

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



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

PHONE CALL IN: (253) 215-8782

PHONE MEETING ID: 823 7689 4758

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/82376894758>

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

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

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 Regular Meeting – October 19, 2022 (A)

CC-1b. Minutes of the Special Meeting – October 24, 2022 (A)

CC-1c. Minutes of the Special Meeting – November 7, 2022 (A)

Recommendation:

Approve the minutes of the October 19, 2022, Regular Meeting, and the minutes of the October 24, 2022, and November 7, 2022 Special Meetings.

- CC-2. Revenue Analysis Report for October 2022 (I)
- CC-3. Assessor/Collector's Roll Adjustment for October 2022 (I)
- CC-4. Treasurer's Report for October 2022 (I)
- CC-5. Treasurer's Report of Fund Balances for October 2022 (I)
- CC-6. Operating Budget Analysis for October 2022 (I)
- CC-7. Capital Projects Summary for October 2022 (I)
- CC-8. Warrants for October 2022 (I)
- CC-9. Purchase Card Distributions for October 2022 (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. 2022 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Extend Resolution 07-2021 Authorizing Remote Public Meetings (A)

Recommendation:

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

- CC-18. Discussion and Possible Action to Approve District Policy Updates (A)

Recommendations:

1. Approve updates to the District's Operations Policies (5000 Series)
2. Approve updates to the District's Human Resources Policies 4112 and 4120
3. Approve updates to the District Policy 6500: Purchasing and Procurement

PRESENTATIONS:

- P-1. District-Wide Easement Project Update (I/D)

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

None.

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

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

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

CLOSED SESSION:

None.

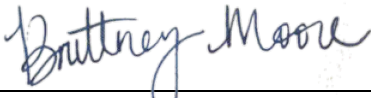
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

December 5, 2022	6:00PM	Special Meeting
December 12, 2022	6:00 PM	Special Meeting
December 21, 2022	6:30 PM	Regular Meeting
January 18, 2023	6:30 PM	Regular Meeting
February 15, 2023	6:30 PM	Regular Meeting
March 15, 2023	6:30 PM	Regular Meeting
April 19, 2023	6:30 PM	Regular Meeting
May 17, 2023	6:30 PM	Regular Meeting
June 21, 2023	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Brittney Moore, Chief Board Clerk

Dated: November 9, 2022

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
October 19, 2022

The Regular Meeting of the Board of Directors was called to order at 6:34 p.m. by President Sheehan and roll was called. Present were:

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

Staff:

Bryan Abaya, Principal Information Technology Analyst
Brittney Moore, Administrative Services Manager/ Chief Board Clerk
Jace Nunes, Management Analyst
Alberto Preciado, Interim Director of Finance and Administrative Services
Missy Pieri, Director of Engineering
Rebecca Scott, Director of Operations
Hilary Straus, General Manager

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

CC-1a. Minutes of the Special Meeting – September 28, 2022 (A)
CC-1b. Minutes of the Regular Meeting – September 28, 2022 (A)

Recommendation:

Approve the minutes of the September 28, 2022, Special and Regular Meetings.

- CC-2. Revenue Analysis Report for September 2022 (I)
- CC-3. Assessor/Collector's Roll Adjustment for September 2022 (I)
- CC-4. Treasurer's Report for September 2022 (I)
- CC-5. Treasurer's Report of Fund Balances for September 2022 (I)
- CC-6. Operating Budget Analysis for September 2022 (I)
- CC-7. Capital Projects Summary for September 2022 (I)
- CC-8. Warrants for September 2022 (I)
- CC-9. Purchase Card Distributions for September 2022 (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. 2022 Water Supply (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Extend Resolution 07-2021 Authorizing Remote Public Meetings (A)

Recommendation:

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

- CC-18. Discussion and Possible Action to Designate the District's Voting Representative for the November 30 General Session Membership Meeting at the 2022 ACWA Fall Conference (A)

Recommendations:

1. Designate Director Wheaton as the District's voting delegate, and General Manager Hilary Straus as the alternate delegate for the ACWA General Session Membership meeting.
2. Authorize the General Manager or designee to complete and submit the Proxy Designation Form to ACWA.

- CC-19. Approval of Errata for the 2020 Urban Water Management Plan and Water Conservation Program (A)

Recommendation:

Approve the errata to CHWD's Water Shortage Contingency Plan (WSCP) contained in the 2020 Urban Water Management Plan (UWMP), and the same errata in the CHWD's Water Conservation Program.

ACTION:

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

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

PRESENTATIONS:

- P-1. Electronic Document Records Management System (EDRMS) Project Update (I/D)

PUBLIC HEARINGS:

None.

STUDY SESSION:

- S-1. 2023 Miscellaneous Fees and Charges and Capacity Fees (A)

The Board provided consensus direction to staff to bring the draft Miscellaneous Fees, Charges and Capacity Fees for 2023 back for further discussion at a future Board Meeting.

BUSINESS:

None.

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

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

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:42 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
October 24, 2022

The Special Meeting of the Board of Directors was called to order at 6:07 p.m. by President Sheehan and role was called. Present were:

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

Staff:

Hilary Straus, General Manager

Also present:

Pat West, Consultant

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

The Board adjourned into Closed Session: 6:07 PM.

CLOSED SESSION:

CL-1. Pursuant to Government Section 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: General Manager

The Board adjourned out of Closed Session at 8:29 PM.

There was no reportable action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:30 PM



HILARY M. STRAUS
Secretary
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
November 7, 2022

The Special Meeting of the Board of Directors was called to order at 6:03 p.m. by President Sheehan and role was called. Present were:

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

Staff:

Bryan Abaya, Principal Information Technology Analyst
Steve Anderson, General Counsel
Brian Hensley, Water Resources Supervisor
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Melissa Pieri, Director of Engineering
Alberto Preciado, Accounting Manager
Rebecca Scott, Director of Operations
Hilary Straus, General Manager
Carlos Urrutia, Interim Director of Finance and Administrative Services
Robert Churchill, Retired Annuitant

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

STUDY SESSION:

S-1. 2023 Miscellaneous Fees and Charges and Capacity Fees (A)

The Board provided consensus direction to staff concerning the draft
Miscellaneous Fees, Charges and Capacity Fees for 2023.

President Sheehan adjourned the meeting to closed session at 6:25 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- a. Pursuant to Section 54956.8:
Property: Parcel Number 243-0276-002-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Melissa Pieri,
Hilary Straus, Steve Anderson, Carlos Urrutia, Brittney Moore
Negotiating Parties: City of Citrus Heights
Under Negotiation: Price and Terms of Payment

- b. Pursuant to Section 54956.8:
Property: Parcel Number 243-0276-003-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Melissa Pieri, Hilary Straus, Steve Anderson, Carlos Urrutia, Brittney Moore
Negotiating Parties: City of Citrus Heights
Under Negotiation: Price and Terms of Payment

- c. Pursuant to Section 54956.8:
Property: Parcel Number 243-0276-004-0000
Agency Negotiators: Brian Hensley, Rebecca Scott, Josh Nelson, Melissa Pieri, Hilary Straus, Steve Anderson, Carlos Urrutia, Brittney Moore
Negotiating Parties: City of Citrus Heights
Under Negotiation: Price and Terms of Payment

There was no reportable action.

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

There was no reportable action.

President Sheehan adjourned the meeting back to the open session at 7:41 p.m.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:41 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

October 2022

REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,329,933	1,177,886	133,858	47,383	87,720	116,915

General Ledger Balance	Total
Outstanding A/R	1,404,082.17
Outstanding Liens	-
Outstanding Grants	946
A/R Other	(25,348)
Less Unapplied Payments	(118,050)
Total	\$ 1,261,631

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

CC-03

Reason For Cancellation	Charge Type	Amount
Post Office Error	Lien Release	93.00
Post Office Error	Lien Record	<u>80.00</u>
		<u>\$ 173.00</u>

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
October 2022


Bank of the West			
Beginning Balance			\$8,021,208
RECEIPTS:		1,479,980	
DISBURSEMENTS:			
Checks Issued / ACH Payments	773,976		
Payroll	399,135		
Returned Checks	<u>3,002</u>		
		<u>1,176,113</u>	<u>303,866</u>
Bank of the West			
Balance per Bank 10/31/2022			8,325,074
Outstanding Checks			(265,056)
Deposit in Transit			<u>228,810</u>
Balance Per Books 10/31/2022			\$8,288,828

RECONCILEMENT:			
Bank of the West			\$8,288,828
Local Agency Investment Fund			14,619,177
Money Mkt Activity Account			<u>547,747</u>
TOTAL BALANCE			<u><u>\$23,455,751</u></u>


CASH & INVESTMENT SUMMARY:			
Bank of the West (General Account)			8,288,828
Local Agency Investment Fund			14,619,177
Money Mkt Activity Account			<u>547,747</u>
Total			<u><u>\$23,455,751</u></u>

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	1.35%	49,575.00	10/15/2022

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



ALBERTO PRECIADO
Deputy Treasurer

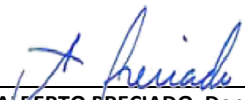


HILARY M. STRAUS
Secretary

Signed: 11/09/2022

TREASURER'S REPORT OF FUND BALANCES
October 31, 2022

Fund Name	Beginning Balance 01/01/2022	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 10/31/2022	2022 Target Balance per Policy
Operating Fund	\$ 6,844,823	\$ 13,854,018	\$ (12,404,891)	\$ 1,529,976	\$ (1,176,535)	\$ 8,647,391	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 2,623,173	\$ -	\$ -	\$ -	\$ -	\$ 2,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,725,000	\$ -	\$ -	\$ -	\$ -	\$ 1,725,000	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 986,962	\$ -	\$ -	\$ -	\$ -	\$ 986,962	\$ 986,962
	<u>\$ 20,640,099</u>	<u>13,854,018</u>	<u>\$ (12,404,891)</u>	<u>\$ 1,529,976</u>	<u>\$ (1,176,535)</u>	<u>\$ 22,442,667</u>	<u>\$ 7,520,786</u>


 ALBERTO PRECIADO, Deputy Treasurer

TREASURER'S REPORT OF FUND BALANCES
October 31, 2022

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,529,976	from funds collected in October 2022 per Treasurer's Report
	<u>\$ (1,176,535)</u>	disbursements made in October 2022 per Treasurer's Report
	\$ 353,441	

Citrus Heights Water District
Budget Performance Report
As of 10/31/2022

	October Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$704,320.18	\$9,423,095.09	\$9,228,827.50	\$194,267.59	2.11%	\$11,074,591.00
Metered Water Deliveries	495,581.00	4,682,345.62	4,772,885.00	(90,539.38)	-1.90%	5,799,716.00
Water Main Replacement Revenue	83,856.42	954,335.06	1,145,082.50	(\$190,747.44)	-16.66%	1,374,099.00
Non-Metered Service Charges		8,850.94	116,670.00	(107,819.06)	-92.41%	140,000.00
Penalties	7,975.00	32,979.94	123,442.00	(90,462.06)	-73.28%	150,000.00
Interest	52,726.51	119,855.28	38,330.00	81,525.28	212.69%	45,991.00
Backflow Fees	4,352.58	56,526.72	96,670.00	(40,143.28)	-41.53%	116,000.00
Water Service Install & S&R	1,480.62	77,344.19	478,250.00	(400,905.81)	-83.83%	573,900.00
Grant Funds		106,027.81		106,027.81	0.00%	
Miscellaneous *	3,340.53	30,080.94	122,500.00	(92,419.06)	-75.44%	147,000.00
Cost Reimbursements		80,407.72		80,407.72	0.00%	
Income - Wheeling Water		64,559.09	2,250.00	62,309.09	2769.29%	2,700.00
Income - Connection Fees	7,459.52	49,684.00		49,684.00	0.00%	
Total Revenue	<u>1,361,092.36</u>	<u>15,686,092.40</u>	<u>16,124,907.00</u>	<u>(438,814.60)</u>	<u>-2.72%</u>	<u>19,423,997.00</u>
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water		1,926,504.87	2,613,128.30	(686,623.43)	-26.28%	3,135,753.96
Ground Water	100,321.19	821,289.68	994,198.80	(172,909.12)	-17.39%	1,193,038.56
	<u>100,321.19</u>	<u>2,747,794.55</u>	<u>3,607,327.10</u>	<u>(859,532.55)</u>	<u>-23.83%</u>	<u>4,328,792.52</u>
Labor & Benefits						
Labor Regular	249,900.34	2,804,437.14	3,112,853.90	(308,416.76)	-9.91%	3,735,424.68
Labor Non-Regular						
Labor Taxes	17,870.86	214,765.36	237,015.00	(22,249.64)	-9.39%	284,418.00
Labor Workers Comp		34,370.01	83,416.70	(49,046.69)	-58.80%	100,100.04
Labor External	5,840.00	40,422.15	90,900.10	(50,477.95)	-55.53%	109,080.12
Benefits Med/Den/Vis	40,885.82	453,276.02	428,668.10	24,607.92	5.74%	514,401.72
Benefits LTD/Life/EAP	3,840.93	57,132.37	122,285.40	(65,153.03)	-53.28%	146,742.48
Benefits CalPers	34,958.49	235,155.71	289,484.30	(54,328.59)	-18.77%	347,381.16
Benefits Other	11,076.72	110,929.31	114,713.90	(3,784.59)	-3.30%	137,656.68
Benefit Retiree Expenses	4,239.66	42,396.60	49,263.40	(6,866.80)	-13.94%	59,116.08
Benefit Unemployment			7,693.80	(7,693.80)	-100.00%	9,232.56
Benefit GASB 68		442,771.00	374,312.10	68,458.90	18.29%	449,174.52
Capitalized Labor & Benefit Contra	(37,492.73)	(489,893.58)	(416,666.60)	(73,226.98)	17.57%	(499,999.92)
	<u>331,120.09</u>	<u>3,945,762.09</u>	<u>4,493,940.10</u>	<u>(548,178.01)</u>	<u>-12.20%</u>	<u>5,392,728.12</u>
General & Administrative						
Fees & Charges	16,012.59	136,060.01	201,154.10	(65,094.09)	-32.36%	241,384.92
Regulatory Compliance/Permits		57,406.53	109,575.00	(52,168.47)	-47.61%	131,490.00
District Events & Recognition	1,244.21	25,413.68	50,458.30	(25,044.62)	-49.63%	60,549.96
Cash Over/Short		0.10		0.10	0.00%	

Citrus Heights Water District
Budget Performance Report
As of 10/31/2022

	October	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Maintenance/Licensing	1,647.06	138,817.01	142,272.50	(3,455.49)	-2.43%	170,727.00
Equipment Maintenance	4,072.69	61,855.81	106,333.30	(44,477.49)	-41.83%	127,599.96
Professional Development	2,561.52	76,505.01	141,524.20	(65,019.19)	-45.94%	169,829.04
Department Admin		153.97	16,416.80	(16,262.83)	-99.06%	19,700.16
Dues & Subscriptions	954.34	194,549.60	161,390.10	33,159.50	20.55%	193,668.12
Fuel & Oil	9,312.07	77,722.33	55,200.00	22,522.33	40.80%	66,240.00
General Supplies	9,453.15	62,768.24	83,833.40	(21,065.16)	-25.13%	100,600.08
Insurance - Auto/Prop/Liab		80,544.65	93,500.00	(12,955.35)	-13.86%	112,200.00
Leasing/Equipment Rental	1,953.84	18,337.05	29,083.40	(10,746.35)	-36.95%	34,900.08
Other Agency Cost Reimbursement	1,199.72	1,851.58		1,851.58	0.00%	
Parts & Materials	76,506.25	460,446.66	45,833.30	414,613.36	904.61%	54,999.96
Postage/Shipping/Freight	11,060.22	70,075.03	115,416.70	(45,341.67)	-39.29%	138,500.04
Rebates & Incentives	841.49	23,531.33	30,833.30	(7,301.97)	-23.68%	36,999.96
Telecom/Network	5,117.50	40,880.22	43,150.00	(2,269.78)	-5.26%	51,780.00
Tools & Equipment	5,960.99	48,445.79	66,833.40	(18,387.61)	-27.51%	80,200.08
Utilities	4,712.27	32,050.67		32,050.67	0.00%	
Write-Off Bad Debt Exp		65.64	4,166.70	(4,101.06)	-98.42%	5,000.04
Capitalized G&A Contra	(19,006.18)	(524,833.60)		(524,833.60)	0.00%	
Capitalized Equipment Contra	(41,119.21)	(441,076.39)		(441,076.39)	0.00%	
	<u>92,484.52</u>	<u>641,570.92</u>	<u>1,496,974.50</u>	<u>(855,403.58)</u>	<u>-57.14%</u>	<u>1,796,369.40</u>
Professional & Contract Services						
Support Services	237,180.88	950,911.79	1,241,274.90	(290,363.11)	-23.39%	1,489,529.88
Legal Services	19,858.80	198,398.06	237,500.00	(39,101.94)	-16.46%	285,000.00
Printing Services	8492	25,930.76	40,833.40	(14,902.64)	-36.50%	49,000.08
	<u>265,531.68</u>	<u>1,175,240.61</u>	<u>1,519,608.30</u>	<u>(344,367.69)</u>	<u>-22.66%</u>	<u>1,823,529.96</u>
Reserves & Debt Services						
Interest Expense		40,863.54	58,128.51	(17,264.97)	-29.70%	69,754.21
Net Increase(Decrease) in Value of Investments		(37,190.54)		(37,190.54)	0.00%	
		<u>3,673.00</u>	<u>58,128.51</u>	<u>(54,455.51)</u>	<u>-93.68%</u>	<u>69,754.21</u>
Total Operating Expenses	<u>789,457.48</u>	<u>8,514,041.17</u>	<u>11,175,978.51</u>	<u>(2,661,937.34)</u>	<u>-23.82%</u>	<u>13,411,174.21</u>
Net Income / (Expense)	<u>571,634.88</u>	<u>7,172,051.23</u>	<u>4,948,928.49</u>	<u>2,223,122.74</u>	<u>44.92%</u>	<u>6,012,822.79</u>

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 10/2022

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2021	Month to Date	Year to Date	Project to Date	
C16-134	Auburn Blvd-Rusch Park Placer	\$167,000	\$3,906	\$549	\$4,846	\$8,752	\$160,716
C19-108	6230 Sylvan East Wall	\$7,653	\$16,748	\$0	\$0	\$16,748	\$0
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$1,676	\$0	\$0	\$1,676	\$98,324
C20-109	Corp Yard Plans Specs Estimate	\$400,000	\$0	\$0	\$0	\$0	\$400,000
C22-040C	Mariposa SR2S Phase4	\$0	\$0	\$0	\$0	\$0	\$0
Construction in Progress		\$674,653	\$22,330	\$549	\$4,846	\$27,176	\$659,040
C22-010	Water Main Replacements	\$50,000	\$0	\$0	\$18,577	\$18,577	\$31,423
C22-011	Water Valve Replacements	\$75,000	\$0	\$3,518	\$85,748	\$85,748	(\$10,748)
C22-012	Water Service Connections	\$825,000	\$0	\$88,043	\$970,995	\$970,995	(\$145,995)
C22-013	Water Meter Replacements	\$100,000	\$0	\$1,246	\$22,011	\$22,011	\$77,989
C22-014	Fire Hydrants	\$125,000	\$0	\$1,241	\$120,395	\$120,395	(\$120,395)
Annual Infrastructure		\$1,175,000	\$0	\$94,049	\$1,217,726	\$1,217,726	(\$167,726)
C15-104B	Document Management System	\$244,639	\$95,361	\$400	\$15,705	\$111,066	\$223,573
C22-003	Fleet/Field Operations Equip	\$260,000	\$0	\$0	\$89,957	\$89,957	\$170,043
C22-004	Technology Hardware/Software	\$56,650	\$0	\$0	\$6,549	\$6,549	\$50,101
Fleet and Equipment		\$561,289	\$95,361	\$400	\$112,211	\$207,572	\$443,717
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,979	\$91	\$0	\$0	\$0	\$24,888
C20-105	Walnut Drive	\$105,247	\$15,283	\$0	\$0	\$0	\$101,515
C20-106	Wisconsin Drive	\$301,990	\$42,391	\$0	\$0	\$71	\$259,599
C21-101	Antelope & Rusch Park	\$187,741	\$123,724	\$3,427	\$71	\$24,710	\$63,946
C21-102	Old Auburn Road	\$91,459	\$1,003	\$0	\$0	\$1,026	\$91,459
C21-103	Pratt Ave	\$39,043	\$46,820	\$774	\$36,362	\$430,448	\$2,681
C21-104	Mesa Verde HS	\$118,779	\$49,767	\$65,575	\$80,623	\$681,658	\$38,156
C21-105	Madison Ave & Dewey Dr	\$28,138	\$3,147	\$502	\$933	\$7,653	\$27,205
C22-101	Carriage Drive	\$427,104	\$0	\$8,780	\$109,696	\$546,096	\$317,409
C22-104	Patton Ave Main	\$45,433	\$0	\$8,780	\$0	\$0	\$45,433
C22-105	Reno Ln Main	\$45,000	\$0	\$8,780	\$0	\$0	\$45,000
Water Mains		\$1,442,690	\$282,227	\$96,618	\$227,685	\$1,691,662	\$1,045,067

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 10/2022

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2021	Month to Date	Year to Date	Project to Date	
C21-040	Other City Partnerships	\$52,551	\$0	\$0	\$0	\$0	\$52,551
C21-040A	Greenback Ln Complete Strts	\$0	\$30	\$0	\$16,775	\$16,805	(\$16,775)
C21-040B	Elec. Greenway Bike Trail	\$0	\$1,647	\$0	\$150	\$1,797	(\$150)
C21-040C	MSR2S Phase4	\$0	\$11,007	\$0	\$6,957	\$17,964	(\$6,957)
C21-040E	Bonita Storm Drain	\$0	\$29,254	\$0	\$958	\$30,212	(\$958)
C21-041	Other Misc Infrastructure	\$12,551	\$0	\$0	\$0	\$0	\$12,551
C21-041A	Valve Box Raising	\$0	\$32,407	\$0	\$8,000	\$40,407	(\$8,000)
C21-041B	Greenback Acquisition	\$415,000	\$2,159	\$0	\$298,314	\$300,473	\$114,527
C22-005	Facilities Improvements	\$100,000	\$0	\$9,831	\$28,848	\$28,848	\$71,152
C22-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$0	\$100,000
C22-040D	SACOG 22 AC Overlay P1	\$0	\$0	\$0	\$174	\$174	(\$174)
C22-040E	San Juan Ave Complete Streets	\$0	\$0	\$0	\$0	\$0	\$0
C22-041	Other Misc Infrastructure	\$82,347	\$0	\$0	\$0	\$0	\$82,347
C22-102	Well Site Acquisition	\$0	\$0	\$91,345	\$240,803	\$240,803	(\$240,803)
Miscellaneous Projects		\$762,449	\$76,504	\$101,176	\$600,980	\$677,484	\$159,310
C17-104	Groundwater Well Property Acq	\$640,000	\$370,943	\$0	\$0	\$370,943	\$264,090
C17-104A	Well #7	\$250,000	\$181,377	\$0	\$67,726	\$249,103	\$897
C17-104B	Well #8	\$0	\$251,862	\$0	\$0	\$251,862	(\$251,862)
C20-107	Well Design & Construction	\$1,105,500	\$0	\$18,257	\$299,513	\$299,513	\$805,987
C22-020	Groundwater Well Improvements	\$150,000	\$0	\$0	\$0	\$0	\$150,000
C22-102A	SJUSD Property	\$0	\$0	\$82	\$5,582	\$5,582	(\$5,582)
C22-103	Well #8 Design Construct	\$0	\$0	\$0	\$0	\$0	\$0
Wells		\$2,145,500	\$804,182	\$18,339	\$372,821	\$1,177,003	\$963,530
Grand Totals:		\$6,761,581	\$1,280,604	\$311,131	\$2,536,268	\$4,998,622	\$3,102,939

OCTOBER 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74412	Roy Donald Denney	Customer Refund	\$40.42
74413	Arborelle LP	Customer Refund	\$1,909.76
74414	Jessica K Marty	Customer Refund	\$150.00
74415	Benito P Mendoza	Customer Refund	\$227.00
74416	JEANETTE OR ELLE O JOHNSON	Customer Refund	\$60.28
74417	Void	Void	\$0.00
74418	AM CONSERVATION GROUP INC	Water Conservation-Material/Supplies	\$2,192.41
74419	ANSWERNET	Telephone-Answering Service	\$471.71
74420	AREA RESTROOM SOLUTIONS	Equipment Rental-Field	\$159.76
74421	BART RIEBES AUTO PARTS	Repair-Trucks	\$570.26
74422	CALIFORNIA LANDSCAPE ASSOCIATES INC	Janitorial	\$245.00
74423	CITRUS HEIGHTS COMMUNITY CENTER	Equipment Rental-Office	\$1,636.00
74424	CITRUS HEIGHTS CHAMBER OF COMMERCE	Professional Development	\$25.00
74425	COMMUNITY ELECTRIC	Contract Services-Miscellaneous	\$892.00
74426	CORE AND MAIN LP	Material	\$5,807.61
74427	KERRI OR MICHAEL JAKEL	Customer Refund	\$208.58
74428	CYBEX	Equipment Rental-Office	\$188.60
74429	GOVERNMENT FINANCE OFFICERS ASSOCIATION	Dues & Subscriptions	\$135.00
74430	FERGUSON ENTERPRISES INC 1423	Material	\$2,634.49
74431	HUNT AND SONS INC	Gas & Oil	\$2,285.39
74432	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$5,000.00
74433	MESSENGER PUBLISHING GROUP	Publication Notices	\$225.00
74434	NOWSPEED INC.	Contract Services-Other	\$250.00
74435	REPUBLIC SERVICES #922	Utilities	\$340.09
74436	RIVER CITY FIRE EQUIPMENT	Repair-Equipment/Hardware	\$1,000.52
74437	RIVER CITY STAFFING GROUP	Temporary Labor	\$1,200.00
74438	LES SCHWAB TIRES	Repair-Trucks	\$1,436.53
74439	SIMON AND COMPANY INC	Contract Services-Other	\$1,000.00
74440	SMUD	Utilities	\$55,789.38
74441	SONITROL	Equipment Rental-Office	\$204.08
74442	T MOBILE	Telephone-Wireless	\$804.55
74443	A TEICHERT AND SON INC	Road Base	\$4,338.54
74444	JASON E TUPPER	Professional Development	\$60.00
74445	WIZIX TECHNOLOGY GROUP INC	Equipment Rental-Office	\$14.50
74446	SANDRA A SMITH TRUST	Customer Refund	\$211.19
74447	WILLIS A SCOTT	Customer Refund	\$36.70
74448	DAWN L BOUCHER	Customer Refund	\$44.45
74449	Alexander/Natalia Krasnodemsky	Customer Refund	\$257.72
74450	SHEPHERD FAMILY TRUST	Customer Refund	\$107.81
74451	THOMAS OR DEANA E BIORN	Customer Refund	\$186.49
74452	Gail R Hamilton	Customer Refund	\$35.14
74453	AIA SERVICES, LLC/NDS	Water Conservatin-Material/Supplies	\$54.95
74454	BACKFLOW DISTRIBUTORS INC	Small Tools	\$251.40
74455	EARL BARTELL	Contract Services-Paving/Concrete	\$4,212.00
74456	BITNER NANCY	Toilet Rebate Program	\$91.49
74457	RICHARD BRUTON	Toilet Rebate Program	\$150.00

OCTOBER 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74412	Roy Donald Denney	Customer Refund	\$40.42
74458	BSK ASSOCIATES	Water Analysis	\$1,054.00
74459	CALIFORNIA OFFICE FURNITURE	Material	\$1,253.70
74460	CENTER FOR INTERNET SECURITY INC	Maintenance Agreement-Software	\$120.00
74461	COBEX CONSTRUCTION GROUP	Contract Services-Miscellaneous	\$9,831.00
74462	ROBIN COPE	Health Insurance	\$365.96
74463	CPRS	Bank Fee	\$46.94
74464	SACRAMENTO COUNTY	Utilities	\$2,611.54
74465	EG THREADS	Water Conservation-Material/Supplies	\$1,415.00
74466	EDRIC FLEMING	Toilet Rebate Program	\$50.00
74467	FUTURE FORD	Repair-Trucks	\$500.21
74468	GRAINGER	Small Tools	\$41.75
74469	HARRIS & ASSOCIATES	Contract Services-Engineering	\$143,601.64
74470	SANDRA HORN	Toilet Rebate Program	\$75.00
74471	HUNT AND SONS INC	Gas & Oil	\$189.79
74472	ICONIX WATERWORKS	Material	\$95.09
74473	JDH CORROSION CONSULTANTS INC	Contract Services-Engineering	\$19,300.00
74474	KEI WINDOW CLEANING #12	Janitorial	\$120.00
74475	CHRISINA LEWIS	Contract Services-Water Conservation	\$1,250.00
74476	LOWE'S	Supplies-Field	\$5,192.80
74477	NAVIANT	Maintenance Agreement-Software	\$400.00
74478	PACE SUPPLY CORP	Material	\$46,713.67
74479	PLANNING PARTNERS INC	Contract Services-Wells	\$2,523.50
74480	RIVER CITY STAFFING GROUP	Temporary Labor	\$1,200.00
74481	DEBORAH ROTEN	Toilet Rebate Program	\$75.00
74482	Stonehouse Drilling	Contract Services-Wells	\$132,525.00
74483	CHRISTOPHER STURGIS	Toilet Rebate Program	\$150.00
74484	STATE WATER RESOURCES CONTROL BOARD	Dues & Subscriptions	\$90.00
74485	TEE JANITORIAL & MAINTENANCE	Contract Services-Other	\$2,989.00
74486	A TEICHERT AND SON INC	Road Base	\$2,177.00
74487	ULINE	Supplies-Field	\$1,192.88
74488	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$4,597.50
74489	WEST YOST ASSOCIATES	Contract Services-Engineering	\$6,163.00
74490	WEX BANK	Gas & Oil	\$5,698.75
74491	THERESA WRIGHT	Toilet Rebate Program	\$75.00
74492	SALLY ZUNIGA	Toilet Rebate Program	\$75.00
74493	ROSEMARIE C BEAVERS	Customer Refund	\$135.49
74494	JOSEPHINE RUBIO	Customer Refund	\$118.49
74495	Michelle Knutson	Customer Refund	\$12.28
74496	SERYA DESAI	Customer Refund	\$93.36
74497	JILL ALFANO	Customer Refund	\$71.41
74498	Nelson Rodriguez	Customer Refund	\$405.28
74499	LAKRISHA M ANDERSON	Customer Refund	\$83.69
74500	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Read	\$6,794.25
74501	CDW GOVERNMENT INC	Maintenance/Licensing	\$327.06
74502	COMCAST	Equipment Rental-Office	\$93.45

OCTOBER 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74412	Roy Donald Denney	Customer Refund	\$40.42
74503	CONSOLIDATED	Telephone-Local/Long Dis	\$2,948.70
74504	CORELOGIC INFORMATION SOLUTIONS INC	Dues & Subscriptions	\$218.55
74505	SHARRON OR WILLIAM S CLOW	Customer Refund	\$332.51
74506	CYBEX	Equipment Rental-Office	\$188.60
74507	BRENT GIVENS	Toilet Rebate Program	\$50.00
74508	GRAINGER	Small Tools	\$70.01
74509	HUNT AND SONS INC	Gas & Oil	\$3,423.53
74510	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$5,000.00
74511	J COMM INC	Contract Services-Other	\$14,500.00
74512	J4 SYSTEMS	Contract Services-Other	\$1,680.00
74513	BRITTNEY MOORE	Professional Development	\$165.00
74514	NINJIO LLC	Dues & Subscriptions	\$130.00
74515	NOR CAL PERLITE INC	Supplies-Field	\$2,483.44
74516	PACE SUPPLY CORP	Material	\$21,557.23
74517	PETTY CASH	Petty Cash	\$444.73
74518	QUICK QUACK CAR WASH	Maintenance Agreement-Equipment	\$298.30
74519	RIVER CITY STAFFING GROUP	Temporary Labor	\$1,200.00
74520	REBECCA SCOTT	Professional Development	\$185.00
74521	SONITROL	Equipment Rental-Office	\$204.08
74522	NICHOLAS SPIERS	Repair-Equipment	\$180.00
74523	SPRINKLER SERVICE & SUPPLY INC	Supplies-Field	\$11.03
74524	Stonehouse Drilling	Contract Services-Wells	\$89,975.00
74525	SUPERIOR EQUIPMENT REPAIR	Repair-Trucks	\$1,632.70
74526	TRIEPEI SMITH	Contract Services-Other	\$855.00
74527	ULINE	Supplies-Field	\$70.90
74528	UNI WASTE LLC	Contract Services-Other	\$1,447.50
74529	VALVOLINE INSTANT OIL CHANGE	Repair-Equipment/Hardware	\$297.76
74530	WATERWISE CONSULTING INC	Contract Services-Conservation	\$1,975.00
74531	WOLF CONSULTING	Contract Services-Other	\$1,250.00
74532	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$260.80
74533	LAURA S HARTER	Customer Refund	\$79.24
74534	Robert L/Alice Murray	Customer Refund	\$250.32
74535	FRANK GINGER BRUER	Customer Refund	\$42.10
74536	LUND CONSTRUCTION	Customer Refund	\$2,006.00
74537	JOHN LINDA BAIN	Customer Refund	\$133.22
74538	Matthew L Hutchison	Customer Refund	\$42.57
74539	JANET BARTON	Customer Refund	\$100.00
74540	First Group Investments LLC	Customer Refund	\$472.90
74541	NGC FUND I LLC	Customer Refund	\$92.88
74542	ACWA/JPIA	Workers Comp Insurance	\$92.82
74543	AIRGAS USA, LLC	Supplies-Field	\$123.97
74544	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Read	\$1,991.74
74545	ALL PHASE CONSTRUCTION INC	Contract Services-Engineering	\$188,302.58
74546	BEST BEST AND KRIEGER	Legal & Audit	\$15,702.70
74547	BLUE JAY TRUCKING INC	Contract Services-Other	\$2,200.00

OCTOBER 2022 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74412	Roy Donald Denney	Customer Refund	\$40.42
74548	BSK ASSOCIATES	Water Analysis	\$3,524.00
74549	BURKETTS	Office Expense	\$44.16
74550	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	Dues & Subscriptions	\$70.00
74551	COLANTUONO HIGHSMITH WHATLEY PC	Legal & Audit	\$16,400.50
74552	SACRAMENTO COUNTY UTILITIES	Utilities	\$319.95
74553	CYBEX	Equipment Rental-Office	\$188.60
74554	FAST ACTION PEST CONTROL	Contract Services-Miscellaneous	\$168.00
74555	ICONIX WATERWORKS	Material	\$183.89
74556	DANA MELLADO	Professional Development	\$163.78
74557	MOONLIGHT BPO LLC	Contract Services-Bill Print/Mail	\$1,509.08
74558	RIVER CITY STAFFING GROUP	Temporary Labor	\$990.00
74559	SIMON AND COMPANY INC	Contract Services-Other	\$1,000.00
74560	SONITROL	Equipment Rental-Office	\$204.08
74561	VALVOLINE INSTANT OIL CHANGE	Repair-Equipment/Hardware	\$228.54
74562	VERIZON WIRELESS	Telephone-Wireless	\$390.40
74563	WALKER'S OFFICE SUPPLIES	Office Expense	\$337.90
74564	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$11,136.25
74565	BARRY L WILLIAMS	Toilet Rebate Program	\$50.00
Total			<u>\$900,613.82</u>
ACH	ADP 616031233	Contract Services-Financial	\$327.45
ACH	ADP 617016624	Contract Services-Financial	\$407.25
ACH	BOW SEPTEMBER 2022	Bank Fee	\$1,406.37
ACH	CAL CHOICE NOVEMBER 2022	Health Insurance	\$46,334.81
ACH	CHASE SEPTEMBER 2022	Bank Fee	\$5,549.44
ACH	IC1168-2022-9	Bank Fee	\$6,597.20
ACH	ICMA 10/13/2022 PAYDAY	Deferred Compensation	\$9,083.89
ACH	JP MORGAN SEPT 2022	See October Agenda Item CC-9	\$9,869.28
ACH	PERS 9/1/2022 PAYDAY	PERS	\$22,504.97
ACH	PERS 9/15/2022 PAYDAY	PERS	\$22,504.97
ACH	PERS 9/29/2022 PAYDAY	PERS	\$22,504.97
ACH	PRINCIPAL NOVEMBER 2022	Health Insurance	\$8,965.53
ACH	VALIC 10/27/22 PAYDAY	Deferred Compensation	\$2,007.61
ACH	VALIC 10/13/22 PAYDAY	Deferred Compensation	\$2,007.61
ACH	MID AMERICA 10/11-10/17/22	Employee Paid Insurance	\$322.00
Total			<u>\$160,393.35</u>
Grand Total			<u><u>\$1,061,007.17</u></u>

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

Name	Professional Development	General Supplies	District Events & Recognition	Dues & Subscription	Telecom/N etwork	Equipment Maintenance	Tools & Equipment	Gas & Oil	Total Bill
Shockley	\$ 5,149.48	\$ 696.10	\$ 715.72	\$ 202.87		\$ 46.16			\$ 6,810.33
Abaya		\$ 53.44		\$ 1,864.25	\$ 725.49	\$ 113.55	\$ 14.74		\$ 2,771.47
Preciado			\$ 114.40						\$ 114.40
Moore	\$ 765.00		\$ 511.03						\$ 1,276.03
Park-Kim				\$ 125.00					\$ 125.00
Straus			\$ 99.25						\$ 99.25
Scott			\$ 79.15						\$ 79.15
Spiers			\$ 63.95			\$ 4,852.58			\$ 4,916.53
Pieri			\$ 74.00					\$ 18.00	\$ 92.00
Nunes		\$ 16.43							\$ 16.43
Total Bill	\$ 5,914.48	\$ 765.97	\$ 1,657.50	\$ 2,192.12	\$ 725.49	\$ 5,012.29	\$ 14.74	\$ 18.00	\$ 16,300.59

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : November 6, 2022
 PREPARED BY : Brittney Moore, Administrative Services Manager

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

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Bryan Abaya	Yes		Assisted with assembling the Howl-o-Ween float.
Dana Mellado			Completed billing process while away at conference.
Brittney Moore	Yes	Assisted District employee in coordinating complex transactions with CHWD's benefit providers.	Kept all administrative work program items on track despite temporary staffing vacancies in the department.
Lea Park-Kim	Yes		Assisted with assembling/disassembling the Howl-o-Ween float.
Beth Shockley		Assisted Board member with travel plans for conference with a quick turnaround.	
Desiree Smith	Yes	Attended Howl o Ween community event.	

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	Assisted with the employee recruitment for the Engineering	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
		Department.	
Timothy Katkanov	Yes		
Neil Tamagni		Worked after hours on 10/25/22 for a shut down for a private development project.	

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Buford			10/18 – Worked a flex schedule (night work) to accommodate customers at Rite-Aid on Sunrise Blvd.
Andrew Callister	Yes		10/7 – Assisted in an emergency repair of a damaged service line on Sunrise Blvd.
Aaron Cater			10/7 – Assisted in an emergency repair of a damaged service line on Sunrise Blvd. Participated in the City’s Howl-O-Ween Parade.
Brady Chambers		10/6 – Customer on Enright Drive sent correspondence stating his appreciation for Brady’s hard work. 10/12 – Citrus Heights resident stated she spoke to Brady regarding a water leak on her property. Brady informed the resident that she was not within CHWD’s service area and tried to contact Cal-American Water for her. The resident was extremely impressed with Brady’s “above & beyond” effort and professionalism.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tim Cutler	Yes		
Kelly Drake	Yes		Coordinated and completed a meter retrofit project at a housing development in advance of a meter reading pilot project.
Jarrett Flink	Yes		10/7 – Assisted in an emergency repair of a damaged service line on Sunrise Blvd.
Brandon Goad	Yes		10/18 – Worked a flex schedule (night work) to accommodate customers at Rite-Aid on Sunrise Blvd. Participated in the City’s Howl-O-Ween Parade as the Les Leaky mascot.
Brian Hensley	Yes		
Ricky Kelly			Participated in the City’s Howl-O-Ween Parade.
Mike Mariedth	Yes		
Chris Nichols	Yes		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Jace Nunes	Yes		<p>Wrote fun plant descriptions for the new Garden webpage and worked with a consultant to complete the web page design.</p> <p>Presented at the October Board Meeting.</p> <p>Helped staff a District booth at the City's Harvest Festival.</p> <p>Assisted with assembling/ disassembling the Howl-o-Ween float.</p>
Ryon Ridner			<p>10/18 – Worked a flex schedule (night work) to accommodate customers at Rite-Aid on Sunrise Blvd.</p>
John Spinella		<p>10/4 – Customer on Olive Tree Way stated that John did a great job turning off his water during an emergency leak. Customer expressed extreme gratitude for the help.</p>	

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

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : November 9, 2022
 PREPARED BY : Brittney Moore, 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 21, 2022					
December 21, 2022		Task Order Agreement with JDH	Pieri	CC	A
December 21, 2022		Task Order Agreement with West Yost Associates	Pieri	CC	A
December 21, 2022		Task Order Agreement with HR Consultant	Moore/Urrutia	CC	A
December 21, 2022		Oath of Office	Moore	B	A
December 21, 2022		Investment Services Agreement	Straus	B	A
December 21, 2022	Annual	Selection of President and Vice President	Straus	B	A
December 21, 2022	Annual	District Officers	Moore	B	A
December 21, 2022	Annual	Committee Assignments	Moore	B	A
December 21, 2022	Annual	Financing Corp Officer Selection	Moore	B	A
January 18, 2023					
January 18, 2023		CIP Update	Pieri	P	I/D
January 18, 2023		Strategic Plan Update/ 2023 Strategic Plan Preview	Moore	SS	I/D
February 15, 2023					
February 15, 2023	Annual	Investment of District Funds	Finance Staff	CC	A
March 15, 2023					
April 19, 2023					
April 19, 2023		2023 Strategic Plan Update	Moore	CC	I/D
May 17, 2023					
May 17, 2023		Annual Financial Report	Finance Staff	CC	I/D
May 17, 2023	Annual	Poster Contest Presentation	Scott/Nunes	P	I/D
June 21, 2023					
June 21, 2023	Annual	Status of Finance Corporation	Finance Staff	B	A
June 21, 2023	Annual	Sacramento/Placer Counties Tax Assessment	Finance Staff	CC	A
June 21, 2023	Annual	Conflict of Interest	Moore	B	A
JULY - SUMMER RECESS					
August 16, 2023					
August 16, 2023		2024 Strategic Plan Approval	Moore	CC	A
August 16, 2023		Budget Rate Model Workshop	Finance Staff	P	I/D

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : November 1, 2022
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

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

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project - Pipeline Condition Assessment	Engineering	Director of Engineering and Project Manager	Yes, updates as necessary	Yes	Pipeline Condition Assessment	Phase 2 of Segment 1 Transmission Main condition assessment kick-off occurred on 11/01/22.
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.	Pre-Architectural Alternatives Analysis underway.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Walnut Drive Water Service Project	Engineering	Project Manager and Assistant Engineer	No	Yes	2021 design, 2022 construction.	4 of 5 easements acquired. Plans are 100% complete. Anticipate construction to be completed by Operations in Fall 2022.
CAPITAL IMPROVEMENT PROJECT - Mesa Verde High School Water Main Project	Engineering	Project Manager and Assistant Engineer	Yes, 04/20/22 (Award of Contract)	Yes	2021 design, 2022 construction.	Easement from SJUSD recorded and filed. Construction 100% complete. Project closeout underway.
CAPITAL IMPROVEMENT PROJECT - Carriage Dr, Mesa Verde High School to Pratt	Engineering	Project Manager and Assistant Engineer	Yes, 04/20/22 (Award of Contract)	Yes	2021 design, 2022 construction.	Construction 100% complete. Project closeout underway.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Pratt Avenue Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 12/15/21 (Award of Contract)	Yes	2021 design, 2022 construction.	Construction 100% Complete. Project closeout underway. Notice of Completion being executed.
CAPITAL IMPROVEMENT PROJECT - Madison Ave & Dewey Dr Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 09/28/22 (Award of Contract)	Yes	2022 design, 2022 construction.	Easement received. District to record once project is constructed. Award of Contract occurred at the 09/28/22 Board Meeting. Construction started on 10/31/22.
CAPITAL IMPROVEMENT PROJECT - 7515 Greenback Lane Building Demolition	Engineering	Project Manager and Assistant Engineer	Yes	Yes	2022 design, 2022 construction.	Preparing demolition plans. All utilities abandoned.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Mitchell Village - 7925 Arcadia Dr	Engineering	Director of Engineering and Senior Construction Inspector	Yes, 03/30/20, 04/15/20 (Deferment of Fees)	No	200-300 unit development by Watt Communities.	Project re-started on 07/14/20. Water portion 99% Complete. CHWD sent conditional project acceptance on 01/12/22.
PRIVATE DEVELOPMENT Lawrence Ave Wyatt Ranch	Engineering	Senior Construction Inspector, Director of Engineering and Assistant Engineer	Yes, 01/20/21 (Deferment of Fees)	No	23 lot subdivision.	District signed plans on 12/04/19. Deferment Agreement signed on 02/11/21. All fees paid. Construction 75% Complete. Construction restarted 08/09/21.
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.	All fees paid on 10/18/21. District signed plans on 10/19/21. Construction 50% complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	Plan check fees paid 04/13/21. Plans signed 06/07/22. Awaiting payment of fee balance.
PRIVATE DEVELOPMENT 208 Langley Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 lots. New single family home construction on one lot.	District sent correspondence to property owner on 04/20/20. New will serve letter sent on 10/17/22.
PRIVATE DEVELOPMENT 5425 Sunrise Blvd Sunrise Village Phase 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Partial redevelopment of Sunrise Village.	Plans signed on 07/21/22. Construction 50% complete.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Senior Construction Inspector and Assistant Engineer	No	No	Proposed multi-unit housing complex for low-income and homeless.	All fees paid. Punchlist provided to contractor. Construction 99% complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Livoti Development	Engineering	Senior Construction Inspector and Assistant Engineer	No	No	Six Parcel Subdivision.	All fees paid. Plans signed on 11/09/21. Construction 75% complete.
PRIVATE DEVELOPMENT 7951 Antelope Rd American River Collegiate Academy	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Awaiting payment of fees. Final submittal approved. District awaiting to sign plans.
PRIVATE DEVELOPMENT 8556 Pheasant Ridge Ln Fire Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	Extension of water main, addition of fire hydrant, and fire sprinklers.	All fees paid on 03/11/21. District approved plans on 01/24/22. Awaiting construction.
PRIVATE DEVELOPMENT 6031 Sunrise Vista Dr Apartments	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed apartments.	Received planning level documents on 04/06/21 and District provided comments on 04/13/21.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7078 Auburn Blvd Auburn Heights Townhomes	Engineering	Senior Construction Engineer and Assistant Engineer	No	No	8 Townhomes on undeveloped property.	All fees paid as of 11/22/21. Water construction 95% complete.
PRIVATE DEVELOPMENT 8136 Auburn Blvd Self Service Coin Laundry	Engineering	Director of Engineering and Assistant Engineer	No	No	Redevelopment of existing building to a self-service coin laundry.	Plan check fees paid. Plans signed on 07/19/21. Awaiting construction.
PRIVATE DEVELOPMENT Talbot Way Citrus Place Subdivision	Engineering	Director of Engineering and Assistant Engineer	No	No	8 lot subdivision	Plan check fees paid 6/2022. Plans signed on 6/21/22. Awaiting remaining fees and construction.
PRIVATE DEVELOPMENT 7311 Hickory Ave Single Family Home	Engineering	Director of Engineering and Assistant Engineer	No	No	Customer requesting water service for a recently split lot.	Verify lot is split prior to initiating new water service.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 7830 Macy Plaza Dr CSL Plasma</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Tenant Improvements for a medical office.</p>	<p>Plan check fees paid. Plans signed on 04/13/22. Contractor/owner want to revise plans to upsize service line. Awaiting response.</p>
<p>PRIVATE DEVELOPMENT 7527 Linden Ave Multi-duplex</p>	<p>Engineering</p>	<p>Senior Construction Inspector and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>3 duplex complex.</p>	<p>Revised plans approved on 10/26/22. All fees paid on 10/26/22. Pre-construction meeting occurred on 11/07/22.</p>
<p>PRIVATE DEVELOPMENT 8207 Oak Ave Parcel Split, Annexation & Single Family Home</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>Yes, Inclusion approved by Board on 05/18/22.</p>	<p>No</p>	<p>Parcel Split, Annexation & 2 single family homes.</p>	<p>Plan check fees paid. Annexation/Inclusion fees paid and approved by Board on 05/18/22. Plans signed on 08/02/22. Awaiting payment of fee balance and construction.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Complete Streets Phase 2	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Frontage Improvements and Utility relocation on Auburn Blvd from Rusch Park to north.	District & City finalizing cost estimate to prepare a revised Cost Liability. Awaiting final submittal.
CITY OF CITRUS HEIGHTS PROJECT Arcade-Cripple Creek Trail Project	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Bike Trail.	Plans completed. Awaiting construction. Pre-bid meeting occurred on 05/19/22.
CITY OF CITRUS HEIGHTS PROJECT San Juan Ave (Madison Ave to Spicer) Road Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Road Improvements	City preparing preliminary plans. District and City coordinating Cost Liability.
COUNTY OF SACRAMENTO AC Overlay Project SACOG 2022 Phase 1 to 3	Engineering	Director of Engineering and Assistant Engineer	No	No	County of Sacramento Road Improvements along Greenback Lane from Fair Oaks Blvd. to Hazel Ave.	Received first submittal on 04/20/22. District provided comments on 05/24/22.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
District-wide Easement Project	Engineering	Director of Engineering, Project Manager and Assistant Engineer	(06/16/21) Award of Contract (11/16/22) Anticipated Board Presentation	Yes	Research and review District facility locations and easements for potential additions/revisions.	Phase 1 - 99% complete. Phase 2 - 99% complete. Phase 3 - 99% complete. QA/QC being performed by CHWD Board Presentation anticipated for 11/16/22

CITRUS HEIGHTS WATER DISTRICT

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

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

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Oct	2022 YTD		Oct	2022 YTD
Backflow Maintenance	0	0	C22-010 Water Mainline	0	2
Blow Off Maintenance	0	3	C22-011 Water Valves	1	17
Hydrant Maintenance	79	517	C22-012 Water Services	30	325
Leak Investigation	0	0	C22-013 Water Meters	3	91
Mainline Repair/Maintenance	0	3	C22-014 Fire Hydrants	2	12
Meter Box Maintenance	7	33	C22-103 Pot Hole Main	0	1
Meter Register Replacement	30	391	TOTAL	36	448
Meter Repair/Test/Maintenance	1	123	Water Quality		
Pot Hole Work	0	2	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 90 samples were collected with no positive results.</i>		
Water Service Repair/Locate	1	7			
Valve, Mainline Maintenance	130	967			
Valve Box Maintenance	0	7			
TOTAL	248	2,053			

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

SUBJECT : 2022 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : November 3, 2022
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 : Rebecca Scott, Director of Operations

OBJECTIVE:

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

Month	2013	2017	2018	2019	2020	2021	2022				Year-to-Date Comparison to 2013	
	Total Water Monthly						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
	acre feet						acre feet					
Jan	602.52	506.81	531.38	520.86	519.03	575.54	332.65	196.08	528.73	528.73	-73.79	-12.2%
Feb	606.36	443.99	525.73	447.48	589.8	485.17	323.56	281.61	605.17	1,133.90	-74.98	-6.2%
Mar	819.55	546.60	540.78	516.87	654.31	601.02	479.25	295.49	774.74	1,908.64	-119.79	-5.9%
Apr	1,029.73	575.52	646.09	682.90	767.24	1,001.96	610.48	153.35	763.83	2,672.47	-385.69	-12.6%
May	1,603.43	1,138.72	1,072.27	977.41	1,168.99	1,277.33	1,032.29	100.77	1,133.06	3,805.53	-856.06	-18.4%
Jun	1,816.73	1,412.94	1,387.03	1,328.07	1,475.82	1,541.32	1,288.62	0.00	1,288.62	5,094.15	-1,384.17	-21.4%
Jul	2,059.21	1,650.76	1,737.13	1,582.40	1,682.83	1,643.73	823.41	713.28	1,536.69	6,630.84	-1,906.69	-22.3%
Aug	1,924.28	1,570.80	1,583.78	1,603.36	1,660.59	1,538.76	949.19	511.96	1,461.15	8,091.99	-2,369.82	-22.7%
Sep	1,509.82	1,441.76	1,330.19	1,297.12	1,381.14	1,333.29	610.20	618.29	1,228.49	9,320.48	-2,651.15	-22.1%
Oct	1,297.42	1,128.97	1,061.88	1,083.17	1,185.00	972.09	448.00	617.99	1,065.99	10,386.47	-2,882.58	-21.7%
Nov	911.55	631.55	807.7	839.06	779.34	576.37						
Dec	700.94	574.43	558.97	548.17	620.34	536.97						
Total	14,881.54	11,622.85	11,782.93	11,426.87	12,484.43	12,083.55	6,897.65	3,488.82	10,386.47	10,386.47		
% of Total							66.41%	33.59%				

CITRUS HEIGHTS WATER DISTRICT

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

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

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of November 1, 2022, storage in Folsom Lake (Lake) was at 286,797 acre-feet, 29 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 57,437 acre-feet in the past month. This reduction in the lake level is managed by the US Bureau of Reclamation in anticipation of the upcoming winter season and associated snow melt.

The District's total water use during October 2022 (1,065.99 acre-feet) was 18 percent below that of October 2013 (1,297.42 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 16, 2022 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
STATUS : Information Item
REPORT DATE : November 6, 2022
PREPARED BY : Jace Nunes, Management Analyst
Rebecca Scott, Director of Operations

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

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of October 2022 included:
 - Three High Efficiency Toilet (HET) rebates were processed in October.
 - Four High Efficiency Clothes Washer (HECW) rebates were processed in October.
 - There were three smart irrigation controllers installed for customers in October.
- Three Pressure Reducing Valve (PRV) rebates were issued in October.
- Twenty-Four reports of water waste were received in October. Staff continues reaching out to customers concerning water waste violations and leak notifications.
- The District holds bi-monthly safety meetings. The October safety meetings covered Preventing Back Injuries, Eye Safety, and Unsafe Risk Taker.
- Recordings for the District's last two WaterSmart classes for 2022 have been uploaded to YouTube. After a month on YouTube, the classes have reached a combined 83 views. WaterSmart classes from 2021 to present are archived on CHWD's website and on YouTube, where they can be viewed any time. Staff is currently finalizing the 2023 WaterSmart class lineup which includes the following topics: greywater reuse, hydrozoning, spring time vegetable gardening, drip irrigation, and soil conditioning.
- CHWD has three garden plots at the Sylvan Ranch Community Garden featuring water efficient landscaping. CHWD is working with a customer-based volunteer "Garden Corps," who maintains the plots by removing weeds and checking the irrigation system and controller timers. The dedicated webpage for the garden, chwd.org/garden, is now live. The website allows viewers to see detailed information about each plant in the District's plots, and create a customized plant list for their own residence.

- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD for 2022:

Month	R-GPCD	R-GPCD	% CHANGE
	2021	2022	
January	84	75	-10%
February	78	85	+8%
March	88	111	+26%
April	135	113	-17%
May	169	162	- 4.2%
June	172	190	+10%
July	230	219	-4.5%
August	187	209	+11.4%
September	178	156	-9%
October	118	130*	+10%

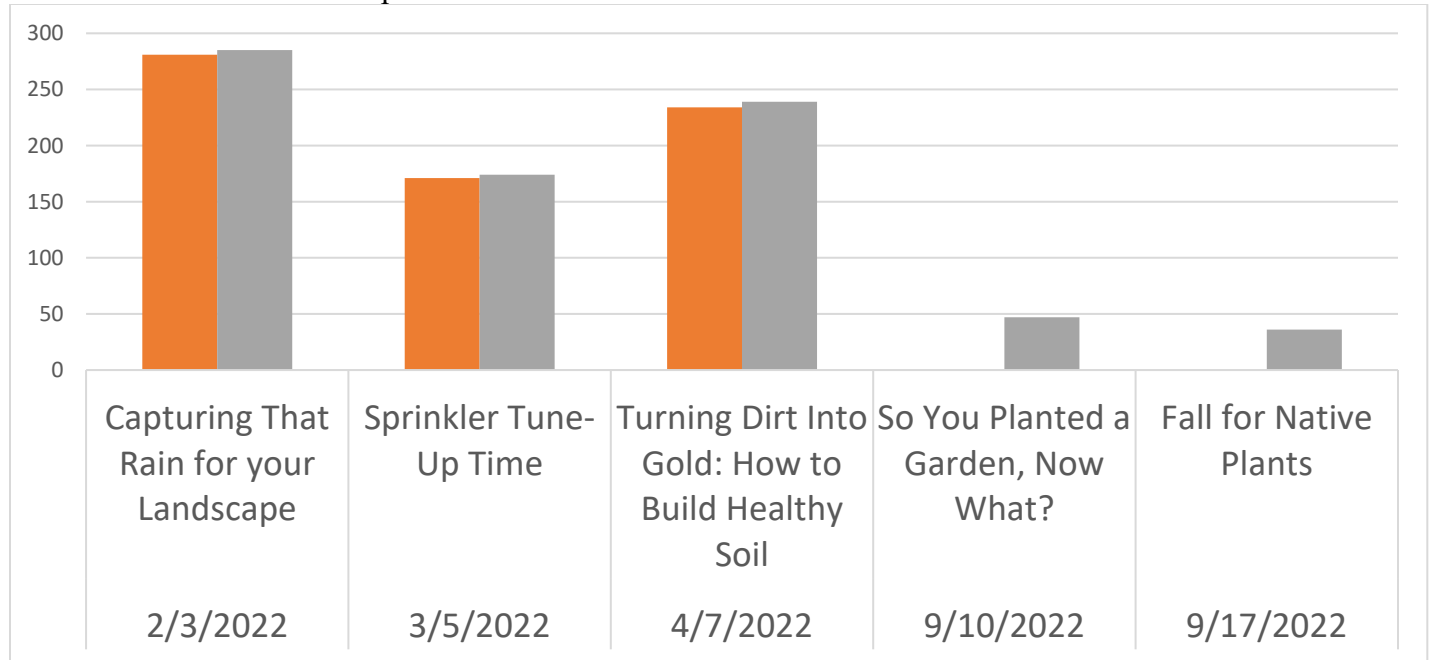
**Preliminary number as of the report date*

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

Work Orders	Oct 2022	Oct 2021
CHANGE TOUCH-READ TO RADIO READ	3	1
CONVERT TO RADIO-READ METER	36	1
METER BOX MAINTENANCE	6	3
METER REPAIR	2	0
METER REPLACEMENT	0	0
METER TESTING	0	0
REGISTER REPLACEMENT	25	30
RADIO-READ REGISTER REPLACEMENT	2	18
INSTALL METER	0	20
TOTAL	74	73

Service Requests	Oct 2022	Oct 2021
CONSERVATION REQUEST	24	31
CHECK FOR LEAK	1	2
UNABLE TO OBTAIN METER READ	35	52
TRIM SHRUBS	2	19
METER BURIED	30	34
METER MAINT.	20	33
LOCKED GATE	1	3
RE-READ METER	37	35
READ METER	0	4
METER BOX MAINT.	3	3
MOVE-IN/MOVE-OUT	18	18
CAR OVER METER	17	9
TOTAL	231	267

WaterSmart Class Viewership



Orange bar = Viewership, October 5, 2022
Gray bar = Viewership, November 6, 2022

CITRUS HEIGHTS WATER DISTRICT

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

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

STATUS : Action Item

REPORT DATE : November 6, 2022

PREPARED BY : Brittney Moore, Administrative Services Manager
Joshua Nelson, Assistant General Counsel

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees. AB 361 will sunset by its own provisions on January 1, 2024.

On October 20, 2021 CHWD Board of Directors adopted Resolution 07-2021 to permit future hybrid remote public meetings by the Board of Directors consistent with the requirements of AB 361. CHWD Board of Directors voted 3-0 to extend Resolution 07-2021 at its November 17, 2021, December 15, 2021, January 19, 2022, and March 16, 2022 Regular Meetings, and at the February 22, 2022 Special Meeting. The Board approved additional extensions of Resolution 07-2021 at its April 20, 2022, May 18, 2022, June 15, 2022, August 17, 2022, September 28, 2022, and October 19, 2022 Regular Meetings.

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

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

RECOMMENDATION:

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

ATTACHMENT:

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

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 07-2021

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

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

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

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

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

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

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

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

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

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

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

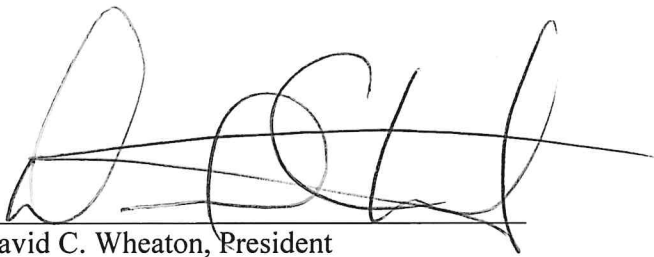
Section 2. Remote Teleconference Meetings: Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state and local officials in Sacramento County have recommended measures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

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

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

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

AYES:
NOES:
ABSENT:
ABSTAINED:



David C. Wheaton, President

ATTEST:



Brittney Moore, Deputy Board Clerk

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE DISTRICT POLICY UPDATES
 STATUS : Action Item
 REPORT DATE : October 31, 2022
 PREPARED BY : Rebecca Scott, Director of Operations
 Brittney Moore, Administrative Services Manager
 Joshua Nelson, Assistant General Counsel
 Teresa L. Highsmith, Special Counsel, Labor and Employment

OBJECTIVE:

Consider approving updates to the Citrus Heights Water District's (CHWD or District) Operations Policies (5000 Series), Human Resources Policies (4000 series), and Fiscal Management Policies (6000 series).

BACKGROUND AND ANALYSIS:

The District's 2019 Strategic Plan established an objective to promote organizational effectiveness to enhance service levels to customers and staff. That objective included a goal to review and update the District's entire policy manual. The Board of Directors approved a substantial overhaul of the District's Human Resources Policies (4000 series) in August 2019; Fiscal Management Policies (6000 series) in June 2020; Accounts Receivables Policies (7000 series) in October 2021; and Board and Officer Policies (2000 series) and Board Meeting Policies (3000 series) in November 2021. As a continued long-term team effort, staff and Counsel have reviewed and updated the full Operations policy series, along with updates to two Human Resources policies and one Fiscal Management policy as noted below. The proposed revisions reflect language clean-up and incorporate best practices. General Counsel and CHWD's Employment Practices Special Counsel have reviewed the updates to ensure any applicable changes to law were incorporated into the proposed updates.

The attached red-lined revisions/updates include the following:

Operations Policies (5000 series):

Most of the Operations (5000s) Policies were written or last amended in the late 1990s/early 2000s. Therefore, staff recommends the following updates, which are largely clean-up edits:

- Public Information (No. 5000): Staff's recommended changes to this policy include updating the title to "Communications & Public Engagement," along with adding a reference to an Administrative Procedure containing additional information. Staff also proposes moving this policy to the 1000 series.
- Mutual Aid; Participation in Joint Agency Projects; Vehicle & Equipment Maintenance (Nos. 5110, 5120, & 5800): Staff proposes minor clarifying edits.
- Newsletter; Master Plan; Capital Improvement Plan; Consulting – Professional Services Selection; & Liability Claims (Nos. 5010, 5040, 5050, 5400 & 5600): Staff recommends deleting these policies. The Newsletter and Liability Claims policies should be housed in the Administrative Procedures as responses to liability claims are largely controlled by state law. In addition, staff's

authority for settling claims is already covered in the purchasing policy. The Master Plan and Capital Improvement Plan policies will be re-written as part of the Water Service Policies (8000 series) update. The Consulting – Professional Services Selection policy is duplicative of Policy 6500, which was recently updated.

- Emergency Operations Plan (No. 5100): This policy was amended in 2019 with the adoption of the District’s Emergency Operations Plan. Therefore, staff recommends leaving the policy as is.
- Confined Space Entry Program (No. 5130): Staff proposes adding a reference to California Division of Occupational Safety and Health (Cal/OSHA) and making the policy language more generic as the program details are included in the District’s Confined Space Entry Program housed in the District’s Injury & Illness Prevention Program manuals.
- Urban Water Management Plan (No. 5200): Staff proposes updating the referenced California Government Code and some additional clarifying edits and deletions.
- Records Retention & Destruction (No. 5700): Staff proposes leaving the policy as is (policy amended in April 2022), but moving the policy to the General Policies (1000 series).
- Disposal of Surplus Property (No. 5750): Staff proposes the addition of clarifying language regarding the provision of surplus property to District employees. Practically, this would largely be related to obsolete IT equipment. Permitting employees to receive this equipment may result in reduced administrative costs of disposal.
- Recycling of Materials (No. 5760): Staff proposes some language clean up regarding materials recycling revenue and the way that waste oil will be recycled.
- Water Quality Monitoring (No. 5900): Staff recommends updating the regulatory body which governs the District’s water quality monitoring, and additional language clean-up.
- Fire Hydrant Operation and Maintenance (No. 5930): Staff recommends updating the District’s reference for maintaining hydrants (American Water Works Association) and clarifies that private fire hydrants must be maintained by the property owner.

The Engineering Department is currently working with a consultant to update the Water Service Policies (8000 series). Staff proposes that the Maintenance of Water Meters; Relocation of Water Meters; and Easements policies (Nos. 5300, 5301, & 5550, respectively), be updated as part of that project.

Human Resources Policies (4000 series):

The Human Resources Policy updates are summarized below. The policy revisions include clarification to reflect existing law; and updated language to reflect “best practices.”

- Overtime Pay (No. 4112): Special Labor Counsel proposes some language addition regarding the de minimis rule when recording an employee’s hours worked for purposes of compensation. This is consistent with the Federal Labor Standards Act (FLSA) “rounding up” and “rounding down” of time worked. Minutes 1-7 can be rounded down and 8 or above can be rounded up.
- Standby Duty (No. 4120): CHWD’s Employment Practices Special Counsel proposes additional language to clarify that standby employees are eligible for overtime pay when responding after-hours either by telephone or in person. Staff also updated the policy to reflect current shift times for standby employees.

Fiscal Management Policies (6000 series):

Staff proposes an administrative correction for Policy 6500: Purchasing and Procurement. While reviewing/researching policies for 2022 updates, it was noticed that Policy 6500 needs to be corrected. On September 18, 2019, the Board approved revisions to the policy, authorizing the General Manager’s

purchasing levels and authority for Real Property up to \$20,000. On March 16, 2022, additional Fiscal Management Policies were updated, and under 6500.20, the purchasing levels and authority for Real Property was reverted to \$10,000 in error. Staff consulted with General Counsel and determined the June 2020 vote superseded the 2019 vote, and language in 6500.20 authorizing the General Manager's Real Property Purchasing Authority should be brought back to the Board for a vote to increase dollar thresholds again.

RECOMMENDATIONS:

1. Approve updates to the District's Operations Policies (5000 Series)
2. Approve updates to the District's Human Resources Policies 4112 and 4120
3. Approve updates to the District Policy 6500: Purchasing and Procurement

ATTACHMENTS:

1. Red-lined Version of Operations Policies (5000 Series) with New Edits
2. Red-lined Version of Human Resources Policies (4000 Series) with New Edits
3. Clean Copy of Edited Operations Policies (5000 Series)
4. Clean Copy of Edited Human Resources Policies (4000 Series)
5. Red-Lined Version of Policy 6500: Purchasing and Procurement
6. Clean Copy of Policy 6500: Purchasing and Procurement

ACTION:

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

ATTACHMENT 1

Red-lined Version of Operations Policies (5000 Series) with New Edits

~~CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL~~

~~POLICY TYPE : OPERATIONS
POLICY TITLE : PUBLIC INFORMATION
POLICY NUMBER : 5000
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED :
AUTHORITY :~~

~~5000.00 PUBLIC INFORMATION~~

~~The Citrus Heights Water District supports the dissemination of public information as a means of informing the public about the District's mission, services and operations; and as a means of promoting greater awareness of water issues that may be of interest to District customers.~~

~~5000.01 Public Information Definition~~

~~For the purposes of this policy, public information shall be defined as any District programs, techniques or communications intended to disseminate information to the public at large. Public information may include, but is not limited to, the following types of items: Board of Directors agendas; notices of public meetings; news releases; letters to the editor; interviews with media representatives, newsletters; brochures, new resident information packets, notices mailed with customer bills, and presentations made to public and civic organizations.~~

~~5000.02 Media Contacts~~

~~The General Manager or his/her designee and/or the President of the Board of Directors or his/her designee shall handle all contacts with the media. Employees shall channel any and all media requests through the General Manager or his/her designee for approval before granting interviews or disseminating information.~~

~~5000.03 Dissemination of Information~~

~~The Board of Directors and/or the General Manager or his/her designee shall disseminate information on all matters pertaining to the District permitted by law directly to individuals, or indirectly to the community through direct mailings, news releases, advertisements, posting of public notices, etc.~~

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

~~POLICY TYPE : OPERATIONS~~
~~POLICY TITLE : NEWSLETTER~~
~~POLICY NUMBER : 5010~~
~~DATE ADOPTED : MARCH 18, 1997~~
~~DATE AMENDED :~~
~~AUTHORITY :~~

~~5010.00 : NEWSLETTER~~

~~Citrus Heights Water District considers the development of public involvement, knowledge and confidence an essential part of fulfilling its responsibility to its customers. Citrus Heights Water District accepts the challenge to instill confidence in drinking water, the image of the water-supply community and the District. Keeping consumers involved and informed about water issues is a multi-faceted process that may occur in many forms. The District keeps the public apprised of topics relevant to the drinking water profession by producing Waterline, a semi-annual newsletter.~~

~~5010.10 : Distribution~~

~~The Waterline newsletter will be produced at District expense and distributed to every postal address within the District twice a year in the months of May and November. Distribution shall take place after voting has occurred in election years. The publication will include activities and programs sponsored by the District and all topics relating to system and operational status, conservation, and issues related to the safety of drinking water.~~

~~5010.20 : Professional Services~~

~~A public relations consultant may be retained at the discretion of the Board of Directors consistent with the Consultant Selection Policy 5400.~~

~~Newsletter printing and folding shall typically be performed under contract by an independent contractor subject to the competitive bid process.~~

~~CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL~~

~~POLICY TYPE : OPERATIONS
POLICY TITLE : MASTER PLAN
POLICY NUMBER : 5040
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED :
AUTHORITY :~~

~~5040.00 MASTER PLAN~~

~~The Citrus Heights Water District shall develop and implement a Master Plan document to support the mission of the District. The purpose of the Master Plan is to provide a sound basis for establishing goals and making decisions concerning current and future District operations.~~

~~5040.01 Contents of the Plan~~

~~Elements covered with the Master Plan may include, but are not limited to, areas such as water supply, finances, capital improvements, environmental impacts, and organizational issues pertinent to the mission of the District. Any elements that will serve to support future planning and decision making may be incorporated as part of the Master Plan.~~

~~5040.02 Preparation of the Plan~~

~~The Master Plan shall be prepared under the direction of the General Manager and presented to the Board of Directors for review and consideration. A consultant may be retained at the discretion of the Board to assist in the preparation of the Plan. Selection of a consultant will be performed in compliance with Consultant Selection Policy 5400.~~

~~5040.03 Adoption of the Plan~~

~~The Master Plan and revisions or amendments thereto shall be adopted by Resolution of the Board of Directors after conducting a duly noticed public hearing to receive comments on the Plan.~~

~~5040.04 Review and Amendment of the Plan~~

~~The Master Plan shall be reviewed every five years following its initial adoption, or more often as necessary.~~

~~5040.05 Administration of the Plan~~

~~The Board of Directors retains the authority to consider and separately modify, approve or deny all matters contained in the Plan.~~

~~CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL~~

~~POLICY TYPE : OPERATIONS
POLICY TITLE : CAPITAL IMPROVEMENT PLAN
POLICY NUMBER : 5050
DATE ADOPTED : JANUARY 2, 1996
DATE AMENDED : SEPTEMBER 15, 1998
AUTHORITY :~~

~~5050.00 CAPITAL IMPROVEMENT PLAN~~

~~A Capital Improvement Plan shall be prepared, implemented, and maintained to be used as a planning tool to assist the District in construction and replacement of capital facilities required to provide water service to current and future customers.~~

~~5050.01 Contents of the Plan~~

~~The Capital Improvement Plan shall identify and quantify potential capital improvement projects including but not limited to the following:~~

- ~~☐ New Transmission Main Construction~~
- ~~☐ New Distribution Main Construction~~
- ~~☐ Water Meter Retrofits~~
- ~~☐ Transmission Main Replacement*~~
- ~~☐ Transmission Main Rehabilitation~~
- ~~☐ Distribution Main Replacement*~~
- ~~☐ Fire Hydrant Replacement*~~
- ~~☐ Water Production Facilities~~
- ~~☐ Water Treatment Facilities~~
- ~~☐ Water Storage Facilities~~
- ~~☐ Miscellaneous Projects~~

~~(*) see Section 5050.05~~

~~5050.02 Preparation of Plan~~

~~The Capital Improvement Plan shall be prepared under the direction of the General Manager and presented to the Board of Directors for review and consideration.~~

~~5050.03 Adoption of the Plan~~

~~The Capital Improvement Plan and revisions or amendments thereto shall be adopted by Resolution of the Board of Directors after conducting a duly noticed public hearing to receive comments on the Plan.~~

~~5050.04 Review and Amendment of the Plan~~

~~The Capital Improvement Plan shall be reviewed annually or more often as necessary. Adoption of a revised or amended Plan shall typically be performed in September of each year prior to establishing a schedule of Connection Fees for the following year.~~

~~5050.05 — Administration of the Plan~~

~~The Board of Directors retains the authority to consider and separately approve all capital improvement projects contained in the Plan except for those, as noted with an asterisk (*) in Section 5050.01, associated with replacement of existing District water transmission facilities having a diameter of 12 inches or less, replacement of existing District water distribution facilities having a diameter of 10 inches or less and replacement of existing fire hydrants.~~

~~The Board of Directors hereby delegates the selection and scheduling of facilities for replacement to the General Manager subject to adequate funding being available.~~

~~Estimated construction or replacement dates contained in the Capital Improvement Plan are planning estimates only and shall not be considered as a commitment to construct or replace said facilities.~~

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : MUTUAL AID
POLICY NUMBER : 5110
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY _____: California Emergency Services Act (Government Code, Chapter 7 of Division 1 of Title 2)

Standardized Emergency Management System (SEMS) Regulations
(California Code of Regulations, Chapter 1 of Division 2 of Title 19)

5110.00 MUTUAL AID

The Citrus Heights Water District supports the sharing of resources with other public agencies during emergencies such as fires, floods, storms, earthquakes or other conditions where response is likely to be beyond the resources of a single agency.- The District will provide mutual assistance in accordance with the California Emergency Services Act and any mutual aid agreements to which the District may be a signatory.

5110.01 Mutual Aid Agreements

The District ~~shall~~may enter into mutual aid agreements with and among other public agencies when such agreements will be beneficial for specifying the conditions under which aid is rendered or accepted and the conditions for reimbursement for equipment, supplies and personnel made available on an emergency basis. Execution of mutual aid agreements shall be authorized by the Board of Directors.

5110.02 Requests for Mutual Aid by the District

Requests for mutual aid by the District will be made during an emergency upon the authorization of the General Manager; or, in the absence of the General Manager, by the Incident Commander of the District's Emergency Operations Center.

5110.03 Requests for Mutual Aid from the District

Requests for mutual aid from the District during an emergency will be reviewed and approved by the General Manager; or, in the absence of the General Manager, by the Incident Commander of the District's Emergency Operations Center. District resources for mutual aid shall be extended only when it is determined that those resources will not be needed by the District for its own emergency response duties.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : PARTICIPATION IN JOINT PROJECTS WITH OTHER AGENCIES
POLICY NUMBER : 5120
DATE ADOPTED : FEBRUARY 18, 1997
DATE AMENDED : ~~OCTOBER 6~~NOVEMBER 16, 19982022
AMENDMENTS : (1) OCTOBER 6, 1998

5120.00 PARTICIPATION IN JOINT PROJECTS WITH OTHER AGENCIES

The District supports participation in joint projects with other public and/or private entities when, in the judgment of the District, such participation will serve the best interest of the District and its customers. -The District shall enter into joint projects only by formal written agreement and only after addressing the areas outlined in this Policy to fully examine the costs, benefits and both the short-and long-term impact upon the District.

5120.01 Cost/Benefit Analysis

A cost/benefit analysis shall be performed on any proposed joint project to determine the full range of project benefits to be derived by the District and its customers, and the potential costs to the District and other participants, prior to negotiating an agreement for a joint project.

5120.02 Capital Outlay

The full extent of any proposed capital outlays, including any ancillary costs and contingencies, construction engineering/management and financing costs, how such costs will be allocated among the project participants and how such costs will be controlled shall be determined and documented as part of a formal written agreement among the joint project participants, prior to beginning work on the joint project.

5120.03 Operating Costs

The full extent of any proposed operating costs, including startup costs and ongoing operation and maintenance expenses, shall be estimated. -The responsibilities of the participants for payment of costs, how accountability for those responsibilities will be assured, and how costs will be controlled, shall be determined and documented as part of a formal written agreement among the joint project participants, prior to beginning work on the joint project.

5120.04 Risk Management

The manner in which risks and liabilities during the construction and/or operation of the joint project will be assigned and managed, and how the District will be protected against such risks and liabilities, shall be determined and documented as part of a formal written agreement among the joint project participants, prior to beginning work on the joint project.

5120.05 Ownership of Facilities

If the joint project includes the construction of facilities and/or the acquisition of equipment or property, the ownership of those facilities, including whether or not the District will receive equity ownership in either physical facilities or project capacity and whether or not any such equity ownership will be transferrable, shall be determined and documented as part of a formal written agreement among the joint project participants, prior to beginning work on the joint project.

5120.06 Change in Proposed Project Conditions

If, at any time prior to executing a final project agreement, there are any material changes in the conditions of the joint project, any previously prepared analyses or reviews shall be revised or repeated if necessary in order to ensure an accurate representation of current project conditions. Changes that may warrant revision or re-analysis include, but are not limited to: changes in the number or composition of project participants; changes in project cost estimates or cost-sharing formulae; changes in project scope; or changes in proposed joint project agreement itself. The agreement shall specify the manner in which any proposed material changes in project scope, participation, project costs or cost sharing among participants will be addressed by the participants after the agreement has been executed.

5120.07 Waiver of Joint Project Procedure

The General Manager and/or Board of Directors may waive the requirements of this joint project participation procedure in part or in whole if, in their opinion ~~of the Board~~, the scope or nature of the project is such that the joint project participation procedure is not warranted due to the dollar value or nature of the project being considered.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : CONFINED SPACE ENTRY PROGRAM
POLICY NUMBER : 5130
DATE ADOPTED : JANUARY 7, 1997
DATE AMENDED : NOVEMBER 16, 2022
AMENDMENTS :

5130.00 CONFINED SPACE ENTRY PROGRAM

District Management recognizes the dangers associated with entry into a confined space as defined by the State of California Department of Industrial Relations Cal/OSHA California Code of Regulations Title 8 Regulations (Regulations). The District will follow the Regulations found within Subchapter 7* “General Industry Safety Orders,” Group 16* “Control of Hazardous Substances” and Article 108* “Confined Spaces,” including, but not limited to, maintaining a Confined Space Entry Program and providing training to staff.

(*Numbers and titles are current as of the amended date above)

~~The District will implement, and cause to remain in effect, a Confined Space Entry Program. The District will conduct initial and on-the-job confined space entry safety training as well as First Aid and Cardiopulmonary Resuscitation certification training for all employees designated as confined space workers. Refresher training will be conducted at least annually with periodic exercises scheduled during the calendar year.~~

~~This Policy prescribes minimum standards for preventing employee exposure to confined space hazards as required by the California Administrative Code, General Safety Orders, Title 8, Article 108, dated August 4, 1995.~~

~~District Management recognizes the dangers associated with entry into a confined space as defined by the California Administrative Code. Employees are required to share that concern by practicing safe working habits for their own benefit as well as that of their fellow employees. District policy and federal law requires that employees be provided places of employment from recognized safety hazards and with proper tools and equipment necessary to accomplish their work assignment in as safe a manner as possible.~~

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : URBAN WATER MANAGEMENT PLAN
POLICY NUMBER : 5200
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY ~~_____~~ : California Urban Water Management Planning Act, Water Code section 10610, et seq. California Urban Water Management Planning Act of 1983 (AB797);
~~_____ California Water Code, Division 6, Part 2.6, Sections 10610-10656~~

5200.00 URBAN WATER MANAGEMENT PLAN

The Citrus Heights Water District shall prepare/update and adopt an Urban Water Management Plan (UWMP or Plan) ~~and update it at least every five years~~ pursuant to the regulations set forth by the aforementioned authorities. -The UWMPPlan shall be adopted by resolution of the Board of Directors following a noticed public hearing ~~for review of the Plan.~~ - The UWMPPlan shall be filed with the California Department of Water Resources, and a. ~~A~~ copy of the Plan shall be kept on file in the District offices for public inspection and review.

~~The Urban Water Management Plan provides a planning guideline for managing the District's water resources. The responsibility of the District for managing its operations and water resources may not be relegated strictly to the Plan; and the Board shall actively manage District policy as new information and decision-making criteria become available.~~

5200.01 Preparation, Review and Amendment of the Plan

The ~~Urban Water Management Plan~~UWMP shall be prepared/updated under the direction of the General Manager or designee. - The Plan shall be reviewed every five years or more often as necessary to ensure the effectiveness of the procedures outlined therein.

5200.02 Implementation of the ~~Plan~~UWMP

~~The UWMP is a planning guideline for managing the District's long-term water resources, and does not legally obligate the District to a specific course of action. The Urban Water Management Plan~~UWMP guidelines shall be implemented as needed under the direction of the General Manager or designee. ~~Primary day to day responsibility for implementing and maintaining the Plan is delegated to the Special Programs Coordinator.~~

~~CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL~~

~~POLICY TYPE : OPERATIONS
POLICY TITLE : CONSULTANT / PROFESSIONAL SERVICES SELECTION
POLICY NUMBER : 5400
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED :~~

~~5400.00 CONSULTANT / PROFESSIONAL SERVICES SELECTION~~

~~The procurement of consulting and professional services for the Citrus Heights Water District shall be on the basis of documented competence and qualifications for the types of services to be performed and at a fair, competitive and reasonable price.~~

~~5400.01 Consulting and Professional Services – Definition~~

~~For the purposes of this policy, the term consulting and professional services shall be used to mean any specialized services performed by firms or persons who are qualified, by education, experience, licenses or certification in a particular field. Types of services may include, but are not limited to: engineering; architectural; financial; public relations; legal; and human resources. Examples of work product output are: Reports; studies; plans; specifications; legal opinions; written or graphic materials for publication; etc.~~

~~5400.02 Selection Process~~

~~Consulting and professional services shall be selected for use by the District based on a competitive proposal process. Recommended award for the service shall be based on documented competence and qualifications for the types of services to be performed and at a fair, competitive and reasonable price, and not based solely on the lowest cost proposal submitted. The competitive proposal process may be waived in cases where a consulting firm has satisfactorily performed the previous stage of a project (e.g., a pre-design), has acquired extensive background and working knowledge of the work to be performed, or is a highly recognized authority in the field or area of work to be performed.~~

~~5400.03 Procurement~~

~~The procurement and/or contracting of consulting and professional services shall be performed in compliance with the District's Policy No. 6500, Purchasing and Procurement.~~

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : EASEMENTS
POLICY NUMBER : 5550
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : (1) SEPTEMBER 18, 2019; ~~(2) NOVEMBER 16, 2022~~
AUTHORITY :

5550.00 EASEMENTS

Water distribution and transmission facilities to be owned and maintained by Citrus Heights Water District shall be located in easements granted to and for the exclusive use of the District unless otherwise located within District-owned property, road rights-of-way or public utility easements (PUE) dedicated to ~~the a~~ County or City.

5550.01 Granting of Easement

Facilities requiring easements shall be identified by the District Engineer or designee in the project planning stages. -A Grant of Easement document on the District's form shall be prepared by the project engineer and submitted for review prior to or concurrent with approval of the water distribution system plan. The signed Grant of Easement will be retained by the District subject to verification that the constructed facilities are contained within the described easement. Upon verification, the signed Grant of Easement shall be recorded at the County recorder's office.

District easements shall be for the sole and exclusive use of the District.

5550.02 Acceptance of Easement

Acceptance by the District of any interest in an easement granted to the District shall be via a certificate of Acceptance by the General Manager or designee who is given approval authority by the Board of Directors as stated in Resolution No. 08-2018 (Accept Interests in Real Property on behalf of the District).

5550.03 Abandonment or Quitclaim of Easement

In the event it is determined by the District that it has no current or future interest in a District easement, said easement may be abandoned by execution of a Quitclaim Deed on behalf of the District. -Abandonment of a District easement shall be by adoption of a Resolution by the Board of Directors and execution of a Quitclaim Deed by the Board President.

5550.04 Easement Encroachment_____

_____The District, by virtue of its ownership of water transmission and distribution facilities in _____ public utility easements (PUE) and District easements, has the

right to unimpeded access—to its facilities for construction, reconstruction, operations, and maintenances purposes.—The District has the right to expect that no structure or obstruction be placed within the—easement in such a location as to hinder the District’s access to its easement and/or—facility.- In the event that an obstruction must be removed in order for the District’s—employees to gain access to District facilities within an easement, the District shall not be—obligated to replace or relocate said obstruction. -Furthermore, the District reserves the—right to seek reimbursement from the responsible property owner for costs associated —with District removal of said obstruction.

5550.05 Recording of Easements and Quitclaim Documents

Upon acceptance of an easement granted to the District, said document shall be —forwarded by the District to the [appropriate](#) County Recorder’s Office for recording. -The original —recorded District easement document shall be returned to and retained by the District.

Upon approval and execution of a Quitclaim Deed on behalf of the District, said —document shall be forwarded by the District to the [appropriate](#) County Recorder’s Office for —recording. -Upon District return receipt of the recorded Quitclaim Deed, the District shall —retain a copy for its files and forward the original to the party to whom the easement was—quitclaimed.

5550.06 Storage of Easements and Quitclaim Deeds

The original recorded District Easement documents and copies of the Quitclaim Deeds —shall be stored per the District’s Records Retention Schedule Policy No. 5700A. Copies of the documents may —also be attached or included with any applicable project construction documentation. [An electronic record of District easements and quitclaim deeds shall also be maintained by the Engineering Division.](#)

5550.07 Mapping of Easements and Quitclaim Deeds

A general District map shall be prepared and maintained showing the location of District easements. [Primary day-to-day responsibility for maintaining this map is delegated to the Director of Engineering or designee.](#)

5550.08 ~~Easement Database~~

~~The District’s assessor’s parcel information database shall denote the existence and —recording data for District easements on a parcel by parcel basis.~~

~~CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL~~

~~POLICY TYPE : OPERATIONS
POLICY TITLE : LIABILITY CLAIMS
POLICY NUMBER : 5600
DATE ADOPTED : NOVEMBER 6, 2001
DATE AMENDED :
AUTHORITY : CALIFORNIA GOVERNMENT CODE SECTION 910 ET SEQ.~~

~~5600.00 LIABILITY CLAIMS HANDLING~~

~~All liability claims made against the District shall be investigated and settled fairly and expeditiously where legal liability is determined. Decisions regarding the disposition of a claim shall be based on the merits of the claim.~~

~~5600.01 Claims Reporting~~

~~All incidents involving damage to property not owned by the District, or injury to non-employees of the District, shall be reported promptly to the General Manager or Assistant General Manager. All claims made against the District, regardless of their legal sufficiency or timeliness, shall be reported promptly to the General Manager or Assistant General Manager. The General Manager or Assistant General Manager or their designees shall report the claim to the District's liability insurance carrier in accordance with claims reporting procedures set forth by the insurance carrier.~~

~~5600.02 Investigation of Claims~~

~~Investigation of claims or potential claims against the District shall be performed under the direction of the General Manager or Assistant General Manager. All District employees, upon becoming aware of a claim or potential claim, shall contact the General Manager or Assistant General Manager as quickly as possible; and shall gather and preserve evidence regarding the claim as quickly as possible. Evidence can include, but is not limited to: photographs; videotape recordings; written reports about the incident; drawings; notes; diagrams; and witness information including names, addresses, telephone numbers, and statements made, if any.~~

~~5600.03 Contact with Claimants~~

~~Information concerning a claim or potential claim shall be provided only to appropriate District employees, District legal counsel, the District's liability insurance carrier and law enforcement investigators. District employees shall not make statements to a potential claimant regarding the District's liability in an incident. In cases where the claim has been referred to the District's liability insurance carrier, calls or inquiries from the claimant should be referred to a designated representative of the liability insurance carrier.~~

~~5600.10~~ SUBMISSION OF LIABILITY CLAIMS

~~Before the District may act upon a claim, the claimant must present a written claim to the District. Claims may be submitted on a claim form provided by the District, or any other written document from the claimant that adequately describes the claim as set forth in the California Government Code § 910 and § 910.2.~~

~~5600.11~~ Timeliness

~~Claims for personal injury or damage to personal property must be presented to the District within six (6) months of the cause of action unless otherwise provided by law.~~

~~5600.12~~ Rejection of Sufficient and Timely Claims

~~The District can only legally reject those claims that are timely and sufficiently presented. It shall be the policy of the District to reject claims in writing whenever possible. A claim that is not rejected in writing within 45 days of presentation to the District shall be deemed rejected by operation of law on the 45th day. If the claim is rejected in writing, the claimant has six months in which to file suit. If the claim is allowed to be rejected as a matter of law, the claimant has two years in which to file suit.~~

~~5600.13~~ Insufficient Claims

~~If a claim does not comply with the sufficiency requirements as set forth in the California Government Code, the District shall notify the claimant in writing within 20 days of the presentation that the claim is insufficient and set forth the deficiency.~~

~~5600.14~~ Late Claims

~~Claims filed late shall be rejected specifically because they are late unless accompanied by an application for leave to file a late claim as set forth in Section 5600.15 of this Policy. Late claims shall not be considered or rejected on their merits. Such claims shall be returned to the claimant; and the District shall, in writing, inform the claimant that the claim is being returned without action because it was not presented within the time required by law.~~

~~5600.15~~ Application to Present a Late Claim

~~Late claims may only be considered if accompanied by an application for leave to file a late claim. Said application must be presented within one year of the accrual of the cause of action, must have a written claim form attached, or any other written document from the claimant that adequately describes the claim as set forth in the California Government Code § 910 and § 910.2, and must set forth the reason for the delay in filing the claim. The District shall consider such applications that meet these requirements, and may either approve the application and consider the claim on its merits, or deny the application to present a late claim.~~

~~The District shall inform the claimant in writing of the District's denial of application to present a late claim. The written denial must advise the claimant of the amount of time~~

~~allowed under the California Government Code for challenging the denial in court.~~

~~5600.20~~ CONSIDERATION AND DISPOSITION OF LIABILITY CLAIMS

~~Claims presented to the District in a sufficient and timely manner shall be considered by the District, and either accepted or rejected on their merits.~~

~~5600.21~~ Review of Claims by Board of Directors

~~Except as otherwise specified in this Policy, liability claims against the District shall be presented to the Board of Directors for consideration. The Board of Directors shall be presented with a copy of the written claim and any supporting documentation or information necessary to make a decision on the disposition of the claim.~~

~~5600.22~~ Review and Settlement of Claims of \$500 or Less

~~The General Manager is authorized to review and settle liability claims for damages not exceeding five hundred dollars (\$500.00) in value, provided that the claim meets the legal sufficiency and timeliness requirements and that the claim is for property damage only and does not have any apparent potential for a related bodily injury claim. Claims that are settled by the General Manager without review by the Board of Directors shall be reported in writing at the next regular meeting of the Board of Directors following settlement of the claim.~~

~~5600.23~~ Release Forms

~~The District shall require the claimant to provide a signed release form as a condition of settlement for all claims exceeding five hundred dollars (\$500.00) in value. The District shall also require the claimant to provide a signed release form for any claim involving bodily injury, or occurrences with the potential for a bodily injury claim. In claims of five hundred dollars (\$500.00) or less in value, the District may, at the discretion of the General Manager, not require the claimant to provide a signed release form in cases where such a requirement may cause a cooperative claimant to reconsider the proposed settlement and/or consult an attorney.~~

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

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

5750.00 DISPOSAL OF SURPLUS PROPERTY

Real or personal District property that is surplus to the needs of the District shall be sold by public bid.

5750.01 Disposal of Real Property

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

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

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

5750.02 Disposal of Personal Property

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

Personal property with an estimated value of \$4,000 or less shall be disposed as surplus with the authorization of the General Manager. Personal property with an estimated value of greater than \$4,000 shall be disposed as surplus with the authorization of the Board of Directors. Surplus personal property may be consigned to a public auction service to meet the public bidding requirement.

5750.03 Revenue from Disposal of Surplus Property

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

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : RECYCLING OF MATERIALS
POLICY NUMBER : 5760
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY :

5760.00 RECYCLING OF MATERIALS

The Citrus Heights Water District recognizes the benefits of recycling to the environment and the community.- The District supports the recycling and reuse of renewable materials used in the course of business and operations at the District. -Whenever possible and practical, the District shall seek to recycle the waste, used or scrap materials that it produces. -Although the District will seek to redeem these materials for their scrap or salvage value, the primary goal is to recycle the greatest amount of materials possible and to reduce the volume of materials entering the waste stream,~~even if it does not produce direct revenues for the District.~~

5760.01 Recycling of ~~Used~~ Water Works Materials

To the extent possible and practical, the District will recycle the metal products from its used or scrap water works materials. -These ~~may~~ include, but are not limited to, metals such as iron, brass, and copper that are typically found in many of the ~~water works components~~appurtenances that are periodically replaced by the District. ~~Revenues received from the sale of these materials to recycling vendors shall be deposited in the District's Operating Reserves account.~~

5760.02 Recycling of Office Materials

To the extent possible and practical, the District will recycle the waste products resulting from its office and corporation yard activities.~~These typically include, such as, but not limited to~~, paper, cardboard and aluminum. ~~Revenues received from the sale of these materials to recycling vendors shall be deposited in the District's Operating Reserves account.~~

5760.03 Recycling of Waste Oil

To the extent possible and practical, the District will recycle waste oil produced from the operation of District equipment. ~~Waste oils, as a class of hazardous material, must be disposed of by a registered oil recycler who is called for removal of these materials on an as-needed basis.~~ -All waste oil will be stored, handled and recycled or disposed of in compliance with California Health and Safety Code, Cal-/OSHA and all other applicable regulations.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : VEHICLE AND EQUIPMENT MAINTENANCE
POLICY NUMBER : 5800
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY :

5800.00 VEHICLE AND EQUIPMENT MAINTENANCE

A Vehicle and Equipment Maintenance Program shall be prepared, implemented, and maintained to ensure that the District's mechanical resources are readily functional and reliable for operation. The routine execution of vehicle maintenance is considered essential to the proper operation, safety, and performance of District vehicles. -Inspection of vehicles and equipment shall be performed at weekly intervals, or more often as prescribed.- Inspections shall be documented ~~in writing~~ and deficiencies noted.- Periodic maintenance shall be scheduled based upon the vehicle or equipment manufacturer's recommendations.

5800.01 Implementation of the Program

Scheduling of inspections, maintenance, and repairs for vehicles and equipment shall be the day-to-day responsibility of the General Manager or designee~~Water Quality Superintendent for groundwater production facilities and the Maintenance and Construction Superintendent for all vehicles and other equipment.~~

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : WATER QUALITY MONITORING
POLICY NUMBER : 5900
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY : US ENVIRONMENTAL PROTECTION AGENCY (EPA)
SAFE DRINKING WATER ACT
~~CALIFORNIA DEPT OF HEALTH SERVICES (DOHS) OFFICE OF
DRINKING WATER, DOMESTIC WATER QUALITY &
MONITORING REGULATIONS CHAPTER 15, TITLE 22~~DIVISION
OF DRINKING WATER CHAPTER 15 OF TITLE 22 WATER
REGULATIONS

5900.00 WATER QUALITY MONITORING

~~Water quality control begins through proper water resource development and management. The Water Quality Monitoring of both supply and distribution is a major objective of the District. The District shall maintain its supply and distribution facilities effectively and efficiently as reasonably expected giving emphasis to delivering a safe and quality drinking water to its customers. The District's Mission is, in part, to provide a dependable supply of safe, quality water.~~

~~A Water Quality Monitoring Plan shall be prepared and adopted by Resolution of the Board of Directors. The Plan shall be filed with the State of California Department of Health Services (DOHS) Office of Drinking Water. Copies of the Plan shall be maintained at the District's Administrative Office, Emergency Operations Center (EOC), and other locations as determined by the General Manager. The District shall conduct water quality sampling pursuant to the requirements of the State of California Division of Drinking Water and US EPA water quality monitoring schedules.~~

5900.01 Contents of the Plan ~~Monitoring Requirements~~

The Federal Safe Drinking Water Act and the State of California Title 22 Water Regulations~~The Water Quality Monitoring Plan shall~~ identify and outline the monitoring requirements mandated by law and the District's resulting compliance ~~plan~~, including, but not limited to, the following:

- a. Water sampling requirements and criteria
- b. Bacteriological Site Sampling Plan
- c. Data collection, recording, record keeping, and reporting requirements
- d. Drinking Water Source Assessments~~Sanitary survey~~ - specific to groundwater well fields
- e. Operator Educational Training and Certification
- f. Chemical treatment
- ~~g. Safe Drinking Water Act Laws supportive to the plan~~

5900.02 Preparation, Review, and Amendment of the Plan

The Water Quality Monitoring Plan shall be prepared under the direction of the General Manager. -The Plan shall be reviewed every two years or more often as necessary to ensure the accuracy of the information and effectiveness of the procedures outlined therein.

5900.03 Implementation of the Plan

The Water Quality Monitoring Plan shall be implemented under the direction of the General Manager or designee. ~~Primary day-to-day responsibility for implementing and maintaining the Plan is delegated to the Water Quality Superintendent.~~

5900.04 Exception to the Plan

Monitoring of the District's supply of surface water upstream from the points of delivery to the Citrus Heights Water District's transmission and distribution piping system is the responsibility of San Juan Water District.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : FIRE HYDRANT OPERATION AND MAINTENANCE
POLICY NUMBER : 5930
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY :

5930.00 FIRE HYDRANT OPERATION AND MAINTENANCE

The purpose of this Policy is to ensure regular and consistent execution of the preventive maintenance, inspection, and testing of hydrants throughout the distribution system. The hydrant maintenance program shall be conducted in accordance with the American Water Works Association (AWWA) Manual M17 Fire Hydrants: Installation, Field Testing, and Maintenance. A Fire Hydrant Operation and Maintenance Program shall be prepared, implemented and maintained to be used as a tool to assist the District in maintaining its fire hydrants in a sound and reliable operating condition. In order to support this policy, each public fire hydrant in the District system shall be inspected and periodic maintenance performed a minimum of once every two years.

5930.01 Public Fire Hydrants

Public fire hydrants shall generally be defined as those fire hydrants located immediately adjacent to a public street or right-of-way or within a public utility easement, or easement granted to Citrus Heights Water District. Said public fire hydrants shall typically be in unsecured locations and immediately accessible for public fire protection purposes by the fire protection agency.

5930.02 Private Fire Hydrants

Private fire hydrants shall generally be defined as those fire hydrants not defined in Section 5930.01 above. Maintenance of private fire hydrants ~~may be performed by the District at the request and expense~~ is the responsibility of the property owner.

5930.03 Contents of the Program

The Fire Hydrant Operation and Maintenance Program shall identify and outline the steps for operating and maintaining the public fire hydrants, including, but not limited to, the following:

- a. Frequency of periodic inspection and maintenance checks
- b. Maintenance items to be performed
- c. Procedures for inspecting and testing fire hydrants
- d. Procedures for placing inoperable or damaged fire hydrants out of service and facilitation of restoration of service
- e. Methodology (routing and sequence) for performing bi-annual maintenance

- f. Minimum access clearances to be maintained around fire hydrants
- g. Steps needed to protect hydrants from damage
- h. Records to be maintained, including installation, inspection, and repair reports
- i. Specifications on each type of hydrant in the District's system, including assembly diagrams and parts lists
- j. Coordination with Water Distribution System Flushing Program
- k. Coordination with the fire protection agency having jurisdiction

5930.04 Preparation, Review and Amendment of the Program

The Fire Hydrant Operation and Maintenance Program shall be prepared under the direction of the General Manager or designee. -The Program shall be reviewed every two years or more often as necessary to ensure the accuracy of the information and effectiveness of the procedures outlined therein. -Revision or amendment of the Program shall typically be performed before beginning a new ~~two-year~~ inspection, testing and maintenance cycle.

5930.05 Implementation of the Program

The ~~Maintenance and Construction Superintendent~~Water Distribution Supervisor~~General Manager or designee~~ is responsible for implementing and maintaining the Program, ~~under the direction of the General Manager or Director of Operations.~~

ATTACHMENT 2

Red-lined Version of Human Resources Policies
(4000 Series) with New Edits

4112.00 OVERTIME PAY

District overtime pay policy will conform to the requirements of applicable law including the federal Fair Labor Standards Act. All “non-exempt” employees will be paid at one and one-half (1.50) times their regular hourly rate of pay for hours worked in excess of forty (40) hours in a regular work week and at (2.00) times for hours worked in excess of twelve (12) hours in a day . A regular work week is defined as a seven-calendar-day period commencing at 12:00 a.m. each Monday and ending at 11:59 p.m. the following Sunday. Pay for non-exempt employees’ work in excess of forty-eight (48) hours in a regular work week will be at two (2.00) times their regular hourly rate of pay. The District retains discretion to “flex” an employee’s working hours within a single seven-day work period to reduce potential overtime costs.

Leave hours shall not be counted as hours worked for the purpose of qualifying for overtime pay except in circumstances where the employee works hours that require returning to work in an emergency situation, after being off duty on discretionary leave and where the emergency work hours are not a continuation of a regular work shift. Under these circumstances, when discretionary leave hours have been scheduled in advance (i.e. vacation or CTO) and are interrupted by an emergency call back, the leave hours within that work period may be counted as hours worked for the purpose of qualifying for overtime pay.

Employees are required to accurately report all hours worked, including overtime, on their timecards. Unauthorized or unreported overtime work is strictly prohibited. Employees may be subject to discipline for violations of this overtime policy. ~~Only actual hours worked shall be considered as hours worked for purposes of calculating overtime pay. No overtime shall be recorded or reported for less than 8 minutes of work.~~

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At a non-exempt employee’s option, compensatory time-off (CTO) in lieu of overtime payments may be granted subject to a maximum CTO accrual (see Policy 4303).

4112.02 _____ Holiday Overtime Pay

All non-exempt employees will be paid at two (2.00) times their regular hourly rate of pay for hours worked on the day of the District observed holiday. For a list of designated District holidays (see Policy 4350).

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4112.03 _____ Paid Leave Following Extended Work Shifts

In consideration of the safety and well-being of District employees, any employees, at the discretion of the General Manager’s approval, may be granted authorized Leave-with-Pay on the work day that immediately follows a work shift that prevented the employee from having at least eight (8) non-working hours. The purpose of this provision is to ensure that District employees are not required to work when they are overly fatigued from working an overnight or extended shift and that employees are allowed non-working time off to rest without being required to use their Annual Leave, Compensatory Time-Off (CTO) or take Leave-without-Pay.

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Upon returning to work after the prescribed eight (8) non-working hours, the employee may be granted a maximum Leave-with-Pay based upon the time difference to the nearest one-

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quarter hour between their typical work shift starting time and their actual return to work time. In the event that the employee works beyond their typical work shift ending time, the maximum Leave-with-Pay will be reduced by the time worked beyond the typical work shift ending time.

4112.04 _____ Exempt Employees

Exempt positions are those ineligible for overtime compensation according to applicable law. Such positions will be so designated in the applicable job description and/or Employment Agreement.

4112.50 _____ Overtime Recruitment

Scheduled overtime or non-emergency response overtime work shall not be performed without the express prior approval of the General Manager. In unusual circumstances

where the General Manager is unreachable, the highest ranking on-duty supervisor may approve such scheduled non-emergency overtime work. Emergencies requiring immediate response do not require prior approval. The procedure for staffing scheduled, non-emergency overtime shall be determined by the General Manager in an appropriate Administrative Procedure.

In an emergency situation (as determined by the General Manager), the General Manager retains the discretion to assign overtime (whether as a hold-over or call-back response) to the first available employees who possess the skill set necessary to address the emergency issue.

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4120.00

STANDBY DUTY

4120.01 Assignment and Rotation of Standby Duty

Regular employees with water distribution system operating experience and certification as a California State Water Distribution System Operator are eligible for water distribution system Standby Duty. Said water distribution system operating employees within the job classes of Expert/Specialist and Journey/Professional shall perform Standby Duty on a rotating basis subject to recommendation by the Director of Operations or designee and approval by the General Manager. In recommending/approving an employee for Standby Duty, the following items shall be required:

1. Knowledge of the operation and maintenance of the District's water distribution and transmission system.
2. Knowledge of District geography.
3. Knowledge of District policies and procedures.
4. Response time to the District property / service area.
 - a. Employees assigned to Standby Duty must reside within twenty (20) miles of the District headquarters while performing Standby Duty.

The rotation schedule of employees eligible for Standby Duty shall be maintained and prepared on a bi-monthly basis at the direction of the General Manager. Assigned employees are responsible for their weekly duty as assigned, however, a substitute employee(s) from the ranks of those eligible is permitted, with the approval of the Director of Operations or designee, so long as there is no inconvenience to other employees or the District. The employee who was originally assigned to standby duty is ultimately responsible for their assigned week. ~~if someone backs out of holding their call.~~

Standby Duty shall begin at 5:00 PM ~~5:30 PM~~ on Tuesday and shall end at 5:00 PM ~~5:30 PM~~ on the following Tuesday. Employees shall not perform Standby Duty for two (2) consecutive weeks unless approved by the Director of Operations or designee.

4120.02 Duties

The duties of the employee assigned to Standby Duty encompass responding, either by telephone or in person, to after-hour reports from customers or others of problems associated with District operations. Significant in this response is personal observation and analysis of failure or damage to the District's water transmission and distribution system. In analyzing the failure or damage, the Standby Duty person shall consider public safety, water quality, personal property, the integrity of the adjacent water distribution

facilities and other related factors in determining the need to assemble additional District personnel to address the situation.

Selection and assembly of additional personnel to address an off-duty call-out situation shall be consistent with the District's Overtime Recruitment requirements.

An employee assigned to Standby Duty shall remain accessible at all times by a combination of an employee provided standard telephone and/or a District provided cellular telephone. The Standby Duty person shall not take part in repair activities if at all possible in order to remain accessible for subsequent responses to after-hour reports.

4120.03 Standby Duty Pay

Employees who are assigned to Standby Duty in a non-working status at their residence during off-duty hours shall be entitled to payment for Standby Duty in addition to their regular compensation and overtime pay as set forth in the "Other Compensation" schedule (see Policy 4101) per each Standby Duty assignment. Daily pay for Standby Duty, as set forth by the Board of Directors, may differentiate between regular work days, Friday, Saturday, Sunday and holidays.

An employee who is assigned to Standby Duty during the time period from 6:30 AM ~~7:00 AM~~ to 5:00 PM ~~5:30 PM~~ on a District observed holiday (see Policy 4350) will be compensated for the day the holiday is observed by receiving District holiday Standby Duty pay (see Policy 4101) and will also receive ten (10) hours added to their Annual Leave accrual upon completion of their Standby Duty assignment.

4120.04 Vehicle and Equipment Use

Employees who are assigned to Standby Duty shall be provided with and use a District vehicle, in accordance with the District's vehicle policy, as designated by the Director of Operations or designee. Said vehicle shall be equipped with the necessary tools and equipment to enable the employee to properly carry out the tasks typically associated with Standby Duty. A check list of the tools and equipment necessary to perform Standby Duty shall be prepared by the Director of Operations or designee. Weekly, prior to occupying said District vehicle, the incoming Standby Duty employee shall confirm that all tools and equipment are secure and present in good working condition. On the last day of a Standby Duty assignment, the outgoing Standby Duty employee shall clean said vehicle inside and out at the beginning of the regular duty shift. Weekly, both the incoming and outgoing standby employees shall fill out the call truck check list for tools and equipment.

The employee may, at his/her own risk and liability, store his/her personal vehicle at the District's corporation yard while using a District vehicle for the performance of Standby Duty. Relocation of a Standby Duty employee's personal vehicle to a location other than the District's corporation yard shall be the responsibility of the employee and shall be done outside of regular working hours without additional compensation.

4120.50 Call-Outs

4120.51 Call-Out Reports

A Call-Out Report must be completed by the Standby Duty employee for all calls received, whether or not it was necessary for the Standby Duty employee to respond in person to a call. The Call-Out Report will be prepared on the District provided form and shall be delivered to an Operations Department supervisor at the beginning of the next regular work day.

All call-outs and overtime worked are to be reviewed by the Director of Operations or designee prior to payment of overtime. The Director of Operations or designee shall prepare a weekly report quantifying Standby Duty Pay and Call-Out Pay. The Director of Operations or designee shall maintain a historical file of Standby Duty and Call-Out Reports together with supporting documentation including, but not limited to, notification reports received from the District's answering service.

4120.60 Call-Out Pay

~~An employee shall receive overtime Call-Out Pay in addition to Standby Duty Pay whenever the employee is unexpectedly required to return to duty because of unanticipated work requirements if notice to return is given to the employee following completion of the employee's normal work shift and departure from the District offices.~~ An employee shall receive overtime Call-Out Pay in addition to Standby Duty Pay for responding, either by telephone or in person, to after-hour reports from customers or others, of problems associated with District operations. No overtime shall be recorded or reported for less than 8 minutes of work, which shall be cumulatively applied for the week if the employee remains on standby duty.

4120.61 Compensation Rate

Call-Out Pay shall be at the appropriate overtime rate of hourly compensation with a one (1) hour minimum per call-out. An employee shall be compensated with Call-Out Pay whether the response is by telephone either telephonic or in-person call-outs.

4120.62 Multiple Call-Outs

Whenever the same employee receives multiple call-outs within the same time period (i.e., before the employee returns to his / her residence from the first call-out), the employee shall not be entitled to additional pay except for time actually worked beyond the first call-out minimum.

4120.63 Travel Allowance

For purposes of determining hourly compensation for call-outs, travel time from the

employee's residence to the reporting station and return to residence shall be included in the minimum pay period. However, travel time does not count as "hours worked" for purposes calculating any applicable overtime. An exception to this would be if the employee would be required to remain on duty until the start of the regularly scheduled shift when return travel time will not be paid.

ATTACHMENT 3

**Clean Copy of Edited Operations Policies
(5000 Series)**

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : EMERGENCY OPERATIONS PLAN
POLICY NUMBER : 5100
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 20, 2019
AUTHORITY : California Emergency Services Act (Government Code, Chapter 7 of
Division 1 of Title 2)

Standardized Emergency Management System (SEMS) Regulations
(California Code of Regulations, Chapter 1 of Division 2 of Title 19)

California Health & Safety Code Section 4029

5100.00 EMERGENCY OPERATIONS PLAN

An Emergency Operations Plan (Plan) to ensure continuity of Citrus Heights Water District (District) services and operations in the event of actual or potential emergency situations shall be implemented and maintained pursuant to the aforementioned authorities. The District shall prepare and adopt a Plan and review and update it as needed to ensure that it remains current and consistent with District and regional operations. Adoption shall be by Resolution of the Board of Directors. The Plan shall set forth the District's emergency response organization, outline the circumstances under which the Emergency Operations Center (EOC) is activated, and provide a strategy and method for emergency management activities. Copies of the Plan shall be maintained at the District's EOC, the District Administrative Office and other locations as determined by the General Manager to facilitate accessibility to the Plan.

5100.01 Preparation, Review and Amendment of the Plan

The Plan shall be prepared under the direction of the General Manager. The Plan shall be reviewed every two years or more often as necessary to ensure the effectiveness of the procedures outlined therein.

5100.02 Implementation of the Plan

The Plan's implementation and primary day-to-day responsibilities shall be under the direction of the General Manager or designee.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : MUTUAL AID
POLICY NUMBER : 5110
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY : California Emergency Services Act (Government Code, Chapter 7 of Division 1 of Title 2)

Standardized Emergency Management System (SEMS) Regulations
(California Code of Regulations, Chapter 1 of Division 2 of Title 19)

5110.00 MUTUAL AID

The Citrus Heights Water District supports the sharing of resources with other public agencies during emergencies such as fires, floods, storms, earthquakes or other conditions where response is likely to be beyond the resources of a single agency. The District will provide mutual assistance in accordance with the California Emergency Services Act and any mutual aid agreements to which the District may be a signatory.

5110.01 Mutual Aid Agreements

The District may enter into mutual aid agreements with and among other public agencies when such agreements will be beneficial for specifying the conditions under which aid is rendered or accepted and the conditions for reimbursement for equipment, supplies and personnel made available on an emergency basis. Execution of mutual aid agreements shall be authorized by the Board of Directors.

5110.02 Requests for Mutual Aid by the District

Requests for mutual aid by the District will be made during an emergency upon the authorization of the General Manager; or, in the absence of the General Manager, by the Incident Commander of the District's Emergency Operations Center.

5110.03 Requests for Mutual Aid from the District

Requests for mutual aid from the District during an emergency will be reviewed and approved by the General Manager; or, in the absence of the General Manager, by the Incident Commander of the District's Emergency Operations Center. District resources for mutual aid shall be extended only when it is determined that those resources will not be needed by the District for its own emergency response duties.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : PARTICIPATION IN JOINT PROJECTS WITH OTHER AGENCIES
POLICY NUMBER : 5120
DATE ADOPTED : FEBRUARY 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AMENDMENTS : (1) OCTOBER 6, 1998

5120.00 PARTICIPATION IN JOINT PROJECTS WITH OTHER AGENCIES

The District supports participation in joint projects with other public and/or private entities when, in the judgment of the District, such participation will serve the best interest of the District and its customers. The District shall enter into joint projects only by formal written agreement and only after addressing the areas outlined in this Policy to fully examine the costs, benefits and both the short-and long-term impact upon the District.

5120.01 Cost/Benefit Analysis

A cost/benefit analysis shall be performed on any proposed joint project to determine the full range of project benefits to be derived by the District and its customers, and the potential costs to the District and other participants, prior to negotiating an agreement for a joint project.

5120.02 Capital Outlay

The full extent of any proposed capital outlays, including any ancillary costs and contingencies, construction engineering/management and financing costs, how such costs will be allocated among the project participants and how such costs will be controlled shall be determined and documented as part of a formal written agreement among the joint project participants, prior to beginning work on the joint project.

5120.03 Operating Costs

The full extent of any proposed operating costs, including startup costs and ongoing operation and maintenance expenses, shall be estimated. The responsibilities of the participants for payment of costs, how accountability for those responsibilities will be assured, and how costs will be controlled, shall be determined and documented as part of a formal written agreement among the joint project participants, prior to beginning work on the joint project.

5120.04 Risk Management

The manner in which risks and liabilities during the construction and/or operation of the joint project will be assigned and managed, and how the District will be protected against

such risks and liabilities, shall be determined and documented as part of a formal written agreement among the joint project participants, prior to beginning work on the joint project.

5120.05 Ownership of Facilities

If the joint project includes the construction of facilities and/or the acquisition of equipment or property, the ownership of those facilities, including whether or not the District will receive equity ownership in either physical facilities or project capacity and whether or not any such equity ownership will be transferrable, shall be determined and documented as part of a formal written agreement among the joint project participants, prior to beginning work on the joint project.

5120.06 Change in Proposed Project Conditions

If, at any time prior to executing a final project agreement, there are any material changes in the conditions of the joint project, any previously prepared analyses or reviews shall be revised or repeated if necessary in order to ensure an accurate representation of current project conditions. Changes that may warrant revision or re-analysis include, but are not limited to: changes in the number or composition of project participants; changes in project cost estimates or cost-sharing formulas; changes in project scope; or changes in proposed joint project agreement itself. The agreement shall specify the manner in which any proposed material changes in project scope, participation, project costs or cost sharing among participants will be addressed by the participants after the agreement has been executed.

5120.07 Waiver of Joint Project Procedure

The General Manager and/or Board of Directors may waive the requirements of this joint project participation procedure in part or in whole if, in their opinion, the scope or nature of the project is such that the joint project participation procedure is not warranted due to the dollar value or nature of the project being considered.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : CONFINED SPACE ENTRY PROGRAM
POLICY NUMBER : 5130
DATE ADOPTED : JANUARY 7, 1997
DATE AMENDED : NOVEMBER 16, 2022
AMENDMENTS :

5130.00 CONFINED SPACE ENTRY PROGRAM

District Management recognizes the dangers associated with entry into a confined space as defined by the State of California Department of Industrial Relations Cal/OSHA California Code of Regulations Title 8 Regulations (Regulations). The District will follow the Regulations found within Subchapter 7* “General Industry Safety Orders,” Group 16* “Control of Hazardous Substances” and Article 108* “Confined Spaces,” including, but not limited to, maintaining a Confined Space Entry Program and providing training to staff.

(*Numbers and titles are current as of the amended date above)

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : URBAN WATER MANAGEMENT PLAN
POLICY NUMBER : 5200
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY : California Urban Water Management Planning Act, Water Code section 10610, et seq.

5200.00 URBAN WATER MANAGEMENT PLAN

The Citrus Heights Water District shall prepare/update and adopt an Urban Water Management Plan (UWMP or Plan) pursuant to the regulations set forth by the aforementioned authorities. The UWMP shall be adopted by resolution of the Board of Directors following a noticed public hearing. The UWMP shall be filed with the California Department of Water Resources, and a copy of the Plan shall be kept on file in the District offices for public review.

5200.01 Preparation, Review and Amendment of the Plan

The UWMP shall be prepared/updated under the direction of the General Manager or designee. The Plan shall be reviewed every five years or more often as necessary to ensure the effectiveness of the procedures outlined therein.

5200.02 Implementation of the UWMP

The UWMP is a planning guideline for managing the District's long-term water resources, and does not legally obligate the District to a specific course of action. The UWMP guidelines shall be implemented as needed under the direction of the General Manager or designee.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES

POLICY TYPE : OPERATIONS
POLICY TITLE : MAINTENANCE OF WATER METERS AND DISTRICT-OWNED
WATER SERVICES
POLICY NUMBER : 5300
DATE ADOPTED : MAY 8, 2007
DATE AMENDED : JUNE 17, 2020
AMENDMENTS :

5300.00 MAINTENANCE OF WATER METERS AND DISTRICT-OWNED
WATER SERVICES

5300.10 Responsibility for Maintenance of Water Meters

Water meters are the property of the District and a part of the District's water distribution system. All maintenance and repair work on water meters and related equipment and facilities shall be performed by the District or its authorized representatives.

5300.15 Responsibility for Maintenance of District-owned Water Services

Water services are the water system components from the water main to the water meter. All water services are considered to be District-owned unless where identified on the District's water facility map. All maintenance and repair work on District-owned water services and related equipment and facilities shall be performed by the District or its authorized representatives.

5300.20 Repairs to Water Meters and District-owned Water Services

The District shall repair or replace water meters and District-owned water services at its sole discretion. When a water meter is determined to be non-operational or is removed for repair, property owners may be billed for water consumption using an estimate based on previous consumption history at the discretion of the Assessor/Collector or his or her designee.

5300.30 Access to Water Meters and District-owned Water Services

Property owners are responsible for maintaining unrestricted and unobstructed access at all times to District water meters and other District equipment and facilities located on their property. Access shall be maintained in a manner that allows the District at all times to read, inspect, maintain, repair or replace the water meter and water system components. Access that is restricted by vegetation, landscaping materials or features, fencing, parking of

vehicles or other obstructions shall be remedied by the property owner at the property owner's sole expense. Any restriction or obstruction not remedied by the property owner within 30 calendar days of written notification from the District may be remedied by the District. The District shall hold the property owner or the owner's legally-authorized representative responsible for any costs incurred by the District in remedying the restriction or obstruction.

Water meters and District-owned water services are generally located within a right-of-way, public utility easement, or dedicated easement to the District. For facilities that are not located within the above and are located on the property owner's private land, each property owner irrevocably licenses the District and its authorized employees and representatives to enter upon the property owner's land at all reasonable times for the purpose of reading, inspecting, testing, checking, repairing, maintaining, or replacing the District's facilities as a condition of receiving water service from the District.

5300.40 Damage to Water Meters and District-owned Water Services

Damage to water meters, District-owned water services and other equipment and facilities such as water meter boxes, valves, water meter setters, or curb stops, shall be repaired or replaced by the District and may be billed to the property owner at the sole discretion of the Assessor/Collector or his or her designee. Property owners shall be notified of damage in writing by the District. Tampering with water meters or other District facilities is a punishable offense under Section 498 of the Penal Code of the State of California.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES

POLICY TYPE : OPERATIONS
POLICY TITLE : RELOCATION OF WATER METERS
POLICY NUMBER : 5310
DATE ADOPTED : MAY 8, 2007
DATE AMENDED :
AMENDMENTS :

5310.00 RELOCATION OF WATER METERS

5310.10 Property Owner Request for Water Meter Relocation

Relocation of a water meter from an existing location to another location shall be permitted at the sole discretion of the District. All property-owner-requested relocations shall require a written authorization and agreement signed by the property owner or the owner's authorized representative which shall include the following items prepared by the District:

- A. A written estimate of the costs for performing the relocation work;
- B. The District's estimated schedule for performing the work; and
- C. A site map showing the proposed relocation.

5310.20 Payment Requirement

The District shall require payment in full of the estimated cost of the relocation work at the time that the property owner's written authorization is submitted.

5310.30 Performance of Water Meter Relocation Work

Work to relocate water meters and related equipment shall be performed only by the District or its authorized representatives.

5310.40 District-Initiated Water Meter Relocation

Relocation of water meters may be performed by the District at the District's expense when it is determined that the relocation is in the best interest of the District.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : EASEMENTS
POLICY NUMBER : 5550
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : (1) SEPTEMBER 18, 2019; (2) NOVEMBER 16, 2022
AUTHORITY :

5550.00 EASEMENTS

Water distribution and transmission facilities to be owned and maintained by Citrus Heights Water District shall be located in easements granted to and for the exclusive use of the District unless otherwise located within District-owned property, road rights-of-way or public utility easements (PUE) dedicated to a County or City.

5550.01 Granting of Easement

Facilities requiring easements shall be identified by the District Engineer or designee in the project planning stages. A Grant of Easement document on the District's form shall be prepared by the project engineer and submitted for review prior to or concurrent with approval of the water distribution system plan. The signed Grant of Easement will be retained by the District subject to verification that the constructed facilities are contained within the described easement. Upon verification, the signed Grant of Easement shall be recorded at the County recorder's office.

District easements shall be for the sole and exclusive use of the District.

5550.02 Acceptance of Easement

Acceptance by the District of any interest in an easement granted to the District shall be via a certificate of Acceptance by the General Manager or designee who is given approval authority by the Board of Directors as stated in Resolution No. 08-2018 (Accept Interests in Real Property on behalf of the District).

5550.03 Abandonment or Quitclaim of Easement

In the event it is determined by the District that it has no current or future interest in a District easement, said easement may be abandoned by execution of a Quitclaim Deed on behalf of the District. Abandonment of a District easement shall be by adoption of a Resolution by the Board of Directors and execution of a Quitclaim Deed by the Board President.

5550.04 Easement Encroachment

The District, by virtue of its ownership of water transmission and distribution facilities in PUE and District easements, has the right to unimpeded access to its facilities for

construction, reconstruction, operations, and maintenances purposes. The District has the right to expect that no structure or obstruction be placed within the easement in such a location as to hinder the District's access to its easement and/or facility. In the event that an obstruction must be removed in order for the District's employees to gain access to District facilities within an easement, the District shall not be obligated to replace or relocate said obstruction. Furthermore, the District reserves the right to seek reimbursement from the responsible property owner for costs associated with District removal of said obstruction.

5550.05 Recording of Easements and Quitclaim Documents

Upon acceptance of an easement granted to the District, said document shall be forwarded by the District to the appropriate County Recorder's Office for recording. The original recorded District easement document shall be returned to and retained by the District.

Upon approval and execution of a Quitclaim Deed on behalf of the District, said document shall be forwarded by the District to the appropriate County Recorder's Office for recording. Upon District return receipt of the recorded Quitclaim Deed, the District shall retain a copy for its files and forward the original to the party to whom the easement was quitclaimed.

5550.06 Storage of Easements and Quitclaim Deeds

The original recorded District Easement documents and copies of the Quitclaim Deeds shall be stored per the District's Records Retention Schedule Policy No. 5700A. Copies of the documents may also be attached or included with any applicable project construction documentation. An electronic record of District easements and quitclaim deeds shall also be maintained by the Engineering Division.

5550.07 Mapping of Easements and Quitclaim Deeds

A general District map shall be prepared and maintained showing the location of District easements. Primary day-to-day responsibility for maintaining this map is delegated to the Director of Engineering or designee.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : RECORDS RETENTION AND DESTRUCTION
POLICY NUMBER : 5700
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : APRIL 20, 2022
AMENDMENTS : (1) MARCH 7, 2000; (2) NOVEMBER 19, 2014
AUTHORITY : GOVERNMENT CODE SECTIONS 34090, 53921, 60200-60203;
EVIDENCE CODE SECTION 1551

5700.00 RECORDS RETENTION AND DESTRUCTION

The District shall establish and implement a Records Management Program to support its operations, to ensure the preservation of vital records, and to ensure compliance with applicable statutes regarding public agency records. A Records Retention and Disposal Schedule, included as Appendix A to this Policy, shall be established and implemented to ensure that records are retained for the period prescribed by law, and that records no longer required by the District for legal or operational purposes are destroyed.

5700.01 Preparation, Review and Amendment of the Schedule

The Records Retention and Disposal Schedule shall be prepared under the direction of the General Manager, and reviewed by District Legal Counsel to ensure compliance with applicable statutes. The Schedule shall be reviewed every five (5) years or more often as necessary to ensure that retention periods continue to meet statutory requirements and that retention and destruction schedules continue to support the operational needs of the District.

5700.02 Implementation of the Records Management Program

The Records Management Program shall be implemented under the direction of the General Manager. Primary day-to-day responsibility for implementing and maintaining the Program is delegated to the General Manager's designee.

5700.03 Definitions

The following definitions shall apply to terms used within this Policy:

Records: Includes documents, pictures, video recordings, audio recordings, books, paper, microfilm, computer printouts, and computer disks, drives or tapes.

Permanent Records: All records specified with the Records Retention Schedule for "Permanent" or "Perm" retention, including: records relating to real property; the minutes, resolutions and ordinances of the Board of Directors; court and legal records; personnel files; plans, records and maps of the distribution system; and Health Department records.

Life: Refers to the active life of the record in question. The active life of the record has ended when the purpose or activity for which the record was established ceases to exist. For example, the "life" of a vehicle maintenance record is the duration of time that the District owns and maintains the vehicle. In this example, a retention period of "Life + 1" means that the record will be retained for one year beyond the date where the District no longer owns the vehicle.

5700.10 Retention of Records

Criteria used to determine the need to retain a record include: statutory requirements; the function and purpose of the record; the information content; the use of the record; and the uniqueness of the record (whether the information in the record exists elsewhere). In general, records should be retained for a minimum of two (2) years (Government Code §34090(d)). However, specific state and federal laws may require longer, or shorter, retention periods. The following records are some specific exceptions to the two-year retention period.

5700.11 Permanent Records

Permanent records are kept indefinitely as described in Government Codes §60200-60203. The following records are defined as permanent under this policy:

- a) Records affecting the title to real property, or liens.
- b) The minutes, resolutions and ordinances of the Board of Directors.
- c) Court/legal records.
- d) Individual employee personnel files.
- e) Pipelines (as-built and operation).
- f) Plans and Specifications.
- g) Health Department records.

Changes in statutory requirements may revise existing authorizations to destroy records, or may authorize destruction of records previously prohibited.

5700.12 Records Reproduced in Another Media

A record may be destroyed before the two (2) year period if the record is micro photographed; reproduced by electronically recorded video images on magnetic surfaces; recorded in the electronic data processing system; recorded on optical disk, reproduced on film; or other medium. Records reproduced in any of these media must have no permanent additions, deletions, or changes to the original documents, and must be fully legible and accurate. The records must also be fully accessible for public reference as the original records (Government Code §34090.5(c)). A true copy of archival quality of the reproduction must be kept in a safe and separate place for security reasons. A Microfilm Certificate of Authenticity shall be produced at the beginning and ending of each file on magnetic or other medium (Evidence Code §1551).

5700.13 Audit Records

All records required for a financial audit must be retained for a period of seven (7) years and must have been properly audited prior to disposal or destruction.

5700.14 Bonds and Payment Coupons

Bonds and payment coupons that are paid or canceled may be destroyed after a retention period of seven (7) years upon approval by the Treasurer.

5700.20 Destruction and Disposal of Records

Destruction of records shall be in accordance with the Records Retention and Disposal Schedule, as authorized by the General Manager or designee. The following methods of destruction shall apply in the absence of any specified method in the Schedule.

5700.21 Financial/Fiscal Records

Financial/Fiscal records shall be destroyed by cremation or shredding.

5700.22 Confidential Records

Records of a confidential nature shall be destroyed by cremation or shredding.

5700.23 Other Records

Other records whose destruction methods are not specified in the Records Retention and Disposal Schedule, or not otherwise specified in the preceding sections of this Policy, may be disposed of by recycling or other non-destructive means. The General Manager or designee shall determine the appropriate method of destruction and disposal, within the requirements and guidelines set forth in this Policy.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

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

5750.00 DISPOSAL OF SURPLUS PROPERTY

Real or personal District property that is surplus to the needs of the District shall be sold by public bid.

5750.01 Disposal of Real Property

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

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

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

5750.02 Disposal of Personal Property

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

Personal property with an estimated value of \$4,000 or less shall be disposed as surplus with the authorization of the General Manager. Personal property with an estimated value of greater than \$4,000 shall be disposed as surplus with the authorization of the Board of Directors. Surplus personal property may be consigned to a public auction service to meet the public bidding requirement.

5750.03 Revenue from Disposal of Surplus Property

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

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : RECYCLING OF MATERIALS
POLICY NUMBER : 5760
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY :

5760.00 RECYCLING OF MATERIALS

The Citrus Heights Water District recognizes the benefits of recycling to the environment and the community. The District supports the recycling and reuse of renewable materials used in the course of business and operations at the District. Whenever possible and practical, the District shall seek to recycle the waste, used or scrap materials that it produces. Although the District will seek to redeem these materials for their scrap or salvage value, the primary goal is to recycle the greatest amount of materials possible and to reduce the volume of materials entering the waste stream.

5760.01 Recycling of Water Works Materials

To the extent possible and practical, the District will recycle the metal products from its used or scrap water works materials. These include, but are not limited to, metals such as iron, brass, and copper that are typically found in many of the appurtenances periodically replaced by the District.

5760.02 Recycling of Office Materials

To the extent possible and practical, the District will recycle the waste products resulting from its office and corporation yard activities, such as, but not limited to, paper, cardboard and aluminum.

5760.03 Recycling of Waste Oil

To the extent possible and practical, the District will recycle waste oil produced from the operation of District equipment. . All waste oil will be stored, handled and recycled or disposed of in compliance with California Health and Safety Code, Cal/OSHA and all other applicable regulations.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : VEHICLE AND EQUIPMENT MAINTENANCE
POLICY NUMBER : 5800
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY :

5800.00 VEHICLE AND EQUIPMENT MAINTENANCE

A Vehicle and Equipment Maintenance Program shall be prepared, implemented, and maintained to ensure that the District's mechanical resources are readily functional and reliable for operation. The routine execution of vehicle maintenance is considered essential to the proper operation, safety, and performance of District vehicles. Inspection of vehicles and equipment shall be performed at weekly intervals, or more often as prescribed. Inspections shall be documented and deficiencies noted. Periodic maintenance shall be scheduled based upon the vehicle or equipment manufacturer's recommendations.

5800.01 Implementation of the Program

Scheduling of inspections, maintenance, and repairs for vehicles and equipment shall be the day-to-day responsibility of the General Manager or designee.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : WATER QUALITY MONITORING
POLICY NUMBER : 5900
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY : US ENVIRONMENTAL PROTECTION AGENCY (EPA)
SAFE DRINKING WATER ACT
CALIFORNIA DIVISION OF DRINKING WATER CHAPTER 15 OF
TITLE 22 WATER REGULATIONS

5900.00 WATER QUALITY MONITORING

The District's Mission is, in part, to provide a dependable supply of safe, quality water.

The District shall conduct water quality sampling pursuant to the requirements of the State of California Division of Drinking Water and US EPA water quality monitoring schedules.

5900.01 Monitoring Requirements

The Federal Safe Drinking Water Act and the State of California Title 22 Water Regulations identify and outline the monitoring requirements mandated by law and the District's resulting compliance, including, but not limited to, the following:

- a. Water sampling requirements and criteria
- b. Bacteriological Site Sampling Plan
- c. Data collection, recording, record keeping, and reporting requirements
- d. Drinking Water Source Assessments - specific to groundwater well fields
- e. Operator Educational Training and Certification
- f. Chemical treatment

5900.02 Preparation, Review, and Amendment of the Plan

The Water Quality Monitoring Plan shall be prepared under the direction of the General Manager. The Plan shall be reviewed every two years or more often as necessary to ensure the accuracy of the information and effectiveness of the procedures outlined therein.

5900.03 Implementation of the Plan

The Water Quality Monitoring Plan shall be implemented under the direction of the General Manager or designee.

5900.04 Exception to the Plan

Monitoring of the District's supply of surface water upstream from the points of delivery to the Citrus Heights Water District's transmission and distribution piping system is the responsibility of San Juan Water District.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : OPERATIONS
POLICY TITLE : FIRE HYDRANT OPERATION AND MAINTENANCE
POLICY NUMBER : 5930
DATE ADOPTED : MARCH 18, 1997
DATE AMENDED : NOVEMBER 16, 2022
AUTHORITY :

5930.00 FIRE HYDRANT OPERATION AND MAINTENANCE

The purpose of this Policy is to ensure regular and consistent execution of the preventive maintenance, inspection, and testing of hydrants throughout the distribution system. The hydrant maintenance program shall be conducted in accordance with the American Water Works Association (AWWA) Manual M17 Fire Hydrants: Installation, Field Testing, and Maintenance.

5930.01 Public Fire Hydrants

Public fire hydrants shall generally be defined as those fire hydrants located immediately adjacent to a public street or right-of-way or within a public utility easement or easement granted to Citrus Heights Water District. Said public fire hydrants shall typically be in unsecured locations and immediately accessible for public fire protection purposes by the fire protection agency.

5930.02 Private Fire Hydrants

Private fire hydrants shall generally be defined as those fire hydrants not defined in Section 5930.01 above. Maintenance of private fire hydrants is the responsibility of the property owner.

5930.03 Contents of the Program

The Fire Hydrant Operation and Maintenance Program shall identify and outline the steps for operating and maintaining the public fire hydrants, including, but not limited to, the following:

- a. Frequency of periodic inspection and maintenance checks
- b. Maintenance items to be performed
- c. Procedures for inspecting and testing fire hydrants
- d. Procedures for placing inoperable or damaged fire hydrants out of service and facilitation of restoration of service
- e. Methodology (routing and sequence) for performing bi-annual maintenance
- f. Minimum access clearances to be maintained around fire hydrants
- g. Steps needed to protect hydrants from damage
- h. Records to be maintained, including installation, inspection, and repair reports
- i. Specifications on each type of hydrant in the District's system, including assembly diagrams and parts lists

- j. Coordination with Water Distribution System Flushing Program
- k. Coordination with the fire protection agency having jurisdiction

5930.04 Preparation, Review and Amendment of the Program

The Fire Hydrant Operation and Maintenance Program shall be prepared under the direction of the General Manager or designee. The Program shall be reviewed every two years or more often as necessary to ensure the accuracy of the information and effectiveness of the procedures outlined therein. Revision or amendment of the Program shall typically be performed before beginning a new inspection, testing and maintenance cycle.

5930.05 Implementation of the Program

The General Manager or designee is responsible for implementing and maintaining the Program.

ATTACHMENT 4

**Clean Copy of Edited Human Resources Policies
(4000 Series)**

4112.00 OVERTIME PAY

District overtime pay policy will conform to the requirements of applicable law including the federal Fair Labor Standards Act. All “non-exempt” employees will be paid at one and one-half (1.50) times their regular hourly rate of pay for hours worked in excess of forty (40) hours in a regular work week and at (2.00) times for hours worked in excess of twelve (12) hours in a day. A regular work week is defined as a seven-calendar-day period commencing at 12:00 a.m. each Monday and ending at 11:59 p.m. the following Sunday. Pay for non-exempt employees’ work in excess of forty-eight (48) hours in a regular work week will be at two (2.00) times their regular hourly rate of pay. The District retains discretion to “flex” an employee’s working hours within a single seven-day work period to reduce potential overtime costs.

Leave hours shall not be counted as hours worked for the purpose of qualifying for overtime pay except in circumstances where the employee works hours that require returning to work in an emergency situation, after being off duty on discretionary leave and where the emergency work hours are not a continuation of a regular work shift. Under these circumstances, when discretionary leave hours have been scheduled in advance (i.e. vacation or CTO) and are interrupted by an emergency call back, the leave hours within that work period may be counted as hours worked for the purpose of qualifying for overtime pay.

Employees are required to accurately report all hours worked, including overtime, on their timecards. Unauthorized or unreported overtime work is strictly prohibited. Employees may be subject to discipline for violations of this overtime policy. No overtime shall be recorded or reported for less than 8 minutes of work.

At a non-exempt employee’s option, compensatory time-off (CTO) in lieu of overtime payments may be granted subject to a maximum CTO accrual (see Policy 4303).

4112.02 Holiday Overtime Pay

All non-exempt employees will be paid at two (2.00) times their regular hourly rate of pay for hours worked on the day of the District observed holiday. For a list of designated District holidays (see Policy 4350).

4112.03 Paid Leave Following Extended Work Shifts

In consideration of the safety and well-being of District employees, any employees, at the discretion of the General Manager’s approval, may be granted authorized Leave-with-Pay on the work day that immediately follows a work shift that prevented the employee from having at least eight (8) non-working hours. The purpose of this provision is to ensure that District employees are not required to work when they are overly fatigued from working an overnight or extended shift and that employees are allowed non-working time off to rest without being required to use their Annual Leave, Compensatory Time-Off (CTO) or take Leave-without-Pay.

Upon returning to work after the prescribed eight (8) non-working hours, the employee may be granted a maximum Leave-with-Pay based upon the time difference to the nearest one-quarter hour between their typical work shift starting time and their actual return to work time. In the event that the employee works beyond their typical work shift ending time, the

maximum Leave-with-Pay will be reduced by the time worked beyond the typical work shift ending time.

4112.04 Exempt Employees

Exempt positions are those ineligible for overtime compensation according to applicable law. Such positions will be so designated in the applicable job description and/or Employment Agreement.

4112.50 Overtime Recruitment

Scheduled overtime or non-emergency response overtime work shall not be performed without the express prior approval of the General Manager. In unusual circumstances

where the General Manager is unreachable, the highest ranking on-duty supervisor may approve such scheduled non-emergency overtime work. Emergencies requiring immediate response do not require prior approval. The procedure for staffing scheduled, non-emergency overtime shall be determined by the General Manager in an appropriate Administrative Procedure.

In an emergency situation (as determined by the General Manager), the General Manager retains the discretion to assign overtime (whether as a hold-over or call-back response) to the first available employees who possess the skill set necessary to address the emergency issue.

4120.00

STANDBY DUTY

4120.01 Assignment and Rotation of Standby Duty

Regular employees with water distribution system operating experience and certification as a California State Water Distribution System Operator are eligible for water distribution system Standby Duty. Said water distribution system operating employees within the job classes of Expert/Specialist and Journey/Professional shall perform Standby Duty on a rotating basis subject to recommendation by the Director of Operations or designee and approval by the General Manager. In recommending/approving an employee for Standby Duty, the following items shall be required:

1. Knowledge of the operation and maintenance of the District's water distribution and transmission system.
2. Knowledge of District geography.
3. Knowledge of District policies and procedures.
4. Response time to the District property / service area.
 - a. Employees assigned to Standby Duty must reside within twenty (20) miles of the District headquarters while performing Standby Duty.

The rotation schedule of employees eligible for Standby Duty shall be maintained and prepared on a bi-monthly basis at the direction of the General Manager. Assigned employees are responsible for their weekly duty as assigned, however, a substitute employee(s) from the ranks of those eligible is permitted, with the approval of the Director of Operations or designee, so long as there is no inconvenience to other employees or the District. The employee who was originally assigned to standby duty is ultimately responsible for their assigned week.

Standby Duty shall begin at 5:00 PM on Tuesday and shall end at 5:00 PM on the following Tuesday. Employees shall not perform Standby Duty for two (2) consecutive weeks unless approved by the Director of Operations or designee.

4120.02 Duties

The duties of the employee assigned to Standby Duty encompass responding, either by telephone or in person, to after-hour reports from customers or others of problems associated with District operations. Significant in this response is personal observation and analysis of failure or damage to the District's water transmission and distribution system. In analyzing the failure or damage, the Standby Duty person shall consider public safety, water quality, personal property, the integrity of the adjacent water distribution

facilities and other related factors in determining the need to assemble additional District personnel to address the situation.

Selection and assembly of additional personnel to address an off-duty call-out situation shall be consistent with the District's Overtime Recruitment requirements.

An employee assigned to Standby Duty shall remain accessible at all times by a combination of an employee provided standard telephone and/or a District provided cellular telephone. The Standby Duty person shall not take part in repair activities if at all possible in order to remain accessible for subsequent responses to after-hour reports.

4120.03 Standby Duty Pay

Employees who are assigned to Standby Duty in a non-working status at their residence during off-duty hours shall be entitled to payment for Standby Duty in addition to their regular compensation and overtime pay as set forth in the "Other Compensation" schedule (see Policy 4101) per each Standby Duty assignment. Daily pay for Standby Duty, as set forth by the Board of Directors, may differentiate between regular work days, Friday, Saturday, Sunday and holidays.

An employee who is assigned to Standby Duty during the time period from 6:30 AM to 5:00 PM on a District observed holiday (see Policy 4350) will be compensated for the day the holiday is observed by receiving District holiday Standby Duty pay (see Policy 4101) and will also receive ten (10) hours added to their Annual Leave accrual upon completion of their Standby Duty assignment.

4120.04 Vehicle and Equipment Use

Employees who are assigned to Standby Duty shall be provided with and use a District vehicle, in accordance with the District's vehicle policy, as designated by the Director of Operations or designee. Said vehicle shall be equipped with the necessary tools and equipment to enable the employee to properly carry out the tasks typically associated with Standby Duty. A check list of the tools and equipment necessary to perform Standby Duty shall be prepared by the Director of Operations or designee. Weekly, prior to occupying said District vehicle, the incoming Standby Duty employee shall confirm that all tools and equipment are secure and present in good working condition. On the last day of a Standby Duty assignment, the outgoing Standby Duty employee shall clean said vehicle inside and out at the beginning of the regular duty shift. Weekly, both the incoming and outgoing standby employees shall fill out the call truck check list for tools and equipment.

The employee may, at his/her own risk and liability, store his/her personal vehicle at the District's corporation yard while using a District vehicle for the performance of Standby Duty. Relocation of a Standby Duty employee's personal vehicle to a location other than the District's corporation yard shall be the responsibility of the employee and shall be done outside of regular working hours without additional compensation.

4120.50 Call-Outs

4120.51 Call-Out Reports

A Call-Out Report must be completed by the Standby Duty employee for all calls received, whether or not it was necessary for the Standby Duty employee to respond in person to a call. The Call-Out Report will be prepared on the District provided form and shall be delivered to an Operations Department supervisor at the beginning of the next regular work day.

All call-outs and overtime worked are to be reviewed by the Director of Operations or designee prior to payment of overtime. The Director of Operations or designee shall prepare a weekly report quantifying Standby Duty Pay and Call-Out Pay. The Director of Operations or designee shall maintain a historical file of Standby Duty and Call-Out Reports together with supporting documentation including, but not limited to, notification reports received from the District's answering service.

4120.60 Call-Out Pay

. An employee shall receive overtime Call-Out Pay in addition to Standby Duty Pay for responding, either by telephone or in person, to after-hour reports from customers or others, of problems associated with District operations. No overtime shall be recorded or reported for less than 8 minutes of work, which shall be cumulatively applied for the week if the employee remains on standby duty.

4120.61 Compensation Rate

Call-Out Pay shall be at the appropriate overtime rate of hourly compensation with a one (1) hour minimum per call-out. An employee shall be compensated with Call-Out Pay whether the response is by telephone or in-person.

4120.62 Multiple Call-Outs

Whenever the same employee receives multiple call-outs within the same time period (i.e., before the employee returns to his / her residence from the first call-out), the employee shall not be entitled to additional pay except for time actually worked beyond the first call- out minimum.

4120.63 Travel Allowance

For purposes of determining hourly compensation for call-outs, travel time from the employee's residence to the reporting station and return to residence shall be included in the minimum pay period. However, travel time does not count as "hours worked" for purposes calculating any applicable overtime. An exception to this would be if the employee would be required to remain on duty until the start of the regularly scheduled shift when return travel time will not be paid.

ATTACHMENT 5

Red-Lined Version of Policy 6500: Purchasing and
Procurement

6500.00

PURCHASING AND PROCUREMENT

6500.01 Introduction

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

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

6500.01 Objectives of Purchasing and Procurement Policy

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

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

6500.02 Personnel Standards of Conduct

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

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

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

6500.10 Purchasing Categories

District purchases typically are within the following seven categories:

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

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

6500.11 General Purchases

This category consists of the following general purchase classifications:

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

6500.12 Services

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

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

6500.13 Public Works Projects

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

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

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

6500.13 Petty Cash Purchases

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

6500.15 Emergency Purchases

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

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

6500.16 Single-Source Purchases

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

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

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

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

suitability for future use.

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

6500.17 Real Property

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

6500.20 Purchasing Levels and Authority

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

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

Real Property	\$20,000 or less	Greater than \$20,000

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

6500.21 Informal Solicitations

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

Estimated Value	Number and Type of Quotations
\$0 – \$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
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4. Solicitation and evaluation of quotations, bids, or proposals
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6. Award of contract or order
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8. Receipt of invoice, reconciliation with delivery ticket, verification of pricing by purchasing coordinator/agent
9. Payment

6500.80 Purchase Orders

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

6500.90 Purchasing/Procurement Authority

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

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

6500.100 Project File

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

ATTACHMENT 6

Clean Copy of Policy 6500: Purchasing and Procurement

6500.00

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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.

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : DISTRICT-WIDE EASEMENT PROJECT UPDATE
STATUS : Information Item
REPORT DATE : November 1, 2022
PREPARED BY : Missy Pieri, Director of Engineering/District Engineer
Tamar Dawson, Assistant Engineer

Staff will provide a presentation and an update on the District-wide Easement Project.