

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
NOVEMBER 18, 2020 beginning at 6:00 PM**



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

PHONE CALL IN: (253) 215-8782

PHONE MEETING ID: 991 4209 7674

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://zoom.us/j/99142097674>

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting. Pursuant to Executive Order N-29-20, the meeting will be held at the listed physical location and electronically through the above phone number.

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION
PURSUANT TO SECTION 54956.9(d)(4): (one case)

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

December 16, 2020 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.

Madeline Henry

Madeline Henry, Administrative Services Manager/
Chief Board Clerk

Dated: October 15, 2020

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
NOVEMBER 18, 2020 beginning at 6:30 PM**



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

**PHONE CALL IN: (253) 215-8782
PHONE MEETING ID: 991 4209 7674**

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://zoom.us/j/99142097674>

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

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

CC-1a. Minutes of the Special Meeting – October 21, 2020 (A)

CC-1b. Minutes of the Regular Meeting – October 21, 2020 (A)

Recommendation: Approve the minutes of the October 21, 2020 Regular

and Special Meetings.

- CC-2. Revenue Analysis Report for October 2020 (I)
- CC-3. Assessor/Collector's Roll Adjustment for October 2020 (I)
- CC-4. Treasurer's Report for October 2020 (I)
- CC-5. Treasurer's Report of Fund Balances for October 2020 (I)
- CC-6. Operating Budget Analysis for October 2020 (I)
- CC-7. Capital Projects Summary October 2020 (I)
- CC-8. Warrants for October 2020 (I)
- CC-9. Purchase Card Distributions for October 2020 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2020 Water Supply – Purchased and Produced (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Approve an Agreement and Resolution to allow District Participation in Regional Government Services (RGS) Joint Powers Authority (JPA) (A)

Recommendation:

Approve Resolution 12-2020, approving an agreement for membership with RGS, and authorizing the General Manager to execute the agreement.

PRESENTATIONS:

None.

PUBLIC HEARINGS:

- PH-1. 2021 Water Rates (No Change), Miscellaneous Fees and Charges and Capacity Fees (No Change) (A)

Recommendations:

1. Conduct the Public Hearing on the proposed Water Rates and Miscellaneous Charges and Fees effective 2021; and
2. Adopt Resolution No. 13-2020 Establishing Water Rates and Miscellaneous Charges and Fees for Citrus Heights Water District effective 2021 (Attachment 2).

- PH-2. Proposed 2021 Budgets (A)

Recommendations:

1. Conduct a Public Hearing on the proposed Budget for 2021; and
2. Adopt Resolution 14-2020, establishing the Fiscal Year 2021 Budget.

STUDY SESSIONS:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Approve a Cost of Living Adjustment (A)

Recommendations:

1. Amend District Policy No. 4101.A1 Salary Schedule (Attachment 3) as presented to include a 1.2 percent Cost-of-Living Adjustment to the District's Salary Schedule effective January 4, 2021; and
2. Amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 (Attachment 4) as presented to include a 1.2 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees to reflect said adjustments in the CPI-U; and
3. Provide direction to staff regarding Compensation of the Board of Directors.

MANAGEMENT SERVICES REPORTS (I):

- MS-1. 2021 Board Meeting Schedule

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

None.

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

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

CLOSED SESSION:

None.

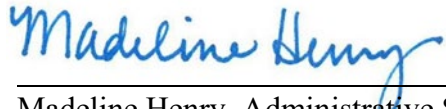
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

December 16, 2020	6:30 PM	Regular Meeting
January 20, 2021	6:30 PM	Regular Meeting
February 17, 2021	6:30 PM	Regular Meeting
March 17, 2021	6:30 PM	Regular Meeting
April 21, 2021	6:30 PM	Regular Meeting
May 19, 2021	6:30 PM	Regular Meeting
June 16, 2021	6:30 PM	Regular Meeting
August 18, 2021	6:30 PM	Regular Meeting
August 25, 2021	6:30 PM	Regular Meeting
September 15, 2021	6:30 PM	Regular Meeting
October 20, 2021	6:30 PM	Regular Meeting
November 17, 2021	6:30 PM	Regular Meeting
December 15, 2021	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Madeline Henry, Administrative Services Manager/
Chief Board Clerk

Dated: November 12, 2020

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
October 21, 2020

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

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

Staff:

Steve Anderson, General Counsel
John Brown, Assistant General Counsel
Madeline Henry, Administrative Services Manager/ Chief Board Clerk
Missy Pieri, Director of Engineering/ District Engineer
Rebecca Scott, Senior Management Analyst
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

President Riehle adjourned the meeting to closed session at 6:03 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL— INITIATION OF LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section
5 4956.9(d)(4): 1 case

No reportable action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:46 p.m.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
October 21, 2020

The Regular Meeting of the Board of Directors was called to order at 6:50 p.m. by President Riehle and roll was called. Present were:

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

Staff:

Madeline Henry, Administrative Services Manager/ Chief Board Clerk
Missy Pieri, Director of Engineering/ District Engineer
Alberto Preciado, Accounting Supervisor
Rebecca Scott, Senior Management Analyst
Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services

PUBLIC COMMENT:

Paul Helliker, General Manager of San Juan Water District

CONSENT CALENDAR:

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

- CC-1a. Minutes of the Special Meeting – September 16, 2020 (A)
- CC-1b. Minutes of the Regular Meeting – September 16, 2020 (A)
- CC-1c. Minutes of the Special Meeting – October 7, 2020 (A)
Recommendation: Approve the minutes of the September 16, 2020 Regular and Special Meetings, and the October 7, 2020 Special Meeting.
- CC-2. Revenue Analysis Report for September 2020 (I)
- CC-3. Assessor/Collector's Roll Adjustment for September 2020 (I)
- CC-4. Treasurer's Report for September 2020 (I)
- CC-5. Treasurer's Report of Fund Balances for September 2020 (I)
- CC-6. Operating Budget Analysis for September 2020 (I)
- CC-7. Capital Projects Summary September 2020 (I)
- CC-8. Warrants for September 2020 (I)
- CC-9. Purchase Card Distributions for September 2020 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2020 Water Supply – Purchased and Produced (I)

CC-15. Water Supply Reliability (I)

CC-16. Water Efficiency and Safety Program Update (I)

CC-17. Discussion and Possible Action to Approve an On-Call Pavement Restoration

Recommendation:

Accept the bid by Central Valley Engineering & Asphalt, Inc. for on-call pavement restoration services throughout the District service area. Authorize the General Manager to execute the accompanying agreement with Central Valley Engineering & Asphalt, Inc. for the project.

CC-18. Discussion and Possible Action to Approve an On-Call Trucking Services Agreement with Blue Jay Trucking, Inc. (A)

Recommendation:

Accept the bid by Blue Jay Trucking, Inc. for on-call trucking services throughout the District service area. Authorize the General Manager to execute the accompanying agreement with Blue Jay Trucking, Inc. for hauling materials into and out of the District's Corporation Yard and project jobsites as necessary.

Vice President Wheaton asked to pull item CC-17 from the Consent Calendar for separate vote.

ACTION:

Director Sheehan moved and President Riehle seconded a motion to approve item CC-17.

The motion carried 2-0 with all Director Sheehan and President Riehle voting yes. Vice President Wheaton abstained.

ACTION:

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

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

PRESENTATIONS:

None.

STUDY SESSIONS:

S-1. Proposed 2021 Budgets (I/D)

S-2. Presentation of 2021 Water Rates, Miscellaneous Fees and Charges and Capacity Fees (I/D)

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

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:25 p.m.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

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

**CITRUS HEIGHTS WATER DISTRICT
OCTOBER 2020
REVENUE ANALYSIS**

CC-02

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,005,406	777,186	204,833	46,007	68,589	91,209

General Ledger Balance	Total
Outstanding A/R	1,081,442.27
Outstanding Liens	-
Outstanding Grants	1,453
A/R Other	(25,348)
Less Unapplied Payments	(94,669)
Total	\$ 962,878

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
October 31, 2020**

CC-03

Assessor/Collector Roll Adjustment October-20	
Dollar	Count

There were no adjustments made for October 2020.

Reason For Cancellation	Charge Type	Amount
None	None	-
		\$ -

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
OCTOBER 2020**


Bank of the West				
Beginning Balance				\$11,126,485
RECEIPTS:		1,751,281		
DISBURSEMENTS:				
Checks Issued / ACH Payments	645,000			
Payroll	352,885			
Returned Checks	1,946			
		999,831		751,449
Bank of the West				
Balance per Bank 10/31/2020				11,877,934
Outstanding Checks				(930,394)
Deposit in Transit				124,643
Balance Per Books 10/31/2020				\$11,072,183


RECONCILEMENT:				
Bank of the West				\$11,072,183
Local Agency Investment Fund				6,488,789
COP Reserve Account				0
Money Mkt Activity Account				543,924
TOTAL BALANCE				\$18,104,896

CASH & INVESTMENT SUMMARY:				
Bank of the West (General Account)				11,072,183
Local Agency Investment Fund				6,488,789
COP 2010 Reserve Account				0
Money Mkt Activity Account				543,924
Total				\$18,104,896

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.84%	13,749.61	10/15/2020

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: 11/12/2020

TREASURER'S REPORT OF FUND BALANCES
October 31, 2020

Fund Name	Beginning Balance 01/01/2020	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 10/31/2020	2020 Target Balance per Policy
Operating Fund	\$ 744,972	\$ 14,777,448	\$ (11,255,760)	\$ 1,751,537	\$ (1,000,087)	\$ 5,018,109	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 1,623,173	\$ -	\$ -	\$ -	\$ -	\$ 1,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,525,000	\$ -	\$ -	\$ -	\$ -	\$ 1,525,000	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 405,319	\$ -	\$ -	\$ -	\$ -	\$ 405,319	\$ 1,079,527
	<u><u>\$ 12,758,605</u></u>	<u><u>14,777,448</u></u>	<u><u>\$ (11,255,760)</u></u>	<u><u>\$ 1,751,537</u></u>	<u><u>\$ (1,000,087)</u></u>	<u><u>\$ 17,031,742</u></u>	<u><u>\$ 7,613,351</u></u>



 SUSAN K. TALWAR, Treasurer

TREASURER'S REPORT OF FUND BALANCES
October 31, 2020

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,751,537	from funds collected in October 2020 per Treasurer's Report
	<u>\$ (1,000,087)</u>	disbursements made in October 2020 per Treasurer's Report
	\$ 751,449	

Citrus Heights Water District
Budget Performance Report
As of 10/31/2020

CC-06

	October Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$672,730.31	\$8,596,639.92	\$7,988,410.00	\$608,229.92	7.61%	\$9,586,090.00
Metered Water Deliveries	506,234.62	4,975,417.55	4,446,670.00	528,747.55	11.89%	5,234,960.00
Non-Metered Service Charges	8,346.34	88,603.59	116,670.00	(28,066.41)	-24.06%	140,000.00
Penalties	782.00	16,761.63	127,414.00	(110,652.37)	-86.84%	150,000.00
Interest	16,602.15	97,067.89	37,950.00	59,117.89	155.78%	45,535.00
Backflow Fees	4,000.20	49,396.88	96,670.00	(47,273.12)	-48.90%	116,000.00
Water Service Install & S&R	3,893.48	135,674.51	22,750.00	112,924.51	496.37%	27,300.00
Grant Funds		1,012.50		1,012.50	0.00%	
Miscellaneous *	-863.54	37,922.74	122,500.00	(84,577.26)	-69.04%	147,000.00
Cost Reimbursements	1,529.20	26,948.17		26,948.17	0.00%	
Income - Wheeling Water		7,454.82	2,250.00	5,204.82	231.33%	2,700.00
Income - Connection Fees		1,892,444.42		1,892,444.42	0.00%	2,700.00
Total Revenue	1,213,254.76	15,925,344.62	12,961,284.00	2,964,060.62	22.87%	15,449,585.00
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water	841,324.80	2,546,717.43	2,606,291.70	(59,574.27)	-2.29%	3,127,550.04
Ground Water	71,836.14	601,331.71	689,768.70	(88,436.99)	-12.82%	827,722.44
	913,160.94	3,148,049.14	3,296,060.40	(148,011.26)	-4.49%	3,955,272.48
Labor & Benefits						
Labor Regular	362,196.73	2,812,559.30	2,804,621.10	7,938.20	0.28%	3,365,545.32
Labor Non-Regular		13,152.68		13,152.68	0.00%	0.00
Labor Taxes	27,461.52	219,096.72	222,683.80	(3,587.08)	-1.61%	267,220.56
Labor Workers Comp	12,692.84	67,133.13	76,250.00	(9,116.87)	-11.96%	91,500.00
Labor External	3,118.51	24,483.73	147,316.70	(122,832.97)	-83.38%	176,780.04
Benefits Med/Den/Vis	35,968.06	394,158.78	483,111.50	(88,952.72)	-18.41%	579,733.80
Benefits LTD/Life/EAP	4,335.42	34,173.11	122,285.40	(88,112.29)	-72.05%	146,742.48
Benefits CalPers	22,840.68	216,850.37	275,516.00	(58,665.63)	-21.29%	330,619.20
Benefits Other	15,750.81	71,330.05	25,833.30	45,496.75	176.12%	30,999.96
Benefit Retiree Expenses	3,291.41	35,698.74	45,546.80	(9,848.06)	-21.62%	54,656.16
Benefit Unemployment			7,015.90	(7,015.90)	-100.00%	8,419.08
Benefit GASB 68		374,070.50	317,138.30	56,932.20	17.95%	380,565.96
Capitalized Labor & Benefit Contra	(45,550.15)	(442,859.50)	(416,666.70)	(26,192.80)	6.29%	(500,000.04)
	442,105.83	3,819,847.61	4,110,652.10	(290,804.49)	-7.07%	4,932,782.52
General & Administrative						
Fees & Charges	17,254.10	90,070.05	178,087.50	(88,017.45)	-49.42%	213,705.00
Regulatory Compliance/Permits		90,197.55	74,429.20	15,768.35	21.19%	89,315.04
District Events & Recognition	505.10	20,066.51	110,060.90	(89,994.39)	-81.77%	132,073.08
Maintenance/Licensing	15,840.70	138,518.55	114,175.00	24,343.55	21.32%	137,010.00
Equipment Maintenance	(552.24)	73,833.70	82,604.10	(8,770.40)	-10.62%	99,124.92

Citrus Heights Water District
Budget Performance Report
As of 10/31/2020

CC-06

	October Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Professional Development	862.98	39,409.76	130,610.80	(91,201.04)	-69.83%	156,732.96
Department Admin		275.00	21,416.70	(21,141.70)	-98.72%	25,700.04
Dues & Subscriptions	1,264.99	165,184.11	163,188.40	1,995.71	1.22%	195,826.08
Fuel & Oil	3,037.09	38,113.98	53,658.30	(15,544.32)	-28.97%	64,389.96
General Supplies	1,026.81	45,536.65	56,666.60	(11,129.95)	-19.64%	67,999.92
Insurance - Auto/Prop/Liab		70,516.41	85,000.00	(14,483.59)	-17.04%	102,000.00
Leasing/Equipment Rental	2,592.94	20,347.09	33,250.00	(12,902.91)	-38.81%	39,900.00
Parts & Materials	53,422.18	307,881.82	45,833.30	262,048.52	571.74%	54,999.96
Postage/Shipping/Freight	4,620.69	62,838.66	143,000.00	(80,161.34)	-56.06%	171,600.00
Rebates & Incentives	450.00	4,125.00	30,750.00	(26,625.00)	-86.59%	36,900.00
Telecom/Network	1,849.94	36,653.59	35,950.00	703.59	1.96%	43,140.00
Tools & Equipment	3,130.79	24,469.41	72,583.40	(48,113.99)	-66.29%	87,100.08
Utilities	386.84	3,890.89		3,890.89	0.00%	
Write-Off Bad Debt Exp			4,166.70	(4,166.70)	-100.00%	5,000.04
Capitalized G&A Contra	(14,201.16)	(153,095.99)		(153,095.99)	0.00%	
Capitalized Equipment Contra	(33,042.12)	(270,355.49)		(270,355.49)	0.00%	
	<u>58,449.63</u>	<u>808,477.25</u>	<u>1,435,430.90</u>	<u>(626,953.65)</u>	<u>-43.68%</u>	<u>1,722,517.08</u>
Professional & Contract Services						
Support Services	71,332.70	414,941.99	1,377,873.63	(962,931.64)	-69.89%	1,837,164.84
Legal Services	41,952.18	235,465.21	226,875.06	8,590.15	3.79%	302,500.08
Printing Services	1,067.80	10,811.39	36,525.06	(25,713.67)	-70.40%	48,700.08
	<u>114,352.68</u>	<u>661,218.59</u>	<u>1,641,273.75</u>	<u>(980,055.16)</u>	<u>-59.71%</u>	<u>2,188,365.00</u>
Reserves & Debt Services						
Interest Expense	21,800.00	73,687.63	73,546.93	140.70	0.19%	98,062.57
Net Increase(Decrease) in Value of Investments		11,298.97		11,298.97	0.00%	
	<u>21,800.00</u>	<u>84,986.60</u>	<u>73,546.93</u>	<u>11,439.67</u>	<u>15.55%</u>	<u>98,062.57</u>
Total Operating Expenses	<u>687,162.25</u>	<u>7,093,953.49</u>	<u>9,672,749.74</u>	<u>(2,578,796.25)</u>	<u>-26.66%</u>	<u>12,896,999.65</u>
Net Income / (Expense)	<u>1,536,583.38</u>	<u>7,618,131.78</u>	<u>1,684,658.26</u>	<u>5,933,473.52</u>	<u>352.21%</u>	<u>2,552,585.35</u>

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of 10/2020

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2019	Month to Date	Year to Date	Project to Date	
C16-134	Auburn Blvd-Rusch Park Placer	\$10,000	\$609	\$599	\$829	\$1,438	\$8,562
C19-108	6230 Sylvan East Wall	\$50,000	\$2,432	\$2,250	\$4,994	\$7,426	\$42,574
C20-040B	CH Electric Greenwy Bike Trail	\$0	\$0	\$0	\$0	\$0	\$0
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$0	\$0	\$1,676	\$1,676	\$98,324
C20-109	Corp Yard Plans Specs Estimate	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Construction in Progress		\$185,000	\$3,042	\$2,849	\$7,498	\$10,540	\$174,460
C20-010	Water Main Replacements	\$70,000	\$0	\$0	\$1,009	\$1,009	\$68,991
C20-011	Water Valve Replacements	\$100,000	\$0	\$8,995	\$29,185	\$29,185	\$70,815
C20-012	Water Service Connections	\$850,000	\$0	\$73,727	\$567,809	\$567,809	\$282,191
C20-013	Water Meter Replacements	\$100,000	\$0	\$2,167	\$18,873	\$18,873	\$81,127
C20-014	Fire Hydrants	\$160,000	\$0	\$107	\$69,837	\$69,837	\$90,163
Annual Infrastructure		\$1,280,000	\$0	\$84,996	\$686,712	\$686,712	\$593,288
C15-104B	Document Management System	\$250,000	\$5,361	\$0	\$0	\$5,361	\$244,639
C19-003	Fleet/Field Operations Equip	\$295,000	\$61,079	\$0	\$243,011	\$304,089	(\$9,089)
C20-003	Fleet/Field Operations Equip	\$380,000	\$0	\$25,607	\$415,023	\$415,023	(\$35,023)
C20-004	Technology Hardware/Software	\$55,000	\$0	\$0	\$98,618	\$98,618	(\$43,618)
Fleet and Equipment		\$980,000	\$66,440	\$25,607	\$756,651	\$823,091	\$156,909
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,288	\$91	\$0	\$0	\$91	\$24,197
C17-102	Michigan Dr - Sunrise to West	\$397,897	\$54,093	\$0	\$223,235	\$277,327	\$120,570
C18-103	Cologne Way 6in Main Replace	\$267,069	\$60,776	\$0	\$200,935	\$261,711	\$5,358
C19-101	Robie Way 8" Main Replacement	\$341,382	\$8,338	\$5,006	\$49,573	\$57,911	\$283,471
C19-104	Admiral MainRepl 8"	\$291,439	\$0	\$4,906	\$37,191	\$37,191	\$254,248
C19-105	Whyte MainRepl 8" Langley	\$742,655	\$27,982	\$96	\$631,985	\$659,967	\$82,688
C19-106	Wells Ave Main 8"	\$22,460	\$8,341	\$1,549	\$19,651	\$27,991	(\$5,531)
C19-107	Rowan MainRep 8/6" Grady	\$119,095	\$4,511	\$0	\$63,202	\$67,712	\$51,383

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of 10/2020

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2019	Month to Date	Year to Date	Project to Date	
C20-101	Fair Oaks Blvd	\$56,439	\$0	\$0	\$8,500	\$8,500	\$47,939
C20-102	Langley Ave & Chance Dr	\$67,019	\$0	\$3,408	\$10,308	\$10,308	\$56,711
C20-103	Marsala Ct	\$7,482	\$0	\$0	\$22,081	\$22,081	(\$14,599)
C20-104	Skycrest School	\$13,765	\$0	\$0	\$5,536	\$5,536	\$8,229
C20-105	Walnut Drive	\$17,133	\$0	\$0	\$3,373	\$3,373	\$13,760
C20-106	Wisconsin Drive	\$33,238	\$0	\$5,261	\$41,078	\$41,078	(\$7,840)
Water Mains		\$2,429,138	\$164,131	\$20,226	\$1,316,646	\$1,480,777	\$948,361
C19-040C	Mariposa Ave SR2S Phase IV	\$0	\$508	\$0	\$0	\$508	(\$508)
C20-005	Facilities Improvements	\$100,000	\$0	\$85,921	\$163,587	\$163,587	(\$63,587)
C20-005A	Admin Bldg Remodel	\$0	\$0	\$0	\$41	\$41	(\$41)
C20-040	Other City Partnerships	\$150,000	\$0	\$0	\$5,000	\$5,000	\$145,000
C20-041	Other Misc Infrastructure	\$110,000	\$0	\$0	\$0	\$0	\$110,000
C20-042	Other Property Acquisition	\$0	\$0	\$0	\$168,429	\$168,429	(\$168,429)
Miscellaneous Projects		\$360,000	\$508	\$85,921	\$337,057	\$337,565	\$22,435
C17-104	Groundwater Well Property Acq	\$640,000	\$346,052	\$0	\$24,891	\$370,943	\$269,057
C17-104A	Well #7 Patton	\$250,000	\$30,189	\$3,400	\$9,886	\$40,075	\$209,925
C17-104B	Well #8 Highland	\$0	\$11,731	\$0	\$24,287	\$36,018	(\$36,018)
C20-020	Groundwater Well Improvements	\$150,000	\$0	\$0	\$22,255	\$22,255	\$127,745
C20-107	Well Design & Construction	\$563,500	\$0	\$0	\$0	\$0	\$563,500
Wells		\$1,603,500	\$387,972	\$3,400	\$81,319	\$469,291	\$1,134,209
Grand Totals:		\$6,837,638	\$622,092	\$222,998	\$3,185,884	\$3,807,976	\$3,029,662

OCTOBER 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
70294	Barbara J Dewhirst	Customer Refund	\$206.71
70295	Helen M Jones Estate	Customer Refund	\$18.20
70296	Michael J Rubash	Customer Refund	\$200.19
70297	Adam M/Genevieve S Salazar	Customer Refund	\$235.38
70298	Michele Hanel, trustee	Customer Refund	\$188.91
70299	Mathew Cole	Customer Refund	\$247.00
70300	Victor Spradley	Customer Refund	\$91.34
70301	Carla Polson	Customer Refund	\$108.43
70302	VLK Investment Inc	Customer Refund	\$50.77
70303	Stephen Retter	Customer Refund	\$117.02
70304	Herbert Kendall	Customer Refund	\$19.32
70305	Colin J/Sarah R Gerhart	Customer Refund	\$228.36
70306	Walter/Tina M Dias	Customer Refund	\$18.30
70307	ABA DABA Rentals & Sales	Supplies-Field	\$192.61
70308	Airgas USA, LLC	Supplies-Field	\$216.24
70309	ASCE/Membership	Dues & Subscriptions	\$215.00
70310	Bart/Riebes Auto Parts	Repair-Trucks	\$96.25
70311	Brake Masters #220	Repair-Trucks	\$290.90
70312	BSK Associates	Water Analysis	\$962.00
70313	Void	Void	\$0.00
70314	Cybex	Equipment Rental-Office	\$172.71
70315	Flowline Contractors, Inc	Contract Services-Engineering	\$221,198.80
70316	FP Mailing Solutions	Equipment Rental-Office	\$164.86
70317	Government Finance Officers Association	Dues & Subscriptions	\$135.00
70318	Howell Consulting Inc	Contract Services-Other	\$1,375.00
70319	Hunt & Sons Inc	Gas & Oil	\$748.12
70320	Iconix Waterworks	Material	\$4,047.10
70321	Integrity Administrators Inc	Health Insurance	\$5,000.00
70322	JRS Construction	Contract Services-Paving	\$3,805.79
70323	Moonlight BPO LLC	Contract Services-Bill Print	\$3,373.96
70324	River City Staffing Group	Contract Services-Water Conservation	\$981.75
70325	Rotary Club of Citrus Heights	Continued Education	\$200.00
70326	Sagent	Contract Services- Social Media, Analytics, CVRA	\$6,401.25
70327	SHI International Corp	Maintenance Agreement-Software	\$1,907.30
70328	Simon and Company Inc	Contract Services-Other	\$1,000.00
70329	SMUD	Utilities	\$19,753.73
70330	Sonitrol	Equipment Rental-Office	\$189.00
70331	Superior Equipment Repair	Repair-Trucks	\$1,962.54
70332	State Water Resources Control Board	Dues & Subscriptions	\$80.00
70333	TIAA Commercial Finance Inc	Equipment Rental-Office	\$571.09
70334	Void	Void	\$0.00
70335	Charles E/Patricia J Meltzer	Customer Refund	\$243.56
70336	Joyce M Olson, trustee	Customer Refund	\$78.61
70337	Michael R Prosser	Customer Refund	\$11.18
70338	Richard Escobedo	Customer Refund	\$85.79
70339	Romeo & Juliette Inc	Customer Refund	\$228.73
70340	Megan Mosburg Milina	Customer Refund	\$116.70

OCTOBER 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
70341	Jeannie Mason Living Trust	Customer Refund	\$239.06
70342	Walter/Lidia Pro	Customer Refund	\$20.17
70343	John J/Lisa A Buhman	Customer Refund	\$63.46
70344	James/Danielle Ross	Customer Refund	\$9.65
70345	Steven H/Linda F Gurnee	Customer Refund	\$143.44
70346	Jeff/ Linda Silver	Customer Refund	\$132.25
70347	Ryan Newman	Customer Refund	\$16.17
70348	Jeff R/Christal A McDonough	Customer Refund	\$11.66
70349	Jonathan/Reese M Atherton	Customer Refund	\$5.97
70350	Suzanne Lewis	Customer Refund	\$33.69
70351	ACWA/JPIA	Workers Comp Insurance	\$12,692.84
70352	Allsteel Inc	Material	\$2,527.62
70353	Burketts	Office Expense	\$70.34
70354	Innovyze	Maintenance Agreement-Software	\$7,365.71
70355	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$25,744.00
70356	NetMotion Software Inc	Maintenance Agreement-Software	\$1,377.00
70357	Sacramento County Dept of Finance	Utilities	\$95.00
70358	Sacramento Suburban Water District	Continued Education	\$5,412.17
70359	Sagent	Contract Services-COVID-19 Outreach, Media Relations, CVRA	\$5,556.25
70360	State Water Resources Control Board	Dues & Subscriptions	\$80.00
70361	Williams+Paddon	Contract Services-Engineering	\$1,048.01
70362	Willie K Wood	Customer Refund	\$361.67
70363	John F Miglio	Customer Refund	\$133.70
70364	Lom Bunsong	Customer Refund	\$195.11
70365	Dona I Vadenais Trust	Customer Refund	\$48.35
70366	Sharon D Geiszler	Customer Refund	\$326.19
70367	Thomas DiGiacomo	Customer Refund	\$107.72
70368	Terry D/ Warren T Moore	Customer Refund	\$18.26
70369	Karina E Almanza	Customer Refund	\$126.47
70370	Tina R Bryant	Customer Refund	\$777.30
70371	TM Investments Inc	Customer Refund	\$69.60
70372	Dzmity Lysakowski	Customer Refund	\$27.53
70373	Ajna Glisic	Customer Refund	\$104.31
70374	Mr. Rooter Plumbing of Sacramento	Customer Refund	\$1,969.40
70375	ABA DABA Rentals & Sales	Supplies-Field	\$731.69
70376	Alexander's Contract Services	Contract Services-Meter Read	\$6,857.04
70377	All Star Rents	Equipment Rental-Field	\$133.20
70378	AnswerNet	Telephone-Answering Service	\$372.35
70379	AREA Restroom Solutions	Equipment Rental-Field	\$142.41
70380	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
70381	Bart/Riebes Auto Parts	Repair-Trucks	\$27.99
70382	Bender Rosenthal Incorporated	Contract Services-Other	\$1,876.45
70383	BSK Associates	Water Analysis	\$724.00
70384	California Landscape Associates Inc	Janitorial	\$230.00
70385	CirclePoint	Contract Services-Water Conservation	\$1,113.75
70386	Colantuono, Highsmith & Whatley, PC	Legal & Audit	\$2,451.00
70387	Consolidated	Telephone-Local/Long Distance	\$1,849.94

OCTOBER 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
70388	Corelogic Information Solutions Inc	Dues & Subscriptions	\$206.00
70389	Sacramento County Utilities	Utilities	\$107.07
70390	Ditch Witch	Fixed Assets	\$387.88
70391	Harris & Associates	Contract Services-Engineering	\$13,618.75
70392	Harris Industrial Gases	Supplies-Field	\$18.67
70393	Iconix Waterworks	Material	\$8,043.55
70394	Integrity Administrators Inc	Health Insurance	\$5,000.00
70395	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$83,392.90
70396	Lowe's	Supplies-Field	\$436.42
70397	Luhdorff & Scalmanini	Contract Services-Wells	\$5,205.00
70398	Mason Smith Success Strategies	Contract Services-Financial	\$6,750.00
70399	Moonlight BPO LLC	Contract Services-Bill Print	\$4,516.38
70400	Neko Industries Inc	Software	\$12,892.50
70401	NetMotion Software Inc	Maintenance Agreement-Software	\$731.13
70402	Pace Supply Corp	Material	\$398.62
70403	Placer County Department of Public Works	Permit Fees	\$96.38
70404	Post Modern Marketing	Contract Services-Other	\$250.00
70405	Republic Services #922	Utilities	\$270.15
70406	Rescue Training Institute Inc	Contract Services-Other	\$113.16
70407	River City Staffing Group	Contract Services-Water Conservation	\$2,107.88
70408	Sacramento Local Agency Formation Comm	Dues & Subscriptions	\$1,772.00
70410	Les Schwab Tires	Repair-Trucks	\$415.92
70411	SitelogIQ	Maintenace Agreement-Equipment	\$247.25
70412	S.I.C.H.	Office Miscellaneous	\$120.00
70413	Superior Equipment Repair	Repair-Trucks	\$225.75
70414	SureWest Directories	Telephone-Local/Long Distance	\$49.00
70415	State Water Resources Control Board	Dues & Subscriptions	\$105.00
70416	Tee Janitorial & Maintenance	Contract Services-Other	\$2,989.00
70417	Uni Waste LLC	Contract Services-Other	\$537.51
70418	Voyager Fleet Systems Inc	Gas & Oil	\$2,638.83
70419	Warren Consulting Engineers Inc	Contract Services-Engineering	\$12,750.00
70420	Wolf Consulting	Contract Services-Other	\$500.00
70421	Rod Wood	Office Expense	\$86.80
70426	Robert E/Patricia A Friedman	Customer Refund	\$184.56
70427	Terry E/Marie A Heath	Customer Refund	\$183.54
70428	Wellborn 2009 Family Trust	Customer Refund	\$165.17
70429	Carlos M/Cristine Rodrigues	Customer Refund	\$9.70
70430	Terry D/ Warren T Moore	Customer Refund	\$110.89
70431	Tiffany E Frisa-Farrahkon	Customer Refund	\$136.49
70432	Jennifer Frost	Customer Refund	\$123.24
70433	Kourosh Modjtahedi	Customer Refund	\$12.83
70434	Jeremiah Starling	Customer Refund	\$244.12
70435	Eileen Bruggeman	Customer Refund	\$76.30
70436	David L/Judy E Kling	Customer Refund	\$16.93
70437	ABA DABA Rentals & Sales	Supplies-Field	\$853.93
70438	AIA Services, LLC/NDS	Water Conservation-Materials/Supplies	\$59.24
70439	Neal Boroumand	Toilet Rebate Program	\$75.00
70440	CAPIO	Dues & Subscriptions	\$20.00

OCTOBER 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
70441	City of Citrus Heights	Permit Fees	\$1,500.00
70442	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
70443	GEI Consultants	Contract Services-Wells	\$357.50
70444	Ronald O or Jean E Grider	Toilet Rebate Program	\$150.00
70445	Hunt & Sons Inc	Gas & Oil	\$398.26
70446	Iconix Waterworks	Material	\$5,376.74
70447	Integrity Administrators Inc	Health Insurance	\$285.99
70448	Kathleen J. Mehaffey	Toilet Rebate Program	\$75.00
70449	Pacific Gas & Electric	Utilities	\$21.69
70450	Post Modern Marketing	Contract Services-Other	\$250.00
70451	River City Staffing Group	Contract Services-Water Conservation	\$1,010.63
70452	Sagent	Contract Services-Social Media, Newsletter, Brand Aud	\$4,802.75
70453	San Juan Water District	Purchased Water	\$841,324.80
70454	Les Schwab Tires	Repair-Trucks	\$373.96
70455	SitelogIQ	Maintenance Agreement-Equipment	\$848.88
70456	State Water Resources Control Board	Dues & Subscriptions	\$70.00
Total			<u>\$1,387,612.33</u>
ACH	11112 RGS	Contract Services-Other	\$12,775.62
ACH	11425 RGS	Contract Services-Other	\$765.98
ACH	11439 RGS	Contract Services-Other	\$141.50
ACH	11442 RGS	Contract Services-Other	\$75.00
ACH	565518800 ADP	Contract Services-Financial	\$324.70
ACH	565899711 ADP	Contract Services-Financial	\$114.25
ACH	566356350 ADP	Contract Services-Financial	\$290.90
ACH	9/1-9/30/20 MID AMERICA	Employee Paid Insurance	\$33.22
ACH	CAL CHOICE NOV 2020	Health Insurance	\$41,639.41
ACH	CHASE SEPT 2020	Bank Fee	\$3,746.54
ACH	IC 1168-2020-9	Bank Fee	\$5,098.10
ACH	ICMA 10/1/20 PAYDAY	Deferred Compensation	\$7,022.85
ACH	ICMA R 10/1/20 PAYDAY	Deferred Compensation	\$100.00
ACH	ICMA 9/17/20 PAYDAY	Deferred Compensation	\$6,922.85
ACH	ICMA R 9/17/20 PAYDAY	Deferred Compensation	\$100.00
ACH	NOV 2020 PRINCIPAL	Health Insurance	\$8,123.78
ACH	SEPT 2020 JP MORGAN	See October Agenda Item CC-9	\$3,676.83
ACH	VALIC 10/1/20 PAYDAY	Deferred Compensation	\$2,021.25
ACH	VALIC 9/17/20 PAYDAY	Deferred Compensation	\$2,021.25
Total			<u>\$94,994.03</u>
Grand Total			<u>\$1,482,606.36</u>

JP Morgan -Purchase Card Distributions
Oct-20

Name	Tools & Equipment	Maintenance/ Licensing	Professional Development	General Supplies	Equipment Maintenance	District Events & Recognition	Dues & Subscription	Total Bill
Shockley	\$ 25.84			\$ 2,109.81	\$ 266.99	\$ 380.11	\$ 241.87	\$ 3,024.62
Talwar		\$ 335.00				\$ 20.35	\$ 3.99	\$ 359.34
Scott			\$ -					\$ -
Rucker		\$ 65.33						\$ 65.33
Spiers					\$ 1,857.10			\$ 1,857.10
Moore			\$ 75.00					\$ 75.00
Pieri						\$ 81.65		\$ 81.65
Total Bill	\$ 25.84	\$ 400.33	\$ 75.00	\$ 2,109.81	\$ 2,124.09	\$ 482.11	\$ 245.86	\$ 5,463.04

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 18, 2020 MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : October 27, 2020
 PREPARED BY : Brittney Moore, Management Analyst

The following District employees were recognized for perfect attendance during September 2020, and outstanding customer service and quality of work during the month of October 2020.

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Madeline Henry	Yes		Planning and coordination of District's virtual Centennial event. Assisted with Centennial Page information for the Budget document.
Dana Mellado			Worked with City of Citrus Heights on two properties with ongoing code enforcement issues, to coordinate CHWD's response, while providing excellent customer service to those property owners.
Brittney Moore			Clerked the Special Board Meeting during a staff outage. Coordinated staff training on the evaluation process. Attended the District's Facebook Centennial Event.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Alberto Preciado	Yes		Helped staff develop a programmatic budget tracking spreadsheet. Assisted with the budget document, and presented at the Board Meeting.
David Rucker	Yes		Assisted with workstation setups for admin staff.
Kayleigh Shepard		Worked additional hours to gather documents for public records request.	
Beth Shockley	Yes	Worked additional hours to gather documents for public records request.	Worked after hours to help with logistics for the Centennial event. Attended the District's Facebook Centennial Event.
Desiree Smith	Yes	Assisted a customer who needed help from multiple departments. Coordinated and expedited the response to ensure the issue was taken care of.	Attended the District's Facebook Centennial Event.

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes		Attended the District's Facebook Centennial Event. Performed inspection on the District's Water Main Project (Admiral) on Friday 10/9/20.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Paul Dietrich	Yes		Attended the October Special Board Meeting. Attended the District's Facebook Centennial Event.
Timothy Katkanov	Yes	Performed an extensive record's request.	Performed inspection on the District's Water Main Project (Admiral) on Friday 10/9/20.
Neil Tamagni	Yes		Performed inspection on the District's Water Main Project (Robie) & Mitchell Village Subdivision on Friday 10/2/20.

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Christopher Bell	Yes		Assisted with moving office furniture. Attended the District's Facebook Centennial Event.
Aaron Cater			Attended the District's Facebook Centennial Event.
Brady Chambers	Yes	Volunteered to stay after hours and be Les Leaky at the Centennial event.	
Kelly Drake	Yes	Customer who lives on Watson Way complimented Kelly on his helpfulness and professionalism while helping her resolve a flooding issue with her neighbor who lives on Kenneth Ave.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Jarrett Flink			Assisted with moving office furniture. Attended the District's Facebook Centennial Event.
Brian Hensley	Yes		
Rick Jimenez	Yes		Assisted with moving office furniture.
Ricky Kelley			Assisted with moving office furniture.
Mike Mariedth		10/2 Tues. –Resident on Mariposa Avenue stated that Mike was very helpful and knowledgeable in assisting with a leak investigation.	Assisted with moving office furniture.
Chris Nichols	Yes		
Jace Nunes	Yes		Assisted with moving office furniture.
Nick Spiers	Yes		Assisted with moving office furniture.
John Spinella	Yes		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS

NOVEMBER 18, 2020 MEETING

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : November 10, 2020
 PREPARED BY : Madeline A. Henry, Administrative Services Manager

OBJECTIVE:

Listed below is the current Long Range Agenda.

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

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA

MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
December 16, 2020					
December 16, 2020		Consider Award of Contract for Wells & Wisconsin Water Main Project	Pieri	CC	A
December 16, 2020	Annual	Oath of Office	Henry	P	A
December 16, 2020	Annual	District Officers	Henry	B	A
December 16, 2020	Annual	Selection of President and Vice President	Henry	B	A
December 16, 2020		Annexation/ District Boundary Project	Pieri	B	A
January 20, 2021					
January 20, 2021		2021 Strategic Plan Preview	Henry	P	A
January 20, 2021		CAC Update	Henry/Pieri	P	I/D
February 17, 2021					
February 17, 2021		Overview of Easement Project	Pieri	P	A
February 17, 2021	Annual	Investment of District Funds	Talwar/General Counsel	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 18, 2020 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
STATUS : Information Item
REPORT DATE : November 2, 2020
PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

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

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Director of Engineering and Project Manager	Yes, First Quarter of 2021 (Final Completion Update)	Yes	Masterplan for replacement of water mains.	Top Alternative Implementation Plan developed and discussed at CAC Workshop #8 on 09/10/19. Draft report submitted to CHWD on 01/06/20. Board Presentation expected in early 2021.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT 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.	District received final staffing report from the District's consultant on 04/29/20. Staff to present findings to Board.
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd Perimeter Wall	Engineering	Project Manager and Assistant Engineer	Yes, TBD	No	Wall along the east side of District property. 2020 design.	SJUSD Board approved Grant of Easement. CHWD submitted easement for recording on 10/27/20.
CAPITAL IMPROVEMENT PROJECT Whyte Ave & Langley Ave Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 06/17/20 (Award of Contract)	Yes	2020 design, 2020 construction.	Easements to be sent to County for recording. Award of Contract occurred at the 06/17/20 Board Meeting. 100% Complete. Closing out project.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Robie Way - Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 08/19/20 (Award of Contract)	Yes	2020 design, 2020 construction.	Easement acquisition complete. Construction began on 09/29/20. 90% Complete.
CAPITAL IMPROVEMENT PROJECT - Admiral Ave - Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 08/19/20 (Award of Contract)	Yes	2020 design, 2020 construction.	Easement acquisition complete. Construction began on 09/29/20. 80% Complete.
CAPITAL IMPROVEMENT PROJECT - Wells Ave - Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 12/16/20 (Anticipate Award of Contract)	Yes	2020 design, 2021 construction.	Easement acquisition complete. Project out to bid on 10/27/20. Anticipate Award of Contract at the 12/16/20 Board Meeting.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Wisconsin Dr - Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 12/16/20 (Anticipate Award of Contract)	Yes	2020 design, 2021 construction.	Easement acquisition complete. Project out to bid on 10/27/20. Anticipate Award of Contract at the 12/16/20 Board Meeting.
CAPITAL IMPROVEMENT PROJECT - Skycrest School Water Main	Engineering	Project Manager and Assistant Engineer	Yes, TBD	Yes	2020 design, 2021 construction.	Survey completed on 04/22/20. District preparing 60% plans. District coordinating with SJUSD regarding new water main alignment.
CAPITAL IMPROVEMENT PROJECT - Marsala Court Water Main	Engineering	Project Manager and Assistant Engineer	No	Yes	2020 design, 2020 construction.	CHWD Operations staff performing construction. 95% Complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Walnut Drive Water Main	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2020 design, 2021 construction.	Right-of-Way agent obtaining easements. Survey completed. District preparing 60% plans.
CAPITAL IMPROVEMENT PROJECT - Chance & Langley Water Main	Engineering	Project Manager and District Engineer	Yes	Yes	2020 design, 2021 construction.	District obtaining contract with Right-of-Way agent. Survey completed. Existing utility location completed. District preparing 60% plans.
CAPITAL IMPROVEMENT PROJECT - Fair Oaks Blvd Water Main	Engineering	Project Manager and District Engineer	Yes	Yes	2020 design, 2021 construction.	Survey completed. District preparing 60% plans.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr	Engineering	Director of Engineering and Assistant Engineer	Yes, 03/30/20, 04/15/20 (Deferment of Fees)	No	200-300 unit development by Watt Communities.	2 easements to be submitted to County Recorder's office. Waiting on SMUD access easement. Plans signed by District on 02/05/20. Project re-started on 7/14/20. Water portion 85% Complete.
PRIVATE DEVELOPMENT Mitchell Village Land Exchange - 7925 Arcadia Dr	Engineering	Director of Engineering and Assistant Engineer	Yes, 11/20/19 (Approval of Agreement)	No	Land Exchange of District's Well Site for development property.	Project re-started on 07/14/20. Boundary line adjustment recorded on 08/31/20. Need to obtain SMUD easement. Project 98% Complete. Punch list items to be completed.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Lawrence Ave Wyatt Ranch	Engineering	Director of Engineering and Assistant Engineer	No	No	23 lot subdivision.	District signed plans on 12/04/19. Reimbursement Agreement to be signed by developer.
PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Director of Engineering and Assistant Engineer	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	Received Project Referral and proposed site plan on 11/13/18. District sent Will Serve Letter on 12/04/18. Received first submittal from developer's engineer on 10/29/20.
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	Plans signed on 09/19/18. Awaiting construction.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	District provided comments to the developer's engineer on 01/02/19. Developer's engineer submitted second submittal on 09/02/20. District provided comments on second submittal on 09/30/20.
PRIVATE DEVELOPMENT 8116 Holly Dr Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 with 2 existing homes and meters.	Received Project Referral 11/16/18. Final Map in progress. District inspected no cross connections exist.
PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 lots. New single family home construction on one lot.	District sent correspondence to property owner on 04/20/20.
PRIVATE DEVELOPMENT 5425 Sunrise Blvd Sunrise Village Phase 1	Engineering	Director of Engineering and Assistant Engineer	No	No	Redevelopment of Sunrise Village.	Plans signed on 10/21/20. Awaiting start of 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 8501, 8505 Auburn Blvd Overall Site	Engineering	Director of Engineering and Assistant Engineer	Yes, Quitclaim (06/17/20)	No	Commercial Development.	Final plans signed on 10/17/19. 100% complete on water service to Studio Movie Grill. Contractor to complete improvements to two other parcels. Recorded easement received and sent to owner on 10/13/20. Quitclaim Resolution approved by the Board and recorded.
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 fire sprinkler system.	Payment received for Fees on 04/01/20. Awaiting plans for signature/approval.
PRIVATE DEVELOPMENT 7435 Stock Ranch Rd USPI Surgical Center	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed multi-use outpatient surgical center.	Plan Check Fees paid on 03/24/20. District signed plans on 08/18/20. Awaiting start of 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 7424 Sunrise Blvd Sunrise Pointe	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed multi-unit housing complex for low-income and homeless.	Received project referral and initial plans on 10/11/18. Will-Serve letter sent on 11/21/18. Awaiting first plan submittal from developer's engineer.
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.	Received second submittal on 05/20/19. District provided comments to the engineer on 06/26/19.
PRIVATE DEVELOPMENT 7056 Sunrise Blvd Starbucks	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Plans signed on 05/13/20. Construction submittal review complete on 10/22/20.

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.	District provided comments on preliminary plans on 07/09/20.
PRIVATE DEVELOPMENT 6128 San Juan Ave Green Acres	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	District provided comments on first submittal on 09/02/20. District received second submittal on 10/29/20.
PRIVATE DEVELOPMENT 7800 Greenback Ln Raising Cane's	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	District reviewing first submittal.

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

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV	Engineering	Director of Engineering and Assistant Engineer	No	Yes	Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.	Attended kick-off meeting with the City on 01/14/19. District provided comments to City's engineer on 05/02/19. Awaiting final plans from the City's engineer. District prepared Cost Liability letter to the City of Citrus Heights on 06/27/19.
CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Phase 2 Road Improvements	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.	Utility information sent to City's engineer on 06/30/20. Potholing started on 10/20/20.
CITY OF CITRUS HEIGHTS PROJECT Electric Greenway Bike Trail	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Bike Trail.	District received Cost Liability letter from the City on 10/09/20. District preparing a Cost Liability letter to the City.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
District-wide Annexation Project	Engineering	Director of Engineering , Project Manager and Assistant Engineer	Yes, 07/17/19 (Award of Contract), 10/16/19 (Customer Letters), 04/15/20 (Resolution to begin LAFCo review) 12/16/20 (Approve Resolution to final project)	Yes	Annex properties into the District to clarify and revise District boundaries.	Project 98% Complete. LAFCo Conducted Authority Hearing on 09/17/20 and are preparing Certificate of Completion. Anticipate approval of Resolution at the 12/16/20 Board Meeting.
District-wide Easement Project	Engineering	Director of Engineering, Project Manager and Assistant Engineer	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff will begin this project once the Annexation Project is near completion.
Review CEQA process for Capital Improvement Projects (CIPs)	Legal	Assistant General Counsel Joshua Nelson and Director of Engineering	TBD		Review existing CEQA process for CIPs. Update and revise as necessary.	Staff will conduct an initial scoping meeting in Q4 2020.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 18, 2020 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : November 2, 2020
 PREPARED BY : Tim Cutler, Water Distribution Supervisor
 Rebecca Scott, Senior Management Analyst

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Oct.	Year to Date		Oct.	Year to Date
Backflow Maintenance	0	0	C20-010 Water Mainline	0	0
Blow Off Maintenance	0	1	C20-011 Water Valves	0	13
Hydrant Maintenance	26	788	C20-012 Water Services	43	327
Leak Investigation	0	1	C20-013 Water Meters	3	30
Mainline Repair/Maintenance	1	6	C20-014 Fire Hydrants	1	12
Meter Box Maintenance	4	48	C20-103 Pot Hole Main	0	2
Meter Register Replacement	22	393	TOTAL	47	384
Meter Repair/Test/Maintenance	1	9	Water Quality		
Pot Hole Work	0	1	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>		
Water Service Repair/Locate	0	4			
Valve, Mainline Maintenance	54	1,414			
Valve Box Maintenance	0	17			
TOTAL	108	2,682			

CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
NOVEMBER 18, 2020 MEETING

SUBJECT : 2020 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : November 3, 2020
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

OBJECTIVE:

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

Month	2013	2015	2016	2017	2018	2019	2020				Year-to-Date			
	Total Water Monthly acre feet						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	Comparison to 2013			
							acre feet				acre feet	%		
	Jan	602.52	570.05	539.60	506.81	531.38	520.86	425.22	93.81	519.03	519.03	-83.49	-13.9%	
Feb	606.36	511.52	484.53	443.99	525.73	447.48	488.25	101.55	589.80	1,108.83	-100.05	-8.3%		
Mar	819.55	725.95	517.56	546.60	540.78	516.87	569.86	84.45	654.31	1,763.14	-265.29	-13.1%		
Apr	1,029.73	761.02	677.81	575.52	646.09	682.90	678.55	88.69	767.24	2,530.38	-527.78	-17.3%		
May	1,603.43	869.08	979.49	1,138.72	1,072.27	977.41	1,103.17	65.82	1,168.99	3,699.37	-962.22	-20.6%		
Jun	1,816.73	1,065.10	1,343.76	1,412.94	1,387.03	1,328.07	1,349.71	126.11	1,475.82	5,175.19	-1,303.13	-20.1%		
Jul	2,059.21	1,184.95	1,544.57	1,650.76	1,737.13	1,582.40	1,571.79	111.04	1,682.83	6,858.02	-1,679.51	-19.7%		
Aug	1,924.28	1,188.18	1,579.80	1,570.80	1,583.78	1,603.36	1,542.97	117.62	1,660.59	8,518.61	-1,943.20	-18.6%		
Sep	1,509.82	1,069.78	1,257.91	1,441.76	1,330.19	1,297.12	1,158.99	222.15	1,381.14	9,899.75	-2,071.88	-17.3%		
Oct	1,297.42	918.67	840.80	1,128.97	1,061.88	1,083.17	1,009.84	175.16	1,185.00	11,084.75	-2,184.30	-16.5%		
Nov	911.55	589.6	561.82	631.55	807.7	839.06								
Dec	700.94	519.57	518.62	574.43	558.97	548.17								
Total	14,881.54	9,973.47	10,846.27	11,622.85	11,782.93	11,426.87	9,898.35	1,186.40	11,084.75	11,084.75				
% of Total							89.30%	10.70%						

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 18, 2020 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : November 3, 2020
PREPARED BY : Brian Hensley, Water Resources Supervisor

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of November 1, 2020, storage in Folsom Lake (Lake) was at 351,720 acre-feet, 36 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 71,042 acre-feet in the past month.

The District's total water use during the month of October 2020 (1,185.00 acre-feet) was 16.5 percent below that of October 2013 (1297.42 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 NOVEMBER 18, 2020 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
STATUS : Information Item
REPORT DATE : November 4, 2020
PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

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

ACTIVITIES AND PROGRESS REPORT

Water Efficiency, Safety and Meter Program activities during the month of October 2020 include:

- Four High Efficiency Toilet (HET) rebates were processed for the month of October. This compares to 18 HET rebates processed for the month of October 2019. The five year monthly average (2015-2019) of October HET rebates is 21.
- A total of 10 High Efficiency Clothes Washer (HECW) rebates were issued during the third quarter of 2020. This compares to nine rebates issued for the third quarter of 2019. A total of 21 HECW rebates have been issued year to date.
- 43 service calls were completed for the month of October. There were three reports of water waste received in October through CHWD's Water Efficiency web page. Staff continues reaching out to customers via telephone for water waste violations and leak notifications.
- CHWD's WaterSmart classes have been restructured to be given online as "virtual" classes for 2020. Two WaterSmart classes were held on November 9th and 10th. The November 9th covered how to conduct your own water efficiency review inside and outside, The November 10th class covered ways to prepare your garden and irrigation equipment for the winter months. Attendees participated in a live Q & A session during each presentation. All virtual classes are being archived on CHWD's website and on YouTube, they can be viewed there at any time.
- CHWD has secured three garden plots at the Sylvan Ranch Community Garden (SRCG). The plots will feature water efficient landscaping. The plots will also be used as an education area for activities, such as workshops, demonstrations and presentations. CHWD has recruited a volunteer "Garden Corps" of CHWD customers willing to help plant and maintain the District's garden plots. The construction phase for the planter boxes is now complete. On Saturday, November 14, the Garden Corps members will work with a certified landscaping specialist to plant the first flowers and plants for CHWD's plots, including installation of irrigation. Volunteers will then periodically maintain the plots by removing weeds and checking the irrigation, including the smart controller timers.
- On September 10, 2020 staff submitted Citrus Heights Water District's Validated Water Loss Audit Report (for data year 2019). The State Department of Water Resources will review the report for completeness and accuracy.

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

Month	R-GPCD 2019	R-GPCD 2020	% CHANGE
January	76	76	0%
February	72	92	+21.7
March	75	95	+26.6
April	103	116	+12.6
May	147	170	+15.6
June	200	222	+11.0
July	231	245	+6.0
August	234	242	+3.4
September	195	208	+6.6
October	158	147	-6.9

- The following table summarizes the service requests and work orders of Water Efficiency staff for October 2020:

SERVICE REQUESTS	2020	2019
CONSERVATION REQUEST	43	10
WATER EFFICIENCY REVIEWS		2
HIGH EFFICIENCY TOILET REBATES	4	18
CHECK FOR LEAK	2	1
UNABLE TO OBTAIN METER READ	50	37
TRIM SHRUBS	16	30
METER BURIED	16	35
METER MAINTENANCE	17	34
LOCKED GATE	4	3
RE-READ METER	10	17
READ METER	1	0
METER BOX MAINTENANCE	1	0
MOVE-IN/MOVE-OUT	27	22
CAR OVER METER	10	13
INSTALL METER	1	0
TOTAL	202	222

WORK ORDERS	2020	2019
CHANGE TOUCH-READ TO RADIO READ	1	10
CONVERT TO RADIO-READ METER	11	1
METER BOX MAINTENANCE	3	5
METER REPAIR	1	1
METER REPLACEMENT	2	1
METER TESTING	0	1
REGISTER REPLACEMENT	10	8
RADIO-READ REGISTER REPLACEMENT	0	3
INSTALL METER	0	0
TOTAL	28	30

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 18, 2020 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT AND RESOLUTION TO ALLOW DISTRICT PARTICIPATION IN REGIONAL GOVERNMENT SERVICES (RGS) JOINT POWERS AUTHORITY (JPA)

STATUS : Action Item

REPORT DATE : November 6, 2020

PREPARED BY : Susan Talwar, Director of Finance and Administrative Services
Hilary Straus, General Manager

OBJECTIVE:

Consider approval of an agreement with Regional Government Services and adopt Resolution 12-2020 for District's participation in the Joint Powers Authority.

BACKGROUND AND ANALYSIS:

RGS is a joint powers authority created in 2002 to provide support services to public agencies. RGS has served approximately 300 agencies since its inception. The vision was to establish an entity for sharing resources, so local government agencies can receive and pay for only the level of services needed.

RGS has experienced staff to assist member/client agencies with managing special projects, conducting independent operational assessments, assisting new or acting staff, consulting on best practices in municipal services. The JPA provides support services for many local government policy and program areas. RGS is totally fee supported, charging client agencies for services. CHWD has maintained a task order style agreement with RGS since May 2017, with RGS providing human resources support, communications and management support services to the District.

As CHWD has worked with RGS for four years now, the opportunity has been presented for CHWD as a client agency to help shape RGS's current and future operations and services. Though membership in RGS is not required to access RGS's services, it provides CHWD an opportunity to help shape the JPA's policies and programs and the provision of services through management of the JPA at the RGS Board level. Of note, RGS does not have a special district/water district member on its Board, so CHWD would have an opportunity to help RGS refine and align its services to optimally meet special district/water district needs.

There is no cost to join, and RGS provides each member agency a yearly Member Services reimbursement to offset the small amount of time spent on JPA governance. The reimbursement is to the member agency, and begins after one year of service. The current fiscal year appropriation is \$2,000 for RGS Board of Director service and is an additional \$10,000 per agency for RGS Executive Committee service, subject to available funding as noted below. Should the Board approve the accompanying JPA membership agreement, RGS has agenzized the District's membership at its November 19, 2020, and will invite the General Manager to serve on the its Executive Committee starting the same date. The Director of Finance and Administrative Services is proposed to serve as CHWD's alternate Board and Executive Committee representative. RGS is governed by executives from the cities of Dublin, Larkspur, Napa, Soledad, Walnut Creek and the Town of Yountville, and the Board meets approximately one to two times per year and the Executive Committee has four regularly scheduled meetings per year.

Benefits of Membership

Benefits of membership with RGS include the opportunity to:

- Collaborate with other local government leaders to guide RGS, a state-wide public service agency in the provision of services to client agencies;
- Contribute ideas for services needed by their agency and other cities, counties, special districts, joint power authorities and other public entities that are not readily available or are cost-prohibitive from the private sector;
- Contribute to the sharing of best practices and lessons learned among potentially thousands of public agencies;
- Receive a yearly reimbursement when funds are available. The stipend has been \$10,000 to \$12,000 per year for the past nine fiscal years. The yearly reimbursement is to offset the small amount of time spent on JPA governance;
- Attend quarterly meetings, currently virtual, but can include in normal times, rotating to member sites. There are also plans to provide one or two meetings in-person at training conferences per year once the pandemic subsides.

Of note, member agencies are insulated from liabilities of RGS. Also, RGS is not a CalPERS-contracting agency. Moreover, member agencies are not required to use RGS services, but all have, with most currently contracting for on-going or special projects.

RECOMMENDATION:

Approve Resolution 12-2020, approving an agreement for membership with RGS, and authorizing the General Manager to execute the agreement.

Attachments:

1. Resolution 12-2020 – Approving and Authorizing the General Manager to Execute an Addendum to the Joint Powers Agreement Establishing Membership in the Regional Government Services (Exhibit A to the Resolution)
2. RGS Board of Directors and Executive Committee Member Resource Binder

ACTION:

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

ATTACHMENT 1
Resolution 12-2020

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 12-2020

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
APPROVING AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN
ADDENDUM TO A JOINT POWERS AGREEMENT ESTABLISHING
MEMBERSHIP IN THE REGIONAL GOVERNMENT SERVICES AUTHORITY

WHEREAS, California law authorizes cities, special districts and other public agencies to contract, by joint powers agreement, to form separate legal entities identified as Joint Powers Authorities (JPAs), which are authorized to exercise authority that is common to the members of the JPA (California Government Code Sections 6500, et seq.); and

WHEREAS, Regional Government Services Authority (RGS) is a JPA formed and governed by California public agencies to serve the needs of local government agencies in California, having served approximately 300 agencies since 2002; and

WHEREAS, RGS has the experienced staff to assist agencies with managing special projects, conducting independent operational assessments, assisting new or serving as acting staff, and consulting on best practices in human resources and municipal finance; and

WHEREAS, all public agencies benefit by having a resource of experienced advisors, and the District can assist in ensuring this JPA remains a valuable asset to the District and other local government agencies by being a member of RGS.

NOW, THEREFORE, BE IT RESOLVED by the Citrus Heights Water District Board of Directors as follows:

1. The Board of Directors authorizes the District to join as a member of the joint powers authority identified as the "Regional Government Services Authority," hereinafter "RGS," and authorizes the General Manager to execute on behalf of the District's any documents necessary to implement the District's membership in RGS including the "Joint Powers Agreement Creating the Regional Government Services Authority." (Exhibit A)
2. The Board of Directors also authorizes the General Manager to designate the District's representative and alternate to serve on the RGS Board of Directors, which may also include service on the RGS Executive Committee.
3. The Board of Directors hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the adoption of this Resolution.
4. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 18th day of November 2020, by the following vote, to wit:

AYES: Directors: Riehle, Wheaton, Sheehan

NOES: Directors:

ABSTAIN: Directors:

ABSENT: Directors:

SEAL

RAYMOND RIEHLE, President
Board of Directors
Citrus Heights Water District

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 12-2020 adopted by the Board of Directors of Citrus Heights Water District at its regular meeting held November 18, 2020.

MADELINE HENRY, Chief Board Clerk
Citrus Heights Water District

AMENDED AND RESTATED
JOINT POWERS AGREEMENT CREATING THE
REGIONAL GOVERNMENT SERVICES AUTHORITY

An agreement entitled “Joint Powers Agreement Creating the Regional Government Services Authority” was entered into as of March 1, 2001 (as amended and restated from time to time, the “Agreement”), by and between participating public entities (collectively called the “Members”), currently comprised of the City of Dublin, the City of Larkspur, the City of Walnut Creek and the Town of Yountville. This Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority is made and effective August 25, 2016, by the Members.

RECITALS

The Members have determined that it is more efficient, effective, and economical to provide certain management, administrative, special or general services for Members and other public agencies through a joint powers authority (“JPA”) than by each agency directly employing separate staff;

The Members have determined that state law allows for a joint powers authority to provide such services;

The Members further have determined that state law allows for certain such Member functions to be provided by contract with the JPA;

The Members also wish to be able to offer expertise to other public and private entities serving public agencies through the provision of services by this JPA;

Each Member is a public agency as defined by Government Code Section 6500 *et seq.*, and is authorized and empowered to contract for the joint exercise of powers common to each Member;

The Members seek to provide through the JPA, an entity that will directly employ staff and consultants for local and regional entities;

The Members have determined there exists a need for a public agency to operate services on a regional basis or to operate services outside the routine operations of Members, in order to achieve greater efficiency, effectiveness and/or economy;

The Members have determined there exists a need for a public agency to provide shared, collaborative services to public agencies that enable partner agencies to achieve their goals cost-effectively;

The Members now wish to exercise jointly their powers to provide services by establishment of the Regional Government Services Authority (“RGS”), a public agency; and

RGS is established to maximize the efficiency and effectiveness of service delivery of government programs benefiting the local and regional public interest. Many of the services provided by RGS will be those typically beyond the scope or capacity of an individual local government entity because of funding and other

constraints. RGS can efficiently and effectively provide these services through consolidation and coordination.

NOW, THEREFORE, in consideration of the mutual promises set out, the parties agree as follows:

AGREEMENT

ARTICLE I. POWERS AND PURPOSES

1. **RGS Created.** RGS is formed by this Agreement pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 (commencing with Section 6500) of the Government Code of the State of California. RGS shall be a public entity separate from the parties hereto and its debts, liabilities and obligations shall not be the debts, liabilities and obligations of its Members.

2. **Purpose of the Agreement; Common Powers to be Exercised.** Each Member individually has the statutory ability to provide services for the operation of a public agency. The purpose of this Agreement is to jointly exercise the foregoing common powers in the manner set forth herein.

3. **Effective Date of Formation.** RGS was formed as of the date referred to in the first paragraph of the Joint Powers Agreement Creating the Regional Government Services Authority, which was March 1, 2001 (the "Effective Date").

4. **Powers.** Pursuant to and to the extent required by Government Code Section 6509, RGS shall be restricted in the exercise of its powers in the same manner as is a general law city. RGS shall have the power to do any of the following in its own name:

- (a) To exercise the common powers of its Members in providing services for the operation of a public agency or other entity, including related and incidental services.
- (b) To make, assume and enter into contracts, including contracts with its Members, associate members, partner agencies, consultants and vendors.
- (c) To negotiate contracts with represented and unrepresented employees.
- (d) To maintain, assume and employ such agents, employees, consultants, and other persons as it deems necessary to accomplish its purpose.
- (e) To lease, acquire, hold and dispose of property of any kind.
- (f) To invest surplus funds.
- (g) To incur debts, liabilities, or obligations.
- (h) To sue and be sued in its own name.

- (i) To apply for grants, loans, or other assistance from persons, firms, corporations, and/or governmental entities.
- (j) To prepare and support legislation related to the purposes of this Agreement.
- (k) To collect payments and fees for services, as relevant law may allow.
- (l) To purchase insurance or to self-insure.
- (m) To enter into joint powers agreements with other public agencies when necessary or beneficial for RGS to carry out its mission.
- (n) To adopt rules, regulations, policies, bylaws and procedures governing its operation.

5. **Indemnification of Members.** RGS shall indemnify, defend and hold harmless the Members from and against any and all losses, liability, claims, suits, actions, damages, causes of actions, and costs, including but not limited to reasonable attorneys' fees, (collectively, "Liability") arising out of the operation of RGS, except when such Liability arises due to the sole negligence or willful misconduct of the Member.

Whenever RGS provides services to a Member pursuant to a separate agreement between RGS and the Member, the indemnification provisions of that agreement shall apply as to the services that RGS provides pursuant to the agreement.

ARTICLE II. ORGANIZATION

1. **Membership.** The Members of RGS shall be the parties hereto, and such other public entities as may join RGS after execution of this Agreement, and shall exclude any current or future Members who later withdraw. Public entities may join if approved by two-thirds of the members of the Executive Committee of the RGS Board on terms and conditions approved by the Executive Committee. New members shall be included within the term "Members" following execution of an Addendum to this Agreement executed by the new member and the Chair of the Executive Committee. Following execution of such an Addendum, the new member shall be subject to the provisions of this Amended and Restated Agreement, and shall have the same power to appoint a representative to the RGS Board of Directors as existing Members. Any Member that withdraws from RGS, pursuant to Article V of this Agreement, shall no longer be a Member.

2. **Associate Membership.** Public entities may join RGS as associate members, by virtue of contracting for services with RGS, which contract shall include an addendum to this Agreement and must be approved by the Executive Committee, or by other means as approved by the Executive Committee. Associate membership shall be on terms and conditions approved by the Executive Committee, and the Executive Committee shall establish the rights, privileges, duties and obligations of associate members consistent with this Agreement. Associate members shall not have the right to appoint a representative to the Board of Directors, nor shall they have a right to any of RGS' assets upon

dissolution. The debts, liabilities and obligations of RGS shall not be the debts, liabilities and obligations of its associate members.

3. **Designation of RGS Board of Directors.** The RGS Board of Directors (the "Board") shall consist of the chief executive or the chief executive's designee of each Member, who shall serve at the pleasure of the governing board of the Member and may be removed at any time, without cause, in the sole discretion of that Member. Each representative shall serve as a director and shall be entitled to place any matter reasonably related to the business of RGS on the agenda for any meeting of the Board. No additional compensation shall be provided for such service, although directors' expenses shall be reimbursable. A meeting of the Board of Directors shall be called at least once per fiscal year for the purpose of selecting Executive Committee members, amending Authority Bylaws, approving the budget, and other such business as appropriate. All voting power shall reside in the Board of Directors, with those powers necessary to carry out the day-to-day business of RGS delegated to the Executive Committee. Special meetings of the Board may be called in accordance with the provisions of Government Code section 54956, as that section may be amended from time to time.

4. **Executive Committee.** The regular management of the Authority shall be vested in an Executive Committee consisting of no more than seven individuals selected by the Board of Directors at the annual meeting, with up to two Alternate committee members also chosen by the Board of Directors. Members of the Executive Committee may, but need not, be on the Board of Directors. Members of the Executive Committee shall serve at the pleasure of the Board, and may be removed, without cause, in the sole discretion of the Board. No additional compensation shall be provided for service on the Executive Committee, although expenses of members of the Executive Committee shall be reimbursable. The Executive Committee shall have power:

(a) To approve additional public entities as new members or associate members and terms and conditions of such membership;

(b) To employ and contract for personnel and consultants consistent with the purposes of the RGS.

(c) To expend funds of RGS and enter into contracts, whenever required, in the judgment of the Executive Committee consistent with the purposes of the RGS.

(d) To acquire and sell any personal property.

(e) To lease, acquire, hold and dispose of property of any kind.

(f) To approve payroll payments and other demands for payments by RGS.

(g) To review and recommend to the Board prior to July 1 of each year the annual budget for the next fiscal year referred to in Section II.3.

(h) To make all expenditures of RGS consistent with the RGS budget, authorized appropriations and approved agreements.

The Executive Committee shall perform such other duties as may be imposed on it by the Board and shall report to the Board at such times and concerning such matters as the Board may require.

5. **Principal Office.** The principal office of RGS shall be designated by the Board, which may move those offices should it choose to do so.

6. **Meetings.**

a. The Board shall meet at the principal office of RGS or at such other place as may be designated by the Board. The Board shall meet at least once per fiscal year.

b. All meetings of the Board or Executive Committee, including regular, adjourned and special meetings, shall be called, noticed and held in accordance with the Ralph M. Brown Act, Section 54950, et seq. of the Government Code (the "Brown Act") as it may be amended from time to time.

7. **Quorum; Voting.** A majority of the members of the Board of Directors shall constitute a quorum for the purpose of the transaction of business relating to RGS. Each director shall be entitled to one vote. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order or to take any other action deemed appropriate to carry forward the objectives of RGS.

8. **Officers.** At its first meeting, the Board shall elect a Chair and Vice-Chair from among the Directors, and shall appoint a Secretary who may, but need not, be a Director. The officers shall perform the duties normal to such offices. The Chair shall preside at all meetings of the Board and shall sign all routine contracts that do not require Board award on behalf of RGS, and shall perform such other duties as may be imposed by the Board. The Vice-Chair shall act, sign contracts and perform all of the Chair's duties in the absence of the Chair. The Board may also designate an employee of RGS to sign contracts that do not require Board award and contracts for which Board award has been granted.

9. **Secretary; Minutes.** The Board shall have the authority to appoint a Secretary of RGS, or may delegate such power to the Executive Committee. The Secretary of RGS shall provide notice of, prepare and post agendas for and keep minutes of regular, adjourned regular, and special meetings of the Board or Executive Committee, and shall cause a copy of the minutes to be forwarded to each director. The Secretary will otherwise perform the duties necessary to ensure compliance with the Brown Act and other applicable rules or regulations, and shall perform such other duties as may be imposed by the Board or Executive Committee. The Secretary shall cause a copy of this Agreement to be filed with the Secretary of State pursuant to the Act.

10. **Rules.** The Board from time to time may adopt such bylaws, rules and regulations for the conduct of its affairs that are not in conflict with this Agreement. The Board may also adopt bylaws, rules and regulations for the conduct of the Executive Committee, or may delegate such authority to the Executive Committee itself.

11. **Fiscal Year.** RGS's fiscal year shall be July 1 of each year, to and including the following June 30.

12. **Treasurer/Controller.** The Board shall have the power to appoint a Finance Director of RGS. Pursuant to Section 6505.6 of the Act, the Finance Director of RGS serves as the Auditor, Controller and Treasurer of RGS. The Treasurer shall be the depository, shall have custody of all of the accounts, funds and money of RGS from whatever source, shall have the duties and obligations set forth in Sections 6505 and 6505.5 of the Act and shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of RGS.

13. **Officers in Charge of Records, Funds, and Accounts.** Pursuant to Section 6505.1 of the Act, the Treasurer shall have charge of, handle and have access to all accounts, funds and money of RGS and all records of RGS relating thereto; and the Secretary shall have charge of, handle and have access to all other records of RGS.

14. **Bonding Persons Having Access to Public Records.** From time to time, the Board may designate persons, in addition to the Executive Director, Secretary and the Treasurer, having charge of handling or having access to any records, funds or accounts of RGS, who shall be required to post performance bonds. The respective costs of the official bonds of such persons designated by the Board pursuant to Section 6505.1 of the Act shall be paid by RGS. The Executive Director, Secretary and the Treasurer may be employees of, or contracting to, any Member or public agency affiliated with RGS.

15. **Legal Advisor.** The Board shall have the power, or may delegate such power to the Executive Committee, to appoint the legal advisor of RGS who shall perform such duties as may be prescribed by the Board, and to retain other legal counsel as the Executive Committee deems necessary. The Legal Advisor may be an employee of, or have a contractual relationship with, any Member, but such relationship is not required.

16. **Executive Director Appointment: Employees.** The Executive Committee shall have the power to appoint and employ an Executive Director, and to establish the duties and responsibilities of the Executive Director. The Executive Director shall have the power to appoint and employ such other employees, consultants, and independent contractors as may be necessary for the purposes of this Agreement, and to establish the duties and responsibilities of such employees. Such employees, consultants, or independent contractors may be employees of, or have a contractual relationship with, any Member. The Executive Committee may also contract with a Member to provide administrative services to RGS.

All of the privileges and immunities from liability, exemption from laws, ordinances and rules, and all other benefits which apply to the activities of officers, agents, or employees of a public agency when performing their respective functions shall apply to the officers, agents and employees of RGS to the same degree and extent while engaged in the performance of any of the functions and other duties under this Agreement.

None of the officers, agents, or employees directly employed by RGS shall be deemed, by reason of their employment by RGS, to be employed by a Member or, by reason of their employment by RGS, to be subject to any of the requirements of a Member.

17. **Assistant Officers.** The Board may appoint or delegate to the

Executive Committee the authority to appoint, such assistants to act in the place of the Executive Director, Treasurer, Secretary or other officers of RGS (other than a member of the Board of Directors) as the Board shall from time to time deem appropriate.

ARTICLE III. MEMBER CONTRACTING WITH RGS

Any Member may contract with RGS for services on terms to be negotiated by the parties.

ARTICLE IV. ACCOUNTS AND REPORTS; FUNDS

1. **Accounts and Reports.** The Treasurer shall establish and maintain such funds and accounts as may be required by good accounting practice. The books and records of RGS shall be open to inspection at all reasonable times by representatives of Member Agencies. The Treasurer will make independently audited financial statements available to Members each fiscal year.

2. **Funds.** The Treasurer of RGS shall receive, have the custody of and disburse RGS funds as nearly as possible in accordance with generally accepted accounting practices, shall make the disbursements required by these Agreements or to carry out any of the provisions or purposes of these Agreements.

ARTICLE V. TERM

1. **Term.** This Restated and Amended Agreement for Regional Government Services Authority shall become effective when signed by all of the Members and shall continue in full force and effect so long as there are at least two Members.

2. **Dissolution & Withdrawal.** All Members may mutually agree to dissolve RGS at any time. Individual Members may terminate their membership by providing three months' advance notice to the RGS Board Chair, with the date of termination coinciding with the beginning of a fiscal quarter. Any terminating Member shall pay all amounts owed to the JPA prior to the date of termination. A terminating Member shall not be entitled to receive a share of RGS' assets, except upon dissolution as provided for in Section V.3.

3. **Disposition of Assets.** Upon dissolution of RGS, after satisfaction of all debts, liabilities or obligations incurred by RGS, any and all remaining property of RGS, both real and personal, and all other assets of any kind shall be divided among the Members active as of the act of dissolution, in such manner as shall be agreed upon by those Members. In the event RGS has outstanding debt, liability or obligation at the time of dissolution, the Members shall have no obligation or responsibility for such debt, pursuant to Section I.1 of this Agreement.

ARTICLE VI. MISCELLANEOUS PROVISIONS

1. **Notices.** Notices hereunder shall be in writing and shall be sufficient if delivered to the notice address of each party hereto for legal notices or as

otherwise provided by a party hereto in writing to each of the other parties hereto.

2. **Section Headings.** All section headings in this Agreement are for convenience of reference only and are not to be construed as modifying or governing the language in the section referred to or to define or limit the scope of any provision of this Agreement.

3. **Consent.** Whenever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

4. **Law Governing.** This Agreement is made in the State of California under the constitution and laws of the State of California, and is to be so construed.

5. **Amendments.** This Amended and Restated Agreement may be amended at any time, or from time to time, by a written amendment executed by the Members. Additional public entities may become Members of RGS by execution of an Addendum as provided in Article II, section 1. Following the addition of a new Member, any amendment of this Amended and Restated Agreement shall require approval of all Members, including any such new Members.

6. **Enforcement by RGS.** RGS is hereby authorized to take any or all legal or equitable actions, including but not limited to injunction and specific performance, necessary or permitted by law to enforce this Agreement.

7. **Severability.** Should any part, term or provision of this Agreement be decided by any court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining portions or provisions shall not be affected thereby.

8. **Successors.** This Agreement shall be binding upon and shall inure to the benefit of the successors of the Members respectively. No Member may assign any right or obligation hereunder without the written consent of other Member(s).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year set opposite the name of each of the parties.

CITY OF DUBLIN

By: 
Chris Foss, City Manager

Date: 8/25/16

Attest: 
Caroline Soto, City Clerk

Approved as to Form:


John Bakker, City Attorney

CITY OF LARKSPUR

By: _____
Dan Schwarz, City Manager

Date: _____

Attest: _____
City Clerk

Approved as to Form:

City Attorney

CITY OF WALNUT CREEK

By: _____
Ken Nordhoff, City Manager

Date: _____

Attest: _____
City Clerk

Approved as to Form:

City Attorney

TOWN OF YOUNTVILLE

By: _____
Steven Rogers, City Manager

Date: _____

Attest: _____
City Clerk

Approved as to Form:

City Attorney

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year set opposite the name of each of the parties.

CITY OF DUBLIN

By: _____
Chris Foss, City Manager

Date: _____

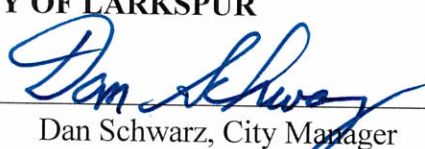
Attest:

City Clerk

Approved as to Form:

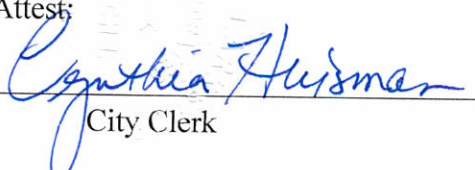
City Attorney

CITY OF LARKSPUR

By: 
Dan Schwarz, City Manager

Date: 6/27/16

Attest:


City Clerk

Approved as to Form:


City Attorney

CITY OF WALNUT CREEK

By: _____
Ken Nordhoff, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

TOWN OF YOUNTVILLE

By: _____
Steven Rogers, Town Manager

Date: _____

Attest:

Town Clerk

Approved as to Form:

Town Attorney

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year set opposite the name of each of the parties.

CITY OF DUBLIN

By: _____
Chris Foss, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF WALNUT CREEK

By: Ken Nordhoff
Ken Nordhoff, City Manager

Date: 8/5/16

Attest:

S. Zellmer
City Clerk

Approved as to Form:

B. P. H.
For City Attorney



CITY OF LARKSPUR

By: _____
Dan Schwarz, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

TOWN OF YOUNTVILLE

By: _____
Steven Rogers, Town Manager

Date: _____

Attest:

Town Clerk

Approved as to Form:

Town Attorney

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year set opposite the name of each of the parties.

CITY OF DUBLIN

By: _____
Chris Foss, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF LARKSPUR

By: _____
Dan Schwarz, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF WALNUT CREEK

By: _____
Ken Nordhoff, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

TOWN OF YOUNTVILLE

By: _____
Steven Rogers, Town Manager

Date: 7/21/16

Attest:

Town Clerk - Michelle Dahme

Approved as to Form:

Town Attorney

ATTACHMENT 2

RGS Board of Directors and Executive Committee Member Research Binder



REGIONAL
GOVERNMENT
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

Board of Directors and Executive Committee

Member Resource Binder



**REGIONAL
GOVERNMENT
SERVICES**

SERVING PUBLIC AGENCIES SINCE 2002

Our mission is to provide quality, innovative, cost-effective services to public agencies.



Regional Government Services (RGS) is a Joint Powers Authority that began serving California cities, special districts, counties, and other governmental entities in 2002. We work with public agencies, providing a ready source of consultative expertise and project delivery to meet the needs of our partner agencies in a broad range of service areas.

RGS offers expertise in human resources, communications, planning, finance, and employee benefits administration as well as project management and support services at all levels. We also offer a complete suite of training services for employees and management teams including team building retreats and strategic planning sessions.

Our team of Senior Advisors, supported by over 100 team members, has worked with more than 280 agencies throughout the state (and other states) from small municipalities to large metropolitan planning organizations. We don't have clients; we have partners who benefit from our low-cost delivery model and open source access to tools created to improve internal efficiencies and the delivery of services to the public.

We are evolving as our partners' needs are growing, offering more advisors for existing services and new services and solutions to agencies facing increasingly obligated revenues and increasing demands. We exist for one purpose: to help our partners succeed.

CURRENT MEMBER AGENCIES

City of Dublin
City of Larkspur
City of Napa
City of Soledad
City of Walnut Creek
Town of Yountville

BOARD OF DIRECTORS

Dan Buckshi
City Manager

Linda Smith
City Manager

Brent Slama
Interim City Manager

Liz Habkirk
Deputy City Manager

Steve Rogers
Town Manager

Dan Schwarz
City Manager

HUMAN RESOURCES SERVICES

RGS provides a complete array of human resource (HR) management services to partner agencies, from strategic resources and policy planning, to operational and transactional activities such as recruitment, classification and compensation analysis (including FLSA compliance), benefits administration, employee relations case management, workplace investigations and disability management services. Our HR partnerships begin with a complete assessment of current operations, identifying critical needs and organizational priorities. Ongoing services and projects focus on developing and implementing effective administrative systems and HR best practices; and supporting agency managers' use of these practices to obtain outstanding staff performance, achieve compliance and meet organizational goals.



EMPLOYEE BENEFITS PROGRAMS

The RGS team has established and cooperatively maintains benefit programs with and for public agencies. We have created and facilitated pools with other agencies to share costs or gain cost efficiencies to provide greater employee value for medical, dental, 401(a) and 457(b) plans. For more details, visit our Pooled Programs website page: www.rgsca.gov/services/pooled-programs/

PROJECT MANAGEMENT & WORKLOAD SUPPORT

RGS provides both short- and long-term solutions at all levels. Our team provides skilled, experienced personnel to assess and strengthen organizational infrastructure, support organizational transitions, ensure project deliverables and outcomes are achieved, and mentor and coach staff as needed. In addition to services detailed in this brochure, additional areas of expertise include:

- **Risk Management Assessment and Program Development**
- **Workplace Safety Assessment and Program Development**
- **Procurement Programs**
- **CIP Program Coordination and Project Services**
- **Elections Process Coordination**
- **Public Records Act and Records Management**
- **Public Safety Administration Assessment and Program Development**



EMERGENCY MANAGEMENT SERVICES

RGS provides comprehensive emergency and disaster management program support to local government agencies. The RGS team has developed and implemented a broad range of emergency management programs, projects, and services for cities, counties, and special districts throughout California. The RGS team has experience in all phases of emergency management, including preparedness, response, cost recovery, and mitigation. We have in-depth knowledge of local emergency

management programs and systems specific to emergency operations center (EOC) functionality and development, EOC training & exercising, response system functions, FEMA compliant records & claims management, and overall emergency management program design & effectiveness.

PUBLIC ENGAGEMENT AND COMMUNICATIONS SERVICES

RGS offers comprehensive communications services to municipal agencies. Our team has developed and implemented a broad range of communications efforts for cities, counties, special districts and regional planning agencies throughout California. Our areas of expertise include:



- **Communications Plan Development and Implementation**
- **On-call and Contract Public Information Services**
- **Media Relations**
- **Government Relations**
- **Crisis Communications**
- **Meeting Facilitation**
- **Graphic Services and Audio Visual Production**

We specialize in reaching out to underserved populations and resolving controversy. Let us help you with your next campaign!

PLANNING AND ENVIRONMENTAL REVIEW SERVICES

The RGS Planning team offers a wide range of land use planning and regulatory services to support public agencies in managing fluctuating workloads; preparing and processing General Plan elements, updates and amendments; Local Coastal Programs and Plans; Specific Plans, municipal code revisions to improve zoning and subdivision regulations; and the processing of commercial, industrial, residential, and mixed-use urban development projects through a variety of regulatory agencies and procedures.

Our experience encompasses the preparation of complex reports and studies on such issues as growth management, coastal development, design review, and development policy evaluation. We can also assist agencies with the preparation of CEQA documents and related technical studies, plan checking for regulatory compliance and mitigation monitoring.



GOVERNMENT FINANCE

RGS provides comprehensive financial consulting services to partner agencies, delivering director-level strategic and policy planning, as well as operational analysis, and project delivery. Our finance partnerships begin with a complete assessment of current operations, identifying critical compliance issues and organizational priorities. RGS can also provide ongoing services that include the development and implementation of an array of administrative systems, support and staff development to achieve compliance and meet organizational goals.

TRAINING AND TEAM BUILDING PROGRAMS

RGS is a resource for a range of staff development services, specializing in supervisory and management skill-building academies, management coaching and team building retreats. Programs include:

- **Supervisor/Manager Training Academy**
- **Lead/Sr. Worker Training Academy**
- **Board/Council Retreats and Team Building**
- **Employee Team Building**
- **Customized Individual Executive Coaching**





PARTNER WITH RGS!

Contact us today to learn more about our services and partnership opportunities at 844.587.7300



STRATEGIC PLANNING SERVICES

RGS supports cities, metropolitan planning organizations, special districts and other local governments in their efforts to create sustainable communities. Our consultants have direct experience resolving the unique challenges inherent in delivering consistent, high quality services in a cost-effective manner. RGS consultants also have experience incorporating considerations for establishing an economic base that supports local jobs and revenue generation. Strategic Plans help agencies prioritize their efforts, allocating both fiscal and human resources to achieve their mission, vision and goals. A Strategic Plan can build on past efforts and position agencies for future success; enabling all departments to have a clear understanding of their role in addressing short-term challenges and long-term needs. RGS offers a complete range of strategic planning options from those with community-wide involvement to more scaled down options for elected and/or appointed officials and staff. Our programs can also be adapted to include implementation plans for individual departments.

FOR INQUIRIES

Chris Paxton
Client Service Requests
650.587.7300 x38
cpaxton@rgs.ca.gov

MANAGEMENT TEAM

Richard Averett
Executive Director/CFO
831.308.1508
raverett@rgs.ca.gov

Sophia Selivanoff
Deputy Executive Director
Client Services
650.587.7315
sselivanoff@rgs.ca.gov

RGS Board and Committee Members
As of 9/17/20

Board

Chair – Dan Buckshi
Vice Chair – Dan Schwarz
Liz Habkirk
Steve Rogers
Brent Slama
Linda Smith

Executive Committee

Chair – Steve Rogers
Vice Chair – Linda Smith
Dan Buckshi
Dan Schwarz
Brent Slama
Linda Smith

Partner Agency List – August, 2020

(Since Inception)

Access Services	Belmont	Ceres
Adelanto	Belvedere	Citrus Heights Water District
AECOM	Benicia	Clearlake
Alameda	Berkeley	Cloverdale
Alameda County Mosquito Abatement District	Brentwood	Coastside Fire Protection District
Alameda County Waste Management Authority	Buckeye Fire Department	Colfax
Albany	Burbank	Colma
Aliso Viejo	Burlingame	Compton
Antioch	Calaveras Council of Governments	Concord
Apple Valley	CALFED Science Program	Contra Costa County
Arroyo Grande	Calistoga	Contra Costa Transportation Authority
Artesia	CalSAWS	Corte Madera
Arvin	Cambria Community Services District	Cosumnes Community Services District
Association of Bay Area Governments	Cameron Park Community Services District	Cotati
Atascadero	Campbell	Crockett Community Services District
Atherton	Capitola	Daly City
Atwater	Carmel-by-the-Sea	Danville
Auburn	Castro Valley Sanitary District	Davis
Avalon	Central Fire Authority of Sonoma County	Del Paso Manor Water District
Azusa	Central Marin Police Authority	Del Rey Oaks
Bell Canyon Community Services District	Central Marin Sanitation Agency	Delta Diablo
Bell Gardens		Dixon

Douglas County	Guadalupe	Larkspur
Dublin	Half Moon Bay	Las Gallinas Valley Sanitary District
East Contra Costa Fire Protection District	Hastings	Lassen County
East Palo Alto Sanitary District	Hayward	Lincoln
El Centro	Healdsburg	Livermore
El Dorado County	Hidden Valley Lake Community Services District	Livermore Area Recreation and Park District
Elk Grove	Hidden Valley Lake Homeowner's Association	Local Government Services Authority
Elk Grove Water District	Hi-Desert Water District	Lomita
EPS	Hillsborough	Los Altos
Eureka	Hughson	Los Altos Hills
Fairfax	Humboldt County Association of Governments	Los Gatos
Fairfield	ILG	Lynwood
Feather River Recreation and Parks District	Industry	Manteca
Felton Fire Protection District	Inverness Public Utilities District	Marin Clean Energy
First 5 LA	Ironhouse Sanitary District	Marin County
Fort Ord Recreation Trail and Greenway	Irvine Ranch Water District	Marin Emergency Radio Authority
Fort Ord Reuse Authority	Jurupa Community Services District	Marin Energy Authority
Fresno County Council of Governments	Kensington Fire Protection District	Marin General Services Authority
Galt	Kern County Council of Governments	Marin LAFCO
Gilroy	Kings County Association of Governments	Marin Municipal Water District
Gold Coast Health Plan	Kingsburg	Marin Telecommunications Agency
Gold Ridge Fire Protection District	La Canada Flintridge	Marin Transit
Golden Hills Community Services District	La Vista	Marina
Grass Valley	Laguna Beach	Marinwood Community Services District
Greenfield	Laguna Woods Village HOA	Martinez

Marysville	Municipal Shared Services Corporation	Port Hueneme
Mendocino County Resource Conservation District	Napa	Port of Oakland
Menifee	Napa LAFCO	Port San Luis Harbor District
Menlo Park	Nevada City	Portola Valley
Menlo Park Fire Protection District	Napa Valley Transit Authority	Public Technology, Inc.
Merced County Association of Governments	North Coast Regional Water Quality Control Board	Rancho Cordova
Metropolitan Transportation Commission	North San Juan Fire Protection District	Redwood City
Midpeninsula Regional Open Space District	Novato	Regional Water Authority
Mill Valley	Novato Sanitary District	Riverbank
Millbrae	Oakdale	Riverside
Milpitas	Olivehurst PUD	Rocklin
Modesto	Omni Means a GHD Company	Rohnert Park
Monte Sereno	Oroville	Rosemead
Monterey County	Pacific Grove	Ross
Monterey County LAFCO	Pacifica	Ross Valley Sanitary District
Monterey Peninsula Airport District	Palo Alto	Sacramento
Monterey Peninsula Regional Park District	Patterson	Sacramento Area Council of Governments
Monterey Peninsula Water Management District	Peninsula Clean Energy	Sacramento Metropolitan Fire District
Monterey Regional Waste Management District	Piedmont	Sacramento Suburban Water District
Moraga	Pittsburg	Salinas
Moreno Valley	Placer County	Salinas Valley Basin Groundwater Sustainability Agency
Mountain View Sanitary District	Placer County Transportation Planning Agency	San Anselmo
Municipal Pooling Authority	Placer Mosquito and Vector Control District	San Bernardino Association of Governments
Municipal Services Authority	Pleasant Hill	San Bruno
	Pleasanton	San Carlos

San Francisco Bay Area Water Emergency Transportation Authority	Seaside	Stanislaus County
	Sebastopol	Stockton
San Jacinto	Sedona Fire District	Suisun City
San Joaquin Area Flood Control Agency	Self-Directed Tax- Advantaged Retirement System	Sunnyvale
San Joaquin Council of Governments	Silicon Valley Clean Water	Templeton Community Services District
San Leandro	Silicon Valley Regional Interoperability Authority	Tracy
San Luis Obispo Council of Governments	Simi Valley	Transbay Joint Powers Authority
San Luis Obispo County	Solano County Transit	Transportation Agency of Monterey County
San Mateo	Solano County Water Agency	Transportation Authority of Marin
San Mateo County	Soledad	Tulare County Association of Governments
San Mateo County Harbor District	Solvang	Turlock
San Mateo County Mosquito and Vector Control District	Sonoma	Turlock Mosquito Abatement District
San Mateo Resource Conservation District	Sonoma County Employees Retirement Association	Twentynine Palms Water District
San Rafael	Sonoma County Library	Ukiah
San Ramon	Sonoma-Marin Area Rail Transit District	Union City
Santa Barbara	South Bayside Waste Management Authority	University of California Santa Cruz
Santa Barbara MTD	South Lake Tahoe	Upland
Santa Clara	South Pasadena	Urban Design 4 Health
Santa Cruz	South San Francisco	Vacaville
Santa Paula	South San Luis Obispo County Sanitation District	Vallejo
Santa Rosa	St. Helena	Vallejo Flood & Wastewater District
Saratoga	Stanislaus Consolidated Fire Protection District	Valley Water
Sausalito	Stanislaus Council of Governments	Ventura
Sausalito-Marín City Sanitary District	Stanislaus County	Ventura Council of Governments
Scotts Valley		

Ventura County
Transportation Commission

Visalia

Walnut Creek

Water Emergency
Transportation Authority

Water Replenishment District
of Southern CA

Watsonville

West County Wastewater
District

West Valley Clean Water
Authority

West Valley Sanitary District

Westlake Village

Willits

Willows

Windsor

Winters

Woodside Fire Protection
District

Yountville

Yuba City



REGIONAL
GOVERNMENT
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

By-Laws

AMENDED AND RESTATED
JOINT POWERS AGREEMENT CREATING
THE REGIONAL GOVERNMENT SERVICES AUTHORITY

An agreement entitled “Joint Powers Agreement Creating the Regional Government Services Authority” was entered into as of March 1, 2001 (as amended and restated from time to time, the “Agreement”), by and between participating public entities (collectively called the “Members”), currently comprised of the City of Dublin, the City of Larkspur, the City of Walnut Creek and the Town of Yountville. This Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority is made and effective August 25, 2016, by the Members.

RECITALS

The Members have determined that it is more efficient, effective, and economical to provide certain management, administrative, special or general services for Members and other public agencies through a joint powers authority (“JPA”) than by each agency directly employing separate staff;

The Members have determined that state law allows for a joint powers authority to provide such services;

The Members further have determined that state law allows for certain such Member functions to be provided by contract with the JPA;

The Members also wish to be able to offer expertise to other public and private entities serving public agencies through the provision of services by this JPA;

Each Member is a public agency as defined by Government Code Section 6500 *et seq.*, and is authorized and empowered to contract for the joint exercise of powers common to each Member;

The Members seek to provide through the JPA, an entity that will directly employ staff and consultants for local and regional entities;

The Members have determined there exists a need for a public agency to operate services on a regional basis or to operate services outside the routine operations of Members, in order to achieve greater efficiency, effectiveness and/or economy;

The Members have determined there exists a need for a public agency to provide shared, collaborative services to public agencies that enable partner agencies to achieve their goals cost-effectively;

The Members now wish to exercise jointly their powers to provide services by establishment of the Regional Government Services Authority (“RGS”), a public agency; and

RGS is established to maximize the efficiency and effectiveness of service delivery of government programs benefiting the local and regional public interest. Many of the services provided by RGS will be those typically beyond the scope or capacity of an individual local government entity because of funding and other constraints. RGS can efficiently and effectively provide these services through consolidation and coordination

NOW, THEREFORE, in consideration of the mutual promises set out, the parties agree as follows:

AGREEMENT
ARTICLE I.
POWERS AND PURPOSES

1. **RGS Created.** RGS is formed by this Agreement pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1(commencing with Section 6500) of the Government Code of the State of California. RGS shall be a public entity separate from the parties hereto and its debts, liabilities and obligations shall not be the debts, liabilities and obligations of its Members.
2. **Purpose of the Agreement; Common Powers to be Exercised.** Each Member individually has the statutory ability to provide services for the operation of a public agency. The purpose of this Agreement is to jointly exercise the foregoing common powers in the manner set forth herein.
3. **Effective Date of Formation.** RGS was formed as of the date referred to in the first paragraph of the Joint Powers Agreement Creating the Regional Government Services Authority, which was March 1, 2001 (the "Effective Date").
4. **Powers.** Pursuant to and to the extent required by Government Code Section 6509, RGS shall be restricted in the exercise of its powers in the same manner as is a general law city. RGS shall have the power to do any of the following in its own name:
 - (a) To exercise the common powers of its Members in providing services for the operation of a public agency or other entity, including related and incidental services.
 - (b) To make, assume and enter into contracts, including contracts with its Members, associate members, partner agencies, consultants and vendors.
 - (c) To negotiate contracts with represented and unrepresented employees.
 - (d) To maintain, assume and employ such agents, employees, consultants, and other persons as it deems necessary to accomplish its purpose.
 - (e) To lease, acquire, hold and dispose of property of any kind.
 - (f) To invest surplus funds.
 - (g) To incur debts, liabilities, or obligations.
 - (h) To sue and be sued in its own name.
 - (i) To apply for grants, loans, or other assistance from persons, firms, corporations, and/or governmental entities.
 - (j) To prepare and support legislation related to the purposes of this Agreement.
 - (k) To collect payments and fees for services, as relevant law may allow.

- (l) To purchase insurance or to self-insure.
- (m) To enter into joint powers agreements with other public agencies when necessary or beneficial for RGS to carry out its mission.
- (n) To adopt rules, regulations, policies, by laws and procedures governing its operation.

5 Indemnification of Members. RGS shall indemnify, defend and hold harmless the Members from and against any and all losses, liability, claims, suits, actions, damages, causes of actions, and costs, including but not limited to reasonable attorneys' fees, (collectively, "Liability") arising out of the operation of RGS, except when such Liability arises due to the sole negligence or willful misconduct of the Member.

Whenever RGS provides services to a Member pursuant to a separate agreement between RGS and the Member, the indemnification provisions of that agreement shall apply as to the services that RGS provides pursuant to the agreement.

ARTICLE II. ORGANIZATION

1. **Membership.** The Members of RGS shall be the parties hereto, and such other public entities as may join RGS after execution of this Agreement, and shall exclude any current or future Members who later withdraw. Public entities may join if approved by two-thirds of the members of the Executive Committee of the RGS Board on terms and conditions approved by the Executive Committee. New members shall be included within the term "Members" following execution of an Addendum to this Agreement executed by the new member and the Chair of the Executive Committee. Following execution of such an Addendum, the new member shall be subject to the provisions of this Amended and Restated Agreement, and shall have the same power to appoint a representative to the RGS Board of Directors as existing Members. Any Member that withdraws from RGS, pursuant to Article V of this Agreement, shall no longer be a Member.
2. **Associate Membership.** Public entities may join RGS as associate members, by virtue of contracting for services with RGS, which contract shall include an addendum to this Agreement and must be approved by the Executive Committee, or by other means as approved by the Executive Committee. Associate membership shall be on terms and conditions approved by the Executive Committee, and the Executive Committee shall establish the rights, privileges, duties and obligations of associate members consistent with this Agreement. Associate members shall not have the right to appoint a representative to the Board of Directors, nor shall they have a right to any of RGS' assets upon dissolution. The debts, liabilities and obligations of RGS shall not be the debts, liabilities and obligations of its associate members.
3. **Designation of RGS Board of Directors.** The RGS Board of Directors (the "Board") shall consist of the chief executive or the chief executive's designee of each Member, who shall serve at the pleasure of the governing board of the Member and may be removed at any time, without cause, in the sole discretion of that Member. Each representative shall serve as a director and shall be entitled to place any matter reasonably related to the business of RGS on the agenda for any meeting of the Board. No additional compensation shall be provided for such service, although directors' expenses shall be reimbursable. A meeting of the Board of Directors shall be called at least once per fiscal year for the purpose of selecting Executive Committee members, amending Authority Bylaws, approving the budget, and other

such business as appropriate. All voting power shall reside in the Board of Directors, with those powers necessary to carry out the day-to-day business of RGS delegated to the Executive Committee. Special meetings of the Board may be called in accordance with the provisions of Government Code section 54956, as that section may be amended from time to time.

4. **Executive Committee.** The regular management of the Authority shall be vested in an Executive Committee consisting of no more than seven individuals selected by the Board of Directors at the annual meeting, with up to two Alternate committee members also chosen by the Board of Directors. Members of the Executive Committee may, but need not, be on the Board of Directors. Members of the Executive Committee shall serve at the pleasure of the Board, and may be removed, without cause, in the sole discretion of the Board. No additional compensation shall be provided for service on the Executive Committee, although expenses of members of the Executive Committee shall be reimbursable. The Executive Committee shall have power:

- (a) To approve additional public entities as new members or associate members and terms and conditions of such membership;
- (b) To employ and contract for personnel and consultants consistent with the purposes of the RGS.
- (c) To expend funds of ROS and enter into contracts, whenever required, in the judgment of the Executive Committee consistent with the purposes of the ROS.
- (d) To acquire and sell any personal property.
- (e) To lease, acquire, hold and dispose of property of any kind.
- (f) To approve payroll payments and other demands for payments by ROS.
- (g) To review and recommend to the Board prior to July 1 of each year the annual budget for the next fiscal year referred to in Section II.3.
- (h) To make all expenditures of ROS consistent with the ROS budget, authorized appropriations and approved agreements.

The Executive Committee shall perform such other duties as may be imposed on it by the Board and shall report to the Board at such times and concerning such matters as the Board may require.

5. **Principal Office.** The principal office of RGS shall be designated by the Board, which may move those offices should it choose to do so.

6. **Meetings.**

- a. The Board shall meet at the principal office of RGS or at such other place as may be designated by the Board. The Board shall meet at least once per fiscal year.
- b. All meetings of the Board or Executive Committee, including regular, adjourned and special meetings, shall be called, noticed and held in accordance with the Ralph M. Brown Act, Section 54950, et seq. of the Government Code (the "Brown Act") as it may be amended from

time to time.

7. **Quorum; Voting.** A majority of the members of the Board of Directors shall constitute a quorum for the purpose of the transaction of business relating to RGS. Each director shall be entitled to one vote. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order or to take any other action deemed appropriate to carry forward the objectives of RGS.

8. **Officers.** At its first meeting, the Board shall elect a Chair and Vice-Chair from among the Directors, and shall appoint a Secretary who may, but need not, be a Director. The officers shall perform the duties normal to such offices. The Chair shall preside at all meetings of the Board and shall sign all routine contracts that do not require Board award on behalf of RGS, and shall perform such other duties as may be imposed by the Board. The Vice-Chair shall act, sign contracts and perform all of the Chair's duties in the absence of the Chair. The Board may also designate an employee of RGS to sign contracts that do not require Board award and contracts for which Board award has been granted.

9. **Secretary; Minutes.** The Board shall have the authority to appoint a Secretary of RGS, or may delegate such power to the Executive Committee. The Secretary of RGS shall provide notice of, prepare and post agendas for and keep minutes of regular, adjourned regular, and special meetings of the Board or Executive Committee, and shall cause a copy of the minutes to be forwarded to each director. The Secretary will otherwise perform the duties necessary to ensure compliance with the Brown Act and other applicable rules or regulations, and shall perform such other duties as may be imposed by the Board or Executive Committee. The Secretary shall cause a copy of this Agreement to be filed with the Secretary of State pursuant to the Act.

10. **Rules.** The Board from time to time may adopt such bylaws, rules and regulations for the conduct of its affairs that are not in conflict with this Agreement. The Board may also adopt bylaws, rules and regulations for the conduct of the Executive Committee, or may delegate such authority to the Executive Committee itself.

11. **Fiscal Year.** RGS's fiscal year shall be July 1 of each year, to and including the following June 30.

12. **Treasurer/Controller.** The Board shall have the power to appoint a Finance Director of RGS Pursuant to Section 6505.6 of the Act, the Finance Director of RGS serves as the Auditor, Controller and Treasurer of RGS. The Treasurer shall be the depository, shall have custody of all of the accounts, funds and money of RGS from whatever source, shall have the duties and obligations set forth in Sections 6505 and 6505.5 of the Act and shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of RGS.

13. **Officers in Charge of Records, Funds, and Accounts.** Pursuant to Section 6505.1 of the Act, the Treasurer shall have charge of, handle and have access to all accounts, funds and money of RGS and all records of RGS relating thereto; and the Secretary shall have charge of, handle and have access to all other records of RGS.

14. **Bonding Persons Having Access to Public Records.** From time to time, the Board may designate persons, in addition to the Executive Director, Secretary and the Treasurer, having charge of handling or having access to any records, funds or accounts of RGS, who shall be required to post performance bonds. The respective costs of the official bonds of such persons designated by the Board pursuant to Section 6505.1 of the Act shall be paid by RGS. The Executive Director, Secretary and the Treasurer may be employees of, or contracting to, any Member or public agency affiliated with RGS.

15. **Legal Advisor.** The Board shall have the power, or may delegate such power to the Executive Committee, to appoint the legal advisor of RGS who shall perform such duties as may be prescribed by the Board, and to retain other legal counsel as the Executive Committee deems necessary. The Legal Advisor may be an employee of, or have a contractual relationship with, any Member, but such relationship is not required.

16. **Executive Director Appointment; Employees.** The Executive Committee shall have the power to appoint and employ an Executive Director, and to establish the duties and responsibilities of the Executive Director. The Executive Director shall have the power to appoint and employ such other employees, consultants, and independent contractors as may be necessary for the purposes of this Agreement, and to establish the duties and responsibilities of such employees. Such employees, consultants, or independent contractors may be employees of, or have a contractual relationship with, any Member. The Executive Committee may also contract with a Member to provide administrative services to RGS.

All of the privileges and immunities from liability, exemption from laws, ordinances and rules, and all other benefits which apply to the activities of officers, agents, or employees of a public agency when performing their respective functions shall apply to the officers, agents and employees of RGS to the same degree and extent while engaged in the performance of any of the functions and other duties under this Agreement.

None of the officers, agents, or employees directly employed by RGS shall be deemed, by reason of their employment by RGS, to be employed by a Member or, by reason of their employment by RGS, to be subject to any of the requirements of a Member.

17. **Assistant Officers.** The Board may appoint or delegate to the Executive Committee the authority to appoint, such assistants to act in the place of the Executive Director, Treasurer, Secretary or other officers of RGS (other than a member of the Board of Directors) as the Board shall from time to time deem appropriate.

ARTICLE III. MEMBER CONTRACTING WITH RGS

Any Member may contract with RGS for services on terms to be negotiated by the parties.

ARTICLE IV. ACCOUNTS AND REPORTS; FUNDS

1. **Accounts and Reports.** The Treasurer shall establish and maintain such funds and accounts as may be required by good accounting practice. The books and records of RGS shall be open to inspection at all reasonable times by representatives of Member Agencies. The Treasurer will make independently audited financial statements available to Members each fiscal year.

2. **Funds.** The Treasurer of RGS shall receive, have the custody of and disburse RGS funds as nearly as possible in accordance with generally accepted accounting practices, shall make the disbursements required by these Agreements or to carry out any of the provisions or purposes of these Agreements.

ARTICLE V. TERM

1. **Term.** This Restated and Amended Agreement for Regional Government Services Authority shall become effective when signed by all of the Members and shall continue in full force and effect so long as there are at least two Members.

2. **Dissolution & Withdrawal.** All Members may mutually agree to dissolve RGS at any time. Individual Members may terminate their membership by providing three months' advance notice to the RGS Board Chair, with the date of termination coinciding with the beginning of a fiscal quarter. Any terminating Member shall pay all amounts owed to the JPA prior to the date of termination. A terminating Member shall not be entitled to receive a share of RGS' assets, except upon dissolution as provided for in Section V.3.

3. **Disposition of Assets.** Upon dissolution of RGS, after satisfaction of all debts, liabilities or obligations incurred by RGS, any and all remaining property of RGS, both real and personal, and all other assets of any kind shall be divided among the Members active as of the act of dissolution, in such manner as shall be agreed upon by those Members. In the event RGS has outstanding debt, liability or obligation at the time of dissolution, the Members shall have no obligation or responsibility for such debt, pursuant to Section 1.1 of this Agreement.

ARTICLE VI. MISCELLANEOUS PROVISIONS

1. **Notices.** Notices hereunder shall be in writing and shall be sufficient if delivered to the notice address of each party hereto for legal notices or as otherwise provided by a party hereto in writing to each of the other parties hereto.

2. **Section Headings.** All section headings in this Agreement are for convenience of reference only and are not to be construed as modifying or governing the language in the section referred to or to define or limit the scope of any provision of this Agreement.

3. **Consent.** Whenever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

4. **Law Governing.** This Agreement is made in the State of California under the constitution and laws of the State of California, and is to be so construed.

5. **Amendments.** This Amended and Restated Agreement may be amended at any time, or from time to time, by a written amendment executed by the

Members. Additional public entities may become Members of RGS by execution of an Addendum as provided in Article II, section 1. Following the addition of a new Member, any amendment of this Amended and Restated Agreement shall require approval of all Members, including any such new Members.

6. **Enforcement by RGS.** RGS is hereby authorized to take any or all legal or equitable actions, including but not limited to injunction and specific performance, necessary or permitted by law to enforce this Agreement.

7. **Severability.** Should any part, term or provision of this Agreement be decided by any court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining portions or provisions shall not be affected thereby.

8. **Successors.** This Agreement shall be binding upon and shall inure to the benefit of the successors of the Members respectively. No Member may assign any right or obligation hereunder without the written consent of other Member(s).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year set opposite the name of each of the parties

CITY OF DUBLIN

By: 
Chris Foss, City Manager

Date: 8/25/16

Attest: 
Caroline Soto, City Clerk

Approved as to Form:


John Bakker, City Attorney

CITY OF LARKSPUR

By: _____
Dan Schwarz, City Manager

Date: _____

Attest: _____
City Clerk

Approved as to Form:

City Attorney

CITY OF WALNUT CREEK

By: _____
Ken Nordhoff, City Manager

Date: _____

Attest: _____
City Clerk

Approved as to Form:

City Attorney

TOWN OF YOUNTVILLE

By: _____
Steven Rogers, City Manager

Date: _____

Attest: _____
City Clerk

Approved as to Form:

City Attorney

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year set opposite the name of each of the parties.

CITY OF DUBLIN

By: _____
Chris Foss, City Manager

Date: _____

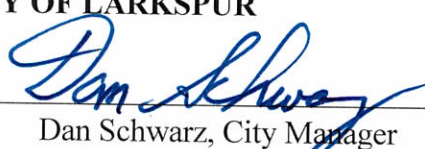
Attest:

City Clerk

Approved as to Form:

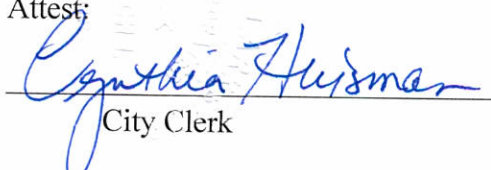
City Attorney

CITY OF LARKSPUR

By: 
Dan Schwarz, City Manager

Date: 6/27/16

Attest:


Cynthia Huisman
City Clerk

Approved as to Form:


City Attorney

CITY OF WALNUT CREEK

By: _____
Ken Nordhoff, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

TOWN OF YOUNTVILLE

By: _____
Steven Rogers, Town Manager

Date: _____

Attest:

Town Clerk

Approved as to Form:

Town Attorney

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year set opposite the name of each of the parties.

CITY OF DUBLIN

By: _____
Chris Foss, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF WALNUT CREEK

By: Ken Nordhoff
Ken Nordhoff, City Manager

Date: 8/5/16

Attest:

S. Zellmer
City Clerk

Approved as to Form:

B. P. H.
For City Attorney



CITY OF LARKSPUR

By: _____
Dan Schwarz, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

TOWN OF YOUNTVILLE

By: _____
Steven Rogers, Town Manager

Date: _____

Attest:

Town Clerk

Approved as to Form:

Town Attorney

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year set opposite the name of each of the parties.

CITY OF DUBLIN

By: _____
Chris Foss, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF LARKSPUR

By: _____
Dan Schwarz, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

CITY OF WALNUT CREEK

By: _____
Ken Nordhoff, City Manager

Date: _____

Attest:

City Clerk

Approved as to Form:

City Attorney

TOWN OF YOUNTVILLE

By: _____
Steven Rogers, Town Manager

Date: 7/21/16

Attest:

Town Clerk - Michelle Dahme

Approved as to Form:

Town Attorney



**ADDENDUM
TO
AMENDED AND RESTATED JOINT POWERS AGREEMENT
CREATING THE REGIONAL GOVERNMENT SERVICES AUTHORITY**

RECITALS

WHEREAS, the Members entered into an Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority ("RGS"), effective August 25, 2016.

WHEREAS, Article II, Section 1 of said agreement provides that public entities may join as members of RGS if approved by two-thirds of the members of the Executive Committee of the RGS Board on terms and conditions approved by the Executive Committee.

WHEREAS, Article II, Section 1 further provides that new members shall be included within the term "members" following the execution of an addendum to the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority.

WHEREAS, said addendum shall be executed by the new member and the Chair of the Executive Committee.

AGREEMENT

NOW, THEREFORE, RGS, through the Chair of its Executive Committee, and the City of Soledad enter into this Addendum to memorialize and acknowledge the addition of the City of Soledad as a member of RGS.

A complete copy of the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority is available on the JPA's website, by email and by post.

The City of Soledad acknowledges it will be subject to the provisions of the Amended and Restated Joint Powers Agreement Creating the Joint Regional Government Services Authority following execution of this Addendum by both parties.

CITY OF SOLEDAD

Dated: 4/10/2019 By: Michael McTatten
City Manager

REGIONAL GOVERNMENT SERVICES AUTHORITY

Dated: 4/9/2019 By: Fran Robustelli
Chair of the Executive Committee

APPROVED AS TO FORM:

Dated: 4/9/2019 By: Sky Woodruff
Legal Counsel
REGIONAL GOVERNMENT SERVICES AUTHORITY

**ADDENDUM
TO
AMENDED AND RESTATED JOINT POWERS AGREEMENT
CREATING THE REGIONAL GOVERNMENT SERVICES AUTHORITY**

RECITALS

WHEREAS, the Members entered into an Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority ("RGS"), effective August 25, 2016.

WHEREAS, Article II, Section 1 of said agreement provides that public entities may join as members of RGS if approved by two-thirds of the members of the Executive Committee of the RGS Board on terms and conditions approved by the Executive Committee.

WHEREAS, Article II, Section 1 further provides that new members shall be included within the term "members" following the execution of an addendum to the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority.

WHEREAS, said addendum shall be executed by the new member and the Chair of the Executive Committee.

AGREEMENT

NOW, THEREFORE, RGS, through the Chair of its Executive Committee, and the City of Napa enter into this Addendum to memorialize and acknowledge the addition of the City of Napa as a member of RGS.

The City of Napa acknowledges it will be subject to the provisions of the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority following execution of this Addendum by both parties.

CITY OF NAPA

Dated: 11/22/19 By: James M. Robustello
Assistant City Manager

REGIONAL GOVERNMENT SERVICES AUTHORITY

Dated: 11/22/19 By: SE A B
Executive Committee Chair

APPROVED AS TO FORM

Dated: 11/22/19 By: SGW
Legal Counsel
REGIONAL GOVERNMENT SERVICES AUTHORITY



REGIONAL
GOVERNMENT
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

Board Duties

REGIONAL GOVERNMENT SERVICES AUTHORITY

Joint Powers Authority

Board of Directors

Duties

- Meet at least once per fiscal year.
- Appoint Executive Committee members once per fiscal year.
- Approve JPA budget.
- Create subcommittees and appoint members.

Executive Committee

Duties

- Meet four times per year. Two in-person and two video conference meetings.
- Approve new members by a 2/3 vote.
- Approve new service agreements, Associate Members, and JPA Members.
- Select Executive Director and CFO, establish compensation and provide direction.
- Approve disbursements and receipts.
- Review and recommend to the Board prior to July 1 of each year the annual budget for the next fiscal year.
- Review quarterly financial reports and investment performance.
- Provide governance oversight.



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Strategic Plan

Introduction

The RGS Strategic Plan maps out the high-level goals and strategies that will guide RGS in achieving its mission over the next five years. As with any strategic plan, no one can know the future and the changes it will bring. However, the Strategic Plan sets intent and direction for the organization in five core areas: outstanding client service; leadership, staffing, and teamwork; financial and risk management; RGS growth; and industry leadership. The Strategic Plan also includes desired outcomes, actions, and milestones to guide RGS work. These outcomes, actions, and milestones will be refined and improved as the organization learns and grows.

Mission Statement

Our mission is to provide quality, innovative, cost-effective services to public agencies.

RGS Values

RGS leadership and team members support and apply these values in every engagement.

Expertise: RGS serves public sector agencies with its team of public sector experts.

Solutions: RGS encourages and develops innovative, sustainable, practical solutions to achieve the right level and right kind of service for each Agency's unique organizational needs.

Perseverance: RGS listens, works with the client, and sticks with it until the client's needs and challenges are met.

Open Source Sharing: RGS tracks emerging best practices, successful strategies, and lessons learned, and shares them freely with other public agencies.

Integrity: RGS pledges to act with honesty, openness, and full transparency to further sustainable, responsive, local governments.

2020 Strategic Goals

- Goal 1: Outstanding Service for Local Government.** Build and strengthen service lines to provide the highest level of services to meet evolving client/partner needs.
- Goal 2: Leadership, Staffing, and Teamwork.** Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.
- Goal 3: Financial and Risk Management.** Ensure continued financial stability and growth with effective risk management.
- Goal 4: RGS Growth.** Develop and promote the RGS story, building on core values and strengths that serve local government.
- Goal 5: Industry Leadership.** Earn a reputation in the local government industry as a leader for collaborative efforts and as a thought leader for public policy and governance issues.

If we do the right thing, for the right reasons, we will be successful.
Richard Averett

Implementation Strategies

Strategic Goal 1 – Outstanding Service for Local Government

Build and strengthen service lines to provide the highest level of services to meet evolving client/partner needs.

- A. Build a culture of long-term client service and care.
- B. Develop and implement a model for growing existing and new service lines.
- C. Capture and demonstrate the value of the collective wisdom of RGS to help clients strategize for the future of local government service delivery.

Strategic Goal 2 – Leadership, Staffing, and Teamwork

Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.

- A. Improve teamwork and knowledge sharing to strengthen RGS expertise.
- B. Understand internal RGS expertise and capabilities
- C. Develop consulting mindset for customer service, business development, and innovation mindset at all levels.
- D. Prepare and implement a long-term plan to attract, develop, and retain staff and develop sustainable RGS leadership.

Strategic Goal 3 – Financial and Risk Management

Ensure continued financial stability and growth with effective risk management.

- A. Diversify revenue types and sources.
- B. Manage CalPERS, outsourcing, and AB5 issues by applying appropriate service line delivery models, expanding customer communications, and targeting external advocacy.
- C. Evaluate each service line for opportunities, risks, and mitigation and offset strategies.
- D. Streamline and improve administrative functions, financial assessment, and project reporting.

Strategic Goal 4 – RGS Growth

Develop and promote the RGS story, building on core values and strengths that serve local government.

- A. Define and communicate the RGS mission, values, services, and value proposition for clients.
- B. Continuously identify local government service needs and monitor the market to position RGS to provide the highest value client service.

Strategic Goal 5 – Local Government Leadership

Earn a reputation in the local government industry as a leader for collaborative efforts and as a thought leader for public policy and governance issues.

- A. Demonstrate commitment to the RGS mission and public accountability principles and values; share experiences and facilitate an understanding of effective public policy.
- B. Engage Board and Executive Committee members in innovative initiatives for RGS and local government.
- C. Collaborate with industry associations to support and advance RGS and the collaborative governance model.
- D. Expand JPA membership to support and diversify RGS leadership and to promote the organization.



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Board Policies

SECTION 50: Board Policies
POLICY TITLE: Member in Good Standing
POLICY NUMBER: 50.1
LAST UPDATE: 06/20

Overview: The Executive Committee’s definition of a member in good standing assists it in exercising its authority to cancel an Agency’s Membership. Every member agency has one Board representative. The Board of Directors, in turn, appoints members to the Executive Committee. This policy applies to all Directors and Committee Members.

50.1.1 Responsibilities of Board & Executive Committee Members: Board and Committee Members support the work of the JPA by participating in the governance, including attendance at JPA meetings, and in strategic planning workshops. They also serve a key role in promoting the JPA’s mission to provide professional and cost-effective services to public agencies and non-profits. Both governance and outreach require active participation by members. Day-to-day operations are led by the Executive Director, with the Executive Committees and Executive Director relationship as a partnership, with the appropriate involvement of the Board and Executive Committee members as both critical and expected. These guidelines are proposed to assist the governing bodies in determining membership in good standing.

- All members will be responsible for regularly attending meetings, either in person or by sending a designated alternate. A member in good standing will be one who either personally, or via an alternate, attended three-fourths (3/4) of scheduled meetings during the fiscal year.
- All members will actively contribute to the work of the Board and/or Executive Committee and show concern for the JPA’s development. This includes but is not limited to:
 - Informing other public agencies about the mission of the JPA.
 - Acting as an ambassador for the JPA, representing the JPA to other public agencies in a positive manner.
 - Keeping up to date on current trends in public governance and determining how the JPA can effectively serve other public agencies in light of changing trends.
 - Reviewing the annual financial statements of the JPA and ensuring, through their governance role, that the JPA is operated in an ethical, legal and financially sustainable manner.
- After successfully completing a year of service on the Board or Executive Committee, a Member Agency shall be fully eligible for training resources and reimbursements as other Members; all of which are subject to appropriation and funding availability.

50.1.2 Active Engagement: The Executive Director and Board or Executive Committee members encourage all members to actively engage in the work of the JPA. A recurring or continued failure of a member to actively participate shall

PART J – BOARD POLICIES

result in an action item on the next regular agenda which will consider the removal of the member. Removal by the Board or Executive Committee shall be considered removal by the other body, and removal by the Executive Committee will cancel the Agency Membership represented by the member. Failure of a member to meet the above guidelines as determined by a two-thirds majority of the other members will result in the removal of the member.

50.1.2.1 **Exceptions:** Should an Executive Committee or Board member become temporarily unable to perform the duties outlined above, the Executive Director may determine the member to be temporarily inactive from Committee participation and shall notify the Chair of the Board of Directors and/or Chair of the Executive Committee. This action would preserve the membership status and the excused member's service credit would not be adversely impacted, while the number of members required for a quorum is based on the number of active members.

SECTION 50: Board Policies
POLICY TITLE: Member Agency Services Reimbursement
POLICY NUMBER: 50.2
LAST UPDATE: 11/19

50.3.1 **Policy:** The JPA provides funds for use of Member Services Reimbursement to JPA governing member agencies in good standing to recognize the contribution member agencies make to JPA governance. Additionally, the policy seeks to recognize the contributions of members that serve on both the Executive Committee and the Board, since the Executive Committee is where most of the member work is conducted.

50.3.2 **Availability:** Member Services Reimbursement funds are available based on funding availability and services provided. Beginning in FY 20/21, member agencies are eligible to receive Member Services Reimbursement funds at the beginning of each fiscal year after completing each full fiscal year of service in good standing. Service of less than a fiscal year does not qualify for training funds. Earned Member Services Reimbursement funds must be used within the fiscal year they are received. The amount per member agency may be adjusted annually based on the level of services provided and funds available for Member services reimbursements.

50.3.3 **Amount:** The Member Services Reimbursement funds amount will vary based on service on the Board or service on the Board and Executive Committee

- Members that serve on the Board will receive \$2,000 in member services funds each year.
- Members that also serve on the Executive Committee will receive an additional \$10,000 in member services funds every fiscal year.

Member Services Reimbursement funding levels are set each year for the subsequent year. For example, for Fiscal Year 2020/21 the amount is \$12,000 and not eligible to use until the fiscal year starting 7/1/2020.

50.3.4 **How Member Services Reimbursement Funds Can Be Used:** The use of Member Services Reimbursement funds should encourage the awareness and/or use of JPA services by member agencies. Member Services Reimbursement funds may be used for any JPA service line, including the following service lines (or any other service line added beyond this policy date):

- Human Resources
- Recruitment
- Training and Development
- Finance
- Outreach and Communications
- Planning
- Emergency Management Services
- Public Safety

PART J – BOARD POLICIES

- Risk Management
- Public Works

50.3.5 **How to Request Funds:** Requests for specific use of Member Services Reimbursement funds should be directed to the JPA's administrative services manager.



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JPA Memberships

Pooling Resources

RGS has partnered with or hosts programs to benefit other public agencies and their employees. RGS participates in the following pools:

- Dental Pool

RGS has partnered with Keenan & Associates along with Delta Dental to create the Municipal Dental Pool. The Dental Pool is a dental purchasing solution for municipalities which is designed to provide greater stability while giving agencies a more competitive marketplace to purchase their dental coverage. As of January 2020, the Pool includes 24 agencies throughout California and covers 4,300 employees and their families.

- PACE

RGS is a member of PACE (Public Agency Coalition Enterprise), a medical purchasing joint powers authority designed to help public agencies respond to the emerging health care environment. PACE provides advantages which lead to better cost control, flexibility and employee satisfaction: As of January 2020, the Pool includes 29 agencies throughout California and covers approximately 1,680 employees and their families. The PACE program includes members from Humboldt County to San Diego. Both PPO and HMO plans are offered through Anthem blue Cross and in many areas, Kaiser is also an HMO option.

- STARS

The California Public Agencies Self-Directed Tax-Advantaged Retirement System (STARS) are two trusts formed in September of 2009 by California public agencies for the exclusive use of local government agencies for their employees. The trusts were formed by agencies signing the original formation documents for the **401a** and **457b** plans. The trusts are administered by a Board of local government representatives.

The STARS program seeks to provide fee-transparent and competitively priced defined contribution plans for public agency employees to benefit from the flexible and tax advantaged sections of IRS code 401(a) and 457(b). The investments are monitored qualitatively and quantitatively with a formal investment policy statement. It is also the goal of the program to provide enhanced fiduciary protection to plan sponsors by engaging the services of a discretionary trustee.

RGS hosts the STARS program, providing financial, website and administrative support services under contract.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 18, 2020 MEETING

SUBJECT: WATER RATES, MISCELLANEOUS CHARGES AND FEES EFFECTIVE 2021
 STATUS: Discussion Item
 REPORT DATE: November 8, 2020
 PREPARED BY: Alberto Preciado, Accounting Manager
 Susan K. Talwar, Director of Finance and Administrative Services

OBJECTIVE:

Conduct a Public Hearing for the proposed Water Rates and Miscellaneous Charges and Fees effective 2021, and consider adopting the accompanying resolution establishing Water Rates and Miscellaneous Charges and Fees for Citrus Heights Water District effective 2021.

BACKGROUND AND ANALYSIS:

A review and update of the Miscellaneous Fees and Charges, and Capacity Fees is considered each year as part of the budget process. This report presents the proposed Miscellaneous Fees and Charges for 2021.

2021 Schedule of Water Rates, Miscellaneous Fees, Charges and Capacity Fees

A schedule comparing current 2020 adopted Water Rates, Miscellaneous Fees and Charges and Capacity Fees with the proposed 2021 Water Rates, Miscellaneous Fees and Charges and Capacity Fees accompanies this staff report (Attachment 1). Significant elements of the 2021 water rate schedule are as follows:

- No Change to Water Rates and other charges, such as Wheeling Water Charges, Construction Meters, Fire Sprinkler Charges and Capacity Fees, consistent with Board direction provided at the September 16, 2020 and October 7, 2020 financial planning workshops of no rate increase for 2021.
- Adjustments to Other Charges and Fees are based on a staff analysis of staff time, equipment, materials and other costs involved in providing the specified services.

RECOMMENDATION:

1. Conduct the Public Hearing on the proposed Water Rates and Miscellaneous Charges and Fees effective 2021; and
2. Adopt Resolution No. 13-2020 Establishing Water Rates and Miscellaneous Charges and Fees for Citrus Heights Water District effective 2021 (Attachment 2).

ACTION:

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

ATTACHMENT:

1. Proposed Water Rates effective 2021
2. Resolution No. 13-2020 Water Rates and Miscellaneous Charges and Fees

ATTACHMENT 1

Proposed Water Rates Effective 2021

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2021
Proposed -- November 18, 2020

Type of Charge	Applied Basis or Frequency	2020	2021
		Adopted	Proposed
<u>Charges for Metered Rate Customer Accounts</u>			
<i>Service Charge, Domestic, Commercial & Irrigation Meters</i>			
¾-inch meter	bi-monthly, per meter	\$57.54	\$57.54
1-inch meter	bi-monthly, per meter	\$87.29	\$87.29
1½-inch meter	bi-monthly, per meter	\$136.86	\$136.86
2-inch meter	bi-monthly, per meter	\$196.35	\$196.35
3-inch meter	bi-monthly, per meter	\$384.74	\$384.74
4-inch meter	bi-monthly, per meter	\$662.36	\$662.36
<i>Service Charge, Combination Meters</i>			
Low flow bypass meter			
4-inch meter	bi-monthly, per meter	\$196.35	\$196.35
6-inch meter	bi-monthly, per meter	\$384.74	\$384.74
8-inch meter	bi-monthly, per meter	\$662.36	\$662.36
10-inch meter	bi-monthly, per meter	\$2,119.86	\$2,119.86
<u>Other Service Charges</u>			
<i>Service Charge, Construction Meters</i>			
2½-inch and 3-inch meters	bi-monthly, per meter	\$384.74	\$384.74
<i>Service Charge, North Ridge Country Club Meter (multiplier = 3.00, not annexed)</i>			
	bi-monthly, per meter	\$261.87	\$261.87
<i>Service Charge, Mount Vernon Memorial Park (multiplier = 2.31, based upon property annexed)</i>			
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00
8-inch Combination meter	bi-monthly, per meter	\$1,530.05	\$1,530.05
<hr/>			
<u>Usage Charges for Water Consumed</u>	<i>1 unit = 100 cubic feet = 748 gallons</i>		
<i>Domestic, Commercial, Irrigation, Combination</i>			
All meter sizes	per unit	\$1.1800	\$1.1800
<i>North Ridge Country Club Meter</i>			
	per unit, for all units bi-monthly	\$3.5400	\$3.5400
<i>Mount Vernon Memorial Park (2.31 multiplier)</i>			
	per unit, for all units bi-monthly	\$2.7258	\$2.7258
<hr/>			
<i>Unannexed property (surplus water only)</i>	multiplier times annexed rate, applied to service charge and commodity charge	3	3

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2021
Proposed -- November 18, 2020

Type of Charge	Applied Basis or Frequency	2020	2021
		Adopted	Proposed
Wheeling Water Charge			
(unless otherwise adopted by mutual aid agreement)			
	per acre-foot to Cal-American WC	\$68.00	\$68.00
	per acre-foot to Carmichael WD	\$68.00	\$68.00
	per acre-foot to Fair Oaks WD	\$68.00	\$68.00
	per acre-foot to Orangevale WD	\$4.62	\$4.62
	per acre-foot to City of Roseville	\$68.00	\$68.00
	per acre-foot to Sac. Suburban WD	\$68.00	\$68.00
	per acre-foot to San Juan WD	\$4.62	\$4.62
Commercial Fire Sprinkler Service Charges			
4-inch and smaller	per service, bimonthly	\$81.66	\$81.66
6-inch	per service, bimonthly	\$105.93	\$105.93
6-inch; one-half shared	per service, bimonthly	\$52.96	\$52.96
6-inch; one-third shared	per service, bimonthly	\$35.30	\$35.30
8-inch	per service, bimonthly	\$129.02	\$129.02
8-inch; one-half shared	per service, bimonthly	\$64.50	\$64.50
10-inch	per service, bimonthly	\$173.92	\$173.92
12-inch	per service, bimonthly	\$230.43	\$230.43
Construction Water Charges	minimum charge	\$266.37	\$266.37
Schedule A - Projects	per lot	\$183.16	\$183.16
Schedule B - Trenches, Excavations & Grading	per 100 cubic yards	\$49.45	\$49.45
Schedule C - Tank Trucks	per 1,000 gallons	\$8.19	\$8.19
Schedule D - Metered Use	per unit, for all units bi-monthly	\$3.5400	\$3.5400
Schedule E - Non-Profit	per day	\$55.63	\$55.63
Construction Meter Deposit	per meter	\$2,005.00	\$2,007.00

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2021
Proposed -- November 18, 2020

Type of Charge	Applied Basis or Frequency	2020	2021
		Adopted	Proposed
<u>Water Service Installation Charges</u>			
¾-inch & larger services w/meter	per service		Actual Cost
Meter set charge:			
⅝ inch x ¾ inch	per meter	\$557.00	\$562.00
¾ inch	per meter	\$607.00	\$612.00
1 inch	per meter	\$626.00	\$631.00
1½ inch	per meter	\$940.00	\$945.00
2 inch	per meter	\$1,267.00	\$1,271.00
>2 inch	actual cost		
Backflow prevention assembly installation charge			
¾ inch & larger	each		Actual Cost
<u>Capacity Fees</u>			
Residential- Multi-Family:			
Townhomes/Condos/Duplexes w/¾-inch max.	per service + non-residential uses	\$4,354.00	\$4,354.00
Townhomes/Condos/Duplexes w/1-inch max.			
Fire Sprinklers w/1-inch max.	per service + non-residential uses	\$7,256.00	\$7,256.00
Residential- Single Family:			
0 - 4.999 acres with 1-inch max.	per service	\$7,256.00	\$7,256.00
5.00 - 7.500 acres with 1½-inch max.	per service	\$14,513.00	\$14,513.00
Over 7.500 acres with 2-inch max.	per service	\$23,220.00	\$23,220.00
Nonresidential Users:			
Based on service size, including, but not limited to, commercial, industrial, irrigation, commercial swimming pools, and clubhouse applications:			
⅝ inch	per service	\$2,902.53	\$2,902.53
¾ inch	per service	\$4,353.80	\$4,353.80
1 inch	per service	\$7,256.33	\$7,256.33
1½ inch	per service	\$14,512.66	\$14,512.66
2 inch	per service	\$23,220.25	\$23,220.25
3 inch	per service	\$50,794.31	\$50,794.31
4 inch	per service	\$91,429.75	\$91,429.75
6 inch	per service	\$188,664.57	\$188,664.57
8 inch	per service	\$406,354.46	\$406,354.46
10 inch	per service	\$609,531.69	\$609,531.69
12 inch	per service	\$763,170.94	\$763,170.94
<u>Other Charges and Fees</u>			
Agenda-By-Mail Charge (e-mail delivery free)	per packet	\$22.00	\$26.00
Standby Service Charge	per hour, 1 hour minimum	\$116.00	\$115.00
Returned Payment Fee	per check	\$31.00	\$31.00
Late Payment Penalty	5% of overdue account balance	5.00%	5.00%
Turn-off Notice Service Charge	per occurrence	\$26.00	\$26.00
Missed Appointment/No-Show Fee	per occurrence	\$49.00	\$49.00
Disconnect Service Charge	per occurrence	\$56.00	\$59.00
Reconnect Service Charge	per occurrence	\$56.00	\$59.00
Reconnect Service Charge (Non Business Hours)	per occurrence	\$115.00	\$113.00

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2021
Proposed -- November 18, 2020

Type of Charge	Applied Basis or Frequency	2020	2021
		Adopted	Proposed
Meter Re-Read / Maintenance Charge	per occurrence	\$45.00	\$45.00
Customer Account Deposit	per account	\$240.00	\$247.00
Copy Charge	per page	\$0.10	\$0.12
Recording of Lien	per occurrence	\$66.00	\$72.00
Release of Lien	per occurrence	\$79.00	\$85.00
Tamper Charge	per occurrence	\$122.00	\$120.00
Water Conservation Violation Charge (1)	first occurrence	\$50.00	\$50.00
Water Conservation Violation Charge (2)	second occurrence	\$75.00	\$75.00
Water Conservation Violation Charge (3)	third occurrence	\$100.00	\$100.00
Inclusion / Annexation Fee	per gross acre, ½ acre or greater	\$1,493.00	\$1,572.00
	minimum to ½ acre	\$746.50	\$786.00
Plan Check Charges	minimum charge + per connection	\$1,132.00	\$1,156.00
	per connection	\$25.22	\$25.22
Easement/Quitclaim	per easement/quitclaim	\$707.00	\$721.00
Inspection Charges			
Minimum	min. + per connect. + per main tie-in	\$1,185.00	\$1,211.00
Plus per connection	per connection	\$220.00	\$220.00
Plus per main tie-in	per main tie-in	\$1,171.00	\$1,203.00
AC pipe disposal charge	per foot, 4 feet minimum (\$200 min.)	\$54.00	\$58.00
Hydrostatic pressure test	each	\$319.00	\$328.00
Chlorination & Flushing	per project	\$426.00	\$437.00
Weekend/After Hours	per hour (4 hr. minimum)	\$143.00	\$147.00
Holiday	per hour (4 hr. minimum)	\$180.00	\$184.00
Backflow Prevention Assembly Testing Charge	per assembly bimonthly	\$12.00	\$12.00
Backflow Prevention Assembly Re-testing Charge	per test	\$77.00	\$80.00
Backflow Prevention Assembly Testing Charge for New Development	per assembly	\$86.00	\$90.00
Bacteriological water test sampling	minimum	\$1,084.00	\$1,130.00
Additional Bacteriological water sample	additional samples after minimum	\$63.00	\$64.00
Fire Flow Certification Letter	per letter	\$30.00	\$31.00
Fire Flow Modeling	per modeling	\$347.00	\$351.00
Fire Flow Modeling & Certification Letter	per modeling plus letter	\$377.00	\$382.00

ATTACHMENT 2

Resolution No. 13-2020 Water Rates and Miscellaneous Charges and Fees

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 13-2020

RESOLUTION ADOPTING
WATER RATES AND MISCELLANEOUS CHARGES AND FEES FOR
CITRUS HEIGHTS WATER DISTRICT EFFECTIVE 2021

WHEREAS, the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT wishes to establish miscellaneous charges ; and

WHEREAS, the proposed changes reflect the cost of providing the identified service; and

WHEREAS, a noticed Public Hearing was held on November 18, 2020 for the purpose of receiving public comment on the proposed Fiscal Year 2021 Water Rates and Miscellaneous Charges and Fees; and

WHEREAS, upon motion duly moved, seconded, and carried, the following water rates and miscellaneous charges and fees were adopted and will become effective fiscal year 2021; and

THEREFORE BE IT RESOLVED the Fiscal Year 2021 Water Rates and Miscellaneous Charges and Fees (Exhibit A), accompanying this Resolution and incorporated herein as part of this Resolution, are hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 18th day of November 2020, by the following vote, to-wit:

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

S E A L

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

ATTEST:

MADELINE HENRY, Deputy Secretary
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2021
 Adopted -- November 18, 2020

Exhibit A

Type of Charge	Applied Basis or Frequency	2021
<u>Charges for Metered Rate Customer Accounts</u>		
<i>Service Charge, Domestic, Commercial & Irrigation Meters</i>		
¾-inch meter	bi-monthly, per meter	\$57.54
1-inch meter	bi-monthly, per meter	\$87.29
1½-inch meter	bi-monthly, per meter	\$136.86
2-inch meter	bi-monthly, per meter	\$196.35
3-inch meter	bi-monthly, per meter	\$384.74
4-inch meter	bi-monthly, per meter	\$662.36
<i>Service Charge, Combination Meters</i>		
Low flow bypass meter		
4-inch meter	bi-monthly, per meter	\$196.35
6-inch meter	bi-monthly, per meter	\$384.74
8-inch meter	bi-monthly, per meter	\$662.36
10-inch meter	bi-monthly, per meter	\$2,119.86
<u>Other Service Charges</u>		
<i>Service Charge, Construction Meters</i>		
2½-inch and 3-inch meters	bi-monthly, per meter	\$384.74
<i>Service Charge, North Ridge Country Club Meter (multiplier = 3.00, not annexed)</i>		
	bi-monthly, per meter	\$261.87
<i>Service Charge, Mount Vernon Memorial Park (multiplier = 2.31, based upon property annexed)</i>		
Low flow bypass meter	bi-monthly, per meter	\$0.00
8-inch Combination meter	bi-monthly, per meter	\$1,530.05
<hr/>		
<u><i>Usage Charges for Water Consumed</i></u>	<i>1 unit = 100 cubic feet = 748 gallons</i>	
<i>Domestic, Commercial, Irrigation, Combination</i>		
All meter sizes	per unit	\$1.1800
<i>North Ridge Country Club Meter</i>	per unit, for all units bi-monthly	\$3.5400
<i>Mount Vernon Memorial Park (2.31 multiplier)</i>	per unit, for all units bi-monthly	\$2.7258
<i>Unannexed property (surplus water only)</i>	multiplier times annexed rate, applied to service charge and commodity charge	3

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2021
 Adopted -- November 18, 2020

Exhibit A

Type of Charge	Applied Basis or Frequency	2021
Wheeling Water Charge (unless otherwise adopted by mutual aid agreement)		
	per acre-foot to Cal-American WC	\$68.00
	per acre-foot to Carmichael WD	\$68.00
	per acre-foot to Fair Oaks WD	\$68.00
	per acre-foot to Orangevale WD	\$4.62
	per acre-foot to City of Roseville	\$68.00
	per acre-foot to Sac. Suburban WD	\$68.00
	per acre-foot to San Juan WD	\$4.62
Commercial Fire Sprinkler Service Charges		
4-inch and smaller	per service, bimonthly	\$81.66
6-inch	per service, bimonthly	\$105.93
6-inch; one-half shared	per service, bimonthly	\$52.96
6-inch; one-third shared	per service, bimonthly	\$35.30
8-inch	per service, bimonthly	\$129.02
8-inch; one-half shared	per service, bimonthly	\$64.50
10-inch	per service, bimonthly	\$173.92
12-inch	per service, bimonthly	\$230.43
Construction Water Charges		
	minimum charge	\$266.37
Schedule A - Projects	per lot	\$183.16
Schedule B - Trenches, Excavations & Grading	per 100 cubic yards	\$49.45
Schedule C - Tank Trucks	per 1,000 gallons	\$8.19
Schedule D - Metered Use	per unit, for all units bi-monthly	\$3.5400
Schedule E - Non-Profit	per day	\$55.63
Construction Meter Deposit	per meter	\$2,007.00

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2021
 Adopted -- November 18, 2020

Exhibit A

Type of Charge	Applied Basis or Frequency	2021
<u>Water Service Installation Charges</u>		
¾-inch & larger services w/meter	per service	Actual Cost
Meter set charge:		
⅝ inch x ¾ inch	per meter	\$562.00
¾ inch	per meter	\$612.00
1 inch	per meter	\$631.00
1½ inch	per meter	\$945.00
2 inch	per meter	\$1,271.00
>2 inch	actual cost	
Backflow prevention assembly installation charge		
¾ inch & larger	each	Actual Cost
<u>Capacity Fees</u>		
Residential- Multi-Family:		
Townhomes/Condos/Duplexes w/¾-inch max.	per service + non-residential uses	\$4,354.00
Townhomes/Condos/Duplexes w/1-inch max.		
Fire Sprinklers w/1-inch max.	per service + non-residential uses	\$7,256.00
Residential- Single Family:		
0 - 4.999 acres with 1-inch max.	per service	\$7,256.00
5.00 - 7.500 acres with 1½-inch max.	per service	\$14,513.00
Over 7.500 acres with 2-inch max.	per service	\$23,220.00
Nonresidential Users:		
Based on service size, including, but not limited to, commercial, industrial, irrigation, commercial swimming pools, and clubhouse applications:		
⅝ inch	per service	\$2,902.53
¾ inch	per service	\$4,353.80
1 inch	per service	\$7,256.33
1½ inch	per service	\$14,512.66
2 inch	per service	\$23,220.25
3 inch	per service	\$50,794.31
4 inch	per service	\$91,429.75
6 inch	per service	\$188,664.57
8 inch	per service	\$406,354.46
10 inch	per service	\$609,531.69
12 inch	per service	\$763,170.94
<u>Other Charges and Fees</u>		
Agenda-By-Mail Charge (e-mail delivery free)	per packet	\$26.00
Standby Service Charge	per hour, 1 hour minimum	\$115.00
Returned Payment Fee	per check	\$31.00

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2021
 Adopted -- November 18, 2020

Exhibit A

Type of Charge	Applied Basis or Frequency	2021
Late Payment Penalty	5% of overdue account balance	5.00%
Turn-off Notice Service Charge	per occurrence	\$26.00
Missed Appointment/No-Show Fee	per occurrence	\$49.00
Disconnect Service Charge	per occurrence	\$59.00
Reconnect Service Charge	per occurrence	\$59.00
Reconnect Service Charge (Non Business Hours)	per occurrence	\$113.00
Meter Re-Read / Maintenance Charge	per occurrence	\$45.00
Customer Account Deposit	per account	\$247.00
Copy Charge	per page	\$0.12
Recording of Lien	per occurrence	\$72.00
Release of Lien	per occurrence	\$85.00
Tamper Charge	per occurrence	\$120.00
Water Conservation Violation Charge (1)	first occurrence	\$50.00
Water Conservation Violation Charge (2)	second occurrence	\$75.00
Water Conservation Violation Charge (3)	third occurrence	\$100.00
Inclusion / Annexation Fee	per gross acre, ½ acre or greater	\$1,572.00
	minimum to ½ acre	\$786.00
Plan Check Charges	minimum charge + per connection	\$1,156.00
	per connection	\$25.22
Easement/Quitclaim	per easement/quitclaim	\$721.00
Inspection Charges		
Minimum	min. + per connect. + per main tie-in	\$1,211.00
Plus per connection	per connection	\$220.00
Plus per main tie-in	per main tie-in	\$1,203.00
AC pipe disposal charge	per foot, 4 feet minimum (\$200 min.)	\$58.00
Hydrostatic pressure test	each	\$328.00
Chlorination & Flushing	per project	\$437.00
Weekend/After Hours	per hour (4 hr. minimum)	\$147.00
Holiday	per hour (4 hr. minimum)	\$184.00
Backflow Prevention Assembly Testing Charge	per assembly bimonthly	\$12.00
Backflow Prevention Assembly Re-testing Charge	per test	\$80.00
Backflow Prevention Assembly Testing Charge for New Development	per assembly	\$90.00
Bacteriological water test sampling	minimum	\$1,130.00
Additional Bacteriological water sample	additional samples after minimum	\$64.00
Fire Flow Certification Letter	per letter	\$31.00
Fire Flow Modeling	per modeling	\$351.00
Fire Flow Modeling & Certification Letter	per modeling plus letter	\$382.00

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 18, 2020 MEETING

SUBJECT	: PROPOSED 2021 BUDGET
STATUS	: Action Item
REPORT DATE	: November 18, 2020
PREPARED BY	: Alberto Preciado, Accounting Manager Susan K. Talwar, Director of Finance and Administrative Services

OBJECTIVE:

Conduct a Public Hearing for the proposed Budget Document, including Operating and Capital Improvement Budgets for 2021.

SUMMARY:

Presented for consideration are the following recommendations:

- A 2021 Operating Budget of \$13.25 million, representing an overall decrease of about \$380,000, or 2.80% below 2020 authorized budget levels. A significant portion of the expense items implement Strategic Planning items identified by the Board as priorities for 2021.
- A 2021 Capital Improvement Budget request of \$5.75 million in 2021 projects, with another \$1.78 million in projects carried over from prior years. Many of the proposed projects were reviewed with the Board at the 2021 Strategic Planning Session on August 26, 2020. The remaining projects proposed implement the 1999 Capital Improvement Program Master Plan and/or are based on a staff evaluation of capital needs. The total 2021 Capital Improvement Budget is \$7.5 million.

BACKGROUND AND ANALYSIS:

Based upon the goals and objectives identified by the Board at the Strategic Planning Session on August 26, 2020, staff has updated the financial model and prepared the proposed 2021 Operating and Capital Improvement Budgets. At the September 16, 2020 Board Meeting and at an October 7, 2020 Special Meeting, study sessions were held to review revenue options for the Board to consider, and to receive Board direction concerning how to proceed with a proposed budget and related revenue for 2021 and beyond. Of note, the Board provided policy direction to not implement a rate increase for 2021.

Accompanying this staff report for the Board's review is the debut of CHWD's revamped budget document (Exhibit A to Resolution 14-2020 2021 Budget), which focuses on highlighting programs and projects the District is planning to accomplish in the coming year based upon the proposed revenue and expenditure plan.

In prior years, the District issued a basic financial summary and forecast, which included the total budget summary, Operating and Capital Improvement Budgets and budgeted transfers to reserves. This year, District staff, prepared a programmatic Budget document in accordance with guidelines established by the

Government Finance Officers Association (GFOA).

GFOA established the Distinguished Budget Presentation Awards Program (Budget Awards Program) in 1984 to encourage and assist state and local governments to prepare budget documents of the highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting, and then to recognize individual governments that succeed in achieving that goal. Over 1,600 governments, including states, cities, counties, special districts, school districts, and more have been recognized for transparency in budgeting. To earn recognition, budget documents must meet program criteria and excel as a policy document, financial plan, operations guide, and communication tool.

The proposed budget document differs from the previous budget summary in that it includes the following sections, in addition to the financial section:

- Introduction and Overview
- Financial Structure, Policy, and Process
- Financial Summaries
- Departmental Information
- Capital and Debt
- Document-wide (i.e., general background information about the District)

At the October 21, 2020 Board meeting, staff provided a presentation concerning projected Operating and Capital expenses for the coming year. The presentation highlighted key programs and projects planned for 2021. Also at that meeting, staff sought and obtained policy direction from the Board, regarding the proposed budget for 2021.

Key issues the proposed 2021 budget addresses are as follows:

- **Economic activity.** Of note this year, there is a divergence between current economic conditions and corresponding customer activity that impact the budget. In light of the recent pandemic, while usage compared with 2020 has increased, the District is not certain that this up-tick in usage is going to be a long-term phenomenon, and therefore, what the long term impact of the pandemic will be on the District's financial projections.
- **Water Supply Cost with San Juan Wholesale District.** As presented to the Board on September 16, 2020 and on October 7, 2020, San Juan Water District (SJWD) notified CHWD that there will be an increase in wholesale water rates equivalent of 10.9% of its fixed charge. In addition, as the agency has not adequately funded the replacement of the aging Hinkle Reservoir cover, SJWD, at the October 21, 2020 meeting, commented that CHWD can expect an additional annual debt service charge when that agency issues debt for the replacement of the cover in the near future. CHWD's last notification from SJWD was that the expected annual debt service cost will be approximately \$500,000 per year for 30 years, totaling an estimated \$15 million for debt service cost for the project. SJWD's surface water cost comprises about 15% of CHWD's total

non-personnel-related budgeted operational expense, the District's single largest non-personnel operational expense.

Operating and Capital Budget Overview

Highlights of the 2021 expenditure plan include:

- 1) CHWD continues to focus in 2021 on advanced planning for infrastructure and programs and other Strategic Planning activities. For example, the Operating budget includes funding for implementation of Project 2030 – Water Main Replacements, Water Meter Replacement Program Study, completion of the Aquifer Storage Recovery (ASR) feasibility Study, Enterprise-wide Document Management and Scanning, and similar planning activities and projects.
- 2) Key capital projects proposed for 2021 are highlighted below. These projects proposed implement the 1999 Capital Improvement Program Mater Plan and/or are based on a staff evaluation of capital needs. The design and construction of Well #7 is included (contingent upon CHWD closing escrow on a seventh well site – currently in progress. Project delivery capacity is leveraged by the use of consultants/contractors on a project-specific basis.
- 3) Consumption has increased through the third quarter of 2020 compared with 2019. However, this increase in consumption may be temporary, due to more residents being home as a result of the COVID-19 pandemic. Consumption will be monitored to determine the short, medium, and long term impacts to budget.

Key 2021 proposed expenditures for Operating and Capital budgets are summarized below.

Operating Budget: \$13.25 million, decrease of 2.8%, or \$381,783 from the 2020 budget.

- \$3.18 million portion of the total budget is the projected cost of treated water from San Juan Water District. The costs include the wholesale water rate increase of 1.7% as described above and a projected water use estimated to be 12,000 AF.
- \$2.02 million in support services, including many Strategic Planning and special projects, such as public education/outreach (including Project 2030 – Water Main Replacements, Centennial recognition, rebranding, and Water Efficiency Programs); completion of Water Meter Replacement Program study; completion of ASR study; acquisition of easements; and organizational development/training/certifications.
- No net change in Salary and Benefits over 2020, which funds: Accelerated payoffs of the CalPERS pension Unfunded Actuarial Liability (UAL) and the Other Post-Employment Benefits (OPEB) UAL; 12% increase in Health Insurance costs; 2.75% for merit and cost of living adjustments.

Approximately \$500,000 in salary and benefit costs are allocated to the Capital Improvement Budget to account for staff time spent in the planning, design, construction and inspection of capital projects by District employees.

Capital Improvement Program Budget: A 2021 Capital Improvement Budget of \$5.75 million in 2021 projects, plus another \$1.78 million in projects carried over from prior years, totaling \$7.5 million, is proposed.

Project highlights include:

- Replacement, upgrades and new fire hydrants for \$164,800.
- Six water main replacements or installation projects, scheduled to start construction in 2021 with a projected cost of \$1.47 million.
- Operations equipment replacements and new equipment totaling \$380,000.
- Groundwater Well Capital Projects, funded through the Water Supply Reserve, totaling \$1,696,364;
 - Continued property acquisition carryover of \$436,364
 - Design and construction of Well No. 7, \$542,000, with a carryover of \$563,500
 - Groundwater Well Improvements, \$154,500

Revenue

The Board has directed staff to maintain the rate schedule at the 2020 levels for 2021. Further, the Board provided direction to staff to present a revenue proposal during 2021 for consideration in future years.

Public Information and Public Engagement Program for the 2021 Budget

Staff continues with CHWD's public education/outreach strategy to help inform customers concerning key issues facing the District (e.g., increasing costs from San Juan Water District, aging infrastructure that is in need of replacement, and the importance for the District to continue its groundwater well development program).

Key channels for educating and engaging customers include: a Hand-out/Mailer; budget and funding information at CHWD's website; meetings with stakeholder audiences; "virtual road show" presentations provided by key staff (General Manager, Department Heads and other leadership staff within Operations and Administrative Services) to the City's neighborhood associations, service organizations (e.g., Rotary and Kiwanis), the Orangevale community; and use of the District's social media platforms (Facebook page and YouTube channel).

These activities will continue through the last quarter of 2020 through 2021.

RECOMMENDATION:

1. Conduct a Public Hearing on the proposed Budget for 2021; and
2. Adopt Resolution 14-2020, establishing the Fiscal Year 2021 Budget.

ACTION:

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

ATTACHMENTS:

1. Resolution No. 14-2020 2021 Budget

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 14-2020

RESOLUTION ESTABLISHING
FISCAL YEAR 2021 BUDGET
FOR CITRUS HEIGHTS WATER DISTRICT

WHEREAS, CITRUS HEIGHTS WATER DISTRICT has identified the costs of operating the District, providing capital improvements to the infrastructure of the District, and transfers to designated reserves for the Fiscal Year beginning January 1, 2021; and

WHEREAS, the District has prepared budgets setting forth the dollar amounts proposed for District operations, capital improvements, and designated reserve transfers as follows:

Operating Budget: \$13,255,141; and Capital Improvement Budget: \$7,208,814; and

WHEREAS, a noticed Public Hearing was held on November 18, 2020 for the purpose of receiving public comment on the proposed Fiscal Year 2021 Budget.

THEREFORE BE IT RESOLVED the Fiscal Year 2021 Budget (Exhibit A) accompanying this resolution and incorporated herein as part of this Resolution, are hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 18th day of November, 2020, by the following vote, to-wit:

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

S E A L

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

ATTEST:

MADELINE HENRY, Deputy Secretary
Citrus Heights Water District



CITRUS
HEIGHTS

WATER
DISTRICT

ADOPTED NOVEMBER xx, 2020

2021 ANNUAL BUDGET



6230 Sylvan Rd,
Citrus Heights, California 95610
(916) 725-6873
chwd.com

Board of Directors

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

Executive Staff

Hilary M. Straus, General Manager
Susan K. Talwar, Director of Finance and Administrative Services
Melissa A. Pieri, Director of Engineering & District Engineer

Appointed Officers

Hilary M. Straus, Secretary
Susan K. Talwar, Treasurer
Alberto Preciado, Assessor Collector

Table of Contents

Table of Contents	2
INTRODUCTORY SECTION	4
Frequently Asked Questions about the Budget	5
Letter of Transmittal	6
About the District	13
Organizational Chart	16
Celebrating 100 Years of Service	18
Strategic Planning	19
Economic Condition, Outlook and Major Initiatives	25
Long-Term Financial Planning	26
Budget Overview	27
FINANCIAL POLICIES & GOALS	29
Accounting and Budget Structure	30
Financial Model	31
Budget Process	31
Financial Policies	34
Debt Management	37
Debt Service Schedule	38
OPERATING BUDGET	39
Operating Revenue, Expenses, and Net Position	40
Employees by Department	42
Administrative Services Department	43
Engineering Department	46
Operations Department	48
CAPITAL BUDGET	50
Capital Expenditures	51
Impact of Capital Investments on Operating Budget	52
STATISTICAL DATA	53

Principal Ratepayers	54
Principal Employers, Sacramento Region	54
Demographic and Economic Statistics	55
Operating and Capacity Indicators	55
APPENDIX	56
Glossary of Terms	57
Budget Policy	62
Reserve Policies	62
Investment Policy	70
Purchasing Policy	81
Capital Assets Policy	89



Introductory Section

Frequently Asked Questions about the Budget

[The Citrus Heights Water District isn't part of the City of Citrus Heights? Page 13](#)

[How many people does the district serve? Page 13](#)

[Does the district have a policy that guides how to report, invest, and audit funds? Page 33](#)

[What is the district's revenue per year? Page 39](#)

[How many employees work for the district? Page 41](#)

[What are the reserves of the district? Page 59](#)

Letter of Transmittal



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

Hilary M. Straus, General Manager/Secretary
Susan K. Talwar, Director of Finance & Admin. Services/ Treasurer
Alberto Preciado, Accounting Manager/Assessor/Collector

November 18, 2020

Honorable President and Members of the Board of Directors,

It is my pleasure to present you with the Citrus Heights Water District (CHWD or District) (FY) 2021 Budget. This year's budget demonstrates CHWD's continuing commitment to providing high quality, economical, and responsive services to our customer base while continuing the District's commitment to reinvest in its aging infrastructure and capital assets.

Agency History and Infrastructure/Asset Management

A review of the District's history and key infrastructure and assets help to inform customers today about operational and capital cost drivers. In 2021, CHWD will celebrate its Centennial. The District formed in October 1920 under the Irrigation Code with a three-member Board of Directors. The initial service area was 4.7 square miles (mostly agricultural), and the District provided water service to about 225 farms. Surface water was purchased by the North Fork Ditch Company, which had water rights to the American River, including what is now Folsom Lake. Water was conveyed to the Citrus Heights service area through a network of small canals and pipelines.

Water Mains

With the construction of Folsom Lake in the mid-1950s came the formation of CHWD's wholesale water provider, San Juan Water District. Soon after, as a result of funding from a bond measure, called "Project 1956," a forty-two inch transmission main was constructed from just west of Folsom Lake to provide water service to the CHWD service area. That transmission main, which is now over sixty years old, along with a back-up, large-diameter Cooperative Transmission Pipeline built in 1996 in partnership with San Juan Water District, what is now Sacramento Suburban Water District, Fair Oaks Water District and Orange Vale Water Company, serve as the primary pipelines to convey treated surface water from Folsom Lake via the San Juan Water District to CHWD's nearly 20,000 customers. Annually, more than ninety percent of the water served to

CHWD's customers is this surface water. The remaining water comes from CHWD's groundwater wells.

The District's service area urbanized in the period between 1960 and 1985. Most of CHWD's 250 miles of transmission and distribution water mains were installed by private developers, and were inspected by CHWD during that time period. These water mains were then donated to CHWD, and the responsibility for the operation, maintenance, repair and replacement was transferred to CHWD's rate payers. During that period of urbanization, CHWD's service area grew to its present-day size of approximately 12.8 square miles.

According to the American Water Works Association (AWWA), the average lifespan of a water main is seventy years. Therefore, those water mains that were installed en masse beginning in 1960 will reach seventy years old in 2030, and CHWD forecasts that it will need to undertake a significant program of water main replacements beginning in 2030, and for several decades thereafter, to reduce the likelihood and consequence of water main failures in its service area.

Water Meters

Federal and State mandates in the early 1990s required CHWD to install and use water meters with its customers, and the District became fully metered with metered billing by 2009. AWWA reports that the average lifespan of a water meter is only twenty years. Also, the technology platforms of water meters are rapidly evolving, as water meters become more information-technology-based, or "smarter," offering web-based data/analytics for CHWD and its customers to assist in better managing water distribution and consumption.

Like water mains, CHWD is facing the challenge of replacing its aging water meters en masse. To address this challenge, CHWD has taken the lead to form a consortium of 11-water agencies, plus the Sacramento Regional Water Authority, to take advantage of economies of scale, and identify opportunities to work together to realize significant long-term cost savings to replace water meters throughout the Sacramento region.

Groundwater Wells

Beyond the management of water mains and water meters, a third major area of infrastructure and asset management is the development, operations, maintenance and repair of CHWD's network of six high capacity groundwater wells. These groundwater wells range in capacity from approximately 1,000-2,000 gallons per minute (GPM). CHWD has historically undertaken, and continues to maintain a network of groundwater wells, supplemental to its surface water supply, to ensure supply reliability and price stability to its customers.

The average lifespan of a well is approximately fifty years, and CHWD continues to plan for capital reinvestment, and as it deems necessary, for expansion of its groundwater

program. One new, but potentially significant groundwater management technology that CHWD will explore during 2020 is Aquifer Storage and Recovery (ASR). With ASR, CHWD's groundwater wells could be converted to being able to not only extract groundwater, but inject surface water into the ground, in partnership with a water provider who has surface water availability and excess supply. This groundwater injection capability could increase CHWD's capacity to better manage the area's groundwater aquifer and potentially serve to offset the District's costs. An ASR feasibility study was initiated by CHWD during 2020, in conjunction with a larger region-wide ASR feasibility analysis, being conducted by the Sacramento Groundwater Authority (SGA).

Other Short-term Issues Impacting CHWD's Budget

For every rate dollar CHWD's customers pay, sixty-five cents goes to a fixed charge and thirty-five cents is charged based upon a customer's water usage. As shown in *Figure 1*, CHWD is facing flat, and even declining, water demand tied to increased water use efficiency per capita. Water efficiency is tied to changed water use habits in the post-2015 drought era (thought to be a "new normal" of lower water usage), the implementation of water meters/metered-billing and the increasing impact of state water efficiency regulations.

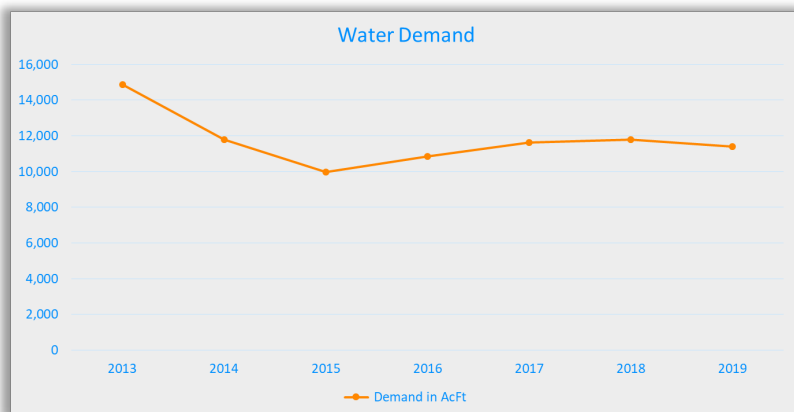


Figure 1: Water Demand through 2019

Year	Projected SJWD-W Increase Fixed Charge	Net Change on Fixed Charge
2020	Fixed – \$1,951,068	
2021	Fixed – \$2,163,289	10.9% increase on Fixed

Figure 2: Estimated Increases from San Juan Water District

Flat or declining water usage demand places a greater burden on the fixed portion of the rate as water agencies incur significant capital and operating expenses to deliver the first unit of water to its customers.

Moreover, Citrus Heights Water District's wholesale water agency, San Juan Water District's, rates continue to escalate as shown in Figure 2. San Juan Water District has reported, as recently as their FY 2018-2019 budget, that their capital improvement program was \$58.9 million underfunded, as the agency has aging facilities and equipment in need of repair, remodel and replacement. In addition, as the agency has not adequately set-aside funding for the replacement of its aging Hinkle Reservoir cover, SJWD has reported that CHWD can expect an approximately \$500,000 additional annual debt service charge for 30 years,

totaling approximately \$15 million, when that agency issues debt for the replacement of the reservoir cover in the near future.

Notwithstanding the above, the COVID-19 Virus Pandemic of 2020 has, at least in the short term, impacted consumption. As CHWD is a largely residential water provider, social distancing, resulting in increased time spent at home, is contributing to a substantial increase in consumption. By the end of July 2020, consumption was up 15% year-to-date compared with 2019. It is unclear if this increase in usage will have long-term impacts on the District's budget, and is therefore not presently viewed as a factor that will substantially impact the District's water demand forecast as described above. District staff will continue to monitor the Pandemic and consumption closely, and will note any potential changes to its water demand forecast if it is updated in future budget communications.

Focus on Long-Range Planning

CHWD has a long-standing tradition of planning and managing its long-term capital and operational needs and accompanying financial planning. CHWD's focus on long-range planning is exemplified by its water main master planning (e.g., 1999 Master Plan that focused on water main replacements; Project 2030—Water Main Replacement Program (the successor planning effort to the 1999 Master Plan); Water Meter Replacement Study and Consortium-based Meter Replacement Asset Management Program; maintaining a 10-year financial forecast as a driver for annual budgeting; use of Strategic Planning, focusing on three-year goals and one-year objectives, as a driver for annual budgeting).

Implementation of an Annual Budget Based on a Ten-Year Budget Forecast

Given the significant capital and asset management-related one-time and ongoing expenses projected, CHWD has developed and maintained a 10-year budget forecast or Financial Model. The Financial Model is updated regularly with actual revenues and expenses, and serves as a key policy, operational, capital and financial planning tool as the District considers policy, operational, capital and budget options.

A summary of the 10-Year Financial Model is included in the "Financial Model" section of the budget.

Reserve Policies and Special Funding

Each year, CHWD endeavors to transfer a portion of net revenue to both designated and undesignated reserves. Placing ratepayer dollars in reserves ensures that CHWD can smooth-out its expenses and minimize its use of debt financing (which can add significant expense, delay, complication and result in a loss of local control to CHWD as it implements its Capital Improvement Program).

CHWD's designated reserves, which are described in more detail in the Appendix section of the budget, include: Water Efficiency, Water Supply, Debt Services, Employment-Related Benefits, Fleet Equipment, Rate Stabilization, Water Meter Replacement,

Operating and Capital Improvement. As CHWD looks to finalize its Project 2030—Water Main Replacement Study and program in 2020, the District will explore establishing a Water Main Replacement Reserve.

Strategic Planning

Since 2016, CHWD has incorporated a Strategic Planning process into its annual budget development. The Strategic Planning process focuses on identifying important work program items over and above daily operations of the District. These work program items are intended to address complicated issues that can significantly impact the District and/or that can help take CHWD to the next level.

Strategic Planning is undertaken as one of the initial activities of the budget development process, and includes a review of the prior year's work program, and an examination/re-examination of the District's three year goals and one-year objectives, organized under each three goal. One-year objectives are then assigned to a CHWD staff member, who is chiefly responsible for the implementation of that objective, along with a team of CHWD staff and/or consultants in a supporting role. CHWD Board Members and leadership staff (General Manager, department heads, division manager and key staff), as well as members of CHWD's Customer Advisory Committee (CAC) participate in a Strategic Planning session held as a public meeting, typically in June, July or August of each year. From there, CHWD finance staff prepare a draft budget with expenditure and funding options, many of which incorporate Strategic Plan work program items, to ensure that the Strategic Plan is implemented as directed by the Board.

For 2021, there are several one-year objectives organized under five (5) three-year goals, including: 1) Implement the Project 2030 Water Main Replacement Program to Ensure a Reliable Water Distribution System; 2) Manage and Diversify a Dependable Water Supply; 3) Manage Water Efficiency Effectively and Empower Customers to Use Water in an Efficient Manner; 4) Manage the Efficient Improvement of and Reinvestment in District Infrastructure and Facilities; 5) Promote Organizational Effectiveness to Enhance Customer Service.

A summary of the CHWD's 2021-24 Strategic Plan is included in the "Strategic Planning" section of the budget.

Public Education/Outreach

Given the significant service and financial implications of many operational and capital initiatives, over the years, CHWD has increasingly committed resources to public education and outreach. Some of CHWD's platforms for communication include its website (recently redesigned and re-launched as part of CHWD's Centennial in 2020), its direct-mail Waterline newsletter (and more recently its Facebook site), annual visits to neighborhood associations, and through its establishment of a 25-member Customer Advisory Committee (CAC) to consider options how to phase, cost and fund water main and meter replacements.

The Customer Advisory Committee is made up 17 residential customers, 3 commercial customers (representing the Citrus Heights Chamber of Commerce, Sunrise MarketPlace Property-based Business Improvement District and the Auburn Boulevard Business Association), and 5 public agencies (City of Citrus Heights, Sacramento Metropolitan Fire District, San Juan Unified School District, Sunrise Recreation and Park District and Sylvan Cemetery District).

The CAC works with CHWD leadership, technical staff, and a team of engineering and financial planning consultants to analyze capital and financial planning options for the replacement of water mains and meters, and it makes policy recommendations on these topics to CHWD's Board of Directors.

As we look ahead to 2021, CHWD will continue to strengthen and expand its public education and outreach program. One new customer-focused program is CHWD's new Garden Corps, which is a task force of customers who will work with District staff and specialists to operate and maintain CHWD's new Water Efficiency Demonstration Garden Plots at the Sylvan Ranch Community Garden.

Operating Budget

Looking ahead to budget year 2021, some of the key work program items included in CHWD's budget, include:

- **Project 2030—Water Main Replacements—** Initiate development of condition assessment plans for the District's transmission and distribution mains
- **Water Supply—** Complete Aquifer Storage Recovery (ASR) Feasibility Study
- **Water Efficiency—** Expand the virtual content for WaterSmart Classes, including one pre-recorded and one live video at the Community Garden; and continue virtual WaterSmart Classes
- **CHWD Infrastructure and Facilities—** Complete the Meter Replacement Study and Final Report
- **Organizational Effectiveness—** Select consultant and begin the creation of engineering design standards/procedures for development projects - Create and/or revise District Policies (8000's - Water Service and 9000's - Water Distribution Facilities)

District's Capital Improvement Program (CIP)

CHWD is proud that its CIP continues to be its single largest budgeted expense. The CIP focuses on replacement of water mains, meters, CHWD's groundwater program and system-wide appurtenances and other facility replacements and improvements. The CIP also includes buildings, grounds and fleet, which support CHWD's ongoing operations and capital improvement work programs. A summary of the CHWD's Capital Improvement Program is included in the "Capital Budget" section of the budget.

Conclusion

This year's budget focuses on completing important long-range infrastructure and asset management planning, expanding CHWD's groundwater program, continuing to provide enhanced public services, providing expanded opportunities for customer participation and maintaining adequate reserves. CHWD's 2021 budget also highlights the District's ongoing commitment to operational and financial efficiency.

Respectfully submitted,



Hilary M. Straus
General Manager

About the District

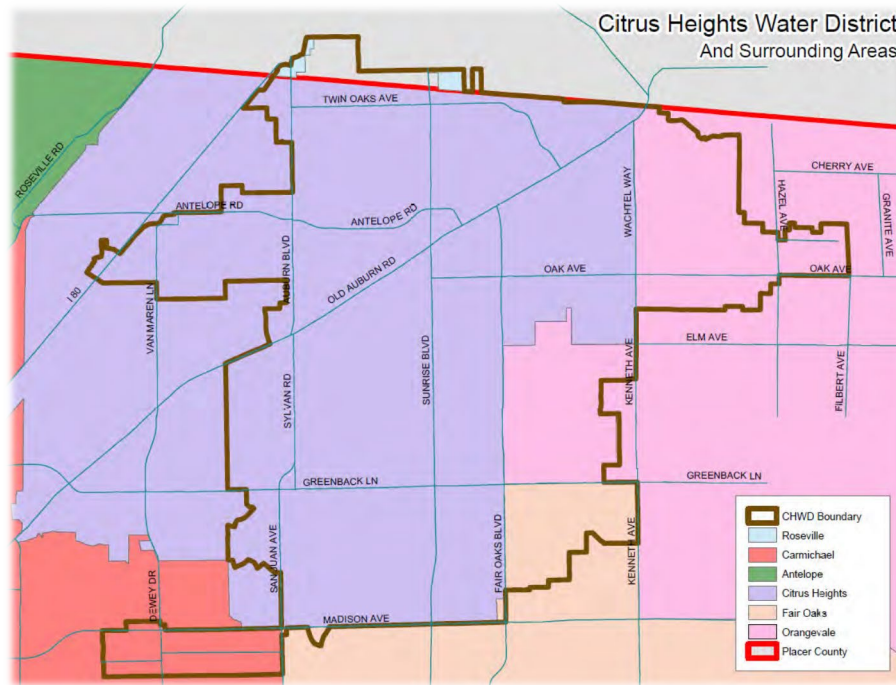
The Citrus Heights Water District (the “District” or “CHWD”) was established in 1920, as the Citrus Heights Irrigation District.

The District encompassed slightly more than 4.7 square miles, serving approximately 225 farms. The District currently serves water to a population of approximately 67,000 people within an approximate 12 square mile service area.



CHWD Offices

Citrus Heights Water District carries out its mission with a highly-motivated and competent staff that is empowered to conduct CHWD’s business by placing the customers’ needs and welfare first. Each day, CHWD employees strive to carry out their work, mindful of the District’s mission, “to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner.”



CHWD Service Area

The District provides these programs to increase water efficiency:

- **Water Smart Classes** - Every spring and summer, CHWD a series of Water Smart Landscape classes for their customers. These free classes provide many tips and tools to help residents maintain or upgrade their yards in the most water-efficient ways.
- **Free Irrigation Efficiency Review** - CHWD can arrange a Landscape Irrigation Review at no cost to customers to help manage and maintain their irrigation systems. Upon completion of the Review, customers receive a written report that includes recommendations for improving irrigation system performance, and a 12-month irrigation schedule based on the customers' personal landscape needs.
- **Rebates** - To assist customers in conserving water, the District provides rebates for the purchase and installation of ultra-low flush (ULF) toilets. It also currently participates in a limited cooperative washing machine rebate program with Sacramento Municipal Utility District (SMUD).
- **School Programs** - Citrus Heights Water District partners with schools within its service area to educate children about the importance of water efficiency and how they can help conserve water.
 - ***Presentations*** - CHWD offers one-hour interactive classroom presentations to demonstrate to students how they can conserve water every day. The classroom presentations are tailored for grades K-3, 4-6 and 7-8.
 - ***Poster Contest*** - CHWD conducts an annual poster contest where students in grades 4-6 can submit a drawing illustrating how they have fun conserving water. A panel of judges from other public and community organizations such as the Citrus Heights Chamber of Commerce, City of Citrus Heights, and Sunrise Recreation and Parks District review all of the drawing submissions and select the winners.



Governance and Organizational Structure

CHWD is a special district established as an Irrigation District under the State of California Water Code. The District is governed by a three-member Board of Directors that is elected to a four-year term. CHWD has a by-district electoral system, Directors are elected only by voters who reside within each Director's district. The District was staffed in 2020 by 36 full-time equivalent employees assigned to four departments: Administrative Services, Engineering, Operations, and the General Manager's Office. During 2020, the General Manager's office was

reorganized into the Administrative Services and Operations departments. The General Manager and General Counsel are appointed by, and report directly to, the Board of Directors.

Water Supply

In 2019, the District purchased 96.74% of its water from San Juan Water District (SJWD), and delivered it to approximately 19,900 residential and commercial service connections. Additionally, the District maintains six groundwater wells and approximately 250 miles of pipeline. CHWD has been treating and delivering groundwater to customers since 1943.

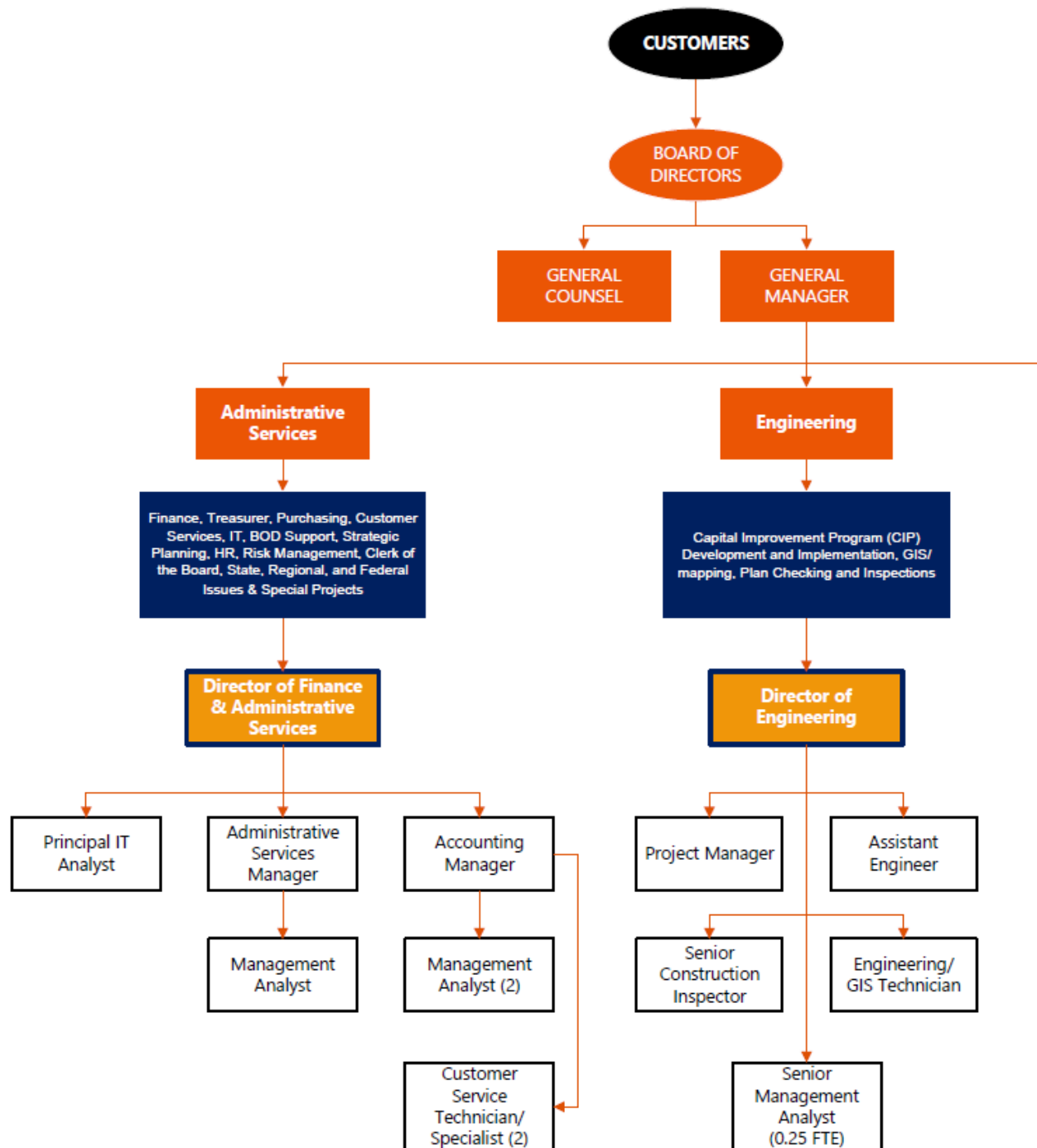
Demographic and Economic Statistics



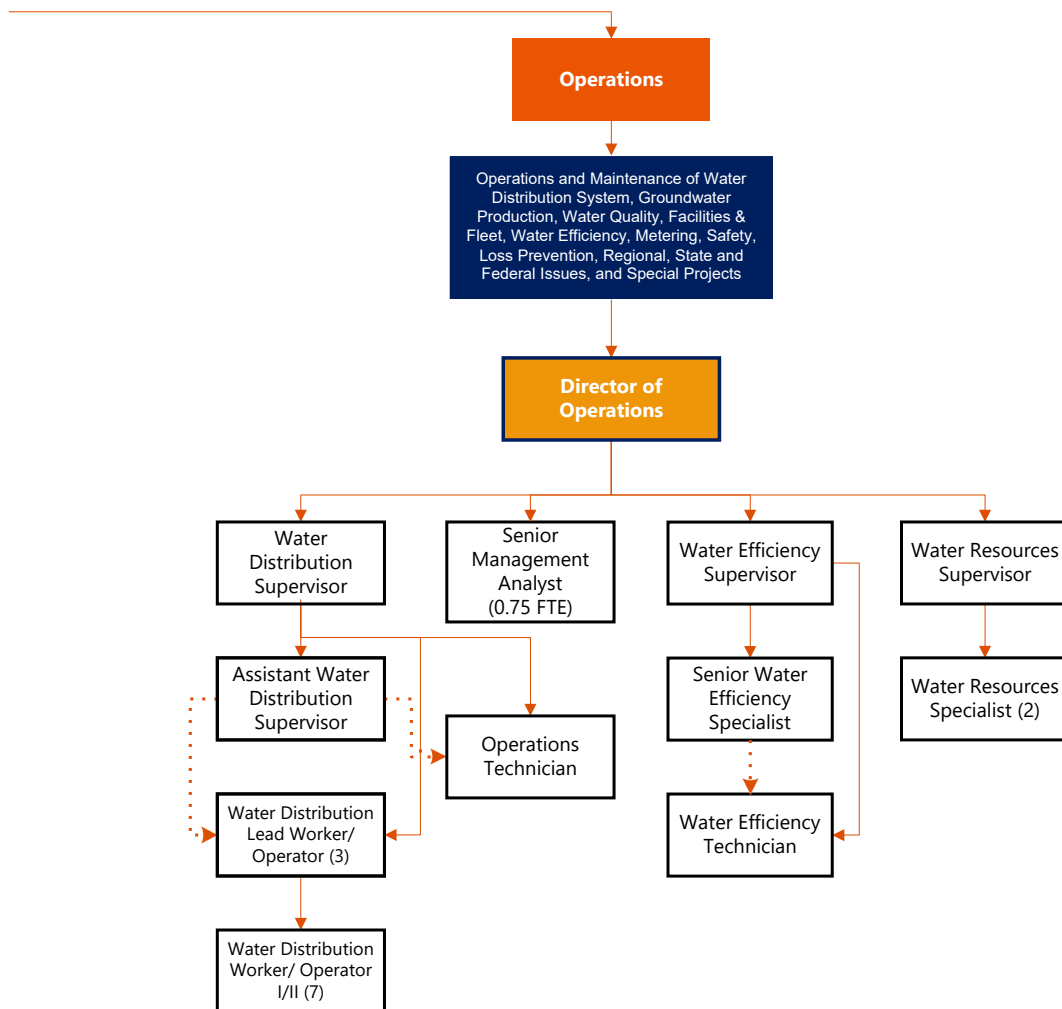
CHWD Staff at a Work Site

Demographic and economic statistics are provided for the City of Citrus Heights (City) and the County of Sacramento (County) because these statistics are not separately available for the District's service area. The District is comprised of some areas of the City and unincorporated areas of the county. The District believes that data from the City and County is representative of the conditions and experiences of the district. These statistics may be found in the "Statistical Data" section of the Budget.

Organizational Chart



Organizational Chart for 2020



Celebrating 100 Years of Service

The Citrus Heights Water Irrigation District was established on October 25, 1920, to meet the needs of a growing community serving 4.7 square miles and 225 farms—the last of three local districts in the region. In February of 1921, the first election of Board members took place with 112 votes cast.

Citing the growing District’s need for additional water delivery capacity and aging infrastructure, a 1956 bond issue was approved for construction of the District’s 42-inch transmission pipeline. The pipeline was completed in 1958 and remains in service today as one of the District’s primary surface water delivery facilities.

In 1994, to match the changing needs of the community, the agency’s name was changed to Citrus Heights Water District (CHWD).

This year CHWD is celebrating 100 years of providing safe, clean and affordable water to the community. The District kicked off the celebration with a virtual Facebook LIVE event featuring a local radio personality as the host and comments from regional leaders.



Behind the Scenes of CHWD’s Facebook LIVE Event



CHWD Centennial Display

Throughout the year, the District has planned additional events and outreach, including a series of videos featuring the “Voices of Citrus Heights Water District”. This series of short videos will highlight District programs and show the behind the scenes work that goes into delivering safe and clean water.

Strategic Planning

Strategic Plan - Strategic planning involves establishing a vision for the future, setting a mission statement, providing direction, and defining what the organization stands for and what it has pledged to accomplish. Since 2016, CHWD has held a strategic planning workshop for the Board of Directors, management, and members of the community at-large. The purpose of the workshop is to review the District's mission statement and values, and to formulate the District's one-year and 5-year organizational goals which emphasize CHWD's commitment to efficiency, water supply, capital improvement and organizational wide support. The Strategic Plan forms the basis for the District's priority-based budgeting efforts.



Strategic Planning Session Participants

KEY ISSUES FOR 2021

- | | |
|--|---|
| <ul style="list-style-type: none"> • CHWD Policy Updates • Organizational Development / Employee Training • Easements • Long-Term Planning | <ul style="list-style-type: none"> • Staffing Levels / Service Delivery • Expanded Public Information / Engagement • Well Site Property Acquisition • Developing funding mechanism for long-term infrastructure replacement |
|--|---|

Our Mission

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

OUR VISION

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

OUR VALUES



Strategic Plan Goals and Objectives

During the Strategic Planning session, CHWD's leadership puts together a set of goals, representing the priorities that will drive the District's activities. Goals are for three years, but are reviewed each year to determine whether they are still relevant for the coming budget year. Under each goal, individual objectives are identified to address the issues that pertain to that goal.

Some key differences between the current year (2020) and the coming budget year (2021) include:

- **Project 2030:** 2020 Objectives were primarily in the study and development of potential strategies for scheduling and funding the water main replacement beginning in 2030. For 2021, the objectives shift to developing the methods of testing, as well as outreach and funding for the preferred strategy.
- **Water Supply:** In 2020, the objectives were focused on finding potential sites for future groundwater wells, as well as a focus on the District's relationship with its wholesale provider. In 2021, objectives focus on evaluating the potential for Aquifer Storage and Recovery technology as part of the District's water supply portfolio, completing acquisition of sites for the next two District groundwater wells, and planning for the replacement of the Hinkle Reservoir cover.
- **Water Efficiency:** In addition to working towards improving attendance at customer education events, the Water Efficiency objectives for 2020 focused on creating an interactive experience for customers to see water efficient strategies in practice. For 2021 the attendance objectives remain; however, the new objectives focus on improving and expanding educational content for our customers, and on developing a volunteer program to assist with demonstrations and the operation of the interactive garden.
- **Infrastructure and Facilities:** The focus for 2020 was on the District Annexation project, and disposal of CHWD's surplus well sites. In 2021, focus areas include the completion of the Meter Replacement Study and final report, as well as pre-architectural design and options for improving District facilities.
- **Organizational Effectiveness:** For 2019, objectives included beginning the RFP process for a Document Management System (EDMS), rebuilding the Financial Model, and hiring a Management Analyst to assist the Operations and Engineering departments. For 2020, objectives seek to increase employee efficiency and improve our communication with customers, as well as review and update District policies. Additionally, CHWD will begin to implement the EDMS.

The following are the goals and objectives identified for 2021:

Strategic Plan Goal:	Implement the Project 2030 Water Main Replacement Program to ensure a reliable water distribution system.
#	OBJECTIVES
1	Develop outreach and engagement plan on the preferred alternative from the Project 2030 Water Main Replacement Study.
2	Develop funding mechanism for the preferred alternative from the Project 2030 Water Main Replacement Study.
3	Initiate development of condition assessment plans for the District's transmission and distribution mains.
4	Perform non-invasive condition assessment on selected District transmission mains.

Strategic Plan Goal:	Manage And Diversify A Dependable Water Supply
#	OBJECTIVES
1	Hinkle Reservoir Cover Replacement: <ul style="list-style-type: none"> • Develop operation plan • Develop participation and cost agreement.
2	Amend Intertie Agreement with Fair Oaks Water District.
3	Acquire well sites 7 and 8.
4	Complete Aquifer Storage Recovery (ASR) Feasibility Study.

Strategic Plan Goal:	Manage Water Efficiency Effectively and Empower Customers to Use Water in an Efficient Manner
#	OBJECTIVES
1	Increase CHWD Customer attendance at WaterSmart Classes by 20%.
2	Expand the virtual content for WaterSmart Classes, including one pre-recorded and one live video at the community garden; and continue virtual WaterSmart Classes each season.
3	Increase sign-ups for Water Efficiency Reviews by 10%.
4	Increase rebate program participants by 10%.

Strategic Plan Goal:	Manage Water Efficiency Effectively and Empower Customers to Use Water in an Efficient Manner
#	OBJECTIVES
5	Develop a Garden Corps Volunteer Program to maintain the plots at the Community Garden.

Strategic Plan Goal:	Manage The Efficient Improvement Of And Reinvestment In District Infrastructure And Facilities
#	OBJECTIVES
1	Complete the Meter Replacement Study & Final Report.
2	Prepare an implementation and funding Strategy for Meter Replacements and Meter Testing.
3	Prepare and implement a Public Engagement Strategy including Customer Advisory Committee participation for Meter Replacements and Meter Testing.
4	Work with the Regional Water Authority to transition ongoing program leadership.
5	Complete Corporation Yard Pre-Architectural Study.
6	Complete Request for Proposal and hire a consultant for the District-wide Easement Project

	Promote Organizational Effectiveness To Enhance Customer Service
#	OBJECTIVES
1	Implement the enterprise-wide Document Management System, convert the first 17 document types, & implement six document workflows.
2	Continued participation in study for regional integration evaluation.
3	Implement a series of events and promotions for the District's Centennial Celebration.
4	Complete Update of 7000's (Accounts Receivable) Policies.

	<i>Promote Organizational Effectiveness To Enhance Customer Service</i>
#	OBJECTIVES
5	Select consultant and begin the creation of engineering design standards/procedures for development projects - Create and/or revise District Policies (8000's - Water Service and 9000's - Water Distribution Facilities).
6	Select Consultant for Audit Services.
7	Develop 5-year IT Strategic Plan.

Economic Condition, Outlook and Major Initiatives



Water Meter Testing In Progress

CHWD is primarily a residential community, with some commercial centers within its boundaries. The District's service area is largely built out; therefore, the District does not anticipate a significant growth in revenue based solely upon new development. The District is forecasting a slow but steady revenue increase based on 1.0% growth per year from the

demand in small infill of housing or commercial development within District boundaries, which is tempered by a minimal change, if not decrease in demand.

CHWD operates as an enterprise fund, meaning the costs of providing water service and protecting groundwater resources are financed by rates and fees charged to District customers. Since the District receives no revenue from taxes, operating revenues consist primarily of water sales and bimonthly service charges. Although water use increased slightly in 2020, District customers have decreased their water use significantly since 2013 in response to state-wide drought mandates. This created a gap between the amount of water customers were projected to use, and the amount they actually used, and contributed to the need for a new rate study and financial model rebuild.

CHWD and its wholesale water supplier, San Juan Water District (SJWD), continue to encounter changes in operations due to new regulations; moreover, SJWD staff reports that the capital needs for that district are severely underfunded. The impact of current and future regulations, and the resulting cost impact on water supply operations, are an ongoing challenge for the District. CHWD anticipates a 10% rate increase from its wholesale water supplier in 2021.

As of January 1, 2020, CHWD charges a uniform rate of \$1.18 per unit of water, and a bimonthly fixed charge of \$87.29 for a 1-inch meter. One unit of water equals 748 gallons which means that the cost per gallon is 0.16 cents. At \$806.94 per year, the cost of water service for a typical single family home using 179,520 gallons of water annually remains a good value for CHWD's customers.

The District continues to repair and replace aging infrastructure throughout its system. During 2020, the District completed 284 service replacements, completed water main replacement projects, including the Whyte Avenue & Langley Avenue Main replacement. Capital projects scheduled for 2021 total \$7.2 million.

Long-Term Financial Planning

Citrus Heights Water District utilizes a number of planning strategies when considering long-term financial forecasts.

- **Project 2030 Water Main Replacement Plan** - This plan was identified during the strategic planning process as a key strategy for engaging customers in long-range water main replacement planning efforts. The purpose of this plan is to inform customers about our challenges, and the current actions being undertaken to ensure water supply reliability, and prepare for the replacement of aging infrastructure.



- **Capital Improvement Plan** - The Strategic Plan lays the groundwork for the Capital Improvement Plan, which includes project schedules and projected costs for production and water supply facilities identified in the 1999 Facilities Master Plan. The Capital Improvement Plan is a thirty year forecast.
- **10-Year Finance Plan** - The previous Finance Plan was completed by NBS Government Finance Group in June 2013, and includes short and long-range projections of the District's revenues, operating and maintenance expenses, capital expenditures, and reserves over the next ten years. The plan is updated as changes in customer water use impact long- range financial projections and capital improvement and water supply plans evolve. Raftelis Financial Consultants began work on a new finance plan, which was completed in 2019. This finance plan was further revised in 2020 by IB Consulting and used to plan the 2021 Budget. Additional information about the financial model is located in the "Financial Model" section of the budget.
- **Annual Budget** - A key component of financial planning is the District's budget, which is prepared, reviewed and adopted annually. Every summer, District staff from each department prepare a draft budget which is presented to the Board of Directors for approval prior to the beginning of the next fiscal year. The annual budget includes forecasts for revenues, operating expenditures capital expenditures, and reserves transfers, and is formulated using a priority-based budgeting approach, and as an outgrowth of CHWD's strategic planning process.

Budget Overview

Budget Overview	2020 Adopted Budget	2021 Proposed Budget	Increase / (Decrease)	% Change
Operating & Maintenance Budget				
<i>Operations & Maintenance</i>	5,181,816	4,745,211	(436,605)	-8.43%
<i>Purchased Water</i>	3,122,550	3,177,864	55,314	1.77%
<i>Salary & Benefits</i>	5,332,506	5,332,066	(440)	-0.01%
<i>Total Expense</i>	13,636,872	13,255,141	(381,731)	-2.80%
Contribution to Reserves Budget				
<i>Total Budgeted Contribution to Reserves</i>	1,200,000	-	(1,200,000)	-100.00%
Capital Improvement Program Budget				
<i>Capital Improvement Program Budget (Funded through CIP Reserve)</i>	5,746,141	7,208,814	1,462,673	25.45%
Total	20,583,013	20,463,955	(119,058)	-0.58%

Table 1

The comparison in *Table 1* reflects the proposed change in spending for the District's base budget for 2021. Operations and maintenance expenses are expected to decrease due to a decrease in the amount needed for contracted service with the Project 2030 study being finalized

Purchased water costs are expected to increase due to increased fixed charges from the San Juan Water District.

Salary and benefits are projected to decrease slightly due to savings from vacant position not being staffed until the middle of the second quarter of 2021, despite increases in employer costs, such as pensions and other benefits.

Budgeted contributions to reserves are for transfers to the Water Supply Reserve in preparation for the acquisition of potential well sites, and construction of wells, as well as contributions to the Meter Replacement reserve to prepare for large-scale meter replacement, as the District's meter system begins to reach the end of its useful life.

Financial Highlights

- ❖ Operating Budget:
 - A 2021 Operating Budget of \$13.3 million, representing an overall decrease of about \$400,000 below 2020 authorized budget levels.
 - Implement Strategic Planning items and Special Projects identified by the Board as priorities for 2021.
- ❖ Capital Improvement Budget:
 - Total 2021 Capital Improvement Budget is \$7.5 million.
 - 2021 Capital Improvement Budget request of \$5.75 million in 2021 projects, with another \$1.75 million in projects carried over from prior years.
 - The budget includes approximately \$1.5 million for the design and construction of the District's seventh groundwater well.
- ❖ Total Budget: \$20.5 million



Infrastructure Installation

Financial Policies &

**C I T R U S
H E I G H T S**

**W A T E R
D I S T R I C T**

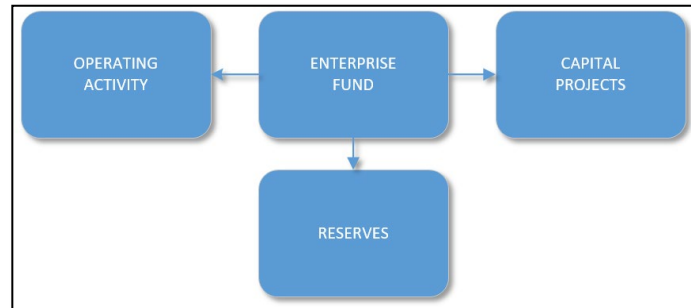


Goals

Accounting and Budget Structure

Fund Structure

CHWD operates as an enterprise fund with a fiscal year that begins January 1 and ends on December 31. The District operates with one major fund on the accrual basis of accounting. Generally accepted accounting principles (GAAP) require local governments, to use a proprietary-type fund, such as an enterprise fund, to account for business-type activities similar to those found in the private sector. An enterprise fund is one in which the expenditures are supported by fees collected primarily through charging users in exchange for services. CHWD operations are supported almost entirely by fees collected from customers in exchange for providing water service, including providing customer service, continuously working to maintain and repair the District's infrastructure, and providing a dependable supply of clean, safe water.



CHWD Fund Structure

CHWD's management is responsible for the establishment and maintenance of the internal control structure that ensures the assets of the District are protected from loss, theft, or misuse. The internal control structure ensures that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with Generally Accepted Accounting Principles (GAAP). CHWD's internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and the valuation of costs and benefits requires estimates and judgments by management.

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CHWD's Board annually adopts a budget prior to the new fiscal year. The budget authorizes and provides the basis for reporting and control of financial operations, accountability for CHWD's enterprise operations, and capital projects. The budget is presented on the accrual basis of accounting, and is consistent with the presentation of CHWD's Comprehensive Annual Financial Report. As part of the budget process the financial model is updated annually to analyze revenue and expenses along with capital improvements; more information regarding the District's financial model is provided in the "Financial Model" section. The District defines a balanced budget as one where current revenues are equal to or greater than current expenditures. The District also allows a balanced budget to use reserves to augment current revenues.

Financial Model

The Government Finance Officers Association of the United States and Canada (GFOA) recommends that government agencies complete a forecast of revenues and expenditures that extends several years into the future. The GFOA considers this to be a best practice of the budget preparation process.

In 2013, the District partnered with NBS Government Finance Group to develop a 10-year financial model. This model was first used to develop the 2014 Annual Budget. A financial model takes into account past revenues and expenditures, revenues and expenditures projected for the current and future years, economic and demographic trends, as well as expected cash flows, and produces an estimate on the financial position of the District based on these variables.

The financial model can be used to determine the appropriate service rates needed to achieve a desired financial result. This type of budgeting, commonly referred to as priority-based budgeting, is used to clearly define goals, set priorities, and deliver the best possible value to ratepayers.

In 2019, the District updated its financial model, with Raftelis Financial Consultants (Raftelis). This model was further refined in 2020 with IB Consulting. As years pass, it is a best practice to update the assumptions and factors in a financial model, as assumptions used in prior models may no longer apply. In addition to updating assumptions, CHWD desired to reevaluate its rate structure and ensure a rate allocation ratio of 65% fixed to 35% variable income. The final goal of the model update was to evaluate the current rate schedule and ascertain whether a recalibration of the rates was necessary.

As a result, the District determined that the fixed portion of the rate needed a recalibration in order to ensure that costs allocated to meters of different sizes accurately reflected the demand and usage each meter size placed on the District's water system.

The rebuild of the financial model was presented to the Board of Directors at the August 2019 Board Meeting, which included a rate calibration component.

Budget Process

The District's budget process begins with its Strategic Planning meeting, typically held in June of the preceding year. The Board adopted the current Strategic Plan in August 2020. Using the 10-year financial model, the Administrative Services department prepares the District's revenue budget, with the input of department managers and supervisors throughout CHWD. The Engineering and Operations department review the

30-year capital improvement plan, and short-term needs to produce the annual capital budget.

Using the goals and objectives identified by members of the Board of Directors, CHWD leadership, and vested members of the community, each department prepares a draft operating budget, which is then reviewed by the General Manager. Once draft budgets are completed, they are presented to the Board in August or September in a study session, along with any recommended rate adjustments.

The Board then provides direction to District staff. This can either be a request for revision, or authorization to proceed with the budget process. Once the Board gives the authorization to proceed, staff will finalize the budget and, if necessary, issue a notice to its customers, pursuant to California Proposition 218 (Prop 218) including the maximum rate adjustment that the Board will consider at a scheduled public hearing. The Board then approves the budget in a public hearing held in November or December.

Budget Amendments

During the course of a year, it may be necessary to amend line items in the operating or capital budgets, or to transfer budgeted dollars between operating budget accounts, between capital projects, or between capital and operating budgets. Budgetary control rests with the General Manager up to the limits prescribed in CHWD's Purchasing Policy. When the amount exceeds the General Manager's authority, budgetary control rests with the Board of Directors, and Board approval is required for any budget transfers.

Budget Controls

The budget is monitored regularly by the Administrative Services department using budget-to-actual reports for both operating and capital budgets, as well as through the use of purchase orders for large purchases. Budget reports are also reviewed by the General Manager and executive team. These reports are submitted monthly to the Board of Directors.



Representation of CHWD Reserves Process

Budget Calendar

Item	Start	Due Date
Regional Rate Survey	6/25/2020	8/1/2020
Create CIP List of Projects for 2021 and Financial Plan Term	7/15/2020	7/16/2020
General Manager to Review O&M Budget	8/15/2020	8/13/2020
Create detail CIP sheets for 2021	8/17/2020	9/30/2020
Strategic Planning	8/26/2020	9/18/2020
Financial Model Update to Board	9/16/2020	9/16/2020
Board of Directors (BOD) Budget and Rate Meeting	9/16/2020	9/18/2020
Final adjustments to budgets & Rate Model	9/30/2020	9/30/2020
Public Outreach	Late Sept to Late Oct	End of Q4 2020
Present Misc Charges and Fees to BOD	10/21/2020	10/20/2020
Revisions to detail budgets and rates per BOD direction	10/21/2020	10/24/2020
Present final budgets and rates to BOD @ Public Hearing	11/18/2020	11/25/2020
Preparation / distribution of final budget binders / 2021 rate schedule	12/1/2020	12/27/2020

Table 2

Financial Policies

The CHWD financial policies include many of the District's financial management practices that are used for operational and strategic decision making. These policies also allow the Board of Directors and community stakeholders to monitor how effectively the District is managing its financial responsibilities, as well as providing a means for holding the District fiscally accountable. These policies are reviewed annually to incorporate minor changes to existing policy, or major shifts in financial priorities at the discretion of the Board of Directors. The financial policies underwent a comprehensive review and update during 2020, which was approved at the May 8, 2020 Board of Directors meeting.

Basis of Presentation - Fund Accounting: The basic financial statements of the Citrus Heights Water District (District) are prepared in conformity with generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The District is accounted for as an enterprise fund and applies all applicable GASB pronouncements in its accounting and reporting. The more significant of the District's accounting policies are described below.

Investment Policy: The Board has adopted an investment policy that conforms to state law, CHWD's ordinances and resolutions, prudent money management, and the "prudent person" standards. The objectives of the Investment Policy are safety, liquidity, and then yield. Currently, funds are invested in various securities as authorized by CHWD's Investment Policy, with most of the District's funds invested in California's Local Agency Investment Fund (LAIF).

Reserves Policies: The District has eleven Reserve accounts with supported policies to balance ongoing operations to capital improvement programs. These funds are allocated to the maintenance, repair, replacement, or improvement of water system infrastructure. Adequate reserves, along with sound financial policies, provide financial flexibility to counter unanticipated expenditures or revenue fluctuations.

Basis of Accounting: The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The enterprise fund type is accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, deferred outflows, liabilities, and deferred inflows associated with the operation of this fund are included on the balance sheet. Net position is segregated into amounts invested in capital assets, net of related debt, amounts restricted and amounts unrestricted. Enterprise fund type operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total position.

The District uses the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

When such funds are received they are recorded as unearned revenue until earned. Earned but unbilled water services are accrued as revenue.

Water lines are constructed by private developers and then dedicated to the District, which is then responsible for their future maintenance lines are recorded as capital contributions when they pass inspection by the District, and are capitalized as donated pipelines at acquisition cost.

Operating revenues and expenses consist of those revenues and expenses that result from the ongoing principal operations of the District. Operating revenues consist primarily of charges for services. Non-operating revenues and expenses consist of those revenues and expenses that are related to financing and investing types of activities and result from non-exchange transactions or ancillary activities.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.



Customer Outreach at a Community Event

Fair Value Measurements: Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market

participants at the measurement date. The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.
- Level 2 inputs are inputs - other than quoted prices included within level 1 - that are observable for an asset or liability, either directly or indirectly.
- Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

Cash and Cash Equivalents: For purposes of the statement of cash flows, the District considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. Cash and cash equivalents held include bank deposits and restricted and unrestricted investments in money market mutual funds and LAIF.

Restricted Assets: Certain proceeds of the District's long-term debt are classified as restricted investments on the balance sheet because their use is limited by applicable debt covenants.

Investments: Investments are stated at their fair value, which represents the quoted or stated market value. Investments that are not traded on a market, such as investments in external pools, are valued based on the stated fair value as represented by the external pool.

Inventory: Inventory consists primarily of materials used in the construction and maintenance of the water distribution facilities and is valued on a first-in, first-out basis.

Prepaid Assets: Prepaid assets consist primarily of insurance, maintenance agreements and other prepaid assets.

Capital Assets: Capital assets are tangible, personal property with a value of at least \$5,000 and a useful life of more than two years; any addition to the District's infrastructure for conveyance, treatment, pumping, or production of water with a value greater than \$15,000 and a useful life of more than two years; or any construction project, building, land, or improvement upon land with a value greater than \$15,000 and a useful life greater than two years. Capital assets are recorded at historical cost. Donated capital assets, works for art and similar items, and capital assets received in

a service concession arrangement are reported at acquisition value rather than fair value. Self-constructed assets are recorded based on the amount of direct labor, material, and certain overhead charged to the asset construction calculated using the straight-line method, using the estimated useful lives in *Table 3*.

Description	Useful Life
Pipeline and Infrastructure	20 - 40 years
Equipment and Machinery	5 - 10 years
Buildings	15 - 40 years
Well Improvements	40 years
Donated Pipelines	40 years
Improvements	40 years

Table 3

Bond Premiums and Bond Issuance Costs: Bond premiums are deferred and amortized over the lives of the bonds. Long-term liabilities are reported net of the applicable bond premiums. Bond issuance costs are recognized as an expense in the period incurred.

Debt Management

CHWD funds capital improvement requirements primarily on a pay-as-you-go basis. However, there have been instances when the District has issued debt to fund significant capital projects. The District's debt instruments are secured by net revenues derived from the operation of the water system. The District may not issue or incur any new debt obligations that are superior to the installment or parity obligations under existing debt covenants. The District has no legal debt limit, and no immediate plans to issue debt for 2021.

Outstanding Debt Obligations

2010 Certificates of Participation: In 2010, the District issued \$5,155,000 of Revenue Certificates of Participation (Certificates) with an interest rate of 4.00%. These 2010 Certificates were issued to retire the 2000 Certificates of Participation, which were issued to finance certain capital improvements to the District's water system. The District is required to collect rates and charges from its water system that will be sufficient to yield net revenues equal to 110% of debt service payments on any future debt issued, and to deposit the net revenues in a revenue fund pledged for such future debt service payments. Annual principal payments, ranging from \$450,000 to \$545,000

are due on September 28 through September 28, 2020 and semi-annual interest payments, ranging from \$10,900 to \$59,600 are due on March 28 and September 28 through September 28, 2020.

Repayment of the 2010 Certificates of Participation was completed in September 2020, which is reflected in the reduction of debt service from \$740,388 in 2020 to \$174,088 in 2021, as shown on *Table 4*.

2012 Revenue Refunding Bonds: In April 2012, the District issued \$2,275,000 of Revenue Refunding Bonds with interest rates ranging from 3.00% to 5.25%. These 2012 Revenue Refunding Bonds were issued to retire the 2003 Certificates of Participation, which were issued to finance the cost of certain capital improvements to the District's water system. The District is required to collect rates and charges from its water system that will be sufficient to yield net revenues equal to 110% of debt service payments on any future debt issued, and to deposit the net revenues in a revenue fund pledged for such future debt service payments. Annual principal payments, ranging from \$70,000 to \$160,000 are due on February 1 through February 1, 2033, and semi-annual interest payments, ranging from \$4,200 to \$48,600 are due on February 1 and August 1, through February 1, 2033.

Debt Service Schedule

	Series 2010		Series 2012B		Total Payment
Year	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2019	525,000	42,800	85,000	86,138	738,938
2020	545,000	21,800	90,000	83,588	740,388
2021			95,000	79,088	174,088
2022			100,000	74,338	174,338

Table 4



Operating Budget

Operating Revenue, Expenses, and Net Position

	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Revenues				
Water Sales	14,823,207	14,821,050	15,202,000	14,821,050
Connection and Other Fees	517,269	433,300	2,143,000	433,300
Investment and Other Income	216,845	195,235	141,000	195,235
Total Revenues	15,557,321	15,449,585	17,486,000	15,449,585
Expenses				
Salaries and Benefits	4,850,319	5,332,506	4,949,399	5,332,066
Water Purchases	3,444,647	3,122,550	3,185,001	3,177,864
Contracted Services	2,199,992	2,344,161	1,259,329	2,429,407
Other Operating Costs	1,968,341	2,202,655	1,123,759	2,220,804
Debt Service	610,000	635,000	635,000	95,000
Transfers to Reserves	666,000	1,200,000	1,200,000	-
Total Expenses	13,739,299	14,836,872	12,352,488	13,255,141
Operating Income before Capital Outlay	1,818,022	612,713	5,133,512	2,194,444
Capital Outlay	3,203,785	5,746,141	3,100,000	7,208,814
Beginning Net Position	13,589,859	12,870,096	12,870,096	16,103,608
Operating Revenues	15,557,321	15,449,585	17,486,000	15,449,585
Operating Expenses	(13,073,299)	(13,636,872)	(11,152,488)	(13,255,141)
Capital Outlay	(3,203,785)	(5,746,141)	(3,100,000)	(7,208,814)
Ending Net Position	12,870,096	8,936,668	16,103,608	11,089,238

Table 5

As a special district, formed under the California Irrigation Code, that does not collect property or sales tax, CHWD relies on revenues charged in exchange for providing water service, which make up greater than ninety-five percent of total revenues.

In 2015, the State of California instituted mandatory conservation requirements in response to a historic drought. This resulted in the reduction of water usage by the District's customers of 16.5% from 2014, and 33.0% from 2013. The District's customers have continued to conserve water as a lifestyle change. Although usage has increased since 2015, it has not rebounded to the pre-drought level of consumption.

Consumption is monitored on a monthly basis, and compared to prior years to identify a trend. Future consumption is estimated using a trend analysis, along with estimates from consulting firm Harris & Associates, who completed these estimates in conjunction with their work on the Project 2030 Main Replacement Study.

Water Consumption Last Ten Fiscal Years

Fiscal Year	Consumption (Acre Feet)	% Change
2010	13,725.35	-
2011	13,252.18	-3.45%
2012	14,169.76	6.92%
2013	14,881.54	5.02%
2014	11,937.24	-19.78%
2015	9,973.47	-16.45%
2016	10,422.44	4.50%
2017	11,014.52	5.68%
2018	10,981.66	-0.30%
2019	11,001.23	0.18%

Table 6

Water Rates

The District's rates are composed of two parts: a fixed, bimonthly charge, and a variable, volumetric portion applied to actual consumption.

Type	2019	2020	2021
Consumption (per unit ccf)			
Per Unit CCF (No tiers)	\$ 1.0674	\$ 1.1800	\$ 1.1800
Service Charge (bimonthly)			
Commercial/Domestic 3/4"	\$ 51.38	\$ 57.54	\$ 57.54
Commercial/Domestic 1"	78.18	87.29	87.29
Commercial/Domestic 1-1/2"	96.05	136.86	136.86
Commercial/Domestic 2"	185.37	196.35	196.35
Commercial/Domestic 3"	292.58	384.74	384.74
Commercial/Domestic 4"	578.47	662.36	662.36
Irrigation 3/4"	51.38	57.54	57.54
Irrigation 1"	78.18	87.29	87.29
Irrigation 1-1/2"	96.05	136.86	136.86
Irrigation 2"	185.37	196.35	196.35
Irrigation 3"	292.58	384.74	384.74
Irrigation 4"	578.47	662.36	662.36

Table 7

Employees by Department

Department	Position	FY19	FY20	FY21
Administrative Services				
	General Manager	1.00	1.00	1.00
	Director of Finance & Admin. Services	1.00	1.00	1.00
	Principal IT Analyst	1.00	1.00	1.00
	Accounting Manager	1.00	1.00	1.00
	Administrative Services Manager	-	1.00	1.00
	Senior Accountant	-	-	-
	Senior Management Analyst	1.00	-	-
	Management Analyst	3.00	3.00	3.00
	Customer Service Specialist	2.00	1.00	1.00
	Customer Service Technician	-	1.00	1.00
Engineering				
	Director of Engineering	1.00	1.00	1.00
	Project Manager	1.00	1.00	1.00
	Assistant Engineer	1.00	1.00	1.00
	Engineering/GIS Specialist	1.00	1.00	1.00
	Senior Construction Inspector	1.00	1.00	1.00
Operations				
	Director of Operations	1.00	1.00	1.00
	Senior Management Analyst	1.00	1.00	1.00
	Water Distribution Supervisor	1.00	1.00	1.00
	Water Efficiency Supervisor	1.00	1.00	1.00
	Water Resources Supervisor	1.00	1.00	1.00
	Assistant Water Distribution Supervisor	1.00	1.00	1.00
	Senior Water Efficiency Specialist	1.00	1.00	1.00
	Water Resources Specialist	2.00	2.00	2.00
	Water Distribution Lead Worker/Operator	3.00	3.00	3.00
	Water Distribution Worker/Operator I & II	6.00	7.00	7.00
	Operations Technician	1.00	1.00	1.00
	Water Efficiency Technician	1.00	1.00	1.00
Total FTE		35.00	36.00	36.00

Table 8

There is no change to the authorized positions from 2020 to 2021.

Administrative Services Department



The Administrative Services Department is responsible for the internal operations and support of the organization including but not limited to the General Manager, Finance, Customer Services, Information Technology, Board of Directors Support, Human Resources, Risk Management, Public Relations, and special projects.

The Finance and Customer Service division is responsible for accounting and finance duties, as well as billing and customer service. Finance provides financial and administrative support to all departments, including financial analysis, accounting budgeting, capital improvement program analysis and cost tracking, debt and treasury management, forecasting, rate setting, and purchasing. Accounting responsibilities include accounts payable, payroll processing, grant reporting, cash management, fixed asset management, and income and investment reporting. This department maintains the general ledger and all subsidiary ledgers, and ensures internal controls over all financial functions. They also ensure the District meets all state and federal financial reporting requirements, as well as compliance with General Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board (GASB).

Customer billing is handled by the Customer Service team, who bill all water-related services, receive and process customer payments, notify customers of past due accounts and follow through on collection activities. They also assist customers with new account activation, final bills, high consumption issues, leaks, and respond to customer account inquiries.

The Information Technology division has primary responsibility for overseeing Network Systems Administration and Information Systems, ensuring security of the District. The responsibilities include managing, implementation and maintenance of the

District's website, voice, data and computer systems, providing technical support to District staff, and planning the future of technological needs for CHWD.

The Management Services division is primarily responsible for maintaining effective and timely communications between the publicly elected three-member Board of Directors and District staff. Responsibilities include prioritizing items that come before the Board for authorization and approval, and assisting staff in the development and conduct of consistent procedures. The division is also responsible for preparing, publishing, and posting all legal notices and coordinating general election procedures and regulatory filings. This department focuses on strategic planning, and creating more accountability and transparency of District operations. The Management Services division also oversees customer engagement and outreach efforts District-wide, including print media, website management, and social media.

The division also provides administrative and operational human resources (HR) support to District employees, retirees, directors, and all eligible dependents through HR services, benefits administration, payroll and safety mitigation. Duties include managing the District's workforce and employee development, recruitment, and training. Benefits administration involves coordination and education on District health, dental, vision, and life insurance benefits; short and long term disability programs; employee assistance programs; flexible spending accounts (FSA); and retirement benefits such as deferred compensation and the CalPERS pension program.

2020 Accomplishments

- CHWD's Second Comprehensive Annual Financial Report (CAFR) Award
- Gave presentation to ACWA Conference on Customer Advisory Committee (CAC) and Project 2030
- Implemented a new time and entry system
- Human Resources Management System (HRMS) System and staff training log
- Completed recruitment of Principal IT Analyst and Customer Service Technician
- Completed recruitment of three Water Distribution Operator/Workers
- Created District volunteer program
- Implemented a series of new policies and procedures in response to COVID-19
- Completed a District-wide Communications Plan
- Website Redesign, including update of host and Content Management System, redesign of sitemap, and update of content
- Financial Modeling/Planning update with Groundwater Analysis
- Completed Policy Updates (Financial)
- Implemented SB998 into billing and collections cycles
- Implementation of Computer Remote Working Environment
- Upgrading of Servers and Workstations to new Operating Systems

2021 Key Initiatives

Public Information/Public Engagement

- Waterline Newsletter
- Prop 218 Notice
- Social Media
- Customer Advisory Committee
- Develop Communication Strategic Plan
- Plan and Host a series of events for the District's Centennial Celebration

Clerk of the Board

- Brown Act Compliance
- FPPC Compliance/Filings
- Public Meeting Management
- Public Records Act Requests
- Intergovernmental Relations/Legislative Affairs

Information Technology

- Develop 5-year IT Strategic Plan
- Implement Document Management System
- Implement HRIS (Human Resources Information System) Software

Finance

- GFOA award for 2019 CAFR
- Review and Update CHWD Policies 7000's
- Issue an RFP and select a consultant for Audit Services
- Increase InvoiceCloud Costs due to increased customer participation of online bill-pay.
- To incorporate Project 2030 and Water Meter Replacement Program costs

Engineering Department



The Engineering Department (Engineering) is responsible for the District's water main replacement program, which includes project design, construction administration and inspection services; oversight of outside engineering firms/contract administration; and review and inspection of private development projects. Private development includes subdivisions, commercial, single family dwellings and mixed-use projects. Engineering also manages the District's Geographic Information System (GIS), easements and annexations; and maintains water facility records and archives. The Division is also heavily involved in the District's infrastructure analysis and development program.

2020 Accomplishments

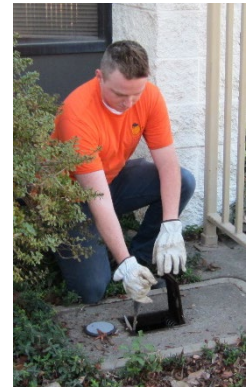
- Design completed for the following projects:
 - 8" Water Main on Admiral Avenue
 - 8" Water Main on Robie Way
 - 8" Water Main on Langley Avenue & Chance Drive
 - 6" Water Main on Marsala Court
 - 6" Water Main on Wisconsin Drive
 - 8" Water Main on Wells Avenue
 - 6" Water Main on Walnut Drive
 - 4" Water Main at Skycrest School
- Construction completed for the following projects:
 - 8" Water Main on Michigan Drive
 - 6" Water Main on Cologne Way
 - 8" Water Main on Whyte Avenue & Langley Avenue
 - 6" & 8" Water Main on Rowan Way & Grady Drive
 - 6" Water Main on Marsala Court

- Private Developments:
 - 4 Accepted Projects
 - 4 Approved Projects
 - 7 Approved Projects Awaiting Construction
 - 12 Projects Under Plan Review
 - 600 Work Orders with Mapping Updates
- Completed the District-wide Annexation Project

2021 Key Initiatives

- Complete \$2 Million +/- of Water Main Replacement and Installation (including fire hydrants and water services), including the construction for the following projects:
 - 4" Water Mains on Antelope Road - Rusch Park
 - 8" Water Main on Fair Oaks Boulevard
 - 8" Water Main on Langley Avenue & Chance Drive
 - 4" Water Main at Skycrest School
 - 8" Water Main on Wells Avenue
 - 6" Water Main on Walnut Drive
 - 6" Water Main on Wisconsin Drive
- Complete design for the following water main replacement projects located at:
 - Antelope Road - Rusch Park
 - Madison Avenue & Dewey Drive
 - Mesa Verde High School
 - Pratt Avenue
 - Old Auburn Road
- Begin 2030 Implementation Plan subject to Board approval (Public Engagement, Funding Program and Technical Components- Non-invasive Condition Assessment)
- Complete Request for Proposal and hire consultant for the District-wide Easement Project
- Complete the Pre-Architectural Study/Master Plan for the Corporation Yard
- Begin the creation of engineering design standards/procedures for development projects - Update District Policies 8000's & 9000's
- Complete the design & construction for the 6230 Sylvan Road - Perimeter Wall

Operations Department



The Operations Department's primary responsibility is to operate and maintain approximately 250 miles of water distribution pipelines ranging in size from four to 42 inches in diameter. This includes maintenance of groundwater facilities; conveyance of water to the District's customers with appropriate quality, quantity and pressure; and operation/maintenance of customer water services, backflow prevention devices, line valves, pressure reducing valves and fire hydrants. The Department is also responsible for water efficiency and conservation programs, functions and education, including water meter program management and meeting mandated legislation and regulations. In addition, the Department monitors and responds to leak alerts and customer service calls; performs irrigation audits for customers; and administers the District-wide Safety Program.

2020 Accomplishments

- Replaced 227 water service connections
- Repaired/replaced eight water main valves
- Replaced/installed 10 fire hydrants
- Replaced 16 water meters
- Completed a water main replacement project at Rowan Way and Grady Drive
- Investigated more than 6,300 Underground Service Alert tickets, including marking more than 2,200 locations
- Updated the District's Emergency Response Plan
- Substantially completed the Water Meter Replacement Program Study with a 12-agency regional Consortium
- Assisted with the completion of additional security upgrades to the District's Corporation Yard
- Completed Backflow Tests on the District's 872 backflow devices
- Rebuilt a pump and replaced a headshaft at the Bonita Well

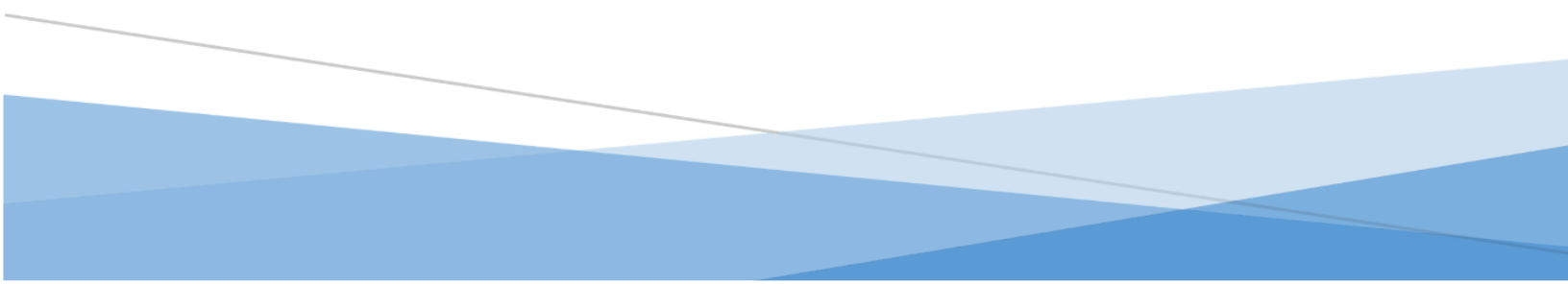
- Received a \$1,000,000 grant from the California Department of Water Resources for the District's next groundwater well.
- Completed the CEQA analysis for the Highland Avenue well site
- Completed construction of the District's plots at the Sylvan Ranch Community Garden.
- Presented seven WaterSmart classes to CHWD customers, including five virtual classes
- Implemented a Smart Controller direct install program and a Pressure Reducing Valve rebate program
- Administered the Annual Poster Contest
- Repaired/Replaced one large meter, 12 small meters and 323 meter registers
- Offered a variety of safety trainings, including Asbestos Cement Pipe
- Completed a Respirator Fit Test Renewal

2021 Key Initiatives

- Development of an operations plan and coordination of water delivery for San Juan Water District's Hinkle Reservoir Cover Replacement project
- Begin the design of well site 7
- Complete the Aquifer Storage and Recovery Feasibility Study
- Complete the Advanced Planning Water Meter Replacement Study, including development of an implementation plan and a long-range funding strategy
- Develop the Volunteer Garden Corps to maintain the District's garden plots
- Increase customer participation in landscape irrigation reviews and rebate/direct install programs
- Complete the WaterSmart re-branding
- Offer enhanced WaterSmart classes, including in-person and virtual classes at the Community Garden



Capital Budget



Capital Expenditures

Capital Expenditures are funds expended for Capital Improvement Projects (CIP). These projects include the purchase, construction, addition, or replacement of District facilities, infrastructure, and equipment. They are capitalized upon completion and depreciated based on the type of asset and its useful life. Capital expenditures are typically funded on a pay-as-you-go basis, through rate revenue.

Project Number	Description	2020 Adopted Budget	Project Expenses Prior Years	2020 Projected Expense	2021 Proposed Budget	Proposed Project Budget through 2021	2021 Project Budget Amendment Request
C15-104B	Document Management System	239,278	5,361	90,000	154,639	250,000	-
C15-109	Blossom Hill Way 6" x 10" Interconnection w/ RV	27,777	-	-	27,777	27,777	-
C15-110	Crestmont Avenue 6" Interconnection w/ RV	24,288	91	-	24,888	24,979	691
C16-134	Auburn Blvd - Rusch Park to Placer County Line	9,391	609	10,000	157,000	167,609	157,609
C17-104	Groundwater Well Property Acquisition (# 7, 8, 9 & 10)	151,834	387,972	65,664	436,364	890,000	-
C19-106	Wells Avenue 8-inch (San Juan to Wells)	22,460	8,341	22,460	188,202	219,003	196,543
C19-108	6230 Sylvan Road - East Wall	45,000	2,432	2,744	244,824	250,000	200,000
C20-003	Annual Fleet and Field Operations Equipment	380,000	-	295,000	85,000	380,000	-
C20-101	Fair Oaks Boulevard	56,439	-	56,439	418,698	475,137	418,698
C20-102	Langley Avenue and Chance Drive	67,019	-	67,019	437,038	504,057	437,038
C20-103	Marsala Court	7,482	-	7,482	46,201	53,683	46,201
C20-104	Skycrest School	13,765	-	13,765	90,257	104,022	90,257
C20-105	Walnut Drive	17,133	-	17,060	88,187	105,247	88,114
C20-106	Wisconsin Drive	33,238	-	32,887	269,103	301,990	268,752
C20-107	Water Supply Project Design and Construction of Well	563,500	-	-	1,105,500	1,105,500	542,000
C20-108	Pre-Architectural Study Corporation Yard/Master Plan	100,000	-	1,676	98,324	100,000	-
C20-109	Plans, Specifications, & Estimate for Preferred Alt - Corp Yard	25,000	-	-	400,000	400,000	375,000
Encumbered Projects Total		1,783,604	404,806	682,196	4,272,002	5,359,004	2,820,903
C21-003	Annual Fleet and Field Operations Equipment	380,000	-	380,000	260,000	260,000	-
C21-004	Annual Technology Hardware and Software	55,000	-	55,000	56,650	56,650	-
C21-005	Annual Facilities Improvements	100,000	-	100,000	60,000	60,000	-
C21-010	Annual Water Main Pipeline Replacements (small)	70,000	-	70,000	72,100	72,100	-
C21-011	Annual Valve Replacements	100,000	-	100,000	103,000	103,000	-
C21-012	Annual Water Service Connections	850,000	-	850,000	875,500	875,500	-
C21-013	Annual Water Meter Replacements	100,000	-	100,000	500,000	500,000	-
C21-014	Annual Fire Hydrants - Repl, Upgrades, Infill, New	160,000	-	160,000	164,800	164,800	-
C21-020	Annual Groundwater Well Improvements	150,000	-	150,000	154,500	154,500	-
C21-040	Other City Partnership Opportunities	150,000	-	150,000	112,551	112,551	-
C21-041	Other Misc Infrastructure Projects	110,000	-	110,000	112,551	112,551	-
2020 New Annual Capital Total ¹		2,225,000	-	2,225,000	2,471,652	2,471,652	-
C21-101	Antelope - Rusch Park	-	-	-	187,741	187,741	-
C21-102	Old Auburn Road	-	-	-	91,459	91,459	-
C21-103	Pratt Avenue	-	-	-	39,043	39,043	-
C21-104	Mesa Verde High School	-	-	-	118,779	118,779	-
C21-105	Madison Avenue & Dewey Drive	-	-	-	28,138	28,138	-
2020 New Projects Total Budget		-	-	-	465,160	465,160	-
Totals		4,008,604	2,907,196	7,208,814	8,295,816	2,820,903	-

Table 9



Impact of Capital Investments on Operating Budget

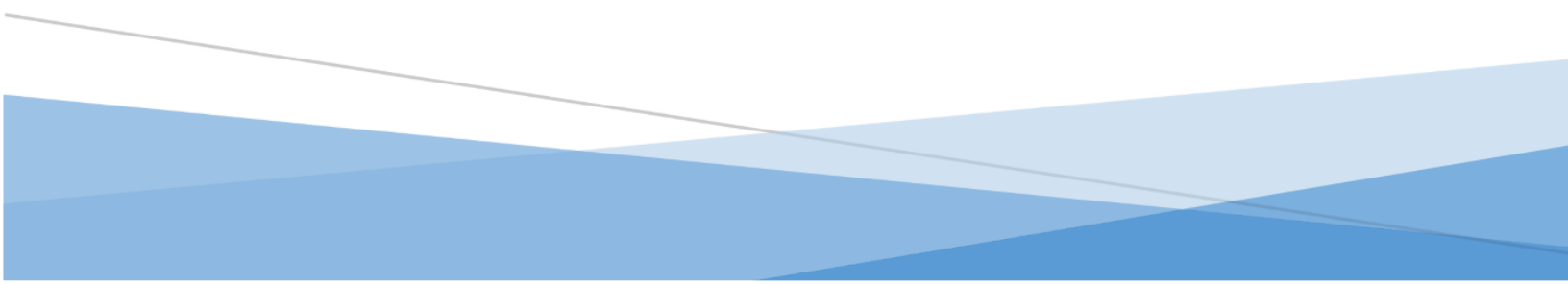
The 2021 budget contains \$7.2 million in total capital expenditures. A percentage (24.7%) of these expenditures are made up of encumbered projects, from previous years.

Project C20-107, Design and Construction of Well, will result in future costs for the operation and maintenance of the new well. The District applied for a \$1 million federal grant, to be passed through the California Department of Water Resources, and has received preliminary approval for this grant.

Annual Capital Projects are ongoing costs such as replacement of District infrastructure, such as water mains, water services, or fire hydrants due to maintenance and repair, or replacement of obsolete fleet vehicles.



Statistical Data



Principal Ratepayers

Customer	2019	
	Billed Units (ccf's)	Percentage of Total
San Juan Unified School District	106,381	2.22%
JMK Investments	76,798	1.60%
Sunrise Recreation Park District	74,252	1.55%
JRK Investors	54,097	1.13%
Mount Vernon Memorial Park	35,751	0.75%
City of Citrus Heights	33,440	0.70%
Conference Claimants Endowment	29,417	0.61%
Wedgewood Commons Apts LLC	25,666	0.54%
Salishan Apartments	23,457	0.54%
Knaggs Meadows LLC	22,584	0.51%
Total Billed Units: Principal customers	481,843	10.15%
Total Billed Units	4,792,463	100.00%

Table 10

Principal Employers, Sacramento Region

Employer	2019		
	Employees	Rank	Percentage of Employment
State of California	76,131	1	10.65%
UC Davis Health	12,674	2	1.58%
Kaiser Permanente	11,404	4	1.77%
County of Sacramento	11,330	3	1.60%
United States Government	10,227	5	1.43%
Sutter Health	8,809	6	1.23%
Dignity Health	7,000	7	0.98%
Elk Grove Unified School District	6,381	8	0.87%
Intel Corporation	6,200	9	0.74%
San Juan Unified School District	5,289	10	0.89%
<u>Total</u>	<u>155,445</u>		<u>21.76%</u>
Total County Employment	714,835		100.00%

Table 11

Demographic and Economic Statistics

Fiscal Year	Total Number of Connections	City of Citrus Heights ⁽¹⁾				County of Sacramento ⁽¹⁾			
		Population ⁽³⁾	Unemployment Rate	Personal Income (thousands of dollars) ⁽²⁾	Personal Income (Per Capita) ⁽²⁾	Population	Unemployment Rate	Personal Income (thousands of dollars) ⁽²⁾	Personal Income (Per Capita) ⁽²⁾
2010	19,131	83,365	13.2%	\$4,994,897	\$59,916	1,422,018	12.6%	\$54,666,004	\$38,443
2011	19,173	83,903	11.7%	5,178,325	61,718	1,435,002	11.2%	57,498,308	40,068
2012	19,552	84,489	10.1%	4,961,701	58,726	1,447,236	9.6%	59,775,785	41,303
2013	19,591	85,123	8.3%	5,044,729	59,264	1,460,023	7.9%	61,654,690	42,229
2014	19,645	85,891	6.6%	5,212,811	60,691	1,478,137	6.3%	65,486,553	44,303
2015	19,785	86,759	5.7%	5,308,263	61,184	1,496,644	5.4%	70,110,138	46,845
2016	19,851	87,380	5.0%	6,043,288	69,161	1,514,460	5.0%	72,878,458	48,122
2017	19,902	87,931	3.8%	5,952,753	67,698	1,530,615	3.9%	76,832,120	50,197
2018	19,911	87,910	3.7%	6,388,859	72,675	1,540,975	3.8%	80,969,087	52,544
2019	19,937	n/a	3.2%	n/a	n/a	1,552,058	3.2%	n/a	n/a

Notes: (1) Demographic and economic statistics are provided for the City of Citrus Heights (City) and the County of Sacramento (County) because these statistics are not separately available for the District's service area. As the District is primarily comprised of some areas of the City, and unincorporated areas of the County, the District believes that data from the City and the County is representative of the conditions and experience of the District.

(2) Personal income and per capita personal income is not yet available for Fiscal Year 2019.

(3) Population data for the City is not yet available for Fiscal Year 2019.

Table 12

Operating and Capacity Indicators

Fiscal Year	Total Connections	Total Annual Demand (Acre Feet)	Pipeline (mi)	Wells	Meters	Hydrants
2010	19,131	13,725.35	239.09	4	19,358	1,959
2011	19,173	13,252.18	239.72	4	19,419	1,980
2012	19,552	14,169.76	240.87	4	19,457	1,996
2013	19,591	14,881.54	242.51	4	19,488	2,037
2014	19,645	11,937.24	243.80	4	19,538	2,062
2015	19,785	9,973.47	245.56	4	19,594	2,087
2016	19,851	10,422.44	248.19	5	19,789	2,133
2017	19,902	11,014.52	249.31	6	19,912	2,160
2018	19,911	10,981.66	249.97	6	20,007	2,181
2019	19,937	11,001.23	250.26	6	20,043	2,368

Table 13



Appendix

Glossary of Terms

Accrual Basis of Accounting - Method of accounting that recognizes the financial effect of transactions, and activities when they occur, regardless of the timing of related cash flows. Revenues are recorded when earned and expenses are recognized when incurred.

Acre Foot - an acre foot is enough water to cover an acre of land, about the size of a football field, one foot deep. It is the equivalent of about 326,000 gallons.

Annual Required Contribution (ARC) - The annual required contribution is the employer's periodic required contribution to a defined benefit OPEB plan. The ARC is the sum of two parts: (1) the normal cost, which is the cost for OPEB benefits attributable to the current year of service, and (2) an amortization payment, which is the catch-up payment for past service costs to fund the Unfunded Actuarial Accrued Liability over the next 30 years. Under GASB 45, it is not required that entities actually pay the ARC each year, but it does need to be calculated and disclosed in the public employer's annual financial statements

Aquifer - An underground layer of water bearing permeable rock or unconsolidated materials (gravel, sand, silt) from which groundwater can be extracted.

Asset - Anything of value such as an area of land, or a building, or an item of plant or equipment or infrastructure that provides service potential or future economic benefits over a period greater than one year, and has a cost that is material (at least \$5,000).

Automated Meter Reader (AMR) - A method of conveying water meter reads without interfacing directly with the meter or a contact point, normally through radio transmitters.

Balanced Budget - The District's current operating expenses will be paid from current revenues and reserves carried forward from the prior year.

Beginning Balance - The beginning balance is comprised of residual funds brought forward from the previous fiscal year.

Board of Directors - The three public officials elected to represent the population within the District's service area. Also referred to as "the Board".

Bond - A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.

Bond Covenant - A legally binding term of agreement that specifies the obligations, restrictions, and terms of the bond between the bond issuer and bond holder. Bond covenants are designed to protect the interests of both parties.

Budget - A financial plan showing authorized planned expenditures and their funding sources.

Budget Process - The schedule of key dates or milestones, which the District follows in the development, preparation, adoption, and administration of the budget.

California Environmental Quality Act (CEQA) - A California statute passed in 1970, shortly after the United States federal government passed the National Environmental Policy Act (NEPA), to institute a statewide policy of environmental protection. CEQA does not directly regulate land uses, but instead requires state and local agencies within California to follow a protocol of analysis and public disclosure of environmental impacts of proposed projects and adopt all feasible measures to mitigate those impacts.

California Family Rights Act (CFRA) - CFRA is a state law that generally conforms to the provisions of the Federal Family Medical Leave Act (FMLA) that governs family medical leave. It is applicable to employers with 50 or more employees.

Capital Improvement Program (CIP) - Authorized expenditures for tangible and long-term physical improvements or additions of a fixed or permanent nature.

Capital Project - Projects budgeted as capital projects fall within the definition of capital expenditures, which means (1) they create or extend the lives of assets, (2) their work products have a useful life of more than one year, and (3) they involve an expenditure of District resources equal to or greater than \$5,000.

Centum Cubic-Feet (CCF) - The standard rate of billing for water service. The District calculates one CCF as one unit of water. One CCF is equal to 100 cubic feet of water which is 748 gallons.

Certificates of Participation (COP) - A security in the form of a bond, which evidences a proportionate participation in a flow of payments between two parties. The District's COPs are secured by pledge of net revenues.

Citrus Heights Water District (CHWD) - A water agency that provides water to residents in the areas of Citrus Heights, CA, as well as unincorporated areas of Sacramento and Placer Counties.

Classic Member - An existing CalPERS member as of December 31, 2012; or a member that has a break in service of more than six months, but returns to service with the same employer.

Consolidated Omnibus Budget Reconciliation Act (COBRA) - COBRA gives employees the right to pay premiums and keep the group health insurance that they would otherwise lose after they quit their jobs, lose their jobs, or reduce their work hours. COBRA benefits are typically available for 18 months.

Debt Service - The current year portion of interest costs and current year principal payments incurred on long-term debt.

Delivery System - The piping, valves and related infrastructure assets that convey water from one point in the water distribution system to another. For example, a delivery system can take water from the intake to the plant or from plant to the customer.

Department - A major organizational unit with overall managerial responsibility for functional programs of the District.

Depreciation - The reduction in value of a long lived asset from use or obsolescence. The decline in value is recognized by a periodic allocation of the original cost of the asset to current operations on an income statement.

Enterprise Fund - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through “user charges.”

Enterprise Resource Planning Software - A software system that integrates the major processes of an organization such as purchasing, inventory, billing, payroll, finance, and human resources.

Environment Impact Review (EIR) - Written record submitted to a deciding authority that identifies and examines the likely environmental effects of the continuing operations of an existing facility or those of a proposed project, and proposes measures to avoid, mitigate, or offset the identified effects.

Expense - A cost incurred in the operations of the District, most often settled with the payment of cash.

Federal Deposit Insurance Corporation (FDIC) - A US government corporation that provides deposit insurance, which guarantees the safety of deposits in member banks up to \$250,000 per depositor per bank.

Fire Service Charge - A monthly charge assessed to cover the cost of the District providing additional fire flow capacity.

Fiscal Year (FY) - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. (CHWD’s fiscal year is January 1 through December 31).

Flexible Spending Accounts (FSA) - A tax- favored program offered by employers that allows their employees to pay for eligible out-of- pocket health care and dependent care expenses with pre-tax dollars.

Full-Time Equivalent (FTE) - A measure of labor requirement equal to the full time use of one worker (e.g., could be one person full time or two people half time).

Generally Accepted Accounting Principles (GAAP) - A collection of commonly- followed accounting rules and standards for financial reporting.

Geographical Information Systems (GIS) - An information system integrating maps with electronic data.

Governmental Accounting Standards Board (GASB) - A private, non-governmental organization that is the source of generally accepted accounting principles (GAAP) used by state and local governments in the United States.

Governmental Finance Officers Association (GFOA) - A professional organization for governmental finance officers. The GFOA issues the Distinguished Budget Award annually.

Groundwater - Water produced by pumping from an underground aquifer. CHWD typically receives around 10% of its current water supply from groundwater.

Hydrologic - Of or dealing with the science of occurrence, circulation, distribution, and properties of the waters of the earth and its atmosphere.

Infrastructure - The tangible physical components that ensure delivery of reliable, high quality water. Typical components are water mains, wells, water services, and fire hydrants.

Integrated Resource Plan (IRP) - A study developed as a long-term supply plan that will help the District meet water demands in the future.

Meter - A device that measures and records the quantity of a substance, such as water or energy that has passed through it during a specified period.

Mission Statement - The District's core purpose.

Net Position - The District's unrestricted reserves balance. The District's financial policies define parameters for the source(s) and use(s) of these reserve funds and establishes maximum and minimum target fund balances.

Operating Budget - The normal, ongoing operating costs incurred to operate the District, including wages, materials, utilities, professional and outside services, and the revenues generated through operations, such as water sales and service charges, and developer paid fees to connect to the water system.

Other Post-Employment Benefits (OPEB) - Benefits, other than pensions, which a state or local government employee receives as part of his or her package of retirement benefits. The District's OPEB is limited to retiree health benefits.

Pay-As-You-Go - A capital financing strategy to pay-as-you-go by cash funding capital projects with current and accumulated revenues rather than borrowing funds that will be repaid with future revenues.

PEPRA Member - A new hire who has no prior membership in any California public retirement system prior to January 1, 2013; or an employee who is rehired by a different CalPERS employer after a break in service of greater than six months.

Potable Water - Water that is suitable for drinking.

Pressure - The amount of force per unit area. In water, this is expressed in pounds per square-inch (psi) or an equivalent of the weight of a water column at a specific height (feet) exerted in a confined space.

Regulatory - Something that is required due to a permit requirement, mandated regulation, or legislation.

Reliability - The probability that a system performs a specified function or mission under given conditions for a prescribed time.

Replenish - A hydrologic process where water is moved through layers of sand, dirt, and rock to groundwater.

Reserves - The portion of cash and investments that are held for a specific future use.

Revenue - Income the District receives from a variety of sources such as rates and charges, fees, and interest earnings.

San Juan Water District (SJWD) - A wholesale and retail water District that takes water from Folsom Lake, treats it, then distributes it to (a) one of several wholesale customers (including CHWD), or (b) its retail customer base in the Granite Bay, CA area.

Service Line - Pipe from the common distribution main to provide water to individual customers for domestic, irrigation, or fire service.

Strategic Plan - The long-term goals, objectives, and performance measurement standards for the District.

Transmission Main - A large water main that transports water from the main supply or source, to a distant area where the water is then further distributed. Finished water transmission mains usually have no or few connections.

Valve - A device to regulate or isolate the flow of water.

Water Distribution System - A network of pipe, pumps, and storage facilities to transport potable water from the source/treatment facility to the consumer.

Water Meter - A device designed to accurately measure flow passing through it. Meters are of various types, materials and function with accuracy within certain flow ranges.

Water Quality - Various measures by which materials (contaminants) and appearance (aesthetics) are compared against what are considered appropriate levels for suitably potable water.

Water Quality Monitoring - Instrumentation and activities for measuring the quality of water.

Water Treatment - Any process that intentionally alters and improves the chemical, biological, or physical characteristics of water.

Well - (1) A subsurface source of water that is generally accessed through a drilled casing and pipe into the aquifer. (2) The entire system of the underground water source, pipe casing, pump, etc. Also called a borehole.

Budget Policy

6000.00 BUDGET PREPARATION AND ADOPTION

A budget on a calendar year basis shall be prepared and adopted by Resolution of the Board of Directors.

6000.01 Budget Preparation

The General Manager or designee, in consultation with other staff members, shall prepare a draft budget for initial review and discussion by the Board of Directors.

6000.02 Budget Contents

The budget shall contain recommended appropriations of funds necessary to support the mission, operations and capital improvements of the District for the budget year.

Recommended dollar amount appropriations will be specifically identified for individual Expense Account Numbers as shown in the Citrus Heights Water District Chart of Accounts.

6000.03 Public Review and Comment

The final draft budget, as modified and amended to reflect additional information and comments, shall be presented to the public for comment at a noticed Public Hearing to be conducted prior to the start of the new budget year, typically at the Board's regular meeting in November.

6000.04 Budget Adoption

The final budget, including any modifications and amendments directed by the Board of Directors to reflect additional information and public comments, shall be considered for adoption by the Board of Directors prior to the start of the new budget year.

6000.05 Budget Amendment

The Board may amend the budget during the budget year as deemed necessary or advisable.

Reserve Policies

6200.00 OPERATING FUND

The District shall establish and maintain an Operating Fund to meet the ongoing cash outlay obligations of District operations and capital improvement expenditures. The Operating Fund shall be the source of monies for payment of the District's financial obligations including but not limited to District employee payroll and benefits costs, invoices for goods and services used by the District, debt obligations of the District and all other payments that are made by the District and reviewed by the Board of Directors on a monthly basis.

The Operating Fund shall be the repository for all monies received by the District that are not otherwise specifically restricted, assigned or committed to any of the other Funds and Reserves of the District. Monies may be transferred to or from the Operating Fund at the direction of the General Manager and designee in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Operating Fund at the specific direction of the Board of Directors.

The target amount of funds to be maintained in the Operating Fund shall be monies sufficient to meet the estimated financial obligations of the District for 90 calendar days. Monies in excess of this amount that are not otherwise specifically restricted, assigned or committed to any of the other Funds and Reserves of the District shall be transferred to the District's Operating Reserve. Funds maintained in the Operating Fund shall be funds readily available to meet the financial obligations of the District.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance of the Operating Fund at the end of the preceding calendar month and any amounts transferred to or from the Operating Fund during the month.

6210.00 OPERATING RESERVE

The District shall establish and maintain an Operating Reserve as a repository for monies received by the District that are not otherwise specifically restricted, assigned or committed to any of the other Funds and Reserves of the District, and are not required to be retained in the Operating Fund to meet the estimated financial obligations of the District for the next 90 calendar days.

Monies may be transferred to or from the Operating Reserve at the direction of the General Manager and designee in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Operating Reserve at the specific direction of the Board of Directors.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance of the Operating Reserve at the end of the preceding calendar month and any amounts transferred to or from the Operating Reserve during the month.

6220.00 RATE STABILIZATION RESERVE

The District shall establish and maintain a Rate Stabilization Reserve to provide funds for use to ensure financial and customer rate stability in responding to conditions, including but not limited to, the following:

- Unanticipated operating and/or capital expenditures;
- Unanticipated revenue shortfall due to water shortages, drought or other conditions;
- Changes to the District's billing methods, policies and procedures;
- Natural or man-made disasters;
- Major transmission or distribution main failures; and,
- Purchase of water from other than normal or budgeted sources, including electrical expense associated with long-term use of the District's groundwater wells.

The target amount of funds to be maintained in the Rate Stabilization Reserve shall be \$1,000,000. Should transfers from the Rate Stabilization Reserve be made for any purpose, it shall be the policy of the Board of Directors to restore the Reserve to its \$1,000,000 target level at the earliest opportunity. Monies shall be transferred to or from the Rate Stabilization Reserve only at the specific direction of the Board of Directors.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance of the Rate Stabilization Reserve at the end of the preceding calendar month and any amounts transferred to or from the Rate Stabilization Reserve during the month as directed by the Board of Directors.

6225.00 DEBT SERVICES RESERVE

The District shall establish and maintain a restricted Debt Services Reserve to provide funds for use, including but not limited to, maintaining debt coverage ratios in accordance with bond covenants or other agreements or requirements associated with the issuance of debt by the District.

The amount of funds to be maintained in the Debt Services Reserve shall be in compliance with the requirements set forth in the agreement with the financing institution. The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance of the Debt Services Reserve at the end of the preceding calendar month.

6240.00 CAPITAL IMPROVEMENT RESERVE

The District shall establish and maintain a Capital Improvement Reserve to provide funds for use in evaluating, designing, constructing, replacing or rehabilitating capital facilities to benefit District customers, including, but not limited to, the following:

- Water Transmission and Distribution Facilities and related appurtenances, including water services, water meters, water valves, fire hydrants, etc.;
- Pressure Control Facilities;
- In-Conduit Power Generation Facilities;
- Buildings and Improvements;
- Machinery and Equipment;
- Land and Right-of-Way Acquisition; and,
- Technology Hardware and Software Improvements.

Monies may be transferred to or from the Capital Improvement Reserve at the direction of the General Manager or designee in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Capital Improvement Reserve at the specific direction of the Board of Directors.

The target amount of funds to be maintained in the Capital Improvement Reserve shall be the lesser of the following two amounts: 1) monies sufficient to meet the District's estimated capital outlays for evaluating, designing and constructing new capital facilities during the current and following fiscal year as determined by the capital improvement plan adopted by the Board of Directors; or 2) five percent (5.00%) of net total capital assets being depreciated, as determined by the District's most recent financial statements.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance of the Capital Improvement Reserve at the end of the preceding calendar month and any amounts transferred to or from the Capital Improvement Reserve during the month.

6245.00 WATER SUPPLY RESERVE

The District shall establish and maintain a Water Supply Reserve to provide funds for use in evaluating, planning, designing, constructing, replacing or rehabilitating capital facilities to benefit District customers, including, but not limited to, the following:

- Groundwater Production Wells;
- Aquifer Storage and Recovery (ASR) Wells;
- Surface Water Supply Projects including but not limited to water diversion, treatment and transmission facilities;
- Recycled / Reclaimed Water Projects; and,

- Land and Right-of-Way Acquisition.

Monies may be transferred to or from the Water Supply Reserve at the direction of the General Manager or designee in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Water Supply Reserve at the specific direction of the Board of Directors.

The target amount of funds to be maintained in the Water Supply Reserve shall be monies as a build up to meet the District's future estimated capital outlays for evaluating, designing and constructing new water supply facilities as determined by the capital improvement plan adopted by the Board of Directors.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance of the Capital Improvement Reserve at the end of the preceding calendar month and any amounts transferred to or from the Capital Improvement Reserve during the month.

6250.00 WATER METER REPLACEMENT RESERVE

The District shall establish and maintain a Water Meter Replacement Reserve to provide funds for use in evaluating, designing, constructing, acquiring, replacing or rehabilitating capital facilities pertaining to meters to benefit District customers.

Monies may be transferred to or from the Water Meter Replacement Reserve at the direction of the General Manager or designee in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Water Meter Replacement Reserve at the specific direction of the Board of Directors.

The target amount of funds to be maintained in the Water Meter Replacement Reserve shall be monies as a build up to meet the District's future estimated capital outlays for planning, evaluating, designing, constructing, installing and/or implementing new water meter technology and equipment as determined by the capital improvement plan adopted by the Board of Directors.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance at the end of the preceding calendar month and any amounts transferred to or from the Water Meter Replacement Reserve during the month.

6255.00 WATER MAIN REPLACEMENT RESERVE

The District shall establish and maintain a Water Main Replacement Reserve to provide funds for use in evaluating, planning, designing, constructing, replacing or rehabilitating capital facilities to benefit District customers, including, but not limited to, the following:

- Water Transmission and Distribution Facilities and related appurtenances, including water services, water valves, fire hydrants, etc.

Monies may be transferred to or from the Water Main Replacement Reserve at the direction of the General Manager or designee in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Water Main Replacement Reserve at the specific direction of the Board of Directors.

The target amount of funds to be maintained in the Water Main Replacement Reserve shall be monies to meet the District's future estimated capital outlays for evaluating, planning, designing and constructing water transmission or distribution facilities as determined by the water main capital improvement plan adopted by the Board of Directors.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance at the end of the preceding calendar month and any amounts transferred to or from the Water Main Replacement Reserve during the month.

6260.00 FLEET EQUIPMENT RESERVE

The District shall establish and maintain a Fleet Equipment Reserve to set aside funds over an extended period of time to replace fleet equipment at the end of its useful life, including, but not limited to, the following:

- Pickup trucks and automobiles;
- Backhoes and loaders;
- Dump trucks;
- Crew trucks;
- Vacuum Trailer Excavation Systems;
- Vehicle-mounted equipment, such as tool boxes, cranes, safety lights and two-way radios; and,
- Trailer-mounted mobile equipment, such as air compressors.

Monies may be transferred to or from the Fleet Equipment Reserve at the direction of the General Manager or designee in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Fleet Equipment Reserve at the specific direction of the Board of Directors.

The target amount of funds to be maintained in the Fleet Equipment Reserve shall be ten percent (10.00%) of the equipment and machinery capital assets cost (i.e., non-depreciated value), as determined by the District's most recent financial statements.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance of the Fleet Equipment Reserve at the end of the preceding calendar

month and any amounts transferred to or from the Fleet Equipment Reserve during the month.

6270.00 EMPLOYMENT-RELATED BENEFITS RESERVE

The District shall establish and maintain an Employment-Related Benefits Reserve to set aside funds over an extended period of time to pay the costs of employment-related benefits for existing and retired District employees, including, but not limited to, the following:

- Payment of accrued leave balances, including sick leave, annual leave, management leave, compensatory time off (CTO) and other leave types per District Policy, upon retirement or separation of employment from the District;
- Payments to employees under the District's Recognition, Rewards and Accountability Program; and,
- Defraying the future cost of other employment-related benefits for District employees.

Monies may be transferred to or from the Employment-Related Benefits Reserve at the direction of the General Manager or designee in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Employment-Related Benefits Reserve at the specific direction of the Board of Directors.

The target amount of funds to be maintained in the Employment-Related Benefits Reserve shall be the sum of monies sufficient to meet the total of the following amounts: 1) the cost for payouts of accrued leave balances due to retirement or separation of employment from the District for the current and following fiscal year as estimated by the General Manager or designee; and 2) the cost for payments to employees under the District's Recognition, Rewards and Accountability Program for the current and following fiscal year as estimated by the General Manager or designee.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance of the Employment-Related Benefits Reserve at the end of the preceding calendar month, and any amounts transferred to or from the Employment-Related Benefits Reserve during the month.

6280.00 WATER EFFICIENCY RESERVE

The District shall establish and maintain a Water Efficiency Reserve to provide funds for use in a water supply shortage, water supply interruption, Federal/State/Regional/Local mandates, or other programmatic needs. The Water Efficiency Reserve is to be used for programs including, but not limited, to the following:

- Water Efficiency Projects;

- Drought Response;
- Temporary Labor;
- Consulting Services;
- Public Outreach and Communication;
- Water Use Monitoring;
- Workshops;
- Outdoor and Indoor Incentives;
- Information Technology Services;
- Regional Efficiency Programs;
- Water Loss Programs;
- Grants;
- Demonstration Garden; and,
- Cooling Towers.

Monies may be transferred to or from the Water Efficiency Reserve at the direction of the General Manager or designee in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Water Efficiency Reserve at the specific direction of the Board of Directors.

The target amount of funds to be maintained in the Water Efficiency Reserve shall be \$200,000.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance of the Water Efficiency Reserve at the end of the preceding calendar month and any amounts transferred to or from the Water Efficiency Reserve during the month.

Investment Policy

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

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 40 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.

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

(5) 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.

(6) 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) Purchases of certificates of deposit pursuant to Government Code sections 53601.8 and 53635.8 shall not, in total, exceed thirty (30) percent of the District's funds that may be invested for this purpose.

(8) 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, 53635.8.)

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. (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(l)(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(l)(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(l)(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 this 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

Purchasing Policy

6500.00 PURCHASING AND PROCUREMENT

6500.01 Introduction

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

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

6500.01 Objectives of Purchasing and Procurement Policy

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

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

6500.02 Personnel Standards of Conduct

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

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

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

6500.10 Purchasing Categories

District purchases typically are within the following seven categories:

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

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

6500.11 General Purchases

This category consists of the following general purchase classifications:

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

6500.12 Services

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

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

6500.13 Public Works Projects

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

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

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

6500.13 Petty Cash Purchases

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

6500.15 Emergency Purchases

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

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

6500.16 Single-Source Purchases

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

- Is there a lack of responsible competition for the product or service?
- Does the vendor possess exclusive and/or predominant capabilities?
- Is the product or service unique and easily established as one-of-a-kind?

- Would utilizing a single-source result in future operational or maintenance savings?
- Are there patented or proprietary rights that fully demonstrate a superior patented feature not obtainable from similar products, or a product or service available from only one source rather than dealers and retailers from which competition could be encouraged?
- Can the District's requirements be modified so that competitive products or services may be used without sacrificing product quality and vendor responsiveness?

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

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

6500.17 Real Property

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

6500.20 Purchasing Levels and Authority

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

	Category	
	General Manager	Board of Directors
General: Supplies, materials, equipment, O&M services	\$75,000 or less	Greater than \$75,000

Category		
	General Manager	Board of Directors
Consultant Services	\$75,000 or less	Greater than \$75,000
Public Works Projects	\$175,000 or less	Greater than \$175,000
Petty Cash	Less than \$500	None
Emergency	All amounts but General Manager shall notify Board of Directors at its next regular meeting	
Single Source	\$75,000 or less	Greater than \$75,000

Procurement limits shall apply on a single project basis for services or purchase basis for materials. Multiple procurements from a single provider or purchaser shall be judged individually. However, splitting or separating of materials, supplies, services, and projects for the expressed purpose of evading the requirements of this Policy, is strictly prohibited.

6500.21 INFORMAL SOLICITATIONS

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

Estimated Value	Number and Type of Quotations
\$0 – \$5,000	At least one verbal or written quote
\$5,000.01 – \$40,000	At least two written quotes
\$40,000.01 – \$74,999.99	At least three written quotes
\$75,000 +	Formal Quotations

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

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

6500.22 Formal Quotations

Formal solicitation procedures shall be required for procurements estimated to be greater than \$75,000. The use of an online solicitation system is acceptable for formal solicitations, as well the receipt of formal solicitations (unless specifically stated otherwise within the solicitation documents). In addition, the notice to bidders or request for proposal shall:

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

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

6500.23 Public Works Bidding

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

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

6500.25 Cooperative Purchasing

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

6500.30 Change Orders

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

6500.50 Purchasing Cycle

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

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

9. Payment

6500.80 Purchase Orders

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

6500.90 Purchasing/Procurement Authority

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

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

6500.100 Project File

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

Capital Assets Policy

6700.00 FIXED ASSETS ACCOUNTING CONTROL

The purpose of this policy is to provide control and accountability over fixed assets of the District, and to gather and maintain information needed for the preparation of financial statements.

6700.01 Definition of Fixed Assets

A fixed asset, also referred to as a capital asset, is defined under this Policy as:

- A. Tangible personal property that is owned, leased, controlled or possessed by the District with a dollar value of at least \$5,000.00 per item and a useful life of more than two years, and not consumed in the normal course of business.
- B. Any addition to the District's infrastructure for conveyance, treatment, pumping or production of water with a dollar value greater than \$15,000.00 and a useful life of more than one year.
- C. Any construction project, building, land, or improvement upon land with a dollar value greater than \$15,000.00 and a useful life of more than one year.

6700.10 Valuation of Fixed Assets

Fixed assets shall be valued at cost including all ancillary charges necessary to place the asset in its intended location and condition for use. The value of fixed assets shall be determined as described in the sections that follow.

6700.11 Purchased Fixed Assets

The value of purchased fixed assets shall be determined using the historical cost of the assets, including all sales taxes or other taxes, and all appropriate ancillary costs, less any trade discounts or rebates. If the historical cost of the asset is not available, or cannot be reasonably determined, an estimated cost may be determined using the best available information.

The capitalized value of land that is purchased by the District shall include the purchase price, plus any costs such as legal fees and any costs incurred to put the land in condition for its intended use.

The capitalized value of buildings purchased by the District shall include both acquisition and capital improvement costs. Capital improvements include structures (e.g., office buildings, shop buildings, and other facilities) and all

other property permanently attached to, or an integral part of, the structure (e.g., heating and air-conditioning equipment).

Furniture, fixtures, computer software, or other equipment that is not an integral part of a building are not considered capital improvements and should be classified as equipment. The cost for this type of asset shall reflect its actual or estimated cost.

6700.12 Constructed Fixed Assets

The value of constructed fixed assets shall be determined using all direct costs associated with the construction, along with any design or project management costs. Actual project management costs may be used when they can be reasonably determined and directly associated with the construction.

6700.13 Ancillary Costs

Ancillary costs should, when possible and practical, be included in the cost of a fixed asset. Minor ancillary costs that may not be measurable at the time a capital asset is recorded in the inventory system are not required to be capitalized, but may be capitalized if the information becomes readily available. Ancillary costs include items such as:

For land:

- Legal and title fees;
- Professional fees of engineers, attorneys, appraisers, financial advisors, etc.;
- Surveying fees;
- Appraisal and negotiation fees;
- Payment for damages;
- Site preparation costs; and,
- Costs related to demolition of existing structures.

For infrastructure:

- Professional fees of engineers, attorneys, appraisers, financial advisors, etc.;
- Surveying fees;
- Appraisal and negotiation fees;
- Site preparation costs; and,
- Costs related to demolition of existing structures.

For buildings and improvements other than buildings:

- Professional fees of architects, engineers, attorneys, appraisers, financial advisors, etc.;

- Costs of fixtures permanently attached to a building or structure;
- Insurance premiums and related costs incurred during construction; and,
- Any other costs necessary to place a building or structure into its intended location and condition for use.

For furnishings, equipment, software, and other fixed assets:

- Transportation charges;
- Sales tax;
- Installation costs;
- Extended maintenance or warranty contracts purchased at the time the fixed asset is purchased; and,
- Any other normal or necessary costs required to place the asset in its intended location and condition for use.

6700.14 Donated Fixed Assets

The value of donated assets shall be determined using the acquisition cost, which is the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date.

6700.20 Useful Life and Depreciation of Fixed Assets

The useful life of a fixed asset shall be determined using (a) general guidelines obtained from professional or industry organizations, (b) information for comparable assets of other governments, or (c) internal information.

6700.21 Depreciation Method and Convention

Depreciable assets will be depreciated using the straight-line method of depreciation and the full month convention.

6700.30 Physical Inventory of Fixed Assets

A physical inventory of the following categories of fixed assets shall be performed annually:

- Fleet Equipment
- Office Furniture and Fixtures
- Computer Equipment and Software
- Machinery and Equipment
- Office and Telephone Equipment

The results of the physical inventory shall be reconciled with the District's asset inventory system, and any discrepancies shall be reported to the General Manager and the District Treasurer.

6700.40 Disposal of Fixed Assets

Fixed assets that have become surplus to the needs of the District shall be disposed in accordance with Disposal of Surplus Property Policy 5750. At the time that a fixed asset is disposed, any remaining book value will be recorded as loss on disposal such that the asset's book value is zero.



CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 18, 2020 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A COST-OF-LIVING ADJUSTMENT TO SALARY SCHEDULE, RETIREE INSURANCE BENEFITS AND DIRECTORS' COMPENSATION

STATUS : Action Item

REPORT DATE : October 29, 2020

PREPARED BY : Madeline Henry, Administrative Services Manager/Chief Board Clerk
Susan Talwar, Director of Finance and Administrative Services

OBJECTIVE:

1. Consider amending District Policy No. 4101.A1 to include a Cost-of-Living Adjustment to the District's Salary Schedule effective January 4, 2021;
2. Consider amending District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule.
3. Provide direction to staff regarding Compensation of the Board of Directors.

BACKGROUND AND ANALYSIS:

Cost-of-Living Adjustment to District Salary Schedule

CHWD Policy 4102, Salary Cost of Living Adjustments (COLA), provides for considering a COLA to CHWD's salary schedule upon recommendation by the General Manager and approval by the Board of Directors. The policy directs staff to utilize the Consumer Price Index for All Urban West Consumers (CPI-U), an index of thirteen states, including California, produced by the U.S. Department of Labor. The CPI-U increased by 1.2 percent for the twelve-month period ending in June 2020 (Attachment 1). A significant driver of the year over year increase was the price of food, which rose by 5.2 percent over the year. However, the CPI-U is much lower than it has been in recent years due to the economic downturn caused by the COVID-19 pandemic. Consistent with policy, which provides flexibility, and past practice, the period of June 2019 to June 2020 was utilized.

Included with this report is the current Salary Schedule Policy No. 4101.A1 (Attachment 2), and a proposed revised Salary Schedule (Attachment 3) that includes salary range adjustments that reflect the recommended 1.2 percent increase. The revised schedule shows salary ranges based upon hourly rates and a calculated average monthly rate based upon the hourly rate. Dollar amounts on the schedule are rounded to the nearest whole cent or dollar as applicable.

Of note, the 2021 Budget does not include an increase to the budgeted allocation for personnel costs compared with 2020. The amended policy would be effective on January 4, 2021, the start of the first full bi-weekly pay period in 2021. Also of note, while the salary range for the General Manager will be adjusted to avoid compaction and to keep that position's range to market, the incumbent General Manager will decline to receive a COLA adjustment for 2021.

Retiree Insurance Benefits

District Human Resources Policy No. 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 provides that the amount of District financial participation in retiree health insurance set forth in the policy will be amended annually in the amount of the percent change in the CPI-U referenced above. A copy of Policy No. 4831 (Attachment 4) with the monthly amounts amended by a 1.2 percent increase is included with this report.

Cost-of-Living Adjustment for Directors' Compensation

The Board of Directors approved Ordinance No. 01-2017 on April 5, 2017 setting Directors' compensation at \$150.00 per day for attending Board meetings and other Board-sanctioned functions. This amount was an update from the previous rate of \$145 per day set forth in Ordinance 01-2008, approved on January 8, 2008.

Under the current Ordinance and District Board of Directors and Officers Policy 2040 (Attachment 5), changes in compensation of Directors requires approval of the Board of Directors (adoption of a new ordinance adjusting the compensation) during an Open Session at a Regular Meeting held at least 60 days prior to the effective date of the change.

A 1.2 percent COLA increase in Directors' compensation would result in an increase of \$1.80 in the daily compensation rate, making the rate \$151.80.

If the Board wishes to amend Director's compensation, a new ordinance will need to be prepared for consideration at a future Board meeting. If adopted, the ordinance would go into effect 60 days following adoption, pursuant to provisions of the State Water Code.

RECOMMENDATION:

1. Amend District Policy No. 4101.A1 Salary Schedule (Attachment 3) as presented to include a 1.2 percent Cost-of-Living Adjustment to the District's Salary Schedule effective January 4, 2021; and
2. Amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 (Attachment 4) as presented to include a 1.2 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees to reflect said adjustments in the CPI-U; and
3. Provide direction to staff regarding Compensation of the Board of Directors.

Attachments:

1. Consumer Price Index, West Region – June 2020
2. Policy No. 4101.A1 – Salary Schedule
3. Proposed Policy No 4101.A1 – Salary Schedule
4. Proposed Policy No. 4831 – Retiree Insurance Benefits
5. Policy No. 2040 – Compensation and Reimbursement for Directors and Officers

ACTION:

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

ATTACHMENT 1

Consumer Price Index, West Region-June 2020



For Release: Tuesday, July 14, 2020

20-1397-SAN

WESTERN INFORMATION OFFICE: San Francisco, Calif.

Technical information: (415) 625-2270 BLSinfoSF@bls.gov www.bls.gov/regions/west

Media contact: (415) 625-2270

Consumer Price Index, West Region — June 2020

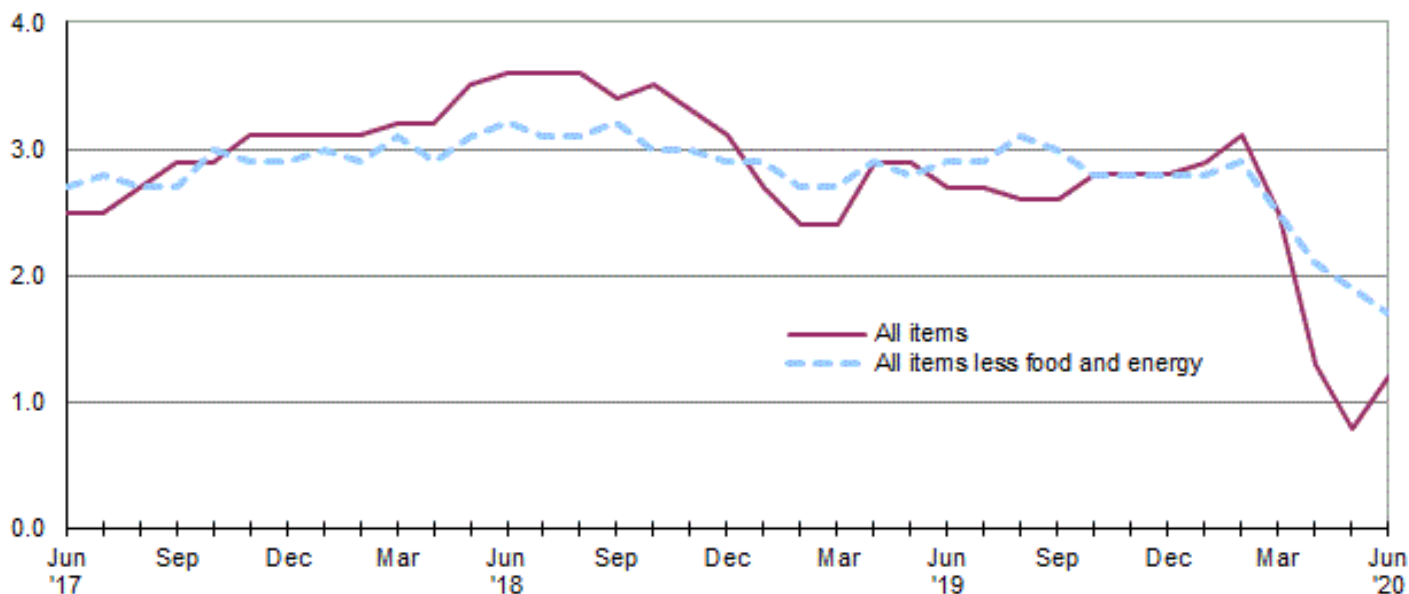
Area prices were up 0.4 percent over the past month, up 1.2 percent from a year ago

Prices in the West Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 0.4 percent in June, the U.S. Bureau of Labor Statistics reported today. (See [table A](#).) The June increase was influenced by higher prices for gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U increased 1.2 percent. (See [chart 1](#) and [table A](#).) The index for all items less food and energy advanced 1.7 percent over the year. Food prices rose 5.2 percent. Energy prices dropped 13.3 percent, largely the result of a decrease in the price of gasoline. (See [table 1](#).)

Chart 1. Over-the-year percent change in CPI-U, West region, June 2017–June 2020

Percent change



Source: U.S. Bureau of Labor Statistics.

Food

Food prices increased 0.7 percent for the month of June. (See [table 1](#).) Prices for food away from home increased 0.9 percent, and prices for food at home advanced 0.5 percent for the same period.

Over the year, food prices rose 5.2 percent. Prices for food at home increased 5.6 percent since a year ago, and prices for food away from home increased 4.6 percent.

Energy

The energy index advanced 4.0 percent over the month. The increase was mainly due to higher prices for gasoline (8.6 percent). Prices for natural gas service increased 0.6 percent, but prices for electricity decreased 0.7 percent for the same period.

Energy prices dropped 13.3 percent over the year, largely due to lower prices for gasoline (-23.6 percent). Prices paid for natural gas service rose 8.5 percent, and prices for electricity rose 0.6 percent during the past year.

All items less food and energy

The index for all items less food and energy crept up 0.1 percent in June. Higher prices for medical care (0.4 percent) and household furnishings and operations (0.4 percent) were partially offset by lower prices for recreation (-0.4 percent) and new and used motor vehicles (-0.4 percent).

Over the year, the index for all items less food and energy advanced 1.7 percent. Components contributing to the increase included medical care (6.5 percent) and shelter (2.9 percent). Partly offsetting the increases were price decreases in apparel (-6.3 percent) and new and used motor vehicles (-2.1 percent).

Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2016		2017		2018		2019		2020	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January.....	0.5	2.6	0.5	2.5	0.5	3.1	0.2	2.7	0.3	2.9
February.....	0.1	2.1	0.6	3.0	0.5	3.1	0.2	2.4	0.4	3.1
March.....	0.2	1.5	0.3	3.1	0.4	3.2	0.4	2.4	-0.2	2.5
April.....	0.5	1.8	0.3	2.9	0.4	3.2	0.8	2.9	-0.4	1.3
May.....	0.5	1.5	0.2	2.6	0.5	3.5	0.5	2.9	0.1	0.8
June.....	0.2	1.6	0.0	2.5	0.2	3.6	0.0	2.7	0.4	1.2
July.....	0.1	1.4	0.1	2.5	0.1	3.6	0.0	2.7		
August.....	0.0	1.5	0.2	2.7	0.2	3.6	0.1	2.6		
September.....	0.3	2.0	0.5	2.9	0.3	3.4	0.3	2.6		
October.....	0.3	2.3	0.3	2.9	0.4	3.5	0.5	2.8		
November.....	-0.2	2.3	0.0	3.1	-0.2	3.3	-0.1	2.8		
December.....	0.0	2.5	0.1	3.1	-0.2	3.1	-0.2	2.8		

The July 2020 Consumer Price Index for the West Region is scheduled to be released on August 12, 2020.

Coronavirus (COVID-19) Pandemic Impact on June 2020 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in June was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed.

While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at <https://www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm>.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 29 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 5,000 housing units and approximately 22,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at www.bls.gov/opus/hom/homch17_a.htm.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The West Region covered in this release is comprised of the following thirteen states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods West (1982-84=100 unless otherwise noted)

Item and Group	Indexes			Percent change from-		
	Apr. 2020	May 2020	Jun. 2020	Jun. 2019	Apr. 2020	May 2020
Expenditure category						
All Items.....	272.913	273.062	274.155	1.2	0.5	0.4
All items (December 1977=100).....	441.149	441.390	443.156			
Food and beverages	275.516	276.925	278.677	5.0	1.1	0.6
Food	275.641	277.148	278.995	5.2	1.2	0.7
Food at home	261.197	262.813	264.126	5.6	1.1	0.5
Cereals and bakery products	271.272	272.076	269.376	1.8	-0.7	-1.0
Meats, poultry, fish, and eggs.....	276.071	280.200	289.818	12.3	5.0	3.4
Dairy and related products	241.599	243.306	242.486	6.0	0.4	-0.3
Fruits and vegetables	342.233	341.515	345.015	4.0	0.8	1.0
Nonalcoholic beverages and beverage materials.....	187.682	188.511	186.193	7.1	-0.8	-1.2
Other food at home	219.675	221.161	220.080	2.5	0.2	-0.5
Food away from home.....	294.153	295.501	298.074	4.6	1.3	0.9
Alcoholic beverages	270.351	270.519	271.064	2.6	0.3	0.2
Housing	305.807	307.387	307.520	2.9	0.6	0.0
Shelter	354.156	354.997	355.083	2.9	0.3	0.0
Rent of primary residence(1).....	378.119	379.044	379.296	3.8	0.3	0.1
Owners' equiv. rent of residences(1)(2).....	372.566	373.203	373.384	3.1	0.2	0.0
Owners' equiv. rent of primary residence(1)(2).....	372.571	373.207	373.389	3.1	0.2	0.0
Fuels and utilities.....	309.517	316.367	315.578	2.4	2.0	-0.2
Household energy	258.870	267.642	266.415	2.1	2.9	-0.5
Energy services(1)	261.216	270.223	269.039	2.2	3.0	-0.4
Electricity(1).....	292.080	301.886	299.699	0.6	2.6	-0.7
Utility (piped) gas service(1).....	203.872	211.584	212.874	8.5	4.4	0.6
Household furnishings and operations	135.860	137.629	138.230	3.2	1.7	0.4
Apparel	112.484	109.115	109.226	-6.3	-2.9	0.1
Transportation	204.370	200.154	204.029	-9.1	-0.2	1.9
Private transportation	201.473	196.948	200.980	-8.3	-0.2	2.0
New and used motor vehicles(3).....	99.753	99.034	98.678	-2.1	-1.1	-0.4
New vehicles	149.164	149.301	148.806	0.3	-0.2	-0.3
New cars and trucks(3)(4)	103.600	103.681	103.332	0.3	-0.3	-0.3
New cars(4)	147.766	147.708	147.456	0.9	-0.2	-0.2
Used cars and trucks.....	133.884	132.932	131.430	-3.1	-1.8	-1.1
Motor fuel	208.592	199.168	215.803	-23.5	3.5	8.4
Gasoline (all types).....	207.227	197.908	214.925	-23.6	3.7	8.6
Gasoline, unleaded regular(4).....	203.402	194.064	211.355	-24.0	3.9	8.9
Gasoline, unleaded midgrade(4)(5).....	205.018	194.281	208.762	-22.3	1.8	7.5
Gasoline, unleaded premium(4).....	209.613	201.306	215.932	-21.3	3.0	7.3
Motor vehicle insurance(6).....	793.060	721.405	765.701	-9.7	-3.4	6.1
Medical Care	535.571	538.722	540.943	6.5	1.0	0.4
Medical care commodities.....	427.784	429.435	428.922	10.9	0.3	-0.1
Medical care services.....	568.807	572.427	575.507	5.4	1.2	0.5
Professional services	363.232	365.655	366.273	1.8	0.8	0.2
Recreation(3).....	115.634	116.986	116.512	1.8	0.8	-0.4
Education and communication(3).....	138.623	138.681	138.505	1.0	-0.1	-0.1
Tuition, other school fees, and child care(6)	1,497.312	1,498.314	1,500.891	2.1	0.2	0.2
Other goods and services	460.098	459.898	461.650	3.4	0.3	0.4
Commodity and Service Group						
All Items.....	272.913	273.062	274.155	1.2	0.5	0.4
Commodities	186.623	186.192	187.662	-0.5	0.6	0.8

Note: See footnotes at end of table.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods West (1982-84=100 unless otherwise noted) - Continued

Item and Group	Indexes			Percent change from-		
	Apr. 2020	May 2020	Jun. 2020	Jun. 2019	Apr. 2020	May 2020
Commodities less food & beverages.....	143.882	142.776	144.067	-4.1	0.1	0.9
Nondurables less food & beverages	184.066	180.727	184.367	-7.4	0.2	2.0
Nondurables less food, beverages, and apparel	234.472	231.123	237.198	-7.7	1.2	2.6
Durables	106.093	106.449	106.190	-0.5	0.1	-0.2
Services	353.443	354.215	354.845	2.1	0.4	0.2
Rent of shelter(2).....	377.209	378.107	378.200	2.9	0.3	0.0
Transportation services	302.810	293.348	298.883	-8.2	-1.3	1.9
Other services	364.152	366.729	366.325	2.7	0.6	-0.1
Special aggregate indexes:						
All items less medical care	260.972	260.995	262.036	0.7	0.4	0.4
All items less food	272.609	272.536	273.505	0.5	0.3	0.4
All items less shelter.....	241.044	240.923	242.407	0.2	0.6	0.6
Commodities less food	148.426	147.347	148.627	-3.8	0.1	0.9
Nondurables	229.695	228.654	231.393	-0.5	0.7	1.2
Nondurables less food.....	190.374	187.254	190.704	-6.5	0.2	1.8
Nondurables less food and apparel.....	237.950	234.978	240.460	-6.6	1.1	2.3
Services less rent of shelter(2).....	362.787	363.485	364.867	1.1	0.6	0.4
Services less medical care services.....	338.430	339.011	339.476	1.8	0.3	0.1
Energy	233.488	231.664	240.961	-13.3	3.2	4.0
All items less energy	277.889	278.173	278.718	2.2	0.3	0.2
All items less food and energy	279.072	279.139	279.452	1.7	0.1	0.1
Commodities less food and energy commodities	141.293	141.049	140.799	0.3	-0.3	-0.2
Energy commodities.....	212.911	203.477	220.103	-23.2	3.4	8.2
Services less energy services.....	360.127	360.437	361.172	2.1	0.3	0.2

Footnotes

(1) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1997=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) Indexes on a December 1977=100 base.

- Data not available

Regions defined as the four Census regions. West includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

NOTE: Index applies to a month as a whole, not to any specific date. Data not seasonally adjusted.

ATTACHMENT 2

Policy No. 4101.A1-Salary Schedule

HOURLY AND MONTHLY* SALARY RANGE				
JOB TITLE / JOB CLASS	2020 Base Hourly	2020 Base Monthly	2020 Maximum Hourly	2020 Maximum Monthly
<u>Organizational Leadership</u>				
General Manager (E)	82.53	14,305.92	111.42	19,313.93
Assistant General Manager (E)	69.11	11,980.03	93.31	16,173.79
<u>Accounting Series</u>				
Director of Finance/ Director of Finance and Administrative Services/ Director of Administrative Services (E)	62.83	10,890.59	84.83	14,703.62
Accounting Manager /Principal Accountant (E)	46.03	7,978.51	62.13	10,769.96
Senior Accountant (E)	39.39	6,826.88	53.17	9,214.97
Accountant	35.81	6,206.77	48.33	8,378.10
<u>Customer Service Series</u>				
Senior Customer Services Specialist	34.24	5,935.35	46.23	8,014.33
Customer Service Specialist	30.94	5,364.25	41.79	7,243.43
Customer Service Technician II	28.14	4,877.96	37.98	6,583.74
Customer Service Technician I	25.58	4,433.14	34.54	5,986.24
<u>Engineering Technical Series</u>				
Project Manager (E)	53.26	9,231.67	71.90	12,463.03
Engineering Supervisor/Principal GIS Specialist (E)	41.48	7,190.06	56.00	9,706.50
Engineering/GIS Specialist	36.07	6,252.85	48.70	8,442.06
Engineering/GIS Technician	32.79	5,683.76	44.27	7,673.79
Engineering Aide	28.51	4,942.17	38.51	6,674.34
<u>Construction Inspection Series</u>				
Construction Inspection Supervisor/Principal Construction Inspector (E)	40.34	6,992.74	54.47	9,441.15
Senior Construction Inspector	35.08	6,080.49	47.36	8,208.46
Construction Inspector	31.90	5,528.23	43.06	7,463.96
<u>Engineering Series</u>				

HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2020 Base Hourly	2020 Base Monthly	2020 Maximum Hourly	2020 Maximum Monthly
Director of Engineering /District Engineer (E)	69.11	11,980.03	93.31	16,173.79
Principal Civil Engineer (E)	62.83	10,890.59	84.83	14,703.62
Senior Civil Engineer (E)	57.13	9,902.93	77.11	13,367.26
Associate Civil Engineer (E)	51.94	9,001.98	70.11	12,151.54
Assistant Civil Engineer	45.16	7,827.73	60.98	10,568.28
Assistant Engineer	36.07	6,252.00	48.77	8,453.49
<u>Information Technology (IT) Series</u>				
Information Technology Manager (E)	49.27	8,540.20	66.52	11,529.55
Principal Information Technology Analyst (E)	44.80	7,763.65	60.46	10,479.70
Senior Information Technology Analyst	40.71	7,056.83	54.97	9,527.86
Information Technology Analyst	37.02	6,415.99	50.10	8,683.45
Information Technology Technician	30.85	5,347.29	41.65	7,218.93
<u>Management Services (MS) Series</u>				
Administrative Services Manager /Chief Board Clerk (E)	46.57	8,072.16	62.88	10,899.81
Senior Management Analyst (E)	40.50	7,019.34	54.69	9,478.87
Management Analyst	36.81	6,380.90	49.71	8,616.35
Management Technician	33.48	5,802.91	45.19	7,832.07
<u>Water Distribution Series</u>				
Director of Operations (E)	62.83	10,890.59	84.83	14,703.62
Water Distribution Supervisor (E)	47.66	8,261.24	64.34	11,152.58
Assistant Water Distribution Supervisor	40.74	7,062.48	55.00	9,533.51
Water Distribution Lead Worker/Operator	35.44	6,142.68	47.82	8,289.52
Water Distribution Operator II	32.21	5,582.89	43.48	7,537.47
Water Distribution Operator I	29.28	5,075.87	39.53	6,851.38
Water Distribution Worker	21.14	3,664.12	28.52	4,943.92
<u>Operations Specialist Series</u>				

HOURLY AND MONTHLY* SALARY RANGE				
JOB TITLE / JOB CLASS	2020 Base Hourly	2020 Base Monthly	2020 Maximum Hourly	2020 Maximum Monthly
Principal Operations Specialist	47.66	8,261.24	64.34	11,152.58
Senior Operations Specialist	43.32	7,509.19	58.48	10,136.65
Operations Specialist	37.20	6,448.03	50.21	8,704.17
Operations Technician	33.82	5,861.85	45.66	7,914.43
<u>Water Efficiency Series</u>				
Water Efficiency Supervisor (E)	37.33	6,470.64	50.39	8,734.34
Senior Water Efficiency Specialist	32.46	5,626.24	43.82	7,595.90
Water Efficiency Specialist	29.50	5,113.56	39.84	6,906.05
Water Efficiency Technician	26.83	4,649.89	36.21	6,276.50
<u>Water Resources Series</u>				
Water Resources Supervisor/Chief Operator (E)	47.66	8,261.24	64.34	11,152.58
Water Resources Specialist	33.87	5,871.26	45.73	7,925.74
Water Resources Technician	30.79	5,337.86	41.56	7,203.84
<u>Miscellaneous Series</u>				
Intern	12.24	2,122.32	24.48	4,242.77

(E) = Exempt

*Monthly Salaries are average monthly compensation over a 12-month period based on the Hourly Salary Range.

ATTACHMENT 3

Proposed Policy No. 4101.A1-Salary Schedule

Attachment 4101.A1 SALARY SCHEDULE PROPOSED- EFFECTIVE JANUARY 4, 2021

HOURLY AND MONTHLY* SALARY RANGE				
JOB TITLE / JOB CLASS	2021 Base Hourly	2021 Base Monthly	2021 Maximum Hourly	2021 Maximum Monthly
<u>Organizational Leadership</u>				
General Manager (E)	83.52	14,477.59	112.76	19,545.69
Assistant General Manager (E)	69.94	12,123.79	94.43	16,367.88
<u>Accounting Series</u>				
Director of Finance/ Director of Finance and Administrative Services/ Director of Administrative Services (E)	63.59	11,021.28	85.85	14,880.06
Accounting Manager /Principal Accountant (E)	46.58	8,074.26	62.88	10,899.20
Senior Accountant (E)	39.86	6,908.80	53.81	9,325.55
Accountant	36.24	6,281.25	48.91	8,478.64
<u>Customer Service Series</u>				
	-	-	-	-
Senior Customer Services Specialist	34.65	6,006.57	46.79	8,110.50
Customer Service Specialist	31.32	5,428.62	42.29	7,330.35
Customer Service Technician	25.89	4,486.34	34.95	6,058.07
<u>Engineering Technical Series</u>				
Project Manager (E)	53.90	9,342.45	72.76	12,612.58
Engineering Supervisor/Principal GIS Specialist (E)	41.98	7,276.35	56.67	9,822.98
Engineering/GIS Specialist	36.51	6,327.89	49.29	8,543.37
Engineering/GIS Technician	33.18	5,751.97	44.80	7,765.88
Engineering Aide	28.85	5,001.48	38.97	6,754.43
<u>Construction Inspection Series</u>				
Construction Inspection Supervisor/Principal Construction Inspector (E)	40.83	7,076.66	55.12	9,554.44
Senior Construction Inspector	35.50	6,153.45	47.93	8,306.96
Construction Inspector	32.28	5,594.57	43.58	7,553.52

HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2021 Base Hourly	2021 Base Monthly	2021 Maximum Hourly	2021 Maximum Monthly
<u>Engineering Series</u>				
Director of Engineering /District Engineer (E)	69.94	12,123.79	94.43	16,367.88
Principal Civil Engineer (E)	63.59	11,021.28	85.85	14,880.06
Senior Civil Engineer (E)	57.81	10,021.77	78.04	13,527.67
Associate Civil Engineer (E)	52.56	9,110.00	70.95	12,297.36
Assistant Civil Engineer	45.71	7,921.67	61.71	10,695.10
Assistant Engineer	36.51	6,327.03	49.35	8,554.93
<u>Information Technology (IT) Series</u>				
Information Technology Manager (E)	49.86	8,642.68	67.31	11,667.91
Principal Information Technology Analyst (E)	45.33	7,856.81	61.19	10,605.45
Senior Information Technology Analyst	41.20	7,141.51	55.63	9,642.19
Information Technology Analyst	37.46	6,492.98	50.70	8,787.65
Information Technology Technician	31.22	5,411.45	42.15	7,305.55
<u>Management Services (MS) Series</u>				
Administrative Services Manager /Chief Board Clerk (E)	47.13	8,169.02	63.64	11,030.61
Senior Management Analyst (E)	40.98	7,103.57	55.34	9,592.61
Management Analyst	37.25	6,457.47	50.31	8,719.74
Management Technician	33.88	5,872.55	45.73	7,926.06
<u>Water Distribution Series</u>				
Director of Operations (E)	63.59	11,021.28	85.85	14,880.06
Water Distribution Supervisor (E)	48.23	8,360.37	65.11	11,286.41
Assistant Water Distribution Supervisor	41.23	7,147.23	55.66	9,647.91
Water Distribution Lead Worker/Operator	35.86	6,216.39	48.40	8,388.99
Water Distribution Operator II	32.59	5,649.88	44.00	7,627.92
Water Distribution Operator I	29.63	5,136.78	40.01	6,933.60

HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2021 Base Hourly	2021 Base Monthly	2021 Maximum Hourly	2021 Maximum Monthly
Water Distribution Worker	21.39	3,708.09	28.87	5,003.25
<u>Operations Specialist Series</u>				
Principal Operations Specialist	48.23	8,360.37	65.11	11,286.41
Senior Operations Specialist	43.84	7,599.30	59.18	10,258.29
Operations Specialist	37.65	6,525.41	50.81	8,808.62
Operations Technician	34.22	5,932.19	46.20	8,009.40
<u>Water Efficiency Series</u>				
Water Efficiency Supervisor (E)	37.77	6,548.29	50.99	8,839.15
Senior Water Efficiency Specialist	32.85	5,693.75	44.35	7,687.05
Water Efficiency Specialist	29.85	5,174.93	40.32	6,988.92
Water Efficiency Technician	27.15	4,705.69	36.64	6,351.82
<u>Water Resources Series</u>				
Water Resources Supervisor/Chief Operator (E)	48.23	8,360.37	65.11	11,286.41
Water Resources Specialist	34.27	5,941.72	46.28	8,020.85
Water Resources Technician	31.16	5,401.91	42.06	7,290.29
<u>Miscellaneous Series</u>				
Intern	12.39	2,147.79	24.77	4,293.68

(E) = Exempt

*Monthly Salaries are average monthly compensation over a 12-month period based on the Hourly Salary Range.

ATTACHMENT 4

Proposed Policy No. 4831-Retiree Insurance Benefits

For employees hired prior to January 31, 2019 who have not opted into the District's health reimbursement account benefit program, the District will participate in the cost of health, dental and vision insurance coverage for retired employees and their qualified spouse, registered domestic partner, and dependents based upon length of employment with the District. Employees hired on or after January 31, 2019 will have the option of the District's health reimbursement account benefit, but no other retiree insurance benefits under this Policy.

4831.10 Length of Employment And Eligibility

For the purpose of calculating the length of employment to determine the District's participation in the cost of insurance benefits for retirees, total employment calculated/credited by PERS as years of service as an employee of Citrus Heights Water District shall be the basis and shall not include credit for years of service attributed to accrued sick leave or credit for purchased years of service time. Such employment shall be cumulative and need not be continuous. No credit will be provided for employment with the District in a Temporary capacity.

Employees must have been employed by the District for a minimum of twenty (20.00) years to qualify for benefits under this Policy and must enroll in Medicare/utilize Medicare as primary upon reaching Medicare eligibility. Employees retiring from the District with less than twenty (20.00) years of service do not qualify for benefits under this Policy.

4831.20 Application of Policy

This policy shall apply to employees retiring from the District following the date of its adoption, March 19, 1996.

Insurance benefits afforded to employees that retired prior to the adoption of this policy shall continue to be governed by the policies, terms, or conditions existing at the time of said prior retirements (see Policy 4830).

4831.30 Qualification of Spouse/Registered Domestic Partner/Dependents

The spouse, registered domestic partner and/or dependents of the employee as of the date of retirement from the District are eligible to participate in the benefits of this Policy. A spouse, registered domestic partner and/or dependents added after retirement are not eligible for participation. Qualified dependent children are eligible to participate up to the age limits as defined by state and/or federal health care regulations.

4831.40 Selection of Benefits

A retiree can choose either to obtain health, dental and vision insurance on their own for themselves and their qualified dependents or, at the time of retirement, the retiree and each dependent covered under the District's insurance plans, while the retiree was on active

status, will be offered the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) option to continue health insurance coverage under the “qualifying event” provision as set forth in the law.

Retirees or their surviving dependents, as defined in Section 4831.30 of this policy, shall be eligible to receive reimbursement from the District in an amount not to exceed the maximum District financial participation shown in Section 4831.50 of this Policy. Reimbursement shall be made only upon presentation of written proof of coverage and proof of payment in a form acceptable to the District. Written proof of coverage must be provided to the Human Resources Department at the beginning of each calendar year before any reimbursement will be issued for the remainder of that year.

4831.50 District Participation

The District's financial participation under this Policy is dependent upon the length of employment with the District as follows:

<u>Length of Employment</u>	<u>Maximum Monthly District Participation</u>
20.00 years	\$365.00
25.00 years	\$409.00
30.00 years	\$457.00

No credit, cash back refund, or other consideration will be provided for any unused portion of the maximum District participation.

The Maximum Monthly District Participation shall be amended as of and effective January 1 of each year by the percent change in the Consumer Price Index for All Urban West Consumers (CPI-U) during the latest twelve month reporting period (typically October to October) unless otherwise determined by the Board of Directors. Said amendments shall be rounded up to the nearest whole dollar amount.

Unless otherwise directed by the Board of Directors, the monthly amount of reimbursement received by eligible retirees will be increased by any increase pursuant to the paragraph above, but will not be reduced by a decrease in the Maximum Monthly District Participation amount.

The District shall report contributions and make withholdings from contributions in accordance with applicable requirements of the Internal Revenue Service, the California State Franchise Tax Board and any and all other legal requirements. Retirees bear sole responsibility for the tax consequences of District contributions.

4831.85 Death of Retiree

In the event of a retiree's death, a surviving qualified spouse, registered domestic partner, and/or dependents may choose to continue to participate in the benefits of this Policy. A spouse that remarries or a registered domestic partner that enters into another domestic

partnership or marries is no longer eligible for participation.

4831.86 Death of Qualified Employee

In the event of the death, prior to retirement, of a District employee who otherwise has met the length of employment requirements necessary to qualify for insurance benefits for retirees, the surviving spouse, registered domestic partner and/or dependents may choose to participate in the benefits under the terms of this Policy.

4831.90 Amendments

The District reserves the right to amend or discontinue this Policy at its sole discretion at any time.

ATTACHMENT 5

Policy No. 2040-Compensation and Reimbursement for Directors and Officers

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS
POLICY TITLE : COMPENSATION AND REIMBURSEMENT FOR DIRECTORS
AND OFFICERS
POLICY NUMBER : 2040
DATE ADOPTED : MARCH 7, 1995
DATE AMENDED : SEPTEMBER 14, 2004
AMENDMENTS :

2040.00 DIRECTOR'S COMPENSATION

Each member of the Board of Directors, upon submittal of a monthly "Statement of Meetings Attended & Claim for Director's Compensation" (See attachment 2040.A2) to the District Secretary, shall be entitled to receive compensation, in a dollar amount as specified by Citrus Heights Water District Ordinance Fixing the Compensation of the Board of Directors, per day or partial day for attendance at meetings of the Board and District related functions. Compensation will be limited to a total of ten (10) days in any calendar month.

Changes in the compensation of Board members shall require the approval of the Board during an Open Session at a Regular Meeting of the Board of Directors held at least 60 days prior to the effective date of the change in compensation (see Water Code Section 20204 et seq. and Policy No. 2100).

Review of the Ordinance Fixing the Compensation of the Board of Directors shall be performed annually during an Open Session at a Regular Meeting of the Board of Directors, concurrent with the annual review of the Salary Schedule for District employees.

2040.10 Officer's Compensation

The Board appointed District Secretary, District Treasurer, and District Assessor/Collector shall not be compensated for their duties as District Officers.

2040.20 Reimbursement

District Officers and each member of the Board of Directors shall be entitled to reimbursement for actual and necessary expenses incurred in performance of their duties required or authorized by the Board. Reimbursements shall be subject to written documentation and shall be limited to imposed maximums (i.e.: meal expenses, travel expenses, etc.).

2040.30 Approval

Reimbursement pursuant to Section 2040.20 for actual and necessary expenses to the Directors and Officers shall be reviewed and approved monthly by the Board of Directors as part of their review of the Treasurer's report and accounts payable.

2040.90 Reporting

An annual report shall be prepared by the Treasurer quantifying meeting attendance, compensation, and expenses for members of the Board of Directors and District Officers.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 18, 2020 MEETING

SUBJECT : 2021 BOARD MEETING SCHEDULE
 STATUS : Information Item
 REPORT DATE : November 2, 2020
 PREPARED BY : Madeline A. Henry, Administrative Services Manager/Chief Board Clerk

Administrative Services Manager/Chief Board Clerk Madeline Henry will discuss and receive direction on the draft 2021 Board Meeting times and dates, proposed below, with the Board.

Day	Date	Notes
Wednesday	January 20	
Wednesday	February 17	
Wednesday	March 17	
Wednesday	April 21	
Wednesday	May 19	
Wednesday	June 16	
July- Cancelled		
Wednesday	August 18	
Wednesday	September 15	
Wednesday	October 20	
Wednesday	November 17	
Wednesday	December 15	

Regular Meetings of the Board of Directors are held beginning at 6:30 PM on the Third Wednesday of each month. Meeting agendas are posted in this space a minimum of 72 hours in advance of each meeting. Meeting dates subject to change with 72 hour advance notice.