

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
JUNE 21, 2023 beginning at 6:00 PM**



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

PHONE CALL IN: (253) 205-0468

PHONE MEETING ID: 848 1764 4562

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/84817644562>

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

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

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PUBLIC COMMENT:

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

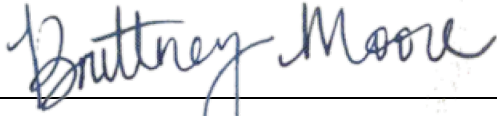
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

June 21, 2023	6:30 PM	Regular Meeting
August 16, 2023	6:30 PM	Regular Meeting
September 20, 2023	6:30 PM	Regular Meeting
October 18, 2023	6:30 PM	Regular Meeting
November 15, 2023	6:30 PM	Regular Meeting
December 20, 2023	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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

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

Brittney Moore, Chief Board Clerk

Dated: June 15, 2023

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)**

June 21, 2023 beginning at 6:30 PM

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



PHONE CALL IN: (253) 205-0468

PHONE MEETING ID: 848 1764 4562

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/84817644562>

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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 17, 2023 (A)

CC-1b. Minutes of the Regular Meeting – May 17, 2023 (A)

CC-1c. Minutes of the Special Meeting – May 23, 2023 (A)

Recommendation:

Approve the minutes of the May 17, 2023 Special and Regular Meetings and the minutes of the May 23, 2023 Special Meeting.

- CC-2. Revenue Analysis Report for May 2023 (I)
- CC-3. Assessor/Collector's Roll Adjustment for May 2023 (I)
- CC-4. Treasurer's Report for May 2023 (I)
- CC-5. Treasurer's Report of Fund Balances for May 2023 (I)
- CC-6. Operating Budget Analysis for May 2023 (I)
- CC-7. Capital Projects Summary for May 2023 (I)
- CC-8. Warrants for May 2023 (I)
- CC-9. Purchase Card Distributions for May 2023 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2023 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Adopt Resolution 10-2023 Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Sacramento County to Collect Such Charges on the Tax Roll and Resolution 11-2023 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 10-2023 (Sacramento County) and 11-2023 (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-18. Discussion and Possible Action to Approve a Professional Services Agreement with Mosaic Public Partners (A)
Recommendation:
Approve the professional services agreement with Mosaic Public Partners and authorize the General Manager to execute the agreement and subsequent task orders.

PRESENTATIONS:

None.

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Approve District Policy Updates (A)

Recommendations:

1. Approve updates to District Policy 5750: Disposal of Surplus Property
2. Approve updates to the District's Fiscal Management Policies 6500:

Purchasing and Procurement

3. Approve new Policy 6800: Customer Refunds for Meter Mis-Reads

B-2. Customer Advisory Committee (CAC) Updates (A)

Recommendation:

1. Adopt Resolution 07-2023 Establishing a Customer Advisory Committee
2. Approve a per diem for CAC residential member participation

B-3. Appointment of District Officers (A)

Recommendation:

Consider appointments to Officer Positions for the District.

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

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

CLOSED SESSION:

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

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

August 16, 2023	6:30 PM	Regular Meeting
September 20, 2023	6:30 PM	Regular Meeting
October 18, 2023	6:30 PM	Regular Meeting
November 15, 2023	6:30 PM	Regular Meeting
December 20, 2023	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors

of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 72 hours prior to the Regular meeting in accordance with Government Code Section 54954.2.



Brittney Moore, Chief Board Clerk

Dated: June 15, 2023

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
May 17, 2023

The Special Meeting of the Board of Directors was called to order at 6:30 p.m. by President Riehle and roll was called. Present were:

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

Staff:

Bryan Abaya, Principal Information Technology Analyst
Steve Anderson, General Counsel
Ashley Metzger, Communications Advisor
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Jace Nunes, Management Analyst
Melissa Pieri, Director of Engineering/ District Engineer
Rebecca Scott, Director of Operations
Hilary Straus, General Manager
Carlos Urrutia, Interim Director of Finance and Administrative Services

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

Jay Martinez, Customer

CONSENT CALENDAR:

CC-1. Discussion and Possible Action to Approve an On-Call Pavement Restoration Agreement (A)

Recommendation:

Accept the recommended bid for on-call pavement restoration services throughout the District service area. Authorize the General Manager to execute a construction contract.

ACTION:

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

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

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:48p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
May 17, 2023

The Regular Meeting of the Board of Directors was called to order at 6:30 p.m. by President Riehle and role was called. Present were:

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

Staff:

Bryan Abaya, Principal Information Technology Analyst
Steve Anderson, General Counsel
Ashley Metzger, Communications Advisor
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Jace Nunes, Management Analyst
Melissa Pieri, Director of Engineering/ District Engineer
Rebecca Scott, Director of Operations
Hilary Straus, General Manager
Carlos Urrutia, Interim Director of Finance and Administrative Services

Rashad Masri, Consultant
Sarah Meachum, Consultant

VISITORS:

Paul Dietrich, Customer
Giuliana Goggia, Trajan Elementary School
Milana Levchanin, Woodside Elementary School
Jay Martinez, Customer
Dana Molony, Skycrest Elementary School
Sallee Weston, Trajan Elementary School

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

CC-1a. Minutes of the Regular Meeting – April 19, 2023 (A)

CC-1b. Minutes of the Special Meeting – April 25, 2023 (A)

Recommendation:

Approve the minutes of the April 19, 2023 Regular Meeting and the

minutes of the April 25, 2023 Special Meeting.

- CC-2. Revenue Analysis Report for April 2023 (I)
- CC-3. Assessor/Collector's Roll Adjustment for April 2023 (I)
- CC-4. Treasurer's Report for April 2023 (I)
- CC-5. Treasurer's Report of Fund Balances for April 2023 (I)
- CC-6. Operating Budget Analysis for April 2023 (I)
- CC-7. Capital Projects Summary for April 2023 (I)
- CC-8. Warrants for April 2023 (I)
- CC-9. Purchase Card Distributions for April 2023 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2023 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Approve a Resolution of the Board of Directors Designating US Bank as the District's Custodial Bank for Safekeeping of Securities (A)

Recommendation:

Adopt Resolution number 08-2023 resolution of the Board of Directors designating Us Bank as the District's custodial bank for safekeeping of securities

ACTION:

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

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

PRESENTATIONS:

- P-1. Water Awareness Poster Contest (I)

PUBLIC HEARINGS:

None.

STUDY SESSION:

- S-1. Customer Advisory Committee (CAC) Updates (I/D)

BUSINESS:

B-1. Customer Advisory Committee (CAC) Updates (A)

ACTION:

The Board provided consensus direction to bring Resolution 07-2023 Establishing a Customer Advisory Committee for additional discussion at a future Board Meeting.

B-2. Discussion and Possible Action to Approve a Resolution of the Board of Directors Authorizing the Citrus Heights Water District to Join with Other Public Agencies As a Participant or Investor of the California Asset Management Trust and to Invest in Shares of the Trust.

ACTION:

Vice President Wheaton moved and Director Sheehan seconded a motion to approve Resolution 09-2023 authorizing the Citrus Heights Water District to join with other public agencies as an Investor of the California Asset Management Trust, a joint powers authority (JPA), to invest in shares of the Trust.

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

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

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

President Riehle adjourned the open session to Closed Session at 8:48 p.m.

CLOSED SESSION:

The Closed Session was called to order by President Riehle at 8:48 p.m.

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

President Riehle adjourned the meeting back to the open session at 9:36 p.m.

There was no reportable action from the Closed Session.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:37 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
May 23, 2023

The Special Meeting of the Board of Directors and the Customer Advisory Committee was called to order at 6:04 p.m. by President Riehle and roll was called. Present were:

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

Staff:

Bryan Abaya, Principal Information Technology Analyst
Tim Cutler, Water Distribution Supervisor
Brian Hensley, Water Resources Supervisor
Annie Liu, Director of Administrative Services
Ashley Metzger, Communications Advisor
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Jace Nunes, Management Analyst
Melissa Pieri, Director of Engineering/ District Engineer
Rebecca Scott, Director of Operations
Kayleigh Shepard, Management Analyst
Hilary Straus, General Manager

Laura Mason-Smith, Consultant

Customer Advisory Committee Members:

Jodi Ash
Regina Cave
Andrew Johnson
Richard Moses
Mike Nishimura

VISITORS:

Jay Martinez, Customer
Erica Manuel, Institute for Local Government
Kathy Morris, Customer

PLEDGE OF ALLEGIANCE:

President Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

STUDY SESSION:

S-1. Customer Advisory Committee (CAC) Updates (I/D)

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 8:46p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

May 2023

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,521,165	1,339,026	95,558	55,161	152,955	121,534

General Ledger Balance	Total
Outstanding A/R	1,535,566.85
Outstanding Liens	-
Outstanding Grants	0
A/R Other	
Less Unapplied Payments	(124,536)
Total	\$ 1,411,031
	\$ (110,134)

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

CC-03

Reason For Cancellation	Charge Type	Amount
Unclaimed Refund	NO CHARGE	17.48
Unclaimed Refund	NO CHARGE	7.30
Deposit added twice to account	DEPOSIT	214.00
Customer lost check. Wants as credit on account	NO CHARGE	212.00
		\$ 450.78

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
May 2023

Bank of the West			
Beginning Balance			\$3,828,608
RECEIPTS:		2,573,029	
DISBURSEMENTS:			
Checks Issued / ACH Payments	1,781,571		
Returned Checks	1,885		
Payroll	<u>342,883</u>		
		2,126,339	<u>446,690</u>
Bank of the West	Balance per		4,275,298
Bank 05/31/2023			4,275,298
Outstanding Checks			(90,686)
Deposit in Transit			<u>133,520</u>
Balance Per Books 05/31/2023			\$4,318,132

CASH & INVESTMENT PER BANK STATEMENTS:

Bank of the West		\$4,275,298
Local Agency Investment Fund		21,302,236
Wells Fargo- Money Mkt Account	Apr-23	<u>560,421</u>
TOTAL BALANCE		\$26,137,955
Outstanding Transactions		<u>\$42,834</u>
ADJUSTED TOTAL BALANCE		\$26,180,790

CASH & INVESTMENT BOOK VALUES:


Bank of the West (General Account)	4,318,132
Local Agency Investment Fund	21,302,236
Money Mkt Activity Account	<u>560,421</u>
Total	\$26,180,790

				\$0
INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Average Quarterly	2.63%	106,689.39	4/13/2023

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

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CARLOS URRUTIA
 Interim Deputy Treasurer


HILARY M. STRAUS
 Secretary

TREASURER'S REPORT OF ACCOUNT BALANCES
May 31, 2023

Fund Name	Beginning Balance 01/01/2023	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 05/31/2023	2023 Target Balance per Policy
Operating Fund	\$ 8,953,894	\$ 5,192,981	\$ (4,491,011)	\$ 2,432,071	\$ (1,626,339)	\$ 10,461,596	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 2,623,173	\$ -	\$ -	\$ -	\$ -	\$ 2,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,725,000	\$ -	\$ -	\$ -	\$ -	\$ 1,725,000	N/A
Water Main Reserve - Project 2030	\$ 1,189,350	\$ 435,472	\$ -	\$ 140,958	\$ -	\$ 1,765,780	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 986,962	\$ -	\$ -	\$ -	\$ -	\$ 986,962	\$ 986,962
	<u>\$ 23,938,519</u>	<u>5,628,453</u>	<u>\$ (4,491,011)</u>	<u>\$ 2,573,029</u>	<u>\$ (1,626,339)</u>	<u>\$ 26,022,652</u>	<u>\$ 7,520,786</u>

Carlos Urrutia

CARLOS URRUTIA, Deputy Treasurer

TREASURER'S REPORT OF ACCOUNT BALANCES
May 31, 2023

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 2,432,071	from funds collected in May 2023 per Treasurer's Report
	\$ <u>(1,626,339)</u>	disbursements made in May 2023 per Treasurer's Report
	\$ 805,732	

Citrus Heights Water District
Budget Performance Report
As of 5/30/2023

CC-06

	May	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Revenues						
Metered Service Charges	\$1,247,740.58	\$5,032,815.97	\$4,614,412.90	\$418,403.07	9.07%	\$1,074,591.00
Metered Water Deliveries	481,879.48	1,681,124.71	2,416,548.35	(735,423.64)	-30.43%	5,799,716.00
Water Main Replacement Revenue	140,957.68	576,429.79	572,541.25	3,888.54	0.68%	1,374,099.00
Non-Metered Service Charges			58,335.00	(58,335.00)	-100.00%	140,000.00
Penalties	533.00	1,684.00	45,291.65	(43,607.65)	-96.28%	108,700.00
Interest		116,658.44	166,666.65	(50,008.21)	-30.00%	400,000.00
Backflow Fees	8,389.50	32,703.80	31,125.00	1,578.80	5.07%	74,700.00
Water Service Install & S&R	3,173.02	8,178.26	155,791.65	(147,613.39)	-94.75%	373,900.00
Grant Funds	262.50	262.50		262.50	0.00%	
Miscellaneous *	809.06	5,578.31		5,578.31	0.00%	1,607,000.00
Cost Reimbursements	344.33	4,717.64		4,717.64	0.00%	
Income - Wheeling Water			1,125.00	(1,125.00)	-100.00%	2,700.00
Total Revenue	<u>1,884,089.15</u>	<u>7,460,153.42</u>	<u>8,061,837.45</u>	<u>(601,684.03)</u>	<u>-7.46%</u>	<u>20,955,406.00</u>
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water	630,700.27	1,164,271.08	1,335,625.00	(171,353.92)	-12.83%	3,205,500.00
Ground Water	65,791.02	304,097.77	566,434.79	(262,337.02)	-46.31%	1,337,170.66
	<u>696,491.29</u>	<u>1,468,368.85</u>	<u>1,902,059.79</u>	<u>(433,690.94)</u>	<u>-22.80%</u>	<u>4,542,670.66</u>
Labor & Benefits						
Labor Regular	258,511.36	1,480,460.97	1,631,063.70	(150,602.73)	-9.23%	3,914,553.00
Labor Non-Regular			250.00	(250.00)	-100.00%	600.00
Labor Taxes	20,211.65	117,029.10	122,096.35	(5,067.25)	-4.15%	293,031.20
Labor Workers Comp		22,864.29	41,708.35	(18,844.06)	-45.18%	100,100.00
Labor External	3,000.00	7,350.00	41,440.90	(34,090.90)	-82.26%	99,458.00
Benefits Med/Den/Vis	35,533.84	214,903.24	215,042.40	(139.16)	-0.06%	516,101.70
Benefits LTD/Life/EAP	3,652.61	24,085.63	61,234.40	(37,148.77)	-60.67%	146,962.62
Benefits CalPers	22,791.62	109,096.78	148,726.25	(39,629.47)	-26.65%	356,943.01
Benefits Other	7,579.45	51,028.22	71,170.35	(20,142.13)	-28.30%	170,808.83
Benefits OPEB					0.00%	135,300.00
Benefit Retiree Expenses	4,926.50	20,647.47	24,631.70	(3,984.23)	-16.18%	59,116.10
Benefit Unemployment			3,846.90	(3,846.90)	-100.00%	9,232.67
Benefit GASB 68		232,239.00	224,587.25	7,651.75	3.41%	449,174.50
Capitalized Labor & Benefit Contra	<u>(56,603.62)</u>	<u>(148,018.04)</u>	<u>(235,416.65)</u>	<u>87,398.61</u>	<u>-37.13%</u>	<u>(564,999.99)</u>
	<u>299,603.41</u>	<u>2,131,686.66</u>	<u>2,350,381.90</u>	<u>(218,695.24)</u>	<u>-9.30%</u>	<u>5,686,381.64</u>
General & Administrative						
Fees & Charges	8,987.66	43,583.39	77,702.10	(34,118.71)	-43.91%	186,485.00
Regulatory Compliance/Permits	680.00	60,419.24	100,895.00	(40,475.76)	-40.12%	201,790.00
District Events & Recognition	3,778.10	11,840.21	25,155.40	(13,315.19)	-52.93%	60,373.00
Maintenance/Licensing	2,757.25	158,052.76	160,560.00	(2,507.24)	-1.56%	220,088.00

Citrus Heights Water District
Budget Performance Report
As of 5/30/2023

	May	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Equipment Maintenance	7,387.50	61,001.77	48,916.65	12,085.12	24.71%	117,400.00
Professional Development	9,807.66	28,004.86	68,745.40	(40,740.54)	-59.26%	164,989.00
Department Admin			4,458.40	(4,458.40)	-100.00%	10,700.00
Dues & Subscriptions	721.92	125,871.57	75,127.50	50,744.07	67.54%	110,187.00
Facility Improvements		2,625.00		2,625.00	0.00%	
Fuel & Oil	7,315.45	28,895.32	36,375.00	(7,479.68)	-20.56%	87,300.00
General Supplies	6,376.82	28,616.06	48,875.05	(20,258.99)	-41.45%	117,300.00
Insurance - Auto/Prop/Liab	2,500.00	84,257.53	84,150.00	107.53	0.13%	112,200.00
Leasing/Equipment Rental	915.19	8,021.38	13,916.70	(5,895.32)	-42.36%	33,400.00
Parts & Materials	37,165.73	232,428.79	66,666.65	165,762.14	248.64%	160,000.00
Postage/Shipping/Freight	6,310.50	32,882.66	57,042.50	(24,159.84)	-42.35%	136,902.00
Rebates & Incentives	575.00	3,691.49	13,333.35	(9,641.86)	-72.31%	32,000.00
Telecom/Network	4,273.99	17,088.99	28,583.35	(11,494.36)	-40.21%	68,600.00
Tools & Equipment	6,717.52	18,312.12	35,895.85	(17,583.73)	-48.99%	86,150.00
Utilities	3,093.20	16,166.64		16,166.64	0.00%	
Write-Off Bad Debt Exp		1.08	2,083.35	(2,082.27)	-99.95%	5,000.00
Capitalized G&A Contra	(32,783.93)	(145,705.59)	208.35	(145,913.94)	-70033.09%	500.00
Capitalized Equipment Contra	(37,203.81)	(178,998.10)		(178,998.10)	0.00%	
	<u>39,375.75</u>	<u>637,057.17</u>	<u>948,690.60</u>	<u>(311,633.43)</u>	<u>-32.85%</u>	<u>1,911,364.00</u>
Professional & Contract Services						
Support Services	119,567.64	407,139.75	584,430.40	(177,290.65)	-30.34%	1,402,633.00
Legal Services	59,597.50	162,588.00	133,751.25	28,836.75	21.56%	321,003.00
Printing Services	363.66	10,331.34	18,750.05	(8,418.71)	-44.90%	45,000.00
	<u>179,528.80</u>	<u>580,059.09</u>	<u>736,931.70</u>	<u>(156,872.61)</u>	<u>-21.29%</u>	<u>1,768,636.00</u>
Reserves & Debt Services						
Interest Expense		34,668.75	29,064.26	5,604.49	19.28%	69,754.17
Net Increase(Decrease) in Value of Investments		(272,062.66)		(272,062.66)	0.00%	
		<u>(237,393.91)</u>	<u>29,064.26</u>	<u>(266,458.17)</u>	<u>-916.79%</u>	<u>69,754.17</u>
Total Operating Expenses	<u>1,214,999.25</u>	<u>4,579,777.86</u>	<u>5,967,128.25</u>	<u>(1,387,350.39)</u>	<u>-23.25%</u>	<u>13,978,806.47</u>
Net Income / (Expense)	<u>669,089.90</u>	<u>2,880,375.56</u>	<u>2,094,709.20</u>	<u>785,666.36</u>	<u>37.51%</u>	<u>6,976,599.53</u>

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 5/2023

CC-07

		BUDGET	AMOUNTS PAID				PROJECTION
Project Number	Project Name	Approved FY Budget	Prior Year Actuals	Month to Date	Year to Date	Project to Date	2023 Remaining Budget
C16-134	Auburn Blvd-Rusch Park Placer	\$305,752	\$8,785	\$0	\$161	\$8,946	\$296,806
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		\$805,752	\$10,461	\$0	\$161	\$10,622	\$795,130
C21-012	Water Service Connections	\$875,500	\$15,860	\$0	\$0	\$15,860	\$859,640
C23-010	Water Main Pipeline Replacemen	\$50,000	\$0	\$0	\$0	\$0	\$50,000
C23-011	Water Valve Replacements	\$115,000	\$0	\$4,548	\$37,969	\$37,969	\$77,031
C23-012	Water Service Connections	\$1,075,000	\$0	\$83,102	\$381,877	\$381,877	\$693,123
C23-013	Water Meter Replacements	\$120,000	\$0	\$2,528	\$15,552	\$15,552	\$104,448
C23-014	Fire Hydrants	\$175,000	\$0	\$4,914	\$58,665	\$58,665	\$116,335
Annual Infrastructure		\$2,410,500	\$15,860	\$95,092	\$494,063	\$509,923	\$1,900,577
C15-104B	Document Management System	\$244,639	\$116,231	\$9,995	\$59,775	\$176,006	\$68,633
C22-004	Technology Hardware/Software	\$55,000	\$9,888	\$0	\$0	\$9,888	\$45,112
C23-003	Fleet/Field Operations Equip	\$425,000	\$0	\$0	\$0	\$0	\$425,000
C23-004	Technology Hardware/Software	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Fleet and Equipment		\$779,639	\$126,118	\$9,995	\$59,775	\$185,893	\$593,746
C20-105	Walnut Drive	\$105,247	\$28,136	\$0	\$143	\$28,279	\$76,968
C21-102	Old Auburn Road	\$1,026	\$2,029	\$0	\$0	\$2,029	(\$1,003)
C21-104	Mesa Verde HS	\$747,209	\$747,517	\$0	\$0	\$747,517	(\$308)
C21-105	Madison Ave & Dewey Dr	\$84,654	\$75,652	\$0	\$3,093	\$78,746	\$5,908
C22-101	Carriage Drive	\$427,104	\$572,897	\$0	\$5,749	\$578,646	(\$151,542)
C22-104	Patton Ave Main	\$45,433	\$0	\$38,913	\$63,509	\$63,509	(\$18,076)
C22-105	Reno Ln Main	\$45,000	\$178	\$33,273	\$51,697	\$51,875	(\$6,875)
C23-040A	City of Citrus Heights Wachtel	\$0	\$0	\$0	\$16,217	\$16,217	(\$16,217)
Water Mains		\$1,455,673	\$1,426,410	\$72,186	\$140,408	\$1,566,818	(\$111,145)
C17-103	Operations Building Remodel	\$21,300	\$21,180	\$0	\$0	\$21,180	\$120
C21-040	Other City Partnerships	\$52,551	\$0	\$0	\$0	\$0	\$52,551
C21-040B	Elec. Greenway Bike Trail	\$0	\$1,797	\$0	\$0	\$1,797	(\$1,797)
C21-041	Other Misc Infrastructure	\$12,551	\$0	\$0	\$0	\$0	\$12,551
C21-041B	Greenback Acquisition	\$415,000	\$300,474	\$5,782	\$46,445	\$346,919	\$68,081

		BUDGET	AMOUNTS PAID				PROJECTION
Project Number	Project Name	Approved FY Budget	Prior Year Actuals	Month to Date	Year to Date	Project to Date	2023 Remaining Budget
C22-005	Facilities Improvements	\$100,000	\$44,748	\$0	\$0	\$44,748	\$55,252
C22-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C22-040D	SACOG 22 AC Overlay P1	\$0	\$174	\$0	\$0	\$174	(\$174)
C22-040E	San Juan Ave Complete Streets	\$0	\$0	\$0	\$0	\$0	\$0
C22-041	Other Misc Infrastructure	\$82,347	\$0	\$0	\$0	\$0	\$82,347
C22-102	Well Site Acquisition	\$0	\$257,686	\$0	\$7,782	\$265,468	(\$265,468)
C23-005	Facilities Improvements	\$103,000	\$0	\$1,062	\$12,599	\$12,599	\$90,401
C23-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C23-041	Misc Infrastructure Projects	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C23-104	Patton/Pardal/Alondra/Perdez	\$1,010,000	\$0	\$0	\$0	\$0	\$1,010,000
C23-105	Reno Lane 8-inch	\$705,000	\$0	\$0	\$0	\$0	\$705,000
C23-106	Admiral & Anchor 8-inch	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Miscellaneous Projects		\$2,876,749	\$626,059	\$6,844	\$66,826	\$692,885	\$2,183,864
C17-104	Groundwater Well Property Acq	\$640,000	\$1,113	\$0	\$115,000	\$116,113	\$523,887
C17-104A	Well #7 Patton	\$250,000	\$67,434	\$0	\$0	\$67,434	\$182,566
C17-104B	Well #8 Highland	\$0	\$0	\$0	\$0	\$0	\$0
C18-106	Groundwater Well #7	\$796,860	\$10,780	\$0	\$0	\$10,780	\$786,080
C20-107	Well Design & Construction	\$3,225,500	\$327,362	\$0	\$129,630	\$456,992	\$2,768,508
C22-020	Groundwater Well Improvements	\$150,000	\$7,332	\$0	\$0	\$7,332	\$142,668
C22-102A	SJUSD Property	\$0	\$5,582	\$6,518	\$6,518	\$12,100	(\$12,100)
C22-103	Well Design Construct Highland	\$0	\$0	\$0	\$0	\$0	\$0
C23-020	Groundwater Well Improvements	\$200,000	\$0	\$0	\$0	\$0	\$200,000
C23-103	Highland Well	\$0	\$0	\$0	\$0	\$0	\$0
Wells		\$5,262,360	\$419,603	\$6,518	\$251,148	\$670,751	\$4,591,609
Grand Totals:		\$13,590,673	\$2,624,511	\$190,635	\$1,012,381	\$3,636,893	\$9,953,780

MAY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75450	LORETTA A ARAKAKI	Customer Refund	\$26.55
75451	THORN TRUST	Customer Refund	\$35.02
75452	CAROL A DOSCH	Customer Refund	\$76.64
75453	BRIAN OR MARGARET A SCHEELER	Customer Refund	\$77.66
75454	KEVIN HENDRICKS	Customer Refund	\$12.03
75455	GAIL S GANT	Customer Refund	\$222.26
75456	NELSON REVOCABLE LIVING TRUST	Customer Refund	\$130.93
75457	WILLIAM R MCHANEY	Customer Refund	\$135.32
75458	MATTHEW OR KELLI ANN GROSS	Customer Refund	\$38.51
75459	PAUL OR MARJI V ARJIL	Customer Refund	\$202.28
75460	GREGORY OR LACEY MARIE NASBY	Customer Refund	\$77.61
75461	BRIAN OR SUZANNE BREWER	Customer Refund	\$15.58
75462	SHADI GUINEE	Customer Refund	\$233.82
75463	PHILLIP HUIE	Customer Refund	\$18.59
75464	ERIC LEE	Customer Refund	\$59.22
75465	JAMES OR ALEXANDRIA OROPESA DUNCAN	Customer Refund	\$95.52
75466	AGERICO OR ARLYN RAMOS	Customer Refund	\$123.78
75467	MCGILL FAMILY LIVING TRUST	Customer Refund	\$142.40
75468	KATHLEEN CARR	Customer Refund	\$57.78
75469	DAVID S COCHRAN	Customer Refund	\$126.85
75470	GREGORY R SCHWARTZ	Customer Refund	\$178.69
75471	SANDRA F RUBLY	Customer Refund	\$13.05
75472	KRISTIN WALTERS	Customer Refund	\$102.96
75473	BRADFORD ENTERIA	Customer Refund	\$80.96
75474	AREA 51 INVESTMENTS LLC	Customer Refund	\$85.10
75475	ARROW CONSTRUCTION	Customer Refund	\$1,305.09
75476	VOW MANAGEMENT LLC	Customer Refund	\$113.38
75477	TOP 7 VENTURES LLC	Customer Refund	\$61.29
75478	ACWA JPIA	Workers Comp Insurance	\$94.24
75479	ANSWERNET	Telephone-Answering Service	\$342.35
75480	BEST BEST AND KRIEGER	Legal & Audit	\$7,049.90
75481	BRUTONS GLASS CO	Repair-Trucks	\$325.00
75482	HEIDI STRAHM BLACK	Customer Refund	\$225.00
75483	FUTURE FORD	Repair-Trucks	\$201.51
75484	FERGUSON ENTERPRISES INC 1423	Material	\$40,207.46
75485	DUSTIN HUITING	Toilet Rebate Program	\$50.00
75486	HUNT AND SONS INC	Gas & Oil	\$1,836.95
75487	ICONIX WATERWORKS	Material	\$11,125.74
75488	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$260.11
75489	J4 SYSTEMS	Contract Services-Other	\$1,466.25
75490	MESSENGER PUBLISHING GROUP	Publication Notices	\$225.00
75491	MMANC	Dues & Subscriptions	\$525.00
75492	NOWSPEED INC	Contract Services-Other	\$250.00
75493	PACE SUPPLY CORP	Material	\$45,698.06
75494	PETTY CASH	Petty Cash	\$259.30
75495	PRIME AUTO REPAIR	Repair-Trucks	\$2,819.48
75496	REPUBLIC SERVICES 922	Utilities	\$558.88
75497	SACRAMENTO EAC	Professional Development	\$25.00
75498	SAGENT	Contract Services-Other	\$4,297.50
75499	SIMON AND COMPANY INC	Contract Services-Other	\$1,000.00
75500	SONITROL	Equipment Rental-Office	\$209.26
75501	A TEICHERT AND SON INC	Road Base	\$3,730.49
75502	TIAA COMMERCIAL FINANCE INC	Equipment Rental-Office	\$522.59
75503	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$55,735.14
75504	BEST BEST AND KRIEGER	Legal & Audit	\$7,797.70
75505	SIERRA GLEN APARTMENTS	Customer Refund	\$5,593.39

MAY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75506	JOE OR URI VILLANUEVA	Customer Refund	\$59.45
75507	JOHN T HEGENWALD	Customer Refund	\$57.64
75508	REVERSE MORTGAGE FUNDING INC	Customer Refund	\$104.60
75509	AFLAC	Employee Paid Insurance	\$290.74
75510	AIA SERVICES LLC NDS	Tools/Equipment	\$208.18
75511	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Reads	\$8,777.02
75512	BART RIEBES AUTO PARTS	Repair-Trucks	\$92.62
75513	BEST BEST AND KRIEGER	Legal & Audit	\$9,404.05
75514	BLUE JAY TRUCKING INC	Contract Services-Other	\$434.50
75515	MICHAEL CERECEDES	Water Conservation-Other	\$100.00
75516	COLANTUONO HIGHSMITH WHATLEY PC	Legal & Audit	\$14,369.75
75517	CONSOLIDATED	Telephone-Local/Long Distance	\$2,887.82
75518	ROBIN COPE	Retiree Insurance	\$495.00
75519	CORELOGIC INFORMATION SOLUTIONS INC	Dues & Subscriptions	\$225.10
75520	ECOASSISTANT	Contract Services-Conservation	\$1,250.00
75521	EMPLOYEE RELATIONS INC	Contract Services-Other	\$502.40
75522	FLOWLINE CONTRACTORS, INC	Contract Services-Engineering	\$24,455.85
75523	GIULIANA GOGGIA	Water Conservation-Other	\$50.00
75524	GRAINGER	Small Tools	\$420.97
75525	INDUSTRIAL SERVICE AND SUPPLY INC	Supplies-Field	\$5,698.00
75526	J4 SYSTEMS	Contract Services-Other	\$2,460.00
75527	EMILY KALENYUK	Water Conservation-Other	\$50.00
75528	MILANA LEVCHANIN	Water Conservation-Other	\$200.00
75529	DANA MOLONY	Water Conservation-Other	\$100.00
75530	KATHLEEN MORRIS	Toilet Rebate Program	\$75.00
75531	NAVANT	Maintenance Agreement-Software	\$9,995.00
75532	NEIGHBORHOOD GLASS & SCREEN	Contract Services-Other	\$278.97
75533	ODP BUSINESS SOLUTIONS LLC	Office Expense	\$131.69
75534	TIMOTHY PARKS	Toilet Rebate Program	\$75.00
75535	POWERPLAN	Repair-Trucks	\$227.49
75536	SAN JUAN WATER DISTRICT	Purchased Water	\$630,700.27
75537	SHRED CITY	Contract Services-Other	\$63.72
75538	SMUD	Utilities	\$19,277.94
75539	SONSRAY MACHINERY LLC	Equipment Maintenance	\$280.20
75540	JASON SULZINGER	Toilet Rebate Program	\$150.00
75541	T MOBILE	Telephone-Wireless	\$788.86
75542	TEE JANITORIAL MAINTENANCE	Contract Services-Other	\$2,989.00
75543	WEST YOST ASSOCIATES	PC-Engineer	\$7,602.50
75544	WESTON, SALLEE	Water Conservation-Other	\$100.00
75545	WEX BANK	Gas & Oil	\$3,913.23
75546	MICHELLE WHITWORTH OR JASON WHITWORTH	Toilet Rebate Program	\$75.00
75547	BEST BEST AND KRIEGER	Legal & Audit	\$12,484.50
75548	DAVID OR BARBARA WAMMER	Customer Refund	\$86.17
75549	CHADWELL TRUST	Customer Refund	\$528.23
75550	LORRIANE J LEE ESTATE	Customer Refund	\$19.29
75551	ISMAEL A CISNEROS	Customer Refund	\$27.37
75552	EDGAR C WESTERVELT	Customer Refund	\$23.10
75553	JESSICA OR ROBERT LAWRENCE	Customer Refund	\$52.77
75554	OLEG SHATOV	Customer Refund	\$26.57
75555	CONNIE L MUSICK	Customer Refund	\$29.29
75556	NICOLA MARCHI	Customer Refund	\$9.47
75557	ABA DABA RENTAL	Supplies-Field	\$83.81
75558	AREA PORTABLE SERVICES	Equipment Rental-Field	\$110.58
75559	LEERAY BAKER	Toilet Rebate Program	\$150.00
75560	BLUE JAY TRUCKING INC	Contract Services-Other	\$1,100.00
75561	BRYCE CONSULTING INC	Contract Services-Other	\$2,565.00

MAY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75562	BSK ASSOCIATES	Water Analysis	\$947.00
75563	COMCAST	Equipment Rental-Office	\$93.45
75564	CORE AND MAIN LP	Material	\$2,624.68
75565	CPS HUMAN RESOURCE SERVICES	Contract Services-Other	\$18,500.00
75566	COUNTY OF SACRAMENTO	Permit Fees	\$680.00
75567	FP MAILING SOLUTIONS	Equipment Rental-Office	\$157.85
75568	FERGUSON ENTERPRISES INC 1423	Material	\$6,915.69
75569	HUNT AND SONS INC	Gas & Oil	\$1,647.09
75570	MOSAIC PUBLIC PARTNERS LLC	Contract Services-Other	\$7,500.00
75571	PACE SUPPLY CORP	Material	\$17,433.74
75572	QUICK QUACK CAR WASH	Maintenance Agreement-Equipment	\$298.30
75573	RAY RIEHLE	Professional Development	\$265.24
75574	SAN JUAN UNIFIED SCHOOL DISTRICT PLANNING DE	Contract Services-Other	\$6,518.00
75575	SONSRAY MACHINERY LLC	Equipment Maintenance	\$205.79
75576	WATERWISE CONSULTING INC	Contract Services-Conservation	\$1,475.00
75577	WIZIX TECHNOLOGY GROUP INC	Equipment Rental-Office	\$501.90
75578	WOLF CONSULTING	Contract Services-Other	\$4,250.00
75579	WYJO SERVICES CORP	Equipment Maintenance	\$1,475.14
75580	STEVEN ZIEN	Water Conservation-Other	\$1,250.00
75581	CALIFORNIA LANDSCAPE ASSOCIATES INC	Janitorial	\$1,469.00
75582	J4 SYSTEMS	Contract Services-Other	\$680.00
75583	KEI WINDOW CLEANING 12	Janitorial	\$120.00
75584	LOWES	Supplies-Field	\$1,196.32
75585	VICES COLLISION REPAIR	Repair-Trucks	\$3,224.15
75586	WILLIAMS AND PADDON	Contract Services-Engineering	\$1,062.00
75587	VICES COLLISION REPAIR	Repair-Trucks	\$8,237.78
75588	Billy L/Kathleen A Cook Trust	Customer Refund	\$7.31
75589	JEAN ANN SHIRKMAN ESTATE	Customer Refund	\$36.82
75590	ARNOLD BOJORQUEZ	Customer Refund	\$23.72
75591	SANDRA K BOURESSA	Customer Refund	\$78.57
75592	HANS WILD	Customer Refund	\$98.09
75593	JEREMY L MCCULLOUGH	Customer Refund	\$40.01
75594	MARTA PLATT	Customer Refund	\$21.25
75595	JENNIFER LYNN WEAST ESTATE	Customer Refund	\$39.42
75596	JERRY OR MADELINE MADAYAG	Customer Refund	\$77.31
75597	Gary/Courtney Walmer	Customer Refund	\$249.47
75598	JEFFREY OR DONNA RAE COPPOLA	Customer Refund	\$14.33
75599	Kenneth C O'Brien	Customer Refund	\$224.06
75600	JOHN AND ANITA FILDES FAMILY TRUST	Customer Refund	\$240.01
75601	ENGELKEN FAMILY TRUST	Customer Refund	\$124.47
75602	SHARITA L THOMPSON	Customer Refund	\$31.32
75603	JOSHUA JORDAN	Customer Refund	\$19.69
75604	OPENDOOR PROPERTY TRUST I	Customer Refund	\$132.36
75605	MIGUEL ANGEL GOMEZ	Customer Refund	\$40.65
75606	GARY OR LINDA E SCHINDLER TRUST	Customer Refund	\$49.30
75607	NIESSEN TRUST 8148	Customer Refund	\$158.83
75608	BART RIEBES AUTO PARTS	Repair-Trucks	\$60.76
75609	BEST BEST AND KRIEGER	Legal & Audit	\$8,622.20
75610	COLANTUONO HIGHSMITH WHATLEY PC	Legal & Audit	\$14,717.00
75611	SU FAMILY LIVING TRUST	Customer Refund	\$46.70
75612	COUNTY OF SACRAMENTO - CLERK	Publication Notices	\$50.00
75613	FAST ACTION PEST CONTROL	Contract Services-Miscellaneous	\$184.80
75614	FLOWLINE CONTRACTORS, INC	Contract Services-Engineering	\$8,660.15
75615	IB CONSULTING LLC	Contract Services-Miscellaneous	\$11,750.00
75616	J COMM INC	Contract Services-Other	\$3,500.00
75617	J4 SYSTEMS	Contract Services-Other	\$4,242.00

MAY 2023 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
75618	MOONLIGHT BPO LLC	Contract Services-Bill Print/Mail	\$5,866.91
75619	ONE PRINT SOURCE AND GRAPHICS	Printing	\$69.33
75620	PACE SUPPLY CORP	Material	\$3,706.07
75621	PACIFIC GAS AND ELECTRIC	Utilities	\$49.32
75622	RAWLES ENGINEERING INC	Contract Services-Miscellaneous	\$38,913.00
75623	RED WING SHOE STORE	Small Tools	\$2,353.90
75624	ROTARY CLUB OF CITRUS HEIGHTS	Dues & Subscriptions	\$1,200.00
75625	STATE WATER RESOURCES CONTROL BOARD	Dues & Subscriptions	\$60.00
75626	VERIZON WIRELESS	Telephone-Wireless	\$392.60
Total			<u>\$1,157,873.73</u>
ACH	VALIC 5/25/2023 PAYDAY	Deferred Compensation	\$2,920.99
ACH	ICMA 5/25/2023 PAYDAY	Deferred Compensation	\$9,534.44
ACH	PRINCIPAL	Health Insurance	\$8,642.57
ACH	CALIFORNIA CHOICE	Health Insurance	\$41,345.75
ACH	ADP 632192115	Contract Services-Financial	\$327.45
ACH	ADP 632689308	Contract Services-Financial	\$133.50
ACH	ADP 633289609	Contract Services-Financial	\$285.15
ACH	CHASE APRIL 2023	Bank Fee	\$3,653.01
ACH	IC 1168-2023-4	Bank Fee	\$5,190.65
ACH	ICMA 5/11/23 PAYDAY	Deferred Compensation	\$9,534.44
ACH	JP Morgan APRIL 2023	See May Agenda Item CC-9	\$16,799.44
ACH	MID AMERICA 4/25-5/1/23	Employee Paid Insurance	\$548.00
ACH	PERS 5/11/23 PAYDAY	PERS	\$22,304.82
ACH	PERS 4/27/23 PAYDAY	PERS	\$22,304.82
ACH	POSTAGE RELOAD	Postage	\$1,500.00
ACH	VALIC 5/11/23 PAYDAY	Deferred Compensation	\$2,920.99
Total			<u>\$147,946.02</u>
Grand Total			<u><u>\$1,305,819.75</u></u>

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

Name	District Events & Recognition	Professional Development	Dues & Subscription	General Supplies	Tools & Equipment	Equipment Maintenance	Support Services	Total Bill
Shockley	\$ 971.81	\$ 708.09	\$ 135.00	\$ 317.48	\$ 387.03		\$ 400.00	\$ 2,919.41
Spiers						\$ 8.89		\$ 8.89
Abaya			\$ 2,071.69	\$ 119.00				\$ 2,190.69
Moore	\$ 734.46	\$ 473.50						\$ 1,207.96
Nunes				\$ 21.12				\$ 21.12
Shepard	\$ 450.29							\$ 450.29
Pieri	\$ 58.14							\$ 58.14
Scott		\$ 33.33						\$ 33.33
Total Bill	\$ 2,214.70	\$ 1,214.92	\$ 2,206.69	\$ 457.60	\$ 387.03	\$ 8.89	\$ 400.00	\$ 6,889.83

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 21, 2023 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : June 1, 2023
 PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk
 Kayleigh Shepard, Management Analyst/Deputy Board Clerk

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

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Bryan Abaya		Compiled data and various reports to assist consultants with the annual audit.	Participated in the annual Strategic Plan Board Meeting.
Dana Mellado	Yes		Assisted with coordinating Accounting Manager interviews during staff outage.
Brittney Moore	Yes		
Viviana Munoz	Yes		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Kayleigh Shepard	Yes	Attended Rotary luncheon to have CHWD presence during staff outages.	<p>Assisted with coordinating Accounting Manager interviews during staff outage.</p> <p>Assisted with drafting Board reports during staff outage.</p> <p>Helped coordinate and staffed the CHWD booth at the City of Citrus Heights Public Works Showcase & Education/Career Fair on 5/18.</p> <p>Assisted IT and consultants with completing test cases and identifying system defects within the OnBase Agenda Management test environment.</p> <p>Assisted with set up and participated in the annual Strategic Plan Board Meeting.</p>
Beth Shockley	Yes	Compiled data and various reports to assist consultants with the annual audit.	
Desiree Smith	Yes		

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson		Provided inspection support on Friday, 05/12/23 for two District water main projects.	
Neil Tamagni	Yes		

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Bell			Participated in an employee focus group to refine the continuing education policy & procedure.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford			Participated in an employee focus group to refine the continuing education policy & procedure.
Andrew Callister	Yes		
Aaron Cater	Yes		
Tim Cutler			<p>Compiled a large amount of data and numerous reports to assist the auditors with the annual audit.</p> <p>Participated in an employee focus group to refine the continuing education policy & procedure.</p> <p>Participated in the annual Strategic Plan Board Meeting.</p>
Kelly Drake		5-18 / Resident on Oak Avenue called to compliment Kelly and the service he provided. Kelly assisted him in checking his meter to be sure his tenants were not tampering with it and the customer mentioned that Kelly was informative and provided friendly service.	
James Ferro	Yes	5-30 / A customer on Antelope Rd called to compliment the crew for the service provided. She had called regarding a possible leak on her property and was grateful for the crew's quick response and thoroughness onsite.	
Brian Hensley			Participated in the annual Strategic Plan Board Meeting.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Brandon Goad	Yes	5-17 / Resident on Majestic Oak Way called to express his gratitude for the wonderful customer service he received when Brandon responded to a 1:00 a.m. call and turned off the water to his neighbor's house because it was flooding his property.	
Ricky Kelley		5-30 / A customer on Antelope Road called to compliment the team for the service provided. She had called regarding a possible leak on her property and was grateful for the crew's quick response and thoroughness onsite.	
Mike Mariedth		5-30 / A customer on Antelope Road called to compliment Mike and the crew for the service provided. She had called regarding a possible leak on her property and was grateful for the crew's quick response and thoroughness onsite.	
Chris Nichols			Participated in an employee focus group to refine the continuing education policy & procedure.
Jace Nunes		Attended Rotary luncheon to have CHWD presence during staff outages.	Organized and participated in a Garden Corps workday & lunch. Managed the annual Poster Contest and presented the winners at the 5/17 Board Meeting. Helped staff the CHWD booth at the City of Citrus Heights Public Works Showcase & Education/Career Fair on 5/18. Participated in the annual Strategic Plan Board Meeting.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
John Spinella		5-30 / A customer on Antelope Road called to compliment the team for the service provided. She had called regarding a possible leak on her property and was grateful for the crew's quick response and thoroughness onsite.	

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JUNE 21, 2023 MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : JUNE 6, 2023
 PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk

OBJECTIVE:
 Listed below is the current Long Range Agenda.

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

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA

MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
JULY - SUMMER RECESS					
August 16, 2023					
August 16, 2023		2024 Strategic Plan Approval	Moore	CC	A
August 16, 2023		Award of Contract for Reno Lane Water Main Project	Pieri	CC	A
August 16, 2023		CIP Overview	Pieri	P	I/D
August 16, 2023		2024 Budget Workshop #1	Finance Staff	P	I/D
August 16, 2023		Annual Comprehensive Financial Report	Finance Staff	B	I/D
August 16, 2023	Annual	Conflict of Interest- 1000 series / 4000 series policy updates	Moore/Shepard	B	A
August 16, 2023	Annual	Status of Finance Corporation	Finance Staff	B	A
September 20, 2023					
September 20, 2023	Annual	Refined Budget Options/Prop 218 Direction	Finance Staff	B	A
September 20, 2023		Customer Advisory Committee Member Appointments	Metzger	B	A
October 18, 2023					
October 18, 2023		Misc Charges and Fees Proposed	Finance Staff	B	A
November 15, 2023					
December 20, 2023					
December 20, 2023	Annual	Committee Assignments	Moore	B	A
December 20, 2023	Annual	District Officers	Moore	B	A
December 20, 2023	Annual	Selection of President and Vice President	Straus	B	A
December 20, 2023		Development Standards & Procedures	Pieri	SS	I

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 21, 2023 REGULAR MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : June 6, 2023
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

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

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project - Pipeline Condition Assessment	Engineering	Director of Engineering	Yes, updates as necessary	Yes	Pipeline Condition Assessment	Phase 2 of Segment 1 Transmission Main condition assessment complete. Phase 3 of 5 (Installation of Test Stations) to begin in summer 2023.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Director of Engineering	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Pre-Architectural Alternatives Analysis underway. Space Needs Assessment in progress.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - 7515 Greenback Lane Building Demolition	Engineering	Director of Engineering and Senior Construction Inspector	No	Yes	2022 design, 2023 construction (demolition).	Grading complete.
CAPITAL IMPROVEMENT PROJECT - Reno Lane Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, 08/16/23 (Anticipate Award of Contract)	No	2023 design, 2023 construction	90% plans received. Finalizing final plans.
CAPITAL IMPROVEMENT PROJECT - Patton Ave Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	2023 design, 2023 construction	Preparing 90% plans.
CAPITAL IMPROVEMENT PROJECT - Admiral Ave and Anchor Cir Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	2023 design, 2023/2024 construction	Survey work completed in 05/2023. Coordinate potholing for project.

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.	Project re-started on 07/14/20. Water portion 99% Complete. CHWD sent conditional project acceptance on 01/12/22. Finalizing punchlist items.
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. All fees paid. Construction 90% Complete.
PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Senior Construction Inspector, Director of Engineering and Assistant Engineer	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	All fees paid on 10/18/21. District signed plans on 10/19/21. Construction 95% 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 8043 Holly Dr Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	Plan check fees paid 04/13/21. Plans signed 06/07/22. Awaiting payment of fee balance.
PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 lots. New single family home construction on one lot.	District sent correspondence to property owner on 04/20/20. New will serve letter sent on 10/17/22.
PRIVATE DEVELOPMENT Livoti Development	Engineering	Senior Construction Inspector and Assistant Engineer	No	No	Six Parcel Subdivision.	All fees paid. Plans signed on 11/09/21. Construction 99% complete.
PRIVATE DEVELOPMENT 8556 Pheasant Ridge Ln Fire Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	Extension of water main, addition of fire hydrant, and fire sprinklers.	All fees paid on 03/11/21. District approved plans on 01/24/22. Awaiting construction.

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	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed apartments.	Plan check fees paid. Received second submittal on 03/28/23. Submitted comments on 04/25/23.
PRIVATE DEVELOPMENT 8136 Auburn Blvd Self Service Coin Laundry	Engineering	Director of Engineering and Assistant Engineer	No	No	Redevelopment of existing building to a self-service coin laundry.	Plan check fees paid. Plans signed on 07/19/21. Awaiting construction.
PRIVATE DEVELOPMENT Talbot Way Citrus Place Subdivision	Engineering	Director of Engineering and Assistant Engineer	No	No	8 lot subdivision.	Plan check fees paid 6/2022. Plans signed on 6/21/22. Awaiting remaining fees and construction.
PRIVATE DEVELOPMENT 7311 Hickory Ave Single Family Home	Engineering	Director of Engineering and Assistant Engineer	No	No	Customer requesting water service for a recently split lot.	Verify lot is split prior to initiating new water service.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 7527 Linden Ave Multi-duplex</p>	<p>Engineering</p>	<p>Senior Construction Inspector and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>3 duplex complex.</p>	<p>Revised plans approved & all fees paid on 10/26/22.</p> <p>Construction 100% complete.</p> <p>Project closeout in progress.</p>
<p>PRIVATE DEVELOPMENT 8207 Oak Ave Parcel Split, Annexation & Single Family Home</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>Yes, Inclusion approved by Board on 05/18/22.</p>	<p>No</p>	<p>Parcel Split, Annexation & 2 single family homes.</p>	<p>Plan check fees paid.</p> <p>Annexation/Inclusion fees paid and approved by Board on 05/18/22.</p> <p>Plans signed on 08/02/22.</p> <p>Awaiting payment of fee balance and construction.</p>
<p>PRIVATE DEVELOPMENT 8099 Greenback Ln Citrus Heights Pet Hospital</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Tenant Improvements of Pet Hospital.</p>	<p>All fees paid.</p> <p>Plans approved & signed on 03/02/23.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7803 Madison Ave MD Health	Engineering	Director of Engineering and Assistant Engineer	No	No	Tenant Improvements of Building.	Submitted comments on first submittal 03/02/23. Awaiting resubmittal.
PRIVATE DEVELOPMENT 7975 Twin Oaks Ave	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel Split - 1 to 3 lot split; 3 single family homes with frontage improvements.	Plans submitted on 03/17/23. District provided comments on 03/23/23. Awaiting resubmittal.
PRIVATE DEVELOPMENT 7501 Greenglen Ave	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel Split - 1 to 2 lot split per SB9; 2 single family homes	District provided Will Serve letter in 2022. Received submittal from developer on 04/10/23. District provided comments on 04/24/23.
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.	Final plans signed on 02/24/23. Awaiting construction by the City.

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 Arcade-Cripple Creek Trail Project	Engineering	Director of Engineering and Assistant Engineer	No	No	District & City finalized Cost Liability. Awaiting final submittal.	Construction in progress. Coordinating with the City on portion of bike trail through District easement.
CITY OF CITRUS HEIGHTS PROJECT San Juan Ave (Madison Ave to Spicer) Road Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Road Improvements	City finalizing plans. District and City finalized Cost Liability.
CITY OF CITRUS HEIGHTS PROJECT Wachtel Way Road & Storm Drain Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Road & Storm Drain Improvements (Citrus Heights Water District Water Main Relocation - 2 Locations)	Water facility relocation occurred in April 2023. Awaiting finalization of City's road improvements.
COUNTY OF SACRAMENTO AC Overlay Project SACOG 2022 Phase 1 to 3	Engineering	Director of Engineering and Assistant Engineer	No	No	County of Sacramento Road Improvements along Greenback Lane from Fair Oaks Blvd. to Hazel Ave.	Anticipate construction summer of 2023. CHWD will need to perform valve box adjustments. Cost Liability letter was sent to the County.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
District-wide Easement Project (Phase 4)	Engineering	Director of Engineering and Assistant Engineer	Yes, updates as necessary	Yes	Obtaining easements for District-owned facilities.	Group 1 Easement Acquisitions in progress.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 21, 2023 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : June 1, 2023
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

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

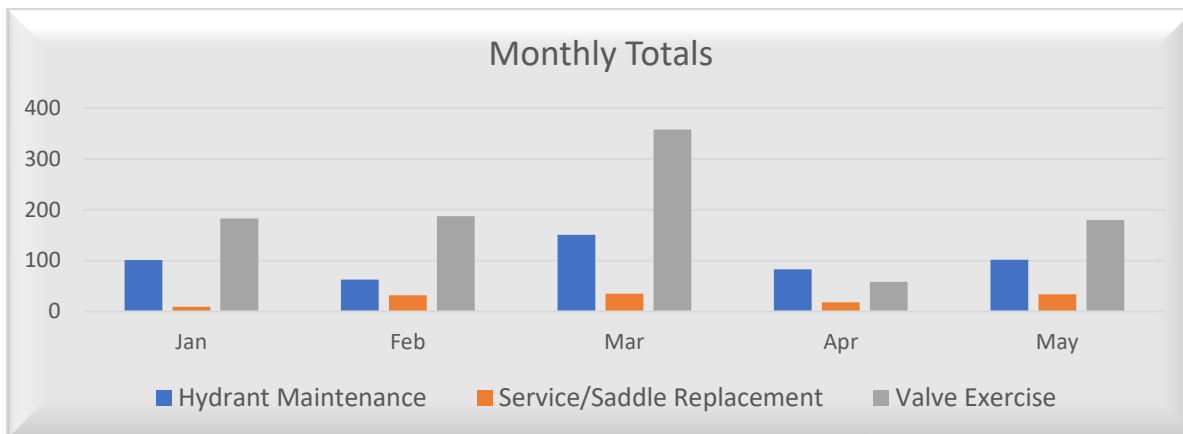
OPERATIONS MONTHLY ACTIVITIES

A. Distribution Division

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

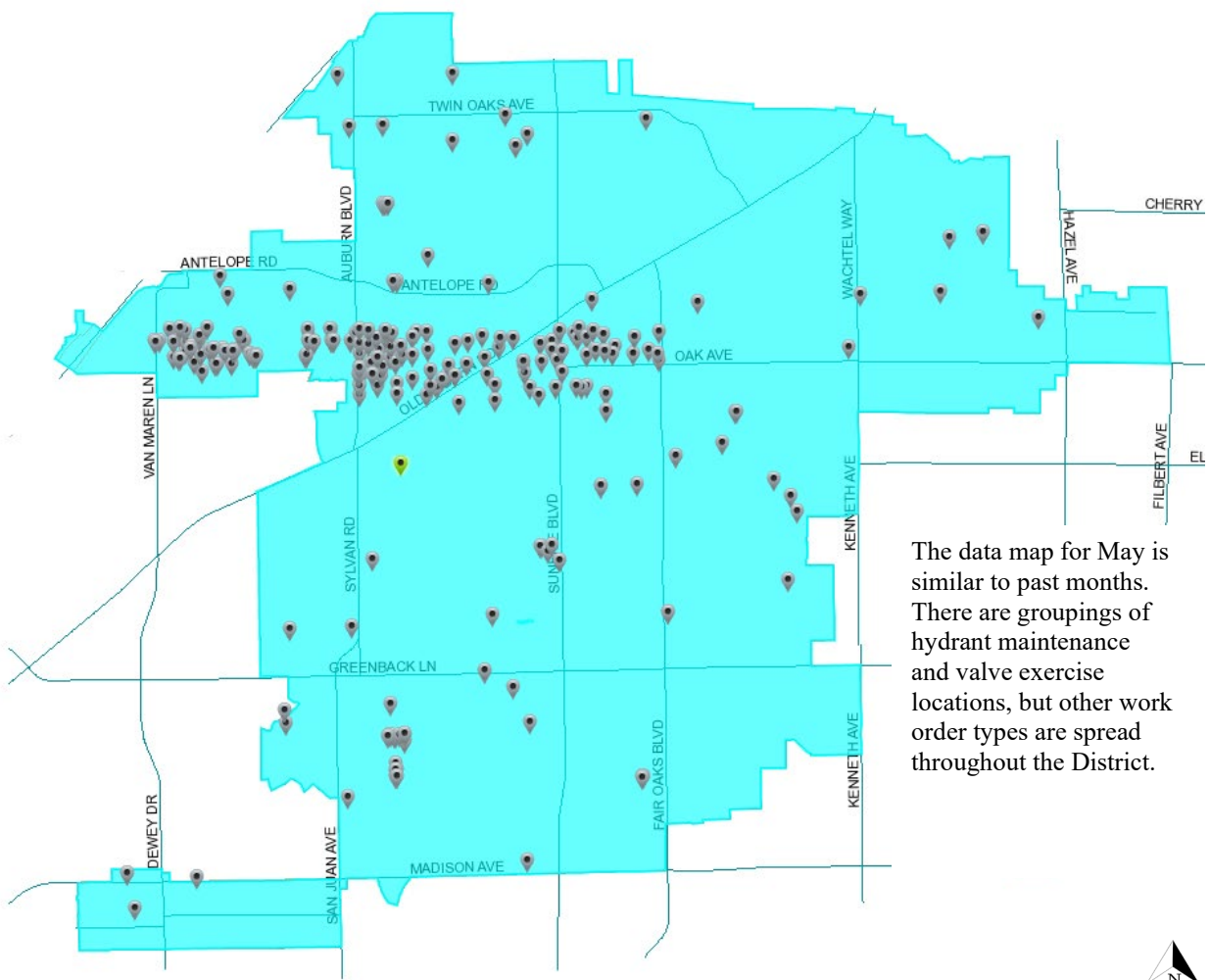
Distribution Maintenance	May 2023	Total CY 2023	Total # in System
Air Valve Inspection	0	2	147
Hydrant Maintenance	102	500	2,170
Mainline Repair/Maintenance	1	2	
Meter Box Maintenance	5	20	21,007
Meter Register Replacement	8	59	21,007
Service/Saddle Replacement	34	131	21,007
Valve Exercise	180	956	4,631
Total	330	1670	69,969

CIP Projects	May 2023	Total CY 2023
C23-010 Water Mainline	0	0
C23-011 Water Valves	6	15
C23-012 Water Services	39	156
C23-013 Water Meters	3	19
C23-014 Fire Hydrants	2	8
C23-103 Pothole Main	0	0
Total	50	198



The map below shows the locations the Operations Crews worked in the month of May.

Locations Worked within the Citrus Heights Water District



The data map for May is similar to past months. There are groupings of hydrant maintenance and valve exercise locations, but other work order types are spread throughout the District.

B. Standby Summary

The Operations Department assigns employees to weekly standby duty to provide 24-hour coverage in case of water emergencies within the District. A 2023 summary of standby activity is provided below.

Standby Summary			
Standby Reporting Month	Total Calls to After-Hours Answering Service	Site Visits	Resolutions Via Phone Call
January	34	16	18
February	18	8	10
March	13	7	6
April	23	13	10
May	27	18	9

C. Operations Specialist

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

Operations Specialist Summary		
Work Description	May 2023	Total CY 2023
USA Markings	380	1,574
Check for Leak	29	172
Fire Hydrant Investigation	0	3
Locate a Meter	0	1
Turn Water On/Off	10	44
Total	419	1,794

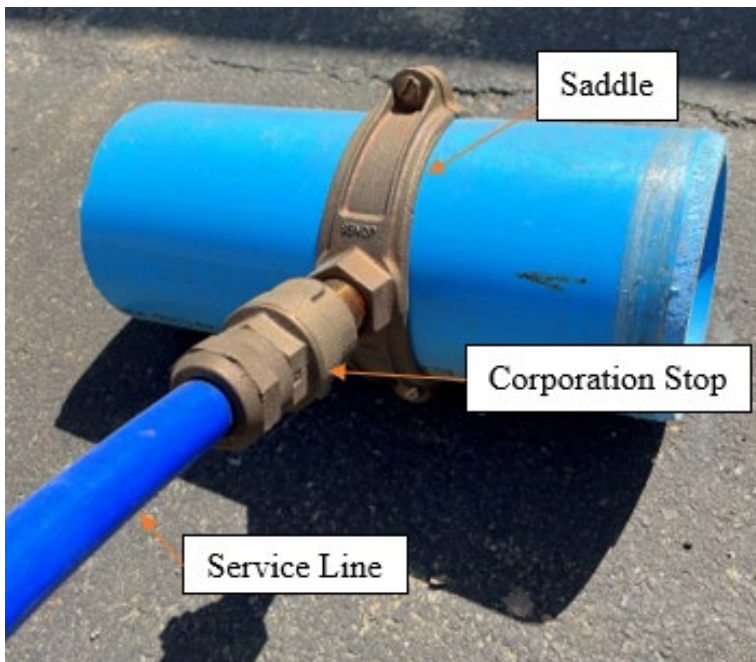
D. Water Quality/Sampling Summary

The Water Resources Division oversees routine monthly bacteriological testing as required by the California Division of Drinking Water. In May, 90 samples were collected with no positive results.

Water Service Saddles:

A water service saddle fully encompasses a pipe to allow a corporation stop and service line to be connected to a water main. The Citrus Heights Water District has an estimated 21,000 service saddles in use. Pre-1988, the District did not have a material standard for saddles and often installed cast iron saddles, likely due to the lower cost. As cast iron is prone to corrosion, the District has required bronze saddles (which have a much longer service life) for the past several decades. In 2022, while replacing water service lines, Operations Field Staff assessed 219 saddles and replaced a high percentage of them.

Saddle and service line diagram



New bronze saddle



Cast iron saddle removed from service



**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
JUNE 21, 2023 REGULAR MEETING**

SUBJECT : 2023 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : June 5, 2023
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 : Rebecca Scott, Director of Operations

OBJECTIVE:

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

Month	2013	2018	2019	2020	2021	2022	2023				Year-to-Date Comparison to 2013	
	Total Water Monthly acre feet						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
							acre feet					
Jan	602.52	531.38	520.86	519.03	575.54	528.73	450.70	51.22	501.92	501.92	-100.60	-16.7%
Feb	606.36	525.73	447.48	589.8	485.17	605.17	370.11	117.19	487.30	989.22	-219.66	-18.2%
Mar	819.55	540.78	516.87	654.31	601.02	774.74	376.25	96.40	472.65	1,461.87	-566.56	-27.9%
Apr	1,029.73	646.09	682.90	767.24	1,001.96	763.83	556.28	142.56	698.84	2,160.71	-897.45	-29.3%
May	1,603.43	1,072.27	977.41	1,168.99	1,277.33	1,133.06	833.35	182.72	1,016.07	3,176.78	-1,484.81	-31.9%
Jun	1,816.73	1,387.03	1,328.07	1,475.82	1,541.32	1,288.62						
Jul	2,059.21	1,737.13	1,582.40	1,682.83	1,643.73	1,536.69						
Aug	1,924.28	1,583.78	1,603.36	1,660.59	1,538.76	1,461.15						
Sep	1,509.82	1,330.19	1,297.12	1,381.14	1,333.29	1,228.49						
Oct	1,297.42	1,061.88	1,083.17	1,185.00	972.09	1,065.99						
Nov	911.55	807.7	839.06	779.34	576.37	637.25						
Dec	700.94	558.97	548.17	620.34	536.97	541.93						
Total	14,881.54	11,782.93	11,426.87	12,484.43	12,083.55	11,565.65	2,586.69	590.09	3,176.78	3,176.78		
% of Total							81.42%	18.58%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 21, 2023 REGULAR MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : June 5, 2023
PREPARED BY : Brian Hensley, Water Resources Supervisor
Rebecca Scott, Director of Operations

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of June 1, 2023, storage in Folsom Lake was at 898,408 acre-feet, ninety-two percent (92%) of the total capacity of 977,000 acre-feet. This represents an increase in storage of 80,950 acre-feet in the past month.

The District's total water use during May 2023 (1,016.07 acre-feet) was thirty-six percent (36%) below that of May 2013 (1,603.43 acre-feet).

The District's groundwater production wells: Bonita, Skycrest, Mitchell Farms, and Sylvan are operational and used on a rotational or as-needed basis. Other District groundwater production wells, Palm and Sunrise, are available for emergency use.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 21, 2023 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : June 5, 2023
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

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

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of May 2023 included the following:
 - Four High Efficiency Toilet (HET) rebates were processed.
 - Three High Efficiency Clothes Washer (HECW) rebate were processed.
 - Two smart irrigation controllers were installed.
- Thirteen reports of water waste were received in May. Staff continues reaching out to customers concerning water waste violations.
- The District holds bi-monthly safety meetings. The May safety meetings covered Hard Hats, Hand Safety, CHWD Heat Illness Prevention Procedures and the 10 Commandments of Good Safety Habits.
- The 2023 remaining WaterSmart classes are below:

Date	Title	Format
Saturday, Sept 9	Get in Line with Drip Irrigation	In-person at the Sylvan Ranch Community Garden (SRCG)
Wednesday, Sept 13	Plant into the Hydrozones for Healthy Plants and Water Savings	Webinar

The District has held three WaterSmart classes in 2023, all of which are posted to our YouTube channel. Since their recent postings, these classes have reached a combined 349 views. Furthermore, WaterSmart classes from 2021 to present are archived on CHWD’s website and on YouTube, where they can be viewed any time.

- CHWD has three garden plots at the Sylvan Ranch Community Garden (SRCG) featuring water efficient landscaping. CHWD is working with a customer-based volunteer “Garden Corps,” who maintains the plots by removing weeds and checking the irrigation system and controller timers. CHWD is currently exploring ways to expand the role of Garden Corps members. The dedicated webpage for the garden, chwd.org/garden, allows viewers to see detailed information about each plant in the District’s plots, and create a customized plant list for their own residence.

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

Month	R-GPCD 2022	R-GPCD 2023	% CHANGE
January	84	64	-24%
February	78	71	-10%
March	88	60	-32%
April	135	88	-37%
May	169	124*	-27%

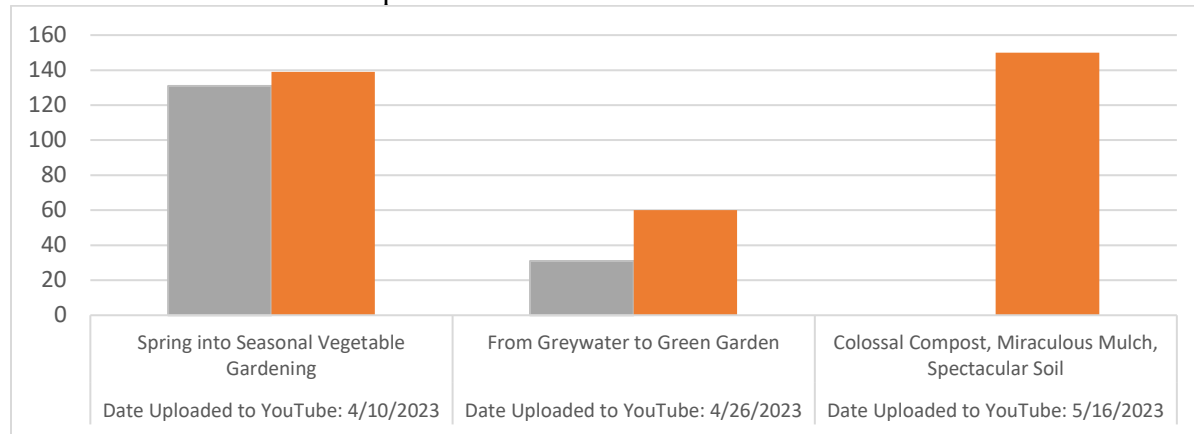
*Preliminary number as of the report date

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

Work Orders	May 2023	May 2022
CHANGE TOUCH-READ TO RADIO READ	2	1
CONVERT TO RADIO-READ METER	18	1
METER BOX MAINTENANCE	6	4
METER REPAIR	1	0
METER REPLACEMENT	1	3
METER TESTING	0	0
REGISTER REPLACEMENT	8	14
RADIO-READ REGISTER REPLACEMENT	9	1
INSTALL METER	5	7
TOTAL	50	31

Service Requests	May 2023	May 2022
CONSERVATION REQUEST	13	24
CHECK FOR LEAK	0	1
UNABLE TO OBTAIN METER READ	59	25
TRIM SHRUBS	17	24
METER BURIED	64	48
METER MAINT.	36	29
LOCKED GATE	4	2
RE-READ METER	11	22
READ METER	0	0
METER BOX MAINT.	4	1
MOVE-IN/MOVE-OUT	10	23
CAR OVER METER	21	10
TOTAL	239	209

WaterSmart Class Viewership



■ = Viewership, May 4, 2023
■ = Viewership, May 31, 2023

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 21, 2023 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 10-2023 APPROVING AND CONFIRMING THE REPORT OF DELINQUENT UTILITIES CHARGES AND REQUESTING SACRAMENTO COUNTY TO COLLECT SUCH CHARGES ON THE TAX ROLL AND RESOLUTION 11-2023 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 21, 2023

PREPARED BY : Katherine Korsak, Finance Staff
Annie Liu, Director of Administrative Services

OBJECTIVE:

Consider adoption of Resolutions 10-2023 (Sacramento County) and 11-2023 (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 (CHWD or 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. In prior years, the District terminated service after an additional 34 days and another notice; however, this procedure was discontinued during a comprehensive review and update of the 7000-series policies at the Board's October 21, 2021 meeting.

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 had typically terminated service to 10 – 20 accounts per week. Following termination, most accounts would pay delinquent charges within one week in order to have service reestablished.

On occasion, some accounts would go through the entire collection process, service was terminated, but the customer still did not pay for several months. These accounts typically had 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. On October 20, 2021, the Board approved policy updates removing service shutoffs as a collection procedure.

The District remains committed to working with its customers to bring customer accounts to current status in terms of payment for water service. 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.

Staff has reviewed all outstanding accounts and identified 349 accounts that have been delinquent for greater than 90 days and have a balance greater than \$50 as of June 1, 2023. Delinquent charges for these accounts amount to \$163,793.80. The County of Sacramento accepts submission of direct levies once per year and sets the deadline in the first week of August, 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 2023/2024 (July 1, 2023 – June 30, 2024).

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, 2023. 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 10-2023 (Sacramento County) and 11-2023 (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 10-2023, 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 11-2023, 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 10-2023 (Sacramento County) Approving
and Confirming The Report of Delinquent Utilities
Charges and Requesting Sacramento County to
Collect Such Charges on the Tax Roll**

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 10-2023

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 21st day of June 2023, by the following vote, to wit:

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

SEAL

RAYMOND RIEHLE, President
Board of Directors
Citrus Heights Water District

ATTEST:

BRITTNEY MOORE, Chief Board Clerk
Citrus Heights Water District

Exhibit A

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
00029	204-0020-013-0000	7591 TWIN OAKS AVE	258.49
00071	204-0050-047-0000	7636 LINDEN AVE	691.63
00081	204-0050-068-0000	8517 PEARL WY	105.53
00086	204-0081-005-0000	6613 NAVION DR	118.59
00155	204-0081-002-0000	6631 NAVION DR	674.35
00192	204-0094-006-0000	7400 VOYAGER WY	1,042.17
00204	204-0101-015-0000	7465 KANAI AVE	320.99
00207	257-0012-009-0000	8012 ALMA MESA WY	627.37
00273	204-0181-010-0000	6849 VERBENA CT	148.34
00325	257-0011-006-0000	7984 OAK AVE	695.46
00401	204-0182-004-0000	6836 FLORABELLE AVE	840.19
00423	257-0021-025-0000	7955 SAN COSME DR	114.28
00487	204-0186-002-0000	7006 VALERIANA AVE	60.78
00613	257-0030-067-0000	7190 CRAIL CT	192.31
00655	204-0210-037-0016	7733 LAUPPE LN #16	155.25
00708	204-0210-052-0000	7601 AUBURN BLVD	786.00
00736	257-0072-008-0000	7224 CROSS DR	131.32
00745	257-0051-020-0000	7308 SINGLE WY	680.15
00789	204-0235-008-0000	7525 ANTELOPE RD	940.32
00834	257-0052-032-0000	8050 OAK AVE	125.20
00898	257-0053-015-0000	8037 SAN COSME DR	111.85
00952	204-0242-016-0000	7512/14 AUBURN BLVD	72.32
00972	257-0054-017-0000	8079 ALMA MESA WY	576.56
00977	204-0251-006-0000	7629 SYCAMORE DR	72.35
01089	257-0060-044-0000	7113 FORBS WY	120.64
01090	204-0262-007-0000	7592 PRATT AVE	357.07
01113	204-0361-012-0000	6721 NAVION DR	802.66
01151	204-0363-008-0000	7648 VAN MAREN LN	381.73
01152	204-0363-009-0000	7654 VAN MAREN LN	215.88
01164	204-0364-003-0000	6812 FLORABELLE AVE	662.62
01168	204-0371-002-0000	6709 NAVION DR	108.44
01284	204-0383-011-0000	7412 CONVAIR WY	128.88
01362	257-0103-011-0000	8234 STRENG AVE	233.87
01378	204-0391-009-0000	6822 EASTHAVEN WY	461.70

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
01393	257-0104-006-0000	7200 MELVA ST	745.27
01407	204-0392-006-0000	6825 MARINVALE DR	741.01
01450	257-0110-008-0000	8235 OLD RANCH RD	509.22
01529	204-0403-011-0000	7000 AMSTERDAM AVE	84.80
01538	261-0030-031-0000	5901 DUTCHESS CT	462.46
01608	261-0040-023-0000	5706 HOFFMAN LN	105.82
01636	204-0404-017-0000	7621 GINGERBLOSSOM DR	367.66
01772	204-0420-013-0000	7561 CRIPPLE CREEK RD	672.32
01797	204-0420-029-0000	7908/16 AUBURN BLVD	1,052.85
01863	204-0432-012-0000	7670 POPPY WY	286.71
01935	204-0461-027-0000	8332 AUBURN BLVD	63.26
01949	204-0462-004-0000	7540 CHERRY GLEN AVE	109.33
01984	204-0471-010-0000	8244 AUBURN BLVD	427.79
02007	204-0472-007-0000	7546 OAK GROVE AVE	475.96
02020	261-0063-003-0000	5920 HOFFMAN LN	214.00
02084	204-0481-047-0000	7640 TWIN OAKS AVE	848.75
02312	257-0150-022-0000	7208 BROOKRIDGE CT	726.76
02342	257-0150-036-0000	8309 OLD RANCH RD	526.58
02418	257-0160-020-0000	7001 JENNER CT	108.13
02426	257-0160-028-0000	8420 CRANFORD WY	498.09
02462	257-0160-065-0000	7032 KINGSMILL WY	170.41
02489	257-0170-002-0000	8444 MENKE WY	858.73
02500	257-0170-013-0000	8488 MENKE WY	123.09
02528	204-0510-034-0000	7649 COOK AVE	471.93
02572	204-0521-042-0000	7521 BAIRD WY	549.96
02643	261-0114-001-0000	6408 TRAJAN DR	122.62
02660	261-0114-008-0000	8409 HARBOURWOOD DR	320.89
02702	204-0541-027-0000	7632 NORTH COLONY WAY	109.76
02745	261-0115-001-0000	6426 INNSBROOK WY	257.35
02829	257-0190-030-0000	7309 ALMOND AVE	600.00
02879	204-0561-035-0000	7547 SYCAMORE DR	132.81
02911	257-0210-004-0000	7249 HICKORY AVE	546.91
02920	204-0562-006-0000	7544 SYCAMORE DR	574.08
02961	257-0210-024-0000	7222 ALMOND AVE	458.56
02966	261-0118-010-0000	6325 CERROMAR CIR	282.15
03001	261-0120-004-0000	6417 BAY HILL WY	188.78

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
03002	257-0241-008-0000	7029 CHECKERBLOOM WY	644.19
03047	204-0610-031-0003	#C 7405 AUBURN OAKS CT	98.99
03072	257-0243-011-0000	8139 STACEY HILLS DR	600.09
03107	204-0610-032-0009	#I 7401 AUBURN OAKS CT	258.99
03139	261-0120-028-0000	6425 TRAJAN DR	121.37
03155	261-0120-035-0000	6424 TRAJAN DR	106.39
03180	257-0245-008-0000	7012 ALLENWOOD CT	832.81
03214	211-0033-011-0000	7647 OLD AUBURN RD	122.74
03247	257-0246-021-0000	7019 CROSS DR	385.87
03258	211-0033-020-0000	7352 LEONARD AVE	108.49
03313	261-0130-025-0000	6508 GETAWAY CT	506.62
03337	211-0034-009-0000	7233 LEONARD AVE	113.67
03373	257-0253-002-0000	8100 POULSON ST	555.60
03405	211-0034-022-0000	7349 LEONARD AVE	138.49
03505	211-0044-021-0000	7545 MAPLE AVE	241.65
03593	211-0044-038-0000	7337 SYLVAN GROVE WY	473.68
03605	211-0044-047-0000	7541 WILLOW WY	494.53
03811	204-0610-033-0003	#C 7417 AUBURN OAKS CT	820.00
03921	261-0393-031-0000	5834 SHELLDRAKE CT	460.88
03958	257-0330-022-0000	7241 QUAILWOOD WY	764.93
04007	211-0200-010-0000	7881 LAWRENCE AVE	133.16
04139	204-0620-019-0000	7507 EVENING WY	958.52
04539	261-0410-005-0000	6136 CALIENTE CT	1,311.90
04672	204-0710-029-0000	7146 VALERIANA AVE	152.30
04731	204-0710-065-0000	7328 AMSTERDAM AVE	235.81
04749	261-0440-031-0000	8115 WOODLAKE HILLS DR	299.79
04770	261-0440-047-0000	6435 WATERFALL CT	535.22
04807	204-0720-010-0000	7451 PRATT AVE	746.23
04864	204-0730-012-0000	7508 LOST CREEK CT	127.66
04912	261-0450-056-0000	8368 FOREST CREEK LN	693.02
04980	261-0510-046-0000	6520 GILSTON CT	170.73
05010	261-0520-024-0000	8279 HAZELHURST CT	501.75
05049	261-0550-018-0000	8289 NORTHWIND WY	326.13
05131	261-0590-002-0000	8346 FOXFIRE DR	419.47
05137	261-0590-007-0000	8344 CRESTSHIRE CIR	130.75
05156	209-0324-004-0000	6243 TUPELO DR	54.72

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
05165	261-0590-028-0000	8208 CRESTSHIRE CIR	333.21
05256	224-0020-031-0000	7816 WATSON WY	553.37
05358	224-0082-011-0000	7408 MARIPOSA AVE	928.52
05359	224-0040-018-0000	7807 GLEN TREE DR	82.50
05371	224-0061-031-0000	7760 ANTELOPE RD	150.25
05495	224-0062-017-0000	7804 SYCAMORE DR	756.01
05516	224-0071-009-0000	7739 ECTON RD	897.68
05586	224-0110-007-0000	8013 OAK AVE	351.82
05590	224-0110-009-0000	7416 CANADY LN	154.87
05645	224-0120-006-0000	7516 ANDERSON LN	92.85
05775	224-0132-002-0000	7404/06 ST PHILOMENA WY	501.46
05945	224-0162-019-0000	8103 WACHTEL WY	1,891.10
05964	224-0171-001-0000	7801 FELDSPAR CT	1,100.93
06043	211-0333-009-0000	7051 DOLAN WY	459.55
06045	211-0333-010-0000	7041 DOLAN WY	264.78
06055	224-0180-025-0000	8446 OLIVINE AVE	1,188.19
06070	211-0334-004-0000	7060 DOLAN WY	2,039.66
06352	227-0120-038-0000	8915 OAK AVE	1,324.13
06462	224-0251-013-0000	8709 ALGONQUIN WY	571.67
06636	224-0264-042-0000	7613 HICKORY AVE	781.48
06667	233-0011-010-0000	7509 WISCONSIN DR	653.22
06800	224-0290-010-0000	8541 OAK AVE	1,271.17
06822	224-0290-013-0000	8535 OAK AVE	234.60
06829	224-0290-018-0000	8521 OAK AVE	241.00
07209	224-0320-006-0000	8277 HOLLY OAK ST	110.16
07242	224-0320-029-0000	8212 SCARLET OAK CIR	773.64
07400	257-0270-021-0000	7089 CANELO HILLS DR	617.30
07424	257-0270-030-0000	7092 CANELO HILLS DR	148.75
07476	211-0490-053-0000	7216 SYLVAN GROVE WY	1,099.67
07950	224-0350-047-0000	8325 GARRY OAK DR	519.61
08084	224-0370-004-0000	7700 ZIEBELL CT	114.92
08100	224-0370-011-0000	7728 ZIEBELL CT	578.13
08116	224-0370-020-0000	7745 ZIEBELL CT	406.09
08150	224-0370-035-0000	8112 VILLA OAK DR	799.63
08158	224-0370-042-0000	7617 MCCONNEL DR	781.45
08254	224-0380-007-0000	7700 WOODDALE WY	448.29

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
08385	257-0310-002-0000	7139 MELVA ST	675.54
08403	224-0380-050-0000	8160 VILLA OAK DR	117.30
08480	224-0390-016-0000	7532 WOODDALE WY	531.12
08790	224-0411-002-0000	8200 LONGDEN CIR	264.79
08792	224-0411-004-0000	8208 LONGDEN CIR	813.84
08794	224-0411-006-0000	8216 LONGDEN CIR	412.37
08841	224-0411-033-0000	8304 CONOVER DR	972.62
08852	257-0320-011-0000	8441 JONQUIL WY	671.00
08866	257-0320-018-0000	8469 JONQUIL WY	305.22
08948	257-0330-009-0000	8446 LOS SERRANOS WY	1,069.94
09151	233-0024-010-0000	7540 FARMGATE WY	1,196.73
09196	224-0910-063-0000	7713 HEREDIA WY	1,107.21
09201	233-0031-006-0000	7617 KENSINGTON DR	154.19
09267	249-0081-001-0000	5705 TECK ST	643.76
09299	236-0021-002-0000	5341 SONORA WY	462.57
09344	236-0021-012-0000	5301 SONORA WY	756.72
09370	224-0420-014-0000	8036 GARRY OAK DR	568.62
09389	249-0083-013-0000	8113 TREECREST AVE	1,235.76
09410	236-0022-011-0000	5304 SONORA WY	532.27
09426	224-0420-044-0000	8209 CANYON OAK DR	706.65
09512	224-0890-010-0000	7419 FIREWEED CIR	772.37
09727	249-0270-018-0000	5734 CENTURY WY	540.68
09782	249-0300-029-0000	8220 WALNUT HILLS WY	355.58
10012	249-0074-010-0000	8195 TREECREST AVE	373.12
10028	236-0141-009-0000	5324 AGATE WY	662.18
10120	236-0152-013-0000	6614 BUSH WY	660.22
10183	236-0321-051-0000	6259 SILVERTON WY	792.42
10248	233-0070-024-0000	7626 NORTHEAST CIR	795.97
10312	224-0630-055-0000	8452 PONTICELLI WY	104.21
10349	224-0430-069-0000	8027 GARRY OAK DR	111.35
10390	224-0440-014-0000	8374 ZANCANARO CT	769.03
10493	233-0093-001-0000	7688 CAPRICORN DR	132.65
10509	224-0461-002-0000	8161 MESA OAK WY	835.60
10561	233-0102-001-0000	5412 CELESTIAL WY	430.33
10629	233-0114-001-0000	7794 UPLANDS WY	435.20
10662	233-0123-008-0000	7759 MADISON AVE	678.12

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
10682	233-0123-015-0000	7701 MADISON AVE	112.54
10737	233-0151-006-0000	5417 KINGSWOOD DR	294.36
10780	233-0153-005-0000	5408 WILDWOOD WY	491.22
10785	233-0161-003-0000	5533 KINGSWOOD DR	542.98
10804	224-0470-009-0000	8357 CANYON OAK DR	81.63
11212	233-0370-018-0000	5608 SEASCAPE CT	255.68
11234	233-0420-001-0014	11801 FAIR OAKS BLVD #14	444.35
11265	233-0420-042-0000	5532 MIKE ARTHUR CT	504.67
11266	233-0420-043-0000	5530 MIKE ARTHUR CT	227.04
11449	233-0480-081-0000	7995 ALTA VISTA LN	845.38
11464	224-0910-019-0000	7800 COTTINGHAM CT	628.15
11521	233-0500-012-0000	7945 SAWGRASS CIR	68.56
11660	233-0520-011-0000	7840 HAMPTON LN	90.42
11683	224-0870-036-0000	7813 AUBURN WIND CT	664.21
11689	224-0870-039-0000	7800 AUBURN WIND CT	657.90
11702	224-0870-031-0000	7733 MCCONNEL DR	125.63
11801	239-0013-002-0000	6806 ANCHOR CIR	938.63
11829	233-0650-007-0000	8092 BRIAR RIDGE LN	729.09
11881	233-0650-036-0000	8107 BRIAR RIDGE LN	295.68
11902	239-0021-007-0000	6903 PALM AVE	83.69
11940	239-0021-041-0000	5325 LEAVITT WY	245.31
12044	224-0500-045-0000	8340 NEWBRIDGE WY	171.72
12104	224-0510-029-0000	8139 ORELLE CREEK CT	101.83
12106	224-0510-031-0000	8131 ORELLE CREEK CT	374.51
12199	224-0530-021-0000	8256 BONNIE OAK WY	537.54
12220	233-0660-023-0000	8034 BRIAR RIDGE LN	69.71
12244	233-0660-038-0000	8031 BRIAR RIDGE LN	67.24
12338	239-0061-011-0000	5213 DOVE DR	235.12
12353	239-0061-015-0000	7049 PALMDELL WY	162.59
12447	233-0530-016-0000	7810 HAMPTON LN	218.92
12585	224-0573-020-0000	8376 BERMAN WALK WY	53.35
12662	233-0600-023-0000	5607 VICTORIA LN	139.60
12804	216-0202-004-0000	7917 GLEN TREE DR	482.91
12848	224-0620-041-0000	8439 LA BOUNTY CT	560.32
12885	224-0620-071-0000	7925 TALBOT WY	864.74
12932	216-0210-045-0000	7912 TANANA RIVER CT	118.49

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
12967	216-0222-003-0000	8049 GLEN EVA WY	764.25
12994	216-0224-007-0000	7834 GLEN ECHO ST	104.21
13010	216-0231-010-0000	7909 GLEN FIELD CT	543.74
13011	216-0231-011-0000	7905 GLEN FIELD CT	709.06
13013	224-0630-049-0000	8024 TALBOT WY	620.13
13023	224-0670-008-0000	8001 INDIAN CREEK DR	1,494.32
13051	216-0232-012-0000	8032 GLEN BRIAR DR	776.20
13052	216-0232-013-0000	8036 GLEN BRIAR DR	348.77
13122	216-0011-019-0000	8424 MARIPOSA AVE	285.49
13212	224-0700-053-0000	7624 CHIPMUNK WY	125.32
13278	216-0270-037-0000	7801 EDWARDS OAK CT	424.34
13348	216-0282-009-0000	7778 PERDEZ CT	213.22
13356	216-0282-018-0000	7912 CLEARVIEW DR	118.10
13415	239-0070-035-0000	5314 DEWEY DR	1,302.22
13420	239-0070-037-0000	6705 PALM AVE	108.97
13427	224-0700-074-0000	8651 BLUE JAY WY	126.22
13469	224-0700-083-0000	8647 BLUE JAY WY	435.20
13502	216-0292-026-0000	7832 CLEARVIEW DR	436.38
13609	216-0310-011-0000	8104 HEATHERBROOK CT	241.43
13661	216-0310-042-0000	8093 DEBBIE ANN CT	248.73
13770	216-0320-002-0000	8166 PATTON AVE	1,128.11
13814	224-0750-004-0000	7548 CREEKRIDGE LN	62.66
13835	216-0012-016-0000	7755 TWIN OAKS AVE	686.29
13909	239-0310-021-0000	41 COYLE CREEK CIR	63.85
13970	224-0760-028-0000	7746 HICKORY AVE	683.00
13972	224-0760-029-0000	8745 NIPAWIN WY	200.60
14004	216-0023-003-0000	8433 SUNRISE BLVD	89.98
14013	216-0023-009-0000	7889 TWIN OAKS AVE	560.95
14169	216-0050-019-0000	8228 MARIPOSA AVE	866.89
14220	216-0060-010-0000	8241 PATTON AVE	777.88
14264	224-0830-046-0000	7808 SUN TERRACE WY	691.27
14299	216-0080-003-0000	8239 SUNRISE BLVD	652.82
14309	216-0080-010-0000	7864 TWIN OAKS AVE	652.51
14351	224-0840-031-0000	8209 TERRALAND CT	370.00
14435	224-0840-075-0000	8225 VILLA OAK DR	428.15
14546	216-0120-055-0000	8215 PEREGRINE WY	841.22

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
14564	216-0131-003-0000	7709 GLENN AVE	586.60
14639	216-0201-005-0000	8025 GLEN TREE DR	635.69
14647	216-0141-017-0000	8029/31 PATTON AVE	595.22
14674	216-0142-003-0000	8004 MARIPOSA AVE	120.63
14756	243-0090-001-0000	5998/ 6000 SAN JUAN AVE	718.42
14825	216-0161-004-0000	7862 DRACENA DR	734.21
14874	216-0163-015-0000	8225 EVA RETTA CT	345.50
14877	216-0163-018-0000	8231 EVA RETTA CT	1,034.28
14980	216-0195-013-0000	8060 GLEN VALLEY CIR	575.78
14995	216-0196-001-0000	8059 GLEN VALLEY CIR	304.71
15117	243-0120-035-0000	6052 DUBLIN WY	353.34
15136	243-0130-005-0000	6122 MARIPOSA AVE	119.68
15168	243-0130-035-0000	6116 RITA LOU WY	193.51
15424	243-0201-006-0000	7455 NORTHLEA WY	89.97
15452	243-0202-007-0000	7454 NORTHLEA WY	980.58
15600	259-0190-014-0000	8448 CORTADERA DR	647.26
15832	243-0243-001-0000	7550 LIMERICK WY	285.28
16047	243-0333-005-0000	6159 VICEROY WY	59.57
16101	243-0334-007-0000	7701 COTSWALD WY	117.30
16142	243-0344-001-0000	7730 NORTH RIDGE DR	709.74
16230	243-0347-007-0000	5928 YEOMAN WY	404.76
16429	243-0322-002-0000	7725 FARMGATE WY	520.90
16489	243-0324-016-0000	7780 GUENIVERE WY	111.82
16497	243-0332-019-0000	7714 COTSWALD WY	140.05
16498	243-0325-003-0000	7785 GUENIVERE WY	116.11
16623	259-0010-059-0000	7975 STONE CANYON CIR	998.43
16733	259-0040-042-0000	6846 OLIVE TREE WY	761.75
16751	259-0020-067-0000	7125 WOODMORE OAKS DR	297.53
16783	259-0051-001-0000	6825 SUGAR MAPLE WY	474.97
16813	259-0051-025-0000	6701 SUGAR MAPLE WY	894.03
16882	259-0030-051-0000	8071 BAYBERRY CT	479.34
16883	259-0030-052-0000	8075 BAYBERRY CT	451.46
16920	259-0131-001-0000	8161 CHIPWOOD WY	280.98
16963	259-0132-006-0000	8130 CHIPWOOD WY	813.39
17030	259-0133-013-0000	8201 SANWOOD CT	106.36
17133	259-0141-021-0000	8208 BRIDGEWOOD CT	540.76

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
17138	259-0060-057-0000	6604 SWEET GUM CT	282.68
17201	259-0143-005-0000	8296 CENTRAL AVE	814.41
17229	259-0070-020-0000	8054 WILLOW GLEN CT	646.13
17345	259-0170-016-0000	8381 ALATERNA CT	981.91
17391	259-0080-034-0000	7990 LARWIN DR	608.33
17420	259-0170-044-0000	6909 LONICERA DR	636.21
17442	259-0091-016-0000	6927 CROSS DR	779.34
17470	259-0350-009-0000	6908/10 TROVITA WY	1,761.22
17510	259-0092-002-0000	8104 DART WY	260.54
17619	259-0100-014-0000	8161 RAMWOOD WY	551.85
17620	216-0224-009-0000	7842 GLEN ECHO ST	441.66
17634	259-0100-023-0000	8134 RAMWOOD WY	599.70
17680	259-0100-062-0000	8099 RUTHWOOD WY	230.72
17687	259-0100-068-0000	8068 RUTHWOOD WY	728.63
17711	259-0112-007-0000	8128 DONNAWOOD WY	650.41
17881	259-0212-002-0000	6750 AURELIUS WY	202.25
17920	259-0215-002-0000	8382 CENTRAL AVE	779.25
17922	259-0221-002-0000	8337 MONDON WY	77.69
17956	259-0223-009-0000	8300 MONDON WY	431.17
17997	259-0360-005-0000	8449 JUGLANS DR	204.12
18000	259-0360-008-0000	8448 JUGLANS DR	700.08
18070	259-0370-036-0000	8304 JUGLANS DR	935.69
18083	259-0370-049-0000	8426 ORTIZ CT	73.71
18110	259-0010-058-0000	7979 STONE CANYON CIR	129.00
18147	243-0327-013-0000	7724 FARMGATE WY	392.87
18207	224-0600-060-0000	7633 SOQUEL WY	512.87
18334	243-0490-014-0043	7975 ARCADE LAKE LN	240.96
18339	243-0490-014-0046	7965 ARCADE LAKE LN	200.70
18340	243-0490-014-0048	7969 ARCADE LAKE LN	478.23
18507	204-0235-101-0000	7560 ORANGE DR	928.81
18515	211-0251-036-0000	6569 MARIPOSA AVE	124.28
18583	233-0580-035-0000	5517 CEDAR CREEK WY	181.66
19021	239-0061-003-0000	7116 PALM AVE	219.56
19153	243-0191-043-0000	5855 SUNRISE BLVD	803.52
19578	233-0022-031-0000	5879 GRACE ELLEN CT	600.10
19790	261-0680-016-0000	8261 ASHCREST LN	107.65

Citrus Heights Water District Delinquent Charges – Sacramento County

LID	APN	Service Address	Amount
19802	211-0044-021-0000	7539/41 MAPLE AVE	389.24
19939	204-0420-043-0000	7556 CEDAR DR	642.37
19996	216-0050-003-0000	7740 Twin Oaks Ave	478.53
20121	261-0700-109-0000	8120 ASTAIRE LN	113.73
20139	261-0700-115-0000	8132 ASTAIRE LN	239.44
20193	261-0700-022-0000	6417 BRANDO LOOP	273.60
20198	261-0700-026-0000	6425 BRANDO LOOP	78.65
20264	261-0710-008-0000	6523 BRANDO LOOP	555.01
20754	239-0340-049-0000	5366 SABLEWOOD LN	200.00
20876	224-0300-0019-0000	8244 OLIVINE AVE	1,304.77
20902	204-0552-035-0000	7633 SCRIBNER AVE	353.51
20922	204-0252-001-0000	7606 SYCAMORE DR	120.49
20945	233-0710-002-0000	7549 TWIN BRIDGES LN	823.55
21000	243-0610-064-0000	7966 COBB ST	366.80
21072	243-0610-047-0000	7983 COBB ST	818.29
21125	243-0630-052-0000	6194 PASEO DE MOONEY	236.43
21169	243-0630-009-0000	7947 ARCADIA DR	142.07
21193	243-0620-039-0000	6177 FLORENCE ALY	192.81

ATTACHMENT 2

**Resolution 11-2023 (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. 11-2023

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

WHEREAS, the District has requested that the County of Placer (County) collect the above named Charges on the County tax roll; 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 District agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

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 21st day of June 2023, by the following vote, to wit:

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

SEAL

RAYMOND RIEHLE, President
Board of Directors
Citrus Heights Water District

ATTEST:

BRITTNEY MOORE, Chief Board Clerk
Citrus Heights Water District

Exhibit A

Citrus Heights Water District Delinquent Charges – Placer County

LID	APN	Service Address	Amount
05302	470-211-050-000	1120 MAIN SAIL CIR	509.14
05521	471-030-011-000	221 BRYAN AVE	857.22
05635	471-040-018-000	202 LANGLEY AVE	147.20
05677	471-040-043-000	549 ROSEVILLE RIDGE CT	51.54
05683	471-040-046-000	536 ROSEVILLE RIDGE CT	399.59
05696	471-040-059-000	8946 MARIPOSA AVE	711.46
05716	471-060-033-000	108 EDDIE DR	68.44
05766	471-070-025-000	104 LAZY OAK LN	639.38
05923	471-110-007-000	8527 SUNRISE BLVD	188.35

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 21, 2023 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH MOSAIC PUBLIC PARTNERS.
 STATUS : Action Item
 REPORT DATE : June 6, 2023
 PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk
 Annie Liu, Director of Administrative Services

OBJECTIVE:

Consider approval of an agreement with Mosaic Public Partners for professional services.

BACKGROUND AND ANALYSIS:

Mosaic Public Partners (Mosaic) was established in January 2022 by former public sector executives Greg Nelson and Bryan Noblett, to provide specialized executive and other staffing search services to local government agencies.

In 2022-23, Mosaic provided successful executive recruitment services for Citrus Heights Water District (CHWD or District) to fill the Director of Administrative Services vacancy and is currently assisting with a recruitment strategy for the Communications and Public Engagement Manager position. In addition to the exemplary services that have been provided to CHWD; in 2023, Mosaic has successfully completed more than twenty (20) executive recruitments for agencies in California, Texas, and Arizona.

CHWD is currently working to staff two (2) accounting vacancies in the Administrative Services Department and given the complexities of today's and future anticipated labor markets, CHWD anticipates requiring Mosaic's talent search services moving forward. Moreover, the District maintains a small staff, and utilizing contract resources such as Mosaic is essential to recruiting qualified candidates who match the agency's unique needs in a timely and efficient manner. Further, the work with Mosaic supports the District Strategic planning goal to *promote organizational effectiveness to enhance customer service*.

Therefore, it is recommended that CHWD formalize a task order style professional services agreement with Mosaic. 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.

With this agreement in place, the General Manager would be authorized to issue task orders for necessary services without further Board approval. However, funding for the various services covered in the agreement will be planned for in the Operating Budget and included in future proposed budgets. The work performed will be subject to the availability of budgeted funds.

RECOMMENDATION:

Approve the professional services agreement with Mosaic Public Partners and authorize the General Manager to execute the agreement and subsequent task orders.

ATTACHMENT:

Professional Services Agreement for Mosaic Public Partners

ACTION:

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

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

1. PARTIES AND DATE.

This Agreement is made and entered into this ____ day of June 2023, 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 Mosaic Public Partners, a Limited Liability Company, with its principal place of business at 200 Gateway Drive #1908, Lincoln, CA 95648 (“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 contract execution 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 Greg Nelson and/or Bryan Noblett, 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 each Task Order. 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: General Manager

Consultant

Mosaic Public Partners
200 Gateway Drive #1908
Lincoln, CA 95648
Attn: Greg Nelson and Bryan
Noblett

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 RECRUITMENT SUPPORT SERVICES**

CITRUS HEIGHTS WATER DISTRICT

MOSAIC PUBLIC PARTNERS

By: _____
Hilary M. Straus
General Manager

By: _____
Consultant's Representative

Date: _____

Date: _____

EXHIBIT "A"
SCOPE OF SERVICES



June 14, 2023

Mr. Hilary Straus
General Manager
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, California 95610

Re: Proposal to Provide Executive Search Services

Dear Mr. Straus:

Mosaic Public Partners is pleased to have the opportunity to present our qualifications and approach to your executive search needs for the Citrus Heights Water District. Mosaic Public Partners was founded on the principles of providing higher levels of innovation and client collaboration to complement the tried-and-true principles of executive search. By using private-sector technologies and search methodologies, we can deliver a better client experience and results, while staying within the constraints of the public sector.

Members of our project team are seasoned public sector executives who have a true passion for the work of public agencies. We understand the challenges that public agencies face and their unique needs. Our consultants have conducted well over one hundred-fifty executive searches across the United States, bringing both experience and a national perspective on current trends and issues.

Our consultants' portfolio of completed work spans across over 80 public sector position titles for public agencies on a national scale, providing the District with an opportunity to have a strong executive search partner with the background and experience to recruit for a variety of roles. Additionally, our firm is based in the Sacramento region which gives us the ability to deliver in-person stellar service to the District.

Based in the Sacramento area, but fully a national firm, Mosaic Public Partners offers the Citrus Heights Water District a trusted and capable partner who understands the local landscape, provides local service, and also has the ability to reach candidates on a national level.

After reviewing our proposal, please contact us at (916) 550-4100 if you have questions or need additional information. This proposal will remain valid for 60 days. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Best Regards,



Greg Nelson
Founder and Managing Partner
greg@mosaicpublic.com



Bryan Noblett
Founder and Managing Partner
bryan@mosaicpublic.com

Professional Qualifications

Mosaic Public Partners was founded to create a better partner for public agencies needing to fill critical positions. We bring higher levels of innovation and client collaboration to the tried-and-true principles of executive search. Using private sector technologies and search methodologies, squared within the constraints of the public sector, allows us to deliver an improved client experience and better results.

We are seasoned public sector executives who have profound respect for the work of public agencies. We are passionate about placing today's public leaders, which enables public agencies to deliver exemplary leadership to their constituents.

Mosaic Public Partners is a Limited Liability Company (LLC) registered in the state of California. Mr. Greg Nelson and Mr. Bryan Noblett are the founders and managing partners of the firm with 55% and 45% respective ownership, and both have the authority to bind the firm. There are no known conflicts of interest related to this executive search and no subcontractors are utilized. Mosaic Public Partners has never been involved in litigation, past or present, nor has it been involved in any form of financial insolvency.

Mosaic Approach

Placing today's public leaders is our mission. Aligning the right candidates with the right opportunities helps our clients to build effective teams. We enjoy building relationships with the people involved in our searches, whether it is the candidates, hiring managers, team members or stakeholders. Establishing meaningful connections with those involved in our search processes is the basis from which we derive our success as a trusted partner and client-focused search firm.

Client Focused

Mosaic Public Partners provides a client-focused, customized approach to every search. We create an open, transparent, and interactive search process for both our clients and candidates. As a small firm we remain highly responsive to client needs and objectives, along with being personally available during the search process. Honest communication, collaboration and connecting with people are key components in a successful search. At Mosaic Public Partners, we pride ourselves on excellent customer service, agility, and responsiveness. We tailor our workload so that we can be readily available to assist with all elements of the search process for our clients and candidates alike. The use of our innovative executive recruiting platform allows our clients unparalleled real-time access and visibility of the search process. Our commitment is that clients have a 360-degree view of all elements of their recruitment at any time. Our clients can see the candidate pool in real-time while the recruitment is progressing, rather than having to wait until the recruitment period closes to learn about the candidate pool.

This type of transparency ensures our recruitment efforts are properly calibrated to our client's expectations. We are proud to bring this private sector software to our public sector searches to make them as efficient and transparent as possible for our clients.

Trusted Partners

Our founding partners are two former public sector executives, each with exemplary service careers. We understand local government and the importance of accountability and responsiveness. Our combined career histories exemplify professionalism and a dedication to public service, along with a keen understanding of what it takes to be an effective leader in a public sector environment. Leveraging our public service careers, we became experienced executive search consultants, bringing with us a continued dedication to public service and an ethical, confidential, and discrete approach to assisting public agencies in the executive search process. Mosaic Public Partners is your trusted partner in placing today's public leaders.

Commitment to Diversity, Equity, and Inclusion

The Mosaic Team celebrates and prioritizes diversity, equity, and inclusion in its search practices and in its own organizational culture. We believe in the critical importance of diverse teams and our clients' need to build organizations that are representative of the communities they serve. Simply stated, the need for public employers and public sector search firms to build recruitment processes anchored by a commitment to diversity, equity and inclusion is more important now than ever. It is no longer adequate for public employers or executive search firms to speak about increasing DEI efforts; rather, intentional efforts must be woven into our cultures and work practices. Mosaic Public Partners is committed to ensuring outreach to diverse candidate pools via inclusive and strategic advertising, targeted outreach, and other methods which are intentional efforts to deliver a diverse, highly qualified candidate pool to our clients. Evidence of this commitment can be seen in the placements our founding partners have made over the past several years.

Why Choose Mosaic Public Partners?

National Reach

While we have extensive experience conducting searches in the California, our work across the nation brings a valuable perspective on issues and candidate markets to our clients. We invite you to view our consultants' body of executive search experience at: mosaicpublic.com/consultant-portfolio

Diversity

Today's public sector leadership teams thrive when they are diverse in race, ethnic and cultural identity, gender, background and thought. Mosaic Public Partners is here to assist, guide and lead in that endeavor.

Experience

Public service is the world in which we have lived. Our search team has over 80 years of combined public service experience. Having attained executive level positions in our public sector careers has given us valuable insight and an advantage in understanding and responding to the nuances and challenges of selecting public sector leaders.

Collaboration

Mosaic Public Partners believes that executive searches are more successful when the consultants and clients work closely together throughout the engagement. We treat each search as a true partnership with our clients.

Service

Our team will be your partner from start to finish. We are committed to providing excellent service to clients and candidates alike, as well as representing our clients at the highest level.

Innovation

Applying private sector technologies to the tried-and-true practices of public sector searches allows Mosaic Public Partners to deliver needed agility and improved communications to our clients.

Relevant Experience

Our consultants have conducted searches for public agencies across the nation for over 80 different types of executive and professional positions. We encourage the reader to view our consultants' areas of experience at mosaicpublic.com/consultant-portfolio, which is continually updated. Based on the District's service areas, the following areas of experience are highlighted in this proposal:

Special District and City Management

Town of Addison	Addison, TX	City Manager
City of Allen	Allen, TX	City Manager
Town of Apple Valley	Apple Valley, CA	Town Manager
City of Austin	Austin, TX	Assistant City Managers (5)
City of Austin	Austin, TX	Deputy City Manager
Bear Valley CSD	Tehachapi, CA	Administrative Services Director
City of Bishop	Bishop, CA	City Administrator
City of Brownsville	Brownsville, TX	City Manager
City of Burleson	Burleson, TX	Deputy City Manager
City of Citrus Heights	Citrus Heights, CA	City Manager
City of Denton City	Denton, TX	Assistant City Manager
City of Indio	Indio, CA	City Manager
City of Lawrence	Lawrence, KS	City Manager
City of Lawrence	Lawrence, KS	City Manager
City of Lewisville	Lewisville, TX	City Manager
City of McKinney	McKinney, TX	City Manager
City of McKinney	McKinney, TX	Assistant City Manager
City of Moorpark	Moorpark, CA	City Manager
City of Morro Bay	Morro Bay, CA	City Manager
City of Orange City	Orange, CA	City Manager
City of Reno	Reno, NV	City Manager
City of Riverbank	Riverbank, CA	Assistant City Manager
City of Sanger	Sanger, CA	City Manager
City of South Jordan	South Jordan, UT	Assistant City Manager
City of South Padre Island	So. Padre Island, TX	City Manager
City of Sugar Land	Sugar Land, TX	City Manager
City of Suisun City	Suisun City, CA	City Manager
Town of Westlake	Westlake, TX	Town Manager *
The Woodlands Township	The Woodlands, TX	President and General Manager

Utilities

City of San Marcos	San Marcos, TX	Assistant Director of Utilities
City of Denton	Denton, TX	Executive Manager of Business Services
City of Denton	Denton, TX	Executive Mgr. of Energy Delivery
Central Contra Costa Sanitary Dist.	Martinez, CA	Director of Operations
City of Georgetown	Georgetown, TX	General Manager
City of Denton	Denton, TX	Assistant General Manager
City of Denton	Denton, TX	General Manager
Big Bear Community Services Dist.	Big Bear Lake, CA	General Manager

Human Resources

Alameda County	Oakland, CA	Labor Relations Manager
Cosumnes Community Services Dist.	Elk Grove, CA	Human Resources Director
City of Lewisville	Lewisville, TX	Human Resources Director *
City of Palm Desert	Palm Desert, CA	Human Resources Manager
City of Reno	Reno, NV	Human Resources Director
City of Reno	Reno, NV	Risk Manager

Finance

City of Big Bear Lake	Big Bear Lake, CA	Finance Manager
City of Burleson	Burleson, TX	Assistant Director of Finance
City of Burleson	Burleson, TX	Chief Accountant
City of Burleson	Burleson, TX	Finance Director
Central Contra Costa Sanitary Dist.	Martinez, CA	Dir. of Budget and Finance
Central Contra Costa Sanitary Dist.	Martinez, CA	Finance Manager
City of Cupertino	Cupertino, CA	Finance Manager
City of Denton	Denton, TX	Controller *
City of Downey	Downey, CA	Director of Finance *
City of Lewisville	Lewisville, TX	Finance Director
City of Martinez	Martinez, CA	Financial Manager
City of Moorpark	Moorpark, CA	Finance Director
City of Palm Desert	Palm Desert, CA	Finance Director
City of Reno	Reno, NV	Finance Director
City of San Marcos	San Marcos, TX	Director of Finance/CFO
City of Sanger	Sanger, CA	Finance/Administrative Services Director

Information Technology

Alameda County	Oakland, CA	Chief Technology Officer
City of Austin	Austin, TX	Chief Information Officer
City of Austin	Austin, TX	Deputy CIO
City of Austin	Austin, TX	Deputy Director of Communications and Technology Management
City of Berkeley	Berkeley, CA	Director of IT
City of Berkeley	Berkeley, CA	Information Systems Manager
City of Berkeley	Berkeley, CA	Senior Systems Analyst
City of Carrollton	Carrollton, TX	IT Security Officer
City of Cupertino	Cupertino, CA	Chief Technology Officer
City of Denton	Denton, TX	Chief Technology Officer
Douglas County	Gardnerville, NV	Chief Technology Officer
City of North Richland Hills	N. Richland Hills, TX	Director of IT
City of San Carlos	San Carlos, CA	Information Systems Manager

Public Works and Engineering

Alameda County	Oakland, CA	Capital Program Manager
Alameda County	Oakland, CA	Deputy Director, PWA
City of Amarillo	Amarillo, TX	Assistant Public Works Director
City of Austin	Austin, TX	Director of Watershed Protection Department
City of Austin	Austin, TX	Public Works Director
Bear Valley CSD	Tehachapi, CA	Public Works Director
City of Big Bear Lake	Big Bear Lake, CA	City Engineer
City of Big Bear Lake	Big Bear Lake, CA	Public Works Director
City of Clearlake	Clearlake, CA	Public Works Director
City of Dallas	Dallas, TX	Assistant Director of Mobility and Street Services
City of Lincoln	Lincoln, CA	Director of Public Works
City of Orange	Orange, CA	Public Works Director
City of Palm Desert	Palm Desert, CA	Public Works Director
City of Riverbank	Riverbank, CA	Public Works Director
City of Tomball	Tomball, TX	City Engineer *
Stanislaus County	Modesto, CA	Public Works Director

Facilities

Alameda County

Oakland, CA

Deputy Director,
Building Services

City of Austin

Austin, TX

Building Services Officer

* Current Search

References

The consultants at Mosaic Public Partners are proud of their past work and are happy to provide the following references that we believe are relevant to the Citrus Heights Water District.

References for local clients:

Cosumnes Community Services District
Joshua Green, General Manager
Phone: (916) 405-5600
JoshuaGreen@yourcsd.com

Searches: Human Resources Director

City of Lincoln, California
Sean Scully, City Manager
Phone: (916) 434-2190
sean.scully@lincolnca.gov

Searches: City Manager, Community Development Director, Public Works Director

A reference for a current client with many searches across diverse positions:

City of Denton, Texas
Sarah Hensley, City Manager
Phone: (940) 349-8307
sara.hensley@cityofdenton.com

Searches: First Assistant City Attorney, Deputy City Attorney (6), Assistant City Manager, Assistant Parks and Recreation Director, Parks and Recreation Director, Police Chief, Chief Technology Officer, Assistant General Manager/Power Supply, Electric Utility General Manager, Executive Manager of Business Services, Executive Manager of Energy Delivery, and Controller

Approach and Search Methodology

We approach every executive search as a partnership with our client. In this light, we use a proven framework as the foundation for the project and collaboratively tailor the work plan to meet the unique needs and wishes of our clients. In every search, we aim to provide our client with three deliverables, 1) a diverse selection of qualified candidates, 2) a thoughtful, inclusive, and well-communicated search process, and 3) sound advice and consultation.

Given the proximity of the firm, we would propose conducting all significant meetings in-person aside from routine update/planning meetings.

KICKOFF

Project Management

Members of the project team will meet in-person with the General Manager, Administrative Services Manager, and others as appropriate. The objectives of this meeting are to learn points of contact and communication preferences, conduct a stakeholder analysis, develop the project timeline, and to create the preliminary selection process.

During this phase of the project, the consultants will review the organization's job description, and review the salary and benefit offering for competitiveness in the market.

Community and Stakeholder Engagement

Community and stakeholder engagement have various levels of importance, depending upon the position being recruited. For publicly prominent positions we recommend a significant amount of community and stakeholder engagement, as it gives a voice to affected people, groups, and organizations and ensures those voices are heard in the recruitment process. This is key to building trust between the community and decision makers and strengthening a sense of community

Early in each recruitment, the consultants will conduct a stakeholder analysis with the District to determine the level and manner of community and stakeholder engagement necessary for a successful process. The consultants would personally meet with individuals and groups to solicit input into the development of the candidate profile.

Candidate Profile Development

Based on the project management kickoff meetings, our consultants will meet with a variety of stakeholders to solicit input on the desired qualities sought in the position, as well as anticipated challenges and opportunities the selected candidate will face. The

project team will also gather important documents, information, and media from the District to be used in the development of the candidate profile.

If desired by the General Manager, the Mosaic Public Partners project team will meet with members of the Board of Directors individually to gather their input relative to the desired characteristics sought for candidates, as well as challenges and opportunities facing the District that are applicable to the position.

Utilizing the input received, Mosaic Public Partners will create a candidate profile that accurately and attractively presents the opportunity to prospective candidates. Once approved by the General Manager or his designee, this candidate profile serves as the standard by which all prospective candidates are evaluated, as well as for guiding the search strategies.

A copy of the Gilbert, Arizona Fire Chief candidate profile is included in this response as a visual example of the quality way in which we represent our clients and market their search to potential candidates.

The General Manager, or designee, and Administrative Services Manager will be provided with online access to Mosaic Public Partners' recruitment software through a client portal that ensures the search strategy and approach are properly calibrated for success, as well as to see information on interested candidates real-time. Our goal is to ensure that our clients are continually kept updated on the recruitment.

OUTREACH

Outreach and Recruiting

Based upon the search strategy developed, Mosaic Public Partners will immediately launch a targeted and comprehensive search effort that sources candidates from five primary categories.

- **Advertising Campaigns:** Advertisements will be placed in sources targeted at attracting a diverse selection of highly qualified candidates based upon the specific field being recruited. Mosaic Public Partners has developed an extensive network of advertising sources intended to attract diverse candidates for each type of position.
- **Website and Social Media Campaign:** Mosaic Public Partners provides a comprehensive social media marketing campaign that includes custom graphics, eye-catching photos and distribution on LinkedIn, Facebook, Instagram, and Twitter accounts to share the position with potential candidates. Social media posts are crafted at several points throughout the recruitment process. In addition, partners and recruiters share Mosaic Public Partners blog and social media posts on their respective LinkedIn accounts. Mosaic Public Partners will also highlight the position on

our website with a blog post, listing in our “Upcoming Career Opportunities,” and ultimately on our “Careers” page once the position is open.

- Direct Outreach: The search consultants have extensive candidate networks in California and across the nation. These networks will be leveraged to identify and recruit candidates that appear well matched to the candidate profile. All project team members would leverage their networks to invite top talent into the search.
- Indirect Outreach: By using the same candidate networks, Mosaic Public Partners can seek nominations from other leading public sector executives who often provide excellent insight into rising talent.
- Researched Outreach: Using the search strategy as a guide, Mosaic Public Partners will apply innovative technologies to find and recruit candidates that may not have been identified through other methods.

Each potential candidate is personally engaged by the search consultants and many hours are typically spent answering questions and providing information to candidates to minimize any barriers that may be a discouragement.

Candidate Screening and Evaluation

The search consultants perform an initial evaluation of candidates based upon their submitted materials. Candidates who are well aligned with the candidate profile, along with all internal candidates, are interviewed via videoconference to further evaluate their qualifications and fit for the position.

As a result of the initial screenings, the most qualified candidates are identified and a thorough internet and news search is conducted to help understand each candidate’s public persona, as well as to ensure that any items that may be seen as controversial are known and understood.

SELECTION

Presentation of Candidates

During a meeting with the General Manager, Administrative Services Manager, and others, as appropriate, the search consultants will present the most qualified candidates that have submitted interest in the position. The meeting will be facilitated by Mosaic Public Partners’ innovative client portal which provides our clients with direct access to all candidate materials. From this meeting, a small group of candidates is invited to participate in the selection process. This meeting can be via videoconference, or with the consultants in person, depending upon the District’s preference.

Selection Process

Having previously designed the selection process collaboratively with the General Manager or designee, the search consultants provide on-site facilitation of the interviews.

A typical interview process will involve one or more interview panels which represent varied perspectives. Mosaic Public Partners will design and provide tailored interview materials for all interview panels and ensure the District retains the completed materials for records retention needs. We will remain present during all interviews and associated activities to ensure the process runs smoothly and meets the District's expectations.

Customarily, this initial round of interviews will reduce the field of candidates to a smaller number who are then invited for a second interview with the General Manager and others, if desired.

Background and Final Qualification

Once the General Manager has identified his candidate of choice, the search consultants will perform a thorough background investigation of the candidate, accompanied by a series of consultant-driven reference checks that seek input from people with a variety of perspectives to the candidate.

Negotiation

Mosaic Public Partners will negotiate on the District's behalf to succeed in reaching an agreement with the selected candidates. Across earlier candidate conversations, the search consultants attempt to ensure the candidates' salary and benefit expectations are in accord with the District's to prevent surprises at this critical culmination of the recruitment.

Closeout Communications

Throughout the search process, Mosaic Public Partners maintains professional communications with all candidates involved. We realize that we are representing the Citrus Heights Water District throughout the recruitment and ensure that each person we interact with is left with a favorable impression of the District. In this final communication, we inform all candidates who were not selected of their status and the District's appreciation for their interest.

Executive Search Timeline

At the beginning of each search engagement, Mosaic Public Partners meets with clients to collaboratively craft a work plan and timeline that best aligns with our client's needs. Our consultants will suggest best practices and share examples from prior engagements to tailor a process that is thoughtful, inclusive, and well communicated.

The typical duration of a search project is 12-17 weeks. Additionally, the selected candidate will customarily need to provide 30-days for notice and transition, if selected from outside of the organization. This brings the total duration to approximately 16-21 weeks. A customized timeline will be crafted in collaboration with the District during the first step of each search engagement. We are confident that we can deliver successful search efforts that meet the needs of the District.

Alternatively, if the District is interested in an expedited process, Mosaic Public Partners can often bring top candidates to interview for positions through a dynamic process with no fixed timeline. This expeditious search method can reduce the overall time it takes to conduct a recruitment dramatically and allows our clients to fill critical positions very quickly.

The following timeline illustration represents the key milestones of an executive search, including tasks and approximate durations.



Task		Timeline	
K i c k o f f	1	Project Management Pre-kickoff meeting: project schedule, stakeholder analysis, communication methods, collection of background material	2-3 weeks
	2	Community Engagement Determine and design the community engagement process Identify local stakeholders (civic organizations, faith groups, chamber of commerce, neighborhood associations, employee groups, etc.) Identify methods (community forums, surveys, etc.)	
	3	Candidate Profile Development Client input meetings, stakeholder input meetings Drafting and layout of candidate profile	
O u t r e a c h	4	Outreach and Recruiting Advertising strategy and campaign Candidate research and identification Seek nominations Recruit candidates	4-6 weeks traditionally Or Dynamic
	5	Candidate Screening and Evaluation Paper screening Screening interviews News and internet research	2 weeks
S e l e c t i o n	6	Presentation of Candidates Client meeting to review candidates and select those to advance Candidate updates	1 week
	7	Selection Process Consult and design interview process Facilitation of on-site interview process, typically 4-7 candidates	2-3 weeks
	8	Background and Final Qualification Background investigation and thorough reference checks for finalist candidate	1-2 weeks
	9	Negotiation	1 week
	10	Closeout Communications	Concurrent

Project Team

One or more of the following members of the Mosaic Team would be assigned to lead each recruitment for the District.

Greg Nelson, Founder and Managing Partner



For the better part of a decade, Mr. Nelson has led a successful executive search practice for a national search firm. In his role, Mr. Nelson has successfully recruited public sector executives on a national scale for a diverse array of field and positions. His work has included positions with intense community interest, high levels of stakeholder involvement, and those with political sensitivities. In the first twenty years of his career, Mr. Nelson served leadership roles in municipal government where he was known for his progressive and principled leadership. Under his tenure, the City increased employee engagement, citizen satisfaction (amongst the highest in a national survey), and made drastic improvements in the labor-management climate. He created public-private partnerships that allowed for superior levels of service during budget shortfalls, while enhancing relationships with stakeholders in the community. Additionally, he has provided expert testimony for state and local legislative bodies. Mr. Nelson was a co-founder of a municipal Human Rights Committee, engaging businesses and citizens in workshops and community dialogue on diversity and social equity issues, in and out of the workplace.

Mr. Nelson holds a Master's degree in Public Administration from the University of Illinois-Springfield with a graduate certificate in Public Sector Labor Relations.

As a founder of Mosaic Public Partners, Mr. Greg Nelson leverages decades of experience in the public sector with many years of successful experience leading executive searches for a variety of client roles across the nation.

Bryan Noblett, Founder and Managing Partner



Bryan Noblett spent over 34 years working as a public safety leader in the Greater Sacramento Region. The majority of his career was spent working in leadership and executive level roles. Bryan placed a strong focus on staff development and on ensuring his organization was responsive to community needs throughout his career. He possesses a strong commitment to customer service and worked diligently as a municipal government executive to ensure his organization was focused on partnering with the community it served. In addition, Bryan is well-versed in labor negotiations and working collaboratively with labor groups to achieve successful outcomes. Bryan's passion for leadership development, talent

assessment and public service led him to accept a position with a nationally recognized public sector search firm shortly after his retirement. Bryan holds a bachelor's degree in Criminal Justice, a master's degree in Organizational Leadership and has attended several prestigious professional development courses.

Bryan spent the last years of his public safety career serving as Chief of Police in Elk Grove, California. Elk Grove is one of the most diverse cities in the country and Bryan worked with his staff to create a set of core values that celebrated diversity, equity, and inclusion. During his tenure as Chief of Police, Bryan created a Chief's Advisory Board in Elk Grove which established a new, collaborative partnership with a diverse group of community members who worked together to create a shared vision for public safety in the city.

As a long-time contributor to city executive teams, Bryan possesses a thorough understanding of all areas of public sector leadership. He spent the last few years partnering with municipal clients and communities across the country by assisting them in recruiting talented leaders to serve as Police Chiefs, City Managers, Chief Financial Officers, and other executive-level leadership positions. Bryan deeply values his connections with people, which has led to several outstanding placements and ongoing relationships with clients and candidates alike.

As a founder of Mosaic Public Partners, Bryan is excited to focus on client needs and work with candidates to place today's public leaders.

Jacqueline Seabrooks, Senior Consultant



Jacqueline "Jackie" Seabrooks has been involved in the dynamic environs of public sector work for almost four decades. Ms. Seabrooks has held increasingly responsible positions in both state and municipal public safety organizations. Ms. Seabrooks has substantial senior executive experience and a strong reputation for service-oriented, values-based leadership carried out in a manner which promotes effectiveness and consistency in the carrying out of the best and most promising workplace practices. Jackie has extensive experience in the areas of employer-employee relations, budgeting, building collaborative teams with both internal and external organizational stakeholders, mentoring/coaching, staff and organizational development, and labor-management relations. Over the course of her career, Ms. Seabrooks was committed to promoting principles of equity, diversity, and inclusion in her leadership.

Ms. Seabrooks holds a Master's degree in Public Administration from California State University, Long Beach. She has attended an array of executive development courses to include offerings by the prestigious Harvard University's Kennedy School of Government,

the FBI's National Academy, and Boston University's Senior Management Institute for Police.

As a Senior Consultant with Mosaic Public Partners Ms. Seabrooks leverages her extensive public sector leadership experience, which includes eleven years of service as a municipal police chief, to facilitate the selection and placement of those public sector executives ready to meet the leadership demands of the 21st Century. Based in Dallas, Texas, Jackie is elated to be part of Mosaic Public Partners, joining managing partners Greg Nelson and Bryan Noblett, to foster continued public sector excellence through the placement of today's and tomorrow's committed leaders.

Julie Szymula Baca, Senior Consultant



Julie Szymula Baca has over thirteen years' experience in City Management. She holds a Master's in Public Administration from Southern Illinois University and an undergraduate degree from Western Colorado University in Political Science with a law emphasis. As a previously ICMA Certified Administrator, Ms. Baca served on the ICMA Diversity Committee and had the pleasure serve on various executive Boards throughout her career.

Julie also served for over twelve years as an executive in higher education, filling the roles of Chief Financial Officer, Chief Administrative Officer and Vice President of Finance and Administration at Western Colorado University. Julie has extensive experience in the areas of talent management, grant management, capital construction, community engagement as in a certified mediator who enjoys working with both internal and external organizational stakeholders. Julie served on various community boards and commissions to remain engaged in strategic community planning and policy generation for local governments. She is a community builder with public service at her core.

As a Senior Consultant with Mosaic Public Partners, she leverages her extensive public sector leadership experience to serve public agencies with gaps in leadership in order to gain the most continuity of service possible. Her focus is to provide efficient and effective delivery of service during an executive search in order to deliver the highest quality experience for the candidates and the clients we serve.

Sheri Noblett, Business Support Manager



Sheri Noblett spent over 30 years working in the public sector in the Greater Sacramento Region. Over the course of her career, she had direct involvement in the design and implementation of numerous infrastructure and leisure service projects that improved the lives of many in the region. Sheri is a highly skilled project manager and utilized her keen organizational skills to deliver stellar projects on time and on budget.

Her extensive experience in the public sector and working in collaboration with multiple project stakeholders makes Sheri a valued partner with respect to integrating the input from others to deliver the best possible project outcomes. She possesses a strong customer service orientation and has a wealth of understanding of municipal service. Sheri holds a bachelor's degree in Landscape Architecture, is licensed in California and possesses many certifications that bolster her public service career.

Cost of Services

Our flat fee to provide executive search services as outlined in this proposal for the position varies based upon the position, as detailed below. All fees are proposed at flat fees. The flat fee includes both professional services and consultant expenses related to the aforementioned work plan. These expenses include advertising, consultant travel, administrative support, printing, postage, technology, educational verifications on top candidates and background checks on the selected candidate.

Fees by Position Type:

General Manager (Board Appointed)	\$35,000
District Counsel (Board Appointed)	\$32,000
Director	\$29,000
Manager	\$29,000
Supervisor or Senior	\$26,000
Non-Supervisory or Line Level	\$25,000

Invoicing will be in four installments:

1. Upon Execution of the Professional Services Agreement: 30 percent of flat fee
2. After Presentation of Candidates: 30 percent of flat fee
3. After Initial Interviews: 30 percent of flat fee
4. After Accepted Offer of Employment: 10 percent of flat fee

The flat fee is based on in-person consultant trips for kickoff meetings, stakeholder meetings, presentation of candidates, initial interviews, and final interviews. All other client meetings will be conducted via videoconference or teleconference. Given our location in the Sacramento region and proximity to Citrus Heights, Mosaic Public Partners is not limiting the number of trips.

If, during the course of another recruitment, the District hires one or more additional candidates for positions other than in the scope of work for the current search(es), the District would be responsible for a fee of \$5,000 per candidate/position which would include same levels of screening, public media reports, background investigation, and reference checking as outlined in this proposal.

Any additional expenses will be invoiced at the end of the project and are supplemental to the flat fee. Candidate travel expenses shall be the responsibility of the District.

Guarantee

Mosaic Public Partners offers the industry-standard one-year guarantee on our full search process. If, within a one-year period after appointment, the selected candidate voluntarily resigns or is dismissed for cause, Mosaic Public Partners will conduct another

search effort without additional fees for professional services. The District would be expected to reimburse the firm for all expenses incurred, which are less than 30% of the flat fee.

If a placement is not made in the first search attempt, Mosaic Public Partners will conduct a second search effort with no charge for professional services. The District would be expected to pay for all expenses incurred.

Mosaic Public Partners will never actively recruit our placement while they are employed with the District.

Insurance

Mosaic Public Partners maintains the following insurance coverages:

Errors and Omissions/Professional Liability	\$2,000,000
General Liability/Commercial	\$2,000,000
Automobile Liability (hired/non-owned)	\$1,000,000
Workers Compensation	\$1,000,000
Data Breach Liability	\$2,000,000

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: _____

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 21, 2023 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE DISTRICT POLICY UPDATES
 STATUS : Action Item
 REPORT DATE : June 1, 2023
 PREPARED BY : Rebecca Scott, Director of Operations
 Brittney Moore, Administrative Services Manager/Chief Board Clerk
 Josh Nelson, Assistant General Counsel

OBJECTIVE:

Consider approving updates to the Citrus Heights Water District's (CHWD or District) Operations Policies (5000 Series) and Fiscal Management Policies (6000 series).

BACKGROUND AND ANALYSIS:

At the District's 2019 Strategic Planning Session, a goal to "Promote organizational effectiveness to enhance service levels to customers and staff" was established. An objective of that goal was to review and update the District's entire policy manual. As a continued long-term team effort, staff and legal counsel routinely review each District policy series for language clean-up, to incorporate best practices, and to ensure any applicable changes to law are included.

As a result of staff and legal counsel's most recent policy manual review, proposed policy changes are summarized below:

Disposal of Surplus property/5750:

Staff proposes a number of edits to the Surplus Property Policy. First, staff proposes permitting online publication of notices regarding property. This provides additional flexibility and may increase visibility given the increased use of electronic publications. Second, the edits would increase staff's authority for disposing personal property from \$4,000 to \$100,000. This amount better reflects staff authority in similar policies. Third, the draft has some clean-up edits.

Purchasing and Procurement policy/6500:

Staff proposes edits to the purchasing policy to streamline and clarify the informal bidding process. These edits would incorporate optional State procedures offered to public agencies under the Uniform Public Construction Cost Accounting Act. Importantly, the informal bidding threshold under this bill is up to \$200,000. In addition, the policy would increase staff authority for construction projects only, reflecting the recent inflation in the industry. Going forward, this amount would be periodically adjusted proportionally to increases in the Engineering News-Record cost index.

Customer Refunds For Meter Mis-reads /6800 (New policy):

From time-to-time errors may occur at the meter reading stage for a variety of reasons. The District is committed to refunding customers when the District's records indicate that a misread has occurred. Policy 6800 (attachment 5) was drafted to provide a three-tiered framework for meter misread reimbursements.

RECOMMENDATIONS:

1. Approve updates to District Policy 5750: Disposal of Surplus Property
2. Approve updates to District Policy 6500: Purchasing and Procurement
3. Approve new District Policy 6800: Customer Refunds for Meter Mis-Reads

ATTACHMENTS:

1. Red-lined Version of Policy 5750: Disposal of Surplus Property
2. Clean Version of Policy 5750: Disposal of Surplus Property with New Edits
3. Red-lined Version of Policy 6500: Purchasing and Procurement with New Edits
4. Clean Version of Policy 6500: Purchasing and Procurement with New Edits
5. Proposed Policy 6800: Customer Refunds for Meter Mis-Reads

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

ATTACHMENT 1
Red-lined Version of Policy 5750: Disposal of Surplus
Property

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : DISPOSAL OF SURPLUS PROPERTY
POLICY NUMBER : 5750
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022; ~~JUNE~~ JUNE 21, 2023

5750.00 DISPOSAL OF SURPLUS PROPERTY

Real or personal District property that is surplus to the needs of the District ~~shall be sold by public bid~~ may be disposed of as set forth in this Policy.

5750.01 Disposal of Real Property

After providing any notices required by law and unless otherwise required by law to be disposed of in a different manner, real property that has been determined by the Board of Directors to be surplus to the needs of the District shall be sold by public bid. Notice of sale shall be published in a newspaper of general circulation at least once each week for two successive weeks. The notice shall contain a description of the property; a statement of time and place where bids are to be opened and read; and a statement of the time in which bids are to be accepted or rejected. As an alternative to publication in a newspaper of general circulation, notice may be posted online on the District's website.

The notice of sale may contain any reservation by the District of easements or other interests; a statement if higher oral bids are to be received at the opening; a minimum acceptable price; and any other term or condition with regard to the transfer of title.

Bids for the purchase of real property will be accepted or rejected by the Board of Directors. Documents for the conveyance of title to real property will be executed by the President of the Board upon authorization by the Board of Directors.

5750.02 Disposal of Personal Property

Personal property that has been determined ~~by the General Manager~~ to be surplus to the needs of the District may be returned to the original vendor for full value less a restocking charge, used as a trade-in toward the purchase of new materials or equipment; or sold by public bid. Personal property whose value is negligible, ~~as determined by the General Manager or designee,~~ due to age, obsolescence, deterioration or wear, shall be transferred, disposed of or recycled in a manner provided by law. This may include providing the equipment to District employees at its estimated fair market value. The employee(s) responsible for determining to surplus the property and the process for doing so may not receive District surplus property under this paragraph. Fair market value may be determined by the General Manager or designee.

Personal property with an estimated value of \$1004,000 or less shall be disposed as surplus with the authorization of the General Manager. Personal property with an estimated value of greater than \$1004,000 shall be disposed as surplus with the authorization of the Board of Directors. Surplus personal property may be consigned to a public auction service to meet the public bidding requirement.

5750.03 Revenue from Disposal of Surplus Property

All revenue received from the disposal of surplus property, whether real or personal, shall be deposited in the District's Operating Reserve Account unless otherwise specified by the Board of Directors.

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5750.03 ~~Revenue from Disposal of Surplus Property~~

~~All revenue received from the disposal of surplus property, whether real or personal, shall be deposited in the District's District's Operating Reserve Account unless otherwise specified by the Board of Directors.~~

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ATTACHMENT 2
Clean Version of Policy 5750: Disposal of Surplus
Property with New Edits

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : DISPOSAL OF SURPLUS PROPERTY
POLICY NUMBER : 5750
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022; JUNE 21, 2023

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Personal property with an estimated value of \$100,000 or less shall be disposed as surplus with the authorization of the General Manager. Personal property with an estimated value of greater than \$100,000 shall be disposed as surplus with the authorization of the Board of Directors. Surplus personal property may be consigned to a public auction service to meet the public bidding requirement.

5750.03 Revenue from Disposal of Surplus Property

All revenue received from the disposal of surplus property, whether real or personal, shall be deposited in the District's Operating Reserve Account unless otherwise specified by the Board of Directors.

ATTACHMENT 3
Red-lined of Policy 6500: Purchasing and
Procurement with New Edits

6500.00

PURCHASING AND PROCUREMENT

6500.01 Introduction

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

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

6500.01 Objectives of Purchasing and Procurement Policy

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

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

6500.02 Personnel Standards of Conduct

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

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

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

6500.10 Purchasing Categories

District purchases typically are within the following seven categories:

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

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

6500.11 General Purchases

This category consists of the following general purchase classifications:

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

6500.12 Services

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

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

6500.13 Public Works Projects

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

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

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

6500.13 Petty Cash Purchases

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

6500.15 Emergency Purchases

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

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

6500.16 Single-Source Purchases

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

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

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

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

suitability for future use.

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

6500.17 Real Property

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

6500.20 Purchasing Levels and Authority

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

Category		
	General Manager	Board of Directors
General: supplies, materials, equipment, O&M services	\$75,000 or less	Greater than \$75,000
Consultant Services	\$75,000 or less	Greater than \$75,000
Public Works Projects	\$75,000 <u>\$200,000</u> or less	Greater than \$75,000 <u>\$200,000</u>
Petty Cash	Less than \$500	None
Emergency Authority:	All amounts but General Manager shall notify Board of Directors at its next regular meeting	
Single Source	\$75,000 or less	Greater than \$75,000

Real Property	\$20,000 or less	Greater than \$20,000
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Procurement limits shall apply on a single project basis for services or purchase basis for materials. Multiple procurements from a single provider or purchaser shall be judged individually. However, splitting or separating of materials, supplies, services, and projects for the express purpose of evading the requirements of this Policy is strictly prohibited.

6500.21 Informal Solicitations

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

Estimated Value	Number and Type of Quotations
\$0 – \$605,000	At least one verbal or written quote
\$560,000.01 – \$19940,999.99000	At least two written quotes <u>or use of bidder’s list</u>
\$40,000.01 – \$74,999.99	At least three written quotes
\$200,000 <u>75,000 +</u>	Formal Quotations

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

The District may develop and utilize a bidder’s list in lieu of receiving two written quotes for public works. In such event, the District shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the General Manager or designee. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due. The project shall be awarded to the lowest responsible and responsive bidder.

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

6500.22 Formal Quotations

Formal solicitation procedures shall be required for procurements estimated to be ~~greater than \$200,000 or greater than \$75,000~~. The use of an online solicitation system is acceptable for formal solicitations, as well the receipt of formal solicitations (unless specifically

stated otherwise within the solicitation documents). In addition, the notice to bidders or request for proposal shall:

1. At a minimum, be advertised in one general circulation newspaper within the District's geographic boundaries or advertised electronically on an appropriate regional purchasing website.
2. Whenever possible and practical, provide a minimum of fourteen (14) calendar days for response, unless otherwise required by the Public Contract Code.
3. Require the receipt of a minimum of two (2) competitive responses or more, when available.

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

6500.23 Public Works Bidding

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

For other public works solicitations, the District shall utilize the process identified in Sections [6500.21](#) and [6500.22](#) of this Policy for public works, [as applicable](#). In addition to such procedures, public work bids shall be publicly unsealed, and respective dollar amount(s) announced. The Board of Directors may waive public bidding for any public work at its discretion and subject to the limits of applicable law.

6500.25 Cooperative Purchasing

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

6500.26 Task Order Agreements

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

6500.30 Change Orders

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

6500.50 Purchasing Cycle

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

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

6500.80 Purchase Orders

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

6500.90 Purchasing/Procurement Authority

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

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

6500.100 Project File

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

ATTACHMENT 4
Clean Version of Policy 6500: Purchasing and
Procurement with New Edits

6500.00

PURCHASING AND PROCUREMENT

6500.01 Introduction

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

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

6500.01 Objectives of Purchasing and Procurement Policy

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

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

6500.02 Personnel Standards of Conduct

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

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

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

6500.10 Purchasing Categories

District purchases typically are within the following seven categories:

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

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

6500.11 General Purchases

This category consists of the following general purchase classifications:

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

6500.12 Services

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

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

6500.13 Public Works Projects

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

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

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

6500.13 Petty Cash Purchases

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

6500.15 Emergency Purchases

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

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

6500.16 Single-Source Purchases

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

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

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

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

suitability for future use.

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

6500.17 Real Property

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

6500.20 Purchasing Levels and Authority

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

Category		
	General Manager	Board of Directors
General: supplies, materials, equipment, O&M services	\$75,000 or less	Greater than \$75,000
Consultant Services	\$75,000 or less	Greater than \$75,000
Public Works Projects	\$200,000 or less	Greater than \$200,000
Petty Cash	Less than \$500	None
Emergency Authority:	All amounts but General Manager shall notify Board of Directors at its next regular meeting	
Single Source	\$75,000 or less	Greater than \$75,000

Real Property	\$20,000 or less	Greater than \$20,000
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Procurement limits shall apply on a single project basis for services or purchase basis for materials. Multiple procurements from a single provider or purchaser shall be judged individually. However, splitting or separating of materials, supplies, services, and projects for the express purpose of evading the requirements of this Policy is strictly prohibited.

6500.21 Informal Solicitations

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

Estimated Value	Number and Type of Quotations
\$0 – \$60,000	At least one verbal or written quote
\$60,000.01 – \$199,999.99	At least two written quotes or use of bidder’s list
\$200,000 +	Formal Quotations

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

The District may develop and utilize a bidder’s list in lieu of receiving two written quotes for public works. In such event, the District shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the General Manager or designee. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due. The project shall be awarded to the lowest responsible and responsive bidder.

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

6500.22 Formal Quotations

Formal solicitation procedures shall be required for procurements estimated to be \$200,000 or greater. The use of an online solicitation system is acceptable for formal solicitations, as well the receipt of formal solicitations (unless specifically stated otherwise within the solicitation documents). In addition, the notice to bidders or request for proposal shall:

1. At a minimum, be advertised in one general circulation newspaper within the District's geographic boundaries or advertised electronically on an appropriate regional purchasing website.
2. Whenever possible and practical, provide a minimum of fourteen (14) calendar days for response, unless otherwise required by the Public Contract Code.
3. Require the receipt of a minimum of two (2) competitive responses or more, when available.

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

6500.23 Public Works Bidding

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

For other public works solicitations, the District shall utilize the process identified in Sections 6500.21 and 6500.22 of this Policy for public works, as applicable. In addition to such procedures, public work bids shall be publicly unsealed, and respective dollar amount(s) announced. The Board of Directors may waive public bidding for any public work at its discretion and subject to the limits of applicable law.

6500.25 Cooperative Purchasing

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

6500.26 Task Order Agreements

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

6500.30 Change Orders

A change order is required when work or services performed pursuant to a contract will exceed the approved original contract amount or changes in the scope of work are

required. A written request for change order must be completed and approved before a change order can be authorized. Except for emergency situations, Board approval is required for any change order or amendment that exceeds ten percent of the initial contract amount. Subsequent change orders or amendments shall be aggregated so that Board approval is required once the total amount approved by change order or amendment exceeds ten percent of the initial contract amount. The Board may delegate additional authority for change orders or amendments when approving any contract.

6500.50 Purchasing Cycle

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

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

6500.80 Purchase Orders

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

6500.90 Purchasing/Procurement Authority

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

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

6500.100 Project File

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

ATTACHMENT 5
Proposed Policy 6800: Customer Refunds for Meter
Mis-Reads

6800.00 CUSTOMER REFUNDS FOR METER MIS-READS

6800.10 Adjustment of Bill(s) for Meter Reading Error

From time to time errors may occur at the meter reading stage, for a variety of reasons. The District is committed to refunding customers for instances where the District's records indicate that a misread has occurred in accordance with this Policy and the misread is not due to the customer's fault.

6800.20 Tier One

In the event that the meter misread is in the amount of 101-200% of the customer's average bi-monthly usage over the past three years (a "Tier One" misread), customers will not receive notification of the misread, but will receive credit(s) on the next one, two, or three billing cycle(s), until the full amount of the overpayment has been credited to the customer. If the overpayment would take longer than three billing cycles to be credited in full to the customer, the misread will instead be treated as a Tier Two misread.

6800.30 Tier Two

In the event that the meter misread is in the amount of 201-400% of the customer's average bimonthly usage over the past three years, OR the period required to fully credit the customer would take longer than three billing cycles (a "Tier Two" misread), customers will receive notification and can elect to (a) receive a refund in one lump payment from the District, OR (b) receive credits on their bills until the overpayment is refunded in full; this will be accomplished by applying the credit to as much of the customer's bill(s) as possible until the entire refund has been accounted for. For instance, and for illustrative purposes only, if a refund of \$150 is due to the customer, and the customer's monthly bill totals \$100, the first bill would be credited the full \$100, and the next bill would be credited the remaining \$50, at which point the entire refund will have been made.

6800.40 Tier Three

In the event that the meter misread is in the amount of 401% or more of the customer's average bimonthly usage over the past three years, OR for accounts that paid a bill but had an erroneous zero meter read on the most recent billing cycle (a "Tier Three" misread), customers will receive notification, the bill will be voided and re-billed as needed, and the customer will receive a refund if an overpayment had already been made.

6800.50 General Manager Authority to Issue Refunds; Board Approval

The General Manager, or designee, has authority to issue refunds, in accordance with this Policy, in an amount (per customer) that is consistent with the General Manager's authority to handle claims against the District. Customer refunds for meter misreads that exceed the General Manager's claims-handling authority must be approved by the Board of Directors. The General Manager may condition a refund on a waiver of all related claims against the District.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 21, 2023 REGULAR MEETING

SUBJECT : CUSTOMER ADVISORY COMMITTEE UPDATES
 STATUS : Business Item
 REPORT DATE : June 5, 2023
 PREPARED BY : Ashley Metzger, Advisor to CHWD

OBJECTIVE:

Reengage the Customer Advisory Committee and broaden its purpose and involvement with CHWD staff and Board.

BACKGROUND AND ANALYSIS:

In 2018, the CHWD Board adopted resolution 01-2018 creating a Customer Advisory Committee (CAC) to explore options and recommend a strategy to the Board to phase, cost and fund the replacement of a significant portion of CHWD's aging water mains over the next 50-60 years (Project 2030 – Water Main Replacement).

When the CAC was formed, the Board recognized that the CAC could be a great resource for community input and engagement. The original resolution enabled the CAC to explore other policy and program areas as assigned by the District, including planning for a Water Meter Replacement program.

In 2018, the Board updated the CAC resolution to add the City of Citrus Heights as an ex-officio member and the Auburn Boulevard Business Association as a voting business member. In 2019, the Board updated the CAC resolution to add a seat for one additional stakeholder public agency, Sacramento Metropolitan Fire District, and in 2021, the resolution was updated again to convert the stakeholder public agencies seats into voting members.

Given the success of CAC involvement in Project 2030 and the Water Meter Replacement program, staff recommends revisiting the CAC's purpose and direction. CHWD is looking to widen the scope of activities and projects with which the CAC is involved.

To accomplish these goals, the accompanying resolution that governs the CAC includes the following proposed updates:

- Keeps the CAC at 17-21 members (down from 25 members) to facilitate meeting quorums
 - o 9-13 residential members
 - o 3 business members
 - o 5 institutional members
- Allows for the option of a per diem payment to be considered by the Board of Directors
- Creates a two-year term for CAC appointees

In May of 2023, The CHWD Board of Directors reviewed and discussed these changes in a study session at its regular meeting and further during its strategic planning session meeting.

The Board of Directors may elect to institute a per diem payment with a simple action at this meeting or could consider this component at a later date.

Once a resolution has been adopted, staff will coordinate with existing CAC members to gauge willingness to participate and gather feedback. Staff will use feedback to create a calendar of CAC meetings and events.

Staff anticipates bringing CAC survey results, a slate of members for approval and a list of CAC events to the Board of Directors third or fourth quarter of 2023.

RECOMMENDATIONS:

1. Adopt Resolution 07-2023 Establishing a Customer Advisory Committee
2. Approve a per diem for CAC residential member participation

ATTACHMENT:

Resolution 07-2023 Establishing a Customer Advisory Committee

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 07-2023

RESOLUTION OF THE BOARD OF DIRECTORS
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

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

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

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

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

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

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

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

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

Section 3. Establishment and Purpose

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

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

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

Section 4. Membership.

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

- A. Residential Representation
Nine to thirteen (9-13) members appointed by the CHWD Board of Directors, representing various areas geographically distributed throughout the District's service area.

- B. Business Representation
One (1) Citrus Heights Chamber of Commerce representative.
One (1) Sunrise MarketPlace representative.
One (1) Auburn Boulevard Business Association representative.

- C. Institutional Representation
One (1) representative from San Juan Unified School District, elected official, faculty or staff.
One (1) representative from Sunrise Parks and Recreation District, elected official, management or administration.
One (1) representative from Sylvan Cemetery District, elected official, management or administration.
One (1) representative from the City of Citrus Heights, elected official, management or administration.
One (1) representative from the Sacramento Metropolitan Fire District, elected official, management or administration.

Section 5. Term of Membership.

Members of the CAC shall serve a two-year (2) term from the date of appointment.

Section 6. Termination of Membership.

Membership on the CAC is 'at-will' appointment, made at the sole discretion of the CHWD Board of Directors. The Board of Directors may remove a CAC member for no reason or for any of the following reasons:

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

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

Section 7. Officers

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

the Chairperson in the event the Chairperson is absent or unable to act.

Section 8. Meetings.

Based on Board-directed policy, the CHWD General Manager or the General Manager's designee shall work with the CAC Chair/Alternate Chair to determine the place and times for CAC meetings, assist the Chair/Alternate Chair in preparing and distributing agendas, serve as a CAC liaison to CHWD staff, and perform other administrative tasks necessary to support the mission, goals and objectives of the CAC. From time to time, there may be committee work, as required by the District. All meetings shall comply with California's open meetings law for public agencies (the Ralph M. Brown Act, Government Code Sections 54950 et seq.) CHWD may establish a per diem for meeting attendance.

Section 9. Quorum and Voting.

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

Section 10. Responsibilities of the CAC.

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

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

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

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

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 21st day of June, 2023 by the following vote, to wit:

AYES: Directors-

NOES: Directors-

ABSTAIN: Directors-

ABSENT: Directors-

SEAL

RAYMOND RIEHLE, President
Board of Directors
Citrus Heights Water District

ATTEST:

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 07-2023 adopted by the Board of Directors of Citrus Heights Water District at its regular meeting held June 21, 2023.

BRITTNEY MOORE, Chief Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS JUNE 21, 2023 REGULAR MEETING

SUBJECT : APPOINTMENT OF DISTRICT OFFICERS
 STATUS : Action Item
 REPORT DATE : June 1, 2023
 PREPARED BY : Carlos Urrutia, Interim Director of Finance and Administrative Services

OBJECTIVE:

Consider appointments and reconfirmations of District Officers

BACKGROUND AND ANALYSIS:

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

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

Staff recommends that new Director of Administrative Services be appointed to the Assessor/Collector position, and all other officers be reappointed to their respective positions.

Please note, it is recommended to appoint Brittney Moore as Interim Deputy Treasurer until the Accounting Manager/Principal Accountant position is filled, at which time the incumbent of that position will assume the Deputy Treasurer role.

RECOMMENDATION:

Appoint and/or reconfirm the following District Officers:

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

ATTACHMENT:

Policy No. 2200 – Officers of the District

ACTION:

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

2200.00 OFFICERS OF THE DISTRICT

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

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

2200.10 Appointment of Officers

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

Assessor / Collector

Treasurer

Secretary

2200.20 Duties of Officers

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

2200.50 Officers' and Deputy Officers' Compensation

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