

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
MARCH 16, 2022 beginning at 6:00 PM**



**PHONE CALL IN: (253) 215-8782
PHONE MEETING ID: 811 8765 3212**

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/81187653212>

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. The meeting will be held at the listed physical location and electronically through the above phone number.

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT:

CLOSED SESSION:

CL-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Section 54956.8:
Property: Surplus Water
Agency Negotiators: Hilary Straus, Steve Anderson
Under Negotiation: Price and Terms of Payment

CL-2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):
(one case)

CL-3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
a. Pursuant to Section 54956.8:
Property: Parcel Number 243-0180-001-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Melissa Pieri, Hilary Straus, Susan Talwar, Steve Anderson, Brittney Moore
Negotiating Parties: Muhammad Arif
Under Negotiation: Price and Terms of Payment

- b. Pursuant to Section 54956.8:
Property: Parcel Number 243-0180-002-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Melissa Pieri, Hilary Straus, Susan Talwar, Steve Anderson, Brittney Moore
Negotiating Parties: Teresita Kumar, Ashwani Kumar
Under Negotiation: Price and Terms of Payment
- c. Pursuant to Section 54956.8:
Property: Parcel Number 243-0180-004-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Melissa Pieri, Hilary Straus, Susan Talwar, Steve Anderson, Brittney Moore
Negotiating Parties: Dean Eichelmann
Under Negotiation: Price and Terms of Payment

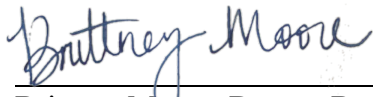
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

March 16, 2022	6:30 PM	Regular Meeting
April 20, 2022	6:30 PM	Regular Meeting
May 18, 2022	6:30 PM	Regular Meeting
June 15, 2022	6:30 PM	Regular Meeting
August 17, 2022	6:30 PM	Regular Meeting
September 21, 2022	6:30 PM	Regular Meeting
October 19, 2022	6:30 PM	Regular Meeting
November 16, 2022	6:30 PM	Regular Meeting
December 21, 2022	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Brittney Moore, Deputy Board Clerk

Dated: March 10, 2022

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
MARCH 16, 2022 beginning at 6:30 PM**



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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-1. Minutes of the Special Meeting – February 22, 2022 (A)

Recommendation:

Approve the minutes of the February 22, 2022 Special Meeting.

CC-2. Revenue Analysis Report for January and February 2022 (I)

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

CC-4. Treasurer's Report for January and February 2022 (I)

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

CC-6. Operating Budget Analysis for January and February 2022 (I)

CC-7. Capital Projects Summary for January and February 2022 (I)

- CC-8. Warrants for January and February 2022 (I)
- CC-9. Purchase Card Distributions for January and February 2022 (I)
- CC-10. Employee Recognitions for January and February (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report for January and February (I)
- CC-14. 2022 Water Supply – Purchased and Produced for January and February (I)
- CC-15. Water Supply Reliability for January and February 2022 (I)
- CC-16. Water Efficiency and Safety Program Update for January and February (I)
- CC-17. Discussion and Possible Action to Extend Resolution 07-2021 Authorizing Remote Public Meetings (A)
 - Recommendation:
Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.
- CC-18. Discussion and Possible Action to Approve a Maintenance Services Agreement with Tee Janitorial (A)
 - Recommendation:
Approve the Maintenance Services Agreement with Tee Janitorial; and Authorize the General Manager to Execute the Agreement.
- CC-19. Review and Possible Action to Approve Investment of District Funds Policy (A)
 - Recommendation:
Review District Policy No. 6300, Investment of District Funds, and Adopt as Amended to Reflect Changes in Applicable Law.

PRESENTATIONS:

- P-1. California Water Arrearage Program Update (I/D)
- P-2. San Juan Water District Update (I/D)

PUBLIC HEARINGS:

None

STUDY SESSION:

None

BUSINESS:

None.

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

- D-1. Regional Water Authority (Sheehan/Straus).
- D-2. Sacramento Groundwater Authority (Sheehan).

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

CLOSED SESSION:

None.

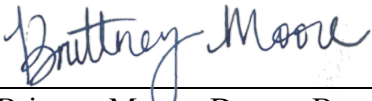
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ADJOURNMENT:

CERTIFICATION:

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



 Brittney Moore, Deputy Board Clerk

Dated: March 10, 2022

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
February 22, 2022

The Special Meeting of the Board of Directors was called to order at 6:31p.m. by President Sheehan and roll was called. Present were:

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

Staff:

Bryan Abaya, Principal Information Technology Analyst
Steve Anderson, General Counsel
Lea Park-Kim, Communications & Public Engagement Manager
Sheila Shah, Management Technician
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

Glenn Lazof, Regional Government Services
Sharon Rahban Navizadeth, Consultant

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

- CC-1a. Minutes of the Special Meeting – January 19, 2022 (A)
- CC-1b. Minutes of the Regular Meeting – January 19, 2022 (A)
- CC-1c. Minutes of the Special Meeting – January 31, 2022 (A)

Recommendation:

Approve the minutes of the January 19, 2022 Regular and Special Meetings, and the Minutes of the January 31, 2022 Special Meeting.

- CC-2. Discussion and Possible Action to Extend Resolution 07-2021 Authorizing Remote Public Meetings (A)

Recommendation:

Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

ACTION:

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

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

BUSINESS:

None.

President Sheehan adjourned the meeting to closed session at 6:33p.m.

CLOSED SESSION:

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

There was no reportable action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:47 p.m.

APPROVED:

Brittney C. Moore
Deputy Board Clerk
Citrus Heights Water District

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

JANUARY 2022

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
944,993	711,598	134,670	72,003	153,034	126,312

General Ledger Balance	Total
Outstanding A/R	1,040,291.72
Outstanding Liens	-
Outstanding Grants	946
A/R Other	(25,348)
Less Unapplied Payments	(128,192)
Total	\$ 887,698

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
January 31, 2022**

CC-03

There were no adjustments made for January 2022.

Reason For Cancellation	Charge Type	Amount
		\$ -

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
JANUARY 2022**


Bank of the West		
Beginning Balance		\$6,619,119
RECEIPTS:	1,169,114	
DISBURSEMENTS:		
Checks Issued / ACH Payments	797,752	
Payroll	456,924	
Returned Checks	1,446	
	1,256,123	(87,009)
Bank of the West		
Balance per Bank 01/31/2022		6,532,110
Outstanding Checks		(100,544)
Deposit in Transit		135,173
Balance Per Books 01/31/2022		\$6,566,739

RECONCILEMENT:		
Bank of the West		\$6,566,739
Local Agency Investment Fund		14,530,924
Money Mkt Activity Account		544,027
TOTAL BALANCE		\$21,641,691


CASH & INVESTMENT SUMMARY:		
Bank of the West (General Account)		6,566,739
Local Agency Investment Fund		14,530,924
Money Mkt Activity Account		544,027
Total		\$21,641,691

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.23%	8,360.62	1/14/2022

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



SUSAN K. TALWAR
 Treasurer




HILARY M. STRAUS
 Secretary

Signed: 3/10/2022

TREASURER'S REPORT OF FUND BALANCES
January 31, 2022

Fund Name	Beginning Balance 01/01/2022	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 01/31/2022	2022 Target Balance per Policy
Operating Fund	\$ 6,844,823	\$ -	\$ -	\$ 1,170,049	\$ (1,257,058)	\$ 6,757,814	\$ 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
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 986,962	\$ -	\$ -	\$ -	\$ -	\$ 986,962	\$ 986,962
	<u>\$ 20,640,099</u>	<u>-</u>	<u>\$ -</u>	<u>\$ 1,170,049</u>	<u>\$ (1,257,058)</u>	<u>\$ 20,553,090</u>	<u>\$ 7,520,786</u>



SUSAN K. TALWAR, Treasurer

TREASURER'S REPORT OF FUND BALANCES
January 31, 2022

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,170,049	from funds collected in January 2022 per Treasurer's Report
	<u>\$ (1,257,058)</u>	disbursements made in January 2022 per Treasurer's Report
	\$ (87,009)	

Citrus Heights Water District
Budget Performance Report
As of 1/31/2022

	January Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$914,541.96	\$914,541.96	\$1,037,391.00	(\$122,849.04)	-11.84%	\$12,448,690.00
Metered Water Deliveries	238,360.26	238,360.26	237,018.00	1,342.26	0.57%	5,799,716.00
Non-Metered Service Charges	4,315.30	4,315.30	11,667.00	(7,351.70)	-63.01%	140,000.00
Penalties	231.00	231.00	6,130.00	(5,899.00)	-96.23%	150,000.00
Interest	10,157.64	10,157.64	3,833.00	6,324.64	165.00%	45,991.00
Backflow Fees	4,267.31	4,267.31	9,667.00	(5,399.69)	-55.86%	116,000.00
Water Service Install & S&R	646.00	646.00	47,825.00	(47,179.00)	-98.65%	573,900.00
Grant Funds						
Miscellaneous *	4,367.74	4,367.74	12,250.00	(7,882.26)	-64.34%	147,000.00
Cost Reimbursements	2,653.39	2,653.39		2,653.39	0.00%	
Income - Wheeling Water			225.00	(225.00)	-100.00%	2,700.00
Income - Connection Fees	7,459.51	7,459.51		7,459.51	0.00%	
Total Revenue	<u>1,187,000.11</u>	<u>1,187,000.11</u>	<u>1,366,006.00</u>	<u>(179,005.89)</u>	<u>-13.10%</u>	<u>19,423,997.00</u>
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water	2,609.43	2,609.43	261,312.83	(258,703.40)	-99.00%	3,135,753.96
Ground Water	25,821.77	25,821.77	99,419.88	(73,598.11)	-74.03%	1,193,038.56
	<u>28,431.20</u>	<u>28,431.20</u>	<u>360,732.71</u>	<u>(332,301.51)</u>	<u>-92.12%</u>	<u>4,328,792.52</u>
Labor & Benefits						
Labor Regular	196,753.13	196,753.13	311,285.39	(114,532.26)	-36.79%	3,735,424.68
Labor Non-Regular						
Labor Taxes	17,691.05	17,691.05	23,701.50	(6,010.45)	-25.36%	284,418.00
Labor Workers Comp			8,341.67	(8,341.67)	-100.00%	100,100.04
Labor External	5,004.94	5,004.94	9,090.01	(4,085.07)	-44.94%	109,080.12
Benefits Med/Den/Vis	82,292.79	82,292.79	42,866.81	39,425.98	91.97%	514,401.72
Benefits LTD/Life/EAP	10,956.06	10,956.06	12,228.54	(1,272.48)	-10.41%	146,742.48
Benefits CalPers	(11,624.23)	(11,624.23)	28,948.43	(40,572.66)	-140.15%	347,381.16
Benefits Other	2,185.87	2,185.87	11,471.39	(9,285.52)	-80.95%	137,656.68
Benefit Retiree Expenses	4,239.66	4,239.66	4,926.34	(686.68)	-13.94%	59,116.08
Benefit Unemployment			769.38	(769.38)	-100.00%	9,232.56
Benefit GASB 68	210,532.00	210,532.00	37,431.21	173,100.79	462.45%	449,174.52
Capitalized Labor & Benefit Contra	(55,285.18)	(55,285.18)	(41,666.66)	(13,618.52)	32.68%	(499,999.92)
	<u>462,746.09</u>	<u>462,746.09</u>	<u>449,394.01</u>	<u>13,352.08</u>	<u>2.97%</u>	<u>5,392,728.12</u>
General & Administrative						
Fees & Charges	1,792.31	1,792.31	20,115.41	(18,323.10)	-91.09%	241,384.92
Regulatory Compliance/Permits	(30,005.10)	(30,005.10)	10,957.50	(40,962.60)	-373.83%	131,490.00
District Events & Recognition	(107.61)	(107.61)	5,045.83	(5,153.44)	-102.13%	60,549.96
Maintenance/Licensing	90,426.42	90,426.42	14,227.25	76,199.17	535.59%	170,727.00
Equipment Maintenance	64,260.13	64,260.13	10,633.33	53,626.80	504.33%	127,599.96

Citrus Heights Water District
Budget Performance Report
As of 1/31/2022

	January	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Professional Development	5,402.57	5,402.57	14,152.42	(8,749.85)	-61.83%	169,829.04
Department Admin			1,641.68	(1,641.68)	-100.00%	19,700.16
Dues & Subscriptions	113,153.30	113,153.30	16,139.01	97,014.29	601.12%	193,668.12
Fuel & Oil	3,897.08	3,897.08	5,520.00	(1,622.92)	-29.40%	66,240.00
General Supplies	5,148.72	5,148.72	8,383.34	(3,234.62)	-38.58%	100,600.08
Insurance - Auto/Prop/Liab	67,398.78	67,398.78	9,350.00	58,048.78	620.84%	112,200.00
Leasing/Equipment Rental	1,363.59	1,363.59	2,908.34	(1,544.75)	-53.11%	34,900.08
Other Agency Cost Reimbursement	(85.87)	(85.87)		(85.87)	0.00%	
Parts & Materials	(13,715.14)	(13,715.14)	4,583.33	(18,298.47)	-399.24%	54,999.96
Postage/Shipping/Freight	9,338.03	9,338.03	11,541.67	(2,203.64)	-19.09%	138,500.04
Rebates & Incentives	976.89	976.89	3,083.33	(2,106.44)	-68.32%	36,999.96
Telecom/Network	3,181.98	3,181.98	4,315.00	(1,133.02)	-26.26%	51,780.00
Tools & Equipment	(86.48)	(86.48)	6,683.34	(6,769.82)	-101.29%	80,200.08
Utilities	(818.79)	(818.79)		(818.79)	0.00%	
Write-Off Bad Debt Exp			416.67	(416.67)	-100.00%	5,000.04
Capitalized G&A Contra	(15,172.61)	(15,172.61)		(15,172.61)	0.00%	
Capitalized Equipment Contra	(45,075.81)	(45,075.81)		(45,075.81)	0.00%	
	<u>261,272.39</u>	<u>261,272.39</u>	<u>149,697.45</u>	<u>111,574.94</u>	<u>74.53%</u>	<u>1,796,369.40</u>
Professional & Contract Services						
Support Services	(982.52)	(982.52)	124,127.49	(125,110.01)	-100.79%	1,489,529.88
Legal Services	(10,070.63)	(10,070.63)	23,750.00	(33,820.63)	-142.40%	285,000.00
Printing Services	6059.66	6,059.66	4,083.34	1,976.32	48.40%	49,000.08
	<u>(4,993.49)</u>	<u>(4,993.49)</u>	<u>151,960.83</u>	<u>(156,954.32)</u>	<u>-103.29%</u>	<u>1,823,529.96</u>
Reserves & Debt Services						
Interest Expense	6,194.79	6,194.79	5,812.86	381.93	6.57%	69,754.21
Net Increase(Decrease) in Value of Investments	(37,190.54)	(37,190.54)		(37,190.54)	0.00%	
	<u>(30,995.75)</u>	<u>(30,995.75)</u>	<u>5,812.86</u>	<u>(36,808.61)</u>	<u>-633.23%</u>	<u>69,754.21</u>
Total Operating Expenses	<u>716,460.44</u>	<u>716,460.44</u>	<u>1,117,597.86</u>	<u>(401,137.42)</u>	<u>-35.89%</u>	<u>13,411,174.21</u>
Net Income / (Expense)	<u>470,539.67</u>	<u>470,539.67</u>	<u>248,408.14</u>	<u>222,131.53</u>	<u>89.42%</u>	<u>6,012,822.79</u>

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 01/2022

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2021	Month to Date	Year to Date	Project to Date	
C16-134	Auburn Blvd-Rusch Park Placer	\$167,000	\$3,906	\$0	\$0	\$3,906	\$165,562
C19-108	6230 Sylvan East Wall	\$245,000	\$16,748	\$0	\$0	\$16,748	\$237,347
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$1,676	\$0	\$0	\$1,676	\$98,324
C20-109	Corp Yard Plans Specs Estimate	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Construction in Progress		\$912,000	\$22,330	\$0	\$0	\$22,330	\$901,234
C22-010	Water Main Replacements	\$50,000	\$0	\$0	\$0	\$0	\$50,000
C22-011	Water Valve Replacements	\$75,000	\$0	\$0	\$0	\$0	\$75,000
C22-012	Water Service Connections	\$825,000	\$0	\$0	\$0	\$0	\$825,000
C22-013	Water Meter Replacements	\$100,000	\$0	\$79,982	\$79,982	\$79,982	\$20,018
C22-014	Fire Hydrants	\$0	\$0	\$782	\$782	\$782	(\$782)
Annual Infrastructure		\$1,050,000	\$0	\$80,764	\$80,764	\$80,764	\$969,236
C15-104B	Document Management System	\$244,639	\$95,361	\$0	\$0	\$95,361	\$239,278
C22-003	Fleet/Field Operations Equip	\$260,000	\$0	\$89,957	\$89,957	\$89,957	\$170,043
C22-004	Technology Hardware/Software	\$56,650	\$0	\$0	\$0	\$0	\$56,650
Fleet and Equipment		\$561,289	\$95,361	\$89,957	\$89,957	\$185,318	\$465,971
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,979	\$91	\$0	\$0	\$91	\$24,888
C20-105	Walnut Drive	\$105,247	\$15,283	\$0	\$0	\$15,283	\$101,515
C20-106	Wisconsin Drive	\$301,990	\$42,391	\$0	\$0	\$42,391	\$259,599
C21-101	Antelope & Rusch Park	\$187,741	\$123,724	\$12,686	\$12,686	\$136,410	\$51,331
C21-102	Old Auburn Road	\$91,459	\$1,003	\$101	\$101	\$1,104	\$91,358
C21-103	Pratt Ave	\$39,043	\$46,820	\$623	\$623	\$47,444	\$38,420
C21-104	Mesa Verde HS	\$118,779	\$49,767	\$19,237	\$19,237	\$69,004	\$99,542
C21-105	Madison Ave & Dewey Dr	\$28,138	\$3,147	\$143	\$143	\$3,290	\$27,995
C22-101	Carriage Drive	\$427,104	\$0	\$502	\$502	\$502	\$426,602
Water Mains		\$1,352,257	\$282,227	\$33,293	\$33,293	\$315,519	\$1,149,026
C21-040	Other City Partnerships	\$112,551	\$0	\$0	\$0	\$0	\$112,551
C21-040A	Greenback Ln Complete Strts	\$0	\$30	\$0	\$0	\$30	\$0
C21-040B	Elec. Greenway Bike Trail	\$0	\$1,647	\$0	\$0	\$1,647	\$0
C21-040C	MSR2S Phase4	\$0	\$11,007	\$0	\$0	\$11,007	\$0
C21-040E	Bonita Storm Drain	\$0	\$29,254	\$0	\$0	\$29,254	\$0

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 01/2022

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2021	Month to Date	Year to Date	Project to Date	
C21-041	Other Misc Infrastructure	\$112,551	\$0	\$0	\$0	\$0	\$112,551
C21-041A	Valve Box Raising	\$0	\$32,407	\$0	\$0	\$32,407	\$0
C21-041B	Greenback Acquisition	\$0	\$2,159	\$220	\$220	\$2,379	(\$220)
C22-005	Facilities Improvements	\$100,000	\$0	\$26,410	\$26,410	\$26,410	\$73,590
C22-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C22-041	Other Misc Infrastructure	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Miscellaneous Projects		\$525,102	\$76,504	\$26,630	\$26,630	\$103,134	\$498,472
C17-104	Groundwater Well Property Acq	\$640,000	\$370,943	\$0	\$0	\$370,943	\$264,090
C17-104A	Well #7 Patton	\$250,000	\$181,377	\$0	\$0	\$181,377	\$68,623
C17-104B	Well #8 Highland	\$0	\$251,862	\$0	\$0	\$251,862	(\$251,862)
C20-107	Well Design & Construction	\$1,105,500	\$0	\$0	\$0	\$0	\$1,105,500
C22-020	Groundwater Well Improvements	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Wells		\$2,145,500	\$804,182	\$0	\$0	\$804,182	\$1,336,351
Grand Totals:		\$6,546,148	\$1,280,604	\$230,644	\$230,644	\$1,511,248	\$5,320,289

JANUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
72783	Kenneth B Bonham Trust	Customer Refund	\$29.90
72784	Richard C Fischer	Customer Refund	\$755.38
72785	Adina Sbingu	Customer Refund	\$168.17
72786	Gale A Casey	Customer Refund	\$25.83
72787	Ralph E/Kathleen S Cannon	Customer Refund	\$16.97
72788	Averil L Franklin	Customer Refund	\$87.32
72789	James/Constance J Tarczy	Customer Refund	\$57.25
72790	Raymond D Birchler	Customer Refund	\$35.67
72791	Gregory T/Angela L Turner	Customer Refund	\$122.75
72792	Christopher Klyse	Customer Refund	\$26.81
72793	Regina M Cole	Customer Refund	\$1,613.06
72794	James/Joanna Durkin	Customer Refund	\$29.17
72795	Coty/Shelby Aguiar	Customer Refund	\$44.13
72796	Jesse/Nicole Feldmeyer	Customer Refund	\$141.56
72797	ABA DABA Rentals & Sales	Supplies-Field	\$36.85
72798	AnswerNet	Telephone-Answering Service	\$367.71
72799	AREA Restroom Solutions	Equipment Rental-Field	\$151.04
72800	Axiom Technologies LLC	Contract Services-Other	\$1,174.50
72801	Bart/Riebes Auto Parts	Repair-Trucks	\$203.45
72802	Bender Rosenthal Incorporated	Contract Services-Other	\$22,923.75
72803	BSK Associates	Water Analysis	\$1,170.00
72804	California Landscape Associates Inc	Janitorial	\$230.00
72805	Capio	Continued Education	\$25.00
72806	Certex Usa Inc	Supplies-Field	\$883.74
72807	Brady Chambers	Continued Education	\$853.74
72808	Citrus Heights Sentinel	Contract Services-Other	\$6,888.00
72809	Robin Cope	Health Insurance	\$365.96
72810	R&B Company	Material	\$169.05
72811	Cybex	Equipment Rental-Office	\$179.62
72812	Dons Awnings	Contract Services-Other	\$5,350.00
72813	Engineering News Record	Dues & Subscriptions	\$108.00
72814	Grainger	Small Tools	\$44.09
72815	Ferguson Enterprises Inc #1423	Material	\$9,652.25
72816	Stephanie Gumbaro	Toilet Rebate Program	\$80.63
72817	Harris Industrial Gases	Supplies-Field	\$100.10
72818	IB Consulting LLC	Contract Services-Miscellaneous	\$4,510.00
72819	Integrity Administrators Inc	Health Insurance	\$5,000.00
72820	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$53,192.40
72821	Kei Window Cleaning #12	Janitorial	\$120.00
72822	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$5,712.31

JANUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
72783	Kenneth B Bonham Trust	Customer Refund	\$29.90
72823	Office Depot	Office Expense	\$63.81
72824	Pace Supply Corp	Material	\$16,782.00
72825	Quick Quack Car Wash	Maintenance Agreement-Equipment	\$298.30
72826	Rawles Engineering Inc	Contract Services-Engineering	\$12,970.00
72827	Republic Services #922	Utilities	\$294.16
72828	Regional Government Services	Contract Services-Other	\$1,246.07
72829	Kathie/Heino Riekstins	Toilet Rebate Program	\$80.63
72830	River City Staffing Group	Temporary Labor	\$935.64
72831	Sagent	Contract Services-Other	\$19,462.50
72832	Simon and Company Inc	Contract Services-Other	\$1,000.00
72833	Susanne Slayton	Water Conservation-Other	\$100.00
72834	SMUD	Utilities	\$51,181.71
72835	Sonitrol	Equipment Rental-Office	\$196.39
72836	Sylvan Trailer & Supply	Repair-Trucks	\$411.55
72837	Tee Janitorial & Maintenance	Contract Services-Other	\$2,989.00
72838	TIAA Commercial Finance Inc	Equipment Rental-Office	\$522.59
72839	Uni Waste LLC	Contract Services-Other	\$503.07
72840	Verizon Wireless	Telephone-Wireless	\$1,486.88
72841	Wolf Consulting	Contract Services-Other	\$2,125.00
72842	Integrity Administrators Inc	Health Insurance	\$255.99
72843	Dobrosav Djokic Rev Lvng Trust	Customer Refund	\$33.09
72844	The Marston Family Trust	Customer Refund	\$86.01
72845	Richard C Williams Jr	Customer Refund	\$239.92
72846	Margaret Colombo	Customer Refund	\$214.75
72847	Scott D Christiansen	Customer Refund	\$10.58
72848	Billy Strickland	Customer Refund	\$99.01
72849	Desiree C Lhoir	Customer Refund	\$67.17
72850	Salvador Ruiz-Serrato	Customer Refund	\$44.77
72851	IH2 Property West LP	Customer Refund	\$143.37
72852	Stephen M/Mollie J Shidell	Customer Refund	\$241.27
72853	Stephen/Catherine Galgani	Customer Refund	\$149.77
72854	Dillen J/Ali A Brown	Customer Refund	\$19.64
72855	Mandy Loh	Customer Refund	\$127.99
72856	ACWA/JPIA	Workers Comp Insurance	\$92.82
72857	Alexander's Contract Services	Contract Services-Meter Reading	\$6,435.45
72858	AM Conservation Group Inc	Water Conservation-Material/Supplies	\$1,039.57
72859	AUL Health Benefit Trust	Health Insurance	\$297.14
72860	Backflow Distributors Inc	Small Tools	\$232.09
72861	Bart/Riebes Auto Parts	Repair-Trucks	\$6.45

JANUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
72783	Kenneth B Bonham Trust	Customer Refund	\$29.90
72862	Best Best & Krieger	Legal & Audit	\$18,732.05
72863	Colantuono, Highsmith & Whatley, PC	Legal & Audit	\$8,339.43
72864	Consolidated	Telephone-Local/Long Distance	\$1,165.21
72865	Corelogic Information Solutions Inc	Dues & Subscriptions	\$218.55
72866	County of Sacramento	Permit Fees	\$495.00
72867	Hunt & Sons Inc	Gas & Oil	\$1,663.40
72868	IB Consulting LLC	Contract Services-Miscellaneous	\$10,250.00
72869	Lowe's	Supplies-Field	\$454.43
72870	NowSpeed Inc.	Contract Services-Other	\$250.00
72871	Occu-Med	Office Miscellaneous	\$1,500.00
72872	Pace Supply Corp	Material	\$6,314.58
72873	RDO Equipment	Repair-Trucks	\$89,957.19
72874	Regional Government Services	Contract Services-Other	\$6,602.00
72875	River City Staffing Group	Temporary Labor	\$779.70
72876	Sagent	Contract Services-Other	\$9,358.75
72877	Les Schwab Tires	Repair-Trucks	\$352.14
72878	SWRCB	Dues & Subscriptions	\$64,907.20
72879	State Water Resources Control Board	Professional Development	\$60.00
72880	A. Teichert & Son, Inc.	Road Base	\$4,094.37
72881	ThirdRail	Contract Services-Other	\$11,283.59
72882	Thomson Reuters	Dues & Subscriptions	\$99.13
72883	WaterWise Consulting, Inc	Contract Services-Warter Conservation	\$2,925.00
72884	Wex Bank	Gas & Oil	\$3,020.63
72885	Sagent	Contract Services-Other	\$6,373.14
72886	Michael Lyle Glasson Trust	Customer Refund	\$94.52
72887	Marsha E Penrod	Customer Refund	\$54.45
72888	Kenneth D Pettingill	Customer Refund	\$100.00
72889	Betty Ann/Charles E Gray	Customer Refund	\$329.92
72890	Gary L/Paul J Hamilton	Customer Refund	\$49.99
72891	Anthony P Roussere	Customer Refund	\$27.09
72892	Michael Passaro	Customer Refund	\$188.80
72893	RNM Investments	Customer Refund	\$23.72
72894	Jeffery L Smith	Customer Refund	\$37.66
72895	Shawntell M Dunham	Customer Refund	\$212.54
72896	Matthew Weichers	Customer Refund	\$172.31
72897	Ridgeway 2003 Family Trust	Customer Refund	\$240.00
72898	Kay J Moore	Customer Refund	\$62.26
72899	ABA DABA Rentals & Sales	Supplies-Field	\$117.98
72900	AFLAC	Employee Paid Insurance	\$166.66

JANUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
72783	Kenneth B Bonham Trust	Customer Refund	\$29.90
72901	Applied Best Practices	Contract Services-Financial	\$250.00
72902	California Society of Municipal Finance Officers	Dues & Subscriptions	\$755.00
72903	Citrus Heights Saw & Mower	Repair-Equipment/Hardware	\$92.90
72904	College Oak Towing	Repair-Trucks	\$243.75
72905	ESRI	Maintenance Agreement-Equipment	\$11,200.00
72906	Flowline Contractors, Inc	Contract Services-Engineering	\$23,314.41
72907	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$26,410.00
72908	Liebert Cassidy Whitmore	Legal & Audit	\$873.00
72909	NetMotion Software Inc	Maintenance Agreement-Software	\$1,736.44
72910	Pacific Gas & Electric	Utilities	\$451.27
72911	Regional Government Services	Contract Services-Other	\$3,075.00
72912	River City Staffing Group	Temporary Labor	\$935.64
72913	Sagent	Contract Services-Other	\$11,323.18
72914	SWRCB	Dues & Subscriptions	\$3,146.00
72915	Walker's Office Supplies	Office Expense	\$169.17
72916	Sagent	Contract Services-Other	\$10,127.50
72917	Citrus Heights Sentinel	Contract Services-Other	\$6,888.00
72918	Francis Russell Spear Estate	Customer Refund	\$18.63
72919	Pairlee W Roland	Customer Refund	\$23.29
72920	William J Johnson	Customer Refund	\$73.42
72921	R R Jackson Trust	Customer Refund	\$247.00
72922	Sheryl A Templeton	Customer Refund	\$118.30
72923	Leigh P/Marilyn B Dalton	Customer Refund	\$27.35
72924	Recore Growth Investment Inc.	Customer Refund	\$286.68
72925	Ronnie V/Sophona L Coronado	Customer Refund	\$31.66
72926	Susan G/Ellen H Snapp	Customer Refund	\$22.99
72927	Opendoor Property Trust I	Customer Refund	\$114.36
72928	Zillow Homes Property Trust	Customer Refund	\$298.72
72929	Crystal L Cassinelli	Customer Refund	\$17.17
72930	ACWA/JPIA	Workers Comp Insurance	\$16,407.33
72931	Afman Supply	Small Tools	\$861.94
72932	AIA Services, LLC/NDS	Water Conservation-Material/Supplies	\$7,756.70
72933	AREA Restroom Solutions	Equipment Rental-Field	\$157.03
72934	Bart/Riebes Auto Parts	Repair-Trucks	\$325.10
72935	Bender Rosenthal Incorporated	Contract Services-Other	\$321.08
72936	California Surveying & Drafting Supply	Small Tools	\$5.39
72937	Capio	Continued Education	\$50.00
72938	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving	\$2,164.40

JANUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
72783	Kenneth B Bonham Trust	Customer Refund	\$29.90
72939	Citrus Heights Saw & Mower	Repair-Equipment/Hardware	\$32.31
72940	Fast Action Pest Control	Contract Services-Miscellaneous	\$165.00
72941	Future Ford	Repair-Trucks	\$377.06
72942	Hunt & Sons Inc	Gas & Oil	\$876.45
72943	Kenneth or Faith Johnson	Customer Refund	\$150.00
72944	Messenger Publishing Group	Publication Notices	\$225.00
72945	Brittney Moore	Continued Education	\$1,300.00
72946	Neighborhood Glass & Screen	Contract Services-Other	\$537.74
72947	Occu-Med	Office Miscellaneous	\$186.50
72948	Oliveri Angele	Toilet Rebate Program	\$200.00
72949	Lori Britt Petersen	Toilet Rebate Program	\$85.00
72950	Regional Government Services	Contract Services-Other	\$280.50
72951	River City Staffing Group	Temporary Labor	\$1,039.60
72952	Sagent	Contract Services-Other	\$8,710.31
72953	Donald Shaffer	Toilet Rebate Program	\$75.00
72954	Shred City	Contract Services-Other	\$63.72
72955	Karen Spyropoulos/ Evangelos Georgiou	Contract Services-Other	\$4,401.81
72956	State Water Resources Control Board	Dues & Subscriptions	\$150.00
72957	Verizon Wireless	Telephone-Wireless	\$2,928.20
72958	WaterWise Consulting, Inc	Contract Services-Conservation	\$175.00
72959	Warren Consulting Engineers Inc	Contract Services-Engineering	\$3,700.00
72960	Gayle Winter	Toilet Rebate Program	\$80.63
Total			<hr/> \$652,265.33 <hr/>
ACH	ADP596214690	Contract Services-Financial	\$399.60
ACH	ADP596684474	Contract Services-Financial	\$82.65
ACH	CA CHOICE FEB 2022	Health Insurance	\$49,468.07
ACH	DEC 2021 FICA	Health Insurance	\$5.19
ACH	IC 1168-2021-12	Bank Fees	\$5,674.20
ACH	JP MORGAN DEC 2021	See January Agenda Item CC-9	\$17,257.75
ACH	JP MORGAN DEC 2021 AP	See January Agenda Item CC-9	\$152.91
ACH	MID AMERICA 1/4-1/10/22	Employee Paid Insurance	\$1,209.24
ACH	PERS 12/9/21 PAYDAY	PERS	\$21,315.57
ACH	PRINCIPAL FEB 2022	Health Insurance	\$8,960.03
ACH	CHASE DEC 2021	Bank Fees	\$3,572.52
ACH	MID AMERICA 1/11-1/17/22	Employee Paid Insurance	\$20.13
ACH	MID AMERICA 1/18-1/24/22	Employee Paid Insurance	\$2,677.05
ACH	PERS 12/23/21 PAYDAY	PERS	\$21,497.34
Total			<hr/> \$132,292.25 <hr/>

JANUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
72783	Kenneth B Bonham Trust	Customer Refund	\$29.90
Grand Total			\$784,557.58

**JP Morgan Purchase Card Distributions
Jan-22**

Name	Tools & Equipment	District Events & Recognition	Support Services	Dues & Subscription	General Supplies	Maintenance/Licensing	Postage/Shipping/Freight	Professional Development	Fees & Charges	Regulatory Compliance/Permits	Equipment Maintenance	Total Bill
Abaya	\$ 1,798.47			\$ 199.50	\$ 19.38						\$ 186.67	\$ 2,204.02
Pieri		\$ 29.75										\$ 29.75
Moore			\$ 28.60		\$ 3.23							\$ 31.83
Spiers		\$ 64.14										\$ 64.14
Shockley	\$ 96.96	\$ 514.86		\$ 10.00	\$ 470.71		\$ 15.90	\$ 3,484.34	\$ 1.75	\$ 77.63		\$ 4,672.15
Talwar		\$ 19.54		\$ 3.99		\$ 275.00						\$ 298.53
Park-Kim							\$ 36.25					\$ 36.25
Cutler											\$ 103.82	\$ 103.82
Scott								\$ 130.00				\$ 130.00
Total Bill	\$ 1,895.43	\$ 628.29	\$ 28.60	\$ 213.49	\$ 493.32	\$ 275.00	\$ 52.15	\$ 3,614.34	\$ 1.75	\$ 77.63	\$ 290.49	\$ 7,570.49

FEBRUARY 2022

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,105,200	856,724	139,083	51,433	185,196	127,235

General Ledger Balance	Total
Outstanding A/R	1,199,533.14
Outstanding Liens	-
Outstanding Grants	946
A/R Other	(25,348)
Less Unapplied Payments	(129,951)
Total	\$ 1,045,180

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
February 28, 2022**

CC-03

There were no adjustments made for February 2022.

Reason For Cancellation	Charge Type	Amount
		\$ -

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
FEBRUARY 2022**


Bank of the West			
Beginning Balance			\$6,532,110
RECEIPTS:		1,258,576	
DISBURSEMENTS:			
Checks Issued / ACH Payments	379,810		
Payroll	374,737		
Returned Checks	<u>1,000</u>		
		<u>755,547</u>	<u>503,029</u>
Bank of the West			
Balance per Bank 02/28/2022			7,035,139
Outstanding Checks			(106,761)
Deposit in Transit			<u>175,201</u>
Balance Per Books 02/28/2022			\$7,103,579

RECONCILEMENT:			
Bank of the West			\$7,103,579
Local Agency Investment Fund			14,530,924
Money Mkt Activity Account			<u>544,031</u>
TOTAL BALANCE			<u><u>\$22,178,535</u></u>


CASH & INVESTMENT SUMMARY:			
Bank of the West (General Account)			7,103,579
Local Agency Investment Fund			14,530,924
Money Mkt Activity Account			<u>544,031</u>
Total			<u><u>\$22,178,535</u></u>

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.23%	8,360.62	1/14/2022

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



SUSAN K. TALWAR
 Treasurer



HILARY M. STRAUS
 Secretary

Signed: 3/10/2022

TREASURER'S REPORT OF FUND BALANCES
February 28, 2022

Fund Name	Beginning Balance 01/01/2022	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 02/28/2022	2022 Target Balance per Policy
Operating Fund	\$ 6,844,823	\$ 1,178,410	\$ (1,257,058)	\$ 1,258,836	\$ (755,807)	\$ 7,269,203	\$ 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
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 986,962	\$ -	\$ -	\$ -	\$ -	\$ 986,962	\$ 986,962
	<u>\$ 20,640,099</u>	<u>1,178,410</u>	<u>\$ (1,257,058)</u>	<u>\$ 1,258,836</u>	<u>\$ (755,807)</u>	<u>\$ 21,064,479</u>	<u>\$ 7,520,786</u>



SUSAN K. TALWAR, Treasurer

TREASURER'S REPORT OF FUND BALANCES
February 28, 2022

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,258,836	from funds collected in February 2022 per Treasurer's Report
	<u>\$ (755,807)</u>	disbursements made in February 2022 per Treasurer's Report
	\$ 503,029	

Citrus Heights Water District
Budget Performance Report
As of 2/28/2022

	February Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$912,929.38	\$1,827,471.34	\$2,074,782.00	(\$247,310.66)	-11.92%	\$12,448,690.00
Metered Water Deliveries	262,546.98	500,907.24	484,661.00	16,246.24	3.35%	5,799,716.00
Non-Metered Service Charges	4,535.64	8,850.94	23,334.00	(14,483.06)	-62.07%	140,000.00
Penalties	198.00	429.00	12,535.00	(12,106.00)	-96.58%	150,000.00
Interest	1,860.83	12,018.47	7,666.00	4,352.47	56.78%	45,991.00
Backflow Fees	6,538.18	10,805.49	19,334.00	(8,528.51)	-44.11%	116,000.00
Water Service Install & S&R	19,622.19	20,268.19	95,650.00	(75,381.81)	-78.81%	573,900.00
Grant Funds	131,986.55	131,986.55		131,986.55	0.00%	
Miscellaneous *	9,219.29	13,587.03	24,500.00	(10,912.97)	-44.54%	147,000.00
Cost Reimbursements	3,397.40	6,050.79		6,050.79	0.00%	
Income - Wheeling Water			450.00	(450.00)	-100.00%	2,700.00
Income - Connection Fees	22,378.53	29,838.04		29,838.04	0.00%	
Total Revenue	<u>1,375,212.97</u>	<u>2,562,213.08</u>	<u>2,742,912.00</u>	<u>(180,698.92)</u>	<u>-6.59%</u>	<u>19,423,997.00</u>
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water		2,609.43	522,625.66	(520,016.23)	-99.50%	3,135,753.96
Ground Water	93,992.98	119,814.75	198,839.76	(79,025.01)	-39.74%	1,193,038.56
	<u>93,992.98</u>	<u>122,424.18</u>	<u>721,465.42</u>	<u>(599,041.24)</u>	<u>-83.03%</u>	<u>4,328,792.52</u>
Labor & Benefits						
Labor Regular	274,117.57	470,870.70	622,570.78	(151,700.08)	-24.37%	3,735,424.68
Labor Non-Regular						
Labor Taxes	20,291.41	37,982.46	47,403.00	(9,420.54)	-19.87%	284,418.00
Labor Workers Comp			16,683.34	(16,683.34)	-100.00%	100,100.04
Labor External	3,352.71	8,357.65	18,180.02	(9,822.37)	-54.03%	109,080.12
Benefits Med/Den/Vis	44,417.73	126,710.52	85,733.62	40,976.90	47.80%	514,401.72
Benefits LTD/Life/EAP	5,234.19	16,190.25	24,457.08	(8,266.83)	-33.80%	146,742.48
Benefits CalPers	11,630.07	5.84	57,896.86	(57,891.02)	-99.99%	347,381.16
Benefits Other	5,973.44	8,159.31	22,942.78	(14,783.47)	-64.44%	137,656.68
Benefit Retiree Expenses	4,239.66	8,479.32	9,852.68	(1,373.36)	-13.94%	59,116.08
Benefit Unemployment			1,538.76	(1,538.76)	-100.00%	9,232.56
Benefit GASB 68		210,532.00	74,862.42	135,669.58	181.23%	449,174.52
Capitalized Labor & Benefit Contra	(55,452.44)	(110,737.62)	(83,333.32)	(27,404.30)	32.89%	(499,999.92)
	<u>313,804.34</u>	<u>776,550.43</u>	<u>898,788.02</u>	<u>(122,237.59)</u>	<u>-13.60%</u>	<u>5,392,728.12</u>
General & Administrative						
Fees & Charges	11,403.98	13,196.29	40,230.82	(27,034.53)	-67.20%	241,384.92
Regulatory Compliance/Permits	3,017.26	(26,987.84)	21,915.00	(48,902.84)	-223.15%	131,490.00
District Events & Recognition	2,385.11	2,277.50	10,091.66	(7,814.16)	-77.43%	60,549.96
Maintenance/Licensing	29,141.91	119,568.33	28,454.50	91,113.83	320.21%	170,727.00
Equipment Maintenance	10,027.56	74,287.69	21,266.66	53,021.03	249.32%	127,599.96

Citrus Heights Water District
Budget Performance Report
As of 2/28/2022

	February	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Professional Development	9,844.34	15,246.91	28,304.84	(13,057.93)	-46.13%	169,829.04
Department Admin			3,283.36	(3,283.36)	-100.00%	19,700.16
Dues & Subscriptions	1,580.04	114,733.34	32,278.02	82,455.32	255.45%	193,668.12
Fuel & Oil	3,292.46	7,189.54	11,040.00	(3,850.46)	-34.88%	66,240.00
General Supplies	3,254.02	8,402.74	16,766.68	(8,363.94)	-49.88%	100,600.08
Insurance - Auto/Prop/Liab	92.82	67,491.60	18,700.00	48,791.60	260.92%	112,200.00
Leasing/Equipment Rental	1,260.32	2,623.91	5,816.68	(3,192.77)	-54.89%	34,900.08
Other Agency Cost Reimbursement		(85.87)		(85.87)	0.00%	
Parts & Materials	36,150.41	22,435.27	9,166.66	13,268.61	144.75%	54,999.96
Postage/Shipping/Freight	6,034.89	15,372.92	23,083.34	(7,710.42)	-33.40%	138,500.04
Rebates & Incentives	100.00	1,076.89	6,166.66	(5,089.77)	-82.54%	36,999.96
Telecom/Network	1,300.41	4,482.39	8,630.00	(4,147.61)	-48.06%	51,780.00
Tools & Equipment	2,488.28	2,401.80	13,366.68	(10,964.88)	-82.03%	80,200.08
Utilities	5,362.32	4,543.53		4,543.53	0.00%	
Write-Off Bad Debt Exp	60	60.00	833.34	(773.34)	-92.80%	5,000.04
Capitalized G&A Contra	(23,410.30)	(38,582.91)		(38,582.91)	0.00%	
Capitalized Equipment Contra	(43,517.33)	(88,593.14)		(88,593.14)	0.00%	
	<u>59,868.50</u>	<u>321,140.89</u>	<u>299,394.90</u>	<u>21,745.99</u>	<u>7.26%</u>	<u>1,796,369.40</u>
Professional & Contract Services						
Support Services	60,861.70	59,879.18	248,254.98	(188,375.80)	-75.88%	1,489,529.88
Legal Services	17,833.13	7,762.50	47,500.00	(39,737.50)	-83.66%	285,000.00
Printing Services	225	6,284.66	8,166.68	(1,882.02)	-23.05%	49,000.08
	<u>78,919.83</u>	<u>73,926.34</u>	<u>303,921.66</u>	<u>(229,995.32)</u>	<u>-75.68%</u>	<u>1,823,529.96</u>
Reserves & Debt Services						
Interest Expense		6,194.79	11,625.71	(5,430.92)	-46.71%	69,754.21
Net Increase(Decrease) in Value of Investments		(37,190.54)		(37,190.54)	0.00%	
		<u>(30,995.75)</u>	<u>11,625.71</u>	<u>(42,621.46)</u>	<u>-366.61%</u>	<u>69,754.21</u>
Total Operating Expenses	<u>546,585.65</u>	<u>1,263,046.09</u>	<u>2,235,195.71</u>	<u>(972,149.62)</u>	<u>-43.49%</u>	<u>13,411,174.21</u>
Net Income / (Expense)	<u>828,627.32</u>	<u>1,299,166.99</u>	<u>507,716.29</u>	<u>791,450.70</u>	<u>155.88%</u>	<u>6,012,822.79</u>

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 02/2022

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2021	Month to Date	Year to Date	Project to Date	
C16-134	Auburn Blvd-Rusch Park Placer	\$167,000	\$3,906	\$13	\$13	\$3,919	\$165,549
C19-108	6230 Sylvan East Wall	\$245,000	\$16,748	\$0	\$0	\$16,748	\$237,347
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$1,676	\$0	\$0	\$1,676	\$98,324
C20-109	Corp Yard Plans Specs Estimate	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Construction in Progress		\$912,000	\$22,330	\$13	\$13	\$22,343	\$901,221
C22-010	Water Main Replacements	\$50,000	\$0	\$0	\$0	\$0	\$50,000
C22-011	Water Valve Replacements	\$75,000	\$0	\$16,237	\$16,237	\$16,237	\$58,763
C22-012	Water Service Connections	\$825,000	\$0	\$96,966	\$176,948	\$176,948	\$648,052
C22-013	Water Meter Replacements	\$100,000	\$0	\$5,244	\$6,027	\$6,027	\$93,973
C22-014	Fire Hydrants	\$0	\$0	\$0	\$0	\$0	\$0
Annual Infrastructure		\$1,050,000	\$0	\$118,447	\$199,211	\$199,211	\$850,789
C15-104B	Document Management System	\$244,639	\$95,361	\$0	\$0	\$95,361	\$239,278
C22-003	Fleet/Field Operations Equip	\$260,000	\$0	\$0	\$89,957	\$89,957	\$170,043
C22-004	Technology Hardware/Software	\$56,650	\$0	\$0	\$0	\$0	\$56,650
Fleet and Equipment		\$561,289	\$95,361	\$0	\$89,957	\$185,318	\$465,971
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,979	\$91	\$0	\$0	\$91	\$24,888
C20-105	Walnut Drive	\$105,247	\$15,283	\$0	\$0	\$15,283	\$101,515
C20-106	Wisconsin Drive	\$301,990	\$42,391	\$0	\$0	\$42,391	\$259,599
C21-101	Antelope & Rusch Park	\$187,741	\$123,724	\$0	\$12,686	\$136,410	\$51,331
C21-102	Old Auburn Road	\$91,459	\$1,003	\$564	\$665	\$1,668	\$90,794
C21-103	Pratt Ave	\$39,043	\$46,820	\$0	\$623	\$47,444	\$38,420
C21-104	Mesa Verde HS	\$118,779	\$49,767	\$14,381	\$33,619	\$83,386	\$85,160
C21-105	Madison Ave & Dewey Dr	\$28,138	\$3,147	\$0	\$143	\$3,290	\$27,995
C22-101	Carriage Drive	\$427,104	\$0	\$339	\$840	\$840	\$426,264
Water Mains		\$1,352,257	\$282,227	\$15,284	\$48,576	\$330,803	\$1,133,742
C21-040	Other City Partnerships	\$112,551	\$0	\$0	\$0	\$0	\$112,551
C21-040A	Greenback Ln Complete Strts	\$0	\$30	\$4,380	\$4,380	\$4,410	(\$4,380)
C21-040B	Elec. Greenway Bike Trail	\$0	\$1,647	\$0	\$0	\$1,647	\$0
C21-040C	MSR2S Phase4	\$0	\$11,007	\$0	\$0	\$11,007	\$0
C21-040E	Bonita Storm Drain	\$0	\$29,254	\$0	\$0	\$29,254	\$0

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 02/2022

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2021	Month to Date	Year to Date	Project to Date	
C21-041	Other Misc Infrastructure	\$112,551	\$0	\$0	\$0	\$0	\$112,551
C21-041A	Valve Box Raising	\$0	\$32,407	\$0	\$0	\$32,407	\$0
C21-041B	Greenback Acquisition	\$0	\$2,159	\$5,000	\$5,220	\$7,379	(\$5,220)
C22-005	Facilities Improvements	\$100,000	\$0	\$0	\$26,410	\$26,410	\$73,590
C22-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C22-041	Other Misc Infrastructure	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Miscellaneous Projects		\$525,102	\$76,504	\$9,380	\$36,010	\$112,514	\$489,092
C17-104	Groundwater Well Property Acq	\$640,000	\$370,943	\$0	\$0	\$370,943	\$264,090
C17-104A	Well #7 Patton	\$250,000	\$181,377	\$24,667	\$24,667	\$206,044	\$43,956
C17-104B	Well #8 Highland	\$0	\$251,862	\$0	\$0	\$251,862	(\$251,862)
C20-107	Well Design & Construction	\$1,105,500	\$0	\$0	\$0	\$0	\$1,105,500
C22-020	Groundwater Well Improvements	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Wells		\$2,145,500	\$804,182	\$24,667	\$24,667	\$828,850	\$1,311,683
Grand Totals:		\$6,546,148	\$1,280,604	\$167,791	\$398,435	\$1,679,039	\$5,152,498

FEBRUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
72961	J Dennis/Wavalea A Cullen	Customer Refund	\$173.31
72962	James E Farrell	Customer Refund	\$77.36
72963	Regina M Pinhal	Customer Refund	\$55.58
72964	Raymond F Bell	Customer Refund	\$10.22
72965	Recore Growth Investment Inc.	Customer Refund	\$110.15
72966	A&A Stepping Stone Manufacturing	Supplies-Field	\$864.44
72967	Alexander's Contract Services	Contract Services-Meter Read	\$5,768.91
72968	Bart/Riebes Auto Parts	Repair-Trucks	\$209.13
72969	Best Best & Krieger	Legal & Audit	\$18,070.16
72970	BSK Associates	Water Analysis	\$1,326.00
72971	Robin Cope	Health Insurance	\$365.96
72972	County of Sacramento - Clerk	Publication Notices	\$50.00
72973	Sacramento County Utilities	Utilities	\$190.10
72974	Cybex	Equipment Rental-Office	\$179.62
72975	Flowline Contractors, Inc	Contract Services-Engineering	\$48,718.32
72976	GEI Consultants	Contract Services-Wells	\$143.00
72977	Gladwell Governmental Services Inc	Contract Services-Financial	\$150.00
72978	Global Machinery West	Equipment Maintenance	\$2,287.15
72979	Kei Window Cleaning #12	Janitorial	\$120.00
72980	Liebert Cassidy Whitmore	Legal & Audit	\$39.00
72981	Messenger Publishing Group	Publication Notices	\$450.00
72982	Misac	Continued Education	\$900.00
72983	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$4,961.75
72984	Neko Industries Inc	Software	\$17,190.00
72985	Nor Cal Perlite Inc	Supplies-Field	\$2,213.60
72986	Pace Supply Corp	Material	\$3,275.88
72987	RDO Equipment	Repair-Trucks	\$1,120.21
72988	Republic Services #922	Utilities	\$297.12
72989	River City Staffing Group	Temporary Labor	\$779.70
72990	Rotary Club of Citrus Heights	District Event	\$650.00
72991	Sagent	Contract Services-Other	\$12,030.82
72992	SAWWA	Dues & Subscriptions	\$100.00
72993	Sonitrol	Equipment Rental-Office	\$196.39
72994	Sprinkler Service & Supply Inc	Supplies-Field	\$195.31
72995	A. Teichert & Son, Inc.	Road Base	\$6,346.68
72996	TIAA Commercial Finance Inc	Equipment Rental-Office	\$522.59
72997	County of Sacramento - Clerk	Publication Notices	\$50.00
72998	Placer Title Company	Customer Refund	\$5,000.00
72999	Zachary J Stempson	Customer Refund	\$17.84

FEBRUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
73000	Christopher Grimes	Customer Refund	\$108.81
73001	Heather M Allen	Customer Refund	\$102.63
73002	Lund Construction	Customer Refund	\$1,511.83
73003	John B/ Violet Y Lee Family Trust	Customer Refund	\$20.59
73004	Penny C Rome	Customer Refund	\$114.21
73005	Jay S Jackson	Customer Refund	\$150.93
73006	SLW & Assoc	Customer Refund	\$28.27
73007	Steven H/Linda F Gurnee	Customer Refund	\$52.91
73008	Anthony/Josephine Rodriguez	Customer Refund	\$251.03
73009	Jacqueline A Curran	Customer Refund	\$19.84
73010	Cristine/Matthew Williams	Customer Refund	\$131.12
73011	Janene Cook	Customer Refund	\$103.81
73012	Embree Group of Companies	Customer Refund	\$1,468.74
73013	Big Dipper LLC	Customer Refund	\$66.02
73014	AFLAC	Employee Paid Ins	\$166.66
73015	Airgas USA, LLC	Supplies-Field	\$41.15
73016	AnswerNet	Telephone-Answering Service	\$347.35
73017	AT&T Payment Center	Telephone-Local/Long Distance	\$60.00
73018	Bart/Riebes Auto Parts	Repair-Trucks	\$66.74
73019	Best Best & Krieger	Legal & Audit	\$10,070.63
73020	Blue Jay Trucking Inc	Contract Services-Other	\$3,245.00
73021	Burketts	Office Expense	\$87.13
73022	Citrus Heights Chamber of Commerce	District Event	\$1,000.00
73023	Consolidated	Telephone-Local/Long Distance	\$1,174.39
73024	Paul Dietrich	Continued Education	\$360.00
73025	Government Finance Officers Association	Dues & Subscriptions	\$345.00
73026	Grainger	Small Tools	\$86.48
73027	Ferguson Enterprises Inc #1423	Material	\$13,044.80
73028	Harris Industrial Gases	Supplies-Field	\$54.50
73029	Integrity Administrators Inc	Health Insurance	\$273.84
73030	Timothy Katkanov	Continued Education	\$360.00
73031	Lowe's Companies Inc	Customer Refund	\$19,295.32
73032	Mr. Security Camera Inc	Contract Services-Other	\$6,007.36
73033	NowSpeed Inc.	Contract Services-Other	\$250.00
73034	Orangevale Chamber of Commerce	Dues & Subscriptions	\$230.00
73035	Placer County Department of Public Works	Permit Fees	\$77.63
73036	Alberto Preciado	Continued Education	\$225.00
73037	Public Sector Excellence	Continued Education	\$115.00
73038	Quick Quack Car Wash	Maintenance Agreement-Equipment	\$298.30

FEBRUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
73039	RDO Equipment	Repair-Trucks	\$198.57
73040	Regional Government Services	Contract Services-Other	\$42.00
73041	River City Staffing Group	Temporary Labor	\$259.90
73042	Sagent	Contract Services-Other	\$10,968.55
73043	Les Schwab Tires	Repair-Trucks	\$1,049.85
73044	SMUD	Utilities	\$25,994.31
73045	Spot on Signs & Graphics	Contract Services-Office Repair/Maintenance	\$308.05
73046	Sterling Administration	Contract Services-Miscellaneous	\$650.00
73047	State Water Resources Control Board	Dues & Subscriptions	\$60.00
73048	Sylvan Trailer & Supply	Repair-Trucks	\$237.05
73049	Susan Talwar	Continued Education	\$225.00
73050	Tee Janitorial & Maintenance	Contract Services-Office	\$2,989.00
73051	Warren Consulting Engineers Inc	Contract Services-Engineering	\$9,600.00
73052	Wex Bank	Gas & Oil	\$3,292.46
73053	Wolf Consulting	Contract Services-Other	\$7,750.00
73054	FP Mailing Solutions	Equipment Rental-Office	\$149.23
73055	Citrus Heights Chamber of Commerce	Continued Education	\$695.00
73056	Integrity Administrators Inc	Health Insurance	\$5,000.00
73057	Craig W Marrazzo	Customer Refund	\$186.04
73058	Kathleen S Saenz	Customer Refund	\$89.34
73059	Neal W Andrews	Customer Refund	\$173.24
73060	Rosalinda Huscher	Customer Refund	\$279.81
73061	Nicholas A/Adelaida T Hicks	Customer Refund	\$75.30
73062	Beverly J Thims Estate	Customer Refund	\$12.47
73063	James K/Jacqueline Cowger Jr	Customer Refund	\$92.87
73064	Daniel D Asher	Customer Refund	\$58.35
73065	Kateryna Konikova	Customer Refund	\$17.83
73066	Steven/Dana L Caldwell	Customer Refund	\$83.42
73067	Delaney K/Ryan Wingate	Customer Refund	\$25.21
73068	Aubree French	Customer Refund	\$563.82
73069	Paul J/Amanda L Lorono	Customer Refund	\$76.15
73070	Christopher/Danica Vaughan	Customer Refund	\$22.44
73071	Harry Ticonuwu	Customer Refund	\$120.33
73072	James/Christina Sawyers	Customer Refund	\$143.32
73073	Jason J/Miranda Cryderman	Customer Refund	\$82.55
73074	Mi Ja Choi	Customer Refund	\$106.52
73075	Regal Real Estate & Loans	Customer Refund	\$164.60
73076	ACWA	Dues & Subscriptions	\$155.00
73077	ACWA/JPIA	Workers Comp Insurance	\$92.82

FEBRUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
73078	AIA Services, LLC/NDS	Contract Services-Other	\$731.82
73079	Alexander's Contract Services	Contract Services-Meter Read	\$5,056.43
73080	Aqua-Metric Sales, Co	Material	\$20,019.95
73081	Batteries Plus Bulbs	Small Tools	\$104.94
73082	Lesley / Daniel Breitbach	Toilet Rebate Program	\$50.00
73083	Bender Rosenthal Incorporated	Contract Services-Other	\$19,168.09
73084	BSK Associates	Water Analysis	\$629.00
73085	Capio	Continued Education	\$30.00
73086	Corelogic Information Solutions Inc	Dues & Subscriptions	\$218.55
73087	Fast Action Pest Control	Contract Services-Miscellaneous	\$168.00
73088	Cheryl Buckwalter- Landscape Liaisons	Contract Services-Conservation	\$1,250.00
73089	Moonlight BPO LLC	Contract Services-Bill Print/Mail	\$4,009.39
73090	Brittney Moore	Continued Education	\$200.00
73091	Naviant	Maintenance Agreement-Software	\$17,613.12
73092	NetMotion Software Inc	Maintenance Agreement-Software	\$660.82
73093	RDO Equipment	Repair-Trucks	\$82.92
73094	River City Staffing Group	Temporary Labor	\$1,299.50
73095	SMAQMD	Permit Fees	\$2,539.00
73096	Les Schwab Tires	Repair-Trucks	\$847.42
73097	Sheila Shah	Continued Education	\$200.00
73098	S.I.C.H.	Office Miscellaneous	\$223.00
73099	SWRCB	Dues & Subscriptions	\$323.00
73100	State Water Resources Control Board	Dues & Subscriptions	\$100.00
73101	Walker's Office Supplies	Office Expense	\$138.96
73102	Water Systems Consulting, Inc	Contract Services-Other	\$24,359.34
73103	WaterWise Consulting, Inc	Contract Services-Conservation	\$3,000.00
73104	West Coast Arborists, Inc	Contract Services-Engineering	\$2,392.00
73105	Elnora L Winter	Toilet Rebate Program	\$50.00
73106	Wizix Technology Group Inc	Equipment Rental-Office	\$361.72
Total			<hr/> \$374,536.69 <hr/>
ACH	CAL CHOICE MARCH2022	Health Insurance	\$46,674.79
ACH	JP MORGAN JANUARY 2022	See February Agenda Item CC-9	\$7,570.49
ACH	PERS 1/6/22 PAYDAY	PERS	\$22,442.14
ACH	ADP598353606	Contract Services-Financial	\$39.00
ACH	ADP598881342	Contract Services-Financial	\$410.70
ACH	ADP599473040	Contract Services-Financial	\$304.50
ACH	PRINCIPAL JAN 2022 FICA	Health Insurance	\$251.07

FEBRUARY 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	CHASE JANUARY 2022	Bank Fee	\$2,852.93
ACH	IC 1168-2022-1	Bank Fee	\$5,167.95
ACH	MIDAMERICA 2/1-2/7/22	Employee Paid Insurance	\$530.00
ACH	ADP 600024065	Contract Services-Financial	\$329.39
ACH	MIDAMERICA 2/8-2/14/22	Employee Paid Insurance	\$50.00
ACH	PRINCIPAL MAR 2022	Health Insurance	\$10,007.60
Total			<u>\$96,630.56</u>
Grand Total			<u><u>\$471,167.25</u></u>

**JP Morgan Purchase Card Distributions
Feb-22**

CC-9

Name	Professional Development	Dues & Subscription	Tools & Equipment	General Supplies	District Events & Recognition	Maintenance/ Licensing	Parts and Materials	Other Agency Cost Reimbursement	Postage/Shipping/ Freight	Total Bill
Shockley	\$ 6,043.25	\$ 10.00	\$ 117.83	\$ 1,396.65	\$ 1,018.74					\$ 8,586.47
Park-Kim	\$ 22.00	\$ 186.49							\$ 31.26	\$ 239.75
Scott	\$ 159.98				\$ 61.69					\$ 221.67
Abaya			\$ 378.41				\$ (60.91)			\$ 317.50
Spiers			\$ 1,712.86							\$ 1,712.86
Talwar	\$ 502.44	\$ 3.99			\$ 484.62	\$ 275.00		\$ 72.61		\$ 1,338.66
Total Bill	\$ 6,727.67	\$ 200.48	\$ 2,209.10	\$ 1,396.65	\$ 1,565.05	\$ 275.00	\$ (60.91)	\$ 72.61	\$ 31.26	\$ 12,416.91

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS March 16, 2022 MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : February 4, 2022
 PREPARED BY : Sheila Shah, Management Technician

The following District employees were recognized for perfect attendance during December 2021, and outstanding customer service and quality of work during the month of January 2022.

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Bryan Abaya	Yes	<p>Assisted Finance with integration issue with a tight deadline.</p> <p>Worked with Cogsdale ad hoc on billing issue to ensure bills went out to customers on time.</p> <p>Assisted with virtual meeting set up for staff evaluations and benefits open enrollment.</p>	<p>Proactive approach to the Log4J vulnerability in the news the past few weeks. He requested CIS (Center for Internet Security) for an analysis of our network and we have been found to be unaffected by it.</p>
Dana Mellado		<p>Worked with Cogsdale ad hoc on billing issue to ensure bills went out to customers on time.</p> <p>Worked on State arrearage program.</p> <p>Dana and Tim Cutler talked to Drew Bauer from Bauer Car Wash regarding a high usage inquiry. James Ferro went out to the property over the weekend to check for a leak while the car wash was closed for business. Dana followed up with the customer after James's leak assessment, and was advised by the customer that there have been times at night where his sprinklers are stuck/going full blast and he would have to go and manually shut them off. She advised him that this would also cause an increase in his usage and to speak to his landscapers to check the valves and settings on his timers. He was thankful and appreciative that the district responded back to him so quickly.</p>	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Brittney Moore	Yes	Worked with Broker on Annual Insurance open enrollment for staff.	Created COVID 19 if/then flow chart. Worked early hours and weekends to update staff payroll and Pers.
Lea Park-Kim	Yes		
Alberto Preciado	Yes	<p>Worked on State arrearage program.</p> <p>Worked with Cogsdale ad hoc on billing issue to ensure bills went out to customers on time.</p> <p>Assisted with ad hoc report draft during a meeting.</p> <p>Dana and Tim Cutler talked to Drew Bauer from Bauer Car Wash regarding a high usage inquiry. James Ferro went out to the property over the weekend to check for a leak while the car wash was closed for business. Dana followed up with the customer after James's leak assessment, and was advised by the customer that there have been times at night where his sprinklers are stuck/going full blast and he would have to go and manually shut them off. She advised him that this would also cause an increase in his usage and to speak to his landscapers to check the valves and settings on his timers. He was thankful and appreciative that the district responded back to him so quickly.</p>	Attended to bank requests during off hours.
Sheila Shah	Yes	<p>Worked with Broker on Annual Insurance open enrollment for staff.</p> <p>Assisted with virtual meeting set up for staff evaluations and benefits open enrollment.</p>	Created COVID 19 if/then flow chart.
Kayleigh Shepard	Yes	Worked on State arrearage program.	
Beth Shockley			Due to a 1099 template formatting issue, Beth pulled out the old typewriter and manually created 1099 for vendors to meet the YE distribution deadline.
Desiree Smith		Worked on State arrearage program.	

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes		
Paul Dietrich	Yes	Prepared the staff report for the arborist on-call agreement and attended the January Board meeting.	
Timothy Katkanov	Yes		
Neil Tamagni	Yes		Did an excellent job managing the asset development process for 2021 projects and reporting to finance.

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Christopher Bell	Yes		
James Buford	Yes		
Aaron Cater	Yes		
Brady Chambers			Worked with elementary schools in the District to ensure poster completion for the annual Water Efficiency poster contest.
Tim Cutler		Dana and Tim Cutler talked to Drew Bauer from Bauer Car Wash regarding a high usage inquiry. James Ferro went out to the property over the weekend to check for a leak while the car wash was closed for business. Dana followed up with the customer after James's leak assessment, and was advised by the customer that there have been times at night where his sprinklers are stuck/going full blast and he would have to go and manually shut them off. She advised him that this would also cause an increase in his usage and to speak to his landscapers to check the valves and settings on his timers. He was thankful and appreciative that the district responded back to him so quickly.	
Kelly Drake	Yes		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Ferro	Yes	Dana and Tim Cutler talked to Drew Bauer from Bauer Car Wash regarding a high usage inquiry. James Ferro went out to the property over the weekend to check for a leak while the car wash was closed for business. Dana followed up with the customer after James's leak assessment, and was advised by the customer that there have been times at night where his sprinklers are stuck/going full blast and he would have to go and manually shut them off. She advised him that this would also cause an increase in his usage and to speak to his landscapers to check the valves and settings on his timers. He was thankful and appreciative that the district responded back to him so quickly.	
Jarret Flink	Yes		
Brian Hensley	Yes		
Ricky Kelly	Yes		
Chris Nichols	Yes		
Jace Nunes	Yes		
John Spinella	Yes	1/11/22 – Ms. Helen stated that John was very helpful and pleasant regarding a leak investigation at her home.	

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS March 16, 2022 MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : March 7, 2022
 PREPARED BY : Sheila Shah, Management Technician

The following District employees were recognized for perfect attendance during January 2022, and outstanding customer service and quality of work during the month of February 2022.

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Bryan Abaya	Yes		Worked during off hours to perform IT work and backups remotely. Assisted staff during unexpected network outages.
Dana Mellado			Worked with Bryan and our software vendors to fix an issue with our bills not printing correctly. Dana stayed 2 hours past the end of her shift to help fix the issue and get our bills out on time.
Brittney Moore	Yes	Provided a prompt response to a staff inquiry while attending an off-site conference.	
Lea Park-Kim	Yes		Worked during off hours to volunteer at the Rotary Crab Feed. Assisted with the Board presentation for the Special Meeting on 02/22/22.
Alberto Preciado			Presented at the CSMFO conference.
Sheila Shah			Assisted staff with explanation of benefits during open enrollment. Assisted with coordinating the Patelco Credit Union Financial EAP meet and greet with employees.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Kayleigh Shepard	Yes	Customer at 8269 Mercer Way called to thank Kayleigh for her help in figuring out balances due after selling the property, and to compliment her outstanding customer service.	
Beth Shockley		Assisted Alberto with preparing for audit, completing the AP portion of the year-end close.	
Desiree Smith		Assisted with billing imports/exports during staff outage.	

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Paul Dietrich	Yes		
Timothy Katkanov	Yes		
Neil Tamagni		Oversaw the deliveries and inventoried materials for a Capital Improvement Project.	

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford			Participated in the Water Distribution Worker interviews on 02/28/22.
Aaron Cater	Yes		
Brady Chambers	Yes		
Tim Cutler			Participated in the Water Distribution Worker interviews on 02/16/22.
James Ferro			Participated in the Water Distribution Worker interviews on 02/16/22.
Jarret Flink	Yes		
Brian Hensley	Yes		
Ricky Kelly	Yes		02/20/22 Assisted stand-by with a damaged fire hydrant at 7513 Van Maren Lane due to a vehicle accident.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Mike Mariedth			Participated in the Water Distribution Worker interviews on 02/28/22.
Chris Nichols			Participated in the Water Distribution Worker interviews on 02/28/22.
Jace Nunes	Yes		
John Spinella	Yes		

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
MARCH 16, 2022 MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : March 9, 2022
 PREPARED BY : Brittney Moore, Senior Management Analyst

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
April 20, 2022					
April 20, 2022		Drilling Contract for Well	Scott/Hensley	CC	A
April 20, 2022		Retention Schedule Updates	Moore	CC	A
April 20, 2022		Agreement for Mesa Verde High School/Carriage Water Main	Pieri	CC	A
April 20, 2022		County Election Resolution	Moore	B	A
April 20, 2022		Agreement with Investment Consultant	Talwar/Preciado	B	A
April 20, 2022		2022 Strategic Plan Update	Moore	CC	I/D
May 18, 2022					
May 18, 2022		Water Meter Replacement Study	Scott	B	A
May 18, 2022		4000 Series Update	Moore	B	A
May 18, 2022		Update on District Wide Easement Project	Pieri/Dawson	P	I/D
May 18, 2022	Annual	Poster Contest Presentation	Scott/Nunes	P/MS	I/D
May 18, 2022		Annual Financial Report	Talwar/Preciado	CC	I/D
June 15, 2022					
June 15, 2022	Every 3 Years	Public Health Goals	Hensley	B	A
June 15, 2022	Annual	FPPC Form 470	Moore	MS	I/D
June 15, 2022	Annual	Finance Corporation, Confirm & Appoint Officers of the Finance Corp., Status of Finance Corp.	Talwar	B	A
June 15, 2022	Annual	FPPC Conflict of Interest	Moore/Talwar	B	A
JULY -SUMMER RECESS					
August 17, 2022					
August 17, 2022		CIP Update	Pieri/Park-Kim	P	I/D
August 17, 2022	Annual	Approval of 2023 Strategic Plan	Straus	B	A
August 17, 2022	Annual	Budget Rate Model Options Workshop	Talwar	P	I/D
September 21, 2022					
September 21, 2022		Agreement with Response Structural Engineers	Pieri	CC	A
September 21, 2022		CIP Overview	Pieri	P	I/D
September 21, 2022	Annual	Refined Budget Options/Prop 218 Direction	Talwar/Straus	B	I/D
October 19, 2022					
October 19, 2022	Annual	Misc. Charges and Fees - Proposed	Talwar	B	A
November 16, 2022					
November 16, 2022		Boring and Potholing Agreement	Pieri	CC	A
November 16, 2022	Annual	Cost-of-Living Adjustment to Salary Schedule, Retiree Insurance Benefits, and Directors' Compensation	Moore	B	A
December 21, 2022					
December 21, 2022	Annual	Committee Assignments	Moore	B	A
December 21, 2022	Annual	District Officers	Moore	B	A
December 21, 2022	Annual	Selection of President and Vice President	Straus	B	A
December 21, 2022	Annual	Operating and Capital Budgets	Straus/Dietrich/Scott	B	P/A
December 21, 2022		Election Declaration	Moore	PH	A
December 21, 2022		Oath of Office	Moore	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : March 03, 2022
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

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

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project - Pipeline Condition Assessment	Engineering	Director of Engineering and Project Manager	Yes, 06/29/21 (Final Completion Update)	Yes	Pipeline Condition Assessment	Staff preparing a pipeline condition assessment plan for 2022.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Director of Engineering and Project Manager	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Staffing Report approved by Board on 06/16/21. Pre-Architectural Study pending.

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 6230 Sylvan Rd Perimeter Wall	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	Wall along the east side of District property. 2021 design.	Rezone of properties on hold. Preliminary plans pending.
CAPITAL IMPROVEMENT PROJECT - Skycrest School Water Service Replacement	Engineering	Project Manager and Assistant Engineer	No	Yes	2020 design, 2021 construction.	District to send easement to County for recordation once construction complete. Operations performing construction. 99% Complete.
CAPITAL IMPROVEMENT PROJECT - Walnut Drive Water Service Project	Engineering	Project Manager and Assistant Engineer	No	Yes	2021 design, 2022 construction.	4 of 5 easements acquired. Plans are 100% complete. Anticipate construction to be completed by Operations in Winter 2021/22.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CAPITAL IMPROVEMENT PROJECT - Mesa Verde High School Water Main Project</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>Yes, 04/20/22 (Anticipate Award of Contract)</p>	<p>Yes</p>	<p>2021 design, 2022 construction.</p>	<p>District received easement from SJUSD. CHWD to notarize once construction is complete.</p> <p>100% Plans prepared and under review.</p> <p>Anticipate Award of Contract at the 04/20/22 Board meeting.</p>
<p>CAPITAL IMPROVEMENT PROJECT - Carriage Dr, Mesa Verde High School to Pratt</p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>Yes, 04/20/22 (Anticipate Award of Contract)</p>	<p>Yes</p>	<p>2021 design, 2022 construction.</p>	<p>100% Plans prepared and under review.</p> <p>Anticipate Award of Contract at the 04/20/22 Board meeting.</p>

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 - Antelope - Rusch Park Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2021 construction.	Easement received from Sunrise Recreation & Park District. CHWD send to Recorder's office for recordation. Construction 99% complete.
CAPITAL IMPROVEMENT PROJECT - Old Auburn Road Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2022 design, 2023 construction.	District to begin design.
CAPITAL IMPROVEMENT PROJECT - Pratt Avenue Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 12/15/21 (Award of Contract)	Yes	2021 design, 2022 construction.	Award of contract occurred at the 12/15/21 Board Meeting. Construction delayed to October 2022 due to material shortage.
CAPITAL IMPROVEMENT PROJECT - Madison Ave & Dewey Dr Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2021 design, 2022 construction.	Survey completed. Easement acquisition is in progress.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr</p>	<p>Engineering</p>	<p>Director of Engineering and Senior Construction Inspector</p>	<p>Yes, 03/30/20, 04/15/20 (Deferment of Fees)</p>	<p>No</p>	<p>200-300 unit development by Watt Communities.</p>	<p>Project re-started on 7/14/20. Water portion 99% Complete. CHWD sent conditional project acceptance on 01/12/22.</p>
<p>PRIVATE DEVELOPMENT Lawrence Ave Wyatt Ranch</p>	<p>Engineering</p>	<p>Senior Construction Inspector, Director of Engineering and Assistant Engineer</p>	<p>Yes, 01/20/21 (Deferment of Fees)</p>	<p>No</p>	<p>23 lot subdivision.</p>	<p>District signed plans on 12/04/19. Deferment Agreement signed on 02/11/21. All fees paid. Construction 75% Complete. Construction restarted 08/09/21.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments</p>	Engineering	Director of Engineering and Assistant Engineer	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	<p>All fees paid on 10/18/21.</p> <p>District signed plans on 10/19/21.</p> <p>Pre-construction meeting occurred on 01/19/22. Awaiting construction.</p>
<p>PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3</p>	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	<p>District received third submittal on 03/10/21 and provided comments on 03/29/21.</p> <p>Awaiting final plans for signature. Plan check fees paid 04/13/21.</p>
<p>PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2</p>	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.
<p>PRIVATE DEVELOPMENT 5425 Sunrise Blvd Sunrise Village Phase 2</p>	Engineering	Director of Engineering and Assistant Engineer	No	No	Partial redevelopment of Sunrise Village.	<p>Received submittal on 01/19/22.</p> <p>Submitted comments on 02/23/22.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7969 Madison Ave Orchard Apts Storage Units	Engineering	Director of Engineering and Assistant Engineer	No	No	Demo tennis courts to make storage unit with sprinkler system.	Payment received for Fees on 04/01/20. District signed plans on 11/23/20. Construction 5% complete.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Senior Construction Inspector and Assistant Engineer	No	No	Proposed multi-unit housing complex for low-income and homeless.	All fees paid. District provided punchlist. Construction 99% complete.
PRIVATE DEVELOPMENT 8220 Sunrise Blvd Carefield Citrus Heights	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed memory care facility.	Received schematic plans on 05/08/19. Will-Serve letter sent on 05/20/19.
PRIVATE DEVELOPMENT Livoti Development	Engineering	Director of Engineering and Assistant Engineer	No	No	Six Parcel Subdivision.	Plan check fees paid. Plans signed on 11/09/21. 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 7951 Antelope Rd American River Collegiate Academy	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Received third submittal on 02/09/22. District provided comments on 02/28/22.
PRIVATE DEVELOPMENT 8556 Pheasant Ridge Ln Fire Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	Extension of water main, addition of fire hydrant, and fire sprinklers.	All fees paid on 03/11/21. District approved plans on 01/24/22. Awaiting construction.
PRIVATE DEVELOPMENT 6031 Sunrise Vista Dr Apartments & Annexation	Engineering	Director of Engineering and Assistant Engineer	Yes (Resolution adopted for Annexation - 12/16/20)	No	Annexation and proposed apartments.	Annexation fees paid. Adoption of Resolution approving annexation occurred at the 12/16/20 Board Meeting. Received planning level documents on 04/06/21 and District provided comments on 04/13/21.

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 7311 Huntington Square Ln</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>New fire service and domestic water service for additional apartments.</p>	<p>Fees paid 04/29/21. Plans signed on 08/18/21. Easement documents received on 08/17/21. District to send easement to recorder's office. Construction 95% complete.</p>
<p>PRIVATE DEVELOPMENT 7078 Auburn Blvd Auburn Heights Townhomes</p>	<p>Engineering</p>	<p>Senior Construction Engineer and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>8 Townhomes on undeveloped property.</p>	<p>Plans signed on 09/20/21. All fees paid as of 11/22/21. Submittals reviewed on 12/9/21. Pre-construction Meeting occurred on 12/7/21. Awaiting construction.</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 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	Received plans on 06/21/21. District provided comments to submittal on 07/08/21. Received second resubmittal on 01/04/22.
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 7830 Macy Plaza Dr CSL Plasma</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Tenant Improvements for a medical office.</p>	<p>Received submittal from developer's engineer on 02/17/22.</p> <p>District provided comments on 02/28/22.</p>
<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>Plans approved on 10/21/21.</p> <p>All fees paid on 10/27/21.</p> <p>Pre-construction meeting occurred on 02/15/22.</p>
<p>CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV</p>	<p>Engineering</p>	<p>Senior Construction Inspector and Assistant Engineer</p>	<p>No</p>	<p>Yes</p>	<p>Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.</p>	<p>Construction began June 2021.</p> <p>Operations relocated water facilities. 100% complete.</p> <p>Water facilities relocation by contractor 99% complete.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Complete Streets Phase 2	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Frontage Improvements and Utility relocation on Auburn Blvd from Rusch Park to north.	District provided Cost Liability letter on 03/25/21 and the City approved on 01/27/22. District received 95% full submittal on 03/03/22.
CITY OF CITRUS HEIGHTS PROJECT Arcade-Cripple Creek Trail Project	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Bike Trail.	District received Cost Liability letter from the City on 10/09/20. District provided comments on the submittal on 06/10/21.
CITY OF CITRUS HEIGHTS PROJECT Greenback Lane Complete Streets	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Road Improvements along Greenback Lane from Sunrise Blvd to Fair Oaks Blvd.	City awarded project in early 2022. District performed USA on 03/02/22.
District-wide Easement Project	Engineering	Director of Engineering, Project Manager and Assistant Engineer	(06/16/21) Award of Contract	Yes	Research and review District facility locations and easements for potential additions/revisions.	Project status meetings to occur bi-weekly. Easement packets 10% complete.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : February 2, 2022
 PREPARED BY : Tim Cutler, Water Distribution Supervisor
 Rebecca Scott, Director of Operations

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Jan.	2022 YTD		Jan.	2022 YTD
Backflow Maintenance	0	0	C21-010 Water Mainline	0	0
Blow Off Maintenance	0	0	C21-011 Water Valves	0	0
Hydrant Maintenance	49	49	C21-012 Water Services	31	31
Leak Investigation	0	0	C21-013 Water Meters	0	0
Mainline Repair/Maintenance	0	0	C21-014 Fire Hydrants	0	0
Meter Box Maintenance	4	4	C21-103 Pot Hole Main	0	0
Meter Register Replacement	40	40	TOTAL	31	31
Meter Repair/Test/Maintenance	0	0	Water Quality		
Pot Hole Work	0	0	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 90 samples were collected with no positive results.</i>		
Water Service Repair/Locate	0	0			
Valve, Mainline Maintenance	69	69			
Valve Box Maintenance	0	0			
TOTAL	162	162			

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : March 1, 2022
 PREPARED BY : Tim Cutler, Water Distribution Supervisor
 Rebecca Scott, Director of Operations

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Feb.	2022 YTD		Feb.	2022 YTD
Backflow Maintenance	0	0	C21-010 Water Mainline	0	0
Blow Off Maintenance	0	0	C21-011 Water Valves	3	3
Hydrant Maintenance	59	108	C21-012 Water Services	46	77
Leak Investigation	0	0	C21-013 Water Meters	17	17
Mainline Repair/Maintenance	0	0	C21-014 Fire Hydrants	0	0
Meter Box Maintenance	4	8	C21-103 Pot Hole Main	0	0
Meter Register Replacement	25	65	TOTAL	66	97
Meter Repair/Test/Maintenance	4	4	Water Quality		
Pot Hole Work	0	0	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>		
Water Service Repair/Locate	2	2			
Valve, Mainline Maintenance	86	155			
Valve Box Maintenance	1	1			
TOTAL	181	343			

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
MARCH 16, 2022 MEETING

SUBJECT : 2022 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : February 3, 2022
 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	2017	2018	2019	2020	2021	2022				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	%
Jan	602.52	506.81	531.38	520.86	519.03	575.54	332.65	196.08	528.73	528.73	-73.79	-12.2%
Feb	606.36	443.99	525.73	447.48	589.8	485.17						
Mar	819.55	546.60	540.78	516.87	654.31	601.02						
Apr	1,029.73	575.52	646.09	682.90	767.24	1,001.96						
May	1,603.43	1,138.72	1,072.27	977.41	1,168.99	1,277.33						
Jun	1,816.73	1,412.94	1,387.03	1,328.07	1,475.82	1,541.32						
Jul	2,059.21	1,650.76	1,737.13	1,582.40	1,682.83	1,643.73						
Aug	1,924.28	1,570.80	1,583.78	1,603.36	1,660.59	1,538.76						
Sep	1,509.82	1,441.76	1,330.19	1,297.12	1,381.14	1,333.29						
Oct	1,297.42	1,128.97	1,061.88	1,083.17	1,185.00	972.09						
Nov	911.55	631.55	807.7	839.06	779.34	576.37						
Dec	700.94	574.43	558.97	548.17	620.34	536.97						
Total	14,881.54	11,622.85	11,782.93	11,426.87	12,484.43	12,083.55	332.65	196.08	528.73	528.73		
% of Total							62.91%	37.09%				

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
MARCH 16, 2022 MEETING**

SUBJECT : 2022 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : March 7, 2022
 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	2017	2018	2019	2020	2021	2022				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	%
	Jan	602.52	506.81	531.38	520.86	519.03	575.54	332.65	196.08	528.73	528.73	-73.79
Feb	606.36	443.99	525.73	447.48	589.8	485.17	323.56	281.61	605.17	1,133.90	-74.98	-6.2%
Mar	819.55	546.60	540.78	516.87	654.31	601.02						
Apr	1,029.73	575.52	646.09	682.90	767.24	1,001.96						
May	1,603.43	1,138.72	1,072.27	977.41	1,168.99	1,277.33						
Jun	1,816.73	1,412.94	1,387.03	1,328.07	1,475.82	1,541.32						
Jul	2,059.21	1,650.76	1,737.13	1,582.40	1,682.83	1,643.73						
Aug	1,924.28	1,570.80	1,583.78	1,603.36	1,660.59	1,538.76						
Sep	1,509.82	1,441.76	1,330.19	1,297.12	1,381.14	1,333.29						
Oct	1,297.42	1,128.97	1,061.88	1,083.17	1,185.00	972.09						
Nov	911.55	631.55	807.7	839.06	779.34	576.37						
Dec	700.94	574.43	558.97	548.17	620.34	536.97						
Total	14,881.54	11,622.85	11,782.93	11,426.87	12,484.43	12,083.55	656.21	477.69	1,133.90	1,133.90		
% of Total							57.87%	42.13%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : February 3, 2022
PREPARED BY : Brian Hensley Water Resources Supervisor
Rebecca Scott, Director of Operations

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of January 1, 2021, storage in Folsom Lake (Lake) was at 532,596 acre-feet, 55 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 53,542 acre-feet in the past month.

The District's total water use during January 2022 (528.73 acre-feet) was 12 percent below that of January 2013 (602.52 acre-feet).

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : March 3, 2022
PREPARED BY : Brian Hensley Water Resources Supervisor
Rebecca Scott, Director of Operations

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of March 1, 2022, storage in Folsom Lake (Lake) was at 524,563 acre-feet, 54 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 8,033 acre-feet in the past month.

The District's total water use during February 2022 (605.17 acre-feet) was .2 percent below that of February 2013 (606.36 acre-feet).

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
STATUS : Information Item
REPORT DATE : February 2, 2022
PREPARED BY : Rebecca Scott, Director of Operations

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

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of January 2022 included:
 - Six High Efficiency Toilet (HET) rebates were processed, compared to four in January 2021.
 - The District is processing High-Efficiency Clothes Washer (HECW) rebates in-house. One rebate was processed in January 2022. The District continues to reach out to customers on social media and our website to promote the HECW rebate program.
 - There were five smart irrigation controllers installed for customers in January.
- Three Pressure Reducing Valve (PRV) rebates were issued in January.
- Eighteen reports of water waste were received in January. Staff continues reaching out to customers concerning water waste violations and leak notifications.
- The District holds bi-monthly safety meetings. The January safety meetings covered Safely Operating Construction Equipment and Trenching/Ladder Safety.

- The 2022 lineup of WaterSmart classes is below:

Date	Title
Saturday, March 5 10-11 a.m.	Sprinkler Tune-up Time (In-Person at the Sylvan Ranch Community Garden) By Jessy Parker
Thursday, April 7 12 noon – 1:00 p.m.	Turning Dirt into Gold: How to Build Healthy Soil (Webinar) By Kit Veerkamp
Sat., Sept. 10 10-11 a.m.	So You Planted a Garden, Now What? (In-Person at the Sylvan Ranch Community Garden) By Jessy Parker
Sat., Sept. 17 10-11 a.m.	Fall for Native Plants: How to Plant and Cook with the Region's Flora (In-Person at the Sylvan Ranch Community Garden) By Chris Lewis

The February 3 webinar, “Capturing That Rain for Your Landscape,” was attended by 42 people, including 41 customers (97% customer attendance).

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

- CHWD has three garden plots at the Sylvan Ranch Community Garden featuring water efficient landscaping. CHWD is working with a customer based volunteer “Garden Corps,” who maintains the plots by removing weeds and checking the irrigation system and controller timers.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD for 2022:

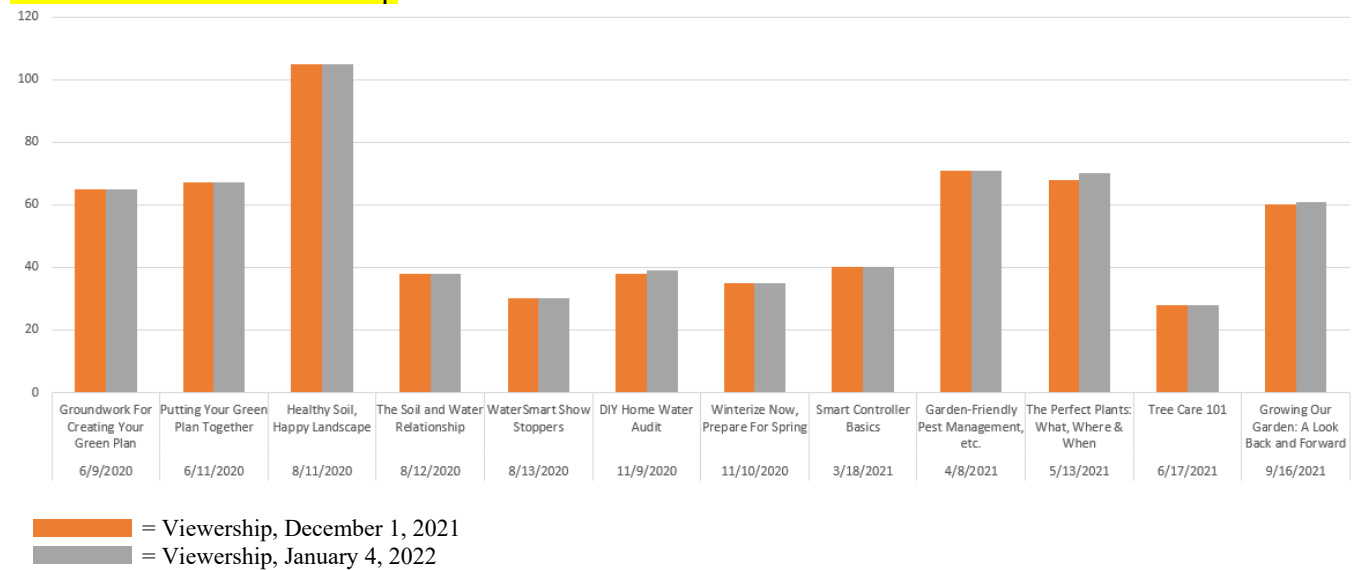
Month	R-GPCD 2021	R-GPCD 2022	% CHANGE
January	84	75	-10%

The following table summarizes the service requests and work orders of Water Efficiency staff for January 2022:

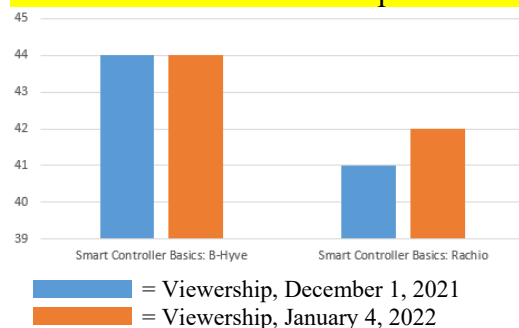
Work Orders	Jan 2022	Jan 2021
CHANGE TOUCH-READ TO RADIO READ	2	1
CONVERT TO RADIO-READ METER	1	3
METER BOX MAINTENANCE	3	2
METER REPAIR	0	0
METER REPLACEMENT	0	1
METER TESTING	0	0
REGISTER REPLACEMENT	36	7
RADIO-READ REGISTER REPLACEMENT	1	3
INSTALL METER	0	13
TOTAL	43	30

Service Requests	Jan 2022	Jan 2021
CONSERVATION REQUEST	18	2
CHECK FOR LEAK	4	0
UNABLE TO OBTAIN METER READ	24	44
TRIM SHRUBS	13	19
METER BURIED	32	24
METER MAINT.	20	16
LOCKED GATE	2	0
RE-READ METER	11	6
READ METER	9	0
METER BOX MAINT.	1	0
MOVE-IN/MOVE-OUT	27	19
CAR OVER METER	13	17
TOTAL	174	147

WaterSmart Class Viewership



Standalone Video Viewership: Smart Controller Basics (published March 18, 2021)



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
STATUS : Information Item
REPORT DATE : March 7, 2022
PREPARED BY : Rebecca Scott, Director of Operations

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

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of February 2022 included:
 - One High Efficiency Toilet (HET) rebate was processed, compared to seven in February 2021.
 - The District is processing High-Efficiency Clothes Washer (HECW) rebates in-house. Two rebates were processed in February 2022. The District continues to reach out to customers on social media and our website to promote the HECW rebate program.
 - There were four smart irrigation controllers installed for customers in February.
- One Pressure Reducing Valve (PRV) rebate was issued in February.
- Nineteen reports of water waste were received in February. Staff continues reaching out to customers concerning water waste violations and leak notifications.
- The District holds bi-monthly safety meetings. The February safety meetings covered Hearing Protection and Emergency Eye Wash Stations.

- The 2022 lineup of WaterSmart classes is below:

Date	Title
Thursday, April 7 12 noon – 1:00 p.m.	Turning Dirt into Gold: How to Build Healthy Soil (Webinar) By Kit Veerkamp
Sat., Sept. 10 10-11 a.m.	So You Planted a Garden, Now What? (In-Person at the Sylvan Ranch Community Garden) By Jessy Parker
Sat., Sept. 17 10-11 a.m.	Fall for Native Plants: How to Plant and Cook with the Region's Flora (In-Person at the Sylvan Ranch Community Garden) By Chris Lewis

The March 5 class, “Sprinkler Tune-up Time,” was attended by 19 people, including 15 customers (79% customer attendance).

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

- CHWD has three garden plots at the Sylvan Ranch Community Garden featuring water efficient landscaping. CHWD is working with a customer based volunteer “Garden Corps,” who maintains the plots by removing weeds and checking the irrigation system and controller timers.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD for 2022:

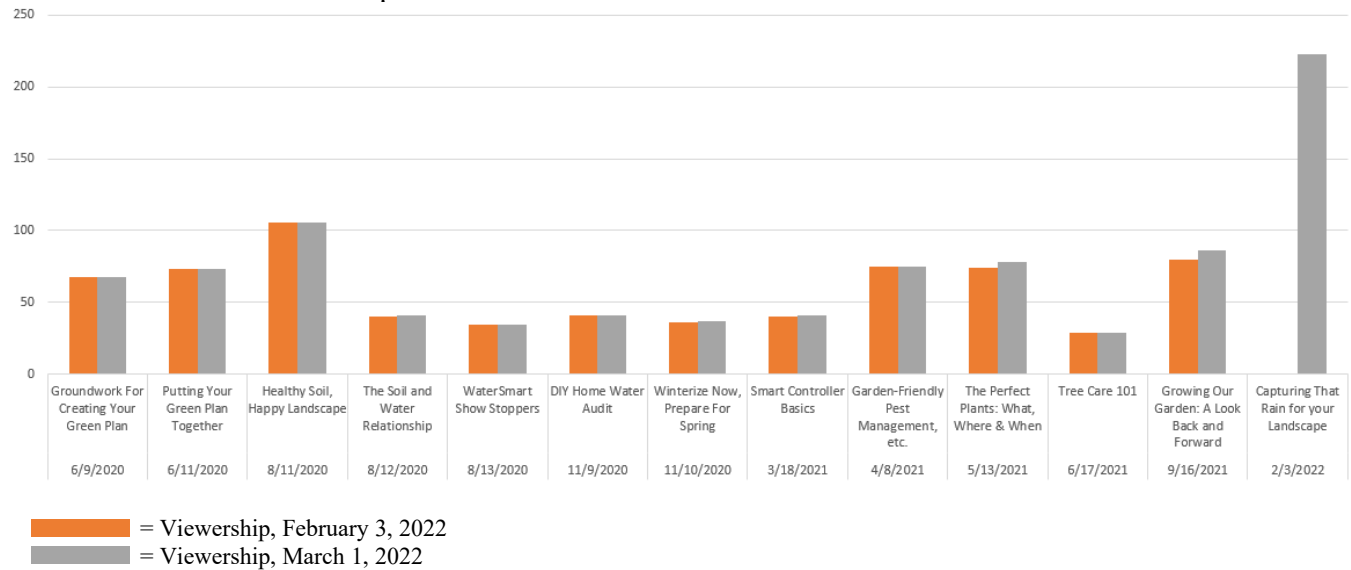
Month	R-GPCD 2021	R-GPCD 2022	% CHANGE
January	84	75	-10%
February	78	85	+8%

The following table summarizes the service requests and work orders of Water Efficiency staff for February 2022:

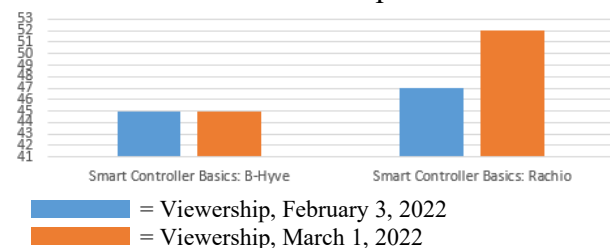
Work Orders	Feb 2022	Feb 2021
CHANGE TOUCH-READ TO RADIO READ	3	0
CONVERT TO RADIO-READ METER	1	3
METER BOX MAINTENANCE	4	1
METER REPAIR	3	0
METER REPLACEMENT	4	0
METER TESTING	0	0
REGISTER REPLACEMENT	20	14
RADIO-READ REGISTER REPLACEMENT	7	7
INSTALL METER	15	13
TOTAL	57	38

Service Requests	Feb 2022	Feb 2021
CONSERVATION REQUEST	19	8
CHECK FOR LEAK	4	0
UNABLE TO OBTAIN METER READ	26	27
TRIM SHRUBS	8	10
METER BURIED	22	20
METER MAINT.	36	22
LOCKED GATE	5	7
RE-READ METER	37	9
READ METER	0	0
METER BOX MAINT.	1	1
MOVE-IN/MOVE-OUT	17	21
CAR OVER METER	6	13
TOTAL	246	155

WaterSmart Class Viewership



Standalone Video Viewership: Smart Controller Basics (published March 18, 2021)



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO EXTEND RESOLUTION 07-2021
AUTHORIZING REMOTE PUBLIC MEETINGS

STATUS : Action Item

REPORT DATE : March 6, 2022

PREPARED BY : Brittney Moore, Senior Management Analyst
Susan Talwar, Director of Finance and Administrative Services
Joshua Nelson, Assistant General Counsel

OBJECTIVE:

Consider extending Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

BACKGROUND AND ANALYSIS:

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

On October 20, 2021 CHWD Board of Directors adopted Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors consistent with the requirements of AB 361. CHWD Board of Directors voted 3-0 to extend Resolution 07-2021 at its November 17, 2021, December 15, 2021, and January 19, 2022 Regular Meetings. The Board most recently voted on another extension of Resolution 07-2021 at the February 22, 2022 Special Meeting.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the Board must, within thirty (30) days of its first meeting under AB 361, and every thirty (30) days thereafter, make findings that (a) state or local officials continue to recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees. The findings need not be in the form of a resolution, but a resolution is helpful in formalizing these findings.

Because the Board meets regularly on the third Wednesday of each month, it is possible that more than thirty days may elapse between consecutive meetings. AB 361 is silent as to whether special meetings are required on a more frequent basis to keep up with the thirty-day renewal of findings requirement, although scheduling such meetings would ensure strict compliance. Alternatively, if the Board does not meet within thirty days after its prior meeting, the Board should make its renewed findings at the beginning of its next meeting prior to any other action or discussion. If the Board wishes to continue meetings remotely, staff recommends the Board extend Resolution 07-2021 by motion, and continuously consider this Resolution as a monthly consent calendar item while there is a declared state of emergency, or until state and local orders aimed at containing the COVID-19 virus are rescinded.

RECOMMENDATION:

Extend Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors.

ATTACHMENT:

Resolution No. 07-2021 Resolution of the Board of Directors of the Citrus Heights Water District
Authorizing Remote Public Meetings

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 07-2021

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
AUTHORIZING REMOTE PUBLIC MEETINGS

WHEREAS, CITRUS HEIGHTS WATER DISTRICT (“CHWD”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of CHWD’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in CHWD’s meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor’s executive orders, CHWD has been permitting virtual participation in meetings during the pandemic in the interest of protecting the health and safety of the public, staff, and Directors; and

WHEREAS, the Governor’s executive order related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in CHWD, specifically, a state of emergency has been proclaimed related to COVID-19, State and Sacramento County officials are recommending measures to promote social distancing, and because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

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

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

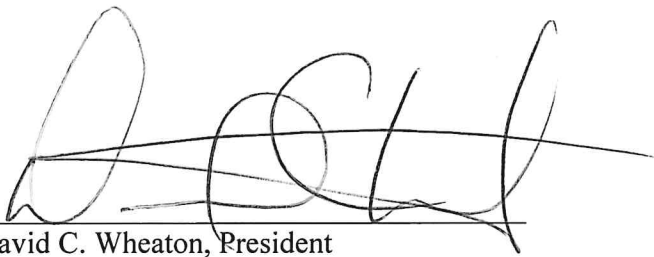
Section 2. Remote Teleconference Meetings: Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state and local officials in Sacramento County have recommended measures to promote social distancing in connection with COVID-19, including indoor mask recommendations and minimum recommend distance between attendees; and (3) due to the COVID-19 emergency, the transfer of novel coronavirus from person-to-person, and the associated risk of serious illness or death from COVID-19, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board of Directors and other CHWD legislatives bodies under the provisions of Government Code Section 54953(e).

Section 3. Effective Date of Resolution. This Resolution shall take effect October 20, 2021, and shall be effective for 30 days or until this Resolution is extended by a majority vote of the Board of Directors in accordance with Section 4 of this Resolution.

Section 4. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to thirty days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

PASSED, APPROVED, AND ADOPTED this 20th day of October, 2021.

AYES:
NOES:
ABSENT:
ABSTAINED:



David C. Wheaton, President

ATTEST:



Brittney Moore, Deputy Board Clerk

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A MAINTENANCE SERVICES AGREEMENT WITH TEE JANITORIAL
 STATUS : Action Item
 REPORT DATE : March 2, 2022
 PREPARED BY : Rebecca Scott, Director of Operations

OBJECTIVE:

Consider approval of a maintenance services agreement with Tee Janitorial for custodial services.

BACKGROUND AND ANALYSIS:

For the past two years, Tee Janitorial has provided routine janitorial services for Citrus Heights Water District (CHWD or District). While no janitorial company is perfect, CHWD has been largely pleased with the quality of the work performed under the initial agreement.

The District’s current agreement with Tee Janitorial expires March 31, 2022. In accordance with the District’s purchasing policy, staff contacted multiple janitorial contractors and requested a price quote for a five-year term. Tee Janitorial was the only company that responded to the request. Therefore, it is recommended that CHWD formalize a new task order maintenance services agreement with Tee Janitorial. The task order agreement offers the options of a Time-and-Materials/Hourly Billable arrangement or Project Basis/Not-to-Exceed amount with a defined scope of work, schedule, and a not-to-exceed budget. The term of the updated agreement is ongoing after an initial five-year term, but includes a 15-day termination provision by CHWD or a 60-day termination provision by Tee Janitorial without cause.

Funding for the various services covered in the agreement are budgeted for in CHWD’s annual Operating Budget. Work performed will be subject to the availability of budgeted funds.

RECOMMENDATION:

Approve the maintenance services agreement with Tee Janitorial, and authorize the General Manager to execute the agreement.

ATTACHMENT:

Maintenance Services Agreement with Tee Janitorial

ACTION:

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

**CITRUS HEIGHTS WATER DISTRICT
MAINTENANCE SERVICES AGREEMENT**

1. PARTIES AND DATE.

This Agreement is made and entered into this 1st day of April, 2022 by and between the Citrus Heights Water District, a municipal corporation organized under the laws of the State of California with its principal place of business at 6230 Sylvan Road, Citrus Heights, California (“District”) and Karen Jordan dba Tee Janitorial, a Sole Proprietorship, with its principal place of business at 2408 28th Street, Sacramento, CA 95818 (“Contractor”). District and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain maintenance services required by the District on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing Janitorial Maintenance services to public clients, that it and its employees or subcontractors have all necessary licenses and permits to perform the Services in the State of California, and that is familiar with the plans of District. Contractor 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.

2.2 Project.

District desires to engage Contractor to render such services on an ongoing 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. Contractor promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional janitorial maintenance services necessary for the Project set forth in further detail in Exhibit “A” (“Services”). The Services shall be more particularly described in the individual Task Order issued by the District’s General Manager or designee. No Service shall be performed unless authorized by a fully executed Task Order in the form attached hereto as Exhibit “B”. All Services shall be subject to, and performed in accordance with, this Agreement, the relevant Task Order, the exhibits attached hereto and incorporated herein by reference, and, as is consistent with the generally accepted professional standard of care, applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall commence on the date of execution and continue in force for a period of five (5) years from the date of execution and such time thereafter on a month-to-month basis, provided that either Party may terminate this Agreement prior to its natural expiration as outlined in Section 3.4 or otherwise in accordance with this Agreement. 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 Contractor.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent Contractor basis and not as an employee. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of District and shall at all times be under Contractor's exclusive direction and control. Contractor 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. Contractor 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. Contractor 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"). Contractor shall be required to commence work within 15 calendar days, or as soon thereafter as reasonably practicable, of receiving a fully executed Task Order. Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule of Services, District shall respond to Contractor's submittals in a timely manner. Upon request of District, Contractor 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 Contractor shall be subject to the approval of District.

3.2.4 District's Representative. The District hereby designates the District's General Manager, or its 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 Agreement. Contractor shall not accept direction or orders from any person other than the District's Representative or his or her designee.

3.2.5 Contractor's Representative. Contractor hereby designates Karen Jordan, or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of the Contractor for all purposes under this Agreement. The Contractor's Representative

shall supervise and direct the Services, using his or her 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.

3.2.6 Coordination of Services. Contractor agrees to work closely with District staff in the performance of Services and shall be available to District's staff, other contractors, Contractors, and other staff at all reasonable times.

3.2.7 Standard of Care; Performance of Employees. Contractor 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. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor 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 any required 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, Contractor 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 Contractor's failure to comply with the standard of care provided for herein. Any employee of the Contractor or its subcontractors 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 Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.8 Period of Performance. Contractor shall perform and complete all Services under this Agreement within the established schedules and deadlines set forth in the applicable Task Order ("Performance Time").

3.2.9 Disputes. Should any dispute arise respecting the true value of any work done, of any work omitted, or of any extra work which Contractor may be required to do, or respecting the size of any payment to Contractor during the performance of this Agreement, Contractor shall continue to perform the Services while said dispute is decided by the District. If Contractor disputes the District's decision, Contractor shall have such remedies as may be provided by law.

3.2.10 Laws and Regulations; Employee/Labor Certifications. Contractor 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. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If the Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the District, Contractor shall be solely responsible for all costs arising therefrom. District is a public entity of the State of California subject to certain provisions of the Health & Safety Code, Government Code, Public Contract Code, and Labor Code of the State. It is stipulated and

agreed that all provisions of the law applicable to the public contracts of a municipality are a part of this Agreement to the same extent as though set forth herein and will be complied with. These include but are not limited to the payment of prevailing wages, the stipulation that eight (8) hours' labor shall constitute a legal day's work and that no worker shall be permitted to work in excess of eight (8) hours during any one calendar day except as permitted by law. Contractor shall defend, indemnify and hold District, its officials, 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.

3.2.10.1 Employment Eligibility; Contractor. By executing this Agreement, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Contractor. Contractor also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. Contractor shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Contractor shall maintain records of each such verification, and shall make them available to the District or its representatives for inspection and copy at any time during normal business hours. The District shall not be responsible for any costs or expenses related to Contractor's compliance with the requirements provided for in Section 3.2.10 or any of its sub-sections.

3.2.10.2 Employment Eligibility; Subcontractors and Subcontractors. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and subcontractors performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 3.2.10.1.

3.2.10.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Contractor verifies that they are a duly authorized officer of Contractor, and understands that any of the following shall be grounds for the District to terminate the Agreement for cause: (1) failure of Contractor or its subcontractors, sub-subcontractors or contractors to meet any of the requirements provided for in Sections 3.2.10.1 or 3.2.10.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Contractor under Section 3.2.10.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

3.2.10.4 Labor Certification. By its signature hereunder, Contractor 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.

3.2.10.5 Equal Opportunity Employment. Contractor 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.

3.2.10.6 Air Quality. Contractor must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the California Air Resources Board (CARB). Contractor shall specifically be aware of the CARB limits and requirements' application to "portable equipment", which definition is considered by CARB to include any item of equipment with a fuel-powered engine. Contractor shall indemnify District against any fines or penalties imposed by CARB or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Contractor, its subcontractors, or others for whom Contractor is responsible under its indemnity obligations provided for in this Agreement.

3.2.10.7 Water Quality.

(A) Management and Compliance. To the extent applicable, Contractor's Services must account for, and fully comply with, all local, state and federal laws, rules and regulations that may impact water quality compliance, including, without limitation, all applicable provisions of the Federal Water Pollution Control Act (33 U.S.C. §§ 1300); the California Porter-Cologne Water Quality Control Act (Cal Water Code §§ 13000-14950); laws, rules and regulations of the Environmental Protection Agency and the State Water Resources Control Board; the District's ordinances regulating discharges of storm water; and any and all regulations, policies, or permits issued pursuant to any such authority regulating the discharge of pollutants, as that term is used in the Porter-Cologne Water Quality Control Act, to any ground or surface water in the state.

(B) Liability for Non-Compliance. Failure to comply with the laws, regulations and policies described in this Section is a violation of law that may subject Contractor or District to penalties, fines, or additional regulatory requirements. Contractor shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from and against any and all fines, penalties, claims or other regulatory requirements imposed as a result of Contractor's non-compliance with the laws, regulations and policies described in this Section, unless such non-compliance is the result of the sole established negligence, willful misconduct or active negligence of the District, its officials, officers, agents, employees or authorized volunteers.

(C) Training. In addition to any other standard of care requirements set forth in this Agreement, Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them

without impacting water quality in violation of the laws, regulations and policies described in this Section. Contractor further warrants that it, its employees and subcontractors will receive adequate training, as determined by District, regarding the requirements of the laws, regulations and policies described in this Section as they may relate to the Services provided under this Agreement. Upon request, District will provide Contractor with a list of training programs that meet the requirements of this paragraph.

3.2.11 Insurance.

3.2.11.1 Time for Compliance. Contractor shall not commence 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, Contractor 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.

3.2.11.2 Minimum Requirements. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance 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)* insurance appropriate to Contractor's profession. The policy shall not contain any exclusion contrary to the Agreement, including but not limited to endorsements or provisions limiting coverage for (1) contractual liability (including but not limited to ISO CG 24 26 or 21 29); or (2) cross liability for claims or suits by one insured against another.

(B) Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability*: \$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 including, but not limited to, form CG 2503, 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*: \$1,000,000 per accident for bodily injury and property damage; and (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 \$1,000,000 per accident for bodily injury or disease. Defense costs shall be paid in addition to the limits.

(C) Notices; Cancellation or Reduction of Coverage. At least fifteen (15) days prior to the expiration of any such policy, evidence showing that such insurance

coverage has been renewed or extended shall be filed with the District. If such coverage is cancelled or materially reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the District will be promptly reimbursed by Contractor or the District may withhold amounts sufficient to pay premium from Contractor payments. In the alternative, the District may suspend or terminate this Agreement.

(D) Additional Insured. The Citrus Heights Water District, its officials, officers, employees, agents, and volunteers shall be named as additional insureds on Contractor's and its subcontractors' policies of commercial general liability and automobile liability insurance using the endorsements and forms specified herein or exact equivalents.

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

(A) General Liability. The general liability policy shall include or be endorsed (amended) to state that: (1) using ISO CG forms 20 10 and 20 37, or endorsements providing the exact same coverage, the Citrus Heights Water District, its officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the Services or ongoing and complete operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work; and (2) using ISO form 20 01, or endorsements providing the exact same coverage, the insurance coverage shall be primary insurance as respects the District, its officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any excess insurance shall contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the District, before the District's own primary insurance or self-insurance shall be called upon to protect it as a named insured. Any insurance or self-insurance maintained by the District, its officials, officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.3(A).

(B) Automobile Liability. The automobile liability policy shall include or be endorsed (amended) to state that: (1) the District, its 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 Contractor or for which the Contractor is responsible; and (2) the insurance coverage shall be primary insurance as respects the District, its officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its

officials, officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.3(B).

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

(D) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days (10 days for nonpayment of premium) prior written notice by certified mail, return receipt requested, has been given to the District; and (B) 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 officials, officers, employees, agents, and volunteers. 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 officials, officers, employees, agents and volunteers, or any other additional insureds.

3.2.11.4 Separation of Insureds; No Special Limitations; Waiver of Subrogation. 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 officials, officers, employees, agents, and volunteers. All policies shall waive any right of subrogation of the insurer against the District, its officials, officers, employees, agents, and volunteers, or any other additional insureds, or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against District, its officials, officers, employees, agents, and volunteers, or any other additional insureds, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

3.2.11.5 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District.

3.2.11.6 Subcontractor Insurance Requirements. Contractor shall not allow any subcontractors to commence work on any subcontract relating to the work under the Agreement until they have provided evidence satisfactory to the District that they have secured all insurance required under this Section. If requested by Contractor, the District may approve different scopes or minimum limits of insurance for particular subcontractors. The Contractor and the District shall be named as additional insureds on all subcontractors' policies of Commercial General Liability using ISO form 20 38, or coverage at least as broad.

3.2.11.7 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the District.

3.2.11.8 Verification of Coverage. Contractor 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.

3.2.11.9 Reporting of Claims. Contractor shall report to the District, in addition to Contractor's insurer, any and all insurance claims submitted by Contractor in connection with the Services under this Agreement.

3.2.12 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor 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 its employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "A," attached hereto and incorporated herein by reference. The total compensation per Task Order shall be set forth in the relevant Task Order, and Contractor 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. Contractor shall submit to District a monthly itemized invoice which indicates work completed and hours of Services rendered by Contractor. 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. Contractor 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. Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Contractor 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. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from District’s Representative.

3.3.5 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 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 “public works” and “maintenance” projects. Since the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. District shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor 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 Contractor’s principal place of business and at the project site. Contractor shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Contractor and all subcontractors to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Section 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Sections 1777.1).

3.3.6 Registration. Since 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 Contractor and all subcontractors must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subcontractor. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor’s sole responsibility to comply with all applicable registration and labor compliance requirements.

3.4 Termination of Agreement.

3.4.1 Grounds for Termination. Either Party may terminate the whole or any part of this Agreement at any time and without cause by giving written notice to the other Party of such termination, and specifying the effective date thereof, at least fifteen (15) business days before the effective date of such termination if notice is given by District, and at least sixty (60) calendar days before the effective date of such termination if notice is given by Contractor. Upon termination, Contractor shall be compensated only for those Services which have been adequately rendered to District, and Contractor shall be entitled to no further compensation. In addition, either Party may terminate this Agreement for material breach of this Agreement at any time upon no less than ten (10) calendar days’ notice to the other Party and opportunity to cure.

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

3.4.3 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 General Provisions.

3.5.1 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:

Contractor:

Tee Janitorial
P.O. Box 348092
Sacramento, CA 95834
Attn: Karen Jordan

District:

Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, California 95610
Attn: Director of Operations

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.

3.5.2 Indemnification.

3.5.2.1 Scope of Indemnity. To the fullest extent permitted by law, Contractor 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 of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Contractor, its officials, officers, employees, subcontractors, Contractors or agents in connection with the performance of the Contractor's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above

indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor.

3.5.2.2 Additional Indemnity Obligations. Contractor shall defend, with Counsel of District's choosing and at Contractor's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 3.5.2.1 that may be brought or instituted against District or its officials, officers, employees, volunteers and agents. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District or its officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Contractor shall also reimburse District for the cost of any settlement paid by District or its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for District's attorneys' fees and costs, including expert witness fees. Contractor shall reimburse District and its 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. Contractor's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the District, its officials officers, employees, agents, or volunteers. Notwithstanding the foregoing, for any claim alleged to have been caused by the negligent performance of the Contractor's services, the Contractor's shall have no immediate obligation to provide the defense of any indemnified party under its professional liability (errors and omissions) policy, but rather the Contractor shall reimburse indemnified parties reasonable defense costs ultimately determined to have been caused by the Contractor and proportionate to the degree of fault determined by an arbiter or court of competent jurisdiction.

3.5.3 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County, California. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the District. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the District.

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

3.5.5 District's Right to Employ Other Contractors. District reserves right to employ other Contractors in connection with this Project.

3.5.6 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

3.5.7 Assignment or Transfer. Contractor 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.

3.5.8 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 Contractor include all personnel, employees, agents, and subcontractors of Contractor, 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.

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

3.5.10 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.

3.5.11 No Third Party Beneficiaries. Except to the extent expressly provided for in Section 3.5.7, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.12 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.

3.5.13 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor 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 Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the District's Filing Officer as required under state law in the performance of the Services. 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 official, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.14 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.

3.5.15 Attorneys' Fees and Costs. If any action in law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing Party shall be entitled to recover from the losing party attorney's fees and costs in an amount determined to be reasonable by a court of competent jurisdiction.

3.5.16 Authority to Enter Agreement. Contractor 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.

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

3.5.18 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.

[SIGNATURES ON NEXT PAGE]

**SIGNATURE PAGE FOR MAINTENANCE SERVICES AGREEMENT
BETWEEN THE CITRUS HEIGHTS WATER DISTRICT
AND TEE JANITORIAL**

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the 1st day of April, 2022.

CITRUS HEIGHTS WATER DISTRICT KAREN JORDAN DBA TEE JANITORIAL, A
SOLE PROPRIETORSHIP

By: _____
Hilary M. Straus
General Manager

By: _____
Karen Jordan
Owner

Federal Tax ID No. 68-0200214
Business License Number: SPB11993-1496S
(County of Sacramento, California)

EXHIBIT "A"

SCOPE OF SERVICES

Perform 4x/week (District is open Monday-Thursday):

1. Vacuum all carpeted areas.
2. Spot clean/vacuum all mats.
3. Dust, mop or sweep all bare floors.
4. Clean counters (use appropriate cleaners for each type of surface).
5. Spot clean carpets as needed.
6. Empty trash baskets: plastic liners to be replaced on an as-needed basis, but not less than once per week. Dispose of all trash in on-site trash bins.
7. Empty all recycling baskets (blue cans identified with recycling logo) in appropriate recycling bins.
8. Push employees' chairs up into desks and return wastebaskets to the proper position.
9. Clean smudges and unsightly appearance from door jambs, light switches, mirrors, restroom partitions, and counters, etc.
10. In the front lobby, clean all glass partitions and glass doors (inside and out)
11. Clean entry door metal trim, glass, sidelights and other interior glass (other than exterior windows) as needed. No fingerprints shall be visible at the start of the business day.
12. Restrooms:
 - a. Sanitize all door handles.
 - b. Clean with a detergent/disinfectant and polish all sinks, counters, toilets and urinals, beginning with seats (both sides) and working down. Use acid bowl cleaner in the interior of the toilets, making sure to clean the inner lip of closet and urinals. Pour one ounce of bowl cleaner into urinals after cleaning and do not flush. Wet mop all restrooms.
 - c. Clean and polish all mirrors, soap dispensers, flush meters, shelves, chrome fixtures, piping, toilet hinges and disposal container exteriors using detergent/disinfectant and water.
 - d. Damp wipe all ledges, toilet stalls and doors. Remove fingerprints, streaks, smudges and foreign matter from all painted surfaces.
13. Sanitize all table tops in eating areas.
14. Spot clean light switches, doors, partitions and walls to remove fingerprints, streaks, smudges and foreign matter from all painted surfaces.
15. No streaks, stain, spills, mineral deposits or soap residue shall be present at the start of the business day.
16. Refill and check operation of all dispensers in restrooms and break rooms (hand soap, aerosol room deodorizer, toilet paper, toilet seat covers, paper towels, etc.)
17. Clean and polish drinking fountain.
18. Empty and clean paper towel receptacles. Replace plastic liners.
19. Report all mechanical deficiencies, dripping faucets, and other problems to the District's PM.

Perform Weekly:

1. Clean and sanitize telephones and all door handles.
2. Clean all restroom baseboards with germicidal detergent.
3. Sanitize baby changing station in restroom once installed.
4. Wet mop all non-carpeted floors.
5. Remove interior cobwebs.
6. Microwaves: Spot clean exterior and interior.
7. Refrigerators: Spot clean exterior, doors/handles and dispenser.
8. Clean all sinks and counters in kitchens, lunchrooms and coffee areas. This includes face of cabinets.
9. Exterior entrances, walks and trash/recycling bin area: Check area and remove all litter.
10. Dust all ceiling air supply and exhaust diffusers and grilles.
11. Damp wipe all wastebaskets.
12. Clean all entry thresholds removing all visible soil.
13. Lift and clean under all mats, with the exception of plastic carpet protectors.
14. Dust filing cabinets, chair rungs/legs, structural and furniture ledges, low moldings, sills, picture frames, door louvers, wood paneling, partition tops and other accessible surfaces. Dust cleared desk and table tops, lockers, shelves and cabinets. Dust and clean baseboards as needed.
15. Spot clean walls.
16. Check/clean behind open doors and accessible spaces adjacent to printers and copiers.

Perform Monthly:

1. Replace urinal deodorizer mats (in urinal and on floor).
2. Replace toilet bowl deodorizers.
3. Scrub all bare floors.
4. Dust all interior walls and spot clean as needed.
5. Dust all mini-blinds.
6. Scrub shower floors with germicidal solution. No mold or soap scum shall be present on floors, walls or ceiling.
7. Clean/polish kick plates on doors.
8. Vacuum all fabric chairs.
9. Clean plexiglass cubicle panels with special cleaning solution ONLY.
10. Empty exterior cigarette butt receptacles.

Perform Quarterly:

1. Clean all walls.
2. Clean interior and exterior of all windows.
3. Dust all ceiling air-conditioning, louvers and grilles not reached in nightly cleaning.

Perform Semi-Annually:

1. Move all plastic carpet protectors and thoroughly vacuum under and around all desks and furniture. ¹
2. Shampoo carpets. The term “shampoo carpets” shall mean: to clean carpets by wet extraction methodology common to the industry. ¹
3. Strip and refinish hard floors. ¹

Closing Instructions After any After-Hours Tasks:

1. Check log book and report any maintenance concerns
2. Turn off lights as instructed
3. Lock doors as instructed
4. Set alarm system as instructed
5. For any issues with locking doors or setting the alarm system, call the after-hours number at (916) 725-6873.

Extra Charge Services:

1. Additional shampooing of carpets when requested. The term “shampoo carpets” shall mean: to clean carpets by wet extraction methodology common to the industry.
2. Additional stripping and refinishing of hard floors when requested.

ADJUSTMENT OF SERVICES

The District reserves the right to eliminate, reduce, or otherwise adjust the scope of services provided by the Contractor and as defined in the Exhibits of the Contract with the appropriate adjustments in dollars paid to the Contractor. If the Contractor does not complete a task within the scheduled time frame, the District will have the right after ten (10) days written notice to obtain another contractor to complete the work. This will be at the Contractor’s expense, and such expense may be back charged to the Contractor or withheld from payment otherwise due to the Contractor. The District reserves the right to adjust payment for services not performed as scheduled.

EQUIPMENT, MATERIALS AND SUPPLIES

The Contractor shall furnish all necessary equipment, materials, and supplies required in performing services of the Contract except as listed in the attached exhibits. The Contractor shall use care in handling, storing, and using equipment, materials, and supplies. Items furnished by the District shall be used only for areas designated by the Contract or as directed by the Project Manager. The Contractor shall submit, within ten (10) days before the contract starts, materials and supplies to be used in conjunction with the Contract. The District reserves the right to approve or reject the use of any materials and supplies.

PROGRAM MANAGER

The term “Program Manager” (PM) is defined as the District’s designated staff member who will provide oversight of the Program for the entire service agreement and is responsible for ensuring that all work is completed by the Contractor.

The success of a program relies on both verbal and written communication between the Contractor and the District. The Contractor shall be responsible for immediately reporting any issues discovered to the PM and also coordinating a service discussion with the Program Manager before and after each specialized service.

ESTIMATING SUPPLIES

It is the Bidder’s responsibility to determine the amount of materials and supplies necessary to perform the work to the standards specific in this Agreement. Bidders shall be responsible for calculating usage levels based on the number of restrooms, occupants, conference rooms, break rooms, various types of floor surfaces, seasonal impacts, pilferage, etc.

QUALIFICATIONS

The Contractor shall furnish fully trained and qualified personnel to accomplish all work required. All Custodians under this contract must have at least (3) years of prior experience as a Custodian. Assigned staff shall be United States citizens or legal resident aliens with valid work permits. The Contractor selected must be licensed, bonded and insured, with at least 10 years janitorial experience.

BACKGROUND

The Contractor shall only provide employees who have undergone and received favorable background investigation results. The General Manager or Project Manager will maintain review rights and have a right of refusal on behalf of the District. The Contractor shall provide a copy of their policy for background checks. Contractor will then submit a signed letter from their Human Resources department listing all names of staff that will be working at District facilities and certify that they have passed contractors standard background checks. New or replacement employees must meet same requirements prior to working at District facilities. Contractor will not assign employees (to District properties) who have been convicted of a felony. Custodians must possess a valid California driver’s license at the time of employment.

A detailed description of the Contractor’s work schedule for this project to include number of employees and supervisors or equivalent and a description of how the proposed assignments will be accomplished shall be submitted with the “Request for Proposal.” Periodical scheduling shall be included and indicate when this service shall be performed.

STANDARDS OF CONDUCT:

GENERAL

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to employees as necessary. All employees, representatives, and officials of the Contractor shall be expected to maintain favorable relations with the public and the District officials and employees by practicing courtesy in all contacts. Any display of offensive, discourteous, or rude behavior toward the District official, employees or members of the public, by the Contractor or any of their employees or representatives, may be cause for contract cancellation.

SAFETY

The Contractor shall ensure that all contract activities are conducted in a safe manner and all Contractor employees performing under this contract are knowledgeable of California Occupational Health & Safety Administration (CAL OSHA) Safety practices. The Contractor shall notify the Project Manager immediately and provide written reports of any accidents involving personal injury or property damage within 48 hours following an incident. The Contractor shall cooperate with the District staff regarding safety issues, problems or concerns within the scope of this contract. The Contractor shall comply with OSHA Enforcement Procedures for Occupational Exposure to Blood borne Pathogens Standard 29 CFR 1910.1030. The Contractor shall furnish to the District within the first fifteen (15) working days of the Contract an Exposure Control Plan.

The Contractor shall provide to the District copies of Safety Data Sheets (SDS) for all chemicals used and Contractor shall provide a copy of the Hazard Communication Program indicating the name(s) of the person(s) to contact. SDS will be prepared by the Contractor in one binder provided to the District for staff reference. Contractor is required to notify District of any product changes necessitating SDS updates.

EPA REGULATIONS

It is the sole responsibility of the Contractor to comply with any and all Environmental Protection Agency (EPA) regulations. (For example: Proper labeling and disposal of any products used by the Contractor). Should the EPA have any additional requirements, it is the sole responsibility of the Contractor to ensure compliance. Should the PM determine noncompliance, the PM or designee retains the right to take any and all actions deemed necessary to comply with EPA regulations.

The Contractor is responsible to ensure compliance with any and all guidelines outlined by the Center for Disease Control (CDC) for the overall protection of public health.

APPEARANCE

Contractor employees shall display a well-groomed and neat appearance. Custodians will wear a standard uniform that clearly distinguishes them as contract custodial workers, including a badge and name plate.

UNIFORMS

The Contractor shall provide uniforms and equipment to fulfill the terms of this contract. The District will be the sole judge of the adequacy of the uniforms and equipment provided by the Contractor. The Contractor will provide and assure that all Custodians' uniforms and equipment are standardized, neat, clean, and identical when they are on duty. Each employee of the Contractor is required to wear Contractor-issued uniform shirts. Shirts must be tucked in at all times. Smocks are allowed. All costs associated in providing uniforms shirts to Contractor's employees is the sole responsibility of the Contractor.

IDENTIFICATION

The Contractor shall be responsible for furnishing all employees with a laminated picture identification card. The identification card shall contain a photo of the employee, the Contractor's name, employee's name, and position title. All staff working in District properties shall wear standard badges, company insignia, name tags, and personnel photo identification at all times while on duty at the District.

INTOXICANTS

Alcoholic beverages and the use of controlled substances are prohibited. Contract personnel are not to show up for work under the influence, or in any other condition, which will detract from the performance of their duties. Custodians may not use drugs, alcohol, or controlled substances while on duty, and, if found to be under the influence, may result in barring of any individual from the District facilities and criminal action.

REMOVAL

The Contractor shall be required to immediately remove any employees from the work site(s), should it be determined that:

- Individual(s) are being assigned to duty that has been disqualified for either suitability or security reasons.
- Are found to be unfit for performing assigned duties.
- Are not in compliance with recognized standards of conduct.

The Contractor shall immediately replace such employee(s) to maintain continuity of services at no additional cost to the District.

GENERAL REQUIREMENTS OF DUTY

The Contractor shall assume full responsibility and accountability for the District and District furnished facilities and take adequate precautions to prevent fire hazards, odors, chemical spills, and vermin. The Contractor shall keep work areas neat and clean. The Contractor shall be responsible for any repairs caused by negligence or abuse of facilities on the Contractor's part, or on the part of the Contractor's employees, including sub-contractor employees.

KEY POLICY

The successful Contractor will provide the required employee information and complete the appropriate forms and submit it to the PM. The District and or the PM reserve the right to have any Contractor's employee removed from the premises for any reason. Said reason does not have to be disclosed to the Contractor. Keys and access cards to these facilities will be disclosed to the successful contractor. Any keys and access cards are and will remain the property of the District. Duplication of keys is prohibited. Should the Contractor lose any keys or access cards, said Contractor shall pay to have the locks changed, systems rekeyed or access cards terminated and reimburse the District for all costs associated with such action. The successful Contractor is responsible for providing to the PM a current list of employees. It is the responsibility of the Contractor to notify the PM of changes to the employee listing.

USE OF DISTRICT PROPERTY/EQUIPMENT

Contract employees are prohibited from use of District property/equipment such as computers, copy machines, TVs, telephones, radios, etc., unless use of such equipment is required as a job function. Any exceptions must be in writing and authorized by the Project Manager. The Contractor's employees are instructed not to use electrical wall outlets where computers and other sensitive equipment are plugged in.

SECURITY

The Contractor shall obtain all keys and key cards necessary to provide access to areas to be serviced from the PM or designee. The Contractor shall properly secure all areas as directed by the PM.

The Contractor will provide a personal history form for each prospective employee assigned to this contract. This history will include confirmation of passing contractors standard pre-employment checks. The District may at any time have a Contractor's employee removed from any contracted site for any reason deemed necessary by the District.

Any employee of the Contractor working under the terms of this contract must be approved by the District prior to reporting for work. This will include any replacement personnel and all supervisory and management personnel. It is the Contractor's responsibility to notify the PM of any changes in personnel assigned to a specific site. Should the Contractor terminate an employee, it is the Contractor's responsibility to insure that any keys and key cards are returned to the Project

Manager. The Contractor may be liable for any costs associated with the replacement of said keys and key cards.

Any employee of the Contractor working under the terms of this contract is subject to random background checks.

QUALITY CONTROL

A supervisor will be provided as a single point of contact for District staff that can handle all comments and complaints. The responsible person will have a cell phone and e-mail and be in control of all quality assurance. A schedule of inspections will be furnished by the Contractor within the first fifteen (15) working days of the contract, and approved by the Project Manager. The Contractor's supervisor shall perform regular, systematic inspections of the premises covered by the Contract to ensure that the services specified herein are accomplished in a quality workman like manner at all times. A monthly inspection of all inventories will be included as well. An inspection form provided by the District must be used. Inspections by the PM or other authorized staff of the District may be conducted at any time. A joint inspection by the Contractor and the PM will be conducted on a routine basis. Any and all deficiencies must be corrected within one business day of notification. The PM must be notified in written form when these deficiencies are corrected. Additional inspections may be required to maintain quality.

STAFFING AND SHIFT MANAGEMENT

The Contractor shall designate employees for each shift and provide shifts as required. The shift hours will be identified by the District, covering shifts as needed. The Contractor shall notify the PM as to which employee on each shift has been so designated. The Contractor shall have personnel available during the specified hours.

Shift Length

Contractor employees shall have a minimum of 8 hours off duty between work shifts, except in emergency situations. In the case of such emergency, the PM shall be notified. The intent of this request is for worker safety and to assure the District of an alert and capable custodian. A 10-15 minute overlap of shifts is appropriate for information exchange.

TIME OF SERVICE

Services shall be provided between the hours of 6:00 p.m. and 5:00 a.m. two days per week unless otherwise noted. Services not performed will be performed the following workday unless other arrangements are made in advance with the PM.

Quarterly (4 times per year) cleaning services must commence during the first week of June, September, December and March.

Semi-Annual (2 times per year) cleaning services must commence during November and April.

Annual cleaning services must commence during the first week of January.

EMERGENCY AND SPECIAL SERVICE

The Contractor shall honor requests by the District's PM for emergency or special services as quickly as possible. It is recommended that a "one hour" response time is advisable. Payment for said services should be invoiced at the specified rate as outlined in the "Request for Proposal."

Emergency Call Out: The Contractor will provide emergency call out personnel on a 24 hour, 7 day a week basis. Up-to-date emergency phone numbers will be supplied to the PM.

NOTES

1. Interior doors must remain as found (locked/unlocked/open or closed). Do not prop open any doors to maintain security.
2. Lights must remain as found (typically switched off).
3. Report lights out or other problems to District PM.
4. Janitorial Contractor to translate cleaning scope to native language of assigned custodian. Janitorial supervisor will walk the job with custodian and ensure that they are aware of the specific scope required of each building. Custodial supervisor will have back-up staff member trained for each site. In the event of absence, custodial supervisor or trained back-up will perform custodial responsibilities.
5. Trash and recycling containers may not be overfilled or garbage service will not take it away. Bag excess and place beside container. Notify District PM of problem.

Conflict of Interest

Contractor shall disclose any financial interest, or any business or other relationship, that may have an impact upon the Response or any services rendered to the District. Contractor must list any current clients who may have a financial interest in the outcome of this Agreement. Contractor is deemed to have a "financial interest" if it is reasonably foreseeable that Contractor may gain material financial advantage as a result of Contractor's relationship with any person or entity connected with, or directly affected by services provided or work performed under the Agreement. Contractor includes every owner and employee of the Contractor, including their immediate families.

Non-Discrimination

This Agreement is awarded without discrimination based upon race, color, religion, age, sex, sexual preference, or national origin. Contractor must comply with Government Code 8355 in matters relating to providing a drug-free workplace.

RATES

	<u>Monthly Base Fee</u>	<u>Monthly Supplies Fee</u>	<u>Total Monthly Fee</u>
Fee to Service the following buildings: (1) Administration Building; and (2) Operations Building.	\$2,400	\$180	\$2,580

Upon the fifth anniversary of this Agreement, and upon each anniversary thereafter, the rates set forth above may be increased prospectively at the Contractor's option by an amount not exceed the lesser of (1) five percent (5%) or (2) the percentage of the increase over the preceding year in the United States Department of Labor's Bureau of Labor Statistics' Consumer Price Index, All Urban Consumers, All-Items, for the San Francisco-Oakland-San Jose area (1982-84=100), or the successor of such index, or if no successor index is designated, then such other index as District reasonably shall designate.

EXHIBIT "B"
SAMPLE TASK ORDER FORM

TASK ORDER

Task Order No. _____ (YEAR - ##)

Contract: Agreement for Maintenance Services with Citrus Heights Water District

Contractor: Karen Jordan dba Tee Janitorial, a Sole Proprietorship

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

List any attachments: (Please provide if any.)

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

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

Dollar Amount of Task Order: Not to exceed \$_____,_____.00 (If NTE)

Completion Date: _____, 20__

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

Citrus Heights Water District

Karen Jordan dba Tee Janitorial, a Sole Proprietorship

Dated: _____

Dated: _____

By: _____

By: _____

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 REGULAR MEETING

SUBJECT : REVIEW AND POSSIBLE ACTION TO APPROVE INVESTMENT OF DISTRICT FUNDS POLICY

STATUS : Action Item

REPORT DATE : March 8, 2022

PREPARED BY : Alberto Preciado, Accounting Manager
Susan K. Talwar, Director of Finance and Administrative Services
Josh Nelson, Assistant General Counsel

OBJECTIVE:

Review and adopt updates to District Policy No. 6300, Investment of District Funds.

BACKGROUND AND ANALYSIS:

Section 6300 of the District's investment policy specifies that the policy shall be reviewed, modified as necessary, and re-adopted or amended at least annually. The policy was last reviewed by the Board on February 17, 2021.

The Policy has been reviewed by District staff and by District Assistant General Counsel Josh Nelson. Assistant General Counsel Nelson's regular review covers the existing Policy and the current California Government Code Sections related to public agency investments. Accompanying this Board agenda report is a revised version of the policy with a few minor technical updates to reflect recent changes in the applicable Government Code provisions. These edits are summarized below:

- 6300.50(H): Clarifies reporting requirements for banks holding District funds in certificates of deposit. These changes are based on amendments to the Government Code.

RECOMMENDATION:

Review District Policy No. 6300, Investment of District Funds, and adopt as amended to reflect changes in applicable law.

ATTACHMENTS:

Proposed Policy 6300 – Investment of District Funds

ACTION:

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

6300.00 INVESTMENT OF DISTRICT FUNDS

6300.01 Purpose

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

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

Funds not included in this Policy include deferred compensation funds.

6300.10 Definition and Provision of the Government Code

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

6300.20 Authority

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

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

6300.30 Ethics and Conflicts of Interest

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

6300.35 Prudence

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

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

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

6300.40 Objectives

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

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

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

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

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

6300.50 Authorized Investments

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

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

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

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

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

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

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

G. Prime Commercial Paper - Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization. The entity that issues the

commercial paper shall meet all of the following conditions in either paragraph (1) or (2):

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~(7)~~ (8) Purchases of certificates of deposit pursuant to Government Code section 53601.8 shall not, in total, exceed ~~thirty-fifty (3050)~~ percent of the District's funds that may be invested for this purpose.

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~~(8)~~ (9) Excluding purchases of certificates of deposit pursuant to Government Code sections 53601.8, no more than ten (10) percent of the District's funds that may be invested for this purpose may be submitted, pursuant to paragraph (2) above, to any one private sector entity that assists in the placement of deposits with one or more commercial banks, savings banks, savings and loan associations, or credit unions that are located in the United States, for the District's account. (Gov. Code, §§ 53601.8.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6300.51 Non-Compliance with Authorized Investments

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

6300.55 Designation of Depositories

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

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

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

6300.60 Safekeeping of Securities

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

6300.70 Reporting Requirements

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

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

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

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

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

6300.90 Investment Policy Review

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

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Policy Number	Policy Title	Date Adopted	Date Amended	Date Effective	Previous Amendments
6000	Budget Preparation and Adoption	March 18, 1997	June 17, 2020	June 17, 2020	(1)November 8, 2011
6010	Financial Audit	December 17, 1996	June 17, 2020	June 17, 2020	(1)September 1, 1998; (2)March 13, 2007
6020	Fraud Prevention, Detection and Reporting	December 14, 2004	June 17, 2020	June 17, 2020	
6200	Operating Fund	October 3, 1995	June 17, 2020	June 17, 2020	(1) September 1, 1998; (2) August 12, 2014
6210	Operating Reserve	October 3, 1995	June 17, 2020	June 17, 2020	(1) September 1, 1998; (2) August 12, 2014
6220	Rate Stabilization Reserve	October 3, 1995	June 17, 2020	June 17, 2020	(1) May 2, 2000; (2) August 12, 2014; (3) August 9, 2016
6225	Debt Services Reserve	August 9, 2016	June 17, 2020	June 17, 2020	(1)August 12, 2014; (2)August 9, 2016
6240	Capital Improvement Reserve	October 3, 1995	June 17, 2020	June 17, 2020	
6245	Water Supply Reserve	August 9, 2016	June 17, 2020	June 17, 2020	
6250	Water Meter Replacement Reserve	October 17, 2018	June 17, 2020	June 17, 2020	

Policy Number	Policy Title	Date Adopted	Date Amended	Date Effective	Previous Amendments
6255	Water Main Replacement Reserve	June 17, 2020		June 17, 2020	
6260	Fleet Equipment Reserve	September 19, 2000	June 17, 2020	June 17, 2020	(1) August 12, 2014
6270	Employment-Related Benefits Reserve	July 10, 2007	June 17, 2020	June 17, 2020	(1) August 12, 2014; (2) August 9, 2016
6280	Water Efficiency Reserve	August 9, 2016	June 17, 2020	June 17, 2020	
6300	Investment of District Funds	March 5, 1985	March 17, 2021 March 16, 2022	March 17, 2021 March 16, 2022	(1) MARCH 5, 1996; (2) FEBRUARY 4, 1997; (3) MARCH 2, 1999; (4*) JANUARY 18, 2000; (5) JANUARY 16, 2001; (6) FEBRUARY 5, 2002; (7) JANUARY 7, 2003; (8) JANUARY 13, 2004; (9) JANUARY 11, 2005; (10*) FEBRUARY 14, 2006; (11) FEBRUARY 13, 2007; (12*) FEBRUARY 12, 2008; (13*) FEBRUARY 10, 2009; (14*) FEBRUARY 9, 2010; (15*) MARCH 8, 2011; (16) FEBRUARY 14, 2012; (17) FEBRUARY 12, 2013; (18) FEBRUARY 11, 2014; (19*) MARCH 10, 2015; (20) March 8, 2016; (21) March 14, 2017; (22) February 21, 2018; (23) February 20, 2019; (24) June 17, 2020; (25) March 17, 2021 *re-adopted without change
6460	Disbursement of Funds	April 2, 1996	June 17, 2020	June 17, 2020	(1) October 17, 2002; (2) November 8, 2011
6480	Petty Cash	March 18, 1997	June 17, 2020	June 17, 2020	

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Policy Number	Policy Title	Date Adopted	Date Amended	Date Effective	Previous Amendments
6500	Purchasing & Procurement	June 2, 1995	June 17, 2020	June 17, 2020	(1)July 16, 1996; (2)March 9, 2010; (3)February 21, 2018
6520	Credit Cards	May 21, 1996	June 17, 2020	June 17, 2020	(1)October 2, 2001
6700	Fixed Assets Accounting Control	November 8, 2016	June 17, 2020	June 17, 2020	

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 REGULAR MEETING

SUBJECT : CALIFORNIA STATE ARREARAGE PROGRAM
STATUS : Presentation Item
REPORT DATE : March 09, 2022
PREPARED BY : Alberto Preciado, Accounting Manager
Susan Talwar, Director of Finance and Administrative Services

CHWD participated in the California Water and Wastewater Arrearage Payment Program, which has provided community water systems with financial relief for unpaid water bill debt from their residential and commercial customers. This program was developed to address the impact of economic disruption caused by the COVID-19 pandemic on ratepayers. Staff will provide a presentation on the program's background and results.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 16, 2022 MEETING

SUBJECT : SAN JUAN WATER DISTRICT UPDATE
STATUS : Presentation Item
REPORT DATE : March 10, 2022
PREPARED BY : Brittney Moore, Senior Management Analyst

San Juan Water District staff will provide a status update on the Hinkle Reservoir Cover/Liner Replacement Project.