

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
JUNE 16, 2021 beginning at 6:30 PM**



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

PHONE CALL IN: (253) 215-8782

PHONE MEETING ID: 936 0581 6651

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://zoom.us/j/93605816651>

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. Pursuant to Executive Order N-29-20, the meeting will be held at the listed physical location and electronically through the above phone number.

Directors and members of the public may attend the meeting in person at the District headquarters or remotely through the phone number and link above. In compliance with the Sacramento County Health Order issued May 26, 2020, which states "Persons should wear face coverings when in public places," members of the public shall wear a face covering unless they are exempt per the order.

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

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

CC-1a. Minutes of the Special Meeting – May 19, 2021 (A)

CC-1b. Minutes of the Regular Meeting – May 19, 2021 (A)

CC-1c. Minutes of the Special Meeting – May 26, 2021 (A)

Recommendation: Approve the minutes of the May 19, 2021 Regular and

Special Meetings, and the May 26, 2021 Special Meeting.

- CC-2. Revenue Analysis Report for May 2021 (I)
- CC-3. Assessor/Collector's Roll Adjustment for May 2021 (I)
- CC-4. Treasurer's Report for May 2021 (I)
- CC-5. Treasurer's Report of Fund Balances for May 2021 (I)
- CC-6. Operating Budget Analysis for May 2021 (I)
- CC-7. Capital Projects Summary May 2021 (I)
- CC-8. Warrants for May 2021 (I)
- CC-9. Purchase Card Distributions for May 2021 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2021 Water Supply – Purchased and Produced (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Approve Agreement with Lance, Soll & Lunghard LLP For Professional Auditing Services (A)

Recommendation:

Authorize the General Manager to execute an Agreement for Financial Audit Services with Lance, Soll & Lunghard in accordance with their proposal.

- CC-18. Discussion and Possible Action to Approve Agreement with Precision Actuarial Inc. for Actuarial Services (A)

Recommendation:

Authorize the General Manager to execute an Agreement for Actuarial Services with Precision Actuarial Inc. in accordance with their proposal.

- CC-19. Discussion and Possible Action to Adopt Resolution 06-2021 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll and Resolution 05-2021 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Placer County to Collect Such Charges on the Tax Roll (A)

Recommendation:

Adopt Resolutions 06-2021 (Sacramento County) and 05-2021 (Placer County) approving and confirming the Report of Delinquent Utilities Charges and requesting the respective county to place such charges on the respective tax roll.

- CC-20. Discussion and Possible Action to Approve an Updated 42-Inch Main Wheeling Rate and Methodology (A)

Recommendation:

Adopt the updated wheeling rate and methodology for water delivered to SJWD through the CHWD 42-Inch transmission main.

- CC-21. Discussion and Possible Action to Approve Agreement with Bender Rosenthal Incorporated for the District-wide Easement Project (A)

Recommendation:

Authorize the General Manager to execute a Task Order style Professional Services Agreement with Bender Rosenthal Inc. for the District-wide Easement Project and approve a 10% contingency fund.

PRESENTATIONS:

None

PUBLIC HEARINGS:

PH-1. Review and Consideration of the 2020 Urban Water Management Plan, Water Shortage Contingency Plan, And Water Conservation Program (A)

Recommendations:

1. Adopt Resolution No. 03-2021 Adopting the 2020 Urban Water Management Plan.
2. Adopt Resolution No. 04-2021 Adopting the Water Shortage Contingency Plan.
3. Adopt Ordinance No. 01-2021 Adopting the Amended Water Conservation Program.
4. Provide direction regarding drought messaging to customers.

STUDY SESSION:

None.

BUSINESS:

B-1. Discussion and Possible Action to Approve The Projected Staffing Requirements Report for Years 2021-2045.

Recommendation:

Approve the Citrus Heights Water District Projected Staffing Requirements Report for Years 2021 Through 2045 and authorize staff to proceed with the Corporation Yard Pre-Architectural Study.

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

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

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

August 18, 2021	6:30 PM	Regular Meeting
September 15, 2021	6:30 PM	Regular Meeting
October 20, 2021	6:30 PM	Regular Meeting
November 17, 2021	6:30 PM	Regular Meeting
December 15, 2021	6:30 PM	Regular Meeting

ADJOURNMENT:**CERTIFICATION:**

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



Madeline Henry, Administrative Services Manager/
Chief Board Clerk

Dated: June 10, 2021

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
May 19, 2021

The Special Meeting of the Board of Directors was called to order at 6:06 p.m. by President Wheaton and roll was called. Present were:

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

Staff:

Steve Anderson, General Counsel
Madeline Henry, Administrative Services Manager/ Chief Board Clerk
Brian Hensley, Water Resources Supervisor
Brittney Moore, Management Analyst
Melissa Pieri, Director of Engineering/ District Engineer
Alberto Preciado, Accounting Manager
David Rucker, Principal Information Technology Analyst
Rebecca Scott, Director of Operations
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services
Roderick Wood, Special Project Staff

PLEDGE OF ALLEGIANCE:

President Wheaton led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

President Wheaton adjourned the meeting to closed session at 6:07 p.m.
President Wheaton adjourned the meeting to open session at 6:33 p.m.
President Wheaton adjourned the meeting to closed session at 8:37 p.m.

CLOSED SESSION:

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

No Reportable Action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 10:02 p.m.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

DAVID C. WHEATON, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
May 19, 2021

The Regular Meeting of the Board of Directors was called to order at 6:33 p.m. by President Wheaton and roll was called. Present were:

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

Staff:

Steve Anderson, General Counsel
Madeline Henry, Administrative Services Manager/ Chief Board Clerk
Brian Hensley, Water Resources Supervisor
Brittney Moore, Management Analyst
Melissa Pieri, Director of Engineering/ District Engineer
Alberto Preciado, Accounting Manager
David Rucker, Principal Information Technology Analyst
Rebecca Scott, Director of Operations
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

David Alvey, Maze and Associates

VISITORS:

Nicole Enright, Institute for Local Government
Christine Kohn, Regional Water Authority
Jessica Law, Sacramento Water Forum
Jim Peifer, Regional Water Authority

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

President Wheaton requested CC-18 be pulled from Consent Calendar for discussion.
President Wheaton moved to add CC-18 back to Consent Calendar after discussion.

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

- CC-1. Minutes of the Regular Meeting – April 21, 2021 (A)
Recommendation: Approve the minutes of the April 21, 2021 Regular Meeting.
- CC-2. Revenue Analysis Report for April 2021 (I)
- CC-3. Assessor/Collector's Roll Adjustment for April 2021 (I)
- CC-4. Treasurer's Report for April 2021 (I)
- CC-5. Treasurer's Report of Fund Balances for April 2021 (I)

- CC-6. Operating Budget Analysis for April 2021 (I)
- CC-7. Capital Projects Summary April 2021 (I)
- CC-8. Warrants for April 2021 (I)
- CC-9. Purchase Card Distributions for April 2021 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2021 Water Supply – Purchased and Produced (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Approve Agreement with Rawles Engineering, Inc. for the Langley Avenue and Chance Way Water Main Project
Recommendation:

Accept the bid of Rawles Engineering, Inc. in the amount of \$324,680.00 and establish a contingency fund in the amount of \$32,468.00 (10%), for a total amount of \$357,148.00. Authorize the General Manager to execute an agreement with Rawles Engineering, Inc.

- CC-18. Discussion and Possible Action to Accept a Comprehensive Annual Financial Report for Year Ending December 31, 2020 (A)
Recommendations:

1. Accept the Audited Financial Statements of the Citrus Heights Water District for Year ending December 31, 2020 and related reports; and
2. Accept the Memorandum on Internal Control and Required Communications for the Year ended December 31, 2020.

ACTION:

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

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

PRESENTATIONS:

- P-1. Water Awareness Poster Contest (I)
- P-2. Water Forum & Water Caucus Update (I)

PUBLIC HEARINGS:

None.

STUDY SESSION:

- S-1. Review of the Institute for Local Government Beacon Program (I)

BUSINESS:

None.

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

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

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 10:02 p.m.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

DAVID C. WHEATON, President
Board of Directors
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
May 26, 2021

The Special Meeting of the Board of Directors was called to order at 6:01 p.m. by President Wheaton and roll was called. Present were:

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

Staff:

Steve Anderson, General Counsel
Tim Cutler, Water Distribution Supervisor
Paul Dietrich, Project Manager
Madeline Henry, Administrative Services Manager/ Chief Board Clerk
Brian Hensley, Water Resources Supervisor
Brittney Moore, Management Analyst
Melissa Pieri, Director of Engineering/ District Engineer
Alberto Preciado, Accounting Manager
David Rucker, Principal Information Technology Analyst
Rebecca Scott, Director of Operations
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

Laura Mason-Smith, Consultant

PLEDGE OF ALLEGIANCE:

President Wheaton led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

BUSINESS:

- B-1. Strategic Planning Session defining Goals and Objectives for the District (I/D)

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

- D-1. Other Reports.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:44p.m.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

DAVID C. WHEATON, President
Board of Directors
Citrus Heights Water District

MAY 2021

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
991,500	858,702	91,193	33,538	115,863	107,794

General Ledger Balance	Total
Outstanding A/R	1,077,903.50
Outstanding Liens	-
Outstanding Grants	946
A/R Other	(21,553)
Less Unapplied Payments	(109,550)
Total	\$ 947,747

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
May 31, 2021**

CC-03

There were no adjustments made for May 2021.

Reason For Cancellation	Charge Type	Amount
		<u>\$ -</u>

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
MAY 2021**

CC-04

Bank of the West		
Beginning Balance		\$8,490,650
RECEIPTS:	955,489	
DISBURSEMENTS:		
Checks Issued / ACH Payments	410,251	
Payroll	383,982	
Returned Checks	<u>1,468</u>	
	795,700	<u>159,788</u>
Bank of the West		
Balance per Bank 05/31/2021		8,650,438
Outstanding Checks		(272,380)
Deposit in Transit		<u>174,056</u>
Balance Per Books 05/31/2021		\$8,552,114

RECONCILEMENT:	
Bank of the West	\$8,552,114
Local Agency Investment Fund	10,506,149
COP Reserve Account	0
Money Mkt Activity Account	<u>543,988</u>
TOTAL BALANCE	<u><u>\$19,602,251</u></u>

CASH & INVESTMENT SUMMARY:	
Bank of the West (General Account)	8,552,114
Local Agency Investment Fund	10,506,149
COP 2010 Reserve Account	0
Money Mkt Activity Account	<u>543,988</u>
Total	<u><u>\$19,602,251</u></u>

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.44%	7,100.14	4/15/2021

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

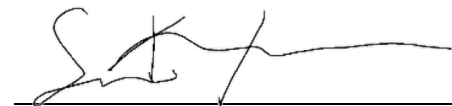


HILARY M. STRAUS
Secretary

Signed: 06/10/2021

TREASURER'S REPORT OF FUND BALANCES
May 31, 2021

Fund Name	Beginning Balance 01/01/2021	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 05/31/2021	2021 Target Balance per Policy
Operating Fund	\$ 5,562,075	\$ 5,530,797	\$ (8,184,809)	\$ 955,489	\$ (795,700)	\$ 3,067,851	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 1,623,173	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 2,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,525,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 1,725,000	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 405,319	\$ 581,643	\$ -	\$ -	\$ -	\$ 986,962	\$ 986,962
	<u>\$ 17,575,708</u>	<u>7,312,440</u>	<u>\$ (8,184,809)</u>	<u>\$ 955,489</u>	<u>\$ (795,700)</u>	<u>\$ 16,863,127</u>	<u>\$ 7,520,786</u>



SUSAN K. TALWAR, Treasurer

TREASURER'S REPORT OF FUND BALANCES
May 31, 2021

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 955,489	from funds collected in May 2021 per Treasurer's Report
	<u>\$ (795,700)</u>	disbursements made in May 2021 per Treasurer's Report
	\$ 159,788	

Citrus Heights Water District
Budget Performance Report
As of 5/31/2021

CC-06

	May Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$898,580.43	\$4,223,139.04	\$3,994,205.00	\$228,934.04	5.73%	\$9,586,090.00
Metered Water Deliveries	401,910.40	1,443,052.09	1,227,871.00	215,181.09	17.52%	5,234,960.00
Non-Metered Service Charges	5,240.39	38,922.11	58,335.00	(19,412.89)	-33.28%	140,000.00
Penalties	217.00	2,706.00	35,182.00	(32,476.00)	-92.31%	150,000.00
Interest	2,442.76	22,102.63	18,975.00	3,127.63	16.48%	45,535.00
Backflow Fees	4,021.00	22,729.00	48,335.00	(25,606.00)	-52.98%	116,000.00
Water Service Install & S&R	13,643.32	123,880.03	11,375.00	112,505.03	989.06%	27,300.00
Grant Funds		1,387.50		1,387.50	0.00%	0.00
Miscellaneous *	2,161.92	14,677.27	61,250.00	(46,572.73)	-76.04%	147,000.00
Cost Reimbursements		29,534.20		29,534.20	0.00%	0.00
Income - Wheeling Water		9,189.78	1,125.00	8,064.78	716.87%	2,700.00
Income - Connection Fees	7,256.00	172,442.75		172,442.75	0.00%	0.00
Total Revenue	1,335,473.22	6,103,762.40	5,456,653.00	647,109.40	11.86%	15,449,585.00
& other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water	647,376.21	1,190,151.72	1,327,443.50	(137,291.78)	-10.34%	3,185,864.40
Ground Water	82,508.53	331,252.76	396,668.65	(65,415.89)	-16.49%	952,004.76
	729,884.74	1,521,404.48	1,724,112.15	(202,707.67)	-11.76%	4,137,869.16
Labor & Benefits						
Labor Regular	252,872.53	1,313,668.49	1,399,810.55	(86,142.06)	-6.15%	3,359,545.32
Labor Non-Regular	1,042.97	4,011.38		4,011.38	0.00%	
Labor Taxes	19,639.91	103,573.81	111,341.90	(7,768.09)	-6.98%	267,220.56
Labor Workers Comp	13881.96	13,881.96	38,125.00	(24,243.04)	-63.59%	91,500.00
Labor External	9,585.00	38,006.45	52,533.35	(14,526.90)	-27.65%	126,080.04
Benefits Med/Den/Vis	37,824.02	227,789.99	214,334.05	13,455.94	6.28%	514,401.72
Benefits LTD/Life/EAP	3,765.47	21,994.45	22,047.55	(53.10)	-0.24%	52,914.12
Benefits CalPers	24,359.52	109,919.01	137,758.00	(27,838.99)	-20.21%	330,619.20
Benefits Other	4,050.28	48,904.88	53,804.35	(4,899.47)	-9.11%	129,130.44
Benefit Retiree Expenses	3,593.05	18,695.05	23,684.35	(4,989.30)	-21.07%	56,842.44
Benefit Unemployment			3,858.65	(3,858.65)	-100.00%	9,260.76
Benefit GASB 68		193,525.00	170,437.50	23,087.50	13.55%	409,050.00
Capitalized Labor & Benefit Contra	(52,646.24)	(211,766.13)	(208,333.35)	(3,432.78)	1.65%	(500,000.04)
	317,968.47	1,882,204.34	2,019,401.90	(137,197.56)	-6.79%	4,846,564.56
General & Administrative						
Fees & Charges	12,083.82	49,374.17	87,093.75	(37,719.58)	-43.31%	209,025.00
Regulatory Compliance/Permits	4,378.50	49,961.51	49,989.60	(28.09)	-0.06%	119,975.04
District Events & Recognition	9,315.21	12,529.08	40,301.30	(27,772.22)	-68.91%	96,723.12
Maintenance/Licensing	275.00	123,405.31	60,333.75	63,071.56	104.54%	144,801.00
Equipment Maintenance	3,823.97	23,020.64	47,239.55	(24,218.91)	-51.27%	113,374.92
Professional Development	920.00	9,418.37	55,912.10	(46,493.73)	-83.16%	134,189.04
Department Admin			11,125.05	(11,125.05)	-100.00%	26,700.12

Citrus Heights Water District
Budget Performance Report
As of 5/31/2021

CC-06

	May Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Dues & Subscriptions	25,291.17	141,447.45	86,634.60	54,812.85	63.27%	207,923.04
Fuel & Oil	6,194.09	22,318.04	26,350.00	(4,031.96)	-15.30%	63,240.00
General Supplies	3,844.24	31,848.78	28,833.30	3,015.48	10.46%	69,199.92
Insurance - Auto/Prop/Liab		70,238.06	42,500.00	27,738.06	65.27%	102,000.00
Leasing/Equipment Rental	2,971.26	10,849.31	16,625.00	(5,775.69)	-34.74%	39,900.00
Parts & Materials	47,720.23	155,767.02	22,916.65	132,850.37	579.71%	54,999.96
Postage/Shipping/Freight	4,765.69	25,109.24	71,875.00	(46,765.76)	-65.07%	172,500.00
Rebates & Incentives	150.00	2,570.00	14,166.65	(11,596.65)	-81.86%	33,999.96
Telecom/Network	3,563.21	15,912.06	28,391.65	(12,479.59)	-43.96%	68,139.96
Tools & Equipment	8,624.59	20,745.93	37,333.35	(16,587.42)	-44.43%	89,600.04
Utilities	334.47	2,404.02		2,404.02	0.00%	
Write-Off Bad Debt Exp		21.44	2,083.35	(2,061.91)	-98.97%	5,000.04
Capitalized G&A Contra	(16,884.56)	(155,424.85)		(155,424.85)	0.00%	
Capitalized Equipment Contra	(36,350.67)	(111,122.67)		(111,122.67)	0.00%	
	81,020.22	500,392.91	729,704.65	(229,311.74)	-31.43%	1,751,291.16
Professional & Contract Services						
Support Services	78,864.18	392,444.50	738,943.80	(346,499.30)	-46.89%	1,773,465.12
Legal Services	19,471.02	65,999.00	171,874.95	(105,875.95)	-61.60%	412,499.88
Printing Services	5032	5,272.61	14,875.05	(9,602.44)	-64.55%	35,700.12
	103,367.20	463,716.11	925,693.80	(461,977.69)	-49.91%	2,221,665.12
Reserves & Debt Services						
Interest Expense		6,590.62	31,138.91	(24,548.29)	-78.83%	74,733.37
Net Increase(Decrease) in Value of Investments		14,738.10		14,738.10	0.00%	
		21,328.72	31,138.91	(9,810.19)	-31.50%	74,733.37
Total Operating Expenses	1,232,240.63	4,389,046.56	5,430,051.41	(1,041,004.85)	-19.17%	13,032,123.37
Net Income / (Expense)	103,232.59	1,714,715.84	26,601.59	1,688,114.25	6345.91%	2,417,461.63

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of 5/2021

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2020	Month to Date	Year to Date	Project to Date	
C16-134	Auburn Blvd-Rusch Park Placer	\$167,000	\$1,438	\$0	\$2,525	\$3,963	\$163,037
C19-108	6230 Sylvan East Wall	\$245,000	\$7,653	\$1,435	\$6,891	\$14,543	\$230,457
C20-108	Corp Yard PreArchitecture StdY	\$100,000	\$1,676	\$0	\$0	\$1,676	\$98,324
C20-109	Corp Yard Plans Specs Estimate	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Construction in Progress		\$912,000	\$10,767	\$1,435	\$9,415	\$20,182	\$891,818
C21-010	Water Main Replacements	\$72,100	\$0	\$0	\$0	\$0	\$72,100
C21-011	Water Valve Replacements	\$103,000	\$0	\$1,258	\$17,532	\$17,532	\$85,468
C21-012	Water Service Connections	\$875,500	\$0	\$94,724	\$308,593	\$308,593	\$566,907
C21-013	Water Meter Replacements	\$500,000	\$0	\$450	\$75,622	\$75,622	\$424,378
C21-014	Fire Hydrants	\$164,800	\$0	\$18,008	\$37,969	\$37,969	\$126,831
Annual Infrastructure		\$1,715,400	\$0	\$114,441	\$439,717	\$439,717	\$1,275,683
C15-104B	Document Management System	\$244,639	\$5,361	\$0	\$0	\$5,361	\$239,278
C21-003	Fleet/Field Operations Equip	\$260,000	\$0	\$0	\$0	\$0	\$260,000
C21-004	Technology Hardware/Software	\$56,650	\$0	\$0	\$6,589	\$6,589	\$50,061
Fleet and Equipment		\$561,289	\$5,361	\$0	\$6,589	\$11,950	\$549,339
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,979	\$91	\$0	\$0	\$91	\$24,888
C19-106	Wells Ave Main 8"	\$219,003	\$30,302	\$40,214	\$43,502	\$73,805	\$145,198
C20-101	Fair Oaks Blvd	\$475,137	\$10,210	\$13,255	\$25,474	\$35,684	\$439,453
C20-102	Langley Ave & Chance Dr	\$504,057	\$46,739	\$90	\$9,372	\$56,110	\$447,947
C20-103	Marsala Ct	\$53,683	\$22,081	\$0	\$0	\$22,081	\$31,602
C20-104	Skycrest School	\$104,022	\$5,536	\$2,467	\$6,236	\$11,772	\$92,250
C20-105	Walnut Drive	\$105,247	\$3,732	\$712	\$9,363	\$13,095	\$92,152
C20-106	Wisconsin Drive	\$301,990	\$42,391	\$75,928	\$218,406	\$260,798	\$41,192
C21-101	Antelope & Rusch Park	\$187,741	\$0	\$6,808	\$7,970	\$7,970	\$179,772
C21-102	Old Auburn Road	\$91,459	\$0	\$422	\$422	\$422	\$91,037
C21-103	Pratt Ave	\$39,043	\$0	\$2,781	\$2,781	\$2,781	\$36,262

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of 5/2021

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2020	Month to Date	Year to Date	Project to Date	
C21-104	Mesa Verde HS	\$118,779	\$0	\$15,284	\$16,598	\$16,598	\$102,181
C21-105	Madison Ave & Dewey Dr	\$28,138	\$0	\$0	\$0	\$0	\$28,138
Water Mains		\$2,281,055	\$161,082	\$157,960	\$340,124	\$501,206	\$1,779,849
C21-005	Facilities Improvements	\$60,000	\$0	\$3,390	\$5,322	\$5,322	\$54,678
C21-040	Other City Partnerships	\$112,551	\$0	\$0	\$0	\$0	\$112,551
C21-041	Other Misc Infrastructure	\$112,551	\$0	\$0	\$0	\$0	\$112,551
Miscellaneous Projects		\$285,102	\$0	\$3,390	\$5,322	\$5,322	\$279,780
C17-104	Groundwater Well Property Acq	\$640,000	\$370,943	\$0	\$6,065	\$377,008	\$262,992
C17-104A	Well #7 Patton	\$250,000	\$45,712	\$11,822	\$117,711	\$163,423	\$86,577
C17-104B	Well #8 Highland	\$0	\$37,483	\$11,331	\$209,972	\$247,456	(\$247,456)
C20-107	Well Design & Construction	\$1,105,500	\$0	\$0	\$0	\$0	\$1,105,500
C21-020	Groundwater Well Improvements	\$154,500	\$0	\$0	\$0	\$0	\$154,500
Wells		\$2,150,000	\$454,138	\$23,154	\$333,748	\$787,886	\$1,362,114
Grand Totals:		\$7,904,846	\$631,347	\$300,379	\$1,134,916	\$1,766,263	\$6,138,583

MAY 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
71413	Steve M/Lorraine M Mattos	Customer Refund	\$176.76
71414	James A Kotonias	Customer Refund	\$64.44
71415	Kelli Renee Williams	Customer Refund	\$284.19
71416	Nearn Revocable Trust	Customer Refund	\$138.25
71417	Casey/Shelly L Coleman	Customer Refund	\$295.85
71418	Wells Construction Inc	Customer Refund	\$1,786.98
71419	Christina M Westendorf	Customer Refund	\$42.76
71420	Roy DJ Thomasson	Customer Refund	\$154.67
71421	Eric/Melissa Wells	Customer Refund	\$21.09
71422	BKSP Properties LLC	Customer Refund	\$20.21
71423	Michael R/Tabitha L Moore	Customer Refund	\$124.44
71424	Cody W Braun	Customer Refund	\$83.75
71425	Michael M Crisostomo	Customer Refund	\$18.98
71426	Douglas/Staci Maclean	Customer Refund	\$24.82
71427	Stacey Larsen	Customer Refund	\$100.27
71428	ACWA	Continued Education	\$375.00
71429	ACWA/JPIA	Workers Comp Insurance	\$13,881.96
71430	AFLAC	Employee Paid Insurance	\$290.48
71431	All Star Rents	Equipment Rental-Field	\$186.65
71432	Burketts	Office Expense	\$87.12
71433	C.E. Cox Engineering Inc	Contract Services-Engineering	\$113,254.25
71434	California Landscape Associates Inc	Janitorial	\$534.00
71435	City of Citrus Heights	Permit Fees	\$1,310.00
71436	Cybex	Equipment Rental-Office	\$179.72
71437	Lorraine Diebels	Toilet Rebate Program	\$95.00
71438	Harris & Associates	Contract Services-Engineering	\$6,920.00
71439	Hines EDM Inc	Contract Services-Other	\$460.00
71440	Integrity Administrators Inc	Health Insurance	\$268.18
71441	J Comm Inc	Contract Services-Other	\$5,000.00
71442	Cheryl Buckwalter- Landscape Liaisons	Contract Services-Miscellaneous	\$1,150.00
71443	OCT Academy	Continued Education	\$920.00
71444	Post Modern Marketing	Contract Services-Other	\$250.00
71445	Quick Quack Car Wash	Maintenance Agreement-Equipment	\$298.30
71446	Republic Services #922	Utilities	\$282.02
71447	Response Structural Engineers, Inc	Contract Services-Financial	\$960.00
71448	River City Staffing Group	Temporary Labor	\$2,021.25
71449	Les Schwab Tires	Repair-Trucks	\$802.75
71450	Simon and Company Inc	Contract Services-Other	\$1,000.00
71451	SMUD	Utilities	\$25,144.11
71452	Sonitrol	Equipment Rental-Office	\$196.39
71453	State Water Resources Control Board	Dues & Subscriptions	\$70.00
71454	Tee Janitorial & Maintenance	Contract Services-Other	\$2,989.00
71455	TIAA Commercial Finance Inc	Equipment Rental-Office	\$522.59
71456	Walker's Office Supplies	Office Expense	\$34.13
71457	Sharon Malone	Customer Refund	\$10.61
71458	Jose/Martha Mendoza	Customer Refund	\$66.67

MAY 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
71459	William W Merrill	Customer Refund	\$30.64
71460	Shawn J Merritt	Customer Refund	\$91.30
71461	Denae/Nathaniel A Castillo	Customer Refund	\$258.87
71462	Wentland Trust	Customer Refund	\$1,175.20
71463	Jeremy/Stephannie Drew	Customer Refund	\$12.04
71464	Jaime E Marston	Customer Refund	\$156.82
71465	Annika J/Jeremiah R Jackson	Customer Refund	\$15.77
71466	Roseann M St Clair	Customer Refund	\$22.11
71467	A&A Stepping Stone Manufacturing	Supplies-Field	\$321.10
71468	ACWA/JPIA	Workers Comp Insurance	\$371.28
71469	Alexander's Contract Services	Contract Services-Meter Read	\$2,000.02
71470	AnswerNet	Telephone-Answering Service	\$393.25
71471	Bart/Riebes Auto Parts	Repair-Trucks	\$36.56
71472	BSK Associates	Water Analysis	\$1,176.00
71473	Consolidated	Telephone-Local/Long Distance	\$1,860.13
71474	Robin Cope	Health Insurance	\$457.00
71475	Corelogic Information Solutions Inc	Dues & Subscriptions	\$212.18
71476	Eriks North America Inc	Material	\$76.85
71477	Flowline Contractors, Inc	Contract Services-Engineering	\$6,928.00
71478	Grainger	Small Tools	\$85.84
71479	Ferguson Enterprises Inc #1423	Material	\$3,844.46
71480	Iconix Waterworks	Material	\$67.89
71481	Lowe's	Supplies-Field	\$1,017.09
71482	Maze & Associates	Legal & Audit	\$1,970.00
71483	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$3,407.38
71484	Pace Supply Corp	Material	\$638.85
71485	Rawles Engineering Inc	Contract Services-Miscellaneous	\$7,795.00
71486	River City Staffing Group	Temporary Labor	\$2,021.25
71487	Les Schwab Tires	Repair-Trucks	\$890.02
71488	Wallace Kuhl & Associates Inc	Contract Services-Miscellaneous	\$508.75
71489	West Coast Arborists, Inc	Contract Services-Miscellaneous	\$2,848.00
71490	Wex Bank	Gas & Oil	\$3,551.13
71491	Wizix Technology Group Inc	Equip Rent-Office	\$167.95
71492	Gene S Chan	Customer Refund	\$543.41
71493	Almon J/Jennifer L Smith II	Customer Refund	\$155.68
71494	David Leroy McDonall	Customer Refund	\$38.75
71495	James Wilson	Customer Refund	\$183.61
71496	David J/Gail L Quirk	Customer Refund	\$26.63
71497	Barry/Anita Jackier	Customer Refund	\$138.22
71498	Gayle E Griffiths	Customer Refund	\$141.27
71499	Philip D/Michele L Brown	Customer Refund	\$253.53
71500	Carl M Ram	Customer Refund	\$238.21
71501	Meri Atarbekyan	Customer Refund	\$22.88
71502	Garrett L/Nicole C Wright	Customer Refund	\$9.91
71503	David/Marilyn Collier	Customer Refund	\$13.08
71504	Jonathan T Celone	Customer Refund	\$112.17

MAY 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
71505	Matthew Dunlap	Customer Refund	\$20.74
71506	Howard S Gill	Customer Refund	\$101.12
71507	Werking Inc	Customer Refund	\$135.45
71508	Billie Herman	Customer Refund	\$8.71
71509	Cheryl A Spatz	Customer Refund	\$76.39
71510	Melissa R Minyard	Customer Refund	\$15.55
71511	California Family Home Buyers LLC	Customer Refund	\$29.09
71512	Rita F/Tatum/Richard S Talbert	Customer Refund	\$37.09
71513	ABA DABA Rentals & Sales	Supplies-Field	\$32.76
71514	Afman Supply	Small Tools	\$613.72
71515	Alexander's Contract Services	Contract Services-Meter Read	\$7,182.72
71516	AREA Restroom Solutions	Equipment Rental-Field	\$151.04
71517	Arrow Fence Co	Contract Services-Miscellaneous	\$19,885.00
71518	Axiom Technologies LLC	Contract Services-Other	\$1,745.00
71519	B&M Builders	Contract Services-Engineering	\$31,262.69
71520	Bart/Riebes Auto Parts	Repair-Trucks	\$269.58
71521	County of Sacramento - Clerk	Publication Notices	\$40.00
71522	County of Sacramento	Permit Fees	\$294.00
71523	GEI Consultants	Contract Services-Wells	\$3,146.00
71524	Grainger	Small Tools	\$159.38
71525	Ferguson Enterprises Inc #1423	Material	\$12,451.23
71526	Harris Industrial Gases	Supplies-Field	\$43.05
71527	Hunt & Sons Inc	Gas & Oil	\$1,069.75
71528	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$1,129.64
71529	Pace Supply Corp	Material	\$645.18
71530	Pacific Gas & Electric	Utilities	\$19.24
71531	Rescue Training Institute Inc	Contract Services-Other	\$75.00
71532	Les Schwab Tires	Repair-Trucks	\$20.00
71533	A. Teichert & Son, Inc.	Road Base	\$4,169.07
71534	Traffic Management Inc.	Field Miscellaneous	\$1,679.00
71535	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$1,475.00
71536	Warren Consulting Engineers Inc	Contract Services-Engineering	\$21,030.00
71537	Zanjero	Contract Services-Water Conservation	\$13,030.00
71538	Elite Party Rentals	Office Miscellaneous	\$1,623.40
71539	Video Amusement Inc	Contract Services-Miscellaneous	\$3,400.00
71540	Linda G/Joyce S Weste Alva	Customer Refund	\$89.14
71541	Douglass B/Ronda S Vestal	Customer Refund	\$101.45
71542	Lori L/Don Magby	Customer Refund	\$16.87
71543	Leora L Moore Myers Revocable Living Tru	Customer Refund	\$29.72
71544	Jeanne M Koplin	Customer Refund	\$74.93
71545	Jeffrey S Bunt Rev Trust	Customer Refund	\$15.28
71546	Sergey/Rita Makhnovskaya	Customer Refund	\$56.11
71547	John D Elbert	Customer Refund	\$160.97
71548	Soon K Song	Customer Refund	\$125.66

MAY 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
71549	Terry C Weyl	Customer Refund	\$13.14
71550	Peter P/Karon J Gundolff	Customer Refund	\$117.63
71551	John D Elbert	Customer Refund	\$30.94
71552	Viktor Hegyesi	Customer Refund	\$111.18
71553	William W Merrill	Customer Refund	\$95.55
71554	David B/Holly A Lasiter	Customer Refund	\$19.30
71555	Patrica L Flanders	Customer Refund	\$33.34
71556	Douglas A/Paul J Dixon	Customer Refund	\$42.19
71557	Nicholas/Isabell Adams	Customer Refund	\$138.77
71558	SPH Three, LLP	Customer Refund	\$20.36
71559	A-1 Mobile Window Tinting	Contract Services-Office Repair/Maintenance	\$1,690.00
71560	AIA Services, LLC/NDS	Contract Services-Material/Supplies	\$312.62
71561	Patricia Albaeck	Toilet Rebate Program	\$150.00
71562	Alexander's Contract Services	Contract Services-Meter Read	\$2,409.88
71563	Aqua Sierra Controls	Wells Maintenance	\$624.28
71564	Best Best & Krieger	Legal & Audit	\$21,803.02
71565	Blue Jay Trucking Inc	Contract Services-Other	\$1,952.50
71566	C.E. Cox Engineering Inc	Contract Services-Engineering	\$108,950.75
71567	California Surveying & Drafting Supply	Small Tools	\$10.00
71568	City of Citrus Heights c/o Processing Center	Equipment Rental-Office	\$15.00
71569	City of Citrus Heights	Permit Fees	\$1,520.50
71570	R&B Company	Material	\$1,084.83
71571	Padar & Ting Family Trust	Customer Refund	\$159.18
71572	County of Sacramento Municipal Services	Field Miscellaneous	\$108.85
71573	Fast Action Pest Control	Contract Services-Miscellaneous	\$215.00
71574	Flowline Contractors, Inc	Contract Services-Engineering	\$5,657.00
71575	Future Ford	Repair-Trucks	\$262.50
71576	Gaynor Telesystems Incorporated	Contract Services-Other	\$75.00
71577	Ferguson Enterprises Inc #1423	Material	\$5,531.00
71578	Harris & Associates	Contract Services-Engineering	\$9,200.00
71579	Iconix Waterworks	Material	\$3,556.32
71580	Industrial Service and Supply Inc	Supplies-Field	\$8,007.50
71581	Kei Window Cleaning #12	Janitorial	\$98.00
71582	Cheryl Buckwalter- Landscape Liaisons	Contract Services-Miscellaneous	\$1,150.00
71583	Messenger Publishing Group	Publication Notices	\$440.00
71584	RDO Equipment	Repair-Trucks	\$1,876.32
71585	Rental Guys	Equipment Rental-Field	\$91.03
71586	River City Staffing Group	Temporary Labor	\$4,042.50
71587	Rotary Club of Citrus Heights	Continued Education	\$1,200.00
71588	Sacramento Suburban Water District	Continued Education	\$1,879.20
71589	Les Schwab Tires	Repair-Trucks	\$207.25
71590	Traffic Management Inc.	Field Miscellaneous	\$2,779.00
71591	Uni Waste LLC	Contract Services-Other	\$503.07
71592	Verizon Wireless	Telephone-Wireless	\$1,628.08
Total			\$546,732.02

MAY 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	1168-2021-4 IC	Bank Fee	\$5,234.45
ACH	BOW APRIL 2021	Bank Fee	\$1,312.32
ACH	CHASE APRIL 2021	Bank Fee	\$2,990.32
ACH	JP MORGAN APRIL 2021	See May Agenda Item CC-9	\$7,230.33
ACH	PERS 4/29/21 PAYDAY	PERS	\$23,190.95
ACH	PRINCIPAL JUNE 2021	Health Insurance	\$8,627.35
ACH	VALIC 5/13/21 PAYDAY	Deferred Compensation	\$2,127.51
ACH	ICMA 5/13/2021	Deferred Compensation	\$8,071.35
ACH	JUNE 2021CA CHOICE	Health Insurance	\$42,449.36
ACH	MID AMER 5/1-5/24/21	Employee Paid Insurance	\$60.00
ACH	MID AMER 5/1-5/17/21	Employee Paid Insurance	\$365.20
ACH	PERS 5/13/21 PAYDAY	PERS	\$23,190.95
ACH	ADP 579873352	Contract Services-Other	\$194.75
ACH	ADP 580317343	Contract Services-Other	\$296.45
ACH	ADP 579443672	Contract Services-Other	\$412.90
ACH	MID AMER 5/4-5/10/21	Employee Paid Insurance	\$282.69
Total			<hr/> \$126,036.88 <hr/>
Grand Total			<hr/> \$672,768.90 <hr/>

**JP Morgan Purchase Card Distributions
May-21**

Name	District Events & Recognition	Support Services	Tools & Equipment	Parts and Materials	General Supplies	Maintenance/ Licensing	CIP	Equipment Maintenance	Dues & Subscription	Total Bill
Shockley	\$ 2,140.82		\$ 498.39		\$ 742.47					\$ 3,381.68
Spiers		\$ 159.50			\$ 22.00			\$ 1,348.36		\$ 1,529.86
Cutler			\$ 76.85	\$ 240.84						\$ 317.69
Talwar	\$ 114.84					\$ 275.00			\$ 3.99	\$ 393.83
Rucker			\$ 3,944.00							\$ 3,944.00
Straus					\$ 35.54		\$ 30.00			\$ 65.54
Total Bill	\$ 2,255.66	\$ 159.50	\$ 4,519.24	\$ 240.84	\$ 800.01	\$ 275.00	\$ 30.00	\$ 1,348.36	\$ 3.99	\$ 9,632.60

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : June 1, 2021
 PREPARED BY : Brittney Moore, Management Analyst

The following District employees were recognized for perfect attendance during April 2021, and outstanding customer service and quality of work during the month of May 2021.

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Madeline Henry		Preparation and oversight of the Customer Advisory Committee Meeting for Project 2030.	Planning and logistics for the Strategic Planning meeting. Presented to neighborhood area. Launched electronic version of the WaterLine newsletter.
Dana Mellado		Assisted with setting up a new billing route for the Mitchell Village Sensus Pilot.	
Brittney Moore	Yes	Preparation and oversight of the Customer Advisory Committee Meeting for Project 2030.	Led agenda packet process during staff outage. Participation, planning, and logistics for the Strategic Planning Meeting.
Alberto Preciado			Completed 2020 Comprehensive Annual Financial Report and presented to the Board. Participated in Strategic Planning Session

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
David Rucker	Yes	Assisted with interview panel for audit firm RFP.	Worked with a vendor to troubleshoot software programming for a new water meter pilot project.
Kayleigh Shepard		Assisted with interview panel for audit firm RFP. Assisted with Chamber of Commerce Drive-In Event.	
Beth Shockley		Assisted with Strategic Planning Meeting. Covered Front Counter while staff assisted with Chamber event.	Coordinated District event.
Desiree Smith	Yes	Assisted with Chamber of Commerce Drive-In Event.	

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson			Completed the proposal and participated in the interview process for the District-wide Easement Project.
Timothy Katkanov	Yes	Assisted with Chamber of Commerce Drive-In Event.	Assisted with equipment set-up for Strategic Planning Meeting. Participated in the interview process for the District-wide Easement Project.
Neil Tamagni	Yes	Worked after-hours for a private development project to minimize water shut off for local businesses.	

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Brady Chambers	Yes		Coordinated the scheduling for the filming of the poster contest winners in advance of the May Board Meeting.
Tim Cutler	Yes	A customer called regarding a recent service repair and a hose nozzle issue, and was transferred to Tim for assistance. The customer called back to compliment Tim on his customer service skills and said Tim “restored her faith in utility workers” and that she had a very pleasant talk with him.	Assisted with equipment set-up for District event. Assisted with equipment set-up for Strategic Planning Meeting.
Kelly Drake	Yes		Worked with a vendor to troubleshoot software programming for a new water meter pilot project. Discovered a meter reading issue and worked to resolve it before customer bills were generated.
Jarrett Flink			Responded to an emergency after-hours water service repair on Sycamore Dr.
Brian Hensley	Yes		
Rick Jimenez	Yes		Assisted with equipment set-up for District event.
Ricky Kelley			Assisted with equipment set-up for District event.
Mike Mariedth			Assisted with equipment set-up for District event.
Chris Nichols	Yes		Responded to an emergency after-hours water service repair on Sycamore Dr.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Jace Nunes			Responded to an emergency after-hours water service repair on Sycamore Dr.
Nick Spiers	Yes		
Jason Tupper	Yes		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS

JUNE 16, 2021 MEETING

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : June 8, 2021
 PREPARED BY : Madeline A. Henry, Administrative Services Manager

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
July- Cancelled- Summer Recess					
August 18, 2021					
August 18, 2021		Agreement with Response Structural Engineers	Pieri	CC	A
August 18, 2021		Approval of 2022 Strategic Plan	Henry/Talwar	CC	A
August 18, 2021		Award of Contract for Fair Oaks Boulevard Water Main Replacement Project	Pieri	CC	A
August 18, 2021		Branding & Marketing Update	Henry	P	I/D
August 18, 2021		CIP Update	Pieri	P	I/D
August 18, 2021		Water Meter Replacement Study	Scott	B	A
August 18, 2021		2022 Budget Workshop	Talwar	B	A
September 15, 2021					
September 15, 2021		Boring and Potholing Agreement	Pieri	CC	A
September 15, 2021		Aquifer Storage and Recovery (ASR) Study Update	Scott/Hensley	SS	I/D
September 15, 2021		2022 Budget- Proposed	Talwar	B	A
September 15, 2021		Branding & Marketing Update	Henry	B	A
October 20, 2021					
October 20, 2021		Misc. Charges and Fees- Proposed	Talwar	B	A
October 20, 2021		Collaboration Study	Churchill/Wood	B	A
November 17, 2021					
November 17, 2021		On-Call Concrete Agreement	Scott	B	A
November 17, 2021		2022 Budget Adoption	Talwar	B	A
December 15, 2021					
December 15, 2021		District Officers	Henry	B	A
December 15, 2021		Selection of President and Vice President	Henry	B	A
December 15, 2021		Representatives and Alternatives	Henry	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : June 1, 2021
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

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

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Director of Engineering and Project Manager	Yes, 06/29/21	Yes	Masterplan for replacement of water mains.	Top Alternative Implementation Plan developed and discussed at CAC Workshop #8 on 09/10/19. Draft report submitted to CHWD on 01/06/20. Board Presentation scheduled for 06/29/21.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Director of Engineering and Project Manager	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Staff to present findings to Board.
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd Perimeter Wall	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	Wall along the east side of District property. 2020 design.	District's Engineer preparing Lot Line Adjustment. Preliminary plans being prepared.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Robie Way - Water Main	Engineering	Project Manager and Senior Construction Inspector	Yes, 08/19/20 (Award of Contract)	Yes	2020 design, 2020 construction.	District received 8 easements from Placer County Recorder's office on 03/22/21. 1 additional easement submitted to Placer County Recorder's office on 03/04/21. 100% Complete. Closing out project. Received recorded Notice of Completion and sent to Contractor on 02/25/21.
CAPITAL IMPROVEMENT PROJECT - Wells Ave - Water Main Project	Engineering	Project Manager and Senior Construction Inspector	Yes, 12/16/20 (Award of Contract)	Yes	2020 design, 2021 construction.	Easement acquisition complete. Waiting to record until construction complete. Construction started on 04/06/21. 70% Complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Wisconsin Dr - Water Main Project	Engineering	Project Manager and Senior Construction Inspector	Yes, 12/16/20 (Award of Contract)	Yes	2020 design, 2021 construction.	CHWD submitted easements to County Recorders on 05/17/21. Award of Contract approved at the 12/16/20 Board Meeting. Construction started 03/01/21. 99% Complete.
CAPITAL IMPROVEMENT PROJECT - Skycrest School Water Service Replacement	Engineering	Project Manager and Assistant Engineer	No	Yes	2020 design, 2021 construction.	Final SJUSD Board approval occurred on 05/11/21. District to send to County for recordation once construction complete. Anticipate construction to be completed by Operations in summer 2021.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Walnut Drive Water Service Project	Engineering	Project Manager and Assistant Engineer	No	Yes	2021 design, 2021 construction.	4 of 5 easements acquired. Plans are 100% complete. Anticipate construction to be completed by Operations in Spring 2021.
CAPITAL IMPROVEMENT PROJECT - Langley Ave & Chance Way Water Main Project	Engineering	Project Manager and Assistant Engineer	Yes, 05/19/21 (Award of Contract)	Yes	2021 design, 2021 construction.	Easement acquisition (4) complete. Award of Contract occurred at May Board Meeting.
CAPITAL IMPROVEMENT PROJECT - Fair Oaks Blvd Water Main Project	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2021 construction.	Final plans signed. Potholing completed in April. District submitted CEQA exemption on 5/18/21.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Mesa Verde High School Water Main Project	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2022 construction.	District & SJUSD discussing easement. Operations potholed in May. 30% Plans being prepared.
CAPITAL IMPROVEMENT PROJECT - Antelope - Rusch Park Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2021 construction.	District & Sunrise Recreation & Park District discussing easement. District preparing easement exhibit. Potholing to be completed in June. District preparing 60% plans.
CAPITAL IMPROVEMENT PROJECT - Old Auburn Road Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2022 construction.	District to begin design.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Pratt Avenue Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2022 construction.	Potholing to be completed in June. Survey completed in May. District preparing 30% plans.
CAPITAL IMPROVEMENT PROJECT - Madison Ave & Dewey Dr Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2022 construction.	District to begin design.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr	Engineering	Director of Engineering and Senior Construction Inspector	Yes, 03/30/20, 04/15/20 (Deferment of Fees)	No	200-300 unit development by Watt Communities.	Received 2 recorded easements at 8017 Greenback Lane on 12/08/20. Received recorded easement at 6434 Sunrise Boulevard on 05/27/21. Received recorded SMUD access easement on 01/08/21. Project re-started on 7/14/20. Water portion 99% Complete.
PRIVATE DEVELOPMENT Lawrence Ave Wyatt Ranch	Engineering	Senior Construction Inspector, Director of Engineering and Assistant Engineer	Yes, 01/20/21 (Deferment of Fees)	No	23 lot subdivision.	District signed plans on 12/04/19. Deferment Agreement signed on 02/11/21. Construction 75% Complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Director of Engineering and Assistant Engineer	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	District provided comments on second submittal on 05/04/21.
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	District received third submittal on 03/10/21 and provided comments on 03/29/21. Awaiting final plans for signature. Plan check fees paid 04/13/21.
PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 lots. New single family home construction on one lot.	District sent correspondence to property owner on 04/20/20.
PRIVATE DEVELOPMENT 5425 Sunrise Blvd Sunrise Village Phase 1	Engineering	Director of Engineering and Assistant Engineer	No	No	Redevelopment of Sunrise Village.	Plans signed and all fees paid. Construction 90% complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7969 Madison Ave Orchard Apts Storage Units	Engineering	Director of Engineering and Assistant Engineer	No	No	Demo tennis courts to make storage unit with sprinkler system.	Payment received for Fees on 04/01/20. District signed plans on 11/23/20.
PRIVATE DEVELOPMENT 7435 Stock Ranch Rd USPI Surgical Center	Engineering	Senior Construction Inspector and Assistant Engineer	No	No	Proposed multi-use outpatient surgical center.	Plan Check Fees paid on 03/24/20. District signed plans on 08/18/20. Construction 5% complete.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed multi-unit housing complex for low-income and homeless.	All fees paid. District signed plans on 03/23/21. Precon occurred on 04/26/21. Awaiting water facility construction.
PRIVATE DEVELOPMENT 8220 Sunrise Blvd Carefield Citrus Heights	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed memory care facility.	Received schematic plans on 05/08/19. Will-Serve letter sent on 05/20/19.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Livoti Development	Engineering	Director of Engineering and Assistant Engineer	No	No	Six Parcel Subdivision.	Awaiting final plans & payment of plan check fees.
PRIVATE DEVELOPMENT 7951 Antelope Rd American River Collegiate Academy	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Will Serve Letter sent 10/13/20. Awaiting submittal from developer's engineer.
PRIVATE DEVELOPMENT 7800 Greenback Ln Raising Cane's	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	All fees paid. Precon occurred on 04/21/21. District reviewing revised submittals.
PRIVATE DEVELOPMENT 8030 Greenback Ln Popeye's Louisiana Chicken	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Received first submittal on 03/31/21 and District provided comments on 04/15/21.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8034 Greenback Ln Burger King	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Awaiting payment of fees. Received second submittal on 05/13/21. District provided comments on 05/13/21.
PRIVATE DEVELOPMENT 7301 Greenback Ln Safeway Fire Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	Interior Tenant Improvements and Fire Improvements.	District reviewed and signed final plans on 10/14/20. Awaiting payment of final fees and start of construction.
PRIVATE DEVELOPMENT 8556 Pheasant Ridge Ln Fire Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	Extension of water main, addition of fire hydrant, and fire sprinklers.	District has no additional comments on plans as of 02/16/21. All fees paid on 03/11/21. Awaiting final plans.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 6031 Sunrise Vista Dr Apartments & Annexation	Engineering	Director of Engineering and Assistant Engineer	Yes (Resolution adopted for Annexation - 12/16/20)	No	Annexation and proposed apartments.	Annexation fees paid. Adoption of Resolution approving annexation occurred at the 12/16/20 Board Meeting. Received planning level documents on 04/06/21 and District provided comments on 04/13/21.
PRIVATE DEVELOPMENT Huntington Square	Engineering	Director of Engineering and Assistant Engineer	No	No	New fire service and domestic water service for additional apartments.	District provided second submittal comments on 01/28/21. Fees paid 04/29/21. Awaiting easement documents for review. Easement required for fire hydrant.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7078 Auburn Blvd Auburn Heights Townhomes	Engineering	Director of Engineering and Assistant Engineer	No	No	8 Townhomes on undeveloped property.	Received first submittal on 04/27/21. District reviewing plans.
PRIVATE DEVELOPMENT 7725 Aloha Lane	Engineering	Director of Engineering and Assistant Engineer	No	No	Single Family Resident	Plans approved and fees paid. Engineering coordinating water service installation with Operations.
PRIVATE DEVELOPMENT 8136 Auburn Blvd Self Service Coin Laundry	Engineering	Director of Engineering and Assistant Engineer	No	No	Redevelopment of existing building to a self-service coin laundry.	District received first submittal on 05/13/21. District provided plan review comments on 05/27/21.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Bonita Wy, Garry Oak Dr, & Twin Oaks Ave Storm Drain Improvements	Engineering	Director of Engineering and Assistant Engineer	No	Yes	Bonita Wy, Garry Oak Dr & Twin Oaks Ave Storm Drain Project.	Plans signed on 05/06/20. Revised plans on 03/29/21. Water relocation to be performed by Operations prior to storm drain improvements. Gas lines relocation by PG&E completed in September 2020. Anticipate bid and start of construction in mid 2021.
CITY OF CITRUS HEIGHTS PROJECT Chula Vista Dr Storm Drain Improvements	Engineering	Director of Engineering and Assistant Engineer	No	Yes	Chula Vista Dr Storm Drain Project.	Project is on hold at the City as of 09/24/20.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV	Engineering	Director of Engineering and Assistant Engineer	No	Yes	Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.	District prepared Cost Liability letter to the City of Citrus Heights on 06/27/19. Received signed plans from City's engineer on 01/29/21. Anticipated start of construction in May 2021.
CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Complete Streets Phase 2	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Frontage Improvements and Utility relocation on Auburn Blvd from Rusch Park to north.	District received plans for review on 02/05/21 and provided comments on 03/08/21. District provided Cost Liability letter on 03/25/21.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Electric Greenway Bike Trail	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Bike Trail.	District received Cost Liability letter from the City on 10/09/20. District awaiting further information from City's consultant regarding Cost Liability Letter.
COUNTY OF SACRAMENTO AC Overlay Project - SB1 Phase 5	Engineering	Director of Engineering and Assistant Engineer	No	No	AC Overlay Project on Kenneth Ave (Oak Ave to Central Ave) and Madison Ave (Dewey Dr to San Juan Ave)	District coordinating raising and lowering of water facilities with contractor.
District-wide Easement Project	Engineering	Director of Engineering, Project Manager and Assistant Engineer	Yes, Presentation to Board to review Scope of Work of the Request for Proposal on 03/17/21. (06/16/21) Anticipated Award of Contract	Yes	Research and review District facility locations and easements for potential additions/revisions.	Released Request for Proposal on 03/25/21. Proposals received on 04/27/21. Consultant Interview held 05/13/21. Anticipated Award of Contract at the June Board Meeting.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
Review CEQA process for Capital Improvement Projects (CIPs)	Legal	Assistant General Counsel Joshua Nelson and Director of Engineering	TBD	Yes	Review existing CEQA process for CIPs. Update and revise as necessary.	Staff will conduct an initial scoping meeting in Q2 2021. For all other projects, an environmental consultant is hired to oversee the CEQA process.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : June 1, 2021
 PREPARED BY : Tim Cutler, Water Distribution Supervisor
 Rebecca Scott, Director of Operations

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	May	Year to Date		May	Year to Date
Backflow Maintenance	0	0	C21-010 Water Mainline	0	0
Blow Off Maintenance	0	41	C21-011 Water Valves	0	5
Hydrant Maintenance	55	427	C21-012 Water Services	31	142
Leak Investigation	0	1	C21-013 Water Meters	38	169
Mainline Repair/Maintenance	1	3	C21-014 Fire Hydrants	2	5
Meter Box Maintenance	1	16	C21-103 Pot Hole Main	1	1
Meter Register Replacement	28	105	TOTAL	72	322
Meter Repair/Test/Maintenance	2	7	Water Quality		
Pot Hole Work	0	0	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>		
Water Service Repair/Locate	3	9			
Valve, Mainline Maintenance	184	869			
Valve Box Maintenance	3	8			
TOTAL	277	1,486			

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JUNE 16, 2021 MEETING

SUBJECT : 2021 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : June 7, 2021
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

OBJECTIVE:

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

Month	2013	2016	2017	2018	2019	2020	2021				Year-to-Date	
	Total Water Monthly acre feet						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	Comparison to 2013	
							acre feet				acre feet	%
	Jan	602.52	539.60	506.81	531.38	520.86	519.03	491.47	84.07	575.54	575.54	-26.98
Feb	606.36	484.53	443.99	525.73	447.48	589.8	401.12	84.05	485.17	1,060.71	-148.17	-12.3%
Mar	819.55	517.56	546.60	540.78	516.87	654.31	420.62	180.40	601.02	1,661.73	-366.70	-18.1%
Apr	1,029.73	677.81	575.52	646.09	682.90	767.24	726.48	275.48	1,001.96	2,663.69	-394.47	-12.9%
May	1,603.43	979.49	1,138.72	1,072.27	977.41	1,168.99	881.36	395.97	1,277.33	3,941.02	-720.57	-15.5%
Jun	1,816.73	1,343.76	1,412.94	1,387.03	1,328.07	1,475.82						
Jul	2,059.21	1,544.57	1,650.76	1,737.13	1,582.40	1,682.83						
Aug	1,924.28	1,579.80	1,570.80	1,583.78	1,603.36	1,660.59						
Sep	1,509.82	1,257.91	1,441.76	1,330.19	1,297.12	1,381.14						
Oct	1,297.42	840.80	1,128.97	1,061.88	1,083.17	1,185.00						
Nov	911.55	561.82	631.55	807.7	839.06	779.34						
Dec	700.94	518.62	574.43	558.97	548.17	620.34						
Total	14,881.54	10,846.27	11,622.85	11,782.93	11,426.87	12,484.43	2,921.05	1,019.97	3,941.02	3,941.02		
% of Total							74.12%	25.88%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : June 7, 2021
PREPARED BY : 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 June 1, 2021, storage in Folsom Lake (Lake) was at 360,850 acre-feet, 37 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 517 acre-feet in the past month.

The District's total water use during May 2021 (1277.33 acre-feet) was 20 percent below that of May 2013 (1603.43 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 available for emergency use.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
STATUS : Information Item
REPORT DATE : June 3, 2021
PREPARED BY : Rebecca Scott, Director of Operations

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

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of May 2021 included:
 - No High Efficiency Toilet (HET) rebates were processed. This compares to one HET rebate processed in May 2020.
 - The District is processing High-Efficiency Clothes Washer (HECW) rebates in-house. There have been zero rebates processed year to date. The District is reaching out to customers on social media and our website to promote the HECW rebate program.
 - There were six smart irrigation controllers installed for customers in May, and 20 smart irrigation controllers have been installed year to date. In addition, WaterWise completed 22 water audits for customers in May.
- Nine Pressure Reducing Valve (PRV) rebates have been issued year to date. No PRV inspections are pending.
- 28 service calls were completed in May. There were five reports of water waste received in May through CHWD's Water Efficiency web page. Staff continues reaching out to customers via telephone for water waste violations and leak notifications.
- The District is now holding safety meetings using Zoom presentations. The May safety meeting covered the heat illness prevention program.
- The upcoming 2021 virtual WaterSmart class schedule is as follows:
 - June 17: Tree Care 101
 - September 16: Sylvan Ranch Community Garden (1 Year Later)

All classes are held at noon on Thursdays. Attendees can participate in a live Q & A session during each presentation. All virtual classes are being archived on CHWD's website and on YouTube, where they can be viewed any time.

- CHWD has three garden plots at the Sylvan Ranch Community Garden featuring water efficient landscaping. The plots are being used as an education area for activities, such as workshops,

demonstrations and presentations. CHWD is working with a customer based volunteer “Garden Corps.” These volunteers are now maintaining the plots by removing weeds and checking the irrigation system and controller timers. A WaterSmart class is planned to be held at the SRCG on September 16, 2021 at noon.

- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date for 2021:

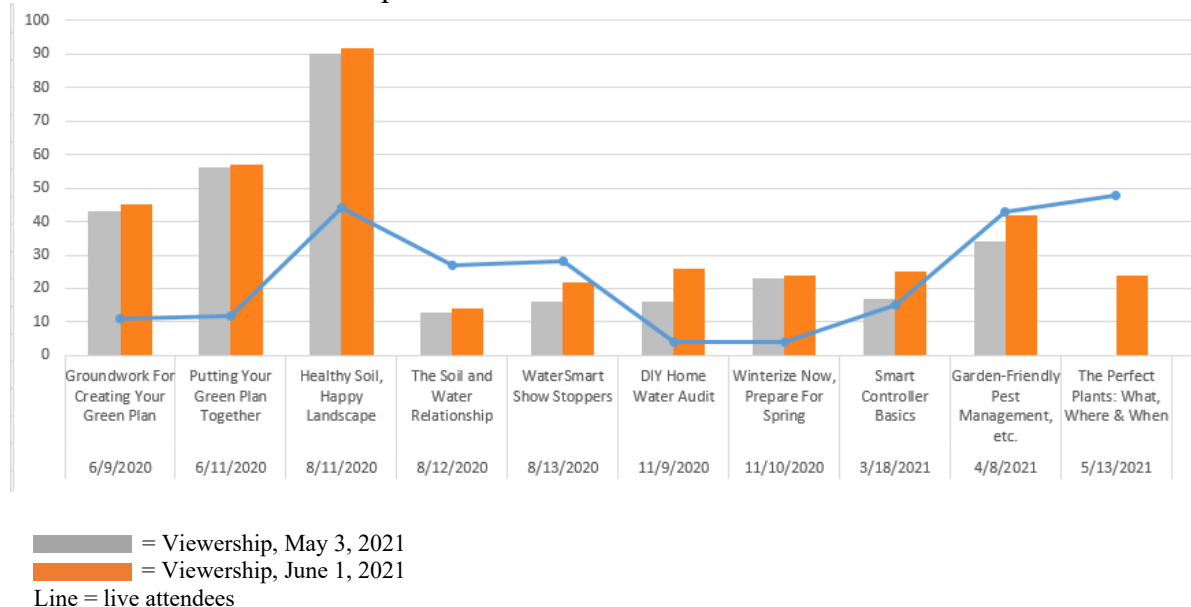
Month	R-GPCD 2020	R-GPCD 2021	% CHANGE
January	76	84	+10.5%
February	92	78	-15.2%
March	95	88	-7.3%
April	116	135	+16.3%
May	170	169	-0.7%
June			
July			
August			
September			
October			
November			
December			

- The following table summarizes the service requests and work orders of Water Efficiency staff for May 2021:

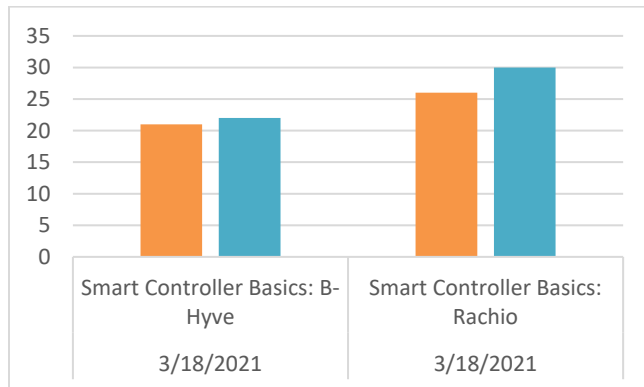
WORK ORDERS	May 2021	May 2020
CHANGE TOUCH-READ TO RADIO READ	7	2
CONVERT TO RADIO-READ METER	1	0
METER BOX MAINTENANCE	1	0
METER REPAIR	1	0
METER REPLACEMENT	0	0
METER TESTING	0	0
REGISTER REPLACEMENT	14	49
RADIO-READ REGISTER REPLACEMENT	9	2
INSTALL METER	37	1
TOTAL	70	54

SERVICE REQUESTS	May 2021	May 2020
CONSERVATION REQUEST	28	5
CHECK FOR LEAK	1	0
UNABLE TO OBTAIN METER READ	50	30
TRIM SHRUBS	18	23
METER BURIED	30	17
METER MAINTENANCE	33	15
LOCKED GATE	5	6
RE-READ METER	26	4
READ METER	0	57
METER BOX MAINTENANCE	1	0
MOVE-IN/MOVE-OUT	50	12
CAR OVER METER	24	20
TOTAL	266	189

WaterSmart Class Viewership



Standalone Video Viewership: Smart Controller Basics



Orange bar = Viewership, May 3, 2021
Blue bar = Viewership, June 1, 2021

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE AGREEMENT WITH
LANCE, SOLL & LUNGHARD LLP FOR PROFESSIONAL AUDITING SERVICES

STATUS : Action Item

REPORT DATE : June 3, 2021

PREPARED BY : Alberto Preciado, Accounting Manager
Susan K. Talwar, Director of Finance and Administrative Services

OBJECTIVE:

Consider the selection of an accounting firm to provide independent financial audit services for the District.

BACKGROUND AND ANALYSIS:

This item is administrative in nature. Maze & Associates has completed the annual audit of the District's Financial Statements for a period of six consecutive years, and District staff has been satisfied with the work that the firm has performed. The District's Policy 6010.02 Appointment of Auditor recommends that a new auditing firm be selected after not more than five years in order to maintain the highest level of objectivity and impartiality in reviewing CHWD's financial transactions, while allowing the District to retain the same firm, provided the audit partner is changed after six consecutive years.

To that end, the District issued a Request for Proposals (RFP) for the selection of a new audit firm in April 2021. Proposals were received from sixteen firms throughout California. After reviewing the proposals based on the criteria including compliance with the RFP, professional qualifications, experience, and cost, the following firms were selected for interview:

Badawi & Associates, Berkeley
Davis Farr, Irvine
Eide Bailly, Sacramento

Lance, Soll & Lunghard, Sacramento
Maze & Associates, Pleasant Hill

Staff interviewed the firms on May 26, 2021. After ranking proposals and checking references of the top-ranking firm, staff recommendation is that the District contract with Lance, Soll & Lunghard (LSL) for financial auditing services and to prepare the State Controller's Report for the budget years ending December 31, 2021 through 2022 with three options to extend by one year. Funding is included in this year's budget for the auditing work and preparation of the District's State Controller's Financial Transactions Report (FTR) and funding will be budgeted for required work during the term of this agreement.

LSL is a local accounting firm with demonstrated knowledge and experience in performing financial audits for California special districts and water agencies. Recent clients include the East Bay Municipal Utilities District, Santa Clarita Valley Water Agency, the Inland Empire Utilities Agency, the City of Dixon, and the City of Riverside. LSL also audits the City of Citrus Heights (City). Assistant General Counsel Josh Nelson verified that there was no conflict of interest for the District to contract with the same audit firm that audits the City of Citrus Heights.

LSL's references were favorable for LSL's services and staff. The proposed fee for services is \$21,770 each year for the annual audits and preparation of the FTR for 2021 and 2022.

RECOMMENDATION:

Authorize the General Manager to execute an Agreement for Financial Audit Services with Lance, Soll & Lunghard in accordance with their proposal.

ATTACHMENTS:

- 1) Draft Professional Services agreement for Lance, Soll & Lunghard, LLP.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT PROFESSIONAL SERVICES AGREEMENT FOR PROFESSIONAL AUDITING SERVICES

1. PARTIES AND DATE.

This Agreement is made and entered into this [REDACTED] day of June 2021, 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 Lance, Soll & Lunghard, LLP, a limited liability partnership with its principal place of business at 2151 River Plaza Drive, Suite 150, Sacramento, CA 95833 (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

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

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

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

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant 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 professional human resources and related consulting 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.

3.1.2 Term. The term of this Agreement shall be from June XX, 2021 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.

3.2 Responsibilities of Consultant.

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

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

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

3.2.4 RESERVED.

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

3.2.6 Consultant's Representative. Consultant hereby designates Brandon T. Young, CPA, or designee, to act as its representative for the performance of this Agreement

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

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

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

3.2.9 Laws and Regulations. Consultant shall keep itself 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.

3.2.10 Insurance.

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

subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this section.

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

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

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

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

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

(A) Commercial General Liability. The commercial general liability policy shall be endorsed to provide the following: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage; (2) the insurance coverage shall be primary insurance as respects the District, its

directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way; and (3) the insurance coverage shall contain or be endorsed to provide waiver of subrogation in favor of the District, its directors, officials, officers, employees, agents and volunteers or shall specifically allow Consultant to waive its right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

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

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

(D) Professional Liability (Errors and Omissions). This insurance shall 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.

3.2.10.4 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such

insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents and volunteers.

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

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

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

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

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

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall 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.

3.3 Fees and Payments.

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

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

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

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

3.3.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq., and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is One Thousand Dollars (\$1,000) or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall obtain a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute

the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

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

3.4 Accounting Records.

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

3.5 General Provisions.

3.5.1 Termination of Agreement.

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

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data (defined below) and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

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

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

District

Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA 95611
Attn: Hilary Straus, General Manager

Consultant

Lance, Soll & Lunghard, LLP
2151 River Plaza Drive, Ste 150
Sacramento, CA 95833
Attn: Brandon T. Young, CPA

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). Consultant shall require all subcontractors to agree in writing that District is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents 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.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District’s name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District.

3.5.4 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.

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

3.5.6 Indemnification.

3.5.6.1 Standard Indemnification. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or relating to any negligence, recklessness, or willful misconduct of Consultant, its officials, officers, employees, agents, consultants, and contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees, and attorney's fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents, or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents, or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided, including correction of errors 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.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

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

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

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

3.5.11 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the

prior written consent of the District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

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

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

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

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

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

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

3.5.18 Prohibited Interests. Consultant maintains 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.

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

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

3.5.21 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party 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.

3.5.22 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 SUPPORT SERVICES**

CITRUS HEIGHTS WATER DISTRICT

LANCE, SOLL & LUNGHARD, LLP

By: _____
Hilary M. Straus
General Manager

By: _____
Brandon T. Young, CPA
Engagement Partner

Date: _____

Date: _____

**EXHIBIT “A”
SCOPE OF SERVICES**

See attached Request for Proposal, Exhibit A

Citrus Heights Water District

PROFESSIONAL AUDITING SERVICES REQUEST FOR PROPOSALS (RFP)

RELEASE DATE: March 30, 2021

CLOSING DATE: Proposals must be received via email by Friday, April 30, 2021 by 11:59PM PDT

CONTACT PERSON: Alberto Preciado, Accounting Manager
Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA 95611-0286
Telephone: (916) 725-6873 Email: apreciado@chwd.org

General Information

CHWD is requesting proposals from qualified certified public accounting firms to audit and report on its financial statements and on its financial controls, and assist with its Comprehensive Annual Financial Report.

Audits are to be performed in accordance with Generally Accepted Auditing Standards (GAAS) as set forth for financial audits in the most recent General Accounting Office's (GAO) *Government Auditing Standards*, the provisions of the Federal Single Audit Act of 1984 (FSAA) (as amended in 1996), if applicable, and the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments*.

The initial engagement will include the audit of the financial statements for the fiscal years ending December 31, 2021 and December 31, 2022, with three options to extend the engagement for an additional year.

CHWD reserves the right to modify the anticipated timeline set forth below. CHWD reserves the right to reject any and all proposals, cancel all or part of this RFP and waive any minor irregularities, and to request additional information from proposing firms. This request for proposals does not obligate CHWD to award a contract. There is no expressed or implied obligation for CHWD to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

The proposal must be received via email in pdf format to Alberto Preciado (apreciado@chwd.org) on or before 11:59 pm PDT on Friday, April 30, 2021. Proposals may not be mailed. Late submissions or delivery via facsimile will not be considered. CHWD reserves the right to reject any or all proposals submitted.

Scope of Services

CHWD desires a Comprehensive Annual Financial Report (CAF Report) to be prepared by the independent auditor and to be fully compliant with all current GASB pronouncements for the fiscal year ended December 31, 2021, and each subsequent year thereafter during the contract period.

CHWD will submit the CAF Report to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting program.

The following list of scope of services will be required on an annual basis:

- A. Conduct the examination of CHWD's annual financial statements in accordance with auditing standards generally accepted in the United States, Government Auditing Standards promulgated by the Comptroller General of the United States. In addition, the minimum auditing standards set forth in the Single Audit Act and OMB Circular A-133 must be met in those years in which a Single Audit is required. The single audit report should include an appropriate schedule of expenditures of federal awards, footnotes, findings and questioned costs, including reportable conditions and material weaknesses, and a follow up on prior audit findings, where required.
- B. Validate internal controls over financial reporting and ensure compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, in accordance with GAAS, within the standards issued by the Comptroller General of the United States, and within Government Accounting Standard Board (GASB) rules. Issue an independent auditor's report on test findings.
- C. Prepare and submit a report as communication with those charged with governance, inclusive of the Management Letter, as required by auditing standards, at the conclusion of the annual audit. The report shall include all significant opportunities for realistically improving internal controls of CHWD's operation and procedures that are discovered or observed by the auditor in the course of the annual audit and management response to the recommendation. Prior to completion of the management letter, the auditor shall meet with the Director of Finance and Administrative Services and/or General Manager to review findings and recommendations in detail before the final auditor letters and CHWD responses are finalized.
- D. Report on any irregularities or illegal acts. The audit firm selected shall be required to make an immediate, written report of all irregularities and illegal acts of which the firm becomes aware to CHWD's Board of Directors and General Manager.
- E. Report on cash and investments, including confirmations of savings and reconciliation of statements and individual investments to CHWD records.
- F. Prepare various financial reports and schedules of CHWD's CAF Report, including the Financial Statements, Notes to the Basic Financial Statements, Required Supplementary Information, Supplementary Schedules, and portions of the Statistical Section. CHWD will ultimately be responsible for these financial reports, as well as preparing the introductory section, management discussion and analysis, and portions of the Statistical Section of the CAF Report. The auditor shall assist in finalizing CHWD's CAF Report by conducting a review of all schedules, notes, etc., to ensure full compliance with all current GASB pronouncements.
- G. Verify the implementation of recommended improvement from the prior year submission to

Certificate of Achievement for Excellence in Financial Report from the GFOA under the CAF Report award program. CHWD has received the Certificate of Achievement for Excellence in Financial Report from GFOA for the past three years and will expect the CAF Report to meet the requirements of the program.

- H. Prepare and submit annually to the California State Controllers' Office CHWD's Annual Financial Transactions Report.
- I. Meetings scheduled with staff & with the Board of Directors as required to prepare and present work products required in the RFP (specify number and/or provide billable hourly cost.)
- J. Update CHWD of regulatory changes currently being considered by governmental or legislative agencies related to finance and special district issues. Make recommendations for related action that CHWD should consider taking.
- K. Provide analysis and recommendations on complex financial issues related to CHWD when requested.

Proposed Term of Contract

CHWD will enter into a task order-style professional services agreement with the selected firm. The base task order will cover the tasks in the Scope of Services section for the initial period of two years. Extensions will be added to the agreement as additional tasks. Any additional services will also be added as additional tasks. No service shall be performed unless authorized by a fully executed Task Order in the form attached.

Proposal Format

All proposals must conform to the format below:

- A. Title Page. Show the RFP subject, name of the audit firm, local address, telephone number and fax number of a contact person, and date of the proposal.
- B. Table of Contents. The table of contents of the proposal should include a clear and complete identification of the materials submitted by section and page number. A bookmarked pdf of the proposal can be used in lieu of a table of contents page.
- C. Transmittal Letter. Please limit the transmittal letter to two pages, and include the following information:
 - 1. A brief statement of understanding of the scope of accounting and audit services to be performed.
 - 2. A commitment to perform the service within the time period specified within this RFP.
 - 3. The name(s) of the persons authorized to represent the proposing firm, the person's title,

address, email address and telephone number.

- D. Profile of the Proposing Firm. Please provide the following background information:
1. Staffing size of your firm, and your firm's client base (i.e., other local governments, other public agency and non-profits.)
 2. Location of the office from which the work will be completed.
 3. Statement as to the firm's capability to conduct audits of governmental entities, including an affirmation that the proposing firm and its agents are properly licensed for practice as Certified Public Accountants. It is expected that the firm's staff will meet the Continuing Education Requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Functions, published by the U.S. General Accounting Office.
 4. Statement as to the firm's capability to work remotely, as necessary.
- E. Summary of the Proposing Firm's Qualifications. Identify the audit manager and senior staff who will work on the audit. Resumes including relevant experience and continuing education for the managing and reviewing partner should be included. Describe recent auditing experience similar to the scope of the services requested, and provide the names and telephone numbers of references of three (3) public agency clients for whom your firm has performed similar audit services. Include a copy of your firm's most recent peer review letter.
- F. Work Plan and Schedule. Assuming a preliminary start date of August in each year; please prepare a Gantt chart or table/summary schedule to show key tasks and deliverables and meetings for the proposed scope of work to demonstrate how the time requirement will be met in a weekly format. The work plan should include time estimates for each significant segment of the work to be performed and a description of the expected assistance from CHWD. The work plan should also identify and describe any anticipated potential audit problems and the firm's approach to resolving these problems.
- G. Additional Professional Services. If CHWD requests the auditor to render additional services to supplement the services requested in this RFP, or to perform work as a result of the specific recommendations included in any report issued, then such additional work shall be performed as an additional task to the task order-style agreement. Any such additional work agreed to between CHWD and the firm shall be performed at the rates set forth in the schedule of fees and expenses included in the proposal.
- L. The annual cost to provide the auditing services should be included with detail of the hours and rates to be charged:
- Total not-to-exceed price
 - Rates by partner, supervisors, and various staff with hours anticipated for each
 - Out-of-pocket expenses detailed
 - Rates and information about additional professional services, should the need arise

- Any other charges

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. One page maximum.

Selection Process and Time Frame

Timeline

Schedule for Proposal Submission and Review. The following is a list of key dates in the proposal submission and review process. CHWD reserves the right to amend this schedule; however, all potential proposers will be informed in writing of any changes.

Request for Proposal issued:	March 30, 2021
Due date for submission of proposals:	April 30, 2021, 11:59 p.m.
Review team to evaluate proposals:	Week of May 3 – 7, 2021
Interviews with short-list firms:	Week of May 27 – 27, 2021 (tentative)
Notification of selected firm (tentative):	June 9, 2021 (tentative)
Board of Directors approves agreement:	June 16, 2021 (tentative)
Scope of work begins:	Week of August, 2021(tentative)

Please be sure to submit your firm's proposal in one electronic PDF copy.

Method of Selection

CHWD will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness
- Responsiveness to CHWD's issues
- Potential to benefit CHWD
- Experience of the firm providing similar services to other municipalities
- Cost effectiveness
- Quality of proposed staff

Principal Contact

Inquiries concerning this request for proposals and the subject of the Request for Proposals should be made to:

Alberto Preciado, Accounting Manager
Email: apreciado@chwd.org
Citrus Heights Water District

P.O. Box 286
Citrus Heights, CA 95611-0286
Telephone: (916) 735-7703

District Profile

Citrus Heights Water District is an Irrigation District, founded in 1920, operating under the State of California Water Code. CHWD provides domestic water to an estimated service area population of 66,000 customers via approximately 20,000 water service connections in Sacramento and Placer Counties. About sixty percent of CHWD's service area is within the boundaries of the City of Citrus Heights. CHWD operates under a governing body of three elected members on a Board of Directors who appoint a General Manager/Secretary. CHWD employs operations, capital projects and administrative staff of thirty-six (36) full-time employees.

The Administrative Department is headed by the Director of Finance and Administrative Services and consists of 10 employees. Principally, this department is responsible for:

- Financial analysis and planning
- Water rate development
- Budget
- Cash/Debt/Investment management
- Accounts payable; Accounts receivable; Account reconciliation; General ledger maintenance
- Payroll & Human Resources
- Risk Management and Loss Prevention
- Information Technology

There are a total of 9 positions performing a majority of these functions; one Director of Finance and Administrative Services, one Accounting Manager, one Management Analyst for Purchasing and Accounts Payable, one Management Analyst for Accounts Receivable and Utility Billing, one Management Services Manager, and one Management Analyst for Payroll, Human Resources, and Risk Management, one Principal Information Technology Analyst, and a Customer Service Specialist, and a Customer Service Technician.

CHWD has an operating and capital improvement budget of approximately \$20.5 million for the fiscal year ending December 31, 2021. CHWD's fiscal year begins on January 1st and ends on December 31st.

CHWD uses a single enterprise fund. CHWD uses its funds to record the business activities and further segregate these activities in the financial system into: non-operating activities, retail operations and the capital improvement program. CHWD's financial reporting system is Microsoft Dynamics. Additionally CHWD uses Cogsdale for utility billing.

CHWD participates in the California Public Employees' Retirement System (PERS), which is a public employee defined benefit pension plan. Actuarial services for these plans are provided by PERS.

More detailed information on the water district and its finances can be found here:

1. Annual Budgets - <https://chwd.org/budget/>;
2. Comprehensive Annual Financial Reports: <https://chwd.org/budget/>;
3. Financial Plans: <https://chwd.org/water-rates/>;
4. District Code of Ordinances and District Policy Manual: available upon request.

Attachments:

Professional Services Agreement

EXHIBIT "B"
SAMPLE TASK ORDER FORM

TASK ORDER

Task Order No. _____ (YEAR - ##)

Contract: Agreement for [Contract Name] with Citrus Heights Water District

Consultant: [Consultant Name]

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

[Insert description of services to be provided]

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: _____

**EXHIBIT “B”
SAMPLE TASK ORDER FORM**

TASK ORDER

Task Order No. 1 (YEAR – 1 &2)

Contract: Agreement for Professional Audit Services with Citrus Heights Water District

Consultant: Lance, Soll, & Lunghard, LLP

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

Audit services for Fiscal Years 2021 and 2022 as described in Exhibit “A” under “Scope of Services”

List any attachments: Proposal from Lance, Soll & Lunghard, LLP (Exhibit “C”)

Compensation Form: Not to exceed \$21,770 per year (\$26,190 in years where a Single Audit is required) as outlined in page 27 of Exhibit “C”.

Reimbursements: N/A

Dollar Amount of Task Order: Not to exceed \$43,540.00 (If NTE) (\$52,380 if Single Audits required)

Completion Date: Upon completion of required Fiscal Year 2022 reports.

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: _____

EXHIBIT “C”
PROPOSAL FROM LANCE, SOLL & LUNGHARD, LLP

See attached Proposal for Professional Auditing Services, Exhibit C



PREPARED BY:

Lance, Soll & Lunghard, LLP
Certified Public Accountants
License Number 2584
2151 River Plaza Drive,
Suite 150
Sacramento, CA 95833
(916) 503-9691

Proposal Presented to
CITRUS HEIGHTS WATER DISTRICT

Request for Proposal for Professional Auditing
Services

CONTACT PERSON:

Brandon T. Young, Engagement Partner
Brandon.young@slcpas.com
T: (916) 503-9691
F: (714) 672-0331

April 30, 2021

Focused
on YOU





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TRANSMITTAL LETTER

April 30, 2021

Alberto Preciado, Accounting Manager
P.O Box 286,
Citrus Heights, CA 95611

Dear Albert Preciado,

LANCE, SOLL & LUNGHARD, LLP (LSL) is pleased to respond to your request for proposal for professional auditing services. As a leader in the field of governmental accounting and auditing, we appreciate the opportunity to present our professional qualifications. Because of our extensive local government experience, dedication to excellence, to the District, and determination to retain the brightest talent, we hope you find that LSL is the most qualified accounting firm to provide professional auditing services to Citrus Heights Water District (the District).

LSL is a limited liability partnership with offices located in Brea (headquarters), Santa Ana, and Sacramento, California. The engagement with Citrus Heights Water District will be staffed from our Sacramento location. Members of our team have extensive experience providing auditing services for cities, counties, and special-purpose government agencies. Also, we have provided seminars on GASB Statement No.75, "Accounting and Financial Reporting" for post-employment benefits other than pensions (OPEB), and GASB Statement No. 87 Leases, and we are knowledgeable and ready to assist the District in implementing upcoming GASBs.

BENEFITS OF WORKING WITH LSL

In today's environment, keeping up with the numerous accounting and regulatory changes can seem unmanageable. Now, more than ever, finance departments are facing more complexity, risk, and changes, and with fewer resources. As the industry continues to evolve, a strategic relationship with LSL can help you better manage these changes and better understand the industry's best management practices.

1) Annual Governmental Accounting Update: Annually, we hold a half-day seminar providing an update to new accounting and regulatory standards impacting local governments. The goal is to provide useful, relevant information that impacts your organization.

2) Annual Onsite Client Specific Training: Tailored training for your organization on topics that are most relevant and needed for you and your team. Topics may include fraud risk management, internal controls, accounting pronouncements, governmental accounting, and CAF Report preparation.

3) Focused Topic Specific Webinars and Ongoing News & Alerts: Important topics affecting local governments and government entities sometimes need more attention and explanation. In addition to our annual update, our webinars and newsletters offer a short, focused approach to these critical areas.

4) Meetings with Governing Boards: We believe communication is the key to a successful relationship and offer two annual meetings with your Board of Directors or Committees. Meetings promote dialogue between LSL and the District during the preliminary and concluding segments of the audit.

5) Best Practices: Best practices for government agencies include an RFP for auditors every 5 years. Changing an auditor can help ensure independence and objectivity. At LSL, we understand that changing auditors can be challenging. This often requires a broad learning curve resulting in unmet expectations. LSL takes pride in open



and consistent communication to seamlessly transition a new client and close the expectations gap. We will immediately bring the tough issues to the discussion table to eliminate the element of surprise.

LSL will perform the services listed in the "Scope of Services" section of the RFP for two (2) fiscal years beginning with the fiscal year ended December 31, 2021, with the option to extend for three (3) additional one - year periods at Citrus Heights Water District's discretion. The services will be performed within the time periods established by the District's RFP.

These audits will be performed per auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Throughout the year and during the period of this engagement, we will be available on a day-to-day basis for consultation on accounting and reporting matters related to new government accounting standards and other ongoing auditing needs. We will also communicate periodically new state and national developments affecting municipal finance and reporting standards and trends, including changes in federal/state grant program accounting, and other reporting requirements.

All working papers and reports will be retained at our expense for a minimum of five (5) years unless we are notified in writing by Citrus Heights Water District of the need to extend that retention period. Upon written request, we will make working papers available to parties designated by Citrus Heights Water District. Furthermore, we will respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance. We affirm that our proposal is in accordance with all the terms, conditions, and requirements contained in the RFP. Our proposal is a firm and irrevocable offer for **180 days** following the closing date for the receipt of proposals. For this proposal, Brandon T. Young, Engagement Partner, is authorized to make representations for our firm. He can be reached at the address below, by phone at **(916)503-9691**, or through email at brandon.young@lsllcpas.com.

A handwritten signature in black ink, appearing to read "B. Young", is positioned above the printed name and title.

Brandon T. Young, CPA
Engagement Partner
Lance, Soll & Lunghard, LLP
2151 River Plaza Drive, Suite 150
Sacramento, CA 95833



PROFILE OF PROPOSING FIRM

LSL is a regional, full-service firm with offices in Brea (headquarters), Santa Ana, and Sacramento, California. Established in 1929, LSL has grown as a leader in the governmental auditing industry. We offer a team of educated professionals with extensive experience in auditing government entities. Our clients have grown to understand that an audit from LSL provides them with a wealth of knowledge, confidence, and value-added services. For this and many other reasons, our firm has consistently been named one of the "Top Orange County firms" by the Orange County Business Journal. We were also on the list of CalCPA's Top 150 firms.

Our firm has approximately 125 employees including 15 partners. Our governmental staff consists of four partners, two senior managers, three managers, four supervisors, four seniors, and fourteen professional staff.

CLIENT BASE

Currently, we provide auditing services to over 70 municipal clients in California. Our extensive experience in local government auditing has led to the development of efficient procedures that provide numerous benefits to our clients. Approximately 30% of our practice deals with the government sector and related services. Generally, our government sector services break down into the following major classifications: attestation, compliance, performance, strategic planning, and tax services.

As a firm, we have extensive experience with audits of municipalities in California including Cities, Counties, Water, and Electric Utilities, and compliance with OMB Uniform Guidance. We are familiar with all federal and state grant programs typically awarded to municipalities. We have also performed engagements related to bond reporting, including issuing letters of comfort and other services.

SACRAMENTO OFFICE

The engagement with the District will be staffed from our Sacramento office. Staffing at our Sacramento location currently includes the following: Two Engagement Partners, Assurance Manager, Assurance Supervisor, two Seniors, and three staff accountants. In addition, we share staffing with our other offices as needed to ensure all clients expectations are met without issue.

LICENSE TO PRACTICE IN CALIFORNIA

LSL is a limited liability partnership and is not a wholly owned subsidiary of a parent company. LSL is a public accounting firm licensed by the State of California, Department of Consumer Affairs, as a Public Accounting Partnership. As a firm, we are members of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. All key staff to be assigned to this engagement are or will be licensed by the State of California to practice as Certified Public Accountants.

INDEPENDENCE

We meet the independence requirements as defined by *Government Auditing Standards* for the District. Our partners do not own any other business organization that has in the past, or will in the future, be providing services, supplies, materials, or equipment to the District. LSL will provide written notice of any other reportable professional relationship entered into during the period of the proposed agreement.

GFOA AWARD PROGRAM

We understand the importance of obtaining and maintaining the Certificate of Excellence in Financial Reporting from the GFOA. We are confident that our firm has the depth and breadth of experience to support Citrus Heights Water District in obtaining the award of excellence in financial reporting.



We prepare the financial statements and footnote disclosures for most of our local governments that have received the GFOA award. All of our governmental partners, managers, and seniors have been closely involved in the preparation of these reports.

SINGLE AUDIT EXPERIENCE

Our firm has significant experience in performing Single Audits for local government agencies, completing over 50 of them annually. We perform Single Audits for many of our clients under the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance). In addition, we require that all our audit staff, from experienced staff and up obtain an intermediate and/or advanced **AICPA Single Audit Certification** prior to performing single audits for our clients.

REMOTE WORK AND TECHNOLOGICAL CAPABILITIES

LSL is always at the forefront of technology and finding ways to increase efficiency in our audits. Our goal is to effectively streamline the audit process to make the burden of an audit easier on our clients.

ADAPTING TO A POST COVID-19 AUDIT RELATIONSHIP

At LSL with technology being one of our core values, we were already operating in a cloud-based, often remote environment, prior to the onset of COVID-19. We experienced no issues performing audits remotely and have found ways to increase efficiencies and the quality of our audits utilizing some of the tools available. Having the customizable **LSL CaseWare Cloud Portal** makes the exchange of secure information easy and painless, while utilizing **Zoom** and **Microsoft Teams** allows us to communicate in a face-to-face setting, giving us the ability to share screens and information in real time.

CASEWARE

We are partners with and utilize **CaseWare** to perform our audit, retain electronic work papers and supporting documentation in a completely cloud-based platform. During our preparation of all CAF Reports, all financial statements and schedules are linked to **CaseWare** and audit documentation which ensures accuracy and consistency with the District's records and eliminates the risk of manual errors.

LSL CASEWARE CLOUD PORTAL

Our web-based portal system gives our clients the ability to share information in a secure platform that is user friendly and easy to use. This portal is integrated with **CaseWare OnPoint Collaborate**, a state-of-the-art tool which takes collaborative accounting and auditing to the next level. It facilitates direct communication with clients throughout the audit to provide and receive feedback, tracks activity, such as, audit requests, client uploads, and audit progress, all within a secure hub where access can be restricted to only individuals needing the information where necessary. This tool eliminates the need to send sensitive documents through e-mail and provide efficiencies. Each client dashboard can be customized to ensure it fits their exact needs.

DATA EXTRACTION & AUDIT ANALYTICS

We believe a software is only as effective as those who know how to use it. That is why we train all of our staff and incorporate into our audit approach the use of **CaseWare Analytics AI and IDEA**. These two complement one another to create a risk-based transaction analysis tool that we utilize to scan transaction sets and find exceptions that warrant further investigation, as well as give our clients additional assurances that previously may not have existed. These tools give a high-level summary to users and reduce the time spent in transaction analysis but automatically performing multiple tests on the entire transaction set assisting in identifying duplicate payments, high risk journal entries and developing expectations for analytical procedures utilized during the audit.



PROFILE OF PROPOSING FIRM (Continued)

EXPERIENCE WITH ERP SYSTEMS

As our clients have updated their systems software with new Enterprise Resource Planning (ERP) systems through the years. We have been available for questions and recommendations, including assistance with the vendor selection process. Our clients upgrading to more sophisticated ERP systems has allowed us to gain a better understanding of each ERP system and its unique capabilities. We often obtain read-only access to our clients' software and can work directly within the system. This allows us to provide useful observations and recommendations in internal control and also provides for efficient audit test work. Some of the ERP and Property Tax System we have extensive experience with include ***Tyler Technologies (Munis, New World, Eden), CentralSquare Technologies (Formerly HTE/SunGard), Springbrook, One Solution, Oracle, SAP, Infor & Megabyte and more.***

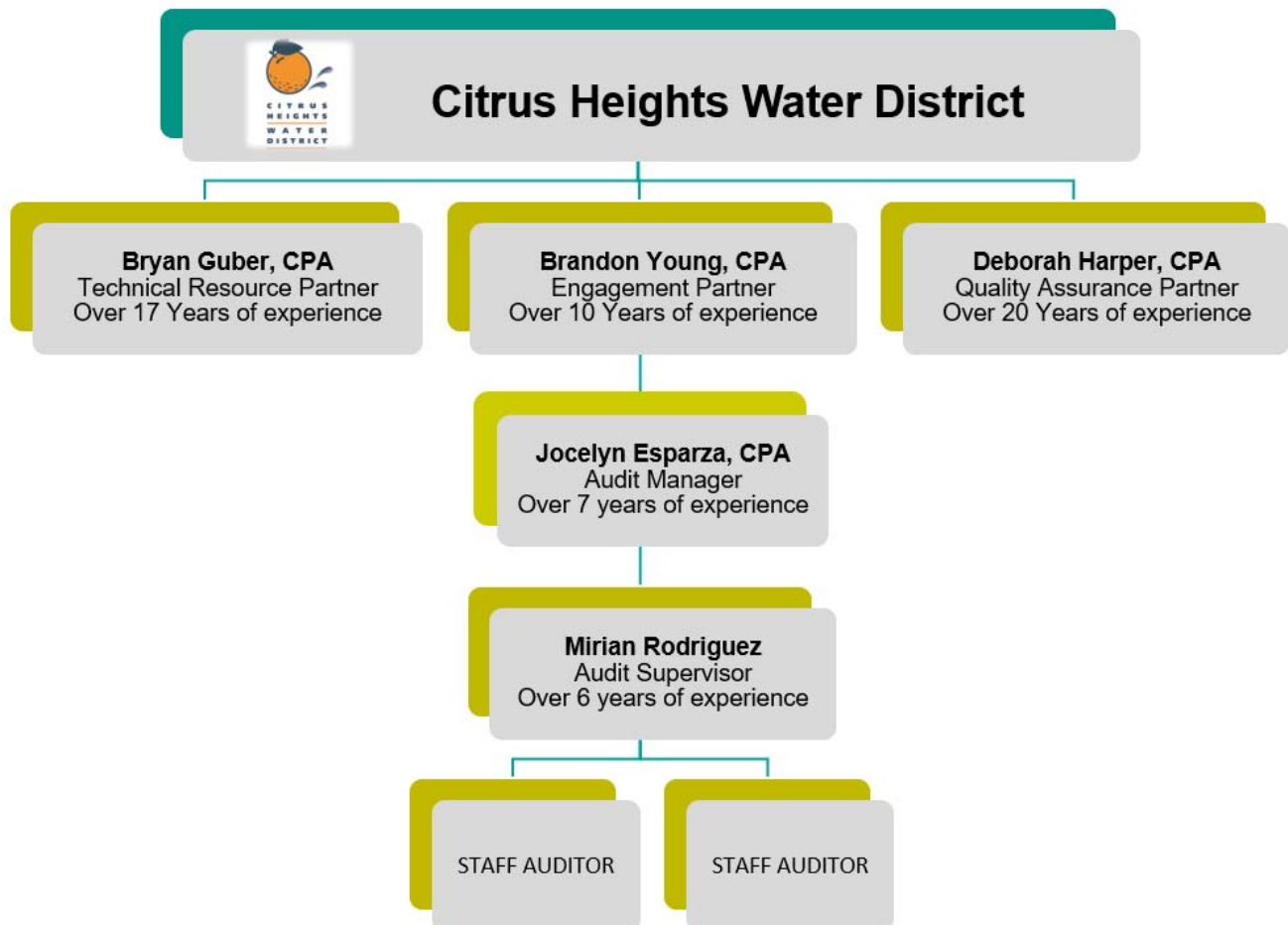
INNOVATION & PARTNERSHIPS

Innovation is a top priority and key principle for LSL. As mentioned previously, we utilize and are working with **CaseWare** and are creating ways to incorporate artificial intelligence techniques and robotic process automation into both the audit and financial reporting process. We are working to design these tools to not only maximize efficiency during the audit process, but also to give our clients tool and real-time data that they can utilize throughout the year to make informed decisions. Our goal is to create client dashboards that can **pull data directly from your ERP system** to ease your burden on reporting and to ensure the information you have at your fingertips is always as up to date as possible, providing the utmost value to our clients as more than just auditors.

SUMMARY OF PROPOSING FIRM'S QUALIFICATIONS

The most critical component in the successful completion of an audit is the personnel assigned to carry out the responsibilities. We have assembled a team composed of individuals with an optimum mix of talents. The personnel assigned have experience in performing the tasks for which they are responsible, as well as familiarity with all municipal accounting operations. Additionally, each has developed extensive skills in a variety of other complementary subjects through their work with clients in other industries. Thus, the experience gained on previous assignments can be applied and tailored to the unique needs of your organization. Moreover, the partners at LSL are an integral part of the audit process and will be overseeing and supervising staff personnel in the field.

ORGANIZATIONAL CHART





SUMMARY OF PROPOSING FIRM'S QUALIFICATIONS (Continued)

ENGAGEMENT TEAM

The engagement team for the District and the extent of experience they have in auditing governmental entities in California is noted in the organizational chart on the previous page. The audit team will also consist of an additional 2 to 3 staff auditors for audit fieldwork. All staff assigned to the District will be employed by LSL on a full-time basis. LSL will not be subcontracting any portion of the audits of the District.

Both Deborah Harper and Brandon Young serve on the CalCPA Governmental Accounting and Auditing Committee, a committee specific to the State of California that has been responsible for numerous white papers and technical clarifications, including those for GASB 68 and 75. This equips our firm with the latest knowledge and expertise to train our government audit professionals on the proper implementation of new GASB pronouncements, an advantage that extends to our clientele.

CONTINUING EDUCATION

As a firm policy, all professional government staff meet the requirement of 40 hours of continuing education every year, with at least 24 hours in governmental accounting and auditing in a two-year period. Our educational programs include training from CalCPA, AICPA, Government Audit Quality Center, and GFOA.

We have continuous talent development throughout the year that focuses on new government pronouncements. Deborah Harper, the Quality Assurance Partner assigned to this engagement and the firm's Learning Director, is an elite executive member of the AICPA Government Audit Quality Center Executive Committee. As a member of this committee, she routinely participates in the creating process of new AICPA Audit Guides and partakes in the discussion of Uniform Guidance requirements and changes, which allows her immediate access to oversight and cognizant agencies for any technical questions that may arise.

QUALITY OF STAFF ASSURANCE

LSL will ensure the quality of staffing over the term of the engagement through firm policies which provide for maintaining continuity of engagement teams, except in instances where an employee has left the firm or has been promoted. All other changes in staffing supervisor and above will first have Citrus Heights Water District's expressed written permission. Our focused efforts to obtain and retain quality staff have further enabled us to provide high levels of services to our clients. If changes are required, our extensive team of government auditors provides for qualified replacements.

Resumes for the personnel assigned to the engagement with the District can be found on the following pages and list their governmental auditing experience, applicable continuing professional education for the past three years, and memberships in professional organizations relevant to the performance of the audit of Citrus Heights Water District.

SUMMARY OF PROPOSING FIRM'S QUALIFICATIONS (Continued)

ADDITIONAL GOVERNMENTAL RESOURCES

At LSL, our government team and leadership work hand in hand throughout the year to ensure our clients feel they are getting the value they deserve from experts in the government industry who understand the challenges you face. Additional resources from our government leadership also accessible to you are show below.

Gail Gray, CPA, Partner – Technology Consulting Services



Gail has over 25 years' experience in the government industry as a trusted consultant to her clients, that is able to assist with all areas of a government. She co-developed the GASB template for CAF Report and Budget reporting with CaseWare. Currently, Gail and her team provide all the GASB content for the updates of CaseWare's GASB template. She has worked with over 100 governmental entities across the United States to train their teams on governmental accounting standards, GASB reporting for both CAF Report and Budget books. Gail serves on GFOA's CAF Report and Budget book review programs for the Certificate of excellence in reporting. In addition, she works with **LeaseQuery** to assist clients with the implementation of GASB 87, as well as **UI Path** creating bots and finding ways to automate processes for government agencies on restrictive budgets.

Rich Kikuchi, CPA, Partner – Government Expert



Richard has over 30 years' experience in the government industry as an audit partner and known industry expert. He currently serves as a technical reviewer for the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO). He sat on the CSMFO Special Districts Technical Committee and has taught an Introductory Governmental Accounting course through the CSMFO Career Development Committee. Richard recently sat on the California State Board of Accountancy's Qualifications Committee, which is an advisory committee established to examine and to make recommendations for all applicants for the license of Certified Public Accountants.



BRANDON T. YOUNG, CPA

Engagement Partner

ACHIEVEMENTS

Brandon is an up-and-coming expert in the field of Governmental Accounting and Auditing, serving a wide range of clients in both type and size throughout the state. He relocated to Sacramento in 2017 to establish LSL's first Northern California office, and has nearly tripled the size of the office in just over two years, while building a fantastic team along the way. He routinely presents at both CSMFO local chapter meetings and State Association of County Auditors Accounting and Reporting Managers meetings throughout the state on current accounting and auditing material. He currently serves on the CalCPA Governmental Accounting and Auditing Committee, which released the white paper for both GASB 75 and 84. He has also served as a technical reviewer for the Government Finance Officers Association (GFOA) for over 3 years. Brandon regularly teaches current audit and accounting related material at LSL training seminars, webinars, and client education workshops and training events.

LICENSE

Certified Public Accountant - California 2014

CONTINUING EDUCATION

Total hours were 125 in last three years of which **74 were in governmental accounting and auditing subjects**. Brandon has met the Governmental Auditing Standards requirement for governmental CPE.

MEMBERSHIPS

California Society of Certified Public Accountants (CalCPA)
 American Institute of Certified Public Accountants (AICPA)
 CalCPA State Governmental Accounting & Auditing Committee (GAA)
 California Society of Municipal Finance Officers (CSMFO)
 Government Finance Officers Association, Associate Member (GFOA)

EXPERIENCE

Brandon has over 10 years of experience in governmental audits. During his time with the firm, he has performed all phases of our government audits and made numerous presentations to City Council's, Board of Supervisors, Boards of Directors and Audit Committees.



Brandon T. Young, CPA, Engagement Partner (Continued)

He has been involved on the following recent engagements:

Enterprise Governments

Coachella Valley Water District
Covered California
East Bay Municipal Utility District
Georgetown Divide Public Utility District
Inland Empire Utilities Agency
Monterey Peninsula Airport District
Orange County Water District
Santa Clarita Valley Water Agency
Three Valleys Municipal Water District
Union Sanitary District

Cities, Counties & Other

City of Camarillo
City of Chula Vista
City of Citrus Heights
City of Coronado
City of Dinuba
City of Dixon
City of Galt
City of Live Oak
City of Menlo Park
City of Newark
City of Pasadena
City of Riverside
City of Santa Monica
County of Sutter
County of Yolo
San Joaquin Council of Governments

This work entailed:

The preparation of the Comprehensive Annual Financial Report for those entities involved in the award programs of the California Society of Municipal Finance Officers and the Government Finance Officers Association of the United States and Canada.

Review the audit of these entities and provide technical assistance throughout the year to deliver the most up to date information with current GASB pronouncement.

Present the overall audit results to audit committees or others charged with governance.

Single Audits in accordance with new Uniform Guidance, including REAC Submission.

Risk assessment and internal controls evaluation with COSO Framework

EDUCATION

Bachelor of Arts Degree in Accounting – Magna Cum Laude – Vanguard University, 2012



DEBORAH A. HARPER, CPA

Quality Assurance Partner

ACHIEVEMENTS

Deborah was accepted as a 2015 and 2016 executive committee member of the AICPA Government Audit Quality Center, which is a national division for governments. As an executive board member, Deborah participates in the development, review, and first-hand discussion of new standards and guidance published in the AICPA Audit Guides which is provided to audit firms across the country.

In 2017, Deborah participated in the GASB Research Note Disclosure Reexamination Roundtable.

Deborah leads the Lance, Soll & Lunghard, LLP training program and serves as the firm Learning Director.

LICENSE

Certified Public Accountant - California 2005

CONTINUING EDUCATION

Total hours were 132 in last three years of which **68 were in governmental accounting and auditing subjects**. Deborah has met the Governmental Auditing Standards requirement for governmental CPE.

MEMBERSHIPS

California Society of Certified Public Accountants (CalCPA)
 American Institute of Certified Public Accountants (AICPA)
 California Society of Municipal Finance Officers, Associate Member (CSMFO)
 Government Finance Officers Association, Associate Member (GFOA)
 Governmental Accounting and Auditing Committee
 AICPA Government Audit Quality Center

EXPERIENCE

Deborah has over 20 years of experience in governmental audits. During her time with the firm, she has performed all phases of our government audits and made numerous presentations to Boards of Directors and Audit Committees.



Deborah A. Harper, CPA, Partner (Continued)

She has been involved on the following similar engagements:

Enterprise Governments

Cucamonga Valley Water District
Coachella Valley Water District
Inland Empire Utilities Agency
East Bay Municipal Utility District

Cities & Counties

City of Banning
City of Brea
City of Camarillo
City of Claremont
City of Corona
City of Monrovia
City of Orange
City of Pasadena
City of Riverside
City of Santa Monica
City of Seal Beach
City of Thousand Oaks
Sutter County
Yolo County

This work entailed:

The preparation of the Comprehensive Annual Financial Report for those entities involved in the award programs of the California Society of Municipal Finance Officers and the Government Finance Officers Association of the United States and Canada.

Review the audit of these entities and provide technical assistance throughout the year to deliver the most up to date information with current GASB pronouncement.

Present the overall audit results to audit committees or other Board Members.

TRAINING COURSES

Deborah provides training courses throughout California. She provides training to the California Association of State Auditors, the County Auditors, and the California Society of Municipal Finance Officers. In addition, Deborah provides courses to a variety of Cities throughout the year on current and upcoming GASB pronouncements.

Recent courses included:

GASB 87, Lease Accounting
Introductory to Government Accounting
GASB update
Preliminary Views on Financial Reporting
Internal Control Risk Assessments

EDUCATION

Bachelor of Arts Degree in Business Administration with an emphasis in Accounting –
California State University, Fullerton, 2000



BRYAN S. GRUBER, CPA

Technical Resource Partner

ACHIEVEMENTS

Bryan is a recognized expert in the field of Governmental Accounting and Auditing. He has made numerous presentations for CSMFO at the annual conference and local chapter meetings throughout the state on current accounting and auditing material. He has also served as a technical reviewer for the Government Finance Officers Association (GFOA) for over 10 years. Bryan routinely teaches current audit and accounting related material at Lance, Soll & Lunghard, LLP's training seminars, webinars, and client education workshops and training events.

LICENSE

Certified Public Accountant - California 2008

CONTINUING EDUCATION

Total hours were 132 in last three years of which **74 were in governmental accounting and auditing subjects**. Bryan has met the Governmental Auditing Standards requirement for governmental CPE.

MEMBERSHIPS

California Society of Certified Public Accountants (CalCPA)
 American Institute of Certified Public Accountants (AICPA)
 California Society of Municipal Finance Officers, Associate Member (CSMFO)
 Government Finance Officers Association, Associate Member (GFOA)
 Association of Local Government Auditors

EXPERIENCE

Bryan has over 17 years of experience in governmental audits including CAF Report audits, component-unit audits and Single Audits. He has also made numerous presentations to City Councils, Boards of Directors and Audit Committees. He has been involved in the following governmental engagements:



Bryan S. Gruber, CPA, Partner (Continued)

Enterprise Governments

Foothill Transit Authority
Monterey One Water
Ontario International Airport
Orange County Sanitation District
Orange County Water District
San Diego County Water Authority
Three Valleys Municipal Water District
Union Sanitary District

Cities & Other Governments

City of Burbank
City of Emeryville
City of Oceanside
City of Palm Springs
City of Redondo Beach
City of Santa Barbara
City of Solana Beach
Orange County Fire Authority

This work entailed:

The preparation of the Comprehensive Annual Financial Report for those entities involved in the award programs of the Government Finance Officers Association of the United States and Canada.

Review the audit of these entities provide and technical assistance throughout the year to provide the most up to date information with current GASB pronouncement.

Present the overall audit results to audit committees or other Board Members.

Risk assessment, internal controls evaluation with COSO and Federal Green Book

Single Audits in accordance with new Uniform Guidance

EDUCATION

Bachelor of Arts Degree in Business Administration with an emphasis in Accounting –
California State University, Fullerton, 2004



JOCELYN ESPARZA, CPA

Audit Manager

ACHIEVEMENTS

Jocelyn has earned the Advanced Single Audit Certification issued by the AICPA, for planning, performing, and evaluating Single Audits in compliance with the Uniform Guidance.

LICENSE

Certified Public Accountant – California 2017

CONTINUING EDUCATION

Total hours were 132 in last three years of which **82 were in governmental accounting and auditing subjects**. Jocelyn has met the Governmental Auditing Standards requirement for governmental CPE.

MEMBERSHIPS

California Society of Certified Public Accountants (CalCPA) – Sacramento Chapter Board Director
 California Society of Municipal Finance Officers (CSMFO)
 American Institute of Certified Public Accountants (AICPA)

EXPERIENCE

During her time with LSL, Jocelyn has progressed in an outstanding manner. She has performed all phases of our government audits, including water districts, other special districts, CAF Report audits, successor agency audits and Single Audits. She has been involved in the following municipal engagements:

Enterprise Governments

Covered California
 East Bay Municipal Utility District
 Georgetown Divide Public Utility District
 Monterey One Water
 Monterey Peninsula Airport District
 Sonoma County Fair & Exposition, Inc.
 Union Sanitary District

Cities, Counties & Other

Camarillo Ranch Foundation	City of Newark
City of Camarillo	City of Pasadena
City of Citrus Heights	City of San Dimas
City of Dinuba	City of Vacaville
City of Dixon	City of Vallejo
City of Emeryville	County of Sutter
City of Galt	County of Yolo
City of Live Oak	San Joaquin Council of Governments

EDUCATION

Bachelor of Arts Degree in Business Administration, Concentrations in Accounting & Information Systems – California State University, Fullerton, 2013



MIRIAN RODRIGUEZ

Audit Supervisor

ACHIEVEMENTS

Mirian has earned the Advanced Single Audit Certification issued by the AICPA, for planning, performing, and evaluating Single Audits in compliance with the Uniform Guidance.

LICENSE

CPA Exam completed – Pending licensure from the California State Board of Accountancy

CONTINUING EDUCATION

Total hours were 132 in last three years of which **132 were in governmental accounting and auditing subjects**. Mirian has met the Governmental Auditing Standards requirement for governmental CPE.

EXPERIENCE

Mirian has progressed in an outstanding manner. During her time with the firm, Mirian has performed all phases of our government audits, including water districts, other special districts, CAF Report audits, successor agency audits and Single Audits.

She has been involved in the following municipal engagements:

Enterprise Governments

Georgetown Public Utility District
Orange County Water District
Three Valleys Water District

Cities, Counties & Other

City of Chula Vista
City of Corona
City of Dixon
City of Galt
City of Grand Terrace
City of Lake Elsinore
City of Monrovia
City of Moorpark
City of Ontario

City of Pasadena
City of San Dimas
City of Santa Barbara
City of Santa Fe Springs
City of Solana Beach
City of Thousand Oaks
City of Vallejo
County of Sutter
County of Yolo

EDUCATION

Bachelor of Arts Degree in Business Administration with an emphasis in Accounting –
California State University, Fullerton, 2014



SUMMARY OF PROPOSING FIRM'S QUALIFICATIONS (Continued)

CLIENT REFERENCES

Below is a list of three client references for which services similar to those requested are currently being provided:

Client Reference No. 1	
Name of Organization	East Bay Municipal Utility District (EBMUD)
Contact Name	Ms. S. Skoda, Director of Finance
Contact Telephone Number	(510) 287-0479
Contact E-mail Address	sophia.skoda@ebmud.com
Contact Address	375 11th St., Oakland, CA 94607
Dates of Last Service	These services have been provided for two years. Last audit performed was for June 30, 2020.
Scope of Work	Audit of a Comprehensive Annual Financial Report (CAF Report) which receives the GFOA award. In addition, we annually perform an audit of the District's Employees' Pension and Health Benefit System. In addition, we annually perform audits of the District's Joint Powers Authorities (JPA): Upper Mokelumne River Watershed Authority (UMRWA), DSRSD EBMUD Recycled Water Authority (DERWA), Freeport Regional Water Authority (FRWA), Bay Area Clean Water Agencies (BACWA).
Client Reference No. 2	
Name of Organization	Santa Clarita Valley Water Agency
Contact Name	Ms. A. Aguer, Controller
Contact Telephone Number	(661) 513-1237
Contact E-mail Address	aaguer@scvwa.org
Contact Address	27234 Bouquet Canyon Rd., Santa Clarita, CA 91350
Dates of Last Service	These services have been provided for two years. Last audit performed was for June 30, 2020.
Scope of Work	Audit and preparation of a Comprehensive Annual Financial Report (CAFR) which receives the GFOA award. In addition, we annually perform audits of SCWD; Devil's Den Water District; Upper SCVJPA; Santa Clarita Valley Groundwater Sustainability Agency (SCV-GSA). In addition, we annually issue a report on the Agency's GAAN appropriation limit, and prepare the State Controllers report.
Client Reference No. 3	
Name of Organization	Union Sanitary District
Contact Name	Ms. L Brenner, Finance & Acquisition Services Coach
Contact Telephone Number	(510) 477-7647
Contact E-mail Address	laurieb@unionsanitary.ca.gov
Contact Address	5072 Benson Road, Union City, CA 94587
Dates of Last Service	These services have been provided for 4 years. Last audit performed was for June 30, 2020.
Scope of Work	Audit and preparation of a Comprehensive Annual Financial Report (CAFR) which receives the GFOA award. In addition, we annually prepare the District's State Controllers Report for the District and the Union Sanitary District Financing Authority.



SUMMARY OF PROPOSING FIRM'S QUALIFICATIONS (Continued)

PEER REVIEW

We have participated in the peer review program since its inception. All of our peer reviews covered governmental engagements and have received pass ratings. The most recently completed peer review was conducted by Mark F Willie, A Professional Accountancy Corporation, and a copy of the report is included on the following pages.

DESK REVIEWS/DISCIPLINARY ACTION

There have been no disciplinary actions against our organization since its inception. There are have been no litigations against our firm in the past three years. Our Single Audit reports are desk reviewed either by the federal cognizant agency or the State Controller's Office acting as the Oversight Agency. We have never had a report rejected by any of these agencies and are highly regarded and recognized by the staff of the State Controller's Office for top quality reports.



MARK F WILLE
Certified Public Accountant
A PROFESSIONAL ACCOUNTANCY CORPORATION

Report on the Firm's System of Quality Control

January 17, 2020

To the Partners
Lance, Soll & Lunghard, LLP
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Lance, Soll & Lunghard, LLP (the firm) in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants.

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

As a part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.



1451 Quail Street, NR 107 Newport Beach, California 92660
949.852.1040 Fax 949.852.1045 mfwcpa.com

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Lance, Soll & Lunghard, LLP in effect for the year ended May 31, 2019 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lance, Soll & Lunghard, LLP has received a peer review rating of *pass*.



Mark F Wille
A Professional Accountancy Corporation





WORK PLAN AND SCHEDULE

We utilize a governmental audit program which we will tailor to Citrus Heights Water District's operations. The tailoring is necessary to accommodate specific client circumstances and to recognize differences in the organizational structure. Our audit programs are organized by financial statement category. This approach takes full advantage of our accumulated experience. The primary benefit is that the risk of omitting important procedures is substantially reduced. We believe that this approach tends to be the most effective and efficient for an entity such as Citrus Heights Water District. The audit procedures are listed in the most logical sequence which improves efficiency. The savings in effort and time gained by using our audit program can free an auditor's attention for unusual or difficult situations that may arise. The audit programs are designed to increase audit efficiency by linking financial statement assertions, audit objectives, and procedures that are basic to most governmental audit engagements.

PROPOSED SEGMENTATION

The services will be divided into three segments.

Segment 1 - Planning and Obtaining an Understanding: LSL will provide an annual audit communication letter, engagement letter, and Government Audit Quality Center Information letter. The audit communication letter is to be provided to the District's Board of Directors. In addition, this can be communicated orally to the Board of Directors or audit-committee, if requested. This communication will discuss the planning stages, the responsibilities of the Board of Directors, Auditors, and Management, and provide an opportunity for communication with us as the auditors.

An entrance conference will be scheduled ahead of the engagement that is used to obtain an understanding of the District's internal controls. This meeting helps to ensure that the transition to new auditors is as seamless as possible. Discussions in this meeting include, but are not limited to, the following: Understanding of reports and key milestones for deliverables, prior audit reportable conditions and issues, and "Prepared by Client" (PBC) schedules.

LSL's audit team will meet before our initial engagement meeting to brainstorm and discuss economic conditions, industry elements, and new standards that will affect Citrus Heights Water District and its Retirement Plan and Other Post-Employment Benefit Trust. A trial balance is requested for our planning meeting to assist the LSL team in obtaining knowledge and preparing expectations for the audit year. We will compile a list of PBC items based on our review of the prior year's financial statements and the information gathered. A separate listing of PBC items will be requested for the District's Retirement Plan and Other Post-Employment Benefit Trust. These will be provided to Citrus Heights Water District one month prior to our visit or earlier if requested. We operate on a paperless software system and provide a secured cloud-based portal for all clients. Citrus Heights Water District will have a separate folder that can be customized to organize, and upload requested schedules, support documents, etc.

If available, a current Schedule of Expenditures of Federal Awards (SEFA) will be evaluated during this segment to make a preliminary determination of the District's major programs. This allows us to properly plan and schedule the timing of the Single Audit with the appropriate finance personnel as well as appropriate grant managers. LSL will make every effort to be proactive in our network of federal grants during the interim stages of the audit.

After our interim visit, we will have an exit meeting to discuss potential weaknesses, if any, and provide any feedback for improvements or valuable information we have gathered from our outside clientele that would benefit the District.

WORK PLAN AND SCHEDULE (Continued)

Segment 2 - Financial Audit Testing: Based on the information gathered each year thus far, we will utilize a customized audit program based on the risk assessment developed during our assessment of the District's internal controls and *Government Auditing Standards*. The primary benefit of a tailored program is a focused set of procedures to address relevant areas. We believe that this approach will be the most effective and efficient by linking financial statement assertions, audit objectives, and procedures that are basic to most governmental audit engagements and critical to compliance with other material laws and regulations. We will annually compile another customized PBC list for the year-end meeting provided at least one month prior or earlier if requested.

We will request a trial balance for our analytical review to be provided one week before our arrival.

Year-end fieldwork will include testing of the balance sheet, revenue and expenditures accounts, confirmation of selected balances, analytical procedures, evaluation of the internal controls, and preparation of reports and letters. Specific to the District's Retirement Plan and Other Post-Employment Benefit Trust, testing will also include detailed testing of employer and employee contributions, as well as benefit payments made from each plan. Separate testing will also be performed over the Retirement Plan and Other Post-Employment Benefit Trust's investments.

Segment 3 - Conclusion: Based on our year-end exit meeting we will schedule a plan to finalize the CAF Report according to the timetable of the District. We will schedule dates for the initial and final drafts including time for the LSL's review and the District's approval of the financial statements. This period will also account for the review of the engagement partner and quality assurance partner. After the review and receipt of the signed Representation Letter from the District, we will provide the final report by March 21st each year.

SAMPLE SIZE AND EXTENT OF STATISTICAL SAMPLING

Our approach may be to utilize statistical sampling in the areas of receipts, disbursements, utility billing, and payroll. We also utilize statistical sampling for testing of employer and employee contributions, as well as benefit payments made from the District's Retirement Plan and Other Post-Employment Benefit Trust. Here we develop a statistical conclusion based upon an initial computer selected random sample which is based on the population and other risk factors identified. If errors are noted in the sample, the sample size will be expanded. We believe that a random selection can be efficient while providing each item in the population an equal chance of being selected. Additionally, we may select a stratified sample of all transactions over a specified dollar limit for review. This allows us to cover all high dollar value transactions not otherwise selected in the random sample. Our samples are selected randomly utilizing IDEA data analysis software.

TYPE AND EXTENT OF ANALYTICAL PROCEDURES

For the audits of the financial statements, we will use analytical procedures as an overall review of the financial information in the preliminary and final stages of the audits. These procedures are designed to assist us in planning our audits and in assessing the propriety of the conclusions reached and evaluating the overall financial statement presentation. The procedures to be utilized consist of determining expectations for changes to significant revenue, expenditure, and balance sheet accounts, reading the financial statements and related notes, reviewing the budget and related material, and focusing on overall relationships within the financial statements. Once determined, these are reviewed to evaluate if the changes appear reasonable or require further analysis. For all significant differences, explanations are obtained as to why the situation occurred and additional substantive procedures may be applied, and related evidence gathered to resolve concerns and questions.



WORK PLAN AND SCHEDULE (Continued)

We ask that Citrus Heights Water District provide a check register electronically for January 1st forward (period after the audit year), so we can pre-select our sample for accounts payable cut-off test work and provide that information ahead of time. Our PBC list will detail out schedules we would like provided, which is directed straight from the audit report. Support requested and sampling for these schedules will be assessed each year based on the strengths and weaknesses of the internal control processes of the District, and the materiality level of the account. We will discuss our analytical variances with the District and obtain documentation that provides support for the accounts.

APPROACH TO UNDERSTANDING THE DISTRICT'S INTERNAL CONTROL STRUCTURE

To gain an understanding of the internal control structure over the financial statements, we will perform procedures as required by SAS 122-125. This will include a review of internal controls in the areas of financial reporting, cash, revenues and receivables, utility billing, expenses and accounts payable, payroll, capital assets, long-term debt, and grant reporting, as applicable. Specific to the District's Retirement Plan and Other Post-Employment Benefit Trust, this will also include a review of internal controls over the management of Epicor's Human Resources Information System (HRIS). System and Organization Controls (SOC 1) reports will also be requested from the Custodian of the Plans' investments. We will review and evaluate the effects of any impacts on the financial statements.

Based on the result of our review, we will issue a management letter (SAS 115 Letter) that will identify any significant deficiencies and/or material weaknesses noted. This report is required by the *Government Auditing Standards* issued by the Comptroller General of the United States. Auditing Standards require auditors to obtain an understanding of the entity and its environment along with assessing the risks of material misstatements. LSL obtains an understanding through a variety of ways throughout the year, but the most pertinent time each year is during our interim meeting. We will conduct interviews with the management of finance along with each audit section responsible party (e.g., cashier, accounts payable clerk, payroll clerk, etc.) to review the processes and controls through observation and discussions. Based on our observations, we will sample transactions as part of a "walk-through" to verify the system of control is working in accordance with policies and procedures. Each year, we will provide a list of randomly selected District employees to interview for SAS 99 fraud interviews. This list will consist of all levels and across all departments within the District.

DETERMINING LAWS AND REGULATIONS SUBJECT TO AUDIT TEST WORK

The Laws and Regulations that will be subject to audit test work are determined from the applicable laws, regulations, contracts, and grant agreements which we identify through the understanding we obtain of the District and our extensive experience with governmental entities.








DRAWING AUDIT SAMPLES

For tests of controls, we use audit sampling. Tests of controls are procedures directed towards determining the effectiveness of the design or operation of an internal structure policy or procedures. Normally, audit sampling is used for tests of controls and tests of compliance that involve inspection of documents and reports indicating the performance of the applicable policy or procedures and compliance with the applicable laws and regulations. These sampling procedures test the operating effectiveness of an internal control structure policy or procedures by determining how the policy or procedure was applied, the consistency with which it was applied during the audit period, and by whom it was applied. To achieve this goal, we will draw samples for disbursements, receipts, and payroll when applicable. Each document selected will be tested for various attributes that are designed to verify compliance with different aspects of internal controls and applicable laws and regulations. Additionally, each sample item will be tested for coding to the proper accounts and posting to the general ledger. Sample sizes vary based on the population and risk-based calculations.

WORK PLAN AND SCHEDULE (Continued)

SCHEDULE

Our proposed schedule for the annual audit is as follows:

Mid July		<ul style="list-style-type: none"> • Planning <ul style="list-style-type: none"> ○ Entrance Conference
August		<ul style="list-style-type: none"> • Fieldwork <ul style="list-style-type: none"> ○ Internal Control Review ○ Exit Conference
1 st week of February		<ul style="list-style-type: none"> • Fieldwork <ul style="list-style-type: none"> ○ District Audit
2 nd week of February		<ul style="list-style-type: none"> • Audit Wrap up • Draft Report Processing
3 rd week of February		<ul style="list-style-type: none"> • Manager Review • Draft Report Review
4 th week of February		<ul style="list-style-type: none"> • Technical Partner Review and draft approval
1 st week of March		<ul style="list-style-type: none"> • Draft, and supplementary tie outs provided to District. • Review by District
2 nd week of March		<ul style="list-style-type: none"> • Address review comments on draft reports
2 nd and 3 rd week of March		<ul style="list-style-type: none"> • Review by quality control partner • Final Changes • Approval by Engagement Partner
4 th week of March		<ul style="list-style-type: none"> • Final Reports Issued



WORK PLAN AND SCHEDULE (Continued)

DISCUSSION OF RELEVANT ACCOUNTING ISSUES

The most recent relevant accounting issue impacting the District is the implementation of GASB Statement No. 95, *Postponement of Effective Dates of Certain Authoritative Guidance*. This statement postponed several key GASB pronouncements as a temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. The one major pronouncement that could impact the District being delayed is GASB Statement No. 87, *Leases*. This statement is now effective in fiscal year 2022 respectively.

GASB Statement No. 87 will require all leases the District currently is under contract for, both as the lessor and lessee, to be analyzed and recorded on the District's financial statements. The term "operating", and "capital" leases will no longer be relevant, and all leases the District is under contract for will now be recorded and disclosed in some form.

COVID-19 AND IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS

With our familiarity with similar government agencies, we do not anticipate unusual audit problems. The primary challenge we anticipate in general is the new audit landscape we have been put into given the current COVID-19 related pandemic. Audits are now being performed primarily remotely, and we plan on this remaining in place for the future. This challenge will be alleviated by frequent communication between the audit team and Citrus Heights Water District, a secure upload system to provide all documents, and clear expectations as far as fieldwork dates and timing of reports. The only special assistance requested from District staff would be the need to possibly scan documents that are currently not available in electronic form, as well as potentially read-only access to the District's financial reporting system to view items and information remotely.

ADDITIONAL PROFESSIONAL SERVICES

RATES FOR ADDITIONAL PROFESSIONAL SERVICES

If it should become necessary for the District to request additional services, any such additional work agreed to by the District will be performed as set forth in a task order-style agreement using the hourly rate as shown on this proposal.



ANNUAL COST TO PROVIDE AUDITING SERVICES

TOTAL NOT-TO-EXCEED PRICE

The proposed all-inclusive maximum price for two (2) fiscal years beginning with fiscal year ending December 31, 2021, with the option to extend the contract for three subsequent fiscal years is presented on the following pages and includes each audit component and for each year calculated as the rates per partner, manager, senior, and audit staff level time anticipated hours.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES					
Service	2020/21	2021/22	Optional FY 2022-23	Optional 2023/24	Optional 2024/25
District Audit, including Annual Report & Related Communications	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,600	\$ 21,218
Single Audit**	\$ 4,420	\$ 4,420	\$ 4,420	\$ 4,553	\$ 4,690
Annual Report of District Financial Transactions	\$ 1,770	\$ 1,770	\$ 1,770	\$ 1,823	\$ 1,878
Out-of-Pocket Expenses	Included	Included	Included	Included	Included
Total for Fiscal Year - (Not to Exceed)	\$ 26,190	\$ 26,190	\$ 26,190	\$ 26,976	\$ 27,786

** Price assumes one major program, each additional program is \$2,500

HOURLY RATES

Hourly rates used to prepare this proposal were as follows:

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES					
Auditor's Standard Billing Rates	FY 2020-21	FY 2021-22	Optional FY 2022-23	Optional FY 2023-24	Optional FY 2024-25
Partner	\$ 290	\$ 290	\$ 290	\$ 299	\$ 308
Senior Manager	\$ 200	\$ 200	\$ 200	\$ 206	\$ 212
Manager	\$ 165	\$ 165	\$ 165	\$ 170	\$ 175
Supervisor	\$ 140	\$ 140	\$ 140	\$ 144	\$ 148
Senior Accountant	\$ 120	\$ 120	\$ 120	\$ 124	\$ 128
Staff Accountant	\$ 90	\$ 90	\$ 90	\$ 93	\$ 96
Clerical	\$ 75	\$ 75	\$ 75	\$ 77	\$ 79



ANNUAL COST TO PROVIDE AUDITING SERVICES (Continued)

STAFF HOURS

LEVEL OF STAFF ASSIGNED AND NUMBER OF HOURS TO BE ASSIGNED TO EACH PHASE					
	Partners	Manager	Supervisor	Staff	Total
District Audit, including Annual Report & Related Communications					
Interim Audit	4	6	18	24	52
Financial Audit Test work	2	2	30	40	74
Report/Review/Supervision	6	8	10	-	24
Subtotal	12	16	58	64	150
Single Audit**					
Test work	-	-	8	16	24
Report/Review/Supervision	3	6	-	-	9
Subtotal	3	6	8	16	33
Annual Report of District Financial Transactions					
Report/Review/Supervision	-	-	-	16	16
Testwork	-	2	-	-	2
Subtotal	-	2	-	16	18
Total Proposed Hours	15	24	66	96	201

** Hours assigned are for one major program

OUT-OF-POCKET EXPENSES

All out-of-pocket expenses including meals, lodging and transportation are included in the quoted price for financial auditing services.

MANNER OF PAYMENT

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month. The final ten percent (10%) of the total all-inclusive maximum price will be paid upon delivery of the firm's final reports.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE AGREEMENT WITH
PRECISION ACTUARIAL INC. FOR PROFESSIONAL ACTUARIAL SERVICES

STATUS : Action Item

REPORT DATE : June 8, 2021

PREPARED BY : Alberto Preciado, Accounting Manager
Susan K. Talwar, Director of Finance and Administrative Services

OBJECTIVE:

Consider the selection of an actuarial firm to provide actuarial services for the District.

BACKGROUND AND ANALYSIS:

This item is administrative in nature. The Governmental Accounting Standards Board (GASB) issued its Statement No. 45 *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions* in 2004, which required government agencies to obtain an actuarial valuation for postemployment benefits (OPEB) every three years. In 2015, GASB issued Statement No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, which took effect for Fiscal Year 2018, changing the requirement for actuarial reports to every two years, and adding additional reporting requirements.

The District issued a Request for Proposals (RFP) for the selection of an actuarial firm in April 2021. Proposals were received from three firms. After reviewing the proposals based on criteria including compliance with the RFP, professional qualifications, experience, and cost, Precision Actuarial Inc. (Precision) of Auburn, California was selected for interview.

Staff interviewed Precision on May 27, 2021. After consulting with Precision's references, staff recommendation is that the District contract with Precision for OPEB Actuarial Services for the actuarial reports and GASB 75 valuations to be used for the financial reports for fiscal years ending December 31, 2021 through 2024 with the option to extend the agreement by one valuation term. Funding is included in this year's budget for the actuarial services work and preparation of the District's December 31, 2020 valuation. Funding will be included in future years' budgets for future years' work performed by Precision under the accompanying Agreement.

Precision is an actuarial services firm with demonstrated knowledge and experience in performing OPEB actuarial work for California municipal agencies. Recent clients include the City of Foster City, the City of Napa, the City of West Sacramento, and the County of Kings.

Precision's references were favorable for Precision's services and staff. The proposed fee for services is \$12,000 for the term of the agreement covering Actuarial Reports for December 31, 2020 and December 31, 2022, as well as GASB 75 reports for fiscal years 2021 through 2024.

RECOMMENDATION:

Authorize the General Manager to execute an Agreement for Actuarial Services with Precision Actuarial Inc. in accordance with their proposal.

ATTACHMENTS:

- 1) Draft Professional Services agreement for Precision Actuarial Inc.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT PROFESSIONAL SERVICES AGREEMENT FOR PROFESSIONAL ACTUARIAL SERVICES

1. PARTIES AND DATE.

This Agreement is made and entered into this day of June 2021, 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 Precision Actuarial Inc, a corporation with its principal place of business at 11750 Atwood Road, Auburn, CA 95603 (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

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

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

2.3 Project. District desires to engage Consultant to render such services on an on-call basis. Services shall be ordered by Task Order(s) to be 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 professional human resources and related consulting 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.

3.1.2 Term. The term of this Agreement shall be from June XX, 2021 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.

3.2 Responsibilities of Consultant.

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

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

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

3.2.4 RESERVED.

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

3.2.6 Consultant's Representative. Consultant hereby designates Roger T. Burton, or his or her designee, to act as its representative for the performance of this Agreement

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

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

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

3.2.9 Laws and Regulations. Consultant shall keep itself 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.

3.2.10 Insurance.

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

subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this section.

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

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

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

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

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

(A) Commercial General Liability. The commercial general liability policy shall be endorsed to provide the following: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage; (2) the insurance coverage shall be primary insurance as respects the District, its

directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way; and (3) the insurance coverage shall contain or be endorsed to provide waiver of subrogation in favor of the District, its directors, officials, officers, employees, agents and volunteers or shall specifically allow Consultant to waive its right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

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

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

(D) Professional Liability (Errors and Omissions). This insurance shall 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.

3.2.10.4 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such

insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents and volunteers.

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

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

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

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

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

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall 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.

3.3 Fees and Payments.

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

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

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

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

3.3.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq., and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is One Thousand Dollars (\$1,000) or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall obtain a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute

the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

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

3.4 Accounting Records.

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

3.5 General Provisions.

3.5.1 Termination of Agreement.

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

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data (defined below) and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

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

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

District

Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA 95611
Attn: Hilary Straus, General Manager

Consultant

Precision Actuarial Inc.
11750 Atwood Road
Auburn, CA 95603
Attn: Roger T. Burton, Chief
Actuary

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). Consultant shall require all subcontractors to agree in writing that District is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents 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.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District’s name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District.

3.5.4 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.

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

3.5.6 Indemnification.

3.5.6.1 Standard Indemnification. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or relating to any negligence, recklessness, or willful misconduct of Consultant, its officials, officers, employees, agents, consultants, and contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees, and attorney's fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents, or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents, or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided, including correction of errors 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.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

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

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

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

3.5.11 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the

prior written consent of the District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

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

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

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

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

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

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

3.5.18 Prohibited Interests. Consultant maintains 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.

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

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

3.5.21 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party 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.

3.5.22 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 SUPPORT SERVICES**

CITRUS HEIGHTS WATER DISTRICT

PRECISION ACTUARIAL INC.

By: _____
Hilary M. Straus
General Manager

By: _____
Roger T. Burton
Chief Actuary

Date: _____

Date: _____

**EXHIBIT “A”
SCOPE OF SERVICES**

See attached Request for Proposal, Exhibit A



REQUEST FOR PROPOSALS

For

**ACTUARIAL SERVICES TO VALUE OTHER POST-EMPLOYMENT BENEFITS
(OPEB) IN COMPLIANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS
BOARD STATEMENT NO. 75 (GASB 75)**

Proposals Due by 11:59 PM, April 30, 2021

Introduction:

The Citrus Height Water District is accepting proposals from qualified consultants for Actuarial Services in accordance with the included specifications, terms, and conditions shown in this Request for Proposals (RFP). Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

A pdf of the proposal should be submitted to the Citrus Heights Water District by 11:59 PM, April 30, 2021. Proposal shall be submitted via email to: **Alberto Preciado** (apreciado@chwd.org) with the subject line **"Other Post-Employment Benefits Actuarial Services"**.

Proposals can also be sent via mail and addressed to:

**Citrus Heights Water District
Alberto Preciado, Accounting Manager
RE: Other Post-Employment Benefits Actuarial Services
6230 Sylvan Road, Citrus Heights, CA 95610**

GENERAL INFORMATION

The Citrus Heights Water District (CHWD) is seeking proposals from qualified professional actuary firms (Actuary) to provide services to value Other Post-Employment Benefits (OPEB) in compliance with Governmental Accounting Standards Board Statement No. 75 (GASB 75) for inclusion in CHWD's Comprehensive Annual Financial Report as of December 31, 2021, December 31, 2022, December 31, 2023, and December 31, 2024.

Said valuations must be performed in accordance with generally accepted actuarial standards of practice promulgated by the Actuarial Standards Board and based on the actuarial assumptions and methods prescribed by the California Public Employees' Retirement System (CalPERS) Board. The required services and performance conditions are described in the Scope of Work.

There is no expressed or implied obligation of CHWD to reimburse responding firms for any expense incurred in preparing proposals in response to this request.

During the evaluation process, the CHWD reserves the right, where it may serve CHWD's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

CHWD reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CHWD and the firm selected.

To be considered, a proposal must be received by 11:59 PM, April 30, 2021. Please see the Instructions to Submitting Firms in this document for further information.

BACKGROUND

The Citrus Heights Water District was incorporated in 1920 as an Irrigation District under the California Water Code. CHWD is located approximately 15 miles northwest of the City of Sacramento, and provides water service to a population of approximately 67,000 residents within a service area of approximately 12.8 square miles. CHWD employs approximately 36 full time employees. CHWD's Adopted Budget for fiscal year 2021 totals \$20.5 million.

CHWD contracts with the California Public Employees' Retirement System to provide retirement benefits under California Government Code section 22825.5. CHWD provides a monthly health insurance reimbursement to retirees up to a maximum contribution set by CHWD's Board of Directors, based on years of service. As of January 30, 2019, this plan is closed to new employees.

SCOPE OF WORK

The Citrus Heights Water District is seeking proposals from qualified firms interested in providing actuarial services to CHWD for valuation of OPEB offered by CHWD. The Actuary must at a minimum:

1. Ensure compliance with GASB Statement 75.
2. Prepare the valuation for December 31, 2020, that will provide recommended contributions/plan funding for Fiscal Year (FY) 2022 and FY 2023, and GASB 75 roll forward accounting information for CHWD's Comprehensive Annual Financial Report for FY 2021 and FY 2022.
3. Prepare the valuation for December 31, 2022, that will provide recommended contributions/plan funding for Fiscal Year (FY) 2024 and FY 2025, and GASB 75 roll forward accounting information for CHWD's Comprehensive Annual Financial Report for FY 2023 and FY 2024.
4. Prepare necessary information for inclusion in CHWD's audited financial statements for the Fiscal Years ending December 31, 2021 through December 31, 2024. This includes drafting in its entirety the note to the financial statements for inclusion into CHWD's financial statements that conform to all of the requirements of GASB Statement 75; and all of the required supplementary information required by the same.
5. Provide all documents and information (including the actuarial certification, funding policy certification, and Excel valuation information spreadsheet) required by CalPERS for agencies funding with the California Employers' Retiree Benefit Trust (CERBT) along with a certified final valuation results outline.
6. Meet with CHWD (and its auditors if necessary) to discuss and review the report.
7. Assistance in implementing any new GASB statements and other financial pronouncements related to OPEB and providing ongoing professional consultation.
8. The December 31, 2020 actuarial valuation shall be provided by August 31, 2021.
9. The annual reports for information necessary to prepare CHWD's Comprehensive Annual Financial Report shall be provided by February 15th each year.

10. Working Paper Retention - All working papers and reports must be retained, at the Actuary's expense, for a minimum of seven (7) years after the last year of the contract, unless the Actuary is notified in writing by CHWD of the need to extend the retention period. The Actuary will be required to make working papers available upon request, including, but not limited to, CHWD or its designees. The Actuary shall work with CHWD staff and financial auditors as needed to comply with GASB 75 requirements and Comprehensive Annual Financial Report preparation and audits.
11. The Actuary shall respond to the reasonable inquiries of successor Actuaries and allow successor Actuaries to review working papers relating to matters of continuing GASB and accounting significance, if needed.
12. CHWD shall be free to publish the valuations and reports as they see fit without obtaining prior permission from the Actuary as long as they are not used in a potentially misleading manner and no material subsequent event has occurred that might render the valuation and reports potentially misleading.
13. The proposal package shall present all-inclusive actuarial fees for each year of the contract term. Actuarial fees associated with optional extensions exercised by CHWD will be negotiated at the time of contract extension. CHWD requires the total costs be stated as a "not to exceed" basis and shall be inclusive of labor, travel, report preparation, printing, and all other expenses incurred by the Actuary.

PROPOSAL REQUIREMENTS

1. Provide a cover letter on company letterhead addressing the proposal. The letter shall be signed by an officer of the Actuary firm authorized to bind the firm to all comments made in the proposal, and shall include the name, address, and phone number of the person(s) to contact who will be authorized to represent Actuary firm.
2. The respondent's proposal must include a project plan for the actuarial services engagement to be performed under this RFP for the valuation of other post-employment benefits. The project plan should include, at a minimum, the following:
 - a. Approach and methodology for the valuation
 - b. Approach and methodology to include compliance with GASB standards

- c. Data requirements from CHWD
 - d. Identification of project plan milestones
 - e. Schedule for project completion and issuance of report
 - f. Valuation report elements to include:
 - i. Actuarial present value of total projected benefits
 - ii. Actuarial accrued liability
 - iii. OPEB assets both market value and actuarial value
 - iv. Unfunded actuarial accrued liability
 - v. Normal cost
 - vi. Annual required contribution as a dollar amount and as a percentage of Payroll
 - vii. Annual OPEB cost
 - viii. Net OPEB obligation
 - ix. Summary of data used for the valuation
 - x. Summary of actuarial methods and assumptions
 - xi. Financial notes to be included in the CHWD's audited financial statements in the GASB prescribed format
3. Describe the governmental experience of the firm including the specific details regarding experience in the area of actuarial valuation services related to OPEB.
 4. Provide a list of municipal government references where the firm has provided OPEB actuarial valuation services in the past thirty-six (36) months. This list should indicate the names and contact information of finance officers in these municipalities.
 5. Provide information regarding staffing including the experience of the individuals who will be assigned to the engagement. This should also include each individual's relevant experience with municipalities and preparing OPEB actuarial valuations. Also, include information as to the annual training plan of the firm related to governmental services.
 6. Provide the proposed cost of services. CHWD requires a firm, fixed fee for the actuarial valuation services for the term.
 7. Provide a sample actuarial valuation.
 8. Provide a sample of the additional information needed to prepare necessary notes to the financial statements to be included in CHWD's audited financial statements, including, but not limited to, notes and required supplementary information.

PROPOSED TERM OF CONTRACT

CHWD will enter into a task order-style professional services agreement with a term of up to four years, up to and including OPEB actuarial valuation data to be used in CHWD's audited financial statements as of December 31, 2021, December 31, 2022, December 31, 2023, and December 31, 2024. The base Task Order will cover the tasks in the scope of services section. Any additional services will be added as additional tasks. CHWD may extend this agreement for an additional term. No service shall be performed unless authorized by a fully executed Task Order in the form attached.

SCHEDULE FOR SELECTION

Deadline for submittal of Questions:	April 14, 2021
Response to Questions:	April 19, 2021
Deadline for submittal of Proposal:	11:59 PM, April 30, 2021
Interviews (if necessary):	TBD
Notification of selected firm (tentative):	June 9, 2021 (tentative)
Board of Directors approves agreement:	June 16, 2021 (tentative)

METHOD OF SELECTION

CHWD will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness
- Responsiveness to CHWD's issues
- Potential to benefit CHWD
- Experience of the firm providing similar services to other municipalities
- Cost effectiveness
- Quality of proposed staff

INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to CHWD in a creative, cost-effective and service-oriented manner.

B. Questions/Clarifications

Please direct any questions regarding this RFP to Alberto Preciado, Accounting

Manager at apreciado@chwd.org. Questions must be received via email by 5:00 p.m. on April 14, 2021.

C. Submission of Proposals

Complete written proposals must be submitted via email or via mail in sealed envelopes marked and received no later than 11:59 PM PDT on April 30, 2021, to the address below. Proposals will not be accepted after this deadline.

Emailed to: apreciado@chwd.org with the subject line **“Other Post-Employment Benefits Actuarial Services”**.

Or mailed to:

Citrus Heights Water District
Alberto Preciado, Accounting Manager
RE: Other Post-Employment Benefits Actuarial Services
6230 Sylvan Road
Citrus Heights, CA 95610

D. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

E. Rights of the Citrus Heights Water District

This RFP does not commit CHWD to enter into a Contract, nor does it obligate CHWD to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

CHWD reserves the right to:

- a. Make the selection based on its sole discretion;
- b. Reject any and all proposals without prejudice;
- c. Issue subsequent Requests for Proposal;
- d. Postpone opening for its own convenience;
- e. Remedy technical errors in the Request for Proposal process;
- f. Approve or disapprove the use of particular sub-contractors;
- g. Negotiate with any all, or none of the prospective firms;
- h. Solicit best and final offers from all or some of the prospective firms;
- i. Accept other than the lowest offer; and/or
- j. Waive informalities and irregularities in the proposal process.

F. Contract Type

CHWD's task order-style professional services agreement (ATTACHMENT A) will be executed with the recommended firm.

G. Collusion

By submitting a proposal, each prospective firm represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

ATTACHMENTS:

Professional Services Agreement

**EXHIBIT “B”
SAMPLE TASK ORDER FORM**

TASK ORDER

Task Order No. 1 (YEAR – 1 &2)

Contract: Agreement for Professional Actuarial Services with Citrus Heights Water District

Consultant: Precision Actuarial Inc.

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

Actuarial services for Fiscal Years 2021, 2022, 2023, and 2024 as described in Exhibit “A” under “Scope of Services”

List any attachments: Proposal from Precision Actuarial Inc. (Exhibit “C”)

Compensation Form: Not to exceed \$12,000 as outlined in page 8 of Exhibit “C”.

Reimbursements: N/A

Dollar Amount of Task Order: Not to exceed \$12,000.00.

Completion Date: Upon completion of required reports for term outlined in Exhibit “A”.

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: _____

EXHIBIT “C”

Proposal from Precision Actuarial Inc.



April 27, 2021

11750 Atwood Road
Auburn | California | 95603
www.precisionactuarial.com
(415) 801-5987

Alberto Preciado, Accounting Manager
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, California 95610

Re: Other Post-Employment Benefits Actuarial Services

Precision Actuarial Inc. proposes to provide actuarial valuation services to the Citrus Heights Water District (CHWD). We believe that we are an excellent choice to provide actuarial valuation services to CHWD. Precision Actuarial is a service-disabled veteran-owned business, based in Auburn, California. We currently provide valuations for nearly 80 municipal entities, including special districts, in California and other states nationwide. The unique combination of experience, personal attention, personal investment in our company, and competitive fees makes us an outstanding choice to provide actuarial valuation services for CHWD.

With our extensive California municipal entity experience, and through innovative solutions, the efficient use of technology, and a focus on quality, we can provide our clients with truly value-added results in less time and for significantly lower fees.

Contact: Roger T. Burton, FSA, MAAA, FCA
Address: 11750 Atwood Road | Auburn | California | 95603
Phone: (415) 801-5987

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Roger T. Burton".

Roger T. Burton, FSA, MAAA, FCA
Chief Actuary



Corporate Solutions for the Modern World

Healthcare • Pension • Valuations • Life & Disability • P&C • Financial Reporting
Risk Management • Reinsurance • M&A • Expert Witness



DUNS: 079861610 CAGE: 7EC83 CA Supplier: 1798304

Project Plan

Approach and Methodology for the Valuation

We develop our GASB 75 valuation reports so that they include:

- All the actuarial items and measurements that GASB 75 requires,
- Actuarially determined contributions for the upcoming years, and
- Draft footnotes that CHWD may copy directly into their comprehensive annual financial report (CAFR).

The second year in the process is a roll-forward report for GASB 75 reporting purposes, including an update to the actuarially determined contribution for the upcoming year.

This eliminates the need for a second funding report; there will only be one report issued each year, saving CHWD time and money.

Our overall approach to valuations is to gather the data from CHWD, review the data and begin to populate the valuation report and code the valuation system. We will communicate with CHWD and let CHWD know if we have questions about the data or the benefits provided. Once we have coded the valuation and populated the report with the results, we have the coding and the report peer-reviewed by other actuaries. We also will communicate the assumptions used with CHWD for approval. A detailed work plan follows under **Identification of Project Plan Milestones**.

Approach and Methodology to Include Compliance with GASB Standards

We produce our reports from templates that we have checked thoroughly against all provisions in GASB 75. As such, our reports are fully compliant with GASB standards.

Data Requirements from CHWD

We require the following items from CHWD to produce a GASB 75 report:

- A copy of the latest GASB 75 actuarial report,
- A census of active employees,
- A census of retirees and their covered dependents,
- A total dollar amount of the benefits paid for retirees for other post-employment benefits in the latest fiscal year,
- A statement of trust assets, including a breakdown of changes from the prior year to the current year,
- A summary of the benefits of the retiree other post-employment benefit plans, including eligibility requirements, and
- Additional information described under **Additional Information Required** below.

Identification of Project Plan Milestones

A project plan follows, listing key project milestones. The project will take approximately 24 workdays. Roll-forward updates will follow the same process but have significantly less steps and take less time.

Task	Personnel	Milestone/Activity	Deliverable	Workdays
Send data request	RB, CB	Data request received by CHWD.	Data Request	1
Receive data	CB	Receive data on our secure website.	n/a	10
Review census and asset data	CB	Develop a list of questions or missing items.	List of questions	1
Follow-up regarding data questions	CB	Send e-mail to CHWD regarding questions or missing items.	Follow-up E-mail	1
Incorporate updated data	CB	Incorporate any updates to the data.	n/a	1
Develop claim cost assumptions	CB	Develop claim cost estimates for the plan to compare to premiums and develop the implicit rate subsidy.	n/a	1
Code benefits in the valuation system	CB	Develop coding for the benefit plan into the valuation system.	n/a	2
Review valuation system coding	SL	Review the coding.	n/a	1
Update the report's benefit summary	CB	Update report template with the benefit summary for CHWD	n/a	1
Update report assumptions	CB	Update report template with the assumptions used for the valuation.	n/a	0
Run new valuation	CB	Run the valuation.	n/a	1
Update valuation results in the report	CB	Load the valuation results into the report	n/a	1
Review the draft report	RB	Review draft reports for errors, consistency, print layout, and text	n/a	1
Finalize the GASB 75 valuation report	RB	Make any necessary changes and produce PDF version of the report	n/a	0
Deliver the GASB 75 valuation report	RB	Deliver the GASB 75 report as a draft copy	Draft Report	0
Receive feedback from CHWD	RB	Receive feedback from CHWD. Incorporate it into the report. Finalize the report.	n/a	2
Deliver the Final GASB 75 valuation report	RB	Deliver the report to the CHWD.	Final GASB 75 Valuation Report	0

Schedule for Project Completion and Issuance of Report

The first valuation report will commence as soon as the contract is approved. The detailed schedule is provided in the section above, **Identification of Project Plan Milestones**. Assuming that the contract is approved by the middle of July 2021, we will provide the report by the end of August 2021, as required.

The roll-forward report for the second year will take approximately half of the time for the full valuation detailed above, and we can start the report any time after December 31, 2021, when the asset and benefit payment information becomes available for the 2021 fiscal year.

Valuation Report Elements

Our reports include all the elements listed in the RFP. The sample report included in our proposal shows all the elements. A list of the elements and where one may find them in the sample report follows. The text in parentheses are the terms used in GASB 75 for the items.

1. Actuarial present value of total projected benefits (Total Present Value of Future Benefits): Accounting Summary, Sample Report Page 3.
2. Actuarial accrued liability (Total OPEB Liability): Accounting Summary, Sample Report Page 3.
3. OPEB assets both market value and actuarial value (Fiduciary Net Position): GASB 75 does not require both measurements; we will use the account value provided in trust financial statements. Accounting Summary, Sample Report Page 3.
4. Unfunded actuarial accrued liability (Net OPEB Liability): Accounting Summary, Sample Report Page 3.
5. Normal cost (Service Cost): Changes in the Net OPEB Liability, Sample Report Page 7.
6. Annual required contribution as a dollar amount and as a percentage of payroll (Actuarially Determined Contribution): Actuarially Determined Contribution, Sample Report Page 16.
7. Annual OPEB cost (Expense): Expense and Deferred Outflows and Inflows, Sample Report Page 10.
8. Net OPEB obligation (does not exist under GASB 75).
9. Summary of data used for the valuation: Actuarial Assumptions, Sample Report Pages 40 to 42.
10. Summary of actuarial methods and assumptions: Actuarial Assumptions, Sample Report Pages 40 to 42.
11. Financial notes to be included in the CHWD's audited financial statements in the GASB-prescribed format: Draft Footnotes, Sample Report Pages 31 to 35.

Governmental Experience

A representative list of agencies for whom we have prepared OPEB valuations follows. We have produced OPEB valuation reports for over 80 agencies, the majority in California. Our actuaries have produced OPEB valuation reports since the implementation of GASB 45, which preceded GASB 75.

Kings County	City of Moreno Valley
Humboldt County	City of Morgan Hill
Fayette County (GA)	City of Napa
Lake County (MT)	City of Ojai
Lane County (OR)	City of Orange
King County (Seat of Seattle, WA)	City of Rancho Mirage
Foster City	City of Redlands
Union City	City of Rio Vista
City of Adelanto	City of San Pablo
City of Albany	City of Simi Valley
City of Baldwin Park	City of South El Monte
City of Brisbane	City of South Gate
City of Buellton	City of West Sacramento
City of Burlingame	City of Rancho Mirage
City of Chula Vista	City of Redlands

Municipal Government References

Name: Foster City
 Contact: Edmund Suen, Finance Director
 Address: 610 Foster City Boulevard | Foster City | California | 94404
 Telephone: (650) 286-3204
 E-mail: esuen@fostercity.org
 Scope of Work: GASB 73 and GASB 75 Reports

Name: County of Kings
 Contact: Elizabeth Cruz, Senior Accountant — Auditor
 Address: 1440 West Lacey Blvd. | Building 7 | Hanford | California | 93230
 Telephone: (559) 852-2461
 E-mail: Elizabeth.Cruz@co.kings.ca.us
 Scope of Work: GASB 75 Reports

Name: City of Redlands
 Contact: Farrah Jenner, Assistant Finance Director
 Address: P.O. Box 3005 | Redlands | California | 94404
 Telephone: (909) 335-4775
 E-mail: fjenner@cityofredlands.org
 Scope of Work: GASB 75 Reports
 Note: Produced for GovInvest under Subcontracting Arrangement

Staffing

Our key personnel on this project will be Roger Burton, FSA, MAAA, FCA, as lead actuary. Roger has over 25 years of experience as an actuary and has been providing public sector valuation reports for over 15 years. Scott Lanham, FSA, MAAA, EA, will be the senior consulting actuary on the project. Scott has over 20 years of experience as a consulting actuary and has worked on public and private plans, including state-level public plans. Christian Boughner, ASA, MAAA, will provide valuation support.

We keep up to date on changes in regulations that affect governmental financial reporting and train our staff on how to deal with any relevant changes to regulations. Quarterly, and at least annually for some assumptions, we revise our assumptions to reflect the current regulatory and economic environment.

Summary biographies of our key staff follow.

Lead Actuary

Name	Roger T. Burton
Job Description	Client lead and main point of contact; Chief Actuary and contract management. Supervise the projects and staff and provide high-level peer review.
Education	Bachelor of Science in Applied Mathematics, Yale University
Experience	Roger has over 25 years of experience as an actuary. Fifteen years are as a consulting actuary, and five of those years are with Precision Actuarial. He is the chief actuary of Precision Actuarial and the President and owner of Healthcare Actuaries (thirteen years), leading valuations and other actuarial projects. He worked at Premera Blue Cross, Mercer Health & Benefits, Healthcare Actuaries, and Precision Actuarial.
Certifications	FSA, MAAA, FCA

Senior Consulting Actuary

Name	E. Scott Lanham
Job Description	Project lead. Direct individual projects and staff. Direct the project process and tasks, review work product and processes.
Education	Bachelor of Science in Actuarial Science, Ohio State University, Summa Cum Laude with Honors
Experience	Scott has over 20 years of experience on pension and health valuations. Prior to joining Precision Actuarial and leading health and pension valuations in November of 2018, Scott worked at Towers, Mercer, Buck, and Stanley Benefit Services on pension valuations and other projects.
Certifications	FSA, MAAA, EA

Consulting Actuary

Name	Christian M. Boughner
Job Description	Work directly with the data and develop the census. Code the valuation system. Analyze the data and results. Create reports.
Education	Bachelor of Science in Applied Mathematics and Economics, The College of William & Mary
Experience	Christian worked at SageView Consulting for over 2 years, providing pension and healthcare valuation support. He has been providing pension and healthcare valuation support at Precision Actuarial since October 2018.
Certifications	ASA, MAAA

Cost of Services

The GASB 75 reports that we will produce will include actuarially determined contributions for subsequent years. The first report, the GASB 75 full valuation for the fiscal year ending December 31, 2021, will provide actuarially determined contributions for fiscal year 2022 and fiscal year 2023, assuming that the prior actuary provided actuarially determined contributions for fiscal year 2021 (if not, we can provide them). The rollforward GASB 75 report for the fiscal year ending December 31, 2022 will update the actuarially determined contribution for fiscal year 2023. The second GASB 75 full valuation for the fiscal year ending December 31, 2023 will provide actuarially determined contributions for the fiscal year 2024 and 2025. The rollforward GASB 75 report for the fiscal year ending December 31, 2024 will update the actuarially determined contribution for the 2025 fiscal year.

As such, we will not need to produce separate funding reports to produce the actuarially determined contributions, and we included the costs for the actuarially determined contribution projections in the fees for the GASB 75 reports.

Our fees for the valuation reports follow.

Report	Date	Fee
Actuarial Valuation Report	December 31, 2020	Included Below
Actuarial Valuation Report	December 31, 2022	Included Below
GASB 75 Full Valuation	December 31, 2021	\$4,000
GASB 75 Roll-Forward Valuation	December 31, 2022	\$2,000
GASB 75 Full Valuation	December 31, 2023	\$4,000
GASB 75 Roll-Forward Valuation	December 31, 2024	\$2,000
Total		\$12,000

We will assist with implementing any new GASB statements and other financial pronouncements related to OPEB obligations at no additional charge.

Meetings are included in the fees above unless the meetings are in person, in which case we will bill travel at cost.

We will deliver the reports as a draft for review by CHWD before finalizing the reports.

For any work outside of the items listed above, our hourly rates follow.

Position	Rate
Lead Actuary	\$360
Senior Consulting Actuary	\$300
Consulting Actuary	\$240
Actuarial Analyst	\$200

Sample Actuarial Valuation

Please find a sample actuarial valuation report attached as an appendix.

Additional Information Required

In addition to the information described in the section Data Requirements from CHWD, we will require, at least for the first report, the following items:

- The Name of the Plan, if any. If there is a name, it will likely be on the plan documents or on MOUs, or on the motion, legislation, or order establishing the plan.
- The Types of Benefits (medical, dental, vision, long-term care, and so on).
- The terms or policies, if any, with respect to automatic post-employment benefit changes, including automatic COLAs, ad hoc post-employment benefit changes (including ad hoc COLAs), and the sharing of benefit-related costs with inactive employees. That is, are there any automatic increases? How much do the retirees pay for their benefits? We often describe this as the difference between the premiums and the amount paid by the agency.
- The authority under which benefit terms are established or may be amended. Who established the plan, and who has the right to change it?
- If the OPEB plan is open or closed to new entrants. A closed plan means that nobody new can enter the plan. Either there can be no new retirees into the plan, or no new employees can join the plan. An open plan allows new entrants.
- Where the public can obtain a copy of the agency's financial reports, such as a website or, if none is available, contact information for obtaining the reports.

Sample Client

GASB 75 OPEB Valuation Report Measured as of June 30, 2020 for Disclosures for the Fiscal Year Ending June 30, 2021

April 27, 2021



11750 Atwood Road
Auburn, California 95603
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www.precisionactuarial.com



11750 Atwood Road
Auburn, California 95603
www.precisionactuarial.com
(415) 801-5987

April 27, 2021

Jane Doe
Finance Director
Sample Client
Address
City, California ZIP Code

Re: Sample Client Retiree Benefits Health Plan GASB 75 OPEB Valuation Measured as of June 30, 2020

Dear Ms. Doe:

At your request, we completed an actuarial valuation of the retiree health and welfare benefits measured as of June 30, 2020, for the Sample Client. This is a roll-forward of the valuation produced for the fiscal year ending June 30, 2020. Please use the information in this report for your financial statements for the fiscal year ending June 30, 2021. This valuation is based on input from the District and from CalPERS, as well as our understanding of GASB Statement No. 75 "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions" (GASB 75).

We greatly appreciate your business. If you have any questions, please feel free to call us at (415) 801-5987.

Best Regards,

A handwritten signature in blue ink that reads "Roger T. Burton".

Roger T. Burton, FSA, MAAA, FCA



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Purpose of the Report

Precision Actuarial prepared this report to meet employer financial accounting requirements under GASB Statement No. 75 “Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions” (GASB 75), issued in June 2015, as amended by GASB Statement No. 85. This report includes information with respect to the obligation to provide future retiree health and welfare benefits for the fiscal year ending June 30, 2021.

Valuation Date: June 30, 2019

Measurement Date: June 30, 2020

Report Date: June 30, 2021

Application to Financials

This report provides assets, liabilities, and expenses for use in the District's 2021 financial reports.

The District should use the liabilities, assets, and expense measured as of June 30, 2020, for its financial statements for the year ending June 30, 2021.

Update procedures were used to roll the total OPEB liability forward to the measurement date.

The report also provides the actuarially determined contributions for funding purposes for reporting for the fiscal years ending June 30 for 2020, 2021, and 2022.

Changes Since the Prior Valuation

This valuation is a roll-forward of the valuation produced for the prior fiscal year. We updated:

- Discount rate from 7.55% to 4.67%
- Benefit payments
- Contributions
- Assets

Actuarial Certification

Our determinations reflect the provisions and methods prescribed by GASB 75. In preparing this report, we relied on assets, employee census, plan design, premium rates, and administrative fees provided directly or indirectly by the plan sponsor, and demographic assumptions provided by CalPERS. CalPERS' actuaries set the premium rates using community rating. We did not attempt to verify that the community-rated premium rates represent the true cost of claims and administrative fees.

Actuarial Certification (*continued*)

We based the results in this report on this information, along with the actuarial assumptions and methods used herein. In our opinion, the assumptions used represent reasonable expectations of anticipated plan experience. We reviewed the census information for reasonableness, but we did not audit it.

Actuarial computations under GASB 75 fulfill employer accounting and financial reporting requirements. The calculations are consistent with our understanding of GASB 75. Determinations for purposes other than meeting employer financial accounting requirements may be significantly different from the results in our report. Accordingly, additional determinations may be necessary for other purposes, such as judging benefit security at termination.

No third-party recipient of Precision Actuarial's work product should rely solely on Precision Actuarial's work product. Any third-party recipient should engage qualified professionals for advice appropriate to their own needs.

There is no relationship between Precision Actuarial, its owners, subcontractors, or staff; or the Sample Client beyond the contractual services that we perform for the Sample Client.

On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, the report is complete and accurate and that we prepared it in accordance with generally recognized and accepted actuarial principles and practices which are consistent with the applicable "Actuarial Standards of Practice" and "Actuarial Compliance Guidelines" as promulgated by the American Academy of Actuaries.

The undersigned is a member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.



Roger T. Burton, FSA, MAAA, FCA

Chief Actuary

Executive Summary

Accounting Summary

A summary of the key valuation results follows.

	<i>Prior Report</i>	<i>Current Report</i>
Valuation Date:	June 30, 2019	June 30, 2019
Measurement Date:	June 30, 2019	June 30, 2020
Report Date:	June 30, 2020	June 30, 2021
Present Value of Future Benefits		
Active Employees	\$ 1,408,985	\$ 2,277,492
Retirees	+ 2,491,576	+ 3,287,281
Total Present Value of Future Benefits	= 3,900,561	5,564,773
Total Present Value of Future Normal Costs	- 491,478	957,225
Total OPEB Liability (TOL)	= \$ 3,409,083	\$ 4,607,548
OPEB Liability		
Active Employees	\$ 917,507	\$ 1,320,267
Retirees	+ 2,491,576	+ 3,287,281
Total OPEB Liability (TOL)	= 3,409,083	4,607,548
Fiduciary Net Position (FNP)	- 595,537	616,292
Net OPEB Liability (NOL)	= \$ 2,813,546	\$ 3,991,256
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	17.47%	13.38%
Covered-Employee Payroll	\$ 1,783,551	\$ 1,889,428
Net OPEB Liability as a Percentage of Covered-Employee Payroll	157.75%	211.24%
Measurement Period:	2018-2019	2019-2020
Reporting Period:	2019-2020	2020-2021
Expense	\$ 161,900	\$ 303,982
Actuarially Determined Contribution (ADC)*	340,409	314,711

Net Position Chart (NOL not shown if zero or negative)



*The Actuarially Determined Contribution includes the implicit subsidy. It is not the amount that the District contributes directly to the fund. See page 16 for the District's direct contribution.

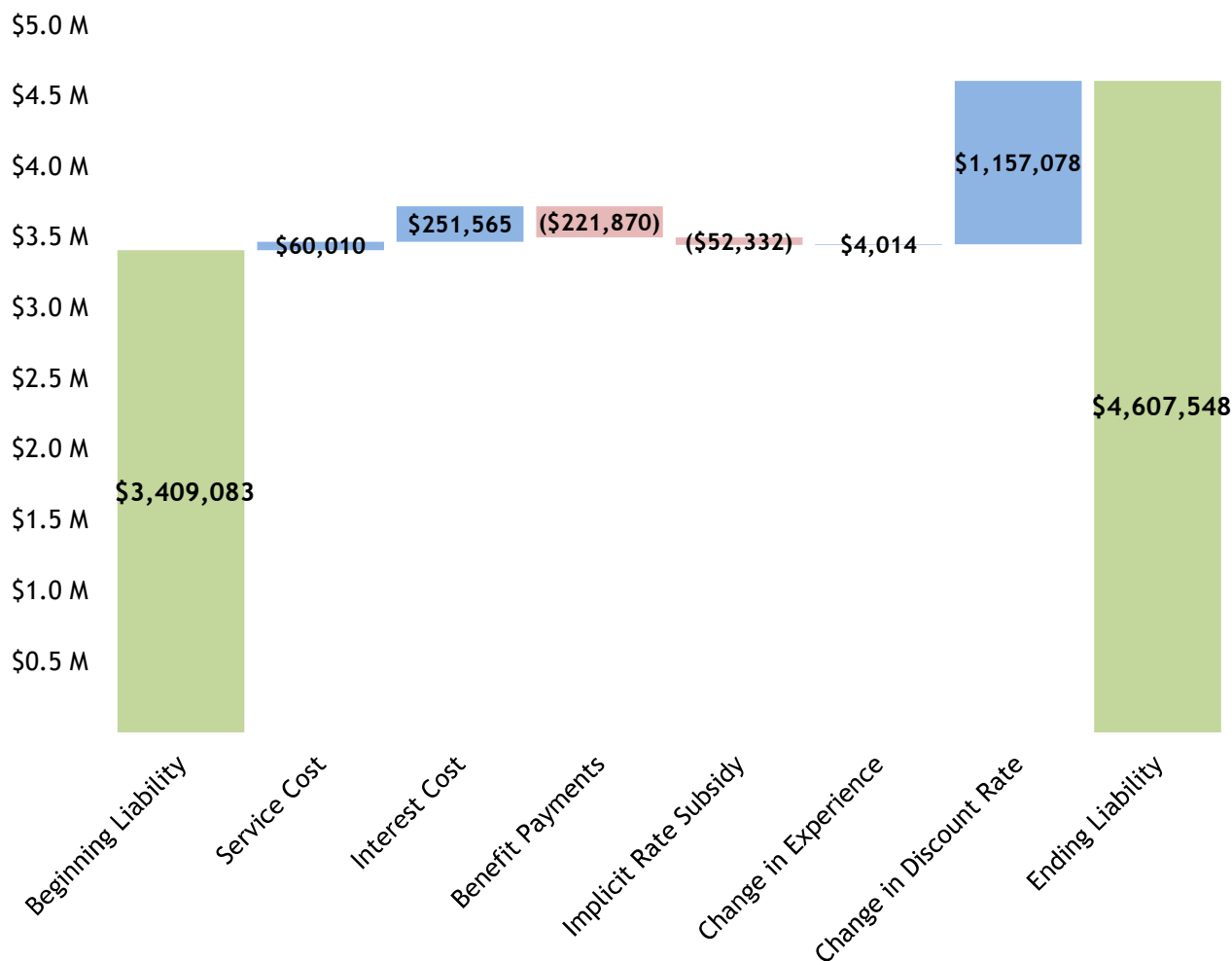
Executive Summary

Reconciliation of the Change in the Total OPEB Liability

A reconciliation of the changes to the Total OPEB Liability since the prior valuation report follow.

Total OPEB Liability as of Measurement Date June 30, 2019 /	
Report Date June 30, 2020	\$ 3,409,083
Service Cost	60,010
Interest Cost	251,565
Benefit Payments	(221,870)
Implicit Subsidy Credit	(52,332)
Change in Experience (Actual versus Expected)	4,014
Change in Discount Rate from 7.55% to 4.67%	1,157,078
Total OPEB Liability as of Measurement Date June 30, 2020 /	
Report Date June 30, 2021	\$ 4,607,548

Reconciliation of the Change in the Total OPEB Liability



Accounting Information

Statement of Fiduciary Net Position

Measurement Date: June 30, 2020

Report Date: June 30, 2021

Assets

Cash and Deposits	\$	-
Securities Lending Cash Collateral		-
Total Cash		-
Receivables:		
Contributions		-
Due from Broker for Investments Sold		-
Investment Income (Interest on Investments)		-
Other		-
Total Receivables		-
Investments:		
Domestic Fixed Income Securities		-
Domestic Equities		-
Investment Funds		616,292
International Equities		-
Real Estate		-
Total Investments		<u>616,292</u>
Total Assets	\$	<u>616,292</u>

Liabilities

Payables:

Investment Management Fees	\$	-
Due to Broker for Investments Purchased		-
Collateral Payable for Securities Lending		-
Other		-
Total Liabilities	\$	-

Net Position Restricted for Postemployment Benefits Other than Pensions	\$	616,292
---	----	---------

Accounting Information

Statement of Changes to the Fiduciary Net Position

	Measurement Date: Report Date:	June 30, 2019 June 30, 2020	June 30, 2020 June 30, 2021
Additions			
Investment Income:			
Net Appreciation in the Fair Value of Investments	\$	30,596	\$ 21,046
Interest and Dividends		-	-
Less Investment Expense, Other than from Securities Lending	-	-	-
Net Income from Investing, Other than from Securities Lending		30,596	21,046
Securities Lending Income		-	-
Less Securities Lending Expense	-	-	-
Net Income from Securities Lending		-	-
Other Income/(Expense)		-	-
Net Investment Income (a)		<u>30,596</u>	<u>21,046</u>
Contributions:			
Employer — District's Contribution		307,716	221,870
Employer — Implicit Subsidy		41,664	52,332
Total Contributions (b)		<u>349,380</u>	<u>274,202</u>
Total Additions (c) = (a) + (b)		379,976	295,248
Deductions			
Benefit Payments		207,716	221,870
Implicit Subsidy Credit		41,664	52,332
Administrative Expense		104	291
Total Deductions (d)		<u>249,484</u>	<u>274,493</u>
Net Increase in Net Position = (c) - (d)		130,492	20,755
Net Position Restricted for Postemployment Benefits Other than Pensions			
Beginning of Year		465,045	595,537
Net Increase in Net Position		130,492	20,755
End of Year	\$	<u>595,537</u>	<u>\$ 616,292</u>

Accounting Information

Changes in the Net OPEB Liability

The funded status of the Plan as of the fiscal year-end, as well as other required disclosure information, follows.

	<i>Increase / (Decrease)</i>		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
	(a)	(b)	(c) = (a) – (b)
Balance as of Measurement Date June 30, 2019 / Report Date June 30, 2020	\$ 3,409,083	\$ 595,537	\$ 2,813,546
Changes for the year:			
Service Cost	60,010		60,010
Interest	251,565		251,565
Changes of Benefit Terms	-		-
Differences Between Expected and Actual Experience	4,014		4,014
Changes of Assumptions	1,157,078		1,157,078
Net Investment Income		21,046	(21,046)
Contributions			
Employer – District's Contribution		221,870	(221,870)
Employer – Implicit Subsidy		52,332	(52,332)
Benefit Payments	(221,870)	(221,870)	-
Implicit Subsidy Credit	(52,332)	(52,332)	-
Administrative Expense		(291)	291
Other Changes	-	-	-
Net Changes	1,198,465	20,755	1,177,710
Balance as of Measurement Date June 30, 2020 / Report Date June 30, 2021	\$ 4,607,548	\$ 616,292	\$ 3,991,256

Accounting Information

Development of Deferred Outflows and Inflows of Resources

Balances as of Measurement Date June 30, 2020 / Report Date June 30, 2021

Deferred Outflows and Inflows of Resources Arising from Differences Between Expected and Actual Experience

Measurement Date — June 30:	Experience Losses (a)	Experience Gains (b)	Amounts Recognized in Expense Through Measurement Date June 30, 2020 (c)	Deferred Outflows of Resources (a) - (c)	Deferred Inflows of Resources (b) - (c)
2017	\$ -	\$ -	\$ -	\$ -	\$ -
2018	-	-	-	-	-
2019	-	(578,571)	(241,072)	-	(337,499)
2020	4,014	-	837	3,177	-
Total				<u>\$ 3,177</u>	<u>\$ (337,499)</u>

Deferred Outflows and Inflows of Resources Arising from Changes in Assumptions

Measurement Date — June 30:	Increase in Total Liability (a)	Decrease in Total Liability (b)	Amounts Recognized in Expense Through Measurement Date June 30, 2020 (c)	Deferred Outflows of Resources (a) - (c)	Deferred Inflows of Resources (b) - (c)
2017	\$ -	\$ -	\$ -	\$ -	\$ -
2018	6,909	-	3,291	3,618	-
2019	-	(467,300)	(194,710)	-	(272,590)
2020	1,157,078	-	241,058	916,020	-
Total				<u>\$ 919,638</u>	<u>\$ (272,590)</u>

Accounting Information

Development of Deferred Outflows and Inflows of Resources

Balances as of Measurement Date June 30, 2020 / Report Date June 30, 2021

Deferred Outflows and Inflows of Resources Arising from Differences Between Projected and Actual Earnings on Investments

Measurement Date — June 30:	Investment Earnings Less Than Projected (a)	Investment Earnings Greater Than Projected (b)	Amounts Recognized in Expense Through Measurement Date June 30, 2020 (c)	Deferred Outflows of Resources (d) = (a) - (c)	Deferred Inflows of Resources (e) = (b) - (c)	Net (f) = (d) + (e)
2017	-	(1,036)	(832)	-	(204)	
2018	7,976	-	4,788	3,188	-	
2019	14,456	-	5,784	8,672	-	
2020	20,274	-	4,055	16,219	-	
Total				\$ 28,079	\$ (204)	\$ 27,875

Accounting Information

Expense and Deferred Outflows and Inflows

	Measurement Period: Reporting Period:	2018-2019 2019-2020	2019-2020 2020-2021
Expense			
Service Cost	\$	108,589	\$ 60,010
Interest on Total OPEB Liability		310,773	251,565
Changes of Benefit Terms		-	-
Recognized Differences Between Expected and Actual Experience		(120,536)	(119,699)
Recognized Changes of Assumptions		(96,258)	144,800
Projected Earnings on OPEB Plan Investments		(45,052)	(41,320)
Recognized Differences Between Projected and Actual Earnings		4,280	8,335
Administrative Expense		104	291
Other Miscellaneous (Income)/Expense		-	-
Total Expense	\$	161,900	\$ 303,982

Deferred Outflows and Inflows of Resources

	Report Year Ending June 30, 2021	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 3,177	\$ (337,499)
Changes of Assumptions	919,638	(272,590)
Net Difference Between Projected and Actual Earnings on Plan Investments	27,875	-
Contributions Subsequent to the Measurement Date	To Be Determined	-
Total	To Be Determined	\$ (610,089)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Report Year Ending June 30:	Amount
2022	\$ 33,440
2023	33,640
2024	75,628
2025	197,893
2026	-
Remaining	-

Accounting Information

Impact on the Statement of Net Position

Impact on the Statement of Net Position

	Measurement Date: Report Date:	June 30, 2019 June 30, 2020	June 30, 2020 June 30, 2021	Change During Period
Total OPEB Liability		\$ 3,409,083	\$ 4,607,548	\$ 1,198,465
Fiduciary Net Position		595,537	616,292	20,755
Net OPEB Liability / (Asset)		2,813,546	3,991,256	\$ 1,177,710
Deferred (Outflows) / Inflows Due To:				
Differences between Expected and Actual Experience		458,035	334,322	(123,713)
Changes of Assumptions		365,230	(647,048)	(1,012,278)
Differences between Projected and Actual Investment Earnings		(15,936)	(27,875)	(11,939)
(Contributions Subsequent to the Measurement Date)		(274,202)	To Be Determined	To Be Determined
Net Deferred (Outflows) / Inflows		533,127	To Be Determined	To Be Determined
Impact on the Statement of Net Position		3,346,673	To Be Determined	To Be Determined

Change in Net Position During Fiscal Year

	Measurement Date: Report Date:	June 30, 2020 June 30, 2021
Impact on the Statement of Net Position, Fiscal Year Ending June 30, 2020		3,346,673
OPEB Expense / (Income)		303,982
(Employer Contributions During Fiscal Year)		(274,202)
Impact on the Statement of Net Position for the Fiscal Year Ending June 30, 2021		To Be Determined

OPEB Expense

	Measurement Date: Report Date:	June 30, 2020 June 30, 2021
Deterioration / (Improvement) in Net Position		To Be Determined
Employer Contributions During the Fiscal Year		To Be Determined
OPEB Expense / (Income) for the Fiscal Year Ending June 30, 2021		-

Accounting Information

Reconciliation of Expense

	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability	Deferred (Inflows)	Deferred Outflows	Net Investment (Inflows)/ Outflows	Net Deferrals	Net OPEB Liability plus Net Deferrals	Annual Expense
Balance as of Measurement Date June 30, 2019 / Report Date June 30, 2020	\$ (3,409,083)	\$ 595,537	\$ (2,813,546)	\$ (827,980)	\$ 4,715	\$ 15,936	\$ (807,329)	\$ (3,620,875)	
Service Cost	(60,010)		(60,010)						\$ 60,010
Interest on Total OPEB Liability	(251,565)		(251,565)						251,565
Effect of Changes of Benefit Terms	-		-						-
Effect of Liability Gains or Losses	(4,014)		(4,014)	-	4,014		4,014		
Effect of Assumption Changes or Inputs	(1,157,078)		(1,157,078)	-	1,157,078		1,157,078		
Expected Investment Income (Net of Investment Expenses)		41,320	41,320						(41,320)
Investment Gains or Losses on Expected Return		(20,274)	(20,274)			20,274	20,274		
Contributions									
Employer — District's Contribution		221,870	221,870					221,870	
Employer — Implicit Subsidy		52,332	52,332					52,332	
Benefit Payments	221,870	(221,870)	-						
Implicit Subsidy Credit	52,332	(52,332)	-						
Administrative Expenses		(291)	(291)						291
Other Income/(Expense)		-	-						-
Recognition of Liability Gains or Losses				120,536	(837)		119,699		(119,699)
Recognition of Assumption Changes or Inputs				97,355	(242,155)		(144,800)		144,800
Recognition of Investment Gains or Losses						(8,335)	(8,335)		8,335
Contributions Subsequent to the Measurement Date					To Be Determined		To Be Determined	To Be Determined	
Annual Expense								(303,982)	
Balance as of Measurement Date June 30, 2020 / Report Date June 30, 2021	\$ (4,607,548)	\$ 616,292	\$ (3,991,256)	\$ (610,089)	To Be Determined	To Be Determined	To Be Determined	To Be Determined	\$ 303,982

Accounting Information

Sample Journal Entries

Suggested Journal Entries for the Report Year ending June 30, 2021

Beginning Balance		Debit (Outflow)	Credit (Inflow)
Net OPEB Liability/Asset		\$ -	\$ 2,813,546
Differences between Expected and Actual Experience		-	458,035
Changes of Assumptions		4,715	369,945
Differences between Projected and Actual Investment Earnings		15,936	-
Contributions Subsequent to the Measurement Date		274,202	-
Impact on Statement of Net Position		-	3,346,673
Ending Balance		Debit (Outflow)	Credit (Inflow)
Net OPEB Liability/Asset		\$ -	\$ 3,991,256
Differences between Expected and Actual Experience		3,177	337,499
Changes of Assumptions		919,638	272,590
Differences between Projected and Actual Investment Earnings		27,875	-
Contributions Subsequent to the Measurement Date		To Be Determined	-
Impact on Statement of Net Position		To Be Determined	To Be Determined
OPEB-Expense Journal Entries		Debit	Credit
Net OPEB Liability/Asset		\$ -	\$ 1,177,710
Differences between Expected and Actual Experience	Deferred Outflows	3,177	-
	Deferred Inflows	120,536	-
Changes of Assumptions	Deferred Outflows	914,923	-
	Deferred Inflows	97,355	-
Differences between Projected and Actual Investment Earnings	Deferred Outflows	11,939	-
	Deferred Inflows	-	-
Contributions Subsequent to the Measurement Date	Deferred Outflows	To Be Determined	To Be Determined
Change in Net OPEB Liability/Asset from Contributions		-	To Be Determined
OPEB Expense/Credit		303,982	-
Total		To Be Determined	To Be Determined
Change to the Impact on the Statement of Net Position		To Be Determined	To Be Determined

Accounting Information

Sample Journal Entries

Suggested Journal Entries for the Report Year ending June 30, 2021

Journal Entries – Deferred Outflows

	Debit	Credit
Net OPEB Liability/Asset	\$ 274,202	\$ -
Contributions Subsequent to the Measurement Date: Fiscal Year 2019-2020	-	274,202
Contributions Subsequent to the Measurement Date: Fiscal Year 2020-2021	To Be Determined	-
Contributions Expense	-	To Be Determined

Journal Entries – Benefits Paid Outside of the Trust¹

	Debit	Credit
OPEB Expense	\$ 221,870	\$ -
Employer Contributions for Retiree Benefits During the Fiscal Year	-	221,870

Journal Entries – Implicit Subsidy²

	Debit	Credit
OPEB Expense	\$ 52,332	\$ -
Premium Expense During the Fiscal Year	-	52,332

¹ The entries here assume that when cash is used to pay benefits, that the trust does not reimburse, an account called "Employer Contributions for Retiree Benefits During the Fiscal Year" was debited (increased). These entries reassign the benefit payments to the OPEB Expense. If the OPEB Expense account was originally debited, then these entries are unnecessary.

² These entries assume that when premiums are paid for active employees, an account called "Premium Expense During the Fiscal Year" is debited (increased). This entry reverses the portion of the premium payments that represent implicit subsidies, recorded as a retiree liability, and assigns that value to the OPEB Expense.

Accounting Information

Actuarially Determined Contribution (ADC)

The calculation of the Actuarially Determined Contribution (ADC) follows. The ADC is based on the District's funding policy. The ADC is calculated as of the middle of the year.

	<i>Historical</i>	<i>Historical</i>	
Measurement Period:	2019-2020	2020-2021	2021-2022
Report Date (June 30):	<u>2020</u>	<u>2021</u>	<u>2022</u>
ADC Components			
District's Contribution to the Trust Fund	\$ -	\$ -	\$ -
Credit for Retiree Benefit Payments Outside of the Trust	218,002	224,968	227,940
Credit for Implicit Subsidy	<u>52,332</u>	<u>33,077</u>	<u>30,316</u>
Total ADC	<u>\$ 270,334</u>	<u>\$ 258,045</u>	<u>\$ 258,256</u>
ADC as a Percentage of Payroll	14.31%	13.29%	13.30%

District's Funding Policy

The District's funding policy is to contribute to the Trust Fund when possible and pay benefits outside of the Trust Fund, until the Trust Fund is fully funded.

The ADC is the sum of the service cost and the amortization of the net OPEB liability, plus interest to the end of the year. For payment of the ADC, however, it comprises three parts: the benefit payments paid directly by the District and not reimbursed through the Trust Fund, the credit for the implicit subsidy, and the contribution to the Trust Fund.

Because actual benefit payments (paid outside of the trust) rarely match the expected benefit payments used to determine the ADC Funding Goal, the District may adjust their contribution at the end of the year such that the total contributed to the Trust Fund, plus the actual benefit payments and the credit for the implicit subsidy, equals the ADC Funding Goal. If not, the difference between expected and actual benefit payments will be recorded as a contribution deficiency, if actual benefit payments are less than expected, or a contribution excess, if actual benefit payments are greater than expected, in the schedule of contributions. Contribution deficiencies are unlikely to have an effect on the discount rate if the District continues to contribute according to its funding policy each year.

Accounting Information

Interest on Liability and Earnings and Investment Gain/Loss

	Amount for Period (a)	Portion of Period (b)	Interest Rate (c)	Interest on the Total OPEB Liability (d) = (a) × (b) × (c)
Interest on Total OPEB Liability				
Beginning Total OPEB Liability	\$ 3,409,083	100%	7.55%	\$ 257,386
Service Cost	60,010	100%	7.55%	4,531
Benefit Payments	(221,870)	50%	7.55%	(8,376)
Implicit Subsidy	(52,332)	50%	7.55%	(1,976)
Total Interest on Total OPEB Liability				\$ 251,565

	Amount for Period (a)	Portion of Period (b)	Projected Rate of Return (c)	Projected Earnings (d) = (a) × (b) × (c)
Projected Earnings on Plan Investments				
Beginning Plan Fiduciary Net Position excluding Receivables	\$ 595,537	100%	7.55%	\$ 34,839
Employer Contributions	221,870	50%	7.55%	6,490
Benefit Payments from Trust	-	50%	7.55%	-
Administrative Expense	(291)	50%	7.55%	(9)
Other Miscellaneous Income/ (Expense)	-	100%	7.55%	-
Total Projected Earnings (Investment Expense)				41,320
Net Projected Earnings				\$ 41,320

Accounting Information

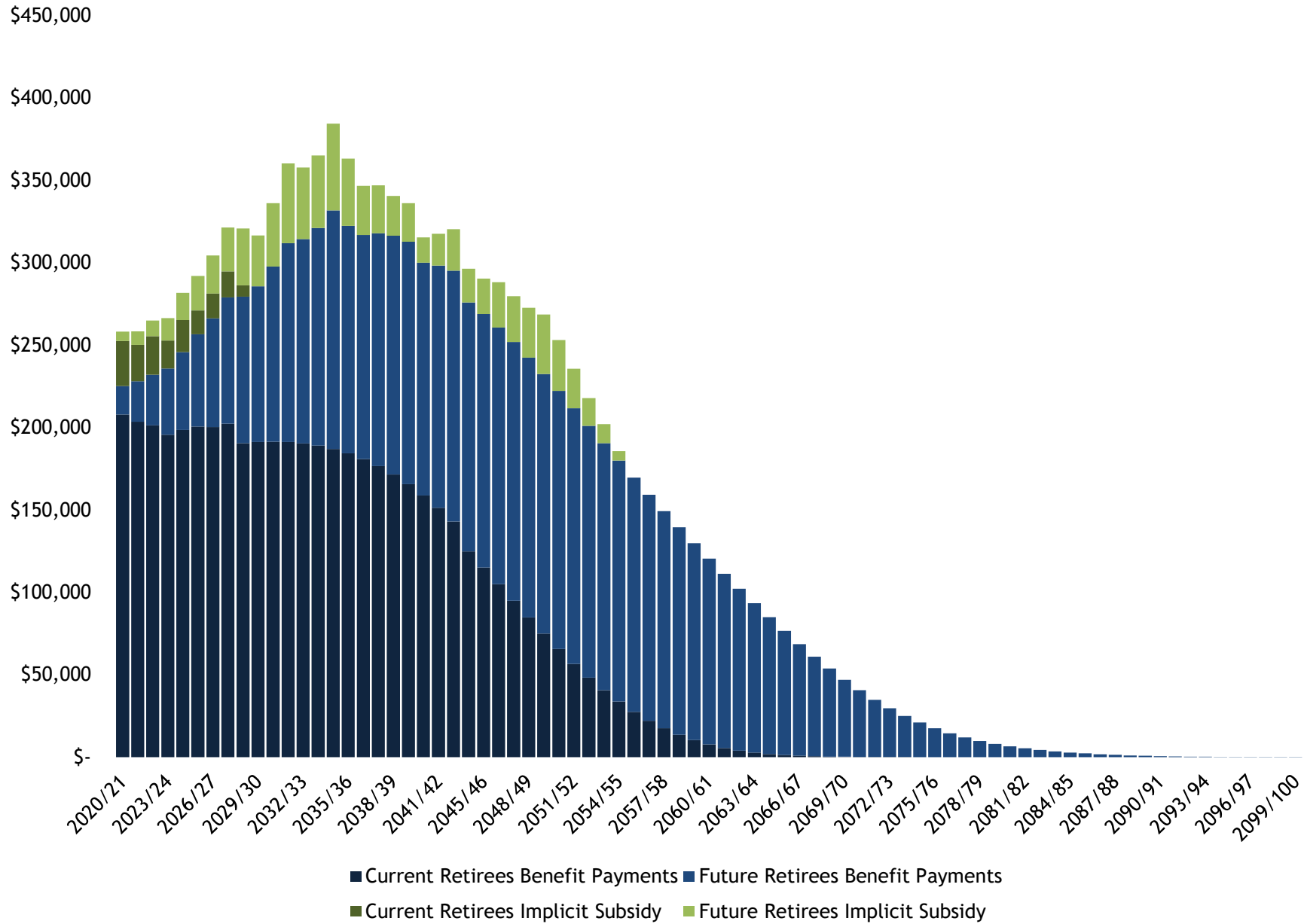
Projection of Benefit Payments

Projected benefit payments for current participants follow. "Future Retirees" are employees currently working, but projected to retire and receive benefits. The projections do not include benefits for employees hired in the future.

Measurement	Projected Retiree Benefit Payments			Implicit Subsidy			Grand Total
Period Ending	Current Retirees	Future Retirees	Total	Current Retirees	Future Retirees	Total	
June 30:							
2021	\$ 207,725	\$ 17,243	\$ 224,968	\$ 27,451	\$ 5,626	\$ 33,077	\$ 258,045
2022	203,322	24,618	227,940	22,139	8,177	30,316	258,256
2023	201,259	30,693	231,952	23,344	9,425	32,769	264,721
2024	195,421	40,320	235,741	16,958	13,582	30,540	266,281
2025	198,438	47,211	245,649	19,449	16,574	36,023	281,672
2026	200,490	55,966	256,456	14,428	20,922	35,350	291,806
2027	200,188	65,940	266,128	15,097	23,044	38,141	304,269
2028	202,265	76,497	278,762	15,783	26,726	42,509	321,271
2029	190,409	88,795	279,204	6,863	34,604	41,467	320,671
2030	191,057	94,520	285,577	-	30,858	30,858	316,435
:	:	:	:	:	:	:	:
2087	-	1,673	1,673	-	-	-	1,673
2088	-	1,285	1,285	-	-	-	1,285
2089	-	968	968	-	-	-	968
2090	-	713	713	-	-	-	713
2091	-	513	513	-	-	-	513
2092	-	358	358	-	-	-	358
2093	-	242	242	-	-	-	242
2094	-	158	158	-	-	-	158
2095	-	98	98	-	-	-	98
2096	-	57	57	-	-	-	57
2097	-	30	30	-	-	-	30
2098	-	14	14	-	-	-	14
2099	-	5	5	-	-	-	5
2100	-	2	2	-	-	-	2
2101	-	-	-	-	-	-	-

Accounting Information

Projected Benefit Payments for Current Participants



Accounting Information

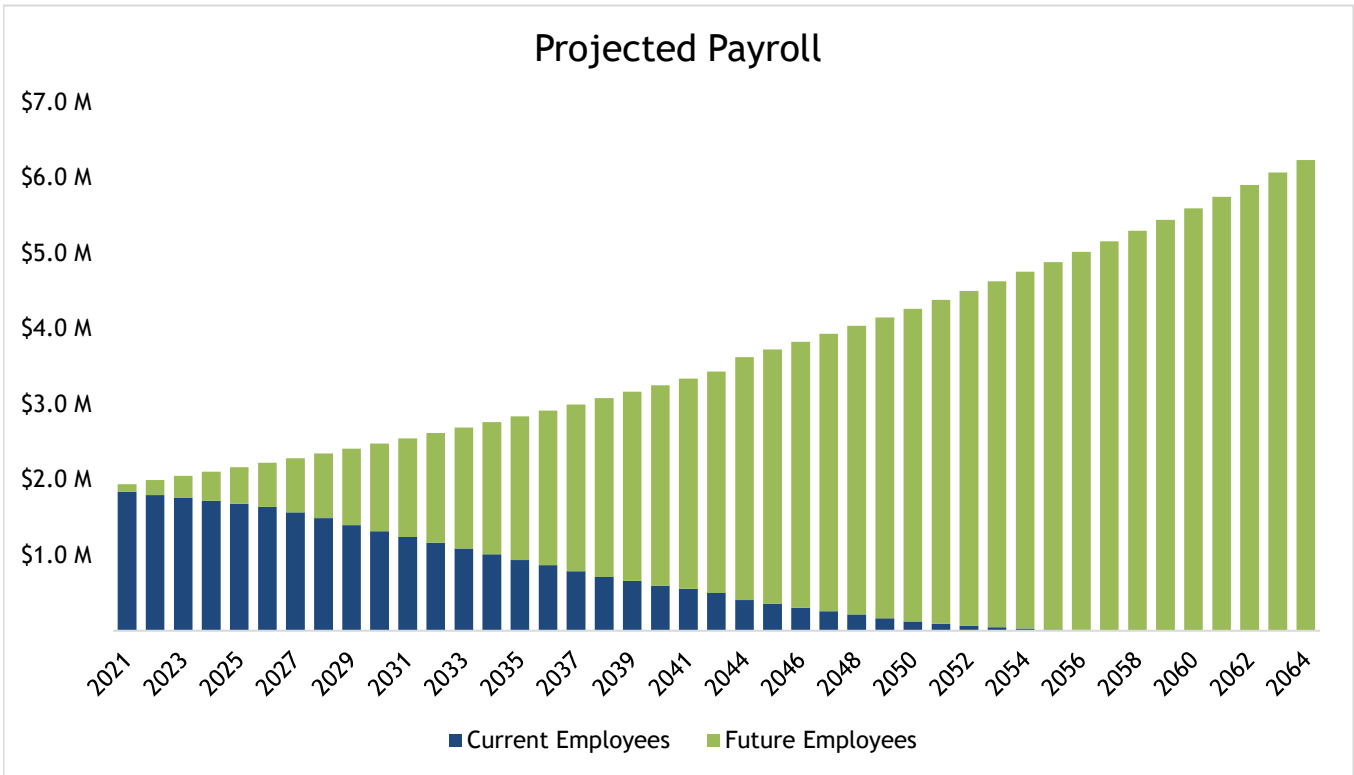
Projection of Contributions

Measurement Period Ending June 30:	Payroll			Projected Employer Contributions*		
	Current Employees	Future Employees	Total	Current Participants (d) = (f) - (e)	Related to Payroll of Future Employees (e) = (b) x 5.95%	Total = Benefit Payments (f)
	(a)	(b)	(c)			
2021	\$ 1,838,067	\$ 103,320	\$ 1,941,387	\$ 251,896	\$ 6,149	\$ 258,045
2022	1,798,123	196,652	1,994,775	246,552	11,704	\$ 258,256
2023	1,757,216	292,415	2,049,631	247,318	17,403	264,721
2024	1,720,173	385,823	2,105,996	243,318	22,963	266,281
2025	1,680,042	483,869	2,163,911	252,874	28,798	281,672
2026	1,640,569	582,850	2,223,419	257,117	34,689	291,806
2027	1,569,005	715,558	2,284,563	261,682	42,587	304,269
2028	1,490,961	856,427	2,347,388	270,300	50,971	321,271
2029	1,396,573	1,015,368	2,411,941	260,241	60,430	320,671
2030	1,318,444	1,159,825	2,478,269	247,407	69,028	316,435
⋮	⋮	⋮	⋮	⋮	⋮	⋮
2051	91,635	4,289,299	4,380,934	-	252,991	252,991
2052	65,109	4,436,301	4,501,410	-	235,490	235,490
2053	44,854	4,580,345	4,625,199	-	217,762	217,762
2054	28,163	4,724,229	4,752,392	-	201,969	201,969
2055	16,593	4,866,490	4,883,083	-	185,514	185,514
2056	10,363	5,007,005	5,017,368	-	169,412	169,412
2057	6,406	5,148,940	5,155,346	-	159,155	159,155
2058	3,990	5,293,128	5,297,118	-	149,104	149,104
2059	2,334	5,440,455	5,442,789	-	139,279	139,279
2060	1,425	5,591,041	5,592,466	-	129,679	129,679
2061	870	5,745,389	5,746,259	-	120,296	120,296
2062	431	5,903,850	5,904,281	-	111,107	111,107
2063	146	6,066,503	6,066,649	-	102,121	102,121
2064	-	6,233,482	6,233,482	-	93,351	93,351
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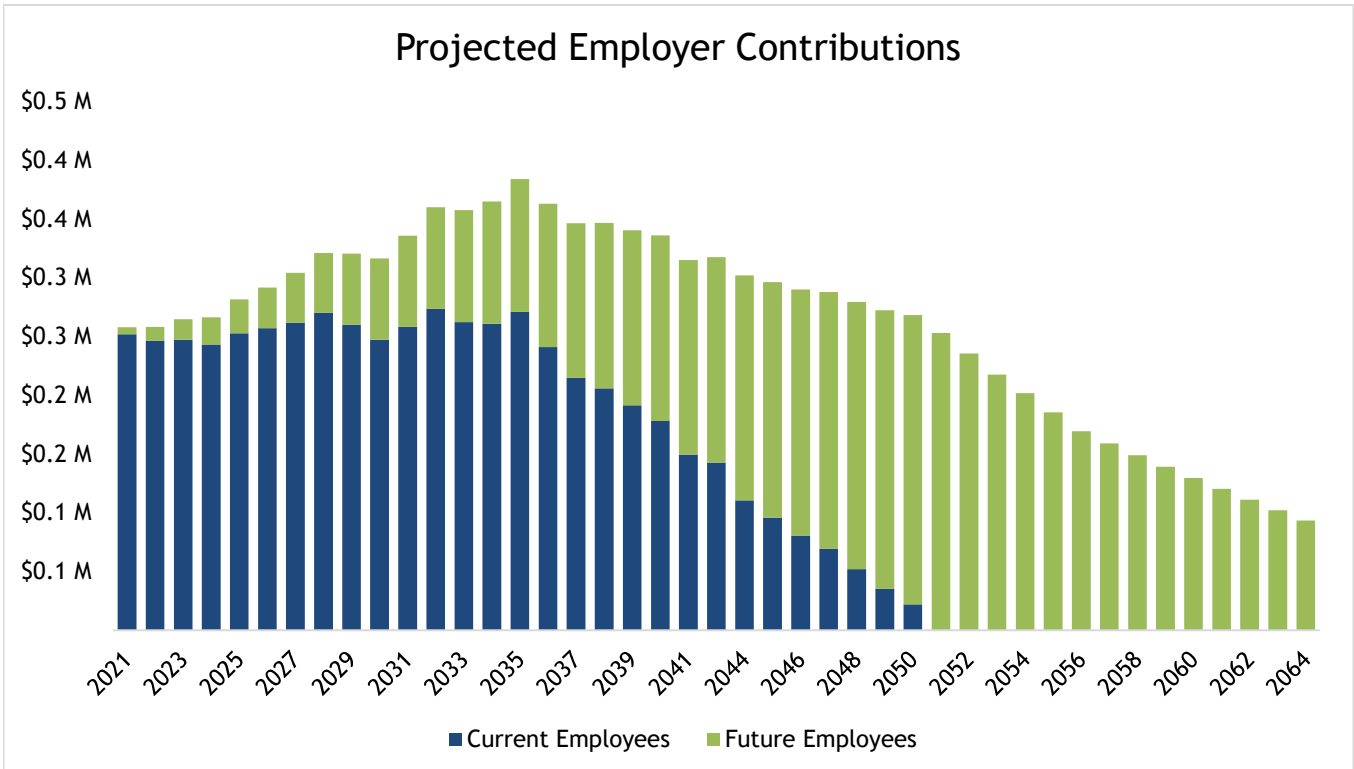
Accounting Information

Projection of Contributions Charts

Projected Payroll for Current and Future Employees



Projected Employer Contributions for Current and Future Plan Participants



Accounting Information

Projection of Fiduciary Net Position

Current Participants Only.

Measurement Period Ending June 30:	Investment Rate of Return (a)	Projected Beginning Fiduciary Net Position (b)	Employer Contributions for Current Participants (c)	Projected Benefit Payments (Including Implicit Subsidy) (d)	Projected Administrative Expense (e)	Projected Investment Earnings (f)	Projected Ending Fiduciary Net Position (g) = $\Sigma [(b) : (f)]$
2021	5.85%	\$ 742,793	\$ 251,896	\$ (258,045)	\$ (291)	\$ 43,265	\$ 779,618
2022	5.85%	779,618	246,552	(258,256)	(298)	45,257	812,873
2023	5.85%	812,873	247,318	(264,721)	(305)	47,035	842,200
2024	5.85%	842,200	243,318	(266,281)	(313)	48,588	867,512
2025	5.85%	867,512	252,874	(281,672)	(321)	49,898	888,291
2026	5.85%	888,291	257,117	(291,806)	(329)	50,941	904,214
2027	5.85%	904,214	261,682	(304,269)	(337)	51,641	912,931
2028	5.85%	912,931	270,300	(321,271)	(345)	51,905	913,520
2029	5.85%	913,520	260,241	(320,671)	(354)	51,663	904,399
2030	5.85%	904,399	247,407	(316,435)	(363)	50,878	885,886
⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮
2043	8.07%	-	137,180	(320,192)	(501)	-	-
2044	8.07%	-	110,584	(302,161)	(514)	-	-
2045	8.07%	-	95,828	(296,252)	(527)	-	-
2046	8.07%	-	80,654	(290,229)	(540)	-	-
2047	8.07%	-	69,406	(288,021)	(554)	-	-
2048	8.07%	-	51,981	(279,573)	(568)	-	-
2049	8.07%	-	35,352	(272,498)	(582)	-	-
2050	8.07%	-	21,955	(268,398)	(597)	-	-
2051	8.07%	-	-	(252,991)	(612)	-	-
2052	8.07%	-	-	(235,490)	(627)	-	-
2053	8.07%	-	-	(217,762)	(643)	-	-
2054	8.07%	-	-	(201,969)	(659)	-	-
2055	8.07%	-	-	(185,514)	(675)	-	-
↓	↓	↓	↓	↓	↓	↓	↓

Accounting Information

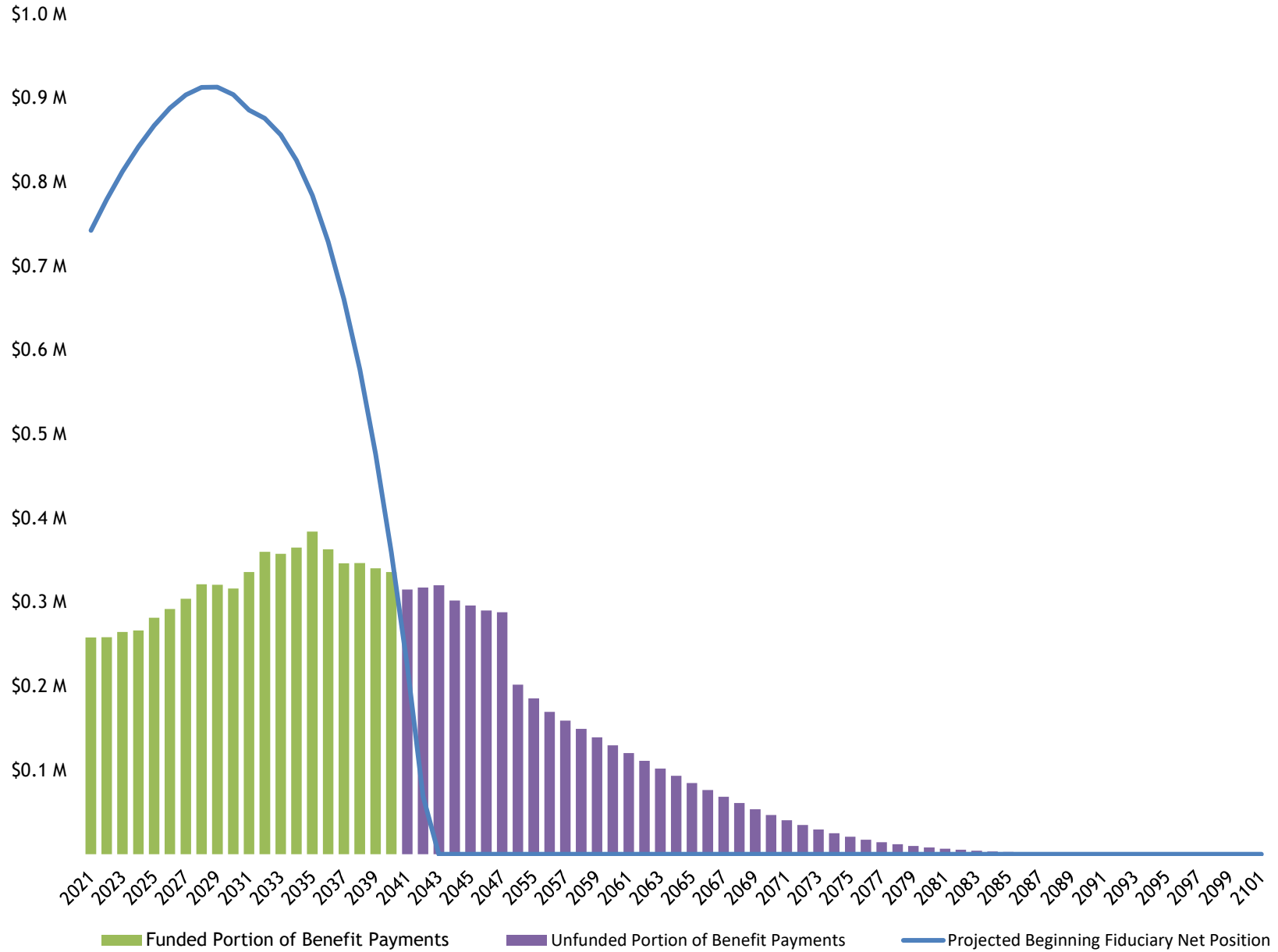
Depletion Date Projection

Current Participants Only

The investment earnings are determined using an investment rate of return of 5.85% for years 1-10 and 8.07% for years 11+

Measurement Period Ending June 30:	Projected Beginning Fiduciary Net Position	Total Projected Benefit Payments	Funded Portion of Benefit Payments	Unfunded Portion of Benefit Payments	Present Value of Funded Benefit Payments at the Investment Rate of Return	Present Value of Unfunded Benefit Payments at 2.45%	Present Value of Benefit Payments at an equivalent Single Discount Rate of 4.67%
2021	\$ 742,793	\$ 258,045	\$ 258,045	\$ -	\$ 250,813	\$ -	\$ 252,974
2022	779,618	258,256	258,256	-	237,145	-	243,327
2023	812,873	264,721	264,721	-	229,647	-	239,712
2024	842,200	266,281	266,281	-	218,234	-	231,740
2025	867,512	281,672	281,672	-	218,090	-	235,595
2026	888,291	291,806	291,806	-	213,449	-	234,572
2027	904,214	304,269	304,269	-	210,265	-	235,072
2028	912,931	321,271	321,271	-	209,744	-	238,547
2029	913,520	320,671	320,671	-	197,782	-	228,835
2030	904,399	316,435	316,435	-	184,383	-	217,024
:	:	:	:	:	:	:	:
2043	-	320,192	-	320,192	-	185,734	131,075
2044	-	302,161	-	302,161	-	171,083	118,880
2045	-	296,252	-	296,252	-	163,726	112,019
2046	-	290,229	-	290,229	-	156,562	105,471
2047	-	288,021	-	288,021	-	151,655	100,595
:	:	:	:	:	:	:	:
2096	-	57	-	57	-	9	3
2097	-	30	-	30	-	5	1
2098	-	14	-	14	-	2	1
2099	-	5	-	5	-	1	-
2100	-	2	-	2	-	-	-
2101	-	-	-	-	-	-	-

Depletion Date Projection



Accounting Information

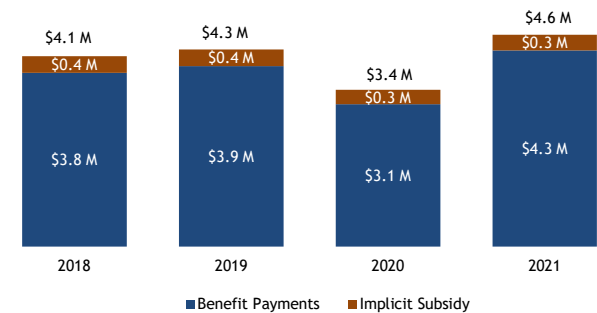
Schedule of Implicit Subsidy Liability

Actuarial standard of practice (ASOP) number 6, "Measuring Retiree Group Benefits Obligations and Determining Retiree Group Benefits Program Periodic Costs or Actuarially Determined Contributions", requires the inclusion of the implicit subsidy in OPEB valuations.

The implicit subsidy arises when an employer allows a retiree and the retiree's dependents to continue on the plans for active employees, and pay the active-employee premiums. Retirees are not paying the true cost of their benefits because they have higher costs than active employees, and therefore are partially subsidized by the active employees. Once a retiree reaches Medicare eligibility, the rates are set for Medicare retirees separately, and are set to be sufficient to cover the true costs of the Medicare retirees. Thus, there is no implicit subsidy for Medicare retirees.

Measurement Date (June 30):	2017	2018	2019	2020
Report Date (June 30):	2018	2019	2020	2021
Benefit Payments \$	3,776,309	\$ 3,923,683	\$ 3,091,899	\$ 4,263,434
Implicit Subsidy	362,685	361,289	317,184	344,114
Total OPEB Liability \$	4,138,994	4,284,972	3,409,083	4,607,548
Discount Rate	7.28%	7.28%	7.55%	4.67%

Retiree Benefit Payments and Implicit Subsidy



Accounting Information

Schedule of Deferred Outflows and Inflows of Resources

Schedule of Deferred Outflows and Inflows of Resources

	Measurement Period	Amount		Recognition Period	Remaining Period	Increase/(Decrease) in Expense: Measurement / Report Years Ending June 30:								Remaining
		Base Amount	Previously Recognized			2020	2021	2022	2023	2024	2025			
						2021	2022	2023	2024	2025	2026			
Differences Between Expected and Actual Experience	2016-2017	\$ -	\$ -	6.3	3.3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	2017-2018	-	-	6.3	4.3	-	-	-	-	-	-	-	-	
	2018-2019	(578,571)	(120,536)	4.8	3.8	(120,536)	(120,536)	(120,536)	(96,427)	-	-	-	-	
	2019-2020	4,014	-	4.8	4.8	837	837	837	837	666	-	-	-	
Changes of Assumptions	2016-2017	-	-	6.3	3.3	-	-	-	-	-	-	-	-	
	2017-2018	6,909	2,194	6.3	4.3	1,097	1,097	1,097	1,097	327	-	-	-	
	2018-2019	(467,300)	(97,355)	4.8	3.8	(97,355)	(97,355)	(97,355)	(77,880)	-	-	-	-	
	2019-2020	1,157,078	-	4.8	4.8	241,058	241,058	241,058	241,058	192,846	-	-	-	
Differences Between Projected and Actual Earnings	2016-2017	(1,036)	(624)	5.0	2.0	(208)	(204)							
	2017-2018	7,976	3,192	5.0	3.0	1,596	1,596	1,592						
	2018-2019	14,456	2,892	5.0	4.0	2,892	2,892	2,892	2,888					
	2019-2020	20,274	-	5.0	5.0	4,055	4,055	4,055	4,055	4,054				

Summary of Deferred Outflows and Inflows of Resources

Measurement Period: July 1, 2019 - June 30, 2020

Fiscal Reporting Period: July 1, 2020 - June 30, 2021

	Measurement Years Ending June 30:		Report Years Ending June 30:		2020		2021		2022		2023		2024		2025		Remaining
					2020	2021	2021	2022	2022	2023	2023	2024	2024	2025	2026	2026	
Differences Between Expected and Actual Experience					\$ (119,699)	\$ (119,699)	\$ (119,699)	\$ (119,699)	\$ (95,590)	\$ 666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Changes of Assumptions					144,800	144,800	144,800	144,800	164,275	193,173	-	-	-	-	-	-	-
Differences Between Projected and Actual Earnings					8,335	8,339	8,539	8,539	6,943	4,054	-	-	-	-	-	-	-
Total					\$ 33,436	\$ 33,440	\$ 33,640	\$ 33,640	\$ 75,628	\$ 197,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Accounting Information

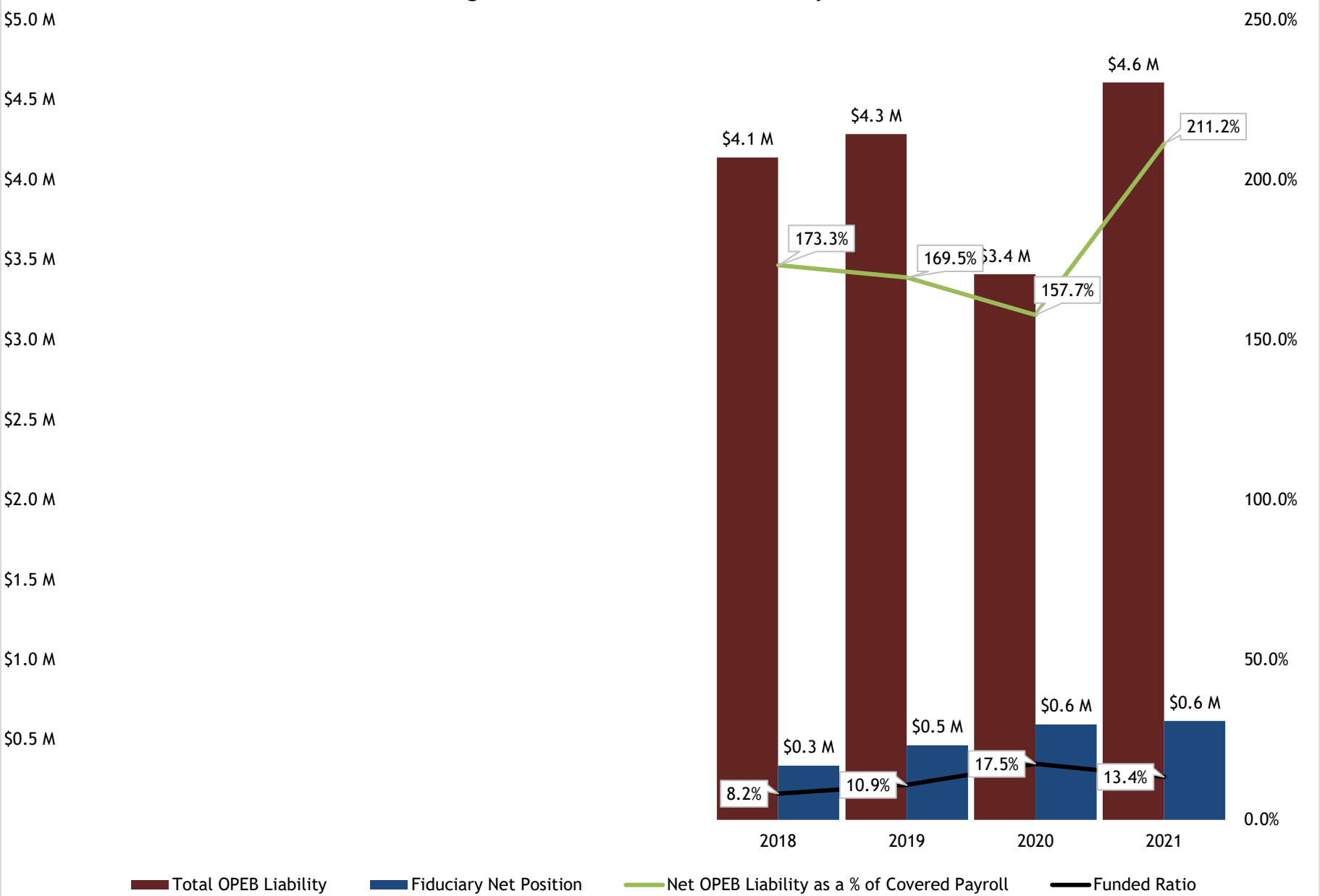
Schedule of Changes in the Total OPEB Liability and Related Ratios

GASB 75 requires a disclosure of the changes in the Net OPEB Liability for the last ten fiscal years, or for as many years as are available.

Measurement Date (June 30):	2017	2018	2019	2020
Report Date (June 30):	2018	2019	2020	2021
Total OPEB Liability				
Service Cost	\$ 103,009	\$ 105,971	\$ 108,589	\$ 60,010
Interest	290,203	299,827	310,773	251,565
Changes of Benefit Terms	-	-	-	-
Differences Between Expected and Actual Experience	-	-	(578,571)	4,014
Changes of Assumptions	-	6,909	(467,300)	1,157,078
Benefit Payments	(222,046)	(214,993)	(207,716)	(221,870)
Implicit Subsidy Credit	(48,225)	(51,736)	(41,664)	(52,332)
Net Change in Total OPEB Liability	122,941	145,978	(875,889)	1,198,465
Total OPEB Liability — Beginning	<u>4,016,053</u>	<u>4,138,994</u>	<u>4,284,972</u>	<u>3,409,083</u>
Total OPEB Liability — Ending (a)	<u>\$ 4,138,994</u>	<u>\$ 4,284,972</u>	<u>\$ 3,409,083</u>	<u>\$ 4,607,548</u>
Plan Fiduciary Net Position				
Net Investment Income	\$ 27,832	\$ 28,047	\$ 30,596	\$ 21,046
Employer — District's Contribution	322,046	314,993	307,716	221,870
Employer — Implicit Subsidy	48,225	51,736	41,664	52,332
Benefit Payments	(222,046)	(214,993)	(207,716)	(221,870)
Implicit Subsidy Credit	(48,225)	(51,736)	(41,664)	(52,332)
Administrative Expense	(129)	(644)	(104)	(291)
Other Miscellaneous Income/ (Expense)	-	-	-	-
Net Change in Plan Fiduciary Net Position	127,703	127,403	130,492	20,755
Plan Fiduciary Net Position — Beginning	<u>209,939</u>	<u>337,642</u>	<u>465,045</u>	<u>595,537</u>
Plan Fiduciary Net Position — Ending (b)	<u>\$ 337,642</u>	<u>\$ 465,045</u>	<u>\$ 595,537</u>	<u>\$ 616,292</u>
Net OPEB Liability				
District's Net OPEB Liability — Ending = (a) — (b)	\$ 3,801,352	\$ 3,819,927	\$ 2,813,546	\$ 3,991,256
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	8.2%	10.9%	17.5%	13.4%
Covered-Employee Payroll	\$ 2,193,927	\$ 2,254,260	\$ 1,783,551	\$ 1,889,428
District's Net OPEB Liability as a Percentage of Covered-Employee Payroll	173.3%	169.5%	157.7%	211.2%

Notes to schedule: the District adopted GASB 75 for the fiscal year ending June 30, 2018.

Schedule of Changes in the Total OPEB Liability and Related Ratios



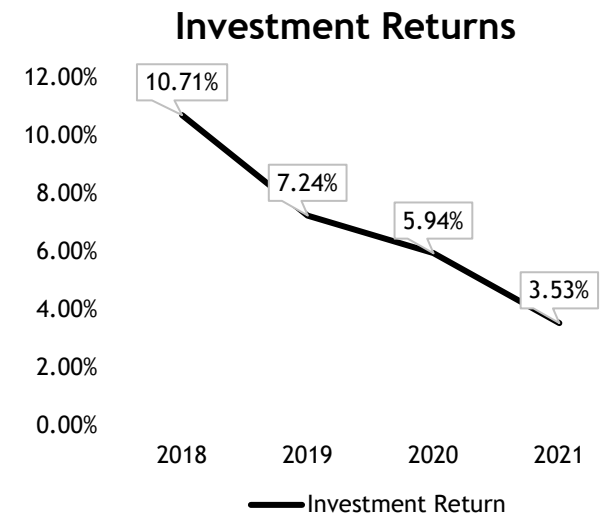
Accounting Information

Schedule of Investment Returns

GASB 75 requires a schedule of investment returns for the last ten fiscal years, or for as many years as are available if less than ten years are available.

Measurement Date (June 30):	2017	2018	2019	2020
Report Date (June 30):	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Annual Money-Weighted Rate of Return, Net of Investment Expense	10.71%	7.24%	5.94%	3.53%

The annual money-weighted rate of return, net of investment expenses, is the net investment income for the year divided by the average net position for the year (less investment expenses).



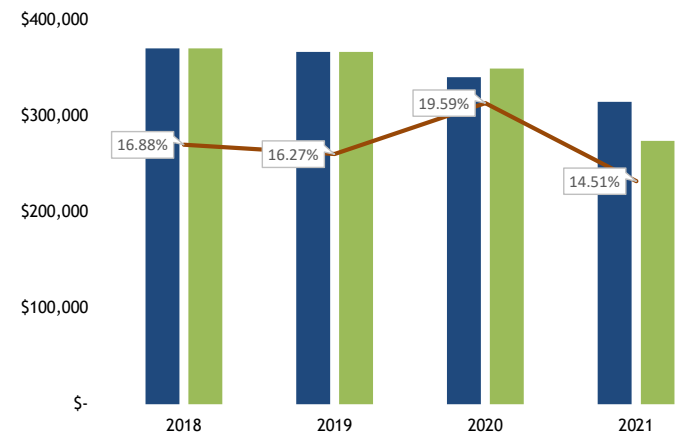
Accounting Information

Schedule of Contributions

GASB 75 requires a schedule of contributions for the last ten fiscal years, or for as many years as are available if less than ten years are available.

Measurement Period:		2016-2017	2017-2018	2018-2019	2019-2020
Reporting Period:		2017-2018	2018-2019	2019-2020	2020-2021
Report Date (June 30):		2018	2019	2020	2021
Actuarially Determined Contribution (ADC)		\$ 370,271	\$ 366,729	\$ 340,409	\$ 314,711
Less: Contributions Made in Relation to the ADC	-	370,271	366,729	349,380	274,202
Contribution Deficiency (Excess)		-	-	(8,971)	40,509
Covered-Employee Payroll		\$ 2,193,927	\$ 2,254,260	\$ 1,783,551	\$ 1,889,428
Contributions as a Percentage of Covered-Employee Payroll		16.88%	16.27%	19.59%	14.51%

ADC, Contributions, and Percentage of Payroll



■ Actuarially Determined Contribution (ADC)

■ Contributions Made in Relation to the ADC

— Contributions as a Percentage of Covered-Employee Payroll

Notes to Schedule:

Assumptions and Methods

Actuarial Cost Method:	Entry-age normal, level percent of pay
Amortization Method:	Closed period, level percent of pay
Amortization Period:	20 years
Inflation:	2.50%
Assumed Payroll Growth:	2.750%
Healthcare Trend Rates:	6.50%, trending down to 3.84%
Rate of Return on Assets:	5.85%
Mortality Rate:	CalPERS Rates. See appendix.
Retirement Rates:	CalPERS Rates. See appendix.

Accounting Information

Draft Notes to the Financial Statements

A draft of the required notes to the District's financial statements, based on the requirements of GASB 75 and our understanding of the District's retiree health plan, follows.

Notes to the Financial Statements for the Year Ended June 30, 2021

Summary of Significant Accounting Policies

Other Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense information about the fiduciary net position of the District's Retiree Benefits Health Plan (the Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms.

Note X – Other Post-Employment Benefits (OPEB)

Plan Description

The District administers a single-employer defined-benefit post-employment healthcare plan (the Plan). Dependents are eligible to enroll, and benefits continue to surviving spouses.

Benefits Provided

Retirees are eligible for medical benefits if they have 5+ years of City service, and were enrolled in CalPERS plan upon retirement. For retirees and earlier hires, the City pays for 100% of single premiums up to a maximum, which depends on bargaining group and years of service. The City contributes 80% of premiums for spouse. For new hires, the City contributes the PEMHCA minimum benefit during retirement.

Employees Covered by Benefit Terms

At June 30, 2019 (the census date), the benefit terms covered the following employees:

<u>Category</u>	<u>Count</u>
Inactive employees, spouses, or beneficiaries currently receiving benefit payments:	44
Inactive employees entitled to but not yet receiving benefit payments:	0
Active employees:	30
Total	74

Accounting Information

Draft Notes to the Financial Statements

Contributions

The District makes contributions based on an actuarially determined rate.

Contribution rate: \$100,000 Annually plus benefit payments and a credit for the implicit subsidy

Reporting period contributions: \$274,202 (Includes implicit subsidy credit.)

Financial Report

The District issues a stand-alone financial report that is available to the public. The report is available at:

<https://www.clientwebsite.gov>

Net OPEB Liability

The District's total OPEB liability was valued as of June 30, 2019, and was used to calculate the net OPEB liability measured as of June 30, 2020.

Actuarial Assumptions

The total OPEB liability in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Measurement Date:	June 30, 2019	June 30, 2020
Discount Rate	7.55%	4.67%
Investment Rate of Return	7.55%	5.85%
Inflation	2.50%	2.50%
Healthcare Cost Trend Rates		
Pre-Medicare	7.00%	6.50% *
Medicare	4.00%	4.00% *
Salary Increases	2.750%	2.750% **
Mortality Rates	Based on CalPERS tables.	

- Projections of the sharing of benefit-related costs are based on an established pattern of practice.
- Experience studies come from the CalPERS Pension Assumption Model, revised May 14, 2018.
- Inactive employees (retirees) pay the cost of benefits in excess of the City's contribution.
- There were no ad hoc postemployment benefit changes (including ad hoc COLAs) to the plan.

Discount Rate

GASB 75 allows the use of a discount rate that is up to the expected long-term rate of return on the assets in the Trust set aside to pay benefits, if the plan sponsor makes regular contributions to the Trust such that the assets are not depleted at any point in the future. If the plans' actuary determines that contributions are not sufficient to keep the Trust funded, a blend of the long-term rate of return and the yield or index rate for 20-year, tax-exempt municipal bonds will be used for the periods when the Trust funds are not sufficient to cover benefit payments will be used. Based on this requirement, and with the approval of the plan sponsor, the discount rate used to measure the total OPEB liability is 5.85%.

**Trending down to 3.84% over 54 years. Applies to calendar years.*

***Additional merit-based increases based on CalPERS merit salary increase tables.*

Accounting Information

Draft Notes to the Financial Statements

Long-Term Expected Real Rate of Return

The long-term expected rate of return is determined using the long-term rates of return developed by the CalPERS Investment Office in their report dated August 18, 2014.

Asset Class	Target Allocation	Compound Expected Return	Volatility	Arithmetic Expected Return	Long-Term Compound Return	Cash Yield
Global Equity	57%	7.75%	17.40%	9.15%	8.71%	2.73%
Fixed Income	27%	4.29%	7.00%	4.52%	5.40%	3.70%
TIPS	5%	3.50%	6.50%	3.70%	5.25%	2.00%
Commodities	3%	2.84%	17.92%	4.39%	7.95%	0.00%
REITs	8%	5.75%	19.50%	7.53%	10.88%	3.35%
Total/Average	100%					
Expected Compound Return (1-10 Years)						5.85%
Expected Compound Return (11+ Years)						8.07%
Expected Volatility						11.74%
Expected Cash Yield						2.92%
Uses an expected long-term inflation rate of 2.75%						

<i>Current Liability</i>	Amount
Current OPEB Liability	\$ 249,459
Non-Current OPEB Liability	4,358,089
Total OPEB Liability	\$ 4,607,548

Expected Average Remaining Service Lives (EARSL)

The effects on the total OPEB liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in OPEB expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the OPEB plan (active employees and inactive employees), beginning in the current period. The expected average remaining service lives (EARSL) for the current period follows.

EARSL: 4.8 years

Accounting Information

Draft Notes to the Financial Statements

Changes in the Net OPEB Liability

	<i>Increase/(Decrease)</i>		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
	(a)	(b)	(c) = (a) - (b)
Balance as of Report Date June 30, 2020	\$ 3,409,083	\$ 595,537	\$ 2,813,546
Changes for the year:			
Service Cost	60,010		60,010
Interest	251,565		251,565
Changes of Benefit Terms	-		-
Differences Between Expected and Actual Experience	4,014		4,014
Changes of Assumptions	1,157,078		1,157,078
Contributions			
Employer – District's Contribution		221,870	(221,870)
Employer – Implicit Subsidy		52,332	(52,332)
Net Investment Income		21,046	(21,046)
Benefit Payments	(221,870)	(221,870)	-
Implicit Subsidy Credit	(52,332)	(52,332)	-
Administrative Expenses		(291)	291
Other Miscellaneous Income/ (Expense)	-	-	-
Net Changes	1,198,465	20,755	1,177,710
Balance as of Report Date June 30, 2021	\$ 4,607,548	\$ 616,292	\$ 3,991,256

Accounting Information

Draft Notes to the Financial Statements

Sensitivity of Liabilities to Changes in the Discount Rate and Healthcare Cost Trend Rate

Sensitivity of the total and net OPEB liability to changes in the discount rate. The total and net OPEB liability of the District, as well as what the District's total and net OPEB liability would be if they were calculated using a discount rate that is one percentage point lower (3.67%) or one percentage point higher (5.67%) follows:

	1% Decrease 3.67%	Discount Rate 4.67%	1% Increase 5.67%
Total OPEB Liability (Asset)	\$ 5,165,148	\$ 4,607,548	\$ 4,141,146
Increase (Decrease)	557,600		(466,402)
% Change	12.1%		-10.1%
Net OPEB Liability (Asset)	\$ 4,548,856	\$ 3,991,256	\$ 3,524,854
Increase (Decrease)	557,600		(466,402)
% Change	14.0%		-11.7%

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The healthcare trend for this valuation started at 6.00% and decreased to 3.84% over 54 years. The total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower (5.00%) or one percentage point higher (7.00%) than current healthcare cost trend rates follows:

	1% Decrease 5.00%	Trend Rate 6.00%	1% Increase 7.00%
Total OPEB Liability (Asset)	\$ 4,058,629	\$ 4,607,548	\$ 5,271,256
Increase (Decrease)	(548,919)		663,708
% Change	-11.9%		14.4%
Net OPEB Liability (Asset)	\$ 3,442,337	\$ 3,991,256	\$ 4,654,964
Increase (Decrease)	(548,919)		663,708
% Change	-13.8%		16.6%

Accounting Information

Draft Notes to the Financial Statements

OPEB Expense and Deferred Inflows and Outflows of Resources Related to OPEB

For the report year ended June 30, 2021, the District recognized an OPEB expense of \$303,982. The District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Actual and Expected Experience	\$ 3,177	\$ (337,499)
Changes of Assumptions	919,638	(272,590)
Net Difference Between Projected and Actual Earnings on OPEB Plan Investments	27,875	-
Contributions Subsequent to the Measurement Date	To Be Determined	-
Total	To Be Determined	\$ (610,089)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Report Year Ending June 30:	Amount
2022	\$ 33,440
2023	33,640
2024	75,628
2025	197,893
2026	-
Remaining	-

Basis of Valuation

Substantive Plan

A summary of the substantive plan used as the basis of the valuation follows.

Hired before November 1, 2010 with 5 Years of Service with the District or Hired between November 1, 2010 and October 1, 2012 (November 1, 2012 for Council Members) with 10 Years of Service with the District	
Retiree Medical Benefit	
Eligibility	On retirement from the District with 5 years of CalPERS Service Credit with the District for retirees hired before November 11, 2010; or retirement from the District with 10 years of CalPERS Service Credit with the District for retirees hired between November 1, 2010 and October 1, 2012 (November 1, 2012 for Council Members).
Duration of coverage	Retiree's lifetime.
Dependent coverage	Eligible to enroll. Surviving spouse benefits through surviving spouse's lifetime. Non-spouse dependent coverage ends at age 26.
Medical plan choices	Retiree may choose one of any medical plan provided to the District through CalPERS.
Core Benefit	The District pays 100% of the single party premium up to the maximum allowed rate for pre-Medicare and Medicare-eligible premium (currently PERS Choice or PERS Choice Medicare Supplement) for the Los Angeles Area. If the retiree has dependents, the District will also pay 80% of the dependent premium, up to the difference between Los Angeles Area PERS Choice (or PERS CHOICE Medicare supplement) premium (2-party or family), and the Los Angeles Area PERS Choice (or PERS Choice Medicare Supplement) single premium. Dependent care (other than surviving spouse) coverage ends at age 26.

All Others Not Described Above	
Retiree Medical Benefit	
Eligibility	On retirement from the District with 10 years of CalPERS Service Credit with the District for retirees hired after October 1, 2012 (November 1, 2012 for Council Members), or by qualifying disability requirement status.
Duration of coverage	Retiree's lifetime.
Dependent coverage	Eligible to enroll but no employer contribution. Surviving spouse benefits available if applicable.
Medical plan choices	Retiree may choose one of any medical plan provided to the District through CalPERS.
Core Benefit	District contributes the minimum contribution determined by PEMHCA.

Basis of Valuation

Participant Summary

Census Date: June 30, 2019

Age and service determined as of the census date.

Active Participants											
Age	Years of Service										Total
	< 1	1-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40+	
< 25											
25-29											
30-34		3									3
35-39	1	1									2
40-44		1	1		1						3
45-49		2	1	2	1						6
50-54				2							2
55-59		3	1	1	1	1	1				8
60-64	1					1					2
65-69		2									2
70+		1				1					2
Total	2	13	3	5	3	3	1				30

Average Active Participant Age: 52.2

Average Years of Service: 9.0

Inactive Participants				
Age	Retiree	Spouse	Surviving Spouse	Total
< 50				
50-54				
55-59	2	1		3
60-64	5	3		8
65-69	12	4		16
70-74	4	4		8
75-79	1	1		2
80-84	3			3
85-89	2		1	3
90+	1			1
Total	30	13	1	44

Average Inactive Participant Age: 70.3

Basis of Valuation

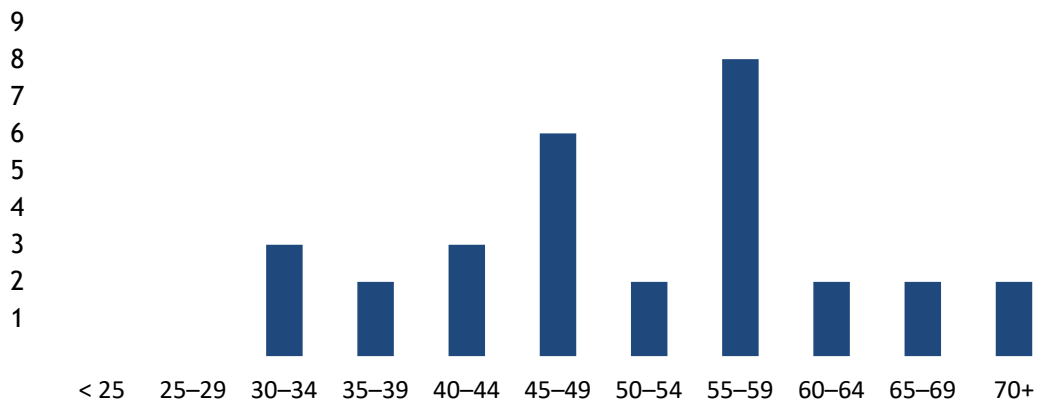
Participant Summary Charts

Census Date: June 30, 2019

Age and service determined as of the census date.

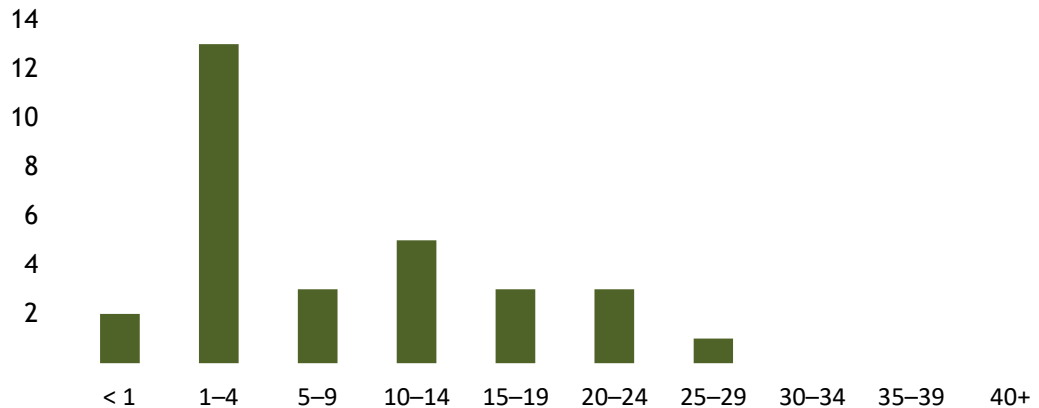
Actives by Age Bracket

Average Employee Age: 52.2



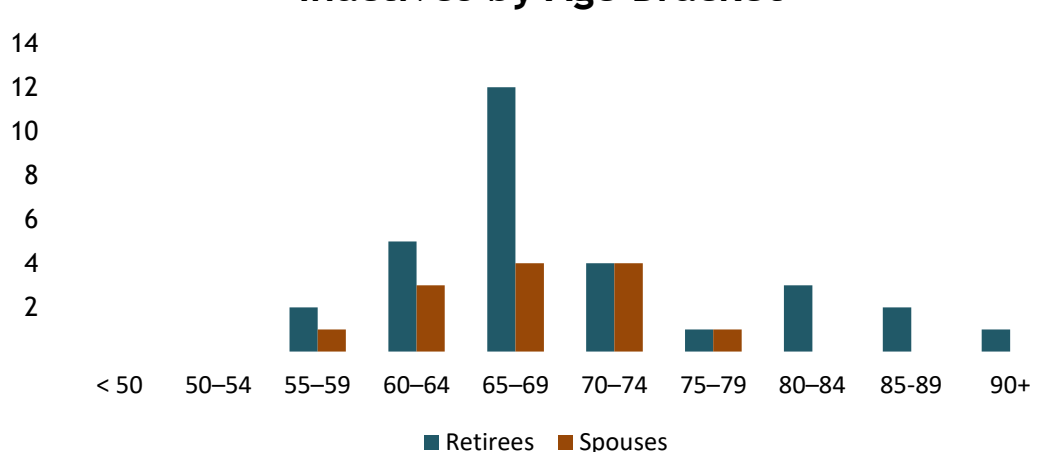
Actives by Years of Service

Average Years of Service: 9.0



Inactives by Age Bracket

Average Inactive Age: 70.3



Basis of Valuation

Actuarial Assumptions

A summary of the actuarial assumptions used for this valuation follows. We considered the reasonableness of each assumption independently based on its own merits, consistent with each other assumption, and the combined impact of all assumptions.

Assumption	Rates												
Actuarial Cost Method	Entry-Age Normal, Level Percentage of Salary												
Valuation Date	June 30, 2019												
Measurement Date	June 30, 2020												
Report Date	June 30, 2021												
Discount Rate	GASB 75 allows the use of a discount rate that is up to the expected long-term rate of return on the assets in the Trust set aside to pay benefits, if the plan sponsor makes regular contributions to the Trust such that the assets are not depleted at any point in the future. If the plans' actuary determines that contributions are not sufficient to keep the Trust funded, a blend of the long-term rate of return and the yield or index rate for 20-year, tax-exempt municipal bonds will be used for the periods when the Trust funds are not sufficient to cover benefit payments will be used. Based on this requirement, and with the approval of the plan sponsor, the discount rate used to measure the total OPEB liability is 5.85%.												
Mortality	Same as CalPERS. See appendix.												
Termination Rates	Same as CalPERS. See appendix. Also known as "turnover".												
Disability	Same as CalPERS. See appendix.												
Retirement	Same as CalPERS. See appendix.												
Annual Per Capita Claims Cost	Developed using CalPERS experience to calculate age-related risk scores, but using the District's actual premiums for all other purposes. Assumed annual per capita claims costs follow: <table><tr><th>Age</th><th>Males</th><th>Females</th></tr><tr><td>50</td><td>\$ 9,765</td><td>\$ 10,035</td></tr><tr><td>55</td><td>11,276</td><td>10,772</td></tr><tr><td>60-64</td><td>13,895</td><td>12,044</td></tr></table>	Age	Males	Females	50	\$ 9,765	\$ 10,035	55	11,276	10,772	60-64	13,895	12,044
Age	Males	Females											
50	\$ 9,765	\$ 10,035											
55	11,276	10,772											
60-64	13,895	12,044											
Average Per Capita Cost for Implicit Subsidy Calculation	Developed based on premiums for the District's enrollment by plan, family demographics from CalPERS plans, and risk scores (both HMO and PPO) for the CalPERS population.												

Basis of Valuation

Actuarial Assumptions

Assumption	Rates									
Aging or Morbidity Factors	Based on actual CalPERS HMO and PPO population data.									
Participant Contributions	Based on service at retirement and employee group.									
Salary Increases	2.750% The salary increase is used to determine the growth in the aggregate payroll. Individual Salary Increases: 2018 CalPERS Merit Salary Increases.									
Inflation Rate	2.50%									
Marital Status	Current Retirees: Actual spouse coverage is used. Future retirees: 80% assumed to be married.									
Spouse Gender	Assumes spouse of opposite gender for current and future retirees.									
Spouse Age Difference	Actual spouse age is used for current retirees. Assumes males are three years older than females for future retirees.									
Participation	Current Retirees: Assume current elections continue until decrement. Future Retiree election assumptions summarized below: <table><tr><td></td><td>Service Retirement</td><td>Disability Retirement</td></tr><tr><td>PEMHCA Minimum</td><td>100%</td><td>100%</td></tr><tr><td>Other</td><td>80%</td><td>80%</td></tr></table> *Assumed all covered spouses elect survivor spouse benefits. **70% for spouses		Service Retirement	Disability Retirement	PEMHCA Minimum	100%	100%	Other	80%	80%
	Service Retirement	Disability Retirement								
PEMHCA Minimum	100%	100%								
Other	80%	80%								
PEMHCA Administrative Fee	0.27% of retiree premium.									
Annual PEMHCA Amount	\$1,692 for the period June 30, 2020 through June 30, 2021.									

Basis of Valuation

Actuarial Assumptions

Assumption	Rates																																												
Premiums	<p>Annual Blended premiums (table below) were developed based on the City's enrollment by plan. These premiums were used in the implicit subsidy calculations.</p> <table><tr><th>Grouping</th><th>Employee</th><th>Two-Party</th></tr><tr><td>Pre-Medicare Plans</td><td>\$ 7,713</td><td>\$ 15,425</td></tr><tr><td>Medicare Plans</td><td>4,304</td><td>8,608</td></tr></table>	Grouping	Employee	Two-Party	Pre-Medicare Plans	\$ 7,713	\$ 15,425	Medicare Plans	4,304	8,608																																			
Grouping	Employee	Two-Party																																											
Pre-Medicare Plans	\$ 7,713	\$ 15,425																																											
Medicare Plans	4,304	8,608																																											
Employer Contributions for Inactives	<p>Current Retirees: City provided subscriber-level annual contributions. Contributions were allocated between member and spouse at 55%/45% split). For pre-65 retirees, assumed a 43% reduction in contributions at age 65 to account for transition to Medicare Supplement premiums.</p>																																												
Trend Rates	<p>Medical Long-Term Trends from Society of Actuaries "Long Term Healthcare Cost Trends Model v2019_b" using baseline assumptions. Applied to both claims and premiums.</p> <table><tr><th>Calendar Year</th><th>Pre-Medicare Trend</th><th>Medicare Trend</th><th>PEMHCA Trend</th></tr><tr><td>2020</td><td>6.50%</td><td>4.00%</td><td>3.00%</td></tr><tr><td>2021</td><td>6.00%</td><td>4.00%</td><td>3.00%</td></tr><tr><td>2022</td><td>5.50%</td><td>4.00%</td><td>3.00%</td></tr><tr><td>2023</td><td>5.45%</td><td>4.00%</td><td>3.00%</td></tr><tr><td>2024</td><td>5.39%</td><td>4.00%</td><td>3.00%</td></tr><tr><td>2025</td><td>5.34%</td><td>4.00%</td><td>3.00%</td></tr><tr><td>2026</td><td>5.29%</td><td>4.00%</td><td>3.00%</td></tr><tr><td>2027</td><td>5.24%</td><td>4.00%</td><td>3.00%</td></tr><tr><td>2028-2074</td><td>...</td><td>...</td><td>...</td></tr><tr><td>2075+</td><td>3.84%</td><td>3.84%</td><td>3.00%</td></tr></table>	Calendar Year	Pre-Medicare Trend	Medicare Trend	PEMHCA Trend	2020	6.50%	4.00%	3.00%	2021	6.00%	4.00%	3.00%	2022	5.50%	4.00%	3.00%	2023	5.45%	4.00%	3.00%	2024	5.39%	4.00%	3.00%	2025	5.34%	4.00%	3.00%	2026	5.29%	4.00%	3.00%	2027	5.24%	4.00%	3.00%	2028-2074	2075+	3.84%	3.84%	3.00%
Calendar Year	Pre-Medicare Trend	Medicare Trend	PEMHCA Trend																																										
2020	6.50%	4.00%	3.00%																																										
2021	6.00%	4.00%	3.00%																																										
2022	5.50%	4.00%	3.00%																																										
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2024	5.39%	4.00%	3.00%																																										
2025	5.34%	4.00%	3.00%																																										
2026	5.29%	4.00%	3.00%																																										
2027	5.24%	4.00%	3.00%																																										
2028-2074																																										
2075+	3.84%	3.84%	3.00%																																										
Benefit Cap Trend	<p>Assumes benefit caps increase at medical trend.</p>																																												

This section includes a brief summary of GASB 75, as well as definitions of some of the key terminology used in this report.

About GASB 75

In General. In June 2015 the Governmental Accounting Standards Board released GASB 75, “Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions”. GASB 75 replaced GASB 45 for fiscal years beginning after June 15, 2017, for employers that sponsor OPEB plans. The provisions in GASB 75 are similar to the provisions of GASB 68 for pensions.

Accounting. GASB 75 requires a liability known as the Net OPEB Liability (NOL). The employer recognizes the NOL on its balance sheet. The employer also recognizes an OPEB expense in the income statement. GASB 45 recorded the Unfunded Accrued Actuarial Liability (UAAL) in the notes to the financial statement, whereas GASB 75 records the NOL, which is very similar to the UAAL with just a few technical differences, on the balance sheet.

Financial Statement Impact (Employers). One of the biggest changes to the financial statements of governmental employers that provide OPEB is the reporting of the OPEB liability on the face of the statements rather than in the footnotes. Governments that do not provide OPEB through a trust are required to recognize the entire OPEB liability in the financial statements. For governments that provide OPEB through an OPEB plan that is administered through a trust, the government’s OPEB liability is recognized net of the amount of the OPEB plan’s fiduciary net position.

Changes to the Measurement of the Total OPEB Liability. Measurement of the OPEB liability includes discounting future benefit payments for current and former employees and their beneficiaries to their present value and allocating the present value over past and future periods of the employee service (total OPEB liability), less the amount of the OPEB plan’s fiduciary net position. The calculation continues to include employee-related events, such as projected salary increases and projected years of service, if they affect the amount of OPEB payments employees will receive, as well as provisions for automatic cost-of-living adjustments (COLAs) and other automatic benefits. Additionally, ad hoc COLAs and other ad hoc benefit changes, which are made at the discretion of the government, are included in projections as well, if they routinely recur.

GASB 75 requires governments to discount projected OPEB payments to their present value. Under the new standard, governments discount the projected OPEB payments to be made in each year and the amount of plan assets (if a government administers the OPEB through a trust) available for providing those benefits to current active and inactive employees and their beneficiaries. Similar to the pension standards, the discount rate used is based on whether the plan assets are projected to be sufficient to make future payments. If the plan assets are sufficient, governments discount future payments using the long-term expected rate of return. If projected plan assets are insufficient to make all future payments to current and inactive employees and their beneficiaries, or if there are no plan assets held in trust, the discount rate is based on a high-quality 20-year tax-exempt general obligation municipal bond yield or index rate. “High-quality” is defined as being rated AA or higher (or an equivalent rating).

Cost Method. The Entry Age Normal Cost method must be used.

About GASB 75 (continued)

Factors that affect a government's OPEB liability, such as actual earnings on plan investments when the OPEB plan is administered as a trust, employee compensation changes, interest on the outstanding OPEB liability, contributions from employees and employers, and actual demographic and economic changes that are not in line with assumptions made in the actuarial calculations, are considered when determining the government's OPEB expense. A government's annual OPEB expense is calculated with consideration for factors affecting the OPEB liability within the reporting period. Several causes of changes in OPEB liability are immediately factored into the calculation of OPEB expense for the period, such as benefits earned each year, interest on the total OPEB liability, changes in benefit terms, and projected earnings on plan investments, if administered through a trust.

Governments are required to recognize deferred outflows of resources or deferred inflows of resources and then introduce into the expense calculation, systematically and rationally over the average remaining years of employment (active employees and inactive employees, including retirees), the effect on the total OPEB liability of differences between assumptions and actual experience.

Key Terminology

Actuarially Determined Contribution	A target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in conformity with Actuarial Standards of Practice based on the most recent measurement available when the contribution for the reporting period was adopted.
Actuarial Present Value of Projected Benefit Payments	Projected benefit payments discounted to reflect the expected effects of the time value (present value) of money and the probabilities of payment.
Agent Employer	An employer whose employees are provided with OPEB through an agent multiple-employer defined-benefit OPEB plan.
Closed Period	A specific number of years that is counted from one date, which declines to zero with the passage of time. For example, if the recognition period initially is five years on a closed basis, four years remain after the first year, three years after the second year, and so forth until no years remain.
Contributions	Additions to an OPEB plan's fiduciary net position for amounts from employers, non-employer contributing entities, or employees.
Dates and Periods	
• Census Date	The date of the census. It is usually the same as the Valuation Date .
• Measurement Date	The date on which assets are measured. The liabilities are rolled forward to this date from the Valuation Date , should it differ, using actuarial roll-forward techniques.
• Measurement Period	The year ending on the Measurement Date .
• Report Date	The date on which the amounts are reported in the financial statements. It is the same as the fiscal year-end. It may be up to one year ahead of the Measurement Date , with no roll-forward of liabilities or assets required.
• Reporting Period	The year ending on the Report Date . It is the same as the fiscal year.
• Valuation Date	The date on which the liabilities are valued.
Deferred Inflows and Outflows of Resources	The portion of the changes in the Net OPEB Liability that are not recognized in the current pension expense and are recognized in later periods. The changes deferred include differences between expected and actual experience, changes in assumptions, and differences between expected and actual earnings on OPEB plan investments.

Key Terminology (continued)

Defined-Benefit OPEB	OPEB for which the benefits that the employee will receive at or after separation from employment are defined by the benefit terms. The OPEB may be stated as (a) a specified dollar amount (b) an amount that is calculated based on one or more factors such as age, years of service, and compensation, or (c) a type or level of coverage such as prescription drug coverage or a percentage of health insurance premiums. OPEB that does not have all of the terms of defined contribution OPEB is classified as defined-benefit OPEB.
Discount Rate	<p>The single rate of return that reflects the following:</p> <ul style="list-style-type: none">a. The long-term expected rate of return on OPEB plan investments that are expected to be used to finance the payment of benefits, to the extent that (1) the OPEB plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and (2) OPEB plan assets are expected to be invested using a strategy to achieve that return.b. A yield or index rate for 20-year, tax-exempt general-obligation municipal bonds with an average rating of AA/Aa or higher (or equivalent quality on another scale), to the extent that the conditions in (a) are not met.
Fiduciary Net Position	The market value of assets as of the Measurement Date .
Implicit Subsidy	The implicit subsidy arises when an employer allows a retiree and the retiree's dependents to continue on the plans for active employees, and pay the active-employee premiums. Retirees are not paying the true cost of their benefits because they have higher costs than active employees, and therefore are partially subsidized by the active employees. Once a retiree reaches Medicare eligibility, the rates are set for Medicare retirees separately, and are set to be sufficient to cover the true costs of the Medicare retirees. Thus, there is no implicit subsidy for Medicare retirees.
Net OPEB Liability	The Total OPEB Liability minus the Fiduciary Net Position .
Normal Cost	See Service Cost .
Other Postemployment Benefits (OPEB)	Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payment for sick leave.
Projected Benefit Payments	All benefits estimated to be payable through OPEB plan to current active and inactive employees as a result of their past service and their expected future service.

Key Terminology (continued)

Service Cost	The portions of the actuarial present value of projected benefit payments that are attributed to valuation years. Also called Normal Cost .
Substantive Plan	The plan terms as understood by the employer and the plan members at the time of the valuation, including only changes to plan terms that have been made and communicated to employees.
Total OPEB Liability	The liability of employers and non-employer contributing entities to employees for benefits provided through a defined-benefit OPEB plan that is administered through a trust that meets the criteria in paragraph 4 of GASB 75.

Appendix

Decrement Tables

The valuation used the following decrement tables from the CalPERS OPEB Assumption Model, revised May 14, 2018:

Mortality	<u>Source Table</u>
Miscellaneous Employees	Mort and Disb Rates_PA Misc
Disability Rates	
Miscellaneous Employees	Mort and Disb Rates_PA Misc
Terminated Refund Rates	
Miscellaneous Employees	Terminated Refund Rates_Misc
Terminated Vested Rates	
Miscellaneous Employees	Terminated Vested Rates_PA Misc
Salary Scale Rates	
Miscellaneous Employees	Salary Scale Rates_PA Misc
Service Retirement Rates	
Miscellaneous Employees	
• 2.0% at 55	Rx PA Misc 2% @ 55
• 2.0% at 60	Rx PA Misc 2% @ 60
• 2.0% at 62	Rx PA Misc 2% @ 62

Appendix

Sample Mortality and Disability Rates

Public Agency Miscellaneous														
Attained Age	Pre-Retirement Mortality				Post-Retirement Mortality						Disability			
	Male Assumptions		Female Assumptions		Male Assumptions			Female Assumptions			Male Assumptions		Female Assumptions	
	Non Industrial Death	Industrial Death	Non Industrial Death	Industrial Death	Healthy Recipients	Non Industrially Disabled	Industrially Disabled	Healthy Recipients	Non Industrially Disabled	Industrially Disabled	Non Industrial Disability	Industrial Disability	Non Industrial Disability	Industrial Disability
1	0.00000	0.00000	0.00000	0.00000	0.00016	0.00016	0.00003	0.00003	0.00003	0.00003	0.00000	0.00000	0.00000	0.00000
5	0.00000	0.00000	0.00000	0.00000	0.00016	0.00016	0.00003	0.00003	0.00003	0.00003	0.00000	0.00000	0.00000	0.00000
10	0.00000	0.00000	0.00000	0.00000	0.00016	0.00016	0.00003	0.00003	0.00003	0.00003	0.00000	0.00000	0.00000	0.00000
15	0.00016	0.00000	0.00003	0.00000	0.00016	0.00016	0.00003	0.00003	0.00003	0.00003	0.00017	0.00000	0.00010	0.00000
20	0.00022	0.00000	0.00007	0.00000	0.00022	0.00022	0.00004	0.00007	0.00007	0.00004	0.00017	0.00000	0.00010	0.00000
25	0.00029	0.00000	0.00011	0.00000	0.00029	0.00029	0.00006	0.00011	0.00011	0.00006	0.00017	0.00000	0.00010	0.00000
30	0.00038	0.00000	0.00016	0.00000	0.00038	0.00038	0.00007	0.00016	0.00016	0.00007	0.00019	0.00000	0.00024	0.00000
35	0.00049	0.00000	0.00027	0.00000	0.00049	0.00049	0.00009	0.00027	0.00027	0.00009	0.00039	0.00000	0.00071	0.00000
40	0.00064	0.00000	0.00037	0.00000	0.00064	0.00064	0.00010	0.00037	0.00037	0.00010	0.00102	0.00000	0.00135	0.00000
45	0.00080	0.00000	0.00054	0.00000	0.00080	0.00080	0.00012	0.00054	0.00054	0.00012	0.00151	0.00000	0.00188	0.00000
50	0.00116	0.00000	0.00079	0.00000	0.00372	0.01183	0.00372	0.00346	0.01083	0.00346	0.00158	0.00000	0.00199	0.00000
55	0.00172	0.00000	0.00120	0.00000	0.00437	0.01613	0.00437	0.00410	0.01178	0.00410	0.00158	0.00000	0.00149	0.00000
60	0.00255	0.00000	0.00166	0.00000	0.00671	0.02166	0.00671	0.00476	0.01404	0.00476	0.00153	0.00000	0.00105	0.00000
65	0.00363	0.00000	0.00233	0.00000	0.00928	0.02733	0.01113	0.00637	0.01757	0.00765	0.00128	0.00000	0.00088	0.00000
70	0.00623	0.00000	0.00388	0.00000	0.01339	0.03358	0.01607	0.00926	0.02184	0.01112	0.00102	0.00000	0.00084	0.00000
75	0.01057	0.00000	0.00623	0.00000	0.02316	0.04277	0.02779	0.01635	0.02969	0.01962	0.00102	0.00000	0.00088	0.00000
80	0.01659	0.00000	0.00939	0.00000	0.03977	0.06272	0.04773	0.03007	0.04641	0.03609	0.00102	0.00000	0.00088	0.00000
85	0.00000	0.00000	0.00000	0.00000	0.07122	0.09793	0.08547	0.05418	0.07847	0.06501	0.00000	0.00000	0.00000	0.00000
90	0.00000	0.00000	0.00000	0.00000	0.13044	0.14616	0.14348	0.10089	0.13220	0.11098	0.00000	0.00000	0.00000	0.00000
95	0.00000	0.00000	0.00000	0.00000	0.21658	0.21658	0.21658	0.17698	0.21015	0.17698	0.00000	0.00000	0.00000	0.00000
100	0.00000	0.00000	0.00000	0.00000	0.32222	0.32222	0.32222	0.28151	0.32226	0.28151	0.00000	0.00000	0.00000	0.00000
105	0.00000	0.00000	0.00000	0.00000	0.46691	0.46691	0.46691	0.43491	0.43491	0.43491	0.00000	0.00000	0.00000	0.00000
110	0.00000	0.00000	0.00000	0.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	0.00000	0.00000	0.00000	0.00000
115	0.00000	0.00000	0.00000	0.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	0.00000	0.00000	0.00000	0.00000
120	0.00000	0.00000	0.00000	0.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	0.00000	0.00000	0.00000	0.00000

Notes:

- 1) Pre-Retirement and Post-Retirement mortality rates include 20 years of projected on-going mortality improvement using Scale BB published by the Society of Actuaries.
- 2) Miscellaneous Plans usually have Industrial Death rates set to zero unless the agency has specifically contracted for Industrial Death benefits. If so, each Non-Industrial Death rate shown above will be split into two components: 99% will become the Non-Industrial Death rate and 1% will become the Industrial Death rate.
- 3) The Miscellaneous Non-Industrial Disability rates are used for Local Prosecutors.
- 4) Normally, Industrial Disability rates are zero for miscellaneous plans unless the agency has specifically contracted for Industrial Disability benefits. If so, each miscellaneous non-industrial disability rate will be split into two components: 50% will become the Non-Industrial Disability rate and 50% will become the Industrial Disability rate.

Appendix

Sample Termination Rates

		Sample Terminated Refund Rates								
Entry Ages		Public Agency Miscellaneous								
Service	15	20	25	30	35	40	45	50	55	59
0	0.18120	0.17420	0.16740	0.16060	0.15370	0.14680	0.14000	0.13320	0.12620	0.12080
5	0.02320	0.02120	0.01930	0.01740	0.01550	0.01360	0.01160	0.00970	0.00780	0.00620
10	0.01550	0.01380	0.01210	0.01040	0.00880	0.00710	0.00550	0.00380	0.00210	0.00080
15	0.00700	0.00600	0.00510	0.00420	0.00320	0.00230	0.00140	0.00040	0.00020	0.00020
20	0.00450	0.00370	0.00290	0.00210	0.00130	0.00050	0.00010	0.00010	0.00010	0.00010
25	0.00240	0.00170	0.00110	0.00050	0.00010	0.00010	0.00010	0.00010	0.00010	0.00010
30	0.00110	0.00050	0.00010	0.00010	0.00010	0.00010	0.00010	0.00010	0.00000	0.00000
35	0.00010	0.00010	0.00010	0.00010	0.00010	0.00010	0.00010	0.00000	0.00000	0.00000
40	0.00010	0.00010	0.00010	0.00010	0.00010	0.00010	0.00000	0.00000	0.00000	0.00000
45	0.00010	0.00010	0.00010	0.00010	0.00010	0.00000	0.00000	0.00000	0.00000	0.00000
50	0.00010	0.00010	0.00010	0.00010	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000

		Sample Terminated Vested Rates								
Entry Ages		Public Agency Miscellaneous								
Service	15	20	25	30	35	40	45	50	55	59
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
5	0.07140	0.06560	0.05970	0.05370	0.04770	0.04180	0.00000	0.00000	0.00000	0.00000
10	0.05940	0.05300	0.04660	0.04030	0.03390	0.00000	0.00000	0.00000	0.00000	0.00000
15	0.05110	0.04430	0.03730	0.03050	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
20	0.04050	0.03330	0.02610	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
25	0.02880	0.02120	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
30	0.01500	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
35	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
40	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
45	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
50	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000

When a member is eligible to retire, the termination with vested benefits probability is set to zero

Appendix

Sample Salary Scale Rates

Service	Entry Ages										Public Agency Miscellaneous			
	15	20	25	30	35	40	45	50	55	60	65	70	75	79
0	0.1220	0.1220	0.1220	0.1160	0.1090	0.1020	0.0950	0.0950	0.0950	0.0950	0.0950	0.0950	0.0950	0.0950
5	0.0640	0.0640	0.0640	0.0600	0.0550	0.0520	0.0480	0.0480	0.0480	0.0480	0.0480	0.0480	0.0480	0.0480
10	0.0460	0.0460	0.0460	0.0430	0.0410	0.0390	0.0370	0.0370	0.0370	0.0370	0.0370	0.0370	0.0370	0.0370
15	0.0420	0.0420	0.0420	0.0400	0.0380	0.0360	0.0340	0.0340	0.0340	0.0340	0.0340	0.0340	0.0340	0.0340
20	0.0390	0.0390	0.0390	0.0380	0.0360	0.0340	0.0330	0.0330	0.0330	0.0330	0.0330	0.0330	0.0330	0.0330
25	0.0370	0.0370	0.0370	0.0360	0.0340	0.0330	0.0310	0.0310	0.0310	0.0310	0.0310	0.0310	0.0310	0.0310
30	0.0350	0.0350	0.0350	0.0340	0.0330	0.0320	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300
35	0.0350	0.0350	0.0350	0.0340	0.0330	0.0320	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300
40	0.0350	0.0350	0.0350	0.0340	0.0330	0.0320	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300
45	0.0350	0.0350	0.0350	0.0340	0.0330	0.0320	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300
50	0.0350	0.0350	0.0350	0.0340	0.0330	0.0320	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300	0.0300

Appendix

Matrix of Sample Service Retirement Assumption Rates

Service	Attained Ages				Public Agency Miscellaneous 2% @ 55		
	50	55	60	65	70	75	79
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
5	0.00800	0.04000	0.05800	0.14500	0.15000	1.00000	1.00000
10	0.01300	0.04000	0.07500	0.17300	0.17100	1.00000	1.00000
15	0.01800	0.05600	0.09300	0.20100	0.19200	1.00000	1.00000
20	0.02100	0.09300	0.12600	0.23300	0.23900	1.00000	1.00000
25	0.02200	0.10900	0.14300	0.26600	0.30400	1.00000	1.00000
30	0.03300	0.15400	0.16900	0.28900	0.33000	1.00000	1.00000
35	0.05000	0.21000	0.20700	0.31600	0.33000	1.00000	1.00000
40	0.00000	0.24000	0.28000	0.33000	0.33000	1.00000	1.00000
45	0.00000	0.00000	0.28000	0.33000	0.33000	1.00000	1.00000
50	0.00000	0.00000	0.00000	0.33000	0.33000	1.00000	1.00000

Service	Attained Ages				Public Agency Miscellaneous 2% @ 60		
	50	55	60	65	70	75	79
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
5	0.02000	0.01900	0.07000	0.14000	0.14000	1.00000	1.00000
10	0.02000	0.02600	0.07400	0.17800	0.17800	1.00000	1.00000
15	0.02000	0.03300	0.08900	0.21500	0.21500	1.00000	1.00000
20	0.02000	0.09200	0.11300	0.26400	0.26400	1.00000	1.00000
25	0.02000	0.13600	0.13700	0.32100	0.32100	1.00000	1.00000
30	0.15000	0.14600	0.16100	0.37700	0.37700	1.00000	1.00000
35	0.15000	0.15000	0.24600	0.41200	0.41200	1.00000	1.00000
40	0.00000	0.15000	0.29600	0.42000	0.42000	1.00000	1.00000
45	0.00000	0.00000	0.29600	0.42000	0.42000	1.00000	1.00000
50	0.00000	0.00000	0.00000	0.42000	0.42000	1.00000	1.00000

Service	Attained Ages				Public Agency Miscellaneous 2% @ 62		
	50	55	60	65	70	75	79
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
5	0.00000	0.01000	0.03100	0.10800	0.12000	1.00000	1.00000
10	0.00000	0.01900	0.05100	0.14100	0.15600	1.00000	1.00000
15	0.00000	0.02800	0.07100	0.17300	0.19300	1.00000	1.00000
20	0.00000	0.03600	0.09100	0.20600	0.22900	1.00000	1.00000
25	0.00000	0.06100	0.11100	0.23900	0.26500	1.00000	1.00000
30	0.00000	0.09600	0.13800	0.30000	0.33300	1.00000	1.00000
35	0.00000	0.15200	0.18300	0.34800	0.38700	1.00000	1.00000
40	0.00000	0.18000	0.20400	0.36000	0.40000	1.00000	1.00000
45	0.00000	0.00000	0.20400	0.36000	0.40000	1.00000	1.00000
50	0.00000	0.00000	0.00000	1.00000	1.00000	1.00000	1.00000

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 06-2021 APPROVING AND CONFIRMING THE REPORT OF DELINQUENT UTILITIES CHARGES AND REQUESTING SACRAMENTO COUNTY TO COLLECT SUCH CHARGES ON THE TAX ROLL AND RESOLUTION 05-2021 APPROVING AND CONFIRMING THE REPORT OF DELINQUENT UTILITIES CHARGES AND REQUESTING PLACER COUNTY TO COLLECT SUCH CHARGES ON THE TAX ROLL

STATUS : Action Item

REPORT DATE : June 9, 2021

PREPARED BY : Alberto Preciado, Accounting Manager/Assessor Collector
Susan K. Talwar, Director of Finance & Administrative Services/Treasurer

OBJECTIVE:

Consider adoption of Resolutions 06-2021 (Sacramento County) and 05-2021 (Placer County) approving and confirming the Report of Delinquent Utilities Charges and requesting the respective county to place such charges on the respective tax roll.

BACKGROUND AND ANALYSIS:-

The Citrus Heights Water District (the District) provides water to over 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 7170, *General Billing Procedures for Bimonthly Accounts*, customers are given a minimum of 20 days in which to pay without assessment of a penalty. Ten days after the bill's due date, the District sends a past due notice, which gives the customer 15 days to bring the account current. Approximately 20 days after the due date on the past due notice, 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.

Sections 22284, 25806, and 26500 et seq. 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.

As a result of the COVID-19 pandemic, Governor Newsom issued an executive order on April 2, 2020 suspending water shutoffs for nonpayment. The District also placed a moratorium on assessing late penalties to customer accounts as an additional measure to help its customers.

The District remains committed to helping its customers during this difficult time. However, as the County of Sacramento and County of Placer only accept submission of direct levies once per year, the District must begin the process of submitting its listing of delinquent accounts in order to safeguard its revenues. Of note, this requested action will not result in the District moving to unilaterally enforce collecting outstanding balances with customers. Any future enforcement/collections will be revisited by counties when the State updates its policy/executive order as a result of the pandemic.

Staff has reviewed all outstanding accounts and identified 336 accounts that have been delinquent for greater than 90 days and have a balance greater than \$50 as of May 31, 2021. Delinquent charges for these accounts amount to \$129,968.19. The County of Sacramento accepts submission of direct levies once per year, and sets the deadline in the first week of August, 2020 for agencies to submit listings for the tax year. The County of Placer accepts submission of direct levies once per year, and sets the deadline in the last week of June for agencies to submit listings for the tax year. The tax year for this group of levies is 2021/2022 (July 1, 2021 – June 30, 2022).

Although the deadline to submit accounts is in late June and early August, respectively, the District may remove an account from the Direct Levy roll up until the first week of September, 2021. This will allow the District to make a final attempt to contact the customer and obtain either an amortization agreement or payment, prior to the deadline for removal from the tax roll.

RECOMMENDATION:

Adopt Resolutions 06-2021 (Sacramento County) and 05-2021 (Placer County) approving and confirming the Report of Delinquent Utilities Charges and requesting the respective county to place such charges on the respective tax roll.

ATTACHMENTS:

- 1) Resolution 06-2021, 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
- 2) Resolution 05-2021, Resolution of the Board of Directors of Citrus Heights Water District Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Placer County to Collect Such Charges on the Tax Roll

ACTION:

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

ATTACHMENT 1

**Resolution 06-2021 (Sacramento County) Approving
and Confirming The Report of Delinquent Utilities
Charges and Requesting Sac County to Collect Such
Charges on the Tax Roll**

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 06-2021

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 sections 22284, 25806, and 26500 et seq. 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 16th day of June 2021, by the following vote, to wit:

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

SEAL

DAVID WHEATON, President
Board of Directors
Citrus Heights Water District

ATTEST:

MADELINE HENRY, Chief Board Clerk
Citrus Heights Water District

Exhibit A

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
00050	204-0020-039-0000	7581/83 Twin Oaks Ave	\$273.79
00071	204-0050-047-0000	7636 Linden Ave	\$431.69
00140	204-0060-009-0000	8423 Mariposa Ave	\$617.77
00155	204-0081-002-0000	6631 Navion Dr	\$506.44
00088	204-0081-007-0000	6601 Navion Dr	\$260.81
00189	204-0094-003-0000	7421 Stearman Wy	\$258.45
00192	204-0094-006-0000	7400 Voyager Wy	\$591.15
00258	204-0181-002-0000	6804 Purslane Wy	\$265.53
00401	204-0182-004-0000	6836 Florabelle Ave	\$1,115.88
00447	204-0183-006-0000	7643 Gingerblossom Dr	\$256.09
00508	204-0201-001-0000	7400 Antelope Rd	\$316.27
00549	204-0201-025-0000	7440 Antelope Rd	\$580.53
00621	204-0210-009-0000	7617 Poplar Ave	\$529.25
00655	204-0210-037-0016	7733 Lauppe Ln #16	\$295.70
00701	204-0210-047-0000	7312 Antelope Rd	\$532.18
00789	204-0235-008-0000	7525 Antelope Rd	\$866.89
18507	204-0235-101-0000	7560 Orange Dr	\$903.40
00977	204-0251-006-0000	7629 Sycamore Dr	\$1,145.67
20000	204-0251-006-0000	7661 Sycamore Dr	\$443.99
01047	204-0252-018-0000	7617 Mariposa Ave	\$479.05
01113	204-0361-012-0000	6721 Navion Dr	\$444.83
01152	204-0363-009-0000	7654 Van Maren Ln	\$260.06
01168	204-0371-002-0000	6709 Navion Dr	\$356.21
01378	204-0391-009-0000	6822 Easthaven Wy	\$557.00
01388	204-0391-013-0000	6834 Easthaven Wy	\$999.55
01797	204-0420-029-0000	7908/16 Auburn Blvd	\$915.56
01945	204-0461-045-0000	7540 Twin Oaks Ave	\$352.29
01946	204-0462-001-0000	7500 Cherry Glen Ave	\$555.72
02268	204-0492-001-0000	7696 Roberts Dr	\$550.83
02273	204-0492-013-0000	7676 Roberts Dr	\$279.69
02299	204-0493-007-0000	8225 Mariposa Ave	\$525.07
02341	204-0500-014-0000	7753 Mariposa Ave	\$659.82
02366	204-0500-048-0000	7712 Deanton Ct	\$600.87

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
02515	204-0510-012-0000	7547 Mariposa Ave	\$1,250.68
02528	204-0510-034-0000	7649 Cook Ave	\$812.22
02672	204-0530-049-0000	8000 Auburn Blvd	\$888.87
02825	204-0552-030-0000	8000 Holly Dr	\$278.51
02920	204-0562-006-0000	7544 Sycamore Dr	\$265.53
03875	204-0610-034-0008	7409 Auburn Oaks Ct Unit #H	\$476.56
04279	204-0650-043-0000	7448 Garden Gate Dr	\$776.16
04512	204-0670-028-0000	8327 Deville Oaks Wy	\$717.07
04605	204-0700-011-0000	7522 Pomerol Ln	\$449.42
04663	204-0710-024-0000	7213 Cheval Ct	\$250.02
04731	204-0710-065-0000	7328 Amsterdam Ave	\$1,002.24
04807	204-0720-010-0000	7451 Pratt Ave	\$254.91
04901	204-0730-034-0000	7152 Bogue Wy	\$212.63
05151	209-0324-002-0000	6255 Tupelo Dr	\$902.52
03258	211-0033-020-0000	7352 Leonard Ave	\$325.57
03565	211-0044-032-0000	7556 Willow Wy	\$978.13
03590	211-0044-037-0000	7329 Sylvan Grove Wy	\$490.17
03686	211-0052-033-0000	7680 Old Auburn Rd	\$336.56
03338	211-0081-006-0000	7508 Prince St	\$253.73
04118	211-0210-038-0000	6948 Pollen Wy	\$257.27
04167	211-0222-001-0000	6866 Mariposa Ave	\$692.02
04225	211-0231-021-0000	7531 Park Dr	\$935.65
04251	211-0232-018-0000	7505 Circuit dr	\$562.76
04274	211-0232-036-0000	6636 Graham Cir	\$309.07
06042	211-0241-006-0000	6631 Graham Cir	\$244.29
06148	211-0251-015-0000	6617 Mariposa Ave	\$902.61
06045	211-0333-010-0000	7041 Dolan Wy	\$424.80
06070	211-0334-004-0000	7060 Dolan Wy	\$1,257.76
06090	211-0335-006-0000	6820 Calvin Dr	\$257.27
06916	211-0395-011-0000	6653 Rinconada Dr	\$279.69
07065	211-0421-001-0000	6751 Pacheco Wy	\$534.48
07134	211-0425-008-0000	7800 Highland Ave	\$811.06
07142	211-0425-012-0000	7832 Highland Ave	\$259.79
07307	211-0472-013-0000	7408 Pennington Wy	\$251.37
07324	211-0474-007-0000	7856 Vista Ridge Dr	\$465.47

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
07476	211-0490-053-0000	7216 Sylvan Grove Wy	\$317.21
07611	211-0581-002-0000	6605 Verhoeven Ct	\$363.44
07661	211-0581-018-0000	7701 Muirwood Wy	\$845.37
07735	211-0582-015-0000	7861 Beaupre Wy	\$908.53
07771	211-0583-007-0000	7825 Muirwood Wy	\$259.67
07959	211-0620-054-0000	7417/19 Gallant Cir	\$273.79
08040	211-0640-030-0000	7863 Sampolo Ct	\$541.97
08117	211-0670-004-0000	7134 Mathis Ct	\$210.00
08180	211-0670-037-0000	7883 McLin Wy	\$1,269.74
18607	211-0850-016-0000	7545 Sylvan Valley Wy	\$461.48
18627	211-0850-036-0000	7512 Sylvan Valley Wy	\$250.19
18639	211-0860-031-0000	6737 Sylvan Meadow Ct	\$658.38
19673	211-0880-014-0000	7440 Hespera Wy	\$257.27
09083	213-0331-006-0000	8819 Mavis Ave	\$309.73
09170	213-0420-001-0000	8880 Oak Ave	\$245.51
13835	216-0012-016-0000	7755 Twin Oaks Ave	\$246.65
13830	216-0012-044-0000	8425/33 Harper Wy	\$1,090.82
13950	216-0022-008-0000	7841 Twin Oaks Ave	\$605.60
14004	216-0023-003-0000	8433 Sunrise Blvd	\$839.63
14035	216-0030-008-0000	7925 Twin Oaks Ave	\$349.10
14138	216-0040-017-0000	8013 Twin Oaks Ave	\$1,378.01
14142	216-0050-003-0000	7732 Twin Oaks Ave	\$282.31
14162	216-0050-013-0000	8220 Mariposa Ave	\$642.25
14169	216-0050-019-0000	8228 Mariposa Ave	\$887.01
20936	216-0050-047-0000	8320 A Mariposa Ave	\$372.32
14299	216-0080-003-0000	8239 Sunrise Blvd	\$878.98
14411	216-0110-032-0000	8214 Manger Wy	\$725.36
14546	216-0120-055-0000	8215 Peregrine Wy	\$718.53
14564	216-0131-003-0000	7709 Glen Ave	\$651.37
14647	216-0141-017-0000	8029/31 Patton Ave	\$342.49
14674	216-0142-003-0000	8004 Mariposa Ave	\$266.71
14980	216-0195-013-0000	8060 Glen Valley Cir	\$946.66
14639	216-0201-005-0000	8025 Glen Tree Dr	\$252.61
12836	216-0205-004-0000	8017 Glen Park Ave	\$432.99
13010	216-0231-010-0000	7909 Glen Field Ct	\$847.35

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
13136	216-0242-020-0000	7909 Glen Stone Ave	\$891.87
13348	216-0282-009-0000	7778 Perdez Ct	\$1,023.56
13389	216-0291-011-0000	7717 Watson Wy	\$271.43
13454	216-0292-010-0000	7770 Pardal Ct	\$350.63
13457	216-0292-011-0000	7774 Pardal Ct	\$311.48
13502	216-0292-026-0000	7832 Clearview Dr	\$349.95
13507	216-0292-028-0000	7818 Clearview Dr	\$287.43
13661	216-0310-042-0000	8093 Debbie Ann ct	\$514.45
13733	216-0310-071-0000	8149 Glen Alta	\$507.18
20342	216-0340-012-0000	7826 Olivia Ln	\$378.78
05337	224-0061-020-0000	7640 Mariposa Ave	\$464.45
05371	224-0061-031-0000	7760 Antelope Rd	\$567.54
05495	224-0062-017-0000	7804 Sycamore Dr	\$461.70
05516	224-0071-009-0000	7739 Ecton Rd	\$410.64
05569	224-0071-024-0000	7545 Tad Ln	\$421.29
05314	224-0081-003-0000	7713 Ecton Rd	\$496.81
05358	224-0082-011-0000	7408 Mariposa Ave	\$247.83
05645	224-0120-006-0000	7516 Anderson Ln	\$611.18
05775	224-0132-002-0000	7404/06 Saint Philomena Wy	\$1,034.58
05789	224-0133-018-0000	8091 Oak Ave	\$227.16
06055	224-0180-025-0000	8446 Olivine Ave	\$596.56
06185	224-0240-001-0000	7752 Watchtel Wy	\$686.81
06196	224-0240-019-0000	8520 Pheasant Ridge Ln	\$756.04
06462	224-0251-013-0000	8709 Algonquin Wy	\$505.01
06518	224-0261-010-0000	8617 El Sobrante Wy	\$257.27
06430	224-0263-037-0000	8666 El Sobrante Wy	\$278.34
06636	224-0264-042-0000	7613 Hickory Ave	\$539.20
06723	224-0280-017-0000	7560 Larkspur Ln	\$2,191.19
06826	224-0290-016-0000	7425 Larkspur Ln	\$851.90
07207	224-0320-005-0000	8281 Holly Oak St	\$492.03
07242	224-0320-029-0000	8212 Scarlet Oak Cir	\$433.06
07464	224-0330-005-0000	8244 Twin Oaks Ave	\$254.91
07607	224-0330-034-0000	8285 Canyon Oak Dr	\$918.77
07950	224-0350-047-0000	8325 Garry Oak Dr	\$978.70
08150	224-0370-035-0000	8112 Villa Oak Dr	\$534.91

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
08158	224-0370-042-0000	7617 McConnel Dr	\$661.71
08278	224-0380-010-0000	7711 Wooddale Wy	\$586.58
08444	224-0380-071-0000	8149 Lin Oak Wy	\$235.86
08456	224-0390-001-0000	7600 McConnel Dr	\$421.23
08480	224-0390-016-0000	7532 Wooddale Wy	\$488.04
08663	224-0400-021-0000	7923 Garry Oak Dr	\$810.90
08770	224-0400-055-0000	8140 Forest Oak Wy	\$384.68
08927	224-0413-014-0000	8422 Shoemaker Wy	\$612.58
09867	224-0420-069-0000	8132 Lobata St	\$676.19
10003	224-0430-026-0000	8125 Canyon Oak Dr	\$1,177.54
10231	224-0430-037-0000	7960 Coral Oak Wy	\$767.15
10337	224-0430-063-0000	7961 Coral Oak Wy	\$654.81
10390	224-0440-014-0000	8374 Zancanaro Ct	\$482.62
10468	224-0450-029-0000	8313 Keyesport Wy	\$520.89
10661	224-0463-007-0000	8236 Holly Oak St	\$290.79
10884	224-0470-044-0000	8117 Glen Canyon Ct	\$575.47
11357	224-0490-024-0000	8436 edgecliff Ct	\$282.05
12499	224-0572-013-0000	8401 Berman Walk Wy	\$235.29
12668	224-0600-012-0000	7608 Soquel Wy	\$801.92
18207	224-0600-060-0000	7633 Soquel Wy	\$1,120.31
12760	224-0620-004-0000	8450 Pitalo Wy	\$231.37
12885	224-0620-071-0000	7925 Talbot Wy	\$573.46
13014	224-0630-050-0000	8030 Talbot Wy	\$284.41
13815	224-0750-005-0000	7546 Creekridge Ln	\$284.62
14362	224-0840-037-0000	8212 Terraland Ct	\$798.06
14412	224-0840-061-0000	8213 Greenland Ct	\$757.00
11683	224-0870-036-0000	7813 Auburn Wind Ct	\$461.38
11672	224-0870-046-0000	7811 Auburn Woods Dr	\$810.22
09504	224-0890-005-0000	8400 Aster Ct	\$823.03
09512	224-0890-010-0000	7419 Fireweed Cir	\$267.89
09658	224-0890-080-0000	7612 Fireweed cir	\$261.99
09838	224-0900-021-0000	8430 Aster Ct	\$350.65
11464	224-0910-019-0000	7800 Cottingham Ct	\$229.11
09111	224-0930-021-0000	7515 Qual Vista Ln	\$268.20
18216	224-0960-038-0000	8007 Auburn Oaks Village Ln	\$296.02

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
06381	232-0300-019-0000	6507 Madison Ave	\$422.44
06384	232-0300-033-0000	6635 Madison Ave	\$507.34
06537	232-0395-002-0000	7204 Mary Ann Wy	\$483.06
06667	233-0011-010-0000	7509 Wisconsin Dr	\$242.47
06676	233-0011-013-0000	7521 Wisconsin Dr	\$271.43
06712	233-0012-024-0000	7439 Ranch Ave	\$678.78
09151	233-0024-010-0000	7540 Farmgate Wy	\$252.55
09532	233-0052-004-0000	5724 Southgrove Dr	\$310.63
09544	233-0052-008-0000	5700 Southgrove Dr	\$248.18
10200	233-0053-011-0000	7558 Eastgate Ave	\$998.37
10248	233-0070-024-0000	7626 Northeast Cir	\$231.14
10443	233-0081-020-0000	7444 Kalamazoo Dr	\$888.83
10544	233-0101-007-0000	7609 Capricorn Dr	\$273.79
10656	233-0123-005-0000	7795 Madison Ave	\$447.46
10660	233-0123-007-0000	7767 Madison Ave	\$352.78
10700	233-0123-023-0000	7744 Uplands Wy	\$417.38
10977	233-0183-012-0000	5715 Cal Ct	\$469.01
20068	233-0261-046-0000	7449 Wells Ave	\$245.47
11051	233-0320-001-0000	5525 Rubion Cir	\$532.47
11168	233-0360-014-0000	7926 Rocky Point Ct	\$523.32
11355	233-0470-021-0000	7468/70 Willow Creek Dr	\$478.29
11449	233-0480-081-0000	7995 Alta Vista Ln	\$846.77
12426	233-0530-006-0000	7829 Hampton Ln	\$423.74
12487	233-0560-010-0000	5533 Mariposa Ave	\$470.79
12502	233-0570-006-0000	7597 Madison Ave	\$259.09
12560	233-0580-032-0000	7429 Kalamazoo Dr	\$265.53
11829	233-0650-007-0000	8092 Briar Ridge Ln	\$282.46
11881	233-0650-036-0000	8107 Briar Ridge Ln	\$554.16
12321	233-0670-036-0000	5455 Ventana Pl	\$423.12
09340	236-0021-011-0000	5305 Sonora Wy	\$829.45
09344	236-0021-012-0000	5301 Sonora Wy	\$848.15
09410	236-0022-011-0000	5304 Sonora Wy	\$650.17
09459	236-0030-016-0000	6622 Palm Ave	\$1,561.78
10028	236-0141-009-0000	5324 Agate Wy	\$725.73
10088	236-0143-023-0000	5324 Flagstone St	\$249.01

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
10183	236-0321-051-0000	6259 Silverton Wy	\$521.74
11818	239-0013-010-0000	5704 Ensign St	\$252.63
19021	239-0061-003-0000	7116 Palm Ave	\$556.63
12353	239-0061-015-0000	7049 Palmdell Wy	\$273.25
13388	239-0070-011-0000	5306 Aldorae St	\$394.27
13624	239-0082-040-0000	6920 Pintado Ct	\$264.35
13863	239-0193-020-0000	7109 Palm Ave	\$253.73
13953	239-0320-016-0000	36 Coyle Creek Cir	\$727.01
14018	243-0010-009-0000	7428 Woodside Dr	\$1,607.23
19546	243-0010-041-0000	7308 Woodside Dr	\$755.11
14659	243-0041-008-0000	7531 Chula Vista Dr	\$1,013.53
14698	243-0060-027-0000	6215 Sunrise Blvd	\$1,859.08
15089	243-0120-020-0000	6119 Mariposa Ave	\$318.97
15117	243-0120-035-0000	6052 Dublin Wy	\$1,070.18
15168	243-0130-035-0000	6116 Rita Lou Wy	\$1,081.10
18535	243-0150-032-0000	6230 Mariposa Ave	\$260.81
15452	243-0202-007-0000	7454 Northlea Wy	\$276.15
15747	243-0231-008-0000	5840 San Juan Ave	\$338.73
15868	243-0243-010-0000	7457 Farmgate Wy	\$757.00
15953	243-0246-013-0000	5901 Mariposa Ave	\$472.68
16193	243-0262-029-0000	7646 Denio Wy	\$370.52
16210	243-0271-004-0000	6535 Mel Ct	\$317.45
16399	243-0312-043-0000	5911 Sperry Dr	\$637.19
16429	243-0322-002-0000	7725 Farmgate Wy	\$1,023.92
16489	243-0324-016-0000	7780 Guenivere Wy	\$1,043.40
16494	243-0325-001-0000	7793 Guenivere Wy	\$247.83
16142	243-0344-001-0000	7730 North Ridge Dr	\$454.27
16222	243-0347-003-0000	5944 Yeoman Wy	\$208.82
16230	243-0347-007-0000	5928 Yeoman Wy	\$731.48
15987	243-0350-030-0000	8030 Greenback Ln	\$336.09
19817	243-0350-030-0000	8030 Greenback Ln	\$495.98
16317	243-0361-016-0000	7231 Cinnamon cir	\$392.44
15496	243-0370-039-0000	7210 La Luna Ct	\$357.00
15008	243-0390-029-0000	7308 Villa Del Sol Ln	\$513.46
15175	243-0430-010-0000	6568 Mauana Wy	\$260.81

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
19196	243-0460-047-0000	6300 Sandpiper Ct	\$457.73
18282	243-0490-014-0002	7952 Arcade Lake Ln	\$221.62
18312	243-0490-014-0033	8017 Arcade Lake Ln	\$293.32
18333	243-0490-014-0040	8003 Arcade Lake Ln	\$221.15
15652	243-0510-002-0000	5831 Sperry Dr	\$459.67
18386	243-0570-025-0000	6497 Aspen Gardens Wy	\$358.72
18461	243-0580-018-0000	6378 Aspen Ranch Ct	\$392.85
18494	243-0580-051-0000	7101 Cedar Garden Ct	\$1,086.15
19647	243-0590-063-0000	6576 Thalia Wy	\$272.61
09100	249-0074-005-0000	8188 Niessen Wy	\$1,180.90
09389	249-0083-013-0000	8113 Treecrest ave	\$278.20
09732	249-0270-023-0000	8269 Mercer Wy	\$484.98
00332	257-0011-012-0000	8022 Oak Ave	\$836.53
00207	257-0012-009-0000	8012 Alma Mesa Wy	\$446.01
00415	257-0021-017-0000	8005 San Cosme Dr	\$525.60
00745	257-0051-020-0000	7308 Single Wy	\$495.57
00985	257-0054-023-0000	8080 Alma Mesa Wy	\$219.05
00660	257-0071-059-0000	7209 Cross Dr	\$286.77
00739	257-0072-009-0000	7218 Cross Dr	\$246.65
01287	257-0080-002-0000	7129 Cross Dr	\$253.73
01302	257-0102-001-0000	7230 Mandarin Cir	\$591.15
01393	257-0104-006-0000	7200 Melva St	\$792.06
01450	257-0110-008-0000	8235 Old Ranch Rd	\$687.85
01796	257-0132-038-0000	7057 Kingsmill Wy	\$481.41
01806	257-0133-002-0000	8337 Cranford Wy	\$541.24
02186	257-0140-003-0000	8370 Oak Ave	\$381.14
02216	257-0140-028-0000	8371 Carrick Ct	\$396.25
02312	257-0150-022-0000	7208 Brookridge Ct	\$258.58
02321	257-0150-028-0000	7215 Brookridge Ct	\$823.22
02342	257-0150-036-0000	8309 Old Ranch Rd	\$592.30
02418	257-0160-020-0000	7001 Jenner Ct	\$227.99
02462	257-0160-065-0000	7032 Kingsmill Wy	\$909.66
02489	257-0170-002-0000	8444 Menke Wy	\$856.43
02889	257-0200-004-0000	8632 Oak Ave	\$461.06
02891	257-0200-006-0000	8644 Oak Ave	\$562.92

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
07294	257-0200-022-0000	8620 Oak Ave	\$667.85
02961	257-0210-024-0000	7222 Almond Ave	\$623.58
03002	257-0241-008-0000	7029 Checkerbloom Wy	\$650.09
03063	257-0243-006-0000	7014 Forbes Wy	\$540.38
03072	257-0243-011-0000	8139 Stacey Hills Dr	\$637.08
03138	257-0244-036-0000	7204 Yarrow Wy	\$209.90
03446	257-0261-004-0000	8013 Copperwood Dr	\$825.91
03504	257-0262-005-0000	8072 McClung Dr	\$491.31
07377	257-0270-008-0000	7141 Canelo Hills Dr	\$397.29
08385	257-0310-002-0000	7139 Melva St	\$855.58
08743	257-0310-020-0000	8209 Prime Wy	\$358.75
08775	257-0310-049-0000	7038 Drywood Wy	\$257.27
08845	257-0320-008-0000	8429 Jonquil Wy	\$257.00
08866	257-0320-018-0000	8469 Jonquil Wy	\$602.92
09050	257-0340-027-0000	7233 Hill Dr	\$520.35
16591	259-0010-037-0000	8061 Stone Canyon Cir	\$374.06
16733	259-0040-042-0000	6846 Olive Tree Wy	\$926.64
16782	259-0040-068-0000	7991 Larwin Dr	\$393.63
16947	259-0052-016-0000	6708 Sugar Maple Wy	\$451.91
16955	259-0052-018-0000	6700 Sugar Maple Wy	\$598.81
17391	259-0080-034-0000	7990 Larwin Dr	\$876.62
17442	259-0091-016-0000	6927 Cross Dr	\$376.23
17510	259-0092-002-0000	8104 Dart Wy	\$347.97
17682	259-0100-064-0000	8088 Ruthwood Wy	\$325.58
17711	259-0112-007-0000	8128 Donnawood Wy	\$625.31
16994	259-0133-004-0000	8212 Sanwood Ct	\$357.00
17161	259-0142-011-0000	6621 Mirwood Ct	\$375.72
17420	259-0170-044-0000	6909 Lonicera Dr	\$451.52
17452	259-0180-006-0000	8248 Highwood Wy	\$561.62
17789	259-0190-033-0000	8441 Cortadera Dr	\$936.80
17913	259-0214-006-0000	8342 Central Ave	\$368.16
17920	259-0215-002-0000	8382 Central Ave	\$548.47
17146	259-0320-055-0000	6715 Thunderhead Cir	\$298.77
17218	259-0320-061-0000	6708 Thunderhead Cir	\$242.23
17268	259-0320-077-0000	6600 ThunderheadCir	\$253.91

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
17470	259-0350-009-0000	6908/10 Trovita Way	\$588.79
18070	259-0370-036-0000	8304 Juglans Dr	\$656.05
18071	259-0370-037-0000	8308 Juglans Dr	\$633.60
18083	259-0370-049-0000	8426 Oritz Ct	\$915.56
01538	261-0030-031-0000	5901 Dutchess Ct	\$296.74
03313	261-0130-025-0000	6508 Getaway Ct	\$353.63
04539	261-0410-005-0000	6136 Caliente Ct	\$1,523.31
04939	261-0510-006-0000	8260 Woodlake Hills Dr	\$461.35
04980	261-0510-046-0000	6520 Gilston Ct	\$1,081.92
05165	261-0590-028-0000	8208 Crestshire Cir	\$339.19
20135	261-0700-055-0000	8137 Astaire Ln	\$333.44

ATTACHMENT 2

**Resolution 05-2021 (Placer County) Approving and
Confirming The Report of Delinquent Utilities Charges
and Requesting Placer County to Collect Such Charges
on the Tax Roll**

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 05-2021

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
APPROVING AND CONFIRMING THE REPORT OF DELINQUENT UTILITIES
CHARGES AND REQUESTING PLACER 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 sections 22284, 25806, and 26500 et seq. authorizes the District to have the delinquent charges for the above services (the “Charges”) collected on the tax roll by Placer 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 Placer County Auditor Controller’s Office – Property Tax 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 Placer County Auditor Controller’s Office – Property Tax 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 16th day of June 2021, by the following vote, to wit:

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

SEAL

DAVID WHEATON, President
Board of Directors
Citrus Heights Water District

ATTEST:

MADELINE HENRY, Chief Board Clerk
Citrus Heights Water District

Exhibit A

Citrus Heights Water District Delinquent Charges – Placer County

LID	APN	Service Address	Amount
05219	470-211-010-000	1401 New England Dr	\$359.93
05302	470-211-050-000	1120 Main Sail Cir	\$223.31
05303	470-211-051-000	1118 Main Sail Cir	\$309.96
05673	471-040-041-000	539 Roseville Ridge Ct	\$263.17
05677	471-040-043-000	549 Roseville Ridge Ct	\$229.03
05685	471-040-048-000	524 Roseville Ridge Ct	\$424.31
05690	471-040-053-000	208 Frances Ave	\$600.56
05739	471-060-057-000	8660 Auburn Blvd	\$1,649.74
05750	471-070-006-000	606 Livoti Ave	\$412.74
05790	471-070-038-000	623 Whyte Ave	\$357.64
05946	471-110-023-000	8501 Sunrise Ave	\$1,006.48
20493	471-110-028-000	8515 Victory Wy	\$809.89

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 MEETING

SUBJECT : Discussion and Possible Action to Approve an Updated 42-Inch Main Wheeling Rate and Methodology
 STATUS : Action Item
 REPORT DATE : May 12, 2021
 PREPARED BY : Brian Hensley, Water Resources Supervisor
 Rebecca Scott, Director of Operations

OBJECTIVE:

Adopt the updated wheeling rate and methodology for water delivered to SJWD through the CHWD 42-Inch transmission main.

BACKGROUND AND ANALYSIS:

San Juan Water District (SJWD) has two connections off of Citrus Heights Water District's (CHWD) 42-inch transmission main for the routine conveyance of both retail and wholesale surface water supplies. In general, these connections are described as follows:

- Granite Avenue - A 12-inch metered connection at the northeast corner of Casa Roble High School in Orangevale conveying water to SJWD's retail service area.
- Eden Oaks Avenue - A 12-inch metered connection at the southeast corner of Eden Oaks Avenue and Hazel Avenue in Orangevale conveying water to SJWD's retail service area to the north and wholesale water deliveries southerly to Orange Vale Water Company.

The original wheeling rate methodology was determined by a report dated July 30, 1970, from Clendenen & Associates Consultants, entitled "Determination of Cost to San Juan Suburban Water District for use of Citrus Heights Irrigation District Water Transmission Facilities" (Attachment 1). The report states that an agreement was negotiated between CHID and SJSWD in January 1969, although a cost allocation methodology was not forthcoming for another 19 months utilizing July 1970 flow measurements. The original rate was \$3,240/annually based on SJWD utilization (10.5% – 13.2%) during the eight months after the agreement was executed. This rate is currently charged on an Acre-foot (AF) basis at \$4.62.

CHWD's financial consultant, I.B. Consulting, recently updated the wheeling rate methodology to capture the current and future costs of the replacement of this water main (Attachment 2). Using this updated methodology, the wheeling rate should be \$33.89/AF of which \$11.30 is comprised of the allocation percentage CHWD pays in the form of the SJWD service charge (currently 31%). The current 10-year rolling average of SJWD utilization is 22%.

As CHWD & SJWD did not have a current wheeling agreement in place, staff from both agencies developed an updated agreement. Per CHWD's General Counsel, the agreement was executed at the General Manager level, and CHWD & SJWD General Managers have executed the agreement.

Separate from the agreement, the CHWD Board of Directors must approve of the updated wheeling rate and methodology.

RECOMMENDATION:

Adopt the updated wheeling rate and methodology for water delivered to SJWD through the CHWD 42-Inch transmission main.

ATTACHMENT:

1. Determination of Cost to San Juan Suburban Water District for use of Citrus Heights Irrigation District Water Transmission Facilities
2. Updated Water Wheeling Methodology prepared by I.B. Consulting

ACTION:

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

ATTACHMENT 1

**Determination of Cost to San Juan Suburban Water
District for use of Citrus Heights Irrigation District
Water Transmission Facilities**

PLANNING • ENGINEERING • FINANCING • MANAGEMENT

CLENDENEN & ASSOCIATES - CONSULTANTS

6845 Fair Oaks Boulevard • Carmichael, California 95608
Phone (916) 487-4049

JULY 30, 1970

MR. NEAL BROWN
PRESIDENT
BOARD OF DIRECTORS
CITRUS HEIGHTS IRRIGATION DISTRICT
6230 SYLVAN RD.
CITRUS HEIGHTS, CALIFORNIA

DEAR MR. BROWN:

WE ARE PLEASED TO TRANSMIT A COPY OF OUR ANALYSIS OF THE CHARGES DUE THE CITRUS HEIGHTS IRRIGATION DISTRICT FROM THE SAN JUAN SUBURBAN WATER DISTRICT FOR THE USE OF THE FORTY-TWO-INCH TRANSMISSION FACILITIES BETWEEN PENSTOCK RESERVOIR AND HAZEL AVENUE. AS IS NOTED IN THE REPORT, THERE ARE A NUMBER OF METHODS OF COST ALLOCATION IN COMMON USAGE, BUT THE METHOD ADOPTED IS THE MOST LOGICAL ONE FOR THE CASE AT HAND. YOU WILL NOTE FROM THE REPORT THAT THE CHARGE FOR THE USE OF THESE FACILITIES IS COMPUTED TO BE \$3240 PER YEAR.

WE WANT TO THANK YOU FOR THIS OPPORTUNITY TO SERVE YOU AND ESPECIALLY TO THANK YOUR MANAGER FOR HIS COOPERATION IN FURNISHING A GOOD PART OF THE BASIC DATA NECESSARY FOR THE PREPARATION OF THE ANALYSIS. IF YOU HAVE FURTHER QUESTIONS, WE ARE AVAILABLE AT ANY TIME TO BE OF ASSISTANCE.

SINCERELY,


RICHARD E. SLYFIELD

RES/LM

ENC.

CLENDENEN & ASSOCIATES-CONSULTANTS

6845 Fair Oaks Boulevard • Carmichael, California 95608
Phone (916) 487-4049

DETERMINATION OF COST TO SAN JUAN SUBURBAN WATER DISTRICT FOR USE OF CITRUS HEIGHTS IRRIGATION DISTRICT WATER TRANSMISSION FACILITIES

HISTORICAL BACKGROUND

IN JANUARY, 1969, AN AGREEMENT WAS NEGOTIATED BETWEEN THE SAN JUAN SUB-URBAN WATER DISTRICT, HEREAFTER REFERRED TO AS SAN JUAN, AND CITRUS HEIGHTS IRRIGATION DISTRICT, HEREAFTER REFERRED TO AS CITRUS HEIGHTS. IN THE ABOVE-MENTIONED AGREEMENT, CITRUS HEIGHTS, THROUGH ITS FORTY-TWO-INCH WATER MAIN WHICH ROUGHLY PARALLELS OAK AVENUE IN THE COMMUNITY OF ORANGEVALE, AGREED TO TRANSMIT WATER FOR SAN JUAN. WATER WAS TO BE TRANSMITTED FROM THE BEGINNING OF CITRUS HEIGHTS' MAIN AT PENSTOCK RESERVOIR TO SAN JUAN AT ANY POINT THAT SAN JUAN ELECTED TO RECEIVE IT. SAN JUAN AT ITS OWN EXPENSE TAPPED THE CITRUS HEIGHTS MAIN AT TWO POINTS, AT THE POINT WHERE THE MAIN CROSSES GRANITE AVENUE AND AT THE POINT WHERE IT CROSSES HAZEL AVENUE. ON EACH OF THESE TURNOUTS A HERSEY-SPARLING TOTALIZING PROPELLER METER RECORDING IN MINER'S INCH-HOURS WAS INSTALLED.

THE FIRST DELIVERY TO SAN JUAN WAS MADE AT ABOUT 4:30 P.M. ON JULY 14, 1969. INITIAL METER READINGS OF DELIVERIES TO SAN JUAN, HOWEVER, WERE NOT RECORDED UNTIL ABOUT 8:00 A.M. ON NOVEMBER 24, 1969. CITRUS HEIGHTS ALSO METERED THE FLOW THROUGH ITS FORTY-TWO-INCH MAIN AT ITS PERMANENT METER HOUSE, LOCATED ABOUT A QUARTER MILE WEST OF PENSTOCK RESERVOIR AND ABOUT A MILE EAST OF THE FIRST SAN JUAN DELIVERY POINT ON GRANITE AVENUE. THE CITRUS HEIGHTS METER IS ALSO A HERSHEY-SPARLING METER WHICH TOTALIZES THE DISCHARGE BUT

WHICH IS ALSO EQUIPPED WITH A RECORDING CHART. THE RECORDER CHART SHOWED AN INCREASE IN DISCHARGE OF ABOUT EIGHT PERCENT ABOVE THE NORMAL INCREASE IN THE LATE AFTERNOON ON THE DAY ON WHICH SERVICE TO SAN JUAN BEGAN.

ATTACHED TO THIS REPORT ARE RECORDS OF FLOW AT THE THREE METERS DESCRIBED ABOVE. THESE RECORDS GENERALLY GIVE THE ACCUMULATED VOLUME OF FLOW AT EACH METER TO THE TIME OF RECORDING, GENERALLY ABOUT 8:00 A.M. EACH MONDAY MORNING, AT LEAST THROUGH THE SUMMER MONTHS OF 1970. ALSO ATTACHED TO THE REPORT ARE THE RESULTS OF A SERIES OF MEASUREMENTS MADE OF RATES OF FLOW DURING JULY, 1970. FROM THIS LATTER SERIES OF MEASUREMENTS THE FLOW RATE HAS BEEN DEVELOPED.

COST ALLOCATION

COST ALLOCATION IS THE PROCESS BY WHICH ALL COSTS OF A PROJECT ARE DISTRIBUTED EQUITABLY AMONG THE BENEFICIARIES OF THE PROJECT. TERMS USED IN THE ENSUING DESCRIPTION OF THIS PROCESS ARE DESCRIBED AS FOLLOWS:

SPECIFIC COSTS: COSTS OF FACILITIES THAT SERVE ONE BENEFICIARY EXCLUSIVELY.

JOINT COSTS: COSTS OF FACILITIES THAT SERVE MORE THAN ONE BENEFICIARY.

IN THIS OR ANY COST ALLOCATION, SPECIFIC COSTS ARE FIRST CHARGED TO THE APPROPRIATE BENEFICIARIES. SAVINGS, IF ANY, RESULTING FROM JOINT USE OF FACILITIES ARE THEN EQUITABLY DISTRIBUTED AMONG THE BENEFICIARIES. IN THE CURRENT STUDY SPECIFIC COSTS APPLY ONLY TO SAN JUAN. THEY CONSIST OF THE COST OF MAKING THE CONNECTION TO THE FORTY-TWO-INCH LINE (WHICH HAS ALREADY BEEN PAID BY SAN JUAN). JOINT COSTS CONSIST OF INVESTMENT (CAPITAL REPAYMENT AND INTEREST), OPERATION AND MAINTENANCE, AND GENERAL COSTS. FOR PURPOSES OF

COST ALLOCATION ALL COSTS MAY BE EXPRESSED EITHER IN TERMS OF PRESENT WORTH OR ANNUAL EQUIVALENTS. IN THIS ANALYSIS THE LATTER HAVE BEEN USED.

THE COMMONLY-USED METHODS OF ALLOCATION OF JOINT COSTS ARE: 1) THE SEPARABLE COSTS-REMAINING BENEFITS METHOD, 2) THE ALTERNATIVE JUSTIFIABLE EXPENDITURE METHOD, AND 3) THE PROPORTIONATE USE OF FACILITIES METHOD.

IN THIS CASE THE THIRD METHOD IS USED. THE PROPORTIONATE USE OF FACILITIES METHOD IS AN OLDER METHOD, BUT IT IS USED PRIMARILY BECAUSE OF ITS SIMPLICITY. THIS METHOD RESTS ON THE PREMISE THAT THE JOINT COSTS SHOULD BE PROPORTIONED AMONG THE VARIOUS FUNCTIONS ACCORDING TO THEIR AMOUNTS OF "USE" OF JOINT FACILITIES. THIS THEORY, HOWEVER, HAS TWO MAJOR DIFFICULTIES: 1) WHAT IS "USE"? AND 2) HOW ARE THE DIFFERENT USES TO BE COMPARED? TWO DIFFERENT APPROACHES ARE TAKEN IN DETERMINING THE "USE" OF FACILITIES. THE FIRST IS RELATED TO CAPACITY OF A PROJECT FACILITY, OR "READINESS TO SERVE." THE SECOND APPROACH IS CONCERNED WITH THE QUANTITY OF WATER ACTUALLY INVOLVED.

IN THIS ANALYSIS THE FIRST APPROACH HAS BEEN USED, AND THE JOINT COSTS HAVE BEEN ALLOCATED IN PROPORTION TO THE CAPACITY, MEASURED IN MINER'S INCHES, USED BY EACH DISTRICT. OBVIOUSLY, NEITHER DISTRICT WOULD USE ITS ENTIRE CAPACITY ALL OF THE TIME, BUT THE FACILITY (PIPELINE) WOULD HAVE TO BE CAPABLE OF MEETING "PEAK" DEMANDS WHICH OCCUR IN THE SUMMER. THUS, THE COST OF THE FACILITY IS RELATED TO ITS "READINESS TO SERVE" AT THE TIME OF PEAK USAGE. AS SHOWN IN TABLE 2, THIS PROPORTION IS TWELVE PERCENT TO SAN JUAN AND SEVENTY-EIGHT PERCENT TO CITRUS HEIGHTS, THE PROPORTIONATE USE WHICH OCCURRED AT 7:00 P.M. ON JULY 14, 1970. THERE WERE OCCASIONS WHEN THE PEAK USAGE SLIGHTLY EXCEEDED THE FLOW AT THIS TIME, AS SHOWN IN TABLE 2 AND ON THE REPRODUCTIONS OF THE CITRUS HEIGHTS FLOW CHARTS AT THE END OF THE REPORT, BUT THESE FLOWS WERE ONLY SLIGHTLY HIGHER AND NO SIMULTANEOUS FLOWS WERE RECORDED AT THE SAN JUAN METERS. MOREOVER, THE PROPORTIONATE FLOW TO SAN JUAN APPROXIMATED

THE TWELVE PERCENT VALUE CLOSELY FOR ALL HIGH FLOWS. THE FLOW CHARTS SHOW IN RED THE TIMES WHEN SIMULTANEOUS FLOW MEASUREMENTS WERE MADE AT THE SAN JUAN METERS.

THE TOTAL JOINT COSTS TO BE ALLOCATED BETWEEN THE TWO DISTRICTS ARE THE INVESTMENT COSTS (CAPITAL AND INTEREST), THE ANNUAL OPERATION AND MAINTENANCE COSTS, AND THE GENERAL OR DISTRICT OVERHEAD COSTS OF THAT PORTION OF THE CITRUS HEIGHTS FORTY-TWO-INCH MAIN BETWEEN PENSTOCK RESERVOIR AND HAZEL AVENUE.

THE CAPITAL COST OF THAT FACILITY HAS BEEN DETERMINED TO BE \$331,523. THE WEIGHTED AVERAGE INTEREST PAID FOR THAT COST HAS BEEN DETERMINED TO BE 5.25%. THEREFORE, THE ANNUAL EQUIVALENT COST OF THE INVESTMENT IS \$20,800 (USING AN AMORTIZATION FACTOR OF 0.0628). THE ANNUAL OPERATION AND MAINTENANCE COST OF THE FACILITY, BASED ON ONE-HALF PERCENT OF THE CAPITAL COST, IS \$1600. THE GENERAL COST HAS BEEN DETERMINED TO BE \$4460 PER YEAR. THUS, THE TOTAL JOINT COST TO BE ALLOCATED BETWEEN THE TWO DISTRICTS IS \$26,860.

THE ALLOCATED COST TO SAN JUAN IS 0.12 TIMES \$26,860, EQUALING \$3240 FOR EACH YEAR, PROVIDING THE RELATIONSHIP BETWEEN THE FLOW RATES TO THE TWO DISTRICTS REMAINS THE SAME. THIS RELATIONSHIP CAN BE BASED ON CUMULATIVE WEEKLY FLOWS DURING JULY AS MEASURED AT THE RESPECTIVE METERS. METER READINGS DURING OTHER MONTHS ARE NOT REQUIRED. THIS ALLOCATION TO SAN JUAN IS THE EQUITABLE CHARGE WHICH SHOULD BE REMITTED TO CITRUS HEIGHTS FOR EACH YEAR'S USE OF THE LATTER'S TRANSMISSION FACILITIES, DUE JULY 14 OF EACH YEAR. A YEAR IS DEFINED AS THE PERIOD OF TIME FROM JULY 14 OF ONE YEAR UNTIL JULY 14 OF THE NEXT YEAR. ANY USE DURING SUCH A PERIOD WILL OBLIGATE SAN JUAN TO THE PAYMENT OF THE FULL \$3240, REGARDLESS OF THE AMOUNT OF TIME SAID FACILITIES ARE USED.

TABLE 1 - VOLUME OF FLOW (MINER'S INCH-HOURS)

DATE	SAN JUAN METERS					CITRUS HEIGHTS METER		FLOW TO SAN JUAN IN % OF TOTAL VOLUME OF FLOW
	GRANITE METER		EDEN OAKS METER		TOTAL SAN JUAN VOLUME OF FLOW	(TOTAL FLOW)		
	METER READINGS	VOLUME OF FLOW	METER READINGS	VOLUME OF FLOW		METER READINGS	VOLUME OF FLOW	
11/24/69	0		0			3,734,420		
		1371		1410	2781		63,210	4.6
12/1/69	1371		1,410			3,797,630		
		1342		1587	2929		61,130	4.8
12/8/69	2713		2,997			3,858,760		
		1301		1350	2651		53,800	5.0
12/15/69	4014		4,347			3,912,560		
		4836		4383	9219		170,100	5.4
1/6/70	8850		8,730			4,082,660		
		-30400		-5110	-35510		339,340	-10.5
3/3/70	-21550		3,620			4,422,000		
		-17520		-4450	-21970		129,040	-17.0
3/24/70	-39070		-830			4,551,040		
		-11180		-810	-11990		76,750	-15.6
3/30/70	-50250		-1,640			4,627,790		
		-3470		3300	-170		121,420	-0.1
4/6/70	-53720		1,660			4,749,210		
		-3280		4520	1240		126,880	1.0
4/13/70	-57000		6,180			4,876,090		
		-8720		300	-8420		81,020	-10.4
4/20/70	-65720		6,480			4,957,110		
		-630		11680	11050		141,670	7.8
4/27/70	-66350		18,160			5,098,780		
		2740		420	3160		156,260	2.0
5/4/70	-63610		18,580			5,255,040		
		4870		7500	12370		165,780	7.5
5/11/70	-58740		26,080			5,420,820		
		7620		10100	17720		225,530	7.9
5/18/70	-51120		36,180			5,646,350		
		12510		10680	23190		242,160	9.6
5/25/70	-39610		46,860			5,888,510		
		15940		13120	29060		250,960	11.6
6/1/70	-23670		59,980			6,139,470		
		14780		11190	25970		271,270	9.6
6/8/70	-8890		71,170			6,410,740		
		-1390		4020	2630		149,460	1.8
6/15/70	-10280		75,190			6,560,200		
		13590		11970	25560		262,340	9.7
6/22/70	3310		87,160			6,822,540		
		13960		11550	25510		239,060	10.7
6/29/70	17270		98,710			7,061,600		
		17060		14690	31750		279,750	11.3
7/6/70	34330		113,400			7,641,350		
		17940		14110	32050		274,030	11.7
7/13/70	52270		127,510			7,615,380		
		16300		14610	30910		289,980	10.7
7/20/70	68570		142,120			7,905,360		
		14950		14290	29240		285,070	10.3
7/27/70	83520		156,410			8,190,430		

TABLE 2 - RATE OF FLOW (MINER'S INCHES)

MAXIMUM TEMPERATURE	DATE	TIME	SAN JUAN METERS		TOTAL SAN JUAN RATE OF FLOW	CITRUS HEIGHTS METER (TOTAL FLOW)	FLOW TO SAN JUAN IN % OF TOTAL RATE OF FLOW
			GRANITE METER	EDEN OAKS METER			
83	JULY 9 THURS.	4:00 P.M.	87	91	178	1770	10.5
		5:00 P.M.	119	92	211	1950	10.8
		AVERAGE*	97.5	74.5	172	1480±	11.6
88	JULY 10 FRI.	11:00 A.M.	119.5	85	204.5	1900	10.8
		12:00 NOON	140	105	245	1960	12.5
		1:00 P.M.	140	105	245	2050	12.0
		2:00 P.M.	127.5	100.5	228	2100	10.9
		3:00 P.M.	141	117	258	2060	12.5
		4:00 P.M.	126	114.5	240.5	2020	11.9
		5:00 P.M.	128	115	243	2050	11.9
		6:00 P.M.	128	115	243	2000	12.2
		7:00 P.M.	128	111	239	1900	12.6
		8:00 P.M.	121	103	224	1820	12.3
		AVERAGE*	111.5	82	193.5	1670	11.6
92	JULY 11 SAT.	7:00 P.M.	136.5	131	267.5	2020	13.2
		AVERAGE*	93	81.5	174.5	1660	10.5
92	JULY 12 SUN.	5:00 P.M.	126	110	236	2100	11.2
		AVERAGE*	105.5	92	197.5	1770	11.2
95	JULY 14 TUES.	5:00 P.M.	138	119.5	257.5	2100	12.2
		6:00 P.M.	142.5	117.5	260	2160	12.0
		7:00 P.M.	148.5	114.5	263	2230	11.8
98	JULY 17	2:00 P.M.	148.5	106.0	254.5	2090	12.2
95	JULY 13	7:20 P.M.				2320**	
101	JULY 19	8:10 P.M.				2320**	

*AVERAGE FLOW FROM PRECEDING INSTANTANEOUS READING TO FOLLOWING INSTANTANEOUS READING
**MAXIMUM RECORDED FLOW

instructed to pay, otherwise hold until the February meeting.

Director Peterson requested the Board of Directors attend the meeting of the San Juan Suburban Water District, Wednesday, January 8, 1969, to discuss the replacing of their transmission line.

Water analysis were presented, accepted and ordered filed.

There being no further business to come before the Board of Directors at this time the meeting adjourned at 9:20 o'clock P. M. and to reconvene Wednesday, January 8, 1969, at the office of San Juan Suburban Water District.

Dagney F. Prowell
Secretary

APPROVED:

J. Neal Brown
President

CITRUS HEIGHTS IRRIGATION DISTRICT

January 8, 1969

An adjourned regular meeting of the Board of Directors of the Citrus Heights Irrigation District was called to order at 8:45 o'clock P. M. January 8, 1969 at the San Juan Suburban Water Districts office, to discuss with the Board of Directors of San Juan Suburban Water District authority to connect to the Citrus Heights Irrigation Districts 42 inch main. Present were Director Brown, Director Peterson, Director Bauder, Manager Nye, secretary Prowell acted as secretary.

The following resolution was adopted:

RESOLUTION

Upon motion of Director Bauder, seconded by Director Peterson, the following resolution was adopted:

BE IT RESOLVED that the Board of Directors of CITRUS HEIGHTS IRRIGATION DISTRICT go on record as favoring the entering into of a written agreement with SAN JUAN SUBURBAN WATER DISTRICT for the purpose of taking water from the CITRUS HEIGHTS IRRIGATION DISTRICTS system at two points of diversion to be designated in the agreement.

The agreement to be drafted by Howard Nye, Manager of CITRUS HEIGHTS IRRIGATION DISTRICT and Willis D. Clover, Manager of SAN

JUAN SUBURBAN WATER DISTRICT.

Water to be metered. Meters to be installed at the sole cost of SAN JUAN SUBURBAN WATER DISTRICT. SAN JUAN SUBURBAN DISTRICT will be entitled to take maximum amounts of water at points of delivery, and SAN JUAN SUBURBAN WATER DISTRICT to pay CITRUS HEIGHTS IRRIGATION DISTRICT for such service. Wheeling charges to be fixed by CLENDENEN AND ASSOCIATES. All operations and maintenance of the fixtures arising out of the agreement to be borne by SAN JUAN SUBURBAN WATER DISTRICT.

The agreement to exist for three (3) years. The three (3) year period may be extended by mutual agreement.

PASSED AND ADOPTED this 8th day of January, 1969, by the following vote:

AYES: Directors: Bauder, Peterson, Brown.

NOES: Directors: None

ABSENT: Directors: None

J. Neal Brown
President, Board of Directors

ATTEST:

Wagdy F. Howell
Secretary, Board of Directors

There being no further business to come before the Board of Directors at this time the meeting adjourned at 8:50 oclock P. M.

Wagdy F. Howell
Secretary

APPROVED:

J. Neal Brown
President

CITRUS HEIGHTS IRRIGATION DISTRICT

Regular Meeting

February 4, 1969

The regular monthly meeting of the Board of Directors of the Citrus Heights Irrigation District was held at 7:30 o'clock P. M. on February 4, 1969, with Director Brown, Director Peterson, Director Bauder, Manager Nye and Assessor/Collector Roberts present.

SAN JUAN SUBURBAN WATER DISTRICT

RESOLUTION No. 234-69

Upon motion of Director McIntyre, seconded
by Director Hunter, the following resolution was adopted:

BE IT RESOLVED that the Board of Directors of SAN JUAN
SUBURBAN WATER DISTRICT go on record as favoring the entering into of
a written agreement with CITRUS HEIGHTS IRRIGATION DISTRICT for the
purpose of taking water from the CITRUS HEIGHTS system at two points
of diversion to be designated in the agreement.

The agreement to be drafted by Howard Nye, manager of
CITRUS HEIGHTS IRRIGATION DISTRICT and Willis D. Clover, manager of
SAN JUAN SUBURBAN WATER DISTRICT.

Water to be metered. Meters to be installed at the sole
cost of SAN JUAN SUBURBAN WATER DISTRICT. SAN JUAN will be entitled
to take maximum amounts of water at its points of delivery, and SAN
JUAN to pay CITRUS HEIGHTS for such service. Wheeling charges to be
fixed by Clendenen and Associate. All operations and maintenance of
the fixtures arising out of the agreement to be borne by SAN JUAN
SUBURBAN WATER DISTRICT.

The agreement to exist for 3 years. The three year period
may be extended by mutual agreement.

PASSED AND ADOPTED this 8th day of January 1969, by the
following vote:

DIRECTORS:

Mr. Sidney N. Peterson	-- Abstained	-- It was disclosed that Mr. Peterson was a director of both Boards thereby abstained from voting.
Mr. Norman B. Hunter	-- Yes	
Mr. T. C. Tomich	-- Yes	
Mr. B. L. McIntyre	-- Yes	
Mr. Wm. Pettite	-- Yes	

Sidney N. Peterson
President, Board of Directors

ATTEST:

Edith Sample
Secretary, Board of Directors

SECRETARY'S CERTIFICATE

I, EDITH SPANGLE, Secretary of the Board of Directors of San Juan Suburban Water District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted at a regular meeting of the Board of Directors of said District duly and regularly held at the regular meeting place thereof on the 8 day of January, 19 69, of which meeting all of the members of said Board had due notice and at which a majority thereof were present; that at said meeting said resolution was introduced by Director McIntyre, and was thereupon, upon motion of Director McIntyre, seconded by Director Hunter, adopted by the following vote:

AYES: Director Hunter, Tomich, McIntyre, Pettite

NOES:

ABSENT:

ABSTAINED: Peterson

That I have carefully compared the same with the original minutes of said meeting on file and of record in my office and that said resolution is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes. That said resolution has not been amended, modified, or recinded since that date of its adoption and the same is now in full force and effect.

WITNESS my hand and the Seal of the San Juan Suburban Water District this 8 day of January, 19 69.

Edith Spangle
Secretary of the Board of Directors
of San Juan Suburban Water District

ATTACHMENT 2

Updated Water Wheeling Methodology prepared by
I.B. Consulting

I.B. Consulting Rate Methodology

UTILIZATION OF CHWD 42-INCH WATER TRANSMISSION MAIN

			2018	
Share of facility cost from original agreement		\$	331,523	
1970 ENR - San Fran CCI	1,381			
2018 ENR - San Fran CCI	12,054			
ENR Present Worth (1,381 / 12,054)			11.46%	
18 Facility Replacement Costs - ENR		\$	2,893,735	
Project 2030 Cost for 42" Mainline Segment of 42" Mainline for Wheeling	18810 LF 9933 LF	\$23,925,000	TM6 - Pg 11 53%	
	Project 2030	\$23,925,000		
Useful Life	100 Yrs		Note: Project	
Annual Depreciation	SLD	\$	239,250	
Segment associated with Wheeling		\$	126,341	
Cost-Sharing - Peak Month Use	896.54	\$	141	per AcFt
Cost-Sharing - 10 year Rolling Avg	5,592.30	\$	22.59	per AcFt
Operations - Direct Allocation		\$	-	For District 1
Overhead	N/A	\$	-	Recommend
	Total Volume		\$22.59	
CHWD chargeback Factor			66.67%	
Rate with Chargeback			\$33.89	
Total to Others				
2021			\$67,407	
Comparison to Original Rate				
Original Rate			\$3,240	

l, Table 4

at 2030 is using a 50 year replacement cycle starting in 2030. If the 42" Main is replaced in :

Applied to usage in Peak Month

Applied to total usage throughout year

to include, if needed. Should only be for pro rata share of operations. Could be % of facility
d not including overhead. Original analysis applied OH rate; however, overhead is not com

2030, the pipe would be in use for 60+ years

' cost
mon with wheeling

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT FOR THE DISTRICT-WIDE EASEMENT PROJECT WITH BENDER ROSENTHAL INC.

STATUS : Action Item

REPORT DATE : June 02, 2021

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

OBJECTIVE:

Consider acceptance of a responsive proposal for the District-wide Easement Project (Project) and approval of an agreement with Bender Rosenthal Inc. (BRI).

BACKGROUND AND ANALYSIS:

The Citrus Heights Water District (District or CHWD) has approximately 250 miles of water mains ranging in size from 4" to 42". The majority of the water mains installed since the extensive development that occurred in the 1970s are placed within an existing right of way (ROW) or public utility easement (PUE). However, the majority of the earlier water mains, especially the larger transmission mains, were installed before this development occurred within the District. Some of these earlier mains are located outside of ROWs and PUEs and are situated within private property.

For any District facilities that are located within these private properties, the District obtains easements from the respective property owners to encompass the District facilities on their land. These easements granted to CHWD allow the District the perpetual right of ingress and egress to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances. Based on internal District research, several sections of water mains and facilities may not be covered by formal easements granted to the District.

The intent of the Project is to ensure that all District owned facilities on private properties are covered by easements granted to the District. This will be accomplished by inventorying the existing known easements, researching any unknown easements, researching ROWs and PUEs where necessary, and determining any gaps where easements are needed.

The District issued a Request for Proposal for Professional Services for the District-wide Easement Project on March 25, 2021.

Key elements of this Project include:

- **Phase 1** – Inventory of existing District easements for which the District has on-site documentation, including creation of Easement packets for each easement that currently exists that does not have a complete Easement packet;
- **Phase 2** – Perform research for any existing District easements that the District does not have documentation, and creation of easement packets for each easement found;

- **Phase 3** – Perform research on all District facilities *not* within a dedicated easement to verify whether or not the facility is within a ROW or PUE;
- **Phase 4** – (Not part of this scope of work, to be completed at a later date under this task order agreement) Obtain easements for District facilities *not* within a dedicated easement, ROW, or PUE;
- **CHWD Board Meetings** - Prepare for and attend up to three (3) Board meeting presentations during the Project process.

The District conducted a mandatory pre-proposal meeting at the District's office on April 08, 2021. Six (6) firms attended the meeting.

The District received one (1) responsive proposal on April 27, 2021 from Bender Rosenthal Inc.

The District conducted a clarification interview with the responsive firm on May 13, 2021, using a review panel that consisted of four (4) members.

After consideration of the proposal and interview, the District's interview panel recommends the selection of BRI based on their knowledge of the project, their experience in researching and obtaining easements, their ROW and PUE expertise, and their overall project cost. It is important to note that BRI is currently providing ROW and easement acquisition services to the District and the District has been very satisfied with their work.

Based on the final project scope, BRI's final fee is \$198,256. The District recommends including a 10% contingency fund of \$19,826 for a total Project cost of \$218,082.

It is recommended that CHWD formalize a task order style professional services agreement with BRI. The task order style agreement is structured to offer the options of a Time-and-Materials/Hourly Billable arrangement or Project Basis/Not-to-Exceed (NTE) amount with a defined scope of work, schedule, and a not-to-exceed budget. The term of the updated agreement is ongoing, but includes a fifteen (15) day termination provision by either party without cause. If the District and BRI choose to complete Phase 4, this task order style agreement could also be used for this portion of work.

If the Project is approved by the Board, work would commence immediately and the anticipated completion date for Phases 1 through 3 would be in the second quarter of 2022, approximately twelve (12) months.

Funding the Project:

The 2021 Budget allocates \$200,000 for this Project. As this Project extends into 2022, it is recommended to fund the remaining portion of the Project (\$18,082) from the 2022 Budget, if necessary.

The task order style Professional Services Agreement and BRI's proposal, including scope, schedule and fee, accompany this report.

RECOMMENDATION:

1. Authorize the General Manager to execute a Task Order style Professional Services Agreement with Bender Rosenthal Inc. for the District-wide Easement Project and approve a 10% contingency fund.

ATTACHMENTS:

1. Task Order Professional Services Agreement for the Project
2. BRI proposal

ACTION:

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

ATTACHMENT 1

Task Order Style Professional Services Agreement

CITRUS HEIGHTS WATER DISTRICT PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING SUPPORT SERVICES

1. PARTIES AND DATE.

This Agreement is made and entered into this [REDACTED] day of [REDACTED] 2021, 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 Bender Rosenthal Inc., a corporation, with its principal place of business at 2825 Watt Avenue, Suite 200, Sacramento, CA 95821 (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

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

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

2.3 Project. District desires to engage Consultant to render such services on an on-call basis. Services shall be ordered by Task Order(s) to be 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 professional human resources and related consulting 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.

3.1.2 Term. The term of this Agreement shall be from [Start Date] 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.

3.2 Responsibilities of Consultant.

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

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

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

3.2.4 RESERVED.

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

3.2.6 Consultant's Representative. Consultant hereby designates Renee Baur, Executive Vice President, or his or her designee, to act as its representative for the performance of

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

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

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

3.2.9 Laws and Regulations. Consultant shall keep itself 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.

3.2.10 Insurance.

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

subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this section.

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

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

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

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

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

(A) Commercial General Liability. The commercial general liability policy shall be endorsed to provide the following: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage; (2) the insurance coverage shall be primary insurance as respects the District, its

directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way; and (3) the insurance coverage shall contain or be endorsed to provide waiver of subrogation in favor of the District, its directors, officials, officers, employees, agents and volunteers or shall specifically allow Consultant to waive its right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

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

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

(D) Professional Liability (Errors and Omissions). This insurance shall 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.

3.2.10.4 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such

insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents and volunteers.

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

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

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

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

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

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall 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.

3.3 Fees and Payments.

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

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

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

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

3.3.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq., and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is One Thousand Dollars (\$1,000) or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall obtain a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute

the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

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

3.4 Accounting Records.

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

3.5 General Provisions.

3.5.1 Termination of Agreement.

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

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data (defined below) and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

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

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

District

Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA 95611
Attn: Hilary Straus, General Manager

Consultant

Bender Rosenthal Inc.
2825 Watt Ave., #200
Sacramento, CA 95821
Attn: Renee Baur, Executive VP

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). Consultant shall require all subcontractors to agree in writing that District is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents 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.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of District, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District’s name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District.

3.5.4 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.

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

3.5.6 Indemnification.

3.5.6.1 Standard Indemnification. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or relating to any negligence, recklessness, or willful misconduct of Consultant, its officials, officers, employees, agents, consultants, and contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees, and attorney's fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents, or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents, or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse District and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided, including correction of errors 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.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

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

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

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

3.5.11 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the

prior written consent of the District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

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

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

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

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

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

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

3.5.18 Prohibited Interests. Consultant maintains 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.

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

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

3.5.21 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party 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.

3.5.22 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 SUPPORT SERVICES**

CITRUS HEIGHTS WATER DISTRICT

BENDER ROSENTHAL INC.

By: _____
Hilary M. Straus
General Manager

By: _____
Renee Baur, PMP
Executive Vice President

Date: _____

Date: _____

EXHIBIT “A” SCOPE OF SERVICES

Based on the District’s needs and issuance of an approved Task Order (see Exhibit “B”), Bender Rosenthal Inc. will accomplish one or more of the following tasks in the performance of providing requested engineering support services as detailed in BRI’s proposal dated April 27, 2021, including:

1. Document review, easement research and compilation, right of way research, ArcGIS polygon creation, map exhibits including:
 - Review existing easement documents
 - Research existing easements with no on-site documentation
 - Research rights of way and public utility easements along District facilities
 - Create easement inventory tracking sheets
 - Create easement polygons within a Geographic Information Systems environment
 - Create plat map exhibits (not survey stamped)
 - Compile easement document into complete easement “packets”
2. Project Management & Oversight
 - Project Management – Bender Rosenthal Inc. will provide proactive project management as needed to include close communication with the District and all assigned project team members.
 - Quality Assurance/Quality Control – This task includes effort budgeted for quality review by principal team members ultimately responsible for the final products.
 - Project review meetings – This task includes attendance to project meetings with the District as requested.
3. Easement Acquisition and Quitclaim Issuance (Phase 4)
 - A. Easement and/or Quitclaim Document Preparation
 - Prepare Grant of Easement or Quitclaim documents, including legal description and plat map exhibits (signed and stamped by a registered professional engineer)
 - B. Right-of Way Negotiations as a Structured Process
 - Verify property ownership and lender information
 - Secure contact information
 - Make initial contact - Provide the project introduction letter - establishing the importance of the project, inviting communication
 - Talk with the Owner regardless of circumstances of ownership and owner location

- Discuss and explain the right-of-way process
- Convey the need for the easement and the benefits to customers and the community
- Conduct site meetings – assuring availability and using conflict resolution skills to meet face-to-face, if possible
- Triage questions - real estate questions, engineering questions, construction questions
- Obtain signatures and notarization, securing lender consent, if needed/directed, addressing title matters, recording
- Keep the District and Owner updated along the way - keeping the process moving forward
- Maintain a detailed log of all contact and progress of the project

C. Appraisal and Offer of Payment as Required

- Notify District at appropriate stages with recommendations to proceed with offer of payment
- Include District oversight for review and approval of all appraisals and offers of payment
- Provide informal appraisal and recommend a dollar amount as offer of payment.
- As an alternative to an informal appraisal, if required, provide a formal appraisal and recommend a dollar amount as offer of payment.
- Convey offer of payment to property owner and negotiate to complete an agreement.
- Prepare and execute all necessary payment agreements and related documents.
- Obtain subordination agreements with lenders, when applicable.
- Coordinate and meet with District staff and legal counsel to determine next steps should the appraisal and offer of payment process fail to secure the easement.

D. Eminent Domain Process as Required

- Negotiated settlements can usually be obtained without the need to resort to condemnation. However, should condemnation be necessary for the benefit of the project, scope of services includes coordinating with District staff and legal counsel as necessary, documenting negotiations with the property owner, and providing any additional information required.

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

EXHIBIT "B"
SAMPLE TASK ORDER FORM

TASK ORDER

Task Order No. [REDACTED] (YEAR - ##)

Contract: Agreement for Support Services with Citrus Heights Water District

Consultant: Bender Rosenthal Inc.

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

[Insert description of services to be provided]

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 \$ [REDACTED], [REDACTED].00 (If NTE)

Completion Date: [REDACTED], 20 [REDACTED]

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: _____

ATTACHMENT 2

BRI Proposal



PROPOSAL FOR

ENGINEERING SERVICES FOR THE DISTRICT-WIDE EASEMENT PROJECT

APRIL 27, 2021

CITRUS HEIGHTS WATER DISTRICT



“WE APPROACH
EACH PROJECT
WITH INTEGRITY,
CREATIVITY AND
DEDICATION.”

B. LETTER OF TRANSMITTAL >

April 27, 2021

Mr. Tamar Dawson, Assistant Engineer
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610-5610

**RE: Request for Proposal to provide Engineering Services for
Citrus Heights Water District's District-Wide Easement Project**

Mr. Dawson,

Thank you for the opportunity to submit a proposal to provide Engineering Services for Citrus Heights Water District's (CHWD) District-wide Easement Project. Bender Rosenthal, Inc. (BRI) is a California corporation that specializes in right of way management and planning services, real estate appraisal, property acquisition, relocation and land services. With over 20 years of service delivery for public sector clients, BRI has tackled almost every conceivable real property issue and has the experience and expertise to provide the requested services.

BRI is uniquely positioned to support CHWD in inventorying the existing known easements, researching any unknown easements, verifying existing right of way and public utility easements—and most importantly, ensuring that the gaps are identified and appropriately documented throughout CHWD's service territory. BRI understands the importance of protecting CHWD's facilities and operations, and we have performed similar easement identification services for other local clients like Pacific Gas and Electric Company, Sacramento Municipal Utility District, Yuba Water Agency, California Department of Water Resources and numerous surrounding cities and counties. Overall, BRI has the experience and professional, technical, and financial resources to accomplish the work efficiently, effectively, and responsibly in the required time for the District-Wide Easement Project.

Work for this contract will be performed from our Sacramento Headquarters, located at 2825 Watt Avenue, Suite 200 Sacramento CA 95821, and is the office for 95% of the BRI staff residing in the greater Sacramento area. BRI Senior Project Coordinator Betsey Cline will be the CHWD Lead and the primary point of contact throughout this RFP process. She can be reached at BRI Headquarters in Sacramento by phone at 916.978.4900, ext. 2078, by cell at 916.276.3255, or by email at b.cline@benderrosenthal.com.

I, Renee Baur, Executive Vice President of BRI, have reviewed this proposal and attest to its accuracy. I am authorized to execute legal documents on behalf of the company and commit the resources of the company for these services. This proposal and fee schedule is valid and binding for 120 days following the proposal due date and understand that it may become part of the agreement with CHWD.

Respectfully,
BENDER ROSENTHAL INC.



Renee Baur
Executive Vice President

2825 Watt Avenue, Suite 200
Sacramento CA 95821
916.978.4900, ext. 2005
r.baur@benderrosenthal.com



“QUALITY IS THE BEST
BUSINESS PLAN.”

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C. TABLE OF CONTENTS



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“WE ARE WHAT WE
REPEATEDLY DO.
EXCELLENCE, THEN,
IS NOT AN ACT,
BUT A HABIT.”

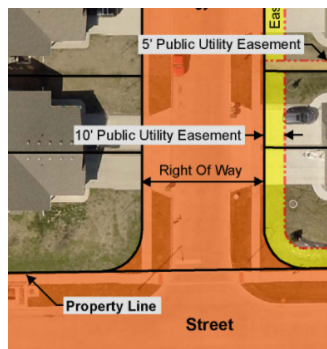
D. SUMMARY >

D. SUMMARY

WE ARE THE PERFECT FIT

The Bender Rosenthal Inc. (BRI) team believes that responsive, proactive project management is key to successful project delivery. Senior Project Coordinator Betsey Cline will be the project lead and ensure that BRI functions as a true extension of CHWD staff, operating according to CHWD's process, policies, and procedures. Betsey has worked on eight (8) CHWD projects within the last two years and she has the land rights experience to successfully deliver this project.

In addition to our commitment to be highly responsive, accessible, and reliable, BRI brings three (3) key components that will set us apart for the District-Wide Easement Project:



#1 EASEMENT RESEARCH AND IDENTIFICATION EXPERTISE

Within the last two (2) years, BRI has performed land rights research for 565,976 parcels, covering 568,500 distinct ownerships and 31 counties. There is no other firm in California that has equal easement research and identification experience. We are adept at researching, interpreting, and making land rights determinations while investigating existing rights, determining the location of existing facilities within those rights, and providing due diligence necessary to meet project needs.



#2 GEOGRAPHIC INFORMATION SYSTEM MAPPING AND BOUNDARY PORTRAYAL CAPABILITY

BRI is very familiar with ArcGIS and has created polygons as a means of indexing land rights information for 10,550 easements, covering approximately 10,600 individual polygons within the last two (2) years. In addition to plotting legal descriptions to accurately portray bearings and boundaries, we understand the importance of correctly identifying and recording the attribute fields that describe an easement. Polygons can also be created where existing land rights are insufficient along a CHWD water main alignment in order to help create a visual representation of the gaps in coverage.



#3 WATER INFRASTRUCTURE EXPERIENCE

BRI has a vast experience working with various flood agencies as well as California Department of Water Resources (DWR) and the United States Army Corps of Engineers (USACE). Both DWR and USACE have recommended agencies to us as well as contracting directly with us on projects because of our knowledge of their requirements and the strong relationships we have built with them. Furthermore, through our work with the Department of Water Resources (DWR), the West Sacramento Area Flood Control Agency (WSAFCA), Sacramento Suburban Water District (SSWD) and others, we have coordinated with and worked within the territories CHWD covers.



“INTEGRITY IS
CONSISTENCY IN
ACTIONS, VALUES,
METHODS,
EXPECTATIONS AND
OUTCOMES.”

E. STATEMENT OF UNDERSTANDING >

E. STATEMENT OF UNDERSTANDING

PROJECT UNDERSTANDING

For over 100 years, the Citrus Heights Water District (CHWD) has been delivering a safe, dependable, and healthy supply of water to a customer base of 67,000 across Sacramento and Placer counties. With a current 12.7 square mile service territory and 250 miles of water mains, CHWD has expanded in recent years to accommodate additional water delivery capacity. While most of these new facilities are installed in existing right of way, CHWD internal research has determined that many of the water mains installed prior to development are situated within private property, and thus not covered by formal easements granted to CHWD.

To resolve this, and ensure all CHWD facilities and operations are protected, CHWD will conduct a thorough inventory to determine the existing known easements, research any unknown easements and verifying existing right of way and public utility easements, where applicable. This process will then expose any gaps where easements are needed. It is the objective of CHWD to ensure that all facilities on private property are covered by easements granted to CHWD.

PROJECT APPROACH

The BRI Land Services department is dedicated to all facets of land and land rights. Given this depth of experience, one of BRI's strengths is the ability to correctly identify and accurately situate an easement based solely on the legal description. Utilizing the legal description not only ensures the precise location and boundaries of any easement, but it is also a time saving and cost efficient practice. By doing this, BRI very rarely requires the use of a Preliminary Title Report, which will ultimately save CHWD time and money. Additionally, it is evident to BRI that CHWD was both diligent and meticulous in capturing the required Scope of Services. BRI has thoroughly reviewed Phases 1-3 provided in the RFP and we have the resources to execute all tasks therein, as written. The only modification we would suggest would be to also include a modified Tax Map to demonstrate the easement location as part of the final Easement Packet. Though the GIS Exhibit adequately displays the easement over the facilities, a Tax Map would better demonstrate which parcels are being impacted. Lastly, as featured in the Project Schedule on pages 21-23, BRI will also implement various subtasks in parallel to accomplish the work more efficiently.

Upon selection, BRI plans to pursue close partnerships with CHWD Project Staff, CHWD Engineer, and other real estate support staff as necessary during its oversight of the project. BRI is committed to supporting CHWD's project goals, and furthermore we believe we possess the tools to execute the work as well as contribute valuable insight assembled from our collective experience. We want to use our best lessons learned and apply them to the District-Wide Easement Project.

“WE APPROACH
EACH PROJECT
WITH INTEGRITY,
CREATIVITY AND
DEDICATION.”





“TEAMWORK IS THE
ABILITY TO WORK
TOGETHER TOWARD A
COMMON VISION.”

F. REPORT TASKS >

F. REPORT TASKS

PROJECT MANAGEMENT

Project Management identifies, manages and controls quality. It is the cornerstone to successful project delivery. BRI Senior Project Coordinator Betsey Cline will be the CHWD Lead and the primary point of contact throughout the project. She has worked on multiple CHWD projects, including the Cologne Way Water Main Project and Wisconsin Drive Water Main Installation Project.

Betsey will discuss the details and expectations with CHWD's Project Manager to define a common understanding about project details, critical issues and processes, and roles and responsibilities associated with easement inventory and research activities. Our goal is ensuring that CHWD is fully aware of the status of every project phase, at every stage of the process. This helps engage the right resources at the right time to avoid unnecessary delay.

1

Authorization >

Identify who has delegated approval authority and implement procedures to ensure that the lines of communication are clear, documented and trackable.

2

Define Client Success >

We want to know CHWD's definition of success. We believe success goes beyond schedule and budget and is unique to each project and each client.

3

Staff Elasticity >

We can gear up, gear down, phase in, or mobilize for the entire project. Having these key functions within one firm best serves to commit resources and have greater control of deliverables.

4

Risk Mitigation >

Pro-actively identify immediate and changing risks to schedule and budget. Maintaining organized, accurate records and disseminating vital status information for efficient project implementation.

The BRI Team has created a detailed project approach and project management plan to control delivery of all services.

PHASE I: INVENTORY EXISTING EASEMENTS USING ON-SITE DOCUMENTS

BRI understands that CHWD staff has completed an initial inventory and has complied documentation of 523 easements granted to or quitclaimed by CHWD. The first step in this project will be to review and verify the current inventory using the CHWD's on-site documents. BRI will ensure that every easement is accounted for and that the appropriate data is entered in each field on CHWD's Easement Log Spreadsheet. This task also includes identifying whether the easement is complete, incomplete, or requires additional research.

Next, from the Inventory List, BRI will determine which easements still require an Easement Packet. As sampled in the RFP, an Easement Packet contains a cover sheet created using a Geographic Information System (GIS). The cover sheet will display CHWD's water facilities and an easement polygon that schematically depicts the location and parameters of the easement. This is accomplished in ArcGIS by using the polygon tool to create segments with direction and distance values, then using the tools on the construction toolbar, to include other segments in a series of connected arcs, curves, or straight lines. In addition to the vector geometry, each Polygon also contains 21 attribute fields that describe the easement.

F. REPORT TASKS

Furthermore, the Easement Packets will contain a hard copy of the original recorded easement and any related exhibit mapping or documentation. For any easements without appropriate mapping, an 8 ½" x 11" map will need to be created to scale. Lastly, BRI will scan all Easement Packets to create a single PDF that will be recorded on and hyperlinked to the Inventory List.



BRI is very familiar with CHWD's current easement document format, as we have utilized it for various Water Main Projects involving acquisition services. Most recently, both the Robie Way & Whyte Avenue Water Main Replacement (C19-101) and Wisconsin Drive Water Main Installation Project (C20-106) required BRI to create easements for multiple parcels. *This familiarity will assist in populating the 14 data fields of the Inventory List as well as ensuring BRI accurately captures all 21 attribute fields needed for the creation of the polygon.*

PHASE 2: RESEARCH AND COMPILE EXISTING UNDOCUMENTED EASEMENTS

Once the on-site easement documents have been inventoried and the Easement Packets are complete, BRI will then perform research for any existing CHWD easements that do not have documentation. Though this can be done via the Sacramento and Placer County Recorder's Offices, BRI also has access to numerous on-line databases to search for recorded documents. One of the platforms we have found very reliable and efficient is DataTree. This is the largest database of multi-sourced property and homeowner information available and BRI is able to obtain concise, yet thorough, property reports to provide a quick snapshot of the subject parcels in a single view. In addition to DataTree, BRI also utilizes several other subscription-based resources, allowing us to provide CHWD the most current, reliable easement information quickly and efficiently.

Then, once a new easement is located, BRI will obtain the easement and supporting documentation, and add it to the on-site files. After which, BRI will develop a Polygon, create an Easement Packet, and add the Easement and hyperlink to the Inventory List following all procedures outlined in Phase 1.

PHASE 3: RESEARCH AND COMPILE LOCATIONS OF FACILITIES WITHIN A PUE OR ROW

This phase of the project involves additional research to locate any water mains within private property that are within a Public Utility Easement (PUE) or an existing Right of Way (ROW) rather than an easement. This is completed by reviewing Parcel Maps, Final Maps, Subdivision Maps or by looking up Grant Deeds and Title Reports, as needed. BRI routinely performs similar research for a variety projects and the Land Services team typically researches five (5) to ten (10) PUEs per day. For the PUE or ROW documents obtained during this phase, BRI will develop a Polygon showing the PUE/ROW, save an electronic copy of the document, and attach it to the Polygon in ArcGIS.

Once Phases 1-3 are complete, BRI will then document all portions of CHWD water facilities on private property that are not situate within a dedicated easement, PUE, or ROW. These locations will be considered coverage gaps, ultimately requiring a dedicated easement (Phase 4).

F. REPORT TASKS

PHASE 4 (NOT PART OF THIS SCOPE): OBTAIN EASEMENTS FOR ALL COVERAGE GAPS

BRI understands that Phase 4 is not part of the scope of work for this project and that CHWD will request a new proposal from the selected consultant to continue to Phase 4. Nonetheless, we would like to acknowledge that we are a full service firm and have the relevant experience with CHWD's process to both acquire easements and identify and create quitclaims for CHWD. It is critical that the gaps in coverage exposed in Phases 1-3 be swiftly secured by a dedicated easement to protect current CHWD facilities and preserve the ability to place, access and maintain its lines. Equally important is the relinquishment of any unnecessary easements. If selected, BRI would welcome the opportunity to provide a proposal for valuation, acquisition, and relinquishment services for this project.

KEY DELIVERABLES

As identified in the RFP, BRI has thoroughly reviewed the key deliverables for this project and will fully comply.

1. **Complete Easement Inventory:** An updated List, in hard copy and digital Excel formats will be provided to CHWD at approximately 25%, 50%, and 100% completion.
2. **Complete Polygon Development:** The Polygon ArcGIS layer(s) will be provided to CHWD at approximately 25%, 50%, and 100% completion.
3. **Complete Packet Creation:** Packets, in both hard copy and digital PDF formats, will be provided to CHWD at approximately 25%, 50%, and 100% completion.
4. **Power Point Slides:** BRI will participate in a presentation to the Board at the award of contract and at the two percentage of completion milestones (50% and Project Completion). BRI will be responsible for preparing any necessary Power Point slides regarding our portion of the presentations.



“WE BELIEVE THAT
INVESTING IN OUR
EMPLOYEES RETURNS
DIVIDENDS FOR OUR
CLIENTS.”

G. BACKGROUND AND EXPERIENCE >

G. BACKGROUND AND EXPERIENCE

I. FIRM NAME AND ADDRESS

Bender Rosenthal Incorporated (BRI)
2825 Watt Avenue Suite 200
Sacramento CA 95821

2. FIRM PROFILE

Bender Rosenthal, Inc. (BRI) was founded in 1997 and is a California S Corporation that specializes in right of way project management and planning, real estate appraisal, real property acquisition, residential and business relocation, property management and land services. With a staff of over 130 employees spread over those disciplines and twenty-two (22) years of service delivery for public sector clients, BRI has the relevant experience to provide CHWD with comprehensive easement inventory and research activities. *Additionally, BRI has completed or is completing eight (8) different projects for CHWD, including the Cologne Way Water Main Project, the Robie Way Water Main Installation, and the Wisconsin Drive Water Main Installation, among others.*



BRI BY THE NUMBERS

Founded in 1997 and celebrating over 20 years in business, we offer one of the deepest professional benches in the Right of Way industry.

- Over 100 employees
- 10 California Certified General Real Estate Appraisers
- 6 California Licensed Real Estate Brokers
- 22 Real Estate Salespeople
- 4 Senior Right of Way Agents SR/WA designated staff
- 4 Project Management Professionals (PMP)

At BRI, we believe that investing in our employees returns dividends for our clients. One of the hallmarks of our staff is a drive for continuing education and excellence in all that we do. Furthermore, BRI is proud to be an employee-owned and operated company. This ownership structure allows for the BRI staff to have an important say in who manages us and how profits align with values. This sense of ownership and investment translates to a higher level of efficiency in project delivery and a genuine passion for wanting to get it right—for the property owner, the project, and most importantly, our clients.

Furthermore, as introduced in Section D, BRI's easement, GIS mapping and water infrastructure expertise is unparalleled. Most recently, BRI has supported utilities such as Pacific Gas and Electric Company (PG&E) in their Enhanced Vegetation Support Program and the Community Pipeline Safety Initiative by completing property ownership and determination of rights along 6,500 miles of gas transmission pipeline. *These projects have included research and land rights for over 90,000 parcels and 21,000 distinct owners, where BRI is responsible for locating existing land rights and any appurtenant rights to determine if PG&E needs to acquire new rights or easements prior to installation.* Additionally, for PG&E's Butte Rebuild Project, BRI completed land rights reviews for 296 Tap Lines needed for those returning to Paradise prior to the completion of the electric undergrounding. The biggest challenges for this project are the time constraints and the Determination of Appurtenant Rights. In Paradise, PG&E previously installed numerous facilities in appurtenant rights, therefore each deed needs to be thoroughly reviewed to establish the bounds of the appurtenant right of way. *This project also required utilizing GIS and other proprietary platforms for researching maps, engineering drawings and parcels, as well as plotting legal descriptions to accurately portray bearings and boundaries.*

Another prime example of a project similar to the services required for the District-Wide Easement Project is the California Department of Water Resources (DWR) Marysville Ring Levee Project. In addition to the appraisal and acquisition of the impacted properties, BRI also performed easement inventory and research to assist DWR in determining who was responsible for the relocation of the gas and electric facilities within the project alignment.

G. BACKGROUND AND EXPERIENCE

3. OFFICE LOCATIONS

BRI would serve CHWD from our Headquarters, located 2825 Watt Avenue Suite 200, Sacramento CA 95821. *This location is less than 20 minutes from CHWD headquarters and will allow the BRI project team to meet in person with CHWD project management staff, and the ability to attend meetings on short notice.*

4. ORGANIZATIONAL CHART

● **KEY BRI STAFF**

● **PROJECT COORDINATION**

● **OTHER BRI STAFF**

● **POINT OF CONTACT**



G. BACKGROUND AND EXPERIENCE

BETSEY CLINE

Project Lead



YEARS OF EXPERIENCE

6 Years



EDUCATION & COURSEWORK

BA, Psychology California State University Stanislaus

Project Management Certificate, Folsom Lake College



PROFESSIONAL REGISTRATIONS

CA Real Estate Salesperson 02102057

CA Notary Public, 2333385



PROFESSIONAL AFFILIATIONS

International Right of Way Association

REPRESENTATIVE CITRUS HEIGHTS WATER DISTRICT PROJECT EXPERIENCE

Citrus Heights Water District Cologne Way Water Main Project

Citrus Heights Water District Robie Way Water Main Installation Project

Citrus Heights Water District Wisconsin Drive Water Main Installation Project

REPRESENTATIVE LAND RIGHTS PROJECT EXPERIENCE

Pacific Gas and Electric Company Community Pipeline Safety Initiative

California Department of Water Resources Marysville Ring Levee Project

VIVIAN THOMPSON

Land Rights Specialist



YEARS OF EXPERIENCE

6 Years



EDUCATION & COURSEWORK

Sacramento State University, In Progress



PROFESSIONAL REGISTRATIONS

CA Real Estate Salesperson 02070965



PROFESSIONAL AFFILIATIONS

International Right of Way Association

REPRESENTATIVE LAND RIGHTS PROJECT EXPERIENCE

Pacific Gas and Electric Company Community Pipeline Safety Initiative

California Department of Water Resources Marysville Ring Levee Project

Pacific Gas and Electric Company Butte Rebuild Project

Pacific Gas and Electric Company Supervisory Control and Data Acquisition

Pacific Gas and Electric Company Electric Tower Maintenance Program

Pacific Gas and Electric Company Gas Transmission Vegetation Management

Pacific Gas and Electric Company Camp Fire Wood Management

G. BACKGROUND AND EXPERIENCE

RYAN STORZ

Lead Land Consultant



YEARS OF EXPERIENCE

6 Years



EDUCATION & COURSEWORK

Excel Certifications - Pivot Tables, Formulas, Macros, Data Analysis

Adobe & Microsoft Suite Certifications



PROFESSIONAL REGISTRATIONS

California Real Estate Salesperson Courses, In Progress



PROFESSIONAL AFFILIATIONS

International Right of Way Association

REPRESENTATIVE LAND RIGHTS PROJECT EXPERIENCE

Pacific Gas and Electric Company Net Energy Metering Program

Pacific Gas and Electric Company Community Pipeline Safety Initiative

Pacific Gas and Electric Company Butte Rebuild Project

Pacific Gas and Electric Company Camp Fire Wood Management

Pacific Gas and Electric Company Enhanced Vegetation Management Program

Pacific Gas and Electric Company Gas Transmission Vegetation Management

Pacific Gas and Electric Company Land Ministerial Permitting Project

STUART MILLER

Lead Land Consultant



YEARS OF EXPERIENCE

2 Years



EDUCATION & COURSEWORK

B.A. in History with a minor in Political Science, University of California, Davis California

Associates of Arts in History, College of the Siskiyous



PROFESSIONAL REGISTRATIONS

California Real Estate Salesperson Courses, In Progress



PROFESSIONAL AFFILIATIONS

International Right of Way Association

REPRESENTATIVE LAND RIGHTS PROJECT EXPERIENCE

Pacific Gas and Electric Company Community Wildfire Safety Program

Pacific Gas and Electric Company Butte Rebuild Project

Pacific Gas and Electric Company Enhanced Vegetation Management Program

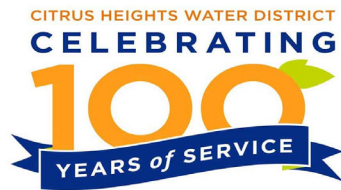
Pacific Gas and Electric Company Land Ministerial Permitting Project

Pacific Gas and Electric Company North Complex Contact

G. BACKGROUND AND EXPERIENCE

6. PROJECT REFERENCES

**PAUL DIETRICH, SENIOR ENG
TECH, PROJECT MANAGER**



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**PAUL BRUNNER, PE
EXECUTIVE DIRECTOR**



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PROGRAM MANAGER**



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“A GREAT PRODUCT
AT A FAIR PRICE IS
SUPERIOR TO A FAIR
PRODUCT AT A GREAT
PRICE.”

H. PROJECT COST >

H. PROJECT COST

BENDER ROSENTHAL INC. Citrus Heights Water District District Wide Easement Project		Project Lead - Betsey Cline	Land Rights Specialist - Vivian Thompson	Land Consultant - Ryan Storz	Land Consultant - Stuart Miller	Subtotal Hours	Subtotal Cost
No.	RATES	\$165.00	\$135.00	\$105.00	\$105.00		
Phase 1 - Inventory Existing Easements Using On-site Documents							
1.1	Inventory Existing Easements (On-Site)		10	40	40	90	\$9,750
1.2	Create Polygons	10	10	60	60	140	\$15,600
1.3	Create Exhibit Maps for Easements			40	40	80	\$8,400
1.4	Complete Easement Packets	10		40	40	90	\$10,050
Subtotal Phase 1							\$43,800
Phase 2 - Research and Compile Existing Undocumented Easements							
2.1	Research Existing District Easements		10	80	80	170	\$18,150
2.2	Create Polygons	10	10	60	60	140	\$15,600
2.3	Create Exhibit Maps for Easements			40	40	80	\$8,400
2.4	Complete Easement Packets	10		40	40	90	\$10,050
Subtotal Phase 2							\$52,200
Phase 3 - Research and Compile Locations of Facilities within a PUE or ROW							
3.1	Research District Facilities (PUE/ROW)		10	40	40	90	\$9,750
3.2	Review GIS/KMZ Map of Facilities Showing Each Verified Easement		10	40	40	90	\$9,750
3.3	Compile Spreadsheet of Locations Adjacent to Facilities Without Easements	10	20	40	40	110	\$12,750
3.4	Research PUE/ROW Using Tax Maps, Tract Maps		20	120	120	260	\$27,900
3.5	Document Facilities on Private Property Without Easements (GAP)	10	10	80	80	180	\$19,800
3.6	Document Facilities in PUE/ROW Areas	10	10	40	40	100	\$11,400
3.7	Complete PUE/ROW Packets	10		40	40	90	\$10,050
Subtotal Phase 3							\$101,400
	Total Hours	80	120	800	800	1800	
	Total Labor Cost	\$13,200	\$16,200	\$84,000	\$84,000		\$197,400
	Total Other Direct Costs	\$856					\$856
Total Cost		\$14,056	\$16,200	\$84,000	\$84,000		\$198,256

Other Direct Costs	Rate	Units	Budget
Mileage	\$0.56	125	\$70
Postage	\$18	2	\$36
Preliminary Title Reports (PTR)	\$750	1	\$750
Total ODCs			\$856

NOTE: Fee schedule includes all major phases of work, and the primary subtasks within those phases. For a complete accounting of the tasks within the primary subtasks, please see the project schedule. Additionally, the fee schedule includes the cost of one (1) Preliminary Title Report (PTR), as an example. Additional PTRs will be added as needed, to supplement research. No PTR will be added without prior written approval from CHWD.



“THE VALUE OF
EXPERIENCE IS NOT IN
SEEING MUCH, BUT IN
SEEING WISELY.”

I. SCHEDULE >

I. SCHEDULE

BRI has prepared a Project Schedule based on the assumption that the project (Phases 1-3) is to commence after Board approval on June 16, 2021 and is expected to be completed within approximately one (1) calendar year. As directed, we have grouped project tasks by project phase and included additional time for CHWD Board of Directors meeting attendance, preparation and PowerPoint creation (3 meetings in total).

On the following page is a proposed schedule with projected dates of completion for project milestones, based upon the activities noted above and an accurate reflection of the required time frame in order to successfully complete the project.





“BEGIN WITH THE
END IN MIND.”

J. AGREEMENT >

J. AGREEMENT

BRI has thoroughly reviewed the language contained within CHWD's sample Professional Services Agreement and certify that we will enter into the agreement without alterations.



“YOUR PERCEPTION IS
OUR REALITY.”

K. ADDITIONAL INFORMATION >

K. ADDITIONAL INFORMATION

OUR DETERMINATION OF RIGHTS PROCESS

BRI implements an 'assembly-line' process when executing land rights and easement verifications. This process helps ensure that CHWD will obtain the most current, relevant information in the most efficient way possible. The first team is responsible for researching and acquiring the 'front end,' or preliminary, information. This includes the Grant Deed, Assessor Parcel Number (APN) or tax map, Tract Maps and Record of Survey Maps, all saved electronically by APN. The next team locates and verifies the easement documents, and pairs their findings with the correct APN. A third team then doubles checks the accuracy of the work, and a fourth and final team prints the relevant documents and creates the electronic links. BRI has successfully used this process on multiple projects and is confident it will be a good fit for CHWD.

BRI LAND SERVICES DIFFERENTIATORS



HISTORY OF MEETING DEADLINES

BRI has a proven track record of completing projects on-time and within budget.



KNOWLEDGEABLE, INFORMED STAFF

BRI has been successful making land rights determinations, as described in the scope of work, for multiple agencies and private entities.



SPEED AND EFFICIENCY

BRI will treat every phase of the project with an unparalleled sense of urgency and understands the need to protect CHWD facilities through dedicated easements.



CONTINUOUS COMMUNICATION AND TRACKING

BRI will provide weekly progress updates and status reports to CHWD, detailing projected timelines for completion, and any foreseen impacts to the project.



PROJECT MANAGEMENT EXPERTISE

BRI continuously seeks creative solutions to reduce cost and increase productivity.



UNDERSTANDING OF WATER

Having worked on numerous similar projects, BRI has a comprehensive understanding of CHWD's mission to create a safer infrastructure.

THANK YOU FOR YOUR CONSIDERATION!

For assistance, please contact:

Bender Rosenthal | 916.978.4900 | www.benderrosenthal.com

2825 Watt Avenue Suite 200 Sacramento CA 95821

BRI

BENDER ROSENTHAL INC.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 REGULAR MEETING

SUBJECT : 2020 URBAN WATER MANAGEMENT PLAN
STATUS : Action Item
REPORT DATE : June 2, 2021
PREPARED BY : Rebecca Scott, Director of Operations
Brian Hensley, Water Resources Supervisor

OBJECTIVE:

Consider adoption of CHWD's 2020 Urban Water Management Plan (UWMP), Water Shortage Contingency Plan (WSCP), and the amended Water Conservation Program.

BACKGROUND AND ANALYSIS:

The California Urban Water Management Planning Act, Water Code section 10610, et seq. (the Act) requires water purveyors that serve more than 3,000 connections or supply more than 3,000 acre-feet of water annually to adopt and submit an Urban Water Management Plan (UWMP). The UWMP must be updated and submitted every five years to the California Department of Water Resources (DWR). With the support of Zanjero Inc., a Public Review Draft of the 2020 UWMP (Attachment 1) was prepared in compliance with DWR guidelines, and a Public Hearing will be conducted at tonight's Board meeting to consider adoption of the 2020 UWMP. Preparation of the final document will be completed after the Board adopts the UWMP since the resolution must be included as part of the document.

The UWMP provides guidelines for long-term water management by CHWD. Although the UWMP does not legally obligate CHWD to a specific course of action, it provides an overview of anticipated water demands and water supplies and the types of water demand management activities that CHWD expects to undertake to meet State water conservation requirements. The deadline to submit the 2020 UWMP to DWR is July 1, 2021.

The Act also mandates that every urban water supplier providing water for municipal purposes to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually, prepare and adopt, in accordance with prescribed requirements, a Water Shortage Contingency Plan (WSCP) as part of its Urban Water Management Plan. The draft 2020 UWMP contains the District's WSCP (Attachment 3), which is comprised of the following sections: annual assessment procedures; water shortage stages and responses; communications; compliance and enforcement; financial considerations; monitoring, reporting, and refinement; and seismic risk.

Recent amendments to the Act require the WSCP to contain six standard water shortage levels based on the water suppliers' water supply conditions. As the District's current Water Conservation Program, Ordinance 01-2016, authorized by Water Code section 375, et seq., provides five water shortage stages, it is necessary to amend the District's Water Conservation Program (Attachment 4) to include six stages for consistency between the District's Water Conservation Program and the WSCP.

An important item to note is that "Normal Water Supply" no longer has a Stage number associated with it.

Although the “Normal Water Supply” stage is not associated with a water shortage, it prohibits the use of free-flowing hoses and all unnecessary and wasteful uses of water. The Water Conservation Program starts with Stage 1 (a shortage up to 10%) and culminates in Stage 6 (more than 50% supply shortage). The higher stages address days of the week in which watering is allowed, the duration in which leaking customer pipes/faulty sprinklers must be repaired, and additional prohibited activities.

If the State of California declares a specific stage, it is recommended that the Board declare at least that same stage for the CHWD for legal compliance, although the Board of Directors may declare a specific Water Stage at any time.

The WSCP also provides the actions the District should take at each phase, including messaging and enforcement actions. As an example, the Board may implement the drought rate schedule in Stages 2 through 6. Additional information regarding the drought rate schedule will be brought to the Board later in the year.

Staff recommends that the Board hold a public hearing and consider adoption of the 2020 UWMP, WSCP, and amended Water Conservation Program. Staff is also seeking Board direction on drought messaging to its customers, and additional information that will be helpful to the Board to provide direction will be presented at the June 16th Board meeting.

RECOMMENDATION:

1. Adopt Resolution No. 03-2021 Adopting the 2020 Urban Water Management Plan.
2. Adopt Resolution No. 04-2021 Adopting the Water Shortage Contingency Plan.
3. Adopt Ordinance No. 01-2021 Adopting the Amended Water Conservation Program.
4. Provide direction regarding drought messaging to customers.

ATTACHMENTS:

1. Draft 2020 Urban Water Management Plan
2. Resolution No. 03-2021 Adopting the 2020 Urban Water Management Plan
3. Resolution No. 04-2021 Adopting the Water Shortage Contingency Plan
4. Ordinance No. 01-2021 Adopting the Amended Water Conservation Program

ACTION:

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

ATTACHMENT 1

Draft 2020 Urban Water Management Plan & Appendices

Citrus Heights Water District

2020 Urban Water Management Plan



Public Hearing Draft
June 16, 2021



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Appendix D:	Board Resolutions Adopting Water Shortage Contingency Plan and Urban Water Management Plan
Appendix E:	Validated Water Loss Audits
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List of Abbreviations and Acronyms

°F – Degrees Fahrenheit	DWR – California Department of Water Resources
Act – Urban Water Management Act	ETo – Evapotranspiration
AF – Acre-Feet	ft ² – Square-feet
AFY – Acre-Feet per Year	GCM – General Circulation Model
ARBS – American River Basin Study	GMP – Groundwater Management Plan
AWWA – American Water Works Association	gpcd – Gallons Per Capita per Day
AWWA – American Water Works Association	gpd – Gallons Per Day
BL – Baseline Climate Scenario	gpf – Gallons Per Flush
CalSIM 3.0 – Water resource planning model developed by DWR	gpm – Gallons Per Minute
CASGEM – California State Groundwater Elevation Monitoring	GSP – Groundwater Sustainability Plan
CCR – Consumer Confidence Report	Guidebook – Urban Water Management Plan Guidebook 2020
CHWD – Citrus Heights Water District	HD – Hot-Dry Climate Scenario
CII – Commercial, Industrial, and Institutional	HW – Hot-Wet Climate Scenario
CIMIS – California Irrigation Management Information System	kWh – Kilo-watt hours
CIP – Capital Improvement Program	LHMP – Local Hazard Mitigation Plan
CMIP5 – Coupled Model Intercomparison Project, Phase 5	LOCA – Localized Constructed Analogs
CT – Central Tendency Climate Scenario	M&I – Municipal and Industrial
CVP – Central Valley Project	mgd – Million Gallons per Day
CWC – California Water Code	MWELo – Model Water Efficient Landscape Ordinance
District – Citrus Heights Water District	Objectives – Water Use Objectives
DMM – Demand Management Measure	°F – Degrees Fahrenheit
DRA – Drought Risk Assessment	PCWA – Placer County Water Agency
	PET – Potential Evapotranspiration
	PRV – Pressure Reducing Valve
	PSA – Public Service Announcement

RCP – Representative Concentration
Pathway

RWA – Regional Water Authority

SACOG – Sacramento Area Council of
Governments

SASD – Sacramento Area Sewer District

SBX7-7 – Senate Bill X7-7, enacted in
November 2009

SFR – Single Family Residential

SGA – Sacramento Groundwater Authority

SGMA – Sustainable Groundwater
Management Act

SJWD – San Juan Water District

SMUD – Sacramento Municipal Utility
District

SRCSA – Sacramento Regional County
Sanitation District

SWE – Snow Water Equivalent

SWP – State Water Project

SWRCB – California State Water Resource
Control Board

TAF – Thousand Acre-Feet

ULF – Ultra-Low Flush

USBR – United States Department of the
Interior, Bureau of Reclamation

UWMP – Urban Water Management Plan

WCA – San Juan Water District’s
Wholesale Customer Agencies

WD – Warm-Dry Climate Scenario

WEP – Water Efficiency Program

WFA – Water Forum Agreement

WRCC – Western Regional Climate Center

WSA – San Juan Water District’s Water
Supply Agreement

WSCP – Water Shortage Contingency Plan

WSIP – Water Storage Investment Program

WTP – Water Treatment Plant

WW – Warm-Wet Climate Scenario

WWTP – Wastewater Treatment Plant

1 Urban Water Management Plan Introduction, Preparation, Overview, and Notice, Adoption, and Submittal

The Urban Water Management Act (Act) became part of the California Water Code (CWC) with the passage of Assembly Bill 797 during the 1983-1984 regular session of the California Legislature. The CWC requires every urban water supplier providing water for municipal purposes either directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually (AFY) to adopt and submit an Urban Water Management Plan (UWMP) every five years to the California Department of Water Resources (DWR). The specific planning requirements are in the CWC Division 6, Part 2.6 Urban Water Management Planning.

Subsequent legislation has been passed that updates and imposes additional requirements for the UWMPs and water management. In particular, SB X7- 7 Water Conservation, required the State to achieve a 20 percent reduction in urban per capita water use by December 31, 2020, known as 20x2020. Reporting of 20x2020 compliance is incorporated into the 2020 UWMP requirements. Other items in the UWMP originating from new legislative requirements include reporting on energy intensity, a newly required Water Shortage Contingency Plan with mandatory elements, and a 5-Year Drought Risk Assessment.

The core requirements for the UWMP include:

- A simple lay description of reliability of supplies, projected supplies, and the strategy for meeting water needs.
- A description of the water service area.
- A description of the existing and planned supply sources.
- Estimates of past, present, and projected water use.
- 20x2020 analysis and target compliance.
- A description of water conservation Demand Management Measures (DMMs) already in place and planned, and other conservation measures.
- Inclusion of a 5-Year Drought Risk Assessment.
- A Water Shortage Contingency Plan/Conservation Program.

The 2020 UWMP must submit data in specific tables to DWR. DWR has provided these tables and this UWMP utilizes DWR's tables with minor changes to format or organization where applicable. The Citrus Heights Water District's (CHWD or District) 2020 UWMP complies with the CWC and DWR's Urban Water Management Plan Guidebook 2020 (Guidebook). A copy of the DWR checklist for compliance, as well as the DWR submittal tables, are included in Appendix A.

1.1 Plan Summary

Based on the information and analysis presented in this 2020 UWMP, the District anticipates reliable, sufficient water supplies necessary to meet expected demands under normal, single dry, and a five-year consecutive drought over the 25-year planning horizon through 2045. Under normal conditions, the District projects it will need approximately 13,400 acre-feet (AF) to meet

expected demands in 2045. The District’s wholesale supplier (San Juan Water District, or SJWD) has confirmed the ability to deliver the amount of water necessary to meet the District’s projected demands, including during dry year and consecutive drought year conditions. CHWD anticipates utilizing approximately 900 AF per year (AFY) of groundwater production during the planning period while maintaining the ability to produce up to 5,000 AFY. The District can rely on remaining available groundwater capacity should circumstances change with respect to wholesale supply availability. The District has updated its Water Shortage Contingency Plan (WSCP) in conjunction with this UWMP in Section 6. The WSCP is a tool to address supply shortages identified through an annual assessment of available supplies and unconstrained demand. The District’s demand management and supply augmentation tools provide necessary actions to address and mitigate supply shortfalls, if necessary.

1.2 Basis for Preparing a Plan

CHWD provides retail potable water service to over 3,000 connections per year, and over 3,000 AFY and is therefore required to complete the UWMP process. Table 1-1 reports CHWD’s public water system information as required by DWR. Information in this UWMP is presented on a calendar year basis, and volumes are presented in acre-feet (AF) unless otherwise noted. This 2020 UWMP reports solely on the CHWD service area and is therefore considered an individual UWMP.

Table 1-1: Public Water System Information

Public Water System Number	Public Water System Name	Number of Municipal Connections 2020	Volume of Water Supplied 2020 (AF)	Reporting Period
CA3410006	Citrus Heights Water District	19,991	12,484	Calendar Year

1.3 Coordination and Outreach

The Sacramento region’s water agencies have developed a proactive approach to planning and managing water resources throughout the area. The District is a member and actively participates in the two main regional water supplier organizations; the Regional Water Authority (RWA) and the Sacramento Groundwater Authority (SGA). The RWA consists of most of the region’s water agencies and focuses efforts on regional supply planning and representation efforts regarding State-wide water issues. The SGA focuses primarily on the area’s groundwater basin and helps support proactive management and monitoring of the basin to maintain sustainability. Many of the programs and efforts described within this UWMP that support the regional water supply needs are coordinated through RWA, SGA, and individual water purveyors.

CHWD receives wholesale surface supply water from the San Juan Water District (SJWD) and together with the other Wholesale Customer Agencies (WCAs) of SJWD (Fair Oaks Water District, Orange Vale Water Company, City of Folsom-Ashland, SJWD-retail), routinely coordinates supply planning and other issues. Per the Guidebook requirements, CHWD provided

25-year projections for service area population and service area demands to the SJWD (Appendix B).

1.4 Notice to Cities and Counties

Notice to the cities of Citrus Heights and Roseville, and Placer and Sacramento counties, as well as SJWD, was given on December 29, 2020, regarding CHWD’s intentions of updating the UWMP, fulfilling the requirement to provide notice 60 days prior to the June 16, 2021 public hearing.

1.5 Notice of Public Hearing

Public notification regarding the District’s public hearing was provided on June 2 and 9, 2021. Information on time, location, where to access the public draft, and contact information was provided. The hearing encouraged active public participation and involvement in developing this 2020 UWMP and the WSCP.

Notification of the time and place of the public hearing was provided to the cities of Citrus Heights and Roseville as well as the counties of Placer and Sacramento (Table 1-2). These entities were notified on [DATE], in compliance with CWC section 10642. Notification letters to the listed parties are included in Appendix C.

Table 1-2: Notification to Cities and Counties

City/County Name	Received 60 Day Notice (Yes/No)	Received Notice of Public Hearing (Yes/No)
City of Citrus Heights	Yes	Yes
City of Roseville	Yes	Yes
Sacramento County	Yes	Yes
Placer County	Yes	Yes

1.6 Public Hearing and Adoption

The public hearing and adoption were conducted on June 16, 2021. The CHWD Board of Directors Resolution adopting this 2020 UWMP is included in Appendix D.

1.7 Plan Submittal

Pursuant to DWR requirements, this 2020 UWMP was submitted to the California State Library, City of Citrus Heights, and the counties of Placer and Sacramento on [DATE (no later than 30 days after adoption)].

This 2020 UWMP and applicable submittal tables, were electronically submitted to DWR on [DATE].

1.8 Public Availability

This 2020 UWMP is available to the public during normal business hours at the front desk of CHWD's main office as well as electronically on the District's website.

2 System Description

This section describes system characteristics, including service area size, location, climate, land uses, and population.

2.1 General Description and Service Area Map

CHWD is located in the northeast portion of Sacramento County and south Placer County, California, approximately 20 miles northeast of downtown Sacramento. The District was formed on October 25, 1920, under Division 11, the Irrigation District Act of the State of California Water Code. The District is governed by a three-member Board of Directors elected at large from divisions within the District.

CHWD provides water service to portions of the Cities of Citrus Heights and Roseville, and portions of the unincorporated communities of Orangevale, Fair Oaks, Carmichael, and a portion of unincorporated Placer County, as shown in Figure 2-1. The service area covers approximately 7,780 acres in Sacramento and Placer counties. A small portion of the District's service area, approximately 140 acres, is located in Placer County.

The District initially used American River surface water supply from the North Fork Ditch Company to serve its customers. The customer base was primarily comprised of small family farms and limited urban areas. Concurrent with the completion of Folsom Dam in 1956, San Juan Water District (SJWD) was formed and acquired the facilities and water rights of the North Fork Ditch Company. SJWD has also contracted for additional water from the United States Bureau of Reclamation (USBR) and Placer County Water Agency (PCWA). CHWD now receives surface water from the American River through SJWD. Along with CHWD, SJWD provides treated surface water to Fair Oaks Water District, Orange Vale Water Company, portions of the City of Folsom, and SJWD's own retail service area. These agencies are collectively referred to as the SJWD Wholesale Customer Agencies (WCAs). CHWD continues to supplement its surface water supply with groundwater for readiness-to-serve purposes and to meet peaking, pressure, shortage, and emergency demands.

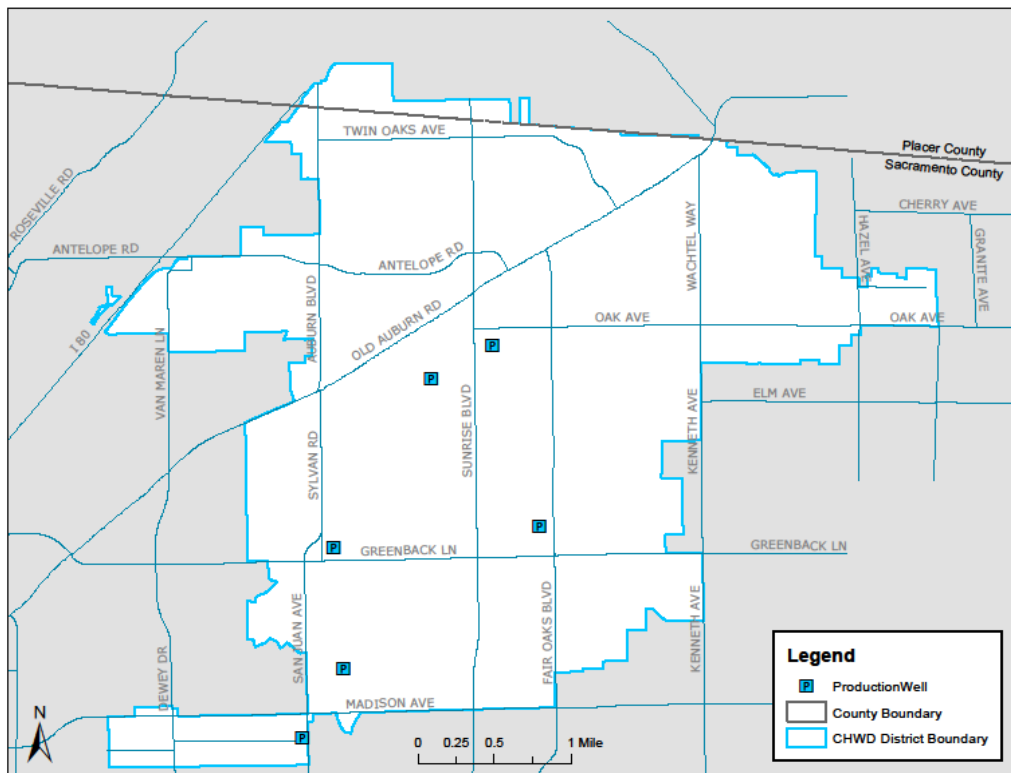


Figure 2-1. Service Area of Citrus Heights Water District

2.2 Service Area Climate

The CHWD service area experiences cool winters and hot, dry summers. The California Irrigation Management Information System (CIMIS) maintains historic climate data for select sites only. CIMIS does not have a station within the CHWD service area boundary and therefore the Fair Oaks station was utilized for the climate data analysis. The Fair Oaks station is located less than three miles outside the district service area and adequately represents the climate data for CHWD. The CIMIS website (cimis.water.ca.gov) maintains historical climate records for the Fair Oaks station beginning in 1997 and reports the monthly temperature ranges from an average low of 39.2 to an average high of 93.9 degrees Fahrenheit (°F). During the historical period of record, extreme conditions were recorded at 21.3 °F for the lowest temperature (1998) and 119.5 °F for the highest (2019).

Precipitation data is also documented from the CIMIS Fair Oaks station. For the period 1997 through 2020, average rainfall was measured at 20.13 inches. The wettest months are January, February, March, and December while the driest months are typically July and August.

Evapotranspiration (ET_o) varies seasonally. Standard monthly average ET_o data was obtained from the CIMIS Fair Oaks station. Average annual ET_o for the period 1997-2020 measured 50.38 inches.

Figure 2-2 presents the monthly average climate summary based on the historical data for the CIMIS Fair Oaks station. Additional ETo data from California Model Water Efficient Landscape Ordinance (MWELo) is also reported on Figure 2-2. Local agencies are to use the MWELo ETo values as the standard for approval of landscape plans associated with specific development projects. Since the City of Citrus Heights was not included in the MWELo ETo table, data for the nearby City of Roseville is considered representative of the District's service area.

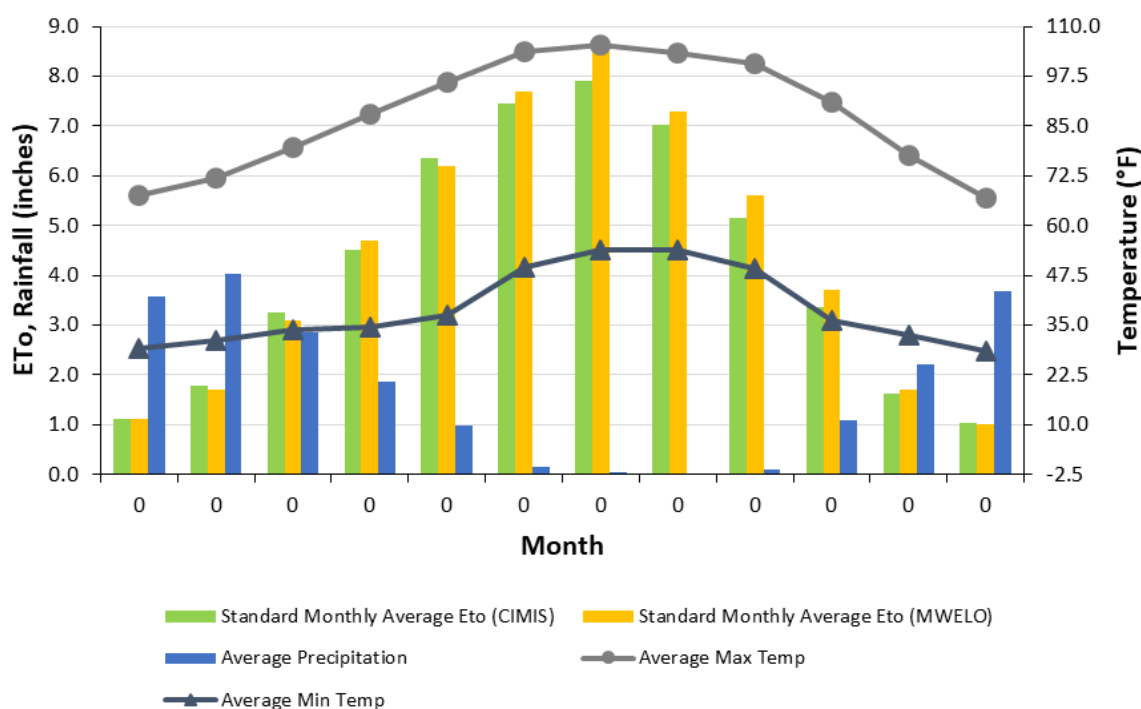


Figure 2-2: Monthly Average Climate for Citrus Height Water District
Source: CIMIS Fair Oaks Station, MWELo Appendix A

2.3 Service Area Population and Demographics (current and projected)

The CHWD service area boundary does not match up with census tract or block group zones. The existing service population is therefore estimated using the person per connection method. As Census data for 2020 is not available, the person per connection ratio from the District's 2015 UWMP, originally obtained from the DWR Population Tool is utilized. The DWR Population Tool uses the District boundary and available Census block data to estimate the population. The number of residential connections is then factored in to calculate the capita per connection. Projected populations assume the current capita per connection value of 3.4 and include projected connections from future developments, including the Mitchell Farms Subdivision and the Sunrise Marketplace Redevelopment. See Chapter 3 for a more detailed discussion of projected customer connections. Population projections are summarized in Table 2-1.

Table 2-1: Population – Current and Projected

Population Served¹	2020	2025	2030	2035	2040	2045
	63,821	65,280	68,398	73,275	78,151	83,028

NOTES:

¹Service area population for 2020 estimated using the person-per-connection method. See Chapter 3 for projected customer connection methodologies

2.4 Other Social, Economic, and Demographic Factors

In the early years of the District, residential and agricultural growth was nominal. Since then, urban development continued to such a degree that presently there is no significant agricultural water use within the District. CHWD now serves a predominantly residential customer base, with a 2020 residential demand equal to 79 percent of its total annual demand.

In the years prior to the Covid-19 pandemic, some areas within the greater Sacramento Region experienced substantially low unemployment rates. Figure 2-3 displays the Sacramento metropolitan area Labor Force and Employed populations as well as the resulting Unemployment Rate for the period 1990 through 2020. As seen on the figure, in September 2019, the region experienced the lowest unemployment rate for the period (3.1 percent). Commensurate with the impacts on the labor market due to the pandemic, 2020 saw the largest increase in the unemployment rate for the period, resulting in a high of 14 percent (April 2020).

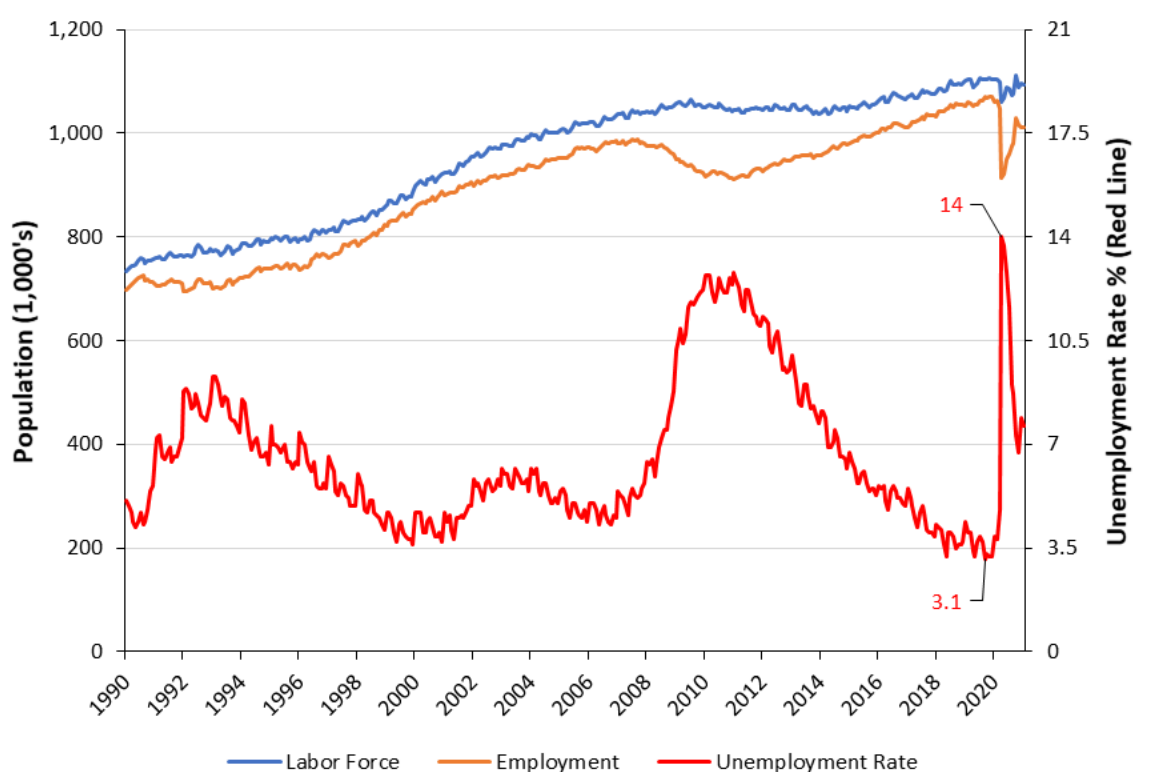


Figure 2-3: Sacramento Region Labor Statistics

Source: United States Bureau of Labor Statistics (Sacramento, Roseville, Arden-Arcade, CA)

The United States (US) Census Bureau provides demographic statistics for the City of Citrus Heights. Although the City's boundary does not match CHWD's service area boundary, information pertaining to the City is considered a proxy for CHWD, as approximately 70 percent of the District's service area boundary is within the City boundary. Per the US Census Bureau, approximately 11.5 percent of the population within the City of Citrus Heights is considered "in poverty", while the annual per capita income for the period 2015-2019 is \$30,884. The US Census Bureau also reports that 19.4 percent of the City's population (aged five years and higher) speak a language other than English at home, with 13.4 percent being foreign-born. Table 2-2 displays the percentage of the City's population based on age groups.

Table 2-2: Age Distribution of City of Citrus Heights

Age Range	Percent of Population
Persons Under 5 years	5.8
Persons Under 18 years	20.7
Persons Under 65 years	83.8
Persons 65 years and older	16.2

Source: US Census Bureau, Quick Facts

2.5 Land Uses within Service Area (current and projected)

Per the City of Citrus Heights General Plan (City of Citrus Heights, 2020), land uses within the CHWD service area include Residential (various densities), General Commercial, Business Professional, Industrial, Open Space, Public, and Corridor Transition Overlay. The Citrus Heights General Plan does not specifically inform on land use projections but does identify the Sacramento Area Council of Governments (SACOG) as the responsible entity relating to such planning projections. The CHWD service area is included in the SACOG planning area and is mainly classified as “Established Community”. With exception to the Sunrise MarketPlace project, no land uses changes that would affect CHWD’s water management planning are anticipated. Based on current and projected land use, SACOG’s 2020 MTP/SCS projects approximately 3,500 new residential units within the service area by 2045.

The Mitchell Farms Subdivision is currently under development. This project is located in the City of Citrus Heights (within CHWD’s service area), east of Interstate 80, and is bounded by Sunrise Boulevard to the west, Fair Oaks Boulevard to the east, Greenback Lane to the south, and Arcade Lake Lane to the north. The project encompasses approximately 56 acres of developed area and includes a total of 260 proposed single family residential units. Land uses associated with the project include Single-Family Residential (less than 3,600 square feet), Single-Family Residential (greater than 3,600 square feet), Commercial, and Industrial (MacKay & Soms, 2019).

Although in the early stages, redevelopment of the Sunrise Mall is expected. The proposed project includes redevelopment and conversion of the existing parcels into residential and commercial properties. A total of 2,220 residential units could be added, including a mixture of townhouses, multi-family lifestyle units (apartments, flats, and mixed-use), and senior housing, while commercial operations could include a hotel, retail shops, offices, and community and institutional developments totaling 1,730,000 square feet (De Novo, 2020).

3 Water Use Characterization

This section presents information on the District’s system water use, including past, current, and projected demands.

3.1 Past, Current, and Projected Water Use by Sector

Annual demand by use type for the period 2016 through 2020 is reported in Table 3-1. Past water use by sector has primarily consisted of residential (single and multi-family connections), averaging 77.5 percent of total use for the period 2016-2020. 2020 water use generally follows the historic trend of primarily consisting of residential (79 percent of 2020 total use). With the exception of 2020, water demands have generally stabilized over the last five years. This is likely attributed to implementation of conservation programs and ordinances in addition to very low growth.

Table 3-1: Demands by Use Type (2016-2020)

Use Type	AFY				
	2016	2017	2018	2019	2020 ¹
Single Family	6,384	6,966	6,946	6,955	7,812
Multi-Family	1,920	1,976	1,967	1,954	2,090
Commercial/Institutional	828	861	887	887	844
Industrial	281	323	321	321	329
Landscape	684	858	849	873	917
Other	12	12	12	0	14
Distribution Water Loss	702	579	586	572	478
District Total:	10,810	11,575	11,569	11,561	12,484

¹AWWA water loss audit not yet complete. Distribution Water Loss is estimated based on the difference in metered production and delivery during 2020.

2020 demands are approximately 1,000 AF higher than previous years. This can likely be attributed to the Covid-19 pandemic and associated stay-at-home orders and increased unemployment rate. Single family and multi-family use increased by 12 and 7 percent, respectively, and represent the largest two increases over 2019 use.

Table 3-2 reports the number of active connections for the period 2016 through 2020. All customers are metered and there are no un-metered connections. The “Other” category includes accounts such as construction meters, dormant accounts (vacant land and meters not used by customers), and dedicated fire service meters.

3-2: Number of Connections by Use Type (2016-2020)

Customer Type	Number of Connections				
	2016	2017	2018	2019	2020
Single Family	16,470	16,508	16,518	16,537	16,581
Multi-Family	2,186	2,186	2,187	2,189	2,190
Commercial/Institutional	749	753	699	701	701
Industrial	56	56	56	56	56
Landscape	390	393	395	395	395
Other	207	209	213	31	68
District Total:	20,058	20,105	20,068	19,909	19,991

Table 3-3 presents the unit demand factors for each customer category from 2016-2020. As seen in the table, the residential (single family and multi-family) unit demand factors increased in 2020 compared to previous years.

Table 3-3: Unit Factor by Use Type (2016-2020)

Customer Type	AFY/Connection				
	2016	2017	2018	2019	2020
Single Family	0.39	0.42	0.42	0.42	0.47
Multi-Family	0.88	0.90	0.90	0.89	0.96
Commercial/Institutional	1.10	1.14	1.27	1.26	1.20
Industrial	5.02	5.78	5.74	5.72	5.87
Landscape	1.75	2.18	2.15	2.21	2.32
Other	0.06	0.06	0.06	0.00	0.20

The District anticipates the majority of the future customer base will continue to be comprised of traditional density single-family residential and multi-family units. SJWD developed demand projections for each of the wholesale WCA entities (Tully and Young, 2020). These demand projections include the Mitchell Farms development and the MarketPlace redevelopment of the Sunrise Mall area. At that time, MarketPlace was still in early development, and general assumptions were made regarding use and demands. Since that time, the City of Citrus Heights Planning Department has published a more detailed listing of development capacity for residential units and commercial/retail square footage (see Table 3-5 below). These proposed values were used to update the demands as provided in the SJWD 25-Year Demand Forecast and Capacity Analysis.

The projected demands from the SJWD analysis, updated with the recent MarketPlace projections, are presented in Table 3-4.

Table 3-4: Projected Demands by Customer Category

Customer Category	AFY				
	2025	2030	2035	2040	2045
Single Family	7,245	7,389	7,343	7,487	7,631
Multi-Family	1,961	2,070	2,289	2,507	2,726
Commercial/Institutional ¹	877	902	944	980	1,017
Industrial	322	322	322	322	322
Landscape	856	883	917	963	989
Other	21	21	21	21	21
Distribution Water Loss	567	586	601	626	650
Total:	11,849	12,173	12,437	12,906	13,355

Based on SJWD 25-Year Demand Forecast updated with recent MarketPlace information.

Table 3-5 presents the projected number of connections. The connections are divided into two main groups, all service area minus MarketPlace, and MarketPlace. The main service area residential connections are based on those projected in the SJWD 25-Year analysis. The 25-Year analysis projected non-residential demands based on acreage, not connections. For Table 3-5, non-residential connections are projected using 2020 values and the annual growth rates experienced over the last five years. The Marketplace residential connections are provided based on the proposed maximum number of units of 2,200, for conservative supply planning purposes. For Table 3-5, the projected number of non-residential connections are not estimated due to uncertainty in actual water service accounts at this time. Instead, non-residential square footage is listed as a proxy for growth rates.

Table 3-5: Projected Connections by Customer Category

Customer Category	Number of Connections				
	2025	2030	2035	2040	2045
Service Area					
Single Family	16,553	16,953	17,353	17,753	18,153
Multi-Family	2,287	2,487	2,887	3,287	3,687
Commercial/Institutional	710	719	728	737	747
Industrial	56	56	56	56	56
Landscape	402	409	417	424	432
Other	69	69	70	70	71
MarketPlace Redevelopment					
Residential Connections	0	317	951	1,586	2,220
Non-Residential square feet	0	247,000 ft ²	741,000 ft ²	1,236,000 ft ²	1,730,000 ft ²

3.2 Distribution System Water Loss

The District conducts annual water loss audits per the American Water Works Association water audit methodology. Validated annual reports are presented in Appendix E and summarized in Table 3-6. The 2020 water loss audit is not yet complete. Therefore, the water loss reported for 2020 is estimated based on the difference in water produced and delivered during 2020. An assumed annual water loss of approximately 5.0 percent of total water use is used to project future water loss volumes in Table 3-4.

Table 3-6: 2016-2020 Water Loss Reporting

Reporting Period Start Date	Volume of Water Loss (AF)	Water Loss Percent
01/2016	702	6.5
01/2017	579	5.0
01/2018	586	5.1
01/2019	572	4.9
01/2020	478	3.8

3.3 Water Use for Lower Income Households

Legislation requires the District to project water demands for low-income housing needs. Although the CHWD service area does not match the City of Citrus Heights boundary, CHWD's service area encompasses about two-thirds of the geographic area of the City of Citrus Heights.

This analysis assumes the City’s housing element is representative of the CHWD service area as approximately 70 percent of CHWD’s service area is within the City’s boundary.

The City of Citrus Heights reports anticipated Very Low and Low Income unit needs of 146 and 102 units, respectively (City of Citrus Heights, 2020). Projected water demands for these units assume that all units are classified as single-family and are included in the projections presented in Table 3-4 above.

3.4 SBX7-7 Baseline, Target, and 2020 Compliance

Pursuant to CWC section 10608.24(b)¹, the District must demonstrate its 2020 water use met the gallons per capita per day (gpcd) target adopted in its 2015 UWMP. As set forth in the 2015 UWMP, the District’s 2020 gpcd target was established as 229 gpcd, derived as the “gross water use” divided by the population during a defined baseline period. The District’s 2020 actual gpcd must use the same methodology to derive “gross water use” for 2020, then divide by the estimated 2020 population presented in Chapter 2.

As presented in the District’s 2015 UWMP, the District selected Urban Water Use Target Method 1, 80 percent of base daily per capita water use, resulting in a 2020 target of 229 gpcd. The actual 2020 gpcd is calculated as the gross water use divided by the served population.

The resulting gross water supplied to District customers in 2020 was 12,484 acre-feet. As shown in Table 2-1, the District’s served population in 2020 was estimated to be 63,821. This results in a calculated 2020 compliance value of 175 gpcd, which is less than the established target. Thus, the District complies with CWC section 10608.24(b) and has met its 2020 gpcd target. The important compliance calculation parameters are summarized in Table 3-7.

Table 3-7: Demonstration of Compliance with 2020 gpcd Target

2020 Gross Water Supplied	12,484 AF
2020 Population	63,821
2020 Actual gpcd	175 gpcd
2020 Target gpcd	229 gpcd
Compliance Achieved?	Yes

3.4.1 Water Use Objectives Impacts

Water Use Objectives (Objectives) are defined in the CWC as, “an estimate of aggregate efficient water use for the previous year based on adopted water use efficiency standards and local service area characteristics for that year” (CWC § 10608.12(u)). Pursuant to CWC section 10609.2, the SWRCB is required to “adopt long-term standards for the efficient use of water” concerning outdoor residential, outdoor irrigation of landscape areas applicable to CII customers

¹CWC section 10608.24(b) Each urban retail water supplier shall meet its urban water use target by December 31, 2020.

with dedicated landscape meters, and volume for water loss. The standards are currently being developed and are to be adopted by the SWRCB by June 30, 2022.

Developed standards for indoor residential water use are provided in section 10609.4 of the CWC. The standard for indoor residential water use shall be 55 gpcd until January 1, 2025, 52.5 gpcd for the period January 1, 2025 through December 31, 2029, and 50 gpcd after January 1, 2030. Using the assumed person per connection of 3.4 and 55 gpcd, the residential indoor budget is estimated as 0.21 AF/DU. The District's current average unit demand factor for single family connections is 0.42 AF/DU. The outdoor landscape budgets are not yet available for review, but once available, the District will evaluate the impact on its total water budget compliance.

Residential outdoor irrigation budgets are currently under development by the DWR. The water budget will be based on an estimated irrigation area as determined by satellite imagery, a maximum allowable water use (still to be determined), and assumed irrigation system efficiencies.

CII performance measures are to be developed and recommended to the SWRCB by October 1, 2021, with adoption by June 30, 2022. These performance measures will be developed based on recommendations for CII water use classification system, minimum size thresholds for converting mixed CII meters to dedicated irrigation meters, best management practices, and appropriate performance measures (consistent with the October 21, 2013 report to the Legislature entitled, "Water Use Best Management Practices")².

Water loss standards are to be developed by the Board, in coordination with DWR. Pursuant to CWC section 10608.34(i), the SWRCB "shall adopt rules requiring urban retail water suppliers to meet performance standards for the volume of water losses." As discussed further in detail in Section 3.2, CHWD annually validates the water loss audits and submits to DWR. Potential impacts to CHWD from the water loss regulations include the requirement of accelerated infrastructure repair and/or expansion of water loss programs.

Each water use objective is added together for an agency-wide total water budget the State will use for reporting and enforcement. It is then up to the water agency to enact measures to meet the total budget, focusing on the specific users or user types it selects. The water use objectives are to be calculated and reported to the Board by January 1, 2024 (and by January 1 annually thereafter). CWC section 10609.26 describes the reporting and enforcement of the Objectives. Pursuant to the code, an urban water supplier is required to calculate actual urban water use and report to the Board by January 1, 2024 (and by January 1 annually thereafter). For suppliers not meeting their respective Objectives, the SWRCB may issue informational orders, effective January 1, 2024. Beginning January 1, 2025, the SWRCB may issue a written notice to suppliers not meeting their Objectives. Written notices may request that the supplier addresses areas of concern in its next Objective report. In reporting actual urban water use and targets to the SWRCB, beginning on January 1, 2026, the SWRCB may issue conservation orders to urban

²CWC, section 10609.10

water suppliers who are not meeting their target. Conservation orders may include referral to DWR for technical assistance, require enhanced education and outreach by the supplier, and require specific local enforcement.

4 Water Supply Characterization

CHWD uses both surface water and groundwater to supply its customers. The District purchases surface water from the San Juan Water District (SJWD). Groundwater is obtained from the District's six active wells. The following subsections present information on the District's supply portfolio and conditions regarding such supplies. The District's Consumer Confidence Report (CCR) detailing water quality is included in Appendix F.

4.1 Purchased or Imported Water

CHWD purchases surface water from the SJWD. SJWD obtains its surface water through a combination of rights and contracts totaling 82,200 AFY. The specifics and reliability of each right and contract is presented in SJWD's UWMP (Chapters 3 and 5) and summarized in Section 5 of this UWMP. All of the surface water supplies are withdrawn from Folsom Reservoir into SJWD's water treatment plant.

CHWD maintains a wholesale Water Supply Agreement (WSA) with SJWD to provide surface water, as does SJWD with all the WCAs. The WSA is dated 2008 and is valid until 2045. The wholesale WSA does not include a volumetric amount; rather it states that SJWD will provide CHWD the required supply. The other WCA contracts also include the same language. CHWD projects it will use approximately 900 AF of groundwater annually (discussed below), and rely on surface water to meet the majority of its customer demands.

CHWD maintains multiple connections with SJWD to receive its water supply, one on the CHWD 42-inch transmission main and three on the SJWD 72-inch Cooperative Transmission Pipeline. Barring the failure of these connections, there are no physical constraints to obtaining the required SJWD supply.

4.2 Groundwater

The groundwater basin underlying the District is the North American Sub-basin, part of the larger Sacramento Valley groundwater basin. California Department of Water Resources California's Groundwater Update 2003, Bulletin 118, identifies the basin as 5-21.64.

4.2.1 Basin Description

Water-bearing formations beneath the District occur in two major strata. The upper water-bearing units include the geologic formations of the Victor, Fair Oaks, and Laguna Formations and are typically unconfined. The lower water-bearing unit consists primarily of the Mehrten Formation, which exhibits confined conditions. The Mehrten Formation is the most productive fresh water-bearing unit in the eastern Sacramento Valley, though some of the permeable layers of the Fair Oaks Formation produce moderate amounts of water. Much of the recharge of these aquifer systems comes from rainfall and applied water (36%), subsurface flow from the South (26%), and the Sacramento River (21%) (SGA, 2014). To a lesser extent, aquifer recharge also occurs where the Mehrten Formation reaches the surface in the foothills in eastern Sacramento and western El Dorado County areas.

Supply wells in the Sacramento region draw water primarily from the Mehrten and Fair Oaks formations and typically produce 500-1,500 gpm. There are areas throughout the basin that exhibit elevated levels of iron, manganese, and arsenic. CHWD's wells do not exhibit any water quality issues that impact its use as potable water supply or require treatment other than disinfection prior to service.

The local groundwater basin does contain three significant major groundwater contamination areas: the United Pacific Railroad plume located northwest of the District in Roseville and the McClellan Air Force Base plume located west of the District. Both plumes are down-gradient and not expected to impact the District's groundwater quality. A third groundwater contamination plume attributed to Aerojet's historic operations was first detected in groundwater south of the American River in 1979. Since that time, Aerojet has installed groundwater treatment facilities and conducted other efforts to treat and control the plume migration. However, the plume was detected north of the American River near Fair Oaks in 2000, and another plume was detected north of the American River in 2005 near Ancil Hoffman Park in Carmichael. Additional monitoring wells and pump-and-treat facilities have been installed to monitor and treat the plumes attributed to Aerojet.

The basin is not adjudicated. Total usable capacity and safe yield of the basin have not yet been determined. Usable capacity is assumed to be the yield calculated in the DWR's American Basin Conjunctive Use Project Feasibility Study (1997). The study assumed a specific yield of 7 percent and an assumed thickness of 200 feet. Applying these assumptions to the total basin area results in a usable capacity of 70.2 million AF. More information on the management of the basin is presented in the following subsections.

4.2.2 Groundwater Management

Sacramento Groundwater Authority (SGA)

The Sacramento Groundwater Authority (SGA) is a joint powers authority originally formed in 1998 to manage the North Basin (SGA, 2014) in response to descending groundwater levels. Up until the early 2000s, groundwater levels had been generally declining in Sacramento County for the previous 50 years, with many areas declining at a rate of 1.2 to 2.0 feet per year. A groundwater depression that was evident in 1968 significantly expanded and deepened in 1996. The SGA developed a Groundwater Management Plan (GMP) in 2003, with several updates since. The current GMP was completed in 2014 and identified the following four basin management objectives:

1. Maintain groundwater elevations in the SGA area that provide for sustainable use of the groundwater basin.
2. Maintain or improve groundwater quality in the SGA area to ensure sustainable use of the groundwater basin.
3. Maintain groundwater levels to prevent inelastic land surface subsidence that would damage infrastructure or exacerbate flooding.

4. Protect against adverse impacts to surface water or groundwater resulting from the interaction between groundwater in the basin and surface water in the American River, the Sacramento River, and other surface water bodies within the SGA area.

The SGA has implemented a groundwater accounting framework that allows for SGA member agencies to account for groundwater banking and conjunctive use efforts and includes consideration and monitoring of groundwater levels. This information is used to proactively manage the basin's storage capacity and available yield to support a conjunctive use strategy.

As a result of these efforts, SGA reports that groundwater elevation levels have stabilized, or in some cases increased. SGA is also the California Statewide Groundwater Elevation Monitoring (CASGEM) reporting agency for the basin conditions. As a member of SGA, CHWD continues to track contamination threats and participate in conjunctive use programs or other projects to minimize the risk of contamination plumes. The comprehensive SGA basin monitoring program and other strategies to mitigate groundwater overdraft on a regional basis are included in the SGA GMP, located at <https://www.sgah2o.org/programs/groundwater-management-program/groundwater-management-plan/>.

Sustainable Groundwater Management Act (SGMA)

The enactment of the Sustainable Groundwater Management Act (SGMA) in 2014 required “management and use of groundwater in a manner that can be maintained during the planning and implementation horizon without causing undesirable results” (CWC § 10721(v)). SGMA empowered local entities to form Groundwater Sustainability Agencies (GSAs), whose purposes include implementation of SGMA. As such, SGA was designated as the exclusive GSA for its management area in early 2016. SGA has continually participated throughout the SGMA process, including development of the Groundwater Sustainability Plan (GSP), Emergency Regulations, Basin Boundary Modifications process, and the report on the surface water available for replenishment.

SGMA basin prioritization includes a process that identifies a groundwater basin as Very Low, Low, Medium, and High priority basins, with specific SGMA requirements for each. All basins identified as either High or Medium priority basins are required to be managed under a GSP or coordinated GSP (CWC § 10720.7). The North American Sub-Basin is identified as Medium/High priority (although not identified as being in critically overdraft conditions) and accordingly, must be managed under a GSP by January 31, 2022.

Although there are no current restrictions on CHWD's ability to produce groundwater, basin sustainability may ultimately require certain limitations on groundwater production.

4.2.3 Overdraft Conditions

DWR Bulletin 118 does not specifically identify the North American Sub-Basin as being in overdraft. Groundwater management efforts in the region through SGA and other partnerships have improved and stabilized basin groundwater levels. Hydrographs for the basin's monitoring wells are shown in Figure 4-1 below and can be accessed at <https://www.sgah2o.org/basin-conditions/groundwater-hydrographs/>. The red points indicate the Spring season groundwater level measurement, usually correlating to the highest groundwater level for the year (before

pumping for agricultural purposes). The y-axis displays the reported groundwater surface elevation above (or below) mean sea level.

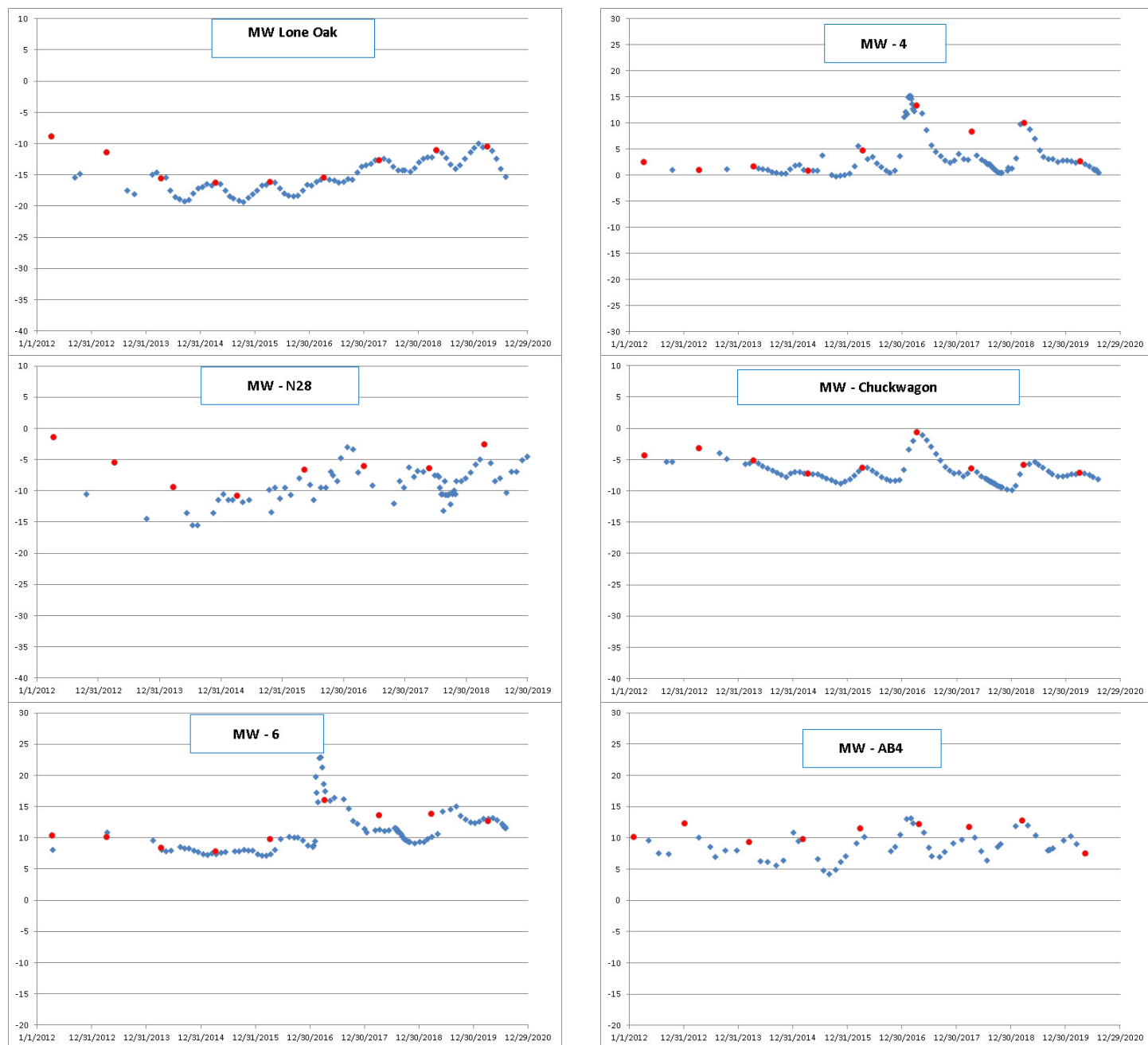


Figure 4-1: Hydrographs for Basin Monitoring Wells

4.2.4 Historical Pumping

CHWD maintains six operating wells with a projected total yield of approximately 5,000 AFY based on approximately seven months operation during the dry season. Well production rates vary from 800 to 2,100 gpm. CHWD cycles its wells weekly to maintain operational readiness-to-serve capabilities and to supplement the surface water supply. Over the last five years, this “maintenance” groundwater production has averaged approximately 1,100 AFY. Past groundwater usage from 2016-2020 is presented in Table 4-1. As noted in the table and discussed in Section 4.6, the District participated in a groundwater substitution/transfer program during 2018. There have been no issues that affect groundwater supply pumping over the last five years.

Table 4-1: Groundwater Volume Pumped (AF)

Groundwater Type	Basin Name	2016	2017	2018 ¹	2019	2020
Alluvial Basin	North American Sub-basin	1,173	713	1,842	359	1,473

¹Includes 1,584 AF of groundwater that was transferred to Kern County Water Agency and Dudley Ridge Water District.

4.3 Stormwater

Multiple entities are responsible for stormwater management within CHWD’s service area. For portions within the City of Citrus Heights’ boundary, stormwater is managed by the City of Citrus Heights and currently discharged to Arcade, Brooktree, and Cripple Creeks (including tributaries)³. For portions of CHWD’s service area outside of the City’s boundary (but within Sacramento County), Sacramento County Department of Water Resources is the responsible entity. For the small portion of the District’s service area located in Placer County, the management of stormwater is within the purview of Placer County and the City of Roseville (Placer County, rev. 2018).

No treatment facilities are within CHWD’s service area and therefore, stormwater is not considered a viable option for beneficial use at this time. Opportunities for development of stormwater as a supply source will be monitored and evaluated for feasibility.

4.4 Wastewater and Recycled Water

Information on wastewater and recycled water within CHWD’s service area is presented in the following subsections.

³Per Initial Study/Mitigated Negative Declaration accessible at <https://www.citrusheights.net/415/Stormwater-Program>.

4.4.1 Wastewater Collection, Treatment, and Disposal

The Sacramento Regional County Sanitation District (SRCSD), and its companion agency, the Sacramento Area Sewer District (SASD), conducts wastewater collection, treatment, and disposal for the CHWD service area. Wastewater is collected and conveyed approximately 25 miles southwest, near Elk Grove, to the regional wastewater treatment plant.

The regional wastewater treatment plant serves most of the entire Sacramento metropolitan area. The treatment plant receives and treats approximately 115-130 million gallons per day (mgd) of wastewater. The current capacity of the plant to treat dry weather flows is approximately 181 mgd. The treatment plant produces a disinfected secondary effluent that is discharged into the Sacramento River below Freeport. The principal treatment processes are primary sedimentation, pure-oxygen activated sludge, secondary sedimentation, and chlorination/de-chlorination. There are no recycled water facilities within the CHWD service area.

Estimated wastewater generation is based on the SRCSD unit wastewater generation factor of 310 gpd per equivalent dwelling unit (SRCSD, 2010). Estimated wastewater collected within the CHWD service area is presented in Table 4-2. No wastewater is treated or discharged within the CHWD service area.

Table 4-2: 2020 Amount of Wastewater Collected within Service Area (AF)

Name of Wastewater Collection Agency	Wastewater Volume Metered or Estimated?	Volume of Wastewater Collected from UWMP Service Area 2020¹	Name of Wastewater Treatment Agency Receiving Collected Wastewater	Treatment Plant Name	Is WWTP Located Within UWMP Area?
Sacramento Area Service District	Estimated	6,942	Sacramento Regional County Sanitation District	Regional San	No

¹Volume estimated based on SRCSD unit factor of 310 gpd/connection.

The annual 6,942 AF volume of wastewater collected is typically associated with year-round indoor water use and in 2020 averaged 580 AF per month within the CHWD service area. This monthly average quantity compares well with CHWD's average water use of 576 AF per month during the 2020 low water use months of January (519 AF), February (590 AF), and December (620 AF) when outdoor irrigation is minimal.

Similarly, this annual volume of wastewater collected within the CHWD service area equates to 6.197 million gallons per day (MGD) on average. When factoring in CHWD's 2020 population of 63,821, the amount of wastewater collected, treated, and then either recycled or discharged to the Sacramento River for downstream water supply and environmental benefit is estimated to be 97 gpcd. As noted in Section 3.4, CHWD's 2020 total annual gpcd was 175. Subtracting from this total the quantity of water returned to the system for other beneficial uses, CHWD's

consumers' net impact on the State's surface and groundwater resources is estimated to be 78 gpcd in 2020.

4.4.2 Recycled Water System Description

CHWD does not use recycled water nor is recycled water available in the District's service area. Accordingly, this subsection presents the required information per the DWR requirements.

Potential, Current, and Projected Recycled Water Uses

Recycled water is currently not, nor has been, a supply option for the District. Due to this fact, DWR reporting Tables 6-4 and 6-5 are not presented in this UWMP.

Actions to Encourage and Optimize Future Recycled Water Use

SRCSO developed a recycled water opportunities plan in 2007 (Recycled Water Plan). The Recycled Water Plan divided its service area into specific opportunity areas. Each opportunity area was evaluated for recycled water use potential based on many factors such as demand, supply availability, infrastructure requirements, local support, costs, and others. The process utilized a Water Recycling Advisory Committee that provided a broad stakeholder view and input to the process. The Committee consisted of representatives from cities, water agencies, environmental groups, the State, and business groups. CHWD was represented on the Committee by the Regional Water Authority.

The CHWD service area is located in the Target Area 3 opportunity area identified in the Recycled Water Plan. Based on the analysis and alternative screening procedures, no potential recycled water applications were identified in the CHWD service area. One of the main reasons for the findings is relatively small potential demands that would require extensive infrastructure development, including a new local treatment plant to provide a supply source. Table 4-3 summarizes these planning efforts.

The SRCSO Recycled Water Plan concluded there were no viable opportunities for recycled water use from SRCSO in the CHWD service area. However, in the future, basic planning assumptions may change or new issues arise that could result in the identification and development of feasible recycled water programs. CHWD will continue to monitor its water resources issues and identify recycled water programs should the opportunity arise.

Future recycled water use will be part of a regional solution that involves the many entities involved in the SRCSO Water Recycling Opportunities Study. Incentives and methods to encourage recycled water use will depend on SRCSO and its regional partners identifying and developing a recycled water program for the north area of Sacramento County. Potential recycled water supply could also come from remediated groundwater if a plume is detected in the service area. CHWD will continue to follow recycled water use issues and will provide input as necessary. When a feasible program is identified through cooperation with the regional efforts, CHWD may develop incentives and methods to encourage recycled water use within its service area. Table 4-3 lists the current methods and programs to encourage recycled water use as zero as there is no recycled water supply.

Table 4-3: Methods to Expand Future Recycled Water Use

Name of Action	Description	Planned Implementation Year	Expected Increase in Recycled Water Use
SRCSO Water Recycling Opportunities Study	A periodically updated regional study that investigates feasible water recycling opportunities throughout the region	Ongoing	None at this time for CHWD service area

The City of Roseville to the north also produces recycled water at both the Pleasant Grove and Dry Creek wastewater treatment plants. However, the City's water resource strategy anticipates the City will utilize all of its recycled water for its own long-term supply requirements.

4.5 Desalinated Water Opportunities

CHWD does not foresee any desalinated water opportunities to provide additional supply. The service area is not located near any sea or brackish water supply sources, and there are no known brackish groundwater supplies nearby. Future issues and opportunities may provide for CHWD, through SJWD or another agency, to exchange water supplies with another agency that does have desalination opportunities. CHWD will continue to monitor potential opportunities and develop programs and alternatives as identified.

4.6 Water Exchange and Transfers

CHWD receives all of its surface water from its wholesale agency, SJWD. CHWD does not own rights or contracts to additional surface water supplies that it could transfer or exchange. In 2018, CHWD (through SJWD) participated in the American River Water Transfer. This regional groundwater substitution provided a total of 17,981 acre-feet of water to the Kern County Water Agency and Dudley Ridge Water District. CHWD reduced its surface water supply entitlement, resulting in an increased groundwater production for 2018 as shown in Table 4-1.

It is noted that CHWD could participate in a conjunctive use program through SJWD that could result in future transfer and exchange opportunities. At this time, CHWD does not anticipate any transfer or exchanges for the planning period for this UWMP.

4.7 Future Water Projects

CHWD plans to construct an additional four wells over the next 10 years to provide additional dry-year supplies. The District plans to maintain groundwater production capacity equivalent to at least 5,000 AFY from its well system. However, groundwater production could increase up to the full well capacities in successive dry-year scenarios. Well site availability could impact the number of wells constructed or the construction implementation schedule. The District continues to monitor its service area for potential well sites and obtains the land as available. The District actively evaluates its needs for new wells and will update the number or timing of new wells as appropriate. Future supply projects are summarized in Table 4-4.

Table 4-4: Expected Future Water Supply Projects or Programs

Name of Future Projects or Programs	Joint Project with other suppliers?	Planned Implementation Year	Planned for Use in Year Type	Expected Increase in Water Supply
Well #7	No	2023	All Year Types	1,000 gpm
Well #8	No	2030	All Year Types	1,000 gpm
Well #9	No	2030+	All Year Types	1,000 gpm
Well #10	No	2030+	All Year Types	1,000 gpm

4.8 Summary of Existing and Planned Sources of Water

Existing supplies for CHWD include both purchased water and groundwater. Groundwater is currently used to augment purchased water supplies. Planned sources of supply include new groundwater production facilities as stated in Section 4.7. The increased groundwater production capabilities will allow CHWD greater flexibility with respect to meeting customer demands under different scenarios.

CHWD's 2020 supplies, by type, are presented in Table 4-5, while Table 4-6 presents projected supplies that are "reasonably available" in five-year increments through 2045. As the SJWD WSA provides CHWD sufficient supply to meet its needs, SJWD supply is set equal to projected demands minus groundwater usage. Groundwater usage from "maintenance" pumping during normal years is assumed to be approximately 900 AFY.

Table 4-5: 2020 Water Supplies

Water Supply	Additional Detail on Water Supply	Actual Volume (AF)	Water Quality
Purchased or Imported Water	SJWD	11,012	Drinking Water
Groundwater (not desalinated)	CHWD	1,472	Drinking Water
Total		12,484	

Table 4-5: Projected Water Supplies (Reasonably Available Supply)

Water Supply	Additional Description	2025	2030	2035	2040	2045
Purchased or Imported Water	SJWD	10,949	11,273	11,537	12,006	12,455
Groundwater (not desalinated)	CHWD	900	900	900	900	900
Total		11,849	12,173	12,437	12,906	13,355

Supply from SJWD matches projected demand minus CHWD groundwater.

4.8.1 Climate Change Effects

The American River Basin (Basin) region conducted a climate change study in partnership with local water purveyors and the United States Bureau of Reclamation (USBR). The purpose of the American River Basin Study (ARBS or Study) was to develop data tools and analyses, identify supply-demand imbalances, and climate change adaptation strategies specific to the Basin. Under the “new normal” of a changing climate, the ARBS aims to improve the resolution of regional climate change data and to develop regionally-specific mitigation and adaptation strategies. More detail regarding the ARBS can be found at www.pcwa.net/planning/arbs.⁴ CHWD participated in the American River Basin Study as a member of the RWA.

Projected Future Conditions

Analysis of projected future climate conditions in the American River Basin and development of climate scenarios for the ARBS were based on an ensemble of bias-corrected and spatially downscaled climate projections.⁵ This ensemble has been used by the California Water Commission and DWR as the primary source of climate projection information in several recent studies, including the Water Storage Investment Program (WSIP) and California’s Fourth Climate Change Assessment (Pierce et al., 2018). Projected future climate conditions were evaluated and characterized based on the ensemble of downscaled climate projections.

Hydrology scenarios were used to develop streamflow inputs to CalSim 3.0, which was then used to evaluate changes in water supplies, demands, and management throughout the Central Valley Project (CVP) and State Water Project (SWP), including the Study Area. Demands for each water purveyor largely relied upon water purveyors’ information provided in the Regional Drought Contingency Plan/Regional Water Reliability Plan (RWA, 2017/2019) and 2015 Urban Water Management Plans.

Temperature

Surface air temperatures are projected to increase steadily, with average summer temperatures increasing by approximately 7.2 degrees Fahrenheit (°F) by the end of the 21st century, and winter temperatures increasing by 4.9°F. Projections of daily maximum and minimum temperatures suggest similar warming trends during all seasons, with maximum temperatures projected to increase as much as 7.3°F during the summer months.

Precipitation

Annual precipitation projections show no significant trend in the median of change over the 21st century. Many of the available general circulation model (GCM) projections show change in precipitation, but there is no consistency in the magnitude and direction of projected change between models. Approximately half of the projections indicate a minor increase in annual precipitation and half indicate a minor decrease, highlighting the large uncertainty in future

⁴Study not yet published; USBR policy review is currently pending.

⁵Climate projections were developed using Global Climate Models from the Coupled Model Intercomparison Project Phase 5 (CMIP5) and downscaled using Localized Constructed Analogs (LOCA) method projected and coupled with two future emission scenarios (RCP 4.5 and RCP 8.5) available from Dr. David Pierce at the Scripps Institution of Oceanography.

precipitation over this region. Although lacking a clear trend in projected annual precipitation, by the end of the 21st century the average fall and spring precipitation is expected to decrease, with winter and summer precipitation increasing. Increasing variability is also projected in winter and fall precipitation. Table 4-6 displays the projected (2070-2099) change in precipitation and temperature compared to 1980-2009 averages.

Table 4-6: Projected Change in Precipitation and Temperature Over the American River Basin Study Area Between 1980-2009 and 2070-2099

Season	Percent Change in Basin-Averaged Annual Mean Precipitation (%)	Change in Basin-Averaged Annual Mean Daily Air Temperature (°F)	Change in Annual Mean of Daily Maximum Air Temperature (°F)	Change in Annual Mean of Daily Minimum Air Temperature (°F)
Fall	-6.0	5.8	6.1	5.5
Winter	4.7	4.9	5.0	4.8
Spring	-11.9	5.8	6.3	5.1
Summer	10.4	7.2	7.3	7.0

Snowpack

Snow water equivalent (SWE) is a key indicator of water supplies in this region, where runoff is largely influenced by snowmelt. The increasing variability in precipitation, combined with increases in surface air temperatures, are key drivers in projections of a reduction in annual average SWE. Average SWE is forecasted to decrease by 50-85% across all climate scenarios and future time periods. In addition, areas that accumulate snow above Folsom Reservoir are also projected to have up to a 12-inch decrease in maximum snowpack by end of the century.

Evapotranspiration

Potential evapotranspiration (PET) serves as a key indicator of landscape water demands, including consumptive use by evaporation and transpiration from bare soil, water surfaces, native vegetation, and crops. Average annual PET is expected to increase 1.2 to 6.2 inches across all climate scenarios and future time periods. PET is strongly correlated with air temperature and thus expected to increase more under the hot scenarios (HD, HW) than under the warm scenarios (WD, WW).

Runoff

Watershed runoff is a direct indicator of local water supply available, as well as to statewide CVP-SWP system. Climate change projections indicate a pronounced shift in the distribution of runoff from May and June to earlier in the season (December to March), implying a transition in precipitation from snow to rainfall and/or earlier snowmelt and increasing the amount of runoff during the winter months. Peak runoff is expected to shift by more than a month earlier by mid to late century (Figure 4-2). Spring runoff will decrease due to reduced winter snowpack.

Similar to the precipitation scenarios, there is large uncertainty in projected runoff where the ‘wet’ scenarios suggest an increase in annual runoff and the ‘dry’ scenarios suggest a decrease in annual runoff. The projected changes in basin-wide runoff range from an increase of 486 thousand acre-feet (TAF) under the warm-wet scenario to a decrease of 203 TAF under the hot-dry scenario by the end of the century.

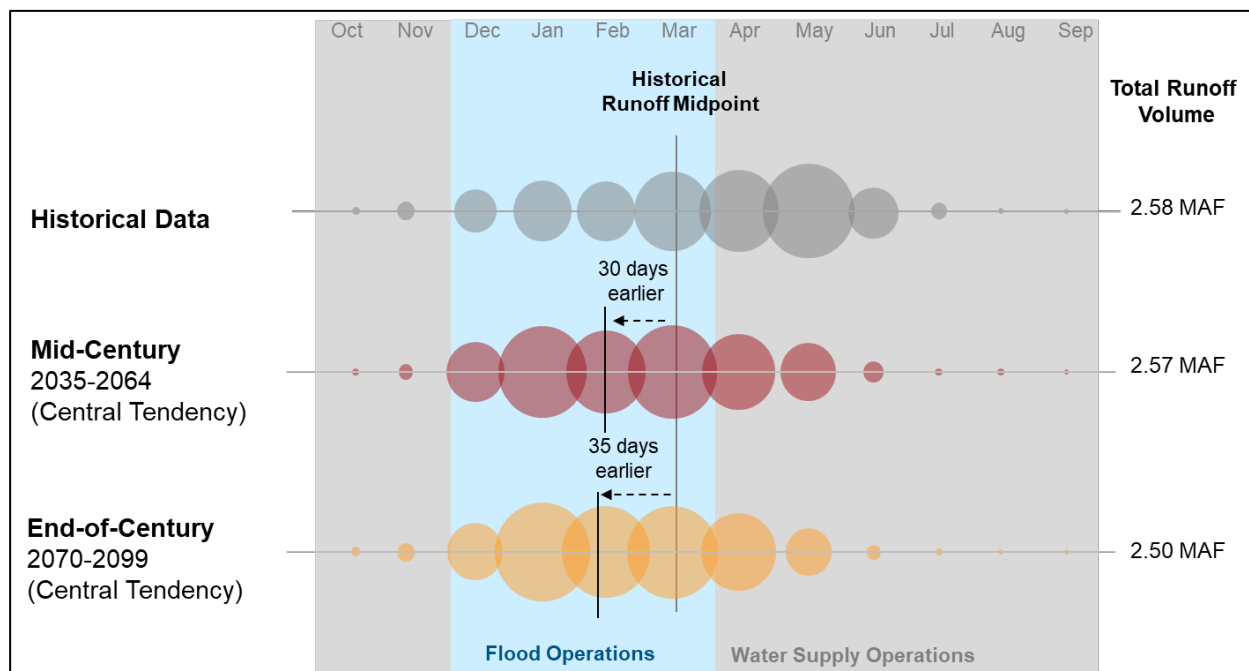


Figure 4-2: Distribution of Average Monthly Runoff for Historical Record (1922-2015) and Future Projections under Central Tendency Climate Scenario⁶

Table 4-7 lists the change in annual climatic and hydrologic indicators between historical baseline observations (1915 to 2015) and projected future conditions for the ARBS area.

⁶Figure provided by Sacramento Regional Water Authority.

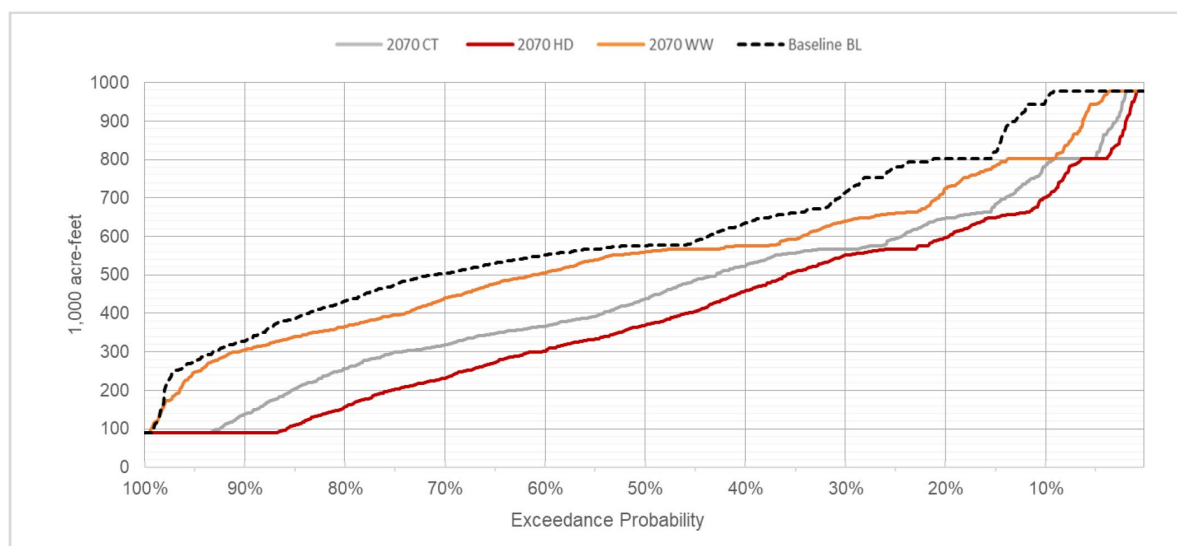
Table 4-7: Change in Hydrologic Indicators between Historical Observations and Projected Future Hydrology

Time Period	Climate Scenario	Precip (in)	T _{avg} (°F)	T _{max} (°F)	T _{min} (°F)	PET (in)	SWE ave (in)	SWE max (in)	Runoff (TAF)
1915-2015	Historical Observations	38.2	54.8	67.8	35.6	42.8	1.5	5.7	1,458
2040-2069	Warm-Wet	1.9	4	6.2	1.6	1.6	-0.7	-2.3	701
	Central Tendency	0.1	5	8.1	2.1	2.7	-0.9	-2.8	-2
	Hot-Dry	-2.8	6.2	10.4	2.7	3.7	-1.1	-3.4	-206
2055-2084	Warm-Wet	3.8	4.7	7.4	2	2	-0.8	-2.5	199
	Central Tendency	-1.1	6.3	11.1	2.6	4.1	-1.08	-3.5	-93
	Hot-Dry	-3.4	7.9	13.3	3.7	5	-1.2	-3.8	-185
2070-2099	Warm-Wet	7	5.4	8.3	2.5	1.8	-0.9	-2.9	486
	Central Tendency	-0.6	6.5	11	2.8	3.9	-1	-3.3	-54
	Hot-Dry	-4.6	8.9	15.7	4.1	6.2	-1.3	-4.3	-203

Water Supply Reliability

Changing climate conditions in the Sierra Nevada Mountains affect the volume of water stored in the snowpack and the timing of runoff entering Folsom Reservoir. Consequently, they can also affect the critical role of Folsom Reservoir in the CVP Operations. Reliance on Folsom Reservoir is expected to increase commensurate with the impact of sea level rise on salinity in the Delta. Modeling of these factors has illustrated that, without operational adjustments, Folsom Reservoir is projected to have lower end of conservation season (end of September) storage levels and approach “dead pool⁷” more often under most future climate scenarios (see Figure 4-3). Similarly, increased early season runoff would increase flood risks along the Lower American River, leaving less water in the upper watershed available during water supply operations.

⁷The term “dead pool” refers to water stored in a reservoir below the minimum level required to obtain supplies.



Key:

Baseline BL = Historic Conditions, 2070 CT = Central Tendency 2070 Climate Scenario, HD = Hot-Dry 2070 Climate Scenario, WW = Warm-Wet 2070 Climate Scenario

Figure 4-3: Exceedance Plot of Folsom Reservoir Storage (end of September) Under Future Climate Change⁸

Under the 2070 level of development, the ARBS projects a supply-demand imbalance of 63 to 78 TAF/year in the Upper Basin (or Foothills Area) without further conservation or management actions. In the Lower Basin, groundwater extraction is expected to increase by 62 to 155 TAF/year to offset the projected imbalance, which would affect groundwater sustainability.

Based on the water supply and demand imbalance results, the region's water supply reliability has vulnerabilities. The ARBS assessed several adaptation portfolios for addressing the range of vulnerabilities and future supply-demand imbalances for the Study Area for regional benefits. Portfolios analyzed were:

1. Foundational Institutions
2. No Assurances for Long-term CVP Water Contract
3. Alder Creek Storage and Conservation Project
4. Sacramento River Diversion Project
5. Federally Recognized Groundwater Bank (North and South Basin)
6. Folsom Dam Raise with Groundwater Banking (South Basin)
7. Modified Flow Management Standard

The seven formulated adaptation portfolios were quantitatively evaluated using CalSim 3.0 to alleviate supply-demand imbalances and benefits to the region. The Study's intent was not focused on individual water-supplier's portfolio, but rather how the region could plan to increase

⁸Figure provided by Sacramento Regional Water Authority.

regional reliability. The precise composition, scale, operations, partnerships, funding, and governance to advance these project concepts will require further evaluations and coordination among American River Basin interests, including the USBR, Department of Water Resources, and State Water Resources Control Board (SWRCB).

While climate change does have an impact on the basin, impacts are largely seen closer to the end of the century, and not within the timeline of this UWMP. Through proactive adaptation management actions, the Study highlights ways for the region to alleviate climate change impacts by the end of century; therefore, in consideration of the timeline of this UWMP, CHWD does not reflect any climate change impacts in supply and demand scenarios within this Plan.

4.8.2 Regulatory Conditions and Project Development

Regulatory conditions and projects that may directly/indirectly impact District supplies include:

- Bay-Delta Plan Update
- SWRCB Mandatory Conservation Orders

It is anticipated that effects from these regulatory conditions and projects could impact the amount of supply available to the District, although the magnitude of such impacts is not yet fully known.

2006 Bay-Delta Plan Update

The 2006 Bay-Delta Plan Update is currently being developed by the SWRCB. Proposed changes have the potential to impact District surface water supplies. In general, the SWRCB is recommending new and modified flow requirements for the Sacramento River (and its tributaries), Delta interior flows and outflows, cold water habitat, and ecosystem protection.

Information on the 2006 Bay-Delta Plan Update can be accessed at:

https://www.waterboards.ca.gov/waterrights/water_issues/programs/bay_delta/.

The potential for impact on CHWD's supplies includes increased regulatory control on surface water diversions from Folsom Reservoir. As CHWD's wholesale supplier, SJWD's ability to deliver surface water to CHWD may be impacted based on the potential for regulatory restrictions to be imposed. In turn, there may be an impact on the groundwater basin which the District produces from, as local purveyors may increase their reliance on groundwater supplies.

SWRCB Mandatory Conservation Orders

In response to the California drought from 2014 through 2016, the Governor issued various executive orders that required mandatory conservation, including prohibitions on water waste and certain uses. Impacts to urban water suppliers included mandatory reduction in potable water production and submission of monthly monitoring reports.

In addition to the mandatory conservation orders from emergency drought declarations, the SWRCB, beginning in 2026, is authorized to impose mandatory conservation orders to urban water suppliers who do not meet their Water Use Objective.

4.8.3 Other Locally Applicable Criteria

USBR has adopted a shortage policy for Central Valley Project (CVP) water supplies. As a CVP contractor, SJWD's Municipal and Industrial (M&I) water supplies from Folsom Reservoir could be reduced up to 75 percent of historic use during dry years. In times of significantly limited supplies, the M&I allocation can be further reduced down to use for health and safety purposes. This restriction on use for health and safety purposes can only be applied after agricultural contracts have been reduced to 0 percent allocations.

As a signatory to the Water Forum Agreement (WFA) (Sacramento Water Forum, 2015), CHWD and SJWD have agreed to coordinate with other WFA participants when projected March through November unimpaired inflow into Folsom Reservoir is less than 400,000 AFY. The WFA signatories have agreed to meet and consult to develop a regional approach to address meeting demands in times of limited Folsom Reservoir supply.

4.9 Energy Intensity

The energy required to supply water to CHWD's customer base is reported in Table 4-8 below, per UWMP requirements. The treated surface water supplied by SJWD is gravity fed into CHWD's service area. The majority of CHWD's energy consumption to supply water is attributed to groundwater pumping. In 2020, a total of 727,663 kWhs were needed to deliver 1,472 AF of groundwater to CHWD's customer base. As the surface water supply is gravity fed to the District's distribution system, there is no energy use associated with SJWD supplies. The resulting energy intensity, expressed in kilowatt-hours per AF of water delivered (kWh/AF), is reported as 494 kWh/AF.

Table 4-8: CHWD 2020 Energy Intensity

Supply	Energy Consumed (kWh)	Volume of Water Entering Process (AF)	Energy Intensity (kWh/AF)
Surface Water	0	11,012	0
Groundwater	727,663	1,472	494

5 Water Service Reliability and Drought Risk Assessment

This section describes the supply reliability and summarizes the total water supplies for CHWD. Imported surface supply reliability is entirely dependent on SJWD's reliability analysis of its supplies. As such, a brief summary regarding SJWD's supply reliability is provided.

Long-term reliability is assessed using the Water Service Reliability Assessment, where drought conditions are assumed for the planning horizon. Near-term reliability is assessed using the Drought Risk Assessment (DRA), which assumes the next five years are considered drought conditions.

5.1 Water Service Reliability Assessment

A water service reliability assessment presents the reliability of meeting demands under various conditions, including Normal Year, Single Dry Year, and Five-Consecutive-Year Drought scenarios. CHWD's assessment of water service reliability is used to direct management actions, provide insight on funding allocations, and allows for project prioritization aimed at increasing service reliability under all scenarios.

5.1.1 Constraint on Water Sources

SJWD's water supplies are subject to legal constraints through the CVP and State Board cutbacks and use restrictions as described in the 2020 SJWD UWMP. CVP contract stipulations include requirements for SJWD to reduce the M&I Contractor allocation during dry years and was reduced to 25 percent of historic use during the recent drought. The reduction in SJWD's PCWA supply is dependent on Folsom Reservoir projected unimpaired runoff, which reduces SJWD's contract supply to 10,000 AF when the Folsom Reservoir projected unimpaired runoff is below 400,000 AF. SJWD's Pre-1914 water right is not subject to contract stipulations that require reductions. Total supply availability is also influenced by the WFA. The WFA stipulates that SJWD supply can be cut back to a minimum of 54,200 AFY; however, it is not a legal mandate such as the CVP and State Board restrictions. As discussed above, the impacts to surface water supplies from climate change are not expected during this 25-year planning period. The potential for impacts to supplies from regulatory conditions is acknowledged, although the degree and duration of such impacts are unknown. Should regulatory conditions warrant reduction in supplies, CHWD may enact an appropriate Water Shortage Contingency Plan (WSCP) Stage to address any identified supply shortage.

The quality of water from Folsom Reservoir is considered good as the drainage basin is mostly alpine-based snowpack at the higher elevations and forest at the lower elevations with little to no urbanization. There are no water quality impacts expected that would reduce supply. There are no legal constraints in the wholesale/water supply agreement (WSA) regarding supply allotment or shortage requirements.

CHWD's groundwater supplies are subject to factors that could impact reliability. Groundwater basin issues could impact CHWD's groundwater supply. If the wells begin to produce contaminated groundwater, the supply could either be eliminated, reduced, or treated. Although groundwater levels were once declining, they have stabilized or increased in recent years, as

shown above in Figure 4-1. If the groundwater levels decrease again, CHWD well capacities could be impacted or even eliminated. However, the SGA has a groundwater accounting framework implemented by the region's water agencies to mitigate and improve the groundwater basin conditions. Development of SGA's Groundwater Management Plan (GMP), and potential measures or programs developed to address basin sustainability may impact the amount of groundwater available to the District. Groundwater levels have stabilized in recent years. Therefore, it is assumed the only issue that could impact supply availability is groundwater contamination. Should this occur, CHWD will evaluate pump-and-treat alternatives versus drilling new wells.

5.1.2 Reliability by Type of Year

The Water Code requires the inclusion of three scenarios when considering the long-term reliability of a supply source, including Normal Year, Single Dry Year, and Five-Year Consecutive Drought scenarios. Table 5-1 presents the Reliability Assessment for Purchased Water and Groundwater for each year type. Surface water supplies for Single-Year and the Five-Year Consecutive Drought assume SJWD's reliability. SJWD provided information to CHWD regarding surface water supply availability during each year type. Through 2045, SJWD projects it will have sufficient surface water supply if demands are reduced 15 percent during dry years per the WFA. Average year surface water available listed in the table is SJWD's full entitlement, including contract water and surface water rights. Dry year (single and consecutive years) surface water available assumes the WFA supply limit of 54,200 AF. CHWD maintains approximately 5,000 AF of groundwater production capacity, which is assumed to be available during all year types. The same supply availability is assumed for the Single-Dry Year and the during the Five-Consecutive-Year Drought scenarios.

Table 5-1: Basis of Water Year Data -Reliability Assessment (AF)

Year Type	Base Year	Surface Water Available	Groundwater Available	Total Available
Average Year	2010	82,200	5,000	87,200
Single-Dry Year	1977	54,200	5,000	59,200
Consecutive Dry Years 1 st Year	2012	54,200	5,000	59,200
Consecutive Dry Years 2 nd Year	2013	54,200	5,000	59,200
Consecutive Dry Years 3 rd Year	2014	54,200	5,000	59,200
Consecutive Dry Years 4 th Year	2015	54,200	5,000	59,200
Consecutive Dry Years 5 th Year	2016	54,200	5,000	59,200

5.1.3 Water Service Reliability

Projections for Normal year supply indicate there is sufficient supply for the projected demands (Table 5-2). Single Dry Year (Table 5-3) and Five-Consecutive-Year Drought (Table 5-4) projections indicate sufficient supply for the projected demands. Projected demands during the dry year types are reduced 15 percent per the WFA.

Table 5-2: Normal Year Supply and Demand Comparison (AF)

Category	2025	2030	2035	2040	2045
Supply Totals ¹	11,849	12,173	12,437	12,906	13,355
Demand Totals ²	11,849	12,173	12,437	12,906	13,355
Difference	0	0	0	0	0

¹From Table 4-5.²From Table 3-4.**Table 5-3: Single Dry Year Supply and Demand Comparison (AF)**

Category	2025	2030	2035	2040	2045
Supply Totals	10,072	10,347	10,572	10,970	11,352
Demand Totals ¹	10,072	10,347	10,572	10,970	11,352
Difference	0	0	0	0	0

¹Single-Dry Year demands reduced 15 percent from Normal Year demands presented in Table 5-2.

Table 5-4: Multiple Dry Year Supply and Demand Comparison (AF)

		2025	2030	2035	2040
First Year ¹	Supply Totals	10,072	10,347	10,572	10,970
	Demand Totals	10,072	10,347	10,572	10,970
	Difference	0	0	0	0
Second Year	Supply Totals	10,127	10,392	10,651	11,047
	Demand Totals	10,127	10,392	10,651	11,047
	Difference	0	0	0	0
Third Year	Supply Totals	10,182	10,437	10,731	11,123
	Demand Totals	10,182	10,437	10,731	11,123
	Difference	0	0	0	0
Fourth Year	Supply Totals	10,237	10,482	10,811	11,199
	Demand Totals	10,237	10,482	10,811	11,199
	Difference	0	0	0	0
Fifth Year	Supply Totals	10,292	10,527	10,891	11,276
	Demand Totals	10,292	10,527	10,891	11,276
	Difference	0	0	0	0

¹Supply and demands reduced 15 percent from Normal Year demands.

As indicated in the tables, CHWD projects sufficient supplies during each dry year type. The groundwater supply, plus potential demand reductions during shortage periods, is assumed to provide sufficient reliability for these planning purposes.

5.1.4 Description of Management Tools and Options

Available management tools and options to maintain reliable water service aimed at maximizing local resources include the District's current conservation program (including issuance of penalties and charges, and curtailment/prohibition on end uses), public outreach and education, and utilizing unused groundwater production capacities.

The District's WSCP is another adaptive tool that allows the District to address any shortage in supplies. The current WSCP, including specific actions aimed at reducing any identified supply-demand shortage gap, is presented in the following chapter.

5.2 Drought Risk Assessment

This subsection provides the detailed approach for conducting CHWD's Drought Risk Assessment (DRA), including the data and methods used. The DRA is a near-term planning exercise to assess the District's ability to meet customer demands based on the assumption that the next five years are considered drought conditions. Results from the District's DRA are provided.

5.2.1 Data, Methods, and Basis for Water Shortage Condition

Data used for the DRA include projected supplies (as outlined in Section 4) and demands (as outlined in Section 3) for the period 2021 through 2025. Projected supplies and demands are compared and used for identification of a shortage. Based on an identified shortage gap, an initial Stage Declaration from the District's WSCP is used to analyze an expected shortage reduction. The available demand reduction and supply augmentation actions (collectively referred to as "shortage response actions") for the initial Stage Declaration are applied to the supply and demand totals. If results of administering shortage response actions for the initial Stage Declaration indicate adequate supplies to meet expected demands, the Stage Declaration is proclaimed. Conversely, if results of administering shortage response actions for the initial Stage Declaration indicate inadequate supplies to meet expected demands, the Stage Declaration is increased, and the resulting shortage response actions are analyzed. This process is repeated until an appropriate Stage Declaration (and subsequent shortage response actions) results in expected supplies' ability to meet expected demands.

For the DRA simulated drought, District demands are assumed to be reduced by 15 percent, per the WFA.

5.2.2 DRA Water Source Reliability

Surface water supply reliability is primarily dependent on hydrologic conditions. During the recent drought (2012-2016), which represented the driest 5-year sequence of unimpaired inflow to Folsom Reservoir, SJWD's total surface water supply was restricted to 54,200 AF (2015).

SJWD was able to provide CHWD with the surface water supply needed to meet demands during this period, despite the legal restrictions and contract provisions imposed. Considering SJWD's ability to provide surface water supplies during the recent drought, for planning purposes, it is anticipated that SJWD will maintain the ability to provide the surface water supply needed by CHWD during the DRA.

As indicated earlier there have been no issues affecting the District's ability to produce groundwater, including during the recent drought (2012-2016). The District's average groundwater production is approximately 900 AFY. It is assumed that groundwater production capabilities during the DRA's simulated drought will reflect the District's ability to produce increased groundwater. CHWD anticipates the ability to produce at least 5,000 AFY of groundwater during the DRA simulated drought. Active monitoring for the groundwater basin includes water level elevation, groundwater quality, and land subsidence (SGA, 2014). The monitoring provides the framework for which the basin can be assessed with regard to identifying negative impacts on the ability to sustainably produce groundwater. To date, there have no observable impacts requiring curtailment, additional treatment, or mitigation with regard to groundwater production from CHWD wells.

5.2.3 Total Water Supply and Use Comparison

Table 5-5 presents CHWD's water supply and use comparison for the five-year DRA. The DRA assumes water consumption patterns return to pre-pandemic levels. As indicated in the table, CHWD anticipates meeting expected demands during the 5-year simulated drought.

Table 5-5: Five-Year Drought Risk Assessment (AF)

	2021	2022	2023	2024	2025
Total Water Use	9,876	9,925	9,974	10,023	10,072
Total Supplies	9,876	9,925	9,974	10,023	10,072
Surplus/Shortfall w/o WSCP Action	0	0	0	0	0
Planned WSCP Action	none	none	none	none	none
WSCP – Supply Augmentation Benefit	n/a	n/a	n/a	n/a	n/a
WSCP – Use Reduction Savings Benefit	n/a	n/a	n/a	n/a	n/a
Resulting % Use Reduction from WSCP Action	n/a	n/a	n/a	n/a	n/a

6 Water Shortage Contingency Plan

This Water Shortage Contingency Plan (WSCP) presents Citrus Heights Water District's (CHWD) approach for identifying and mitigating various water shortage conditions, pursuant to California Water Code (CWC) section 10632. This WSCP is included in the District's 2020 Urban Water Management Plan (UWMP), although the WSCP can be amended, as needed, without the requirement to amend the UWMP. It is noted that the CWC does not exclude the District from taking actions not specifically contained in its WSCP in response to supply shortage conditions.

This WSCP applies to any shortage condition identified or incurred by the District, including shortages identified by the annual assessment. Further, the WSCP shortage levels are also applicable to catastrophic interruption in supplies, including but not limited to, an earthquake, a regional power outage, and other emergency events.

6.1 Legal Authorities

The District has the legal authority to implement and enforce its WSCP. California Constitution Article X, Section 2 and CWC section 100 provide that water must be put to beneficial use, the waste or unreasonable use or unreasonable method of use of water shall be prevented, and the conservation of water is to be exercised with a view of the reasonable and beneficial use thereof in the interest of the people and the public welfare. Sections of CWC Chapter 3 commencing with Section 350 of Division 1, provide the authority for the governing body of a water agency to declare a water shortage and to adopt and enforce water conservation restrictions. (CWC §§ 350-359, 375-378.0.)

If necessary, the District shall declare a water shortage emergency in accordance with CWC Chapter 3 of Division 1. Once having declared a water shortage, the District is provided with broad powers to implement and enforce regulations and restrictions for managing a water shortage. For example, CWC section 375(b) grants the District with the authority to set prices to encourage water conservation.

Under California law, including CWC Chapters 3.3 and 3.5 of Division 1, Parts 2.55 and 2.6 of Division 6, Division 13, and Article X, section 2 of the California Constitution, the District is authorized to implement the water shortage actions outlined in this WSCP. In water shortage cases, shortage response actions to be implemented will be at the discretion of the District and will be based on an assessment of the supply shortage, customer response, and need for demand reductions as outlined in this WSCP.

CHWD is organized under the Irrigation District Law (CWC §§ 20500-29978) and is authorized to do any act necessary to furnish sufficient water in the district for any beneficial use (CWC § 22075), and is therefore granted the authority to enforce its rules and regulations. As a public entity, the District is authorized to "adopt and enforce a water conservation program to reduce the quantity of water used by those persons for the purpose of conserving the water supplies of the public entity" (CWC § 375). For the ordinance or resolution regarding the adoption of a conservation plan, the ordinance/resolution is made effective upon adoption (CWC § 376).

The aforementioned powers derived from CHWD’s organizing statutes are in addition to general powers granted to water distributors in CWC section 350-359. CWC section 350 authorizes the governing body of a distributor of a public water supply to declare a water shortage emergency whenever it finds and determines that the ordinary demands and requirements of water consumers cannot be satisfied without depleting the water supply of the distributor to the extent there would be insufficient water for human consumption, sanitation, and fire protection. Upon a finding of such an emergency condition, the distributor can adopt such regulations and restrictions on the delivery and consumption of water as will conserve the water supply for the greatest public benefit, with particular regard to domestic use, sanitation, and fire protection (CWC § 353). The regulations and restrictions remain in force and effect until the supply of water available for distribution within such area has been replenished or augmented, and restrictions may include the right to deny new service connections and discontinue service for willful violations (CWC § 355 and § 356).

The District will vote to adopt its UWMP and WSCP as stated in **Resolutions/Ordinances XXXX** and **XXXX**, respectfully. The two Resolutions authorize the implementation and enforcement of this WSCP, which is included in the 2020 UWMP.

It is noted that upon proclamation by the Governor of a state of emergency under the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code) based on drought conditions, the state will defer to implementation of locally adopted water shortage contingency plans to the extent practicable.

CHWD will also coordinate with the City of Citrus Heights, as well as the counties of Sacramento and Placer for the possible proclamation of a “local emergency” under California Government Code, California Emergency Services Act (Article 2, Section 8558).

6.2 Water Supply Reliability Analysis

CHWD’s water supply consists of surface water purchased from San Juan Water District (SJWD) and locally produced groundwater from its own wells. Both supply sources can be impacted by climate factors, catastrophic events, and regulatory measures. The District evaluates its overall water supply reliability through its Urban Water Management Plan, as well as through other regional and San Juan Water District planning efforts. The following summarizes the District’s current understanding of its supply reliability.

SJWD holds a pre-1914 appropriative water right of 26,400 acre-feet per year (AFY) and an appropriative water right of 6,600 AFY both from the American River. The senior water right status prompted the U.S. Department of the Interior, Bureau of Reclamation (USBR) to enter into an agreement with SJWD upon construction of Folsom Reservoir, setting the District’s maximum diversion under its water rights to 33,000 AFY at a rate of 75 cubic feet per second. SJWD also has the following contractual water entitlements: (1) a Central Valley Project (CVP) water supply contract for 24,200 AFY; and (2) a water supply contract with Placer County Water Agency (PCWA) for 25,000 AFY. SJWD has an existing Warren Act Contract with USBR to

wheel non-CVP water supply through federal facilities, such as Folsom Reservoir and the intake facilities that connect to the District's water treatment plant (WTP).

The District's groundwater supplies are projected to be available for pumping during drought periods. The groundwater supply, the North American Subbasin, is sustainably managed by all the region's pumpers in coordination with the region's groundwater sustainability agencies. The District does not currently project any groundwater shortages during a drought lasting up to five years. However, the ability to pump the groundwater may be limited by regulatory or legal requirements, including under the Sustainable Groundwater Management Act (SGMA). The District will address these restrictions as they materialize and modify its water shortage supply strategy as necessary.

The surface water supply purchased from SJWD is subject to reliability challenges during a drought. CHWD's current strategy to address supply shortages includes both demand reductions and increasing groundwater pumping depending on the declared shortage, as described below.

6.3 Annual Water Supply and Demand Assessment Procedures

The District conducts an annual analysis of supply and demand projections to help inform water resources management decisions for the coming year. The analysis incorporates numerous data sources used as evaluation criteria to project probable demands and supply availability for the coming year. Sources the District will consider include:

- Projected weather conditions
 - Precipitation versus historical on a monthly basis
- Projected Unconstrained Demand
 - Production versus historic on a monthly basis
 - New customer growth
 - Identify artificially supplied water features separate from swimming pools and parks
 - Water Use Objective tracking
- Projected Supply Availability
 - SJWD supply projections
 - Groundwater production capacity

The general procedure is listed below. The District may modify this process based on available data, significant events, process restrictions, or other external factors that may impact the process.

1. Compile existing weather data to characterize past 12 months' conditions. Considering recent conditions and available forecasts, identify the projected dry year scenario available supply from :
 - SJWD-provided supply availability
 - CHWD groundwater well current capacity

2. Estimate unconstrained District demands based on recent and representative customer use data. Development of unconstrained demand will incorporate recent use patterns (unit factors for each customer type) and anticipated customer growth.
3. Identify and incorporate any applicable constraints (infrastructure, regulatory, etc.) regarding receiving wholesaler supply or groundwater production.
4. Compare projected wholesaler supplies and available groundwater production facilities with anticipated District demands.
5. Develop, analyze, and propose water resource management strategies to address the projected demand to supply comparison, including reference to the water shortage stages identified in this WSCP.
6. Present to Board of Directors for approval of Annual Water Supply and Demand Assessment (and resulting Conservation Stage Declaration, if applicable).

The general proposed timeline is as follows:

- Begin assessment by District staff – March/April
- Present assessment to Board of Directors – June
- Submit to State per CWC §10632.1 – No later than July 1

6.4 Water Shortage Stages

The following subsections and tables present information on the District's supply scenarios, including Normal Water Supply and the six standard water shortage stages. Results from the annual Water Supply and Demand Assessment are used to declare a respective shortage stage.

No provisions of this WSCP shall apply to fire hydrants, fire mains, fire sprinkler lines, or other equipment used solely for fire protection purposes. Nor shall any provisions apply to any hospital, health care or convalescent facility, or any other type of facility where the health and welfare would be affected by restrictions on water used, nor shall it apply to veterinary hospitals. Such facilities are encouraged to conserve water to the extent possible. However, this WSCP does apply to the outdoor grounds, yards, and parking areas of these facilities.

6.4.1 Normal Water Supply

The District's water supply and distribution system is able to meet all the water demands of its customers in the immediate future. Regulations for Normal Water Supply apply to all stages and include the following:

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be

attached to any hose or filling apparatus in use.

4. Leaking customer pipes or faulty sprinklers shall be repaired within five working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, is prohibited except as necessary for health, esthetic, or sanitary purposes.
7. Customers are encouraged to take advantage of the District's water conservation programs and rebates.

Stage 1 – 10% Supply Shortage

Actions include regulations from Normal stage plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 10 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 10 Percent

- Reduce total water use by 10%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
- Users of construction meters and fire hydrant meters will be monitored for efficient water use.

District Actions

- Leak repair receives higher priority.
- Increase drought awareness through additional public outreach measures that notify public and customers of declared stage, requirements, and available conservation program support.
- Standard rates in effect.
- Increased monitoring of customer use.
- Accelerate infrastructure repairs and improvements.
- Increase groundwater pumping as available.

Stage 2 – 20% Supply Shortage

Actions include regulations from Stage 1 plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 20 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 20 Percent

- Leaking customer pipes or faulty sprinklers shall be repaired within two working days or less if warranted by the severity of the problem.
- Reduce total water use by 20%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Requested to only irrigate three times per week.
- Application of potable water to outdoor landscapes during and within 12 hours after measurable rainfall is prohibited.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Decrease system flushing frequency.
- Increase groundwater pumping as available.

Stage 3 – 30% Supply Shortage

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 30 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 30 Percent

- Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
- Special Water Feature Distinction - All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds, or streams. Water use for ornamental ponds and fountains is prohibited.
- Reduce total water use by 30%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Irrigation shall be limited to two days per week. The days of the week when outdoor water will be permitted shall be set based on the last digit of the street address. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays and Saturdays; even addresses shall limit watering to Wednesdays and Sundays. No irrigation is permitted on Mondays, Thursdays, or Fridays. Irrigation should be limited to the minimal amount of water necessary to keep plants and trees alive.
- Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
- Use of reclaimed water for construction purposes is encouraged.
- Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
- Installation of new turf, lawn, and/or landscaping is prohibited.
- Restaurants shall serve water only upon request.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Increase groundwater pumping as much as possible to avoid Stage 4 supply shortage condition.
- No commitments will be made to provide service for new water service connections unless the Department of Water Resources Model Water Efficient Landscape Ordinance, found at: <http://www.water.ca.gov/wateruseefficiency/docs/MWEL009-10-09.pdf>, is followed and the plans have been approved by the county or city building department which has jurisdiction over the property location. Any authorized landscape for new connections is subject to all restrictions set forth in Stage 3.

Stage 4 – 40% Supply Shortage	
Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 40 percent gap between supplies and demands.	
Customers - Actions to Reduce Demand up to 40 Percent	<ul style="list-style-type: none">• Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited.• Reduce total water use by 40%. Contact the District for tips and techniques to reduce indoor and outdoor water use.• Irrigation is allowed only once per week. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays; even addresses shall limit watering to Thursdays.
District Actions	<ul style="list-style-type: none">• Communicate mandatory reduction targets to customers.• Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.• Increase groundwater pumping as much as possible to avoid Stage 5 supply shortage condition.• New connections to the District's water distribution system will not be allowed.

Stage 5 – 50% Supply Shortage

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 50 percent gap between supplies and demands.

Customers - Actions to Reduce Demand up to 50 Percent

- Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.
- Reduce total water use by more than 50%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
- Landscape and pasture irrigation is prohibited.
- Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
- No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting.
- Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Increase groundwater pumping as much as possible to avoid Stage 6 supply shortage condition.

Stage 6 – Over 50% Supply Shortage

Actions include regulations from preceding stages plus those listed below. Actions will be identified to address each specific shortage situation to eliminate the gap between supplies and demands.

Customers - Actions to Reduce Demand greater than 50 Percent

- Health and safety use of water only.

District Actions

- Communicate mandatory reduction targets to customers.
- Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
- Other actions as identified specific to the shortage condition.
- Declare Water Shortage Emergency in accordance with Section 350 of Division 1, Chapter 3 Water Shortage Emergencies of the California Water Code.

6.5 Enforcement and Variances

Enforcement measures for all stages, including Normal Water Supply, are presented below.

- A. Upon initial observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, the violator shall be informed of the District's current Water Conservation Stage Regulations, shall be provided with appropriate water conservation information, and offered a free Water Efficiency Review. If no contact is made, a Courtesy Notice will be left at the premises informing the customer of the observed violation. The customer will be informed of the consequences of further violations.
- B. Upon a second observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A \$50.00 penalty will be applied to the customer's account for noncompliance with the Mandatory Conservation Stage Regulations. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- C. Upon a third observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A \$100.00 penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- D. Upon a fourth observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A \$250.00 penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- E. Customers for whom these Mandatory Water Conservation Stage Regulations may present an undue hardship may request a variance from the District. Variance requests shall be submitted to the Water Efficiency Coordinator and shall accurately describe the reason for non-compliance with specific requirements in the Mandatory Water Conservation Stage Regulations. A variance request will be approved or denied in writing by the District's General Manager or the Board of Directors.

- F. Violation notices from other than the current calendar year shall be considered null and void when applying the enforcement provisions of the Mandatory Water Conservation Stage Regulations.

6.6 Communication Protocols

Communication protocols for the WSCP include public outreach and notification to entities within the District upon a change in stage declaration. Information shall include the appropriate shortage response actions for the declared stage. Such communication will be delivered by direct mail, District website, and media outlets. Other regional agencies, including SJWD and RWA, will be notified of the identified shortage.

CHWD will also coordinate with the City of Citrus Heights and the counties of Placer and Sacramento, to declare a local emergency with respect to anticipated water supplies and demands in the event conditions necessitate.

6.7 Financial Consequences of WSCP

The District understands the potential for decreased revenues and increased costs during prolonged water shortage conditions and enforcement of excessive residential water use during a drought (compliance with Chapter 3.3, Division 1 of the CWC). The decreased revenues can be expected due to a reduction in water sales. 2020 volumetric sales were approximately 32 percent of total revenue.⁹ Assuming a reduction in sales commensurate with the particular WSCP stage declaration, a decrease in total revenues in the range of 3 – 17 percent may be expected.

Additional monitoring, public outreach, and enforcement is expected to increase total costs to the District in declaring a water shortage. These additional efforts are prioritized for current staff, and other normal work efforts and projects would be delayed or reassigned. If conditions warrant, the District will seek assistance through additional staffing for third-party service providers. These costs depend on the level of support and will be evaluated on a case-by-case basis.

The District maintains a Water Efficiency Reserve (Efficiency Reserve) for purposes including water efficiency projects, drought response, and water loss programs. When required, budget allocations to the Efficiency Reserve are provided annually. The target amount of \$200,000 is to be maintained for the Efficiency Reserve per the District's Budget Policy (\$6280.00). In addition to the Efficiency Reserve, the District may enact a range of management and financial resources depending on the specific situation that include:

- Water Shortage Rate Structure enactment (Stage 3 and higher)
- Capital project deferment
- Operational and maintenance expense deferment
- Increased revenues from penalties

⁹CHWD 2020 Budget Performance Report

- Others as identified

6.8 Monitoring and Reporting

The District anticipates the ability to monitor customer use through real-time metering. Data collected from the real-time meters allows tracking of water demands during a declared shortage stage. The ability to track performance metrics allows refinement and enhancement of the WSCP by providing valuable data, including information on customer use and system loss. The real-time monitoring offers insight regarding the efficacy of a declared shortage stage and associated shortage response actions.

Reporting on the implementation of the WSCP is conducted by District staff. Specifically, at a regularly scheduled Board meeting, District staff will update the Board (and public) with information on the Water Efficiency Program, including information on the performance of the declared shortage stage.

The District will report on the implementation of this WSCP as specifically required by the State, as applicable.

6.9 Response Action Estimates

The following table presents the individual estimated demand savings of each response action. Actual savings will likely vary greatly based on external influences, shortage stage level, and general customer understanding of drought severity. It is assumed the savings estimates are not additive, but when implemented together as a program with all the actions in each respective stage, they will eliminate the supply to demand shortage gap.

Table 6-1: Shortage Response Action Measures Estimates

Stage	Shortage Response Action	Potential Shortage Gap Reduction
1	Customer – Asked to reduce total water use by 10%.	up to 10%
1+	Customer – Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.	0-1%
1+	Customer – Users of construction meters and fire hydrant meters will be monitored for efficient water use.	0-2%
1+	District – Leak repairs receive higher priority.	0-3%
1+	District – Increase drought awareness through additional public outreach measures that notify public and customers of declared stage, requirements, and available conservation program support.	3-5%
1+	District – Increased monitoring of customer use.	0-3%
1+	District – Accelerate infrastructure repairs and improvements.	0-5%
1+	District – Increase groundwater pumping as available.	Up to full gap shortage
2	Customer –Reduce total water use by 20%.	up to 20%

Stage	Shortage Response Action	Potential Shortage Gap Reduction
2	Customer – Leaking pipes or faulty sprinklers shall be repaired within two working days or less if warranted by the severity of the problem.	0-1%
2	Customer – Requested to only irrigate three times per week.	3-5%
2+	Customer – Application of potable water to outdoor landscape during and within 12 hours after measurable rainfall prohibited.	0-2%
2+	District – Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.	5-7%
2+	District – Decrease system flushing frequency.	1-3%
3	Customer – Reduce total water use by 30%.	up to 30%
3+	Customer – Leaking pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.	0-1%
3+	Customer – All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District’s system shall be used to fill or refill swimming pools, artificial lakes, ponds, or streams. Water use for ornamental ponds and fountains is prohibited.	0-2%
3	Customer – Irrigation shall be limited to two days per week. Irrigation should be limited to minimal the amount of water necessary to keep plants and trees alive.	5-20%
3+	Customer – Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.	1-4%
3+	Customer – Use of reclaimed water for construction purposes is encouraged.	0-1%
3+	Customer – Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.	0-2%
3+	Customer – Installation of new turf, lawn, and/or landscape is prohibited.	0-3%
3+	Customer – Restaurants shall serve water only upon request.	0-1%
3+	District – Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.	10-15%
3+	District – No commitments will be made to provide service for new water service connections unless the DWR MWELO is followed and the plans have been approved by the appropriate building department(s).	3-6%
4	Customer – Reduce total water use by 40%	Up to 40%
4+	Customer – Water for flow testing and construction purposes from fire hydrants and blow-offs is prohibited.	0-1%
4	Customer – Irrigation is allowed only once per week.	20-30%
4+	District – New connections to the District water distribution system will not be allowed.	0-3%
5	Customer – Reduce total water use more than by 50%.	Up to 50%

Stage	Shortage Response Action	Potential Shortage Gap Reduction
5+	Customer – Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.	0-1%
5+	Customer – Landscape and pasture irrigation is prohibited.	25-40%
5+	Customer – Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.	1-3%
5+	Customer – No potable water from the District’s system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting.	0-2%
5+	Customer – Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.	0-1%
6	Customer – Health and safety use of water only.	up to 50%
6	District – Communicate mandatory reduction targets to customers.	2-4%
6	District – Other actions as identified specific to the shortage condition.	varies
6	District – Declare Water Shortage Emergency in accordance with Section 350 of Division 1, Chapter 3 Water Shortage Emergencies of the California Water Code.	varies

6.10 WSCP Refinement Procedures

The District’s WSCP is an adaptive plan that allows for active refinement to particular shortage conditions. The general procedures for refinement are presented below.

1. For each shortage response action, compare expected results with actual shortage response and identify any shortfall or over-achievement.
2. Revise expected reduction for a specific shortage response action based on updated information.
3. Assess the aggregate expected reductions (from revised shortage response actions) for each shortage stage.
4. Revise stage declaration or modify stage shortage response actions to balance demands with supplies.

The procedures presented above will be relied upon during all shortage stage declarations, ensuring an adaptive WSCP, capable of being relied upon under various circumstances, is produced.

6.11 Plan Adoption, Submittal, and Availability

The WSCP (including subsequent updates) shall be adopted in accordance with the CWC and standard District procedures, including requirements for public participation (public hearing), and approval by the Board. Upon adoption, the WSCP will be submitted to DWR no later than

30 days after and made available for inspection at the District Office and website. Further, the WSCP will be provided to the City of Citrus Heights and the counties of Placer and Sacramento no later than 30 days after the submission to DWR.

6.12 Seismic Risk Assessment and Mitigation Plan

Sacramento and Placer Counties have completed a Local Hazard Mitigation Plan (LHMP) under the federal Disaster Mitigation Act of 2000 (Public Law 106-390). Per DWR requirements, a copy of the most recent adopted LHMP by each entity will be submitted to DWR. The documents can be accessed at:

Sacramento County - <https://waterresources.saccounty.net/stormready/Pages/Local-Hazard-Mitigation-Report.aspx>

Placer County - <https://www.placer.ca.gov/1381/Local-Hazard-Mitigation-Plan>

Sacramento County's LHMP 2016 Hazard Identification Assessment for the City of Citrus Heights characterizes the earthquake and liquefaction probability as "unlikely" (less than 1 percent chance of occurrence in the next year, or has a recurrence interval of greater than 100 years). Further, both earthquake and liquefaction significance is listed to be "low," meaning minimal potential impact within the City of Citrus Heights.

Sacramento County is currently in the process of updating the LHMP 2016. The update includes participation with other entities, including CHWD, Cities of Sacramento, Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova, and other special districts. The update is anticipated to be completed and finalized in 2021.

7 Demand Management Measures

This section includes descriptions of the nature and extent of existing Demand Management Measures (DMMs) implemented by CHWD. DMMs are intended to facilitate CHWD's management and reduction of customer demands, and aid in maintaining supply reliability. The DMMs have been relied upon in meeting customer use targets, including SBX7-7 and drought conservation targets. The District anticipates that these DMMs will serve as tools for CHWD to rely on when meeting compliance with future water use targets, including Water Use Objectives. All of the DMMs presented have been implemented over the past five years. More information on the implementation of DMMs by CHWD is presented below.

7.1 Water Waste Prevention Ordinances

CHWD prohibits water waste and requires water to be used for beneficial purposes through all stages of CHWD's WSCP. The WSCP prohibits all users from unreasonable waste and includes graduated penalties for waste and/or unreasonable use during all stage declarations. For all WSCP conditions, including Normal Water Supply, restrictions on waste include:

- Runoff from landscape watering or irrigation is prohibited
- Free-flowing hoses for all uses are prohibited
- Pools, spas, ponds, and fountains are required to use recirculated water
- Washing streets, parking lots, driveways, sidewalks, or buildings is prohibited (except for health and sanitary purposes)

In addition, CHWD utilizes a "Report Water Waste" link on their website (chwd.org) which facilitates the identification of water waste and promotes active urban conservation. This feature allows CHWD to better respond to potential waste through proactive management.

CHWD has implemented this DMM over the last five years and anticipates actively implementing this DMM for the planning horizon (2020-2045).

7.2 Metering

The USBR contract in which the SJWD operates requires all water connections using USBR contract water to be metered by 2025, including CHWD customers. As such, The District began implementing a meter replacement program in 1997. As of December 2006, CHWD's customers are fully metered. There are no un-metered customer connections in which the CHWD provides water.

CHWD is currently conducting a Meter Replacement Program Advanced Planning Study. The meters currently being considered for installation in the future will allow customers to track their water use through real-time measurements. The District has partnered with other regional water agencies to plan for the installation and funding of such meters.

This DMM is active and ongoing. CHWD has implemented this DMM over the planning period and anticipates actively implementing this DMM for the planning horizon (2020-2045).

7.3 Conservation Pricing

CHWD employs a volumetric rate structure for all domestic, commercial, and irrigation customers water use. The rate structure promotes conservation as the customer is charged based on the quantity of water used. The District also maintains the ability to employ a “Water Shortage Rate Structure” if WSCP Stage 4 (or higher) is declared. The “Water Shortage Rate Structure” serves to re-coup revenues associated with decreased deliveries and encourage conservation.

The District relied on the “Water Shortage Rate Structure” during the recent drought to mitigate decreased revenues and promote customer conservation. The District does not evaluate this DMM for water savings as it provides indirect benefits to the District’s other, quantifiable DMMs. CHWD anticipates actively implementing this DMM for the planning horizon (2020-2045).

7.4 Public Education and Outreach

Through the years, the District has been committed to an active public education and outreach program. CHWD offers a series of free educational classes to the public. The WaterSmart Landscape classes and webinars present tips and tools to assist residents in increasing their water efficiency. Classes are archived and accessible at CHWD’s website. CHWD also uses a Community Garden to present water efficient garden practices and encourages active community involvement through a volunteer program. Updates on District activity and materials regarding public education and outreach are provided to customers through the District’s newsletter titled, “Waterline”. The newsletter is delivered to customers through direct mail and archives are available through the District’s website.

The District also partners with local schools within its service area to educate students regarding water conservation. One-hour interactive classroom presentations are offered to elementary and junior high school students. Presentations center around the water cycle, water treatment, and other water conservation-related material.

As part of its water conservation and efficiency efforts, CHWD also implements a public information program through active participation in the RWA Regional Water Efficiency Program. In collaboration with 19 water provider members and other wastewater, stormwater, and energy partners, RWA formed the Water Efficiency Program (WEP, or Program) in 2001 to bring cost effectiveness through economies of scale to public education and outreach activities. The WEP operates on an average annual budget of \$530,000 and is supplemented by grant funding. Grants are an important funding resource for the Program. Since 2003, the Program has been awarded \$13.2 million in grant funding for public outreach and education as well as a variety of rebate programs, fixture direct install programs, system water loss, individualized customer usage reports, large landscape budgets, and more. Of those funds, \$3.8 million was awarded between 2016 and 2020.

The main function of the WEP is to develop and distribute public outreach messages to customers in the region by collaborating with its water provider members. The Program distributes these messages on a regional scale through regional media and advertising buys and was honored with the United States Environmental Protection Agency WaterSense Excellence in Education and Outreach Award in 2016. From 2016-2020, the WEP created a series of public outreach campaigns. Below is a summary of each campaign and highlighted achievements.

Following the historic 2015 California drought, the WEP launched the “Rethink Your Yard” Campaign in 2016 with a focus on prioritizing landscape watering, putting trees first, and transitioning thirsty lawn and landscaping to beautiful, low water use, River-Friendly landscapes. The Program advertised the campaign through online ads, social media, commercial radio, Raley Field (local baseball stadium), and local billboards. The campaign featured local homeowners with their newly redesigned yards on billboards throughout the region.

The campaign launched in 2017 focused on encouraging customers to understand and deliver the amount of water their landscape really needs and to make permanent equipment changes to improve efficiency such as installing weather-based irrigation controllers, more efficient sprinklers, and drip irrigation. The Program partnered on this messaging with local nurseries through a “Get Growing this Fall” initiative to encourage residents to plant in the fall when days are cooler and plants don’t need as much water to establish roots.

From 2018 through 2020, the regional campaign focused on tackling the landscape overwatering problem with a “Check and Save” message encouraging residents to check the soil moisture with a moisture meter before turning on sprinklers. To support this message, the Program provided free moisture meters via an online request form and at events. In 2019, WEP distributed 3,000 moisture meters to customers throughout the region.

These campaigns are implemented through both paid advertising buys and earned media from public service announcements (PSAs). Every year the campaigns can be heard on local radio stations such as Capital Public Radio and online through Google, Facebook, and YouTube advertisements. From 2016-2020, the WEP public outreach campaigns produced:

- Radio Advertising (2016-2020)
 - 3,443 radio advertisements ran
 - 17.2 million impressions
- Digital Advertising (Facebook, Google Display Network and Spotify) (2016-2020)
 - 24.3 million impressions
 - 262,900 clicks
- Additional advertising (billboards in 2016)
 - 1.8 million digital advertisements ran
 - 51.6 million impressions
- Public Service Announcements (Television and Radio) (2016-2020)
 - 20 million impressions
 - \$570,000 in value had they been purchased as advertising

The Program also continues messaging through its own Facebook page. From 2016-2020, the Program created about 60 Facebook posts a year featuring water-saving tips and other relevant information. The WEP hosted several Facebook sweepstake contests including Tree Hugger in 2016, where participants submitted pictures hugging a tree to raise awareness about the importance of healthy trees and the Under/Over Debate in 2020, where participants were asked to weigh in on what is the proper way to hang toilet paper to raise awareness of toilet leaks. The winner of the Under/Over Debate sweepstakes received a case of toilet paper delivered via mail and a gift card to a local hardware store.

The Program continues to utilize the public outreach website bewatersmart.info to reach customers throughout the region. The website contains regional and local water provider information on rebates and services, top ways to save, an interactive watering and water waste information map, a water-wise gardening database, recent press releases, the Sacramento Smart Irrigation Scheduler tool, and more. Educational information and customer services were modified to address the COVID pandemic in 2020 including online water efficiency lessons for kids, a list of nurseries that offered curbside pick-up, virtual water-wise house calls, and numerous virtual educational customer workshops. Between 2016 and 2020, the website averaged 96,000 unique visitors per year.

For more targeted outreach, the Program distributed quarterly e-newsletters to participating residents. The e-newsletters are filled with water-saving tips, upcoming events, and other interesting articles. They are usually timed around changes in the weather to help signal the need for residents to adjust their irrigation systems, such as daylight savings coupled with a message to dial back sprinkler systems. The e-newsletter reaches approximately 6,300 households.

Every year the WEP selects 3 public events to attend for the public to interact with local water efficiency staff, providing an opportunity for the region to communicate its messages in person. Events have included the Sacramento Home & Landscape Show at Cal Expo, Creek Week, Harvest Day, Farm-to-Fork Festival, and several Earth Day events. Additionally, RWA, in coordination with participating local water providers, hosts an annual Mulch Mayhem event in which customers can pick up a truckload of free mulch from selected locations throughout the region. All in-person regional events were canceled in 2020 due to the COVID pandemic. The Program is also very active in communicating to local media outlets such as the Sacramento Bee. Between 2016 and 2020, RWA issued 50 press releases on WEP activities and regionally significant news and participated in nearly 30 radio public affairs interviews. The RWA and the WEP were mentioned in dozens of news articles published by local and regional media outlets both within and outside of the Sacramento region during the same time frame.

To support public outreach messaging and water savings tips, the Program coordinated several regional rebate programs, which were partially funded by state and federal grants. A variety of rebate options were provided including toilets, clothes washers, and irrigation efficiencies (full summary in Table 7-1 as provided by RWA). Collectively, rebates and installations will produce an estimated lifetime (10 years) savings of 6 billion gallons of water and 6.4 million kilowatt hours (kWh) of energy.

Table 7-1: Regional Rebates and Installations from 2016-2020

Rebate/Installation Type	2016	2017	2018	2019	2020	Lifetime Water Savings per Type 2016-2020 (AF)	Lifetime Energy Savings per Type 2016-2020 (kWh)²
High Efficiency Clothes Washer Rebates	491	480	453	366	518	341.3	118,094
High Efficiency Toilets Rebates	4,494	3,124	2,255	4,868	904	1,572.2	544,076
Smart Irrigation Controllers Rebates	245	358	801	556	1,298	2,049.7	709,299
Irrigation Efficiencies Rebates ¹	21,271	5,879	5,548	1,724	NA	11,620.0	4,021,178
Turf Replacement Rebates (square feet)	376,613	584,535	236,064	85,375	NA	1,456.5	503,980
Toilet Direct Installation	1,943	4,542	968	NA	NA	728.6	252,066
Showerhead Direct Installation	1,141	2,512	704	NA	NA	683.1	236,447
Faucet Aerators Direct Installation	1,162	4,314	317	NA	NA	56.8	19,648
Urinal Direct Installation	NA	403	79	NA	NA	31.3	10,878
Total Water Savings per year/Lifetime (AF)	874.6	424.1	320.4	131.7	100.7	18,539.5	--
Total Energy savings per year/Lifetime (kwh)	303,626	146,717	110,915	45,509	34,799	--	6,415,666
¹ Includes: pressure regulator equipment, pipe and pipe fittings, drip or low volume equipment, and sprinkler heads or nozzles. ² Regional average of 346 kWh/AF (GEI, 2014). NA = No funding available Lifetime = 10 years							

In addition to public outreach, the Program also coordinates school education activities. Since 2012, the Program has hosted the Water Spots Video Contest for high school and middle school students. The WEP provides a new contest theme each year and provides the region's teacher and students with relevant facts and images to help develop 30-second video PSAs. Students submit their videos to RWA who hosts a panel of local celebrities including Monica Woods from ABC 10 to decide on a first, second, and third place winner. The top 10 scoring videos are then posted online for public voting to select a "people's choice" winner as well. Both teachers and students receive cash prizes and the winning videos are played at Raley Field during River Cats games and in select movie theaters throughout the region. The winning PSAs are incorporated into the WEP's media activities as well. Past themes include *WATER MYTHS BUSTED!*, *H2o Hero*, and *Show Off Your Water Smarts*. Between 2016 and 2019, 450 videos were submitted (an average of 90 videos a year). The 2020 Water Spots Video Contest was canceled due to the COVID pandemic.

Implementation of this DMM is active and ongoing. CHWD plans to continue to develop information and activities aimed at public education and outreach.

7.5 Programs to Assess and Manage Distribution System Real Loss

The District maintains information specific to the distribution system, including age of infrastructure and performance, to inform the Capital Improvement Program (CIP). The CIP is the primary program to assess and manage distribution system real loss, and budget allocations consistently reflect the District's commitment thereto. Recent budget allocations aimed at addressing distribution system real loss include water main pipeline, valve, and meter replacements.

Additionally, CHWD conducts annual Distribution System Water Audits (consistent with AWWA M36 methodology using software analysis) to characterize water system loss. The audits use detailed internal records and allow CHWD to assess and report distribution system water loss on an annual basis. Results from the audits inform the CIP by identifying the need for addressing distribution system real loss. Copies of CHWD's recent validated water audits are contained in Appendix E.

7.6 Water Conservation/Efficiency Program Coordination and Staffing Support

In addition to the public outreach presented above, the District also employs an active Water Conservation/Efficiency Program (Efficiency Program). The Efficiency Program is staffed with an Efficiency Supervisor, Specialist, and Technician. Staff from the Efficiency Program coordinate with the Board of Directors regarding projected water supply and conservation stages to be implemented. Goals and objectives of the Efficiency Program include:

- Implementation of the District's conservation program
- Track and monitor State and Federal legislation that may impact conservation efforts
- Work with RWA Water Efficiency Program Advisory Committee to develop and implement beneficial water efficiency programs

In addition, the District has established and maintains a Water Efficiency Reserve (Efficiency Reserve). The Efficiency Reserve aims to provide funds for use in a water supply shortage, water supply interruption, government mandates (Federal, State, Regional, and Local), and other programmatic needs and can be used to fund additional staff as well as other efforts

7.7 Other Demand Management Measures

In addition to the DMMs presented above, CHWD also undertakes various programs and provides rebates aimed at increasing water use efficiency and reducing waste. Information on each program is presented below.

7.7.1 Free Smart Irrigation Controller Program

In partnership with WaterWise Consulting and Orbit, CHWD offers an irrigation smart controller to District customers. The service includes an Irrigation Efficiency Review. Customers meeting requirements are provided the smart controller, including installation, at no charge. Once installed, the smart controller allows for more efficient application of irrigation water as it accounts for current and forecasted local weather data to determine the irrigation schedule. The smart controller can reduce water use by 50 percent compared to a traditional irrigation controller.

7.7.2 Pressure Reducing Valve (PRV) Rebates

Pressure Reducing Valves (PRVs) automatically reduce water pressure entering a customer's system. Reduced pressure allows for lower energy and water heating costs, and decreases the potential for damaging pipes and valves. Further, the PRV facilitates higher efficiency operation for customer irrigation systems, fixtures, and appliances. The District provides rebates to qualifying customers who have installed a PRV.

7.7.3 Ultra-Low Flush (ULF) Toilet Rebates

Customers who install an Ultra-Low Flush (ULF) or a new high efficiency toilet can apply for the ULF toilet rebate offered by the District. Customers who replace less water efficient toilets (3.5 gallons per flush (gpf) or higher) with more efficient toilets (1.6 gpf or less) may be eligible for a rebate. This program is part of CHWD's conservation program, subject to funding availability and saturation.

7.7.4 High-Efficiency Clothes Washer Rebate

CHWD offers a \$50 rebate to customers who purchase and install a high-efficiency clothes washer, which is estimated to save approximately 3,000 gallons per year. This rebate is available to all District customers, subject to available funding.

7.7.5 Poster Contest

The District annually conducts a poster contest for students in grades 4 – 6. The contest offers awards to students and teachers. Student submissions are judged by a panel that includes other

public and community organizations such as Citrus Heights Chamber of Commerce, City and Citrus Heights, and Sunrise Parks and Recreation. Winning submissions are announced at a District Board meeting and included in CHWD's annual calendar for the following year.

CITRUS HEIGHTS WATER DISTRICT

2020 URBAN WATER MANAGEMENT PLAN

APPENDICES



Public Hearing Draft
June 16, 2021



Appendix A: DWR Compliance Checklist and Submittal Tables

Retail	Wholesale	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
x	x	Chapter 1	10615	A plan shall describe and evaluate sources of supply, reasonable and practical efficient uses, reclamation and demand management activities.	Introduction and Overview	Chapter 4 Chapter 3 Chapter 7
x	x	Chapter 1	10630.5	Each plan shall include a simple description of the supplier's plan including water availability, future requirements, a strategy for meeting needs, and other pertinent information. Additionally, a supplier may also choose to include a simple description at the beginning of each chapter.	Summary	Section 1.1
x	x	Section 2.2	10620(b)	Every person that becomes an urban water supplier shall adopt an urban water management plan within one year after it has become an urban water supplier.	Plan Preparation	Section 1.2
x	x	Section 2.6	10620(d)(2)	Coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.	Plan Preparation	Section 1.3
x	x	Section 2.6.2	10642	Provide supporting documentation that the water supplier has encouraged active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan and contingency plan.	Plan Preparation	Sections 1.3 through 1.6
x		Section 2.6, Section 6.1	10631(h)	Retail suppliers will include documentation that they have provided their wholesale supplier(s) - if any - with water use projections from that source.	System Supplies	Section 1.3 Appendix B
	x	Section 2.6	10631(h)	Wholesale suppliers will include documentation that they have provided their urban water suppliers with identification and quantification of the existing and planned sources of water available from the wholesale to the urban supplier during various water year types.	System Supplies	n/a
x	x	Section 3.1	10631(a)	Describe the water supplier service area.	System Description	Section 2.1 Figure 2-1
x	x	Section 3.3	10631(a)	Describe the climate of the service area of the supplier.	System Description	Section 2.2
x	x	Section 3.4	10631(a)	Provide population projections for 2025, 2030, 2035, 2040 and optionally 2045.	System Description	Section 2.3 Table 2-1
x	x	Section 3.4.2	10631(a)	Describe other social, economic, and demographic factors affecting the supplier's water management planning.	System Description	Section 2.4 Figure 2-3
x	x	Sections 3.4 and 5.4	10631(a)	Indicate the current population of the service area.	System Description and Baselines and Targets	Table 2-1
x	x	Section 3.5	10631(a)	Describe the land uses within the service area.	System Description	Section 2.5
x	x	Section 4.2	10631(d)(1)	Quantify past, current, and projected water use, identifying the uses among water use sectors.	System Water Use	Section 3.1 Table 3-1 Table 3-4
x	x	Section 4.2.4	10631(d)(3)(C)	Retail suppliers shall provide data to show the distribution loss standards were met.	System Water Use	Section 3.2 Table 3-6 Appendix E
x	x	Section 4.2.6	10631(d)(4)(A)	In projected water use, include estimates of water savings from adopted codes, plans, and other policies or laws.	System Water Use	n/a

Retail	Wholesale	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
x	x	Section 4.2.6	10631(d)(4)(B)	Provide citations of codes, standards, ordinances, or plans used to make water use projections.	System Water Use	Section 3.1
x	optional	Section 4.3.2.4	10631(d)(3)(A)	Report the distribution system water loss for each of the 5 years preceding the plan update.	System Water Use	Table 3-6 Appendix E
x	optional	Section 4.4	10631.1(a)	Include projected water use needed for lower income housing projected in the service area of the supplier.	System Water Use	Table 3-4 Section 3.3
x	x	Section 4.5	10635(b)	Demands under climate change considerations must be included as part of the drought risk assessment.	System Water Use	Section 5.1.1
x		Chapter 5	10608.20(e)	Retail suppliers shall provide baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the bases for determining those estimates, including references to supporting data.	Baselines and Targets	Section 3.4 Table 3-7
x		Chapter 5	10608.24(a)	Retail suppliers shall meet their water use target by December 31, 2020.	Baselines and Targets	Section 3.4 Table 3-7
	x	Section 5.1	10608.36	Wholesale suppliers shall include an assessment of present and proposed future measures, programs, and policies to help their retail water suppliers achieve targeted water use reductions.	Baselines and Targets	n/a
x		Section 5.2	10608.24(d)(2)	If the retail supplier adjusts its compliance GPCD using weather normalization, economic adjustment, or extraordinary events, it shall provide the basis for, and data supporting the adjustment.	Baselines and Targets	n/a
x		Section 5.5	10608.22	Retail suppliers' per capita daily water use reduction shall be no less than 5 percent of base daily per capita water use of the 5-year baseline. This does not apply if the suppliers base GPCD is at or below 100.	Baselines and Targets	Section 3.4 Table 3-7
x		Section 5.5 and Appendix E	10608.4	Retail suppliers shall report on their compliance in meeting their water use targets. The data shall be reported using a standardized form in the SBX7-7 2020 Compliance Form.	Baselines and Targets	Section 3.4 Table 3-7
x	x	Sections 6.1 and 6.2	10631(b)(1)	Provide a discussion of anticipated supply availability under a normal, single dry year, and a drought lasting five years, as well as more frequent and severe periods of drought.	System Supplies	Section 5.1.2 Table 5-1
x	x	Sections 6.1	10631(b)(1)	Provide a discussion of anticipated supply availability under a normal, single dry year, and a drought lasting five years, as well as more frequent and severe periods of drought, <i>including changes in supply due to climate change</i> .	System Supplies	Section 4.8.1 Section 5.1.1
x	x	Section 6.1	10631(b)(2)	When multiple sources of water supply are identified, describe the management of each supply in relationship to other identified supplies.	System Supplies	Section 4.8
x	x	Section 6.1.1	10631(b)(3)	Describe measures taken to acquire and develop planned sources of water.	System Supplies	Section 4.8 Table 4-4
x	x	Section 6.2.8	10631(b)	Identify and quantify the existing and planned sources of water available for 2020, 2025, 2030, 2035, 2040 and optionally 2045.	System Supplies	Section 4.8 Table 4-5 Table 4-6

Retail	Wholesale	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
x	x	Section 6.2	10631(b)	Indicate whether groundwater is an existing or planned source of water available to the supplier.	System Supplies	Section 4.2 (and subsections) Section 4.8 Table 4-5
x	x	Section 6.2.2	10631(b)(4)(A)	Indicate whether a groundwater sustainability plan or groundwater management plan has been adopted by the water supplier or if there is any other specific authorization for groundwater management. Include a copy of the plan or authorization.	System Supplies	Section 4.2.2 Appendix G
x	x	Section 6.2.2	10631(b)(4)(B)	Describe the groundwater basin.	System Supplies	Section 4.2.1
x	x	Section 6.2.2	10631(b)(4)(B)	Indicate if the basin has been adjudicated and include a copy of the court order or decree and a description of the amount of water the supplier has the legal right to pump.	System Supplies	n/a
x	x	Section 6.2.2.1	10631(b)(4)(B)	For unadjudicated basins, indicate whether or not the department has identified the basin as a high or medium priority. Describe efforts by the supplier to coordinate with sustainability or groundwater agencies to achieve sustainable groundwater conditions.	System Supplies	Section 4.2.3
x	x	Section 6.2.2.4	10631(b)(4)(C)	Provide a detailed description and analysis of the location, amount, and sufficiency of groundwater pumped by the urban water supplier for the past five year.	System Supplies	Section 4.2.4 Table 4-1
x	x	Section 6.2.2	10631(b)(4)(D)	Provide a detailed description and analysis of the amount and location of groundwater that is projected to be pumped.	System Supplies	Section 4.8 Table 4-6
x	x	Section 6.2.7	10631(c)	Describe the opportunities for exchanges or transfers of water on a short-term or long- term basis.	System Supplies	Section 4.6
x	x	Section 6.2.5	10633(b)	Describe the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.	System Supplies (Recycled Water)	Section 4.4 (and subsections)
x	x	Section 6.2.5	10633(c)	Describe the recycled water currently being used in the supplier's service area.	System Supplies (Recycled Water)	Section 4.4.2
x	x	Section 6.2.5	10633(d)	Describe and quantify the potential uses of recycled water and provide a determination of the technical and economic feasibility of those uses.	System Supplies (Recycled Water)	Section 4.4.2
x	x	Section 6.2.5	10633(e)	Describe the projected use of recycled water within the supplier's service area at the end of 5, 10, 15, and 20 years, and a description of the actual use of recycled water in comparison to uses previously projected.	System Supplies (Recycled Water)	Section 4.4.2
x	x	Section 6.2.5	10633(f)	Describe the actions which may be taken to encourage the use of recycled water and the projected results of these actions in terms of acre-feet of recycled water used per year.	System Supplies (Recycled Water)	Section 4.4.2
x	x	Section 6.2.5	10633(g)	Provide a plan for optimizing the use of recycled water in the supplier's service area.	System Supplies (Recycled Water)	Section 4.4.2
x	x	Section 6.2.6	10631(g)	Describe desalinated water project opportunities for long-term supply.	System Supplies	Section 4.5

Retail	Wholesale	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
x	x	Section 6.2.5	10633(a)	Describe the wastewater collection and treatment systems in the supplier's service area with quantified amount of collection and treatment and the disposal methods.	System Supplies (Recycled Water)	Section 4.4.1 Table 4-2
x	x	Section 6.2.8, Section 6.3.7	10631(f)	Describe the expected future water supply projects and programs that may be undertaken by the water supplier to address water supply reliability in average, single-dry, and for a period of drought lasting 5 consecutive water years.	System Supplies	Section 4.7 Table 4-4
x	x	Section 6.4 and Appendix O	10631.2(a)	The UWMP must include energy information, as stated in the code, that a supplier can readily obtain.	System Suppliers, Energy Intensity	Section 4.9 Table 4-8
x	x	Section 7.2	10634	Provide information on the quality of existing sources of water available to the supplier and the manner in which water quality affects water management strategies and supply reliability	Water Supply Reliability Assessment	Section 4.2.1 Table 4-5 Section 5.1.1 Appendix F
x	x	Section 7.2.4	10620(f)	Describe water management tools and options to maximize resources and minimize the need to import water from other regions.	Water Supply Reliability Assessment	Section 5.1.4
x	x	Section 7.3	10635(a)	Service Reliability Assessment: Assess the water supply reliability during normal, dry, and a drought lasting five consecutive water years by comparing the total water supply sources available to the water supplier with the total projected water use over the next 20 years.	Water Supply Reliability Assessment	Section 5.1 (and subsections) Table 5-2 Table 5-3 Table 5-4
x	x	Section 7.3	10635(b)	Provide a drought risk assessment as part of information considered in developing the demand management measures and water supply projects.	Water Supply Reliability Assessment	Section 5.2 (and subsections)
x	x	Section 7.3	10635(b)(1)	Include a description of the data, methodology, and basis for one or more supply shortage conditions that are necessary to conduct a drought risk assessment for a drought period that lasts 5 consecutive years.	Water Supply Reliability Assessment	Section 5.2.1
x	x	Section 7.3	10635(b)(2)	Include a determination of the reliability of each source of supply under a variety of water shortage conditions.	Water Supply Reliability Assessment	Section 5.2.2
x	x	Section 7.3	10635(b)(3)	Include a comparison of the total water supply sources available to the water supplier with the total projected water use for the drought period.	Water Supply Reliability Assessment	Section 5.2.3 Table 5-5
x	x	Section 7.3	10635(b)(4)	Include considerations of the historical drought hydrology, plausible changes on projected supplies and demands under climate change conditions, anticipated regulatory changes, and other locally applicable criteria.	Water Supply Reliability Assessment	Section 4.8.1 Section 4.8.2 Section 5.1.1
x	x	Chapter 8	10632(a)	Provide a water shortage contingency plan (WSCP) with specified elements below.	Water Shortage Contingency Planning	Chapter 6
x	x	Chapter 8	10632(a)(1)	Provide the analysis of water supply reliability (from Chapter 7 of Guidebook) in the WSCP	Water Shortage Contingency Planning	Section 6.2

Retail	Wholesale	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
x	x	Section 8.10	10632(a)(10)	Describe reevaluation and improvement procedures for monitoring and evaluation the water shortage contingency plan to ensure risk tolerance is adequate and appropriate water shortage mitigation strategies are implemented.	Water Shortage Contingency Planning	Section 6.10
x	x	Section 8.2	10632(a)(2)(A)	Provide the written decision-making process and other methods that the supplier will use each year to determine its water reliability.	Water Shortage Contingency Planning	Section 6.3
x	x	Section 8.2	10632(a)(2)(B)	Provide data and methodology to evaluate the supplier's water reliability for the current year and one dry year pursuant to factors in the code.	Water Shortage Contingency Planning	Section 6.3
x	x	Section 8.3	10632(a)(3)(A)	Define six standard water shortage levels of 10, 20, 30, 40, 50 percent shortage and greater than 50 percent shortage. These levels shall be based on supply conditions, including percent reductions in supply, changes in groundwater levels, changes in surface elevation, or other conditions. The shortage levels shall also apply to a catastrophic interruption of supply.	Water Shortage Contingency Planning	Section 6.4 (and subsections)
x	x	Section 8.3	10632(a)(3)(B)	Suppliers with an existing water shortage contingency plan that uses different water shortage levels must cross reference their categories with the six standard categories.	Water Shortage Contingency Planning	n/a
x	x	Section 8.4	10632(a)(4)(A)	Suppliers with water shortage contingency plans that align with the defined shortage levels must specify locally appropriate supply augmentation actions.	Water Shortage Contingency Planning	Section 6.4 (and subsections). Stage tables list information regarding supply augmentation methods.
x	x	Section 8.4	10632(a)(4)(B)	Specify locally appropriate demand reduction actions to adequately respond to shortages.	Water Shortage Contingency Planning	Section 6.4 (and subsections). Stage tables list information regarding demand reduction methods.
x	x	Section 8.4	10632(a)(4)(C)	Specify locally appropriate operational changes.	Water Shortage Contingency Planning	Section 6.4 (and subsections). Stage tables list information regarding locally appropriate operational changes.
x	x	Section 8.4	10632(a)(4)(D)	Specify additional mandatory prohibitions against specific water use practices that are in addition to state-mandated prohibitions are appropriate to local conditions.	Water Shortage Contingency Planning	Section 6.4 (and subsections). Stage tables list information regarding mandatory prohibitions.
x	x	Section 8.4	10632(a)(4)(E)	Estimate the extent to which the gap between supplies and demand will be reduced by implementation of the action.	Water Shortage Contingency Planning	Section 6.9 Table 6-1
x	x	Section 8.4.6	10632.5	The plan shall include a seismic risk assessment and mitigation plan.	Water Shortage Contingency Plan	Section 6.12 Appendix H
x	x	Section 8.5	10632(a)(5)(A)	Suppliers must describe that they will inform customers, the public and others regarding any current or predicted water shortages.	Water Shortage Contingency Planning	Section 6.6
x	x	Section 8.5 and 8.6	10632(a)(5)(B) 10632(a)(5)(C)	Suppliers must describe that they will inform customers, the public and others regarding any shortage response actions triggered or anticipated to be triggered and other relevant communications.	Water Shortage Contingency Planning	Section 6.6

Retail	Wholesale	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
x		Section 8.6	10632(a)(6)	Retail supplier must describe how it will ensure compliance with and enforce provisions of the WSCP.	Water Shortage Contingency Planning	Section 6.8
x	x	Section 8.7	10632(a)(7)(A)	Describe the legal authority that empowers the supplier to enforce shortage response actions.	Water Shortage Contingency Planning	Section 6.1
x	x	Section 8.7	10632(a)(7)(B)	Provide a statement that the supplier will declare a water shortage emergency Water Code Chapter 3.	Water Shortage Contingency Planning	Section 6.1 Section 6.4 (and subsections) Section 6.6 Table 6-1
x	x	Section 8.7	10632(a)(7)(C)	Provide a statement that the supplier will coordinate with any city or county within which it provides water for the possible proclamation of a local emergency.	Water Shortage Contingency Planning	Section 6.6
x	x	Section 8.8	10632(a)(8)(A)	Describe the potential revenue reductions and expense increases associated with activated shortage response actions.	Water Shortage Contingency Planning	Section 6.7
x	x	Section 8.8	10632(a)(8)(B)	Provide a description of mitigation actions needed to address revenue reductions and expense increases associated with activated shortage response actions.	Water Shortage Contingency Planning	Section 6.7
x		Section 8.8	10632(a)(8)(C)	Retail suppliers must describe the cost of compliance with Water Code Chapter 3.3: Excessive Residential Water Use During Drought	Water Shortage Contingency Planning	Section 6.7
x		Section 8.9	10632(a)(9)	Retail suppliers must describe the monitoring and reporting requirements and procedures that ensure appropriate data is collected, tracked, and analyzed for purposes of monitoring customer compliance.	Water Shortage Contingency Planning	Section 6.8
x		Section 8.11	10632(b)	Analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas.	Water Shortage Contingency Planning	Section 6.4 (and subsections)
x	x	Sections 8.12 and 10.4	10635(c)	Provide supporting documentation that Water Shortage Contingency Plan has been, or will be, provided to any city or county within which it provides water, no later than 30 days after the submission of the plan to DWR.	Plan Adoption, Submittal, and Implementation	Section 6.11
x	x	Section 8.14	10632(c)	Make available the Water Shortage Contingency Plan to customers and any city or county where it provides water within 30 after adopted the plan.	Water Shortage Contingency Planning	Section 6.11
	x	Sections 9.1 and 9.3	10631(e)(2)	Wholesale suppliers shall describe specific demand management measures listed in code, their distribution system asset management program, and supplier assistance program.	Demand Management Measures	n/a
x		Sections 9.2 and 9.3	10631(e)(1)	Retail suppliers shall provide a description of the nature and extent of each demand management measure implemented over the past five years. The description will address specific measures listed in code.	Demand Management Measures	Chapter 7 (and subsections)
x		Chapter 10	10608.26(a)	Retail suppliers shall conduct a public hearing to discuss adoption, implementation, and economic impact of water use targets (recommended to discuss compliance).	Plan Adoption, Submittal, and Implementation	Section 1.6

Retail	Wholesale	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Location (Optional Column for Agency Review Use)
x	x	Section 10.2.1	10621(b)	Notify, at least 60 days prior to the public hearing, any city or county within which the supplier provides water that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan. Reported in Table 10-1.	Plan Adoption, Submittal, and Implementation	Section 1.5 Table 1-2
x	x	Section 10.4	10621(f)	Each urban water supplier shall update and submit its 2020 plan to the department by July 1, 2021.	Plan Adoption, Submittal, and Implementation	Section 1.7
x	x	Sections 10.2.2, 10.3, and 10.5	10642	Provide supporting documentation that the urban water supplier made the plan and contingency plan available for public inspection, published notice of the public hearing, and held a public hearing about the plan and contingency plan.	Plan Adoption, Submittal, and Implementation	Section 1.8 Appendix C
x	x	Section 10.2.2	10642	The water supplier is to provide the time and place of the hearing to any city or county within which the supplier provides water.	Plan Adoption, Submittal, and Implementation	Appendix C
x	x	Section 10.3.2	10642	Provide supporting documentation that the plan and contingency plan has been adopted as prepared or modified.	Plan Adoption, Submittal, and Implementation	Section 1.6 Appendix D
x	x	Section 10.4	10644(a)	Provide supporting documentation that the urban water supplier has submitted this UWMP to the California State Library.	Plan Adoption, Submittal, and Implementation	Section 1.7
x	x	Section 10.4	10644(a)(1)	Provide supporting documentation that the urban water supplier has submitted this UWMP to any city or county within which the supplier provides water no later than 30 days after adoption.	Plan Adoption, Submittal, and Implementation	Section 1.7
x	x	Sections 10.4.1 and 10.4.2	10644(a)(2)	The plan, or amendments to the plan, submitted to the department shall be submitted electronically.	Plan Adoption, Submittal, and Implementation	Section 1.7
x	x	Section 10.5	10645(a)	Provide supporting documentation that, not later than 30 days after filing a copy of its plan with the department, the supplier has or will make the plan available for public review during normal business hours.	Plan Adoption, Submittal, and Implementation	Section 1.8
x	x	Section 10.5	10645(b)	Provide supporting documentation that, not later than 30 days after filing a copy of its water shortage contingency plan with the department, the supplier has or will make the plan available for public review during normal business hours.	Plan Adoption, Submittal, and Implementation	Section 6.11
x	x	Section 10.6	10621(c)	If supplier is regulated by the Public Utilities Commission, include its plan and contingency plan as part of its general rate case filings.	Plan Adoption, Submittal, and Implementation	n/a
x	x	Section 10.7.2	10644(b)	If revised, submit a copy of the water shortage contingency plan to DWR within 30 days of adoption.	Plan Adoption, Submittal, and Implementation	Section 6.11

Submittal Table 2-1 Retail Only: Public Water Systems			
Public Water System Number	Public Water System Name	Number of Municipal Connections 2020	Volume of Water Supplied 2020 *
<i>Add additional rows as needed</i>			
CA3410006	Citrus Heights Water District	19,991	12,484
TOTAL		19,991	12,484
* Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.			
NOTES:			

Submittal Table 2-2: Plan Identification			
Select Only One	Type of Plan		Name of RUWMP or Regional Alliance <i>if applicable</i> (select from drop down list)
<input checked="" type="checkbox"/>	Individual UWMP		
	<input type="checkbox"/>	Water Supplier is also a member of a RUWMP	
	<input type="checkbox"/>	Water Supplier is also a member of a Regional Alliance	
<input type="checkbox"/>	Regional Urban Water Management Plan (RUWMP)		
NOTES:			

Submittal Table 2-3: Supplier Identification	
Type of Supplier (select one or both)	
<input type="checkbox"/>	Supplier is a wholesaler
<input checked="" type="checkbox"/>	Supplier is a retailer
Fiscal or Calendar Year (select one)	
<input checked="" type="checkbox"/>	UWMP Tables are in calendar years
<input type="checkbox"/>	UWMP Tables are in fiscal years
If using fiscal years provide month and date that the fiscal year begins (mm/dd)	
Units of measure used in UWMP * (select from drop down)	
Unit	AF
* Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.	
NOTES:	

Submittal Table 2-4 Retail: Water Supplier Information Exchange
The retail Supplier has informed the following wholesale supplier(s) of projected water use in accordance with Water Code Section 10631.
Wholesale Water Supplier Name
<i>Add additional rows as needed</i>
San Juan Water District
NOTES:

Submittal Table 3-1 Retail: Population - Current and Projected						
Population Served	2020	2025	2030	2035	2040	2045(opt)
	63,821	65,280	68,398	73,275	78,151	83,028
NOTES:						

Submittal Table 4-1 Retail: Demands for Potable and Non-Potable ¹ Water - Actual			
Use Type	2020 Actual		
Drop down list May select each use multiple times These are the only Use Types that will be recognized by the WUEdata online submittal tool	Additional Description (as needed)	Level of Treatment When Delivered Drop down list	Volume ²
Add additional rows as needed			
Single Family		Drinking Water	7,812
Multi-Family		Drinking Water	2,090
Commercial	Includes Institutional and Governmental	Drinking Water	844
Industrial		Drinking Water	329
Landscape		Drinking Water	917
Other	Non-revenue water	Drinking Water	14
Other	Distribution system water loss	Drinking Water	478
TOTAL			12,484
¹ Recycled water demands are NOT reported in this table. Recycled water demands are reported in Table 6-4. Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.			
NOTES: AWWA water loss audit not yet complete. Distribution Water Loss estimated based on the difference in metered productin and delivery during 2020.			

Submittal Table 4-2 Retail: Use for Potable and Non-Potable ¹ Water - Projected						
Use Type	Additional Description (as needed)	Projected Water Use ² <i>Report To the Extent that Records are Available</i>				
<u>Drop down list</u> May select each use multiple times These are the only Use Types that will be recognized by the WUEdata online submittal tool		2025	2030	2035	2040	2045 (opt)
Add additional rows as needed						
Single Family		7,245	7,389	7,343	7,487	7,631
Multi-Family		1,961	2,070	2,289	2,507	2,726
Commercial	Includes Institutional and Governmental	877	902	944	980	1,017
Industrial		322	322	322	322	322
Landscape		856	883	917	963	989
Other	Non-revenue water	21	21	21	21	21
Other	Distribution system water loss	567	586	601	626	650
TOTAL		11,849	12,173	12,437	12,906	13,355
¹ Recycled water demands are NOT reported in this table. Recycled water demands are reported in Table 6-4. measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.						
² Units of						
NOTES:						

Submittal Table 4-3 Retail: Total Water Use (Potable and Non-Potable)						
	2020	2025	2030	2035	2040	2045 (opt)
Potable Water, Raw, Other Non-potable <i>From Tables 4-1R and 4-2 R</i>	12,484	11,849	12,173	12,437	12,906	13,355
Recycled Water Demand ¹ <i>From Table 6-4</i>	0	0	0	0	0	0
Optional Deduction of Recycled Water Put Into Long-Term Storage ²						
TOTAL WATER USE	12,484	11,849	12,173	12,437	12,906	13,355
¹ Recycled water demand fields will be blank until Table 6-4 is complete ² Long term storage means water placed into groundwater or surface storage that is not removed from storage in the same year. Supplier <i>may</i> deduct recycled water placed in long-term storage from their reported demand. This value is manually entered into Table 4-3.						
NOTES:						

Submittal Table 4-4 Retail: Last Five Years of Water Loss Audit Reporting	
Reporting Period Start Date (mm/yyyy)	Volume of Water Loss ^{1,2}
01/2016	702
01/2017	579
01/2018	586
01/2019	572
01/2020	478
¹ Taken from the field "Water Losses" (a combination of apparent losses and real losses) from the AWWA worksheet. ² Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.	
NOTES: 2020 AWWA water loss audit not yet complete. Distribution Water Loss estimated based on the difference in metered production and delivery during 2020.	

Submittal Table 4-5 Retail Only: Inclusion in Water Use Projections	
Are Future Water Savings Included in Projections? (Refer to Appendix K of UWMP Guidebook) <i>Drop down list (y/n)</i>	No
If "Yes" to above, state the section or page number, in the cell to the right, where citations of the codes, ordinances, or otherwise are utilized in demand projections are found.	
Are Lower Income Residential Demands Included In Projections? <i>Drop down list (y/n)</i>	Yes
NOTES:	

Submittal Table 5-1 Baselines and Targets Summary From SB X7-7 Verification Form <i>Retail Supplier or Regional Alliance Only</i>				
Baseline Period	Start Year *	End Year *	Average Baseline GPCD*	Confirmed 2020 Target*
10-15 year	1995	2004	286	229
5 Year	2003	2007	258	
*All cells in this table should be populated manually from the supplier's SBX7-7 Verification Form and reported in Gallons per Capita per Day (GPCD)				
NOTES:				

Submittal Table 5-2: 2020 Compliance SB X7-7 2020 Compliance Form <i>Retail Supplier or Regional Alliance Only</i>				From
2020 GPCD			2020 Confirmed Target GPCD*	Did Supplier Achieve Targeted Reduction for 2020? Y/N
Actual 2020 GPCD*	2020 TOTAL Adjustments*	Adjusted 2020 GPCD* <i>(Adjusted if applicable)</i>		
175	n/a	n/a	229	Yes
<i>*All cells in this table should be populated manually from the supplier's SBX7-7 2020 Compliance Form and reported in Gallons per Capita per Day (GPCD)</i>				
NOTES:				

Submittal Table 6-1 Retail: Groundwater Volume Pumped						
<input type="checkbox"/>	Supplier does not pump groundwater. The supplier will not complete the table below.					
<input type="checkbox"/>	All or part of the groundwater described below is desalinated.					
Groundwater Type Drop Down List <i>May use each category multiple times</i>	Location or Basin Name	2016*	2017*	2018*	2019*	2020*
<i>Add additional rows as needed</i>						
Alluvial Basin	North American Sub-basin	1173	713	1842	359	1473
TOTAL		1,173	713	1,842	359	1,473
* Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.						
NOTES: Groundwater pumped in 2018 includes a total of 1,584 AF that was transferred to Kern County Water Agency and Dudley Ridge pursuant to 2018 American River Water Transfer.						

Submittal Table 6-2 Retail: Wastewater Collected Within Service Area in 2020						
<input type="checkbox"/>	There is no wastewater collection system. The supplier will not complete the table below.					
	Percentage of 2020 service area covered by wastewater collection system <i>(optional)</i>					
	Percentage of 2020 service area population covered by wastewater collection system <i>(optional)</i>					
Wastewater Collection			Recipient of Collected Wastewater			
Name of Wastewater Collection Agency	Wastewater Volume Metered or Estimated? <i>Drop Down List</i>	Volume of Wastewater Collected from UWMP Service Area 2020 *	Name of Wastewater Treatment Agency Receiving Collected Wastewater	Treatment Plant Name	Is WWTP Located Within UWMP Area? <i>Drop Down List</i>	Is WWTP Operation Contracted to a Third Party? <i>(optional)</i> <i>Drop Down List</i>
Sacramento Area Sewer District	Estimated	6,942	Sacramento Regional County Sanitation District	Regional San	No	
Total Wastewater Collected from Service Area in 2020:		6,942				
* Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3 .						
NOTES: Volume estimated based on Sacramento Regional County Sanitation District unit factor of 310 gallons per day per connection						

Submittal Table 6-3 Retail: Wastewater Treatment and Discharge Within Service Area in 2020											
<input checked="" type="checkbox"/> No wastewater is treated or disposed of within the UWMP service area. The supplier will not complete the table below.											
Wastewater Treatment Plant Name	Discharge Location Name or Identifier	Discharge Location Description	Wastewater Discharge ID Number ² (optional)	Method of Disposal <i>Drop down list</i>	Does This Plant Treat Wastewater Generated Outside the Service Area? <i>Drop down list</i>	Treatment Level <i>Drop down list</i>	2020 volumes ¹				
							Wastewater Treated	Discharged Treated Wastewater	Recycled Within Service Area	Recycled Outside of Service Area	Instream Flow Permit Requirement
Total							0	0	0	0	0

¹ Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.

² If the **Wastewater Discharge ID Number** is not available to the UWMP preparer, access the SWRCB CIWQS regulated facility website at <https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/CiwqsReportServlet?inCommand=reset&reportName=RegulatedFacility>

NOTES:

Submittal Table 6-4 Retail: Recycled Water Direct Beneficial Uses Within Service Area										
<input checked="" type="checkbox"/> Recycled water is not used and is not planned for use within the service area of the supplier. The supplier will not complete the table below.										
Name of Supplier Producing (Treating) the Recycled Water:										
Name of Supplier Operating the Recycled Water Distribution System:										
Supplemental Water Added in 2020 (volume) <i>Include units</i>										
Source of 2020 Supplemental Water										
Beneficial Use Type <i>additional rows if needed.</i>	<i>Insert</i> Potential Beneficial Uses of Recycled Water (Describe)	Amount of Potential Uses of Recycled Water (Quantity) <i>Include volume units ¹</i>	General Description of 2020 Uses	Level of Treatment <i>Drop down list</i>	2020 ¹	2025 ¹	2030 ¹	2035 ¹	2040 ¹	2045 ¹ (opt)
Agricultural irrigation										
Landscape irrigation (exc golf courses)										
Golf course irrigation										
Commercial use										
Industrial use										
Geothermal and other energy production										
Seawater intrusion barrier										
Recreational impoundment										
Wetlands or wildlife habitat										
Groundwater recharge (IPR)										
Reservoir water augmentation (IPR)										
Direct potable reuse										
Other (Description Required)										
Total:					0	0	0	0	0	0
					2020 Internal Reuse					
¹ Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.										
NOTES:										

Submittal Table 6-5 Retail: 2015 UWMP Recycled Water Use Projection Compared to 2020 Actual		
<input checked="" type="checkbox"/>	Recycled water was not used in 2015 nor projected for use in 2020. The supplier will not complete the table below. If recycled water was not used in 2020, and was not predicted to be in 2015, then check the box and do not complete the table.	
Beneficial Use Type	2015 Projection for 2020 ¹	2020 Actual Use ¹
<i>Insert additional rows as needed.</i>		
Agricultural irrigation		
Landscape irrigation (exc golf courses)		
Golf course irrigation		
Commercial use		
Industrial use		
Geothermal and other energy production		
Seawater intrusion barrier		
Recreational impoundment		
Wetlands or wildlife habitat		
Groundwater recharge (IPR)		
Reservoir water augmentation (IPR)		
Direct potable reuse		
Other (Description Required)		
Total	0	0
¹ Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.		
NOTE:		

Submittal Table 6-6 Retail: Methods to Expand Future Recycled Water Use			
<input type="checkbox"/>	Supplier does not plan to expand recycled water use in the future. Supplier will not complete the table below but will provide narrative explanation.		
	Provide page location of narrative in UWMP		
Name of Action	Description	Planned Implementation Year	Expected Increase in Recycled Water Use *
<i>Add additional rows as needed</i>			
SRCSD Water Recycling Opportunities Study	A periodically updated regional study that investigates feasible water recycling opportunities throughout the region.	ongoing	none at this time for CHWD service area
Total			0
*Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.			
NOTES:			

Submittal Table 6-7 Retail: Expected Future Water Supply Projects or Programs						
<input type="checkbox"/>	No expected future water supply projects or programs that provide a quantifiable increase to the agency's water supply. Supplier will not complete the table below.					
<input type="checkbox"/>	Some or all of the supplier's future water supply projects or programs are not compatible with this table and are described in a narrative format.					
	Provide page location of narrative in the UWMP					
Name of Future Projects or Programs	Joint Project with other suppliers?		Description (if needed)	Planned Implementation Year	Planned for Use in Year Type <small>Drop Down List</small>	Expected Increase in Water Supply to Supplier* <small>This may be a range</small>
	<small>Drop Down List (y/n)</small>	<small>If Yes, Supplier Name</small>				
<i>Add additional rows as needed</i>						
Well #7	No			2023	All Year Types	1,000 gpm
Well #8	No			2030	All Year Types	1,000 gpm
Well #9	No			2030+	All Year Types	1,000 gpm
Well #10	No			2030+	All Year Types	1,000 gpm
*Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.						
NOTES:						

Submittal Table 6-8 Retail: Water Supplies — Actual				
Water Supply	Additional Detail on Water Supply	2020		
Drop down list May use each category multiple times. These are the only water supply categories that will be recognized by the WUEdata online submittal tool		Actual Volume*	Water Quality Drop Down List	Total Right or Safe Yield* (optional)
Add additional rows as needed				
Purchased or Imported Water	San Juan Water District	11,012	Drinking Water	
Groundwater (not desalinated)		1,472	Drinking Water	
Total		12,484		0
*Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.				
NOTES:				
Totals may not add due to rounding				

[illegible]

Submittal Table 7-1 Retail: Basis of Water Year Data (Reliability Assessment)			
Year Type	Base Year <small>If not using a calendar year, type in the last year of the fiscal, water year, or range of years, for example, water year 2019-2020, use 2020</small>	Available Supplies if Year Type Repeats	
		<input type="checkbox"/>	Quantification of available supplies is not compatible with this table and is provided elsewhere in the UWMP. Location _____
		<input type="checkbox"/>	Quantification of available supplies is provided in this table as either volume only, percent only, or both.
		Volume Available *	% of Average Supply
Average Year	2010	87200	100%
Single-Dry Year	1977	59200	
Consecutive Dry Years 1st Year	2012	59200	
Consecutive Dry Years 2nd Year	2013	59200	
Consecutive Dry Years 3rd Year	2014	59200	
Consecutive Dry Years 4th Year	2015	59200	
Consecutive Dry Years 5th Year	2016	59200	
<i>Supplier may use multiple versions of Table 7-1 if different water sources have different base years and the supplier chooses to report the base years for each water source separately. If a Supplier uses multiple versions of Table 7-1, in the "Note" section of each table, state that multiple versions of Table 7-1 are being used and identify the particular water source that is being reported in each table.</i>			
*Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.			
NOTES: Base years for water supplies are equal. Volumes available includes 5,000 AF of CHWD groundwater with the remainder being attributed to San Juan Water District supplies.			

Submittal Table 7-2 Retail: Normal Year Supply and Demand Comparison					
	2025	2030	2035	2040	2045 (Opt)
Supply totals (autofill from Table 6-9)	11,849	12,173	12,437	12,906	13,355
Demand totals (autofill from Table 4-3)	11,849	12,173	12,437	12,906	13,355
Difference	0	0	0	0	0
NOTES:					

Submittal Table 7-3 Retail: Single Dry Year Supply and Demand Comparison					
	2025	2030	2035	2040	2045 (Opt)
Supply totals*	10,072	10,347	10,572	10,970	11,352
Demand totals*	10,072	10,347	10,572	10,970	11,352
Difference	0	0	0	0	0
*Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.					
NOTES: Demands reduced 15 percent.					

Submittal Table 7-4 Retail: Multiple Dry Years Supply and Demand Comparison						
		2025*	2030*	2035*	2040*	2045* (Opt)
First year	Supply totals	10,072	10,347	10,572	10,970	11,352
	Demand totals	10,072	10,347	10,572	10,970	11,352
	Difference	0	0	0	0	0
Second year	Supply totals	10,072	10,347	10,572	10,970	11,352
	Demand totals	10,072	10,347	10,572	10,970	11,352
	Difference	0	0	0	0	0
Third year	Supply totals	10,072	10,347	10,572	10,970	11,352
	Demand totals	10,072	10,347	10,572	10,970	11,352
	Difference	0	0	0	0	0
Fourth year	Supply totals	10,072	10,347	10,572	10,970	11,352
	Demand totals	10,072	10,347	10,572	10,970	11,352
	Difference	0	0	0	0	0
Fifth year	Supply totals	10,072	10,347	10,572	10,970	11,352
	Demand totals	10,072	10,347	10,572	10,970	11,352
	Difference	0	0	0	0	0
Sixth year (optional)	Supply totals	10,072	10,347	10,572	10,970	11,352
	Demand totals	10,072	10,347	10,572	10,970	11,352
	Difference	0	0	0	0	0
*Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.						
NOTES:						

Submittal Table 7-5: Five-Year Drought Risk Assessment Tables to address Water Code Section 10635(b)

2021	Total
Total Water Use	12,357
Total Supplies	12,357
Surplus/Shortfall w/o WSCP Action	0
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	
WSCP - use reduction savings benefit	
Revised Surplus/(shortfall)	0
Resulting % Use Reduction from WSCP action	0%

2022	Total
Total Water Use	12,230
Total Supplies	12,230
Surplus/Shortfall w/o WSCP Action	0
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	
WSCP - use reduction savings benefit	
Revised Surplus/(shortfall)	0
Resulting % Use Reduction from WSCP action	0%

2023	Total
Total Water Use	12,103
Total Supplies	12,103
Surplus/Shortfall w/o WSCP Action	0
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	
WSCP - use reduction savings benefit	
Revised Surplus/(shortfall)	0
Resulting % Use Reduction from WSCP action	0%

2024	Total
Total Water Use	11,976
Total Supplies	11,976
Surplus/Shortfall w/o WSCP Action	0
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	
WSCP - use reduction savings benefit	
Revised Surplus/(shortfall)	0
Resulting % Use Reduction from WSCP action	0%

2025	Total
Total Water Use	11,849
Total Supplies	11,849
Surplus/Shortfall w/o WSCP Action	0
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	
WSCP - use reduction savings benefit	
Revised Surplus/(shortfall)	0
Resulting % Use Reduction from WSCP action	0%

Submittal Table 8-1		
Shortage Level	Percent Shortage Range	Shortage Response Actions (Narrative description)
1	Up to 10%	<p>Customers shall reduce total water use by 10 percent.</p> <p>Limitations on pool refilling.</p> <p>Monitor users of construction meters and fire hydrants for efficient water use.</p> <p>District leak repairs receive higher priority.</p> <p>Increase drought awareness and public outreach.</p> <p>Increase monitoring of customer use.</p> <p>Accelerate infrastructure repairs and improvements.</p> <p>Increase groundwater pumping as available.</p>
2	Up to 20%	<p>Customers required to repair leaking pipes or faulty sprinklers within two working days or less.</p> <p>Customers required to reduce total use by 20 percent.</p> <p>Customers are requested to only irrigate three times per week.</p> <p>Prohibit application of potable water to outdoor landscapes during and within 12 hours after measurable rainfall.</p> <p>Water Shortage Rate Structure may be enacted.</p> <p>Decrease District's system flushing frequency.</p> <p>Increase groundwater pumping as available.</p>
3	Up to 30%	<p>Customers required to repair leaking pipes or faulty sprinklers within 24 hours or less.</p> <p>Prohibit use of potable water to fill swimming pools, artificial lakes, ornamental fountains, ponds, or streams.</p> <p>Customers required to reduce total use by 30 percent.</p> <p>Customers may only irrigate twice per week, on schedule outlined in WSCP.</p> <p>Prohibit application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall.</p> <p>Encourage use of reclaimed water for construction purposes.</p> <p>Prohibit flushing of sewers and fire hydrants (except in case of emergency and for essential operations).</p> <p>Prohibit installation of new turf, lawn, and/or landscaping.</p> <p>Restaurants shall serve water only on request.</p> <p>No commitments will be made to provide service for new connections unless DWR MWEL0 is followed and the plans have been approved by the appropriate county or city building department.</p>
4	Up to 40%	<p>Prohibit the use of District water from fire hydrants and blow-offs for flow testing and construction purposes.</p> <p>Customers required to reduce total use by 40 percent.</p> <p>Customers may only irrigate once per week, on schedule outlined in WSCP.</p> <p>Prohibit new connections to the District's water distribution system.</p>
5	Up to 50%	<p>Customers required to repair leaking pipes or faulty sprinklers immediately.</p> <p>Customers required to reduce total use by more than 50 percent.</p> <p>Prohibit landscape and pasture irrigation.</p> <p>Prohibit use of construction meters and fire hydrants (except in case of emergency and for essential operations).</p> <p>Prohibit use of water from District's system for construction purposes, including but not limited to dust control, compaction, or trench jetting.</p> <p>Automobiles or equipments shall be washed only at commercial establishments that use recycled or reclaimed water.</p>
6	>50%	<p>Water used for health and safety purposes only.</p> <p>Declare Water Shortage Emergency in accordance with Section 350 of Division 1, Chapter 3 Water Shortage Emergencies of the California Water Code.</p>
NOTES:		

CHWD 2020 UWMP
Appendix A.2 - DWR Submittal Tables

Submittal Table 8-2: Demand Reduction Actions				
Shortage Level	Demand Reduction Actions <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool. Select those that apply.</i>	How much is this going to reduce the shortage gap? <i>Include units used (volume type or percentage)</i>	Additional Explanation or Reference <i>(optional)</i>	Penalty, Charge, or Other Enforcement? <i>For Retail Suppliers Only Drop Down List</i>
Add additional rows as needed				
1	Other	up to 10%	Customers asked to reduce total water use by 10%.	Yes
1+	Other water feature or swimming pool restriction	0-1%	Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.	Yes
1+	Other	0-2%	Users of construction meters and fire hydrant meters will be monitored for efficient water use.	Yes
1+	Expand Public Information Campaign	3-5%	Increase drought awareness through additional public outreach measures that notify public and customers for declared stage, requirements, and available conservation program support.	No
1+	Increase Frequency of Meter Reading	0-3%	Increased monitoring of customer use.	No
2	Other	up to 20%	Reduce total water use by 20%.	Yes
2	Other	0-1%	Leaking pipes or faulty sprinklers shall be repaired within two working days or less if warranted by the severity of the problem.	Yes
2	Landscape - Limit landscape irrigation to specific days	3-5%	Requested to only irrigate three times per week.	Yes
2+	Landscape - Other landscape restriction or prohibition	0-2%	Application of potable water to outdoor landscape during and within 12 hours after measureable rainfall prohibited.	Yes
2+	Implement or Modify Drought Rate Structure or Surcharge	5-7%	Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.	No
2+	Decrease Line Flushing	1-3%	Decrease system flushing frequency.	No
3	Other	up to 30%	Reduce total water use by 30%.	Yes
3+	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	0-1%	Leaking pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.	Yes

CHWD 2020 UWMP
Appendix A.2 - DWR Submittal Tables

Submittal Table 8-2: Demand Reduction Actions				
Shortage Level	Demand Reduction Actions Drop down list <i>These are the only categories that will be accepted by the WUEdata online submittal tool. Select those that apply.</i>	How much is this going to reduce the shortage gap? <i>Include units used (volume type or percentage)</i>	Additional Explanation or Reference <i>(optional)</i>	Penalty, Charge, or Other Enforcement? <i>For Retail Suppliers Only Drop Down List</i>
Add additional rows as needed				
3+	Other water feature or swimming pool restriction	0-2%	All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds and fountains is prohibited.	Yes
3	Landscape - Limit landscape irrigation to specific days	5-20%	Irrigation shall be limited to two days per week. Irrigation should be limited to minimal amount of water necessary to keep plants and trees alive.	Yes
3+	Landscape - Other landscape restriction or prohibition	1-4%	Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.	Yes
3+	Other	0-1%	Use of reclaimed water for construction purposes is encouraged.	No
3+	Other	0-2%	Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.	Yes
3+	Landscape - Other landscape restriction or prohibition	0-3%	Installation of new turf, lawn, and/or landscape is prohibited.	Yes
3+	CII - Restaurants may only serve water upon request	0-1%	Restaurants shall serve water only upon request.	Yes
3+	Implement or Modify Drought Rate Structure or Surcharge	10-15%	Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.	No
3+	Moratorium or Net Zero Demand Increase on New Connections	3-6%	No commitments will be made to provide service for new water service connections unless the DWR MWELO is followed and the plans have been approved by the appropriate building department(s).	No

CHWD 2020 UWMP
Appendix A.2 - DWR Submittal Tables

Submittal Table 8-2: Demand Reduction Actions				
Shortage Level	Demand Reduction Actions <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool. Select those that apply.</i>	How much is this going to reduce the shortage gap? <i>Include units used (volume type or percentage)</i>	Additional Explanation or Reference <i>(optional)</i>	Penalty, Charge, or Other Enforcement? <i>For Retail Suppliers Only Drop Down List</i>
Add additional rows as needed				
4	Other	up to 40%	Reduce total water use by 40%.	Yes
4+	Other	0-1%	Water for flow testing and construction purposes from fire hydrants and blow-offs is prohibited.	Yes
4	Landscape - Limit landscape irrigation to specific days	20-30%	Irrigation is allowed only once per week.	Yes
4+	Moratorium or Net Zero Demand Increase on New Connections	0-3%	New connections to the District water distribution system will not be allowed.	No
5	Other	up to 50%	Reduce total water use by more than 50%	Yes
5+	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	0-1%	Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.	Yes
5+	Landscape - Other landscape restriction or prohibition	25-40%	Landscape and pasture irrigation is prohibited.	No
5+	Other	1-3%	Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.	Yes
5+	Other - Prohibit use of potable water for construction and dust control	0-2%	No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting.	Yes
5+	Other - Prohibit vehicle washing except at facilities using recycled or recirculating water	0-1%	Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.	Yes
6	Other	up to 50%	Health and safety use of water only.	Yes
6	Expand Public Information Campaign	2-4%	Communicate mandatory reduction targets to customers.	No
6	Other	varies	Other actions as identified specific to the shortage condition.	No
6	Other	varies	Declare Water Shortage Emergency in accordance with Section 350 of Division 1, Chapter 3 Water Shortage Emergencies of the California Water Code.	No

Submittal Table 8-2: Demand Reduction Actions				
Shortage Level	Demand Reduction Actions <i>Drop down list</i> <small>These are the only categories that will be accepted by the WUEdata online submittal tool. Select those that apply.</small>	How much is this going to reduce the shortage gap? <small>Include units used (volume type or percentage)</small>	Additional Explanation or Reference <small>(optional)</small>	Penalty, Charge, or Other Enforcement? <small>For Retail Suppliers Only Drop Down List</small>
<small>Add additional rows as needed</small>				
NOTES:				

Submittal Table 8-3: Supply Augmentation and Other Actions			
Shortage Level	Supply Augmentation Methods and Other Actions by Water Supplier <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	How much is this going to reduce the shortage gap? <i>Include units used (volume type or percentage)</i>	Additional Explanation or Reference <i>(optional)</i>
Add additional rows as needed			
1+	Other Actions (describe)	0-3%	Leak repairs receive higher priority.
1+	Expand Public Information Campaign	3-5%	Increase drought awareness through additional public outreach measures that notify public and customers for declared stage, requirements, and available conservation program support.
1+	Other Actions (describe)	0-5%	Accelerate infrastructure repairs and improvements.
1+	Other Actions (describe)	up to full gap shortage	Increase groundwater pumping as available.
2+	Implement or Modify Drought Rate Structure or Surcharge	5-7%	Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
2+	Other Actions (describe)	1-3%	Decrease system flushing frequency.
3+	Implement or Modify Drought Rate Structure or Surcharge	10-15%	Provisions of the Water Shortage Rate Structure may be implemented by the Board of Directors.
NOTES:			

Submittal Table 10-1 Retail: Notification to Cities and Counties		
City Name	60 Day Notice	Notice of Public Hearing
<i>Add additional rows as needed</i>		
Citrus Heights	Yes	Yes
Roseville	Yes	Yes
County Name <i>Drop Down List</i>	60 Day Notice	Notice of Public Hearing
<i>Add additional rows as needed</i>		
Sacramento County	Yes	Yes
Placer County	Yes	Yes
NOTES:		

SB X7-7 Table 0: Units of Measure Used in 2020 UWMP*

(select one from the drop down list)

Acre Feet

**The unit of measure must be consistent throughout the UWMP, as reported in Submittal Table 2-3.*

NOTES:

SB X7-7 Table 2: Method for 2020 Population Estimate	
Method Used to Determine 2020 Population (may check more than one)	
<input type="checkbox"/>	1. Department of Finance (DOF) or American Community Survey (ACS)
<input checked="" type="checkbox"/>	2. Persons-per-Connection Method
<input type="checkbox"/>	3. DWR Population Tool
<input type="checkbox"/>	4. Other DWR recommends pre-review
NOTES:	

SB X7-7 Table 3: 2020 Service Area Population	
2020 Compliance Year Population	
2020	63,821
NOTES:	

SB X7-7 Table 4: 2020 Gross Water Use							
Compliance Year 2020	2020 Volume Into Distribution System <i>This column will remain blank until SB X7-7 Table 4-A is completed.</i>	2020 Deductions					2020 Gross Water Use
		Exported Water *	Change in Dist. System Storage* (+/-)	Indirect Recycled Water <i>This column will remain blank until SB X7-7 Table 4-B is completed.</i>	Water Delivered for Agricultural Use*	Process Water <i>This column will remain blank until SB X7-7 Table 4-D is completed.</i>	
	12,484			-		-	12,484
* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.							
NOTES:							

SB X7-7 Table 4-A: 2020 Volume Entering the Distribution System(s), Meter Error Adjustment			
Complete one table for each source.			
Name of Source		Groundwater	
This water source is (check one) :			
<input checked="" type="checkbox"/>	The supplier's own water source		
<input type="checkbox"/>	A purchased or imported source		
Compliance Year 2020	Volume Entering Distribution System ¹	Meter Error Adjustment ² Optional (+/-)	Corrected Volume Entering Distribution System
	1,473	-	1,473
¹ Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3. ² Meter Error Adjustment - See guidance in Methodology 1, Step 3 of Methodologies Document			
NOTES			

SB X7-7 Table 4-A: 2020 Volume Entering the Distribution System(s) Meter Error Adjustment			
Complete one table for each source.			
Name of Source		Surface Water	
This water source is (check one) :			
<input type="checkbox"/>	The supplier's own water source		
<input checked="" type="checkbox"/>	A purchased or imported source		
Compliance Year 2020	Volume Entering Distribution System ¹	Meter Error Adjustment ² Optional (+/-)	Corrected Volume Entering Distribution System
	11,012		11,012
¹ Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3. ² Meter Error Adjustment - See guidance in Methodology 1, Step 3 of Methodologies Document			
NOTES:			

SB X7-7 Table 4-B: 2020 Indirect Recycled Water Use Deduction (For use only by agencies that are deducting indirect recycled water)									
2020 Compliance Year	2020 Surface Reservoir Augmentation					2020 Groundwater Recharge			Total Deductible Volume of Indirect Recycled Water Entering the Distribution System
	Volume Discharged from Reservoir for Distribution System Delivery ¹	Percent Recycled Water	Recycled Water Delivered to Treatment Plant	Transmission/ Treatment Loss ¹	Recycled Volume Entering Distribution System from Surface Reservoir Augmentation	Recycled Water Pumped by Utility ^{1,2}	Transmission/ Treatment Losses ¹	Recycled Volume Entering Distribution System from Groundwater Recharge	
			-		-			-	
¹ Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3. Suppliers will provide supplemental sheets to document the calculation for their input into "Recycled Water Pumped by Utility". The volume reported in this cell must be less than total groundwater pumped - See Methodology 1, Step 8, section 2.c.									

Data from this table will not be entered into WUEdata.
Instead, the entire table will be uploaded to WUEdata as a separate upload in Excel format.

SB X7-7 Table 4-C: 2020 Process Water Deduction Eligibility
(For use only by agencies that are deducting process water) Choose Only One

<input type="checkbox"/>	Criteria 1- Industrial water use is equal to or greater than 12% of gross water use. Complete SB X7-7 Table 4-C.1
<input type="checkbox"/>	Criteria 2 - Industrial water use is equal to or greater than 15 GPCD. Complete SB X7-7 Table 4-C.2
<input type="checkbox"/>	Criteria 3 - Non-industrial use is equal to or less than 120 GPCD. Complete SB X7-7 Table 4-C.3
<input type="checkbox"/>	Criteria 4 - Disadvantaged Community. Complete SB x7-7 Table 4-C.4

NOTES:

Data from this table will not be entered into WUEdata.
Instead, the entire table will be uploaded to WUEdata as a separate upload in
Excel format.

SB X7-7 Table 4-C.1: 2020 Process Water Deduction Eligibility *(For use only by agencies that are deducting process water using Criteria 1)*

Criteria 1 Industrial water use is equal to or greater than 12% of gross water use				
2020 Compliance Year	2020 Gross Water Use Without Process Water Deduction	2020 Industrial Water Use	Percent Industrial Water	Eligible for Exclusion Y/N
	12,484		0%	NO

NOTES:

Data from this table will not be entered into WUEdata.
Instead, the entire table will be uploaded to WUEdata as a separate upload in Excel format.

SB X7-7 Table 4-C.2: 2020 Process Water Deduction Eligibility (For use only by agencies that are deducting process water using Criteria 2)				
Criteria 2 Industrial water use is equal to or greater than 15 GPCD				
2020 Compliance Year	2020 Industrial Water Use	2020 Population	2020 Industrial GPCD	Eligible for Exclusion Y/N
		63,821	-	NO
NOTES:				

Data from this table will not be entered into WUEdata.
Instead, the entire table will be uploaded to WUEdata as a separate upload in Excel format.

SB X7-7 Table 4-C.3: 2020 Process Water Deduction Eligibility (For use only by agencies that are deducting process water using Criteria 3)						
Criteria 3 Non-industrial use is equal to or less than 120 GPCD						
2020 Compliance Year	2020 Gross Water Use Without Process Water Deduction <i>Fm SB X7-7 Table 4</i>	2020 Industrial Water Use	2020 Non-industrial Water Use	2020 Population <i>Fm SB X7-7 Table 3</i>	Non-Industrial GPCD	Eligible for Exclusion Y/N
	12,484		12,484	63,821	175	NO
NOTES:						

Data from this table will not be entered into WUEdata.
Instead, the entire table will be uploaded to WUEdata as a separate upload in
Excel format.

SB X7-7 Table 4-C.4: 2020 Process Water Deduction Eligibility *(For use only by agencies that are deducting process water using Criteria 4)*

Criteria 4

Disadvantaged Community. A "Disadvantaged Community" (DAC) is a community with a median household income less than 80 percent of the statewide average.

SELECT ONE

"Disadvantaged Community" status was determined using one of the methods listed below:

1. IRWM DAC Mapping tool <https://gis.water.ca.gov/app/dacs/>

☐ If using the IRWM DAC Mapping Tool, include a screen shot from the tool showing that the service area is considered a DAC.

2. 2020 Median Income

	California Median Household Income*		Service Area Median Household Income	Percentage of Statewide Average	Eligible for Exclusion? Y/N
<input type="checkbox"/>	2020	\$75,235		0%	YES
*California median household income 2015 -2019 as reported in US Census Bureau QuickFacts.					

NOTES

Data from these tables will not be entered into WUEdata. Instead, the entire tables will be uploaded to WUEdata as a separate upload in Excel format.

This table(s) is only for Suppliers that deduct process water from their 2020 gross water use.

SB X7-7 Table 4-D: 2020 Process Water Deduction - Volume

Complete a

separate table for each industrial customer with a process water exclusion

Name of Industrial Customer		Enter Name of Industrial Customer 1			
Compliance Year 2020	Industrial Customer's Total Water Use *	Total Volume Provided by Supplier*	% of Water Provided by Supplier	Customer's Total Process Water Use*	Volume of Process Water Eligible for Exclusion for this Customer
					-

* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.

NOTES:

SB X7-7 Table 4-D: 2020 Process Water Deduction - Volume

Complete a

separate table for each industrial customer with a process water exclusion

Name of Industrial Customer		Enter Name of Industrial Customer 2			
Compliance Year 2020	Industrial Customer's Total Water Use *	Total Volume Provided by Supplier*	% of Water Provided by Supplier	Customer's Total Process Water Use*	Volume of Process Water Eligible for Exclusion for this Customer
					-

* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.

NOTES:

SB X7-7 Table 4-D: 2020 Process Water Deduction - Volume

Complete a

separate table for each industrial customer with a process water exclusion

Name of Industrial Customer		Enter Name of Industrial Customer 3			
Compliance Year 2020	Industrial Customer's Total Water Use *	Total Volume Provided by Supplier*	% of Water Provided by Supplier	Customer's Total Process Water Use*	Volume of Process Water Eligible for Exclusion for this Customer
					-

* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.

NOTES:

SB X7-7 Table 4-D: 2020 Process Water Deduction - Volume					<i>Complete a</i>
<i>separate table for each industrial customer with a process water exclusion</i>					
Name of Industrial Customer		<i>Enter Name of Industrial Customer 4</i>			
Compliance Year 2020	Industrial Customer's Total Water Use *	Total Volume Provided by Supplier*	% of Water Provided by Supplier	Customer's Total Process Water Use*	Volume of Process Water Eligible for Exclusion for this Customer
					-
* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.					
NOTES:					

SB X7-7 Table 4-D: 2020 Process Water Deduction - Volume					<i>Complete a</i>
<i>separate table for each industrial customer with a process water exclusion</i>					
Name of Industrial Customer		<i>Enter Name of Industrial Customer 5</i>			
Compliance Year 2020	Industrial Customer's Total Water Use *	Total Volume Provided by Supplier*	% of Water Provided by Supplier	Customer's Total Process Water Use*	Volume of Process Water Eligible for Exclusion for this Customer
					-
* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.					
NOTES:					

SB X7-7 Table 4-D: 2020 Process Water Deduction - Volume					<i>Complete a</i>
<i>separate table for each industrial customer with a process water exclusion</i>					
Name of Industrial Customer		<i>Enter Name of Industrial Customer 6</i>			
Compliance Year 2020	Industrial Customer's Total Water Use *	Total Volume Provided by Supplier*	% of Water Provided by Supplier	Customer's Total Process Water Use*	Volume of Process Water Eligible for Exclusion for this Customer
					-
* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.					

NOTES:

SB X7-7 Table 4-D: 2020 Process Water Deduction - Volume <i>Complete a</i>					
<i>separate table for each industrial customer with a process water exclusion</i>					
Name of Industrial Customer		<i>Enter Name of Industrial Customer 7</i>			
Compliance Year 2020	Industrial Customer's Total Water Use *	Total Volume Provided by Supplier*	% of Water Provided by Supplier	Customer's Total Process Water Use*	Volume of Process Water Eligible for Exclusion for this Customer
					-
* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.					
NOTES:					

SB X7-7 Table 4-D: 2020 Process Water Deduction - Volume <i>Complete a</i>					
<i>separate table for each industrial customer with a process water exclusion</i>					
Name of Industrial Customer		<i>Enter Name of Industrial Customer 8</i>			
Compliance Year 2020	Industrial Customer's Total Water Use *	Total Volume Provided by Supplier*	% of Water Provided by Supplier	Customer's Total Process Water Use*	Volume of Process Water Eligible for Exclusion for this Customer
					-
* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.					
NOTES:					

SB X7-7 Table 4-D: 2020 Process Water Deduction - Volume <i>Complete a</i>					
<i>separate table for each industrial customer with a process water exclusion</i>					
Name of Industrial Customer		<i>Enter Name of Industrial Customer 9</i>			
Compliance Year 2020	Industrial Customer's Total Water Use *	Total Volume Provided by Supplier*	% of Water Provided by Supplier	Customer's Total Process Water Use*	Volume of Process Water Eligible for Exclusion for this Customer
					-
* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.					

NOTES:

SB X7-7 Table 4-D: 2020 Process Water Deduction - Volume					<i>Complete a</i>
<i>separate table for each industrial customer with a process water exclusion</i>					
Name of Industrial Customer		<i>Enter Name of Industrial Customer 10</i>			
Compliance Year 2020	Industrial Customer's Total Water Use *	Total Volume Provided by Supplier*	% of Water Provided by Supplier	Customer's Total Process Water Use*	Volume of Process Water Eligible for Exclusion for this Customer
					-
* Units of measure (AF, MG , or CCF) must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.					
NOTES:					

SB X7-7 Table 5: 2020 Gallons Per Capita Per Day (GPCD)		
2020 Gross Water <i>Fm SB X7-7 Table 4</i>	2020 Population <i>Fm SB X7-7 Table 3</i>	2020 GPCD
12,484	63,821	175
NOTES:		

SB X7-7 Table 9: 2020 Compliance							
Actual 2020 GPCD ¹	Optional Adjustments to 2020 GPCD					2020 Confirmed Target GPCD ^{1, 2}	Did Supplier Achieve Targeted Reduction for 2020?
	Enter "0" if Adjustment Not Used			TOTAL Adjustments ¹	Adjusted 2020 GPCD ¹ (Adjusted if applicable)		
	Extraordinary Events ¹	Weather Normalization ¹	Economic Adjustment ¹				
175	-	-	-	-	175	229	YES
¹ All values are reported in GPCD							
² 2020 Confirmed Target GPCD is taken from the Supplier's SB X7-7 Verification Form Table SB X7-7, 7-F.							
NOTES:							

Urban Water Supplier:

Citrus Heights Water District

Water Delivery Product (If delivering more than one type of product use Table O-1C)

Retail Potable Deliveries

Table O-1B: Recommended Energy Reporting - Total Utility Approach

Enter Start Date for Reporting Period <u>01/01/2019</u>		Urban Water Supplier Operational Control		
End Date <u>12/31/2019</u>				
<input type="checkbox"/>	Is upstream embedded in the values reported?	Sum of All Water Management Processes	Non-Consequential Hydropower	
Water Volume Units Used <u>AF</u>		Total Utility	Hydropower	Net Utility
Volume of Water Entering Process (volume unit)		12484	0	12484
Energy Consumed (kWh)		727663	0	727663
Energy Intensity (kWh/volume)		58.3	0.0	58.3
Quantity of Self-Generated Renewable Energy <div></div> kWh				
Data Quality (Estimate, Metered Data, Combination of Estimates and Metered Data) <u>Metered Data</u>				
Data Quality Narrative: <div></div>				
Narrative: Energy Use is associated with groundwater production of 1,473 AF. Surface water delivered (11,012 AF) from wholesaler is gravity fed into distribution system. Totals may not add due to rounding.				

Appendix B: Water Use Projections to Wholesaler

Citrus Heights Water District Wholesale Demand Projections to San Juan Water District

Use Type	Annual Demand (AFY)				
	2025	2030	2035	2040	2045
Single Family	7,245	7,389	7,343	7,487	7,631
Multifamily	1,961	2,070	2,289	2,507	2,726
Commercial/Institutional	877	902	944	980	1,017
Industrial	322	322	322	322	322
Landscape	856	883	917	963	989
Other	21	21	21	21	21
System Loss	567	586	601	626	650
DISTRICT TOTAL	11,849	12,173	12,437	12,906	13,355

Appendix C: Notification Documentation



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*Director of Finance
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Susan K. Talwar

*Accounting Manager/
Assessor/Collector*
Alberto Preciado

December 29, 2020

Christopher W. Boyd
City Manager
City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621

Subject: Citrus Heights Water District 2020 UWMP

Dear Chris,

The Citrus Heights Water District ("CHWD") is preparing its 2020 Urban Water Management Plan (UWMP) as required by the California Water Code (CWC). The UWMP must be completed by July 1, 2021.

The purpose of this communication is to provide you with notification that CHWD has initiated its 2020 UWMP update process. As part of the process, CHWD will hold a public hearing to allow public input prior to Board adoption consideration. A draft of the UWMP will be available for review prior to the public hearing. CHWD will provide public notice for the public meeting, anticipated for late Spring.

If you have any questions regarding this notification or the Citrus Heights Water District's UWMP update process, please contact me at (916)735-7727

Thank You,

Rex Meurer
Water Efficiency Coordinator



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Alberto Preciado

December 29, 2020

Todd Leopold
County Executive Office
Placer County
175 Fulweiler Avenue
Auburn, CA 95603

Subject: Citrus Heights Water District 2020 UWMP

Dear Todd,

The Citrus Heights Water District ("CHWD") is preparing its 2020 Urban Water Management Plan (UWMP) as required by the California Water Code (CWC). The UWMP must be completed by July 1, 2021.

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Thank You,

Rex Meurer
Water Efficiency Coordinator



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Alberto Preciado

December 29, 2020

Leighann Moffitt
Planning Director
Sacramento County Community Development
827 7th Street Room 225
Sacramento, CA 95814

Subject: Citrus Heights Water District 2020 UWMP

Dear Leighann,

The Citrus Heights Water District ("CHWD") is preparing its 2020 Urban Water Management Plan (UWMP) as required by the California Water Code (CWC). The UWMP must be completed by July 1, 2021.

The purpose of this communication is to provide you with notification that CHWD has initiated its 2020 UWMP update process. As part of the process, CHWD will hold a public hearing to allow public input prior to Board adoption consideration. A draft of the UWMP will be available for review prior to the public hearing. CHWD will provide public notice for the public meeting, anticipated for late Spring.

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*Accounting Manager/
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Alberto Preciado

December 29, 2020

Dale Olsen
Assistant Environmental Utilities Director
City of Roseville
2005 Hilltop Circle
Roseville, CA 95747

Subject: Citrus Heights Water District 2020 UWMP

Dear Dale,

The Citrus Heights Water District ("CHWD") is preparing its 2020 Urban Water Management Plan (UWMP) as required by the California Water Code (CWC). The UWMP must be completed by July 1, 2021.

The purpose of this communication is to provide you with notification that CHWD has initiated its 2020 UWMP update process. As part of the process, CHWD will hold a public hearing to allow public input prior to Board adoption consideration. A draft of the UWMP will be available for review prior to the public hearing. CHWD will provide public notice for the public meeting, anticipated for late Spring.

If you have any questions regarding this notification or the Citrus Heights Water District's UWMP update process, please contact me at (916)735-7727

Thank You,

Rex Meurer
Water Efficiency Coordinator



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Alberto Preciado

December 29, 2020

Greg Zlotnick
Water Resources Manager
San Juan Water District
P.O. Box 2157
Granite Bay, CA 95746

Subject: Citrus Heights Water District 2020 UWMP

Dear Greg,

The Citrus Heights Water District ("CHWD") is preparing its 2020 Urban Water Management Plan (UWMP) as required by the California Water Code (CWC). The UWMP must be completed by July 1, 2021.

The purpose of this communication is to provide you with notification that CHWD has initiated its 2020 UWMP update process. As part of the process, CHWD will hold a public hearing to allow public input prior to Board adoption consideration. A draft of the UWMP will be available for review prior to the public hearing. CHWD will provide public notice for the public meeting, anticipated for late Spring.

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Thank You,

Rex Meurer
Water Efficiency Coordinator



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Alberto Preciado

May 26, 2021

Christopher W. Boyd
City Manager
City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621

Subject: Citrus Heights Water District 2020 UWMP

Dear Chris,

We sent notice late last year to inform you that the Citrus Heights Water District (CHWD) had begun preparation of the 2020 Urban Water Management Plan (UWMP).

A Public Hearing will be held on June 16, 2021 at 6:30 p.m. at the CHWD office, located at 6230 Sylvan Rd., Citrus Heights, CA, 95610, and accessible via Zoom at Phone Call In: (253) 215-8782, Phone Meeting ID: 936 0581 6651, Computer Audio/Live Meeting Presentations: <https://zoom.us/j/93605816651>, to consider adoption of CHWD's 2020 UWMP, Water Shortage Contingency Plan, and amended Water Conservation Program. Copies of the draft documents may be reviewed at the aforementioned address or at CHWD's website, www.chwd.org.

Spoken or written comments on the draft documents may be presented at the Public Hearing, and written comments may be submitted in advance of the Hearing at the aforementioned address by June 11, 2021. Questions or comments about the draft documents may be directed to Water Resources Supervisor Brian Hensley at (916) 725-6873.

Thank You,

Rebecca Scott
Director of Operations



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Alberto Preciado

May 26, 2021

Todd Leopold
County Executive Office
Placer County
175 Fulweiler Avenue
Auburn, CA 95603

Subject: Citrus Heights Water District 2020 UWMP

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Rebecca Scott
Director of Operations



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May 26, 2021

Leighann Moffitt
Planning Director
Sacramento County Community Development
827 7th Street Room 225
Sacramento, CA 95814

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Water Resources Manager
San Juan Water District
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Thank You,

Rebecca Scott
Director of Operations

Appendix D: Board Resolution Adopting Water Shortage Contingency Plan and Urban Water Management Plan

To be inserted upon approval.

Appendix E: Validated Water Loss Audits

AWWA Free Water Audit Software: Reporting Worksheet

WAS v5.0
American Water Works Association.
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?

 Click to access definition

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 Click to add a comment

Water Audit Report for: **Citrus Heights Water District (CA3410006)**
 Reporting Year: **2016** **1/2016 - 12/2016**

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: ACRE-FEET PER YEAR

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

Master Meter and Supply Error Adjustments
 Pcnt: Value:

+	?	8	<input type="radio"/>	<input type="radio"/>	acre-ft/yr
+	?	8	<input type="radio"/>	<input type="radio"/>	acre-ft/yr
+	?		<input type="radio"/>	<input type="radio"/>	acre-ft/yr

 Enter negative % or value for under-registration
 Enter positive % or value for over-registration

WATER SUPPLIED

<----- Enter grading in column 'E' and 'J' ----->

Volume from own sources:	+	?	5	1,173.000	acre-ft/yr
Water imported:	+	?	7	9,673.000	acre-ft/yr
Water exported:	+	?	n/a	0.000	acre-ft/yr

WATER SUPPLIED:		10,846.000	acre-ft/yr
------------------------	--	-------------------	------------

AUTHORIZED CONSUMPTION

Billed metered:	+	?	5	10,117.000	acre-ft/yr
Billed unmetered:	+	?	n/a	0.000	acre-ft/yr
Unbilled metered:	+	?	5	0.000	acre-ft/yr
Unbilled unmetered:	+	?	5	27.115	acre-ft/yr

AUTHORIZED CONSUMPTION:	?	10,144.115	acre-ft/yr
--------------------------------	---	-------------------	------------

WATER LOSSES (Water Supplied - Authorized Consumption)

		701.885	acre-ft/yr
--	--	----------------	------------

Apparent Losses

Unauthorized consumption:	+	?	27.115	acre-ft/yr
---------------------------	---	---	---------------	------------

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Customer metering inaccuracies:	+	?	3	206.469	acre-ft/yr
Systematic data handling errors:	+	?	25.293	acre-ft/yr	

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

Apparent Losses:	?	258.877	acre-ft/yr
-------------------------	---	----------------	------------

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses:	?	443.008	acre-ft/yr
--	---	----------------	------------

WATER LOSSES:		701.885	acre-ft/yr
----------------------	--	----------------	------------

NON-REVENUE WATER

NON-REVENUE WATER:	?	729.000	acre-ft/yr
---------------------------	---	----------------	------------

= Water Losses + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

Length of mains:	+	?	6	271.0	miles
Number of <u>active AND inactive</u> service connections:	+	?	8	19,789	
Service connection density:	?		73	conn./mile main	

Are customer meters typically located at the curbstop or property line? (length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line: (length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line has been set to zero and a data grading score of 10 has been applied

Average operating pressure:	+	?	5	90.0	psi
-----------------------------	---	---	---	------	-----

COST DATA

Total annual cost of operating water system:	+	?	10	\$9,247,000	\$/Year
Customer retail unit cost (applied to Apparent Losses):	+	?	8	\$0.99	\$/100 cubic feet (ccf)
Variable production cost (applied to Real Losses):	+	?	5	\$190.31	\$/acre-ft

☐ Use Customer Retail Unit Cost to value real losses

WATER AUDIT DATA VALIDITY SCORE:

***** YOUR SCORE IS: 63 out of 100 *****

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION:


Based on the information provided, audit accuracy can be improved by addressing the following components:

1: Water imported

2: Customer metering inaccuracies

3: Billed metered

AWWA Free Water Audit Software: System Attributes and Performance Indicators		WAS v5.0 American Water Works Association. Copyright © 2014. All Rights Reserved.
Water Audit Report for: Citrus Heights Water District (CA3410006) Reporting Year: 2016 1/2016 - 12/2016		
*** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 63 out of 100 ***		
System Attributes:		
	Apparent Losses:	258.877 acre-ft/yr
	+ Real Losses:	443.008 acre-ft/yr
	= Water Losses:	701.885 acre-ft/yr
?	Unavoidable Annual Real Losses (UARL):	447.05 acre-ft/yr
	Annual cost of Apparent Losses:	\$111,312
	Annual cost of Real Losses:	\$84,309 Valued at Variable Production Cost
Return to Reporting Worksheet to change this assumption		
Performance Indicators:		
Financial:	{	Non-revenue water as percent by volume of Water Supplied: 6.7%
		Non-revenue water as percent by cost of operating system: 2.2% Real Losses valued at Variable Production Cost
Operational Efficiency:	{	Apparent Losses per service connection per day: 11.68 gallons/connection/day
		Real Losses per service connection per day: 19.99 gallons/connection/day
		Real Losses per length of main per day*: N/A
		Real Losses per service connection per day per psi pressure: 0.22 gallons/connection/day/psi
		From Above, Real Losses = Current Annual Real Losses (CARL): 443.01 acre-feet/year
?	Infrastructure Leakage Index (ILI) [CARL/UARL]:	0.99
* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline		



**AWWA Free Water Audit Software:
Reporting Worksheet**

WAS v5.0
American Water Works Association
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[Click to access definition](#)

[Click to add a comment](#)

Water Audit Report for: Citrus Heights Water District (CA3410006)

Reporting Year: 2017 1/2017 - 12/2017

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: ACRE-FEET PER YEAR

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

WATER SUPPLIED

Volume from own sources:	+ ?	5	713.000	acre-ft/yr
Water imported:	+ ?	6	10,910.140	acre-ft/yr
Water exported:	+ ?	n/a	0.000	acre-ft/yr

WATER SUPPLIED: 11,623.140 acre-ft/yr

Master Meter and Supply Error Adjustments

+ ?	8	0.00%	● ○	acre-ft/yr
+ ?	3	0.00%	● ○	acre-ft/yr
+ ?			● ○	acre-ft/yr

Enter negative % or value for under-registration
Enter positive % or value for over-registration

AUTHORIZED CONSUMPTION

Billed metered:	+ ?	5	11,014.520	acre-ft/yr
Billed unmetered:	+ ?	n/a	0.000	acre-ft/yr
Unbilled metered:	+ ?	9	0.490	acre-ft/yr
Unbilled unmetered:	+ ?	5	29.058	acre-ft/yr

AUTHORIZED CONSUMPTION: 11,044.068 acre-ft/yr

WATER LOSSES (Water Supplied - Authorized Consumption) 579.072 acre-ft/yr

Apparent Losses

Unauthorized consumption: 29.058 acre-ft/yr

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Customer metering inaccuracies:	+ ?	3	111.263	acre-ft/yr
Systematic data handling errors:	+ ?		27.536	acre-ft/yr

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

Apparent Losses: 167.857 acre-ft/yr

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses: 411.215 acre-ft/yr

WATER LOSSES: 579.072 acre-ft/yr

NON-REVENUE WATER

NON-REVENUE WATER: 608.620 acre-ft/yr

= Water Losses + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

Length of mains:	+ ?	9	271.0	miles
Number of <u>active AND inactive</u> service connections:	+ ?	8	19,902	
Service connection density:	?		73	conn./mile main

Are customer meters typically located at the curbside or property line? Yes (length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line has been set to zero and a data grading score of 10 has been applied

Average operating pressure: 85.0 psi

COST DATA

Total annual cost of operating water system:	+ ?	10	\$9,879.662	\$/Year
Customer retail unit cost (applied to Apparent Losses):	+ ?	10	\$0.99	\$/100 cubic feet (ccf)
Variable production cost (applied to Real Losses):	+ ?	5	\$247.95	\$/acre-ft

☐ Use Customer Retail Unit Cost to value real losses

WATER AUDIT DATA VALIDITY SCORE:

*** YOUR SCORE IS: 64 out of 100 ***

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score


PRIORITY AREAS FOR ATTENTION:

Based on the information provided, audit accuracy can be improved by addressing the following components:

1: Water imported

2: Customer metering inaccuracies

3: Billed metered



AWWA Free Water Audit Software:
System Attributes and Performance Indicators

WAS v5.0
American Water Works Association.

Water Audit Report for: Citrus Heights Water District (CA3410006)

Reporting Year: 2017 1/2017 - 12/2017

*** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 64 out of 100 ***

System Attributes:


	Apparent Losses:	167.857	acre-ft/yr
	+ Real Losses:	411.215	acre-ft/yr
	= Water Losses:	579.072	acre-ft/yr
		? Unavoidable Annual Real Losses (UARL):	423.83 acre-ft/yr
		Annual cost of Apparent Losses:	\$72,175
		Annual cost of Real Losses:	\$101,961

Valued at **Variable Production Cost**
Return to Reporting Worksheet to change this assumption

Performance Indicators:

Financial:	{	Non-revenue water as percent by volume of Water Supplied:	5.2%	
		Non-revenue water as percent by cost of operating system:	1.8%	Real Losses valued at Variable Production Cost
Operational Efficiency:	{	Apparent Losses per service connection per day:	7.53	gallons/connection/day
		Real Losses per service connection per day:	18.45	gallons/connection/day
		Real Losses per length of main per day*:	N/A	
		Real Losses per service connection per day per psi pressure:	0.22	gallons/connection/day/psi
		From Above, Real Losses = Current Annual Real Losses (CARL):	411.22	acre-feet/year
		? Infrastructure Leakage Index (ILI) [CARL/UARL]:	0.97	

* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline



**AWWA Free Water Audit Software:
Reporting Worksheet**

WAS v5.0
American Water Works Association
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Water Audit Report for: Citrus Heights Water District (CA3410006)

Reporting Year: 2018 1/2018 - 12/2018

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: ACRE-FEET PER YEAR

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

WATER SUPPLIED

----- Enter grading in column 'E' and 'J' -----			
Volume from own sources:	<div>+ ?</div>	<u>3</u>	<u>1,842.330</u> acre-ft/yr
Water imported:	<div>+ ?</div>	<u>6</u>	<u>9,940.600</u> acre-ft/yr
Water exported:	<div>+ ?</div>	<u>n/a</u>	<u>0.000</u> acre-ft/yr
WATER SUPPLIED:		<u>?</u>	<u>11,782.930</u> acre-ft/yr

AUTHORIZED CONSUMPTION

Billed metered:	<div>+ ?</div>	<u>7</u>	<u>11,167.000</u> acre-ft/yr
Billed unmetered:	<div>+ ?</div>	<u>n/a</u>	<u>0.000</u> acre-ft/yr
Unbilled metered:	<div>+ ?</div>	<u>5</u>	<u>0.000</u> acre-ft/yr
Unbilled unmetered:	<div>+ ?</div>	<u>5</u>	<u>29.457</u> acre-ft/yr
AUTHORIZED CONSUMPTION:		<u>?</u>	<u>11,196.457</u> acre-ft/yr

WATER LOSSES (Water Supplied - Authorized Consumption)

		<u>?</u>	<u>586.473</u> acre-ft/yr
--	--	----------	---------------------------

Apparent Losses

Unauthorized consumption:

+ ?

29.457 acre-ft/yr

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Customer metering inaccuracies:

+ ?

3 345.371 acre-ft/yr

Systematic data handling errors:

+ ?

27.918 acre-ft/yr

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

Apparent Losses: ? 402.746 acre-ft/yr

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses: ? 183.727 acre-ft/yr

WATER LOSSES: ? 586.473 acre-ft/yr

Master Meter and Supply Error Adjustments

Pcnt:	Value:	acre-ft/yr
<u>5</u> <u>0.00%</u>	<div>● ○</div>	
<u>3</u> <u>0.00%</u>	<div>● ○</div>	
	<div>● ○</div>	

Enter negative % or value for under-registration
Enter positive % or value for over-registration

Click here: [?](#) for help using option buttons below

Pcnt:

○ ●

 Value: 29.457 acre-ft/yr

Use buttons to select percentage of water supplied OR value

Pcnt: 0.25%

● ○

 Value: 0.25%

● ○

 acre-ft/yr

3.00%

● ○

0.25%

● ○

 acre-ft/yr

NON-REVENUE WATER

NON-REVENUE WATER: ? 615.930 acre-ft/yr

= Water Losses + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

Length of mains:

+ ?

3 271.0 miles

Number of active AND inactive service connections:

+ ?

8 21,006

Service connection density:

+ ?

78 conn./mile main

Are customer meters typically located at the curbside or property line? Yes (length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line:

+ ?

0 (length of service line, beyond the property boundary, that is the responsibility of the utility)

Average operating pressure:

+ ?

5 90.0 psi

COST DATA

Total annual cost of operating water system:

+ ?

10 \$12,155.090 \$/Year

Customer retail unit cost (applied to Apparent Losses):

+ ?

9 \$1.02 \$/100 cubic feet (ccf)

Variable production cost (applied to Real Losses):

+ ?

6 \$312.94 \$/acre-ft ☐ Use Customer Retail Unit Cost to value real losses

WATER AUDIT DATA VALIDITY SCORE:

*** YOUR SCORE IS: 62 out of 100 ***

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score


PRIORITY AREAS FOR ATTENTION:

Based on the information provided, audit accuracy can be improved by addressing the following components:

1: Water imported

2: Customer metering inaccuracies

3: Volume from own sources



AWWA Free Water Audit Software:
System Attributes and Performance Indicators

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Water Audit Report for: **Citrus Heights Water District (CA3410006)**

Reporting Year: **2018** | **1/2018 - 12/2018**

*** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 62 out of 100 ***

System Attributes:

	Apparent Losses:	402.746	acre-ft/yr
	+ Real Losses:	183.727	acre-ft/yr
	= Water Losses:	586.473	acre-ft/yr
<div style="display: flex; align-items: center;"> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; margin-right: 5px;">?</div> Unavoidable Annual Real Losses (UARL): </div> <div style="display: flex; justify-content: flex-end; align-items: center;"> <div style="text-align: right;">465.45</div> <div style="text-align: right;">acre-ft/yr</div> </div>			
		Annual cost of Apparent Losses:	\$178,945
		Annual cost of Real Losses:	\$57,496
			Valued at Variable Production Cost Return to Reporting Worksheet to change this assumption


Performance Indicators:

Financial:	{	Non-revenue water as percent by volume of Water Supplied:	5.2%	
		Non-revenue water as percent by cost of operating system:	2.0%	Real Losses valued at Variable Production Cost
Operational Efficiency:	{	Apparent Losses per service connection per day:	17.12	gallons/connection/day
		Real Losses per service connection per day:	7.81	gallons/connection/day
		Real Losses per length of main per day*:	N/A	
		Real Losses per service connection per day per psi pressure:	0.09	gallons/connection/day/psi
		From Above, Real Losses = Current Annual Real Losses (CARL):	183.73	acre-feet/year
		<div style="display: flex; align-items: center;"> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; margin-right: 5px;">?</div> Infrastructure Leakage Index (ILI) [CARL/UARL]: </div>	0.39	

* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline

CHWD 2020 UWMP

Appendix E.4 - 2019 Validated Water Loss Audit



AWWA Free Water Audit Software: Reporting Worksheet

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American Water Works Association
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Water Audit Report for: Citrus Heights Water District (CA3410006)

Reporting Year: 2019 1/2019 - 12/2019

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: ACRE-FEET PER YEAR

WATER SUPPLIED

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

----- Enter grading in column 'E' and 'J' ----->

Volume from own sources:	+	?	3	359.000	acre-ft/yr
Water imported:	+	?	8	11,068.000	acre-ft/yr
Water exported:	+	?	n/a	0.000	acre-ft/yr

WATER SUPPLIED: 11,605.825 acre-ft/yr

Master Meter and Supply Error Adjustments

+	?	8	0.00%	●	○		acre-ft/yr
+	?	8	-1.59%	●	○		acre-ft/yr
+	?	?		●	○		acre-ft/yr

Enter negative % or value for under-registration
Enter positive % or value for over-registration

AUTHORIZED CONSUMPTION

Billed metered:	+	?	6	11,011.380	acre-ft/yr
Billed unmetered:	+	?	n/a	0.000	acre-ft/yr
Unbilled metered:	+	?	n/a	0.000	acre-ft/yr
Unbilled unmetered:	+	?	7	22.000	acre-ft/yr

AUTHORIZED CONSUMPTION: ? 11,033.380 acre-ft/yr

Click here: [?](#)
for help using option buttons below

Pcnt: ○ ● Value: 22.000 acre-ft/yr

Use buttons to select percentage of water supplied OR value

Pcnt: 0.25% ● ○ Value: acre-ft/yr

3.00% ● ○ 0.25% ● ○ acre-ft/yr

WATER LOSSES (Water Supplied - Authorized Consumption)

572.445 acre-ft/yr

Apparent Losses

Unauthorized consumption: + ? 29.015 acre-ft/yr

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Customer metering inaccuracies: + ? 5 340.558 acre-ft/yr

Systematic data handling errors: + ? 27.528 acre-ft/yr

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

Apparent Losses: ? 397.101 acre-ft/yr

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses: ? 175.343 acre-ft/yr

WATER LOSSES: 572.445 acre-ft/yr

NON-REVENUE WATER

NON-REVENUE WATER: ? 594.445 acre-ft/yr

= Water Losses + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

Length of mains: + ? 8 271.0 miles

Number of active AND inactive service connections: + ? 8 21,006

Service connection density: ? 78 conn./mile main

Are customer meters typically located at the curbside or property line? Yes (length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line has been set to zero and a data grading score of 10 has been applied

Average operating pressure: + ? 5 90.0 psi

COST DATA

Total annual cost of operating water system: + ? 10 \$13,790,560 \$/Year

Customer retail unit cost (applied to Apparent Losses): + ? 9 \$1.07 \$/100 cubic feet (ccf)

Variable production cost (applied to Real Losses): + ? 6 \$333.89 \$/acre-ft ☐ Use Customer Retail Unit Cost to value real losses

*** YOUR SCORE IS: 72 out of 100 ***

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION:

Based on the information provided, audit accuracy can be improved by addressing the following components:

1: Water imported

2: Billed metered

3: Customer metering inaccuracies

AWWA Free Water Audit Software:
System Attributes and Performance Indicators

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Water Audit Report for: Citrus Heights Water District (CA3410006)

Reporting Year: 2019 1/2019 - 12/2019

*** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 72 out of 100 ***

System Attributes:

	Apparent Losses:	397.101	acre-ft/yr
	+ Real Losses:	175.343	acre-ft/yr
	= Water Losses:	572.445	acre-ft/yr
<div style="display: flex; align-items: center;"> ? Unavoidable Annual Real Losses (UARL): </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; flex-grow: 1; text-align: right;">465.45</div> <div style="text-align: right;">acre-ft/yr</div> </div>			
		\$185,086	
		\$58,545	Valued at Variable Production Cost
Return to Reporting Worksheet to change this assumption			

Performance Indicators:

Financial:	{	Non-revenue water as percent by volume of Water Supplied:	5.1%	
		Non-revenue water as percent by cost of operating system:	1.8%	Real Losses valued at Variable Production Cost
Operational Efficiency:	{	Apparent Losses per service connection per day:	16.88	gallons/connection/day
		Real Losses per service connection per day:	7.45	gallons/connection/day
		Real Losses per length of main per day*:	N/A	
		Real Losses per service connection per day per psi pressure:	0.08	gallons/connection/day/psi
From Above, Real Losses = Current Annual Real Losses (CARL): <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; flex-grow: 1; text-align: right;">175.34</div> <div style="text-align: right;">acre-feet/year</div> </div>				
		<div style="display: flex; align-items: center;"> ? Infrastructure Leakage Index (ILI) [CARL/UARL]: </div>	0.38	

* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline

Appendix F: Consumer Confidence Report (2019)

2019 CONSUMER CONFIDENCE REPORT



This report is published by the San Juan Wholesale Customer Agencies: San Juan Water District, Citrus Heights Water District, Fair Oaks Water District and Orange Vale Water Company. San Juan Water District provides reliable, high-quality water supplies to our customers. We serve nearly 184,000 customers in our retail and wholesale service areas throughout Sacramento and Placer counties. We test our surface water, which comes from the American River watershed, and our local groundwater for microbiological and chemical quality.

The U.S. Environmental Protection Agency and the State Water Resources Control Board maintain strict water quality standards designed to protect customers from waterborne disease organisms and harmful chemicals. As a public water agency, we are required by the USEPA to provide you with an annual Consumer Confidence Report.

This report provides you with information about drinking water quality and how we comply with drinking water quality standards. As your water provider, we are proud to report this year's CCR concludes that, once again, **your drinking water meets all federal and state drinking water standards.**

WHERE DOES YOUR WATER COME FROM?

Water from the Agencies comes from two sources: treated surface water and groundwater. San Juan Water District diverts and treats surface water from Folsom Lake. This treated water is then distributed to the Agencies. Orange Vale Water Company and San Juan Water District receive 100 percent of their supply from treated surface water. If you are a consumer of Citrus Heights or Fair Oaks Water Districts, your water is a mixture of treated surface water from San Juan Water District and groundwater from local wells.

SJWD – 100% surface water

OVWC – 100% surface water

CHWD – 97% surface water, 3% groundwater

FOWD – 77.25% surface water, 22.75% groundwater

Source water assessments have been conducted for all the water sources to enable the Agencies to understand the activities that have the greatest potential for contaminating the drinking water supplies. The groundwater sources were assessed in 2002 and the surface water source was evaluated in 2001. New wells for Citrus Heights Water District were assessed in 2008, 2009, and 2015. A new well for Fair Oaks Water District was assessed in 2014. These assessments were conducted in accordance with State Water Board guidelines and copies of the complete assessments are available for review at the respective agency offices.

San Juan Water District conducted the evaluation of the Folsom Lake source. It was found to be most vulnerable to potential contamination from the Folsom Lake State Recreation Area facilities, high-density housing and associated activities such as sewer and septic systems and fertilizer, pesticide and herbicide application, as well as illegal activities and dumping. The source water is typically treated using conventional treatment with filtration and disinfection that is designed to remove many contaminants. Again this year, your water meets all federal and state drinking water standards.

Citrus Heights and Fair Oaks water districts conducted assessments of their local groundwater wells. It was found that all the wells are vulnerable to commercial urban activities, such as active and historic gas stations, dry cleaners, leaking underground storage tanks, known contaminant plumes, automobile repair shops, and sewer collection systems, none of which are associated with any detected contaminants. One well for Fair Oaks Water District was found to be vulnerable to irrigation, associated with low level detects of nitrate.

Although Orange Vale Water Company does not currently utilize available local groundwater, assessments found that wells within their service area would be most vulnerable to rural grazing activities.

WHAT'S IN YOUR WATER?

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in the source water include:

- Microbial contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

- Organic chemical contaminants, including synthetic and volatile organic chemicals, that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.

- Radioactive contaminants, that can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (U.S. EPA) and the State Water Resources Control Board (State Water Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. State Water Board regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline (1-800-426-4791).

A NOTE FOR SENSITIVE POPULATIONS

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. U.S. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

GENERAL INFORMATION ON LEAD

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The San Juan Family Agencies are responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at epa.gov/lead.

The San Juan Family Agencies also conducts lead tap sampling in schools if requested. None was requested in 2019.

KEY TO ABBREVIATIONS

PPB	parts per billion or micrograms per liter (µg/L)
PPM	parts per million or milligrams per liter (mg/L)
pCi/L	picocuries per liter
NTU	nephelometric turbidity units
µS/CM	microsiemens per centimeter
ND	not detected
NR	not required
N/A	not applicable

WATER QUALITY DEFINITIONS

Maximum Contaminant Level (MCL) — The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Public Health Goal (PHG) — The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Maximum Contaminant Level Goal (MCLG) — The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.

Maximum Residual Disinfectant Level (MRDL) — The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG) — The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standard (PDWS) — MCLs, MRDLs and Treatment Techniques (TT) for contaminants that affect health, along with their monitoring and reporting requirements.

Treatment Technique (TT) — A required process intended to reduce the level of a contaminant in drinking water.

Regulatory Action Level (AL) — The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

Notification Level (NL) — Health-based advisory level set by the State Water Board for constituents with no MCL. This is not an enforceable standard, although requirements and recommendations may apply if detected above this level.

UNREGULATED CONTAMINANT MONITORING RULE (UCMR) RESULTS

USEPA requires public water systems to collect data for unregulated constituents in drinking water supplies under the Unregulated Contaminant Monitoring Rule program. Currently, these constituents have no drinking water standards but may be regulated in the future. The third round (UCMR3) was conducted from 2013 – 2015 and the fourth round (UCMR4) will be conducted from 2018 – 2020.

More information on the UCMR3 round can be found at epa.gov/dwucmr/third-unregulated-contaminant-monitoring-rule. Citrus Heights Water District and Fair Oaks Water District conducted sampling in 2014, while Orange Vale Water Company and San Juan Water District conducted sampling in 2015. Several constituents were detected, none at any level of human health concern.

Constituent	Range (ug/L)	Average (ug/L)	Human Health Advisory	Potential Sources
HCFC-22 (chlorodifluoromethane)	ND-0.11 ¹	ND ¹	None	Refrigerant and propellant
Vanadium	1.1-11 ¹ 0.52-8.1 ² 0.47-1.0 ³ 0.63-1.2 ⁴	7.2 ¹ 3.4 ² 0.67 ³ 1 ⁴	State Water Board Notification Level – 50 ug/L	Naturally-occurring metal
Molybdenum	ND-1 ¹ ND-1.7 ²	ND ^{1,2}	USEPA Lifetime Health Advisory – 40 ug/L	Naturally-occurring metal
Strontium	46-460 ¹ 46-220 ² 52-64 ³ 46-59 ⁴	245 ¹ 120 ² 59.8 ³ 53 ⁴	USEPA Lifetime Health Advisory – 4,000 ug/L	Naturally-occurring metal
Hexavalent Chromium	0.056 – 2.3 ¹ 0.035 – 0.47 ² 0.067 – 0.09 ³	1.41 ¹ 0.17 ² 0.08 ³	Public Health Goal – 0.02 ug/L	Naturally-occurring metal
Chlorate	ND-40 ¹ ND-240 ²	ND ¹ 37 ²	State Water Board Notification Level – 800 ug/L	Oxidant used in pyrotechnics and possible by-product of water treatment
Testosterone	ND-0.00013 ¹	ND ¹	None	Mammalian hormone

1 – Citrus Heights Water District (wells, treated surface water from SJWD, and distribution system - 2014)
2 – Fair Oaks Water District (wells, treated surface water from SJWD, and distribution system - 2014)
3 – SJWD (treated surface water and distribution system - 2015)
4 – Orange Vale Water Company (treated surface water from SJWD and distribution system - 2015)

More information on the UCMR4 round can be found at epa.gov/dwucmr/fourth-unregulated-contaminant-monitoring-rule. Fair Oaks Water District was required to monitor in 2018, while San Juan Water District, Citrus Heights Water District, and Orange Vale Water Company conducted sampling in 2019. Several constituents were detected, none at any level of human health concern.

Constituent	Range (ug/L)	Average (ug/L)	Human Health Advisory	Potential Sources
Manganese	ND – 1.9 ¹ ND – 3.24 ² 1.8 – 9.92 ³ 0.56 – 4.9 ⁴	1.9 ¹ 1.05 ² 3.81 ³ 2.72 ⁴	USEPA Lifetime Health Advisory - 300 ug/L State Board Notification Level – 500 ug/L	Naturally-occurring metal
HAA5	ND - 25 ¹ 18.97 – 31.6 ² 19.46 – 21.22 ³ 22.8 – 33 ⁴	6.7 ¹ 21.14 ² 20 ³ 27.1 ⁴	State Water Board Maximum Contaminant Level – 60 ug/L	By-product of drinking water disinfection
HAA6Br	ND – 1.44 ⁴	1.03 ⁴	None	By-product of drinking water disinfection
HAA9	ND - 17 ¹ 15.57 – 32.62 ² 20.04 – 22.21 ³ 23.42 – 34.38 ⁴	14.5 ¹ 24.66 ² 20.85 ³ 28.11 ⁴	None	By-product of drinking water disinfection
Bromide	ND - 32 ¹	24.7 ¹	None	Naturally-occurring compound

1 – Fair Oaks Water District (wells, treated surface water from SJWD, and distribution system – 2018 and 2019)
2 – SJWD (treated surface water and distribution system - 2019)
3 – Citrus Heights Water District (wells, treated surface water from SJWD, and distribution system - 2019)
4 – Orange Vale Water Company (treated surface water from SJWD and distribution system - 2019)

SAN JUAN WHOLESALE CUSTOMER AGENCIES – 2019 TABLE OF DETECTED CONSTITUENTS

DETECTED PRIMARY DRINKING WATER CONSTITUENTS regulated to protect your health													
CONSTITUENT	UNITS	PHG or (MCLG) or (MRDLG)	MCL or (MRDL)	San Juan Surface Water Including Orange Vale Water Company(a)			Citrus Heights Groundwater			Fair Oaks Groundwater			MAJOR SOURCES
				RANGE	AVERAGE	YEAR SAMPLED	RANGE	AVERAGE	YEAR SAMPLED	RANGE	AVERAGE	YEAR SAMPLED	
Arsenic	PPB	0.004	10	ND	ND	2019	ND - 2.2	ND	2016, 2019	ND - 4.6	ND	2019	Erosion of natural deposits; runoff from orchards; glass and electronics production waste
Barium	PPM	2	1	ND	ND	2019	ND - 0.11	ND	2016, 2019	ND	ND	2019	Erosion of natural deposits and wastes from metal refineries
Fluoride	PPM	1	2.0	ND	ND	2019	ND - 0.18	0.11	2016, 2019	ND - 0.11	ND	2014	Erosion of natural deposits; discharge from fertilizer and aluminum factories
Nitrate (as N)	PPM	10	10	ND	ND	2019	ND - 2.8	2.4	2019	ND	ND	2019	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Uranium	pCi/L	0.43	20	NR	N/A	N/A	ND - 1.3	ND	2017	ND	ND	2018	Erosion of natural deposits
Chlorine Residual - distribution system	PPM	[4]	[4]	0.35 - 0.9 (0.3 - 0.93)	0.68 (0.59)	2019	0.31 - 1.11	0.68	2019	0.19 - 0.87	0.49	2019	Drinking water disinfectant added for treatment
Total Trihalomethanes - distribution system	PPB	N/A	80	37 - 60 (26 - 64)	47 (57)	2019	ND - 49	41	2019	ND - 49	45.0	2019	By-product of drinking water disinfection
Haloacetic Acids - distribution system	PPB	N/A	60	20 - 36 (15 - 37)	27 (34)	2019	ND - 32	19	2019	ND - 29	30.5	2019	By-product of drinking water disinfection
Control of Disinfection By-Product Precursors (TOC) (treated water) (b)	PPM	N/A	TT = 2	0.81 - 1.67	1.13	2019	NR	N/A	N/A	NR	N/A	N/A	Various natural and manmade sources
CONSTITUENT	UNITS	PHG OR (MCLG)	MCL	LEVEL FOUND		YEAR SAMPLED	LEVEL FOUND		YEAR SAMPLED	LEVEL FOUND		YEAR SAMPLED	MAJOR SOURCES
Turbidity (b)	NTU	N/A	TT = 1 NTU	0.041		2019	NR		N/A	NR		N/A	Soil runoff
	% Samples	N/A	TT = ≤0.3 NTU	100		2019	NR		N/A	NR		N/A	
CONSTITUENT	UNITS	PHG OR (MCLG)	AL	90th PERCENTILE	# SAMPLED/ # EXCEED AL	YEAR SAMPLED	90th PERCENTILE	# SAMPLED/ # EXCEED AL	YEAR SAMPLED	90th PERCENTILE	# SAMPLED/ # EXCEED AL	YEAR SAMPLED	MAJOR SOURCES
Lead (c)	PPB	0.2	15	ND (ND)	30/1 (30/1)	2018 (2018)	ND	30/0	2018	ND	31/0	2019	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper	PPM	0.3	1.3	0.067 (0.11)	30/0 (30/0)	2018 (2018)	0.095	30/0	2018	0.063	31/0	2019	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
DETECTED SECONDARY DRINKING WATER CONSTITUENTS regulated for aesthetic qualities													
CONSTITUENT	UNITS	PHG or (MCLG)	MCL	San Juan Surface Water Including Orange Vale Water Company			Citrus Heights Groundwater			Fair Oaks Groundwater			MAJOR SOURCES
				RANGE	AVERAGE	YEAR SAMPLED	RANGE	AVERAGE	YEAR SAMPLED	RANGE	AVERAGE	YEAR SAMPLED	
Total Dissolved Solids	PPM	N/A	1,000	30	30	2019	220 - 260	245	2016, 2019	110 - 190	140	2019	Runoff/leaching from natural deposits
Specific Conductance	µS/CM	N/A	1,600	50 - 98	64.8	2019	280 - 360	325	2016, 2019	120 - 240	182	2018	Substances that form ions when in water
Sulfate	PPM	N/A	500	3.8	3.8	2019	8.4 - 12	10.6	2016, 2019	4.3 - 15	8.45	2019	Runoff/leaching from natural deposits
Chloride	PPM	N/A	500	1.8	1.8	2019	12 - 18	15.5	2016, 2019	3.2 - 7.4	4.4	2019	Runoff/leaching from natural deposits
Turbidity	NTU	N/A	5	0.019 - 0.041	0.023	2019	ND - 0.1	ND	2016, 2019	ND	ND	2019	Soil runoff
DETECTED UNREGULATED DRINKING WATER CONSTITUENTS (d)													
CONSTITUENT	UNITS	PHG or (MCLG)	NL	San Juan Surface Water Including Orange Vale Water Company			Citrus Heights Groundwater			Fair Oaks Groundwater			MAJOR SOURCES
				RANGE	AVERAGE	YEAR SAMPLED	RANGE	AVERAGE	YEAR SAMPLED	RANGE	AVERAGE	YEAR SAMPLED	
Bicarbonate Alkalinity	PPM	N/A	NONE	13	13	2019	130 - 180	150	2016, 2019	54 - 93	74	2019	Bicarbonate alkalinity is the measure of the capacity of water or any solution to neutralize or "buffer" acids, represented as the bicarbonate ion.
Hardness	PPM	N/A	NONE	12	12	2019	110 - 150	132.5	2016, 2019	47 - 83	65	2019	Hardness is the sum of polyvalent cations present in the water, generally naturally occurring magnesium and calcium.
Sodium	PPM	N/A	NONE	1.6	1.6	2019	16 - 22	19	2016, 2019	4.9 - 17	9.1	2019	Naturally occurring salt in the water
Calcium	PPM	N/A	NONE	3.3	3.3	2019	24 - 33	29.25	2016, 2019	12 - 21	16	2019	Erosion of natural deposits
Magnesium	PPM	N/A	NONE	1	1	2019	12 - 16	14.25	2016, 2019	4.2 - 8.3	6.3	2019	Erosion of natural deposits

(a)—Data for OVWC Distribution System is shown in parenthesis.

(b)—Only surface water sources must comply with PDWS for Control of Disinfection By-Product Precursors and turbidity. Turbidity is a measure of the cloudiness of water. We monitor for it because it is a good indicator of the effectiveness of our filtration system.

(c)—No schools requested any of the family agencies conduct monitoring for lead in 2019

(d)—Unregulated contaminant monitoring helps determine where certain contaminants occur and whether they need to be regulated.

The State allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of our data, though representative, are more than one year old.



2019 CONSUMER CONFIDENCE REPORT
Yearly Water Quality Report

San Juan Wholesale Customer Agencies
P.O. Box 2157
Granite Bay, CA 95746

Board of Directors
Edward J. "Ted" Costa Marty Hanneman
Kenneth H. Miller Dan Rich
Pamela Tobin

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien. Favor de comunicarse San Juan Family Agency para asistirlo en español.

Этот отчет содержит важную информацию о вашей питьевой воде. Пожалуйста, свяжитесь с San Juan Family Agency для получения помощи на русском языке.



CONTACT US

If you have any questions about this report or your water supply, please contact your local water provider. Each of the member agencies holds monthly board meetings that are open to the public as indicated below.



Contact Person:
Brian Hensley
(916) 725-6873
bhensley@chwd.org
chwd.org

Board Meetings:
3rd Wednesday each month
6:30 p.m.
6230 Sylvan Road
Citrus Heights



Contact Person:
Michael Nisenboym, P.E.
(916) 844-3513
mnisenboym@fowd.com
fowd.com

Board Meetings:
2nd Monday every month
6:30 p.m.
10326 Fair Oaks Boulevard
Fair Oaks



Contact Person:
Mark Dubose
(916) 988-1693
mdubose@orangevalewater.com
orangevalewater.com

Board Meetings:
1st Tuesday each month
4:00 p.m.
9031 Central Avenue
Orangevale



Contact Person:
Greg Turner
(916) 791-1715
gturner@sjwd.org
sjwd.org

Board Meetings:
4th Wednesday each month
6:00 p.m.
9935 Auburn-Folsom Road
Granite Bay

LEARN MORE ABOUT YOUR WATER AT SJWD.ORG

Appendix G: References

- City of Citrus Heights. Citrus Heights General Plan. August 2020.
- De Novo Planning Group (De Novo). Initial Study for the Sunrise Tomorrow Specific Plan (prepared for City of Citrus Heights). August 2020.
- GEI Consultants (GEI). AB 32 Water Energy Assessment and Savings Demonstration Project, prepared for Sacramento Municipal Utility District (SMUD) and Regional Water Authority (RWA). October 2014.
- Pierce, D.W., J. F. Kalansky, D. R. Cayan. Climate, Drought and Sea Level Rise Scenarios for California's Fourth Climate Change Assessment. August 2018.
- Placer County. West Placer Storm Water Quality Design Manual. April 2016; revised May 2018.
- MacKay & Somps. Preliminary Water Study Evaluation for the Mitchell Farms development. January 2019.
- Regional Water Authority (RWA). North American Basin Regional Drought Contingency Plan. October 2017.
- Regional Water Authority (RWA). Regional Water Reliability Plan. May 2019.
- Sacramento Groundwater Authority (SGA). Groundwater Management Plan Sacramento County – North Basin. December 2014.
- Sacramento Regional County Sanitation District (SRCSD). Interceptor Sequencing Study, Technical Memorandum 1, Land Use Planning and Growth Data. February 2010.
- Sacramento Water Forum. Water Forum Agreement. October 2015.
- Tully and Young. 25-Year Demand Forecast and Capacity Analysis (prepared for San Juan Water District). June 2020.

ATTACHMENT 2

Resolution 03-2021

Adopt 2020 Urban Water Management Plan

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 3-2021

RESOLUTION ADOPTING THE 2020 URBAN WATER MANAGEMENT PLAN

WHEREAS, The California Urban Water Management Planning Act, (Wat. Code § 10610, et seq. (the Act)), mandates that every urban supplier of water providing water for municipal purposes to more than 3,000 customers or supplying more than 3,000 acre feet of water annually, prepare, and adopt an Urban Water Management Plan (Plan); and

WHEREAS, the Act generally requires that said Plan be updated and adopted at least once every five years on or before July 1, in years ending in six and one; and

WHEREAS, pursuant to recent amendments to the Act, urban water suppliers are required to update and electronically submit their 2020 Plans to the California Department of Water Resources (DWR) by July 1, 2021; and

WHEREAS, pursuant to Water Conservation Act of 2009, also referred to as SB X7-7 (Wat. Code § 10608 et seq.), an “urban retail water supplier” is defined as a water supplier that directly provides potable municipal water to more than 3,000 end users or that supplies more than 3,000 acre feet of potable water annually at retail for municipal purposes, and an “urban wholesale water supplier” is defined as a water supplier that provides more than 3,000 acre feet of water annually at wholesale for potable municipal purposes; and

WHEREAS, Citrus Heights Water District (CHWD) meets the definition of an urban retail water supplier for purposes of the Act and SB X7-7; and

WHEREAS, CHWD has prepared a 2020 Plan in accordance with the Act and SB X7-7, and in accordance with applicable legal requirements, has undertaken certain coordination, notice, public involvement, public comment, and other procedures in relation to its 2020 Plan; and

WHEREAS, in accordance with the Act and SB X7-7, CHWD has prepared its 2020 Plan with its own staff, with the assistance of consulting professionals, and in cooperation with other governmental agencies, and has utilized and relied upon industry standards and the expertise of industry professionals in preparing its 2020 Plan, and has also utilized DWR’s Urban Water Management Plan Guidebook 2020, including its related appendices, in preparing its 2020 Plan; and

WHEREAS, in accordance with applicable law, including Water Code sections 10608.26 and 10642, and Government Code section 6066, a Notice of a Public Hearing regarding CHWD’s 2020 Plan was published within the jurisdiction of CHWD on May 28, 2021 and June 4, 2021; and

WHEREAS, in accordance with applicable law, including but not limited to Water Code sections 10608.26 and 10642, a public hearing was held on June 16, 2021 at 6:30 p.m., or soon thereafter, at Phone Call In: (253) 215-8782, Phone Meeting ID: 936 0581 6651, <https://zoom.us/j/93605816651>, in order to provide members of the public and other interested

entities with the opportunity to be heard in connection with proposed adoption of the 2020 Plan and issues related thereto; and

WHEREAS, pursuant to said public hearing on CHWD's 2020 Plan, CHWD, among other things, encouraged the active involvement of diverse social, cultural, and economic members of the community within CHWD's service area with regard to the 2020 Plan and encouraged community input regarding CHWD's 2020 Plan; and

WHEREAS, the CHWD Board of Directors has reviewed and considered the purposes and requirements of the Act and SB X7-7, the contents of the 2020 Plan, and the documentation contained in the administrative record in support of the 2020 Plan, and has determined that the factual analyses and conclusions set forth in the 2020 Plan are legally sufficient; and

WHEREAS, the CHWD Board of Directors desires to adopt the 2020 Plan prior to July 1, 2021 in order to comply with the Act and SB X7-7; and

WHEREAS, Section 10652 of the California Water Code provides that the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code) (CEQA) does not apply to the preparation and adoption of the 2020 Plan pursuant to this part.

NOW THEREFORE BE IT RESOLVED, the CHWD Board of Directors hereby resolves as follows:

1. The CHWD's 2020 Plan is hereby adopted as amended by changes incorporated by the Board of Directors as a result of input received (if any) at the public hearing and ordered filed with the Secretary of the Board of Directors.

2. The General Manager or designee is hereby authorized and directed to include a copy of this Resolution in CHWD's 2020 Plan.

3. The General Manager or designee is hereby authorized and directed, in accordance with Water Code sections 10621(d) and 10644(a)(1)-(2), to electronically submit a copy of the 2020 Plan to the DWR no later than July 1, 2021.

4. The General Manager or designee is hereby authorized and directed, in accordance with Water Code section 10644(a), to submit a copy of the 2020 Plan to the California State Library, and any city or county within which CHWD provides water supplies no later than thirty (30) days after this adoption date.

5. The General Manager or designee is hereby authorized and directed, in accordance with Water Code section 10645, to make the 2020 Plan available for public review at the CHWD's offices during normal business hours or on the CHWD website no later than thirty (30) days after filing a copy of the Plan with DWR.

6. The General Manager or designee is hereby authorized and directed, in accordance with Water Code Section 10635(c), to provide that portion of the 2020 Plan prepared pursuant to Water Code Section 10635(a)-(b) to any city or county within which CHWD provides water supplies no later than sixty (60) days after submitting a copy of the Plan with DWR.

7. The General Manager or designee is hereby authorized and directed to implement the 2020 Plan in accordance with the Act and SB X7-7 and to provide recommendations to the Board of Directors regarding the necessary budgets, procedures, rules, regulations, or further actions to carry out the effective and equitable implementation of the 2020 Plan.

8. The CHWD Board of Directors finds and determines that this resolution is not subject to CEQA pursuant to Water Code Section 10652 because CEQA does not apply to the preparation and adoption, including addenda thereto, of an urban water management plan or to the implementation of the actions taken pursuant to such plans. Because this resolution comprises the CHWD Board of Director's adoption of its Addendum to the 2020 Plan and involves its implementation, no CEQA review is required.

9. The document and materials that constitute the record of proceedings on which this resolution and the above findings have been based are located at 6230 Sylvan Road, Citrus Heights, CA 95610. The custodian for these records is the Chief Board Clerk.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 16th day of June, 2021, by the following vote, to wit:

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

DAVID WHEATON, President
Board of Directors
Citrus Heights Water District

ATTEST:

MADELINE HENRY, Administrative Services Manager/
Chief Board Clerk
Citrus Heights Water District

ATTACHMENT 3

Resolution 04-2021

Adopt 2020 Water Shortage Contingency Plan

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 4-2021

RESOLUTION ADOPTING THE WATER SHORTAGE CONTINGENCY PLAN

WHEREAS, The California Urban Water Management Planning Act, (Wat. Code §10610, et seq. (the Act)), mandates that every urban supplier of water providing water for municipal purposes to more than 3,000 customers or supplying more than 3,000 acre feet of water annually, prepare and adopt, in accordance with prescribed requirements, a Water Shortage Contingency Plan (WSCP) as part of its Urban Water Management Plan (Plan); and

WHEREAS, the Act specifies the requirements and procedures for adopting such WSCPs; and

WHEREAS, pursuant to recent amendments to the Act, urban water suppliers are required to adopt and electronically submit their WSCPs to the California Department of Water Resources (DWR) by July 1, 2021; and

WHEREAS, pursuant to the Act, “urban water supplier” means a supplier, either publicly or privately owned, providing water for municipal purposes either directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually. An urban water supplier includes a supplier or contractor for water, regardless of the basis of right, which distributes or sells for ultimate resale to customers; and

WHEREAS, Citrus Heights Water District (CHWD) meets the definition of an urban water supplier for purposes of the Act and is required to prepare and adopt a WSCP as part of its 2020 Plan; and

WHEREAS, CHWD has prepared a WSCP in accordance with the Act, and in accordance with applicable legal requirements, has undertaken certain coordination, notice, public involvement, public comment, and other procedures in relation to its WSCP; and

WHEREAS, in accordance with the Act, CHWD has prepared its WSCP with its own staff, with the assistance of consulting professionals, and in cooperation with other governmental agencies, and has utilized and relied upon industry standards and the expertise of industry professionals in preparing its WSCP, and has also utilized DWR’s Urban Water Management Plan Guidebook 2020, including its related appendices, in preparing its WSCP; and

WHEREAS, in accordance with applicable law, including Water Code section 10642, and Government Code section 6066, a Notice of a Public Hearing regarding CHWD’s WSCP was published within the jurisdiction of CHWD on May 28, 2021 and June 4, 2021; and

WHEREAS, in accordance with applicable law, including but not limited to Water Code section 10642, a public hearing was held on June 16, 2021 at 6:30 p.m., or soon thereafter, at Phone Call In: (253) 215-8782, Phone Meeting ID: 936 0581 6651, <https://zoom.us/j/93605816651>, in order to provide members of the public and other interested entities with the opportunity to be heard in connection with proposed adoption of the WSCP and issues related thereto; and

WHEREAS, pursuant to said public hearing on CHWD's WSCP, CHWD, among other things, encouraged the active involvement of diverse social, cultural, and economic members of the community within CHWD's service area with regard to the WSCP, and encouraged community input regarding CHWD's WSCP; and

WHEREAS, the CHWD Board of Directors has reviewed and considered the purposes and requirements of the Act, the contents of the WSCP, and the documentation contained in the administrative record in support of the WSCP, and has determined that the factual analyses and conclusions set forth in the WSCP are legally sufficient; and

WHEREAS, the CHWD Board of Directors desires to adopt the WSCP and to incorporate it as part of its 2020 Plan prior to July 1, 2021 in order to comply with the Act.

WHEREAS, Section 10652 of the California Water Code provides that the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code) (CEQA) does not apply to the preparation and adoption of a WSCP as part of Plan pursuant to California Water Code section 10632.

NOW THEREFORE BE IT RESOLVED, the CHWD Board of Directors hereby resolves as follows:

1. The Water Shortage Contingency Plan (WSCP) is hereby adopted as amended by changes incorporated by the CHWD Board of Directors as a result of input received (if any) at the public hearing and ordered filed with the Secretary of the CHWD Board of Directors and shall be incorporated into CHWD's 2020 Plan;

2. The General Manager or designee is hereby authorized and directed to include a copy of this Resolution in CHWD's WSCP and/or in CHWD's 2020 Plan;

3. The General Manager or designee is hereby authorized and directed, in accordance with Water Code sections 10621(d) and 10644(a)(1)-(2), to electronically submit a copy of the WSCP, as part of its 2020 Plan, to DWR no later than July 1, 2021;

4. The General Manager or designee is hereby authorized and directed, in accordance with Water Code section 10644(a), to submit a copy of the WSCP, as part of its 2020 Plan, to the California State Library, and to any city or county within which CHWD provides water supplies no later than thirty (30) days after this adoption date;

5. The General Manager or designee is hereby authorized and directed, in accordance with Water Code section 10645, to make the WSCP available for public review at CHWD's office during normal business hours and on its website at www.chwd.org no later than thirty (30) days after filing a copy of the WSCP, as part of its 2020 Plan, with DWR;

6. The General Manager or designee is hereby authorized and directed to implement the WSCP in accordance with the Act and to provide recommendations to the CHWD Board of Directors regarding the necessary budgets, procedures, rules, regulations, or further actions to carry out the effective and equitable implementation of the WSCP.

7. The CHWD Board of Directors finds and determines that this resolution is not subject to CEQA pursuant to Water Code Section 10652 because CEQA does not apply to the preparation and adoption of a WSCP or to the implementation of the actions taken pursuant to such plans. Because this resolution comprises the CHWD Board of Directors' adoption of its WSCP and involves its implementation, no CEQA review is required.

8. The document and materials that constitute the record of proceedings on which this resolution and the above findings have been based are located at 6230 Sylvan Road, Citrus Heights, CA 95610. The custodian for these records is the Chief Board Clerk.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 16th day of June, 2021, by the following vote, to wit:

AYES: Directors:

NOES: Directors:

ABSTAIN: Directors:

ABSENT: Directors:

DAVID WHEATON, President
Board of Directors
Citrus Heights Water District

ATTEST:

MADELINE HENRY, Administrative Services Manager/
Chief Board Clerk
Citrus Heights Water District

ATTACHMENT 4

Ordinance 01-2021

Adopt Conservation Program

CITRUS HEIGHTS WATER DISTRICT
ORDINANCE NO. 01-2021

ORDINANCE ADOPTING THE AMENDED WATER CONSERVATION PROGRAM

WHEREAS, pursuant to California Water Code section 375, this Ordinance restates and reauthorizes the establishment of a Water Conservation Program, Mandatory Water Conservation Stage Regulations, and progressive Enforcement Measures (“Water Conservation Program”) to be implemented to reduce water consumption within Citrus Heights Water District (“CHWD” or “District”); and

WHEREAS, this Ordinance supersedes, nullifies, and replaces Ordinance 01-2016 and any amendments thereto, regarding the District’s Water Conservation Program; and

WHEREAS, the District recognizes that water is a valuable natural resource, which should not be wasted, and the District has the mission of providing its customers with high quality water for domestic, commercial, irrigation, and fire protection purposes at adequate pressures and equitable rates; and

WHEREAS, the District recognizes that water availability can be adversely affected by weather conditions, environmental commitments, a depleting ground-water basin, and growth; and

WHEREAS, no provisions of the District’s Water Conservation Program shall apply to fire hydrants, fire mains, fire sprinkler lines or other equipment used solely for fire protection purposes. No provisions of the District’s Water Conservation Program shall apply to any hospital, health care or convalescent facility or any other type of facility where the health and welfare would be affected by restrictions on water used, nor shall it apply to veterinary hospitals. Such facilities are encouraged to conserve water to the extent possible. However, the District’s Water Conservation Program does apply to the outdoor grounds, yards and parking areas of these facilities; and

WHEREAS, the adoption and enforcement of a comprehensive Water Conservation Program will allow the District to delay or avoid declaring a water shortage emergency pursuant to Water Code Section 350; and

WHEREAS, it is necessary for the District to adopt this Ordinance 01-2021 regarding the District’s Water Conservation Program in order to conserve the District’s water supplies; and

WHEREAS, the California Urban Water Management Planning Act, (Water Code § 10610, et seq. (the Act)), mandates that every urban supplier of water providing water for municipal purposes to more than 3,000 customers or supplying more than 3,000 acre feet of water annually, prepare and adopt, in accordance with prescribed requirements, a Water Shortage Contingency Plan (WSCP) as part of its Urban Water Management Plan; and

WHEREAS, the District’s WSCP is a detailed plan for how the District, an urban water supplier, intends to act in the case of any actual water shortage condition; and

WHEREAS, Ordinance 01-2021 regarding the District’s Water Conservation Program enables the District to implement its WSCP; and

WHEREAS, amendments to the Act require the WSCP to contain six water shortage levels based on the water suppliers' water supply conditions; and

WHEREAS, in order to make the District's Water Conservation Program consistent with the WSCP, it is necessary to amend the District's Water Conservation Program; and

WHEREAS, notice of this Ordinance will be posted or published in the District as required by Water Code section 376.

NOW, THEREFORE, BE IT ORDAINED that all of the above recitals are true and that the Board of Directors of CHWD adopt this Ordinance 01-2021 regarding the District's Water Conservation Program, Mandatory Water Conservation Stage Regulations, and progressive Enforcement Measures, as follows:

WATER CONSERVATION PROGRAM - MANDATORY WATER CONSERVATION STAGE REGULATIONS:

NORMAL WATER SUPPLY

The District's water supply and distribution system is able to meet all the water demands of its customers in the immediate future. Regulations for Normal Water Supply are applicable at all times and to all stages and include the following:

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, is prohibited except as necessary for health, esthetic, or sanitary purposes.
7. Customers are encouraged to take advantage of the District's water conservation programs and rebates.

STAGE 1: 10% SUPPLY SHORTAGE

Actions include all regulations from Normal Water Supply Stage plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 10 percent gap between supplies and demands.

1. Reduce total water use by 10%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
2. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
3. Users of construction meters and fire hydrant meters will be monitored for efficient water use.

STAGE 2: 20% SUPPLY SHORTAGE

Actions include regulations from Stage 1 plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 20 percent gap between supplies and demands.

1. Leaking customer pipes or faulty sprinklers shall be repaired within two working days or less if warranted by the severity of the problem.
2. Reduce total water use by 20%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
3. Requested to only irrigate three times per week.
4. Application of potable water to outdoor landscapes during and within 12 hours after measurable rainfall is prohibited.

STAGE 3: 30% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 30 percent gap between supplies and demands.

1. Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
2. Special Water Feature Distinction - All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds and fountains is prohibited.
3. Reduce total water use by 30%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
4. Irrigation shall be limited to two days per week. The days of the week when outdoor water will be permitted shall be set based on the last digit of the street address. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays and Saturdays; even addresses shall limit watering to Wednesdays and Sundays. No irrigation is permitted on Mondays, Thursdays and Fridays. Irrigation should be limited to the minimal amount of water necessary to keep plants and trees alive.
5. Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
6. Use of reclaimed water for construction purposes is encouraged.
7. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
8. Installation of new turf, lawn, and/or landscaping is prohibited.

9. Restaurants shall serve water only upon request.

STAGE 4: 40% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 40 percent gap between supplies and demands.

1. Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited.
2. Reduce total water use by 40%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
3. Irrigation is allowed only once per week. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays; even addresses shall limit watering to Thursdays.

STAGE 5: 50% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. When implemented as a whole program, these actions together are expected to eliminate up to a 50 percent gap between supplies and demands.

1. Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.
2. Reduce total water use by more than 50%. Contact the District for tips and techniques to reduce indoor and outdoor water use.
3. Landscape and pasture irrigation is prohibited.
4. Use of construction meters and fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
5. No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting.
6. Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.

STAGE 6: OVER 50% SUPPLY SHORTAGE

Actions include regulations from preceding stages plus those listed below. Actions will be identified to address each specific shortage situation to eliminate the gap between supplies and demands.

1. A severely low water supply exists. Water to be used for purposes of interior residential, sanitation, and fire protection.

WATER CONSERVATION PROGRAM - ENFORCEMENT MEASURES:

Enforcement measure for all stages, including Normal Water Supply, are presented below.

- A. Upon initial observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, the violator shall be informed of the District's current Water Conservation Stage Regulations, shall

be provided with appropriate water conservation information, and offered a free Water Efficiency Review. If no contact is made, a Courtesy Notice will be left at the premises informing the customer of the observed violation. The customer will be informed of the consequences of further violations.

- B. Upon a second observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A \$50.00 penalty will be applied to the customer's account for noncompliance of the Mandatory Conservation Stage Regulations. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- C. Upon a third observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A \$100.00 penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- D. Upon a fourth observation by District personnel or authorized designee of a violation of any of the regulations enumerated in this Water Shortage Contingency Plan, a Notice of Violation will be issued and left at the premises informing the customer of the violation and the consequences of further violations. A \$250.00 penalty will be applied to the customer's account for noncompliance of the Mandatory Water Conservation Stage Regulations. The customer's water service will be terminated (at District's discretion) until the violation is corrected. Prior to a scheduled water service termination, the customer may choose to pay the penalty fee and correct the violation as specified in the required time frame designated by the current Stage Declaration.
- E. Customers for whom these Mandatory Water Conservation Stage Regulations may present an undue hardship may request a variance from the District. Variance request shall be submitted to the Water Efficiency Coordinator and shall accurately describe the reason for non-compliance with specific requirements in the Mandatory Water Conservation Stage Regulations. A variance request will be approved or denied in writing by the District's General Manager or the Board of Directors.
- F. Violation notices from other than the current calendar year shall be considered null and void when applying the enforcement provisions of the Mandatory Water Conservation Stage Regulations.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 16th day of June, 2021, by the following vote, to wit:

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

DAVID WHEATON, President
Board of Directors
Citrus Heights Water District

ATTEST:

MADELINE HENRY, Administrative Services Manager/
Chief Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 16, 2021 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PROJECTED
STAFFING REQUIREMENTS REPORT FOR YEARS 2021-2045

STATUS : Action Item

REPORT DATE : June 4, 2021

PREPARED BY : Rebecca Scott, Director of Operations
Missy Pieri, Director of Engineering

OBJECTIVE:

Consider approval of the Citrus Heights Water District Projected Staffing Requirements Report for Years 2021 Through 2045 and direct staff to proceed with the Pre-Architectural Study.

BACKGROUND AND ANALYSIS:

The Citrus Heights Water District (CHWD) Corporation Yard was constructed in 1948 and safety improvements were completed in 2017. The Corporation Yard is currently at 100% capacity and, in addition to a shortage of office space, lacks classroom/training areas, team meeting space and adequate storage.

CHWD's Strategic Plan lists the completion of the Corporation Yard Pre-Architectural Study (Pre-Architectural Study) and the pre-design report of the preferred alternative as a goal and objective, respectively. As a precursor, staff worked with Regional Government Services (RGS) to develop a Projected Staffing Requirements Report for Years 2021 Through 2045 (Report). This Report will be used to develop the Space Needs Assessment, which is the next step prior to the Pre-Architectural Study.

The RGS process consisted of six steps: creation of staffing questionnaires; review of the questionnaires; assessment of anticipated programs, legislation, regulations and population growth; meetings with each Division and the General Manager; providing an initial staffing recommendation draft report; and additional meetings with District Executive Staff to finalize the report.

The Report (Attachment 1) contains five sections: Introduction; Background; Identified Impacts Affecting Staffing; Projected Staffing Requirements Identified Through 2045; and Next Steps. Key drivers for the report included the following: Project 2030; expansion of CHWD's groundwater program; unfunded mandates, including water budgets/utility billing systems; the transition to 50 employees; and the meter asset management program.

Once the Report is approved by the Board, staff will work with a consultant (Williams + Paddon) to complete the Pre-Architectural Study and receive Board consideration on findings and recommendations.

RECOMMENDATION:

1. Approve the Citrus Heights Water District Projected Staffing Requirements Report for Years 2021 Through 2045 and authorize staff to proceed with the Corporation Yard Pre-Architectural Study.

ATTACHMENT:

1. Citrus Heights Water District Projected Staffing Requirements Report for Years 2021 Through 2045

ACTION:

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

Citrus Heights Water District
Projected Staffing Requirements Report - Draft
Years 2021 Through 2045

Prepared For:



May 12, 2021

Submitted By:



P.O. Box 1350
Carmel Valley, CA 93924

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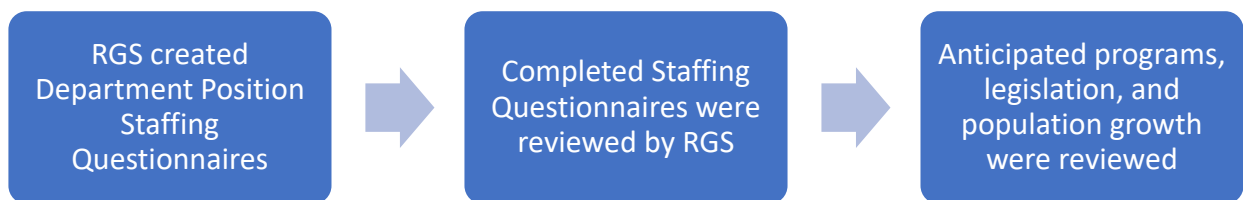
A. Introduction

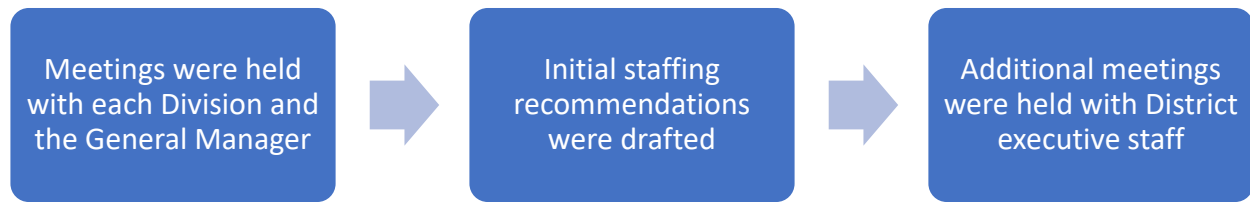
The Citrus Heights Water District (District) has developed a strategic emphasis, allowing for measured planning and budgeting of future District service and infrastructure needs. In doing so, the District has identified a number of large-scale capital reinvestment and asset management projects and system changes that will be required over the next several decades, as well as impacts caused by anticipated regulatory changes and in-fill population growth. The identified projects and changes will impact staffing levels into the future, including space and facility needs of the District.

The Corporation Yard has inadequate workspace and insufficient facilities to support current and projected operations for employees and customers. As a result, one of the District's Strategic Plan Goals, *Manage the Efficient Improvement of and Reinvestment in District Infrastructure and Facilities*, includes a 2021 objective: Complete Corporation Yard Pre-Architectural Study.

As the first step in completing this Strategic Plan Objective, the District needs to know the potential projected staffing required to accomplish the identified capital reinvestment and asset management projects and system changes. RGS was asked to perform a Staffing Optimization and Workload Distribution Projection Study for the District as the first step in determining future space and facility needs through 2045. For the purposes of space planning for the pre-architectural study, an estimate of maximum staffing is required. This study's 25-year projection allows the District to incorporate anticipated impacts of major programs, legislation and population growth on future facility requirements. Standard methodologies for reviewing agency staffing needs were applied. Projected staffing recommendations are shown in five-year increments to allow the District to work with the architect to design a scalable building for space planning over this extended timeframe.

Figure A – Methodology Process Chart





As shown in Figure A, RGS created a Position Staffing Questionnaire (PSQ) and requested that it be completed by each division. These questionnaires included the primary functions of the division; the major issues that will impact the division between 2021 and 2045; the anticipated staff needed during that time frame; justification for new positions; special meeting locations or workspace requirements for temporary staff, contractors, auditors and others; and any other information that RGS should take into consideration. The PSQs were reviewed, then in-depth meetings were held with the General Manager and management staff in each division to provide greater detail to the division's responses.

The District's history, philosophy, infrastructure, location, current staffing and services were also reviewed prior to determining the projected recommendations included in this report.

The following assumptions were utilized in this process, and each will be discussed in greater detail in Section C:

- The recommended Alternative described in the Project 2030 Study will be implemented.
- The Water Meter Replacement program will be implemented as a result of the Water Meter Program Study. The Program will include a robust testing and life cycle replacement schedule, along with an implementation strategy for the District's water meters.
- Four new wells will be constructed.
- Several new legislative and regulatory demands have been passed in recent years, placing unfunded mandates on water service providers. It is highly likely that water related legislation will continue to be adopted in the future, so additional contingency space needs should be contemplated based on this potential.
- In-fill population in the District is expected to increase by approximately 18% through 2050.

B. Background

History

The District was established on October 25, 1920 as an Irrigation District under Division 11 of the Act of Legislature of the State of California. At its inception, the District encompassed slightly more than 4.7 square miles in northeast Sacramento County, and served approximately 225 farms. The District has grown to a current service area of approximately 12.8 square miles, while the service needs of the District's customers have evolved from rural to urban in nature.

A 1956 bond issue for construction of the District's 42-inch transmission pipeline was passed and the construction of the pipeline was completed in 1958. It remains in service today as one of the District's primary surface water delivery facilities.

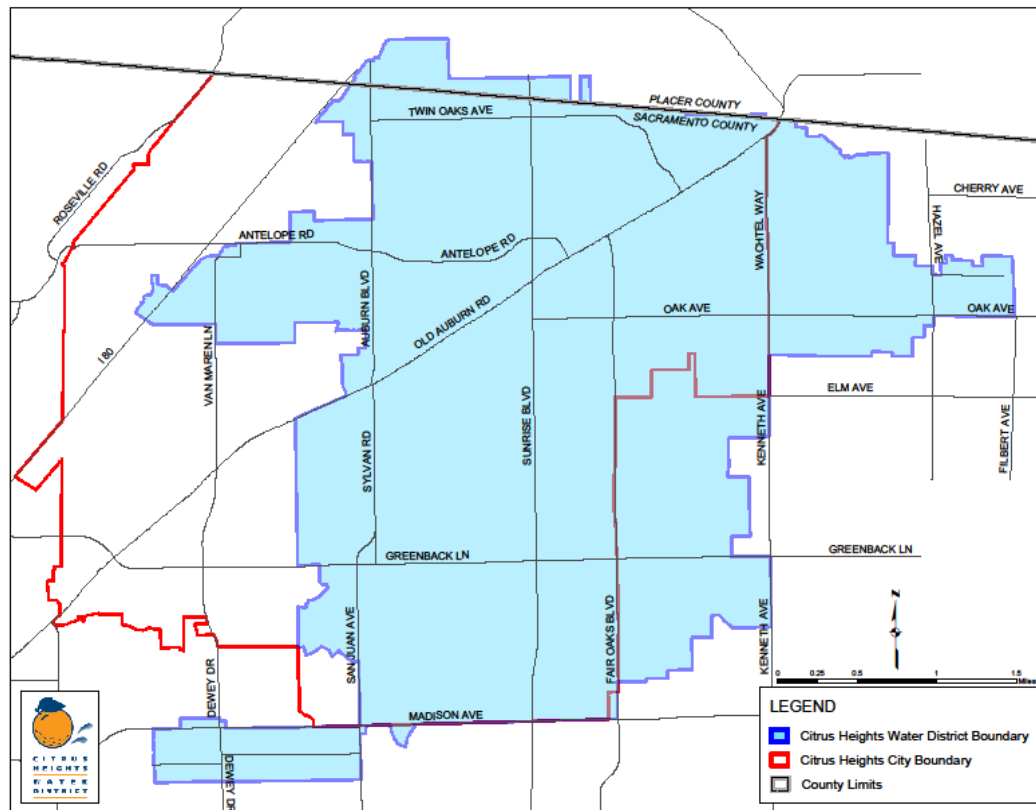
In 1992, the U.S. Congress passed the Central Valley Project Improvement Act requiring water agencies receiving federal water to install water meters on all customer accounts. The District began its meter retrofit efforts in 1998 with non-metered commercial accounts, followed by multi-family apartments and mobile home parks. The most challenging and costly part of the water meter retrofit was installing water meters for the District's nearly 17,000 single-family residential customers, which was completed in 2007. There are currently close to 20,000 water meters (residential and commercial) in the District. The majority of meters are in their first-generation lifecycle, but will need to be migrated to an ongoing replacement program in the near future.

The District's surface water supply is provided by San Juan Water District (SJWD) and is contracted with the U.S. Bureau of Reclamation for additional water from Folsom Lake. SJWD treats the Folsom Lake water to drinking water standards at its water treatment plant located near the southern edge of Folsom Lake in Granite Bay. The treated water is then delivered to the District and other water agencies within the boundaries of the SJWD service area.

In 1995, construction of the SJWD Cooperative Transmission Pipeline began. This \$32 million, 78-inch and 72-inch pipeline project contains water transmission capacity for five area water agencies, providing an alternate source of high-volume water delivery to the District plus capacity for growth.

Current District Services

Figure 1: Map of District Service Area



The District is located in the Sacramento region, about 15 miles northeast of downtown Sacramento, and is an Irrigation District operating under the State of California Water Code. The District constructs and maintains water facilities and supplies domestic water in an area of approximately 12.8 square miles, including a system of approximately 250 miles of underground pipes, approximately 2,200 fire hydrants and valves, and nearly 20,000 water service connections. The District has 22 interconnections with neighboring water agencies to provide water in the event water from Folsom Lake or its wells are unable to provide adequate water supply. The District's area includes a current population of nearly 70,000 customers in Sacramento and Placer counties, supporting five communities. The District's service area covers approximately two-thirds of the City of Citrus Heights and portions of the unincorporated communities of Fair Oaks, Orangevale, Carmichael; an unincorporated area of Placer County between the City of Roseville and the Sacramento County northern boundary; and a small portion of the City of Roseville. The District is predominantly urbanized and now serves a largely residential and commercial customer base.

Notwithstanding the Cooperative Transmission Pipeline described above, District water is piped to customers through mains measuring up to 42 inches in diameter. Most streets have much smaller mains measuring six or eight inches in diameter. In addition, water is delivered to fire hydrants through these mains. Water mains and appurtenances installed by private developers are inspected by District staff prior to becoming donated assets to the District. It is then the District's responsibility to operate, maintain, and replace these facilities.

In keeping with the District’s mission to furnish a dependable supply of safe, quality water in an efficient, responsive, and affordable manner, current water demands and usage trends have been reviewed to estimate future water demands. Key assumptions include population growth, land development, water conservation levels, and regulatory issues. These issues are summarized in the Identified Impacts Affecting Staffing for the District section of this report. The District currently uses a 30-year Capital Improvement Plan developed in 1998 as a key planning tool in determining annual capital improvement projects, including water main replacement.

District Corporation Yard

Originally developed in 1948 with a 720-square-foot (SF) administration/operations building, the District’s Corporation Yard, located at 6230 Sylvan Road, Citrus Heights, California, is the primary facility for the District’s operations.

This property has been reconfigured several times to accommodate District growth. Today, the Corporation Yard is 2.9 acres and houses 36 administrative, engineering, operations, and water efficiency staff, as well as utilizing contractors, interns and temporary employees to supplement existing staff as needed. The existing Corporation Yard is over full capacity, with inadequate workspaces, insufficient team meeting space, and inadequate accommodations for customer meetings and classes. The current facilities (two administrative buildings and a shop/materials storage building and area) have been modified to provide work space for existing staff, but based on various factors highlighted in Section C of this report, several identified issues will impact staffing needs into the future.

Future needs for renewal and replacement of infrastructure were reviewed by the District. “Technical Memorandum No. 3: Water Main Assessment” of the Project 2030 Study describes the exploratory process used to determine these needs. Starting in the year 2030, many pipelines in the District’s distribution system will be nearing the end of their useful life and will need to be replaced. Engineering/Capital Project Planning and Management workloads will increase in advance of Project 2030 to prepare the District for the significant increase in its Capital Improvement Program. Additionally, water meters installed in the early 2000s are beginning to reach the end of their service life and an ongoing asset management/replacement program will need to be implemented.

With the identification of pipelines and meters that will require large-scale replacements, the District recently initiated two major planning efforts, the Project 2030 Water Main Replacement and the Meter Replacement Program Studies. These are described in greater detail in Section C: Identified Impacts Affecting Staffing for the District. These efforts focus on strategies for funding and replacing water mains and water meters, and evaluation of possible options to meet the District’s mission of providing safe, reliable drinking water.

Recognizing that these two major long-term projects will necessitate additional staff in order to implement them efficiently, and based on the 2021 objective: Complete Corporation Yard Pre-Architectural Study in the District’s Strategic Plan section titled *Manage the Efficient Improvement of and Reinvestment in District Infrastructure and Facilities*, the District has initiated a Space Needs Assessment Study which will be completed in two parts; staffing needs over the next 25

years, and facility needs over that same time period. The staffing needs portion, which is addressed in this report, has been broken into five-year increments. This provides a timeline for the District, addressing when anticipated staff will be added over the 25 year time frame, and allowing District facilities to be planned/scaled to meet these staffing needs.

Criteria Used in the Staffing Assessment

The staffing needs portion of the Assessment includes anticipated staffing based on the following criteria:

- 1) Upcoming District Capital Improvement Projects (CIP) and other major projects (specifically described in the Project 2030 and Meter Replacement sections).
- 2) New technology (including smart meters) and any new position skill sets that may be required.
- 3) New wells and/or pipelines.
- 4) Regulatory, legislative, and enforcement issues (specifically described in the Legislation/Regulatory section).
- 5) Increases/Reductions of commercial customers.
- 6) Projected in-fill population growth in the District's service area (specifically described in the Population Growth section).
- 7) Any other issues that may impact staffing requirements, including best practices, core functions and/or mandatory activities of the department/division.

C. Identified Impacts Affecting Staffing for the District

Over the next 25 years, the District has identified multiple strategic plan capital improvements that will give rise to an expansion of its workforce. In order to show the impact of these projects, staffing projections have been broken into four tables for each department:

- Tables ending in .1 - Anticipated staffing needed to provide services at existing levels, including:
 - Population growth;
 - Known legislation/regulation changes; and
 - Current and future Groundwater wells.
- Tables ending in .2 - Anticipated staffing needed to implement the recommended Alternative for Project 2030 – Water Main Replacements.
- Tables ending in .3 - Anticipated staffing needed to implement the Water Meter Replacement program.
- Tables ending in .4 - Total anticipated staffing including all identified impacts.

These projects are explained in greater detail below.

Project 2030 – Water Main Replacements

The 2017 Infrastructure Report Card by the American Society of Civil Engineers gave a “D” grade to drinking water for the country, and the average water loss from leaking pipes was identified as 14-18% per year.

Pipelines are the single largest set of assets the District owns. Maintaining and replacing pipelines is necessary for the reliable, high-quality service that ratepayers expect. In comparison to other regions in the country, the West is characterized by continuous growth and relatively new infrastructure. Even though the District is highly urbanized (i.e. there is little undeveloped land remaining within its service area), there is redevelopment occurring within the District’s boundaries and rezoning of current parcels to mixed and multi-use areas in order to accommodate the increasing population. Neighboring cities and agencies are also expanding which continues to place pressure on regional water supply sources. Older cities are already experiencing a crisis surrounding infrastructure replacement.

Currently, the District allocates approximately \$2 million annually toward water main replacement, which equates to an annual rate of replacement of less than 0.5%. As water mains age throughout the District, the likelihood of failure increases. As a large number of water mains were installed in the 1960s and will reach the end of their life span in the next several decades, the District will be required to undertake a major replacement program beginning in the year 2030. In anticipation of the District’s aging infrastructure, the District has initiated a substantial planning effort to review and refine its long-term water main replacement program, titled Project 2030 – Water Main Replacements.

The Project 2030 Water Main Replacement Study (Project 2030) provides a strategic investment and proactive approach to water main replacement. The District has developed a model of how

much water is expected to be used (and therefore flow through the system) in different parts of the District's service area, and the operational lifespan for different parts of the system have been estimated. Advanced planning allows the District to predict the timeframe during which each pipe will become a liability, and to schedule replacement in a way that minimizes risk, consequence of failures, and rate impacts to customers. Renewal and replacement of infrastructure, financing of improvements and public understanding of the value of water are critical water system issues. "Technical Memorandum No. 3: Water Main Assessment" from the Project 2030 Water Main Replacement Study details this process and the findings, including an asset history/inventory.

Through Project 2030, the District evaluated various spending options to update its replacement program. Project 2030 identified 21 different options for phasing and levels of spending on water main replacement between the years 2030 and 2080, ranging from \$2 million annually up to \$10.2 million annually. The option currently recommended by the District's Customer Advisory Committee (CAC) is an annual water main replacement spending plan of \$7.8 million annually. This amount would replace approximately 72% of the District's water mains by the year 2080. This level of replacement is approximately four times higher than the current level of water main replacement.

District staffing projections (Engineering, Operations and Administration) have been incorporated in this report to manage the increase in water main replacements as described in the Project 2030 Study. The staffing projections associated with this project are listed separately under each affected department.

It is anticipated that the Board of Directors will consider the CAC's policy recommendation in the near future. If the recommended option is amended by the CAC or the Board, the staffing projections may need to be modified.

Meter Replacements

Federal and state regulations adopted in 1991 and 1992 required all new water connections to be metered. Additionally, the Federal contracts for water connections using United States Bureau of Reclamation contract water were required to be metered by 2025. In 1997, the District began a Voluntary Residential Metering Program for all customer connections. Through this program and other installation projects, the District became fully metered in December 2008 and began metered billing in January 2009.

Most of the water meters within the District's service area were installed in the early-to mid-2000s. The District anticipates these first-generation water meters will need to be replaced within the next 5-10 years to ensure reliability, accuracy and compatibility with current technology. As the meters are nearing the end of their American Water Works Association recommended life span of 20 years, it is timely to plan for the second generation of meters (including the accompanying technology platform), and to develop a strategy for the installation of future generations of meters and an ongoing meter testing program.

The District anticipates that the new generation of meters will provide real time measurements of water usage accessible via smartphone or computer, allowing customers to track their water usage on demand. Additionally, this will make it easier to detect small leaks before they become significant problems. An ongoing meter testing program will allow the District the ability to evaluate the meters and schedule next generation replacements in a more cost-effective manner.

District staffing projections (Operations - Water Efficiency division) have been adjusted in this report to incorporate the efforts which will be required to replace the approximate 20,000 meters in the District. The staffing projections associated with this project are listed separately.

District Philosophy

The District is a proactive agency with a culture of performance and accountability. In support of this, the District has reviewed a wide variety of systems, reports, policies, practices, contracts, public outreach, and service needs throughout the organization in order to ensure efficient and effective operations. This includes the planning for new installation, upgrades and replacement of infrastructure to ensure public safety and to prepare and budget for anticipated impacts; keeping abreast of regulatory issues; maintaining District policies that utilize best practices; and continuing to position the agency to be an employer of choice. Each of these are designed to ensure the District is able to continue to provide the best possible customer service and safe, reliable drinking water into the future.

Additional Well Sites

The District supplements its surface water supply with groundwater to meet peak and emergency demands, maintain pressure, and provide water supply during shortages. Currently, the District maintains six well sites, and is planning to add four wells over the next ten years. The District is in various stages of land acquisition for this purpose. The addition of four well sites is advantageous given potential drought conditions and industry emerging technologies like aquifer storage and recovery (ASR). ASR is the practice of storing water in a suitable aquifer through a well when water is available and recovering the water from the same aquifer when it is needed. Furthermore, additional groundwater production and ASR capability will position the District to contribute to groundwater management at the regional level as the region complies with the State Groundwater Management Act.

District staffing projections (Operations - Water Resources division) have been incorporated in this report to handle the increased workload caused by the addition of future well sites.

Legislation/Regulatory Requirements

Regulatory agencies develop policies and standards for a wide variety of water-related topics including health and safety, environmental protection, emergency preparedness, and water conservation. As a matter of state policy, water efficiency began in earnest with the Water Conservation Act of 2009.

Through the District's membership in the Association of California Water Agencies and participation in the Regional Water Authority's state lobbying program, a total of 164 bills were tracked in 2017 that had the potential to impact the District's customers. 2018 and 2019 were also active legislative years. 2020 legislation primarily focused on the pandemic. Additional proposed regulations that would impact the District are in consideration for the 2021-2022 legislative sessions. Monitoring and satisfying regulatory requirements must be built into the District's systems and operations, and updated on a regular basis. While new legislation and/or regulations are intended to implement policy and program improvements at the state-wide level, many of the new laws and regulations carry unfunded mandates for local water providers such as the District, and can have an impact on staffing levels.

Examples of legislation that have/will have an effect on District operations include:

- 1) Companion bills Assembly Bill-AB1668 and Senate Bill-SB606, known as Water Management Planning, may have a significant future impact on the District. Though the total impacts are not yet known, initial calculations for water use limitations/requirements for each of the District's approximately 20,000 connections will require a substantial investment of time from District staff. Additional staff will be required to monitor individual water usage for compliance with calculated water use limitations on an ongoing basis and to contact customers regarding any violations.
- 2) Senate Bill-SB998, the Water Shutoff Protection Act, creates requirements for additional scrutiny and action by District staff prior to shutoff of a water service due to nonpayment. This bill became effective on February 1, 2020. Senate Bill-SB998 requires the District to provide: amortization plans, to offer tenants the option to become customers where the lessors of the property have been delinquent on the bill, to create a formal process for appealing a water bill, and a mechanism to avoid shutoff for residents with life-threatening conditions. Senate Bill-SB998 also requires copies of the District's policies relating to these situations to be sent to residents along with notices. As more customers begin to participate in these alternatives, staff time required to implement amortization plans, investigate appeals, and meet other provisions of Senate Bill-SB998 will increase.

Mandated water conservation and water efficiency efforts are being driven by State legislation and regulations, and have required the District to monitor and implement measures to ensure regulatory compliance, including preparing for annual water use reports starting in 2023. The District will continue to monitor state and federal legislation and regulatory issues for future requirements and/or more aggressive conservation practices. These could reduce anticipated water use and efficiency factors, and have the potential to create additional impacts on staffing requirements in the future.

District staffing projections (all departments) have been incorporated in this report to handle the efforts that will be needed to track and address the increase in legislative/regulatory requirements/unfunded mandates.

Population Growth

The District has studied estimated population growth and its impacts on District services. “Technical Memorandum No. 1: Water Demand Forecast” from the Project 2030 Study details this process and findings regarding water service needs. In summary, 2017 population information was obtained from the 2010 US Census Block dataset. Because the service area encompasses several jurisdictions, including two counties, unincorporated areas, and multiple cities, it was necessary to employ a mapping process to estimate the total population served by the District. The 2010 US Census is the primary source of population data for the City of Citrus Heights, Sacramento County and the other entities in the service area. This data was digitally mapped and population densities were estimated for the total service area as well as for each land type.

In 2017, the total population within the District was estimated to be nearly 70,000. By 2050, based on predicted population growth rates, the population is projected to increase by 18% to approximately 82,500. District staffing projections incorporate the resulting increase in customer service connections, such as the 258 unit Mitchell Village Project currently under construction. Population estimates will be refined after the 2020 Census data is available, and after review of the General Plans (land use plans) for the City of Citrus Heights, Sacramento County, and the City of Roseville. Efficiency per capita is expected to outstrip the anticipated demands of population growth, however water demand is not the only driver of space needs – additional customer accounts will require additional staff, and will generate additional water efficiency program demands.

There are approximately 500 acres of vacant land within the District’s service area. In 2050, based on assumed population growth and a small increase in population density, about half of the vacant land (250 acres) is projected to be developed into single family housing or residential/mix-use. Additionally, it is assumed that approximately 125 acres of commercial land will be redeveloped into multifamily residences.

District staffing projections (all departments) have been incorporated in this report to provide service to the additional customer accounts generated by population growth.

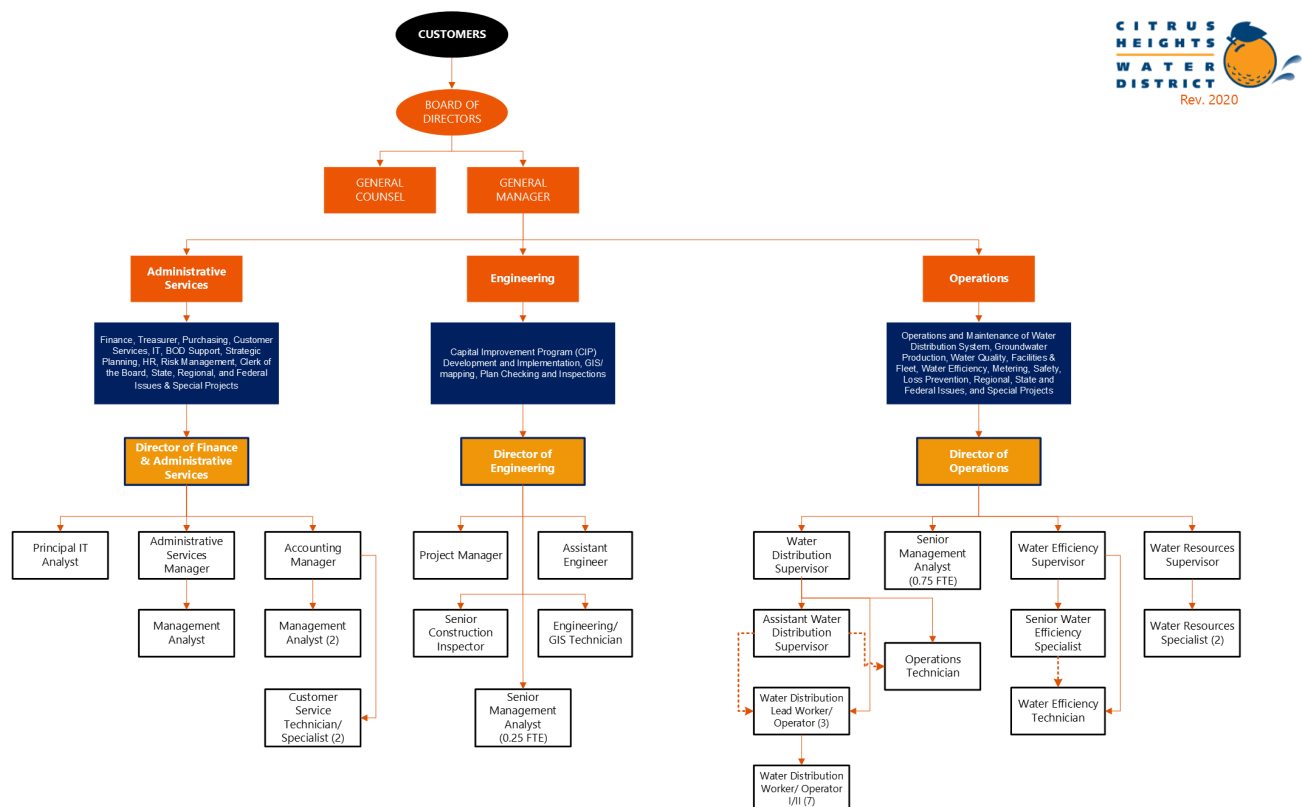
D. Staffing Needs Identified Through 2045

Citrus Heights Water District

The current staffing of the District is shown on the organization chart in Figure 2. There are currently 36 budgeted positions in the District, in three main departments:

- Engineering
- Operations
- Administrative Services

Figure 2: Citrus Heights Water District Organizational Chart 2021



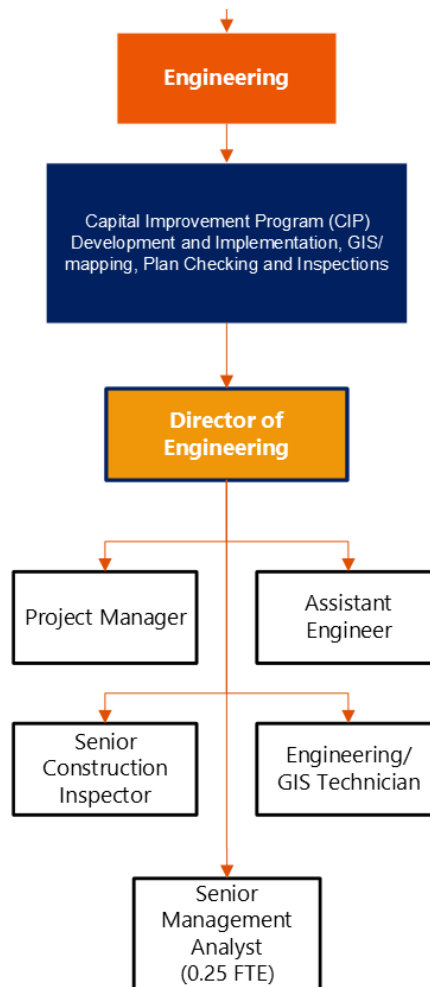
A detailed review of each department's responsibilities, existing conditions, future impacts and staffing recommendations to meet future anticipated workloads are discussed below. RGS has made these recommendations based upon consultation with the District's executive staff, including their anticipated service needs and their review of the impact of these recommendations on their financial model.

Engineering Department

The Engineering Department (Engineering) is responsible for the District’s water main replacement program, which includes project design, construction administration and inspection services; oversight of outside engineering firms/contract administration; and review and inspection of private development projects. Private development includes subdivisions, commercial, single family dwellings and mixed-use projects. The Department manages the District’s Geographic Information System (GIS), easements and annexations, and maintains water facility records and archives. The Department also manages special projects, (e.g., developing new or remodeled facilities to support office and field functions), and is heavily involved in the District’s infrastructure analysis and development program.

Figure 2A: Engineering Department Staffing

Existing Conditions



As shown in Figure 2A, Engineering is currently comprised of five full time staff members and a Senior Management Analyst (assigned 25% Engineering Department and 75% Operations Department). It also employs an intern and consultants as necessary to work on the District's capital improvement and special projects. Engineering's current workload is described below:

- Water Main Replacement Program: Completing \$2 million (M) annually in water main replacements.
- Development Projects: Reviewing numerous development projects annually.
- GIS: Maintaining water asset information for nearly 20,000 parcels.
- Easements and Annexations: Recording, mapping, and scanning easements from paper to digital format; researching to resolve inconsistencies/missing information.
- Infrastructure Analysis and Development: Frequent consultations regarding the District's infrastructure analysis and development for long-term capital improvement planning and on an as-needed basis.

Future Impacts

Over the next 25 years, the District anticipates Engineering's workload will significantly increase due to the following impacts:

- Water Main Replacement Program: Commencement of Project 2030, which is anticipated to increase water main replacements from \$2M to near an estimated \$8M annually. Implementation of Project 2030 is expected to begin prior to 2030, including condition assessment and predesign of key District water transmission mains as well as other facilities, and acquisition of new easements for water main facilities. It is expected that construction work association with the Water Main Replacement Program will be performed by an outside contractor. Engineering will be involved in the design and construction management of these projects.
- Infrastructure Analysis and Development: Managing the design and inspection of future well sites/interconnections/hydraulic model support; implementing a transmission/distribution main inspection program; evaluating water main/creek crossing locations and initiating possible repairs.
- GIS: Expanding the District's integration and use of the GIS platform to better manage the District's assets. Currently, the District uses GIS at a cursory level and anticipates increasing the use of the various modules it provides (e.g. automated field data collection and reporting, valve exercise coordination tool, backflow testing tool). Performing field location of District assets using global positioning system (GPS) and integrating into GIS, including implementing and maintaining the District's Electronic Document Management System (EDMS).
- Easements: Maintaining existing easements and entering acquisition of new easements into GIS to graphically depict their locations.
- Population Growth/Development Projects: Increasing city/county redevelopment projects; greater mixed-use and higher density development is expected.

Additionally, this workload increase will require extra resources in contractor oversight/project management, inspection services, and administrative support.

Engineering Department Projected Staffing Recommendations

In order to provide the level of staffing needed to effectively manage these future impacts, the recommended staffing levels and increases (identified in bold) for Engineering are shown in Tables S1.1 (All Existing Services), S1.2 (Project 2030), and S1.4 (Cumulative Total).

*Table S1.1: Additional Engineering Department Staffing Recommendations
Required for All Existing Services*

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
Dir of Engineering/District Engineer	1						
Engineer/Project Manager	2						
Sr/Construction Inspector	1						
Engineering/GIS Specialist	1			+1			
Senior/Management Analyst *	0.25	-0.25		+1			
Additional Staff (Existing Services)		-0.25		+2			
Subtotal Engineering	5.25	5	5	7	7	7	7

*Table S1.2: Additional Engineering Department Staffing Recommendations
Required for Project 2030*

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
Engineer			+1				
Sr/Construction Inspector				+1			
Additional Staff (Project 2030)			+1	+1			

*Table S1.3: Additional Engineering Dept. Staffing Recommendations
Required for Water Meters – None*

*Table S1.4: Additional Engineering Dept. Staffing Recommendations
Required for All Anticipated Programs – Cumulative Total*

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
Dir of Engineering/District Engineer	1	1	1	1	1	1	1
Engineer/Project Manager	2	2	3	3	3	3	3
Sr/Construction Inspector	1	1	1	2	2	2	2
Engineering/GIS Specialist	1	1	1	2	2	2	2
Senior/Management Analyst	0.25	0	0	1	1	1	1
Additional Staff (Cumulative Total)		-0.25	+1	+3			
Subtotal Engineering	5.25	5	6	9	9	9	9

Justification of anticipated staff increases shown in S1.4 are detailed below by classification, in 5-year increments:

- *One additional Construction Inspector position is recommended by 2030*

This classification inspects work quality and materials in the construction of District infrastructure and ensures compliance with approved plans, conditions, and regulations. Due to the magnitude of Project 2030's water main replacement cycle, it is recommended that the Construction Inspector functions be increased and retained from in-house staff as opposed to contracted services.

- *One additional Engineer position is recommended by 2025 for Project 2030*

One additional Engineer will be required by 2025 for Project 2030 water main replacement. The option currently recommended by the District's Customer Advisory Committee (CAC) will result in a replacement level approximately four times higher than the current level of water main replacement.

- *One additional Engineering/GIS Specialist position is recommended by 2030*

This classification updates, maintains and utilizes the District's GIS. With the increased use of GIS and its various modules, the migration of EDMS (electronic data management system) and continuous mapping maintenance of the District's infrastructure will necessitate additional resources.

- *A new professional level Senior/Management Analyst position is recommended by 2030*

Currently, the Engineering Department utilizes approximately 25% of a full-time Senior Management Analyst which is shared with the Operations Department. As a transitional measure, it is anticipated that this Senior Management Analyst will be converted to temporary staff to provide necessary Senior/Management Analyst services to Engineering. It is anticipated that the temporary staffing will continue until increasing project workloads require additional staff support. With the future increased project workload, a new full-time Senior/Management Analyst will be needed by 2030 to provide dedicated administrative support for the Engineering Department. This level of classification typically develops, manages, monitors and reviews the activities of department or agency-wide operations, projects and programs, including complicated logistics, complex staff assistance to department directors and others, strategic planning and policy development, and comprehensive analyses.

Operations Department

The Operations Department's (Operations) primary responsibility is to conduct operations and maintenance activities associated with District-owned facilities. Operations is comprised of three primary divisions: Water Resources for water supply/production, Water Distribution for water conveyance, and Water Efficiency for conservation programs. This provides an efficient structure, combines compatible functions, and provides a potential for consolidation of job descriptions, greater staffing flexibility, and optimization of workload and work distribution.

The Water Resources division is responsible for groundwater facilities that supplement surface water supply to meet peak water demands; providing water during emergency or dry year conditions; providing rate stability from the District's wholesaler when surface water supplies may be limited; and expanding the region's conjunctive use objectives (using groundwater during drier years and surface water during wet years).

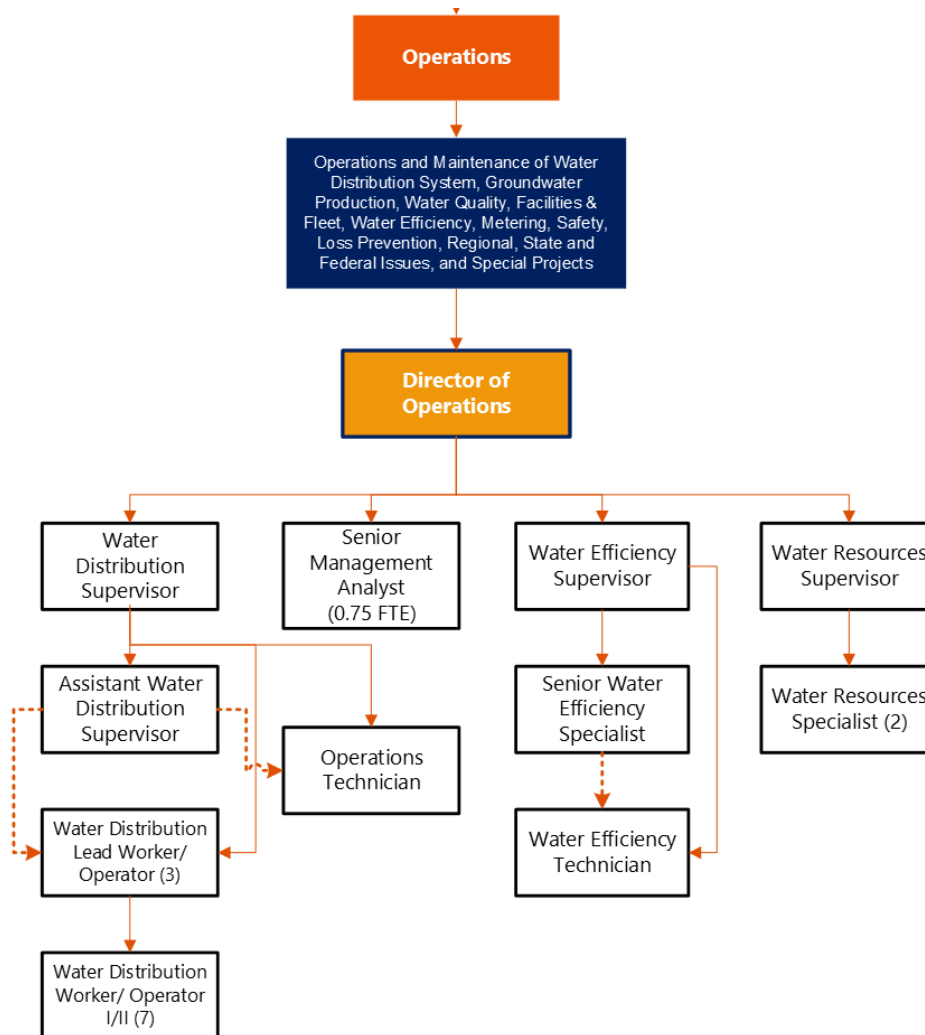
The Water Distribution division is responsible for the conveyance of water to the District's customers with appropriate quality, quantity and pressure, and for customer turn-ons/shut-offs. While some agencies outsource this function, outsourcing can result in a disconnect with customer engagement, professionalism and response to problems and complaints. The water supply facilities operated and maintained by the District include approximately 250 miles of water distribution pipelines ranging in size from four to 42 inches in diameter. Primary components of the water distribution system include customer water services and associated meters; backflow prevention devices for protecting system water quality; and line valves, pressure reducing valves, and fire hydrants.

The Water Efficiency division is responsible for conservation programs and functions, including water meter program management; meeting mandated legislation and regulations for water efficiency; monthly and annual reporting regarding consumption and water loss; monitoring and responding to leak alerts; answering water efficiency customer service calls; performing irrigation audits for customers; administering the District-wide Safety Program; and facilitating community outreach and education programs related to water efficiency.

Operations also has one administrative support position, a full-time Senior Management Analyst, who assists Operations 75% of the time and Engineering 25% of the time.

Figure 2B: Current Operations Department Staffing

Existing Conditions



As shown in Figure 2B, Current Operations Department Staffing, Operations is comprised of 20 full time staff members, overseen by a Director of Operations. Other department staff are primarily assigned to three Divisions: Water Resources (three assigned staff members), Water Efficiency (three assigned staff members) and Water Distribution (13 assigned staff members). The department also has a Senior Management Analyst (assigned 75% Operations Department and 25% Engineering Department), and employs temporary help and consultants as necessary to operate and maintain the District's infrastructure. Water Distribution utilizes up to four temporary laborers or interns/apprentices annually as needed to augment construction crews. Water Efficiency also employs temporary help and consultants as necessary to manage the workload during peak months.

The workload of the Operations Department is described below:

Water Resources

- **Water Production:** Overseeing treatment and production of groundwater from six high-capacity wells; operating and maintaining six groundwater wells.
- **Water Quality:** Collecting groundwater well samples for certified water quality laboratory testing to ensure compliance with regulatory water standards; taking samples during construction of capital improvements/developer projects prior to system connection; performing water system flushing operations, and responding to customer inquiries regarding water quality concerns.
- **Water Interties:** Interties are a cost-effective way for neighboring agencies to provide or receive water during a water supply outage (planned or unplanned). Interties also increase regional and local water reliability. The District currently maintains 22 interties, including meter reading, periodic flushing and maintenance, billing support and agreement amendments as needed.
- **Hydraulic Modeling:** Operating and maintaining the District's Hydraulic Model, (Innovyze InfoWater), which is used for pressure analysis, fire flow modeling, water main sizing, and other analysis pertaining to the distribution system, which requires regular updates as well as comprehensive calibration and validation every five years.
- **Program Management:** Administering the District's hydrant meter, backflow, and cross-connection testing programs, and overseeing the purchased treated surface water from the District's wholesale provider, San Juan Water District – Wholesale.
- **Legislative/Regulatory Requirements:** Ensuring the sustainability of the groundwater production system and meeting state groundwater requirements.

Water Distribution

- **Water Main Infrastructure Maintenance:** Repairing and/or maintaining mainline valves, fire hydrants and air relief valves, performing necessary customer water turn-on/turn-off, and tracking water facility corrective work and preventative maintenance in the District's work order system.*
- **Water Main Infrastructure Repair and Replacement:** Repairing and/or replacing water mains and services, mainline valves, fire hydrants, and other appurtenances as necessary; operating a backhoe, dump truck and service truck with a vacuum trailer on assigned projects; and tracking capital improvement corrective work and preventative maintenance in the District's work order system.*
- **Fleet and Facility Maintenance:** Managing the District's fleet and tracking/responding to Corporation Yard facility repairs and maintenance requests; maintaining inventory control; completing equipment maintenance including fabrication, welding, and minor repairs; vacuum pit maintenance; and responding to customer related field calls.
- **Underground Service Alerts (USA):** Managing the District's required USAs. USAs are requests for utilities to mark their underground facilities (e.g. gas, sewer, power, and storm drain). The Operations Technician performs USA markings within two business days, which allows the District to indicate underground water facilities to prevent unknown encroachment by contractors, other agencies, or residents. In 2020, more than 9,000 USAs required the response of District employees, and more than 3,000 Water Main Infrastructure work orders were processed.

Water Efficiency

- **Meter Program Management:** Maintenance of approximately 20,000 meters, including 80 – 100 large meters, and repairing/replacing as needed.

- Meter Reading Support: Assisting and resolving radio reads (manual reads, zero reads, re-reads).
- Customer Support: Water leak investigation, water audits, responding to an average of 100-125 monthly calls.
- Community Outreach and Educational Programs: Three to five school presentations per year, managing an annual poster contest (400-900 student participants), maintaining a low water demonstration garden. Conducting “Water Smart” classes five or more times per year, and participating in three to five community events annually.
- Safety Regulations: Implementation of Cal OSHA safety regulations, safety trainings, and related policies and procedures,

Future Impacts

Over the next 25 years, the District anticipates Operations’ workload to significantly increase due to the following impacts:

Water Resources

- Additional Wells: The District intends to install four new wells, bringing the number to ten by 2030. The daily operations and maintenance required by going from six to ten wells will significantly impact Water Resources staff.
- Additional Interties: Additional interties and their utilization will require additional maintenance, including meter reading, periodic flushing and maintenance, billing support and agreement amendments as needed.
- Increased Groundwater Production: Periods of prolonged droughts will necessitate an increase in groundwater production as droughts impact surface water supplies. The increase in groundwater production is in line with the regional Water Forum agreement, which dictates that agencies take steps (such as conjunctive use) to protect the region’s water for environmental purposes. Conjunctive use is the practice of utilizing more surface water in wet years and pumping more groundwater in dry years in order to balance these two resources.
- New Technology/ASR: The District is reviewing potential implementation of ASR (Aquifer Storage and Recovery) for future or current groundwater wells. A thorough operations plan and studies regarding impacts on water quality will be required. The operations plan will include the increased workload to operate and maintain an ASR well.
- Reduction of System Water Pressure: The District is looking to reduce the water pressure system-wide to conserve water, decrease the potential number of water leaks, and extend the useful life of all water infrastructure and appurtenances (District and customer owned). This effort would include overseeing pressure reduction stations located throughout the District’s service area as well as interties with other water agencies. As Water Resources currently handles water pressure issues, this would result in additional workload.
- State and Federal Water Regulations: New and ongoing regulations affecting groundwater supply and water quality testing are increasing. New regulations must be analyzed for relevance, the impact on District processes and procedures must be determined, and where applicable, regulations must be implemented to ensure that the District is in compliance.

Examples include the State’s mandated voluntary agreements to increase water flows on the tributaries entering the Sacramento Delta and more stringent water quality standards that would increase the treatment of the District’s groundwater.

Water Distribution

- Project 2030: Currently, Operations performs approximately 20% of the water main replacements. This builds and maintains employee skillsets, maintains costs and labor supply during peaks and shortages in the market, and provides customer comfort by utilizing District employees for customer contacts and backyard access. It is assumed that Operations will continue to do some water main replacement work; however, most of the additional construction generated from Project 2030 will be completed by an outside contractor. CHWD will do a review as Project 2030 is undertaken; up to three additional Water Distribution Operator staff may be needed to continue completion of up to 20% of the construction work, including Project 2030 water main replacement, and associated support functions. Water Distribution Operator staff do not require office space, but will require parking and other facilities (e.g. lockers, equipment storage, meeting space, and other space as determined). If Operations does not participate in Project 2030, there may be other impacts to Operations staff (performing necessary investigative work, potholing and other functions), as well as continued regular (non-Project 2030) replacement work.
- Meter Asset Management Program: Assuming the water meter replacement study recommendations are implemented and the work is performed in-house, it is anticipated that meter testing and replacements will have a significant impact on staff work load. The Study is expected to be completed in mid-2021, and will provide the District with a better understanding of its meter inventory and a general meter testing and replacement strategy. It is anticipated that the study will show the need for increased activity in this program in the future. As a result, there will be an increase in the District’s project management, contract management, in-house inspection, installation, meter testing, and water meter data collection and analysis. Currently, the District replaces approximately 50 meters and 250 registers annually.
- Population Growth: The anticipated 18% population growth over the timeframe covered by this report will require additional water main/water services/water meters and necessitate increased ongoing maintenance. It is projected that current staff will be insufficient to accomplish this increased workload.

Water Efficiency

- Meter Replacement Program: Overseeing the maintenance of nearly 20,000 residential meters, including 80-100 large meters; implementing a District-wide, ongoing, meter testing program; and capturing a greater volume of associated meter data into GIS/Cityworks.

- New Technology/Smart Meters: With the anticipated change out to technology-enabled smart meters and data availability, this division expects an increase in customer service calls and requested onsite visits.
- Legislative and Regulatory Requirements: If State regulations move forward with the implementation of water budgets (expected by 2022), this will mandate more frequent meter reads and data analysis to support the implementation of water budgets and increased water loss reporting.
- Safety Regulations: Pending future Cal OSHA regulations, frequency of safety trainings, creation of safety policies and procedures, and requests for safety officer presence at job sites may increase.

Operations Department Projected Staffing Recommendations

In order to provide the level of staffing needed to effectively manage these future impacts, the recommended staffing levels and increases (identified in bold) for the Operations department are shown in Tables S2.1 (All Existing Services), S2.2 (Project 2030), S2.3 (Water Meters), and S2.4 (Cumulative Total).

*Table S2.1: Additional Operations Department Staffing Recommendations
Required for All Existing Services*

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
Director of Operations/Ops Leader	1						
Asst. Water Distribution Supervisor	1						
Operations Technician	1		+1				
Senior/Management Analyst	0.75	-0.75	+1				
Water Distribution Lead Operator	3						
Water Distribution Operator	7			+1		+1	
Water Distribution Supervisor	1						
Water Resources Specialist	2			+1		+1	
Water Resources Supervisor	1						
Water Efficiency Supervisor	1						
Senior Water Efficiency Specialist	1						
Water Efficiency Technician	1						
Additional Staff (Existing Services)		-0.75	+2	+2		+2	
Subtotal Operations	20.75	20	22	24	24	26	26

*Table S2.2: Additional Operations Department Staffing Recommendations
Required for Project 2030 – None*

*Table S2.3: Additional Operations Department Staffing Recommendations
Required for Water Meters*

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
Senior Water Efficiency Specialist						+1	
Water Efficiency Technician			+1				
Additional Staff (Water Meters)			+1			+1	

*Table S2.4: Additional Operations Department Staffing Recommendations
Required for All Anticipated Programs – Cumulative Total*

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
Director of Operations	1	1	1	1	1	1	1
Asst. Water Distribution Supervisor	1	1	1	1	1	1	1
Operations Technician	1	1	2	2	2	2	2
Senior/Management Analyst	0.75	0	1	1	1	1	1
Water Distribution Lead Operator	3	3	3	3	3	3	3
Water Distribution Operator *	7	7	7	8	8	9	9
Water Distribution Supervisor	1	1	1	1	1	1	1
Water Resources Specialist	2	2	2	3	3	4	4
Water Resources Supervisor	1	1	1	1	1	1	1
Water Efficiency Supervisor	1	1	1	1	1	1	1
Senior Water Efficiency Specialist	1	1	1	1	1	2	2
Water Efficiency Technician	1	1	2	2	2	2	2
Additional Staff (Cumulative Total)		-0.75	+3	+2		+3	
Subtotal Operations	20.75	20	23	25	25	28	28

* As noted above, CHWD will do a review as Project 2030 is undertaken; up to three additional Water Distribution Operator staff may be needed to continue completion of up to 20% of the construction work, including Project 2030 water main replacements, and associated support functions. Water Distribution Operator staff do not require office space, but will require parking and other facilities (e.g. lockers, equipment storage, meeting space, and other space as determined).

Justification of anticipated staff increases shown in S2.4 are detailed below by classification, in 5-year increments:

- *The existing professional level Senior Management Analyst position is recommended to be assigned full-time to the Operations Department by 2025*

Currently, the Engineering Department utilizes approximately 25% of the existing Senior Management Analyst, which is shared with the Operations Department. As a transitional measure, it is anticipated that this Senior Management Analyst will be converted to temporary staff to provide necessary Senior/Management Analyst services to Operations. With the future increased project workload, a new full-time Senior Management Analyst will be needed to provide dedicated

administrative support for the Operations Department. This level of classification typically develops, manages, monitors and reviews the activities of department or agency-wide operations, projects and programs, including complicated logistics, complex staff assistance to department directors and others, strategic planning and policy development, and comprehensive analyses. In the near future,

Water Resources

- *Two additional Water Resources Specialist positions are recommended; one by 2030 and one by 2040*

This classification is at the journey level, responsible for investigating customer complaints regarding water quality; collecting samples for water quality analysis; submitting mandated reports on water sample laboratory data; operating water treatment equipment and water production facilities; performing cross-connection surveys; performing annual testing of nearly 900 backflow devices; flushing, water modeling for new properties, well operation, and responding to emergency calls. The addition of four wells, potentially with ASR technology, in the District will have a significant impact on this classification.

When compared to conventional production wells, ASR wells require more frequent and additional operation and maintenance, including measuring and recording flow rates, groundwater level and pressure during injection. As particles accumulate during the injection process, additional monitoring and analysis is also required to determine the maintenance cycling intervals for removing these particles.

In addition, if any of the District's well sites need wellhead treatment, the additional staff will be able to provide the necessary oversight.

Water Distribution

Changes to the Water Distribution division are indicated in Figure 3.

- *One additional Operations Technician position is recommended by 2025*

This is the entry level classification in the Operations Technician/Specialist series and is responsible for a variety of technical field and office duties in support of the Operations Department, including performing USAs, assisting with Fleet and Facilities maintenance and repair, materials and field inventory, and office calls; performing increased inspection on contractors working around the District's underground facilities; and providing technical support to an assigned supervisor. Inspections of existing facilities are necessary to ensure that they are maintained appropriately per material standard specifications, and to ensure that contractors working around existing facilities do not compromise the integrity of the District's system. Similar to many agencies in the region, the District is facing a wave of infrastructure replacement over the next 25 years. In addition, the increase in projects being conducted by outside agencies around the District's underground utilities has doubled in the last five years, from 5,000 to 10,000+ USAs in 2019. As an example, PG&E is

replacing gas mains and services, and telecommunications companies are installing and/or replacing fiber optic lines.

- *One additional Water Distribution Lead Operator position is recommended by 2035 - if it is determined that an additional Project 2030 crew is needed as described on page 23 below Table S2.4*

It is anticipated that existing Water Distribution Lead Operator staff will be able to handle the increasing workload required by Project 2030 and the Meter Replacement project through the year 2035. However, by 2035 if an additional crew is needed, it will necessitate one additional Water Distribution Lead Operator to provide lead level direction to assigned staff and perform the increased advanced level workload.

- *Two additional Water Distribution Operator positions are recommended as needed to support existing services: one by 2030 and one by 2040.*

The Water Distribution Operator classification is responsible for performing installation, operation and maintenance of water mains, meters, hydrants and other service infrastructure and system appurtenances, investigation of reported leaks, and inspection of construction methods and materials to ensure compliance with plans and specifications.

The Water Distribution Operator recommendations are designed to address anticipated impacts on this classification. The two additional positions are recommended to cover employee outages, augment crew size, and support increasing workload requirements as needed.

The two additional Water Distribution Operators will be floating positions, providing flexibility and support for existing crews. Crews need a minimum of three employees; they typically transport three heavy vehicles to and from work sites, including backhoes, dump trucks, and a service truck/vac trailer. Staff must also remain on-site to perform required work (plumbing, trenching, etc.), and perform safety and traffic control functions. Floating positions will be utilized to fill in for both planned and unplanned employee outages (e.g. training, vacation, jury duty, illness, or injury).

These additional Water Distribution Operators will provide the District with a total of three floating positions. Floating positions will provide additional staff to cover absences/leaves as needed, and can also be used to meet unusual/escalating workloads and increasingly critical documentation regulations. If an additional crew is needed in the future to meet workload demands, these floating positions can be combined into an additional Water Distribution Operator crew.

In 1998, the United States Environmental Protection Agency established guidelines for the certification and re-certification of operators of community public water systems, and in 2001, the State established a water distribution operator certification program. Journey level employees in the District's Water Distribution Operator classification require possession of a Grade D2 Water Distribution Operator certificate from the State of California Water Resources Control Board. Use of temporary laborers to perform work normally assigned to employees in the Water Distribution Operator classification can be problematic as they may not have the required certifications, knowledge, and required

training to work on water infrastructure projects (e.g., plumbing, trenching, safety, traffic control).

The work performed by Water Distribution Operators does not require additional interior workstations, however, parking, lockers, equipment storage, meeting space and other space as determined for personal and District vehicles will be needed for both permanent and contract staff.

Water Efficiency

- *One additional Water Efficiency Technician position is recommended by 2025*

The demands of the Meter Replacement program, future meter maintenance and upkeep, technological advancements, increased data and customer response, and impending state reporting requirements will necessitate additional staff.

- *One additional Senior Water Efficiency Technician position is recommended by 2040*

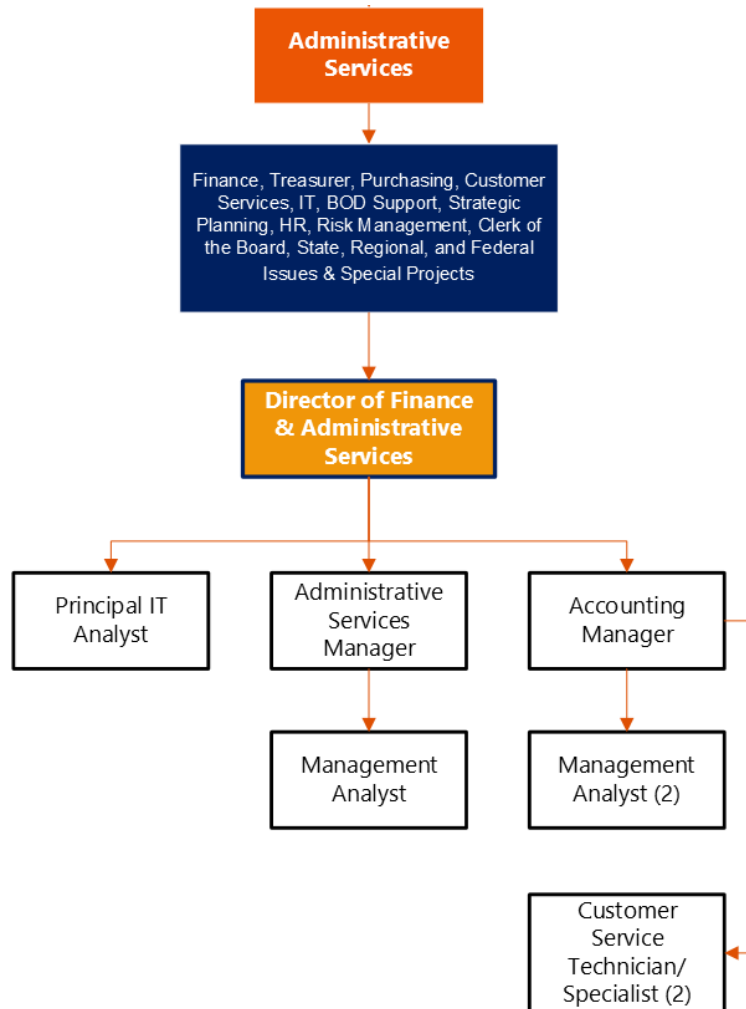
This is the advanced journey level in the Water Efficiency Technician series, performing the most difficult and responsible duties assigned to classes in this series, and may provide technical and functional supervision over assigned staff. A position at this level will provide for succession planning, retention/upward mobility, and continuity of operations.

Administrative Services Department

The Administrative Services Department is responsible for the overall business and financial aspects of the District. Specifically, the department has three divisions: Management Services, Finance & Customer Service, and Information Technology. These divisions focus on financial management and reporting of the District's finances, and supporting District staff through human resources and information technology; generating bi-monthly billing and responding to a customer base of nearly 20,000 service connections; providing internal and external special project assistance; overseeing community engagement/public relations; and ensuring compliance with federal, state, and agency specific regulations and mandates.

Figure 2C: Administrative Services Department Staffing

Existing Conditions



As shown in Figure 2D, the Administrative Services Department is comprised of 9 staff members, and employs a Finance intern and auditors/consultants as necessary to complete the current core functions listed by division:

- **Management Services:** Although there are currently 36 employees in the District, this department also provides administrative support to 12 retirees and three Board members. It is responsible for overseeing organizational development and training, District human resource programs (e.g. recruitment, benefits, and payroll), contract/risk management functions, public engagement and communications, and legislative tracking and response. The division also develops reports for the Board, responds to RWA draft letters, and is responsible for District outreach/newsletters, strategic planning, District Board meetings and Board functions, enterprise-wide records management, and special projects.
- **Finance & Customer Service:** Overseeing Accounting/Budget/Treasurer duties, Accounts Payable, Accounts Receivable, Utility Billing, Purchasing, and Customer Service.
- **Information Technology:** Administering District hardware functionality, network administration, software programs, telecommunication devices, security systems, and desktop and end-user support.

Future Impacts

Over the next 25 years, the District anticipates the Administrative Services Department's workload will significantly increase across all divisions due to an increase in District staffing levels and the population/customer base; additional support needed resulting from District-wide initiatives and projects; and new legislation and/or mandated reporting requirements. Further details regarding these impacts are described below for each Administrative Services division.

Management Services

- **Increase in District Staffing Levels:** It is anticipated that staffing will pass the 50 employee threshold by 2030. Greater support will be required for human resource functions (payroll, benefits administration, retiree administration, performance evaluation, recruitment, etc.).
- **Special Project/Issue Support:** Management-level support, including program administration, project management, and completion of complex tasks in support of all departmental functions, will be impacted by the increase in cumulative workloads as described in this report.
- **Customer/Community Engagement:** Customer/Community Engagement will be impacted by increased social media outreach as well as community and regional meetings (neighborhood associations, customer advisory committee(s), service clubs, community-based organizations, and governmental agencies) in support of budget/funding/water rates, inter-governmental relations, water efficiency programs, Project 2030, and the Meter Replacement Project.
- **Legislation and Reporting Requirements:** Human Resources will be impacted by an extensive increase in federal and state reporting/training requirements mandated for employers with 50 or more employees. Examples include: Affordable Care Act requirements, including IRS 1094-C and 1095-C forms; Employer Share Responsibility Provision (if affordable health insurance is not offered); Affirmative Action Plan requirements; US Equal Employment Opportunity Commission Reporting requirements; and/or State of California anti-harassment training requirements. Additionally, Human Resources will continue providing legislative review and response; producing summaries regarding legislative and major project notices and newsletters; and monitoring continued water legislation efforts at the state and federal level.

Finance and Customer Service

- Increase in District Staffing Levels: Increasing employee-related transaction requests.
- Increase in Population/Growth: Increasing demands on customer service call volume, billing, account maintenance, work order and dispatch, accounts payable, project cost allocation/accounting, required financial reporting and audits, capital asset management, budgetary planning, and other accounting functions.
- Special Project Support: Additional invoices and the need to integrate equipment changes into the billing system in light of special projects like Project 2030 and the Meter Replacement Project.
- Legislation and Reporting Requirements: Additional billing, remittance, and compliance requirements due to mandated water taxes, reporting due to water budgets, and legislative mandates such as SB998, AB1668 and SB606. These new requirements will also have an impact on Customer Service and Information Technology.

Information Technology

- Increase in District Staffing Levels: Increasing support needed for computer installation and support of PCs, phones, and oversight of cloud-based functions and in-house operating systems.
- Special Project Support: Implementing potential automation as part of its strategic planning, including streamlining time entry and payroll functions, creating an employee portal, transferring District records to electronic data management systems, and overseeing security systems.
- Legislation and Reporting Requirements: Preparing for numerous legislative and regulatory initiatives that will require mining of data and creation of mandated reporting, mobile connectivity in field vehicles, internal controls and security, researching, installing and maintaining specialized systems to support new services, and water system/efficiency requirements, including anticipated AB1668 and SB606 reporting.

Administrative Services Department Projected Staffing Recommendations

In order to provide the level of staffing needed to effectively manage these future impacts, the recommended staffing levels and increases (identified in bold) for the Administrative Services Department are shown in Tables S3.1 (All Existing Services), S3.2 (Project 2030), and S3.4 (Cumulative Total).

*Table S3.1: Additional Administrative Services Department Staffing Recommendations
Required for All Existing Services*

Classifications	Current	Up to 2022	2023- 2025	2026- 2030	2031- 2035	2036- 2040	2041- 2045
Dir of Admin Svcs/Finance/Treasurer	1						
Accounting Specialist	0		+1				
Accounting Manager	1						
Customer Service Specialist	0		+1				
Customer Service Technician	2						
Principal/Senior/Management Analyst	2	+1					

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
Management Analyst/Deputy Board Clk	1						
Admin Svcs Manager/Chief Board Clk	1						
Principal IT Analyst/IT Manager	1						
Senior IT Analyst	0		+1				
Additional Staff (Existing Services)		+1	+3				
Subtotal Administration	9	10	13	13	13	13	13

Table S3.2: Additional Administrative Services Department Staffing Recommendations Required for Project 2030

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
Principal/Senior/Management Analyst				+1			
IT Analyst					+1		
Additional Staff (Project 2030)				+1	+1		

Table S3.3: Additional Administrative Services Department Staffing Recommendations Required for Water Meters – None

Table S3.4: Additional Administrative Department Staffing Recommendations Required for All Anticipated Programs – Cumulative Total

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
Dir of Admin Svcs/Finance/Treasurer	1	1	1	1	1	1	1
Accounting Specialist	0	0	1	1	1	1	1
Accounting Manager	1	1	1	1	1	1	1
Customer Service Specialist	0	0	1	1	1	1	1
Customer Service Technician	2	2	2	2	2	2	2
Principal/Senior/Management Analyst	2	3	3	4	4	4	4
Management Analyst/Deputy Board Clk	1	1	1	1	1	1	1
Admin Svcs Manager/Chief Board Clk	1	1	1	1	1	1	1
Principal IT Analyst/IT Manager	1	1	1	1	1	1	1
Senior IT Analyst	0	0	1	1	1	1	1
IT Analyst	0	0	0	0	1	1	1
Additional Staff (Cumulative Total)		+1	+3	+1	+1		
Subtotal Administration	9	10	13	14	15	15	15

Justification of anticipated staff increases shown in S3.4 are detailed below by classification, in 5-year increments:

- *A new paraprofessional level Accounting Specialist classification is recommended by 2025*

This new position will be dedicated to handling the increased financial support for new state water budget based rates which are expected to go into effect starting in 2022. This classification will also be

able to assist with increased accounts receivable, accounts payable, fixed assets, general accounting functions, and customer service activities.

- *A new Customer Services Specialist classification is recommended by 2025*

This classification will provide the more complex, difficult and sensitive customer service duties, including processing customer service payments, researching and responding to billing questions, and maintaining the content of the District's customer database and information billing system. This position is expected to be the primary point of contact to provide information regarding mandated water efficiency regulations, handle additional customers as the population increases, answer customer questions as new mandated services and restrictions are implemented, and provide customers with critical information regarding water efficiency requirements.

- *Two additional Senior/Management Analyst positions are recommended; one by 2022 (this position is currently assigned to operations/engineering – it will be moved to Administrative Services to supply assistance to all departments at the principal/senior/management analyst level as appropriate), and one by 2030*

This classification provides professional, analytical and technical support in development, administration and implementation of District programs and special projects including formulating policy, goals and procedures; recommending new programs/program modifications to meet goals, objectives and legislative mandates; maintaining records and statistics; assisting in the preparation of the budget; performing the increased state and federal reporting requirements required by legislation for projected staffing of over 50 employees; and providing support for functions related to state and federal legislative advocacy. These positions will be necessary to provide support for additional staff, state and federal water legislation analysis, and associated program and policy development. The addition of these positions will also allow the District to bring a greater amount of community engagement in-house versus contracting out this function, including increased social media outreach, community and regional meetings in support of budget/funding/water rates, inter-governmental relations, Project 2030, and the Meter Replacement Project.

- *Up to two new classifications for Information Technology at a level of IT Analyst and/or Senior IT Analyst are recommended, as needed*

These classifications will be focused on handling and responding to the increasing use of computerized systems, provision of live information to customers and field personnel, maintenance of internal controls and system security, and automation enhancements.

For space planning purposes, at least one additional unassigned workstation should be considered in this department for outside consultants, auditors, etc.

District Staffing Totals 2021 through 2045

Table S4.1: Additional District Staffing Recommendations Required for All Existing Services

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
General Manager	1						
Subtotal General Manager	1	1	1	1	1	1	1
ADMINISTRATIVE SERVICES DEPARTMENT							
Dir of Admin Svcs/Finance/ Treasurer	1						
Accounting Specialist	0		+1				
Accounting Manager	1						
Customer Service Specialist	0		+1				
Customer Service Technician	2						
Principal/Senior/Management Analyst	2	+1					
Management Analyst/Deputy Board Clk	1						
Admin Svcs Manager/Chief Board Clk	1						
Principal IT Analyst/IT Manager	1						
Senior IT Analyst	0		+1				
Changes to Existing Department Staff		+1	+3				
Admin Svcs Dept (Existing Services)	9	10	13	13	13	13	13
ENGINEERING DEPARTMENT							
Dir of Engineering/District Engineer	1						
Engineer/Project Manager	1						
Senior/Construction Inspector	1						
Engineering/GIS Specialist	1			+1			
Senior/Management Analyst	0.25	-0.25		+1			
Changes to Existing Department Staff		-0.25		+2			
Engineering Dept (Existing Services)	5.25	5	5	7	7	7	7
OPERATIONS DEPARTMENT							
Director of Operations	1						
Asst. Water Distribution Supervisor	1						
Operations Technician	1		+1				
Senior Management Analyst	0.75	-0.75	+1				
Water Distribution Lead Operator	3						
Water Distribution Operator	7			+1		+1	
Water Distribution Supervisor	1						
Water Resources Specialist	2			+1		+1	
Water Resources Supervisor	1						
Water Efficiency Supervisor	1						
Senior Water Efficiency Specialist	1						
Water Efficiency Technician	1						
Changes to Existing Department Staff		-0.75	+2	+2		+2	
Operations Dept (Existing Services)	20.75	20	22	24	24	26	26
Changes to Existing Staff - All Depts			+5	+4		+2	
District Totals (Existing Services)	36	36	41	45	45	47	47

Table S4.2: Additional District Staffing Recommendations Required for Project 2030

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
ADMINISTRATIVE SERVICES DEPARTMENT							
Senior/Management Analyst				+1			
IT Analyst					+1		
Admin Svcs Dept (Project 2030)				+1	+1		
ENGINEERING DEPARTMENT							
Engineer			+1				
Senior/Construction Inspector				+1			
Engineering Dept (Project 2030)			+1	+1			
OPERATIONS DEPARTMENT							
Operations Dept (Project 2030)							
Changes to District Staff (Project 2030)			+1	+2	+1		

Table S4.3: Additional District Staffing Recommendations Required for Water Meters

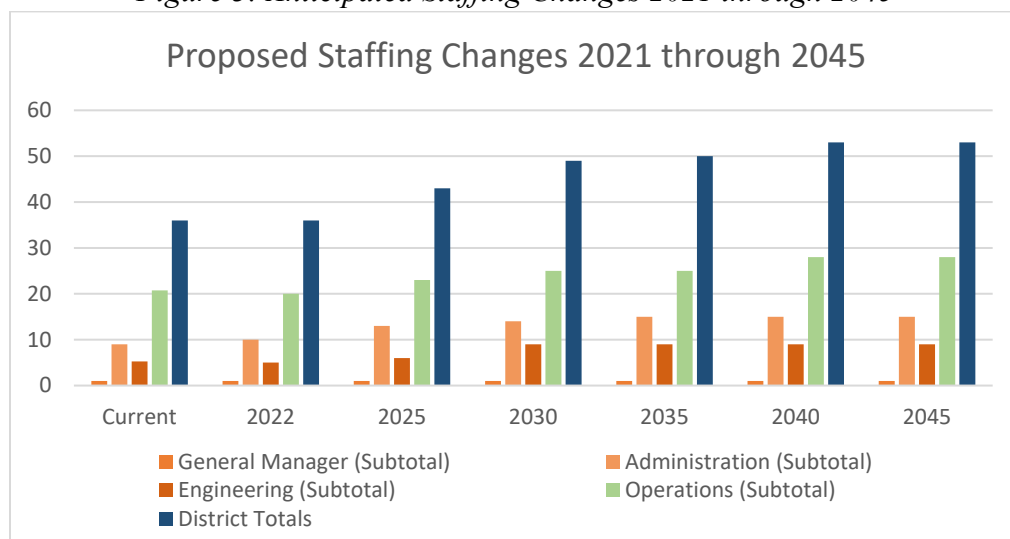
Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
OPERATIONS DEPARTMENT							
Senior Water Efficiency Specialist						+1	
Water Efficiency Technician			+1				
Operations Dept (Meters)			+1			+1	
Changes to District Staff (Meters)			+1			+1	

Table S4.4: Additional District Staffing Recommendations Required for All Anticipated Programs – Cumulative Total

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
General Manager	1	1	1	1	1	1	1
Subtotal General Manager	1	1	1	1	1	1	1
ADMINISTRATIVE SERVICES DEPARTMENT							
Dir of Admin Svcs/Finance/Treasurer	1	1	1	1	1	1	1
Accounting Specialist	0	0	1	1	1	1	1
Accounting Manager	1	1	1	1	1	1	1
Customer Service Specialist	0	0	1	1	1	1	1
Customer Service Technician	2	2	2	2	2	2	2
Senior/Management Analyst	2	3	3	4	4	4	4
Management Analyst/Dpty Board Clk	1	1	1	1	1	1	1
Admin Svcs Manager/Chief Board Clk	1	1	1	1	1	1	1
Principal IT Analyst/IT Manager	1	1	1	1	1	1	1
Senior IT Analyst	0	0	1	1	1	1	1
IT Analyst	0	0	0	0	1	1	1
Changes to Existing Department Staff		+1	+3	+1	+1		

Classifications	Current	Up to 2022	2023-2025	2026-2030	2031-2035	2036-2040	2041-2045
Admin Svcs Dept (Cumulative Total)	9	10	13	14	15	15	15
ENGINEERING DEPARTMENT							
Dir of Engineering/District Engineer	1	1	1	1	1	1	1
Engineer/Project Manager	2	2	3	3	3	3	3
Sr/Construction Inspector	1	1	1	2	2	2	2
Engineering/GIS Specialist	1	1	1	2	2	2	2
Senior/Management Analyst	0.25	-0.25	0	1	1	1	1
Changes to Existing Department Staff		-0.25	+1	+3			
Engineering Dept (Cumulative Total)	5.25	5	6	9	9	9	9
OPERATIONS DEPARTMENT							
Director of Operations	1	1	1	1	1	1	1
Asst. Water Distribution Supervisor	1	1	1	1	1	1	1
Operations Technician	1	1	2	2	2	2	2
Senior Management Analyst	0.75	-0.75	1	1	1	1	1
Water Distribution Lead Operator	3	3	3	3	3	3	3
Water Distribution Operator	7	7	7	8	8	9	9
Water Distribution Supervisor	1	1	1	1	1	1	1
Water Resources Specialist	2	2	2	3	3	4	4
Water Resources Supervisor	1	1	1	1	1	1	1
Water Efficiency Supervisor	1	1	1	1	1	1	1
Senior Water Efficiency Specialist	1	1	1	1	1	2	2
Water Efficiency Technician	1	1	2	2	2	2	2
Changes to Existing Department Staff		-0.75	+3	+2		+3	
Operations Dept (Cumulative Total)	20.75	20	23	25	25	28	28
Changes to Existing Staff - All Depts			+7	+6	+1	+3	
District Totals (Cumulative Total)	36	36	43	49	50	53	53

Figure 3: Anticipated Staffing Changes 2021 through 2045



In addition to the regular District staff, temporary staff and intern positions have been identified throughout the District, used on an as-needed basis throughout the year, including:

- Up to three Temporary Laborers in Water Distribution
- One Temporary Laborer in Water Resources
- Up to two Temporary Laborers in Water Efficiency
- One Operations Intern
- One Engineering Intern
- One Finance Intern

These positions are needed to ensure that fluctuating workloads can be met efficiently, and additional workstations for these positions should be included in any space needs plans.

Staffing Strategy

Creating a staffing strategy includes the following considerations:

- Identifying increases to current staffing needed to maintain existing service levels, based on population/service/infrastructure changes.
- Anticipated technology changes and associated skill and knowledge needs.
- Future managers, supervisors, professionals and field staff required to perform the anticipated workload.
- Infrastructure and service installation, maintenance, replacement, and upgrades required to meet service needs.
- Staffing life cycles must be considered when performing a long-term staffing analysis. The average worker is now expected to hold ten or more jobs during their working career, and will work for 30 to 45 years. Many of the District's current staff will turn over during the time frame covered by this report.
- The District has recently updated Personnel policies. It is recommended that policies supporting professional development and succession planning continue to be maintained to ensure that qualified staff are available to cover staffing transitions as needed over this time frame.
 - Turnover, depending on the level of the employee, can add 30% to 60% to the annual cost for the position when succession planning is not available.
 - Turnover results in the loss of critical historical knowledge and a challenging workload for remaining staff when succession planning is not available.
- The District has utilized contractors and temporary staff to supplement existing staff as needed. Temporary staff are not intended to be a permanent workload solution, therefore training provided by the District will be lost with the turnover of these temporary staff members. Contractors may work for multiple agencies and may have competing deadlines and priorities. Use of regular District staff, when warranted by the workload, provides an efficient means to maintain trained staff to work on District priorities.

There are no published staffing standards available for water districts. Water districts vary greatly in size and composition. Smaller agencies frequently do not have a sufficient workload to justify utilizing in-house staff, and therefore functions such as Information Technology and Engineering may be contracted out. Heavy reliance on contract staff requires agencies to schedule around the ability of the contractor to do the work.

It is recommended that the District review the possibility of increasing the size of Water Distribution crews from three to four to increase efficiency, plan for succession, increase the potential for cross-training, and account for absences of crew members resulting from employee outages (e.g. training, vacation, jury duty, illness, or injury). This would still maintain a conservative staffing ratio. The remaining staffing recommendations will allow the District to effectively prepare and manage the impacts of the significant projects that have been identified, including anticipated impacts of new legislation and regulations.

E. Staffing Report - Next Steps

This staffing report has been created to support one of the District's Strategic Plan Goals, *Manage the Efficient Improvement of and Reinvestment in District Infrastructure and Facilities*. This goal includes a 2021 objective: Complete Corporation Yard Pre-Architectural Study, which requires a complete Corporation Yard pre-architectural study and the pre-design report of preferred alternatives to be completed in 2021.

This report should be reviewed by the District's Board of Directors and a determination regarding potential staffing should be finalized. Staff will seek Board direction concerning this Report's analysis, findings and recommendations. Board direction will serve as a guideline for space needs planning.

The District recently hired an architectural consultant to prepare the pre-architectural study and pre-design report. The final projected staff numbers through 2045 should be provided to the consultant to establish future space and facility needs. The architect can analyze repurposing of existing facilities and sizing of new facilities to fit the District's identified staffing requirements. Because future legislative requirements will likely have a significant impact on staffing needs, as well as potential adjustments to project timelines, a scalable building program that can be adjusted over the lifespan of the facility should be considered.

Original source documents from this Study, staffing projection questionnaires, were collected from all departments/divisions, and include information about staffing needs and specialized space needs such as: inventory/materials storage, conference rooms, shared work needs, and additional spaces for temporary staff, interns, contractors, auditors, etc. These questionnaires can provide the architect with critical information for the Corporation Yard Master Plan/Build-out Project which will address future workspace requirements.

The current proposed timeline for the next steps in this project include the following:

