeting.</p> <p>Easements being prepared by District.</p>
<p>CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2018 design, 2019 construction.</p>	<p>Plans complete.</p> <p>Construction to be completed by District Operations staff.</p> <p>Construction began in June 2019. 5% Complete.</p>

<p>CAPITAL IMPROVEMENT PROJECT Pleasantview Dr 8" Water Main</p>	<p>Engineering</p>	<p>Project Manager, Assistant Engineer and Senior Construction Inspector</p>	<p>On-going</p>	<p>Yes, 04/17/19 (Award of Contract)</p>	<p>Yes</p>	<p>2018 design, 2019 construction.</p>	<p>Award of Contract approved on 04/17/19. Notice to Proceed sent to contractor on 05/21/19. Construction began on 06/24/19.</p>
<p>CAPITAL IMPROVEMENT PROJECT Michigan Dr 8" & 6" Water Mains</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2019 design, 2019 construction.</p>	<p>Plans sent to Engineer on 05/02/18. Potholing completed. Preparing 90% plans. Right-of-Way agent to begin easement process for the project.</p>
<p>CAPITAL IMPROVEMENT PROJECT Old Auburn Rd - Daffodil to Wooddale 8" Water Main</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2018 design, 2019 construction.</p>	<p>District finalizing plans. Project anticipated to be put out to bid in Fall 2019.</p>
<p>CAPITAL IMPROVEMENT PROJECT Cologne Way 6" Water Main</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2019 design, 2019 construction.</p>	<p>District to provide 60% mark-ups to Consultant. Right-of-Way agent to begin easement process for the project.</p>

<p>CAPITAL IMPROVEMENT PROJECT Quiet Oak Ln 8" Water Main</p>	<p>Engineering</p>	<p>Project Manager, Assistant Engineer and Senior Construction Inspector</p>	<p>On-going</p>	<p>Yes, 04/17/19 (Award of Contract)</p>	<p>Yes</p>	<p>2018 design, 2019 construction.</p>	<p>Award of Contract approved on 04/17/19. Notice to Proceed sent to contractor on 05/21/19. Construction began on 06/24/19.</p>
<p>CAPITAL IMPROVEMENT PROJECT Patton Avenue - Watson Way to North</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2019 design, 2019 construction.</p>	<p>District preparing 90% mark-ups to Engineer. Project anticipated to be put out to bid in Fall 2019.</p>
<p>CAPITAL IMPROVEMENT PROJECT Watson Way - Sherlock Way to Well Site</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>2019 design, 2019 construction.</p>	<p>District preparing 90% mark-ups to Engineer. Project anticipated to be put out to bid in Fall 2019.</p>
<p>CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd East Side Wall</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>No</p>	<p>Wall along the east side of District property.</p>	<p>Task Order executed with Engineer. District following up with SJUSD regarding property.</p>

<p>PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Dr</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>No</p>	<p>200-300 unit development by Watt Communities.</p>	<p>Received initial submittal for the Mitchell Farms Subdivision Improvement Plans on 05/15/19. District submitted comments to Engineer on 05/22/19. Received second submittal on 07/03/19.</p>
<p>PRIVATE DEVELOPMENT Mitchell Farms Land Exchange - 7925 Arcadia Dr</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>No</p>	<p>Land Exchange of District's Well Site for development property.</p>	<p>Initial submittal for Well Site Improvement Plans received on 02/07/19. District provided comments on initial submittal on 02/22/19. Received second submittal on 06/06/19.</p>
<p>PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Seniors apartment complex with 42 one bedroom and 68 two bedroom units.</p>	<p>Received Project Referral and proposed site plan on 11/13/18. District sent Will Serve Letter on 12/04/18. Awaiting first submittal from developer's engineer.</p>
<p>PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 3 for 3 home subdivision.</p>	<p>Plans signed on 09/19/18. Awaiting construction.</p>

<p>PRIVATE DEVELOPMENT 8053 Holly Dr Parcel Split 1 - 3</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 3 for 3 home subdivision.</p>	<p>Final plans signed and fees received on 05/10/18.</p> <p>District Operations staff began construction on 09/25/18. 98% Complete.</p> <p>Awaiting final street improvements before completion can occur.</p>
<p>PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 3 for 3 home subdivision.</p>	<p>Received initial plans on 10/01/18.</p> <p>District provided comments to the developer's engineer on 01/02/19.</p>
<p>PRIVATE DEVELOPMENT 8116 Holly Dr Parcel Split 1 - 2</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 2 with 2 existing homes and meters.</p>	<p>Received Project Referral 11/16/18.</p> <p>Conditions of Approval letter sent 11/28/18.</p>
<p>PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11</p>	<p>Engineering</p>	<p>Senior Construction Inspector</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Preconstruction meeting occurred on 05/22/19.</p> <p>Construction began on 05/23/19.</p>

<p>PRIVATE DEVELOPMENT 8525 Auburn Blvd Big Lots</p>	<p>Engineering</p>	<p>Senior Construction Inspector and Engineering Manager</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Plans signed on 08/23/18.</p> <p>Received draft easements on 06/19/19 and sent back comments to developer's engineer on 06/20/19.</p> <p>Signed Common Area Maintenance Agreement from developer to be sent to District.</p> <p>City provided Temporary Certificate of Occupancy week of 04/01/19.</p>
<p>PRIVATE DEVELOPMENT 8501 Auburn Blvd Parcel Split</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Potential parcel split from one parcel to four parcels.</p>	<p>Sent conditions of approval letter on 09/06/18.</p> <p>Waiting for the developer to prepare easements.</p>
<p>PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Received second submittal from engineer on 03/25/19.</p> <p>Sent comments to developer's engineer on 04/16/19.</p> <p>Awaiting next submittal and easements from developer.</p>

<p>PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Proposed multi-unit housing complex for low-income and homeless.</p>	<p>Received project referral and initial plans on 10/11/18.</p> <p>Will-Serve letter sent 11/21/18.</p> <p>Awaiting first plan submittal from developer's engineer.</p>
<p>PRIVATE DEVELOPMENT 8220 Sunrise Blvd Carefield Citrus Heights</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Proposed memory care facility.</p>	<p>Received schematic plans on 05/08/19.</p> <p>Will-Serve letter sent 05/20/19.</p>
<p>PRIVATE DEVELOPMENT Livoti Development</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Six Parcel Subdivision.</p>	<p>Received initial plans on 12/17/18.</p> <p>District provided comments to the engineer on 03/12/19.</p> <p>Received second submittal on 05/20/19.</p>
<p>COMCAST</p>	<p>Engineering</p>	<p>Assistant Engineer and GIS Specialist</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Various communications boring projects throughout the service area.</p>	<p>District has provided water utility maps for all requested projects.</p> <p>Awaiting resubmittal from Comcast engineer.</p> <p>Awaiting as-builts on all completed projects.</p>

<p>CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Highland Ave</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>Yes</p>	<p>Highland Ave Drainage Project.</p>	<p>Field preconstruction meeting occurred on 03/28/19. Storm Drain improvements in progress by City contractor. District completed relocation of water facilities.</p>
<p>CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Wonder St</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>Wonder St Drainage Project.</p>	<p>Anticipate bid and start of construction in 2019. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.</p>
<p>CITY OF CITRUS HEIGHTS PROJECT Bonita & Old Auburn Rd Storm Drain Improvements</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Bonita Way & Old Auburn Rd Storm Drain Project.</p>	<p>Received 30% plans at the meeting with Dokken Engineering on 05/21/18. District sent City's engineer data on 08/03/18.</p>
<p>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>No</p>	<p>Yes</p>	<p>Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.</p>	<p>Pre-Construction meeting occurred on 04/16/19. Storm Drain improvements in progress by City contractor.</p>

<p>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV</p>	<p>Engineering</p>	<p>Engineering Manager and Assistant Engineer</p>	<p>On-going</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.</p>	<p>Attended kick-off meeting with the City on 01/14/19. District provided comments to City's engineer on 05/02/19. District to prepare Cost Liability letter to the City of Citrus Heights.</p>
<p>COUNTY OF SACRAMENTO Overlay Oak Avenue from Hazel Ave to Granite Ave</p>	<p>Engineering</p>	<p>Engineering Manager and Senior Construction Inspector</p>	<p>On-going</p>	<p>No</p>	<p>No</p>	<p>Road improvements along Oak Ave from Hazel Ave to Granite Ave.</p>	<p>District to coordinate with County contractor regarding raising water valve boxes. District to prepare agreement with County contractor.</p>
<p>District-wide Annexation Project</p>	<p>Engineering</p>	<p>Engineering Manager, Project Manager and Assistant Engineer</p>	<p>2018</p>	<p>Yes, 07/17/19 (Anticipated Award of Contract)</p>	<p>Yes</p>	<p>Annex properties into the District to clarify and revise District boundaries.</p>	<p>Proposals received on 05/22/19. District anticipates Award of Professional Services Agreement with selected consultant at 07/17/19 Board Meeting.</p>
<p>District-wide Easement Project</p>	<p>Engineering</p>	<p>Engineering Manager, Project Manager and Assistant Engineer</p>	<p>2018</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>Research and review District facility locations and easements for potential additions/revisions.</p>	<p>Staff conducted an initial scoping meeting in April. Staff will start-up this project once the annexation project is near completion.</p>

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : July 1, 2019
 PREPARED BY : David M. Gordon, Operations Manager
 Tim Cutler, Water Distribution Supervisor

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	June	Year to Date		June	Year to Date
Backflow Maintenance	0	0	C18-010 Water Mainline	0	0
Blow Off Maintenance	0	0	C18-011 Water Valves	0	5
Hydrant Maintenance	31	126	C18-012 Water Services	29	130
Leak Investigation	0	0	C18-013 Water Meters	4	28
Mainline Repair/Maintenance	0	4	C18-014 Fire Hydrants	1	10
Meter Box Maintenance	4	23	TOTAL	34	173
Meter Register Replacement	16	92	Water Quality		
Meter Repair/Test/Maintenance	1	1	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>		
Pot Hole Work	0	0			
Water Service Repair/Locate	0	7			
Valve, Mainline Maintenance	50	332			
Valve Box Maintenance	0	0			
TOTAL	102	585			

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JULY 17, 2019 MEETING**

SUBJECT : 2019 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : July 3, 2019
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 David M. Gordon, Operations Manager

OBJECTIVE:

Report on annual water supply including comparison with prior years.

Month	2013	2014	2015	2016	2017	2018	2019				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				acre feet	%
Jan	602.52	602.39	570.05	539.60	506.81	531.38	466.43	54.43	520.86	520.86	-81.66	-13.6%
Feb	606.36	450.96	511.52	484.53	443.99	525.73	418.47	29.01	447.48	968.34	-240.54	-19.9%
Mar	819.55	612.20	725.95	517.56	546.60	540.78	496.33	20.54	516.87	1,485.21	-543.22	-26.8%
Apr	1,029.73	737.30	761.02	677.81	575.52	646.09	651.54	31.36	682.90	2,168.11	-890.05	-29.1%
May	1,603.43	1,190.07	869.08	979.49	1,138.72	1,072.27	929.85	47.56	977.41	3,145.52	-1,516.07	-32.5%
Jun	1,816.73	1,548.66	1,065.10	1,343.76	1,412.94	1,387.03	1,312.73	15.34	1,328.07	4,473.59	-2,004.73	-30.9%
Jul	2,059.21	1,622.10	1,184.95	1,544.57	1,650.76	1,737.13						
Aug	1,924.28	1,477.49	1,188.18	1,579.80	1,570.80	1,583.78						
Sep	1,509.82	1,275.11	1,069.78	1,257.91	1,441.76	1,330.19						
Oct	1,297.42	1,030.74	918.67	840.80	1,128.97	1,061.88						
Nov	911.55	682.48	589.6	561.82	631.55	807.7						
Dec	700.94	563.15	519.57	518.62	574.43	558.97						
Total	14881.54	11,792.65	9,973.47	10,846.27	11,622.85	11,782.93	4,275.35	198.24	4,473.59	4,473.59		
% of Total							95.57%	4.43%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : July 8, 2019
PREPARED BY : David M. Gordon, Operations Manager
 Brian Hensley, Water Resources Supervisor

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of July 1, 2019, storage in Folsom Lake (Lake) was at 920,300 acre-feet, 94 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 14,300 acre-feet in the past month.

The District's total water use during the month of June 2019 (1,312.73 acre-feet) was 26.9 percent below that of June 2013 (1,816.73 acre-feet).

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : July 1, 2019
 PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

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

ACTIVITIES AND PROGRESS REPORT

Water Efficiency, Safety and Meter Program activities during the month of June 2019 include:

- 7 High Efficiency Toilet (HET) rebates were processed for the month of June 2019. This compares to 12 HET rebates processed for the month of June 2018. The 5 year monthly average (2014-2018) of June HET rebates is 22. A total of \$4,050.00 in HET rebates have been issued year-to-date.
- A total of 5 High Efficiency Clothes Washer (HECW) rebates were issued during the second quarter of 2019. This compares to 7 HECW rebates issued for the second quarter of 2018. A total of 12 HECW rebates were issued year to date.
- 127 service calls were completed during the month of June. There was 1 report of water waste received through CHWD's Water Efficiency web page.
- Five WaterSmart classes are planned for 2019. The third class, titled "Selecting and Maintaining the Best WaterSmart Plants for Your Landscape" was held on Saturday, June 22, 2019. The next class is scheduled for Saturday, July 27, 2019. The title of the July 27 WaterSmart class is "Nurturing Your WaterSmart Garden's Health". Topics for future classes will include: Preparing your garden for the fall, Caring for your trees and shrubs and Hands-on trouble shooting of common irrigation problems. All classes are being held at the Citrus Heights Community Center.
- CHWD has secured three garden plots at the Sylvan Ranch Community Garden. The plots will feature water efficient landscaping. The project will be completed in two phases. Phase 1 will include a gardening area at the corner of Sylvan Rd. and Stock Ranch Rd. Phase II will be an education area for activities, such as workshops and presentations. Funding for the rental, development and maintenance of the garden plots is included in the 2019 budget. A site meeting took place on July 1, and the Consultant is expected to have the first round of conceptual examples to us by July 22.
- In July 2018, staff conducted a meter testing program for all meters 3 inches and larger. The testing is part of the Water Loss Program requirement contained in SB555. The meters were tested for accuracy during high, medium and low flow conditions. A total of 67 meters were identified for testing. A total of fifty-two 3 inch and larger meters were tested. Of the meters tested, 31 are within California standards (reference AWWA M6 Meter Manual), and 6 were very close to standards. All meters that tested below AWWA standards have been repaired or replaced. Follow-up testing of the

repaired meters was conducted May 20-22. Follow-up testing for repaired meters is required according to AWWA’s M6 Meter Manual. The results of the follow-up testing were analyzed by staff. All the repaired meters tested within the AWWA specifications for repaired meters.

- Staff is currently updating the District’s Emergency Operations Plan (EOP). The last update to the EOP was in July 2011. The EOP establishes procedures and provides information necessary to ensure that members of CHWD’s staff are knowledgeable about what to do in the event of an emergency. The District is using a consultant to assist with the EOP update. Staff met with the Consultant on Wednesday, May 15, to review recommended updates and revisions to the EOP. The Consultant provided staff with a draft EOP and a draft template of EOP Annex’s. A follow-up meeting with the Consultant was held for July 2. The Consultant is 80% complete with the EOP and is expected to meet the completion date of Thursday, August 1.
- The Fifth group safety presentation, in a series of eleven group safety presentations, was presented on Thursday, June 13. The topic was “Injury and Illness Prevention Program”. The presenters included Jason Tupper, Water Resources Specialist; Chris Castruita, Management Services Supervisor/Chief Board Clerk; and Kelly Drake, Senior Water Efficiency Specialist. The sixth presentation will be given on July 11, and the topic will be on “Emergency/Natural Disaster Preparedness”. The presenters will be, Gil Garcia, Water Distribution Worker; Jeff Ott, Principal Information Technology Analyst; and Rex Meurer, Water Efficiency Supervisor.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2018	R-GPCD 2019	% CHANGE
January	77	76	-.01%
February	85	72	-.15%
March	79	75	-.05%
April	100	103	+.03%
May	156	147	-.06%
June	209	200	-.04%

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2020 STRATEGIC PLAN

STATUS : Discussion and Action Item

REPORT DATE : July 1, 2019

PREPARED BY : Madeline A. Henry, Management Services Specialist/Deputy Board Clerk
Susan K. Sohal, Administrative Services Manager
Hilary M. Straus, General Manager

OBJECTIVE:

Consider approval of the Citrus Heights Water District's 2020 Strategic Plan.

BACKGROUND AND ANALYSIS:

This is the fourth year that 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 key 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* consisted of a 2019 Strategic Plan Update by CHWD staff in a Consent Calendar report to the Board for the May 15, 2019 Regular Board Meeting. In addition, staff provide updates on projects in the monthly FYI Report.

The *Team Building* and *Work Program Development* components took place on June 6, 2019, in a session attended by the Board of Directors and key District staff, facilitated by Laura Mason-Smith.

Accompanying this staff report are the Strategic Planning notes, prepared by facilitator Laura Mason-Smith. District leadership staff has made initial assignments as to who will serve as the Executive responsible for the project, the Project Lead, and who will serve on the Project Team to accomplish each objective.

District leadership staff will be reviewing progress on the Strategic Plan several times each month, and update the Board of Directors quarterly or more often as requested.

RECOMMENDATION:

Approve the 2020 Strategic Plan, and direct that Strategic Planning Objectives be considered for funding in the 2020 budget, which will be considered by the Board of Directors for adoption in November.

ATTACHMENT:

2020-2023 Strategic Plan Session Summary

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



2020-2023 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 6, 2019

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
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Citrus Heights Water District
2020-2023 STRATEGIC PLAN SESSION SUMMARY
Thursday, June 6, 2019

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Citrus Heights Water District
2020-2023 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 6, 2019

OVERVIEW

On Thursday, June 6, 2019, the following members of the Board and Management of the Citrus Heights Water District met to develop the District's 2020-2023 Strategic Plan:

Caryl Sheehan	President of the Board
Raymond Riehle	Vice President of the Board
Hilary Straus	General Manager
Steve Anderson	General Counsel
Christopher Castruita	Management Services Supervisor/Chief Board Clerk
Tim Cutler	Water Distribution Supervisor
Paul Dietrich	Project Manager
David Gordon	Operations Manager
Madeline Henry	Management Services Specialist/Deputy Board Clerk
Rex Meurer	Water Efficiency Supervisor
Josh Nelson	Assistant General Counsel
Jeff Ott	Principal Information Technology Analyst
Missy Pieri	Engineering Manager/District Engineer
Alberto Preciado	Senior Accountant
Rebecca Scott	Senior Management Services Specialist
Susan Talwar	Administrative Services Manager/Treasurer

Also participating were:

Jenna Moser	Customer Advisory Committee Chair
Richard Moses	Customer Advisory Committee Vice Chair
Michael Goble	Customer Advisory Committee Member

David Wheaton, Director, was unable to attend. The session was facilitated by Laura Mason-Smith of Mason-Smith SUCCESS STRATEGIES. Outlined on the following pages is a summary of the Strategic Plan Session.

INTRODUCTION

Board Chair Caryl Sheehan welcomed everyone, called the meeting to order, and explained that the purpose of the session was to develop the 2020-2023 Strategic Plan for the District.

DISTRICT ACCOMPLISHMENTS AND STRENGTHS

The participants identified the following District accomplishments and strengths over the past year:

1. The Project 2030 Water Meter Replacement Study process has been very productive:
 - a. We reviewed all the District's records and updated our Geographic Information System (GIS) files, which was a massive project
 - b. The Customer Advisory Committee (CAC) structure and membership have been very effective
 - c. The District demonstrates that it values the input and perspectives of the CAC members
 - d. There are very impressive and dedicated CAC members participating in the process
 - e. CAC members and the District are learning so much and are actively engaging with each other
 - f. The CAC process has beautifully brought the District's community members and staff together to execute on the District's vision
 - g. The CAC has identified a recommended Alternative for Board decision making
2. The District is leading the regional Meter Replacement Project, which is an innovative, refreshing new approach for engaging and collaborating with other water districts
3. Completed the Corporation Yard construction and moved in efficiently and safely
4. The District's ongoing commitment to strategic planning and implementation
5. Completed the Rate Model analysis
6. Updated the District's payment system to make customers' lives easier and reduce costs dramatically
7. Completed an Request for Proposal (RFP) for increased public information support for the District
8. Completed the Groundwater Transfer Project Agreement

DISTRICT ACCOMPLISHMENTS AND STRENGTHS (continued)

9. Achieved progress on land acquisitions for two additional well sites
10. Completed the upgrade of all the District's servers
11. High level of collaboration among the staff, which is a cut above the norm
12. Achieved a sense of staff teamwork and collaboration that demonstrates the true meaning of team
13. Strategic thinking is encouraged at all levels
14. Submitted the Comprehensive Annual Financial Report (CAFR)
15. Government document management
16. Crews do an outstanding job every day
17. Awesome line staff—efficient and mindful of the public
18. Focus on regional relationship building
19. Annexation and pre-architectural planning RFPs are out for Facilities and Grounds
20. Achieved increasing efficiencies in the Engineering Department and have gotten a number of projects out to bid
21. There are continuing growth opportunities for all District staff
22. The District successfully on boarded a new Board member
23. Five WaterSmart Classes were conducted with over 120 attendees
24. The Demonstration Garden plot is soon to become available
25. There has been a significant increase in WaterWise Home Audits
26. The District was actively visible in the City of Citrus Heights' Halloween Parade

REAFFIRMATION OF THE DISTRICT'S MISSION AND CORE VALUES

The participants reaffirmed the District's Mission, Vision, Core Values, and Commitments as follows.

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

COMMITMENTS

(See Attachment A)

ISSUES, FACTORS, AND TRENDS

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

1. Proposed water district merger talks between San Juan Wholesale and Sacramento Suburban Water District
2. State and Federal regulations and unfunded mandates:
 - a. Compliance with the California Environmental Quality Act (CEQA)
 - b. Sustainable Groundwater Management Act (SGMA) and the related unfunded costs
 - c. Six different bills related to a water tax for all water districts to help fund low-income water districts
 - d. Impact of Governmental Accounting Standards Board (GASB) rules that result in unfunded mandates
 - e. CalPERS' pending increased costs
 - f. Water conservation legislation and regulations
 - g. Water shut-off legislation; SB998 and implementation
3. Increased construction costs' impact on all District construction projects
4. Water supply and availability:
 - a. Ongoing drought threats
 - b. Managing groundwater use and storage
 - c. Water allocations
 - d. Emerging regional water coordination through voluntary service agreements
 - e. Aquifer Storage and Recovery (ASR) studies and capabilities
 - f. Urban vs. environmental balance/water policy/Voluntary Settlement Agreement (VSA) with the State
5. San Juan Water District's future costs and impacts to retail agencies (3 percent pass-through to customers)
 - a. Hinkle Reservoir
 - b. Cost allocation/charging methodology
6. Flat/declining demand and District reserve stability

ISSUES, FACTORS, AND TRENDS *(continued)*

7. Recruitment and retention challenges—staff, Board, and community leaders:
 - a. Increasing retirements of experienced people and the need for succession planning
 - b. Challenges attracting and keeping good people in a tight labor market
 - c. Training and cross-training are very important
 - d. Impacts of personnel changes at other water agencies

8. Changing landscape of and impact to agencies of unfunded CalPERS and OPEB (Other Post-Employment Benefits) liabilities and system changes for employees and Districts:
 - a. Operational and financial impacts
 - b. Retirement and benefits impacts
 - c. Shifting from defined benefit to defined contribution plans

9. City/County impacts:
 - a. Increased pavement and sidewalk restoration costs and expectations of others that can result in additional costs
 - b. External contractors causing problems
 - c. Challenges to coordinate construction projects between/among agencies
 - d. Financial challenges in local agencies

10. Increasing need for public engagement:
 - a. Impacts of social media related to the expectation of immediate responsiveness
 - b. Technology resulting in increased expectations related to customer service and water service
 - c. On-demand service requirements
 - d. Impacts of misinformation from the media
 - e. Challenge of balancing electronic and face-to-face interactions
 - f. Difficult for public agencies to use the Nextdoor platform to interact with customers

11. A trend toward collaborative partnerships for mutual benefit while maintaining agency autonomy:
 - a. The current Water Meter collaborative project in the Sacramento Region is a prime example

ISSUES, FACTORS, AND TRENDS (continued)

12. More alternative water technologies and impacts:
 - a. SMART meters
 - b. Aquifer Storage and Recovery (ASR) studies
 - c. Wastewater and recycled water being used for irrigation
 - d. Water transfers between/among agencies

13. Customer resistance to granting easements without payments:
 - a. Different customer attitudes/expectations for compensation than in the past
 - b. More savvy, litigious customers
 - c. Makes it more difficult to upgrade our system

14. The potential impacts to the Water Industry's voice related to the new leadership at the Association of California Water Agencies (ACWA), changing leadership at the Regional Water Authority (RWA), and changing leadership at Sacramento Groundwater Authority (SGA)

15. Challenge in connecting with customers on key issues about their water system when they can't see it (it's buried underground) as well as customers' competing priorities:
 - a. It's important to fit in with the neighborhood when designing wells
 - b. Balancing visibility with the need for security
 - c. Putting forth a quality image and product for above-ground assets sends a positive message to customers and demonstrates strong District construction standards and value

16. Increased public awareness of the value of quality water

17. Talks at a Federal level related to water and potential funding opportunities:
 - a. Potential earmarking
 - b. Requires that Districts be very active
 - c. Dwindling Integrated Regional Water Management (IRWM) money

ISSUES, FACTORS, AND TRENDS (continued)

18. Water Agencies have different business models:
 - a. When agencies' service areas are built out, rate payers need to pay to maintain and replace systems that originally were paid for by developers
 - b. Increased costs

19. Trend for Districts to move from at-large to District-based voting

PROJECT 2030 MARKET RESEARCH UPDATE

Missy Pieri, District Engineer, updated the participants on the Project 2030 Water Main Replacement Study Market Research process and highlights:

- Overall findings
- Recommendations from Godbe Research
- Initial messaging

As part of Project 2030, Godbe Research conducted market research with both registered voters and rate payers in the District regarding two potential recommendations being considered by the Customer Advisory Committee. The detailed research results will be presented to the Project 2030 Customer Advisory Committee on June 11, 2019.

DISTRICT CAPACITY TO IMPLEMENT STRATEGIC GOALS AND OBJECTIVES

To inform the setting of goals and objectives, Susan Talwar and Hilar Straus presented an overview of the District's organizational structure and staffing highlighting the District's capacity to implement strategic goals and objectives.

Citrus Heights Water District
2020-2023 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 6, 2019

THREE-YEAR GOALS – 2020-2023

(not in priority order)

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

- ***Implement the Project 2030 Water Main Replacement Program to ensure a reliable water distribution system***
- ***Manage and diversify a dependable water supply***
- ***Manage water efficiency effectively, and empower customers to use water in an efficient manner***
- ***Complete the Meter Replacement Program Study to better utilize technology and obtain accurate measurements to promote efficient water use***
- ***Manage the efficient improvement of, and reinvestment in, District infrastructure and facilities***
- ***Promote organizational effectiveness to enhance customer service***

**Citrus Heights Water District
2020-2023 STRATEGIC PLAN SESSION SUMMARY**

Thursday, June 6, 2019

CITRUS HEIGHTS WATER DISTRICT ☀ 2020 STRATEGIC OBJECTIVES

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

Objectives to be Completed in the 2020 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q1 2020	Q4 2020	Determine evaluation methods for replacement of transmission mains	Missy Pieri (Lead); Brian Hensley; David Gordon; Hilary Straus; Neil Tamagni; Paul Dietrich; Tamar Dawson; Tim Cutler	
2	Q2 2020	Q4 2020	Develop a pipeline inspection program for transmission mains and creek crossings, and complete creek crossing inspections.	Missy Pieri (Lead); Brian Hensley; David Gordon; Hilary Straus; Neil Tamagni; Paul Dietrich; Tamar Dawson; Tim Cutler	
3	Q1 2020	Q4 2020	Develop outreach and engagement plan on the preferred alternative from the Project 2030 Water Main Replacement Study.	Missy Pieri; David Gordon; Hilary Straus; Madeline Henry (Lead); Paul Dietrich; Susan Talwar; Tamar Dawson	
4	Q1 2020	Q4 2020	Develop funding mechanism for the preferred alternative from the Project 2030 Water Main Replacement Study.	Missy Pieri; Alberto Preciado; Brittney Moore; David Gordon; Hilary Straus; Madeline Henry; Paul Dietrich; Susan Talwar (Lead); Tamar Dawson	

Citrus Heights Water District
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CITRUS HEIGHTS WATER DISTRICT ☀ 2020 STRATEGIC OBJECTIVES

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

Objectives to be Completed in the 2020 Year					
#	START	END	WHAT	WHO	COMMENTS
1	Q3 2019	Q2 2020	Complete Aquafer Storage Recovery (ASR) Study Feasibility Study	David Gordon; Brian Hensley (Lead); Hilary Straus; Missy Pieri; Rebecca Scott; Steve Anderson; Susan Talwar	
2	Q1 2020	Q4 2021	Work with Wholesale Agency to update Supply Agreement, including: <ul style="list-style-type: none"> Amend Water Shortage Agreement with San Juan Family of Agencies Update Water Supply Agreement Terms Amend Mutual Aid Agreement with San Juan Family of Agencies	Hilary Straus (Lead) Brian Hensley; David Gordon; Rebecca Scott; Steve Anderson; Susan Talwar	
3	Q2 2019	Q4 2020	Hinkle Reservoir Cover Replacement: <ol style="list-style-type: none"> Develop operation plan Develop participation and cost agreement	David Gordon (Lead); Brian Hensley; Hilary Straus; Rebecca Scott; Susan Talwar; Steve Anderson	
4	Q2 2019	Q2 2020	Explore participation in the American River Basin Voluntary Settlement Agreement with San Juan Water District.	David Gordon; Brian Hensley; Hilary Straus (Lead); Rebecca Scott; Susan Talwar; Steve Anderson	
5	Q1 2018	Q1 2022	Participate with local Groundwater Sustainability Agency (GSA) to develop a Groundwater Sustainability Plan (GSP).	David Gordon (Lead); Brian Hensley; Hilary Straus; Steve Anderson	
6	Q1 2019	Q2 2020	Amend Intertie Agreement with Carmichael Water District	David Gordon; Brian Hensley (Lead); Hilary Straus; Rebecca Scott; Steve Anderson	
7	Q1 2020	Q4 2020	Onboard consultant to develop Well Site #7	David Gordon (Lead); Brian Hensley; Hilary Straus; Missy Pieri; Susan Talwar	

Citrus Heights Water District
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CITRUS HEIGHTS WATER DISTRICT ☀ 2020 STRATEGIC OBJECTIVES

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

<i>Objectives to be Completed in the 2020 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q3 2019	Q2 2020	Complete WaterSmart Communications Plan and Branding	Hilary Straus; Madeline Henry (Lead); Rex Meurer; Susan Talwar	
2	Q1 2020	Q4 2020	Increase attendance by 10% at CHWD WaterSmart Classes	Hilary Straus; Madeline Henry; Rex Meurer (Lead)	
3	Q2 2019	Q1 2020	Complete Design and Construction of Demonstration Garden and Educational Area at Stock Ranch Community Garden (SRCG)	Hilary Straus; Madeline Henry; Nick Spiers; Rebecca Scott; Rex Meurer (Lead)	
4	Q1 2020	Q4 2020	Increase sign-ups for Water Efficiency Reviews by 10%	Hilary Straus; Madeline Henry; Rex Meurer (Lead)	

Citrus Heights Water District
2020-2023 STRATEGIC PLAN SESSION SUMMARY

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CITRUS HEIGHTS WATER DISTRICT ☀ 2020 STRATEGIC OBJECTIVES

THREE-YEAR GOAL: COMPLETE THE METER REPLACEMENT PROGRAM STUDY TO BETTER UTILIZE TECHNOLOGY AND OBTAIN ACCURATE MEASUREMENTS TO PROMOTE EFFICIENT WATER USE

<i>Objectives to be Completed in the 2020 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q3 2019	Q2 2020	Complete an assessment of current water meters	David Gordon; Brady Chambers; Dana Mellado; Hilary Straus; Jeff Ott; Kelly Drake; Rebecca Scott; Rex Meurer (Lead)	
2	Q3 2019	Q1 2020	Evaluate meter technologies and platforms	David Gordon (Lead); Brady Chambers; Dana Mellado; Hilary Straus; Jeff Ott; Kelly Drake; Missy Pieri; Rebecca Scott; Rex Meurer	
3	Q1 2020	Q1 2021	Develop a Funding Strategy for replacement program	David Gordon; Alberto Preciado; Brittney Moore; Hilary Straus; Madeline Henry; Missy Pieri; Rebecca Scott; Rex Meurer; Susan Talwar (Lead)	
4	Q1 2020	Q3 2020	Prepare an implementation Strategy for Meter Replacements and Meter Testing	David Gordon; Alberto Preciado; Brady Chambers; Dana Mellado; Hilary Straus; Kelly Drake; Missy Pieri; Rebecca Scott; Rex Meurer (Lead)	
5	Q2 2019	Q1 2021	Prepare and implement a Public Engagement Strategy including Customer Advisory Committee participation	David Gordon; Brittney Moore; Hilary Straus; Madeline Henry (Lead); Rebecca Scott; Rex Meurer; Susan Talwar	

Citrus Heights Water District
2020-2023 STRATEGIC PLAN SESSION SUMMARY

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CITRUS HEIGHTS WATER DISTRICT ☀ 2020 STRATEGIC OBJECTIVES

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

<i>Objectives to be Completed in the 2020 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q2 2019	Q2 2020	Complete Corporation Yard Pre-Architectural Study and Complete Pre-Design Report of Preferred Alternative	Missy Pieri (Lead) ; David Gordon; Hilary Straus; Paul Dietrich; Rebecca Scott; Susan Talwar; Tamar Dawson; Technical Advisory Committee	
2	Q4 2020	Q3 2021	Hire a design consultant to initiate PS&E for the Corp Yard/Facilities Master Plan	Missy Pieri (Lead) ; David Gordon; Hilary Straus; Paul Dietrich; Rebecca Scott; Susan Talwar; Tamar Dawson; Technical Advisory Committee	
3	Q2 2019	Q4 2020	Complete District-wide Annexation Project	Missy Pieri ; Dana Mellado; David Gordon; Hilary Straus; Madeline Henry; Paul Dietrich; Rebecca Scott; Tamar Dawson (Lead)	
4	Q1 2019	Q4 2020	Dispose of two surplus well sites	David Gordon (Lead) ; Alberto Preciado; Brian Hensley; Hilary Straus; Josh Nelson; Rebecca Scott	

Citrus Heights Water District
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CITRUS HEIGHTS WATER DISTRICT ✨ 2020 STRATEGIC OBJECTIVES

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

<i>Objectives to be Completed in the 2020 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
1	Q4 2019	Q4 2020	Implement Communications Strategic Plan including strategies for new e-newsletter, new media, and video.	Susan Talwar ; Brittney Moore; Hilary Straus; Madeline Henry (Lead)	
2	Q3 2019	Q1 2020	Implement a Time and Entry System	Susan Talwar ; Alberto Preciado; Brittney Moore; Jeff Ott (Lead); Hilary Straus; Madeline Henry	
3	Q1 2020	Q4 2020	Implement the enterprise-wide Document Management System, convert the first 17 document types, & implement 6 document workflows	Susan Talwar ; Brady Chambers; Brian Hensley; Beth Shockley; Jeff Ott (Lead); Madeline Henry; Tamar Dawson; Tim Cutler	
4	Q4 2019	Q4 2020	Complete Website redesign including update of host and CMS, redesign of sitemap, and update of content	Susan Talwar ; Brittney Moore; Hilary Straus; Madeline Henry (Lead); Jeff Ott	
5	Q1 2020	Q4 2020	Complete consultant selection and initiate study for regional integration evaluation.	Hilary Straus (Lead) ; David Gordon; Josh Nelson; Steve Anderson; Susan Talwar	
6	Q3 2019	Q4 2020	Develop 5-year IT Strategic Plan	Susan Talwar ; Jeff Ott (Lead); Hilary Straus	
7	Q1 2019	Q4 2020	Implement a series of events and promotions for the District's Centennial Celebration	Susan Talwar ; Madeline Henry (Lead); Brittney Moore; Hilary Straus	
8	Q2 2019	Q4 2021	Develop a Local Hazard Mitigation Plan	David Gordon (Lead) ; Hilary Straus; Josh Nelson; Kelly Drake; Rebecca Scott; Rex Meurer	
9	Q1 2020	Q4 2021	Review and Update 6000's and 7000's	Susan Talwar (Lead) ; Alberto Preciado; Dana Mellado; Hilary Straus; Josh Nelson	

Citrus Heights Water District
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CITRUS HEIGHTS WATER DISTRICT ☀ 2020 STRATEGIC OBJECTIVES

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

<i>Objectives to be Completed in the 2020 Year</i>					
#	START	END	WHAT	WHO	COMMENTS
10	Q1 2020	Q2 2020	Select Consultant for Audit Services	Susan Talwar ; Alberto Preciado (Lead); Hilary Straus	
11	Q2 2020	Q4 2020	Implement an HRMS System	Susan Talwar ; Jeff Ott (Lead); Alberto Preciado; Brittney Moore; Hilary Straus; Madeline Henry	
12	Q2 2019	Q4 2021	Review and Create 8000's and 9000's	Missy Pieri (Lead) ; Paul Dietrich; Josh Nelson; Neil Tamagni; Tamar Dawson	

ATTACHMENT A

DISTRICT COMMITMENTS

We at Citrus Heights Water District will excel at fulfilling our mission and vision by adhering to our core values and dedicating ourselves to these commitments:

We commit to being good stewards of our water supply and the environment.

We commit to responsible management of the District's capital, fiscal and personnel assets.

We commit to provide reliable and dependable water service at an affordable cost that is at or near the 50th percentile for the Sacramento region.

We commit to provide a water supply that meets or exceeds State and federal water quality standards.

We commit to provide customer service that is extraordinary to both our rate-payers and to our work team.

We commit to be a valuable resource for our customers in consistently providing friendly, respectful service.

We commit to provide information that is accurate, complete and relevant.

We commit to excel beyond our commitments when moments of opportunity arise.

We commit to conduct our affairs with the highest ethical standards.

We commit to develop and implement reasonable policies and procedures that foster integrity and trust.

Citrus Heights Water District
2020-2023 STRATEGIC PLAN SESSION SUMMARY

Thursday, June 6, 2019

DISTRICT COMMITMENTS (continued)

We commit to have a friendly, courteous and professional person readily available to telephone customers during business hours.

We commit to have a well-trained staff that supports one another in opportunities for personal and professional growth.

We commit to provide the equipment, technology and training necessary to assure that our customers received the best value in water service.

We commit to work together for each other and for our customers.

We commit to provide employee compensation and benefits that are competitive, affordable and retain and attract high quality professionals to provide services to our customers.

We commit to an empowered staff that is accountable, team-oriented and supportive of each member's performance.

We commit to create a positive and safe work environment that recognizes and rewards superior performance.

We commit to hire progressive employees that will fulfill the mission of the District.

We commit to support economic growth by ensuring water service ample to meet new customer demand.

We commit to collaborate with other agencies in support of regional endeavors of mutual interest and benefit.

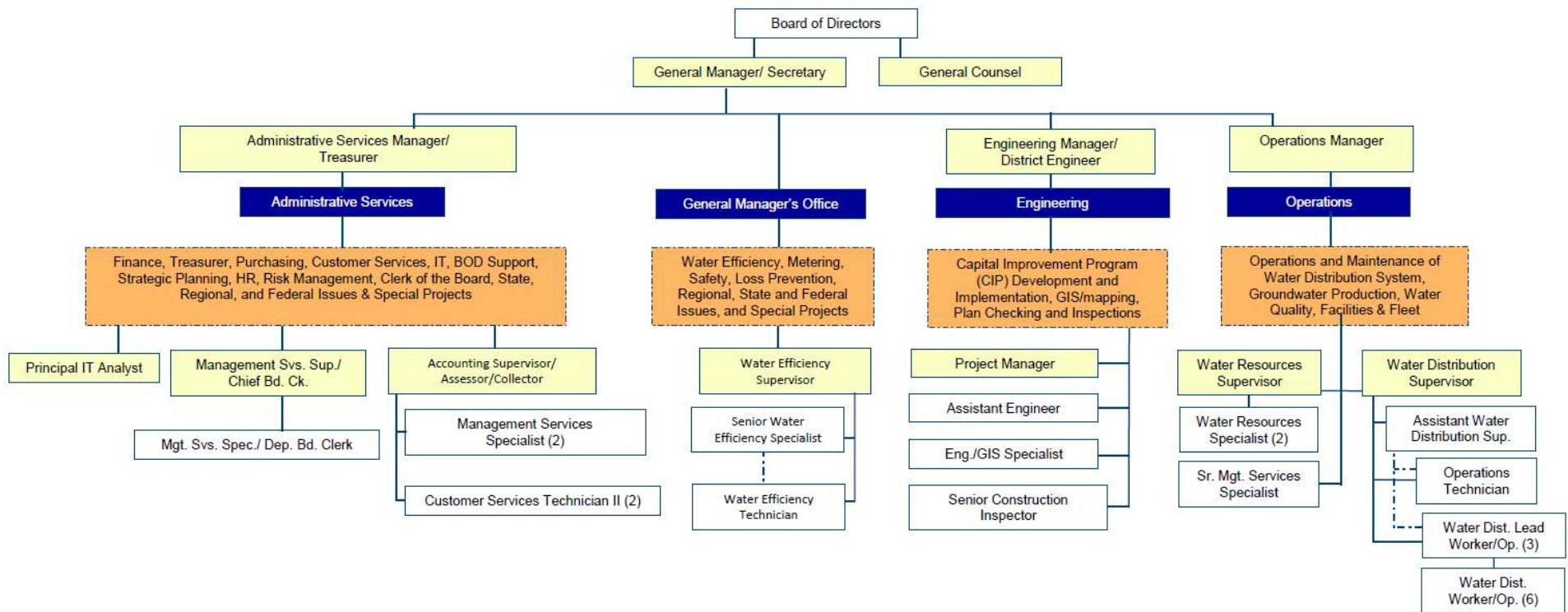
We commit to efficiently and effectively accomplish the day's business while preparing for the future.

We commit to choosing a great attitude.

ATTACHMENT B

DISTRICT ORGANIZATION CHART

Organization



Total Positions: 35

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A REVISED MINUTES TEMPLATE

STATUS : Discussion and Action Item

REPORT DATE : July 1, 2019

PREPARED BY : Madeline A. Henry, Management Services Specialist/Deputy Board Clerk
Susan K. Sohal, Administrative Services Manager
Hilary M. Straus, General Manager

OBJECTIVE:

Consider approval a new meeting minute template for future Board of Directors Meeting Minutes.

BACKGROUND AND ANALYSIS:

As a follow up to the June 19, 2019 Minute Update Study Session, staff recommend updating the Board of Directors Meeting Minute Template to streamline preparation and cut costs. The current minute template is lengthy and time consuming to prepare. By simplifying the minute template and moving to action type minutes, the District will save staff and Board Members' time, create more opportunity to use staff resources in other areas and save on storage costs.

There are three types of minutes that are frequently used by government agencies. Verbatim minutes are a transcript of the conversation, they tend to be lengthy and can be difficult to comprehend but allow for a reconstruction of the meeting. Discussion minutes record decisions and summarize discussion, they can be lengthy and often include non-essential information. Action type minutes record decisions and discussion topics. They are short, to the point, and do not include detail.

The District's current discussion minutes range in length from approximately 20-30 pages. They are detailed, include staff reports and summarize discussions. The current discussion minutes are time consuming to produce and review, and use approximately three minute books per year, totaling \$750 in hard costs.

Staff surveyed 18 surrounding agencies to determine their minute types and practices. Staff found that four surrounding agencies use verbatim type minutes, nine use discussion minutes, and five use action minutes. Most other agencies do not list guests and they do match their minute items with their agenda numbers. No other agency includes staff report details or warrants in the Consent Calendar section of their minutes.

At the June 19, 2019 Board Meeting, the Board provided consensus direction to move towards an action minute template, the details of this template are summarized below.

Meeting Minute Template

The recommended action minute template (attached):

- Adds agenda numbers to minute items for ease of tracking.
- Removes visitors from the meeting minutes.
- Removes future meeting dates from the meeting minutes.
- Removes Consent Calendar detail from the minutes, including staff reports and the list of warrants.
- Removes Other Reports detail and lists the report title and presenter.

- Remove Business/Presentation/Study Session/Management Services details and includes in its place any recommended action.

This template allows the District to streamline meeting minutes for a more efficient preparation and review process, and removes duplication of work in having staff reports in the meeting minutes. Board members, staff, and the public can still view the detail of each item by referring to the item's original staff report in the meeting's agenda packet.

Update to District Policy 3060 Minutes of Board Meetings

District Policy 3060: Minutes of Board Meetings was adopted on March 18, 1997, and amended on February 14, 2012. Proposed amendments (Attachment 2) would clean up the policy removing mention of outdated processes for distributing minutes. Meeting minutes are currently posted on the District's website and are available to staff via an internal network. Staff recommends amending the policy to update the process for distributing minutes and to allow the Deputy Secretary to approve minutes.

RECOMMENDATION:

1. Approve use of a new meeting minute template for future Board of Directors Meeting Minutes.
2. Approve update to Policy 3060: Minutes of Board Meetings

ATTACHMENT:

1. Meeting Minute Template
2. Proposed Red-lined Policy 3060: Minutes of Board Meetings

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

ATTACHMENT 1

Meeting Minute Template

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
March 20, 2019

The Regular Meeting of the Board of Directors was called to order at 6:38 p.m. by President Sheehan and roll was called. Present were:

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

Absent:

None.

Staff:

Hilary Straus, General Manager
Susan Sohal, Administrative Services Manager
David Gordon, Operations Manager
Missy Pieri, Engineering Manager
Chris Castruita, Management Services Supervisor/Chief Board Clerk
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Rex Meurer, Water Efficiency Supervisor
Jeff Ott, Principal Information Technology Analyst

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

- CC-1a. Minutes of the Special Meeting – February 20, 2019
- CC-1b. Minutes of the Regular Meeting – February 20, 2019
- CC-2. Revenue Analysis Report for February 2019
- CC-3. Assessor/Collector's Roll Adjustment for February 2019
- CC-4. Treasurer's Report for February 2019
- CC-5. Treasurer's Report of Fund Balances for February 2019
- CC-6. Operating Budget Analysis for February 2019
- CC-7. Capital Projects Summary February 2019
- CC-8. Warrants for February 2019
- CC-9. CAL–Card Distributions for February 2019

- CC-10. Summary of 2019 Employees and Directors Training Courses, Seminars and Conference
- CC-11. Employee Recognitions
- CC-12. Long-Range Agenda
- CC-13. Engineering Department Report (I)
Significant assignments and activities for the Engineering Department are summarized.
- CC-14. Operations Department Report (I)
Monthly report on construction and maintenance activities.
- CC-15. 2019 Water Supply – Purchased and Produced (I)
Report on annual water supply including comparison with prior years.
- CC-16. Water Supply Reliability (I)
Receive status report on surface water supplies available to the Citrus Heights Water District (District).
- CC-17. Water Efficiency and Safety Program Update (I)
Monthly report on Water Efficiency program activities.
- CC-18. Discussion and Possible Action to Authorize District Staff to Attend Conferences (A)
 1. Authorized District staff to attend the Harris Customer Training Conference, American Society of Engineers Utility Engineering and Surveying Institute Pipeline Conference, and the Cityworks Conference.
 2. Authorized the General Manager to approve expense reimbursements related to conference/training attendance.
- CC-19. Resolution in Recognition of John Woodling (A)
Adopted Resolution 04-2019 in recognition of John Woodling.
- CC-20. Resolution Concurring in Nomination of the California Water Insurance Fund Board (A)
Adopted of Resolution 05-2019 Concurring in Nomination of Paul Green of Rio Linda/Elverta Community Water District to the California Insurance Fund Board.

ACTION: Director Riehle moved and Director Wheaton seconded a motion to accept the Consent Calendar.

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

PRESENTATIONS:

- P-1. 2018 Groundwater Transfer Wrap-Up (I/D)
Received an update on the District's 2018 Groundwater Transfer.

STUDY SESSIONS:

- S-1. Review of Section 457 Deferred Compensation Programs (I/D)
Received an update on the District's Section 457 Deferred Compensation Programs.

The Board provided consensus direction for staff to place the item on the Consent Calendar for possible action at the April 17, 2019 Board Meeting.

BUSINESS:

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTORS' AND REPRESENTATIVES' REPORTS:

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

MANAGEMENT SERVICES REPORT:

MS-1. Meter Replacement Program Update

MS-2. Work Program Update

CORRESPONDENCE:

None.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:24 pm.

APPROVED:

MADELINE HENRY
Deputy Secretary
Citrus Heights Water District

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

Please note: Staff reports for each item are available in the meeting's agenda packet and can be viewed online: <http://chwd.org/board-agenda-and-minutes/>

ATTACHMENT 2

Proposed Red-lined Policy 3060:
Minutes of Board Meetings

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : BOARD OF DIRECTORS MEETINGS
POLICY TITLE : MINUTES OF BOARD OF DIRECTORS MEETINGS
POLICY NUMBER : 3060
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : ~~FEBRUARY 14, 2012~~ JULY 17, 2019
AMENDMENTS : (1) FEBRUARY 2, 1999; ~~(2) FEBRUARY 14, 2012~~

3060.00 MINUTES OF BOARD OF DIRECTORS MEETINGS

The Secretary of the Board of Directors shall keep minutes of all regular meetings, special meetings, emergency special meetings and adjourned meetings of the Board of Directors. The Secretary may delegate to keeping, transcribing and preparation of the minutes to a member of the staff.

3060.10 Procedure for Minutes of Board of Directors Meetings

3060.11 Draft copies of meeting minutes shall be made for distribution to Directors with the agenda for the next regular Board of Directors meeting or as soon as practicable.

3060.12 Approved meeting minutes shall be entered into the official District minute book and signed by the Presiding Officer and the Secretary/Deputy Secretary for the meeting being approved.

3060.13 The official minutes of the regular, special, emergency special and adjourned meetings of the Board of Directors shall be kept in a location secure from damage or destruction by fire, theft, water or other means. A digitized version of the official minutes ~~that is used to print the approved meeting minutes for the minute book~~ shall be maintained in a form suitable for reproduction or viewing via computer or similar devices.

3060.20 Motions, Resolutions and Ordinances

Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes of Directors will be recorded unless the action was unanimous.

3060.21 All resolutions and ordinances adopted by the Board of Directors shall be numbered consecutively starting new at the beginning of each calendar year.

3060.30 Reference to Agenda Items

Minutes shall be referenced to the agenda by item for ease of tracking business conducted.

3060.40 Abstract of Written Statements

Any Director may request an abstract of his/her written statement, either in support or in opposition of any matter before the Board of Directors, entered in the minutes.

3060.50 Closed Sessions

Minutes shall not be kept of discussions held in closed session. However, the minutes shall reflect the section of the Government Code under which the closed session was conducted, and any actions taken during the closed session as reported in open session.

3060.60 Distribution of Minutes

~~Copies of minutes will be distributed on a regular basis, free of charge, to the following: representatives of the news media, Fair Oaks Water District, Orange Vale Water Company, San Juan Water District, the City of Citrus Heights, the Citrus Heights Regional Chamber of Commerce and the Regional Water Authority. Upon request, former members of the Board of Directors of the Citrus Heights Water District may also receive copies of minutes on a regular basis, free of charge.~~ Any person or organization may elect to receive, free of charge, distribution of a digitized version of the minutes via electronic mail free of charge upon written request to the District. A digitized copy of the approved minutes shall also be posted to the District's website as soon as practicable following adoption. ~~Copies of minutes shall be posted at District building locations as determined by the General Manager for employee information purposes.~~

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 MEETING

SUBJECT : WATER DISTRICT PARTNERSHIPS/INTEGRATION UPDATE
STATUS : Information Item
REPORT DATE : July 11, 2019
PREPARED BY : Hilary Straus, General Manager

Staff will provided a status on discussions among General Managers of San Juan Water District, Sacramento Suburban Water District, Carmichael Water District, Rio Linda/Elverta, Fair Oaks Water District, City of Folsom, Del Paso Manor and Orange Vale Water Company concerning partnerships/ integration opportunities. These discussions are an outgrowth of the original merger talks between San Juan Water District and Sacramento Suburban Water District. A draft Request for Proposals (RFP) to retain a consulting team to study the feasibility of partnerships and integration has been developed and will be reviewed with the Board. Also, staff will update the Board concerning cost sharing for this study and related activities.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 MEETING

SUBJECT	: EASEMENT ACQUISITION PROCESS
STATUS	: Information Item
REPORT DATE	: June 26, 2019
PREPARED BY	: Missy Pieri, Engineering Manager/District Engineer

At the July 17, 2019 Board Meeting, Bender Rosenthal, Inc. will present an overview of their company and the District's easement acquisition process.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT FOR PRE-ARCHITECTURAL PLANNING STUDY FOR CORPORATION YARD MASTER PLAN/BUILD-OUT PROJECT WITH WILLIAMS + PADDON ARCHITECTS + PLANNERS, INC.

STATUS : Action Item

REPORT DATE : June 25, 2019

PREPARED BY : Missy Pieri, Engineering Manager/District Engineer

OBJECTIVE:

Consider acceptance of a responsive proposal for Pre-Architectural Planning Study for Corporation Yard Master Plan/Build-out Project and approve agreement with Williams + Paddon Architects + Planners, Inc. and associated budget amendment. Authorize the General Manager to execute an agreement with Williams + Paddon Architects + Planners, Inc.

BACKGROUND AND ANALYSIS:

The Citrus Heights Water District's (District) Corporation Yard, located at 6230 Sylvan Road, was originally developed in 1948 with a 720 square foot administration/operations building. Today, the Corporation Yard is 2.9 acres and houses 35 employees including administrative, engineering and operations staff. The Corporation Yard is the District's primary facility and the District expects to continue operating from this location into the foreseeable future.

With a significant amount of increased Capital Improvement Projects estimated over the next several decades, the District expects the current facilities to be inadequate to support this future workload. In addition, the existing facilities have deficiencies that limits its current use with the various work functions of staff. In order to meet the District's current and future needs, the staff recommends a Pre-Architectural Planning Study to be prepared to evaluate the existing facilities and provide potential building options/alternatives.

The District issued a Request for Proposal for Professional Services for Pre-Architectural Planning Study for Corporation Yard Master Plan/Build-out Project (Study) on April 8, 2019.

The scope of work for the Study includes the following items:

- Validate Staffing Projections and Space Configuration Specifications with Regional Government Services (RGS)
- Identify and Analyze Pros and Cons for up to six (6) Corporation Yard Build-out Alternatives
- Prepare Life Cycle Cost Analysis for the District's top four (4) selected alternatives
- Provide a recommendation for a Preferred Alternative
- Produce Draft and Final Report
- Prepare Presentation Materials and Deliver Study Findings to the Board of Directors
- Prepare a Pre-Design Report/Schematic Design of the Preferred Alternative
- Prepare a Corporation Yard Master Plan

The District conducted a mandatory pre-proposal meeting at the District's office on April 24, 2019. Nine (9) firms attended the meeting.

The District received six (6) responsive proposals on May 16, 2019 from the following firms:

- Blackbird Associates
- Gutierrez/Associates Architects & Planners
- HGA, Inc.
- Indigo, Hammond & Playle Architects, LLP
- Williams + Paddon Architects + Planners, Inc.
- WMB Architects, Inc.

The District selected the top three (3) firms and conducted interviews on June 12, 2019. The top three (3) firms selected along with their fee proposal are included in Table 1.

Table 1
Fee Proposal of Top Three Architectural Firms

Architectural Firm	Amount
Indigo, Hammond & Playle Architects, LLP	\$162,800
Williams + Paddon Architects + Planners, Inc.	\$227,172
WMB Architects, Inc.	\$192,616

The District’s interview panel consisted of five (5) staff members including from Administration, Finance, Operations, and Engineering Departments.

Based on the quality and responsiveness of the proposals and interviews, the District’s Project interview panel selected Williams + Paddon Architects + Planners, Inc. (Williams + Paddon). The District staff recommends Williams + Paddon based on their knowledge of the project, their qualifications in corporation yard facilities planning and design, familiarity working in the Citrus Heights community and their communication skills.

Based on the final project scope, Williams + Paddon’s final fee is a fixed price cost of \$192,000 (inclusive of \$2,500 in reimbursable expenses). The District recommends including contingency funding for the project of \$18,000 (approx. 10% of the Design Services). The total Project cost is \$210,000.

The anticipated Project Schedule starts this month when Williams + Paddon will undertake Task 1; working with RGS regarding staffing projections and space configuration specifications. The Project is expected to conclude in early 2020 with the delivery and District acceptance of the Pre-Design Report/Schematic Design and Corporation Yard Master Plan. The next step would be Plan, Specifications and Estimates (PS&E).

Funding the Study and Schematic Design:

The 2019 Engineering Operations and Maintenance (O&M) Budget allocates \$150,000 for this Study; \$40,000 for a 25-year future staffing plan analysis (conducted by RGS) and \$110,000 for the Pre-Architectural Study/Schematic Design Project. The difference between the Williams + Paddon Design Project cost and the 2019 Budget allocation is \$100,000. In considering a budget amendment request in the amount of \$100,000, staff identified a previous related project, C17-103 - Operations Building Remodel, that had budget savings which could be transferred to this Project to reduce the amount needed.

Initially, Project C17-103 was created to help improve the working conditions with a remodel of solely the Operations Building, but it was soon apparent that the current building layout and the overlapping work environment of three distinctly different divisions would require a greater level of effort.

The following summary reflects the remaining available budget in Project C17-103 along with the amount needed to fund the Pre-Design Report and Master Plan (eligible capital expenditure) which will be included as part of the CY2020 Capital Improvement Budget.

The Board of Directors approved the following O&M Engineering Budget in Professional Services for the Pre-Architectural Funding Design Study for the Corporation Yard Master Plan Build-Out Project:

CY19 Engineering O&M Budget	\$ 150,000
RGS Staffing Analysis Cost	\$ (40,000)
Pre-Architectural Design Fee	\$ (192,000)
Recommended Contingency for Pre-Architectural Design	<u>\$ (18,000)</u>
Total Project Costs	\$ (250,000)
Difference:	\$ (100,000)

Funding for the project is proposed as follows:

• Transfer from CIP Budget to CY2019 O&M Budget	\$ 28,700
• CY2020 Capital Improvement Budget	<u>\$ 71,300</u>
Total:	\$ 100,000

The Professional Services Agreement plus Williams + Paddon’s proposal, including scope, schedule and fee accompanies this report.

RECOMMENDATION:

1. Approve the Professional Services Agreement with Williams + Paddon for the Pre-Architectural Planning Study for Corporation Yard Master Plan/Build-out Project with the recommended contingency fund. Authorize the General Manager to execute an agreement with Williams + Paddon.
2. Approve the budget amendment summarized below:

From		To	
Description	Amount	Description	Amount
C17-103 Operations Building Remodel	\$28,700	Engineering CY19 O & M Budget Professional Services (40-54500-00)	\$28,700
Pre-Architectural Study Pre-Design Report/Master Plan*	\$71,300		

* Funding for this Report/Plan will be included as part of the CY2020 Capital Improvement Budget

ATTACHMENT:

Professional Services Agreement for the Pre-Architectural Planning Study for Corporation Yard Master Plan/Build-out Project and Williams + Paddon’s proposal

ACTION:

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

**CITRUS HEIGHTS WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT**

This Agreement is made and entered into as of July 17, 2019 by and between the Citrus Heights Water District, an irrigation district organized and operating under the laws of the State of California with its principal place of business at 6230 Sylvan Road, Citrus Heights, California (“District”), and Williams + Paddon Architects + Planners, Inc., a California Corporation, with its principal place of business at 2237 Douglas Boulevard, Suite 160, Roseville, California (hereinafter referred to as “Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. District is a public agency of the State of California and is in need of professional services for the following project:

Citrus Heights Water District Pre-Architectural Planning Study for Corporation Yard Master Plan Build-Out Project (hereinafter referred to as “the Project”).

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for District to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the District with the services described in the Scope of Services attached hereto as Exhibit “A.”

2. Compensation.

a Subject to paragraph 2(b) below, the District shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit “B.”

b In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$ 192,000. This amount is to cover all printing and related expense costs, and the District will not pay any additional fees for printing expenses. Periodic payments shall be made within 45 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the District, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the District by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the District and executed by both Parties before performance of such services, or the District will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by District.

5. Time of Performance.

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the District to proceed (“Notice to Proceed”). Consultant shall complete the services required hereunder as specified in Exhibit C, “Activity Schedule”. The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b If required, Consultant shall assist the District, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the District, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Consultant

Consultant is retained as an independent contractor and is not an employee of District. No employee or agent of Consultant shall become an employee of District. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from District as herein provided.

11. Insurance. Consultant shall not commence work for the District until it has provided evidence satisfactory to the District 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 secured all insurance required under this section.

a Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the District.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

(1) Bodily Injury and Property Damage

- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Contract
- (8) Broad Form Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give District, its officials, officers, employees, agents and District designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the District, and provided that such deductibles shall not apply to the District as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the District.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give District, its officials, officers, employees, agents and District designated volunteers additional insured status.

(iv) Subject to written approval by the District, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the District as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the “Workers’ Compensation and Insurance Act,” Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer’s Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers’ compensation coverage of the same type and limits as specified in this section.

d Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the District and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. “Covered Professional Services” as designated in the policy must specifically 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 Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer’s Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) 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.

f Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g Policy Provisions Required

(i) Consultant shall provide the District at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the District at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the District or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the District, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their 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.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the District and shall not preclude the District from taking such other actions available to the District under other provisions of the Agreement or law.

h Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the District, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and 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.

i Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the District, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) 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 cancel this Agreement.

(iii) The District may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the District nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j Subconsultant Insurance Requirements. 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.

12. Indemnification.

a To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably approved by the District), indemnify and hold the District, its officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees,

settlements, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, (collectively, "Claims") in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, agents or volunteers.

b. Additional Indemnity Obligations. Consultant shall defend, with counsel of District's choosing and at Consultant's own cost, expense and risk, any and all Claims covered by this section that may be brought or instituted against the District, its officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the District, its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Consultant shall also reimburse District for the cost of any settlement paid by the District, its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for the District's attorney's fees and costs, including expert witness fees. Consultant shall reimburse the District, its officials, officers, employees, agents and volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, agents and volunteers.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., 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 \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws, if applicable. Consultant shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages, employment of apprentices, hours of labor and debarment of contractors and subcontractors. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Section 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Sections 1777.1).

b 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.

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Sacramento, State of California.

16. Termination or Abandonment

a District has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, District shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. District shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by District and Consultant of the portion of such task completed but not paid prior to said termination. District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days’ written notice to District only in the event of substantial failure by District to perform in accordance with the terms of this Agreement through no fault of Consultant.

17. Documents. Except as otherwise provided in “Termination or Abandonment,” above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project (“Documents & Data”) shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the District.

Nothing contained in this Section shall be construed as limiting or depriving Consultant of its rights to use its basic knowledge and skills to carry out other projects or work for itself or others, whether or not such other projects or work are similar to the work to be performed pursuant to this Agreement. Consultant shall have the right to retain and use copies of any Documents & Data furnished or to be furnished by Consultant less any specific details provided by the District unless such details are within the public realm. All Documents & Data are instruments of service and are not intended to be modified or represented to be suitable for reuse on other projects by District except as may be contemplated pursuant to the terms of this Agreement. Any such modification or reuse without Consultant's prior written approval will be at District's sole risk, without liability or legal exposure to Consultant. Rights to intellectual property developed, utilized, or modified in the performance of the services under this Agreement including the Documents & Data developed hereunder ("Intellectual Property") shall remain the property of Consultant. Consultant hereby grants to District an irrevocable, nonexclusive, royalty-free license to utilize Intellectual Property provided to District as part of the Services for the purposes set forth in this Agreement.

18. Organization

Consultant shall assign Jared Poulsen, AIA as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the District.

19. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

20. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

DISTRICT:
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610
Attn: Melissa Pieri, PE
Engineering Manager/District Engineer

CONSULTANT:
Williams + Paddon Architects + Planners, Inc.
2237 Douglas Boulevard, Suite 160
Roseville, CA 95661
Attn: Greg Tonello, Principal, AIA LEED AP

and shall be effective upon receipt thereof.

21. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the District and the Consultant.

22. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. 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.

23. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of District and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

24. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

25. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of District. Any attempted assignment without such consent shall be invalid and void.

26. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specifically specified in writing.

27. Time of Essence

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

28. District's Right to Employ Other Consultants

District reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

29. Prohibited Interests

Consultant maintains and warrants 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 warrants 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 warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, 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.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITRUS HEIGHTS WATER DISTRICT
AND WILLIAMS + PADDON ARCHITECTS + PLANNERS, INC.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITRUS HEIGHTS WATER DISTRICT WILLIAMS + PADDON ARCHITECTS +
PLANNERS, INC.

By: _____
Hilary M. Straus
General Manager

By: _____
Greg Tonello
Its: Principal

Printed Name: _____

Federal ID No. _____

Business License Number _____ for
City of _____

EXHIBIT A
Scope of Services

5.16.2019

CITRUS HEIGHTS WATER DISTRICT

PROPOSAL

for

CORPORATION YARD MASTER PLAN/BUILD-OUT PROJECT



B

B. LETTER OF TRANSMITTAL

May 17, 2019

Melissa Pieri, PE
Engineering Manager/District Engineer
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610

RE: REQUEST FOR PROPOSALS

Pre-Architectural Planning Study for Corporation Yard Master Plan/Build-out Project

Dear Ms. Pieri and Members of the Selection Committee:

Williams + Paddon is pleased to submit our Proposal for Architectural Services in response to the District's Pre-Architectural Planning Study for Corporation Yard Master Plan/Build-out Project RFP. We are uniquely qualified to assist the District in developing a Master Plan for the eventual build-out of your Corporation Yard in the following areas:

Experience

Williams + Paddon Architects + Planners, Inc. was founded in 1981, by Jim Williams and Jack Paddon. Since then we have established our presence in several distinct markets, including civic and commercial offices, community and lifestyles facilities, healthcare, retail and urban spaces, and education, in both the public and private sectors. This diverse background allows Williams + Paddon to harvest knowledge and experience from these diverse markets / project types to combine and integrate the best features of each in new projects. Our team has the necessary breadth of knowledge to solicit, compile and resolve the needs and wants for the project from the stakeholder parties into a concise programmatic document, and transform the programmatic data into strategically planned Master Plan which will allow the guide the future expansion of your facilities while maintaining efficiencies in District operations.

Schedule and Budget

We believe that successful projects result from a well-conceived, organized and accountable process to address and respond to the needs of all stakeholders. Priorities have to be set, wise compromises made with respect to schedule and budget. One of our strengths lies in helping stakeholders work within the framework of schedule and budget in order to create the enduring and productive workplace environments.

Location

Our entire team is based in the Sacramento area so we are familiar with the environmental, economic, jurisdictional and contracting interfaces that will influence the project, including work within the City of Citrus Heights. We have included a full scope of design team consultants, however, we realize that not all may be needed pending discussions with the District to identify the final project scope. For example, depending on the selected alternative landscape architecture services may not be required.

Through previous projects within the City of Citrus Heights, we have an established working relationship with the Planning and Building Departments, as well as the local serving utilities.

We are enthusiastic about this opportunity to work with the District in planning your future. We offer you our absolute commitment to make this facility - as viewed by all stakeholders - a job well done and fitting for the District and your customers. Thank you for this opportunity to submit our proposal. We look forward to your response and final selection.

Sincerely,



Greg Tonello, AIA LEED AP | Principal

Respondent submitting proposal:

Williams + Paddon Architects + Planners, Inc

Gregory M Tonello, AIA, LEED AP | Principal | CEO

2237 Douglas Blvd., Suite 160, Roseville, California, 95661 | T 916.786.8178 | F 916.786.2175 | C

916.716.2886 tonello@wp-architects.com

Person authorized to represent Respondent:

Gregory M Tonello, AIA, LEED AP | Principal | CEO

2237 Douglas Blvd., Suite 160, Roseville, California, 95661 | T 916.786.8178 | F 916.786.2175 | C

916.716.2886 tonello@wp-architects.com

The proposal and fee schedule are valid and binding for 120 days following the proposal due date and may become part of the agreement with the District.

C

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Sacramento Area Sewer District Headquarters

D

The District's RFP and pre-proposal meeting did an excellent job of laying out the primary tasks necessary to complete the project with the end goal being a Corporation Yard Master Plan. Williams + Paddon's proposal specifically addresses those tasks summarized as:

- Determine the District's current and future space needs through the year 2045
- Develop multiple Build-out Alternatives for the District's Sylvan Rd. facilities
- Evaluate and rank Build-out Alternatives
- Prepare Life Cycle Cost Analysis for select Build-out Alternatives
- Select a Preferred Build-out Alternative
- Document the process of the development of Build-out Alternatives
- Communicate progress, present Build- Out Alternatives and facilitate decision making of Staff and Board of Directors
- Finalize Build-out Alternatives decision through preparation of Pre-Design Report/Schematic Design
- Prepare a Corporation Yard Master Plan Document incorporating the Pre-Design Report/Schematic Design

We understand the District's Corporation Yard Master Plan goals include:

- Innovation and creativity
- Operational efficiency of workspaces, processes and materials flow
- Healthy, comfortable and safe environment for Staff
- Abundance of daylight
- Incorporation of Sustainability Strategies, in both construction and operations
- Meeting space available for community use
- Master Plan with implementation phased over multiple budget years
- A scalable "pay as you go" approach to construction
- A rational and defensible decision making process
- A Facility Build-out that is welcomed by the District's customers as well-invested assets that support the District's mission of "Furnishing a dependable supply of safe, quality water, delivered to its customers in an efficient, responsive, and affordable manner"

Williams + Paddon's Team has the experience and expertise, in both design and project delivery, to achieve these goals.

As Project Manager/Senior Planner/Project Architect, Jared Poulsen brings the expertise and efficiency of three roles into a single point source, providing continuity, fluidity and creativeness to the project design and delivery process.

In-house Programing and Space Planning will be the responsibility of Krislyn Lounsbury. Jared and Krislyn will work seamlessly together to assure that the District's program needs are accounted for and incorporated in the interior environments and site functionality with indoor/outdoor transitions thoughtfully considered.

Principal-in-Charge, Greg Tonello, will be the promise keeper, assuring that the District's expectations are exceeded and that our resources, internal and consultants, are readily available to the project. Our Principals are hands on, and participate at all stages of our projects. Greg will also be visible at meetings and presentations and will fulfill the QA/QC role.

We will engage the expertise of other members of our staff as appropriate to the work, such as codes, sustainability, accessibility, estimating and a “third set of eyes” for QA/QC.

Our consultant Team is equally qualified and share the same passion for design innovation, technical accuracy and customer service as Williams + Paddon. These relationships have been built over a number of years and a variety of projects and quite often, the same team members. Their knowledge of our methodologies, processes and passions reduces miscommunication and provides for more time spent on project tasks.

Williams + Paddon’s approach to the delivery of our services is based on fundamental principles of leadership throughout all phases/tasks of the project planning and delivery process. We are listeners, communicators and collaborators and look forward to engaging the District Staff, Technical Advisory Committee and the Board of Directors and the District’s Consultants and other stakeholders.

“Williams + Paddon understood that in a City project, direction can change at any time. They understood that environment and were flexible in working with us.”

*Matt Brower
City Manager
City of Lincoln*

E

E. STATEMENT OF UNDERS TANDING

The Project Team will consist of:

Owner/Client: Citrus Heights Water District
Tenant: Citrus Heights Water District
Representatives of the District: Board Members - *Caryl Sheehan, Ray Riehle, and David Wheaton*
 Project Manager - *Missy Pieri District Engineer/Engineering Department Manager*
 Management Support to the Project Manager - *Hilary Straus, General Manager; David Gordon, Operations Manager; Susan Sohal, Administrative Services Manager/Treasurer; Paul Dietrich, Project Manager*
 Senior Management Services Specialist
 Technical Advisory Committee (TAC)
Consultants to the District: Regional Government Services (RGS)
Architect/Interior Design: Williams + Paddon, Architects + Planners, Inc.

Williams + Paddon proposal assumes Professional Services to be provided as follows:

Consultant	Contract Responsibility				
Discipline	Architect	Owner	Contractor	Not Applicable	Available as an Additional Service
Geotechnical Engineer		X			
Boundary/Topo/Utility Survey		X			
Access Compliance Survey		X			
Civil Engineer	X				
SWPPP				X	
Landscape Architect	X				
Structural Engineer	X				
Mechanical Engineer	X				
Plumbing Engineer	X				
Electrical Engineer	X				
Cost Estimating	X				
Fire Alarm Engineering	X				
Fire Sprinkler Engineering	X				
Security Systems	X				
Audio Visual Systems	X				
Network Systems	X				
Communications & Data Systems	X				
Furniture Consultant		X			X
Acoustical					X
LEED					X



F

TASK 1 – STAFF PROJECTIONS AND SPACE CONFIGURATION VALIDATION

Task 1 will include preparation of a Program for the project identifying user needs and requirements and other project influences including validation of staffing projections and space configuration specifications.

ANALYZE AVAILABLE DOCUMENTATION

Williams+Paddon will review District provided information including previously developed information, Citrus Heights Water District Needs Assessment reports, available drawings for existing facilities (site and buildings), survey and geotechnical reports, due diligence reports and utility information to generate general understating of current assets and previous approaches to development options.

OBSERVATION OF EXISTING CONDITIONS

Williams+Paddon will visit the Site to become generally familiar with existing site AND BUILDING conditions. Observations will be compared with District provided information with deviations identified and discussed with representatives of the District.

IDENTIFY AGENCY GOALS

In collaboration with the District's Project Manager and Technical Advisory Committee (TAC), Williams+Paddon will assist the District in identifying goals, objectives and expectations for the Project.

STAFFING PROJECTIONS AND SPACE CONFIGURATION SPECIFICATIONS COORDINATION

It is understood the District will be working with Regional Government Services (RGS) a Human Resource consultant, to estimate and predict staffing needs. RGS will focus on staffing the organization with the right number of personnel with the required skills when needed to meet District's objectives in the short and long term. Other relevant management data and reports supporting the space configurations, workspace adjacencies, conference/meeting space requirements, and storage capacities will be provided by the District.

PROGRAM DEVELOPMENT

Through meetings and written communication, Williams+Paddon will develop summary confirmation of the information contained in the *Citrus Heights Water District Needs Assessment Report*. The resulting documentation will be utilized as the Program for the Project, the operational needs and requirements of the District to be used as the basis of developing Corporation Yard Build-out Alternatives in Task 2.

Conduct Programming Interviews with representatives of the District and coordinate with RGS to confirm, gather and understand Program information and to document General, Site and Building requirements and user needs including:

- Meetings and communications with RGS to coordinate workspace requirements.
- Facilitate interviews with District staff.
- Follow-up teleconference interviews as may be required.

The Interviews will also be used to solicit input from the participants, their objectives, criteria and concepts of the project, i.e.: to confirm current and future operational needs and to identify existing operational deficiencies image, working environment, employee attraction and retention strategies, employee and visitor amenities, change and growth, and energy and sustainability goals.

Topics to be discussed include:

- Office space requirements and space/furniture standards.
- Customer/Visitor space requirements.
- Support space requirements (rest rooms, locker rooms, lunch room, etc.).
- Inventory of District-owned vehicles, Type, quantity, size, year round vs seasonal use.
- Vehicle parking and access requirements.
- Grounds maintenance and storage.
- Site operations, including vehicular traffic, security and parking and materials storage, inventory control and flow and access to buildings/facilities.
- Operational efficiencies.
- Sustainability.
- Amenities.

The Program Document will document:

- Overall objectives, criteria and concepts of the project, ie: image, client needs, working environment, employee and visitor amenities, change and growth, safety and security.
- In collaboration with District staff and RGS identify:
 - Current and projected staff levels.
 - Space Allocation (SF) Standards.
 - Public Lobbies and Counters.
 - Staff Workstations and Offices.
 - Conference Rooms.
 - Common and Support Area needs
 - Specific technical requirements for Site and Building(s) including grading, paving, HVAC, plumbing, fire protection, electrical, IT, lighting, acoustics and security.
- Opportunities to establish goals that will promote concepts of wellness, sustainability and energy conservation.

UTILITY CONSULTING

Williams+Paddon will prepare preliminary Utility Services Analysis. Williams+Paddon will consult with serving utilities to present proposed Project, determine utility service availability and development improvement criteria from serving utilities.

PROGRESS MEETINGS

Williams+Paddon will facilitate coordination meetings with representatives of District and the Project Team to review progress of the work, determine preferred alternates, solicit feedback and secure approvals to proceed. Attendance by specific Consultants will be based on meeting agenda.

PHASE 1 MEETINGS

Project Initiation Meeting with District

Up to two (2) Meetings with RGS and TAC One coordination meeting and one meeting to review Task 1 findings.

Up to two (2) Program Interview Sessions with District (1/2 day ea)

Up to two (2) Progress Meetings

PHASE 1 DELIVERABLES

Meeting Agendas and Minutes

Program Document

Site / Building Observations

Utility Service Analysis

INFORMATION TO BE PROVIDED BY DISTRICT

Completed programming questionnaires

Cut Sheets/ Specs for Special Equipment

RFP Attachment A (Current Corporation Yard Layout)

RFP Attachment B (Needs Assessment Report) in native digital format

Plans of existing Site and Buildings

Boundary Topo Survey in native digital format

TASK 2 - IDENTIFY AND ANALYZE PROS AND CONS FOR UP TO SIX CORPORATION YARD BUILD-OUT ALTERNATIVES

This Task will identify and analyze pros and cons for up to six (6) alternative Corporation Yard Build-out schemes that meet the forecasted needs through the year 2045 as determined by Task 1. One option shall be "No Action" and at least one option shall be a scalable and phased approach. Pros and cons will be developed utilizing a framework to consistently evaluate and compare the value of different Build-out alternatives including construction cost, scalability/phasing, effectiveness/benefit, etc.

The analysis of up to six alternatives will be presented to District for review. The District will select up to four preferred alternatives to be used as basis for subsequent Tasks.

CORPORATION YARD BUILD-OUT ALTERNATIVES PREPARATION

Based on the Program Document prepared in Task 1, Williams + Paddon will prepare alternative schemes for potential Build-Out of the Corporation Yard. The purpose of this Task is to explore

alternatives and options and develop a Design Concept for the Project. Final Build-Out Alternatives will clearly delineate the design and configuration, of the site and building(s), and define interior spaces, graphically and narratively. Williams+Paddon will:

- Develop alternative approaches to site plan development indicating building footprint, vehicular circulation and parking, landscape area, relationships to existing improvements and notation of project statistics. The Site Plan will be generated in conjunction with Schematic Building Plan.
- Develop Schematic Building Plan(s) and interior space diagrams indicating space adjacencies and tabulations of square footage. Building Plans will be generated in conjunction with Schematic Site Plan.

This Design Phase will include tasks that develops the Project Program into Schematic Build-Out Plans including:

ARCHITECTURAL

- Site plan, vehicular circulation, materials flow and storage.
- Building access.
- Building infrastructure/utility distribution areas.
- Exterior spaces.
- Interior spaces, layouts of full-height rooms and interior enclosed spaces, and open workstations.
- Interior circulation.
- Wellness, sustainability and energy considerations.
- Concept sketches of building exteriors.

CIVIL

- Design parameters for site design that include approval constraints, grading, drainage and paving, and utilities.

STRUCTURAL

- Critical clear span and bay spacing.
- Vertical height requirements.
- Design parameters for specialized systems and equipment.

MECHANICAL, PLUMBING, ELECTRICAL, FIRE SPRINKLERS AND FIRE ALARM

- Define and set system service parameters for basic systems and specialized systems from off-site POE to building MPOE.
- Interior distribution systems narratives.
- Establish energy design goals and performance criteria.

SPECIALIZED EQUIPMENT

- Design performance criteria to integrate the facility with specialized equipment including but not limited to SCADA, security, cameras and access controls.

CORPORATION YARD BUILD-OUT ALTERNATIVES ANALYSIS

Williams+Paddon will prepare comparative analysis of Corporation Yard Build-Out Alternatives including:

- Efficacy of User Areas- Administrative, Field Operations and Materials Storage
- Influences of /Impacts to existing functions – Administration and Operations buildings, Well and Standby Power, Materials Storage, Vacuum Basin and Fleet and Staff Parking
- Influences of /Impacts to existing utility infrastructure
- Access and Security
- Probable construction cost
- Scalability/phasing
- Effectiveness/benefit

PROGRESS MEETINGS

Williams+Paddon will facilitate coordination meetings with representatives of District and the Project Team to review progress of the work, determine preferred alternates, solicit feedback and secure approvals to proceed. Attendance by specific Consultants will be based on meeting agenda.

TASK 2 MEETINGS

Up to three (3) Progress Meetings

Workshop session (1/2 day) with District - Optional Service

TASK 2 DELIVERABLES

Meeting Agendas and Minutes

Corporation Yard Build Out Alternatives - up to six

Analysis of Corporation Yard Build Out Alternatives - up to six

INFORMATION TO BE PROVIDED BY DISTRICT

The District will select up to four preferred Alternatives.

TASK 3 - PREPARE LIFE CYCLE COST ANALYSIS FOR THE DISTRICT'S TOP FOUR SELECTED ALTERNATIVES FROM TASK 2

For each of the four Alternatives selected in Task 2, Williams+Paddon will prepare a Life Cycle Cost Analysis (LLCA).

AGENCY CONSULTING

Based on Alternatives selected in Task 2, Williams+Paddon will prepare Code/Regulatory Analysis and will consult with Planning, Building, Public Works, and Fire Departments (AHJ) to present proposed Alternatives for the Project and solicit feedback.

LIFE CYCLE COST ANALYSIS

Williams+Paddon will prepare a Life Cycle Cost Analysis (LLCA) for each alternative including a “Do Nothing” alternative. LLCA will consider the sum of all recurring and one-time (non-recurring) costs over the full life span of the proposed new or remodeled structures, including purchase price, construction or remodel costs, furniture, fixtures, and equipment cost, operating costs, maintenance and upgrade costs, and remaining (residual or salvage) value at the end of ownership or its useful life.

BOARD OF DIRECTORS (BOARD) MEETINGS

At stages appropriate to the progress of the work, Williams+Paddon will facilitate presentation of Task 3 findings to the Board, to review progress, solicit feedback and secure approval of the Board.

PROGRESS MEETINGS

Williams+Paddon will facilitate coordination meetings with representatives of District and the Project Team to review progress of the work, determine preferred alternates, solicit feedback and secure approvals to proceed. Attendance by specific Consultants will be based on meeting agenda.

TASK 3 MEETINGS

Up to two (2) Progress Meetings

One (1) Meeting with AHJs

One Presentation to the Board

TASK 3 DELIVERABLES

Meeting Agendas and Minutes

Code Analysis

LCCAs Draft

LCCAs Final.

INFORMATION TO BE PROVIDED BY DISTRICT

List and Cost of new Furniture and Fixtures and Equipment

Utility Usage/Billing Information for 2017 and 2018.

TASK 4 - PROVIDE A RECOMMENDATION FOR A PREFERRED ALTERNATIVE

Based on findings from Tasks 1 through 3, Williams+Paddon will recommend a Preferred Alternative with supporting documentation.

SELECTION OF PREFERRED ALTERNATIVE

In collaboration with representatives of the District, Williams+Paddon will evaluate and rank top four Alternatives identified by the District in Task 3. The highest ranking Alternative will be used as the basis for subsequent Tasks.

PROGRESS MEETINGS

Williams+Paddon will facilitate coordination meetings with representatives of District and the Project

Team to review progress of the work, coordinate ranking of preferred alternates, solicit feedback and secure approvals to proceed. Attendance by specific Consultants will be based on meeting agenda.

TASK 4 MEETINGS

Up to two (2) Progress Meetings

TASK 4 DELIVERABLES

Meeting Agendas and Minutes

Ranking of Preferred Alternates

Recommendation of Preferred Alternative

Supporting documentation of Preferred Alternative

INFORMATION TO BE PROVIDED BY DISTRICT

N/A

TASK 5 - DRAFT AND FINAL VERSION REPORT

Task 5 provides for the preparation of a final Report presentation to the District's Board of Directors (Board).

REPORT PREPARATION

Williams+Paddon will prepare a draft report for District review and a final version that incorporates work completed to date including analyses, findings, options, and the Recommended Alternative.

PROGRESS MEETINGS

Williams+Paddon will facilitate coordination meetings with representatives of District and the Project Team to review progress of the Report, solicit feedback and secure approvals to proceed.

TASK 5 MEETINGS

Up to two (2) Progress Meetings

TASK 5 DELIVERABLES

Meeting Agendas and Minutes

Pre-Architectural Planning Study for Corporation Yard Master Plan/Build-Out Report

- *Draft*
- *Final*

INFORMATION TO BE PROVIDED BY DISTRICT

N/A

TASK 6 - PREPARE PRESENTATION MATERIALS AND DELIVER PRE-ARCHITECTURAL STUDY FINDINGS THROUGH TASK 8

Task 6 includes presentation of findings to the Board for policy direction.

BOARD OF DIRECTORS MEETINGS PRESENTATION MATERIALS

At stages appropriate to the progress of the work, Williams+Paddon will prepare presentation materials for use at presentations to the Board of Directors.

BOARD OF DIRECTORS (BOARD) MEETINGS

At stages appropriate to the progress of the work, Williams+Paddon will facilitate presentation of findings to the Board, to review progress, solicit feedback and secure approval of the Board, including meetings with individual Board Members and at Board of Directors meetings.

PROGRESS MEETINGS

Williams+Paddon will facilitate coordination meetings with representatives of District and the Project Team to review proposed agendas and materials to be presented at Board meetings.

TASK 6 MEETINGS

Up to two (2) Progress Meetings

Up to three (3) meetings with individual Board Member.

Up to two (2) Board of Directors Meetings

TASK 6 DELIVERABLES

Progress Meeting Agendas and Minutes

Presentation Materials /Exhibits

INFORMATION TO BE PROVIDED BY DISTRICT

N/A

TASK 7 - PRE-DESIGN REPORT/SCHEMATIC DESIGN OF THE PREFERRED ALTERNATIVE

Task 7 includes the preparation of a Pre-Design Report/Schematic Design to include:

- *Project Goals.*
- *Project Scope.*
- *Site Analysis.*
- *Building Program – Specific use intended for the buildings, programming of spaces establishing the size, location, and relationships between the spaces.*
- *Zoning Analysis/Code Analysis including accessibility requirements.*
- *Master Site Plan of the Preferred Alternative.*

- *Building Space Plan(s).*
- *Exterior Elevations*
- *Phasing Plan(s) indicative of potential incremental improvements through 2045.*
- *Project Schedule and Phasing.*
- *Estimate of Probable Project Costs.*

SCHEMATIC DESIGN

Based on the Preferred Alternative determined by Tasks 4, 5 and 6, Williams+Paddon will prepare Schematic Design documents to establish relationships, forms, size and appearance of the project.

ESTIMATE OF PROBABLE CONSTRUCTION COST

Based on 100% Schematic Design Development approved by District, Williams +Paddon will prepare an Estimate of Probable Construction Cost. The Estimate will consider anticipated cost of construction, factors for escalation (inflationary effects on construction materials and labor), and contingencies (for project unknowns). Estimate will be formatted to be indicative of potential phased/incremental improvements through the year 2045.

AGENCY CONSULTING

Williams+Paddon will update Code/Regulatory Analysis. Utilizing the Code/Regulatory Analysis Williams+Paddon will consult with City Building, Public Works, and Fire Departments to present proposed Project and solicit feedback.

PROGRESS MEETINGS

At stages appropriate to the progress of the work, Williams+Paddon will facilitate Progress Meetings with representatives of District and other members of the Project Team to review and discuss progress of the work, determine preferred alternates and secure approval to proceed.

TASK 7 MEETINGS

Up to three (3) Progress Meetings
One (1) meeting with AHJs

TASK 7 DELIVERABLES

Meeting Agendas and Minutes

Schematic Design Drawings (Progress sets at 35%, 70% and final)

- *Civil: Preliminary Grading, Paving, and Utility Plans.*
- *Architectural: Site Plan, Code Analysis Plan, Floor Plan, Roof Plan, Exterior Elevations, Reflected Ceiling Plan.*
- *Interior Design: Finish Materials and Color Palettes. Structural: Preliminary Foundation, Floor Framing, and Roof Framing Plans.*
- *HVAC: Mechanical Systems Narrative Equipment*
- *Plumbing: Plumbing Systems Narrative , Fixture Selections*
- *Electrical: Electrical Systems Narrative Fixture Selections*

Updated Code Analysis

Estimate of Probable Construction Cost

INFORMATION TO BE PROVIDED BY DISTRICT

N/A

TASK 8 - CORPORATION YARD MASTER PLAN

Task 8 includes the preparation of Corporation Yard Master Plan incorporating the Pre-Design Report and Schematic Design into a final Master Plan Document.

CORPORATION YARD MASTER PLAN PREPARATION

Williams+Paddon will collate the Pre-Design Report and Schematic Design into a final Master Plan Document that outlines a phased implementation approach to meet District's requirements through the year 2045.

PROGRESS MEETINGS

At stages appropriate to the progress of the work, Williams+Paddon will facilitate Progress Meetings with representatives of District and other members of the Project Team to review and discuss progress of the Master Plan and secure approval to proceed.

TASK 8 MEETINGS

Up to two (2) Progress Meetings

TASK 8 DELIVERABLES

Meeting Agendas and Minutes

Corporation Yard Master Plan

- *Draft Preliminary*
- *Draft Final*
- *Final*

INFORMATION TO BE PROVIDED BY DISTRICT

N/A

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G. BACKGROUND & EXPERIENCE

1. **Williams + Paddon Architects + Planners, Inc.** is a California Corporation with its Corporate Office located at 2237 Douglas Boulevard, Suite 160, Roseville, California. Founded in 1981 by Jim Williams and Jack Paddon, the firm has been guided since the beginning by the belief that quality architecture requires a continuing commitment to design excellence, technological leadership, responsive service, sound business practice and environmental stewardship.

2. Our team has 37 years of experience with planning, designing and executing public and private projects that are timeless, fiscally responsible, highly functional, flexible, durable and resource conserving. Over 60% of our work is done for public sector clients, many who have given us the opportunity to do repeat work for them.

We have teamed with the best consultants in the region and leverage these relationships as needed to improve the success of our clients' projects. We consistently benchmark costs, engineering services, contractors and delivery methods for the best possible outcomes. A complete understanding of priorities for successful project delivery, choices with respect towards client budget and schedule and expertise of responsive guidance and service is our forte.

We combine client partners, design and construction consultants and jurisdictional agencies as one interconnected team. With this type of collaboration process, communication among team members creates the best possible end result.

We provide innovative architectural services and demonstrate timely performance on all of our projects. Our schedules track the approval process and other related items that may impact timing of the project with clear, concise team communication. The Project Manager will oversee the entire team, assemble project schedules, and review the progress on each task weekly, to ensure conformance to the pledged dates.

The Williams + Paddon Team consists of highly creative and thoughtful design professionals that, in addition to core elements of functionality and

sustainability, will consider the user's experience in the planning and design process.

Leaders in sustainable design, our team has the experience, knowledge base and passion to pursue strategies and policies promoting sustainability, WELL Building Standards, LEED practices, Net-Zero and Net Positive Energy solutions for development phasing, construction and facilities operations and maintenance.

Our firm is composed of diverse people with strong backgrounds in design, education and individual cultural experiences. This mix offers a truly synergistic and creative energy which we use to inspire and challenge each other in the design process. Coupled with a shared passion for community and the environment, this creative energy allows Williams + Paddon to bring a level of excellence in responsiveness to design problems that not only answers to the functional aspects, but also satisfies, inspires and delights beyond expectation

3. Location of office that will serve the Citrus Heights Water District is:

2237 Douglas Blvd. Ste. 160, Roseville, CA 95661

We have a second office located at
1715 R Street, Ste. 200, Sacramento, CA 95811

4. Team members who will provide the services described in this RFP are introduced on the following pages.

GREG TONELLO AIA, LEED AP

Principal in Charge/Quality Assurance



EDUCATION

- Bachelor of Architecture
Cal Poly State University
San Luis Obispo

CREDENTIALS

- Architect: CA C18650
- Leadership in Energy and Environmental Design, Accredited Professional (LEED AP)
- CalOES Safety Assessment Program Evaluator

INVOLVEMENT

- American Institute of Architects (AIA)
- International Conference of Building Officials (ICBO)

With 35 years of experience with Williams + Paddon, Greg brings to projects a wealth of knowledge gained on a variety of project types. His diverse professional experience and background in project management, sustainable design and construction administration provide an astute understanding of the issues that contribute to a project's successful implementation, from consultation with users, staff and consultants, to management of budgets and schedules. Greg's duties encompass the oversight of projects from programming through construction close-out. He is responsible for working with project managers to select and assign staff, monitor schedule and budget and ensure that the project is consistent with program requirements. Greg is responsible for maintaining the Client-Project Team relationship and assuring that the process and delivery of the project exceeds our client's expectations. His depth of knowledge has been exemplified in public and private projects, including civic and corporate offices, retail and commercial facilities, and warehousing.

EXPERIENCE

- Sacramento Area Sanitation District – Headquarters and South Area Corporation Yard
- South Placer Metropolitan Utility District Corporation Yard Master Plan
- Roseville Corporation Yard Assessment
- Sacramento Area Sanitation District - North Area Corporation Yard Condition and Needs Assessment
- Solano Irrigation District Headquarters Facilities Assessments
- Placer County Government Center Master Plan
- Merced County Mental Health Tenant Improvements
- Placer County Fairgrounds Master Plan and Renovations
- Roseville Electric Space Assessment
- Roseville Electric Operations Center
- Roseville Telephone Headquarters and Corporation Yard
- Placer Mosquito and Vector Control District Headquarters
- Merced County Hospital Re-Use Study
- South Lake Tahoe Recreation Center Assessment and Remodel Planning

JARED POULSEN, AIA

Project Manager/Senior Planner/Project Architect



Throughout Jared's career in architecture and urban design he has focused on a variety of planning projects that range from a few acres to over 20,000. He works closely with the client to ensure project goals are met while creating a unique sense of place for each design. His experience in the design and management of campus plans, resort communities, mixed-use and community development allow him to bring a breadth of expertise to each project. His designs have been described as vibrant destinations that elevate the community experience, and have been recognized by the AIA (American Institute of Architects) as exemplary developments.

EDUCATION

- Master of Architecture, Boston Architectural College, Boston, Massachusetts
- Bachelor of Arts - Urban Planning and Design, University of Missouri, Kansas City, Missouri

CREDENTIALS

- Architect: CA C18650

INVOLVEMENT

- American Institute of Architects (AIA)
- Urban Land Institute (ULI)
- Roseville Chamber of Commerce

EXPERIENCE

- Placer County Government Center Master Plan
- Placer County Fairgrounds Reno & Site Master Planning and Site Design
- Kings Beach Mixed Use Master Plan
- Jackson Township - Specific Plan & Design Guidelines
- The Highlands Master Plan*
- Elm Court Master Plan and Feasibility Study*
- Beaver Dam Farms Master Plan*
- Zammin UUD - Free Economic Trade Master Plan*
- Orquedea del Mar Master Plan*
- Incline Village Town Center Specific Plan and Feasibility Study*
- South Bay Lifestyle Center Masterplan*
- Horizon Charter School - Lincoln Campus Plan
- Placer Christian High School Campus Master Plan and Site Design
- Roseville High School Modernization, Masterplan, Miscellaneous renovation/modernization
- Oakmont High School

*prior to W+P

KRISLYN LOUNSBURY, IIDA, CID, LEED AP

Programming/Space Planning



Krislyn has served as Programmer for a variety of project types, She works closely with Architects and Clients to develop projects from initial design and space planning through project completion. Krislyn is well versed in meeting with owners and users to develop and prepare needs assessments to meet both the facility requirements and qualitative user needs. She also enjoys learning how each client operates in order to make recommendations to improve their workspace environment, and is an excellent facilitator throughout each project because of her technical skill and keen eye for detail, especially on complex projects. Her methods of communication, organization, and coordinating in-house design teams with outside consultants, contractors and engineers have resulted in several repeat clients.

EDUCATION

- Bachelor of Arts.
Interior Design
California State University,
Sacramento

CREDENTIALS

- Certified Interior Designer
(CID): CA 6188
- National Council of Interior
Design Qualification
(NCIDQ): 22049
- Leadership in Energy and
Environmental Design,
Accredited Professional
(LEED AP)

INVOLVEMENT

- International Interior
Design Association (IIDA),
Professional Member
- Commercial Real Estate
Women (CREW)

EXPERIENCE

- County of El Dorado Buildings
A&B Renovation, Placerville
- Sacramento Metro Chamber
of Commerce Office Tenant
Improvement, Sacramento
- Judicial Council of California,
New Courthouse, Sonora*
- GSA (General Services
Administration) IRS Tenant
Improvement*
- CA DGS (California Department
of General Services) Department
of Rehabilitation Tenant
Improvement*
- CA DGS (on-call), Fresno ADA
Barrier Removal*
- California Grocers Association
Tenant Improvement,
Sacramento
- The Cannery Mixed-Use, Davis
- Northview Medical Office
Building, Merced
- Natural Results Surgery Center,
Folsom
- Quantum Care
- Cooperative Personnel Service
- Human Resources Tenant
Improvement, Sacramento
- AECOM Office Tenant
Improvement, Sacramento
- California Independent Petroleum
Association (CIPA) Tenant
Improvement, 1001 K Street*

SUBCONSULTANTS

CIVIL ENGINEER - GHD

MATT WEBER, PE | Principal in Charge - GHD

Matt has 27 + years of civil engineering experience that includes engineering with an emphasis in planning, permitting, design and construction support services for water and wastewater infrastructure and site development projects for public clients. Matt's work on site development projects over the last 10 years has included over 30 projects providing design for grading and drainage, site utilities, site layout including parking lots, security fencing and ADA path of travel. His water projects have included water mains, water treatment plant improvements, water storage tanks, pressure reducing stations, hydraulic analysis, canals, raw water pipelines, pump stations, valves, meters and other appurtenances. Matt has been Principal or Project Manager on several projects for PCWA like the Caperton Siphon Project, Mount Vernon Road Intertie and Sunset Water Treatment Plant Improvements. Similarities to this project included design of PCWA potable water lines, raw water piping, coordination of Placer County encroachment permit, grading and drainage, site utilities and traffic control plans.



LANDSCAPE ARCHITECT - YAMASAKI LANDSCAPE ARCHITECTURE

JEFFREY M. AMBROSIA, ASLA | Owner

Jeff brings a vast array of knowledge and experience to Yamasaki Landscape Architecture. Honoring the tradition of a company that is over 100 years old, Jeff has continued to grow the company and expand its services in new directions such as sustainability and water conservation. Sensible growth has positioned the company to be a major provider of landscape consulting services in the California market. His acute attention to detail along with a fundamental "hands-on" experience through the years both in landscape architecture and construction provides an added level of foresight and expertise which ensures the success of a project.



STRUCTURAL - BUEHLER ENGINEERING

BILL RADER, SE | Senior Principal | Principal-in-Charge

Bill Rader is a Senior Principal for Buehler. With 34 years of structural design experience, he has been involved in all phases of the design and construction process. He has a broad background and working knowledge of all material types. Bill is also a member of SEAOC and served two years on the SEAOC exam committee. As Principal-in-Charge, Bill is responsible for the overall project schedule and internal project production and coordination.



MECHANICAL, PLUMBING, ELECTRICAL & FIRE PROTECTION LP CONSULTING ENGINEERS

SEAN POURVAKIL, PE, LEED AP | President/CEO/Principal

Mr. Pourvakil is currently, the President and CEO of LP Consulting Engineers, Inc., Mr. Pourvakil has 31 years of experience and is responsible for the mechanical design, documentation and commissioning on a variety of projects in the civic, educational, commercial and public safety sectors. Sean is dedicated to sustainable design to conserve natural resources, improve indoor air quality and maximize the value of the building for both the owner and occupants.



After graduating with a Bachelors of Science degree in Mechanical Engineering from California State University, Fresno, Mr. Pourvakil started his career in consulting engineering with Schoenwald, Oba, Morgensen, Pohll, Miller, Inc. in Fresno, CA. In 1988, Sean joined Lencioni Associates in Clovis where he served as a Project Manager until 1998. In 2001 he started his own company, EnerCal Engineering, Inc. in Roseville, CA. which has grown into LP Consulting Engineers, Inc.

JAMES LIM | Electrical Design/Project Manager

James Lim has over 39 years of experience in Electrical Design and over 22 years of experience in Project Management. Mr. Lim has performed electrical analysis, design, calculations, specifications and cost estimates for a wide range of electrical systems to comply with all applicable codes to meet the client's requirements and construction budget. The electrical systems include low and medium voltage power systems; lighting, communications, fire alarm and security alarm systems, and design for energy conservation. He has been responsible for the complete design and construction of numerous of projects in a variety of applications.



JASON DEDORA, PE, LEED AP | Associate/Project Manager

Jason DeDora has 17 years of experience in Mechanical Engineering. Mr. DeDora has been responsible for the design of a wide variety projects in many different applications He is currently the Production Manager and Project Manager for LP Consulting Engineers, Inc. in Roseville, Ca. Responsible for HVAC and plumbing design; project management; energy conservation and compliance analysis.



COST CONSULTING - CUMMING

RYAN ZUEHLKE, LEED AP | Associate Director - Cumming Corporation

Ryan is a construction management professional with more than 14 years of experience in estimating, project management support, scheduling, and contracts. His responsibilities include preparing cost estimates from construction documents, estimate and takeoff quantities for all design phases, communicating and obtaining bids from vendors and subcontractors, ensuring approved project budget and schedule are maintained and identifying cost savings while maintaining the integrity of the design.

Ryan is a hard-working, dedicated, and client focused cost manager. He has worked on both the consulting and construction sides of the industry, bringing a unique perspective to each of his projects. Additionally, Ryan has experience serving on a construction safety committee with expertise in ensuring that jobsites meet project and OSHA requirements for safety.



5. . REFERENCES

Rosemary Clark, Director of Operations, Sacramento Area Sewer District | 10060 Goethe Road, Sacramento, CA 95827 | 916.875.6663 | clarkr@sacsewer.net

Herb Niederberger, General Manager, South Placer Municipal Utility District | 5907 Springview Dr. Rocklin, CA 95677 | 916.786.8555 | hniederberger@spmud.ca.gov

Joel Buettner, General Manager, Placer Mosquito & Vector Control District | 2021 Opportunity Drive, Roseville, CA 95678 | 888.768.2343 | joelb@placermosquito.org

Steve Newsom, Deputy Director of Capital Facilities, Placer County Government Center | 11476 C Avenue, Auburn, CA 95603 | 530.886.4900 | snewsom@placer.ca.gov

Robert Y. Dinuzzo, AIA, Supervising Architect, Merced County Department of Public Works | 345 W. 7th Street, Merced, CA 95340 | 209.756.3571 | rdinuzzo@countyofmerced.com

Kelly Ehrman, Superintendent, Roseville Public Cemetery District | 421 Berry Street, Roseville, CA 95678 | 916.783.3131 | kellyrpcd@surewest.net

See pages 25-29 for Project References.

PROJECT REFERENCES

SACRAMENTO AREA SANITATION DISTRICT

Sacramento, CA | Headquarters and South Area Corporation Yard

Contact: Rosemary Clark, Director of Operations | 916.875.6663



Description

The Sacramento Area Sewer District project consists of a two-story, 132,400 SF building housing Administrative Offices and Field Crew functions; a 40,000 SF Warehouse and Water Quality Lab building; a 4,000 SF central plant building, Vehicle Wash Building and a 20-acre Corporation Yard including covered storage, materials bins, and space for future Vehicle Maintenance, situated on approximately 23 acres. Program elements include administrative, engineering and field operations office space, conference space (internal and community), laboratory, wellness center, warehousing/shops, a corporation yard, vehicle wash bays and outdoor spaces for meetings, breaks and exercise.

The project presented a tremendous opportunity to be a landmark facility for the District, their staff and their customers. For the District, the ability to convey a lasting civic impression of permanence and value, leadership in resource efficiency and a higher customer satisfaction level, resulting in LEED Gold Certification; for staff, an enhancement of workplace quality and productivity and increased well-being for staff; and for the public, the opportunity to conduct business with the District.

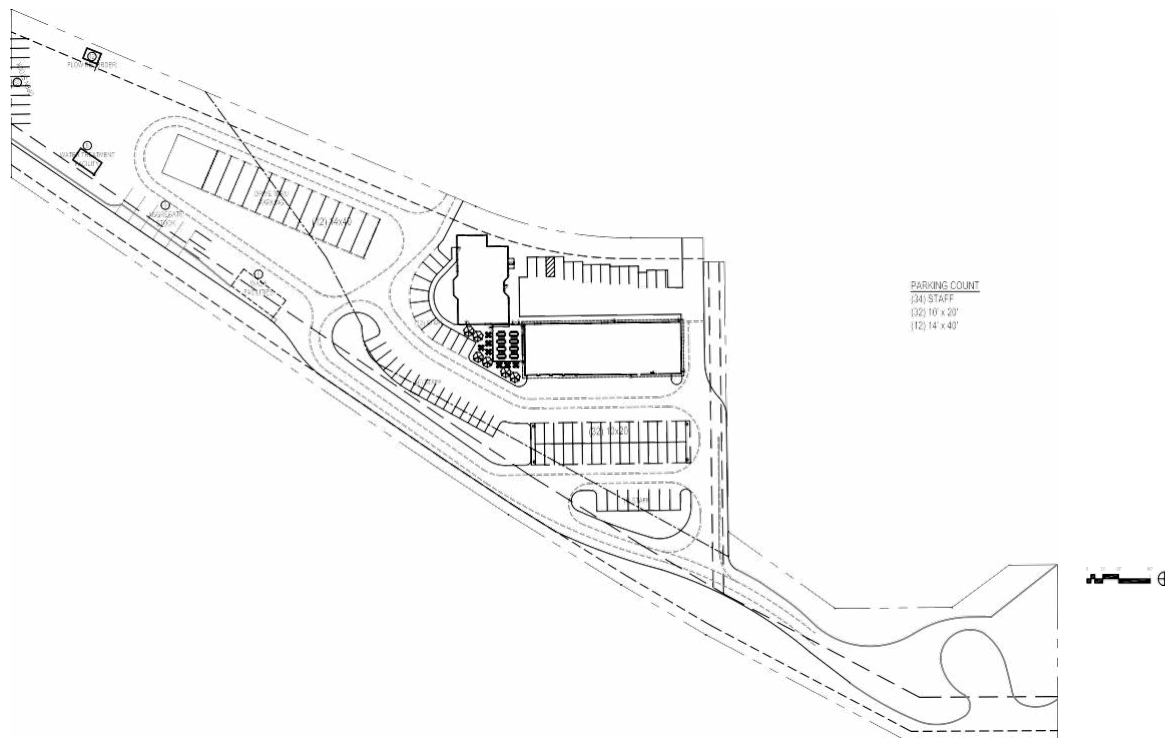
The project was driven by the need to centralize geographically separated functions from overcrowded, inefficient facilities to a District-owned, comprehensive location. District growth projections dictated a need to maximize flexibility to accommodate changes in department sizes and adjacencies and shifts in work space environments. Williams + Paddon provided extensive programming and planning services through several different reorganizations of which employees would be based in the new offices.

Services included Entitlements processing, Public Outreach, Programming, Site Master Planning, Preparation of Design, Plans, Specs and Estimates and Construction Administration during construction of the Project.

SOUTH PLACER MUNICIPAL UTILITY DISTRICT

Rocklin, CA | Corporation Yard Master Plan

Contact: Herb Niederberger, General Manager | 916.786.8555



Description

Project consisted of the preparation of a 10-year Master Plan for the District's existing Corporation Yard facilities, Buildings and Site functions which include covered parking, fueling facilities and equipment parking on approximately 4.3 acres of land.

Services included facility and space needs assessments, information gathering, growth projections, identification of potential improvements, analysis of District site for opportunities and constraints for potential improvements; development of Master Plan recommendations and site layout options for the District's use in future building and site improvements, planning, and/or expansion.

PLACER MOSQUITO & VECTOR CONTROL DISTRICT

Roseville, CA | Programming, Space Planning & Design

Contact: Joel Buettner, General Manager | 888.768.2343



Description

The Placer Mosquito and Vector Control District (PMVCD) project consisted of a needs assessment, conditions assessment and conceptual design services in connection with PMVCD's desire to relocate its offices, lab, maintenance and storage facilities to an existing building at 2021 Opportunity Drive, Roseville, CA. The Project consisted of development of potential site and building improvements, remodel and upgrades, deemed necessary and/or beneficial to PMVCD in meeting their functional requirements, building codes and accessibility requirements, serviceability and energy savings strategies for approximately 27,300 sf of office, tech and workspace tenant improvements and 18,750 sf of warehouse space.

PLACER COUNTY GOVERNMENT CENTER

Auburn, CA | Master Plan

Contact: Steve Newsom, Deputy Director of Capital Facilities | 530.886.4900

Description

The Placer County Government Center Master Plan Project consisted of the preparation of a 20-year Master Plan for the 200-acre Placer County Government Center. The Master Plan includes County Offices, Justice Center and Corporation Yard facilities; a 10-acre Community Commons green space surrounded by a vibrant mix of potential uses including Commercial, Residential, Hotel and Market Space to feature locally sourced products and produce. In addition, new government buildings were identified. These areas are connected through a system of bicycle routes and pedestrian trails.

Services included assessments of existing facilities, space needs and utilities infrastructure, growth projections, identification of potential improvements, sizing of potential buildings, parking, site amenities, an analysis of site for opportunities and constraints for potential improvements. Additionally, services included the development of the Government Center Site Master Plan, tiered in 4, five-year Implementation Plans and Implementation Plan Cost Analysis and Design Guidelines and Design Standards.



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H PROJECT COST (REVISED JULY 2, 2019)

Our services are inclusive of Consulting Services of:

- └ Architects., Programmers and Space Planners
- └ Civil Engineer
- └ Structural Engineer
- └ Mechanical Engineer
- └ Electrical Engineer
- └ Cost Estimating Consultant

Understanding that the Teams professional services are dependent on a range of factors we present our fees for Services described in the Report Tasks/Scope of Work section of Proposal it is proposed that compensation to be billed on a fixed fee basis as follows:

PROFESSIONAL SERVICES FEES

TASK 1 – STAFF PROJECTIONS AND SPACE CONFIGURATION VALIDATION	\$	30,930	
Architecture/ Planning	18,840		
Civil Engineer	4,305		
Structural Engineering	3,620		
Mechanical/Plumbing	2,235		
Electrical Engineering	1,930		
 TASK 2 - IDENTIFY AND ANALYZE PROS AND CONS FOR UP TO SIX CORPORATION YARD BUILD-OUT ALTERNATIVES	 \$	 35,255	
Architecture/ Planning	19,171		
Civil Engineer	5,954		
Structural Engineering	4,605		
Mechanical/Plumbing	2,750		
Electrical Engineering	2,775		
 TASK 3 - PREPARE LIFE CYCLE COST ANALYSIS FOR THE DISTRICT'S TOP FOUR SELECTED ALTERNATIVES FROM TASK 2	 TASK 3- CONCEPTUAL DESIGN DEVELOPMENT	 \$	 14,725
Architecture/ Planning	8,230		
Mechanical/Plumbing	2,300		
Electrical Engineering	925		
Cost Estimating Consultant	3,270		
 TASK 4 - PROVIDE A RECOMMENDATION FOR A PREFERRED ALTERNATIVE	 \$	 3,485	
Architecture/ Planning	2,295		
Mechanical/Plumbing	450		
Electrical Engineering	740		

TASK 5 - DRAFT AND FINAL VERSION REPORT\$ 18,760

Architecture/ Planning	10,070
Civil Engineer	2,575
Structural Engineering	3,340
Mechanical/Plumbing	1,850
Electrical Engineering	925

**TASK 6 - PREPARE PRESENTATION MATERIALS AND DELIVER
PRE-ARCHITECTURAL STUDY FINDINGS THROUGH TASK 8\$ 15,055**

Architecture/ Planning	11,089
Civil Engineer	3,966

**TASK 7 - PRE-DESIGN REPORT/SCHEMATIC DESIGN OF
THE PREFERRED ALTERNATIVE\$ 50,455**

Architecture/ Planning	21,189
Civil Engineer	11,728
Structural Engineering	3,930
Mechanical/Plumbing	2,570
Electrical Engineering	4,450
Cost Estimating Consultant	6,578

TASK 8 - CORPORATION YARD MASTER PLAN.....\$ 20,845

Architecture/ Planning	11,735
Civil Engineer	4,620
Structural Engineering	1,470
Mechanical/Plumbing	1,925
Electrical Engineering	1,095

TOTAL ESTIMATED SERVICES FEE.....\$ 189,500

RECOMMENDED ALLOWANCES

Reimbursable Expenses\$ 2,500

Reimbursable Expenses are in addition to Services Fees and include actual expenditures made by the Architect and the Architect's employees and consultants in the interest of the Project including Reproductions, shipping, postage, renderings, models and mock-ups, and automobile mileage.

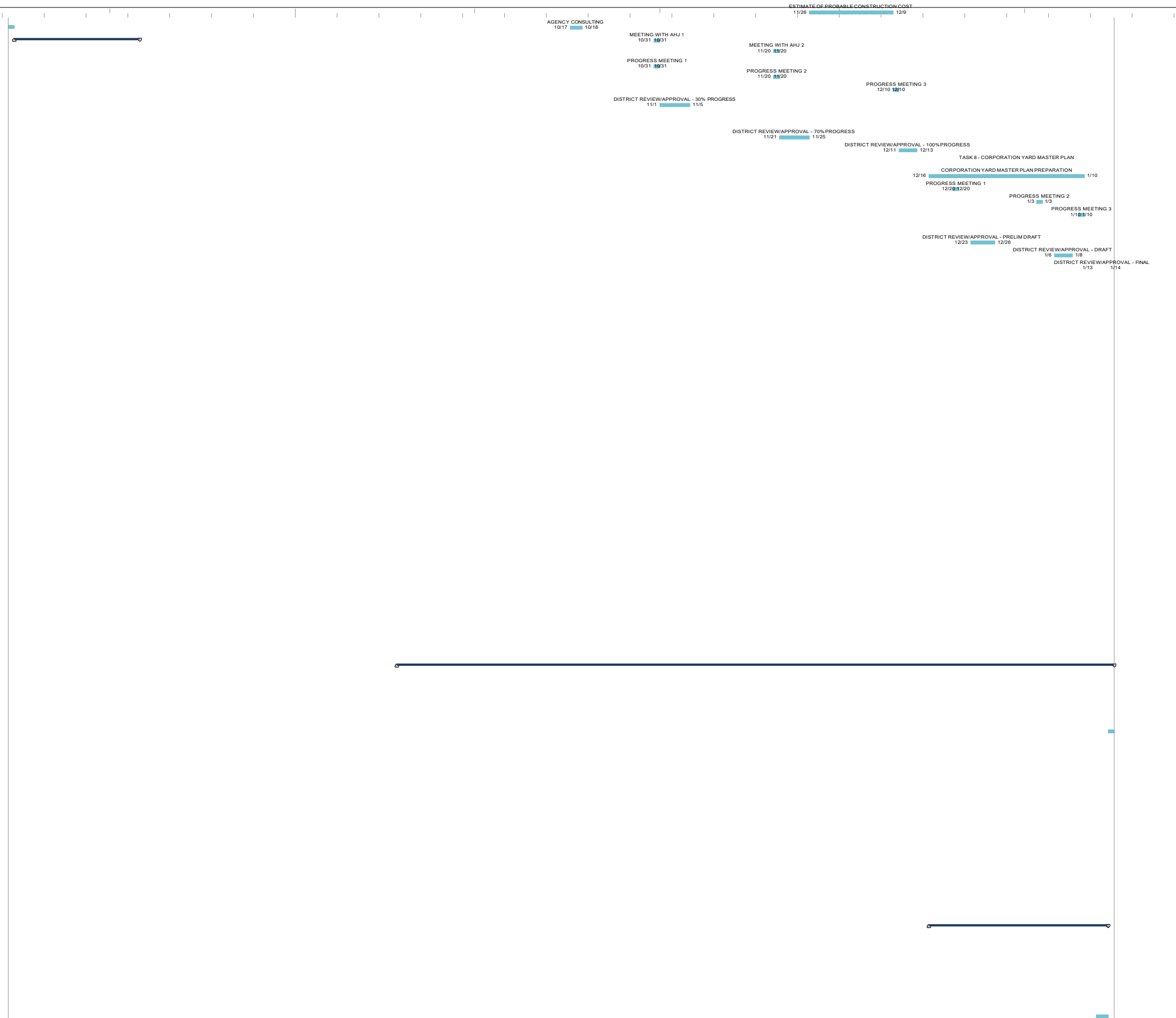
To assure efficiency and effectiveness of the Districts resources, both time and financial, Williams+Paddon recommends a Scoping Session attended by the District, Williams+Paddon and each Consultant prior to final agreement. The Scoping Session will allow confirmation of the District's desired outcomes and expectations for each Task and each Discipline, and eliminate overlaps and gaps in scope, if any.



SCHEDULE



65	PROGRESS MEETING 2	1 day	Wed 11/20	Wed 11/20
66	PROGRESS MEETING 3	1 day	Tue 12/10	Tue 12/10
67	DISTRICT REVIEW/APPROVAL - 30% PROGRESS	3 days	Fri 11/1	Tue 11/5
68	DISTRICT REVIEW/APPROVAL - 70% PROGRESS	3 days	Thu 11/21	Mon 11/25
69	DISTRICT REVIEW/APPROVAL - 100% PROGRESS	3 days	Wed 12/11	Fri 12/13
70	TASK 8 - CORPORATION YARD MASTER PLAN	22 days	Mon 12/16	Tue 1/14
71	CORPORATION YARD MASTER PLAN PREPARATION	20 days	Mon 12/16	Fri 1/10
72	PROGRESS MEETING 1	1 day	Fri 12/20	Fri 12/20
73	PROGRESS MEETING 2	1 day	Fri 1/3	Fri 1/3
74	PROGRESS MEETING 3	1 day	Fri 1/10	Fri 1/10
75	DISTRICT REVIEW/APPROVAL - PRELIM DRAFT	4 days	Mon 12/23	Thu 12/26
76	DISTRICT REVIEW/APPROVAL - DRAFT	3 days	Mon 1/6	Wed 1/8
77	DISTRICT REVIEW/APPROVAL - FINAL	2 days	Mon 1/13	Tue 1/14



J

Williams + Paddon Architects + Planners would appreciate the opportunity to discuss the following items in the **Districts Professional Services Agreement**:

- Article 12 - INDEMNIFICATION.

“To the extent permitted by law, Consultant shall indemnify and hold HARMLESS BUT SHALL HAVE NO OBLIGATION TO DEFEND the District, its officials, officers, employees, and volunteers, LIABILITY FOR damage or injury of any kind, in law or equity, to property or persons, including wrongful death, (collectively, “Claims”) TO THE EXTENT ACTUALLY CAUSED BY THE NEGLIGENT acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant’s services, the Project or this Agreement. Notwithstanding the foregoing, to the extent Consultant’s services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that ARE ACTUALLY CAUSED BY the negligence, recklessness, or willful misconduct of the Consultant. Consultant’s obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, agents or volunteers.”

For insurability purposes any duty to defend which is not omitted or defined as a reimbursement to the extent of the adjudicated negligence will present insurability issues.

K

ADDITIONAL PROJECT EXPERIENCE

Client: Sacramento Area Sewer District

Project: North South Area Corporation Yard Assessment

Project Type: Sewer Satellite Offices, Warehouse, Vehicle Maintenance and Corporation Yard

Services: Facility Assessment and User Needs Assessment, Recommendations for Proposed Improvements, Estimates of Probable Cost

Reference: Sonny Lunde, Sr Civil Engineer | 916.876.6160

Client: Solano Irrigation District

Project: Headquarters Facilities Assessments and Master Plan

Project Type: Irrigation District Headquarters, Warehouse, Vehicle Maintenance and Corporation Yard

Services: Facility Assessment and User Needs Assessment, Recommendations for Proposed Improvements, Site and Building Plan Alternatives for existing Site and a new Site, Evaluation of efficiencies of proposed alternatives for the existing Site and new Site, Estimates of Probable Cost

Reference: Paul Fuchslin Director of Engineering | 707.455.4020

Client: Roseville Electric Utility

Project: Multiple Projects – Assessments, Master Plans, New Building(s), Expansions, Tenant Improvements Space Planning

Project Type: Utility Headquarters, Dispatch Center, Warehouse and Corporation Yard

Services: User Needs Assessment, Recommendations for Proposed Improvements, Site, Building and Tenant Improvement Design and Plans, Specs and Estimates of Probable Cost, Construction Administration

Reference: Michelle Bertolino Electric Utility Director | 916.774.5603

Client: City of Roseville

Project: Corporation Yard Assessment

Project Type: City Corporation, Water Utility Headquarters, Warehouse and Corporation Yard

Services: User Needs Assessment, Recommendations for Proposed Improvements, Estimates of Probable Cost

Reference: Dan Allen, Facility Manager | 916.774.5742

SUBCONSULTANTS - ADDITIONAL INFORMATION

CIVIL ENGINEER - GHD

GHD is one of the world's leading professional services companies operating in the global markets of water, energy and resources, environment, property and buildings, and transportation. We provide engineering, environmental and construction services to private and public sector clients. We are proud to serve local, state and federal government agencies as well as a broad spectrum of private clients.



Established in 1928 and privately owned by our people, GHD operates across five continents – Asia, Australia, Europe, North and South America. We employ more than 9500 people in 200+ offices to deliver projects with high standards of safety, quality and ethics across the entire asset value chain. Driven by a client-service led culture, we connect the knowledge, skill and experience of our people with innovative practices, technical capabilities and robust systems to create lasting community benefits.

Committed to sustainable development, GHD improves the physical, natural and social environments of the many communities in which we operate. We are guided by a Practice Quality Management System, ISO 9001:2015 and an Environmental Management System, ISO 14001:2004 which are certified by Lloyds Register Quality Assurance.

GHD has been serving Northern California communities since 1950 and our team has a long history of working collaboratively with municipalities, agencies, special districts, Federal and the State in the region. Our success is the result of innovative design and management solutions combined with sensitivity to economic considerations.

With fifteen offices in California including two offices in the Sacramento area in Cameron Park and Roseville, GHD maintains a communal interest in the sustained prosperity of the greater Sacramento area. We are proud of the high-quality, long-lasting projects we've designed throughout Northern California and look forward to the opportunity to serve and improve our communities, like those served by Placer County Water Agency, where several of our staff live and work.

PROJECT EXPERIENCE

- Placer County Water Agency On-Call Civil Engineering Services
- San Juan Water District On-Call Engineering Services
- El Dorado Irrigation District On Call Professional Services General Engineering Contract
- Placer County Water Agency Mount Vernon Road Intertie Pipeline, Auburn
- Placer County Water Agency Hayford Flume #2 Replacement Water Agency, Auburn
- Placer County Water Agency Caperton Siphon Repair, Rocklin
- Placer County Water Agency Sunset Water Treatment Plant Improvements, Auburn
- CA Military Department Field Maintenance Shop Modernization, Los Alamitos
- City of Galt Corp Yard Maintenance Facility
- CDCR California Health Care Facility Pump Station and Storage Tanks, Stockton
- CDCR Water Treatment Plant Filter Backwash Recycling Improvements, Vacaville
- CDCR Total Trihalomethane (TTHM) Reduction Project, Imperial
- Water Treatment Plant Compliance Studies Jamestown
- CDCR -Two 0.75MG Water Storage Tanks, Folsom

LANDSCAPE ARCHITECT - YAMASAKI LANDSCAPE ARCHITECTS

Yamasaki Landscape Architecture is a professional consulting firm that incorporates its familiarities and knowledge of Placer, Nevada and Sacramento Counties to provide a history of award-winning designs. The firm serves educational, commercial, recreational, industrial, institutional, and residential clients locally and throughout California.



Complete consultant services are achieved through a diverse spectrum of expertise, which includes landscape architecture, planning, and construction. Yamasaki Landscape Architecture prides itself in its ability to create detailed designs for both large and small-scale projects. The firm maintains the highest standards of design that is achieved within realistic budgetary constraints.

In addition to landscape architecture and planning services, our firm specializes in drought tolerant planting design, irrigation auditing and ornamental horticulture. As LEED Accredited Professionals and through certification by the Irrigation Association (IA) in 1993 as Certified Landscape Irrigation Auditors, Yamasaki Landscape Architecture has taken a proactive approach to sustainable design for nearly two decades.

PROJECT EXPERIENCE

- City of Roseville Civic Center
- City of Roseville Corporation Yard
- City of Roseville Electric
- City of Lincoln Corporation Yard
- Lincoln City Hall
- PCWA Administration Building, Auburn
- PCWA Corporation Yard, Auburn
- PCWA Heritage Center, Ophir
- PCWA Sierra Center, Auburn
- Placer County Community Development Resource Agency, Auburn
- Placer County Library, Auburn
- Placer County Office of Education, Auburn
- San Juan Water District Entry Landscaping, Folsom
- Sun City Lincoln Hills 2MG Tank Screening Project, Lincoln
- Sun City Lincoln Hills 5MG Tank Screening Project, Lincoln
- PCWA Foothill Raw Water Supply, Ophir
- PCWA Ophir Water Treatment Plant, Ophir
- Cal Am International Drive Pump Station, Sacramento
- Lathrop Wastewater Treatment Facility – Phase I & II
- Merced Wastewater Treatment Facility
- Rio Vista Wastewater Treatment Facility
- Woodlake Wastewater Treatment Facility

STRUCTURAL ENGINEER - BUEHLER

At Buehler, we expect more of ourselves. We routinely transcend the ordinary to develop creative and sophisticated designs by actively thinking beyond the structural realm. We see more than just structure; we see the vision of our clients and the unlimited potential to create incredible spaces where life happens and people thrive.



Buehler engages with our clients from day one to fully understand the vision and goals of each stakeholder. Experience tells us each project has a specific combination of objectives and constraints. By understanding how structural systems influence all aspects of design and construction, we analyze the merits of various combinations. We bring the right balance of relevant, high quality experience and genuine enthusiasm. Large or small, complex or seemingly simple, we never back down from the challenge — to provide exceptional, often awe-inspiring results.

Founded on a culture of design and service excellence, the Buehler legacy began over seventy years ago. Walter A., the original Buehler, was the 93rd licensed structural engineer in California, in 1946. With close to 7,000 SEs in California history, we are proud to count our founder as one of the originals. To honor our legacy, we are inspired to continually improve. The strength of the Buehler team is the knowledgeable individuals who are willing to share their expertise to create a collaborative and engaging experience. We strive to build strong relationships and provide innovative designs. Our people are curious and engaged; we are confident problem solvers, and we like to have fun. For our clients and ourselves, we never settle for the easiest or most obvious solutions.

Driven to achieve, Buehler is at the forefront of the structural engineering community. We serve on committees and Boards of the American Society for Civil Engineers, Structural Engineers Association, the National Council of Structural Engineering Associations, the Applied Technology Council, the Design-Build Institute of America, and the Lean Construction Institute on topics such as seismology, wind, business practices and operations, and code advisory.

We are committed to provide innovative designs by bringing value to our projects and teams. Our designs bring each client vision to life. Simply put, Buehler delivers thoughtfully considered engineering solutions.

PROJECT EXPERIENCE

- Sacramento Area Sewer District Office and Corporate Yard
- Sacramento City North Area Corporate Yard
- Placer County Department of Public Works Corporate Yard, Truckee
- Roseville Corporate Yard Vehicle Maintenance Facility
- Rocklin Corporate Yard
- Eureka Union School District Office and Corporate Yard
- City of Atascadero Corporation Yard
- Placer County Water Agency Water Quality Facility and Improvements, Auburn
- Placer County Water Agency Foresthill Facilities Project, Foresthill
- Sacramento Municipal Utilities District (SMUD) East Campus Operations Center
- SCUSD Transportation Building, Sacramento
- San Juan Water District Facility Expansion, Sacramento
- PG&E Gas Operations Technical Training Center, Auburn
- Sacramento County Regional Wastewater Treatment Plant Expansion
- Regional Transit Light Rail Vehicle Heavy Repair Facility and Expansion Phase 1 and 2, Sacramento
- Caltrans 34th and R Street Operations Yard Headquarters Equipment Yard Infrastructure Study, Sacramento

MECHANICAL, PLUMBING, ELECTRICAL & FIRE PROTECTION LP CONSULTING ENGINEERS



At LP Consulting Engineers, Inc. (LPCE), we have decades of industry experience designing and implementing cost-effective, engineering solutions for a sustainable future. Established in 2003, LP Consulting Engineers, Inc. (LPCE) is headquartered in Roseville, California with 30 employees. We have formed an experienced, professional and highly qualified firm, dedicated to excellence and value.

We have professional engineering licenses in California, Nevada, Washington and Wyoming. We specialize in reliable, full service design and engineering, integrated project management and dedicated customer service for mechanical, plumbing, electrical, lighting, low voltage, sustainability, fire sprinkler and commissioning services. The same professional team that consults on your project executes the solution and provides engineering advocacy from start to finish. As a leader in sustainable design, LPCE incorporates energy efficiency and sustainable technologies to ensure cost saving solutions and optimal performance on all projects.

LP Consulting Engineers, Inc. has a keen understanding of the economics related to building design and construction. We are skilled at adapting to established budgets and building programs. Our leadership and management team is accessible, responds rapidly and makes decisions quickly. This ensures our clients receive the best possible service with outstanding results. LP Consulting Engineers has a commitment to excellence and a passion for involvement in significant and challenging projects providing comprehensive services that meet the highest standards of quality, service, innovation and integrity.

LPCE's focus on integrated design extends to the building representatives, facility personnel and the entire design team. This working relationship is ideal to ensure a complete, integrated design that results in a successful project that meets or exceeds the goals. This integrated approach is valuable on all types of projects, and is essential on Design Build projects due to the fact that there are numerous Architectural, Engineering and Specialty Design firms that must all work together cohesively. This process must be understood by all design team members as it dictates the layout of the facility and infrastructure.

PROJECT EXPERIENCE

- El Dorado County Buildings A& B Renovation, Placerville
- Merced County Medical Center
- Placer County Mosquito Vector Lab, Roseville
- Placer County DeWitt Center-TI , Auburn
- Sacramento Housing & Redevelopment Agency
- Ca. Dept. of Fish & Game-BOE Lab, Stockton
- Rancho Cordova Police Station-2 Story
- Yuba City Police Station Expansion
- Cotati Police Station
- Brentwood Civic Center & Park
- Ebbetts Pass Fire Station, Arnold
- Lodi Unified School District- Assessments for 47 sites
- Yuba City Unified School District Masterplan- Assessments for 16 sites
- Alameda School District Modernization (AUSD)- Assessments for 20 sites

COST CONSULTANT - CUMMING

Cumming is a privately-held corporation founded in California in 1996. Cumming is a leader in providing project consulting services to the A/E/C industry, including cost and project management, planning and scheduling, and construction dispute resolution. Now in its 23rd year of business, Cumming has 700 team members within 30 office locations, which provide these and other related services to clients around the world. Throughout its history, the company has remained focused on one goal: to assist its clients in managing the critical issues of time and cost from conception through closeout. With an understanding of program goals and expectations, a suite of solution-oriented services is provided to meet the project needs.



Cumming's cost group is one of the largest providers of cost estimating and management services in the U.S. Cumming provides more than 100 estimates each month, giving us unparalleled experience in this discipline. Core cost management services include budgeting, milestone cost estimating, value analysis, cost validation, peer review, and change order evaluation.

PROJECT EXPERIENCE

- Sacramento Area Sewer District, North Area Corporation Yard- Administration Building Renovation
- West Sacramento Waste Water Treatment Plant Decommission
- Alameda Co. Water Dist. - Corrosion Assessment/ Struc. Eval. of Roof & Tank, Fremont
- Central Basin MWD - Southeast Water Reliability Study, City of Industry
- Chula Vista Bayfront, Water & Sewer Master Plan, Chula Vista
- City of Chino, Eastside Water Facility Upgrades, Chino
- Coachella Valley Water Dist. Offices, Renovation, Palm Desert
- County of L.A., Franklin D. Roosevelt Park Regional Storm Water Capture System, Los Angeles
- County of L.A., Ladera Park Regional Storm Water Capture System, Los Angeles
- Cucamonga County Water District - Operations Facility, Rancho Cucamonga
- Donald Tillman Water Rehabilitation Plant - New Office Building, Los Angeles
- East Park Avenue Sewer Upgrade, Greenville
- Eastern Municipal Water District, Admin.-Ops.- Maint. Center Renovations, Riverside
- Eastern Municipal Water District, IDIQ, Riverside
- Eastern Municipal Water District, Sewer Line & Desalinization Line Relocation, Perris
- Elsinore Valley Municipal Water Dist. - Admin. Bldg. & Ops. Bldg. Improvements, Lake Elsinore
- Glendale Water & Power Warehouse Renovation, Glendale
- Long Beach Water Department, Administrative Building, Long Beach
- Long Beach Water Department, Renovation, Long Beach
- Marine Corps Air Sta. Miramar - Replace Fire Protection Water Storage Tanks, San Diego
- Metropolitan Water District (MWD) - San Diego Pipeline #6, Los Angeles
- Mills Water Treatment Plant, Administration Building Addition, Riverside
- Mojave Water Agency, New Headquarters Constructability Review, Apple Valley
- Mojave Water Agency, New Headquarters Facility with Corporate Yard, Apple Valley
- Monte Vista Water District Main Office - New Administration Bldg. & Site Reno, Montclair
- Rancho Cucamonga Water Department - HQ & Corporate Yard, Rancho Cucamonga
- Santa Clara Valley Water District, Maintenance Buildings, San Jose
- South Coast Water District, Office Expansion, Laguna Beach
- Susanville Waste Water Treatment Plant - Expansion & Renovation, Susanville
- Valley Center Municipal Water District, New Admin. & Warehouse Bldgs., Valley Center

ORGANIZATION CHART





L. ADD/DEDUCT ALTERNATIVES

Williams + Paddon believes the following alternatives will contribute to a more effective project outcome.

1. Add/Deduct Alternative #1:

ALTERNATIVES ANALYSIS WORKSHOP (Supplement to Task 2)

a. Description: During Task 2 Williams+Paddon will facilitate a half-day Workshop with designated representatives of District to 1) Present proposed Alternatives Corporation Yard Build-Out and 2) To solicit user feedback/input on the effectiveness of Alternatives in addressing current and future operational needs and existing operational deficiencies.

Design Team Attendees

Architectural and Space Planning Staff
Civil Engineer
Mechanical Engineer
Electrical Engineer

Deliverables

Workshop Agenda and Minutes
Workshop Exhibits - Corporation Yard Build Out Alternatives
Summary of Attendees Comments

b. Cost: Time Expended Estimated at \$4000

EXHIBIT B

Schedule of Charges/Payments

Consultant will invoice District on a monthly cycle in conjunction with the following deliverable schedule.

Consultant will inform District regarding any out-of-scope work prior to commencing as stipulated in Item 3, Additional Work.

This is a fixed fee contract in the amount of \$192,000 and includes up to \$2,500 in reimbursable expenses including reproductions, shipping, postage, renderings, models and mock-ups, and automobile mileage.

- Project Execution – 10% of the contract award upon Notice to Proceed – \$19,200
- Completion and District Acceptance of Task 1 deliverables – \$21,600
- Completion and District Acceptance of Task 2 deliverables – \$21,600
- Completion and District Acceptance of Task 3 deliverables – \$21,600
- Completion and District Acceptance of Task 4 deliverables – \$21,600
- Completion and District Acceptance of Task 5 deliverables – \$21,600
- Completion and District Acceptance of Task 6 deliverables – \$21,600
- Completion and District Acceptance of Task 7 deliverables – \$21,600
- Completion and District Acceptance of Task 8 deliverables – \$21,600

EXHIBIT C
Activity Schedule

Task Name	Duration			
1	AUTHORIZATION TO PROCEED	1 day	Wed 7/17	Wed 7/17
2	TASK 1 – STAFF PROJECTIONS AND SPACE CONFIGURATION VALIDATION			
3	ANALYZE AVAILABLE DOCUMENTATION	2 days	Thu 7/18	Fri 7/19
4	OBSERVATION OF EXISTING CONDITIONS	2 days	Thu 7/18	Fri 7/19
5	IDENTIFY AGENCY GOALS	3 days	Mon 7/29	Wed 7/31
6	STAFFING PROJECTIONS, SPACE CONFIGURATION COORDINATION/RGS			
		5 days	Tue 7/16	Mon 7/22
7	PROGRAM DEVELOPMENT - PRELIM	3 days	Tue 7/23	Thu 7/25
8	PROGRAM DEVELOPMENT - FINAL	3 days	Mon 7/29	Wed 7/31
9	UTILITY CONSULTING	3 days	Tues 7/16	Thu 7/18
10	PROJECT INITIATION MEETING	1 day	Tue 7/16	Tue 7/16
11	PROGRAM INTERVIEW SESSION 1	1 day	Tue 7/23	Tue 7/23
12	PROGRAM INTERVIEW SESSION 2	1 day	Fri 7/26	Fri 7/26
13	PROGRESS MEETING 1	1 day	Fri 7/26	Fri 7/26
14	PROGRESS MEETING 2	1 day	Thu 8/1	Thu 8/1
15	DISTRICT REVIEW/APPROVAL - PRELIM PROGRESS	2 days	Mon 7/29	Tue 7/30
16	DISTRICT REVIEW /APPROVAL - FINAL PROGRESS	2 days	Fri 8/2	Mon 8/5
17	TASK 2 - IDENTIFY AND ANALYZE PROS AND CONS FOR UP TO SIX			
		25 days	Thu 8/1	Wed 9/4
CORPORATION YARD BUILD-OUT ALTERNATIVES				
18	CORPORATION YARD BUILD-OUT ALTERNATIVES PREPARATION			
		13 days	Thu 8/1	Mon 8/19
19	BUILD-OUT ALTERNATIVES PROGRESS 1	6 days	Thu 8/1	Thu 8/8
20	BUILD-OUT ALTERNATIVES PROGRESS 2	6 days	Mon 8/12	Mon 8/19
21	AGENCY CONSULTING	1 day	Fri 8/9	Fri 8/9

22	CORPORATION YARD BUILD-OUT ALTERNATIVES ANALYSIS	8 days	Wed 8/21	Fri 8/30
23	ALTERNATIVES ANALYSIS - PRELIM	3 days	Wed 8/21	Fri 8/23
24	ALTERNATIVES ANALYSIS - FINAL	3 days	Wed 8/28	Fri 8/30
25	UTILITY SERVICE COORDINATION	1 day	Fri 8/9	Fri 8/9
26	MEETING WITH AHJ 1	1 day	Fri 8/9	Fri 8/9
27	MEETING WITH AHJ 2	1 day	Tue 8/20	Tue 8/20
28	PROGRESS MEETING 1	1 day	Fri 8/9	Fri 8/9
29	PROGRESS MEETING 2	1 day	Tue 8/20	Tue 8/20
30	PROGRESS MEETING 3	1 day	Mon 9/2	Mon 9/2
31	DISTRICT REVIEW/APPROVAL - PRELIM ANALYSIS PROGRESS	2 days	Mon 8/26	Tue 8/27
32	DISTRICT REVIEW /APPROVAL - FINAL ANALYSIS PROGRESS	2 days	Tue 9/3	Wed 9/4
33	TASK 3 - PREPARE LIFE CYCLE COST ANALYSIS FOR THE DISTRICT'S TOP FOUR SELECTED ALTERNATIVES FROM TASK 2	9 days	Wed 8/28	Mon 9/9
34	LIFE CYCLE COST ANALYSIS	5 days	Wed 8/28	Tue 9/3
35	PROGRESS MEETING 1	1 day	Wed 8/28	Wed 8/28
36	PROGRESS MEETING 2	1 day	Thu 9/5	Thu 9/5
37	DISTRICT REVIEW/APPROVAL	2 days	Fri 9/6	Mon 9/9
38	TASK 4 - PROVIDE RECOMMENDATION - PREFERRED ALTERNATIVE	4 days	Tue 9/10	Fri 9/13
39	SELECTION OF PREFERRED ALTERNATIVE	2 days	Tue 9/10	Wed 9/11
40	PROGRESS MEETING 1	1 day	Tue 9/10	Tue 9/10
41	PROGRESS MEETING 2	1 day	Thu 9/12	Thu 9/12
42	DISTRICT REVIEW/APPROVAL	1 day	Fri 9/13	Fri 9/13
43	TASK 5 - DRAFT AND FINAL VERSION REPORT	35 days	Mon 8/19	Fri 10/4
44	REPORT PREPARATION - PRELIM	20 days	Mon 8/19	Mon 9/16

45	REPORT PREPARATION – FINAL	10 days	Mon 9/16	Fri 9/27
46	PROGRESS MEETING 1	1 day	Mon 9/2	Mon 9/2
47	PROGRESS MEETING 2	1 day	Mon 9/23	Mon 9/23
48	DISTRICT REVIEW/APPROVAL - PRELIM REPORT	5 days	Mon 9/16	Fri 9/20
49	DISTRICT REVIEW/APPROVAL - FINAL REPORT	5 days	Mon 9/30	Fri 10/4
50	TASK 6 - PREPARE PRESENTATION MATERIALS AND DELIVER PRE-ARCHITECTURAL STUDY FINDINGS THROUGH TASK 8			
51	BOARD OF DIRECTORS MEETING - Task 2, 3 & 4 Progress	1 day	Wed 9/18	Wed 9/18
52	BOARD OF DIRECTORS MEETING Task 5 Progress	1 day	Wed 10/16	Wed 10/16
53	BOARD OF DIRECTORS MEETING Task 7 Progress 1	1 day	Wed 11/20	Wed 11/20
54	BOARD OF DIRECTORS MEETING Task 7 Progress 2	1 day	Wed 12/18	Wed 12/18
55	BOARD OF DIRECTORS MEETING Task 8 Final	1 day	Wed 1/15	Wed 1/15
56	TASK 7 - PRE-DESIGN REPORT/SCHEMATIC DESIGN OF THE PREFERRED ALTERNATIVE			
57	30% SCHEMATIC DESIGN	10 days	Thu 10/17	Wed 10/30
58	70% SCHEMATIC DESIGN	10 days	Wed 11/6	Tue 11/19
59	100% SCHEMATIC DESIGN	10 days	Tue 11/26	Mon 12/9
60	ESTIMATE OF PROBABLE CONSTRUCTION COST	10 days	Tue 11/26	Mon 12/9
61	AGENCY CONSULTING	2 days	Thu 10/17	Fri 10/18
62	MEETING WITH AHJ 1	1 day	Thu 10/31	Thu 10/31
63	MEETING WITH AHJ 2	1 day	Wed 11/20	Wed 11/20
64	PROGRESS MEETING 1	1 day	Thu 10/31	Thu 10/31
65	PROGRESS MEETING 2	1 day	Wed 11/20	Wed 11/20
66	PROGRESS MEETING 3	1 day	Tue 12/10	Tue 12/10
67	DISTRICT REVIEW/APPROVAL - 30% PROGRESS	3 days	Fri 11/1	Tue 11/5
68	AGENCY DISTRICT REVIEW/APPROVAL - 70% PROGRESS	3 days	Thu 11/21	Mon 11/25
	DISTRICT REVIEW/APPROVAL - 100% PROGRESS			
	DISTRICT REVIEW/APPROVAL - 100% PROGRESS			

TASK 8 - CORPORATION YARD MASTER PLA

CORPORATION YARD MASTER PLAN PREPARATION

69	DISTRICT REVIEW/APPROVAL - 70% PROGRESS	3 days	Wed 12/11	Fri 12/13
70	TASK 8 - CORPORATION YARD MASTER PLAN	22 days	Mon 12/16	Tue 1/14
71	CORPORATION YARD MASTER PLAN PREPARATION	20 days	Mon 12/16	Fri 1/10
72	PROGRESS MEETING 1	1 day	Fri 12/20	Fri 12/20
73	PROGRESS MEETING 2	1 day	Fri 1/3	Fri 1/3
74	PROGRESS MEETING 3	1 day	Fri 1/10	Fri 1/10
75	DISTRICT REVIEW/APPROVAL - PRELIM DRAFT	4 days	Mon 12/23	Thu 12/26
76	DISTRICT REVIEW/APPROVAL - DRAFT	3 days	Mon 1/6	Wed 1/8
77	DISTRICT REVIEW/APPROVAL - FINAL	2 days	Mon 1/13	Tue 1/14
78	BOARD OF DIRECTORS MEETING Task 8 Final	1 day	Wed 1/15	Wed 1/15

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT FOR THE DISTRICT-WIDE ANNEXATION PROJECT WITH KASL CONSULTING ENGINEERS, INC.

STATUS : Action Item

REPORT DATE : June 25, 2019

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

OBJECTIVE:

Consider acceptance of a responsive proposal for the District-wide Annexation Project (Project) and approve agreement with KASL Consulting Engineers, Inc. (KASL).

BACKGROUND AND ANALYSIS:

When the Citrus Heights Water District (District) was originally formed in 1920 as the Citrus Heights Irrigation District, the service territory was 4.7 square miles. As development occurred over the years, the size of the District's service area expanded to its current 12.7+/- square miles. The majority of the parcels that were developed requested water service from the District and were annexed (i.e. included) into the District at the time of development. The District inventoried the entire service area and determined that there are approximately 138 parcels or portions of parcels and 15 portions of public roadways that have not been formally annexed into the District.

It is in the interest of the District to act as the Applicant to facilitate the Local Agency Formation Commission's (LAFCo) approval for annexation of all of the un-annexed parcels into the District's service territory. This is especially true for undeveloped parcels. As these parcels are developed, whether for commercial or residential purposes, the developer(s) would need to pay for and complete the initial LAFCo annexation approval process prior to the District's action to formally annex a parcel. This can be a time-consuming process which may hinder the schedule of any development project. Instead, the District recommends the District-wide Annexation Project to complete the initial phase for LAFCo's "annexation" (GC Sec.56017) approval of including all un-annexed parcels within the District's boundary.

The District issued a Request for Proposal for Professional Services for the District-wide Annexation Project on April 19, 2019.

The scope of work for the Study includes the following items:

- Prepare legal descriptions, aerial exhibits, and acreage calculations for each Project parcel
- Prepare legal descriptions and acreage calculations for the perimeter boundary of the District
- Perform public outreach to affected parcel owners and owners within a 500-foot radius
- Answer inquiries from parcel owners
- Coordinate with the District's communication team for webpage content
- Complete LAFCo paperwork and the application process
- Prepare for and attend up to three (3) Board presentations during the Project process

The District conducted a mandatory pre-proposal meeting at the District’s office on May 1, 2019. Thirteen (13) firms attended the meeting.

The District received three (3) responsive proposals on May 22, 2019 from the following firms:

- Bennett Engineering Services
- Burrell Consulting Group, Inc.
- KASL Consulting Engineers, Inc.

The District conducted clarification interviews with all three firms on June 10, 2019 and each firm was given the opportunity to revise their scope and costs if they so desired. The three firms along with their revised scope and fee proposals are included in Table 1.

Table 1
Fee Proposals of Three Engineering Firms

Engineering Firm	Amount
Bennett Engineering Services	\$235,227
Burrell Consulting Group, Inc.	\$240,030
KASL Consulting Engineers, Inc.	\$195,506

The District’s interview panel consisted of five (5) members.

After consideration of the revised proposals and interviews, the District’s interview panel selected KASL based on their knowledge of the project, their experience in creating legal descriptions and plat maps, and their overall project cost.

Based on the final project scope, KASL’s final fee is \$195,506. The District recommends including a 10% contingency fund of \$19,550. The total Project cost would be \$215,056.

If the Project is approved by the Board, work would commence and the anticipated completion date would be in the second quarter of 2020.

Public Outreach:

KASL will work under the direction of the District to provide notice to all affected parcel owners. The notice will explain the Project and illustrate the importance and benefits of the District electing to move forward with annexations. A primary focus will be to demonstrate that there will be no financial impact to certain owners. For other owners that would need to be annexed into the District, the annexation process would be significantly shorter and the financial impact would be less than if they were to pursue annexation directly with LAFCO. A key element to this Project is that there are no anticipated negative impacts to any of the affected parcel owners.

Some key elements of the Public Outreach include: Direct mailings, an informational webpage, a question and answer exchange, and an informational meeting(s) if deemed necessary.

Funding the Project:

The 2019 Budget allocates \$100,000 for this Project. An additional \$100,000 that was originally allocated to the District-wide Easement Project is available to provide additional funding. Funding for the easement

project will be revisited once that project begins. As this Project pushes into 2020, the remaining portion (\$15,056) will be funded from the 2020 Budget if necessary.

The Professional Services Agreement and KASL's revised proposal, including scope, schedule and fee, accompany this report.

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement with KASL Consulting Engineers, Inc. for the District-wide Annexation Project and approve a 10% contingency fund.

ATTACHMENT:

Professional Services Agreement for the Project and KASL's Proposal

ACTION:

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

**CITRUS HEIGHTS WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT**

**Engineering Services for Citrus Heights Water District's
District-wide Annexation Project: C18-213**

This Agreement is made and entered into as of July 17th, 2019 by and between the Citrus Heights Water District, an irrigation district organized and operating under the laws of the State of California with its principal place of business at 6230 Sylvan Road, Citrus Heights, California (“District”), and KASL Consulting Engineers, Inc., a corporation with its principal place of business at 7777 Greenback Lane, Suite 104, Citrus Heights, CA, 95610 (hereinafter referred to as “Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. District is a public agency of the State of California and is in need of professional services for the following project:

District-wide Annexation Project – C18-213 (hereinafter referred to as “the Project”).

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for District to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the District with the services described in the Scope of Services attached hereto as Exhibit “A.”

2. Compensation.

a. Subject to paragraph 2(b) below, the District shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit “B.”

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$195,506. This amount is to cover all printing and related costs, and the District will not pay any additional fees for printing expenses. Periodic payments shall be made within 45 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the District, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the District by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the District and executed by both Parties before performance of such services, or the District will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by District.

5. Time of Performance.

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the District to proceed (“Notice to Proceed”). Consultant shall complete the services required hereunder within 225 calendar days. The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the District, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the District, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Consultant

Consultant is retained as an independent contractor and is not an employee of District. No employee or agent of Consultant shall become an employee of District. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from District as herein provided.

11. Insurance. Consultant shall not commence work for the District until it has provided evidence satisfactory to the District 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 secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the District.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

(1) Bodily Injury and Property Damage

- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Contract
- (8) Broad Form Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give District, its officials, officers, employees, agents and District designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the District, and provided that such deductibles shall not apply to the District as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the District.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give District, its officials, officers, employees, agents and District designated volunteers additional insured status.

(iv) Subject to written approval by the District, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the District as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the “Workers’ Compensation and Insurance Act,” Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer’s Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers’ compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the District and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. “Covered Professional Services” as designated in the policy must specifically 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. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer’s Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) 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.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the District at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the District at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the District or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the District, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their 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.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the District and shall not preclude the District from taking such other actions available to the District under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the District, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and 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.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the District, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) 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 cancel this Agreement.

(iii) The District may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the District nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. 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.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably approved by the District), indemnify and hold the District, its officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees,

settlements, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, (collectively, "Claims") in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, agents or volunteers.

b. Additional Indemnity Obligations. Consultant shall defend, with counsel of District's choosing and at Consultant's own cost, expense and risk, any and all Claims covered by this section that may be brought or instituted against the District, its officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the District, its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Consultant shall also reimburse District for the cost of any settlement paid by the District, its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for the District's attorney's fees and costs, including expert witness fees. Consultant shall reimburse the District, its officials, officers, employees, agents and volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, agents and volunteers.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., 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 \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws, if applicable. Consultant shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages, employment of apprentices, hours of labor and debarment of contractors and subcontractors. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Section 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Sections 1777.1).

b. 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.

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Sacramento, State of California.

16. Termination or Abandonment

a. District has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, District shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. District shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by District and Consultant of the portion of such task completed but not paid prior to said termination. District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days’ written notice to District only in the event of substantial failure by District to perform in accordance with the terms of this Agreement through no fault of Consultant.

17. Documents. Except as otherwise provided in “Termination or Abandonment,” above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project (“Documents & Data”) shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the District.

Nothing contained in this Section shall be construed as limiting or depriving Consultant of its rights to use its basic knowledge and skills to carry out other projects or work for itself or others, whether or not such other projects or work are similar to the work to be performed pursuant to this Agreement. Consultant shall have the right to retain and use copies of any Documents & Data furnished or to be furnished by Consultant less any specific details provided by the District unless such details are within the public realm. All Documents & Data are instruments of service and are not intended to be modified or represented to be suitable for reuse on other projects by District except as may be contemplated pursuant to the terms of this Agreement. Any such modification or reuse without Consultant's prior written approval will be at District's sole risk, without liability or legal exposure to Consultant. Rights to intellectual property developed, utilized, or modified in the performance of the services under this Agreement including the Documents & Data developed hereunder ("Intellectual Property") shall remain the property of Consultant. Consultant hereby grants to District an irrevocable, nonexclusive, royalty-free license to utilize Intellectual Property provided to District as part of the Services for the purposes set forth in this Agreement.

18. Organization

Consultant shall assign John C. Scroggs as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the District.

19. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

20. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

DISTRICT

Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, California 95610
Attn: Tamar Dawson

CONSULTANT:

KASL Consulting Engineers, Inc.
7777 Greenback Ln. #104
Citrus Heights, CA 95610
Attn: John C. Scroggs

and shall be effective upon receipt thereof.

21. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the District and the Consultant.

22. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. 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.

23. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of District and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

24. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

25. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of District. Any attempted assignment without such consent shall be invalid and void.

26. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specifically specified in writing.

27. Time of Essence

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

28. District's Right to Employ Other Consultants

District reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

29. Prohibited Interests

Consultant maintains and warrants 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 warrants 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 warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, 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.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITRUS HEIGHTS WATER DISTRICT
AND KASL CONSULTING ENGINEERS, INC.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITRUS HEIGHTS WATER DISTRICT KASL CONSULTING ENGINEERS, INC.

By: _____
Hilary M. Straus
General Manager

By: _____
John C. Scroggs
Its: Principal-in-Charge

Printed Name: _____

Federal ID No. _____
Business License Number _____
(City of _____)

EXHIBIT A
Scope of Services

PROPOSAL FOR **ENGINEERING SERVICES**

CITRUS HEIGHTS WATER DISTRICT **DISTRICT-WIDE ANNEXATION** **PROJECT**

JUNE 17, 2019



ATTN: TAMAR DAWSON
ASSISTANT ENGINEERING / PROJECT MANAGER
CITRUS HEIGHTS WATER DISTRICT
6230 SYLVAN ROAD
CITRUS HEIGHTS, CA 95611

June 17, 2019
Mr. Tamar Dawson
Citrus Heights Water District
Assistant Engineer / Annexation Project Manager
tdawson@chwd.org



Subject: Revised Proposal for Engineering Services for District-Wide Annexation Project

Mr. Dawson and Members of the Annexation Project Consultant Selection Team:

Thank you for this opportunity to review and revise our District- Wide Annexation Project Proposal. This submittal reflects our recent meeting with you, Missy Pieri and your staff and the follow up clarifications received from you and from Bob Churchill. We understand the Citrus Heights Water District's (District) interest in facilitating LAFCo annexation of all un-annexed parcels within the District's service territory and a similar LAFCo approval to detach selected parcels that will not be served by the District. In 2016 KASL assisted the District's General Manager to begin this process with the conversion of legal descriptions available from copies of selected record deeds and District minutes to MS Word files. We then prepared closure reports and acreage calculations for these parcels. Samples of the MS Word documents, closure reports and area calculations for the mapping we completed in 2016 are appended to this proposal. We understand that similar deliverables would be provided to the District at this time in response to Task 1a of the Request for Proposal.

7777 Greenback Lane

Suite 104

Citrus Heights, CA

95610

Tel. 916 / 722-1800

Fax 916 / 722-4595

Principal:

John C. Scroggs

KASL Consulting Engineers is a Citrus Heights based Civil Engineering and Land Surveying Firm. Our offices are located within the Citrus Heights Water District service boundary. We have prepared numerous legal descriptions and plat maps for the District and for the City of Citrus Heights. Our experience includes the preparation of LAFCo annexation maps and legal descriptions for Projects in Placer County, Amador County and Calaveras County. We are joined in this proposal by Environmental Planning Partners who would be responsible for the preparation of California Environmental Quality Act (CEQA) compliance documents, as necessary. Environmental Planning Partners has previously provide environmental services to the District and is on -call to provide environmental serviced to Sacramento County LAFCo.

If we are selected by the District to provide engineering services for the District-Wide Annexation Project, the undersigned would serve as the KASL Team Project Manager. Our address and office phone number are included in the letterhead. My email address and cell phone number are provided with my signature. As a Principal of the firm, I am authorized to lead our Project Team and to execute a Professional Services Agreement with the Citrus Heights Water District for the District-Wide Annexation Project. I will serve as your point of contact through completion of all Project scope items identified in the District's RFP. You have my personal commitment that the District will be completely satisfied with the services that we will provide.

Very Truly Yours,

A handwritten signature in blue ink, appearing to read "John C. Scroggs".

KASL Consulting Engineers, Inc.
John C. Scroggs
jscroggs@kasl.com
(916) 769-4295 (cell)

CIVIL

WATER RESOURCES

SURVEYING



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J	ADDITIONAL INFORMATION	15



PROPOSAL SUMMARY

Founded in 1982, KASL Consulting Engineers is a Citrus Heights based civil engineering, land surveying and water resources consulting firm. Since 1998, our offices have been located within the Citrus Heights Water District (District) service boundary. Over the past several years we have provided engineering and surveying services to the District including the preparation of legal descriptions and plat maps for boundary line adjustments and easements. We assisted the District with early tasks of the District-Wide Annexation Project by preparing legal descriptions, boundary closure reports, acreage calculations and exhibits for proposed annexations. KASL Consulting Engineers has prepared hundreds of final maps, parcel maps, boundary line adjustments, records of survey, rights of way and easement acquisitions and abandonments for parcels and properties within Sacramento County. The preparation of these documents typically has required the same research, legal descriptions, closure reports, area calculations and plat maps that the District now needs to conduct the District-Wide Annexation Project. We have previously completed LAFCo Annexation proceeding for water districts and sewer districts in Amador County, Placer County and Calaveras County. With our proximity to the District's offices we can efficiently research the District's Minutes and record deeds to prepare the legal descriptions for the un-annexed parcels and for those parcels that are to be detached from the District. We have electronic access to Sacramento County and Placer County subdivision maps, parcel maps, records of surveys and recorded deeds to supplement the District's files. With our in-house survey crews we can conduct fieldwork, property, boundary and centerline monument research, as needed, to complete the preparation of legal descriptions.

KASL Principals and Key Staff are very experienced with public outreach services. We regularly make presentations of Project findings and recommendations to Board of Supervisors, City Councils, Water, Sewer, School and Park District Boards and Commissions. We believe that, as a local civil engineering and land survey firm, we can communicate effectively with the District Board, LAFCo and with the property owners included in the District-Wide Annexation Project.

KASL is joined in this proposal by Environmental Planning Partners. Bob Klousner, the Principal of Planning Partners, has prepared over 850 environmental documents for CEQA and NEPA

compliance. Planning Partners has previously provided environmental compliance services for the Citrus Heights Water District and are currently on-call with Sacramento County LAFCo

We will work collaboratively with the District's Project Manager and Staff through the completion of this District-Wide Annexation Project. We understand that the District has initiated, and has already drafted, legal descriptions for a number of the parcels to be annexed. Our staff will work closely with the District to continue this process seamlessly and efficiently through Project completion.

STATEMENT OF UNDERSTANDING

Within the District's 12.7 ± square mile service boundary limits there are some 138 parcels and 15 roadways that have not been annexed to the Citrus Heights Water District. The purpose of this Project is to receive LAFCo approval to formally annex these un-annexed parcels to the District. Similarly, there are 3 parcels in the vicinity of Verne Tract Unit No. 4 which are now part of Interstate-80. LAFCo approval is proposed to formally detach these parcels from the Citrus Heights Water District.

Legal descriptions and area calculations will be prepared for all parcels to be annexed and for all parcels to be detached from the District.

With the completion of the above described tasks, two legal descriptions and plat maps of the District perimeter boundaries will be prepared. The larger boundary map will include all of the District's service area located within Sacramento and Placer Counties east of Interstate 80. The smaller boundary map will include the District service area "island" located west of Interstate 80, south of Antelope Road. The District's perimeter boundaries will be submitted to LAFCo for formal adoption. The perimeter boundaries will also be included in the District's GIS boundary layers.

To complete LAFCo adoption of the District's perimeter boundaries, affected property owners will be notified by mail, through the District's web page and through postings in local newspapers. LAFCo application paperwork will be completed together with a Plan for Service. Meeting(s) with LAFCo representatives and presentations to the District Board will be made to provide annexation Project findings, results and updates. This will include a Pre- Public Outreach presentation, a Pre-LAFCo Application submittal presentation and a Post-LAFCo Certificate of Completion presentation.





REPORT TASKS

Task 1a. Prepare legal descriptions, acreage calculations and exhibits for un-annexed parcels and roadways to be included within the District boundaries. Prepare legal descriptions, acreage calculations and exhibits for parcels to be detached from the District boundary.

- Descriptions to be prepared from the District's Minute Books and from Sacramento and Placer County record documents. It is understood that field research to locate record monuments will not be necessary to complete legal descriptions.
- Prepare legal descriptions in MS Word format.
- Prepare exhibits from the legal descriptions prepared. Per the District's instructions these exhibits do not need to be signed and stamped plats.
- Descriptions for contiguous parcels may be combined.
- Prepare closure reports, acreage documents/ closure reports and exhibits for all parcels to be annexed and for all parcels to be detached from the District boundary.
- Review legal descriptions, closure reports / acreage documents and exhibits with the District's Project Manager.

Task 1b. Prepare legal descriptions and plat maps of the District boundary

- Two metes and bounds legal descriptions, closure reports, acreage determinations and boundary maps will be prepared.
- Descriptions to be prepared in MS Word format.
- Boundary Map to be prepared in AutoCAD and in conformance with Sacramento LAFCo requirements.
- The legal descriptions and the plat maps shall be prepared using the District's GIS based boundary maps. We understand from our discussions with the District that the GIS prepared boundary maps are accurate. The District's GIS based boundary layer will be converted to CAD then a boundary description and boundary map will be prepared from the CAD file. Course descriptions in the District's

Minute Books will be compared to the course descriptions in the prepared boundary descriptions and maps. We understand that there are approximately 308 courses included in the District's boundary.

- The legal descriptions and plat maps will reference centerline and R/W's of County roadways. A similarly prepared LAFCo boundary description and boundary map, prepared by KASL, is appended to our proposal (River Pines Public Utility District LAFCo Annexation Map and Descriptions)
- Review District boundary submittals with District's Project Manager.

Task 2. Implementation

a. Public Outreach

- Prepare and review with the District's Project Manager the draft notification letters to be mailed to affected parcel owners.
- Confirm names and addresses of parcel owners using Parcel Quest.
- Mail out letters with CHWD letterhead.
- Respond to comments/questions from parcel owners.
- Coordinate with the District's Project Manager Annexation Project information to be included on the District's website.
- Identify property within 500 foot radius of all affected parcels.
- Prepare notification to property owners within 500 foot radius with direct mailings, local newspaper announcements or other news source notifications in conformance with LAFCo requirements

b. LAFCo Application Process

- Participate in pre-application meeting with LAFCo.
- Review with LAFCo requirements for sphere of influence amendment. (Note this Task is identified as Add Alternate #1 in the Project Cost section of our proposal)



- Prepare Categorical Exemption Document and Notice of Exemption, as required, for compliance with CEQA. (Note this Task is identified as Add Alternate # 3 in the Project Costs)
 - Complete LAFCo Application form.
 - Prepare Plan of Service.
 - Coordinate LAFCo Application Process with LAFCo and District's Project Manager.
- c. District Board Presentations
- Draft Notification letters, reviewed by Staff, will be reviewed with the District Board prior to mailing
 - Prepare PowerPoint of Findings, Recommendations and Documents prior to submittal of LAFCo Application.
 - Make PowerPoint presentation to CHWD Board in coordination with District Project Manager.
 - Prepare PowerPoint of Findings, Recommendations and Documents with LAFCo Certificates of Completion.
 - Make PowerPoint presentation to CHWD Board in coordination with District Project Manager.

BACKGROUND AND EXPERIENCE OF KASL PROJECT TEAM

Name and Address

KASL Consulting Engineers, Inc.
7777 Greenback Lane, Suite 104
Citrus Heights, CA 95610

Background and History

KASL Consulting Engineers, Inc., (KASL), a certified small business, is a City of Citrus Heights-based, locally owned, professional engineering and land surveying firm. KASL has provided high quality water resources, civil engineering and land surveying services to public agencies and to private development interests in Northern California and the Western United States for 37 years.

Founded in 1982, our firm offers expertise in the preparation of tentative maps, final maps, easement and rights of way descriptions and plats, boundary line adjustments and records of survey. We have previously provided LAFCo annexation services for water projects in Amador and Placer County and for sewer projects in Calaveras County. Recently prepared LAFCo Annexation Maps and Legal Descriptions are included as "Additional Information" at the end of this proposal.

KASL has prepared hundreds of legal descriptions and property boundaries for projects in Sacramento County. A boundary line adjustment prepared for the Citrus Heights Water District is included as "Additional Information) at the end of this proposal. Similar boundary line, easement and parcel mapping and legal description services have been prepared by KASL for the Orange Vale Water Company, the Fair Oaks Water District, the County of Sacramento, the City of Rancho Cordova, Yuba County, City of Auburn, Placer County, Cordova Parks and Recreation District, Cosumnes Community Services District, Amador County and City of Plymouth.

We are currently on- call to provide map check services for the City of Lincoln. We are currently on- call to provide civil engineering and land surveying services to several other Sacramento Region Counties, Cities, Districts and Agencies.

Office Location

KASL is located at:
7777 Greenback Lane, Suite 104
Citrus Heights, CA 95610
Environmental Planning Partners are located at:
2934 Gold Pan Court
Rancho Cordova, CA 95670





ORGANIZATION CHART

See Figure 1, follows after this section of proposal.

Resumes of Principal and Key Staff:

John (Jack) Scroggs, P.E. **Principal-in-Charge and Project Manager**

- California Registered Civil Engineer No. 26388
- California Registered Traffic Engineer No. 1733

The Project Manager for all mapping and public works projects conducted by our firm is **Jack Scroggs**. Jack is a California Registered Civil Engineer and California Registered Traffic Engineer. He is also a Registered Civil Engineer in Nevada. He has supervised and directly participated in the preparation of Tentative Maps, Final Maps, Boundary Line Adjustments, LAFCo Annexations, and rights of way and easement descriptions. Recent experience includes serving as the Project Manager for:



- River Pines Public Utility District LAFCo Annexation
- Citrus Heights Water District Boundary Line Adjustment, Skycrest Water Well Project
- Fair Oaks Water District Gastman Parcel Record of Survey
- Final Parcel Map, 8200 Alpine Avenue, City of Sacramento
- Wildflower Unit 4 and Unit 5 Subdivision Maps, City of Lone
- Caselman South Subdivision Map, County of Sacramento
- Final Map Check Services, Independence at Lincoln, Large Lot Map
- Final Map Check Services, Independence at Lincoln Unit 1 Final Map
- New Hogan lake Estates North Final Map, Calaveras County

William (Bill) Ostroff, P.E., Senior Engineer

-California Registered Civil Engineer No. 69221

Mr. Ostroff is a California Registered Civil Engineer with over 16 years experience with KASL working on roadway design including curb, gutters and sidewalks, water systems, hydraulics, grading and subdivision design. He has conducted extensive network modeling, extended period simulation and surge analysis of water systems and has completed numerous hydraulic models for drainage improvements and storm water detention basins.



Bill serves as the "Technical Lead" in assisting the KASL Survey Department with Legal Descriptions and Closure Reports. He has prepared final maps, boundary line adjustments and legal descriptions for Projects in Citrus Heights, Rancho Cordova, City of Sacramento, County of Sacramento, Amador County and El Dorado County.

Octavio Perez, P.E., Project Engineer

-California Registered Civil Engineer No. 69969

Octavio is a California Registered Civil Engineer and has over 15 years of civil engineering design experience while at KASL. Octavio has conducted detailed design of roadway, water distribution, sewer collection, storm drain conveyance, retaining walls, ADA compliant paths of travel, street lighting and grading improvements for public works and residential land development projects in California, Nevada, New Mexico and Arizona.



Octavio has extensive civil engineering and land surveying background and served as the Project Engineer for the Citrus Heights Water District Well Project, for recent Citrus Heights Water District water main improvements at San Juan Park, Mariposa Avenue, Northgrove Way and Walnut Avenue and for final mapping and legal descriptions for the Wildflower Unit 4 and Unit 5 subdivision and for the Caselman South Subdivision.



Charlie Moore, P.E., Senior Project Engineer

-California Registered Civil Engineer No. 28543

Mr. Moore is a California Registered Civil Engineer with over **40 years of experience** in public works and private consulting. Since 2000, Mr. Moore has served as a Senior Project Engineer with KASL. Between 1985 and 2000 he served as District Engineer for the Calaveras County Water District.



Mr. Moore will serve as a Senior Project Engineer responsible for providing Quality Assurance and Quality Control (QA/QC) and technical assistance for this project.

Kevin Romero (l) and Justin Gingrich (r), Survey Technicians, have 13 years and 12 years surveying experience, respectively, with KASL Consulting Engineers. They both perform record research and field data collection and are proficient with all types of surveying instrumentation. They also integrate field data in the office using a variety of computer applications and CADD in order to produce finished mapping and other surveying deliverables. Kevin and Justin have extensive experience with both design surveys and construction staking.



Their mapping and surveying experience includes the River Pines PUD, LAFCo Annexation Maps, the Citrus Heights Water District Boundary Line Adjustment for the Skycrest Well Project, Subdivision and Parcel Maps for projects in the City and County of Sacramento and Amador County and the preparation of legal descriptions and plat maps for the Orange Vale Water company and the Fair Oaks Water District.

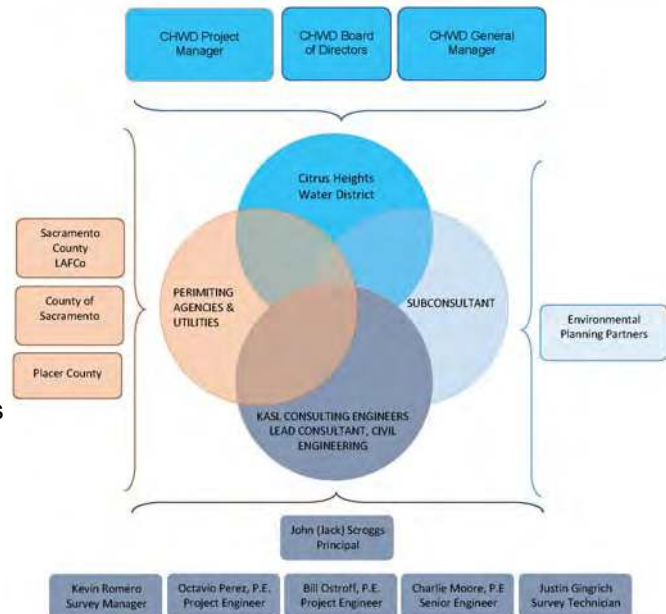
Robert Klousner (Environmental Planning Partners) - Environmental Lead

- Master of City and Regional Planning, The Ohio State University
- Bachelor of Arts, Land Use Planning, Cal-State University, Chico.

Planning Partners' principal, Robert D. Klousner, is a broadly experienced land use and environmental planner with a focus on environmental impact analysis, and planning and project administration. He has authored over 850 planning studies, environmental documents, and environmental determinations in his 36 years as a planning professional. His contribution to these documents has ranged from sole authorship and technical analysis to management of large multidisciplinary teams, and project oversight as principal-in-charge. Mr. Klousner possesses an in-depth knowledge of California and Federal planning and environmental law, quantitative planning methods, needs analysis, and decision analysis. He specializes in the resolution of complex planning issues among diverse interest groups, including preservationists and environmentalists, developers, and local, state, and federal agencies.

Planning Partners has teamed with KASL to provide environmental documentation and CEQA / NEPA compliance on numerous public works projects including current projects in Lincoln, Fairfield, Plymouth and Sacramento County. Planning Partners recently completed the preparation of CEQA compliance documents for CHWD well water supply improvements.

ORGANIZATION CHART





References

Amador County

Jared Reinking, Public Works Director
(209) 223-6429

Steve Zanetta, County Surveyor
(209) 223-6371

Roseanne Chamberlain, Amador LAFCo
Executive Officer
(209) 418-9377

Sacramento County

Jonathan Correa, Associate Land Surveyor
(916) 875-2732

Cosumnes Community Services District

Maureen Zamarripa, General Manager
(916) 405-5327

Fair Oaks Water District

Tom Gray, General Manager
(916) 844-3539

Michael Nisemboym, Operations Manager
(916) 967-5723

PROJECT COST

The following is a breakdown of proposed project costs by task.

Task 1a - Parcel Inventory, legal descriptions, acreage calculations and exhibits for parcels to be annexed and for parcels to be detached from the District boundary

- Proposed cost: \$125, 952

Task 1b – District Boundary Descriptions and Plat Maps

- Proposed Cost: \$ 11,488
A detailed breakdown and summary of Task 1a and Task 1b Costs is presented in Table 1

Task 2a – Public Outreach

- Project Cost: \$5796

Task 2b – LAFCo Application

- Proposed Cost: \$5160
(This total does not Includes a budget of \$25,000 for CEQA Compliance, Add Alternate #3)

Task 2c – District Board Presentations (Includes a Pre-Public Outreach ,a Pre-LAFCo Application and Post-LAFCo Certificate of Compliance Presentation to the District Board)

- Proposed Cost: \$6330
A breakdown of Task 2a, 2b and 2c Costs is presented in Table 2

Total Proposed Cost, All Tasks: \$154,726

The Estimated Cost of Add – Alternate Items is presented in Table 3

PROJECT SCHEDULE

Task 1a – Parcel Inventory and Legal Descriptions

- Proposed Duration: 140 Working Days
(± 6 to 7 months)

Task 1b – District Boundary Description and Plat Map

- Proposed Duration: 12 Working Days
(± 2-1/2 weeks)

Task 2a – Public Outreach

- Proposed Duration: 10 Working Days
(Schedule does not include time for follow up correspondence)

Task 2b – LAFCo Application

- Proposed Duration: 12 weeks
(Include time for CEQA Document Preparation and Filing)

Task 2c – Presentation at District Board Meetings

- Project Duration: 3 days for each Presentation, Includes preparation, District Project Manager Review

See Project Schedule that follows cost tables.

TABLE 1 - PROJECT COST
TASK 1a & 1b
 CHWD Annexation Project
 June 2019

TASK - 1a & 1b	DAYS	HOURS	COST
(For File ID# 1-51. that follows, task will include District record research, legal descriptions, acreage calculations and exhibits, each file)			
OFFICE:			
TASK 1a - File ID #.			
1. Rusch Park- Need to Deed from 1951 from Fred and Julia Rusch. Also review Legal description from previous annexation in district's board of directors minutes books. Other documents have been provided.	4.00	32	\$3,456.00
2. 8400 Old Auburn Road- Pulled parcel map and deed for this property. Need to review districts board of directors minute books.	3.00	24	\$2,592.00
3.8585 Chris Lane- Pulled Parcel map for this property. Need to review districts board of directors minutes books.	3.00	24	\$2,592.00
4.8060 Wachtel Way- Pulled map and deed for this property. Need to review districts board of directors minutes books.	3.00	24	\$2,592.00
5. Interstate 80- Pulled map for this area. Need clarification on which properties we are annexing. This could be a complicated one due to having to locate state documents on when they acquired the property.	4.00	32	\$3,456.00
6. Kimberly Manor- This is 49 lots in a subdivision, should be straight forward. CHWD has a legal description drafted. Also acreage needs to be calculated.	2.00	16	\$1,728.00
7.13001 Fair Oaks Blvd- No documents available. Need to go county to pull deed and review the district board of directors minute books.	3.00	24	\$2,592.00
8.7423 Muth Lane- Pulled deed but its missing exhibit "A" so need to go to county. Found ROS that describes the property. CHWD has a legal description drafted.	2.00	16	\$1,728.00

TABLE 1 - PROJECT COST
TASK 1a & 1b
 CHWD Annexation Project
 June 2019

9.6941 Sylvan Road- Pulled deed which has a legal description of the property. Also need to review the district board of directors minutes books for the 1920 overall boundary and surrounding properties.	3.00	24	\$2,592.00
10.8207 Oak Ave- Pulled a couple of maps and deed for this property. Need to review the district board of directors minutes books for adjacent property annexations.	3.00	24	\$2,592.00
11.Sunrise Well- Pulled map and deed for this property. Both have the legal description.	2.00	16	\$1,728.00
12.Auburn Blvd-Sylvan Cemetery to Rusch Park. This could be a difficult one to obtain the records for ROW along Auburn Blvd. Recent work has been done for this stretch of road. Also need to review districts board of directors minute books.	5.00	40	\$4,320.00
13.Antelope Road-Auburn Blvd to Oakwood lane. This could be a difficult one to obtain the records for ROW along Antelope Road. Recent work has been done for this stretch of road. Also need to review districts board of directors minutes books.	4.00	32	\$3,456.00
14.Sylvan Cemetery-This property seems it may be a hard one to piece together. Best route maybe using surrounding boundaries and piece things together with other annexed properties.	5.00	40	\$4,320.00
15.Sylvan Middle School- I found a ROS of this property from December 2018, which was done for San Juan Unified School District. So this may be the best source for creating the legal description.	3.00	24	\$2,592.00
16.Sylvan Middle School (New)- Have deed with legal description of this property. We need to included the northerly ROW of Auburn Blvd.	3.00	24	\$2,592.00
17.Sunrise Tech Center- Need to get the 1950 deed for this property from the County.	3.00	24	\$2,592.00
18.Sunrise Oaks Park- Need to get deed BK 7611-08 OR PG 287 from the county.	3.00	24	\$2,592.00
19.Veterans Center 6921 Sylvan Rd- Pulled deed from 5/1/2013 which has a legal description for the property.	3.00	24	\$2,592.00

TABLE 1 - PROJECT COST
TASK 1a & 1b
 CHWD Annexation Project
 June 2019

20.7301 Hickory Ave- CHWD has drafted a legal description for this property.	2.00	16	\$1,728.00
21.7331 Beech Ave- CHWD has a legal description from TSD engineering which will need to be verified.	2.00	16	\$1,728.00
22.8841 Oak Ave- Have deed for this property. Will need to review district board of directors minutes books for previous annexed properties.	4.00	32	\$3,456.00
23.9005 Oak Ave- Pulled maps and deed for this property. Will need to review district board of directors minutes books of previous annexed properties.	3.00	24	\$2,592.00
24.9025 Oak Ave- Need to go to county to pull deed. Will need to review district board of directors minutes books of previous annexed properties.	3.00	24	\$2,592.00
25.Larkspur Lane- Pulled deed for this property. CHWD provided a legal description from 1979 annexation which describes "exception therefrom".	2.00	16	\$1,728.00
26. Railroad ROW- Pulled map that cover all properties. This is an interesting one with how the lots are broken up. CHWD provided a possible easy solution on how the legal description can be written.	3.00	24	\$2,592.00
27. 7707 Hickory Ave- Pulled map and deed for this property. It looks to me that a split of the property follows a SS easement per the map. Will need to review district board of directors minutes books of previous annexed properties.	3.00	24	\$2,592.00
28.Nipawin Way- Pulled map and deed which shows boundary of parcel. Will need to review board of directors minutes books.	3.00	24	\$2,592.00
29.Leever Lane- Pulled maps which show the boundary of this parcel. Will need to review board of directors minute books.	3.00	24	\$2,592.00
30.8897 Oak Ave- Pulled deed which has a description of the boundary for this parcel. Will need to review board of directors minutes books. Also this one need to included a portion of Oak aver and Hazel Ave. File ID NO. 31 will be combined in this description for annexation.	4.00	32	\$3,456.00

TABLE 1 - PROJECT COST
TASK 1a & 1b
 CHWD Annexation Project
 June 2019

31. See 30.			
32. Hazel Ave- Pulled maps that show this portion of Hazel Ave. Will need to review board of directors minutes books to figure out what parts of Hazel Ave have been annexed.	3.00	24	\$2,592.00
33. Streng Park- Will need to pull deed from county and gather maps of surrounding subdivisions. Will need to review board of directors minutes books.	3.00	24	\$2,592.00
34. Hickory Ave- Need to pull deed from county. Will need to review board of directors minutes books to make sure the description doesn't overall lap the portion on Hickory.	3.00	24	\$2,592.00
35. Oakview Elementary School- CHWD provided deed for this parcel. Can combined this one with File ID NO.21.	3.00	24	\$2,592.00
36. Streng Park- Need to pull deed from county. Will need to review board of directors minutes books.	3.00	24	\$2,592.00
37. C-Bar-C- This is three parcels which CHWD provided all three deeds.	3.00	24	\$2,592.00
38. 8147 Fair Oaks Blvd- CHWD provided map with boundary description. CHWD has a legal description drafted.	2.00	16	\$1,728.00
39. 6031 Sunrise Vista Drive- CHWD provided map with boundary description. CHWD has a legal description drafted.	2.00	16	\$1,728.00
40. Sunrise Vista Drive- CHWD provided map with boundary description. CHWD has a legal description drafted.	2.00	16	\$1,728.00
41. SMUD Orangevale substation- Need to pulled deed from county. CHWD did provide a deed with legal description.	3.00	24	\$2,592.00
42. Greenback Lane- Need to pull deed from county. A portion of greenback and kenneth Ave will need to be involved in this annexation. CHWD provided a map for parcel.	3.00	24	\$2,592.00
43. Mount Vernon Memorial- CHWD provided map for this parcel. Need to pull deed from county. Need to review districts board of directors minutes books for all previous annexations.	4.00	32	\$3,456.00
44. 6326 Appian Way- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00

TABLE 1 - PROJECT COST
TASK 1a & 1b
 CHWD Annexation Project
 June 2019

45. 7061 Madison Ave- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00
46. Dewey Drive / Madison Ave- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00
47. 5420 Dewey Drive- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00
48. 502-508 Livoti Ave- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00
49. Livoti Ave at Langley Ave- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00
50. Placer County Roadways- CHWD has provided an easy solution for these roadways if Sac LAFCO approves.	2.00	16	\$1,728.00
51. City of Roseville Roadways- CHWD has provided an easy solution for these roadways if Sac LAFCO approves.	2.00	16	\$1,728.00
SUBTOTAL	138.00	1104.00	\$119,232.00
Plus Project Management	48.00		\$6,720.00
TOTALS - TASK 1a			\$125,952.00
TASK 1b - File ID #.			
1. Create overall legal descriptions and maps for CHWD boundary.	12.00	96	\$10,368.00
Plus Project Management	8.00		\$1,120.00
TOTALS - TASK 1b			\$11,488.00
TOTALS - TASK 1a & 1b	155.00	1240	\$137,440.00

TABLE 2 - PROJECT COST
TASK 2a, 2b & 2c
 CHWD Annexation Project
 June 2019

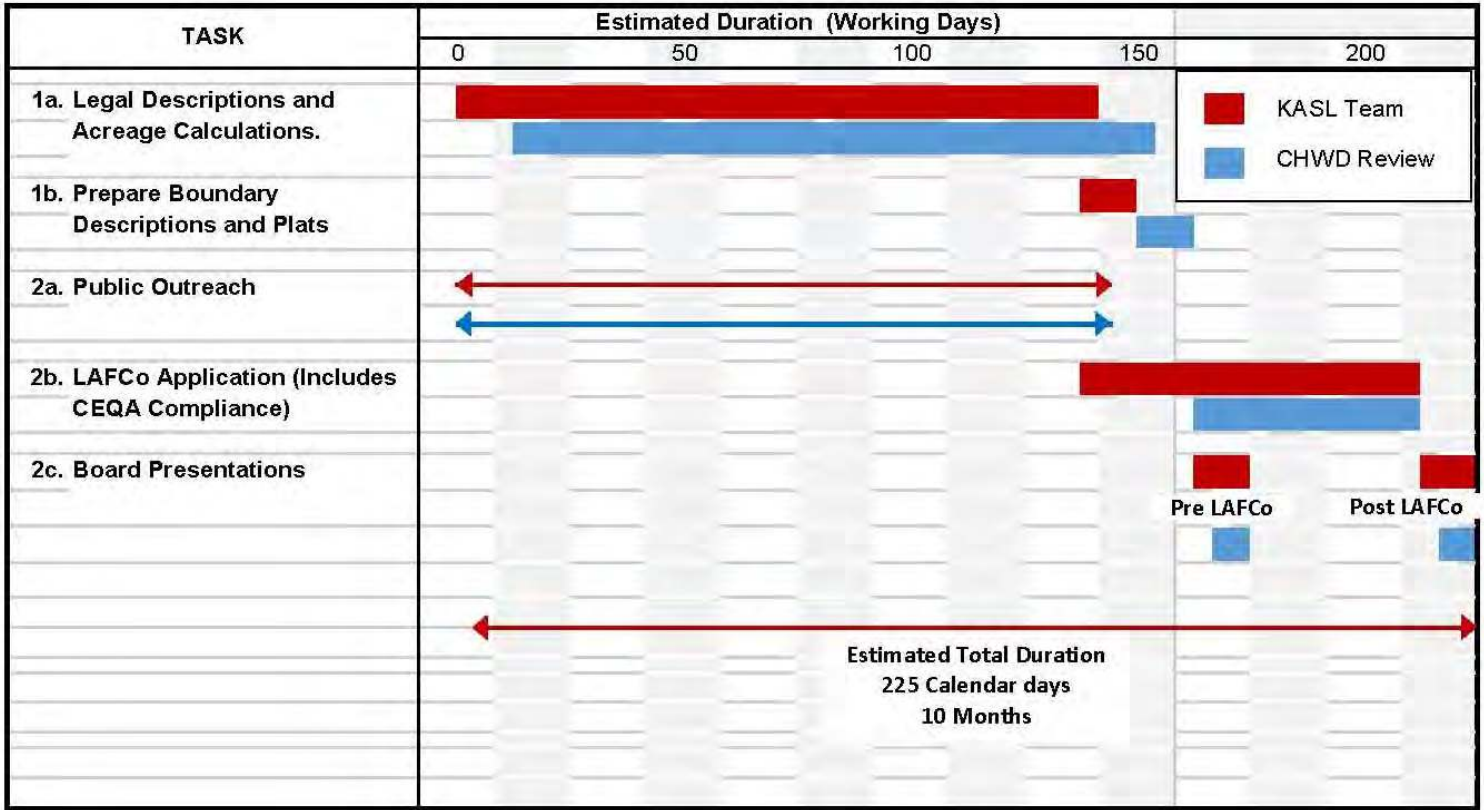
	CHARGEOUT RATES	EST. HOURS	PROPOSED COST
TASK 2a - Public Outreach			
• Engineer, Surveyor 3 (Project Management)	140.00	18.00	\$2,520.00
• Engineer, Surveyor 5 (Survey Manager, Mapping)	108.00	8.00	\$864.00
• Engineer, Survey Tech 7 (Auto CAD Draftsman)	91.00	12.00	\$1,092.00
• Administrative Assistant 9	65.00	18.00	\$1,170.00
• Postage (Estimating 300 Letters @ \$0.50/each)			\$150.00
TASK 2a TOTALS			\$5,796.00
TASK 2b - LAFCO Application			
• Engineer, Surveyor 3 (Project Management)	140.00	12.00	\$1,680.00
• Engineer, Surveyor 4 (Sr. Engineer)	124.00	18.00	\$2,232.00
• Engineer, Survey Tech 7 (Auto CAD Draftsman)	91.00	8.00	\$728.00
• Administrative Assistant 9	65.00	8.00	\$520.00
TASK 2b TOTALS			\$5,160.00
TASK 2c - District Board Presentations, Total of 3 (Estimated time/cost each Presentation)			
• Engineer, Surveyor 3 (Project Management)	140.00	8.00	\$1,120.00
• Engineer, Surveyor 4 (Sr. Engineer)	124.00	4.00	\$496.00
• Engineer, Survey Tech 7 (Auto CAD Draftsman)	91.00	4.00	\$364.00
• Administrative Assistant 9	65.00	2.00	\$130.00
TASK 2c SUBTOTAL (Each Presentation)			\$2,110.00
TASK 2c TOTALS for 3 Presentations			\$6,330.00

TABLE 3
ESTIMATED COSTS OF ADD ALTERNATE ITEMS
CHWD Annexation Project
June 2019

	COST
ADD ALTERNATE ITEM 1	
• Sphere of Influence	\$1,500.00
ADD ALTERNATE ITEM 2	
• Stamped and Signed Annexation Exhibits (Plats) if Included as Part of Task 1a	\$14,280.00
ADD ALTERNATE ITEM 3	
• Preparation of Categorical Exemption and filling Notice of Exemption for CEQA compliance.	\$25,000.00 (Budget Estimate)
TOTALS - ALL ADD ALTERNATE ITEMS	\$40,780.00



PROJECT SCHEDULE





ADDITIONAL INFORMATION

The following are submitted to assist the District in evaluating the background and qualifications of the KASL Team.

- River Pines Public Utility District LAFCo Annexation Map and Descriptions
- Boundary Line Adjustment, Skycrest Well Project, Citrus Heights Water District
- Early Legal Descriptions, Closure Reports, Boundary Closures and Exhibits, Citrus Heights Water District LAFCo Annexation Project

RPPUD EL DORADO COUNTY ANNEXATION LAFCO PROJECT 292

AREA 1 A PORTION OF THE NORTHWEST 1/4
OF SECTION 14, T. 8 N., R. 11 E., M.D.M.

AREA 2 A PORTION OF THE NW 1/4, NE 1/4
AND SW 1/4 OF SECTION 14,
T. 8 N., R. 11 E., M.D.M.

COUNTY OF EL DORADO, CALIFORNIA

JULY 2018
SHEET 1 OF 4

ENGINEER'S STATEMENT:

THIS EXHIBIT WAS PREPARED ON MAY 7, 2018 AND IS FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE DESCRIBED.

JOHN C. SCROGGS

R.C.E. 26388

DATE

EXPIRATION DATE: MARCH 31, 2020



SIGNED: 8/20/2018

COUNTY SURVEYORS STATEMENT

THE EXHIBIT MEETS THE REQUIREMENTS OF THE STATE BOARD OF EQUALIZATION, THE AMADOR COUNTY RECORDERS OFFICE AND CONFORMS TO THE LINES OF ASSESSMENT

STEVEN A. ZANETTA

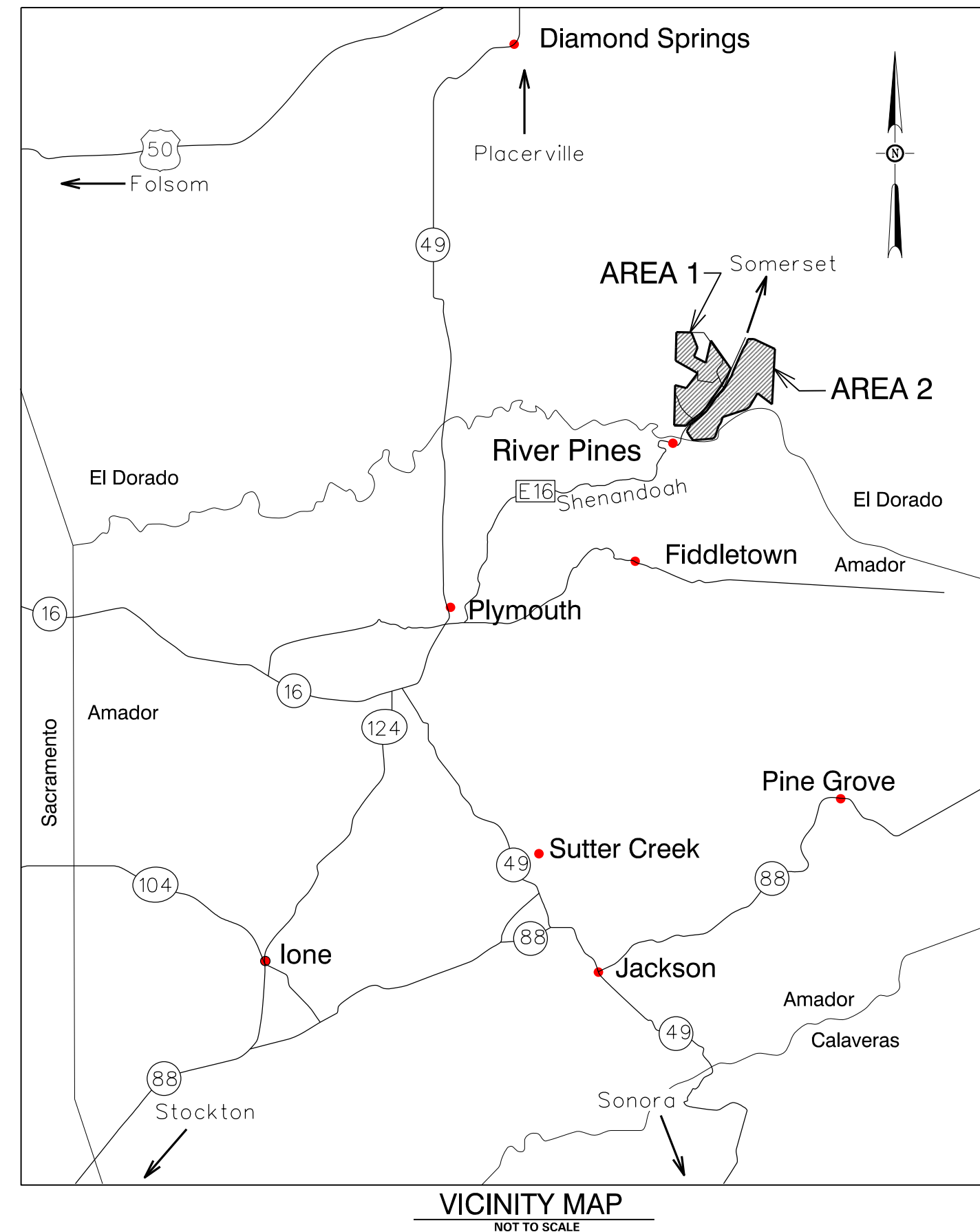
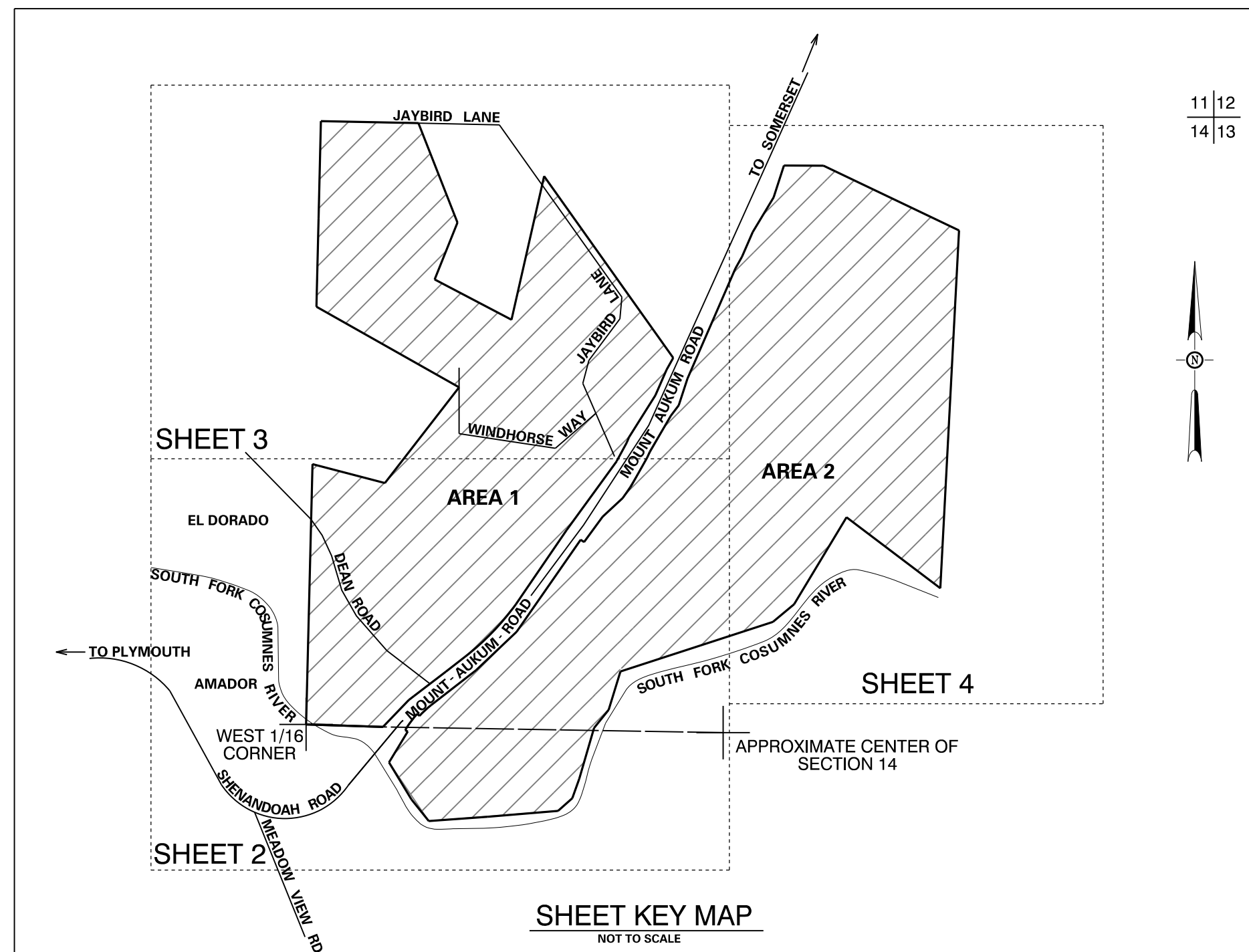
L.S. 6245

DATE

APPROVED BY
LOCAL AGENCY FORMATION COMMISSION
AMADOR COUNTY CA

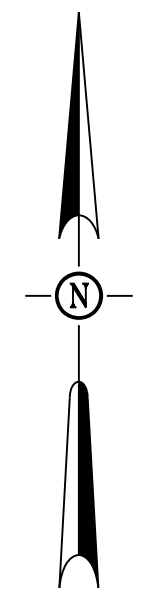
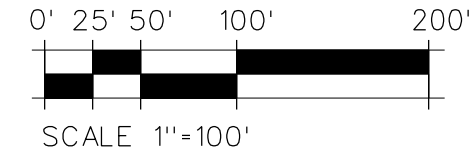
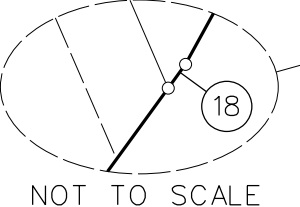
ATTEST: _____
EXECUTIVE OFFICER

DATE: _____



**MATCH LINE
SEE SHEET 3**

WINDHORSE WAY



- AREA 1**
1. N01°24'13"E 973.35'
 2. S75°26'52"E 280.00'
 3. N37°46'33"E 452.82'
 4. N60°31'16"W 613.37'
 5. N01°24'13"E 330.22'
 6. N01°24'13"E 364.14'
 7. S88°47'37"E 365.00'
 8. S21°23'33"E 399.17'
 9. S21°43'59"W 229.15'
 10. S62°17'58"E 324.49'
 11. N12°46'24"E 550.51'
 12. S35°24'24"E 833.77'
 13. S29°16'26"W 50.25'
 14. S23°30'50"W 104.86'
 15. S32°13'17"W 185.60'
 16. S22°23'03"W 22.18'
 17. S28°39'54"W 77.86'
 18. S36°02'38"W 0.94'
 19. S36°00'28"W 318.76'
 20. S34°20'42"W 336.75'
 21. RADIUS:970.00
RADIAL:S53°59'57"E
DELTA:16°07'17"
LENGTH:272.93'
CHORD:S44°03'41"W L=272.03'
 22. S52°07'20"W 91.37'
 23. S52°41'03"W 149.48'
 24. S52°41'03"W 25.00'
 25. S43°54'13"W 139.61'
 26. N88°05'33"W 287.23'
- 38.9 ACRES**

- AREA 2**
27. RADIUS:376.00
RADIAL:S57°26'40"E
DELTA:09°52'29"
LENGTH:64.80'
CHORD:N37°29'34"E L=64.72'
 28. S47°39'32"E 11.00'
 29. RADIUS:365.00
RADIAL:S47°34'10"E
DELTA:09°27'08"
LENGTH:60.21'
CHORD:N47°24'47"E L=60.15'
 30. N52°08'21"E 211.02'
 31. N46°33'35"E 210.23'
 32. N34°50'23"E 419.26'
 33. S56°43'10"E 15.35'
 34. N36°02'21"E 117.45'
 35. N47°20'57"E 86.50'
 36. N47°20'57"E 15.48"
 37. N36°02'21"E 50.00'
 38. N29°18'53"E 128.10'
 39. N23°29'53"E 24.27'
 40. N30°26'12"E 155.86'
 41. N36°46'58"E 48.33'
 42. N18°05'37"E 105.23'
 43. N23°32'49"E 450.00'
 44. N29°15'27"E 50.25'
 45. N23°32'49"E 100.00'
 46. N31°08'30"E 151.33'
 47. N17°50'15"E 125.33'
 48. S89°42'30"E 148.55'
 49. S64°27'55"E 561.02'
 50. S02°58'26"W 1340.01'
 51. N52°57'00"W 440.00'
 52. S31°00'00"W 380.00'
 53. S50°24'30"W 103.04'
 54. S72°00'00"W 600.00'
 55. S17°00'00"W 150.00'
 56. S38°51'06"W 87.13'
 57. S16°09'00"W 197.80'
 58. S20°00'24"W 77.70'
 59. S48°14'00"W 70.70'
 60. S85°14'00"W 264.70'
 61. S85°46'00"W 220.40'
 62. N38°52'00"W 103.60'
 63. N31°08'00"W 161.87'
 64. N31°13'00"E 134.96'
 65. N58°47'00"W 11.00'
 66. RADIUS:376.00
RADIAL:S59°02'23"E
DELTA:01°35'43"
LENGTH:10.47'
CHORD:N31°45'28"E L=10.47'
- 47.7 ACRES**

**AREA 1
38.9 ACRES**

**AREA 2
47.7 ACRES**

**MATCH LINE
SEE SHEET 4**

NORTHEAST CORNER
OF THE NORTHWEST 1/4
OF SOUTHWEST 1/4 OF SECTION 14.
EXISTING DISTRICT BOUNDARY

POINT OF BEGINNING (AREA 2)

POINT OF BEGINNING (AREA 1)
POINT OF COMMENCEMENT (AREA 2)

- PROPOSED RIVER PINES PUBLIC UTILITY DISTRICT ANNEXATION BOUNDARY
- - - EXISTING RIVER PINES PUBLIC UTILITY DISTRICT BOUNDARY
- PARCEL LINES
- - - ROADS
- ① COURSE NUMBER
- (R) RADIAL BEARING

**RPPUD EL DORADO COUNTY
ANNEXATION LAFCO PROJECT 292**
**AREA 1 A PORTION OF THE NW 1/4
OF SECTION 14, T. 8 N., R. 11 E., M.D.M.**
**AREA 2 A PORTION OF THE NW 1/4, NE 1/4
AND SW 1/4 OF SECTION 14,
T. 8 N., R. 11 E., M.D.M.**
COUNTY OF EL DORADO, CALIFORNIA
JULY 2018
SHEET 2 OF 4

TOTAL ACRES AREA 1 AND AREA 2
86.6 ACRES (3,772,296 SQ FT)

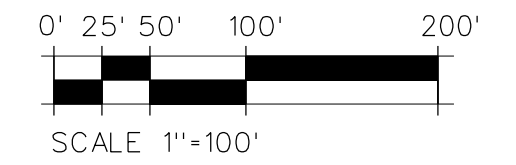
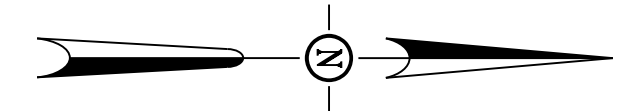
*DISCLAIMER:
FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A
LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND
MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND
DESCRIBED.*

CONSULTING
KASL
ENGINEERS
 CIVIL - WATER RESOURCES - SURVEYING

7777 Greenback Lane
 Suite 104
 Citrus Heights, CA 95610
 Tel. (916) 722-1800
 Fax (916) 722-4595

MATCH LINE
SEE SHEET 2

MATCH LINE
SEE SHEET 3



- AREA 2**
- 27. RADIUS:376.00
RADIAL:S57°26'40"E
DELTA:09°52'29"
LENGTH:64.80'
CHORD:N37°29'34"E L=64.72'
 - 28. S47°39'32"E 11.00'
 - 29. RADIUS:365.00
RADIAL:S47°34'10"E
DELTA:09°27'08"
LENGTH:60.21'
CHORD:N47°24'47"E L=60.15'
 - 30. N52°08'21"E 211.02'
 - 31. N46°33'35"E 210.23'
 - 32. N34°50'23"E 419.26'
 - 33. S56°43'10"E 15.35'
 - 34. N36°02'21"E 117.45'
 - 35. N47°20'57"E 86.50'
 - 36. N47°20'57"E 15.48''
 - 37. N36°02'21"E 50.00'
 - 38. N29°18'53"E 128.10'
 - 39. N23°29'53"E 24.27'
 - 40. N30°26'12"E 155.86'
 - 41. N36°46'58"E 48.33'
 - 42. N18°05'37"E 105.23'
 - 43. N23°32'49"E 450.00'
 - 44. N29°15'27"E 50.25'
 - 45. N23°32'49"E 100.00'
 - 46. N31°08'30"E 151.33'
 - 47. N17°50'15"E 125.33'
 - 48. S89°42'30"E 148.55'
 - 49. S64°27'55"E 561.02'
 - 50. S02°58'26"W 1340.01'
 - 51. N52°57'00"W 440.00'
 - 52. S31°00'00"W 380.00'
 - 53. S50°24'30"W 103.04'
 - 54. S72°00'00"W 600.00'
 - 55. S17°00'00"W 150.00'
 - 56. S38°51'06"W 87.13'
 - 57. S16°09'00"W 197.80'
 - 58. S20°00'24"W 77.70'
 - 59. S48°14'00"W 70.70'
 - 60. S85°14'00"W 264.70'
 - 61. S85°46'00"W 220.40'
 - 62. N38°52'00"W 103.60'
 - 63. N31°08'00"W 161.87'
 - 64. N31°13'00"E 134.96'
 - 65. N58°47'00"W 11.00'
 - 66. RADIUS:376.00
RADIAL:S59°02'23"E
DELTA:01°35'43"
LENGTH:10.47'
CHORD:N31°45'28"E L=10.47'

SOUTH FORK COSUMES RIVER

EL DORADO CO.
AMADOR CO.

014-100-13

046-610-18

**AREA 2
47.7 ACRES**

046-610-22

046-610-24

046-610-12

**RPPUD EL DORADO COUNTY
ANNEXATION LAFCO PROJECT 292**
 AREA 1 A PORTION OF THE NW 1/4
 OF SECTION 14, T. 8 N., R. 11 E., M.D.M.
 AREA 2 A PORTION OF THE NW 1/4, NE 1/4
 AND SW 1/4 OF SECTION 14,
 T. 8 N., R. 11 E., M.D.M.
 COUNTY OF EL DORADO, CALIFORNIA
 JULY 2018
 SHEET 4 OF 4

- PROPOSED RIVER PINES PUBLIC UTILITY DISTRICT ANNEXATION BOUNDARY
- EXISTING RIVER PINES PUBLIC UTILITY DISTRICT BOUNDARY
- PARCEL LINES
- ROADS
- ① COURSE NUMBER
- (R) RADIAL BEARING

TOTAL ACRES AREA 1 AND AREA 2
86.6 ACRES (3,772,296 SQ FT)

CONSULTING
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 DESCRIBED."

**RPPUD EL DORADO COUNTY ANNEXATION
LAFCO PROJECT 292**

GEOGRAPHIC DESCRIPTION
AREA 1

ALL THAT CERTAIN REAL PROPERTY, SITUATE IN PORTION OF NORTHWEST QUARTER, SECTION 14, TOWNSHIP 8 NORTH, RANGE 11 EAST, MOUNT DIABLO BASE AND MERIDIAN, IN THE COUNTY OF EL DORADO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEGINNING AT A 3/4 INCH REBAR BEING THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF SOUTHWEST QUARTER OF SECTION 14, ALSO BEING ON THE EXISTING RIVER PINES PUBLIC UTILITY DISTRICT BOUNDARY; THENCE,

FROM THE POINT OF BEGINNING LEAVING SAID EXISTING BOUNDARY THE FOLLOWING TWENTY-SIX (26) COURSES:

COURSE 1. NORTH 01°24'13" EAST 973.35 FEET; THENCE,

COURSE 2. SOUTH 75°26'52" EAST 280.00 FEET; THENCE,

COURSE 3. NORTH 37°46'33" EAST 452.82 FEET; THENCE,

COURSE 4. NORTH 60°31'16" WEST 613.37 FEET; THENCE,

COURSE 5. NORTH 01°24'13" EAST 330.22 FEET; THENCE,

COURSE 6. NORTH 01°24'13" EAST 364.14 FEET; THENCE,

COURSE 7. SOUTH 88°47'37" EAST 365.00 FEET; THENCE,

COURSE 8. SOUTH 21°23'33" EAST 399.17 FEET; THENCE,

COURSE 9. SOUTH 21°43'59" WEST 229.15 FEET; THENCE,

COURSE 10. SOUTH 62°17'58" EAST 324.49 FEET; THENCE,

COURSE 11. NORTH 12°46'24" EAST 550.51 FEET; THENCE,

COURSE 12. SOUTH 35°24'24" EAST 833.77 FEET TO THE WESTERLY RIGHT-OF-WAY OF MOUNT AUKUM ROAD; THENCE, ALONG SAID RIGHT-OF-WAY LINE THE FOLLOWING 13 COURSES,

COURSE 13. SOUTH 29°16'26" WEST 50.25 FEET; THENCE,

COURSE 14. SOUTH 23°30'50" WEST 104.86 FEET; THENCE,

COURSE 15. SOUTH 32°13'17" WEST 185.60 FEET; THENCE,

COURSE 16. SOUTH 22°23'03" WEST 22.18 FEET; THENCE,

COURSE 17. SOUTH 28°39'54" WEST 77.86 FEET; THENCE,

COURSE 18. SOUTH 36°02'38" WEST 0.94 FEET; THENCE

COURSE 19. SOUTH 36°00'28" WEST 318.76 FEET

COURSE 20. SOUTH 34°20'42" WEST 336.75 FEET

COURSE 21. FROM THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 970.00 FEET, THE RADIAL LINE TO SAID CURVE BEARS NORTH 53°59'57" WEST, THROUGH A CENTRAL ANGLE OF 16°07'17" HAVING AN ARC LENGTH OF 272.93 FEET, ALSO HAVING A CHORD BEARING OF SOUTH 44°03'41" WEST HAVING A LENGTH OF 272.03 FEET

COURSE 22. SOUTH 52°07'20" WEST 91.37 FEET

COURSE 23. SOUTH 52°41'03" WEST 149.48 FEET

COURSE 24. SOUTH 52°41'03" WEST 25.00 FEET

COURSE 25. SOUTH 43°54'13" WEST 139.61 FEET THENCE, LEAVING SAID RIGHT-OF-WAY LINE OF MOUNT AUKUM ROAD, TO AND ALONG SAID EXISTING BOUNDARY,

COURSE 26. NORTH 88°05'33" WEST 287.23 FEET; TO THE POINT OF THE BEGINNING, AREA 1 CONTAINING 38.9 ACRES MORE OR LESS, TOTAL COMPUTED ACREAGE CONTAINING 86.6 ACRES MORE OR LESS.

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



**RPPUD EL DORADO COUNTY ANNEXATION
LAFCO PROJECT 292**

GEOGRAPHIC DESCRIPTION
AREA 2

ALL THAT CERTAIN REAL PROPERTY, SITUATE IN PORTION OF NORTHWEST QUARTER, NORTHEAST QUARTER AND THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 11 EAST, MOUNT DIABLO BASE AND MERIDIAN, IN THE COUNTY OF EL DORADO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEGINNING ON THE EASTERLY RIGHT-OF-WAY LINE OF MOUNT AUKUM ROAD, BEING NEAR THE MIDSECTION LINE OF SAID SECTION 14, FROM WHICH THE NORTHEAST CORNER OF THE NW QUARTER OF THE SOUTHWEST OF SAID SECTION 14 BEARS NORTH 88°05'33" WEST, 376.37 FEET; THENCE FROM SAID POINT OF BEGINNING ALONG SAID RIGHT-OF-WAY THE FOLLOWING FORTY (40) COURSES,

FROM THE POINT OF BEGINNING:

COURSE 27. A CURVE TO THE RIGHT HAVING A RADIUS OF 376.00 FEET, THROUGH A CENTRAL ANGLE OF 09°52'29" HAVING AN ARC LENGTH OF 64.80 FEET, ALSO HAVING A CHORD BEARING OF NORTH 37°29'34" EAST HAVING A LENGTH OF 64.72 FEET; THENCE,

COURSE 28. SOUTH 47°39'32" EAST 11.00 FEET; THENCE,

COURSE 29. FROM THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT HAVING A RADIUS 365.00, THE RADIAL LINE TO SAID CURVE BEARS SOUTH 47°34'10" EAST, THROUGH A CENTRAL ANGLE OF 09°27'08" HAVING AN ARC LENGTH 60.21 FEET, ALSO HAVING A CHORD BEARING OF N47°24'47" EAST HAVING A LENGTH OF 60.15 FEET; THENCE,

COURSE 30. NORTH 52°08'21" EAST 211.02 FEET; THENCE,

COURSE 31. NORTH 46°33'35" EAST 210.23 FEET; THENCE,

COURSE 32. NORTH 34°50'23" EAST 419.26 FEET; THENCE,

COURSE 33. SOUTH 56°43'10" EAST 15.35 FEET; THENCE,

COURSE 34. NORTH 36°02'21" EAST 117.45 FEET; THENCE,

COURSE 35. NORTH 47°20'57" EAST 86.50 FEET; THENCE,

COURSE 36. NORTH 47°20'57" EAST 15.48 FEET; THENCE,

COURSE 37. NORTH 36°02'21" EAST 50.00 FEET; THENCE,

AREA 2 DESCRIPTION (CONT)

COURSE 38. NORTH 29°18'53" EAST 128.10 FEET; THENCE,

COURSE 39. NORTH 23°29'53" EAST 24.27 FEET; THENCE,

COURSE 40. NORTH 30°26'12" EAST 155.86 FEET; THENCE,

COURSE 41. NORTH 36°46'58" EAST 48.33 FEET; THENCE,

COURSE 42. NORTH 18°05'37" EAST 105.23 FEET; THENCE,

COURSE 43. NORTH 23°32'49" EAST 450.00 FEET; THENCE,

COURSE 44. NORTH 29°15'27" EAST 50.25 FEET; THENCE,

COURSE 45. NORTH 23°32'49" EAST 100.00 FEET; THENCE,

COURSE 46. NORTH 31°08'30" EAST 151.33 FEET; THENCE,

COURSE 47. NORTH 17°50'15" EAST 125.33 FEET THENCE, LEAVING SAID RIGHT-OF-WAY LINE OF MOUNT AUKUM ROAD,

COURSE 48. SOUTH 89°42'30" EAST 148.55 FEET; THENCE,

COURSE 49. SOUTH 64°27'55" EAST 561.02 FEET; THENCE,

COURSE 50. SOUTH 02°58'26" WEST 1340.01 FEET; THENCE,

COURSE 51. NORTH 52°57'00"W 440.00 FEET; THENCE,

COURSE 52. SOUTH 31°00'00" WEST 380.00 FEET; THENCE,

COURSE 53. SOUTH 50°24'30" WEST 103.04 FEET; THENCE,

COURSE 54. SOUTH 72°00'00" WEST 600.00 FEET; THENCE,

COURSE 55. SOUTH 17°00'00" WEST 150.00 FEET; THENCE,

COURSE 56. SOUTH 38°51'06" WEST 87.13 FEET; THENCE,

COURSE 57. SOUTH 16°09'00" WEST 197.80 FEET; THENCE,

COURSE 58. SOUTH 20°00'24" WEST 77.70 FEET; THENCE,

COURSE 59. SOUTH 48°14'00" WEST 70.70 FEET; THENCE,

COURSE 60. SOUTH 85°14'00" WEST 264.70 FEET; THENCE,

COURSE 61. SOUTH 85°46'00" WEST 220.40 FEET; THENCE,

COURSE 62. NORTH 38°52'00" WEST 103.60 FEET; THENCE,

COURSE 63. NORTH 31°08'00" WEST 161.87 FEET TO THE SAID EASTERLY RIGHT-OF-WAY LINE OF MOUNT AUKUM ROAD; THENCE, ALONG SAID RIGHT-OF-WAY LINE THE FOLLOWING 3 COURSES,

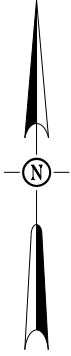
COURSE 64. NORTH 31°13'00" EAST 134.96 FEET; THENCE,

COURSE 65. NORTH 58°47'00" WEST 11.00 FEET; THENCE,

COURSE 66. FROM THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 376.00 FEET, THE RADIAL LINE TO SAID CURVE BEARS SOUTH 59°02'23" EAST, THROUGH A CENTRAL ANGLE OF 01°35'43" HAVING AN ARC LENGTH OF 10.47 FEET, ALSO HAVING A CHORD BEARING OF NORTH 31°45'28" EAST HAVING A LENGTH OF 10.47 FEET, TO THE POINT OF THE BEGINNING, AREA 2 CONTAINING 47.7 ACRES MORE OR LESS, TOTAL COMPUTED ACREAGE CONTAINING 86.6 ACRES MORE OR LESS.

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.





1" = 100'

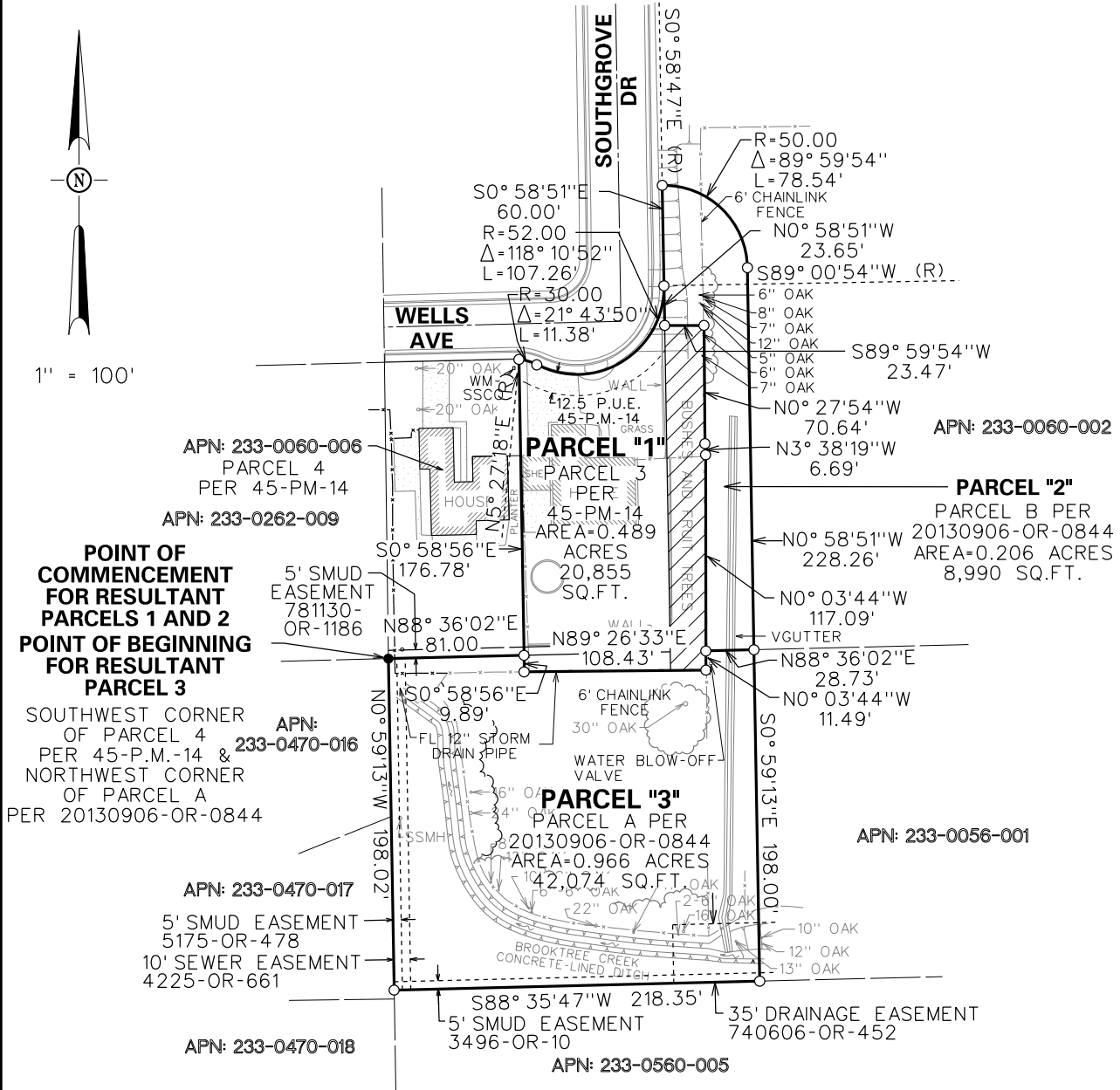


EXHIBIT B
BOUNDARY LINE ADJUSTMENT
RESULTANT PARCELS
PARCEL 3 PER 45-PM-14
PARCEL A AND B PER 20130906-OR-0844
CITRUS HEIGHTS, CA

2 DECEMBER 2014

<p><small>CONSULTING</small></p> <p>KASL</p> <p><small>ENGINEERS</small></p>	<small>7777 Greenback Lane</small>
	<small>Suite 104</small>
	<small>Citrus Heights, CA 95610</small>
	<small>Tel. (916) 722-1800</small>
	<small>Fax (916) 722-4595</small>
<small>CIVIL - WATER RESOURCES - SURVEYING</small>	

EXHIBIT A
BOUNDARY LINE ADJUSTMENT
RESULTANT PARCEL "1"
2 DECEMBER 2014

A PORTION OF PARCEL A AND B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844 AND ALL OF PARCEL 3 AS SHOWN ON THAT PARCEL MAP RECORDED IN BOOK 45 OF PARCEL MAPS, AT PAGE 14, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS.

COMMENCING AT THE SOUTHWEST CORNER OF PARCEL 4 AS SHOWN ON SAID PARCEL MAP, THENCE ALONG THE SOUTH LINE OF SAID PARCEL 4, NORTH 88° 36' 02" EAST, 81.00 FEET TO THE POINT OF BEGINNING FOR RESULTANT PARCEL "1".

THENCE FROM SAID POINT OF BEGINNING, LEAVING THE SOUTH LINE OF SAID PARCEL 4, SOUTH 00° 58' 56" EAST, 9.89 FEET;

THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;

THENCE NORTH 0° 03' 44" WEST, 128.58 FEET;

THENCE NORTH 3° 38' 19" WEST, 6.69 FEET;

THENCE NORTH 0° 27' 54" WEST, 70.64 FEET;

THENCE SOUTH 89° 59' 54" WEST, 23.47 FEET;

THENCE NORTH 0° 58' 51" WEST, 23.65 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 3;

THENCE ALONG THE NORTH LINE OF SAID PARCEL 3, ALSO BEING A NON-TANGENT CURVE TO THE LEFT AND HAVING A RADIUS OF 52.00 FEET, THE RADIAL LINE FROM SAID CURVE BEARS SOUTH 89° 00' 54" WEST, THROUGH A CENTRAL ANGLE OF 118° 10' 52" AND HAVING AN ARC LENGTH OF 107.26 FEET;

THENCE CONTINUING ALONG SAID NORTH LINE, ALONG A CURVE TO THE RIGHT AND HAVING A RADIUS OF 30.00 FEET, THROUGH A CENTRAL ANGLE OF 21° 43' 50" AND HAVING AN ARC LENGTH OF 11.38 FEET TO THE NORTH WEST CORNER OF SAID PARCEL 3;

THENCE ALONG THE WEST LINE OF SAID PARCEL 3, SOUTH 00° 58' 56" EAST, 176.78 FEET TO THE SAID POINT OF BEGINNING FOR RESULTANT PARCEL "1". SAID PARCEL CONTAINS 20,855 SQ. FT. (0.489 ACRES)

EXHIBIT A
BOUNDARY LINE ADJUSTMENT
RESULTANT PARCEL "2"
2 DECEMBER 2014

A PORTION OF PARCEL B AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS.

COMMENCING AT THE SOUTHWEST CORNER OF PARCEL 4 AS SHOWN ON SAID PARCEL MAP, THENCE ALONG THE SOUTH LINE OF SAID PARCEL 4, NORTH 88° 36' 02" EAST, 81.00 FEET;

THENCE LEAVING THE SOUTH LINE OF SAID PARCEL 4, SOUTH 00° 58' 56" EAST, 9.89 FEET;

THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;

THENCE NORTH 0° 03' 44" WEST, 11.49 FEET TO A POINT ON THE SOUTH LINE OF SAID PARCEL B, ALSO BEING THE POINT OF BEGINNING FOR RESULTANT PARCEL "2";

THENCE FROM THE SAID POINT OF BEGINNING, ALONG THE SOUTH LINE OF SAID PARCEL B, NORTH 88° 36' 02" EAST, 28.73 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL B;

THENCE ALONG THE EAST LINE OF SAID PARCEL B NORTH 0° 58' 51" WEST, 228.26 FEET;

THENCE ALONG THE NORTHEAST LINE OF SAID PARCEL B, ALONG A CURVE TO THE LEFT AND HAVING A RADIUS OF 50.00 FEET, THROUGH A CENTRAL ANGLE OF 89° 59' 54" AND HAVING AN ARC LENGTH OF 78.54 FEET TO THE NORTHWEST CORNER OF SAID PARCEL B;

THENCE ALONG THE WEST LINE OF SAID PARCEL B, SOUTH 0° 58' 51" EAST, 83.65 FEET;

THENCE LEAVING THE WEST LINE OF SAID PARCEL B, NORTH 89° 59' 54" EAST, 23.47 FEET

THENCE SOUTH 0° 27' 54" EAST, 70.64 FEET;

THENCE SOUTH 3° 38' 19" EAST, 6.69 FEET;

THENCE SOUTH 0° 03' 44" EAST, 117.09 FEET TO THE SAID POINT OF BEGINNING FOR RESULTANT PARCEL "2". SAID PARCEL CONTAINS 8,990 SQ. FT. (0.206 ACRES)

EXHIBIT A
BOUNDARY LINE ADJUSTMENT
RESULTANT PARCEL "3"
2 DECEMBER 2014

A PORTION OF PARCEL A AS DESCRIBED IN THE DEED RECORDED IN BOOK 20130906 OF OFFICIAL RECORDS AT PAGE 0844, RECORDS OF SACRAMENTO COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS.

BEGINNING AT THE NORTHWEST CORNER OF SAID PARCEL A FOR RESULTANT PARCEL "3", THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 36' 02" EAST, 81.00 FEET

THENCE LEAVING THE NORTH LINE OF SAID PARCEL A, SOUTH 00° 58' 56" EAST, 9.89 FEET;

THENCE NORTH 89° 26' 33" EAST, 108.43 FEET;

THENCE NORTH 0° 03' 44" WEST, 11.49 FEET TO THE NORTH LINE OF SAID PARCEL A;

THENCE ALONG THE NORTH LINE OF SAID PARCEL A, NORTH 88° 36' 02" EAST, 28.73 FEET TO THE NORTHEAST CORNER OF SAID PARCEL A;

THENCE ALONG THE EAST LINE OF SAID PARCEL A, SOUTH 0° 59' 13" EAST, 198.00 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL A;

THENCE ALONG THE SOUTH LINE OF SAID PARCEL A, SOUTH 88° 35' 47" WEST, 218.35 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL A;

THENCE ALONG THE WEST LINE OF SAID PARCEL A, NORTH 0° 59' 13" WEST, 198.02 FEET TO THE SAID POINT OF BEGINNING FOR RESULTANT PARCEL "3". SAID PARCEL CONTAINS 42,074 SQ. FT. (0.966 ACRES).

**CITRUS HEIGHTS WATER DISTRICT
2016 ANNEXATION PROJECT**

MAPPING ID: DETH1

ANNEXATION GROUP: Detachments

PROJECT NAME: - 7061 Madison Avenue, Fair Oaks, CA 95628

OWNER: _____

Telephone: _____ Fax: _____

OTHER: _____

Telephone: _____ Fax: _____

ASSESSOR'S PARCEL NUMBER(S): 232-0353-017 (Portion)

ACREAGE (GROSS): _____

ANNEXATION FEE: n/a

DATE BILLED: n/a

DATE INFORMATION SENT TO OWNER/DEVELOPER: _____

DATE OF LAFCO APPROVAL: _____

DATE OF CHWD BOARD ACTION: _____

PROPERTY LEGAL DESCRIPTION:

7061 Madison Avenue

All that certain real property situate in in the County of Sacramento, State of California as shown on the "Plat of Citrus Heights Addition No. 2" filed in the Office of the Recorder of Sacramento County in Book 11 of Maps, Map No. 31 described as follows:

The north 229.6 feet Lot 20 of said Citrus Heights Addition No. 2.

Containing ____ acres more or less

APN 232-0353-017 (Portion)

FILED AT REQUEST OF
 Treas. of Cal. State
 SACRAMENTO
 Dec 31-1910
 11 hours 40 minutes
 60000
 0000

(31)

PLAT OF CITRUS HEIGHTS ADDITION No 2

LOCATED IN
 W 1/2 OF SEC. 2, T.9N., R.6E.
 SACRAMENTO CO., CAL.

Surveyed: November 1910. Phinney, Cate & Marshall,
 Civil Engineers

Scale: 1" = 200'

Sacramento Dec 31-1910
 Title to "Citrus Heights Addn. No 2"
 is vested in Nicholas Van Marren
 as per opinion of title No. 156
 now on file in this office
 60000
 Recorder



LEGEND: The land embraced within the boundaries of CITRUS HEIGHTS ADDITION No 2 is located in the west 1/2 of Section 2, T.9N., R.6E., M.D.B.M. and is a portion of that certain tract of land conveyed by deed dated Oct. 18 1883 from Philip Van Marren to Nicholas Van Marren and recorded in Book 110 of Deeds of page 287 and by deed dated Oct. 9 1887 from William Van Janke to Nicholas Van Marren and recorded in Book 128 of Deeds of page 282, and by deed dated Oct. 8 1887 from Nicholas Van Marren et al. to Nicholas Van Marren and recorded in Book 129 of Deeds of page 281, Sacramento County Records.

I hereby acknowledge this to be the official plat of CITRUS HEIGHTS ADDITION No 2 owned by me and subdivided in accordance with my instructions
 I also hereby dedicate to the Public as public highways those certain parcels of ground shown on this plat as HARRISBURG AVENUE and SERRA AVENUE.

Nicholas Van Marren

STATE OF CALIFORNIA) ss. This 21st day of December in the year 1910
 COUNTY OF SACRAMENTO) before me F.G. DSSMOND a Notary Public in and for the County of Sacramento, State of California personally appeared NICHOLAS VAN MARREN known to me to be the person whose name is subscribed to the within instrument and he acknowledged to me that he executed the same.
 In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

F.G. DSSMOND
 Notary Public in and for the County of Sacramento, State of California.

STATE OF CALIFORNIA) ss. L. WILLIAMS, County Auditor of Sacramento County,
 COUNTY OF SACRAMENTO) State of California, do hereby certify that there are no liens for unpaid State or County or other taxes except taxes not yet payable against that tract or subdivision of land known as CITRUS HEIGHTS ADDITION No 2. In Witness Whereof, I have hereunto set my hand and affixed my official seal this 20th day of December in the year 1910.

L. Williams
 County Auditor of Sacramento County, State of California.

STATE OF CALIFORNIA) ss. The Board of Supervisors of Sacramento County,
 COUNTY OF SACRAMENTO) State of California, have by resolution duly and regularly passed by said Board on this 15th day of Dec in the year 1910 accepted on behalf of the Public the highways established to the Public and which are laid down on the within plat of CITRUS HEIGHTS ADDITION No 2:

Attest: *W. E. Harrington* Chairman of the Board of Supervisors
 County Clerk
W. E. Harrington
 Deputy

We hereby certify that this is a true and correct plat of CITRUS HEIGHTS ADDITION No 2 as the same was surveyed and subdivided by us in November 1910.

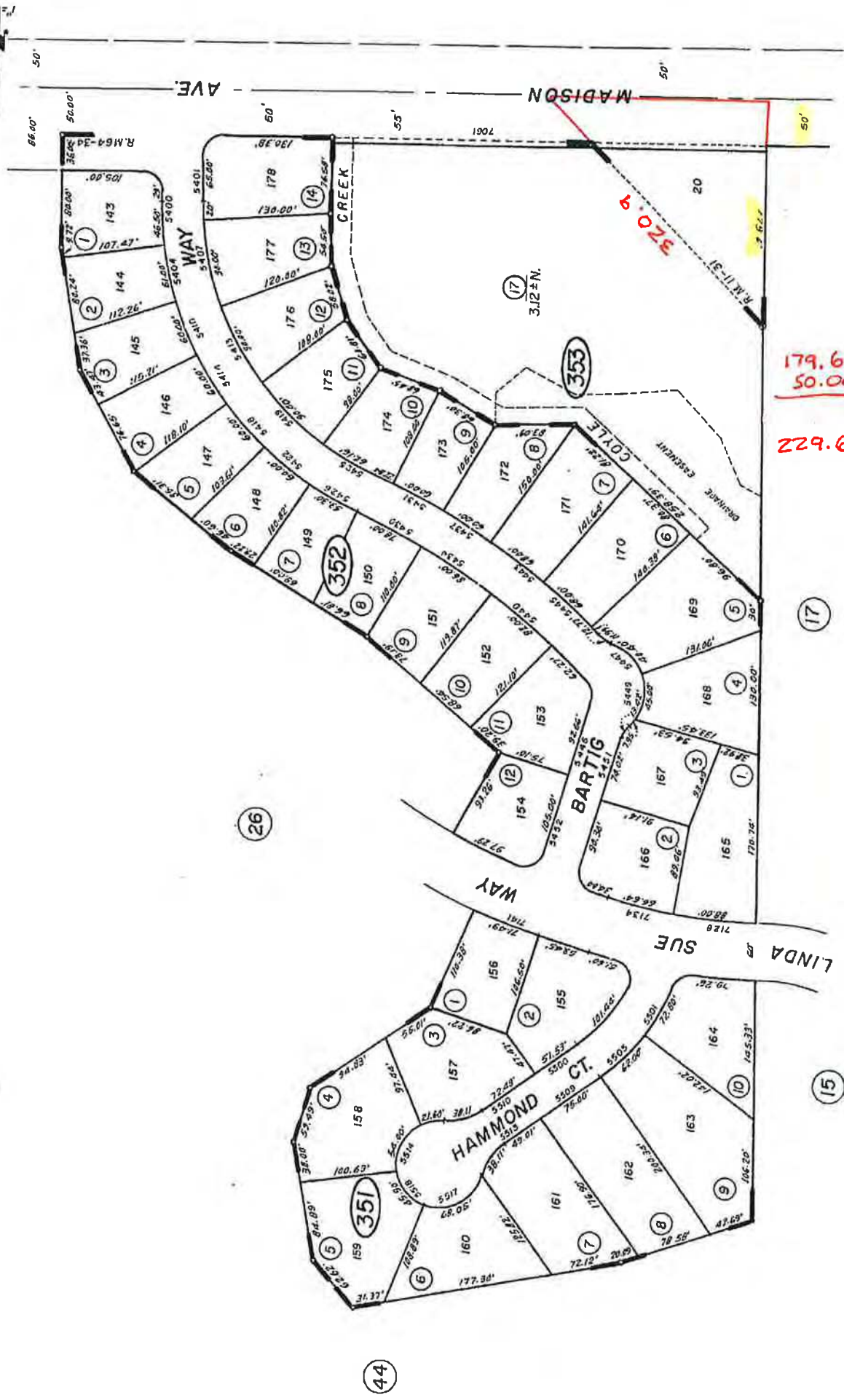
PHINNEY, CATE & MARSHALL,
 Civil Engineers.
W. E. Harrington
 State Licensed Land Surveyor.



POR. SEC. 2, T.9N., R.6E., M.D.B. & M.

Tax Area Code

232-
85



Citrus Heights Add'n. No. 2, R.M. Bk. II, Pg. 31

Assessor's Map Bk. 232-Pg. 31
County of Sacramento, Calif

Assessor's Map Bk. 232-Pg. 31
County of Sacramento, Calif
Assessor's Map Bk. 232-Pg. 31
County of Sacramento, Calif
Assessor's Map Bk. 232-Pg. 31
County of Sacramento, Calif

CLOSURE REPORT

7061 Madison Ave, Fair Oaks
CA, 95628

Project: 7061 Madison Ave
Alignment: Boundary
Description: 7061 Madison

POB ()		2009592.640
6768981.420	0.00	
	S 44°36'00" E	320.90
PI ()		2009364.151
6769206.741	0.00	
	N 0°38'00" W	229.60
PI ()		2009593.737
6769204.203	0.00	
	S 89°43'05" W	222.79
POE ()		2009592.640
6768981.420	0.00	

Northing Error: 0.00 ft
Easting Error: -0.00 ft
Closing Direction: S 83°18'54" E
Closing Distance: 0.00 ft
Closed Area: 25575.3 sq ft (0.6 ac)
Perimeter: 773.29 ft
Precision: 179545.61

PLAT OF CENTURION MADISON

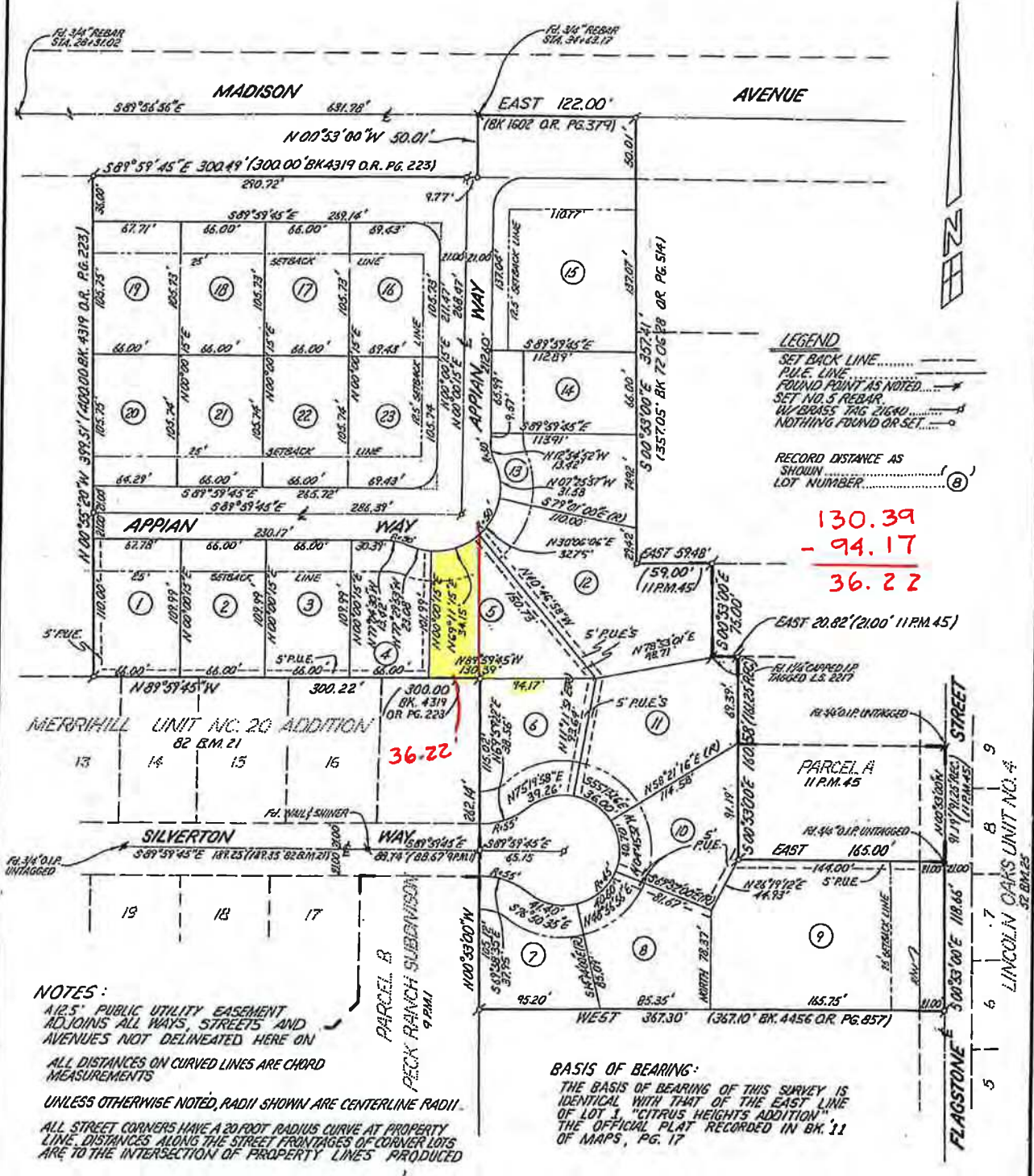
PORTION OF TRACT 3, PECK RANCH SUBDIVISION RECORDED IN BOOK 2
OF SURVEYS AT PAGE 37, AND PORTION LOT 1, CITRUS HEIGHTS
ADDITION RECORDED IN BOOK 11 OF MAPS, MAP NO. 17 AND PARCEL B OF
PARCEL MAP RECORDED IN BOOK 11 OF PARCEL MAPS, AT PAGE 45
COUNTY OF SACRAMENTO CALIFORNIA

FEBRUARY, 1976

SCALE 1"=50'

TASK ENGINEERING

SHEET 2 OF 2 SHEETS



LEGEND
 SET BACK LINE.....
 P.U.E. LINE.....
 FOUND POINT AS NOTED.....
 SET NO. 5 REBAR.....
 W/BRASS TAG ZIGZAG.....
 NOTHING FOUND OR SET.....
 RECORD DISTANCE AS SHOWN.....
 LOT NUMBER.....

130.39
 - 94.17

 36.22

NOTES:
 112.5' PUBLIC UTILITY EASEMENT ADJOINS ALL WAYS, STREETS AND AVENUES NOT DELINEATED HERE ON
 ALL DISTANCES ON CURVED LINES ARE CHORD MEASUREMENTS
 UNLESS OTHERWISE NOTED, RADII SHOWN ARE CENTERLINE RADII
 ALL STREET CORNERS HAVE A 20 FOOT RADIUS CURVE AT PROPERTY LINE. DISTANCES ALONG THE STREET FRONTS OF CORNER LOTS ARE TO THE INTERSECTION OF PROPERTY LINES PRODUCED

BASIS OF BEARING:
 THE BASIS OF BEARING OF THIS SURVEY IS IDENTICAL WITH THAT OF THE EAST LINE OF LOT 1 "CITRUS HEIGHTS ADDITION" THE OFFICIAL PLAT RECORDED IN BK. 11 OF MAPS, PG. 17

CITRUS HEIGHTS WATER DISTRICT 2016 ANNEXATION PROJECT

MAPPING ID: CUH1

ANNEXATION GROUP: Clean Up

PROJECT NAME: Centurion Madison / 6326 Appian Way, Carmichael, CA 95608

OWNER:

Telephone: _____ Fax: _____

OTHER:

Telephone: _____ Fax: _____

ASSESSOR'S PARCEL NUMBER(S): 236-0321-057 (Portion)

ACREAGE (GROSS): _____

ANNEXATION FEE: n/a

DATE BILLED: n/a

DATE INFORMATION SENT TO OWNER/DEVELOPER: _____

DATE OF LAFCO APPROVAL: _____

DATE OF CHWD BOARD ACTION: _____

CLOSURE REPORT

6326 Appian Way, Carmichael
CA, 95608

Project: 6326 Appian Way
Alignment: Boundary
Description: 6326 Appian Way

POB ()		2009716.542
6769666.200	0.00	
	S 0°00'15" W	101.99
PI ()		2009614.552
6769666.192	0.00	
	S 89°59'45" E	36.22
PI ()		2009614.550
6769702.412	0.00	
	N 2°09'12" W	114.21
PC ()		2009728.676
6769698.121	0.00	
Radius:	50.00	
Delta:	39°56'12"	
Length:	34.85	
Chord:	34.15	
Tangent:	18.17	
Middle Ordinate:	3.01	
External:	3.20	
	N 40°46'51" W (Radial)	
CC ()		2009766.537
6769665.463	0.00	
	S 69°11'15" W (Chord)	
	N 0°50'39" W (Radial)	
PT ()		2009716.542
6769666.200	0.00	

Northing Error: 0.00 ft
Easting Error: -0.00 ft
Closing Direction: S 7°40'04" E
Closing Distance: 0.00 ft
Closed Area: 3625.8 sq ft (0.1 ac)
Perimeter: 287.27 ft
Precision: 99660.26

PROPERTY LEGAL DESCRIPTION:

Centurion Madison – 6326 Appian Way

All that certain real property situate in in the County of Sacramento, State of California as shown on the “Plat of Centurion Madison” filed in the Office of the Recorder of Sacramento County in Book 104 of Maps, Map No. 26 described as follows:

The west 36.22 feet of Lot 5 of said Centurion Madison.

Containing ____ acres more or less

APN 236-0321-057 (Portion)

PLAT OF CENTURION MADISON

PORTION OF TRACT 3, PECK RANCH SUBDIVISION, RECORDED IN BOOK 2
OF SURVEYS AT PAGE 37, AND PORTION LOT 1, CITRUS HEIGHTS
ADDITION, RECORDED IN BOOK 11 OF MAPS, MAP NO. 17 AND PARCEL B
OF PARCEL MAPS, RECORDED IN BOOK 11 OF PARCEL MAPS, AT PAGE 45
COUNTY OF SACRAMENTO CALIFORNIA

FEBRUARY, 1976

SCALE: 1"=50'

TASK ENGINEERING

SHEET 1 OF 2 SHEETS

DESCRIPTION:

ALL THAT REAL PROPERTY SITUATED IN THE STATE OF CALIFORNIA,
COUNTY OF SACRAMENTO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A FOUND 3/4" OVEN IRON PIPE, UNTAGGED, LOCATED ON
THE CENTERLINE OF PASTURE STREET, A 42 FEET COUNTY ROAD, SAID
POINT ALSO BEING THE SOUTHWEST CORNER OF PARCEL "A", AS SHOWN
ON THAT CERTAIN PARCEL MAP ENTITLED "PORTION OF LOT 1, CITRUS
HEIGHTS ADDITION", FILED IN THE OFFICE OF THE COUNTY RECORDER
OF SACRAMENTO COUNTY ON APRIL 2, 1973 IN BOOK 11 OF PARCEL MAPS,
MAP NO. 45, THENCE LEAVING SAID POINT OF BEGINNING AND ALONG
SAID CENTERLINE SOUTH 00°53'00" EAST 118.66 FEET, THENCE WEST
367.30 FEET TO A POINT ON THE EAST LINE OF THAT CERTAIN PARCEL
MAP ENTITLED "PECK RANCH SUBDIVISION", SAID MAP BEING FILED IN
THE OFFICE OF THE COUNTY RECORDER OF SACRAMENTO COUNTY IN BOOK
9 OF PARCEL MAPS, MAP NO. 1, THENCE NORTHEAST ALONG SAID EAST
LINE AND ITS NORTHERLY EXTENSION NORTH 00°53'00" WEST 362.14 FEET,
THENCE ALONG THE NORTH LINE AND ITS EASTERLY EXTENSION OF THAT
CERTAIN PLAT ENTITLED "MERRILL HILL UNIT NO. 20 ADDITION", FILED IN
THE OFFICE OF THE COUNTY RECORDER OF SACRAMENTO COUNTY IN BOOK 82
OF MAPS, MAP NO. 21, NORTH 89°39'45" WEST 300.22 FEET TO A POINT
LOCATED IN THE NORTH LINE OF LOT 11 AS SHOWN ON SAID "MERRILL HILL
UNIT NO. 20 ADDITION", THENCE LEAVING SAID NORTH LINE
NORTH 00°55'20" WEST 399.51 FEET TO A POINT ON THE SOUTHERLY RIGHT
OF WAY LINE OF A 50 FEET HALF WIDTH COUNTY ROAD KNOWN AS MADISON
AVENUE, THENCE EASTERLY ALONG SAID SOUTHERLY LINE
SOUTH 89°59'45" EAST 300.49 FEET, THENCE NORTH 00°53'00" WEST 50.01
FEET TO A FOUND 1/4" NAIL LOCATED IN THE CENTERLINE OF SAID MADISON
AVENUE, THENCE EASTERLY ALONG SAID CENTERLINE EAST 122.00 FEET,
THENCE LEAVING SAID CENTERLINE SOUTH 00°53'00" EAST 357.41 FEET TO
THE NORTHERLY LINE OF PARCEL "B" AS SHOWN ON THAT PARCEL MAP
ENTITLED "PORTION OF LOT 1, CITRUS HEIGHTS ADDITION", FILED IN THE
OFFICE OF THE COUNTY RECORDER OF SACRAMENTO COUNTY IN BOOK 11 OF
PARCEL MAPS, MAP NO. 45, THENCE ALONG THE NORTHERLY AND EASTERLY
LINES OF SAID PARCEL "B" THE FOLLOWING FOUR (4) COURSES AND BEARINGS
AS FOLLOWS: 1) EAST 59.48 FEET, 2) THENCE SOUTH 00°53'00" EAST A
DISTANCE OF 75.00 FEET TO A FOUND 1-1/4" IRON PIPE TAGGED L.S. 2217,
3) THENCE EAST 20.82 FEET, 4) THENCE SOUTH 00°53'00" EAST 169.58
FEET TO THE SOUTHWEST CORNER OF SAID PARCEL "B", SAID POINT BEING
ALSO THE SOUTHWEST CORNER OF SAID PARCEL "A", THENCE ALONG THE
SOUTHERLY LINE OF SAID PARCEL "A" EAST 165.00 FEET TO THE POINT OF
BEGINNING, SAID PARCEL CONTAINING 5.817 ACRES, MORE OR LESS.

TRUSTEE CERTIFICATE:

CROCKER BANK, A CALIFORNIA CORPORATION, AS TRUSTEE UNDER DEED
OF TRUST, RECORDED IN THE OFFICE OF THE RECORDER OF SACRAMENTO
COUNTY IN BOOK 11 OF OFFICIAL RECORDS, PAGE 37.

BY: Ruel Wilson BY: W.L. Williams
RUEL WILSON ASSISTANT VICE PRESIDENT W.L. WILLIAMS ASSISTANT VICE PRESIDENT

TRUSTEE : ACKNOWLEDGEMENT

STATE OF CALIFORNIA }
COUNTY OF SAN DIEGO } ss

ON THIS 5TH DAY OF MARCH, 1976, BEFORE ME, THE UNDER-
SIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE,
PERSONALLY APPEARED RUEL WILSON AND
W.L. WILLIAMS KNOWN TO ME TO BE THE
ASSISTANT VICE PRESIDENT AND ASSISTANT VICE PRESIDENT
OF CROCKER BANK THAT EXECUTED THE FOREGOING INSTRUMENT AND
ACKNOWLEDGED TO ME THAT SAID CORPORATION EXECUTED THE SAME.

D.J. Hank
MY COMMISSION EXPIRES DEC. 16, 1977
NOTARY PUBLIC IN AND FOR THE
COUNTY OF SAN DIEGO
STATE OF CALIFORNIA



SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT THIS PLAT OF "CENTURION MADISON" MADE
UNDER MY DIRECTION IN FEBRUARY, 1976 IS TRUE AND COMPLETE AS
SHOWN; THAT THE MONUMENTS WILL BE OF THE CHARACTER AND WILL
OCCUPY THE POSITIONS INDICATED AND WILL BE SET BY FEBRUARY,
1977 AND THAT SAID MONUMENTS WILL BE SUFFICIENT TO ENABLE THE
SURVEY TO BE RETRACED.

DATE: Feb. 12, 1976
Terav A. Rose
TERAV A. ROSE
RCE 21640



COUNTY SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS PLAT OF "CENTURION
MADISON" AND FIND IT TO BE SUBSTANTIALLY THE SAME AS THE TENT-
ATIVE MAP APPROVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF
SACRAMENTO AND THAT ALL PROVISIONS OF SUBDIVISION MAP ACT AND
ALL APPLICABLE COUNTY ORDINANCES HAVE BEEN COMPLIED WITH AND
THAT I AM SATISFIED THAT SAID PLAT IS TECHNICALLY CORRECT.

DATE: July 12, 1976
D.W. McKenzie
COUNTY SURVEYOR

BOARD OF SUPERVISORS CERTIFICATE:

I HEREBY CERTIFY THAT THE BOARD OF SUPERVISORS OF SACRAMENTO
COUNTY HAS APPROVED THIS PLAT OF "CENTURION MADISON" AND HAS
ACCEPTED IN BEHALF OF THE PUBLIC ALL LANDS, RIGHTS OF WAY AND
EASEMENTS HERON OFFERED FOR DEDICATION.

DATE: July 12, 1976
Betty Fogar
CLERK OF THE BOARD OF SUPERVISORS

CLERK OF THE BOARD OF SUPERVISORS CERTIFICATE:

I, BETTY FOGAR, CLERK OF THE BOARD OF SUPERVISORS OF SACRAMENTO
COUNTY DO HEREBY CERTIFY THAT ALL CERTIFICATES AND SECURITY RE-
QUIRED UNDER THE PROVISIONS OF SECTIONS 66492 AND 66493 OF THE
GOVERNMENT CODE HAVE BEEN FILED AND DEPOSITED WITH ME AND ARE
APPROVED BY SACRAMENTO COUNTY.

DATE: July 12, 1976
Betty Fogar
CLERK OF THE BOARD OF SUPERVISORS

RECORDING CERTIFICATE:

ACCEPTED FOR RECORD AND FILED IN THE OFFICE OF THE RECORDER OF
SACRAMENTO COUNTY IN BOOK 104 OF MAPS, MAP NO. 36, THIS 22ND
DAY OF July, 1976 AT 9 HOURS 50 MINUTES P.M.,
TITLE TO THE LAND INCLUDED IN THIS SUBDIVISION BEING VESTED AS
PER CERTIFICATE NO. 3557 ON FILE IN THIS OFFICE.

Leonard J. Hooper
COUNTY RECORDER OF SACRAMENTO
BY: Marie Spangher
DEPUTY
C/C 3635/1955

OWNERS CERTIFICATE:

THE UNDERSIGNED, HEREBY CONSENT TO THE PREPARATION AND RECORDING OF
THIS PLAT OF "CENTURION MADISON" AND OFFER FOR DEDICATION AND
DO HEREBY DEDICATE TO ANY AND ALL PUBLIC USES THE STREET, AVENUE,
AND WAYS SHOWN HEREON AND ALSO OFFER FOR DEDICATION AND DO HEREBY
DEDICATE TO SPECIFIC PURPOSES THE FOLLOWING:

(A) RIGHTS OF WAY AND EASEMENTS FOR WATER, GAS, SEWER, AND
DRAINAGE PIPES AND FOR POLES AND OVERHEAD AND UNDERGROUND WIRES
AND CONDUITS FOR ELECTRIC AND TELEPHONE SERVICES, TOGETHER WITH
ANY AND ALL APPURTENANCES PERTAINING THERETO, ON, OVER, UNDER, AND
ACROSS THOSE STRIPS OF LAND LYING BETWEEN THE REAR AND ON SIDE-
LINES OF LOTS AND LINES SHOWN HEREON AND DESIGNATED PUBLIC UTILITY
EASEMENT LINE.

(B) EASEMENTS FOR LIGHT AND AIR OVER THOSE STRIPS OF LAND LYING
BETWEEN THE FRONT AND OR SIDELINES OF LOTS AND THE LINES SHOWN
HEREON DESIGNATED "SETBACK LINE". SAID STRIPS TO BE KEPT OPEN AND
FREE FROM BUILDINGS.

(C) EASEMENTS FOR PLANTING AND MAINTAINING TREES, ELECTROLINES,
WATER AND GAS PIPES, AND FOR UNDERGROUND WIRES AND CONDUITS FOR
ELECTRIC AND TELEPHONE SERVICES, TOGETHER WITH ANY AND ALL APPUR-
TENANCES PERTAINING THERETO, ON, OVER, UNDER AND ACROSS STRIPS OF
LAND 12.5 FEET IN WIDTH LYING CONTIGUOUS TO THE STREET, AVENUE,
AND WAYS SHOWN HEREON.

Conrad Sloan
CONRAD K. SLOAN
DOING BUSINESS AS "CENTURION DEVELOPMENT COMPANY"

NOTARY CERTIFICATE:

STATE OF CALIFORNIA }
COUNTY OF SACRAMENTO } ss

ON FEBRUARY 8, 1976, BEFORE ME, THE UNDERSIGNED, A
NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE PERSONALLY
APPEARED CONRAD K. SLOAN, KNOWN TO ME TO BE THE PERSON, WHOSE
NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED
THAT HE EXECUTED THE SAME.

J.W. Adams
MY COMMISSION EXPIRES Feb. 9, 1976

NOTARY PUBLIC IN AND FOR THE
COUNTY OF SACRAMENTO
STATE OF CALIFORNIA



Legal Description for Bernice Mitchell Grant Deed to
Sacramento Municipal Utility District, Recorded
Book 4395, Page 378 Official Records, County of Sacramento

Beginning at a point in the West line of the Northeast one-quarter of Section 36, T 10N, R 6E, MDB&M, from which point the Northwest corner of said Northeast one-quarter bears Northerly along the one-quarter section line 392.5 feet distant; thence, from said point of beginning Easterly parallel with the North line of said Section 36, a distance of 1135.0 feet; thence, Northerly parallel with the West line of said Northeast one-quarter 392.5 feet to a point in the North line of said Section 36; thence, Easterly along the North line of said Section 36, a distance of 660.0 feet; thence, Southerly parallel with the West line of said Northeast one-quarter 660.0 feet; thence, Westerly parallel with the North line of said Section 36 a distance of 660.0 feet; thence, Northerly parallel with the West line of said Northeast one-quarter 122.5 feet; thence, Westerly parallel with the North line of said Section 36 a distance of 1135.0 feet to a point in the West line of said North - east one-quarter; thence, Northerly 145.0 feet to the point of beginning.

Dated: February 12, 1962

GRANT DEED

All that real property in the County of Sacramento, State
of California, described as follows:

All that portion of the Northeast one-quarter of Section 25,
Township 10 North, Range 6 East, M. D. B. & M., described
as follows:

Beginning at the Southwesterly corner of that certain parcel
of land conveyed to Bethel Baptist Church of Citrus
Heights, a California Corporation, by deed recorded in Book
4830, Page 778 Official Records of Sacramento County,
said point of beginning also being in the Northerly line of
Copperwood Unit No. 1, the Official Map of which is recorded
in the Office of the Recorder of Sacramento County in Book 99
of Maps, Map No. 1, thence, from said point of beginning,
along said Northerly line of Copperwood Unit No. 1, North
89° 31' 50" West 132.34 feet to the Northwesterly corner of
Lot 6 of said Copperwood Unit No. 1; thence, leaving said
Northerly line of Copperwood Unit No. 1, North 89° 31' 50"
West 263.65 feet to a point in the Westerly line of said
Northeast one-quarter of Section 25, thence, along said Westerly
line, North 00° 38' 00" East 655.71 feet to the Southwesterly
corner of that certain parcel of land conveyed to Sylvan School
District by deed recorded in Book 1958, Page 88, Official
Records of Sacramento County; thence, along the Southerly
line of said parcel of land, North 89° 55' 21" East 394.13 feet
to the Northwesterly corner of aforesaid parcel of land
conveyed to Bethel Baptist Church; thence, along the Westerly
line of said parcel of land South 00° 28' 10" West 659.47 feet
to the point of beginning.

Dated this 12th day of August, 1976

Exhibit "A"

All that portion of the Northwest one-quarter of Section 26, Township 10 North, Range 6 East, M. D. B. & M., described as follows:

Beginning at the quarter-section corner common to Sections 23 and 26, of said Township and Range; thence from said point of beginning along the North line of said Section 26, South $89^{\circ} 26'$ West 31.50 feet to a concrete monument set by the California Highway Commission to mark the West line of the right-of-way of State Highway III Sac 3B (now a County Highway), commonly known as Auburn Road; thence continuing along said North line of Section 26, South $89^{\circ} 26'$ West 229.10 feet; thence South $01^{\circ} 48'$ West 873.14 feet to a fence corner marking the Southwest corner of the Sylvan Cemetery; thence along an old fence on the North line of the Sylvan School District property, South $89^{\circ} 22' 10''$ West 237.31 feet to a fence corner marking the Northwest corner of said school property; thence along the West line of said school property, South $0^{\circ} 28' 32''$ East 207.73 feet to the point of beginning of the description of the parcel of land intended to be conveyed by this instrument; thence from said point of beginning, along a fence line on the West line of said school property, South $0^{\circ} 28' 32''$ East 752.42 feet and South $0^{\circ} 31' 32''$ East 379.07 feet to a point on the Northerly line of the right-of-way of a County Highway (formerly State Highway III-SAC-3B), commonly known as Auburn Road; thence along said Northerly line of said highway right-of-way on a curve to the right having a variable radius and a chord which bears South $64^{\circ} 50'$ West, a distance of 60.28 feet; thence continuing on said right-of-way line, South $66^{\circ} 52'$ West 364.64 feet to a point from which the most Easterly corner of Sylvan Park Unit No. 1, (the official plat of which is recorded in Book 45 of Maps, Map No. 2, Sacramento County Records) bears South $66^{\circ} 52'$ West 261.48 feet, South $66^{\circ} 16'$ West 401.68 feet and South $66^{\circ} 43'$ West 252.39 feet; thence leaving said right-of-way line, along the arc of a curve to the right tangent to said last mentioned course, having a radius of 20.00 feet and the chord of which bears North $68^{\circ} 08'$ West a distance of 28.28 feet; thence tangent to said curve, North $23^{\circ} 08'$ West 40.00 feet; thence on the arc of a curve to the right, tangent to said last mentioned course, having a radius of 1450.06 feet; and the chord of which bears North $11^{\circ} 34'$ West a distance of 581.50 feet; thence tangent to said last described curve, North 292.00 feet; thence on the arc of a curve to the left, tangent to said last mentioned course, having a radius of 1319.55 feet and the chord of which bears North $08^{\circ} 11'$ West a distance of 375.65 feet; thence along a curve to the right, tangent to said last described curve, having a radius of 1267.55 feet and the chord of which bears North $16^{\circ} 01' 27''$ West a distance of 15.15 feet; thence leaving said last named curve, North $89^{\circ} 31' 28''$ East 596.39 feet to the point of beginning, containing 15.000 acres, more or less.

The meridian of this survey is identical with that of the Record of Survey of a portion of Section 26, Township 10 North, Range 6 East, M. D. B. & M., recorded June 15, 1956, in Book 12 of Surveys, Map No. 25. Dated July 25, 1957

EXHIBIT B

Schedule of Charges/Payments

Consultant will invoice District on a monthly cycle. Consultant will include with each invoice a detailed progress report that indicates the amount of budget spent on each task. Consultant will inform District regarding any out-of-scope work prior to commencing as stipulated in Item 3, Additional Work. This is a time-and-materials contract.



References

Amador County

Jared Reinking, Public Works Director
(209) 223-6429

Steve Zanetta, County Surveyor
(209) 223-6371

Roseanne Chamberlain, Amador LAFCo
Executive Officer
(209) 418-9377

Sacramento County

Jonathan Correa, Associate Land Surveyor
(916) 875-2732

Cosumnes Community Services District

Maureen Zamarripa, General Manager
(916) 405-5327

Fair Oaks Water District

Tom Gray, General Manager
(916) 844-3539

Michael Nisemboym, Operations Manager
(916) 967-5723

PROJECT COST

The following is a breakdown of proposed project costs by task.

Task 1a - Parcel Inventory, legal descriptions, acreage calculations and exhibits for parcels to be annexed and for parcels to be detached from the District boundary

- Proposed cost: \$125, 952

Task 1b – District Boundary Descriptions and Plat Maps

- Proposed Cost: \$ 11,488
A detailed breakdown and summary of Task 1a and Task 1b Costs is presented in Table 1

Task 2a – Public Outreach

- Project Cost: \$5796

Task 2b – LAFCo Application

- Proposed Cost: \$5160
(This total does not Includes a budget of \$25,000 for CEQA Compliance, Add Alternate #3)

Task 2c – District Board Presentations (Includes a Pre-Public Outreach ,a Pre-LAFCo Application and Post-LAFCo Certificate of Compliance Presentation to the District Board)

- Proposed Cost: \$6330
A breakdown of Task 2a, 2b and 2c Costs is presented in Table 2

Total Proposed Cost, All Tasks: \$154,726

The Estimated Cost of Add – Alternate Items is presented in Table 3

PROJECT SCHEDULE

Task 1a – Parcel Inventory and Legal Descriptions

- Proposed Duration: 140 Working Days
(± 6 to 7 months)

Task 1b – District Boundary Description and Plat Map

- Proposed Duration: 12 Working Days
(± 2-1/2 weeks)

Task 2a – Public Outreach

- Proposed Duration: 10 Working Days
(Schedule does not include time for follow up correspondence)

Task 2b – LAFCo Application

- Proposed Duration: 12 weeks
(Include time for CEQA Document Preparation and Filing)

Task 2c – Presentation at District Board Meetings

- Project Duration: 3 days for each Presentation, Includes preparation, District Project Manager Review

See Project Schedule that follows cost tables.



TABLE 1 - PROJECT COST
TASK 1a & 1b
 CHWD Annexation Project
 June 2019

TASK - 1a & 1b	DAYS	HOURS	COST
(For File ID# 1-51. that follows, task will include District record research, legal descriptions, acreage calculations and exhibits, each file)			
OFFICE:			
TASK 1a - File ID #.			
1. Rusch Park- Need to Deed from 1951 from Fred and Julia Rusch. Also review Legal description from previous annexation in district's board of directors minutes books. Other documents have been provided.	4.00	32	\$3,456.00
2. 8400 Old Auburn Road- Pulled parcel map and deed for this property. Need to review districts board of directors minute books.	3.00	24	\$2,592.00
3.8585 Chris Lane- Pulled Parcel map for this property. Need to review districts board of directors minutes books.	3.00	24	\$2,592.00
4.8060 Wachtel Way- Pulled map and deed for this property. Need to review districts board of directors minutes books.	3.00	24	\$2,592.00
5. Interstate 80- Pulled map for this area. Need clarification on which properties we are annexing. This could be a complicated one due to having to locate state documents on when they acquired the property.	4.00	32	\$3,456.00
6. Kimberly Manor- This is 49 lots in a subdivision, should be straight forward. CHWD has a legal description drafted. Also acreage needs to be calculated.	2.00	16	\$1,728.00
7.13001 Fair Oaks Blvd- No documents available. Need to go county to pull deed and review the district board of directors minute books.	3.00	24	\$2,592.00
8.7423 Muth Lane- Pulled deed but its missing exhibit "A" so need to go to county. Found ROS that describes the property. CHWD has a legal description drafted.	2.00	16	\$1,728.00

TABLE 1 - PROJECT COST
TASK 1a & 1b
 CHWD Annexation Project
 June 2019

9.6941 Sylvan Road- Pulled deed which has a legal description of the property. Also need to review the district board of directors minutes books for the 1920 overall boundary and surrounding properties.	3.00	24	\$2,592.00
10.8207 Oak Ave- Pulled a couple of maps and deed for this property. Need to review the district board of directors minutes books for adjacent property annexations.	3.00	24	\$2,592.00
11.Sunrise Well- Pulled map and deed for this property. Both have the legal description.	2.00	16	\$1,728.00
12.Auburn Blvd-Sylvan Cemetery to Rusch Park. This could be a difficult one to obtain the records for ROW along Auburn Blvd. Recent work has been done for this stretch of road. Also need to review districts board of directors minute books.	5.00	40	\$4,320.00
13.Antelope Road-Auburn Blvd to Oakwood lane. This could be a difficult one to obtain the records for ROW along Antelope Road. Recent work has been done for this stretch of road. Also need to review districts board of directors minutes books.	4.00	32	\$3,456.00
14.Sylvan Cemetery-This property seems it may be a hard one to piece together. Best route maybe using surrounding boundaries and piece things together with other annexed properties.	5.00	40	\$4,320.00
15.Sylvan Middle School- I found a ROS of this property from December 2018, which was done for San Juan Unified School District. So this may be the best source for creating the legal description.	3.00	24	\$2,592.00
16.Sylvan Middle School (New)- Have deed with legal description of this property. We need to included the northerly ROW of Auburn Blvd.	3.00	24	\$2,592.00
17.Sunrise Tech Center- Need to get the 1950 deed for this property from the County.	3.00	24	\$2,592.00
18.Sunrise Oaks Park- Need to get deed BK 7611-08 OR PG 287 from the county.	3.00	24	\$2,592.00
19.Veterans Center 6921 Sylvan Rd- Pulled deed from 5/1/2013 which has a legal description for the property.	3.00	24	\$2,592.00

TABLE 1 - PROJECT COST
TASK 1a & 1b
 CHWD Annexation Project
 June 2019

20.7301 Hickory Ave- CHWD has drafted a legal description for this property.	2.00	16	\$1,728.00
21.7331 Beech Ave- CHWD has a legal description from TSD engineering which will need to be verified.	2.00	16	\$1,728.00
22.8841 Oak Ave- Have deed for this property. Will need to review district board of directors minutes books for previous annexed properties.	4.00	32	\$3,456.00
23.9005 Oak Ave- Pulled maps and deed for this property. Will need to review district board of directors minutes books of previous annexed properties.	3.00	24	\$2,592.00
24.9025 Oak Ave- Need to go to county to pull deed. Will need to review district board of directors minutes books of previous annexed properties.	3.00	24	\$2,592.00
25.Larkspur Lane- Pulled deed for this property. CHWD provided a legal description from 1979 annexation which describes "exception therefrom".	2.00	16	\$1,728.00
26. Railroad ROW- Pulled map that cover all properties. This is an interesting one with how the lots are broken up. CHWD provided a possible easy solution on how the legal description can be written.	3.00	24	\$2,592.00
27. 7707 Hickory Ave- Pulled map and deed for this property. It looks to me that a split of the property follows a SS easement per the map. Will need to review district board of directors minutes books of previous annexed properties.	3.00	24	\$2,592.00
28.Nipawin Way- Pulled map and deed which shows boundary of parcel. Will need to review board of directors minutes books.	3.00	24	\$2,592.00
29.Leever Lane- Pulled maps which show the boundary of this parcel. Will need to review board of directors minute books.	3.00	24	\$2,592.00
30.8897 Oak Ave- Pulled deed which has a description of the boundary for this parcel. Will need to review board of directors minutes books. Also this one need to included a portion of Oak aver and Hazel Ave. File ID NO. 31 will be combined in this description for annexation.	4.00	32	\$3,456.00

TABLE 1 - PROJECT COST
TASK 1a & 1b
 CHWD Annexation Project
 June 2019

31. See 30.			
32. Hazel Ave- Pulled maps that show this portion of Hazel Ave. Will need to review board of directors minutes books to figure out what parts of Hazel Ave have been annexed.	3.00	24	\$2,592.00
33. Streng Park- Will need to pull deed from county and gather maps of surrounding subdivisions. Will need to review board of directors minutes books.	3.00	24	\$2,592.00
34. Hickory Ave- Need to pull deed from county. Will need to review board of directors minutes books to make sure the description doesn't overall lap the portion on Hickory.	3.00	24	\$2,592.00
35. Oakview Elementary School- CHWD provided deed for this parcel. Can combined this one with File ID NO.21.	3.00	24	\$2,592.00
36. Streng Park- Need to pull deed from county. Will need to review board of directors minutes books.	3.00	24	\$2,592.00
37. C-Bar-C- This is three parcels which CHWD provided all three deeds.	3.00	24	\$2,592.00
38. 8147 Fair Oaks Blvd- CHWD provided map with boundary description. CHWD has a legal description drafted.	2.00	16	\$1,728.00
39. 6031 Sunrise Vista Drive- CHWD provided map with boundary description. CHWD has a legal description drafted.	2.00	16	\$1,728.00
40. Sunrise Vista Drive- CHWD provided map with boundary description. CHWD has a legal description drafted.	2.00	16	\$1,728.00
41. SMUD Orangevale substation- Need to pulled deed from county. CHWD did provide a deed with legal description.	3.00	24	\$2,592.00
42. Greenback Lane- Need to pull deed from county. A portion of greenback and kenneth Ave will need to be involved in this annexation. CHWD provided a map for parcel.	3.00	24	\$2,592.00
43. Mount Vernon Memorial- CHWD provided map for this parcel. Need to pull deed from county. Need to review districts board of directors minutes books for all previous annexations.	4.00	32	\$3,456.00
44. 6326 Appian Way- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00

TABLE 1 - PROJECT COST
TASK 1a & 1b
 CHWD Annexation Project
 June 2019

45. 7061 Madison Ave- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00
46. Dewey Drive / Madison Ave- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00
47. 5420 Dewey Drive- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00
48. 502-508 Livoti Ave- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00
49. Livoti Ave at Langley Ave- CHWD has a legal description drafted for this parcel.	2.00	16	\$1,728.00
50. Placer County Roadways- CHWD has provided an easy solution for these roadways if Sac LAFCO approves.	2.00	16	\$1,728.00
51. City of Roseville Roadways- CHWD has provided an easy solution for these roadways if Sac LAFCO approves.	2.00	16	\$1,728.00
SUBTOTAL	138.00	1104.00	\$119,232.00
Plus Project Management	48.00		\$6,720.00
TOTALS - TASK 1a			\$125,952.00
TASK 1b - File ID #.			
1. Create overall legal descriptions and maps for CHWD boundary.	12.00	96	\$10,368.00
Plus Project Management	8.00		\$1,120.00
TOTALS - TASK 1b			\$11,488.00
TOTALS - TASK 1a & 1b	155.00	1240	\$137,440.00

TABLE 2 - PROJECT COST
TASK 2a, 2b & 2c
 CHWD Annexation Project
 June 2019

	CHARGEOUT RATES	EST. HOURS	PROPOSED COST
TASK 2a - Public Outreach			
• Engineer, Surveyor 3 (Project Management)	140.00	18.00	\$2,520.00
• Engineer, Surveyor 5 (Survey Manager, Mapping)	108.00	8.00	\$864.00
• Engineer, Survey Tech 7 (Auto CAD Draftsman)	91.00	12.00	\$1,092.00
• Administrative Assistant 9	65.00	18.00	\$1,170.00
• Postage (Estimating 300 Letters @ \$0.50/each)			\$150.00
TASK 2a TOTALS			\$5,796.00
TASK 2b - LAFCO Application			
• Engineer, Surveyor 3 (Project Management)	140.00	12.00	\$1,680.00
• Engineer, Surveyor 4 (Sr. Engineer)	124.00	18.00	\$2,232.00
• Engineer, Survey Tech 7 (Auto CAD Draftsman)	91.00	8.00	\$728.00
• Administrative Assistant 9	65.00	8.00	\$520.00
TASK 2b TOTALS			\$5,160.00
TASK 2c - District Board Presentations, Total of 3 (Estimated time/cost each Presentation)			
• Engineer, Surveyor 3 (Project Management)	140.00	8.00	\$1,120.00
• Engineer, Surveyor 4 (Sr. Engineer)	124.00	4.00	\$496.00
• Engineer, Survey Tech 7 (Auto CAD Draftsman)	91.00	4.00	\$364.00
• Administrative Assistant 9	65.00	2.00	\$130.00
TASK 2c SUBTOTAL (Each Presentation)			\$2,110.00
TASK 2c TOTALS for 3 Presentations			\$6,330.00

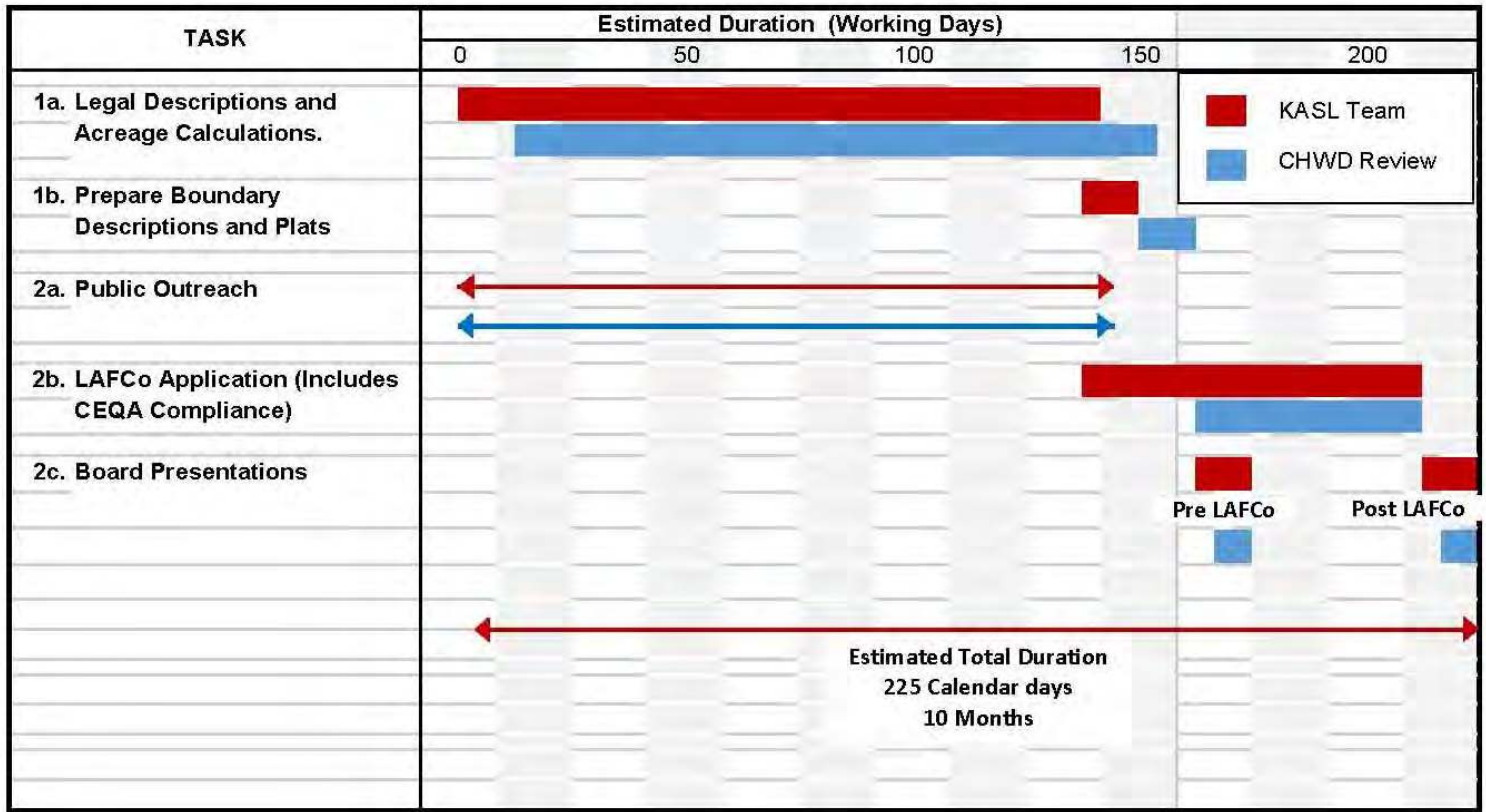
TABLE 3
ESTIMATED COSTS OF ADD ALTERNATE ITEMS
CHWD Annexation Project
June 2019

	COST
ADD ALTERNATE ITEM 1	
• Sphere of Influence	\$1,500.00
ADD ALTERNATE ITEM 2	
• Stamped and Signed Annexation Exhibits (Plats) if Included as Part of Task 1a	\$14,280.00
ADD ALTERNATE ITEM 3	
• Preparation of Categorical Exemption and filling Notice of Exemption for CEQA compliance.	\$25,000.00 (Budget Estimate)
 TOTALS - ALL ADD ALTERNATE ITEMS	 \$40,780.00

EXHIBIT C
Activity Schedule



PROJECT SCHEDULE



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A TASK-ORDER AGREEMENT WITH PROPROSE LLC DBA SAGENT FOR COMMUNICATIONS AND OUTREACH SERVICES

STATUS : Discussion and Action Item

REPORT DATE : July 1, 2019

PREPARED BY : Madeline A. Henry, Management Services Specialist/Deputy Board Clerk
Susan K. Talwar, Administrative Services Manager

OBJECTIVE:

Authorize the General Manager to execute an agreement with ProProse LLC dba Sagent (Sagent).

BACKGROUND AND ANALYSIS:

On August 31, 2008 the District contracted with CirclePoint for assistance with website maintenance and newsletter development. In 2015, the District had a need for additional outreach services in response to the District's drought response plan, new Facebook page and Proposition 218 mailers. Due to the increased calls for service, the CirclePoint contract was updated to include social media management, water efficiency outreach and additional special projects as assigned.

In October 2018, the District contracted with Proso Communications on a limited-term basis to revise its approach to social media management.

In early 2019, due to an increased demand for communications and outreach for Project 2030 and the website redesign, staff decided to release an RFP for a comprehensive outreach and communications consultant. The primary work of the consultant will consist of developing an overall communications strategy, developing an annual public outreach plan, and implementing that strategy and assisting staff with program improvements on an ongoing basis.

On Monday, March 25, 2019 the District released an RFP for Communications and Public Outreach Services. The RFP included seven task areas: Brand Audit and Identity Development, Communications Strategy and Program Management, Website Development Support and Content Management, Centennial Celebration Development and Programing, Social Media Management, Newsletter and Special Projects.

In addition, the consultant will assist with the following objectives in the Proposed 2020 Strategic Plan:

- Develop outreach and engagement plan on the preferred alternative from the Project 2030 Water Main Replacement Study
- Complete WaterSmart Communications Plan and Branding
- Implement Communications Strategic Plan including strategies for new e-newsletter, new media, and video
- Complete Website redesign including update of host and CMS, redesign of sitemap, and update of content
- Implement a series of events and promotions for the District's Centennial Celebration

The District received proposals from five consulting firms. District staff, including a inter-departmental Communications Committee and members of the Executive Team, reviewed the proposals and chose three

firms to interview. On May 22, 2019 the District held a first round of interviews with the Communications Committee. The District then selected the top two consultants and held final interviews on June 19 and June 20, 2019. Staff evaluation resulted in the selection of Sagent as the preferred provider of the services identified in the RFP.

Staff recommends authorizing the General Manager to execute an agreement with Sagent. District staff (Management Services Specialist) will prepare task releases that will be approved by the General Manager or designee in accordance with District purchasing limits. The agreement allows for two billable methods. Task Orders can be based on as a time-and-materials/hourly billable agreement (i.e., CHWD only pays for work that is requested by CHWD and performed by Sagent) or a project basis/not-to-exceed amount. The term of the updated agreement is on-going, but includes a ten (10) day termination provision by the District and a thirty (30) day termination provision by Sagent without cause. Funding for tasks that will occur in 2019 is included in the 2019 Budget. Additional funds will be allocated for 2020 projects.

RECOMMENDATION:

Authorize the General Manager to execute a task-order professional services agreement with ProProse LLC dba Sagent.

ATTACHMENT:

Task Order Agreement with ProPose LLC dba Sagent for Communications and Outreach Services

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

**CITRUS HEIGHTS WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT FOR
COMMUNICATIONS AND PUBLIC OUTREACH**

1. PARTIES AND DATE.

This Agreement is made and entered into this 17th day of July 2019, 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 ProProse LLC, dba Sagent, a Corporation, with its principal place of business at 2215 21st Street, Sacramento, CA 95818 (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

21 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.

22 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 communications and public outreach 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.

23 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 issues 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 promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work, on an on-call basis, as necessary to fully and adequately supply the communications and public outreach services necessary 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 all applicable local, state and federal laws, rules and regulations.

3.12 Term. The term of this Agreement shall be from July 17, 2019 until terminated as provided herein. 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.

32 Responsibilities of Consultant.

321 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.

322 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) 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.

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

324 RESERVED.

325 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.

326 Consultant's Representative. Consultant hereby designates Anne Staines, 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.

327 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.

328 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.

329 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all 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 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. 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 any failure or alleged failure to comply with such laws, rules or regulations.

32.10 Insurance.

32.10.1 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.

32.102 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.

32.103 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 be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically 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.

32.104 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.

32.105 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.

32.106 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.

32.107 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.

32.108 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.

32.109 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.

32.11 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 at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of 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.

33 Fees and Payments.

33.1 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.

33.2 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.

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

33.4 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

33.5 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.

34 Accounting Records.

34.1 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.

35 General Provisions.

35.1 Termination of Agreement.

35.1.1 Grounds for Termination.

(A) District has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, District shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. District shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be based on the hourly rates listed in Exhibit B: Schedule of Charges for the portion of such task completed but not paid prior to said termination. District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

(B) Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to District only in the

event of substantial failure by District to perform in accordance with the terms of this Agreement through no fault of Consultant.

35.12 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.

35.2 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:

District

Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA 95611
Attn: Hilary Straus, General Manager

Consultant

ProProse LLC dba Sagent
2215 21st Street
Sacramento, CA 95818
Attn: Anne Stains, President

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.

35.3 Ownership of Materials and Confidentiality.

35.3.1 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 and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty 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.

35.3.2 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.

354 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

355 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.

356 Indemnification.

356.1 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 and 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.

357 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.

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

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

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

35.11 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.

35.12 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.

35.13 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.

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

35.15 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.

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

35.17 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.

35.18 Prohibited Interests. Consultant maintains and warrants 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 warrants 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 warranty, 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.

35.19 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.

35.20 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.

35.21 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 warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

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

[Signatures on Following Page]

**SIGNATURE PAGE
TO
CITRUS HEIGHTS WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT
FOR COMMUNICATIONS AND PUBLIC
OUTREACH**

CITRUS HEIGHTS WATER DISTRICT

PROPROSE LLC DBA SAGENT

**By: Hilary M. Straus
General Manager**

**By: Anne Staines
President**

Date: _____

Date: _____

EXHIBIT "A"
SCOPE OF SERVICES



**CITRUS
HEIGHTS**

**WATER
DISTRICT**

Proposal Response for: Communications and Public Outreach Services



CITRUS HEIGHTS WATER DISTRICT | APRIL 25, 2019 | SAGENT MARKETING



April 25, 2019

Attn: Mr. Christopher Castruita
Management Services Supervisor
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610-5610



Dear Christopher Castruita,

Response for: Communications and Public Outreach Services to the Citrus Heights Water District

It is with great pleasure that we offer our proposal to the Citrus Heights Water District for Communications and Public Outreach Services. ProProse LLC dba Sagent, located in Sacramento, CA is a full-service marketing and communications firm specializing in creating innovative marketing and communications, branding, and outreach campaigns that inspire positive behavior change for public agencies, nonprofits, and other socially beneficial organizations. Our team's demonstrated strengths include direct experience with water districts and city water agencies in addition to other public agencies addressing water-related issues.

Included in our team are two frequent partners to ensure that all of your needs are met.

Sagent is a social marketing firm and recognized expert in the development and branding and communications surrounding water-related programs and campaigns for cities and public agencies.

Post Modern Marketing is a leading Sacramento-based website design and development firm with direct experience with a local water district.

Magma Creative Studio is an award-winning Roseville-based firm specializing in video production, custom photography and creative design with extensive water-related experience. Not to mention that its principal called Citrus Heights his home from childhood to adulthood.

We combine expertise in communications and outreach strategies with expert creative and web development, and proven project management to help bring forward your brand promise, communicate to your audiences, and celebrate your accomplishments at the Centennial Celebration.

The following pages showcase our experience and expertise. You will also learn more about our strategic approach, unrivaled execution, and history of achieving measurable results. We are excited and prepared to perform the work as described in the RFP and Addendum #1 without exception and have the resources and experience to complete all work to your complete satisfaction.

Thank you for this opportunity to submit our qualifications. We are eager to support you in meeting your challenges with enthusiasm and partnership.

Anne Staines
President, ProProse LLC dba Sagent
anne@sagentmarketing.com
2215 21st Street, Sacramento, CA 95818
(916) 359-8316 | www.sagentmarketing.com

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A. Letter of Transmittal

A. Letter of Transmittal

April 25, 2019



Respondent Name, Address, Telephone Number and Email Address:

Anne Staines, President
ProProse LLC dba Sagent
2215 21st Street
Sacramento, CA 95818
(916) 359-8316
anne@sagentmarketing.com

Sagent Headquarters:

Same as above

Affirmative Statement:

We are excited about the possibility of working with the Citrus Heights Water District. Our enclosed proposal and fee schedule are valid and binding for 90 days following the proposal due date, and may become part of the agreement with the District.

Sincerely,

A handwritten signature in black ink that reads "Anne C. Staines". The signature is written in a cursive style with a clear, legible font.

B. Background & Experience

1. FIRM BACKGROUND & HISTORY

Introduction

ProProse LLC dba Sagent, based in Sacramento, CA, is a full-service marketing, communications and public outreach firm specializing in social impact campaigns for public agencies and nonprofits. As a social marketing agency, Sagent specializes in delivering campaigns that engage, educate and inspire the public to take positive action. We are also experts in working within tight budgets and leveraging partnerships to extend clients' campaign reach.

Anne Staines formed Sagent in 2004. Having served Fortune 500 clients as an Account Supervisor for Ogilvy & Mather Advertising/LA early in her career, Anne envisioned putting marketing and strategic communications tools to a different use: influencing positive behavior change around important social issues. She has grown the firm from a one-woman shop to a team of 17 with a reputation as a respected and called-upon partner by numerous public agencies and organizations based on a history of performance and results.

Sagent's campaigns have local, regional, statewide and even national reach. Strategic approaches, outcomes focus, and measurable results are our hallmarks. These strengths paired with excellence in customer service, exceptional project management, trusted delivery, deadline adherence, accountable and strict budget controls, and a client-focused philosophy have led to **positive customer referrals and repeat business—the best measure of customer satisfaction**. The cities of Sacramento and Roseville, First 5, the Coalition for Youth, CHP/Impact Teen Drivers, ScholarShare, CAL FIRE, Caltrans, the California Department of Public Health, the California Air Resources Board, and the California Energy Commission are among the many public agency and nonprofit clients for whom Sagent has conducted multiple campaigns.

We have an extensive history of working with public utilities and with cities on water-related issues dating back to 2004, including Roseville Environmental Utilities and Roseville Electric, Placer Waste Management Authority, Sacramento Department of Utilities (Water Conservation, FOG, Utility Rate Assistance, and Water Discontinuance Program), Sacramento Stormwater Quality Partnership (SSQP), Contra Costa Clean Water Program, Ventura Watershed Protection District, Southwest Gas and PG&E. With the challenges faced by today's community-owned utilities, we know that a rock-solid relationship with customers and stakeholders is essential. We have helped our clients educate, raise awareness, and change public behavior while strengthening their customer bonds. We do that by connecting the public to the utilities' brand promise and the value the utilities provide to the communities they serve, as you will read in the examples within.

Notable strengths that distinguish our firm include outreach and partnership building to extend our messages. As you will see on the Experience Grid provided and examples detailed within this section, numerous public agencies and nonprofits have turned to us to educate, inform and encourage behavior change around issues including transportation, health, education, and the environment. In addition to our experience with public utilities, two of our subcontracting partners have direct experience with

B. Background & Experience

Background & Experience (CONTINUED)

local water districts, while Sagent has conducted stakeholder outreach to the California Waterboards through our work with Caltrans on the statewide Stormwater Program.

Sagent is a California DGS-certified small business #38182 and a Woman-owned Disadvantaged Business Enterprise (DBE) #37643. Our office is conveniently located in midtown Sacramento for ease of in-person meetings at 2215 21st Street, Sacramento, CA 95818.

Our Strategic Focus

Creativity is a vital component of our work at Sagent. It's there in how we approach your campaign—what are the best scenarios for success, how will we reach the most people, what are the words and images that will move them to action? But creativity doesn't come at the cost of functionality—our marketing plans are strategic and results-oriented. We call it our SAGE approach: Strategy Always Guides Execution.



While shifted attitudes, increased awareness and behavior change are Sagent's true measures of success, we are delighted when others recognize our efforts on behalf of our clients. Sagent has received over 30 awards in recent years by numerous marketing and public relations industry organizations. These include nearly a dozen from the Sacramento Public Relations Association (SPRA), nine Public Relations Society of America (PRSA) International Association of Business Communicators (IABC) awards (including two Influence awards, which is their highest honor), and a half dozen California State Information Officers Association (SiOC) awards.

Earning recognition for clients and from peers feels great. However, **achieving campaign goals, creating social impact, and delighting clients by doing so timely, cost-effectively and in partnership is what inspires Sagent each and every day.**

Background & Experience (CONTINUED)

Joining Our Project Team

One of our great strengths is bringing the right team to our clients' projects including the addition of trusted partners with distinct expertise matched to specific needs when needed. While our team will directly manage the project and maintain full responsibility for all work, we have invited two tested and trusted partners to join us based on their unique offerings:

Post Modern Marketing was founded in 2010 as a Sacramento, CA-headquartered marketing and web development firm. In 2016, the firm merged with Creative California to expand its service offerings. Under the ownership and leadership of Josh Rubin, Post Modern Marketing has created one of the region's most knowledgeable web teams with a respected and stable staff of designers, developers, writers, and experienced marketing professionals to meet the needs of clients locally and nationally. Post Modern's services include web design and development, Search Engine Optimization, Pay-per-Click, Internet and Social Media Marketing. Post Modern will assist with website development and content management.

Post Modern Marketing's (PMM) portfolio includes direct water district experience with the Elk Grove Water District. Please see Case Study #5 in Section E for a detailed description of the project. You will find the new site here: <https://www.egwd.org/>

Magma Creative Studio is a Roseville, CA-based design studio providing award-winning graphic design, photo imaging, and video production for public and private sector clients. Founded by owner, Chris Guzman in 2006, Magma's client roster ranges from Fortune 500 companies including Sony Computer Entertainment America and Washington Mutual to the City of Roseville, the City of Sacramento, Department of Water Resources, Placer County Water Agency, and the Regional Water Authority. Sagent is currently involved with Magma on contracts for City of Roseville, Environmental Utilities and the Ventura County Watershed Protection District. Magma will assist with video production, photography and additional creative services if needed.

Magma has extensive experience with water districts and agencies including video and creative for Be Water Smart, City of Roseville Environmental Utilities, Regional Water Authority, the Sacramento Suburban Water District, the Water Forum, Placer County Water Agency, and the City of Sacramento, Department of Utilities, Water Conservation.

Our Expertise

Sagent's expertise, as the prime on this contract, includes integrated marketing, communications, and advertising strategies; creative and brand development; media planning, negotiation, and placement; market research, data analysis and message testing; public and media relations; public and stakeholder outreach including multicultural expertise; and proven project management to deliver measurable results. Our comprehensive and integrated service offerings are outlined below and followed by our Experience Grid succinctly capturing client campaigns and services provided.

B. Background & Experience

Background & Experience (CONTINUED)

Sagent is more than a marketing services provider. We are our clients' partners, bringing a comprehensive toolkit of expertise to our projects including:

- **Integrated marketing and communications campaigns** - including strategic communications planning, implementation, and multicultural expertise—always focused on achieving the campaign's goals for public engagement, education, and action
- **Market research** - including key informant interviews, message testing, surveys, polling, focus groups, multivariate message testing, social media influencer analysis, and In-the-Moment consumer tracking.
- **Branding** - of organizations, projects, programs and campaigns to support identified goals, including logos, taglines, core message development, visual design, and brand standards guides.
- **Public relations, media relations, and outreach** - including public meetings, facilitation of stakeholder sessions and other stakeholder outreach, and crisis communications
- **Paid media planning and placement** - in all forms of traditional and innovative media (TV, radio, digital, out-of-home, social, and other emerging media technologies) – in English and all other languages for which media outlets exist in the desired geographic area. Media planning and placement services include negotiating substantial added value media and media partnerships that extend the value and impact of the media budget.
- **Media relations** - including planning and implementing media events; developing full media kit materials including backgrounders, media alerts and press releases; identifying and tracking media influencers including reporters and bloggers and assessing the impact their content is having on public sentiment and engagement; and using media analytics tools to measure and assess the effectiveness of media outreach strategies to continually improve awareness and understanding by the public. We can provide full service media relations for our clients or support their efforts depending on their needs. We also provide training for team members.
- **Multicultural outreach and in-language delivery** – targeting audiences who are not native English speakers, including Spanish, Russian, Hmong, Mandarin, Cantonese, Tagalog, Punjabi and more; public meetings and events; presentations in English and Spanish; and outreach in other languages through strategic partnerships.
- **Social Media strategies and implementation** - tailored to the needs of the project. Available services include developing social media channels, building an initial follower base, establishing social media partners, influencer identification, strategic social media calendars, message development, posting messages, monitoring and responding to public comments, message testing via social channels, and social media analytics with reports on engagement and sentiment shifts.

Background & Experience (CONTINUED)

- **Public-private partnerships** - development to help extend limited campaign budgets and one of Sagent's core strengths. Sagent has a proven track record of identifying, engaging, and developing partnerships that bring added value and visibility to our campaigns through in-kind contributions, access to partner networks, shared resources, and by leveraging our media spend. Our partners understand our purpose as a social marketing firm and that we need to leverage both our media spend and our partners' resources to extend our clients' messages. In fact, Sagent has negotiated more than \$40 million in added value as a result of skilled negotiations and partnerships we have fostered.
- **Crisis communications** - developing crisis communications plans to prepare public agencies and other clients to be ready to respond quickly to potential situations; consulting and helping as a partner with the client's team when situations happen ranging from negative or inaccurate news coverage to social media misinformation to public emergency events.
- **Creative and content development** - including copywriting, storytelling, toolkit development and creative design for advertising and collateral materials, radio and TV commercials, out-of-home and print ads, video production, direct mail, eblasts, collateral materials, electronic newsletters, blogs, articles, promotional items and more.
- **Website creation and management** - including hosting, search engine optimization, search engine marketing, and analytics reporting.
- **Project management** - using time-tested project management tools and procedures described in detail in our Work Plan to deliver measurable results within specified timelines and budgets - always with exceptional client communication and service.

The Experience Grid which follows on the next page highlights the breadth of our services and experience for clients with similar needs.

Background & Experience (CONTINUED)

2. COMMUNICATIONS & OUTREACH EXPERTISE

We offer proven expertise in strategic communications planning and implementation, public and stakeholder outreach, and brand identity and development. We cultivate partnerships that significantly extend our campaigns' reach. As you read above, we provide a full complement of services and tools to drive engagement including website development, newsletters, event management, and more. Most importantly, we bring these capabilities to our clients as an extension of their own marketing team—motivated by one simple tenant: partnership.

The following addresses our team's strengths and expertise as it specifically relates to your stated needs including:

- Strategic Communications - including Public and Media Relations and Crisis Communication
- Public and Stakeholder Outreach
- Brand Development and Implementation
- Website Development and Management
- Content Development
- Marketing Services including Newsletters and Email, Graphic Design, Photography and Video
- Traditional, Digital and Social Media Planning and Management
- Event Planning and Staging

We have included brief paragraphs demonstrating how we have put these skills to work on related projects while our specific approach to your needs is detailed in Section C. Full case studies can be found in Section E., providing an in-depth look at the successful and integrated strategies we have developed to address similar client challenges.

Brand Audit and Identity Development

We have helped public agencies, public utilities, nonprofit and for-profit organizations explore and bring forth their brand promise. Whether the project calls for a redesign or refinement, our strategic process includes internal and external exploration, materials audit, and recommendations to align your brand with how you are today and how you want to be perceived in the future. We will help you uncover your internal brand - understanding the experience, personality, strengths, weaknesses, and aspirations for CHWD as seen by your internal team, members, and core stakeholders. And we will view your brand through the lenses of your target audiences as they experience the service, benefits, and communication you provide.

B. Background & Experience

Background & Experience (CONTINUED)

Examples of clients we have supported with brand audits, strategy and identity development include: Anpac Bio, a national firm focused on early cancer detection; Scholarshare, California's 529 College Savings Plan; the recently completed rebranding and renaming of the California Child Development Administrators Association to the mission-focused Every Child California; American River Bank, for whom we brought three separately branded entities under one umbrella; Caltrans Stormwater, a statewide education and outreach campaign; CAL FIRE, uniting multiple statewide campaigns under one umbrella; Caltrans Highway Safety, for whom we created the nationally recognized "Be Work Zone Alert" campaign; Roseville Electric, resulting in the "Life is Electric" value and community-benefit branded campaign; and more.

Communications Strategy and Program Management

Public utilities have an obligation to transparency and public outreach that is inclusive, responsive and often guided by regulatory requirements. Our team brings expertise in internal, external and strategic communications expertise including public and media relations and crisis communications management. We work in partnership with our clients and their staff to elevate skills—not only communicating but listening, monitoring and measuring to capture and address public sentiment. We conduct outreach to help influence behaviors and help the public see community benefit in sometimes controversial programs or policies. We conduct stakeholder outreach as a bridge to greater understanding and consensus. And we build partnerships to share our messages extending the reach of our campaigns. Strategically aligning our messages, we help to communicate and positively influence public perception while tracking and measuring impact for continuous message improvement.

A few examples of clients we have supported with Communications Strategy and Outreach Plans include Roseville Electric (see Case Study); Roseville Environmental Utilities (see Case Study); the City of Sacramento Department of Utilities (see Case Study); Caltrans Stormwater (see Case Study); the California Department of Public Health, for whom we created and conducted a comprehensive Risk Communications Strategy and Training focused on social media platforms; the Sacramento Stormwater Quality Partnership, a multijurisdictional organization requiring public and stakeholder outreach and a cohesive communications strategy; Caltrans "Tahoe Roads" project, a decade-long effort to protect lake quality requiring extensive community, business and stakeholder outreach and education; Contra Costa Clean Water Program and Ventura County Watershed Protection District, both requiring comprehensive communication strategies and public education and outreach to protect waterways and meet regulatory requirements.

Website Development Support and Content Management

Good sites are built upon strategic frameworks that are intuitive and responsive to visitor needs and their devices of choice. Good website content is targeted, succinct, and search engine optimized. Sometimes it takes an outside perspective to clear the clutter and see the forest through the trees.

Background & Experience (CONTINUED)

We have helped our clients develop or enhance sites that are organized around customer needs and deliver core messages that communicate quickly, concisely, and can be found in online searches with plans that ensure fresh content and timely updates strengthening search rankings. We have turned over the keys or assumed ongoing responsibility for content development, management and maintenance as needed.

Sagent has supported design, content development and SEO strategy for numerous clients including Ventura County Watershed Protection District (<https://www.vcpubliworks.org/wpd/>); California Air Resources Board (<https://www.driveclean.ca.gov/>); the City of Sacramento Department of Utilities/Water Conservation (<http://www.cityofsacramento.org/Utilities/Water/Conservation>); CAL FIRE (www.readyforwildfire.org/); Caltrans Stormwater (<http://www.protecteverydrop.com/>).

The extensive website portfolio of our partner, Post Modern Marketing can be found at <https://www.postmm.com/our-work/>. **Post Modern's website development for the Elk Grove Water District is particularly relevant as you will read in the detailed Case Study provided in Section E.**

Centennial Celebration Development and Programming

Sagent has planned and staged hundreds of events of all sizes for our clients on a local, regional and statewide level. Our expertise include pre-promotion planning, branding, partnership development, media relations, and coordination with invited public figures, VIPs and the media to reach diverse audiences , educate and raise awareness. Our work includes concept development, design and oversight of installations, and coordinated efforts that stand out as signature events as well as more intimate public outreach and stakeholder events.

Examples of signature events include: For Impact Teen Drivers/CHP, we supported a statewide celebrity concert series to reach young adults; for Caltrans' "Be Work Zone Alert" campaign we conducted more than 30 public outreach events across the state including a media launch with elected officials and VIPs, the Annual Worker's Memorial event at the Capitol, and more than 75 in-school outreach presentations and programs; for Caltrans Stormwater we researched, vetted, and managed logistics for outreach events statewide; and for CAL FIRE we developed and supported an education installation at the California State Fair to educate audiences about wildfire prevention and evacuation procedures.

Social Media Management

Social media creates and nurtures a vital communication link to your customers and stakeholders providing an opportunity for meaningful engagement. Sagent manages many of our clients' social media communications strategically aligning target audiences, messaging, and visuals to audience-targeted social media platforms to achieve their communication goals. Our expertise includes content and calendar development, social listening, message response management, and measurement and reporting.

B. Background & Experience

Background & Experience (CONTINUED)

Relevant client examples include the City of Sacramento Department of Utilities Water Conservation and FOG programs, City of Roseville Environmental Utilities and Roseville Electric, Ventura County Watershed District, the Contra Costa Clean Water Program, the Sacramento Stormwater Quality Partnership, Caltrans Stormwater, CAL FIRE, and more than a dozen separate public outreach campaigns for Caltrans transportation projects.

Newsletters

Sagent has helped its clients modernize their communication outreach with electronic newsletters. Our guidance has helped public agencies and public utilities develop strategically-aligned and branded content that can be repurposed across multiple channels thus maximizing communication resources. Our team can assist from vendor recommendation to design and set-up, ensuring a service that not only delivers your content but captures key metrics to understand what truly resonates with audiences leading to continuous engagement improvement.

Examples of clients for whom we provide all content and distribution services include the Contra Costa Clean Water Program, Caltrans Stormwater “Protect Every Drop” campaign, and Caltrans’ “Be Work Zone Alert” campaign.

Special Projects

As a public utility, you are faced with unpredictable challenges. We enter into client relationships with an arsenal of skills and expertise ready to help you meet those unanticipated needs and we remain flexible to changing priorities. Our hope and goal is that our clients will turn to us again and again knowing that we accept their challenges as our own. We feel well-prepared to meet the requirements listed in the RFP and we would not be surprised if others come up as you see us in action.

Brief summaries of some of the projects listed above follow. Detailed Case Studies of four of our projects as well as Post Modern’s website development project for the Ciity of Elk Grove Water District are found in Section E.

Background & Experience (CONTINUED)

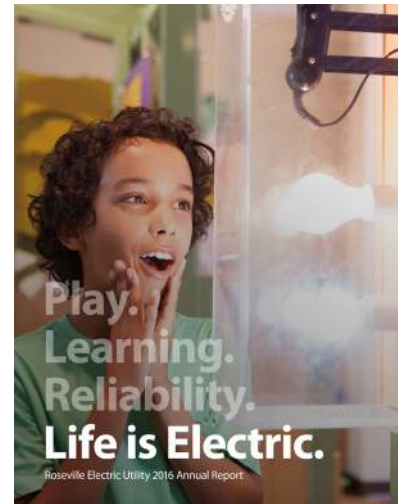
RELATED WORK EXAMPLES

City of Roseville, Roseville Electric Utility, 2011-2013, and 2016-Current

Branding & Creative Development, Communications Strategy, Outreach, Campaign Development and Implementation, Social Media Strategy, Paid Media Planning & Placement, Annual Report, Media Relations Support, Community Outreach & Partnership Development

Sagent has worked with Roseville Electric Utility since 2011 on a series of outreach campaigns to further customer and stakeholder engagement and relationships based on enhancing the perception of trust, value, and community benefit. The communications and marketing strategy resulted in the creation and launch of the current values campaign, “Life is Electric,” which grew into a branding campaign. The “Life is Electric” campaign focuses on building the Roseville Electric Utility’s brand value by highlighting its many community contributions.

The project goal was to demonstrate the quantitative and qualitative value that Roseville Electric Utility provides to customers and how the Utility’s reinvestment in the community energizes life-enhancing education, recreation, resources, and safety for the community. Integrated services for Roseville Electric include strategic communications planning, research analysis, message development, public outreach, branding, creative development and execution, paid media, social media, content development, public relations, and promotions. The resulting award-winning “Life is Electric” campaign supported a measured increase in customer satisfaction and was recently extended to target renters **as you will read in the Case Study in Section E.**



City of Roseville Environmental Utilities, 2011-Current

Annual Plan and Budget Development, Branding and Creative, Marketing Campaign Development and Implementation, Strategic Communications & Message Development, Social Media Strategy, Media Planning and Placement, Advertising Creative Development, Media Relations, Community Outreach, Stakeholder Interviews, Partnership Development

Since 2011, Sagent has helped Roseville Environmental Utilities communicate its brand and value to the community while educating the public about resource and environmental protections to achieve a healthier community, reduce cost to the city, and meet state-mandated requirements. Under a single umbrella, Sagent has conducted campaigns for recycling, waste reduction, water utility, water efficiency, recycled water, and wastewater. As well,



B. Background & Experience

Background & Experience (CONTINUED)

we sought to enhance customer and community members' understanding of the ways in which the Utility contributes to Roseville's quality of life, and how - despite being one of the most innovative, environmentally friendly, and technologically advanced utilities in the region - Environmental Utilities is still competitively priced. Our current contract includes campaigns supporting water efficiency, water reliability, solid waste, and waste water including interviews with water utility stakeholders, water-efficiency campaign planning and development, and the creation of a low water use yard makeover contest. Past campaigns include "One Big Bin," "Live Sewer Smart," "Used Motor Oil," "Cash for Grass," "Water Wise House Calls," "Life is Electric," "Sustain the Gains," and more. **You will find a detailed recap of the award-winning "Sustain the Gains" Case Study in Section E.**

City of Sacramento, Department of Utilities, 2011-Current

Branding & Creative Development, Communications Strategy, Public & Stakeholder Outreach, Campaign Development and Implementation, Research, Social Media Strategy & Implementation, Paid Media Planning & Placement, Public and Media Relations Support, Website Redesign & Content Development, SEO Strategy & Maintenance, Partnership Development

Since 2011, Sagent has supported the City of Sacramento Department of Utilities in numerous campaigns designed to educate, raise awareness, assist customers and inspire behavior change each calling upon different expertise to reach target audiences.

Water Conservation Program

The five-year drought made water conservation a priority; however, the wet winters that followed risked complacency. The reality for all of California, including the Sacramento region, is that water conservation needs to be an everyday habit to ensure natural resources that sustain our drinking water supply, food and agriculture, and lifestyle.



The City initially engaged Sagent to motivate residents and businesses to further cut back on their already reduced water use during the ongoing drought and to embrace new ways of reducing water use. The contract has since been renewed to keep audiences focused on the need for water conservation post-drought, and to make water savings a permanent and sustainable way of life with efficient irrigation and water-wise landscape transformation as the primary campaign focuses.

Water Discontinuance Program

Sagent worked with the Department of Utilities in outreach to its customers regarding a change in the City's policy regarding discontinuance of water service for failing to pay bills in a timely manner. The contract included development and printing of a brochure/bill stuffer, postcard, website and newsletter copy, and outreach to community organizations and businesses.

Background & Experience (CONTINUED)

Utility Rate Assistance Program (URAP)

Sagent worked with the Department of Utilities to inform low-income residents about a new rate assistance program. The Utility Rate Assistance Program (URAP) launched to offset recent water and wastewater rate increases. Sagent developed advertising materials and the URAP application in English, Spanish, Russian, and Hmong. We planned and placed media and conducted community outreach, and engaged key community organizations to extend our message including the Hmong Women Heritage Association, Mexican Consulate, First 5 Sacramento and more.



FOG (Fats, Oils & Grease)

The City of Sacramento Department of Utilities sought to educate its residential and commercial customers on the proper disposal of fats, oils and grease to protect local sewer infrastructure. Sagent has led the creative development, website content development, digital marketing, social media, paid media, and public outreach to raise awareness and increase compliance among residents and businesses.

Recycling Campaign

Sagent led the creative development of public service announcements and paid media planning and placement of recycling PSAs to increase proper recycling among residents.

Capital Public Radio Partnership

In 2014, Capital Public Radio (CPR) launched a garden/food literacy initiative in the backyard of the station. The station envisioned an environmentally-friendly garden that would provide fresh fruit and vegetables to food banks, schools and more. The garden was planted in Spring 2015 incorporating drought tolerant landscaping practices. Sagent work with CPR on behalf of the City to develop a partnership that would include the City's environmental program messaging.

City of Sacramento, Department of Public Works, Recycling Outreach, 2015-2016 Creative Development, Strategic Communications, Outreach, Paid Media & Social Media Strategy & Implementation

The City of Sacramento passed a plastic bag ban ordinance to reduce littering and non-compostable materials in landfills. The goal of the "Bring Your Own Sac" campaign was to motivate behavior change encouraging the adoption of reusable bags. Our approach was two-fold: outreach was conducted at local grocery and retail stores including Sprouts, Sacramento Natural Foods Co-op, and Walmart to

B. Background & Experience

Background & Experience (CONTINUED)

prepare businesses for ban compliance by providing them with reusable resources and information. To incentivize consumers, in-store radio remote events were conducted where free reusable bags were provided to the first 300 people in attendance. Sagent developed radio copy and social media posts for the City to post, planned and scheduled radio and digital media to reach the target audience, delivering over 1.1 million impressions.

Caltrans Stormwater, 2016-2019

Branding & Creative Development, Campaign Development & Implementation, Communications Strategy & Media Relations Assistance, Public & Stakeholder Outreach, Multicultural, Website Development, Traditional, Digital & Social Media, Newsletters

Statewide, Caltrans spends millions each year cleaning litter that—together with other vehicle-related pollutants—finds its way into our waterways. Sagent conducted market research to develop a branded campaign that would appeal across geographic boundaries and cultural and language barriers to the state's diverse regions and populations.

The resulting integrated “Protect Every Drop” educational and outreach campaign has been adopted by numerous public agencies focused on stormwater protections. ***Please see the detailed Case Study in Section E.***



CAL FIRE, 2015-Current

Branding & Creative Development, Campaign Development & Implementation, Communications Strategy & Media Relations Assistance, Public & Stakeholder Outreach, Multicultural, Website & App Development, Traditional, Digital & Social Media, Events

When Sagent began working with CAL FIRE in 2010, we found inconsistent communications strategies across the agency's many statewide districts. Sagent developed the “Prepare for Wildfire” branding under which multiple campaigns now live including “Ready for Wildfire,” “One Less Spark,” “Prepare for Bark Beetle: Tree Mortality,” and “California Drought” Instantly recognizable yet carrying unique messaging, the complementary campaigns educated residents in areas most at risk that it is not a matter of if, but when a wildfire will occur, and it is their responsibility to take the necessary actions to prepare for and evacuate during a wildfire event. As a result of our outreach and creative approach, we achieved nearly universal adoption of the campaign branding by field offices, fire protection agencies, and stakeholders across the state including the U.S. National Forest Service.



Background & Experience (CONTINUED)

Contra Costa Clean Water Program (2017-Current)

Strategic Planning, Communications Strategy, Outreach, Content Development, Social Media Strategy, Event Planning

The Contra Costa Clean Water Program (CCCWP) was formed to help eliminate stormwater pollution through public education, inspection, and enforcement activities. The Committee identified several challenges that included:

- Diverse communities and approaches
- Difficulty in creating consensus around strategic approaches
- A desire to develop strategies that have impact beyond meeting minimum requirements
- Human and budgetary resource constraints



CCCWP commissioned Sagent in 2017 to develop a Public Information and Outreach Strategic Plan that addressed these challenges, and to create public information and outreach strategies to meet the Program's goals. Adopting the Plan, CCCWP then asked Sagent to support them with implementation.

Ventura Watershed Protection District, 2018-Current

Strategic Planning, Communications Strategy, Outreach, Content Development, Paid Media Planning & Placement, Social Media Strategy & Implementation, Website Redesign & Content Migration

Ventura County is culturally and ethnically very diverse making education and communication strategies challenging. The Ventura County Watershed Protection District and Countywide Stormwater Quality Management Program was established to raise awareness and educate county residents and businesses about the adverse impact of stormwater pollution, and to encourage the adoption of behaviors that reduced environmental risk to the watershed. Sagent has hired to develop a comprehensive communications plan of media and outreach efforts targeted to the county's diverse audiences to protect the county's natural resources. The contract was extended one year and is in the process of being renewed for three more years.



PG&E, Tree Mortality Media Campaign, 2017

Media Planning & Placement, Content Development

As California's drought continued, tree mortality—as a result of opportunistic bark beetles—extended the threat into new territories. Rapid deployment of a statewide campaign with geo-targeting into particularly vulnerable areas, was urgently needed. To supplement CAL FIRE's existing campaign (created by Sagent), PG&E contracted separately with Sagent to extend the public outreach with a media campaign into these areas.

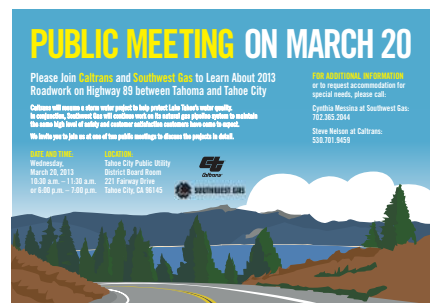
B. Background & Experience

Background & Experience (CONTINUED)

Southwest Gas, Public Outreach, (2017)

Communications Strategy, Public and Stakeholder Outreach, Partnership Development

Sagent has been called upon by Southwest Gas (SWG) for numerous public outreach campaigns. One on west shore of Lake Tahoe exemplifies our ability to move public opinion through transparency and a comprehensive communications and outreach approach. South West Gas had experienced difficulties with a contractor not meeting expectations for progress in replacing natural gas mains resulting in public complaints and inconvenience. South West Gas asked Sagent to help repair public opinion and encourage cooperation among residents and businesses. We staged two public meetings (with packed houses), obtained partnership support, planned and placed paid media, and developed positive messages related to upcoming work. We staffed a phone line about the project and worked in the community among business groups, homeowner associations and other community stakeholders to regain the public's trust. The campaign included public and business outreach, message development, management of a toll-free hotline, partnership development, collateral development, mailing services, email blasts, and geo-targeted paid media.



Caltrans, Tahoe Basin Public Outreach (2010-2015, 2016-2020)

Marketing Strategy & Implementation, Branding & Creative Development, Multilingual Materials Development, Public & Stakeholder Outreach, Partnership Development, Public Meetings Management, Website Development and Management.

Caltrans conducted more than two dozen road improvement projects in the Lake Tahoe Basin between 2010 and 2015 to upgrade stormwater drainage systems all around the lake, address maintenance-related projects and make bicycle path improvements, as well. As the public outreach contractor, Sagent created and managed the five-year "Tahoe Roads" public awareness campaign. Each year there were several localized projects around the Lake in both Placer and El Dorado counties requiring public cooperation due to local traffic impacts. The goal of our education and outreach campaign was to have the target audiences see an inconvenient detour as a direct benefit for residents, businesses, and visitors resulting in environmental and long-term quality of life improvements for all. Campaign services included public outreach, campaign branding, creative development of advertising, collateral and outreach materials in English and Spanish, website creation and management for TahoeRoads.com, media planning and placement, partnership development, stakeholder engagement and public meetings in English and Spanish. The contract was extended from 2016-2010.



Background & Experience (CONTINUED)

City and County of Sacramento, Sacramento Stormwater Quality Partnership (SSQP), 2010-Current Marketing & Communications Strategy, Attitude & Awareness Research, Branding & Creative Development, Multilingual Digital and Traditional Paid Media Planning & Placement, Advertising, Outreach

Since 2010, Sagent has worked with the City and County of Sacramento and the Sacramento Stormwater Quality Partnership (SSQP) to educate residents and businesses about stormwater runoff and to encourage the adoption of behaviors that protect our rivers and natural resources. The Sacramento Stormwater Quality Partnership is a multi-jurisdictional program made of Sacramento County and the incorporated cities of Sacramento, Citrus Heights, Elk Grove, Folsom, Galt, and Rancho Cordova. The effort, which is ongoing, has included multiple separate campaigns and continues to evolve. At the heart of the campaign is the Be River Friendly website (beriverfriendly.com) which serves as a central hub for public agencies, residents, and businesses. Other campaign components include attitude and awareness research, multi-lingual digital and traditional paid media planning and placement, advertisements, collateral, and outreach.



Sacramento Area Flood Control / US Army Corp of Engineers, 2018-Current Message Development, Public Outreach, Media Relations, Website Landing Page Development, Paid Media, Social Media Strategy, Partnership Development, Outreach

The Sacramento Area Flood Control agency in partnership with the State of California and US Army Corps of Engineers is working to complete levee improvements to provide Natomas Basin at least 200-year flood protection. The Natomas Levee Project will result in ongoing construction and delays to those traveling on I-5 from the Sacramento International Airport. Sagent was asked to develop a public outreach plan to residents, businesses and workers in the areas of the closures, the state agencies impacted, commuters, and visitors to the region, about the need to take alternate routes to avoid traffic gridlock.

In Section E. Additional Information, we have provided five Case Studies providing a more in-depth look at our customized approaches to individual client needs and communication and outreach challenges.

B. Background & Experience

Background & Experience (CONTINUED)

3. TEAM INTRODUCTION & ORGANIZATIONAL CHART

Our team is comprised of senior leadership and principals—experts in their fields of strategic communications, media relations, event management, design, website development, social media and project management. In addition to water-related experience with cities and districts and exceptional skills you will find that they foster client relationships based on partnership and collaboration—always ensuring that your voice is heard and represented. There are no egos here. Following please find brief highlights of our senior leadership, an organizational chart clearly identifying our team and reporting structure, and resumes for each team member summarizing their work experience and skills.

Key Staff (Principals and Senior Members)

Anne Staines, President & Chief Strategist, Sagent - Founder and President of Sagent

Anne is a leading social marketing expert specializing in creating public awareness and outreach behavior change campaigns for public agencies and nonprofits. Anne has more than 30 years' experience managing statewide and national public awareness, education and advertising campaigns for Caltrans, CAL FIRE, the California Air Resources Board, the California Department of Public Health, CHP, the California Energy Commission, the cities of Sacramento and Roseville, and more. Anne is expert in developing partnerships that generate additional resources, community participation and visibility. She and her team have negotiated more than \$40 million in partnership contributions and media donations through public-private partnerships. **Project Role:** As our Chief Strategist, Anne plays a key role in overall strategy development for all of our campaigns.



Shelley Cousineau, Vice President, Client Services and Media, Sagent

Shelley joined Sagent in 2010 and is a senior member of the Sagent team with more than 23 years of experience leading statewide, regional and local social marketing campaigns. With extensive public agency experience, Shelley has managed large-scale, multicultural and multilingual public information and outreach campaigns focused on a wide range of social issues with particular emphasis on environmental and public utility concerns. Shelley is an expert in water-related communications. She was the architect of the statewide Caltrans Stormwater “Protect Every Drop” and CAL FIRE “Ready for Wildfire” campaigns, and has worked extensively with the City of Sacramento Department of Utilities, Roseville Environmental Utilities, Roseville Electric, Ventura County Watershed Protection District, the Contra Costa Clean Water Program, and more. Shelley’s expertise includes strategic social marketing planning, public relations, brand development, creative management, media planning and placement, partnership and program building, research, public opinion surveys, focus groups, audience segmentation, multicultural outreach, and account management. She brings strategy and project implementation together with exceptional client service to deliver cohesive and award-winning campaigns with performance and demonstrated results that have led to multiple repeat engagements. **Project Role:** Shelley will provide strategic direction and oversee media planning for the project. Overseeing client services, she will provide direction to the project team to ensure that high quality, timely and accurate work is performed for campaign success.



Background & Experience (CONTINUED)

Lynn Wallace, Integrated Marketing Director, Sagent - Lynn joined Sagent in 2017 with more than 20 years of experience in integrated marketing strategies, market research, and public relations. She brings a comprehensive marketing and communications toolkit to social marketing challenges including market analysis, brand development, messaging, inbound marketing programs, public relations, stakeholder outreach, content creation, social media expertise, and media planning. Her strategy and project planning expertise - earned in a leadership position with a Fortune 100 company - bring fresh insights to public agency needs including the California Air Resources Board, CAL FIRE, CDPH, City of Sacramento Department of Utilities, City of Roseville Environmental Utilities, and more. **Project Role:** Lynn will support project strategy and planning and play a key role in the development and implementation of digital and social media strategies and integrations.



Scott Lechner, Account Supervisor & Project Manager, Sagent - Scott brings 14 years of extensive strategic communications, public and media relations, brand development and exceptional account and project management to our team. Scott has a proven track record of delivering research-based innovative marketing, advertising, communications and branding solutions to Fortune 500 and brand-name B2B technology companies in the Silicon Valley's fast-paced and demanding competitive environment. As a media and public relations specialist he is a digital influencer, effectively positioning organizations to achieve brand visibility, seize community outreach opportunities and improve relationships with customers, stakeholders and the public. Praised for his professionalism, business acumen, team-building, and collaborative approach he is adept at project management balancing priorities, meeting deadlines and producing high-quality deliverables. **Project Role:** As Account Supervisor and designated Project Manager, Scott will lead day-to-day management of the contract and serve as the primary client liaison. As a public/media relations specialist, he will also assume a leadership role in the development and oversight of the strategic communications plan and event planning for the Centennial.



Emily Hagerman Zadeh, Senior Account Executive, Sagent - brings 12 years of multicultural social marketing strategy, public relations, and public outreach experience at the national and international level with a focus on public health and youth outreach. She specializes in partnership development to reach underserved communities. Her expertise includes high-level social program design and development as well as strategic partnership development, branding, and message development. Emily is the current project manager for Sagent's Sacramento Department of Utilities, Water Conservation, Roseville Environmental Utilities and Ventura Watershed Protection District water-related campaigns. Fluent in Spanish, a public speaker, and an expert writer, her projects have ranged from developing multi-country outreach and education campaigns, crafting a global commitment for the Clinton Global Initiative, to the creation of communications toolkits, media pitches, blogs, newsletters, articles, and social media messaging. **Project Role:** As Senior Account Executive, Emily will work closely with senior management to implement the communication and outreach strategies and tactics, ensure timely deliverables, and consistently communicate progress of assignments.



B. Background & Experience

Background & Experience (CONTINUED)

Josh Rubin, CEO, Post Modern Marketing – Josh brings 23 years of expertise in internet and marketing strategy, and web development and design to the project. Early in his career, he developed expertise in SEO, web development, and overall marketing strategy, and has run marketing campaigns for both startups and established national companies. In 2009 he launched his own SEO and web design company, Creative California, and in 2016 merged his company with Post Modern Marketing which he now owns and operates. He leads a team of talented web designers and developers—experts in SEO, pay per click (PPC) strategies, social media and more. **Project Role:** Given the site functionality specified in the RFP, we invited this trusted partner to our team to lead website design, development and maintenance.



Chris Guzman, Principal & Creative Director/Media Producer, Magma Creative Studio
As Principal and Creative Director of Magma Creative Group, Chris brings 21 years of design and video production experience. He has developed and led creative campaigns for national companies like Intel, Sony, Disney, and the Pac-12 Networks, statewide organizations including Visit California, and public sector clients including the City of Roseville, City of Sacramento, City of Folsom, City of Anaheim, City of Benicia, Placer County Water Agency, Regional Water Authority, Cal Water, California Water Association and Keep Placer Moving. **Project Role:** Chris and his team will oversee video production and any needed custom photography.

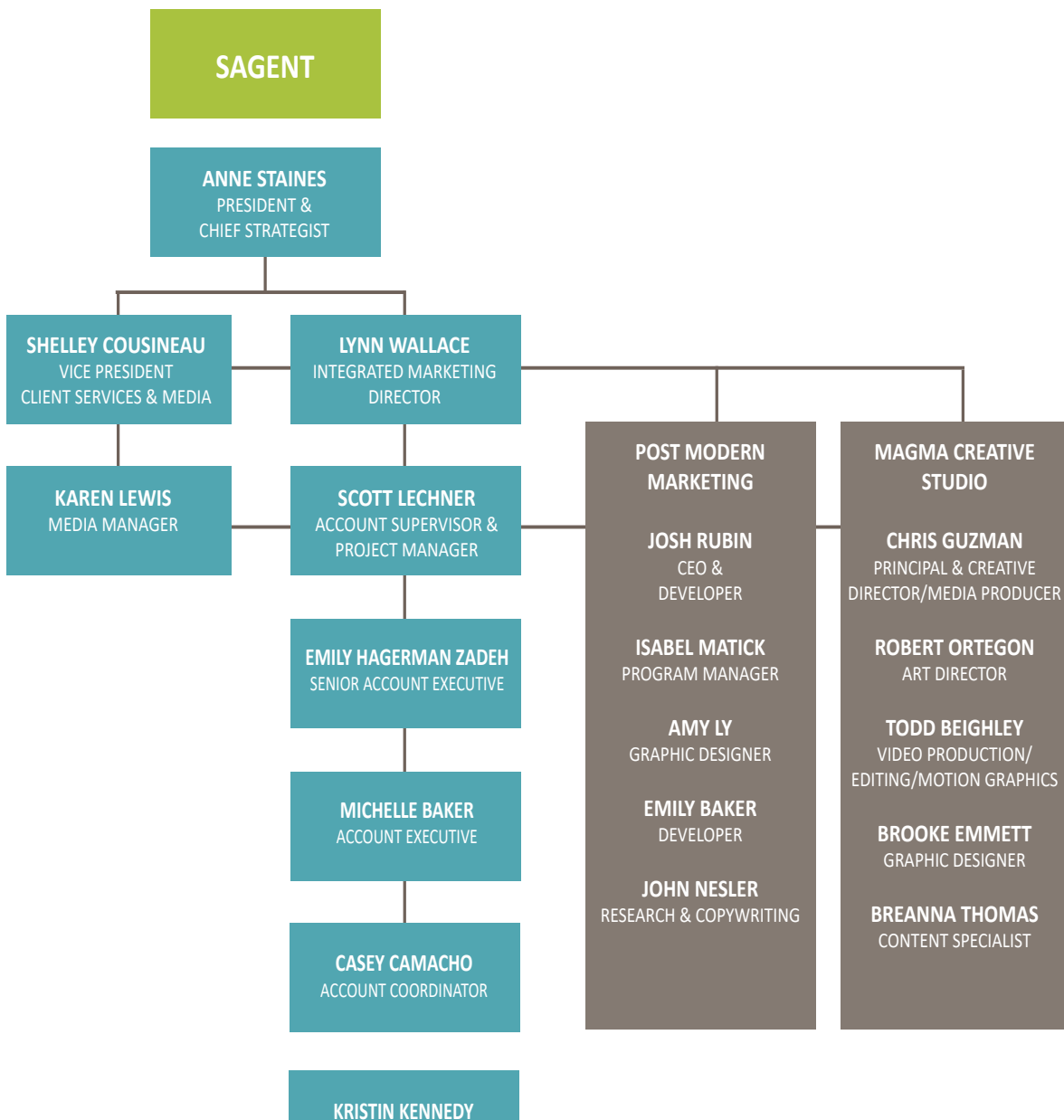


Chris is a Citrus Heights “native” who attended Mariposa Elementary, Sylvan Junior High and San Juan High. His love of the city runs deep and will help to ensure that the video, photography and messaging we produce are authentic to Citrus Heights audiences.

On the following page, please find our team organizational chart clearly indicating our reporting structure.

Background & Experience (CONTINUED)

ORGANIZATIONAL CHART



B. Background & Experience

Background & Experience (CONTINUED)

4. TEAM RESUMES & QUALIFICATIONS

The Citrus Heights Water District Team

Team member resumes follow summarizing educational and professional qualifications and related project experience. All of our team members are located in Sacramento or Roseville, conveniently within reach when you need us.

Anne Staines

PRESIDENT & CHIEF STRATEGIST, SAGENT



Qualifications

Founder and President of Sagent, Anne is a leading social marketing expert specializing in creating public awareness and outreach behavior change campaigns for public agencies and nonprofits. Having served Fortune 500 clients as an Account Supervisor for Ogilvy & Mather Advertising/LA early in her career, Anne envisioned putting marketing and communications tools to a different use: influencing positive behavior change around important social issues. She founded Sagent in 2004 for this purpose and has grown the firm to become a respected and called-upon partner of numerous state agencies based on a history of performance and results.

Anne has more than 30 years' experience managing national, statewide and local public awareness, education and advertising campaigns for Caltrans, CAL FIRE, the California Air Resources Board, the California Department of Public Health, CHP, the California Energy Commission, the cities of Sacramento and Roseville, and more. Among her notable campaigns was the development of the statewide Call 9-1-1 program, the nationally recognized "Be Work Zone Alert" highway safety campaign, and the life-saving "Ready for Wildfire" app alerting and helping residents prepare for wildfire risk. Anne is expert at developing partnerships that generate additional resources, community participation and visibility.

Anne and her team have negotiated more than \$40 million in partnership contributions and media donations through public-private partnerships.

Anne is the strategic lead for all Sagent campaigns and is responsible for program performance including vision, strategy, oversight and ensuring the effective and efficient use of client resources.

Relevant Experience

- City of Sacramento, Department of Utilities, Multiple Campaigns (2014-Current)
- City of Roseville, Environmental Utilities & Roseville Electric, Multiple Campaigns (2011-Current)
- Sacramento Stormwater Quality Partnership, Outreach Campaigns (2010-Current)
- Southwest Gas, Multiple Outreach Campaigns (2014-Current)
- California Child Development Association, Statewide Marketing & Rebranding Consult (2018)
- Caltrans, Tahoe Basin Public Outreach (2010-2015, 2016-2020)
- Caltrans Headquarters, Statewide "Road Charge" Public Education Campaign (2017-Current)

B. Background & Experience

Anne Staines (CONTINUED)

- Caltrans Headquarters, Stormwater Statewide “Protect Every Drop” Public Education Campaign (6/15-Current)
 - CAL FIRE, Statewide “Ready for Wildfire” Public Education Campaign (2015-2017; Renewed 2018-2021)
 - Caltrans Headquarters, Statewide Highway Work Zone Safety Campaign “Be Work Zone Alert” (2014-2016; Renewed 2018-2021)
 - California Department of Public Health, Risk Communications Plan & Training (2018)
 - California Air Resources Board, Statewide “DriveClean.ca.gov” (2018)
 - Ventura Watershed Protection District, Education and Outreach Campaign (2018-Current)
 - Contra Costa Clean Water Program, Strategic Plan and Outreach Campaign (2017-Current)
 - California Community Colleges, I Can Afford College Campaign \$25,000 (2016)
 - Anpac Bio-Medical Science Co., National Launch Campaign (2016)
 - CalSTRS Pension2 and Client Outreach Strategic Communications Plans \$434,089 (2007-2015)
 - Scholarshare, Strategic Marketing Planning Services (2011, 2013-2014)
 - California Student Aid Commission, Public Awareness Campaign (2013)
 - American River Bank, Rebranding Campaign (2012-2013)
 - California Highway Patrol/Impact Teen Drivers, Statewide “R U Lethal” Campaign, (2012-2014)
 - California Energy Commission, Statewide “Go Solar” Campaign, (2007-2009)
 - EdFund, FYI: Financing Your Independence Campaign \$40,000 (2009)
 - FI\$CAL, Statewide, Advertising Services (03/15-7/16)
 - Caltrans Headquarters, Statewide “Report Drunk Driving Call 911” (2005-2006)
- Education**
- Bachelor of Science in Business Administration and Marketing with Advertising Emphasis, CSU, Fullerton
- Stanford University Executive Program in Social Entrepreneurship, 2015
- Certificate, Social Marketing Communications Academy, sponsored by the Substance Abuse and Mental Health Services Administration and Georgetown University, 2005
- Professional and Volunteer Commitments**
- National Association of Women Business Owners (NAWBO), California, President
- WalkSacramento, Sacramento, CA, Board Member
- Capitol Weekly, Sacramento, CA, Advisory Board Member
- Powerhouse Science Center, Sacramento, CA, Board Member

Shelley Cousineau

VICE PRESIDENT, CLIENT SERVICES & MEDIA, SAGENT



Qualifications

Shelley joined Sagent in 2010 and is a senior member of the Sagent team with more than 23 years of experience leading statewide, regional and local social marketing campaigns. With extensive public agency experience, Shelley has managed large-scale, multicultural and multilingual public information and outreach campaigns focused on a wide range of social issues for Caltrans, CAL FIRE, the California Department of Public Health, CHP, and in her previous employment, the Bureau of Automotive Repair. Shelley has two decades of statewide media buying experience with current oversight of the Caltrans Stormwater “Protect Every Drop” statewide campaign, the CAL FIRE “Ready for Wildfire” statewide campaign, the Caltrans statewide highway safety “Be Work Zone Alert,” City of Sacramento Department of Utilities, Roseville Electric, and more.

Shelley has conducted statewide media campaigns for general market and hard-to-reach target audiences including the planning, negotiation and placement of more than \$18 million in media buys of all sizes and reach — from local to statewide. Her statewide media planning experience includes multiple campaigns for Caltrans, CAL FIRE, the California Department of Public Health, California First 5 and the California Endowment among others.

Shelley’s expertise includes strategic social marketing planning, public relations, brand development, creative management, media planning and placement, partnership and program building, research, public opinion surveys, focus groups, audience segmentation, multicultural outreach, and account management. She brings strategy and project implementation together with exceptional client service to deliver cohesive and award-winning campaigns with performance and demonstrated results that have led to multiple repeat engagements from Caltrans, CAL FIRE, the Cities of Sacramento and Roseville, Placer Youth Coalition, and more.

Shelley will oversee media planning and execution while ensuring an effective working team to meet and exceed your expectations.

Relevant Experience

- City of Roseville Environmental Utilities & Roseville Electric Utility (2011-13/15-Current)
- City of Sacramento, Department of Utilities (2014-Current)
- Caltrans Headquarters, Statewide “Road Charge” Public Education Campaign (2017-Current)
- Caltrans Headquarters, Stormwater Statewide “Protect Every Drop” Public Education (6/15-Current)

B. Background & Experience

Shelley Cousineau (CONTINUED)

- CAL FIRE, Statewide “Ready for Wildfire” Public Education (2015-2017; Renewed 2018-2021)
- Caltrans Headquarters, Statewide Highway Work Zone Safety Campaign “Be Work Zone Alert” (2014-2016; Renewed 2018-2021)
- Caltrans, Tahoe Basin Public Outreach (2010-2015, 2016-2020)
- California Department of Public Health, Risk Communications Plan & Training (2018)
- California Air Resources Board, Statewide “DriveClean.ca.gov” (2018)
- Ventura Watershed Protection District, Education and Outreach Campaign (2018-Current)
- Contra Costa Clean Water Program, Strategic Plan and Outreach Campaign (2017-Current)
- California Highway Patrol/Impact Teen Drivers, Statewide “R U Lethal” Campaign, (2012-2014)
- Scholarshare, Strategic Marketing Planning Services (2011, 2013-2014)
- California Student Aid Commission, Public Awareness Campaign (2013)
- American River Bank, Rebranding Campaign (2012-2013)

Past Relevant Experience

Fresno Metropolitan Flood Control District
Public Outreach Campaign (1998-2009)

San Mateo Stormwater Pollution Prevention
Program (2006-2008)

Alameda Countywide Stormwater Pollution
Prevention Program (2006-2008)

Contra Costa Clean Water Program (2000-
2008)

San Joaquin County Public Utilities (2005-2006)

Porter Novelli/Valley CAN “Clean Air Now”
(2002-2009)

California Water Awareness Campaign (2000-
2002)

San Joaquin Valley Air Pollution Control District
(1997-2000)

Education

Bachelor of Science in Business Administration,
emphasis in Marketing, CSU, Fresno

“Fostering Sustainable Behavior” community-
based social marketing workshop

Lynn Wallace

INTEGRATED MARKETING DIRECTOR, SAGENT



Qualifications

Lynn joined Sagent in 2017 with more than 20 years of experience in integrated marketing strategies, market research, and public relations. She brings a comprehensive marketing and communications toolkit to social marketing challenges including market analysis, brand development, messaging, inbound marketing programs, public relations, stakeholder outreach, content creation, and media planning.

As Director of Industrial Marketing for Oracle Corporation, Lynn developed integrated marketing programs, forged strategic alliances, and crafted marketing initiatives for global accounts developing custom programs and planning services for target customers. The role required strengths in managing complex relationships and uniting multiple stakeholders with diverse perspectives toward a common goal. Before forming her own company, Lynn was also the Vice President of Marketing at Tradeum where she developed a strategic roadmap for the company's global expansion and acquisition with branding, go-to-market strategy, positioning and a launch plan. As owner of Wallace Strategy and Marketing, Lynn turned our expertise and skills to supporting mission-driven organizations, eventually leading her to Sagent.

Lynn is a creative problem solver and adept communicator combining strategic vision with execution while ensuring stakeholder

engagement and extraordinary client service. Her strategy and project planning expertise - earned in a leadership position with a Fortune 100 company - bring fresh insights to public agency needs including the California Air Resources Board, CAL FIRE, CDPH, the cities of Sacramento and Roseville, and more.

Lynn will be integrally involved in project strategy with a special focus on messaging and social media.

Relevant Sagent Experience

City of Sacramento, Department of Utilities (2018-Current)

City of Roseville, Roseville Electric Utility (2018-Current)

Contra Costa Clean Water Program, Strategic Plan and Outreach Campaign (2017-Current)

Ventura Watershed Protection District, Education and Outreach Campaign (2018-Current)

Caltrans Headquarters, Stormwater Statewide "Protect Every Drop" Public Education (2018-Current)

California Air Resources Board, Statewide "DriveClean.ca.gov" (2017-2018)

California Department of Public Health/UEI, Statewide "Prescription Drug Overdose Prevention" Campaign (2018)

B. Background & Experience

Lynn Wallace (CONTINUED)

California Child Development Association,
Statewide Marketing & Rebranding Consult
(2018)

CAL FIRE, Statewide "Ready for Wildfire" Public
Education Campaign (2017; Renewed 2018-2021)

Professional Fiduciary Association of CA,
Statewide Public and Media Relations (2018)

Previous Relevant Employment

Wallace Strategy and Marketing, Principal (2001-
2016)

Tradeum, Vice President Marketing (1999- 2000)

RTS Software, Vice President Marketing (1998-
1999)

Oracle Corporation, Director Industrial Marketing
(1995-1998)

Education

Masters of Business Administration (MBA),
American Graduate School of International
Management (Thunderbird), Glendale, Arizona

Bachelors of Science (BS) Business/Marketing,
Arizona State University, Tempe, Arizona

Professional and Volunteer Commitments

National Association of Women Business
Owners (NAWBO), Sacramento Chapter, Board
Member: VP Marketing

Powerhouse Science Center, Marketing
Committee Volunteer

Karen Lewis

MEDIA MANAGER, SAGENT



Qualifications

Karen brings 12 years of experience in broadcast media, digital media, project management, social marketing, and public outreach nationally and throughout California. Her skills includes strategic campaign planning, media planning, paid media execution, brand management, and social media strategy. Karen is a technologist who absorbs and embraces transformations in the digital space identifying new approaches for pinpoint audience targeting.

Her primary responsibilities include media plan development, integrated digital and social media strategy, and campaign performance analysis for agency clients. Her extensive experience working on public agency contracts includes Caltrans, CAL FIRE, Office of Traffic Safety, Office of Problem Gambling as well as healthcare provider, Molina Healthcare. Prior to Sagent, Karen gained experience at national media companies, iHeartMedia and Tribune Media. Karen will support planning and implementation of paid media.

Relevant Experience

- Sacramento Department of Utilities, Water Conservation (2017-Current)
- City of Roseville Environmental Utilities and Roseville Electric, Outreach Services (2017-Current):
- CAL FIRE, Statewide "Ready for Wildfire" Campaign (2017-current)

- UEI/California Department of Public Health, "Prescription Drug Overdose Prevention" Campaign (2018)
- Caltrans Headquarters, Highway Work Zone Safety, "Be Work Zone Alert" (2018-Current)
- Caltrans District 3, Tahoe Basin "Tahoe Roads" Public Outreach (2010-Current)
- Molina Healthcare, National "#WorkoutWednesday" Social Media Sweepstakes Campaign (2016-2017)
- Office of Traffic Safety, Statewide "DDVIP- Designated Driver VIP" Prevention Program (2015-2017)
- Office of Problem Gambling, Statewide General and Hispanic Campaigns (2015-2017)

Previous Relevant Employment

iHeartMedia, Inc, Manager (2015-2017)

Clear Channel, Client Promotions (2008-2014)

Tribune Media (2008-2012)

Education

Bachelor of Arts in Sociology, Cum Laude, CSU, Sacramento

Google DART and DFP Ad Trafficking for Ad Managers Course

Polytechnic State University, San Luis Obispo

B. Background & Experience

Scott Lechner

**ACCOUNT SUPERVISOR,
DESIGNATED PROJECT MANAGER
& PUBLIC RELATIONS SPECIALIST,
SAGENT**



Qualifications

Scott brings 14 years of extensive strategic communications, public and media relations, brand development and exceptional account and project management to our team. His versatile skill set helps him to view client needs through a larger lens, helping them to achieve both short- and long-term objectives through comprehensive communications strategies.

Scott has a proven track record of delivering research-based innovative marketing, advertising, communications and branding solutions to Fortune 500 and brand-name B2B technology companies in the Silicon Valley's fast-paced and demanding competitive environment. As a media and public relations specialist he is a digital influencer, effectively positioning organizations to achieve brand visibility, seize community outreach opportunities and improve relationships with customers, stakeholders and the public. Praised for his professionalism, business acumen, team-building, and collaborative approach he is adept at project management balancing priorities, meeting deadlines and producing high-quality deliverables.

Scott will responsibility for the overall project management and coordination between subcontracting teams while also leading on public relations support.

Previous Relevant Employment

OFFLEASH PR, San Mateo, CA, 2006-2019
Scott quickly ascended through the ranks from Account Executive to a leadership position as Director, Media Relations where he delivered high-impact, global PR campaigns for world-class organizations in diverse sectors including Barracuda, Dell KACE, BrowserStack, DarwinAI, Datical, Distil Networks, JAMF, Kaseya, Sumo Logic, Bitsight, Appirio, Axcient, Base, Cloudshare, CA Technologies, Cloudmeter, Gorilla Foundation, Rock the Earth, CA Automic, Sauce Labs, NEC, JFrog, and more. Scott oversaw the agency's public/media relations strategic planning and execution, led integrated marketing and branding initiatives and programs, and managed and staged large-scale media events.

The Larose Group, San Mateo, CA, 2004-2005
Assistant Account Executive overseeing media relations for the San Francisco Junior Giants, a non-profit baseball league of the Giants Community Fund.

Education

Bachelor of Arts, Journalism and Public Relations, California State University-Chico, Chico, CA

Emily Hagerman Zadeh

SENIOR ACCOUNT EXECUTIVE, SAGENT



Qualifications

Emily joined Sagent in 2017. She brings 12 years of social marketing strategy, public relations, and public outreach experience at the national and international level with a focus on public health and youth outreach. Her expertise includes high-level social program design and development as well as strategic partnership development, branding, and message development. Emily has worked extensively with regional and statewide public and nonprofit agencies including projects for the California Department of Public Health, the cities of Sacramento and Roseville, the Coalition for Placer Youth, and more.

Fluent in Spanish, a public speaker and an expert writer, her projects have ranged from crafting a global commitment for the Clinton Global Initiative to the creation of communications toolkits, media pitches, blogs, newsletters, articles, and social media messaging for nonprofits with national and international reach. Emily combines public health and education experience with state-of-the-art marketing strategies and exceptional project management to guide behavior change campaigns. Emily will be responsible for account management reporting to the Account Supervisor.

Relevant Experience

- City of Roseville, Environmental Utilities, Marketing Services (2017-Current)

- City of Roseville, Electric Utility, Marketing Services (2018 - Current)
- City of Sacramento, Water Conservation, Marketing Service (2017-Current)
- California Air Resources Board, Statewide "DriveClean.ca.gov" (2017-2018)
- Ventura Watershed Protection District, Education and Outreach Campaign (2018-Current)
- California Department of Public Health/UEI, Statewide "Prescription Drug Overdose Prevention" Campaign (2018)
- California Department of Public Health, Risk Communications Strategy (2018)
- California Child Development Association, Statewide Marketing & Rebranding Consult (2018)
- Coalition for Placer Youth, Alcohol and Drug Abuse, Education Campaigns (2017-Current)

Education

MSc International Health, 2009, Charité Medical University, Berlin, Germany, Certificate in Tropical Medicine and Public Health

BA, Environmental, Population and Organismic Biology, and BA, Spanish Language and Literature, University of Colorado at Boulder, School of Arts and Sciences, Boulder, CO

B. Background & Experience

Michelle Baker

ACCOUNT EXECUTIVE,
SAGENT



Qualifications

Michelle joined Sagent in 2019. She brings seven years' experience in strategic communications, public affairs and government relations, message development, research and exceptional project management primarily focused in the areas of education, environment and energy. Most recently, she worked as an account executive for a top-tier public affairs firm providing strategic public affairs counsel and develop communication strategies around some of California's most complex legislative issues. Michelle has experience working with statewide energy agencies and Fortune 500 energy and environmental corporations.

Michelle's experience includes high-level reputation, issues management, coalition building and social media communications campaigns. She excels at synthesizing complex concepts into understandable, relatable and actionable communications. Michelle works collaboratively across creative and analytic teams, bridging communication between them and clients to develop winning strategies.

Previous Employment

- Lucas Public Affairs, Sacramento, Account Executive, 2014-2019 – Provided strategic communications support including message development, reputation management, social media campaign implementation, amplified brand presence, awareness and coalition building for the California's leading foundations, nonprofit organizations, associations, businesses and government entities.
- Swanson Communications, Sacramento, Apprentice, 2014 – Monitored trends and insights on social media, developed pitch stories to local and statewide media, managed media lists and contacts.
- Assembly Speaker's Press Office, Sacramento Capitol, Press Intern, 2013 – Collected media roundups for statewide Democratic Assembly Offices and pitched stories to national and statewide news organizations.
- Townsend Raimundo Besler & Usher, Sacramento, Intern, 2012 – Provided office and client support and conducted research for statewide initiative campaigns.

Education

Bachelor of Journalism, Advertising/Public Relations Major, English and Political Science Emphasis, University of Nebraska, Lincoln

Casey Camacho

ACCOUNT COORDINATOR, SAGENT



Qualifications

A recent graduate, Casey came to our attention as a visiting intern of the Sacramento Public Relations Association. His exceptional communication skills and professionalism were gained through the experience of multiple internships during his higher education journey; each speak to his already adept skills in marketing, content development, and public relations, as well as his ability to project manage, prioritize, track and communicate status with attention to detail, and reliably execute.

Over the course of his internship experiences, he has overseen social media and public outreach communications, supported media relations, conducted market research, staged events, and supported the development of community partnerships and brand strategies. Casey's life goals are well-aligned with Sagent's strategic focus on social marketing and behavior change ensuring that projects are undertaken with passion and an authentic desire to achieve our clients' objectives and goals.

Casey will be responsible for account coordination, project tracking, and reporting.

Past Work Experience

Sacramento Press Club, Event Coordinator Volunteer, 2019 - Provides event support to this non-profit, educational organization dedicated to the highest standards of journalism featuring

newsmakers from throughout the nation.

Sacramento State University, Department of Theatre and Dance, PR and Marketing Intern, 2017-2019 - Managed social media channels; content development for newsletter, web, press releases, videos, and social media.

Sacramento Public Relations Association (SPRA), Intern and Volunteer, 2016-2018 - Coordinated events and sponsorships; outreach communications to members.

ABC10 Television: Creative Marketing Intern, 2018 - maintained national, regional and local media lists; coordinated with community partners, oversaw database and reporting.

Broadway Sacramento, PR and Marketing Intern, 2017 - Drafted press releases,

(May 2017 - August 2017) - Drafted press releases, supported media relations, provided administrative and project management support.

Education

Bachelor of Arts, Communication Studies, Public Relations Emphasis, Marketing Minor, California State University, Sacramento, CA

B. Background & Experience

Kristin Kennedy

GRAPHIC DESIGNER SAGENT



Qualifications

Kristin is a recent addition to the Sagent team with eight years of agency experience in graphic design and brand identify including the development of print, collateral and digital materials, illustration, photo editing, and website design. She is intricately involved in creative strategy and every aspect of creative project development and will ensure quality control, brand consistency, and flawless execution of creative materials.

Kristin will be responsible for branding and development of all print, collateral and advertising materials.

Relevant Sagent Experience

- City of Roseville, Environmental Utilities
- City of Sacramento, Department of Utilities, Water Conservation
- Contra Costa Clean Water Program
- Ventura Watershed Protection District, Education and Outreach Campaign (2018-Current)
- CAL FIRE
- California Air Resources Board
- Caltrans Stormwater, Protect Every Drop Campaign

- Caltrans, Tahoe Roads Awareness Campaign
- Coalition for Placer Youth

Previous Employment

Nishihara/Wilkinson Design, Graphic Designer (2011-2018)

MVE|Civil Solutions, Graphic Designer (2010-2011)

Education

Bachelor of Arts, Digital Art/Graphic Design, Dominican University of California

Undergraduate Credit and Internship, Firenze Arti Visive, Florence, Italy

Josh Rubin

CEO & DEVELOPER POST MODERN MARKETING



Qualifications

Josh Rubin started as a graphic designer and web developer for a firm in 2003. After six years of growing his skills in web development, SEO, and overall marketing strategies, he decided to open his own firm, Creative California, in 2009. Seven years later, Josh merged his operation with a local competitor, Post Modern Marketing, subsequently becoming owner and CEO in 2016. In addition to his official capacity within PMM, Josh continues work as a web developer on the team while providing his unique insight into today's continuously changing digital marketing environment. Under his leadership, PMM has been recognized as the 4th fastest growing company in its region by the Sacramento Business Journal.

Josh will provide guidance to the Post Modern Marketing team, help facilitate communication, and will be directly assisting with any development tasks related to Citrus Heights Water District website.

Relevant Experience

- California Council on Science & Technology - <https://ccst.us/> - We migrated years of previously existing content from an old site to a brand new design, preserving fellow and staff biographies, and hundreds of articles, all while modernizing the appearance of the site and improving overall usability.
- Elk Grove Water District - <https://www.egwd.org/> - The previous site was suffering severe functionality issues, including an inaccurate water rates calculator, and general content disorganization. PMM's new design resolved the functionality deficiencies, while also cleaning up the overall organization to allow visitors easier access to the information they needed.
- I-TAP: Independent Training & Apprenticeship Program - <https://i-tap.com/> - Long reliant on television and radio advertising, and left with an out of date website with serious SEO issues, PMM was contracted to develop a new website that would improve their online visibility. Our marketing team now manages their PPC advertisements to bring students and instructors to the school.
- Slumber Yard - <https://myslumberyard.com/> - PMM was contracted to design a website that allowed visitors easier access to the trove of information on mattresses of various kinds, and any related products.
- Trainor Fairbrook - <https://trainorfairbrook.com/> - The new site for Trainor Fairbrook was designed to allow visitors to find information about real estate law firm, and allowing them to retain their services with greater ease.

B. Background & Experience

Josh Rubin (CONTINUED)

- Basi Insurance Services Inc. - <https://www.basiinsurance.com/> - The new site design was a thorough reorganization and re-write of existing content, along with comprehensive SEO and functionality updates that allowed the client to better serve existing and potentially future customers.
- KelKom Medical Office Communications - <https://www.kelkom.com/> - PMM was requested to perform a full site rebuild, which included extensive SEO work along with content rewrites and general improvements to site organization and navigation.
- Wagner Kirkman Blaine Klomparens & Youmans LLP: Attorneys at Law - <https://www.wkblaw.com/> - PMM was contracted to redesign and build their site from the ground up, do away with stock imagery, and communicate to potential clients the 40 years of history embodied by this law firm.
- Fuel Creative Group - <https://fuelcreativegroup.com/> - One of PMM's local partners, our teams collaborated to launch a brand-new site that better conveyed Fuel's unique design sensibilities, as well as their long list of clients.
- The Bridge District - <https://www.thebridgedistrict.com/> - A growing community in Sacramento, The Bridge District developers contracted PMM to provide a new site that better reflected the new living spaces, entertainment venues, and opportunities offered here.

Education:

Undergraduate study, Berea College, Berea, KY

Isabel Matick

PROJECT MANAGER, POST MODERN MARKETING



Qualifications

Joining Post Modern Marketing in early 2018, Isabel Matick's experience at a software app development company gave her unparalleled customer service knowledge and on-the-ground marketing skills that she made effective use of as PMM's Marketing assistant. But her ability to synthesize multiple perspectives and priorities for a broad range of clients and projects made her the ideal Project Manager. In Fall 2018, she officially stepped into the role, and has since managed the completion of over a dozen web development projects, the execution of digital marketing requests for web, and currently manages over 100 monthly service clients. Isabel's role at PMM is critical, and through her the team is capable of adjusting to new scheduling and priorities as they surface throughout a project, leveraging her natural flexibility in handling requests and changes from clients mid-stream.

Isabel will be the primary point of contact within the Post Modern Marketing team. She will work closely with the Sagent team to gather all materials necessary for the successful completion of the project, and disseminate these materials to members of the PMM team who will be using them for content, web development, digital marketing, Search Engine

Optimization, and more. She will provide regular status updates for the project, and will facilitate communication between our team and Sagent.

Relevant Experience

- Carriage House Door - <https://www.carriagedoor.com/>
- ClearOvations - <https://www.clearovations.com/>
- PMG Home Loans - <https://pmgloans.com/>
- Coalition for Responsible Transportation - <http://responsibletrans.org/>
- The Bridge District - <https://www.thebridgedistrict.com/>
- Diede Construction - <https://www.diedeconstruction.com/>
- Action Asphalt - <https://actionasphalt.com/>

Education

Bachelor of Fine Arts, Sacramento State University, Sacramento CA

B. Background & Experience

Amy Li

GRAPHIC DESIGNER, POST MODERN MARKETING



Qualifications

Amy Ly started work as a production designer for a produce networking resource company in 2016, shortly after graduating from UC Davis. In June 2017, she joined Post Modern Marketing as the team's Graphic Designer. Amy has since been at the center of design for multiple key projects for the company, leveraging her skills to design social media marketing materials, which encapsulates online advertisements through digital platforms such as Facebook, Instagram, LinkedIn, Twitter, and more. Additionally, she is the source of web design, logo design, brand guide construction for the firm. PMM also relies on her for print design for brochures, fliers, posters, and booth signage.

Amy Ly will be responsible visual design of the website in collaboration with Sagent and PMM's in-house developers and content writers.

Relevant Experience

- California Council on Science & Technology - <https://ccst.us/>
- Coalition for Responsible Transportation - <http://responsibletrans.org/>
- Carriage House Door - <https://www.carriagedoor.com/>
- The Bridge District - <https://www.thebridgedistrict.com/>

- Penney & Associates - <https://www.penneylawyers.com>
- Wagner Kirkman Blaine Klomprens & Youmans LLP: Attorneys at Law - <https://www.wkblaw.com/>
- ClearOvations - <https://www.clearovations.com/>

Education

Bachelor of Arts, Double Major in Communications and Graphic Design, University of California, Davis, CA

Emily Baker

DEVELOPER, POST MODERN MARKETING



Qualifications

Emily Baker has been with Post Modern Marketing for over four years, joining the team in February 2015 with an extensive background in social media management, graphic design, and web development. She has worn multiple hats at the firm, starting as a Project Manager before transitioning into full time Developer in 2017.

As one of the primary developers at PMM, Emily has instilled her personal values into her work for the many clients of the firm. She builds sites that are fast, clean in appearance, and easy to edit, using high quality themes and plugins that combine form with functionality. The sites she builds always consider the best SEO practices in mind in order to best serve the needs of both the client and their customers. As the former project manager for PMM, she understands the value of getting projects completed on time, and this experience has allowed her to build sites with the whole picture in mind.

Emily will serve as the lead developer. Designs from Amy, and material generated by PMM's in-house content team will ultimately pass through Emily's hands in the production of a site that meets your exact specifications. In addition, Emily can provide site training to members of the Citrus Heights Water District team to ensure that your staff has individuals who are capable of managing edits to site content internally.

Relevant Experience

Emily served as the lead developer for clients across PMM's spectrum, with the list below serving as a sample of her work.

- PMG Home Loans - <https://pmgloans.com/>
- Diede Construction - <https://www.diedeconstruction.com/>
- Fuel Creative Group website - <https://fuelcreativegroup.com/>
- ClearOvations - <https://www.clearovations.com/>
- Action Asphalt - <https://actionasphalt.com/>
- Residences at West Oaks - <https://theresidencesatwestoaks.com/>
- The Quarry at Rocklin - <https://thequarryatrocklin.com/>
- Elica Health - <https://www.elicahealth.org/>
- Slumber Yard - <https://myslumbervard.com/>
- Market 5-ONE-5 - <https://www.market5-one-5.com/>
- Park Smile - <https://www.parksmile.net/>
- HK3 Development - <https://www.hk3development.com/>

B. Background & Experience

Emily Baker (CONTINUED)

- Intimus - <https://www.intimus.com/>
- Computer Pro - <https://www.c-pro.com/>
- CCST - <https://ccst.us/>
- Carriage House Doors - <https://www.carriagedoor.com/>

Education

Bachelor of Arts, Stage Management and Linguistics, Bard College at Simon's Rock, Massachusetts, USA

Diploma of Business, Australian Pacific College, Sydney Australia

Currently attending Sacramento City College majoring in Computer Science

John Nesler

RESEARCHER & COPYWRITER, POST MODERN MARKETING



Qualifications

John Nesler has been part of Post Modern Marketing for five years, originally employed by Josh Rubin prior to the Creative California/ PMM merger in 2016. As the lead content writer for the firm, John has touched websites that cover a wide range of industries, working with well over 100 individual clients that include small businesses to state government lobbyists. He is the lead of PMM's content team, and is frequently tapped for both copywriting and editing duties for the majority of our firm's customers. During his tenure at PMM, John has amassed a body of work that includes home and internal page content for websites, as well as hundreds of researched articles and blogs. He has in-depth experience with clients within construction, law (personal injury, family & patent), energy, agriculture, insurance, commercial and residential lending, and retail.

Today, his repertoire now includes pay-per-click advertising management and light web development, though he remains the primary content resource for all of PMM's web development projects.

John will be your primary contact within PMM's content team, leveraging his expertise to thoroughly research and produce copy that represents your voice and services.

Relevant Experience

- Energyrates - <https://energyrates.ca/> - Researched the electricity and natural gas industries in five provinces with a focus on 30 cities and 50 commercial companies and utilities; wrote content for more than 175 pages on the site.
- Socotra Capital - <https://socotracapital.com/> - Rewrote content of entire site; wrote more than 80 articles over a period of two years.
- O'Brien Patent Solutions - <https://www.obrienpatents.com/> - Wrote approximately 85 articles over a period of two years on technical issues pertaining to patent law.
- SunBurst Plant Disease Clinic - <https://www.sunburstpdclinc.com>
- Fusion 360 Inc. - <https://www.fusion360inc.com> - Wrote site-wide content for an agricultural company, and over a period of two years published 75 articles heavily revised and modernized from 20+ year old client-produced content covering commercial agriculture, botany, and biology.

Education

Bachelor of Arts, English, University of California, Davis, CA

B. Background & Experience

Chris Guzman

**PRINCIPAL & CREATIVE
DIRECTOR/MEDIA PRODUCER,
MAGMA CREATIVE STUDIO**



Qualifications

With over 21 years of experience in graphic design, web design and video production, Chris can direct the many elements of design to find solutions that fit each project. Chris began his career in the late 1990s in California's political PR world. He thrived in the fast-paced industry, working on campaigns for the U.S. Presidency as well as local and national governmental races. Chris later joined CMB Design Partners Inc., where he excelled in print and web design for global and domestic clients, including webMethods, Intel, Sony Computer Entertainment America, Cal ISO, Washington Mutual Group of Funds, and The Principal Financial Group. Under Magma Creative, Chris has created and produced work for the Sacramento Kings, Visit California, Disney, Pac-12 Networks as well as many local and state agencies, including the City of Sacramento, the City of Roseville, the City of Folsom, the City of Anaheim, the City of Benicia, the Placer County Water Agency, the Regional Water Authority, Cal Water, the California Water Association and Keep Placer Moving. As creative director for Magma, Chris will oversee creative strategy, art direction, and all needed creative facets of graphic design, branding, video production, and website design. As the founder of Magma, Chris has been with Magma for 13 years.

Relevant Experience

- Roseville Electric & Roseville Environmental Utilities (2017-Present): Chris and his team partner with Sagent on a joint contract serving Roseville Electric and Roseville Environmental Utilities.
- Regional Water Authority and the City of Roseville, Water Future, (2017): Chris hand-illustrated the isometric infographic depicting the American River Basin Bank before producing it in a digital format.
- Placer County Water Agency, Everyday Heroes (2017): Chris directed a two-minute video spot showing the customer service department for PCWA in a fun and humorous light. From costume wardrobe, to directing the video and drone operation, he was able to produce a dynamic solution to bring awareness to the department.
- Air Quality Management District, Spare the Air (2017): Chris produced and directed a 30-second television spot as well as the Spare the Air advisory alerts for radio and social media.
- The City of Sacramento, Spare the Water (2012-2016): Chris art directed the Spare the Water campaign during the state's historic drought. He helped visually communicate conservation awareness and solutions across multiple platforms including print, web and video.

Chris Guzman (CONTINUED)

- S.O.A.R , Support Our Anaheim Resort (2008-present): Chris designed and produced the website SOARAnaheim.com to help bring awareness to the jobs, taxes and viability that the Anaheim Resort area brings to the region. Chris also branded the collateral and direct mail campaigns.

Education

Bachelor of Arts Degree in Communication Design, CSU, Chico, 1997

B. Background & Experience

Robert Ortegon

ART DIRECTOR, MAGMA CREATIVE STUDIO



Qualifications

Robert brings more than 12 years' experience in graphic design, art direction, and project management expertise with a primary focus on translating marketing strategy into a visual design that speaks to the target audience. At Magma, he is intricately involved in every aspect of creative project development. His expertise includes creative strategy, graphic design, branding, packaging, production and print management for clients including Union 76, Pac-12 Networks, Visit California and the California Regional Water Authority. As Magma's graphic designer, Robert will contribute to creative strategy while providing hands-on graphic design, art direction, project management and production oversight. Robert has been with Magma for 11 years.

Relevant Experience

- Roseville Electric & Roseville Environmental Utilities (2017-Present): Robert provides graphic design services to the City of Roseville and its electric utility and environment utilities divisions on a joint contract with Sagent.
- PCWA, (2017-Present): Robert designed infographics for "The Water-Wise Home" used in print and social media as well as the "Get Growing" campaign, and collateral for

rebate programs.

- California Water Service, Oroville and Visalia, (2015-2017): Robert designed direct mail and TV and social video ads to inform the public about rates, and to receive customer feedback of services.
- Keep Placer Moving, Yes on M (2016): Yes on M was a ballot measure to improve transportation and reduce traffic congestion throughout Placer County. Robert designed direct mail targeting different regions throughout Placer County resulting in over 40 different designed mail pieces as well as billboards and social media graphics.
- Visit California Industry, Dream Big Dividend, Yes on A Campaign (2014-2015): Robert designed direct mail, website and brochures to influence tourism industry members to vote in support of increased funding for statewide travel marketing. With industry participation of 74 percent, the campaign was a major success.

Education

Bachelor's Degree in Communications with an emphasis in Graphic Design, CSU, Chico, 2007

Todd Beighley

**DIGITAL VIDEO PRODUCTION,
EDITING, MOTION GRAPHICS
DIRECTOR, MAGMA CREATIVE
STUDIO**



Qualifications

Todd brings 8 years of experience in directing, non-linear editing, and digital cinematography and motion graphics. With a focus on storytelling, Todd's diverse portfolio includes work for a wide range of clients including Be Water Smart, California Congressional, State Senate and State Assembly races, as well as RedVines, 76 Gas and Kia Motors. Prior to his career in video production, he served seven years in the United States Army as an aviation mechanic, reaching the rank of Sergeant. During this time he spent a year in Egypt and served two combat tours in Iraq. Todd will contribute to creative strategy and execution of any video and motion graphic needs. Todd has been with Magma for 6 years.

Relevant Experience

- Roseville Electric & Roseville Environmental Utilities (2017-Present): Todd provides video production services to the City of Roseville and its electric utility and environment utilities divisions on a joint contract with Sagent.
- Placer County Water Agency, Everyday Heroes (2017): Todd was Director of Photography, editor and visual effects artist for a two-minute video spot showing the customer service department for PCWA in a fun and humorous light.

- Air Quality Management District, Spare the Air (2017): Todd was Director of Photography, editor and visual effects artist for a 30-second television spot as well as the Spare the Air advisory alerts for radio and social media.
- Marin County Sheriff's Department, Recruitment Video (2016): Todd was Director of Photography and editor for a two-minute recruitment video. Todd supervised two film crews in multiple locations across Marin County during the two day shoot.

Education

Bachelor of Arts Degree in Digital Filmmaking and Video Production, Art Institute of California, Sacramento, 2012

B. Background & Experience

Brooke Emmett

GRAPHIC DESIGNER, MAGMA CREATIVE STUDIO



Qualifications

Brooke joined Magma in 2018 with experience in animation, illustration, and visual communication. Brooke is a talented illustrator and graphic designer who works diligently to make sure that the client's vision is professionally fulfilled. She is involved in the creative strategy process and takes projects from concept to final execution. Brooke is proficient in Illustrator, InDesign, Photoshop and After Effects. Brooke will support graphic design and animation for video and photography projects.

Relevant Experience

- Lead Illustrator and animator for Be Water Smart: A Winter's Tale
- Lead Illustrator and animator for City of Roseville: Purifying Wastewater
- Lead designer for Regional Water Authority: Water Bank Collateral
- Lead designer and illustrator for City of Roseville: Live Sewer Smart Game Card Set
- Lead designer for Sacramento Suburban Water District: Fix A Leak Week advertisements
- Designer for Pac-12
- Designer for Opportunity America
- Designer for Roseville Electric

Previous Relevant Employment

- Clark Pacific, Marketing Design Assistant, 2017
- Student Innovation Idea Lab, Graphic Designer, 2017

Education

- Bachelor's Degree, Graphic Design, California State Polytechnic University, Pomona, CA, 2017

Breanna Thomas

CONTENT SPECIALIST, MAGMA CREATIVE STUDIO



Qualifications

Breanna joined the Magma Creative Team in 2017. Breanna took her first film photography class in 2012, and it forever sparked her passion for visual communication. During her time at Magma, Breanna has helped craft the vision for numerous projects with a talent for adding the unique details that bring the work to life. Versatile and skilled in video production, editing, and content development, Breanna works collaboratively with the team to put her “jack of all trades” skillset to use. She will assist the Magma team in video concepting and content development.

Relevant Experience

- Director and editor for Water Forum: River Stewardship video
- Director and editor for Be Water Smart: How to Series videos: Subjects include 1) Tree Care, 2) Moisture Meter, 3) Rotator Sprinklers
- Director and editor for City of Roseville: Life is Electric video
- Director and Editor for Placer County Water Agency: Keep Water Meters Clear
- Production Assistant for City of Sacramento: Sac Water-Wise video

Education

Bachelor of Arts, Communications and Media Studies, California State University, Sacramento, CA, 2018

B. Background & Experience

Background & Experience (CONTINUED)

5. REFERENCES

We're proud of our work and delighted when it is acknowledged by others. But the most important measure of our success is our clients' success and their opinions of our performance and results. To that end, we are pleased to offer the following references who can speak to the quality and effectiveness of our work effort and working relationships.

Sagent References

Client: City of Sacramento, Department of Utilities
Campaign: Water Conservation
Service Dates: 2016-Current
Contact Name: Roshini Das, LEED AP BD+C, O+M, CEM, Sustainability Manager
Email Address: rdas@cityofsacramento.org
Phone Number: 916-808-6270
Services: Strategic communication; campaign development including graphic design; and website content development and optimization; social media management; media planning and placement

Client: Caltrans Headquarters, Stormwater
Campaign: Protect Every Drop
Service Dates: 2015-2019
Contact Name: Ana Serrano, PE
Email Address: ana.serrano@dot.ca.gov
Phone Number: (916) 653-2351
Services: Statewide education, outreach and awareness building; branding including design and development of logo, materials and website; strategic communications; media planning and placement; public/private partnership development

Client: Ventura County Watershed Protection District
Service Dates: 2018-Current
Contact Name: David Laak, Stormwater Resources Manager
Email Address: David.Laak@ventura.org
Phone Number: (805) 477-7139
Services: Strategic communications; public education, outreach and awareness building to diverse audiences; media planning and placement

Background & Experience (CONTINUED)

Sagent & Magma Creative Studio Joint Reference

Client: City of Roseville, Roseville Environmental Utilities
Service Dates: 2013-Current
Contact Name: Maurice Chaney, Public Information Officer
Email Address: MChaney@roseville.ca.us
Phone Number: 916-774-5539
Services: Strategic communications; campaign development; branding including graphic design; partnerships; social media management; media planning and placement.

Post Modern Marketing Reference:

Client: Elk Grove Water District
Service Dates: 2017
Contact Name: Sarah Jones, Program Manager
Email Address: SJones@egwd.org
Phone Number: (916) 685-3556
Services: Website design and development: <https://www.egwd.org/>

C. Understanding & Approach

C. Understanding & Approach

STATEMENT OF UNDERSTANDING & APPROACH

Scope of Services by Task

1. PROJECT UNDERSTANDING

Our team is experienced in working with water districts and passionate about educating and engaging communities in water efficiency behaviors. We have found great success in engaging communities through integrated communications and public outreach efforts such as our Made Possible By and Break Up with Your Lawn campaigns in Sacramento with the City of Sacramento Department of Utilities Water Conservation Office and our You Don't Have to Mow Your Lawn if There's No Grass campaign in Roseville with the City of Roseville's Environmental Utility. Our campaign efforts in Sacramento led to a 100% increase in water rebate applications last year and increasing water rebate applications in both Sacramento and Roseville.

We will assist the Citrus Heights Water District (CHWD) in developing an integrated communications and public outreach strategy that helps to meet the related multi-year goals established in the Strategic Plan as well as stated communications objectives. The communications strategy and public outreach plan will include targeted messaging and creative development, a multi-pronged social and earned media approach, Centennial Celebration development and programming, and outreach to the Citrus Heights Water District customers.

We understand the target audience for the communications strategy and public outreach plan to be:

- CHWD customers in five communities including two-thirds of the City of Citrus Heights and portions of the unincorporated communities of Fair Oaks, Orangevale, Carmichael and Placer County between the City of Roseville and the Sacramento County northern border.
- Water customers include homeowners, renters, and businesses.

The primary work will consist of developing an overall communications strategy, developing an annual public outreach plan, and overall responsibility for implementing the approved strategy and assisting staff with program improvements on an ongoing basis.

The approved integrated communications strategy and outreach plan will support, where applicable, the District in meeting its multi-year goals as stated:

1. Complete the Project 2030 Water Main Replacement Study to ensure a reliable water distribution system.
2. Manage water efficiency effectively and empower customers to use water in an efficient manner.
3. Manage and diversify a dependable water supply.
4. Manage the efficient improvement of and reinvestment in District infrastructure and facilities.

Understanding & Approach **(CONTINUED)**

Foreseeable Problems in Implementation

Based on our experiences working with other similar utilities, we do not foresee any major problem to our being able to implement the proposed strategies and plans. Our team is skilled and able to perform all the tasks successfully. Our scope does include a change to your existing 2019 communication services budget. We believe the recommendations we provided will lead to greater overall success and results. Under your direction, the tasks could be scaled back to fit within your allocated budget should you decide to do so.

Previous Roles Facilitating Stakeholder Committees

Sagent's experience facilitating stakeholder committees goes back over a decade. Some highlights include the following: Caltrans Protect Every Drop Statewide Campaign Steering Committee for four years, with California State Water Resources Control Board (Water Boards); Contra Costa Clean Water Program Public Information and Participation (PIP) Committee meetings; and Ventura County PIP Committee meetings. Sagent also facilitates other forms of stakeholder communications such as interviews, outreach and on-going communication regarding critical client topics.

Previous Roles in Presenting to Citizens and Agency Governing Bodies

Sagent's most relevant experience presenting to citizens and agency governing bodies includes: Statewide webinars to Water Boards and California Stormwater Quality Association (CASQA); annual summit presentation to CASQA; 2017 Water Smart Innovations conference in Las Vegas, Nevada; First 5 California Annual Summit; Caltrans Protect Every Drop community group presentations across California; local Sacramento Stormwater Quality Protection (SSQP) community presentations; and Caltrans' "Way to Tahoe" Chamber of Commerce, El Dorado County Board of Supervisors, Lake Tahoe Visitors Authority and Transit Management Association presentations.

C. Understanding & Approach

Understanding & Approach (CONTINUED)

2. PROJECT APPROACH

Task 1: Brand Audit and Identity Development

We understand that there is a need to evaluate CHWD's branding. We will audit the current CHWD brand promise and work with your staff to revise or strengthen the CHWD brand identity and to create a Brand Statement to help refresh and unify your brand.

Our proven branding process is described here. We base all branding work on two core principles:

- **Uncovering your internal brand** - understanding the experience, personality, strengths, weaknesses, and aspirations as seen by your Board members, management team, employees, and other core stakeholders.
- **Viewing your brand through the lenses of your target audiences** (Citrus Heights Water District customers) as they experience the service, benefits, and communication you provide.

Our goal is to uncover and align the organization's brand with the perception and needs of your target audiences to create an authentic brand identity. Your brand is more than a logo. It's more than a great typeface. It's more than a catchy design on an advertisement. It's who you are as an organization. What you stand for. What you believe in. How you make people feel. How you change people's lives for the better.

We approach the possible rebranding by discovering and refining your brand from the inside out. We will help you uncover your authentic brand based on its inherent benefits and guided by your core values. Your leadership will see that a name, logo and tagline are merely the branding tools to communicate the true brand identity that resides within the hearts and minds of employees, Board members, community members, and other stakeholders. Your brand is the sum total of their experiences and perceptions of CHWD.

It is important to draw a distinction between your Brand and your Brand Identity.

A Brand is much more than a logo or a slogan. It is the personality and identity that each person experiences when they interact with your organization. It encompasses your program's culture and promise, the benefits it delivers (or fails to deliver) and the outcomes it creates. A brand cannot be designed. It can, however, become better aligned, communicated and lived out to help reinforce a positive brand identity over time.

A Brand Identity consists of the communication assets that help convey that brand personality and promise, including your logo, tagline, and graphic elements that make up the look and feel of your brand communications.

Understanding & Approach (CONTINUED)

Our Branding Process for CHWP will include the following steps:

1. Discovery Process - Interviews with key staff, online survey and high-level research
2. Brand Statement Development
3. Recommendation for Refining Visual Brand

In the discovery process, we will begin with a strategy meeting with CHWD leadership to understand the issues and considerations going into the need to evaluate and refine the brand. Then we will conduct an online survey and interviews to hear directly from Board members, management team, employees, community members and other key stakeholders whom you identify to help us uncover your Internal Brand—how your various target audiences experience the organization’s existing brand—and pave the way for a brand that is consistent with your aspirations and mission. Through the online survey, and in the key informant interviews, we will identify core brand values and goals, unique benefits, brand personality and brand value as a basis for developing your brand statement and refinements. This process will help us to identify CHWD’s true brand value and internal brand.

By unearthing perceptions held by employees, community members and key stakeholders of how the organization and its services compare relative to other options, we will be able to determine CHWD’s unique, valuable brand positioning that most resonates in the mind of the target audience. We are then able to develop a visual representation and core messages that clearly and simply communicate the inherent benefits and brand in a way that is current and relatable—helping your audiences see the advantages that the organization offers and feel good about being part of it.

From these meetings, we will analyze findings and determine the effectiveness of the current use of single CHWD logo and the two, separate logos for high-profile, long-term projects: Project 2030 Water Main Replacement Study and the Meter Replacement Study. The findings will lead us to either keep the logos or make a recommendation for changes. Our results will also inform any updates or changes needed to the style guides for each logo.

Our recommendations to strengthen or update one or all components of CHWD’s visual brand will be detailed in a Creative Brand Strategy brief. The Creative Brand Strategy summarizes relevant information in one strategic document to clearly inform and inspire the creative team. It includes relevant findings, demographics and psychographics about your target audiences; their attitudes, behaviors, and motivations; a description of the brand personality we want to convey; the calls to action we want the brand to inspire and communicate; and any barriers that might exist. It will also include any limitations identified. The Creative Brand Strategy will be presented to CHWD leadership for review, input and final approval prior to the implementation of a Creative Development process.

C. Understanding & Approach

Understanding & Approach (CONTINUED)

The factors we will consider when we assess your current brand will include:

- How clearly the current District Brand Identity communicates your mission, vision, values and brand promise
- The strength of the CHWD brand value - what emotions and associations does it evoke
- The issues that the Board and senior management team believe contribute to the need to refine the existing brand

We will present our analysis and recommendations for your review and collaborate to develop a new Brand Statement and process for strengthening your visual brand.

Task 1 deliverables will include:

1. Maximum of 2 days on onsite interviews with Key Staff - and findings
2. Brand Statement
3. Recommendations to strengthen visual brand

Task 2: Communications Strategy and Program Management

Sagent will develop an integrated Communications Strategy, in collaboration with the CHWD team, to guide our communications and outreach services over the course of the contract. The Communications Strategy will consider CHWD's current programs, activities, and venues to engage with customers, and will provide a strategic road map for integrating and elevating your existing communications and outreach efforts. Once the Communications Strategy is approved, Sagent will create a comprehensive Annual Public Outreach Plan detailing activities for all key communications and outreach tactics as recommended in the strategy.

The Communications Strategy and the Annual Public Outreach Plan will be developed to meet the following communications objectives identified by CHWD:

- Share information about CHWD, its mission, and the value of clean water
- Inform customers regarding CHWD activities, and communicate with customers about CHWD capital improvement projects
- Complete the public engagement plan for the Project 2030 Water Main Replacement Study, including development of two proposals with the Customer Advisory Committee for consideration by the Board of Directors, and conducting market research on the proposals developed by the Customer Advisory Committee.
- Increase participation in Water Efficiency programs, including CHWD WaterSmart classes and Irrigation Efficiency Reviews.

Understanding & Approach (CONTINUED)

Communications Strategy

Our best-in-class approach will be focused on increasing awareness, educating and informing Citrus Heights Water District customers in the water district's five communities about your mission, services, programs, and capital improvement projects – highlighting the Project 2030 Water Main Replacement Study and the Meter Replacement Program. We will incorporate CHWD's existing communications and outreach efforts and integrate them into a seamless, big-picture, long-term strategy to promote your key messages and achieve your objectives.

The Communications Strategy will include strategies for the following components:

- Considerations from Brand Audit and Identity Development
- Messaging
- Materials & Creative Development
- Social Media
- Website
- Outreach & Partnerships

Considerations from Brand Audit and Identity Development

Since Sagent will be carrying out a brand audit and producing recommendations to strengthen and/or update the existing visual brand, we will incorporate any results of the audit into our Communications Strategy. Recognizing that the brand audit will most likely take place at the same time as the development of the Communications Strategy, we may need to update the Strategy after initial approval. Any changes to the Strategy will be submitted to the CHWD team for review and final approval.

Messaging Strategy

Messaging is where the magic happens. The right words and the right tone, when paired with the right context, create a strategic message designed specifically for a targeted audience that will achieve meaningful results. We will develop our messaging strategy, in close collaboration with the CHWD team, to ensure that our messaging is direct, consistent, and effective for our target audience – CHWD water customers. We will begin by assessing the current core messages and language used by CHWD and will work with CHWD to ensure consistent and effective messaging across all our communications and outreach efforts, measuring results along the way. We will also incorporate findings and insights from the brand audit and the CHWD team. Messages will focus on our stated objectives.

C. Understanding & Approach

Understanding & Approach (CONTINUED)

Materials & Creative Development Strategy

Our approach to producing creative and marketing materials is like everything else we do at Sagent – it starts with strategy and ties to the results we are seeking. At the beginning of our collaboration with CHWD, we will assess the current materials that you are using and will make recommendations to update and strengthen your current communications and outreach tools. We will start by reviewing the below materials/creative pieces that you have included in the RFP:

- Online Advertising
- Utility Bill Inserts
- Native of Proposed Rates Changes/Prop 218 Notice

We will also make recommendations on the look and feel of your materials with the intention of aligning all materials to a unified brand strategy. Recommendations from the brand audit and identify development process will be incorporated into the materials and creative development strategy once approved.

If we decide together to revamp existing materials or to create additional materials, Sagent will develop a **creative strategy brief** that clearly identifies communications objects, target audiences, essential core messages, barriers and key calls to action, as well as media or marketing channels. The creative strategy brief will include direction on positioning the mission and objectives of CHWD.

Social Media Strategy

Social media is a powerful marketing and messaging tool, affording opportunities to build awareness and loyalty on a paid and non-paid basis. It is also valuable for gaining feedback and insight through two-way communication with the community. As part of building a strong social media presence and following, sharing and reposting messages and content from partner organizations.

When we begin our collaboration, we will develop a social media strategy brief that will include our goals, campaigns, communication objectives, target audience(s), desired behavior change, types of content to post, content plan and scheduling recommendation and key performance indicators (KPIs). The social media strategy will include an assessment of CHWD's current social media channels (Facebook, YouTube and Nextdoor) and recommendations for each, along with recommendations for any additional social media channels like Twitter. Once approved, this strategy will guide our implementation.

For more details on our social media strategy and implementation recommendations, see Task 5: Social Media Management Section.

Understanding & Approach (CONTINUED)

Outreach & Partnerships Strategy

Outreach activities and key partnership development are key to any successful communications and outreach efforts. Our approach to CHWD's outreach and partnerships strategy will include an assessment of your current activities as listed below. Together with the CHWD team, we will examine the effectiveness of each of these activities and discuss outstanding needs for outreach and partnerships. We will also identify opportunities for further engagement. We will consider media relations as part of our outreach and partnerships strategy for this contract as there is not a specific emphasis on earned or paid media at this point.

Existing CHWD outreach and partnership efforts:

- Paper "Waterline" Newsletter
- Phone Tree Messages
- Staff presence at public events
- CHWD Events including the Centennial Celebration Development and Programming
- Press Releases and letters to the Editor to Local Media

Website Strategy

For details about our website strategy, see Task 3: Website Development Support and Content Management.

Annual Public Outreach Plan

Once the Communications Strategy is approved by the CHWD team, Sagent will develop a comprehensive Annual Public Outreach Plan with detailed activities for each communications and outreach tactic identified in the strategy. Our Annual Public Outreach Plan will contain the below tactics and implementation activities, as approved by the CHWD team.

- Messaging & Materials Development
- Social Media
- Outreach & Partnerships
- Website
- Program Management
- Measuring Success

C. Understanding & Approach

Understanding & Approach (CONTINUED)

Message Development

To begin our messaging and creative development process, will take inventory of existing CHWD communication materials to discover what can be used as is, and what can be expanded upon. We will work with the CHWD team to update and develop key messages and materials that meet our communications objectives.

Following are core messages that we plan to highlight in collateral development, and across all communications platforms per the communications objectives. Final core messages will be approved by the CHWD team.

- **CHWD is a community asset** – providing dependable, safe, quality, water to customers in an efficient, responsive, and affordable manner – in line with your mission.
- **CHWD is a community resource** – providing programs for residents of the five communities to learn about water efficiency including:
 - WaterSmart Classes
 - Free Irrigation Efficiency Reviews
 - A Rebate Program
 - School Programs
 - Events
- **CHWD works hard for you** (water customers) – updates regarding activities and capital improvement projects.
- **CHWD values public engagement** through the Customer Advisory Committee (CAC) and seeks engagement for the CHWD Project 2030 Water Main Replacement Study.
- **Clean water is a valuable resource** that must be protected, particularly in times of drought. CHWD promotes water efficiency, water conservation and water quality efforts.

Materials & Creative Development

Our approved Communications Strategy will determine whether we develop new campaigns for CHWD. Assuming we do produce new or revised creative concepts for CHWD, we will discuss the goals and objectives for the look and feel with the CHWD team. Our creative development process starts with a **creative brief** that details the timeline, goal, communication objectives, strategies, target audience(s), creative personality, creative direction, key messages, tactics, useful resources, necessary

Understanding & Approach (CONTINUED)

content, existing assets, and specs. This brief ensures that our artwork is developed according to strategy. The brief will be shared with the CHWD team for review, feedback, and approval before we begin the design process with Sagent's Graphic Designer, Kristin Kennedy, or Magma Creative Inc.

We will decide on materials that will best achieve our communications objectives after our initial kickoff meeting and according to our approved Communications Strategy. Materials for the first year of implementation may include but are not limited to: digital ads for online advertising, utility bill inserts, notice of proposed rate changes/Prop 218 notice, social media ads, flyers for key outreach events, updated newsletter template and website artwork.

Social Media

We will implement a strategic and comprehensive social media plan, based on the approved Communications Strategy, for CHWD's existing/approved social media channels. Our social media goal is to create engaging content across CHWD's social media platform to engage your customers and promote your communication objectives. Our social media plan includes the development of a social media thematic calendar that will guide our monthly content development, monthly social media calendars, and monthly social media analytics reports to see what content is successful and continuously improve our content based on the data.

For more details on our social media plan and implementation recommendations, see Task 5: Social Media Management Section.

Outreach & Partnerships

Our outreach and partnerships plan will be developed based on the approved Communications Strategy and results from our initial kickoff meeting. The goal of our outreach and partnership efforts will be to engage CHWD water customers and the general public on issues of importance to the utility, including promoting the CHWD's capital improvement projects including Project 2030 Water Main Replacement and the Meter Replacement Program, programs, events and other avenues of community engagement.

Key tactics falling under outreach and partnerships will include the newsletter, phone tree messages, CHWD engagement at public events, the Centennial Celebration Development and Planning events and outreach efforts to media. Sagent will develop a list of key outreach activities and dates as part of the Annual Public Outreach Plan to ensure that we strategically promote CHWD projects and events using multiple tactics to achieve our communications goals.

As part of our plan, we will develop a list of key CHWD partners in the community, within the district, and on social media to collaborate and amplify our messages. In addition, we will produce a specific partnership development strategy and plan as part of the Centennial Celebration Development and Programming plan.

For more details on our approach to the CHWD Waterline Newsletter, see Task 6: Newsletter.

C. Understanding & Approach

Understanding & Approach (CONTINUED)

Website

In order to strengthen the online presence for CHWD, we will identify and recommend content and Search Engine Optimization (SEO) improvements for the program's website, potentially including development of new landing pages, and also assuring Google Analytics is set up on all pages. We will provide recommendations and a plan to track analytics and results.

For more information on our approach and recommendations, see Task 3: Website Development Support and Content Management.

Program Management

Project management is an essential structure that supports the successful implementation of all our plans, campaigns, and projects. We are strategic in establishing, scheduling, communicating and delivering our approved project plan on time and on budget. We do this for all our clients with well-honed project management practices and tools.

We begin with a **Discovery Meeting** with your project leaders to review our proposal, discuss in detail any questions or requested changes, and do a deep-dive into the relevant information we need to achieve the goals of the campaign. This meeting helps to solidify objectives and goals, desired outcomes, success measurements and key milestone expectations.

Internally, the detailed **Work Plan** outlining tasks and subtasks guides our efforts with weekly in-person and virtual project team meetings to ensure that schedules remain on track, costs are within the allocated budgets, success measurements are achieved, and added-value is delivered.

Meetings: Our Project Manager will set up and facilitate project team meetings, preparing all necessary documents including meeting agendas, minutes, and any other documents.

Bimonthly Calls: Our Project Manager will coordinate and facilitate bimonthly conference calls or in-person meetings with the CHWD Project Manager, team members, and stakeholders. These calls (or meetings) are an important way to ensure that can meet deadlines with key input and feedback from the CHWD team. We will go through the Status Report, which includes updates on each task status, action items, milestones and upcoming deadlines. We will use this time to seek approvals and other needed decisions from the CHWD team.

Schedule: Our Project Manager will develop, update and implement the campaign/project schedule within the scope of work. She will ensure the project and its activities will be completed on time and efficiently.

Budget: Our Project Manager will also create and manage project budgets. She will be proactive and communicate budget expectations with the team and manage any changes or updates.

Understanding & Approach (CONTINUED)

Monthly Status Report: We create a detailed Status Report for all of our campaigns and projects as a project management tool. The Status Report outlines all activities, deliverables, deadlines and who is responsible for each step. The tool helps us—and clients—stay on track with all action items and deliverables. The Status Report will be shared at the status meetings, and all recent updates included in a final Monthly Status Report to be shared along with our monthly invoices. The Status Report format will be submitted for your approval, and the approved version will be used to carry out the project.

Communications Committee Meeting Schedule: We will help as needed to establish a work plan for the cross-departmental Communications Committee. This will also include assisting in creating meeting schedules, agendas and facilitating meetings. Through these meetings, we will communicate progress and results of the implementation of the Communications Strategy and Outreach Plan.

Measuring Success

As advocates for efficient water use, we are invested in the success of water education programs. We measure that success based on approved goals and objectives. When measuring integrated marketing communications and outreach plans, we track progress and successes iteratively throughout the program. This allows us to adjust and refine tactics to assure we are meeting our goals and moving forward as strongly as possible. We define Key Performance Indicators (KPIs) for each tactic and outreach effort and will track these monthly through a variety of online and offline tools. We will include these monthly metrics updates in the cross-departmental Communications Committee report on the Outreach Plan.

C. Understanding & Approach

Understanding & Approach (CONTINUED)

Evaluation Metrics by Strategic Approach

Promotional Tactic	Metrics/KPIs	How to Measure
Social Media Strategy		
Social Media Platforms	<ul style="list-style-type: none"> Reach Followers Engagement Hashtags Influencers Views 	<ul style="list-style-type: none"> Individual social media platform analytics and insights. Social listening for sentiment on key topics; tracking hashtags We will report monthly on results.
Outreach & Partnerships Strategy		
Newsletter	<ul style="list-style-type: none"> Reach Open Rate Engagement 	<ul style="list-style-type: none"> Size of distribution list, number of electronic newsletters e-mailed Tracking number of opened emails as a percent of the total sent Tracking click-thru rate from embedded calls-to-action
Events	<ul style="list-style-type: none"> Set goals for each event and measure results such as: key audience numbers reached; tickets sold; materials distributed 	<ul style="list-style-type: none"> Tracking by event, monthly, or annually. Track summaries of event attendance and/or tabletop visits; materials distributed, class enrollment
Partnerships	<ul style="list-style-type: none"> Number of sustained and new partnerships and their potential reach 	<ul style="list-style-type: none"> Partnership influence and engagement in community
Earned Media	<ul style="list-style-type: none"> Media coverage/story placements Reach SEO impact of articles Referral links to website Social media amplification 	<ul style="list-style-type: none"> Monitoring media to listen and track earned media results such as direct story placements, social media amplification. Learning how key water efficiency messages are resonating with the public and key audiences.
Online Presence		
Website	<ul style="list-style-type: none"> Unique and repeat visitors Page views Search engine and referral traffic Inbound links Bounce rates 	<ul style="list-style-type: none"> Google Analytics or other tracking code installed on the website to review landing page performance; reviewed at least monthly for activity, trends and areas of strength/weakness, and to identify sources of referral traffic. Track the impact of linked tactics, such as newsletter send, story placement, or outreach event to website traffic.

Task 2 deliverables will include:

1. Communications Strategy
2. Annual Public Outreach Plan
3. Recommendations on Annual Public Outreach Plan Metrics
4. Communications Committee Meeting Schedule

Understanding & Approach (CONTINUED)

Task 3: Website Development Support and Content Management

Last year alone we updated two of our water-related client's websites: The City of Sacramento Department of Utilities (DOU) Water Conservation Office () and the Ventura Watershed Protection District (www.cleanwatershed.org). Our partner, Post Modern Marketing, also designed the website for the Elk Grove Water District (<https://www.egwd.org/>) in 2017. Please see case studies for Sacramento DOU and the Elk Grove Water District in Section E and brief descriptions below.

- **City of Sacramento Department of Utilities Water Conservation Office:** We worked with Post Modern Marketing to redesign and update the City of Sacramento Water Conservation's website (www.SacWaterWise.com) within the City of Sacramento's SiteCore website. Our website work included goals and recommendations for the updated site, site map recommendations, and extensive updating and development of website content.
- **Ventura Watershed Protection District:** We worked with Ventura County to migrate their outdated website from a Joomla CMS platform to WordPress and updated the site to a more modern look and feel. Our website work included goals and recommendations for the updated site, site map recommendations, migration of existing content with some content updates.
- **Elk Grove Water District: Post Modern Marketing** worked with the Elk Grove Water District to create a comprehensive, streamlined action plan to rebuild the site from the ground up. PMM's website work included web design, SEO best practices, link redirection, content restructuring, and website training.

We're excited to work with CHWD to achieve your website goals. We outline our approach to achieve your website needs below.

Goals and Recommendations for CHWD Website Update

Our strategic approach is always to begin with the end in mind. We will meet with your team to learn more about the specific needs of the CHWD staff and customer's needs related to the website. We will conduct an in-depth analysis of the website content and traffic analytics, given accessibility to this data through Google Analytics or another tool. We will also conduct high-level search engine optimization (SEO) research to learn what your customers are searching for online. Access to the website analytics will allow us to gain important insights into how current customers interact with the CHWD website content and access information. We will report on metrics analyzed, such as top page views and content most accessed that will contribute to developing goals and recommendations for the website update, as well as keywords most searched.

We understand CHWD currently utilizes a WordPress content management system for its website hosted by a local DNS provider. While the website now integrates to a third-party application to provide enhanced online bill payment services, other possible technology features are not integrated,

C. Understanding & Approach

Understanding & Approach (CONTINUED)

that are desired, such as an events calendar, digital forms submission and possible translation of content to other languages. The staff would also like to explore new strategies and processes for updating and refreshing website content more quickly while also maintaining a high level of quality control.

Based on the results from our website analysis, we will present recommended goals for the website update, as well as a recommended plan that will balance possibly competing priorities.

Website Site Map Recommendations

Based on results from the website analysis and an approved content strategy, we will develop and present CHWD website site map recommendations to meet the approved goals of the website. The content strategy will include planning, delivery and governance of the website content. Our site map recommendations will be designed to assure that the website content is well-structured and easily found by website visitors and will serve as a guiding tool to implement updates to the website.

Website Update Plan & Presentation

Based on the approved goals and CHWD site map recommendations, we will create a plan for implementing the website update. The plan will include key recommended strategies and tactics with a timeline. We will provide a presentation on the website update to the CHWD Board of Directors.

Website Content

We will develop a website content strategy that will identify website goals, target audience, top audience needs, evaluation of existing content and content gaps, content strategy and implementation. We will include research on SEO and incorporate recommendations on best practices for on-page optimization to improve customer search experience, such as inclusion of Title tags, clean URLs, removing duplicate content, optimizing images, added missing redirects, improving page speed, and accessibility. Once approved, we will assist CHWD in developing needed content to fill any gaps or new content needed.

If not already in place, we recommend Google Analytics is set up on all website pages. We will provide recommendations and a plan to track analytics and results.

Task 3 deliverables will include:

1. Goals and recommendations for CHWD website update
2. CHWD Site Map recommendations
3. Website Update Plan
4. Website Update Presentation to Board of Directors
5. Website Content

Understanding & Approach (CONTINUED)

Task 4: Centennial Celebration Development and Programming

We are enthusiastic to help develop and plan the celebration surrounding the CHWD's Centennial. We realize that for such an important celebration, tactics for promotion, outreach and event planning will need to be part of a cohesive strategy. We will work with CHWD to develop this integrated strategy to achieve a successful District Centennial celebration.

Centennial Planning Approach

We will hold a separate kickoff meeting specifically for the Centennial celebration planning to review the goals, objectives, budget, timeline and tactics for the events. During this meeting we will also identify key points-of-contact and resources for this event. Once we have agreed on the goals, objectives and tactics for the series of celebration activities, we will create and submit the following items for review, feedback and approval by the CHWD team:

- Timeline
- Recommendations for events and partnership opportunities
- Recommendations for media engagement including earned media, paid media, social media and creative to be produced (including at least one digital video)
- Recommendations for the Centennial Signature Event on or around October 25, 2020

Upon approval of our recommended approach, we will work with CHWD staff to develop a schedule of events and partnership opportunities surrounding the District's centennial to educate the Citrus Heights community about the history and growth of the District.

We understand that the CHWD team is considering hosting multiple events that would leverage community partnerships, as well as other tactics in the integrated public outreach plan, with culmination in a Signature Celebration Event on or around October 25, 2020. The Signature event will be targeted towards local VIPS, influencers, and both current and past CHWD employees.

Sagent successfully hosted DriveHealthy Days for the Bureau of Automotive Repair in the Sunrise Mall, Citrus Heights parking lot. For CHWD, we recommend considering this event location for the Centennial Celebration that also integrates to an experiential timeline, photo and video exhibit in the mall. The timeline, photo and video experience will tell the story of the 100-year history of the Citrus Heights Water District. Accompanying exhibits could be hosted by community partners across Citrus Heights, such as the Sylvan Oaks Library and Sunrise Recreation and Park District.

We will provide an event coordinator to assist in the planning and coordination of the various events, including creating the schedule of events.

C. Understanding & Approach

Understanding & Approach (CONTINUED)

Centennial Celebration Branding

Given the importance of the Centennial and the various events and outreach opportunities to be planned, we recommend creating a specific look and feel for the event, based on the updated Brand Strategy and identities produced under Task 1: Brand Audit and Identity Development.

Centennial Media Engagement

Our media strategy for the Centennial celebration will include a variety of tactics. We will leverage earned media opportunities and social media. We will also develop a paid media approach to fit the goals of CHWD.

Earned Media

We will work closely with the Citrus Heights Sentinel throughout the 10-month Centennial Celebration campaign publicizing related events and driving thought leadership opportunities for key Citrus Heights Water District spokespeople, such as Hilary Straus. This is an opportunity to change the narrative in the local print news away from rate and service fee increases to a deeper education about the historical significance of the Water District itself. We also recommend inviting local TV broadcast, radio, and print media journalists to cover the Centennial Signature Event.

Social Media

Leveraging CHWD's social media platforms will be key promotional and outreach tool for the Centennial celebration. We will draft posts building excitement in the lead up to Centennial events, promote events online, and share outreach photos. We recommend boosting posts and creating ads related to the Centennial to increase reach and engagement. We also recommend tagging key partners and influencers with large followings to engage their audiences as well. In order to create a movement around the Centennial on social media, we suggest creating a hashtag for the series of events and media opportunities (ex: #CHWDCentennial, #CelebrateCHWD, #CitrusHeightsCentennial).

Sagent will produce a **social media toolkit** for staff and key partners to use to promote the Centennial. The toolkit will include key messages, sample posts, potential partners to tag, and key hashtags. It will also include links to any digital resources created, including video. Any videos created will be a great asset to promote via social media.

Paid Media

Once we have our Centennial kickoff meeting, we will develop a paid media plan for the Centennial celebration that fits the goals of CHWD. A paid media approach may include but is not limited to the following tactics:

Understanding & Approach (CONTINUED)

- Digital (online) advertising
- Billboards
- Paid social media advertising

Materials and Video

Sagent will work with the CHWD team to identify priority items to produce for the celebration. These could include the following:

- Video
- Flyers
- Utility bill inserts
- Digital and social media ads
- Banners
- Promotional items

Video is a great way to reach an audience quickly, effectively, and is relatively simple to do depending on the content. According to Forbes , viewers retain 95 percent of a message when they watch it on video, compared to 10 percent when reading it in text. We will engage Magma Creative Inc. to develop at least one video for the Centennial celebration and Signature Event.

Centennial Signature Event

We are enthusiastic to participate in helping to create an integrated program that builds momentum to a Signature Celebration Event. Our team proposes a series of wrap-around tactics to this Signature Event, that will be included in the outreach plan, to promote and host multiple events around Citrus Heights engaging the community in on-going interactive experience of the 100-year history and growth of the District. To raise awareness and participation, earned, social and digital paid media will also be planned.

Key to success of an integrated event plan is also leveraging and cultivating partnerships. One of Sagent's core strengths is leveraging partnerships to extend the effectiveness and reach of our campaigns and projects. In fact, we have negotiated more than \$40 million in added value through partnerships for our clients. We understand the importance of successful partnerships and how to create them. Working together often means working stronger and more effectively. We will leverage existing and new partnerships to promote and engage the community in the Centennial celebrations.

C. Understanding & Approach

Understanding & Approach **(CONTINUED)**

Our event coordinator will assist in planning the Signature Event. Event planning services may include but are not limited to the following:

- Partnership and sponsorship development
- Event space coordination and logistics
- Invitation list, development and dissemination
- Coordination on day of event

Task 4 deliverables will include:

1. Recommendations for Centennial Events and Partnership Opportunities
2. Centennial Schedule of Events
3. Centennial Branding and Media including at least 1 digital video
4. Centennial Signature Event

Task 5: Social Media Management

Our social media strategy will focus on building an authentic presence aligned with CHWD mission, brand promise and goals, to help educate the public about the value of clean water, water efficiency, 2020 Centennial Celebration, how to easily participate in program, and the many benefits associated with being Water Smart. We will educate, share and engage key audiences creating interest, trust and community. For more information on our social media strategy, see Task 2: Communications Strategy and Program Management.

To engage our key audiences, we will create social media content to:

- Share key information and the value of clean water.
- Increase participation in water efficiency programs, including WaterSmart classes and Irrigation Efficiency Reviews.
- Increase awareness and engagement in the 2020 Centennial Celebration events among key target audiences and community members.
- Engage key partners and social media influencers in sharing stories, key dates and information.
- Use paid campaigns and boosted posts on social media platforms.
- Provide original and thought-provoking creative, images and/or infographics to accompany social media messages.

Understanding & Approach **(CONTINUED)**

CHWD currently has social media accounts that we would recommend for your target audiences: Facebook and You Tube. At the time of proposal development, CHWD had 549 followers on Facebook and 22 subscribers on You Tube.

We will work with your team to manage community communications on Nextdoor.

We would also recommend creating a Twitter page. Our work with multiple utilities in the region indicates that Twitter is an important platform in reaching the public. Twitter reaches a slightly different audience than Facebook, so it is seen as a supplemental platform.

As part of our social media strategy, we recommend producing monthly social media calendars to ensure posting strategic content that promotes your communications objectives. Content for Facebook and Twitter will be similar. As a video search and sharing platform, we recommend producing 15 to 30-second videos engaging videos for YouTube on topics of use to CHWD water customers such as indoor and outdoor water efficiency tips, watering schedule information, water wise landscaping tips, etc. Since video is currently the most engaging content on social media, we recommend that these short videos are also be shared on the other social media platforms.

Social Media Content Development and Implementation

We will implement a social media plan, based on the approved social media strategy, for CHWD social media channels. We will feature content sharing what it means to be water smart, highlight benefits and impact of water efficiency, and highlight data and importance of clean water.

Our social media plan includes the development of social media thematic calendar that guide our monthly content development, monthly social media calendars, and monthly social media analytics reports to see what content is successful and continuously improve our content development based on the data.

Social Media Thematic Calendar

We have created a draft social media thematic calendar on the following page with example topics and content that we will create for the CHWD platforms, once approved.

C. Understanding & Approach

Understanding & Approach (CONTINUED)

TOPICS	CONTENT
General Program Messages	CHWD's mission, vision, and values Where our water comes from What is the significance of access to clean water? How are my individual water efficiency habits impacting our community? Newsletter content
Highlight Water Efficiency Programs & Ways to Participate	Key benefits to being WaterSmart Information on WaterSmart classes and workshops Free irrigation efficiency review information Available rebates Share water efficiency tips Address frequently asked questions Relevant updates from Board of Directors meetings
Highlight Community Events	Feature existing community partners Highlight Community Partners
Share Voices in the Community	Quotes and testimonials from community members adopting new water efficiency behaviors Share articles from media
Promote Outreach Events	Community events Partner events
Boosted Social Campaign	Boost posts on Facebook for increased reach Share success metrics Call-to-action to participate in programs, classes and Reviews
Centennial Celebration Events	Centennial Celebration messaging

Social Media Content

Social media posts with visual content perform well and are 40% more likely to be shared . Video posts currently have the highest organic reach, and when possible, we will share and test posts with images and video to assess engagement. While text and photo posts are pivotal to any social media strategy, video is expected to make up more than 80 percent of all consumer internet traffic by 2020.

We will develop posts to engage target audiences and be shared across channels (Facebook, YouTube, as appropriate). Types of Content will include:

- Videos
- Inspirational quotes
- WaterSmart classes
- Facts and useful tips on efficient water use, and water-related issues
- Infographics
- Relevant news
- Hashtags--see following for information on use of Hashtags
- Emojis--relevant to the CHWD, public services programs, celebrating Centennial event and the posted content; see following for more on use of Emojis.

Understanding & Approach (CONTINUED)

Hashtags. Social media posts using hashtags will increase traffic and awareness of key messages and programs, improve networking, reach more people and community partners.

- Examples of recommended CHWD-specific hashtags: #WaterSmart, #CitrusHeightsCentennial, #CHWDCentennial

Emojis help increase engagement with social media posts and will be strategically used to relate to the posted content, the 2020 Census and to appeal to the target audiences. Emojis will feature female, male, and non-gendered people of diverse skin colors whenever available.

Monthly Social Media Calendars

We will develop a monthly social media content calendar, based on the approved editorial themes and present to the CHWD team for approval. These monthly calendars will include content for multiple social media platforms such as Facebook and Twitter, if approved. Each monthly calendar will be submitted to the CHWD team for review and approval before scheduled by the Sagent team.

Social Media Monitoring

We will monitor the CHWD social media platforms, paying attention to comments by customers. We will work with the CHWD team to come up with a strategy for responding to any negative comments, including pre-approved responses so that Sagent can help CHWD respond quickly. We will also use the below social media monitoring tools for further insights.

Social Listening - Facebook and Twitter

We will research audiences to identify influencers, as well as topics, that are resonating with specific audiences on Facebook and Twitter. We will connect with experts that audiences are listening to on these social channels and find the people who can amplify our messages. We will analyze real-time engagement data to track what is working—and what isn't, measuring a message's impact as it spreads across all online media and social channels.

Hashtag Tracking

We will track engagement on hashtag campaigns, evaluating impact, as well as relative engagement in relation to other hashtags, such as local community campaigns.

C. Understanding & Approach

Understanding & Approach (CONTINUED)

Monthly Social Media Analytics Report Cards

We will monitor and measure the success of the social media program. Key Performance Indicators (KPIs) may include:

- Overall Facebook reach
- Organic vs. paid likes
- Clickthrough rates
- Hashtag performance
- Followers

We will deliver a monthly report on social media activities and results. We will incorporate key insights and findings to continuously improve results and modify our strategy as needed.

Talking Points

Based on our communications goals and approved strategy, we will develop talking points and messages for use by community partners, community leaders and local influencers. We developed sample messages in Task 1: Communications Strategy and Program Management. In addition, sample messages will be developed as part of our social media toolkit for the Centennial Celebration.

Task 5 deliverables will include:

1. Recommendations on social media strategy
2. Social media content and schedule of posting consistent with the communications strategy
3. Active monitoring of district social media accounts
4. Talking points for community partners, community leaders and local influencers

Understanding & Approach (CONTINUED)

Task 6: Newsletter

Planning and curating content for consistent delivery of an electronic newsletter provides an opportunity for CHWD to proactively share important communications, notifications, and requests, as well as to inform customers about topics they care most about. Establishing consistency in frequency and format will help establish a clear line of communication with customers through this channel. We also recommend including simple, easy ways for customers to engage with CHWD, such as clear call-to-action buttons and links to bill pay, and the website.

Transitioning to an Electronic Newsletter

We will assist CHWD in transitioning from a paper newsletter to an electronic newsletter. We develop and distribute electronic newsletters for many of our clients. We will provide recommendations based on the approved Communications Strategy for an electronic marketing vendor for the newsletter with frequency and format recommendations.

E-Newsletter Template Design, Development and Delivery

Based on the approved creative strategy brief, we will produce a newsletter template that follows the refined branding and protocols outlined in the brief. We will work with the CHWD team to develop newsletter content based on the approved communications strategy and outreach plan. Content will be curated on key topics, events and high priority projects to inform and engage CHWD customers and stakeholders. Newsletters will provide a source of content for social media and will be integrated into the timely development of the monthly social media content plans.

We will assist in creating email lists from the customer email addresses the staff has access to through the customer billing system records in the approved new electronic marketing account. Within the new electronic email system, we will be able to create segmented customer lists, send and track results based on the goal of each newsletter.

Moving from a paper to an electronic newsletter will increase readership, improve accessibility to content, and increase ability for partners to share it with their audiences. In addition, the social media team will be able to more easily share the newsletter and/or key content from the newsletter across the CHWD social media channels. This move will also improve our ability to track and measure results on effectiveness of each newsletter, content, and calls-to action, such as registering for an event or class.

Task 6 deliverables will include:

1. Recommendations for electronic marketing vendor, newsletter frequency and format.
2. Newsletter Template Design
3. Design, develop content for, and issue electronic newsletters consistent with the communications strategy

C. Understanding & Approach

Understanding & Approach (CONTINUED)

Special Projects

Sagent is available on an as-needed basis to provide services to CHWD on special Communications-related projects. Specific activities may include, but are not limited to the following:

Brand Identity Development and Standards

We excel in branding of organizations, projects, programs and campaigns to support identified goals, including logos, taglines, core message development, visual design, and brand standards guides.

Mass Notification System Development

Our partner, Post Modern Marketing has experience in mass notification system development. If needed, together we will be available to support CHWD in developing messaging, content, templates and capacity to implement a mass notification system.

Crisis Communications Support

We are available to help prepare for potential negative press articles or a crisis scenario for CHWD by developing a detailed Crisis Communications plan. An effective crisis communications plan requires a number of steps, executed quickly and in a coordinated manner.

We can plan accordingly for potential backlash to news customers or stakeholders may see as negative—a rate increase for example—in order to limit public exposure to negative sentiment in the news. We can also monitor local print and broadcast media for any potential news stories that may include negative sentiment and decide if a response strategy needs to be employed.

Ongoing Media Relations

Drafting Press Releases

We are available to elevate the Water District's overall narrative using key messages and positioning through strategic press release development around important events, milestones and District innovation. In addition, we can use the final press releases as tools for tactical outreach to local print and broadcast media to drive District coverage in the news and general awareness.

Letters to the Editor

Create thought leadership around important District messages through persuasive articles via Letters to the Editor and place bylined papers in local print press on behalf of key stakeholders.

Earned Media

We can uncover strategic opportunities to reach out proactively to local print and broadcast media to publicize key Water District news, such as these 2018 news-driver examples:

Understanding & Approach **(CONTINUED)**

- The District being named the “Business of the Year” by Citrus Heights Chamber of Commerce.
- Water District innovation by way of the recently-announced multi-agency meter consortium.
- Position Hilary Straus as a thought leader and important mentor in the local municipal water market.

Media Training

We recommend developing a media training strategy for key District spokespeople in order to deliver consistent and positive messages throughout all communication with the local media. The strategy should include, but is not limited to:

- The development and execution of a full media training workshop.
- Development of clear and concise key messages to get across in every media interview and communication with press.
- Consistency in the positioning of the District across all forms of communication when working with the media.

Transition Water Quality Consumer Confidence Report from a Paper Mailer to a Digital Document

If needed, we are available to design and develop the Water Quality Consumer Confidence Report from a paper mailer to a digital document that can be more accessible and affordable to distribute.

Graphic Design Support & Photography Services

We can provide creative and graphic design support to your team as needed – including creative design for advertising and collateral materials, radio and TV commercials, out-of-home and print ads, video production, photography, direct mail, eblasts, collateral materials, electronic newsletters, blogs, articles, promotional items and more.

D. Proposed Fees



Citrus Heights Water District Fee Schedule
Communications and Public Outreach Services

Fee schedule based on first 12 months of contract as requested. Additional services included separately below.

	Name	Title	Contract Billing Rate	TASK 1 Brand Audit & Identity Development		TASK 2 Communications Strategy & Program Management		TASK 3 Website Development Support & Content Management		TASK 4 Centennial Celebration Development & Programming		TASK 5 Social Media Management		TASK 6 Newsletter		TOTAL HOURS & COST			
				Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Total Hours	Total Cost		
SAGENT	Anne Staines	Strategic Lead	\$ 225.00	1.50	\$ 337.50	2.00	\$ 450.00	2.00	\$ 450.00	1.50	\$ 337.50	2.00	\$ 450.00	2.00	\$ 450.00	5.00	\$ 1,125.00		
	Shelley Cousineau	Client Services Director/Media Director	\$ 185.00	2.00	\$ 370.00	8.00	\$ 1,480.00	2.00	\$ 370.00	4.00	\$ 740.00	2.00	\$ 370.00	2.00	\$ 370.00	20.00	\$ 3,700.00		
	Lynn Wallace	Marketing Director	\$ 175.00	8.00	\$ 1,400.00	20.00	\$ 3,500.00	15.00	\$ 2,625.00	15.00	\$ 2,625.00	10.00	\$ 1,750.00	30.00	\$ 5,250.00	98.00	\$ 17,150.00		
	Scott Lechner	Account Supervisor	\$ 150.00	10.00	\$ 1,500.00	50.00	\$ 7,500.00	16.00	\$ 2,400.00	15.00	\$ 2,250.00	5.00	\$ 750.00	5.00	\$ 750.00	101.00	\$ 15,150.00		
	Emily Hagerman Zadeh/Michelle Baker	Account Executive	\$ 135.00	14.00	\$ 1,890.00	100.00	\$ 13,500.00	40.00	\$ 5,400.00	80.00	\$ 10,800.00	25.00	\$ 3,375.00	36.00	\$ 4,860.00	295.00	\$ 39,825.00		
	Casey Camacho	Account/Event Coordinator	\$ 95.00	18.00	\$ 1,710.00	90.00	\$ 8,550.00	85.00	\$ 8,075.00	100.00	\$ 9,500.00	70.00	\$ 6,650.00	46.00	\$ 4,370.00	409.00	\$ 38,855.00		
	Karen Lewis	Paid Media Manager	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	22.00	\$ -		
	Christa Wilkinson	Media Assistant	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	14.00	\$ -		
	Kristin Kennedy	Graphic Designer	\$ 100.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	14.00	\$ -		
		Social Media Manager	\$ 100.00	10.00	\$ 1,000.00	15.00	\$ 1,500.00	20.00	\$ 2,000.00	15.00	\$ 1,500.00	15.00	\$ 1,500.00	20.00	\$ 2,000.00	20.00	\$ 2,000.00	95.00	\$ 9,500.00
		Support Staff	\$ 75.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	30.00	\$ 2,250.00		
	SAGENT Labor Subtotal			63.50	\$ 8,207.50	295.00	\$ 37,230.00	178.00	\$ 20,870.00	276.50	\$ 29,652.50	261.00	\$ 26,395.00	159.00	\$ 19,600.00	1233.00	\$ 141,955.00		
SUBS	Magma Creative Studio	Creative/Graphic Design	\$ 100.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00	\$ -		
		<i>(Combined Staff Rates)</i>	\$ 150.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	33.50	\$ 5,025.00		
	Post Modern Marketing	Website	\$ 125.00		\$ -		\$ -	285.00	\$ 35,625.00		\$ -		\$ -		\$ -	285.00	\$ 35,625.00		
	<i>(Combined Staff Rate)</i>																		
	Subcontractor Labor Total							285.00	\$ 35,625.00				33.50	\$ 5,025.00		\$ 40,650.00			
	TOTAL BENCH			63.50	\$ 8,207.50	295.00	\$ 37,230.00	178.00	\$ 20,870.00	276.50	\$ 29,652.50	261.00	\$ 26,395.00	159.00	\$ 19,600.00	1233.00	\$ 141,955.00		
	RETAINER FEE BY TASK (Does not include hard costs)*				\$ 8,500.00		\$ 37,500.00		\$ 57,000.00		\$ 45,000.00		\$ 32,000.00		\$ 19,500.00		\$ 199,500.00		
HARD COSTS	Printing & Postage	Prop 218 Notice															\$ 6,000.00		
	Printing & Postage	Newsletter (2)				\$ 6,000.00											\$ 24,000.00		
	Paid Media	Online Ads, Paid Social Media, Billboards, etc.								\$ 14,000.00		\$ 1,500.00					\$ 15,500.00		
	Event	Logistics								\$ 10,000.00							\$ 10,000.00		
	TOTAL HARD COSTS					\$ 6,000.00				\$ 24,000.00		\$ 1,500.00				\$ 41,500.00			
	TOTAL COST BY TASK				\$ 8,207.50	\$ 43,230.00		\$ 56,495.00		\$ 53,652.50		\$ 32,920.00		\$ 43,600.00		\$ 238,105.00			

*We prefer to bill by Time and Materials rather than Project/Retainer

SERVICES AVAILABLE AS NEEDED

Services	Hourly Rate
Branding	\$100-220
Mass Notification System Development	\$125-185
Media Training	\$135-220
Media Relations	\$125-175
Crisis Communications Response	\$135-220
Graphic Design/Creative Services	\$100
Photography/Videography	\$150
Copywriting	\$125
Project Management	\$135-150

E. Additional Information

E. Additional Information

ADDITIONAL INFORMATION

WHY CHOOSE US?

Experience: Our combined team offers direct water district and water-related city and agency experience in addition to extensive communications and outreach expertise. Add to that stakeholder engagement, partnership building, event planning, branding, creative...the list goes on and on to meet all of your known and unanticipated needs.

Subject Matter Knowledge: We understand the subject matter and we are familiar with many of the challenges you face. You won't need to bring us up to speed on water-related concerns.

Partnership: Having worked extensively with water districts, city water divisions, public utilities, and public agencies we also understand the needs of staff stretched thin. Our client philosophy: We are your partners, adaptable and flexible as new challenges come your way.

Proximity: When you need us, we are in your backyard for ease of meetings.

Inside Perspective: One of our principals' backyard was Citrus Heights ensuring that we will capture and relay the city's authentic voice.

The following Case Studies take a more detailed look at five related projects mentioned within to give you a more complete understanding of how we approached the challenges presented and the results. Every client need is unique—and so our our solutions—while applying proven strategic methodologies and a comprehensive toolkit of expert and constantly evolving skills that distinguish us from other firms.

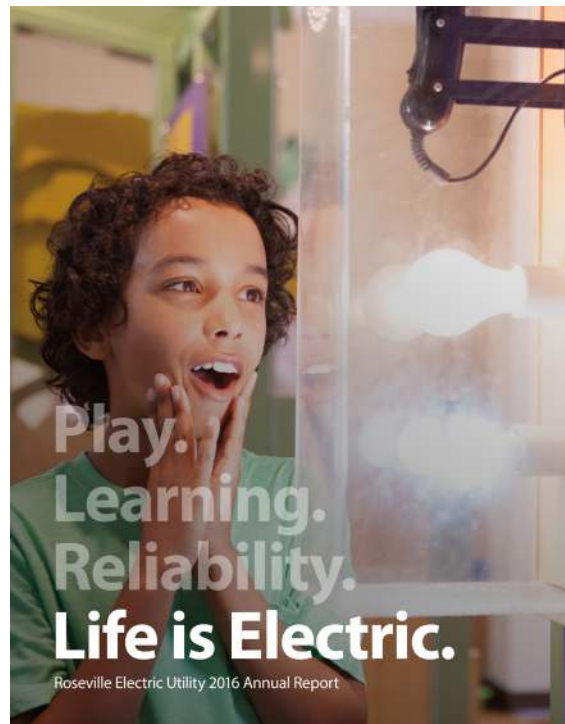
Case Study 1: Roseville Electric “Life is Electric” Campaign

THE CHALLENGE

Roseville Electric Utility provides electric service to approximately 58,000 households and business customers in the City of Roseville, CA. Annually, the Utility reinvests millions of dollars back into the City of Roseville general fund, which supports vital services such as the library and parks and recreation departments.

Roseville Electric commissioned a Customer Information Needs Survey to help give direction for communications with its customers. Results revealed that the utility is viewed favorably across its customer base using various measures, including satisfaction, trust, value, image and relationship. One of the challenges Roseville Electric faced, however, was meeting the communications needs of its diverse community. This barrier was impacting Roseville Electric's ability to proactively communicate key messages reinforcing its value as a community-owned utility. The project goal was to demonstrate the quantitative and qualitative value that Roseville Electric Utility provides to customers and the quality of life in the City of Roseville.

A core communications opportunity was identified that would provide value and benefit-driven messages to the entire customer base. This opportunity would not only raise awareness of the extraordinary value Roseville Electric provides to its customers (and the City), it would also enhance customer trust while promoting a positive perception and pride in having a community-owned utility.



TARGET AUDIENCES: Residents, Homeowners, Renters, Businesses

DATES AND DURATION: 2011-2013, and 2016-Current

E. Additional Information

Case Study 1 (CONTINUED)

SERVICES PROVIDED

- Customer Information Needs Survey Analysis
- Research
- Strategic Communications Plan Development and Implementation
- Branding
- Message Development
- Creative Development
- Media Planning and Placement
- Advertising Creative Development (print, direct mail, streaming radio and online banner ads)
- Public Relations Support (media relations, community outreach and partnership development)

Approach

Sagent began with an analysis of the Customer Information Needs Survey research, seeking insights into audience segments, most effective communication channels, and the brand assets. Sagent also conducted meetings with key Roseville Electric staff to gain a perspective on internal pressures and challenges.

After developing a Strategic Communications Plan that included a messaging platform, a creative strategy, and an action plan, Sagent executed a brand value campaign designed to increase awareness of Roseville Electric as a community-owned utility, its economic investment in Roseville, and the cost-savings it provides back to the community.

The Utility wanted to reinforce positive perceptions with its customers, community

and stakeholders. They wanted their messages to be approachable and deep-rooted in the culture of the community and show the tangible benefits by way of employment and community contributions. From this, the “Life is Electric” campaign was born, which demonstrated how the Utility’s reinvestment in the community energizes life by enhancing education, recreation, resources, and safety for the community.

Key Messages:

- The Utility has unique public benefits programs and community outreach programs for customers
- The Utility provides exceptionally reliable and consistent power at low-cost rates
- The Utility helps fund the Utility Exploration Center, which is a unique value to the community as a hub for information, resources, workshops and community education

The implementation plan included a yearlong, multi-media advertising campaign that was supported by strategic public relations and community engagement. Advertising was featured in multiple media channels, including, print, direct mail, streaming radio and online banner ads. The public relations and community engagement support included proactive, value-brand media relations initiatives and a “boots-on-the-ground” event tour that took Roseville Electric directly out to its customers.

In Spring 2018, we expanded the campaign to specifically target Roseville renters in response to results of Roseville Electric Utility 2016 Proprietary Residential Customer Oversample

Case Study 1 (CONTINUED)


report, indicating a need to better reach and communicate value to this customer segment. Sagent conducted audience insight research to better understand renters and created personas to help guide messaging and creative. The new Renters creative was executed in the same look and feel as the existing Life is Electric creative and focused on ways for Roseville renters to save money and energy while increasing their quality of life and benefitting the environment. An integrated digital and social media campaign was implemented and ran April 30 through June 29, 2018.

Results:

The integrated campaign with a strong mix of paid media channels combined with “Life is Electric” community values messaging reached Roseville residents where they live, work and play. Video and TV ad spots included a call to action to learn more on Roseville Electric website. From well-positioned billboards, to TV and movie theater spots, local bus ads and digital banner ads, Roseville resident’s awareness of the role Roseville Electric plays in the community increased. Evidence revealed this in the results from 2016 residential customer oversample survey:

- Almost all RE image scores show improvement in 2016 (other than “Concern for the Environment” which stayed the same.)
- Over three-fourths of RE residential customers, (78%) are “very satisfied” with the Utility - up four points since 2014.
- All resident segments (over 50%) believe great benefit accrues to Roseville by having a community-owned utility - highest segment is Your Trusted Solar Advisor (73%)

- In 2016, half of RE customers visited the website as a result of the campaign
- The digital media Renters campaign achieved click through rates of 0.31%, above industry average.
- The Renters boosted social media campaign achieved a reach of over 50,000 on a budget of only \$1,100.




Reliability is Electric.

As your community-owned utility, you can count on us. We provide low-cost, dependable power for Roseville businesses and families.

Roseville Electric Utility, powering trust.
Learn more at Roseville.ca.us/life

CITY OF
ROSEVILLE
CALIFORNIA
Electric Utility


Case Study 1 (CONTINUED)



Reliability is Electric.

Because you can trust in our dependable service.

Learn why >



Learning is Electric.

Because we invest in the Utility Exploration Center.

Learn why >



Relax. We can help you save on your electric bill.

Roseville Electric Utility can help income qualified customers. Apply at Roseville.ca.us/erap or call (916)797-6937



Relájese. Podemos ayudarle ahorrar dinero en su cuenta de electricidad.

Roseville Electric Utility ayuda a gente con bajos ingresos. Aplica en roseville.ca.us/erap o llame al (916) 797-6937



Play is Electric.

Because that's what we do best. We invest in the Utility Exploration Center. Roseville Electric Utility, powering the fun.



Learning is Electric.

Because that's what we do best. We invest in the Utility Exploration Center. Roseville Electric Utility, powering the fun.



Case Study 1 (CONTINUED)



Save money while you are on vacation.

Leave devices at home unplugged while you are away.



Save money and the environment.



Make game night energy efficient.

Choose board games over video games.



Adjust your thermostat by 5-8 degrees when you leave your home.



Save money while you are on vacation.

Leave devices at home unplugged while you are away.



Make game night energy efficient.

Choose board games over video games.



E. Additional Information

PAGE 87 OF 106

Case Study 2: City of Roseville Environmental Utilities “Sustain the Gains” Campaign

Sagent has worked with Roseville Environmental Utilities on a series of campaigns for its different divisions since 2013. The goal of this campaign was to raise awareness among Roseville residents about the need to continue water-efficient behaviors and encourage applications for available water-efficiency rebates making water conservation a way of life in Roseville.

CHALLENGE

During the last historic drought, City of Roseville customers rose to the occasion, hitting record numbers by reducing community-wide water consumption by 30 percent compared to use in 2013. Fast-forward to April 2017. When the drought was officially called off, Roseville water efficiency staff wanted homeowners to sustain the gains they had made in water-efficient behaviors. Drought fatigue, combined with increases in available water supply, created a public outreach dilemma because Roseville staff began to see a rise in water use and applications for available rebates began to wane. The City engaged Sagent to develop a strategic campaign and contest, Sustain the Gains. The contest would be executed over the summer months when water consumption is high - reinvigorating residents' commitments to saving water, make water efficiency upgrades, and to capitalize on available rebates - particularly the Cash for Grass rebate - in a fun, engaging way. Additionally, Roseville Environmental Utilities wanted to get customers into the marketing funnel by creating a way to engage with the programs and, in turn, obtain email and contact information to market future incentive programs.



TARGET AUDIENCES: Homeowners & Head of Household

DATES AND DURATION: 2017

SERVICES PROVIDED

- Campaign & Contest Strategy, Development & Implementation
- Paid Digital and Social Media
- Eblasts
- Website Landing Page
- Creative Development
- Partner Development
- Media & Public Relations Support

Case Study 2 (CONTINUED)

APPROACH

Sagent and its media partner researched contests with similar goals to develop an engaging and successful water savings contest. Research indicated that, in order to achieve the highest conversion rates of impressions-to-actions, the City needed to precisely target homeowner residents and heads of households in the Roseville community. The sweepstakes would also need to include attainable prizes in tiers leading to one grand prize to ensure engagement.

To measure effectiveness, the City planned to track entry forms submitted as well as the number of water-saving rebate applications. Website traffic would be measured SmartReach Digital and Google Analytics, as well as impressions metrics.

The Sustain the Gains campaign used an integrated marketing approach employing radio and streaming radio, digital ads targeting City of Roseville zip codes, and e-blasts, with a call-to-action leading homeowners to a custom landing page containing images and information on the benefits of a drought-tolerant landscaping. Design and development took place April-May 2017; the contest ran June-August, 2017. All entries for the contest received a bounce-back email with a digital coupon from Quick Quack Carwash for a free recycled water car wash and a message encouraging participants to sign up for the Cash for Grass rebate program. The winner's landscape makeover took place from September-November, 2017 and was videotaped.

RESULTS

- 71% of the entries opted into further communications about the Cash for Grass program.
- 85% of the entries were from Roseville water customers indicating successful geo-targeting.
- City emails achieved an impressive 32% open rate.
- The contest delivered 70% in added value.
- Over 7,000 visits to the contest landing page and nearly 28,000 to the Sustain the Gains web page including over 11,000 unique visitors.
- 35% of unique visitors to the website entered the contest.
- Geo-fencing delivered 867,472 impressions.
- The radio campaign and 30-minute public forum interview delivered over 3.5 million impressions.
- Pandora delivered over 327,000 impressions.
- Social media delivered over 177,000 impressions.
- "We saw an overwhelming response with this effort even during a time when water supplies are healthy in our community. That says a lot about how much our customers care," said Bobby Alvarez, water efficiency program manager.

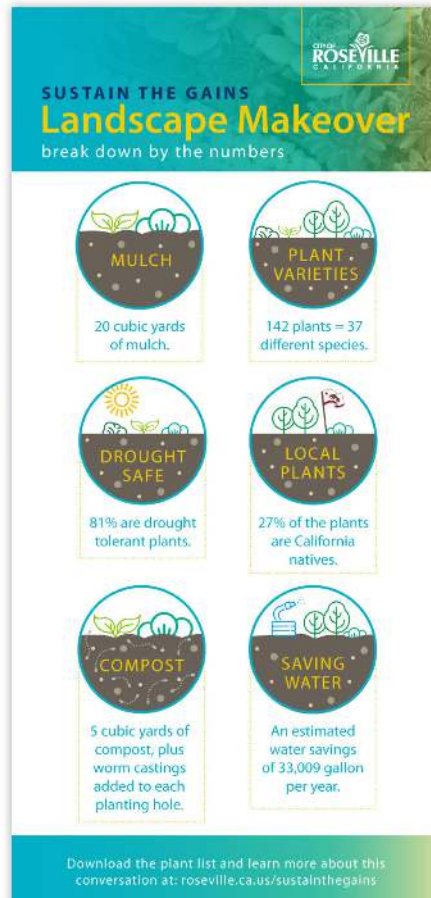
E. Additional Information

Case Study 2 (CONTINUED)

COMMUNITY GATHERING AND UNVEILING



INFOGRAPHIC FINAL STATS



OUTDOOR SIGNAGE



Case Study 3: City of Sacramento, Department of Utilities, “Water Conservation”

Sagent has worked the City of Sacramento Department of Utilities (DOU) since 2011 on a series of campaigns designed to educate ratepayers and meet environmental goals. Sagent's 2012-2014 campaigns, “Utility Rate Assistance Program (URAP),” and “Water Discontinuation Program,” involved public outreach to targeted low-income and multi-ethnic residents to offset water and wastewater rate increases and educate customers about a change in the City's policy regarding discontinuance of water service for failing to pay bills in a timely manner. Sagent is currently managing three campaigns for Sacramento DOU: the Sacramento Stormwater Quality Partnership “Be River Friendly” campaign educating the public about pollution prevention practices to protect water quality, the “Fats, Oils, and Grease Program” (FOG), and the “Water Conservation” campaign highlighted below.

WATER CONSERVATION CAMPAIGN CHALLENGE

The five-year drought made water conservation a priority; however, the wet winters that followed risked complacency. The reality for all of California, including the Sacramento region, is that water conservation needs to be an everyday habit to ensure natural resources that sustain our drinking water supply, food and agriculture, and lifestyle.

The City initially engaged Sagent to motivate residents and businesses to further cut back on their already reduced water use during the



Tell Your Lawn You've Moved On...
SAVE WATER
#BREAKUPWITHYOURLAWN

Does your lawn need too much attention? Then it's time to #BreakUpWithYourLawn! Replace your thirsty turf with a beautiful low-water use landscape. Save time, water and money.

For rebates and more info visit SacWaterWise.com.

City of **SACRAMENTO**
Department of Utilities

ongoing drought and to embrace new ways of reducing water use. The contract has since been renewed to keep audiences focused on the need for water conservation post-drought, and to make water savings a permanent and sustainable way of life with efficient irrigation and water-wise landscape transformation as the primary campaign focuses.

E. Additional Information

Case Study 3 (CONTINUED)

TARGET AUDIENCES:

- Residents and Businesses within the Sacramento County
- English and Spanish-Speaking Audiences

DATES AND DURATION: 2016-Current

SERVICES INCLUDED:

- Strategic Marketing Plan
- Branding and Message Development
- Campaign Creative
- Focus Group Research: Message and Campaign Testing
- Advertising and Collateral Multilingual Materials
- Website SEO, Update and Maintenance
- Paid and Social Media
- Community Events and Outreach
- Media Relations Support
- Video Production
- Promotional Item Design and Guidance

APPROACH

Sagent began with message and creative testing research. Positive, personal actions (“save water”) messaging was clearly preferred over more formal phrases perceived as negative or difficult (“water conservation”). Visual puns and seemingly incongruent images prompted respondents to read further and piqued their interest to visit the website for more information.

From this, “Made Possible by You” and “Break Up with Your Lawn” themes were developed demonstrating:

- Beautiful landscaping can be created by water-saving measures.
- Being emotionally tied to your lawn can be dysfunctional, and it is time to stop loving your lawn at the expense of natural resources

The research demonstrated that about half of Sacramentans vastly underestimated the amount of total household water usage that goes to irrigating their lawn and landscape, putting the figure at 10%-35%—far under the 50%+ generally-accepted average allocation. Moreover, when told the actual number (50%+) these homeowners are quite surprised and seemingly inspired.

Barriers to behavior adoption were determined to be:

- The ability to visualize their water-saving yard or landscape as aesthetically pleasing
- Cost

Sagent set about creating an integrated campaign to help educate and motivate residents and businesses about their actual water usage, ways to save and rebate programs. A call-to-action led homeowners and businesses to a custom micro-site, “sacwaterwise.com” where they found water-wise tools, examples of beautiful water-friendly landscape, resources, and rebate program details and application forms.

We also launched a new campaign in 2018,

Case Study 3 (CONTINUED)

“Keep Sac Water Wise” to highlight the new watering ordinance changes.

Platforms included a search engine optimized website, email, direct mail, paid and social media, bill inserts, and community events and outreach.

RESULTS

- According to state figures, since the mandatory conservation ordered by Gov. Jerry Brown began in June 2015, Sacramento reduced its water use by 28.1 percent – better than the 22.4 percent average for all California urban water systems.
- Throughout the course of the campaign in 2018, rebate applications submitted doubled as compared to the previous years.
- During the campaign (September 12, 2017 – June 30, 2018), the City Department of Utilities’ Water Conservation website had 80,540 sessions, 60,745 unique users, and 47,398 new users. During this time 8,687 users visited rebate pages.
- In 2018 as compared to 2017 data, overall website traffic to City Department of Utilities’ Water Conservation website increased overall sessions by 5.6%, unique users by 3.8%, and new users by 17.9%. In comparison during the same timeframe, the entire City of Sacramento website’ traffic decreased by 3.1% in sessions, 7.98% in unique users and 8.3% new users.
- During the campaign the Sacramento Department of Utilities Facebook page had a total reach of 195,927 and 6,014

engagements (likes, shares and comments). In addition, Facebook following increased from 4,810 to 5,346.

- During the campaign the Sacramento Department of Utilities Twitter page had 243,194 total impressions and 30,082 total engagements (likes, retweets, and replies). Additionally, Twitter followers increased from 1,101 to 1,169.
- Across 5 paid media campaigns in 2018 we delivered almost 25 million impressions and over 160% in media value.

It's Not Me. It's You.
SAVE WATER
#BREAKUPWITHYOURLAWN



Does your lawn need too much attention? Then it's time to #BreakUpWithYourLawn! Replace your thirsty turf with a beautiful low-water use landscape. Save time, water and money.

For rebates and more info visit SacWaterWise.com.

City of SACRAMENTO
Department of Utilities

Case Study 3 (CONTINUED)

You're Better Off Without It...
SAVE WATER
#BREAKUPWITHYOURLAWN




Does your lawn need too much attention? Then it's time to #BreakUpWithYourLawn! Replace your thirsty turf with a beautiful low-water use landscape. Save time, water and money.

For rebates and more info visit SacWaterWise.com.

City of
SACRAMENTO
Department of Utilities

Made possible by:
Using less water.



**2 DAY
WATERING
STARTS
MARCH 1**

KEEP SAC WATER WISE

Learn how you can water more days at SacWaterWise.com



Case Study 3 (CONTINUED)

Made possible by: Using less water

Transform your landscape with beautiful, low-water use plants and a high-efficiency irrigation system. **Learn more and check out our river-friendly landscape rebates at SacWaterWise.com.**

WATER-WISE PLANT:
GLOBE THISTLE



City of
SACRAMENTO
Department of Utilities

KEEP SAC WATER WISE



SPRING/SUMMER WATERING SCHEDULE

Sprinklers on automatic timers are allowed to water before 10 am and after 7 pm as follows:

MARCH 1 TO OCTOBER 31

Even Numbered Address Wednesday and Sunday*

Odd Numbered Address Tuesday and Saturday*

* For heatwave watering visit SacWaterWise.com

** For full details and restrictions visit SacWaterWise.com

City of
SACRAMENTO
Department of Utilities

ANY DAY WATERING IS ALLOWED FOR:



Hand watering



Edible gardens



Drip irrigation



New landscapes for 30 days after installation



Smart Controller systems**



Car washing**

E. Additional Information

Case Study 3 (CONTINUED)

Home | 24x Service Center | Emergency | Contact Us | How We Work | Skip to Content | Search

City of SACRAMENTO CONSERVATION

BUSINESS | CITY HALL | LIVING HERE | ONLINE SERVICES | VISITORS


Made possible by: Using less water.

WATER-WISE FLOWER: GLOBE THISTLE

Residents | Businesses | Water Wise Tools | News and Events | About Us | Water Education


Home » Utilities » Water » Conservation

RESIDENTS




Track your water use, become water efficient and participate in our rebate programs. Click here for residential water wise tools, information, and rebates.

BUSINESSES



Save water and keep costs down. Click here for waterwise tools, information, and rebates.

WATERING SCHEDULE




The 2 Day watering started March 1st and runs through October 31st.

Addresses that end in even numbers water Wednesday/Sunday. Addresses that end in odd numbers water Tuesday/Saturday.

For more watering options, see How To Water Your Landscape.

BEAUTIFY YOUR LANDSCAPE

Made possible by: Using less water.



Get river-friendly landscape ideas.

ABOUT THE WATER CONSERVATION TEAM

Our team is dedicated to keeping Sacramento's Water Wise.

Get to know us!

STAY INFORMED

Check out current news!

My Water Login

Report Water Waste

Soak Up the News

FAQs

WATER WISE TOOLS

Water Wise House Calls
Schedule a free visit with a water conservation specialist.

Find Resources

Check out rebates and more.

Discover a Workshop

Participate in a water conservation workshop.


Keep Sac Water Wise

Learn more about Sacramento's water conservation leaders.

Facebook

LIKE US!

Follow us on Facebook and Twitter to get the latest updates.



Case Study 4: Caltrans Stormwater “Protect Every Drop” Campaign Rebrand

THE CHALLENGE

Caltrans needed to update their decade-old campaign, “Don’t Trash California” to encourage Californians to do more to help reduce pollution of stormwater across the state. The slogan and logo had become worn, and the brand no longer addressed all of the pollutants of concern. There also was no connection in the minds of Californians between their actions and the quality of California’s stormwaters, or how the litter, motor oil, tire and brake metals, etc. that go from their vehicles onto the roadways end up in our waterways. Finally, the branding was inconsistent and not compelling to other agencies Caltrans was hoping to partner with.

Californians know they shouldn’t trash their roadways, but many still admit doing it despite efforts by Caltrans’ and other groups’ efforts to educate the public about how roadside garbage pollutes area waters. Caltrans spends millions of dollars each year removing debris from California’s highways. Rain and wind carry litter and other pollutants from roadways to storm drain systems which flow to streams, rivers, and lakes and eventually to bays and the ocean. Average Californians—and even many informed, engaged Californians—were unaware that their actions contributed to stormwater runoff pollution, or how to do their part to reduce its impacts.



To stop pollution at its source, Caltrans sought a full-service agency that specialized in branding and behavior change to create and implement a comprehensive four-year campaign, including rebranding, communications strategy, outreach, partnership building and advertising.

TARGET AUDIENCES: General Audience (Statewide); Spanish-Speaking Audiences

DATES AND DURATION: 2016-Current

SERVICES PROVIDED

- Campaign rebranding
- Rebranding services including:
 - Name development
 - Tagline development
 - Focus groups to test names, taglines and branding images (1)
 - Pre-and-post Market research into behavior, target audience and campaign awareness and effectiveness (3)
 - Market outreach to general and target audiences (15+)

E. Additional Information

Case Study 4 (CONTINUED)

- Website development maintenance and material content
- Media creation, including outdoor, television, radio, digital, mall media, and wraps
- Media placement, including both paid and added value
- Social media
- Media relations
- Public and private sponsorships
- Public and private partnerships
- Events

THE APPROACH

Our first step was to understand the obstacles to the desired behavior and craft motivating messages that were relatable to the state's diverse audiences. The campaign thus began by surveying California drivers on their highway and water pollution awareness, attitudes and behaviors. While 84 percent of those surveyed said they know there is a connection between highway pollution and water quality, only 53 percent said they never litter on highways, and just 43 percent said they never pour automotive fluids in the trash or on the ground. Despite these challenges, Sagent also recognized an important opportunity: with the California drought in full force, the public already had heightened awareness of water use issues and the need to avoid wasteful practices. To connect this existing concern with other related conservation issues, the team devised the campaign's powerful central slogan: "Protect Every Drop."

Research also indicated that focus group participants related more closely when presented recognizable images that reflected their regions. In Southern California, for instance, images of streams and rivers did not resonate strongly; residents instead pictured local beaches and felt more compelled to protect those areas. The new design concepts could be customized by region while remaining on-brand. At the center of the campaign creative is a heart image partnered with the brand slogan "Protect Every Drop." The images within the heart were carefully selected for each region, creating recognizable and relatable references for the audiences living there. Testing revealed that the "protect" action message resonated particularly well with men while women found the heart image very relatable. The combination achieved our goal of reaching broad audiences of both genders.

Then, Sagent worked with Caltrans to connect these design concepts with core campaign messaging to educate the public about seven specific behaviors they could adopt to protect California waterways. The messages and campaign images encouraged the public to "take the pledge to protect every drop," and directly connected the cleanliness of highways with that of waterways, using a strategic array of media formats including radio, TV, digital, outdoor, and mall media. The rollout of this campaign followed a comprehensive and strategic approach, including extensive media placement in both Spanish and English, outreach events, and numerous public/private partnerships that serve to maximize resources, add value, and extend the reach of the campaign.

Case Study 4 (CONTINUED)

The branding concepts were the result of initial focus groups and were tested in baseline research and re-tested in two waves of subsequent research measuring awareness and effectiveness.

BRANDING OUTCOMES

- In the first wave of research post-launch, one-third (33%) of motorists recalled the theme or primary tagline of the campaign on an aided basis. When asked directly about Protect Every Drop, over half (53%) recalled advertising with this message. For Clean Water Starts With Clean Highways (the campaign's tagline), 43% recalled that message. Between the campaign theme and tagline planned for the multi-year campaign, two-thirds of California motorists (65%) said they recalled at least one of them. For Spanish-dominant Hispanics, this was five in six (84%).
- Overwhelmingly (84%), Californians believed there is a connection between highway pollution and the quality of water. Virtually all of these motorists (96%) said that knowing this encouraged them to maintain their vehicle properly and not litter or cause pollution on highways.
- Many Caltrans Districts and local and regional agencies have requested materials for local outreach and education, suggesting that the new branding resonates strongly with communities at the local level – exactly as designed. We are providing them with materials such as vinyl banners, tip cards in 7 languages, flyers, and posters that will help increase the visibility of our message.

- Since the campaign launched on February 29, 2016, Sagent has secured 36 partnerships with local, regional and statewide organizations, significantly expanding the reach of the campaign and delivering added value. These partnerships further demonstrate the strength of the developed brand, as other organizations align themselves with our messaging.

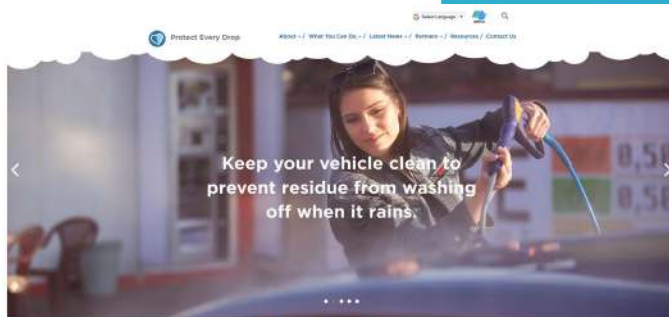
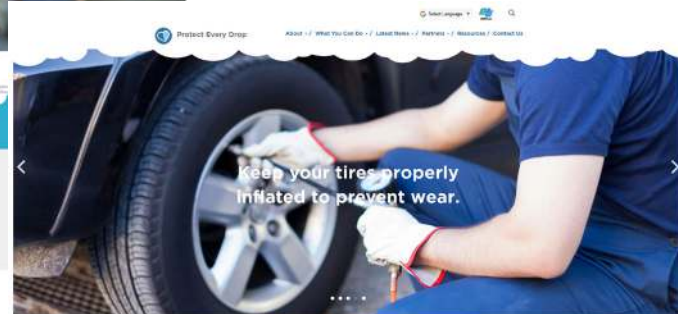
OTHER CAMPAIGN RESULTS

- To date, the campaign has delivered 692,881,360 media impressions. Earned television, radio, and print media coverage has contributed \$11.5 million in added value, over and above the original media budget of \$3.4 million.
- More than 175 events have been held to date, reaching more than 1 million people statewide.
- During the paid media campaign, there were approximately 11,720 page views with over 300 views per day. Approximately 70% of these visitors arrived through direct traffic, due to our strategic decision to incorporate the website URL into campaign materials such as online banner ads, billboards, radio spots, flyers, mall signs and more.
- During the paid media campaign, 85% of traffic to the website came from mobile devices, supporting our strategy to include a multi-media paid advertising campaign with a robust mobile and digital component.
- Exit link data indicates that nearly 50% of visitors leave the campaign website and visit Caltrans HQ website. This means our efforts are increasing visibility and engagement with Caltrans' headquarters page.

E. Additional Information

Case Study 4 (CONTINUED)

A single umbrella brand and consistent messaging that united seven separate actions individuals could adopt to protect natural resources across the website, ads and collateral materials. A logo that could be filled with geo-specific images while ensuring that the overall branding remained consistent. <http://www.protecteverydrop.com/>



Case Study 4 (CONTINUED)

Key Actions to Prevent Highway Pollution

Key Actions to Prevent Highway Pollution:

- Avoid pesticides and fertilizers when rain and wind is forecast
- Wipe off brake dust build-up on tire rims and wheel wells
- Keep your vehicle clean to prevent residue from washing off when it rains
- Reduce fluid leaks with regular vehicle maintenance
- Properly dispose of trash and recycling
- Tarp and tie down trash, vegetation and other loads to keep items secure
- Keep your tires properly inflated to prevent wear

Additional Actions:

- Don't toss or dump your cigarette butts on any highway or roadway.
- Pick up and properly dispose of pet waste.
- Dumping items such as tires, appliances, or furniture on the side of the road or highway is illegal.

Caltrans Note: Rain on our highways flow into storm drains, bringing pollutants with it. Storm drains lead to our waterways.



Protect Every Drop

Clean Water Starts With Clean Highways.

 ProtectEveryDrop.com



"Protect Every Drop" is Caltrans' Stormwater Public Education Campaign to encourage you and every Californian to help improve water quality by keeping pollutants off our highways and out of our storm drains to keep California waterways clean.

ProtectEveryDrop.com



Photo credit: Bob Arie (www.ariel.com)

Case Study 4 (CONTINUED)




-A CLEAN CAR GOES FAR-

WASH YOUR CAR TO
KEEP OUR WATERWAYS CLEAN &
PROTECT WATER QUALITY



PROTECT OUR WATER

Pollutants from storm drains make their way to our waterways, including streams, rivers, lakes & the ocean.



SPOT THE SPOTS

Dirty vehicles carry pollutants.



WHEN IT RAINS

Rain washes pollutants off your vehicle & onto roadways. These pollutants go into storm drains & flow into waterways.



WASH GRIME AWAY



Washing your car regularly at a facility that recycles water helps reduce pollutants from entering the storm drain and ultimately our water ways.



WASH, PROTECT, REPEAT

Do your part to reduce pollution & protect water quality!


WWW.PROTECTEVERYDROP.COM

ILLEGAL DUMPING IS RUBBISH

Properly dump your garbage to reduce California's stormwater pollution!

Five easy tips to reduce pollutants:



APPLIANCES

When illegally dumped, appliances can release toxins that get washed away with rain and end up in our water bodies, polluting our water.

TIP 1: Donate or recycle appliances.
TIP 2: Properly dispose at your local dump.



FURNITURE

When dumped on the side of the roadway all furniture not only causes a safety hazard, but can also breakdown and get into local water bodies, causing pollution.

TIP 3: Contact local waste management for bulky pick-up or locate a dump for drop-off.



VEGETATION

Improperly dumped vegetation can flow to waterways, creating an imbalance of nitrates in water and thus harm aquatic life.

TIP 4: Tarp loads to reduce biodegradable waste on highways.
TIP 5: Use a green waste bin or consider composting biodegradable waste.

Simple changes in disposal of rubbish can help keep California's highways, waterways and bodies of water clean.

FOLLOW US ON SOCIAL MEDIA

FIND US ONLINE

[f](https://www.facebook.com/ProtectEveryDrop) [t](https://twitter.com/ProtectEveryDrop) [y](https://www.youtube.com/ProtectEveryDrop) www.protecteverydrop.com

Case Study 4 (CONTINUED)

降低暴雨污染的 簡單措施

加州人珍愛溪流、湖泊和海洋裡的清水！但您是否知道，下雨時，在雨水的冲刷下，車上的垃圾、汽車液體和污垢等污染物會隨雨水流到公路上，最終進入我們的水道。以下方法有助於防止污染！



輪胎妥善充氣，減少磨損，降低每英里油耗，並且採取措施盡量減少輪胎爆裂次數，這都有助於減少污染。



保養車輛，盡快堵住洩漏，防止汽車液體滴落到公路上。一輛滴漏的車似乎不是大問題，但是成千上萬輛車把液體滴落到公路上，很快就會積少成多！



去洗車店洗車，將車身上的灰塵、污垢和其他殘留物洗掉，避免因雨水冲刷污染徑流。



垃圾妥善丟入加油站（或家裡）的垃圾桶內回收，以免其從車窗或車廂飛出，污染雨水渠。



運貨時，務必將貨物固定好，並用防水油布捆緊，以免其飛出車廂。

請盡到您的責任，妥善保養您的車輛，確保車內外清潔。

確保水源清潔，就要確保公路清潔。



Cov Hauv Kev Yooj Yim Txhawb Rau Ua Kom Tej Dej Nag Qias Neeg Tsawg Zuj Zus

Cov hav dej me, tus dej, cov pas dej thiab hlay txwv—Cov Neeg Nyob California laww nyiam laww tej dej! Tab sis, koj puas paub tias thaum ntuj los nag, cov khoom uas ua rau cov dej qias neeg xws li khib-nyawb-av, cov roj tshheb thiab cov hmoov av uas rau ntxuav tawm ntawm peb cov tshheb ntes mus rau ntawm txoj kev tshheb thiab yuav ntes poob rau hauv peb cov kwj dej? Qhov no yuav qhia rau koj txoj kev pab tiv thaiv tej kev qias neeg!



Cov log tshheb uas xuj nrui li qhov tsim nyog yuav pab txwv cov log, yuav ua rau lub tshheb nej roj tsawg thiab yuav ua rau koj cov log tshheb tsis tawg thiaj yuav ua rau qhov kev qias neeg muaj tsawg zuj zus.



Kho koj lub tshheb kom tsis pub muaj roj nrog tawm los poob rau hauv txoj kev tshheb. Yog hais tias lib lub tshheb roj nrog xwb kuj tsis luaj twg tiamsis yog muaj ntau ntau phav lub tshheb nrog roj ces yuav ua rau cov kev tshheb qias neeg sai heev!



Cov koj lub tshheb mus ntxuav tom qhov chaw ntxuav tshheb kom cov av, hmoov av thiab ntau yam uas qias neeg nyob ntawm koj lub tshheb thiaj li tsis poob mus rau hauv cov kwj dej thaum nag los.



Muab koj cov khib-nyawb pov tseg rau tom qhov chaw sam roj lub thoob rau khib-nyawb los yog pov tseg rau tom koj lub tsev kom cov khib-nyawb tsis txob ya tawm ntawm qhov rais tshheb los sis koj lub dab tshheb mus rau tom cov kwj dej.



Thaum thauj khoom, yuav tau xyuas kom meej tias cov khoom thauj ntawd puas khi ruaj thiab khi kom khov es cov khoom thauj ntawd thiaj li tsis ya tawm ntawm koj lub dab tshheb.

Koj yuav tsum ua koj feem saib xyuas kom koj lub tshheb khiav zoo thiab tsis pub qias neeg... tsis hais sab hauv los sab nraum. Tiv thaiv peb cov dej. Tiv thiaiv txhua txhua tev dej! Thiab nco ntsoov tias...

Dej Yuav Huv Yog Pib Los Ntawm
Cov Kev Tshheb Muaj Kev Huv.



ਤੁਹਾਨੀ ਪਾਣੀ ਦੇ ਦੂਸਰ ਨੂੰ ਘਟਾਉਣ ਲਈ ਆਸਾਨ ਤਰੀਕੇ

ਨਹਿਕਾ, ਨਦੀਆਂ, ਝੀਲਾਂ ਅਤੇ ਸਮੁੰਦਰ — ਕੈਲੀਫੋਰਨੀਆ ਵਾਸੀਆਂ ਨੂੰ ਆਪਣੇ ਪਾਣੀ ਨਾਲ ਯੀਕਾਰ ਹੈ! ਪਰ, ਕੀ ਤੁਹਾਨੂੰ ਪਤਾ ਹੈ ਕਿ ਜਦੋਂ ਮੀਰ ਹੋਣਾ ਹੈ ਤਾਂ ਤੁਹਾ-ਕਰਕਟ, ਵਾਹਨਾਂ ਦਾ ਤਰਲ ਅਤੇ ਕਾਰਬ ਵਾਹਨਾਂ ਦੇ ਉਤਰ ਕੇ ਸਾਡੇ ਹਾਈਵੇਆਂ 'ਤੇ ਆ ਜਾਂਦੇ ਹਨ ਅਤੇ ਸਾਡੇ ਜਲ-ਮਾਰਗਾਂ ਵਿੱਚ ਚਲੇ ਜਾਂਦੇ ਹਨ? ਇਹ ਤੁਹਾ ਕੀ ਹਨ ਜੋ ਤੁਸੀਂ ਦੂਸਰ ਨੂੰ ਰੋਕਣ ਲਈ ਕਰ ਸਕਦੇ ਹੋ!



ਸਹੀ ਹਵਾ ਭਰੇ ਗਏ ਟਾਇਰਾਂ ਨਾਲ ਖਰਾਬੀ ਖੱਟ ਹੁੰਦੀ ਹੈ, ਕੋਸ ਦੀ ਮਾਈਨਿੰਗ ਵਿੱਚ ਸੁਧਾਰ ਹੁੰਦਾ ਹੈ ਅਤੇ ਤੁਹਾਡੇ ਟਾਇਰਾਂ ਦੇ ਵੱਟਣ ਦੀ ਸੰਭਾਵਨਾ ਘੱਟ ਜਾਂਦੀ ਹੈ ਜਿਨ੍ਹਾਂ ਸਾਰਿਆਂ ਕਰਕੇ ਦੂਸਰ ਘਟਦਾ ਹੈ।



ਆਪਣੇ ਵਾਹਨ ਦੀ ਸੰਭਾਲਣਾ ਕਰਕੇ ਕੋਸੀ ਵੀ ਰੀਸਿਕ ਨੂੰ ਜ਼ਰੂਰੀ ਨਾਲ ਚੈਕ ਕਰੋ ਤਾਂ ਜੋ ਵਾਹਨਾਂ ਦੇ ਤਰਲਾਂ ਨੂੰ ਸਤਰਕ 'ਤੇ ਰਹਿਣ ਤੋਂ ਰੋਕਿਆ ਜਾ ਸਕੇ। ਇਸ ਤਰਲਾਂ ਨੂੰ ਸਤਰਕ 'ਤੇ ਕੋਸੀ ਇੱਕ ਵਾਹਨ ਤੋਂ ਰੀਸਿਕ ਕੋਈ ਵੀ ਗੱਲ ਨਹੀਂ ਹੈ ਪਰ ਸਾਡੇ ਹਾਈਵੇਆਂ 'ਤੇ ਹਮਲਾ ਵਾਹਨਾਂ ਵਿੱਚੋਂ ਰੀਸਿਕ ਖਰੂਰ ਜਾਂਦੀ ਵੱਡੀ ਮਾਰਗ ਬਣ ਜਾਂਦੀ ਹੈ!



ਆਪਣੇ ਵਾਹਨ ਤੋਂ ਸੂਤ, ਕਾਰਬ ਅਤੇ ਹੋਰ ਬੇਕਾਰ ਚੀਜ਼ਾਂ ਸਾਫ ਕਰਵਾਉਣ ਲਈ ਕੋਸੀ ਕਾਰ ਵਾਸ ਸਹੂਲਤ ਵਿੱਚ ਜਾਓ ਤਾਂ ਜੋ ਮੀਰ ਅਤੇ ਤੁਹਾਨ ਦੇ ਦੋਹਰਾ ਇਹਨਾਂ ਨੂੰ ਸਤਰਕ 'ਤੇ ਆਉਣ ਤੋਂ ਰੋਕਿਆ ਜਾ ਸਕੇ।



ਤੁਸੀਂ ਅਤੇ ਹੀਸਟਰੀਕਲ ਕੋਸੀ ਜਾਣ ਵਾਲੇ ਸਮਾਨ ਨੂੰ ਵਾਹਨ ਦੀ ਖੱਤਰੀ ਜਾ ਟਰਾਂਕ ਵਿੱਚ ਉੱਡ ਕੇ ਨਾਈਆਂ ਵਿੱਚ ਜਾਣ ਤੋਂ ਬਚਾਉਣ ਲਈ ਇਹਨਾਂ ਨੂੰ ਕੋਸੀ ਕੋਸੀ ਸਟੋਰਜ ਨਾ ਖਰ ਵਿੱਚ ਸਹੀ ਤਰ੍ਹਾਂ ਨਾਲ ਖੁੱਲ੍ਹਣਾ ਵਿੱਚ ਪਾਓ।



ਮਾਲ ਚੋਕ ਕੇ ਲਿਜ਼ੀਉਂਦੇ ਸਮੇਂ, ਯਕੀਨੀ ਬਣਾਓ ਕਿ ਚੀਜ਼ਾਂ ਨੂੰ ਤਰਪਾਨਾਂ ਅਤੇ ਟਰਾਂਕਾਂ ਦੇ ਨਾਲ ਸਹੀ ਤਰ੍ਹਾਂ ਨਾਲ ਬੰਨ੍ਹਿਆ ਜਾਂਦਾ ਹੈ ਤਾਂ ਜੋ ਚੀਜ਼ਾਂ ਤੁਹਾਡੇ ਟਰਾਂਕ ਵਿੱਚ ਉੱਡ ਕੇ ਬਾਹਰ ਨਾ ਜਾਣ।

ਆਪਣੇ ਵਾਹਨ ਦੀ ਸੰਭਾਲਣਾ ਕਰਕੇ ਅਤੇ ਇਸ ਨੂੰ ਘੱਟੋ ਘੱਟ ਬਾਹਰ ਸਾਫ ਰੱਖ ਕੇ ਆਪਣਾ ਯੋਗਦਾਨ ਪਾਓ। ਆਪਣੇ ਪਾਣੀ ਦੀ ਰੱਖਿਆ ਕਰੋ। ਹਰੇਕ ਸੁੱਚ ਨੂੰ ਬਚਾਓ! ਅਤੇ ਖ਼ਾਹ ਰੱਖੋ...

ਸਾਡਾ ਪਾਣੀ ਦੀ ਸੁਰੂਆਤ ਸਾਫ ਹਾਈਵੇਆਂ ਦੇ ਨਾਲ ਹੁੰਦੀ ਹੈ।



Don't Leave Your Load Behind

Clean Water Starts With Clean Highways.



E. Additional Information

Case Study 5: Elk Grove Water District Website Development - Post Modern Marketing

The Elk Grove Water District (EGWD) manages procurement, treatment, and distribution of water to residents of the city of Elk Grove, California. Owned by the Florin Resource Conservation District, the EGWD is operated by 30 employees, including a five-member, publicly elected board of directors. Post Modern Marketing was approached by EGWD to address an increasing number of issues and deficiencies with their website.

THE CHALLENGE

The original EGWD web portal provided a means for local customers to pay bills, while also acting as an information resource about water quality, local water conservation efforts, rate calculators, and more, all of which were regularly updated.

In recent years, the website began to suffer from a broad range of aesthetic and functionality issues that made it difficult for EGWD staff to update, and for visitors to access the desired information.

Pages had become increasingly complex and disorganized as content was added, resulting in confused navigation for the user and increased load times. Many links pointed to duplicate pages and PDFs or were broken as files went missing. Critically, the existing website was not ADA-compliant and was not compatible with screen readers and other accessibility technology used by residents with disabilities.



TARGET AUDIENCES: Residents & Businesses

DATES AND DURATION: 2017

SERVICES PROVIDED

- Audit and Assessment
- Stakeholder Interviews
- Website Design, Development and Implementation
- Content Migration, Optimization and SEO
- ADA Compliance
- Training

THE APPROACH

EGWD's various departments were all represented in some fashion on the site. As a result, they were all stakeholders in this project. These departments all had input regarding issues to be addressed and how they could best

Case Study 5 (CONTINUED)

be resolved. Post Modern Marketing distilled this input from EGWD, using it to create a comprehensive, streamlined action plan for rebuilding the site from the ground up.

Web Design

The new website was a complete redesign, handled entirely by Post Modern Marketing. Built on the Wordpress platform for ease of content updating by EGWD staff, we ported over existing content, eliminated duplicate pages, and provided a cleaner, easier to use navigation system, resolving the functionality and usability issues of the old web portal. In addition, every element of the new site was ADA compliant.

SEO Best Practices

SEO was not a primary concern for EGWD, but Post Modern Marketing always keeps SEO best practices in mind for all web design projects. Every page of the new design followed our internal SEO best practices for effective site structure, content optimization, and overall usability. The site is fast, mobile-friendly, and features an adaptive design tested for compatibility with all major browsers.

Link Redirection

The old site had grown disorganized, in part due to many duplicate content links and downloadable files, as well as several cloned pages. Additionally, there were broken links, including one prominent broken link on the Public Bids page. As we were rebuilding the site and incorporating existing content, Post Modern Marketing's internal development team identified all URLs that would require redirection to new addresses, cleaned up broken links, and eliminated clone pages.

Content Restructuring

EGWD's staff requested that the Post Modern Marketing team pay special attention to the new Water Conservation section of the site, emphasizing the need for easy access to pages containing up-to-date information about local conservation efforts. We accessed the analytics for traffic and usage of the old website to determine which pages and features were most requested or searched for and found that a large majority of visitors wanted to either pay their bill or contact the office.

We developed the site's design and structure with this consideration in mind. The new design simplifies access to individual departments, contact pages and other customer-specific information and services.

Website Training

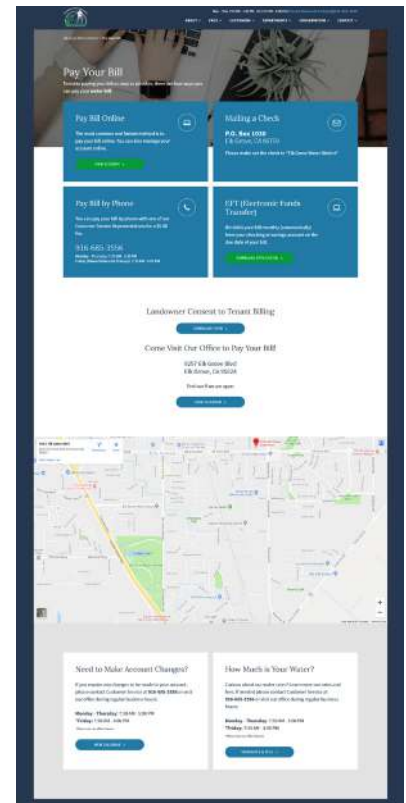
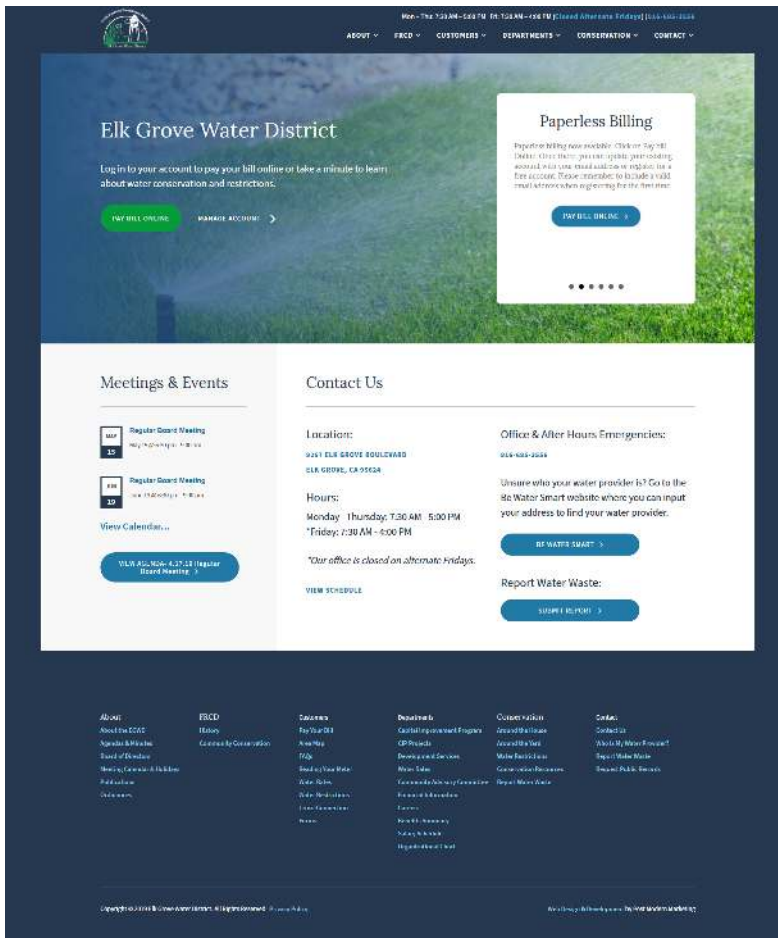
One of the key requirements of the new site build was ease of content edits and additions by the EGWD staff. To facilitate this, Post Modern Marketing conducted three training sessions with the client to familiarize current staff with the new design and to answer commonly asked questions about the use of WordPress. Additionally, we created personalized tutorial videos embedded in the site's back end ensuring that current and future EGWD staff will be able to edit or add new content to the site without assistance from Post Modern Marketing.

THE RESULT:

You can view the website at <https://www.egwd.org/>

E. Additional Information

Case Study 4 (CONTINUED)



F. Agreement Exceptions

Agreement Exceptions

Sagent has reviewed the draft Task Order-Style Professional Services Agreement (Attachment E) as well as the RFP, Scope of Work and Addendum #1 and has no exceptions. We, and our subs, will be able to provide all required documentation and requested services if awarded.

EXHIBIT "B"
SAMPLE TASK ORDER FORM

TASK ORDER

Task Order No. _____ (YEAR - ##)

Contract: Agreement for Support Services with Citrus Heights Water District

Consultant: PROPROSE LLC DBA SAGENT

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

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 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

Consultant

Dated: _____

Dated: _____

By: _____

By: _____

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JULY 17, 2019 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 09-2019 APPROVING AND CONFIRMING THE REPORT OF DELINQUENT UTILITIES CHARGES AND REQUESTING SACRAMENTO COUNTY TO COLLECT SUCH CHARGES ON THE TAX ROLL

STATUS : Action Item

REPORT DATE : July 9, 2019

PREPARED BY : Alberto Preciado, Accounting Supervisor / Assessor Collector
Susan K. Talwar, Administrative Services Manager / Treasurer

OBJECTIVE:

Consider action to:

- Adopt resolution 09-2019 approving and confirming the report of delinquent utilities charges and requesting the County of Sacramento to place such charges on the tax roll.

BACKGROUND AND ANALYSIS:-

The Citrus Heights Water District (the District) provides water to approximately 20,000 connections within the City of Citrus Heights, the City of Roseville, and unincorporated areas of the County of Sacramento (County). The District bills for the provision of water on a bimonthly basis and pursuant to District policy no. 7170, *General Billing Procedures for Bimonthly Accounts*, customers are given a minimum of 20 days in which to pay without assessment of a penalty. After an additional 10 days, the District sends a Notice of Intention to Terminate Service via Fedex, allowing an additional 14 days to pay, after which service is disconnected.

Historically, the District has been successful in collecting charges billed to its customers. For each billing cycle containing between 1,500 - 3,500 accounts, the District typically terminates service to 10 – 20 accounts per week. Following termination, most accounts pay delinquent charges within one week in order to have service reestablished.

On occasion, some accounts go through the entire collection process, service is terminated, but the customer still does not pay for several months. These accounts typically have higher dollar balances due to charges for disconnection of service, tampering with District property, and other cost-recovery charges. Collection of these delinquent balances could be delayed indefinitely until the property is sold or foreclosed upon.

Section 22284 of the Water Code allows for delinquent utility bills to be referred to the County to be placed on the property tax roll through the Direct Levy process. In this process, delinquent bills are added as a line-item on the customer's property tax bill. The District's benefit in using this process is the potential acceleration of the District's collection of unpaid balances, as property owners are less likely to leave property tax bills unpaid. Additionally, the County has the option to purchase the delinquent balances from the District; should the County exercise this option, the County would pay the District the delinquent balances in advance of receiving payment from the property owner.

Staff has reviewed all outstanding accounts and identified 15 accounts that have been delinquent for greater than 120 days and have a balance greater than \$50 as of June 30, 2019. Delinquent charges for these accounts amount to \$12,447.75. The County accepts submission of direct levies once per year, and has set a deadline of August 9, 2019 for agencies to submit listings for the tax year 2019/2020 (July 1, 2019 – June 30, 2020). However, the District may remove an account from the Direct Levy roll up until September 4, 2019. This will allow the District to make a final attempt to contact the customer and obtain payment, following the referral of these accounts to the County.

RECOMMENDATION:

Adopt resolution 09-2019 approving and confirming the report of delinquent utilities charges and requesting the County of Sacramento to place such charges on the tax roll.

ATTACHMENTS:

- 1) Resolution 09-2019, Resolution of the Board of Directors of Citrus Heights Water District
Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento
County to Collect Such Charges on the Tax Roll

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 09-2019

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
APPROVING AND CONFIRMING THE REPORT OF DELINQUENT UTILITIES
CHARGES AND REQUESTING SACRAMENTO COUNTY TO COLLECT SUCH
CHARGES ON THE TAX ROLL

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (DISTRICT), provides certain water service to the residents residing within its service boundaries; and

WHEREAS, Water Code section 22284 authorizes the District to have the delinquent charges for the above services (the "Charges") collected on the tax roll by Sacramento County on the relevant parcels; and

WHEREAS, District staff has prepared a Delinquent Utilities Charge Report (the "Report") identifying the delinquent charges by Assessor's Parcel Number, included as Exhibit A to the resolution; and

NOW THEREFORE BE IT RESOLVED that, The BOARD OF DIRECTORS hereby authorizes and directs the General Manager, or his designee to deliver a certified copy of the finalized Report to the Sacramento County Department of Finance - Auditor Division and to submit a certified copy of this Resolution and Report to the County Recorder for recordation.

BE IT FURTHER RESOLVED that The Office of the Sacramento County Department of Finance - Auditor Division is requested for the placement of the Charges included on the Report (Exhibit A to the resolution) on the Annual Secured property tax roll with the Ad Valorem taxes.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 17th day of July 2019, by the following vote, to wit:

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

SEAL

CARYL SHEEHAN, President
Board of Directors
Citrus Heights Water District

ATTEST:

MADELINE HENRY, Acting Chief Board Clerk
Citrus Heights Water District

Exhibit A

Citrus Heights Water District Delinquent Charges

LID	APN	Service Address	Amount
08609	211-0790-023-0000	7245 LINDA VISTA DR	\$ 6,277.62
09825	224-0900-006-0000	7451 WACHTEL WY	\$ 1,661.06
02877	204-0561-034-0000	7541 SYCAMORE DR	\$ 635.66
14035	216-0030-008-0000	7925 TWIN OAKS AVE	\$ 635.19
02157	261-0090-021-0000	8329 BARDMOOR CT	\$ 488.46
05369	224-0090-004-0000	7880 OLD AUBURN RD	\$ 316.43
04274	211-0232-036-0000	6636 GRAHAM CIR	\$ 307.75
02340	204-0500-013-0000	7696 WATSON WY	\$ 300.00
06998	224-0311-033-0000	7917 DAFFODIL WY	\$ 185.79
06163	224-0210-007-0000	8102 WACHTEL WY	\$ 148.63
15787	243-0232-023-0000	5822 NORTHGROVE WY	\$ 554.47
18243	204-0521-047-0000	7580 WALNUT DR	\$ 65.54
13733	216-0310-071-0000	8149 GLEN ALTA WY	\$ 58.22
11540	233-0500-022-0000	7983 KINGSWOOD DR	\$ 533.15
14125	216-0040-008-0000	8045 TWIN OAKS AVE	\$ 279.78